



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, SEPTEMBER 4, 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 August 7, 2012

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3. PUBLIC HEARING

None

4. DELEGATIONS

4.1. Roy Empey, Royal Canadian Legion Branch 171
Permissive Tax Exemption

4.2. Mary Dolan, Social Planning Cowichan Child Care Sub-Committee
Publicly funded integrated system of early care and learning for British Columbia

5. PROCLAMATIONS

None

6. DEVELOPMENT APPLICATIONS

1.1. Development Variance Permit Application – 822 Mackie Road (Lot 2, District Lot
49, Oyster District, VIP89237)

7 - 14

Correspondence related to Development Permit Application 3090-12-03 is
available for review in Council Chambers at City Hall

1.2. Development Variance Permit Application – 111 Clarke Road
Parcel A (DD 55936-N) of Lot 2, District Lot 43, Oyster District, Plan 2478

15 - 20

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
- 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

9. STAFF REPORTS

- 9.1. Advisory Commission Annual Appointment Cycle 21 - 22
- 9.2. Information Technology Strategic Plan 23 - 24

10. CORRESPONDENCE

- 10.1. Manuel Achadinha, President and CEO, BC Transit 25 - 37
Cowichan Valley Region Transit Future Plan

Staff Recommendation

That Council receive the Cowichan Valley Region Transit Future Plan.

- 10.2. J.E. Berry, Cowichan Valley Regional District 38 - 40
Cowichan Sportsplex – Annual Financial Contribution

Staff Recommendation

That Council consider whether it wishes to participate in an annual Cowichan Valley Regional District financial contribution service to requisition \$146,000 in 2013 to assist with funding the Cowichan Sportsplex, as requested in the correspondence from J.E. Berry dated August 17, 2012.

- 10.2.1. Kevin Graham 41
Support for Regional Funding of Cowichan Sportsplex

Staff Recommendation

That Council advise Kevin Graham of its decision regarding the Cowichan Valley Regional District request for Town of Ladysmith participation in a financial contribution service to requisition \$146,000 in 2012 for the Cowichan Sportsplex.

11. BYLAWS

11.1. Town of Ladysmith Revitalization Tax Exemption – Economic Revitalization Bylaw 2012, No 1807 42 - 60

The purpose of Bylaw 1807 is to establish a revitalization tax exemption program for improvements that help stimulate economic activity in Ladysmith.

12. NEW BUSINESS

12.1. Appointment of Voting Delegates for Municipal Insurance Association at Upcoming UBCM Convention

Council will recall that it is required to appoint two voting delegates for the Municipal Insurance Association to represent the Town's interest at the MIA's Annual General Meeting which is scheduled to take place at 3:00 PM on Tuesday, September 25th, 2012 in Victoria during the UBCM Conference. MIA requires the names of the Town's appointed voting delegates by September 14, 2012. It is appropriate for Council to appoint two representatives of Council as voting delegates for the MIA at tonight's meeting.

13. UNFINISHED BUSINESS

13.1. Request for Town of Ladysmith Sponsorship of a Documentary Commemorating the Vancouver Island Miners' Strike of 1913 61 - 62

Council will recall that, at the meeting of August 7, 2012, it passed the following resolution:

It was moved, seconded and carried that support in principle be given to the request from Micheal Razberry of Razmataz Productions for Town of Ladysmith sponsorship of the proposed documentary marking the 100th anniversary of the Vancouver Island Coal Miners' Strike, subject to additional information from staff regarding references, release date and length of the documentary, to be provided at the next meeting.

The following information is provided in response to Council's request:

1. It is anticipated that the documentary will be about 45 minutes long
2. The proposed release date is late April or early May 2013
3. Proposed distribution will be through Shaw Cablesystems on Vancouver Island between Duncan and the Comox Valley; as well as through YouTube and on FaceBook
4. There are no confirmed sponsors at this time

5. Razmataz Productions recently completed a documentary regarding threats to water systems, “Water Changers Everything”, which can be viewed at the following link:

<http://www.youtube.com/watch?v=JOLlipmH-A&feature=plcp>

14. QUESTION PERIOD

- 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 *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

Item One

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

Item Two

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
TUESDAY, AUGUST 7, 2012**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Jillian Dashwood

Councillor Steve Arnett
Councillor Gord Horth

Councillor Bill Drysdale
Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Glenda Patterson

STAFF PRESENT:

Ruth Malli
Erin Anderson

Sandy Bowden
John Manson

Felicity Adams
Joanna Winter

CALL TO ORDER

Mayor Hutchins called the Regular Council Meeting to order at 7:02 p.m.

AGENDA APPROVAL

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

- 9.2 Median on TransCanada Highway
- 9.3 Boat Basin

CS 2012-258

It was moved, seconded and carried that the agenda for the Regular Session of Council for August 7, 2012 be approved as amended.

MINUTES

CS 2012-259

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on July 16, 2012 be approved as circulated.

DELEGATION

Mimi Zuyderduyn of "Stock the Lockers Ladysmith" gave a presentation to Council on the goal to raise \$4,000 to help buy school supplies, equipment and other school necessities for students in Ladysmith and North Oyster.

CS 2012-260

It was moved, seconded and carried that the Town support the Stock the Lockers-Ladysmith Campaign for local schools through promotion on the Town's website and other appropriate avenues.

PROCLAMATION

Mayor Hutchins has proclaimed the month of August 2012 as 'Stock the Lockers' month in the Town of Ladysmith in support of the campaign to raise \$4,000 for school supplies and equipment for students in Ladysmith schools.

DEVELOPMENT PERMITS

- CS 2012-261** Signage Development Variance Permit Application – Global Vocational Services (#11, 740 First Avenue)
It was moved, seconded and carried that Council approve Development Variance Permit 3090-12-02 for Lot A (DDEE20002), District Lots 24 and 56, Oyster District, Plan 703A (#11-740 First Avenue) to permit a suspended sign for Global Vocational Services (Unit 11) to be 1.5 sq.m. in area; and that the Mayor and Corporate Officer be authorized to sign Development Variance Permit 3090-12-02.
- CS 2012-262** Development Variance Permit Application – 822 Mackie Road (Lot 2, District Lot 49, Oyster District, VIP89237)
It was moved, seconded and carried that staff be directed to proceed with the statutory notice for Development Variance Permit application 3090-12-03 for Lot 2, District Lot 49, Oyster District VIP89237 (822 Mackie Road) to permit a shop/garage that exceeds the maximum permitted size and height.
- CS 2012-263** Development Permit Amendment Application – Oak Development – 17 Gatacre Street (Lot 8, Block 10, DL 56, Oyster District, Plan 703)
It was moved, seconded and carried that Development Permit 3060-12-04 be issued to amend DP11-01, including the site plan and landscape plan and off-street parking requirements at 17 Gatacre Street (Lot 8, Block 10, District Lot 56, Oyster District, Plan 703), and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

COUNCIL COMMITTEE REPORTS

- CS 2012-264** Government Services Committee Recommendations
It was moved, seconded and carried that economic revitalization be confirmed as a priority for the Town of Ladysmith.
- CS 2012-265** It was moved, seconded and carried that property classes 4, 5 and 6 be designated to receive an economic revitalization tax exemption.
- CS 2012-266** It was moved, seconded and carried that the economic revitalization exemption for Classes 4 and 5 apply to all appropriately zoned lands in the Town of Ladysmith.
- CS 2012-267** It was moved, seconded and carried that staff be directed to develop recommendations with respect to geographic areas in the Town of Ladysmith in which an economic revitalization exemption for class 6 would apply.

- CS 2012-268 It was moved, seconded and carried that the value of construction, demolition and reconstruction of a project be set at \$2,000,000 in order for the project to be eligible for an economic revitalization tax exemption.
- CS 2012-269 It was moved, seconded and carried that the period of eligibility for an economic revitalization tax exemption be set at five years.
- CS 2012-270 It was moved, seconded and carried that the matter of a Town of Ladysmith Revitalization Tax Exemption for Brownfields Revitalization, including designation of a geographic area to receive this exemption, the value of the construction or renovation and consideration of properties registered on the province's Contaminated Sites Registry, be referred to the 2013 work plan.
- CS 2012-271 It was moved, seconded and carried that consideration of a cat bylaw for the Town of Ladysmith be referred to the 2013 work plan.

STAFF REPORTS

- Zoning Bylaw – Contract Award**
- CS 2012-272 It was moved, seconded and carried that the contract for “Ladysmith’s New Zoning Bylaw” be awarded to CitySpaces Consulting Ltd in the amount of \$108,500 plus HST.
- Appointment of Auditors for 2012 Fiscal Year**
- CS 2012-273 It was moved, seconded and carried that Hayes Stewart Little and Company be appointed as auditors for the Town of Ladysmith for the fiscal year ending December 31, 2012.
- Permissive Tax Exemption Policy**
- CS 2012-274 It was moved, seconded and carried that the Permissive Tax Exemption Policy for the Town of Ladysmith be adopted as presented.
- Proposed Revitalization Tax Exemption Program and Bylaw– Economic**
- CS 2012-275 It was moved, seconded and carried that the staff report on a proposed Revitalization Tax Exemption Program-Economic be received, and that staff be directed to prepare a Bylaw for a Revitalization Tax Exemption Program–Economic, and that the program apply to eligible initiatives commencing in 2012.
- Special Occasion Licence Request – Fraternal Order of Eagles**
- CS 2012-276 It was moved, seconded and carried that a Special Occasion Licence be granted for the Fraternal Order of Eagles picnic on August 19, 2012 from 9:00 a.m. to 5:00 p.m. at the Transfer

Beach Horseshoe Pitch.

CORRESPONDENCE

M. Razberry, Razmazz Productions
Request for sponsorship of documentary film marking the 100th anniversary of the Vancouver Island Coal Miners' Strike.
CS 2012-277 It was moved, seconded and carried that support in principle be given to the request from Micheal Razberry of Razmataz Productions for Town of Ladysmith sponsorship of the proposed documentary marking the 100th anniversary of the Vancouver Island Coal Miners' Strike, subject to additional information from staff regarding references, release date and length of the documentary, to be provided at the next meeting.

June Cormylo
Suggestion to install speed bumps on Transfer Beach Boulevard and Tristan de Konninck Way
CS 2012-278 It was moved, seconded and carried that the correspondence from June Cormylo dated July 16, 2012 regarding the speed of traffic in the Transfer Beach vicinity be referred to staff and the Royal Canadian Mounted Police for investigation and consideration of options.

NEW BUSINESS

Meeting Schedule for Monday, August 20, 2012
CS 2012-279 It was moved, seconded and carried that the Government Services Committee and the Council Meetings scheduled for Monday, August 20, 2012 be cancelled.

TransCanada Highway Median – Potential Fire Hazard
Staff was requested to investigate concerns regarding the danger of fires in the plantings on the TransCanada Highway median due to improperly disposed cigarettes.

QUESTION PERIOD

R. Johnson suggested Council consider airing Council meetings online.

R. Johnson was advised that the Town has not entered into a loan agreement with DL 2016 Holdings Corporation.

R. Johnson suggested a possible location for a dog park at the south end of Transfer Beach Park.

R. Johnson was advised that the Town does not have a policy to assist residents with the eradication of knotweed on private property, and that the Cowichan Valley Regional District Board will be discussing a regional approach to eradication of noxious weeds.

Jack Tielman was advised that the next joint meeting of the Town of Ladysmith, Ladysmith Downtown Business Association, Ladysmith Chamber of Commerce regarding economic development would take place in late August or early September, and that the Stz'uminus First Nation has expressed an interest in taking part.

Staff was requested to consider placing larger signs at public events reminding attendees that dogs are prohibited at such events.

EXECUTIVE SESSION

CS 2012-280

It was moved, seconded and carried at 8:07 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

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.

Item 2

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

Item 3

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

Item 4

Labour relations or other employee relations

RISE AND REPORT

Council arose without report at 10:25 p.m.

ADJOURNMENT

CS 2012-281

It was moved, seconded and carried that this meeting of Council be adjourned at 10:25 p.m.

CERTIFIED CORRECT

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

SUBJECT TO ADOPTION



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
 From: Felicity Adams, Director of Development Services
 Date: September 4, 2012
 File No: 3090-12-03

Re: Development Variance Permit Application – 822 Mackie Road (Hoban)
Lot 2, District Lot 49, Oyster District, VIP89237

RECOMMENDATION(S):

That Council consider approving Development Variance Permit application 3090-12-03 for Lot 2, District Lot 49, Oyster District, VIP89237 (822 Mackie Road) to permit a shop/garage that exceeds the maximum permitted size and height; and authorize the Mayor and Corporate Officer to sign DVP 3090-12-03.

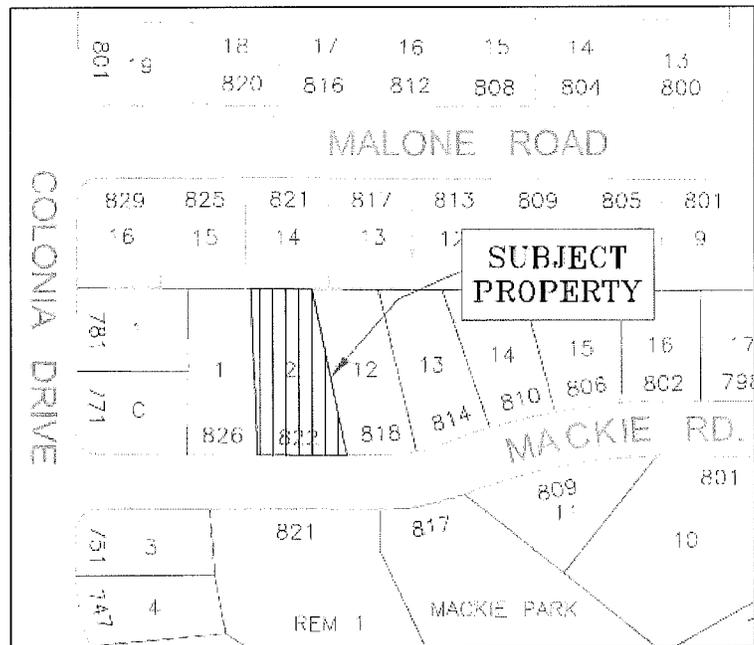
PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a Development Variance Permit for an accessory building.

INTRODUCTION/BACKGROUND:

The applicants are proposing to construct a shop/garage 8m x 9m (26ft x 30ft) at their property at 822 Mackie Road. The property currently contains a single family dwelling with an attached garage. The proposed shop/ garage (accessory building) is larger than currently permitted by the Zoning Bylaw.

