



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, DECEMBER 17, 2012
7:00 p.m.

CALL TO ORDER

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|--|--------------|
| 1. AGENDA APPROVAL | |
| 2. MINUTES | |
| 2.1. Minutes of the Regular Meeting of Council held December 3, 2012 | 1-18 |
| 3. PUBLIC HEARING
None | |
| 4. DELEGATIONS | |
| 4.1. James van Hemert, Kate Miller, Cowichan Valley Regional District
Regional Environmental Strategic Plan – Input from Town of Ladysmith | 19 |
| 5. PROCLAMATIONS
None | |
| 6. DEVELOPMENT APPLICATIONS | |
| 6.1. Development Variance Permit – 517 High Street (Lots 7, 8 and 9, Block 124,
District Lot 56, Oyster District, Plan 703A) | 20-24 |
| 7. BYLAWS (OCP/ZONING) | |
| 7.1. Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 89)
2012, No. 1803
May be read a third time and adopted.

The purpose of Bylaw 1803 is to amend the zoning bylaw in order to
facilitate a development at 320 Fourth Avenue Extension. All conditions
have now been met. | 25-30 |
| 7.2. Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39,
2012, No. 1811
May be adopted.

The purposed of Bylaw 1811 is to facilitate a development at 1030 Oyster Bay
Drive. This development was the subject of a Public Hearing held December 3,
2012. | 31-32 |

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7.3. Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812 May be adopted.	33-34
<p>The purpose of Bylaw 1812 is to facilitate a development at 1030 Oyster Bay Drive. The development was the subject of a Public Hearing held December 3, 2012.</p>	
8. STAFF/ADVISORY COMMITTEE REPORTS	
8.1. Proposed E&N Corridor Trail (recommendation from Parks, Recreation and Culture Commission)	35-36
8.2. 2013 Council Meeting Schedule	37-38
8.3. Solid Waste Collection Contract	39-76
9. CORRESPONDENCE	
9.1. Penny Lees-Smith, Kin Canada Request for Town sponsorship of Kin Canada fundraising efforts through purchase of a Message of Support	77-79
<p><u>Staff Recommendation</u> That, as in previous years, Council authorize the sponsorship of fundraising efforts of Kin Canada through the purchase of a Message of Support in KIN Magazine for \$195 plus applicable taxes.</p>	
10. NEW BUSINESS	
11. UNFINISHED BUSINESS	
12. 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 	
13. EXECUTIVE SESSION	
<p>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:</p>	

90(1)(e) 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;

90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

90(1)(k) 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

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

90(2)(a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

14. RISE AND REPORT

ADJOURNMENT



**MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, DECEMBER 3, 2012
7:00 P.M.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Jillian Dashwood

Councillor Steve Arnett
Councillor Duck Paterson

Councillor Bill Drysdale
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Councillor Gord Horth

STAFF PRESENT:

Felicity Adams

Erin Anderson

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 addition to the agenda:

13.1 Ready for Rent Workshop

CS 2012-356

It was moved, seconded and carried that the agenda for the Regular Meeting of Council for December 3, 2012 be approved as amended.

MINUTES

CS 2012-357

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on November 5, 2012 be approved.

CS 2012-358

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held November 19, 2012 be approved as circulated.

CS 2012-359

It was moved, seconded and carried that the minutes of the Special Meeting of Council held November 26, 2012 be approved as circulated.

PUBLIC HEARING

Official Community Plan and Zoning Amendment Application 3360-11-01. Bylaws 1790 and 1791

Public Attendance: 25

Applicant Agent – Landeca Services Inc.

A Public Hearing for Bylaw 1790 and Bylaw 1791 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, December 3, 2012 at 7:02 p.m.

Mayor Hutchins welcomed the members of the public and outlined the process for the Public Hearing. He stated that the purpose of the Public Hearing and of Bylaws 1790 and 1791 is to amend the Official Community Plan and rezone one property from Primary Forestry (F-1) Zone to Comprehensive Development 3 (CD-3) Zone to permit a comprehensive residential development

The first part of the Public Hearing was to allow questions clarifying the project or bylaw contents, and the second part was to allow comments to Council. Mayor Hutchins noted that written submissions may be submitted prior to the close of the Public Hearing.

Felicity Adams, Director of Development Services, introduced the Public Hearing and stated that this Public Hearing is for an Official Community Plan and Zoning Bylaw Amendment - Application 3360-11-01

The subject property is Lot A, District Lot 126, Oyster District, Plan VIP73132. The property is located at the west end of Malone Road.

The subject of the Public Hearing is:

- Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 38) 2012, No. 1790
- Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 88), 2012, No. 1791

Bylaw 1790

The purpose of Bylaw 1790 is to amend the Official Community Plan by adding "Development Permit Area 8 - Malone Road Multi-Family Residential (DPA 8)". The proposed DPA 8 guides the management of environmental features on the land, the provision of open space, and contains design guidelines for the multi-family portion of the development. DPA 8 contains guidelines regarding:

- the form and character of the development,
- exterior building design;
- energy conservation and building siting;
- site design and circulation;
- protection of the natural environment and sensitive ecosystems,
- landscape design;

- GHG reduction; and
- required monitoring during development.