At its meeting held August 7, 2012, Council directed staff to proceed with statutory notice for development variance permit application 3090-12-03.



SCOPE OF WORK:

The current stage of this application is to seek Council's consideration of the proposed Development Variance Permit.

The subject property is 943m² (10,155ft²) in size and is zoned 'Suburban Residential Zone (R-1)'. The maximum permitted gross floor area for an accessory building is 45m² (484ft²). The applicant is proposing an accessory building (detached

shop/garage) that is 72.5m² (780ft²). The maximum permitted height of an accessory building is 5 metres, and the applicant is proposing a variance of 0.3 metres to a maximum height of 5.3 metres. The attic/roof space has a maximum permitted height of 1.5 metres, and the applicant is proposing a variance of 0.1 metres to a maximum permitted height of 1.6 metres. The proposal meets all other requirements of the R-1 zone.

The applicants intend to use the shop/garage for parking personal vehicles, including a Land Rover with a dump/tilt box that requires a high ceiling. The exterior design of the shop/garage will be consistent with the appearance of the residence on the property.

Summary of Development Variance Permit Application 3090-12-03

Accessory Building (shop/garage)	Permitted	Proposed	Requested Variance
Gross Floor Area	45 m ²	72.5 m ²	27.5 m ²
Building height	5 m	5.3 m	0.3 m
Attic/roof space	1.5 m	1.6 m	0.1 m

ALTERNATIVES:

To not support DVP application 3090-12-03.

FINANCIAL IMPLICATIONS: n/a

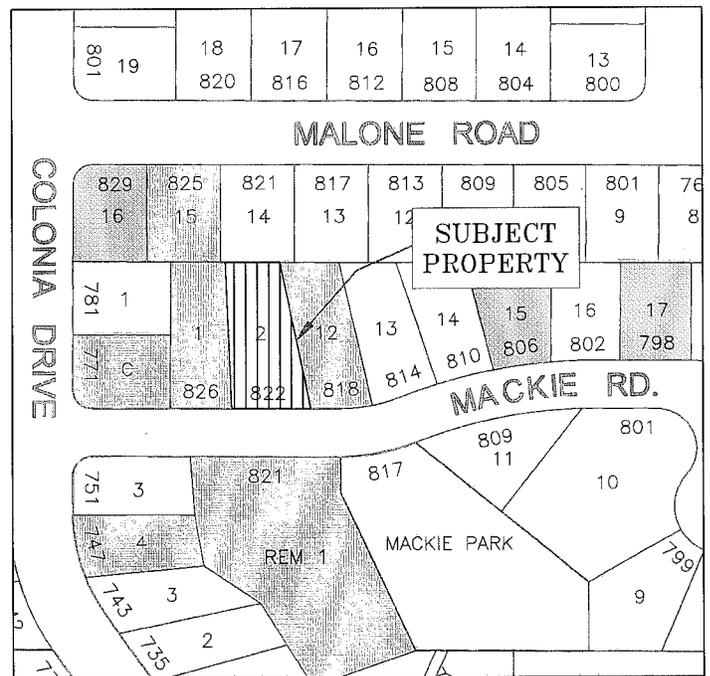
LEGAL IMPLICATIONS:

The *Local Government Act* enables Council to vary zoning regulations, except use and density regulations through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

CITIZEN/PUBLIC RELATIONS

IMPLICATIONS:

The Town of Ladysmith notice regarding this DVP application was sent to neighbouring properties on August 9th, 2012. The Town has received feedback from multiple neighbours. The tables below outline the concerns raised by neighbours. Written submissions and letters of support are available for Council review from Corporate Services.



■ OPPOSE ■ SUPPORT

Concern: Land Use	Applicant's Response	Staff Notes
Potential business use	Applicant is a school teacher, the garage is intended for maintenance, small repairs and upgrades to personal property.	The Zoning Bylaw does not permit home occupations in accessory buildings.
Potential use as a secondary suite	See above.	Not currently permitted.

Concern: Size	Applicant's Response	Staff Notes
Size and visibility of building to neighbours	Exterior finishing to match house.	Subject of DVP.
Future development of concrete apron	Will not be developed.	Cannot be developed without a DVP process to enlarge the building

Concern: Impact	Applicant's Response	Staff Notes
Potential pollution (noise, air, water)	Normal personal garage use.	Garage is accessory to residential use.
Unsightly vehicles on the property and property devaluation	The garage/shop is intended to enclose vehicles from sight.	See above.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-12-03 was referred to the Building Inspector and Infrastructure Services Department and they have no objections to the proposed variance.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The subject development variance permit proposal is not inconsistent with the Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

It is recommended that Council approve Development Variance Permit application 3090-12-03.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

DVP 12-03 Form



TOWN OF LADYSMITH
DEVELOPMENT VARIANCE PERMIT – 12-03
DATE: September 4, 2012

TO:	Robert Lee Hoban and Lisa Susan Hoban
ADDRESS:	822 Mackie Road LADYSMITH, B.C. V9G 1N1

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 2, District Lot 49, Oyster District, Plan VIP89237 – PID: 028-745-990 (822 Mackie Road)

3. Section 8.2 “Conditions of Use” in the Suburban Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 1995, No. 1160”, as amended, is varied for the subject property as follows:

From:

Section 8.2 (2.1) “The height of an accessory building or structure shall not: (a) exceed 5.0 metres; except where the roof pitch is less than 4:12, then the maximum height shall be 3.5 metres.”

To:

Section 8.2 (2.1) “The height of an accessory building or structure shall not: (a) exceed 5.3 metres; except where the roof pitch is less than 4:12, then the maximum height shall be 3.5 metres.”

AND

From:

Section 8.2 (2.1) “The height of an accessory building or structure shall not: (c) include an attic or roof space greater than 1.5 metres in height measured from the ceiling of the storey below to the highest point of the building.”

To:

Section 8.2 (2.1) “The height of an accessory building or structure shall not: (c) include an attic or roof space greater than 1.6 metres in height measured from the ceiling of the storey below to the highest point of the building.”

AND

From:

Section 8.2 (4.1) "The maximum gross floor area of an accessory building shall not exceed 45 square metres."

To:

Section 8.2 (4.1) "The maximum gross floor area of an accessory building shall not exceed 72.5 square metres."

- 4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
- 5. The following plans and specifications are attached:
 - a) Schedule A – Site Plan
 - b) Schedule B – Elevation
- 6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION passed by Municipal Council on the _____ day of _____, 20__ .

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with Robert Lee Hoban and Lisa Susan Hoban other than those contained in this permit.

Signed

Witness

Title

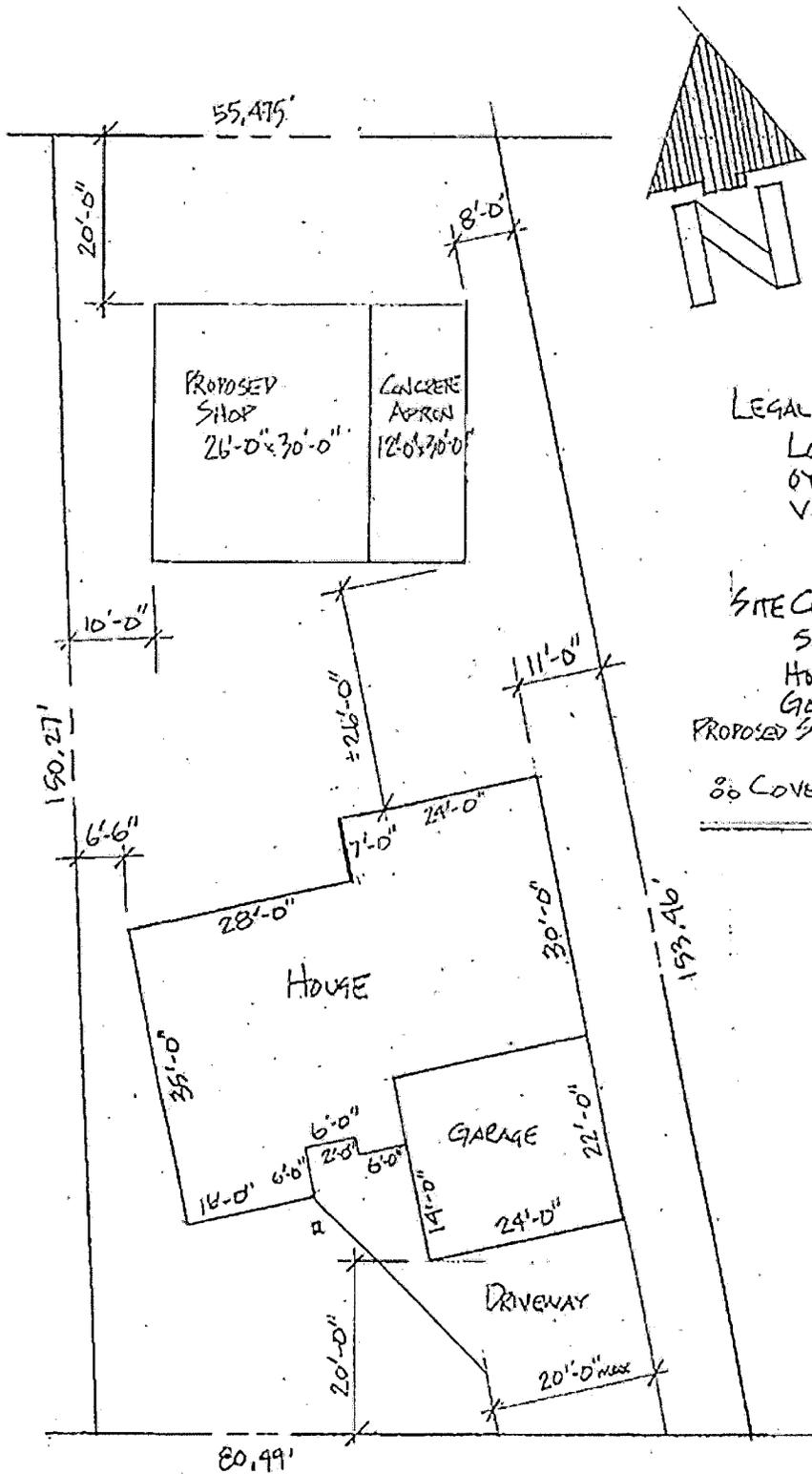
Occupation

Date

Date

Schedule A - Site Plan

Development Variance Permit 3090-12-03



LEGAL DESCRIPTION

LOT 2 DL491
OYSTER DISTRICT
VIP 89237

SITE COVERAGE

SITE 10,201^{sq} ft
HOUSE 1646^{sq} ft
GARAGE 528^{sq} ft
PROPOSED SHOP 780^{sq} ft

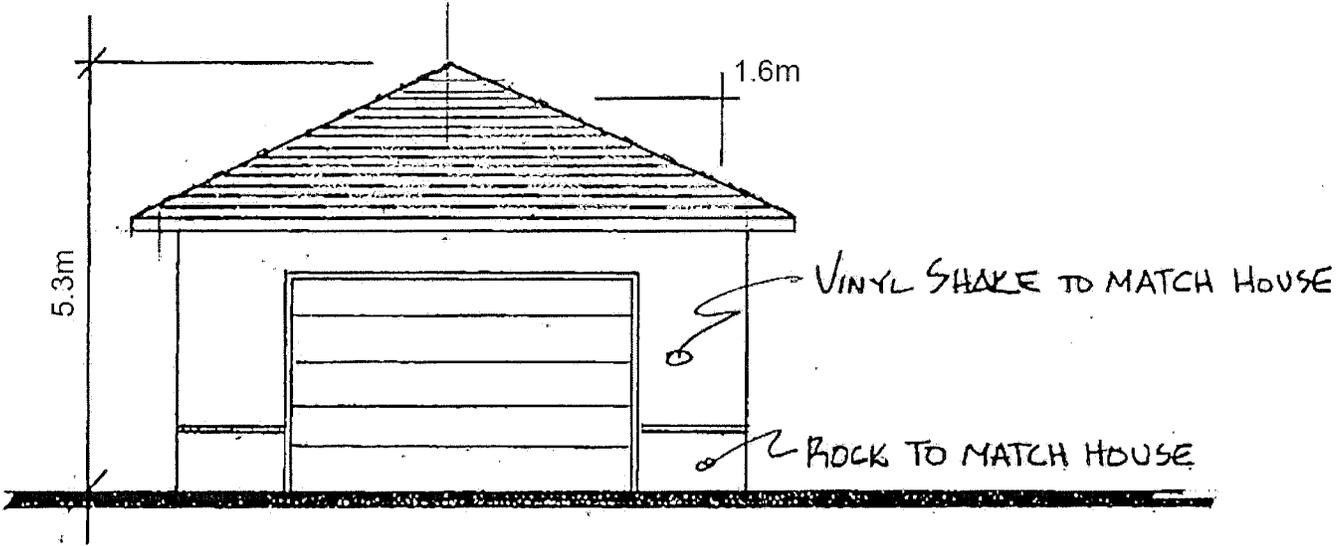
80% COVERAGE 29% ALLOWED 37%

MACKIE ROAD
SITE PLAN 1/16" = 1'-0"

Schedule A - Site Plan, August 2012
DVP 3090-12-03 - R. & L. Hoban (822 Mackie Road)

Schedule B - Elevation

Development Variance Permit 3090-12-03



FRONT ELEVATION 1/8" = 1'-0"

Schedule B - Elevation, August 2012
DVP 3090-12-03 - R. & L. Hoban (822 Mackie Road)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: August 29, 2012
File No: 3090-12-04

Re: Development Variance Permit Application- 111 Clarke Rd. (Jantzen/Fuller)
Parcel A (DD 55936-N) of Lot 2, District Lot 43, Oyster District, Plan 2478

RECOMMENDATION(S):

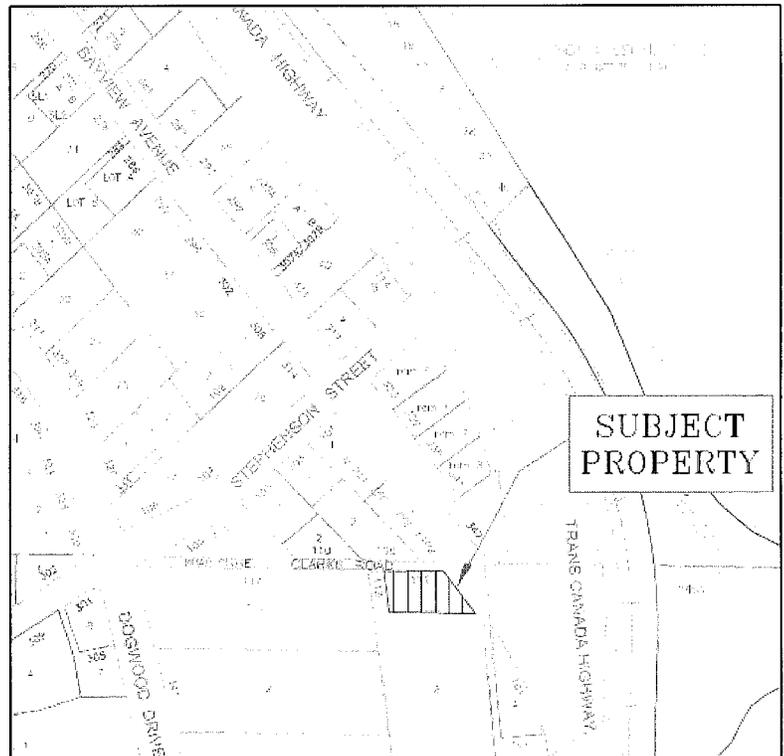
THAT Council approve Development Variance Permit 3090-12-04 for Parcel A (DD 55936-N) of Lot 2, District Lot 43, Oyster District, Plan 2478 to permit setback variances for a proposed attached garage and an existing dwelling; and authorize the Mayor and Corporate Officer to sign DVP 3090-12-04.

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a development variance permit (DVP) application for an attached garage at 111 Clarke Road.

INTRODUCTION/BACKGROUND:

The applicants are proposing to construct an attached garage, 49m² (526ft²) in size. Due to the siting of the house and the topography of the land the applicants are requesting to vary the permitted side and rear setbacks for the garage. The siting of the existing house (built in approx. 1949) is non-conforming, thus the DVP also proposes to legalize the front setback for the dwelling. The existing garage in the northeast corner of the property will be removed.



SCOPE OF WORK:

The stage of this application is to seek Council’s consideration of the proposed DVP. The subject property is approximately 1028 m² (11,065 ft²) in size and is zoned Suburban Residential Zone (R-1). The applicant is proposing variances to the front, side, and rear setbacks as shown in Table 1 below.

Table 1: Proposed Variances – 111 Clarke Road

	Required Setbacks in the R-1 Zone	Existing Setbacks (of existing dwelling)	Proposed Setbacks	Proposed Variance
Front Setback	6 m	4.16 m	4.16 m (to legalize existing dwelling)	1.84 m
West Side Setback	1.5 m	6.48 m	0.5 m (for attached garage only)	1.0 m (for attached garage only)
Rear Setback	4.5 m	4.5 m	1.0 m (for attached garage only)	3.5 m (for attached garage only)

There is an easement on the title of the subject property which permits the owner to access the land and proposed garage by driving onto the adjacent Lot 2, Plan 2478, District Lot 43 as shown on the site plan attached to the DVP form.

The subject property is in a residential neighbourhood. It is not anticipated that the proposed garage will impact neighbours.

ALTERNATIVES:

To not support DVP application 3090-12-04.

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

The *Local Government Act* enables Council to vary zoning regulations, except use and density regulations through the issuance of a development variance permit. This is a discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith notice regarding this DVP application was sent to neighbouring properties on August 3rd, 2012. One neighbour submitted a letter



commenting on the safety of the roads in the area but does not object to the proposed variance.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

DVP application 3090-12-04 was referred to the Infrastructure Services Department and they have no objections to the proposed variance.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The subject development variance permit application is not inconsistent with the Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

It is recommended that Council support development variance permit application 3090-12-04 to permit an attached garage to be constructed at 111 Clarke Road.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

DVP 3090-12-04



TOWN OF LADYSMITH
DEVELOPMENT VARIANCE PERMIT 3090-12-04
DATE: August 20, 2012

TO:	Cecil Stanley Wesley Fuller and Joannell Jantzen
ADDRESS:	P.O. Box 850 LADYSMITH, B.C. V9G 1A6

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Parcel A (DD 55936-N) of Lot 2, District Lot 43, Oyster District, Plan 2478
PID: 006-464-238 (111 Clarke Road)

3. Section 8.2 “Conditions of Use” in the Suburban Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 1995, No. 1160”, as amended, is varied for the subject property as follows:

From:

Section 8.2 (3) “No buildings or structures located on a parcel where the principal use is residential shall be closer than:

- (a) 6.0 metres to the front lot line;
- (b) 3.0 metres to the one side lot line and a minimum of 1.5 metres to the other side lot line;
- (c) 4.5 metres to the rear lot line.

To:

Section 8.2 (3) “No buildings or structures located on a parcel where the principal use is residential shall be closer than:

- (a) 4.16 metres to the front lot line for the existing dwelling as shown in Figure A;
- (b) 3.0 metres to the one side lot line and a minimum of 1.5 metres to the other side lot line, except that the attached garage may be 0.5 metres from the west lot side line as shown in Figure A;
- (c) 4.5 metres to the rear lot line, except that the attached garage may be 1.0 metres to the rear lot line as shown in Figure A.

4. Section 5.11 “Yards” of the “Town of Ladysmith Zoning Bylaw 1995, No.1160”, as amended, does not apply to the setback variances in Section 3 (above), such that steps, eaves, gutters, cornices, sills, belt courses, bay windows, chimneys, heating or ventilating equipment, open porches, unenclosed stairwells, covered or underground parking areas or other similar feature may not project further into the setbacks approved by this Permit.

5. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
6. The following plans and specifications are attached:
 - a) Schedule A – Site Plan – Aug.7, 2012 (Turner Land Surveying Inc.)
7. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION passed by Municipal Council on the _____ day of _____, 20____.

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with Cecil Stanley Wesley Fuller and Joanell Jantzen other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Site Plan showing proposed building location on:
Parcel A (DD 55936-N) of Lot 2,
District Lot 43, Oyster District, Plan 2478.

Civic Address: 111 Clarke Road

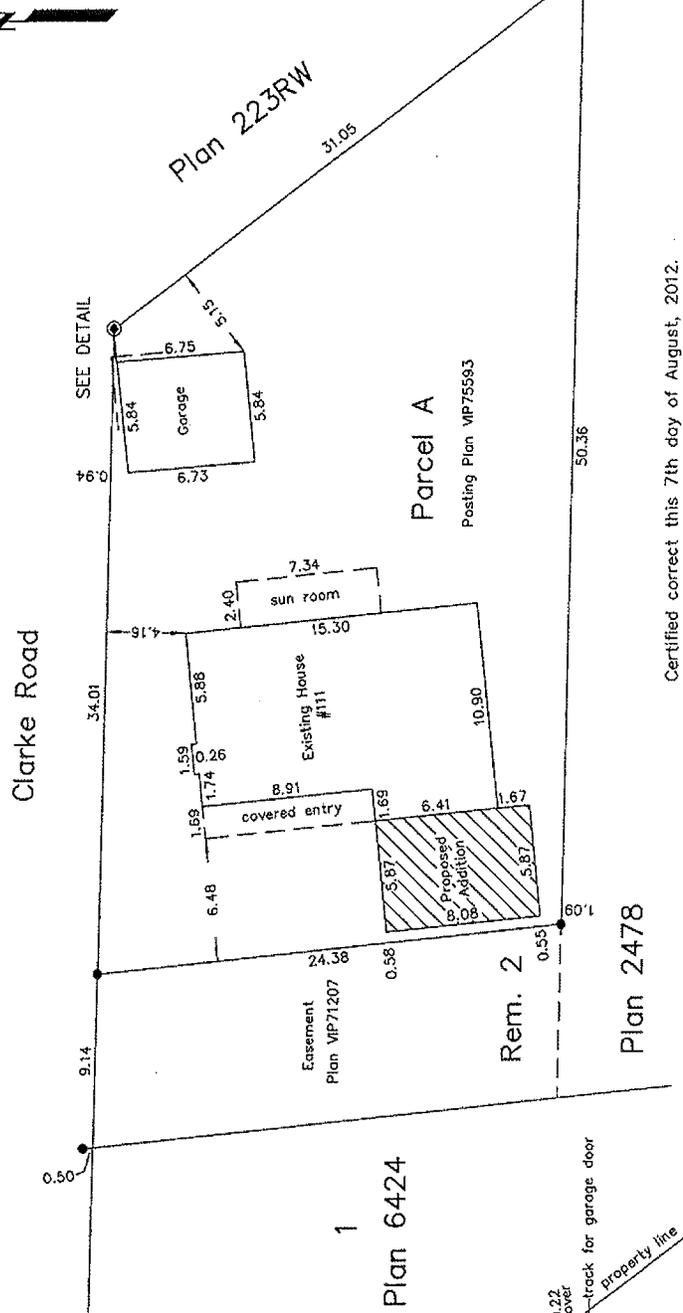


Scale 1:300

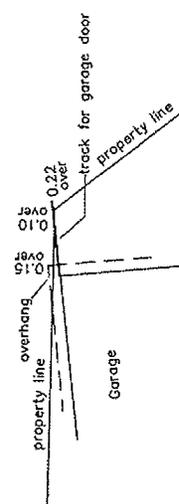
Distances shown are in metres.

● Denotes Iron Post Found

⊙ Denotes Iron Pipe Found



DETAIL



Turner Land Surveying Inc
 605 Comox Road
 Nanaimo, B.C.
 V9R 3J4
 250-753-9778
 File: 12-051-Site

Certified correct this 7th day of August, 2012.

 B.C.L.S.
 (This document is not valid unless originally signed and sealed.)

Schedule A - Site Plan - Aug. 7, 2012 (Turner Surveying Inc.)
 DVP 3090-12-04 - C. Stanley W. Fuller/Joanell Jantzen



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: August 21, 2012
File No:

Re: ADVISORY COMMISSION ANNUAL APPOINTMENT CYCLE

RECOMMENDATION(S):

That Council reconfirm the current advisory commission annual appointment cycle (i.e. two year appointments expiring annually on June 30th) and direct staff to proceed with advertising for existing commission vacancies as soon as possible.

PURPOSE:

The purpose of this staff report is to provide Council with a synopsis of staff's review of the annual appointment cycles of advisory commissions.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on December 19, 2011 the following resolution was adopted:

That the timing of the Advisory Commission annual appointment cycle be referred to staff for review and recommendation.

This resolution was adopted in response to a request from the Heritage Revitalization Advisory Commission (HRAC) that Council consider amending the expiry dates for commission members which typically expire on June 30th of each year.

Staff has reviewed this matter in conjunction with the HRAC Staff Liaison appointee and conclude that it is not necessary to make any changes to the advisory commission annual appointment cycle at this time. This recommendation has been reviewed by the Chair of the HRAC who concurs with staff's conclusion.

The following advisory commission vacancies currently exist. The members with expired terms have continued serving on their respective commissions until new appointments or re-appointments are confirmed by Council.

- Heritage Revitalization Advisory Commission 5
- Advisory Design Panel..... 3
- Advisory Planning Commission 4
- Parks, Recreation and Culture Commission..... 3



SCOPE OF WORK:

Upon direction from Council, Staff will proceed with advertising for the above-noted vacancies.

ALTERNATIVES:

Council could direct staff to amend the current advisory commission appointment cycle.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is unlikely that the appointment cycle will impact members of the public; however members of the community are interested in serving on advisory commissions and often anticipate the Town advertising for commission members.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Staff will proceed with the recruitment process in conjunction with various departments as deemed appropriate.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

At the December 19, 2011 Council meeting Council directed staff to review the annual advisory commission membership cycle in response to comments from the Heritage Revitalization Advisory Commission. Staff held the annual recruitment of advisory commission members in abeyance until the review of this issue was completed. The analysis is now complete and staff recommends no change to the existing appointment cycle. The Chair of the HRAC concurs with staff's recommendation.

I concur with the recommendation.





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: August 23, 2012
File No:

Re: INFORMATION SYSTEMS STRATEGIC PLAN REQUEST FOR PROPOSALS – CONTRACT AWARD

RECOMMENDATION(S):

That Council award the contract in response to Request for Proposals No. 2012-CS-02 for an Information Systems Strategic Plan to KPMG for the total contract fixed price of \$29,300.

PURPOSE:

The purpose of this staff report is report back to obtain Council's authorization to award the contract for the preparation of an Information Systems (IS) Strategic Plan to KPMG.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on June 18, 2012 Council directed staff to proceed with the issuance of a Request for Proposals (RFP) for an Information Systems Strategic Plan. The RFP was issued on June 20, 2012 and closed on July 13, 2012. The Town received 11 submissions in total. A committee was formed to review the proposals and a short-list of three organizations was established by the committee. Representatives of the three short-listed companies were invited to present their proposals to the senior management team. References were checked on all three companies and staff is now in a position to recommend awarding the contract to KPMG based on the following criteria:

- Quality of the proposal
- Demonstrated proven experience
- Accessibility and responsiveness
- Work program and schedule
- Costs
- Reference checks
- Proponent's innovative ideas

SCOPE OF WORK:

Once Council authorizes the awarding of the contract Staff will work with the consultant throughout the development of the IS strategic plan.

ALTERNATIVES:

Council could:

- a) award the contract to another bidder;
- b) refer the submissions back to staff for further review;

- c) not award the contract and continue with the Town's current process for managing its IT function.

FINANCIAL IMPLICATIONS:

As noted previously, a portion of the \$65,000 allocated for the purchase of a new telephone system will be used for this project.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The implementation of an IS strategic plan will enable the Town to enhance customer service with up-to-date equipment and systems. It is anticipated that this project will be positively received by the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This project will involve all departments at various stages. The senior management team will be the main points of contact for each department.

RESOURCE IMPLICATIONS:

No additional staff resources are required at this time. The IS strategic plan may include additional staffing recommendations.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The implementation of an IS strategic plan will assist the Town in achieving many of the sustainability goals and the 8 pillars of sustainability included in the Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with strategic direction G – "Supportive Corporate Governance".

SUMMARY:

Council directed staff to proceed with the issuance with an RFP for the development of an Information Systems Strategic Plan. Staff has completed its review of the submissions received in response to the RFP and recommends awarding the contract to KMPG for a total fixed contract price of \$29,300.

I concur with the recommendation.