Bylaw 1790 also designates two riparian areas as “Parks and Open Spaces”. Also, ‘Development Permit Area 6 – Riparian’ is removed from the northern portion of the property as the new DPA 8 guidelines contain riparian and sensitive ecosystem protection guidelines that are more specific to the subject property.

Bylaw 1791

The purpose of Bylaw 1791 is to amend the Zoning Bylaw by adding a new zone Comprehensive Development Three (CD-3) for the proposed 147 unit residential development on the subject property.

The ‘Comprehensive Development Three (CD-3)’ zone divides the property into three areas:

- Area A – single family residential (7 units);
- Area B – single family and two family residential (36 units);
- Area C – multi-family residential (maximum 103 units).

For each area the CD-3 zone provides regulations regarding building height, setbacks, accessory buildings, minimum lot sizes, and density. Bylaw 1791 also places the ‘Parks (P-2)’ zone on the two riparian areas that are being dedicated to the Town.

In general terms, the proposal also includes the following voluntary commitments which will be secured by registered covenant prior to third reading of the proposed bylaws:

- a) Protection of the SPEA riparian areas through dedication to the Town as park.
- b) Dedication of the Malone Road extension.
- c) Covenant registration with the following commitments:
 - No clearing of trees and vegetation of the multi-family site until the overall development permit is approved;
 - Provision of one serviced residential lot to ‘Habitat for Humanity’ prior to any subdivision of the land;
 - Contribution of the pedestrian pathway and park staging area/entry to the Lot B, Plan 73132 park site prior to issuance of a development permit or subdivision of the land;
 - Provision of a continuous fence at the back of the single-family / two-family area bounding Lot B;
 - A commitment to Energuide 80 energy efficient buildings; and
 - A commitment to the construction of a minimum of 10% of the multi-family units as adaptable units.

- Road reservation covenant under section 44 of the Community Charter to address the future dedication and construction of Road A as a local public road, and the possible additional dedication that may be needed to accommodate for cuts, fills, and daylighting requirements.

Referrals

1. The application was referred to the Stz'uminus First Nation on October 22, 2012. There have not been any comments provided.

Council referred the application to the Advisory Planning Commission. At its meeting held September 13, 2011, the APC provided the following comments to Council.

- It was moved, seconded and carried that the Advisory Planning Commission recommends that Council support rezoning application 3360-11-01 subject to: a) more parkland being provided (as the riparian areas must be protected anyway as a provincial requirement); and b) that all buildings meet an energy efficiency rating of Energuide 80.

Note: The input from the APC has been included in the development proposal as follows:

- The requirement to build to Energuide 80 being included in the proposal.
- The applicants requested that further park / open space for the residents and for environmental protection purposes to be addressed at the development stage through the site specific DPA guidelines which is part of Bylaw 1790 (OCP amendment).

2. Council referred the application to the Advisory Design Panel.

At its meeting held October 24, 2011, the ADP provided the following comments to Council:

- It was moved, seconded and carried that the Advisory Design Panel expresses to Council its support of rezoning application #3360-11-01 for the purpose of this development proposal as presented by LANDECA Services Inc.

Neighbourhood Information Meeting Report

The applicant held two neighbourhood information meetings - one in October 2011 and one on November 15, 2012. The reports from the meetings state:

Meeting #1

The applicant reported that, "In general, there were no issues of concern raised and the project team heard support for the rezoning application as presented".

Meeting #2 - approximately 15 members of the community attended

The applicant reported that "In general, there were few issues of concern raised particularly when those in attendance understood that the multi-family residential development would be guided by the proposed DPA guidelines with respect to environmental protection and form and character." The project team heard support for the project.

Public Hearing Notice

The Public Hearing Notice was mailed and delivered to properties within the circulation area, printed in the Ladysmith Chronicle newspaper on November 20, 2012 and November 27, 2012 and posted on community notice boards throughout Town, as well as on the Town's website. A copy of the Notice was made available at the front counter at City Hall for the two week notice period.

One written submission and four telephone or in-person enquiries were received at City Hall in connection with this Public Hearing.

Jennifer Kay, consultant, made a presentation on behalf of the applicant, LANDECA Services Inc.

QUESTIONS

Mayor Hutchins called for questions from the audience.

Francine Travers, 932 Malone Road: Asked who will maintain storm water pumps, culverts and drainage and who is liable if floods occur on properties below the proposed development.

The applicant advised that there will be no development until a sediment and erosion control plan is in place. Mayor Hutchins noted that storm water management standards must be met prior to development.

Francine Travers, 932 Malone Road: Enquired whether Council and the engineers will consider the implications of blasting for underground parking.

The applicant advised that the site will be developed with respect for the natural topography and development guidelines will be

created accordingly. Extensive consideration has been given to the best ways to manage parking, as there are several options to accommodate parking on site.

Francine Travers: Enquired why the Town was planning to change zoning from riparian to parkland, and whether further development such as roads could be built in the areas designated as parkland.

The Director of Development Services advised that the Town does not have a specific zoning designation for riparian areas, that the park zoning enables the Town to protect green areas, and that the Town will be required to meet provincial riparian area requirements.

Tara Warwick, Edgewood Estates: Asked about Council's approach to the proposed strata developments, and recommended that the size of any strata be kept to a manageable size. She also suggested that adequate parking with a minimum of two parking spots per dwelling unit be required.

Richard Morencie, 913 Davidson Rd.: Enquired about the setbacks from the creek, asked whether the setbacks currently proposed could change if the creek conditions or course changes, and suggested setbacks be set at 30 metres rather than the proposed 20 metres.

The applicant advised that there will be a biologist on site to establish setbacks as lots are developed, and that while the riparian assessment area is 30 metres, a 30 metre development setback is not required.

The Director of Development Services stated that in future, prior to subdivision or development, a riparian assessment would have to take place again.

Russ Foley, 880 Therres Crescent: Asked whether more flooding could occur on his property as a result of the proposed development.

The applicant advised that a storm water control plan will be put in place.

Francine Travers: Enquired whether a slope stability specialist will be hired in necessary and who would pay for that.

The applicant advised that any required specialist would be

engaged to prepare appropriate plans for the site at the applicant's expense.

Francine Travers: Enquired why the town wished to change zoning from riparian to parkland.

The Director of Development Services advised that a zoning of parkland does not change what can be developed, and that the Town's goal in creating the park space in the proposed development is to give greater protection to riparian areas.

Mayor Hutchins called for any further questions about the Bylaw Amendments.

Mayor Hutchins called for questions about the Bylaw Amendments a third time.

COMMENTS AND SUBMISSIONS

Hearing no further questions, Mayor Hutchins called for comments and submissions.

Will Vandergrift, 800 Malone Road: Delivered a written submission and suggested that Council consider traffic calming measures in order to address issues caused by increased traffic in the vicinity of the development.

Russ Foley: Suggested that Council consider traffic calming measure in front of Brown Drive Park, including a stop sign to replace an existing yield sign.

Jan Christenson, 378 Dogwood Drive: Spoke in support of the proposed development on behalf of Habitat for Humanity, and requested that the lot that is to be donated to the organization not be too steep, in order to help keep construction costs down.

Donald Hornett, 888 Therres Crescent: Expressed concern about a significant increase in traffic on Colonia Drive and in the area, as well as the need to protect trees that could be removed or topped to preserve the view of future residents of the proposed subdivision.

Sharon Onciul, 800 Malone Road: Mayor Hutchins read a written submission from Sharon Onciul expressing concern about the increase in traffic on Malone Road due to the proposed development and suggesting additional access roads into the development.

Francine Travers: Expressed concern about a single access road

into the proposed development, and requested that Council consider traffic calming measures that do not obstruct snow removal equipment.

Mayor Hutchins called for any further comments about the Bylaw Amendments.

Mayor Hutchins called for further comments on the Bylaw Amendments a third time. Hearing no further comments, Mayor Hutchins declared the Public Hearing for Bylaws 1790 and 1791 closed.

Official Community Plan and Zoning Amendment Application 3360-11-01. Bylaws 1811 and 1812

Public Attendance: 5

Applicant Agent – Bob Wall – R.W. (Bob) Wall Ltd.

A Public Hearing for Bylaw 1811 and Bylaw 1812 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, December 3, 2012 at 8:08 p.m.

Mayor Hutchins welcomed members of the public and outlined the process for the Public Hearing. He stated that the purpose of the Public Hearing and of Bylaws 1811 and 1812 is to amend the Official Community Plan and add permitted uses to the Light Industrial Zone for the property located at 1030 Oyster Bay Drive

The Public Hearing took place in two parts: first for questions clarifying the project or bylaw contents, and second for comments to Council. Mayor Hutchins noted that written submissions would be accepted prior to the end of the Public Hearing.

Felicity Adams, Director of Development Services, introduced the Public Hearing and stated that the purpose of this Public Hearing is for an Official Community Plan and Rezoning Bylaw Amendment Application 3360-12-02.

The subject property is Lot 1, District Lot 24, Oyster District, Plan VIP72824, except part in Plan VIP81529 (1030 Oyster Bay Drive).

The subject of the Public Hearing is:

- Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, amendment Bylaw (No. 39) 2012, No. 1811
- Town of Ladysmith Zoning Bylaw 1995, No. 1160,

Amendment Bylaw (No. 90), 2012, No. 1812

Bylaw 1811

The subject property is designated for 'light industrial' land use in the Waterfront Area Plan. Bylaw 1811 proposes to amend the 'Waterfront Area Plan' by adding the following clause specific to 1030 Oyster Bay Drive:

"The property located at 1030 Oyster Bay Drive (Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529) is designated as Light Industrial and will continue to provide significant floor area for light industrial uses. Additional service commercial uses are permitted at 1030 Oyster Bay Drive to take advantage of the visibility to the highway and to complement other land uses in the industrial and commercial areas. Permitted uses may include limited retail, offices, and complementary commercial services. The maximum gross floor area for individual service commercial units shall not exceed 465 square metres (5,000 sq. ft.) and the total service commercial use may comprise no more than one-half of the light industrial gross floor area."

Bylaw 1812

The subject property is zoned for light industrial use in the Zoning Bylaw. Bylaw 1812 proposes to amend the Zoning Bylaw by adding the following uses to the "Light Industrial Zone" for the subject property only:

- i) retail store;
- ii) coffee shop;
- iii) business or professional office;
- iv) personal service establishment;
- v) financial institution;
- vi) business or commercial school;
- vii) recreation facility;
- viii) visitor centre or tourist bureau;
- ix) animal hospital, animal grooming;
- x) custom workshop; and
- xi) wholesale.