Ruth Malli, City Manager

July 16, 2012

Mayor Rob Hutchins & Council
Town of Ladysmith
Main Office
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Phone: 250-245-6400

JUL 18 2012

RE: COWICHAN VALLEY REGION TRANSIT FUTURE PLAN

Dear Mayor Rob Hutchins & Council,

Please find enclosed copies of the Cowichan Valley Region Transit Future Plan. The plan was developed in partnership with the Cowichan Valley Regional District (CVRD) and approved by the CVRD Board of Directors in March 2012.

The Transit Future Plan envisions the region's transit network 25 years from now and describes what services, infrastructure and investments are needed to get there. The plan was designed to create a stronger link between, local planning goals, land use and transit planning, support the key initiatives of BC Transit's Strategic Plan and support the Provincial Transit Plan.

During the plan's development, BC Transit and the CVRD engaged with more than 1,400 people in the region. Consultation with municipal and regional partners was pivotal to the development of the plan to ensure alignment with local planning goals. In addition to involvement at the municipal staff level, BC Transit sought and received endorsement of the Transit Future Plan vision, goals and network from all four municipal councils as well as the CVRD Transit Committee. Councils were asked to support the plan so it could be identified in future municipal land use and transportation plans.

With the completion of the Transit Future Plan, BC Transit has begun to take steps to guide the Transit Future Plan from a vision to a reality. Municipalities are pivotal to the plan's success as they have the ability to influence transit demand through the following measures:

- Integrate the Transit Future Plan into Official Community Plans and transportation plans
- Integrate and consider the Transit Future Plan network when developing local corridor plans or any road infrastructure projects. For example, incorporating transit signal priority measure with an intersection upgrade project

- Integrate and consider the Transit Future Plan network when developing active transportation infrastructure plans and projects. For example, a pedestrian and cycling infrastructure project on a transit corridor could improve access to transit by providing or improving sidewalks
- Ensure that local and major development proposals and projects are referred to BC Transit to advise of impact on the Transit Future Plan
- Implement Travel Demand Management strategies that encourage shifting automobile trips to transit such as implementing transit priority measures, restructuring parking fares and reducing parking availability/requirements in areas well served by transit
- Support and encourage Transit Oriented Development
- Work with BC Transit to explore incentives to attract high density and mixed land use development to areas well served by transit

The plan was developed through a strategic partnership between local government in the region and BC Transit. On behalf of BC Transit, I would like to thank all of the councils and their staff for their involvement in its creation. Building on this partnership, will help ensure the successful implementation of the plan.

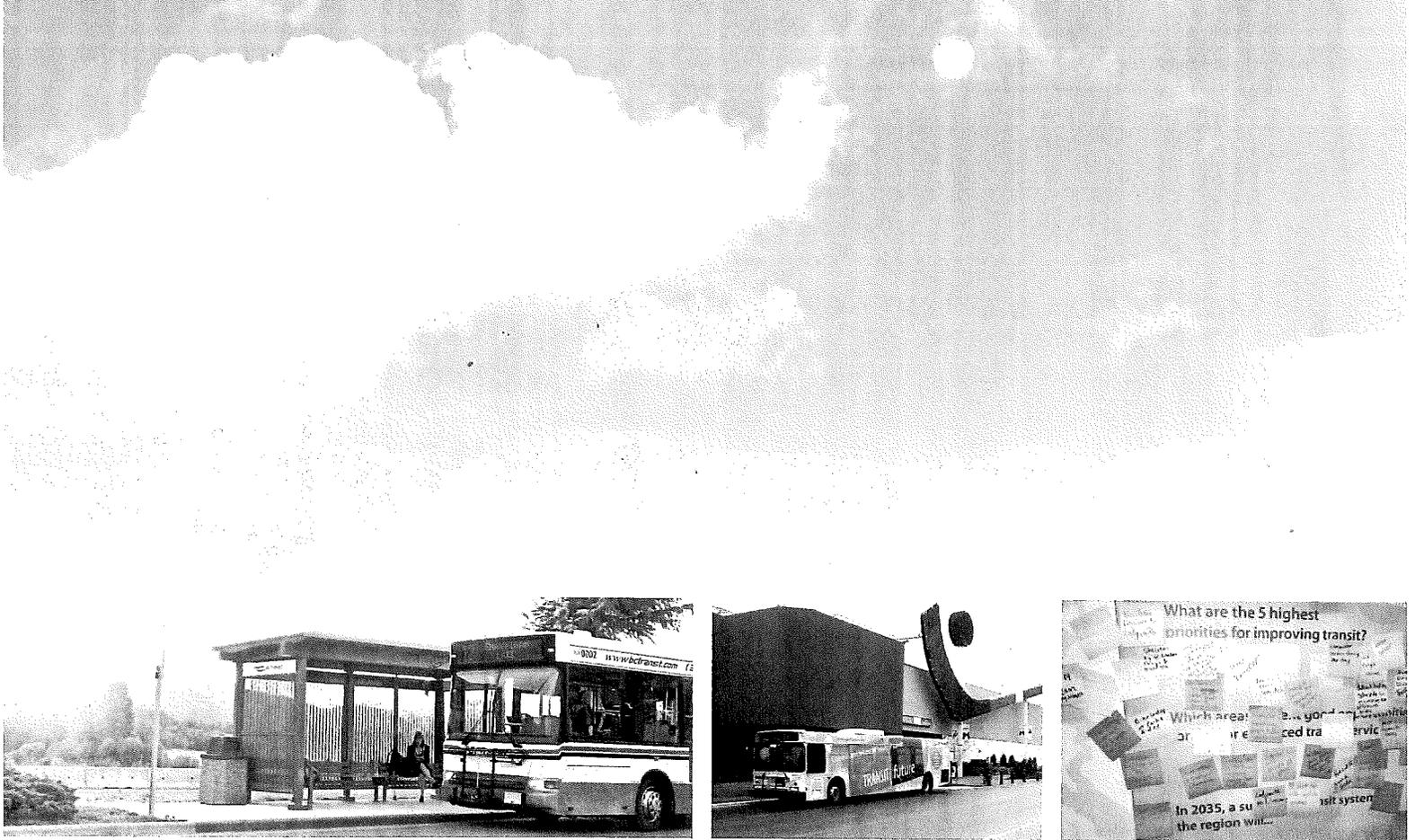
A full version of the Cowichan Valley Region Transit Future Plan has been provided to your Chief Administrative Officer, Director of Planning, Director of Engineering and can be found online at http://www.bctransit.com/transitfuture/cowichan_latestupdates.cfm. If you have any questions in regards to the plan please contact James Wadsworth - Senior Transit Planner (James_Wadsworth@bctransit.com).

Kind Regards,



Manuel Achadinha
 President and Chief Executive Officer
 BC Transit

Cc: Jim Wakeham, Manager, Facility, Fleet and Transit Management, CVRD
 Ruth E. Malli, City Manager, Town of Ladysmith



Transit Future Plan

COWICHAN VALLEY REGION | March 2012

Executive Summary



Executive Summary

Transit has tremendous potential to contribute to more economically vibrant, livable, and sustainable communities. The need to realize this potential in the Cowichan Valley is increasingly important because of factors such as climate change, population growth, an aging demographic and mobility for individuals who do not have access to a private automobile. Projected future population growth in the Cowichan Valley will place increasing pressure on the existing transportation system.

The Transit Future Plan envisions the Cowichan Valley Region's transit network 25 years from now and describes what services, infrastructure and investments are needed to get there. The Plan includes a review of the existing transit services, regional and local land use plans, transportation data, and demographic projections. Consultation efforts included discussions with municipal partners, stakeholder meetings and Transit Future bus public events at various locations throughout the community. In 2011, BC Transit engaged with more than 1,300 people in the region. The background research and community engagement resulted in the creation of a unified vision for transit and the development of a transit network designed to meet the needs of the Cowichan Valley Region.



Vision and Goals

Vision

“The Cowichan Valley Regional Transit System connects people and communities through cost-effective, convenient, safe and accessible transit services”

Goals

1. Make transit an attractive transportation alternative to the private vehicle
2. Reduce the community’s impact on the environment
3. Make the transit system more efficient

Target

The Transit Future Plan sets a ridership target of 1,200,000 annual rides for 2036. The target was set with input from stakeholders and a review of comparable communities. It is a relatively ambitious target; however, it is achievable with investment and transit supportive land use development. Existing ridership will need to triple from 435,000 annual rides to reach this target over the next 25 years. The target will contribute to meeting the Provincial Transit Plan goals of reducing green house gas emissions and doubling transit ridership across the province.

The Transit Future Plan Network

The transit services outlined below combine to create a comprehensive transit network to best meet the existing and future needs of the Cowichan Valley. The service layers are designed to connect and move people between and within community centres.

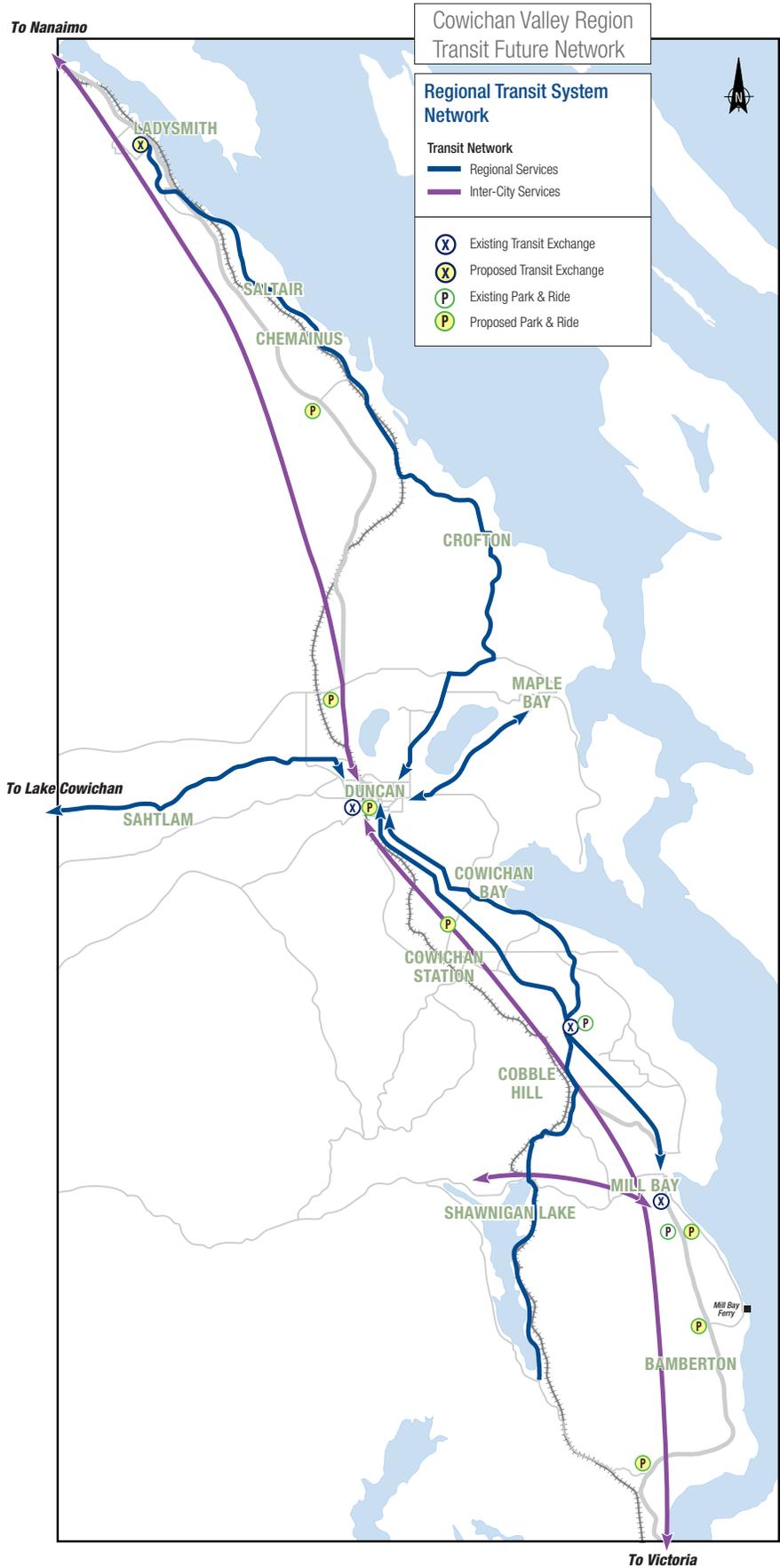
Local Transit Network (LTN)

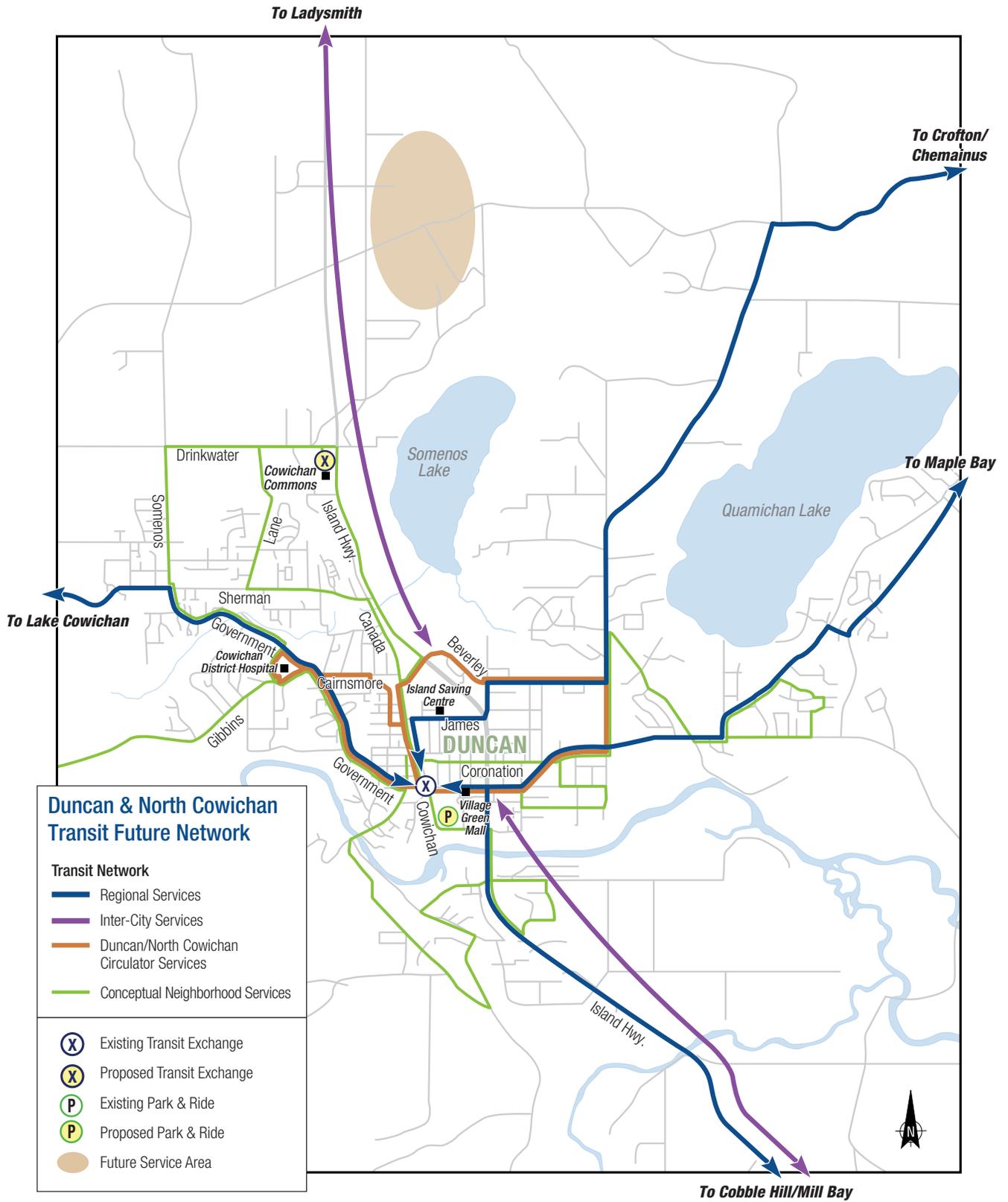
The LTN is designed to connect people to local destinations within their own community and regionally to other communities within the Cowichan Valley. Frequency and vehicle type are selected based on demand and operating conditions.

Targeted Services

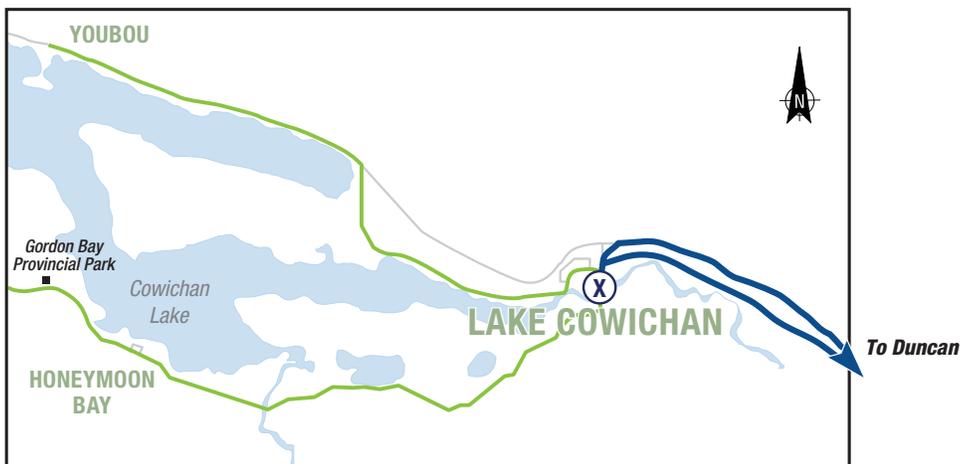
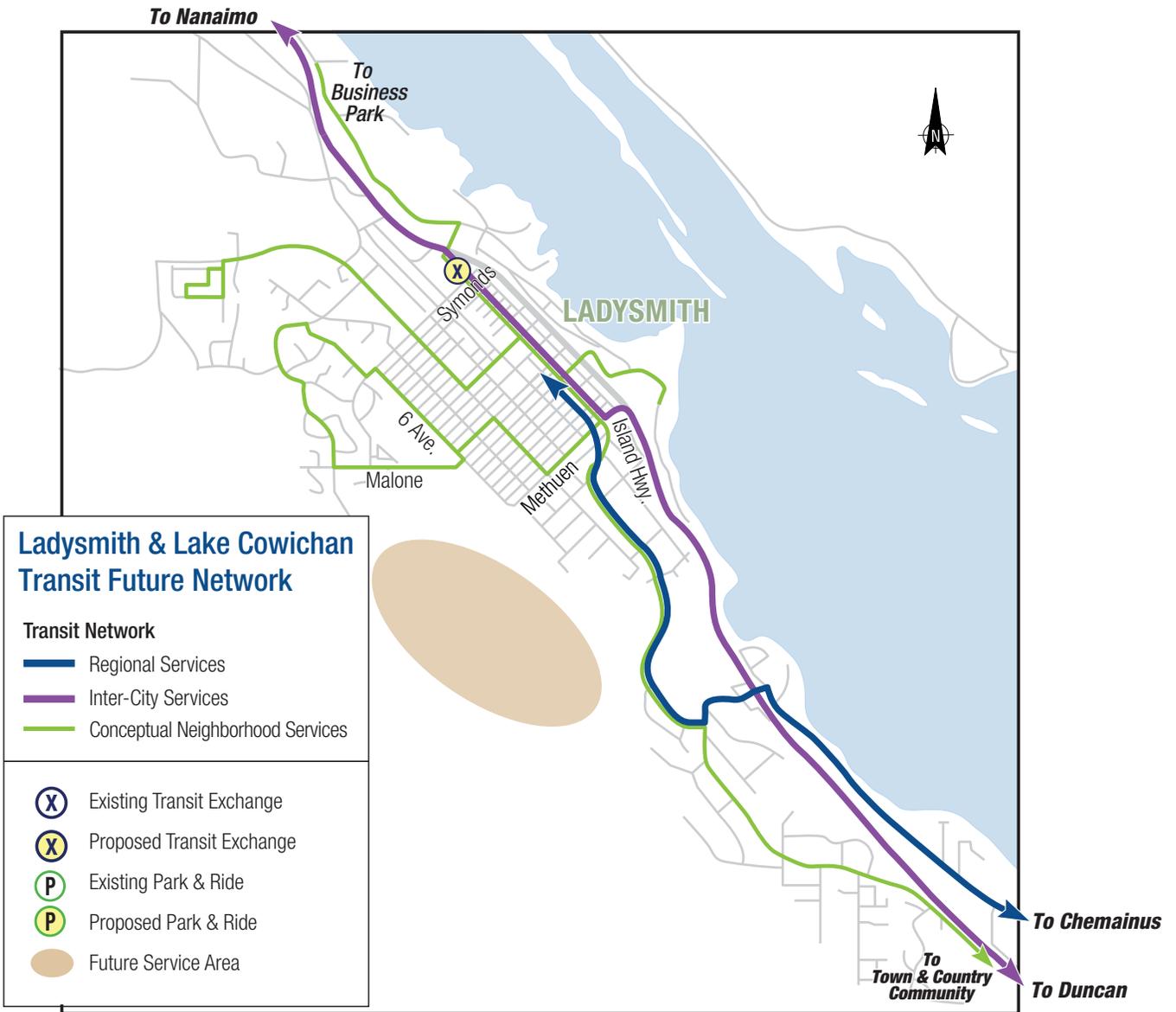
Targeted services are a collection of transit services that do not fit into the local transit network definition and are more focused on the needs of specific customers. These services include:

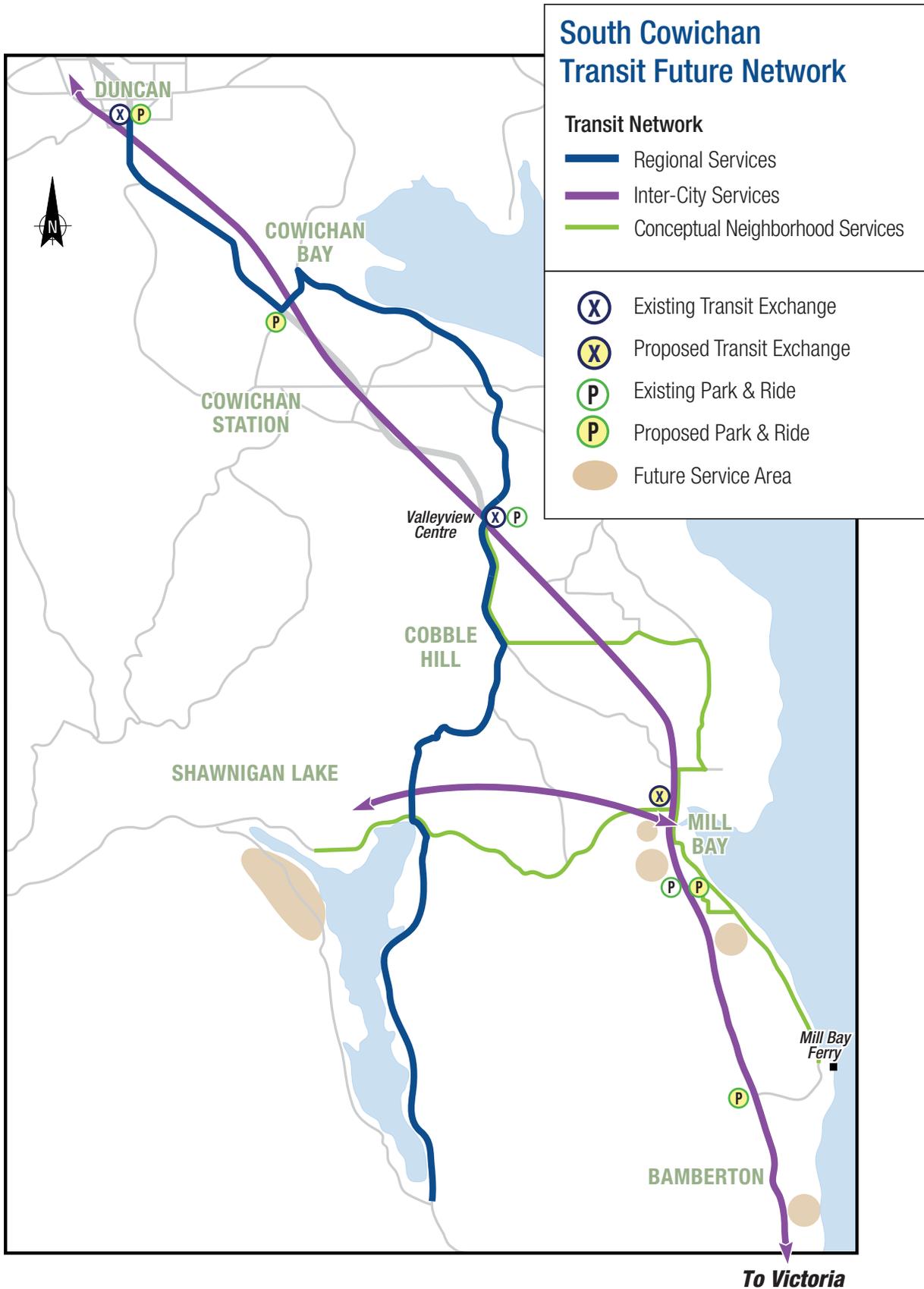
- Inter-regional: provides connections outside of the local transit service area (e.g. Victoria, Nanaimo)
- Custom/handyDART: door-to-door services for customers unable to use the conventional service
- Express: a direct, limited-stop, route between destinations
- Paratransit: A range of services designed to effectively serve rural and low-density areas (e.g. flex routes, demand-responsive service, dial-a-bus)





- Executive Summary
- Introduction
- Participation
- Setting the Scene
- Visions and Goals
- The Network
- Resources
- Implementation Plan
- Moving Forward





- Executive Summary
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Implementation Strategy

Establishing the Transit Future Plan network requires prioritizing transit investments and developing an implementation strategy to transform today's network into the future network.

Network Priorities (Conventional Service)

Short-term Implementation (0-5 years)	
Service	Infrastructure
<ul style="list-style-type: none"> • Improve the frequency of weekday service • Implement the short-term recommendations of the June 2011 Cowichan Valley Commuter service review <ul style="list-style-type: none"> » Adjust schedule to better match demand and travel time » Continue to develop plans to accommodate additional passenger demand • Introduce transit service within Ladysmith and Electoral Area G • Improve evening service: <ul style="list-style-type: none"> » Extend hours of operation on Thursday, Friday and Saturday • Improve weekend service <ul style="list-style-type: none"> » Increase frequency and extend hours of operation • Improve inter-regional service to Victoria <ul style="list-style-type: none"> » Increase frequency » Improve connections to transit services in the Victoria Region 	<ul style="list-style-type: none"> • Establish a Ladysmith transit terminal and transit stops • Work with the Ministry of Transportation and Infrastructure to expand Park & Ride capacity at Frayne Rd. and Valleyview



Medium-term Implementation (6-15 years)

Service	Infrastructure
<ul style="list-style-type: none"> • Reconfigure Duncan and North Cowichan transit services: <ul style="list-style-type: none"> » Introduce an urban circulator service » Create more direct neighborhood routes: • Reconfigure South Cowichan transit services <ul style="list-style-type: none"> » Create more direct routes » Introduce paratransit services • Improve Lake Cowichan transit services: <ul style="list-style-type: none"> » Improve local transit connections » Introduce paratransit services • Improve Ladysmith transit services: <ul style="list-style-type: none"> » Enhance neighborhood services within Ladysmith » Introduce direct service between Duncan and Ladysmith » Study the feasibility of paratransit services in North Oyster • Introduce inter-regional service to Nanaimo • Continue to enhance inter-regional service to Victoria: <ul style="list-style-type: none"> » Increase frequency » Weekend service • Extend the hours of operation on the Local Transit Network: <ul style="list-style-type: none"> » Early morning service » Extend evening service 	<ul style="list-style-type: none"> • Expand the operations and maintenance facility • Expand or establish new transit exchanges and terminals: <ul style="list-style-type: none"> » Downtown Duncan » Cowichan Commons » Ladysmith • Expand Park & Ride capacity along the Trans Canada to support inter-regional service to Nanaimo and improve access to transit for future development areas: <ul style="list-style-type: none"> » Duncan » Highway 18 » Chemainus » Ladysmith » Cedar



- Executive Summary
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Long-term Implementation (15+ years)	
Service	Infrastructure
<ul style="list-style-type: none"> • Expand service to new service areas to support future development: <ul style="list-style-type: none"> » South Cowichan » Ladysmith » North Cowichan » Lake Cowichan • Increase regional and neighbourhood service frequency and span of service over time to support increased population densities in town and village centres • Continue to enhance inter-regional service to Nanaimo and Victoria: <ul style="list-style-type: none"> » Increase frequency » Weekend service 	<ul style="list-style-type: none"> • Expand or establish new transit exchanges and terminals: <ul style="list-style-type: none"> » Mill Bay » Town of Lake Cowichan • Expand Park & Ride capacity to support inter-regional service and improve access to transit for future development areas: <ul style="list-style-type: none"> » Existing locations » Bamberton » Malahat » Cowichan Station (Bench Rd.)