The bylaw proposes that the uses listed above are limited to a maximum total gross floor area of 1460m² (15,715ft²), except retail stores which may be a maximum total gross floor area of 700m² (7,535ft²). Individual units shall not exceed a maximum gross floor area of 465 m² (5000ft²). Also, a definition for 'custom workshop' and 'wholesale' is proposed to be added to the Zoning Bylaw.

Parking Analysis

A Parking analysis was prepared by the applicant to consider the

potential impact of the additional proposed uses on the parking plan associated with the approved Development Permit.

The analysis shows that the availability of 71 parking spaces should be adequate to serve the new introduced uses as the parking plan provided a higher parking ratio than required for one-half of the floor space in the building.

The applicant may pursue a new driveway access from Ludlow Road which staff has been advised can be accomplished without the loss of parking spaces.

Referrals

1. Council referred the application to the Advisory Planning Commission.

At its meeting on October 10, 2012, the Advisory Planning Commission (APC) provided the following comments to Council.

It was moved, seconded and carried that the Advisory Planning Commission recommends approval of adding the additional uses listed for this site and this site only (3360-12-02) with the following concerns:

- Industrial zoning should be protected
- Parking shortages
- Diminishing downtown
- Road access; and
- Drive thru fast food is not supported.

Note: The APC's concerns were considered in the drafting of Bylaw 1811 and 1812 by ensuring that half of the building is reserved for I-1 zone uses, by requesting a parking analysis from the applicant, and by limiting the permitted commercial gross floor area and unit size. A drive-through is not permitted.

2. The application was referred to the Stz'uminus First Nation. No comments were provided.

Neighbourhood Information Meeting Report:

The applicant held a neighbourhood information meeting on November 21, 2012. The report from the meetings states:

- 5 attendees at the meeting and there was support for the project.

Public Hearing Notice:

The Public Hearing notice was mailed and delivered to properties within the circulation area, printed in the Chronicle newspaper on

November 20, 2012 and November 27, 2012 and posted on community notice boards throughout Town, as well as on the Town's website. A copy of the Notice was made available at the front counter at City Hall for the two week notice period.

No written submissions and no telephone or in-person enquiries were received at City Hall in connection with this Public Hearing.

The applicant, Bob Wall, made a presentation concerning his development application.

Questions

Mayor Hutchins called for questions about the Bylaw Amendments.

Mayor Hutchins called for questions about the Bylaw Amendments a second and third time.

Hearing no questions, Mayor Hutchins called for comments and submissions about the Bylaw Amendments.

Mayor Hutchins called for comments & submissions about the Bylaw Amendments for a second & third time.

Hearing no comments and receiving no submissions, Mayor Hutchins declared the Public Hearing for Bylaw 1811 and Bylaw 1812 closed.

**DEVELOPMENT
APPLICATIONS
CS 2012-360**

Rezoning Application – Lot A, District Lot 126, Oyster District, VIP73132 (Malone Road)

It was moved, seconded and carried that subject to any additional matters raised at the public hearing, the application by Landeca Services Inc. to amend the Official Community Plan 2003, No. 1488 and the Town of Ladysmith Zoning Bylaw 1995, No. 1160 to permit a residential development of single family, two-family, and multi-family development, be approved in principle, subject to the following conditions:

That prior to the enactment of amending Bylaws 1790 and 1791 the following shall be completed to the satisfaction of the Director of Development Services:

- a) Preparation of the required documents to allow for the dedication to the Town, prior to the adoption of Bylaws 1790 and 1791, land containing the SPEA riparian areas.
- b) Preparation of the required documents to allow for the dedication of the Malone Road extension, prior to the adoption of Bylaws 1790 and 1791.
- c) Registration of a road reservation covenant on the title of the

land under section 44 of the Community Charter to secure the future dedication and construction of Road A as a local public road, and the possible additional dedication that may be needed to accommodate for cuts, fills, and daylighting requirements.

- d) Registration of a section 219 covenant on the title of the land to secure the following:
- No clearing of trees and vegetation of the multi-family site until the overall development permit is approved;
 - Provision of one serviced residential lot to 'Habitat for Humanity' prior to any subdivision of the land;
 - Contribution of the pedestrian pathway and park staging area/entry to the Lot B, District Lot 126, Oyster District, Plan VIP73132 park site prior to issuance of a development permit or subdivision of the land;
 - Provision of a continuous fence at the back of the single-family / two-family area bounding Lot B;
 - A commitment to Energuide 80 energy efficient buildings; and
 - A commitment to the construction of a minimum of 10% of the multi-family units as adaptable units.
- e) Consideration, in conjunction with Town staff, of practices for storm water management for the subject property;

And that the Mayor and Corporate Officer be authorized to execute the Section 219 covenants.

Riparian Development Permit Application – 450 Thetis Drive (Lot 1, District Lot 52, Oyster District, Plan VIP86055)

CS 2012-361

It was moved, seconded and carried that Development Permit 3060-12-09 be issued to protect the streamside protection and enhancement area (SPEA) in relation to the construction of an accessory dwelling (shed) at 450 Thetis Drive (Lot 1, District Lot 52, Oyster District, Plan VIP86055), subject to the applicant providing a SPEA survey as required by Development Permit Area 6;

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

BYLAWS (OCP/ZONING)

CS 2012-362

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39) 2012, No. 1811

It was moved, seconded and carried that Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39) 2012, No. 1811 be read a third time.

CS 2012-363 Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812
It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812 be read a third time.

APPOINTMENTS

Deputy Mayor

Mayor Hutchins made the following appointments for Deputy Mayor:

- Councillor Dashwood, December 2012 to May 2013
- Councillor Horth, June 2013 to November 2013
- Councillor Drysdale, December 2013 to May 2014
- Councillor Arnett, June 2014 to November 2014

Parcel Tax Review Panel

Mayor Hutchins appointed Councillors Drysdale, Horth and Patterson to the Parcel Tax Review Panel.

CS 2012-364 Cowichan Valley Regional District Director

It was moved, seconded and carried that Mayor Rob Hutchins be appointed as Director to the Cowichan Valley Regional District Board.

CS 2012-365 Cowichan Valley Regional District Alternate Director

It was moved, seconded and carried that Councillor Duck Paterson be appointed as Alternate Director to the Cowichan Valley Regional District Board.

CS 2012-366 Vancouver Island Regional Library Board Director

It was moved, seconded and carried that Councillor Steve Arnett Paterson be appointed as Town of Ladysmith representative on the Vancouver Island Regional Library Board.

CS 2012-367 Vancouver Island Regional Library Board Alternate Director

It was moved, seconded and carried that Councillor Glenda Patterson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

CS 2012-368 Community Safety Advisory Committee (Cowichan Valley Regional District)

It was moved, seconded and carried that Councillor Jill Dashwood be appointed as representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Committee.

Mayor Hutchins made the following appointments to Council Advisory Commissions and Committee

Government Services Committee (Committee of the Whole)

Chair: Councillor Horth

Vice Chair: Councillor Drysdale

Members: All members of Council

Advisory Design Panel

Council Liaison: Councillor Arnett

Alternate: Councillor Horth

Advisory Planning Commission

Council Liaison: Councillor Horth

Alternate: Councillor D. Paterson

Heritage Revitalization Advisory Commission

Council Liaison: Councillor Drysdale

Alternate: Mayor Hutchins

Liquid Waste Management Committee

Council Liaison: Councillor Horth

Council Liaison: Councillor G. Patterson

Parks, Recreation & Culture Commission

Council Liaison: Councillor D. Paterson

Council Liaison: Councillor Arnett

Alternate: Councillor Horth

Protective Services Committee

Chair: Councillor D. Paterson

Council Liaison: Councillor Drysdale

Alternate: Councillor Dashwood

Trolley Committee

Chair: Councillor Dashwood

Council Liaison: Councillor Drysdale

Mayor Hutchins made the following liaison appointments to community organizations:

Celebrations Committee

Council Liaison: Councillor Arnett

Alternate: Councillor D. Paterson

Chamber of Commerce

Council Liaison: Mayor Hutchins

Alternate: Councillor Dashwood

Community Health Advisory Committee

Council Liaison: Councillor G. Patterson

Alternate: Councillor Dashwood

Festival of Lights

Council Liaison: Councillor D. Paterson

Alternate: Councillor Drysdale

Ladysmith Downtown Business Association

Council Liaison: Councillor Horth

Alternate: Councillor Drysdale

Ladysmith Early Years Partnership

Council Liaison: Councillor Dashwood

Alternate: Mayor Hutchins

Social Planning Cowichan Affordable Housing Directorate

Council Liaison: Councillor Dashwood

Alternate: Councillor Arnett

Youth Advisory Committee

Council Liaison: Councillor G. Patterson

Alternate: Councillor Horth

**COUNCIL COMMITTEE
REPORTS**

Council members provided updates on their respective Commissions and Committees.

Council members expressed appreciation and gratitude to everyone who made the 25th anniversary Light Up a remarkable community event.

CS 2012-369

It was moved, seconded and carried that letters of appreciation be written to the individuals and organizations who contributed to the 2012 Light Up.

CS 2012-370

It was moved, seconded and carried that a letter of congratulations be sent to the Ladysmith Striders for organizing a successful Cinnamon Bun Fun Run 2012.

Mayor Hutchins circulated a proposed funding model for regional recreation in the Cowichan Valley Regional District, based on usage of regional recreation facilities.

Councillor Drysdale reported that Tamara Hutchinson and Ann Rogers will serve as Heritage Revitalization Advisory Commission liaisons to the Advisory Design Panel, and that Bernadine Knoll has been appointed interim representative from the Ladysmith and District Historical Society on the Heritage Revitalization Advisory Commission.