Ongoing Initiatives

The ridership targets cannot be reached by simply changing the transit network and increasing transit service levels. The following initiatives in the Transit Future Plan are non-network related and some will require continuous effort throughout the life of the plan.

- **Enhance Custom Transit service and transit accessibility**
 - » Expand handyDART services to align the hours of service and service area with the conventional transit system
 - » Expand handyDART services and develop new partnerships to deliver accessible door-to-door services to meet the challenge of an aging population
 - » Develop a travel training program to assist individuals who meet the handyDART eligibility criteria in learning to use conventional and handyDART transit
 - » Implement a seniors oriented shopper's service for individuals who do not require handyDART service
 - » Make transit more accessible
- **Encourage students to establish a U-Pass program at Vancouver Island University**
- **Address existing service needs**
 - » Passenger demand
 - » Operating time
- **Match vehicle type to local service demand**
- **Incorporate new service areas**
- **Improve customer information/marketing**
- **Improve transit customer amenities at transit stops**
- **Improve fare product availability**

Moving Forward

Funding the Plan

To meet the ridership targets of this plan will require significant capital and operating investments in the transit system over the next 25 years. Annual conventional transit and handyDART operating costs are based on service hours that are projected to increase from the existing 32,292 conventional hours and 6,148 handyDART hours to approximately 85,000 conventional transit hours and 25,000 handyDART hours in 2036. The plan also calls for significant investments that include:

- Expanding the transit fleet from the existing 25 vehicles to 69 vehicles
- New and expanded transit exchanges and Park & Rides
- Improvements to customer amenities at transit stops
- An expanded operations and maintenance facility

Given the level of transit investment anticipated over the coming decades, the way in which transit is and will be funded needs to be reviewed. BC Transit and its funding partners will need to work together to achieve stable and predictable funding sources beyond the existing funding mechanisms.

Keys to Success

Moving forward, the Transit Future Plan will be used to communicate the vision and direction for transit in the region. To guide the plan from vision to reality will require an ongoing dialogue between the Province, BC Transit, the Cowichan Valley Regional District and other local partners on transportation policy, funding and the linkage between land use and transit planning. Municipal, regional and provincial planning agencies are pivotal to the plan's success by creating demand for transit through strategic transit oriented development, transit friendly land use practices and travel demand management practices.





August 17, 2012

Mayor Hutchins and Council
Town of Ladysmith
410 Esplanade
Ladysmith, B.C. V9G 1A2

Re: Cowichan Sportsplex – Annual Financial Contribution

Dear Mayor Hutchins and Council:

The Chesterfield Sports Society recently appeared as a delegation at the Cowichan Valley Regional District and updated the Board of Directors on the operations and funding crisis affecting the Cowichan Sportsplex.

In response, the Board passed the following resolution:

“That a poll be conducted to determine which CVRD member municipalities and electoral areas are interested in participating in an annual financial contribution service to requisition \$146,000 in 2013 to assist with funding the Cowichan Sportsplex”.

Regional Grant-in-Aid

For the past number of years, the Town of Ladysmith has been contributing financially to the operation of the Cowichan Sportsplex through a Regional Grant-in-Aid issued by the CVRD. All municipalities and electoral areas fund regional grants. In 2012, all 13 jurisdictions paid \$0.64 per \$100,000 household.

Facility Use Analysis

In 2011, a recreation facility use analysis was conducted to get a better understanding of who actually uses facilities throughout the region. Attached is a chart for the Cowichan Sportsplex showing the percentage of people that use the facility.

Corporate Strategic Plan

In September 2010, the CVRD Board of Directors adopted a Corporate Strategic Plan which contained a number of objectives including promoting individual and community wellness and providing exceptional recreation, culture and parks services. During the preparation of the Corporate Strategic Plan, an Ipsos Reid Public Opinion Survey showed that 67% of residents rated sports fields as the priority when it comes to investing in sports facilities.

Proposed Annual Financial Contribution Service

In order to provide a greater level of funding certainty to the Chesterfield Sports Society, the CVRD Board is proposing to create an Annual Financial Contribution Service. Establishing an annual financial contribution service will eliminate the need for the Chesterfield Sports Society to request a regional grant-in-aid each year. Instead, the annual financial contribution would become a line item in each year's budget. The creation of this new service will not impose a new expense on residents in electoral areas or municipalities since they are already paying to financially assist the Cowichan Sportsplex.

Financial Impact

The Chesterfield Sports Society has advised they will require \$146,000 from the CVRD in 2013. If all thirteen jurisdictions participate in this proposed service, the residential tax rate (using 2012 assessment data) would be \$0.94 per \$100,000 assessment. The residential tax rate will change annually based on assessment values.

In order to create the new annual financial contribution service, staff need to know specifically who the participants will be in order to draft the establishment bylaw. The bylaw will define who the partners are and also how the annual requisition will be allotted amongst the partners. Therefore, the first step in this process is to determine who the participants will be.

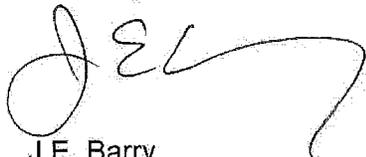
As indicated earlier, the Board has directed that each Electoral Area Director and Municipal Council be polled to determine the interest in participating.

The Question

Is the Town of Ladysmith interested in participating in an annual financial contribution service to requisition \$146,000 in 2013 to assist with funding the Cowichan Sportsplex?

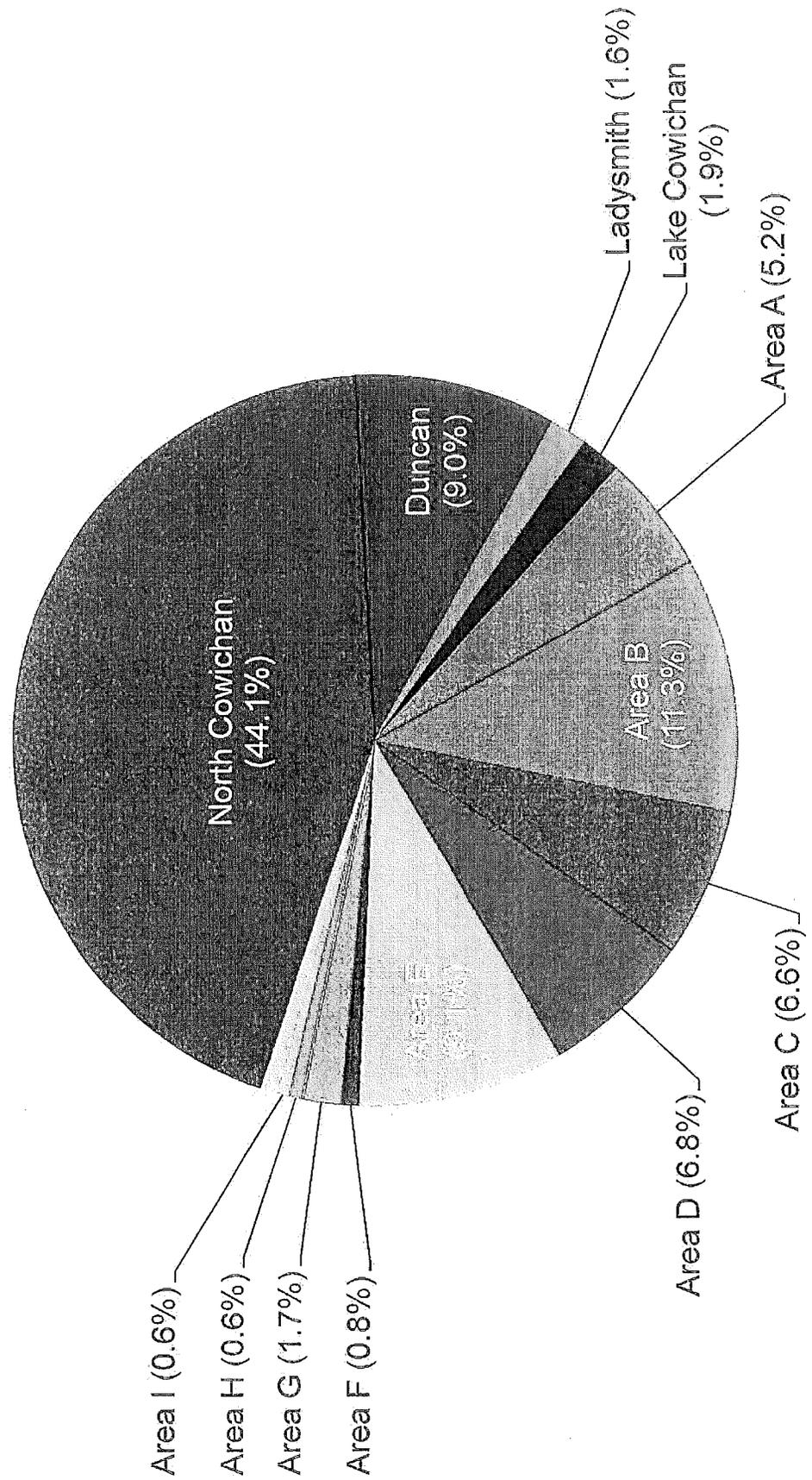
Your response to this question will be considered by the CVRD Board of Directors during their September 12th meeting. Please advise the undersigned by Friday September 7th as to whether or not the Town of Ladysmith is interested in participating.

Sincerely,



J.E. Barry
Corporate Secretary

Cowichan Sportsplex



From: DEBORAH AND KEVIN GRAHAM
Sent: August 3, 2012 9:46 PM
To: Rob Hutchins
Subject: Chesterfield Sportsplex - funding crisis?

Rob:

I am writing to you in your capacity as a director of the CVRD (sorry if this is the wrong address, I couldn't find your CVRD address). I am writing you to urge you to support broad-based support of the sportplex facility. As a resident of Ladysmith, I do not hesitate to drive to Duncan to use this excellent facility rain or shine, winter and summer, and have been a participant of a soccer group there – along with other Ladysmith residence – for many years (and hopefully many to come).

As a rural resident in other regional districts in the past I am often nauseated by the self-interest that rural directors demonstrate by opting out of funding facilities not located in their immediate area. What is the corollary to "together we are stronger"?

There is an excellent letter to the editor in today's Leader Pictorial highlighting the ridiculous results regarding the Duncan pool.

I am sure your wealth of experience allows you to see both sides of the issue, but I wanted to let you know of my vested interest in this particular case, and of my heartfelt opinion in the broader context.

Regards,

Kevin Graham
230B Bayview Ave.
Ladysmith, BC
250 245 1386

TOWN OF LADYSMITH
BYLAW NO. 1807

A Bylaw to Establish a Revitalization Tax Exemption – Economic Program

WHEREAS Council may, by bylaw, establish a revitalization tax exemption program;

AND WHEREAS Council wishes to establish a revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of those areas, identified in Schedule “A” of this Bylaw, which are experiencing challenges in attracting and retaining investment;

AND WHEREAS Council wishes that the following objectives of the program be established by this Bylaw:

- To stimulate construction and alteration of buildings within Ladysmith; and
- To encourage new business investment in commercial and industrial used lands and, in turn, encourage new employment; and
- To promote a higher standard of urban design within business areas and employment areas in order to increase the attractiveness of these locations; and
- Generally reinforce the Town’s commitment to economic revitalization.

AND WHEREAS Council has included within this Bylaw a description of the reasons for and objectives of the program and a description of how the program is intended to accomplish the objective, as required by the section 227 of the *Community Charter* and consider this bylaw in conjunction with the objectives and policies set out in section 165 (3.1)(c) of the *Community Charter* and in the Town’s financial plan.

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

Eligible Development

1. For the purposes of this Bylaw, any proposed development that occurs within the lands shown in coloured shading with assessment class of either Class 4 (Major Industry), Class 5 (Light Industry), or Class 6 (Business/Other) on Schedule A attached to and forming part of this Bylaw constitutes a class of eligible development for that purpose.

2. In this bylaw:

“Assessed Value” means the most recent assessed value of the Parcel for land and improvement as determined by the BC Assessment Authority

“Baseline Assessment” means the last published assessed value of the Parcel for land and improvements prepared by the BC Assessment immediately before the commencement of the Project;

“Commercial and Industrial Use”	means a Parcel classed by BC Assessment as Class 4, 5 or 6 and located within the Revitalization Area;
“Council”	means the council of the Town of Ladysmith;
“Parcel”	means a legal parcel within the Revitalization Area upon which an owner proposes a Project;
“Project”	means an eligible revitalization Project on a Parcel involving the construction or alteration of an existing improvement;
“Revitalization Area”	means those areas included with the areas shown shaded on Schedule “A”
“Tax Exemption”	means a municipal revitalization tax exemption pursuant to a Tax Exemption Certificate;
“Tax Exemption Certificate”	means a revitalization tax exemption certificate issued by the Town pursuant to this Bylaw and pursuant to the provisions of Section 226 of the Community Charter, in the form attached as Schedule “C”, which is attached to and forms part of this Bylaw.