	Government Services Committee Recommendations
CS 2012-371	It was moved, seconded and carried that the proposed changes to the Film Production Policy as outlined in the staff report dated November 13, 2012 be referred to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for their consideration and comment.
CS 2012-372	It was moved, seconded and carried that the correspondence from Tara and Mike Pollock proposing an enhanced hiking and mountain biking network be referred to the Parks, Recreation and Culture Commission, and that the Pollocks be invited to attend a commission meeting to discuss their proposal.
CS 2012-373	It was moved, seconded and carried that Council enter the Big Brothers Big Sisters Bowl for Kids event on February 24, 2013, that a challenge be issued to City of Nanaimo Council, and that Councillor Glenda Patterson organize Council's participation in the event.
CORRESPONDENCE	Sustainable Cities International and C+S Planning Group Request for Interest: Dynamic downtown Community Workshop
CS 2012-374	It was moved, seconded and carried that staff be requested to submit an expression of interest for participating in a community-based pilot project to test the "Dynamic Downtowns" took kit as outlined in the Request for Interest: Dynamic Downtowns Community Workshop correspondence.
BYLAWS	Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2012, No. 1809
CS 2012-375	It was moved, seconded and carried that Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2012, No. 1809 be adopted.
	Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2012, No. 1813
CS 2012-376	It was moved, seconded and carried that Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2012, No. 1813 be adopted.
NEW BUSINESS	Ready to Rent Workshop Staff were requested to forward the information regarding sponsorship of a Ready to Rent workshop in Ladysmith to the Ladysmith Chamber of Commerce.
QUESTION PERIOD	Mayor Hutchins requested R. Johnson to provide council with a brief overview of clean-up work being carried out on the Travellers Hotel in preparation for sale of the property.

R. Johnson inquired about the following matters:

- The status of construction of a power-generating system on the Town's Stocking Lake water supply line, and whether power generated would qualify for carbon tax credits.
- Whether Council has established a policy regarding the use of fossil fuels as primary heating system.
- The status of the Town's contract for solid waste collection
- Whether policy exists for the long-term maintenance of memorial benches.

E. Shirley commented that he had received numerous compliments on Light Up from out-of-town visitors.

N. Grant was advised that attendance at Light-up was estimated at 17,000

EXECUTIVE SESSION

CS 2012-377

It was moved, seconded and carried at 9:19 p.m. that Council retire into Executive Session following a two-minute recess.

RISE AND REPORT

Council arose from Executive Session with report on the following items:

1. Council made the following appointments be made to the Heritage Revitalization Advisory Commission:
 - Roman Buta
 - Gerry Beltgens
2. Rob Johnson will be requested to spearhead the establishment of a Citizens' Honour Wall in the downtown area.
3. The Town of Ladysmith will request to join the Cowichan Valley Regional Transit Service as a full partner, with 3,000 hours per year allocated to Ladysmith internal services, provided that 1,100 hours are allocated concurrently to connecting Ladysmith to Chemainus as proposed by the Cowichan Valley Regional District in its transit service proposal letter dated March 1, 2012.
4. The Town will formally request that the Cowichan Valley Regional District Transit Service Future Plan be amended to change the proposed connection from Ladysmith to Nanaimo from medium term (six to 15 years) to short term (one to five years).

ADJOURNMENT

CS 2012-378

It was moved, seconded and carried that this meeting of Council be adjourned at 9:32 p.m.

CERTIFIED CORRECT

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Subject to Adoption

Municipal Partners Delegation Request information

A **Regional Environmental Strategic Plan** is needed to inform future environmental programming and serve as a coordinating link with other initiatives, notably the imminent Regional Sustainability Plan, water planning, sustainable agriculture, ecological protection, land use planning, climate resilience, and economic development.

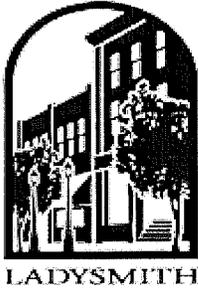
The Plan will be developed as a core guiding document for the Cowichan Valley Regional District as a whole and the Environment Commission in particular. We recognize your ongoing support of regional environmental initiatives through your participation on the Environment Commission and core funding for regional activities. Your support has also enabled the CVRD to provide staff resources to support you and to leverage additional funds and grants through partnerships. The Environment Commission plays a critical role in providing strategic guidance on priority environmental issues such as water quality, liquid and solid waste management. It is supported by the Environmental Policy Division of the Engineering and Environmental Services Department but there is a recognition that many environmental issues cut across other disciplines. Inter-departmental coordination and partnerships with related organizations is a cornerstone of a successful strategy. ***Robust, mutually supportive relationships between departments and with member municipalities are necessary to achieve regional environmental objectives.***

A strategic framework is sought that allows for science-based, fiscally prudent criteria in determining immediate, short-term actions, medium-term initiatives, and long-term programs to address and arrest ecosystem decline and to reverse the negative trends in a manner that *regenerates and enhances the natural ecosystem upon which over 80,000 people depend.*

The CVRD seeks input, buy-in and support from stakeholders, staff, the general public, and elected leaders.

We would like your thoughts on the following questions:

- 1) What are your environmental priorities in the near term (1 to 5 years), mid-term (5 to 20), and long term (beyond 20 years)?
- 2) What role can the CVRD play in supporting or augmenting your environmental programs?
- 3) How can this environmental plan support your priorities?



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: December 12, 2012
File No: 3090-12-05

Re: Development Variance Permit Application – 517 High Street (Todd Hancock)
Lots 7, 8 and 9, Block 124, District Lot 56, Oyster District, Plan 703A

RECOMMENDATION(S):

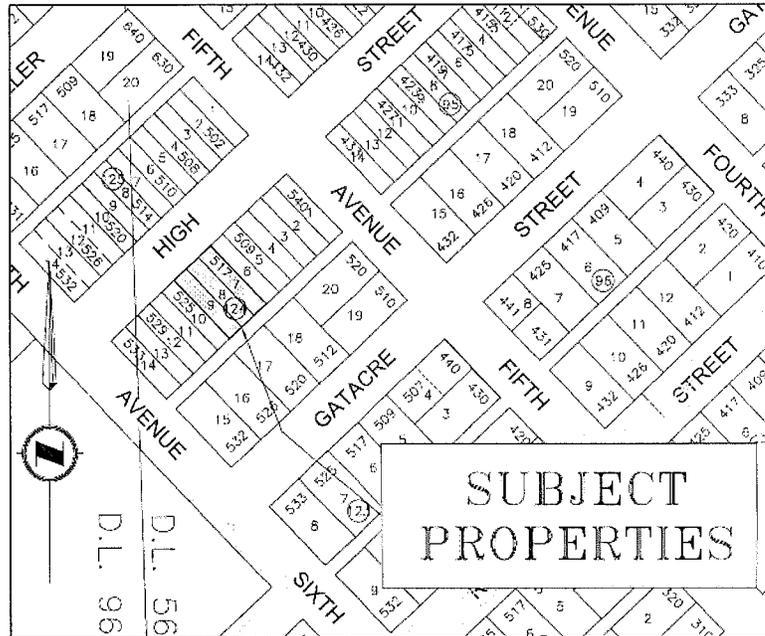
That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-12-05 for Lots 7, 8 and 9, Block 124, District Lot 56, Oyster District, Plan 703A (517 High Street).

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding statutory notification for an application for a development variance permit for the development of three single family residential lots as required by the Development Procedures Bylaw.

INTRODUCTION/BACKGROUND:

The applicant, Todd Hancock, is proposing variances for three proposed homes on three lots on High Street (see subject property map). The existing three lots are each 278m² (3000ft²) in size. Currently a dwelling straddles two of the lots. It is proposed that the existing dwelling be demolished and three new homes be constructed. To achieve the three new homes on the three narrow lots, variances are proposed.



SCOPE OF WORK:

The current stage of this application is to seek Council's direction to proceed with the statutory notice. The subject properties are zoned Urban Residential Zone (R-2). The properties are narrow in shape 7.6m x 36.5m (25ft x 120ft). Thus, to achieve a one

dwelling and one accessory building on each of the three lots (as shown in the attached schedules) the following variances are proposed:

- To vary one sideyard setback for the dwellings from 3m to 1.5m.
- To vary one sideyard setback for the accessory buildings from 1.5m to 1m.
- To vary the minimum finished floor area for the dwellings from 83m² to 72m².
- To vary the minimum horizontal building dimension for the dwellings from 6.5m to 4.5m.

The rationale for the variances relates specifically to the narrow shape of the lots. It is recommended to direct staff to proceed with statutory notification for the proposed variances to the three homes.

Table 1: Summary of Development Variance Permit Application 3090-12-05

	Permitted	Proposed	Requested Variance
<i>10.2(3)(b) House - one sideyard setback</i>	3 metres	1.5 metres	1.5 metres
<i>10.2(3.2)(b) Accessory building – one side yard setback</i>	1.5 metres	1 metre	1 metre
<i>10.2(4) House - minimum finished floor area</i>	83m ²	72m ²	11m ²
<i>10.2(5) House – minimum horizontal building dimension</i>	6.5 metres	4.5 metres	2 metres

ALTERNATIVES:

To not support DVP application 3090-12-05.

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:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-12-05.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-12-05 has been referred to the Infrastructure Services Department.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The subject development variance permit proposal is consistent with the Visioning Report in the following ways:

- The proposal increases density in an existing residential neighbourhood.
- The three proposed dwellings front onto the street with a front porch to allow interaction between people in the building and on the street.
- Parking areas are located to the rear of the homes.
- The development is within close proximity to downtown, schools, the recreation centre, a transit stop and parks.
- Local employment is created as it is proposed that a local developer build the three homes.
- The proposed builder is experienced with constructing highly energy efficient homes and he will integrate many Energuide requirements into the three proposed dwellings.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-12-05.

I concur with the recommendation.