3. The Program is hereby established pursuant to the provisions of section 226 of the *Community Charter* which is intended to achieve its objectives by providing property tax relief to property owners who undertake eligible construction within the Revitalization Area.
4. The terms and conditions upon which a Tax Exemption Certificate may be issued are as set out in this Bylaw, in the Agreement and in the Tax Exemption Certificate.
5. The amount of the annual Tax Exemption shall be equal to the municipal portion of property taxes imposed under section 197(1)(a) of the *Community Charter* on that part of the Assessed Value calculated by deducting the Baseline Assessment from the current Assessed Value and multiplying the difference by the current municipal tax rate.
6. The Revitalization Tax Exemption shall not include an exemption from any parcel tax, local service tax or business improvement area tax payable in the designated area in which the Parcel is located.
7. Council may provide a Tax Exemption under this Bylaw to an owner of eligible lands where:
 - a) Properties that are the subject of a building permit for construction of a new building or improvement or alteration of an existing building or improvement having a project value, as determined by the building inspector, of \$200,000 (two hundred thousand dollars) or greater for the portion that is deemed the eligible Project, where the building

- permit was issued after April 1, 2012 and Occupancy Permit is issued within two (2) years.
- b) The Project is for a use that is:
 - i. one of the uses permitted in the applicable zone for the Parcel, as set out in the Town of Ladysmith Zoning Bylaw as amended from time to time; and
 - ii. consistent with the future land use designation for the Parcel, as set out in the Official Community Plan Bylaw as amended from time to time; and
 - iii. meets all other applicable Town policies and bylaws.
 - c) The owner of the Parcel must enter into an Agreement with the Town; and
8. This Bylaw does not apply to:
- a) a Parcel currently subject to another tax exemption from the Town;
 - b) a Parcel in respect of which there are property taxes in arrears; and
 - c) projects involving proposals to alter a building listed on the Town of Ladysmith Heritage Register.
9. The maximum term of a Tax Exemption shall be five (5) years.
10. The Tax Exemption is attached to the Parcel and is transferrable to subsequent property owner within the term of the Agreement.
11. If an owner wishes Council to consider entering into an Agreement with the owner, the owner must apply to the Director of Financial Services in writing and must submit the following with the application:
- a) a certificate that all taxes assessed and rates, charges and fees imposed on the Parcel have been paid, and, where taxes, rates or assessments are payable by instalments, that all instalments owing at the date of application have been paid; and
 - b) a completed written application in a form prescribed by the Town; and
 - c) a description of the Project from the owner's design professional in a form acceptable to the Town, including details regarding the extent and value of the applicable portion of the Project certifying that the construction value of the Project will exceed \$200,000, which will be confirmed through the building permit process; and
 - d) a fee in the amount prescribed by the Town of Ladysmith "Fees and Charges Bylaw 2007, No. 1644", payable upon approval in principle of the Project.

- 12. Once the requirements established under this Bylaw and the Tax Exemption Agreement have been fulfilled, a Tax Exemption Certificate must be issued for the Parcel in the form attached as Schedule “C” attached to and forming part of this Bylaw.
- 13. A Tax Exemption Certificate issued for the Parcel is subject to the condition that all of the conditions set out in the Agreement continue to be met.
- 14. A Tax Exemption Certificate may be cancelled by Council if any of the conditions set out in the Agreement are not met.
- 15. During the term of the Bylaw, the tax exemption amount received by the owner must be repaid to the Town if the building is destroyed or altered without proper authorization from the Town (other than by a natural disaster) or if the use of the building on the Property is discontinued for a period of more than three (3) months. In either of these circumstances, the exemption certificate will be cancelled. If such cancellation occurs, the owner of the property for which the certificate was issued will remit to the Town an amount equal to the total value of the current year exemption received under this Agreement within 30 days of cancellation. If the amount is not paid within that 30 day period, any amount unpaid will bear interest at a rate of 1.0% per month, compounded annually.
- 16. The Director of Finance for the Town is designated the municipal officer for the purpose of section 226(13) of the *Community Charter*.

Citation

- 17. This Bylaw may be cited for all purposes as “Town of Ladysmith Revitalization Tax Exemption – Economic Revitalization Bylaw 2012, No 1807”.

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

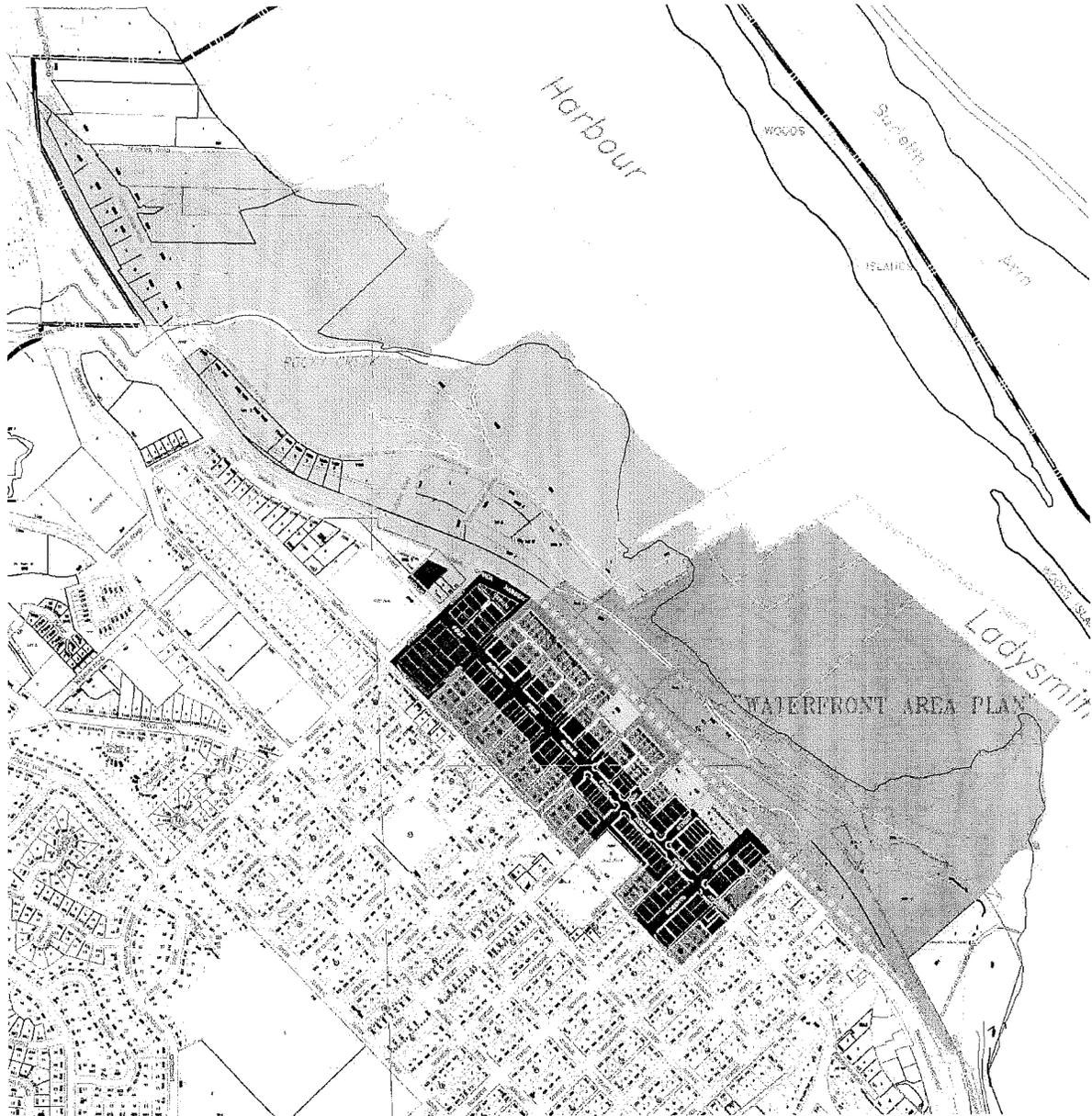
READ A THIRD TIME on the day of

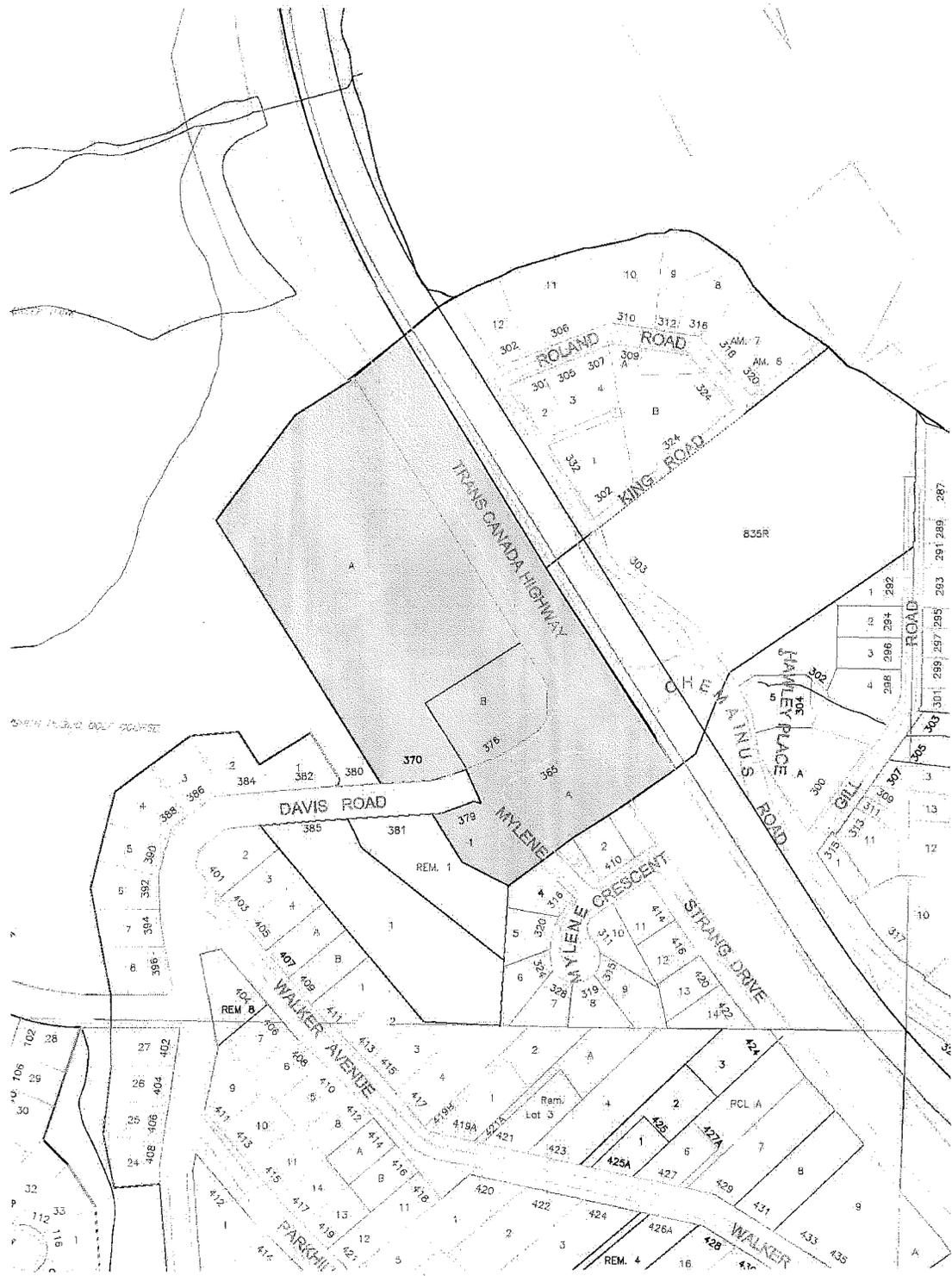
ADOPTED on the day of

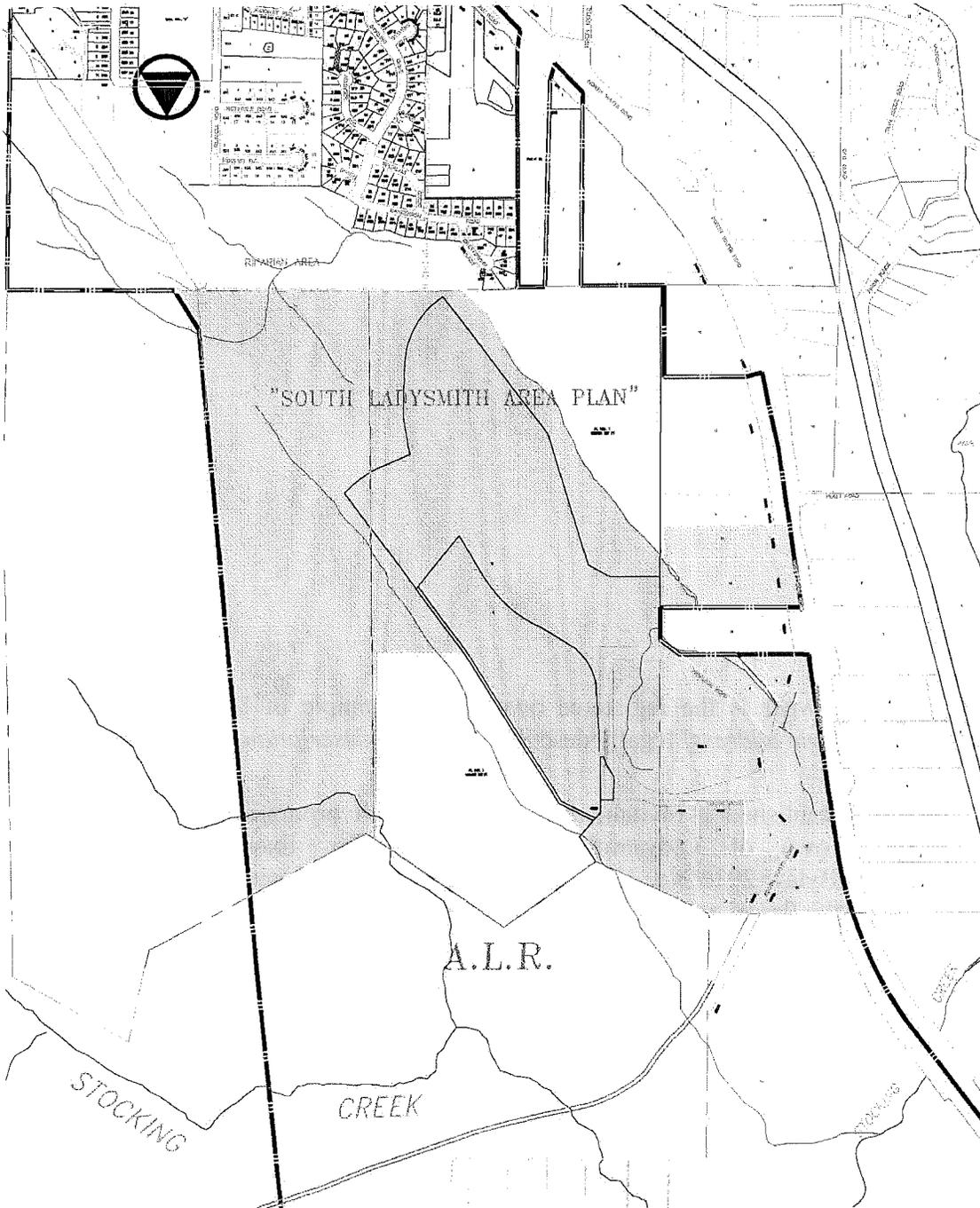
Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Schedule A
Designated Areas







Schedule "B"
Revitalization Tax Exemption - Economic Agreement

THIS AGREEMENT dated for reference the ____ day of _____, 20____ is

BETWEEN:

(the "Property Owner")

AND:

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

(the "Town")

GIVEN THAT:

- A. The Property Owner is the registered owner in fee simple of lands in the Town of Ladysmith at *[civic address]* legally described as *[legal description]* (the "Property");
- B. Council has established a revitalization tax exemption program within the Town of Ladysmith "Town of Ladysmith Revitalization Tax Exemption – Economic Revitalization Bylaw 2012 No. 1807" (the "Bylaw") the designation of a land use zone which include the Parcel as a revitalization area; and
- C. This Agreement contains the terms and conditions respecting the granting of a municipal property tax exemption under the Bylaw;

THIS AGREEMENT is evidence that in consideration of the promises exchanged below, the Property Owner and the Town covenant and agree each with the other as follows:

1. In this Agreement, the following words have the following meanings:

"Assessed Value" means the most recent assessed value of the Parcel for land and improvement as determined by the BC Assessment Authority

“Baseline Assessment”	means the last published assessed value of the Parcel for land and improvements prepared by the BC Assessment Authority immediately before the commencement of the Project;
“Bylaw”	means Town of Ladysmith “Revitalization Tax Exemption – Economic Revitalization Bylaw 2012 No. 1807”
“Commercial and Industrial Use”	means Parcel assessed as Class 4, 5 or 6 and located within the Revitalization Area;
“Council”	means the council of the Town of Ladysmith;
“Parcel”	means the lands legally described as

	;
“Project”	means an eligible revitalization Project on a Parcel involving the construction or an alteration of an existing improvement;
“Revitalization Area”	means a Parcel which is currently within a land use designation as indicated on Schedule “A”
“Tax Exemption”	means a municipal revitalization tax exemption pursuant to a Tax Exemption Certificate;
“Tax Exemption Certificate”	means a revitalization tax exemption certificate issued by the Town pursuant to this Bylaw and pursuant to the provisions of Section 226 of the Community Charter, in the form attached as Schedule “C”, which is attached to and forms part of the Bylaw.

1. **The Project** – The Property Owner will use its best efforts to ensure that the Project is constructed, maintained, operated and used in a fashion that will be consistent with and will foster the objectives of the revitalization tax exemption program, and, without limiting the generality of the foregoing, the Property Owner covenants to use its best efforts to ensure that the Project will:
 - (a)
 - (b)
 - (c)
2. **Operation and Maintenance of Project** – Throughout the term of the Tax Exemption the

Property Owner must operate, repair and maintain the Project and will keep the Project in a state of good repair as a prudent owner would do.

3. **Revitalization Tax Exemption** – Subject to fulfillment of the conditions set out in this Agreement and in the Bylaw, the Town will issue a revitalization tax exemption certificate (the "Certificate") to the Property Owner entitling the Property Owner to a property tax exemption in respect of the Property (the "Tax Exemption") in an amount and for the calendar years set out in this Agreement. The Certificate will be in the form attached to this Agreement as Schedule "B".
4. **Conditions** – The following conditions must be fulfilled before the Town will issue a Tax Exemption Certificate to the Property Owner:
 - (a) The owner must obtain a building permit from the Town for the project on or before _____, 20____, and begin construction within one year on or before _____, 20____ ;
 - (b) The Property Owner must provide the Town with a certificate from the Property Owner's design professional (if applicable), in form and content satisfactory to the Town's Director of Financial Services, certifying the actual cost to construct the completed Project.
 - (c) All property taxes, business licenses, and user fees must be paid in full throughout the term of the Agreement.
 - (d) The Property Owner must complete or cause to be completed construction of the Project in a good and workmanlike fashion and in strict accordance with the building permit and the plans and specifications attached hereto as Schedule "B" and the Project must be inspected by the Town building inspector and certified complete on or before _____, 20____ ;
 - (e) The completed Project must substantially satisfy the performance criteria set out in Schedule "C" hereto, as determined by the Town's Director of Development Services and Building Inspector;
 - (f) Variations from the original construction plan, Bylaw infractions or poor quality work may result in rescinding of the tax exemption approval;
 - (g) Any changes or upgrades made to the structure of the building due to the improvements must comply with all applicable bylaws;
5. **Calculation of Revitalization Tax Exemption** – the amount of the Tax Exemption in each year shall be equal to that part of the municipal portion of property taxes on that part of Assessed Value calculated by deducting the Baseline Assessment from the current Assessed Value and multiplying the difference by the current municipal tax rate.

6. **Term of Revitalization Tax Exemption** – provided the requirements of this Agreement, and of the Town of Ladysmith Revitalization Tax Exemption Bylaw No.1807 are met, the Tax Exemption shall be for the taxation years _____ to _____, inclusive for a maximum of 5 years. If the Certificate is issued before October 30th of the current year, then the Tax Exemption will be available for the following calendar year.
7. **Compliance with Laws** – The Property Owner will construct the Project and, at all times during the term of the Tax Exemption, use and occupy the Property and the Project in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or municipal laws or statutes or bylaws, including all the rules, regulations, or the like made under or pursuant to any such laws.
8. **Effect of Strata Property Act Subdivision** – If the Property Owner subdivides the Parcel under the Strata Property Act the Tax Exemption shall be prorated among the strata lots in accordance with the unit entitlement of each strata lot for:
 - (a) The current and each subsequent tax year during the currency of this Agreement if the strata plan is accepted for registration at the Land Title Office before May 1; or
 - (b) For the next calendar year and each subsequent tax year during the currency of this Agreement if the strata plan is accepted for registration at the Land Title Office after May 1.
9. **Representations and Warranties** – The Owner represents and warrants to the Town that the Owner is the Owner of the Parcel for the purpose of property assessment and taxation.
10. **Cancellation** – The Town may in its discretion cancel the Certificate at any time:
 - (a) On the written request of the Property Owner; or
 - (b) Effective immediately upon delivery of a notice of cancellation to the Property Owner if at any time any of the conditions in the Exemption Certificate or the Exemption Agreement are not met.
11. **Repayment of Exempt Taxes** - During the term of the Bylaw, the tax exemption amount received by the owner must be repaid to the Town if the building is destroyed or altered without proper authorization from the Town (other than by a natural disaster) or if the use of the building on the Property is discontinued for a period of more than three (3) months. In either of these circumstances, the exemption certificate will be cancelled. If such cancellation occurs, the owner of the property for which the certificate was issued will remit to the Town an amount equal to the total value of the current year exemption received under this Agreement within 30 days of cancellation. If the amount is not paid

within that 30 day period, any amount unpaid will bear interest at a rate of 1.0% per month, compounded annually.

12. **No Refund** – For greater certainty, under no circumstances will the Property Owner be entitled under or pursuant to this Agreement or under or pursuant to the revitalization tax exemption program to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.
13. **Notices.** Any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered by hand or posted on the Property, or if sent by prepaid registered mail (Express Post) or if transmitted by facsimile to such party:
 - (i) in the case of a notice to the Town, at:

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

Attention: Director of Financial Services
Facsimile: 250-245-6411
 - (ii) in the case of a notice to the Property Owner, at:

Attention:
Facsimile:

or at such other address or addresses as the party to whom such notice or other writing is to be given shall have last notified the party giving the same in the manner provided in this section.

Any notice or other writing sent in compliance with this section shall be deemed to have been given and received on the day it is given unless that day is not a Business Day, in which case the notice shall be deemed to have been given and received on the next day that is a Business Day. In this section, "Business Day" means any day other than Saturday, Sunday, any statutory holiday in the Province of British Columbia or any day on which banks generally are not open for business in Ladysmith, British Columbia.

14. **No Assignment** – The Property Owner may not assign its interest in this Agreement except to a subsequent owner in fee simple of the Property.
15. **Severance** - If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

16. **Interpretation** - Wherever the singular or masculine is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so required.
17. **Further Assurances** - The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.
18. **Waiver** - Waiver by the Town of a default by the Property Owner shall be in writing and shall not be deemed to be a waiver of any subsequent or other default.
19. **Powers Preserved** - This Agreement does not
 - (a) affect or limit the discretion, rights or powers of the Town under any enactment (as defined in the Interpretation Act, R.S.B.C. 1979, c.206, on the reference date of this Agreement) or at common law, including in relation to the use or subdivision of the Land;
 - (b) affect or limit any enactment relating to the use or subdivision of the Property, or
 - (c) relieve the Property Owner from complying with any enactment, including in relation to the use or subdivision of the Property, and without limitation shall not confer directly or indirectly any exemption or right of set-off from development cost charges, connection charges application fees, user fees or other rates, levies and charges payable under any Bylaw of the Town.
20. **References** - Every reference to each party is deemed to include the heirs, executors, administrators, personal representatives, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or allows.
21. **Enurement** - This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

Signed, Sealed and Delivered by the
TOWN OF LADYSMITH by its
authorized signatories:

Mayor:

Corporate Officer:

Signed, Sealed and Delivered by
by its authorized signatories:

Name:

Name:

Appendix "A"
(Forms Part of Schedule B)
Map of Affected Parcel

Appendix "B"
(Forms Part of Schedule B)
Plans and Specifications for the Project

Appendix "C"
(Forms Part of Schedule B)
Performance Criteria for the Project

Schedule "C"
Revitalization Tax Exemption Certificate

Section 226 of the *Community Charter*, SBC 2003, c. 26

In accordance with the Town of Ladysmith Revitalization Tax Exemption Bylaw No. 1807 and in accordance with the Revitalization Tax Exemption Agreement dated for reference the ___ day of _____, 20____ (the "Agreement") entered into between the Town of Ladysmith (the "Town") and _____ (the "Owner"), the registered owner(s) of the property described below, this certificate certifies that the Property (as defined below) is subject to a revitalization tax exemption in an amount equal to the amount of any increase in municipal property taxes which would otherwise be payable as a result of any increase in the assessed value of improvements on the Property, due to the revitalization, (as hereinafter defined) between 20____ and 20____, inclusive (the "Tax Exemption"), subject to the maximum aggregate exemption prescribed by the formula in Section 226 (5) (b) of the *Community Charter*.

The Property to which the Tax Exemption applies is in the Town of Ladysmith and is legally described as: _____,

CIVIC ADDRESS: _____

PID _____

The Tax Exemption is provided on the following conditions:

1. the Owner does not breach any covenant or condition in the Agreement and performs all obligations to be performed by the Owner set out in the Agreement and Bylaw; and
2. the Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the Property without the transferee taking an assignment of the Agreement, and agreeing to be bound by it; and
3. the Owner, or a successor in title to the Owner, has not allowed the property taxes for the

Property to go into arrears or to become delinquent; and

4. the Property is not put to any use that is not permitted.

If any of these conditions are not met, then the Council of the Town of Ladysmith may cancel this Revitalization Tax Exemption Certificate.

From: M. Razberry
Sent: June 27, 2012 8:46 PM
Subject: Our salute to Vancouver Island Coal Miners - 1913 - 2013

As a independent filmmaker and investigated journalist I find The Great Vancouver Island Coal Miner Strike that began on 16 Sept 1912 when miners at Cumberland declared a "holiday" to protest the firing of Oscar Mottishaw, a fascinating piece of history. As the story goes from this one single "holiday" event, solidarity grew in protest from a few to well over three thousand coals miners. Where in the end several hundred miners were fined, and sent to jail. But not before one thousand military men were first needed to reclaim order in areas like the City of Nanaimo and the Town of Ladysmith.

The documentary will begin within the area of Cumberland, moving to Nanaimo, South Wellington, Extention and finally Ladysmith. The intent of the production is to capitulate those authors/historians whom have written over the years wonderful books on the topic. And of course the timeline collected from Archives of historian photos. Interviews with friends and families members who grew up hearing their own, personal stories. Yet the one single purpose of this documentary is the acknowledgement of the 100th Anniversary of Vancouver Islands Coal Miners Strike - 1913 -2013.

As we approach 2013 and the 100th Anniversary of Vancouver Islands Coal Miners Strike this documentary salutes the sacrifice of thousands that laid the foundation for a better world, embodying all that is progressive in society. Whether it is democracy, human rights and freedom from want. These brave men and women have through their unselfish actions improved the conditions for all people in society today.

I am looking for your support by way of sponsorship for the creation of Our salute to Vancouver Island Coal Miners - 1913 - 2013. We ask if sponsorship is of interest to you and would like to discuss in greater detail your contribution, please feel free to contact me for further details.

In closing, I thank you for your time and consideration and we look forward to you being apart of our salute to Vancouver Island Coal Miners - 1913 - 2013

In Solidarity
Micheal Razberry

--

Razmataz Productions
Nanaimo BC

Text from a subsequent e-mail sent on July 10, 2012 in response to Town request for specific sponsorship information:

[...]

With a number of books that have already been written by local historians I intend to include interviews of those authors, as well others. And potentially community individuals who have a

timeline connected to these dates. As well something special which .. I can not talk about at this time.

Finally, the solidarity to incorporate a union for fair representation between employee and employer of the time can be felt even today. If for know other reason then value, quality of life and a health of ones community which I hope will be felt in this documentary.

Choices of Sponsorships available are:

\$100 - individuals name in credits

#1 - \$500 - Town of Ladysmith Logo in the credits

#2 - \$1,000 - Interview with Town of Ladysmith representative of choice (Mayor) + Logo in credits

#3 - \$1,500 - Interview with Town of Ladysmith representative of choice (Mayor) + Animation from the Town of Ladysmith in credits

#4 - \$2,500 - **Major Sponsor** - Interview with Town of Ladysmith representative of choice (Mayor) + Animation from the Town of Ladysmith at the beginning of the doc and closing.

** animation - words of value or gratitude from the town of Ladysmith for its heritage (which could come through a contest!!)

Again thank you for your consideration and look forward to hearing from you soon.
Micheal

Razmataz Productions
Nanaimo, BC

Reviewed at a Previous Meeting