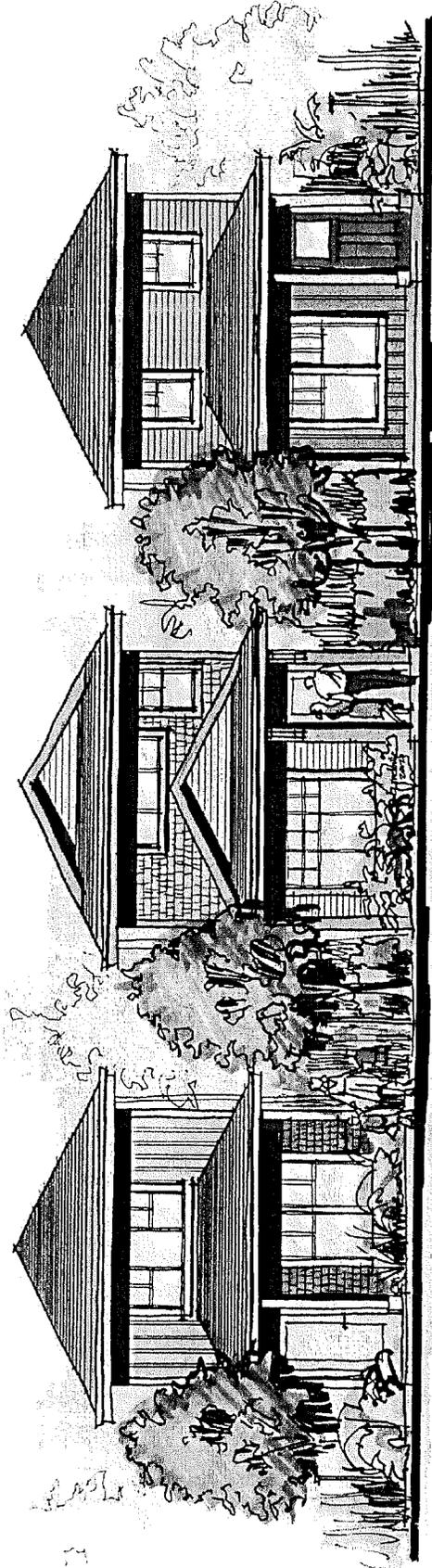


Ruth Malli, City Manager

ATTACHMENTS:

Schedule A: Proposed Residences – streetscape - 517 High St.

Schedule B: Proposed Residences – site plan – 517 High St.



streetscape - high street

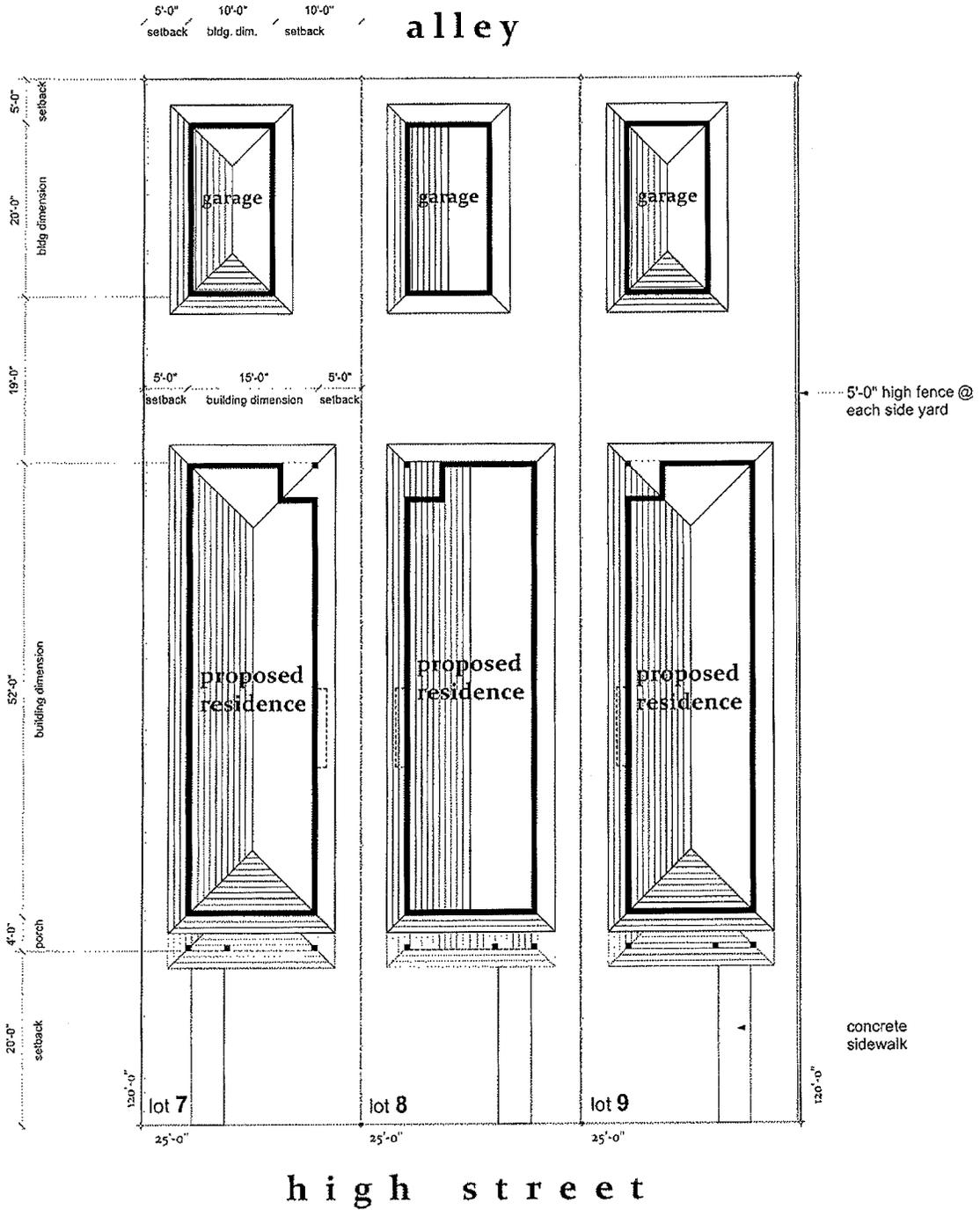
scale: 1/4" = 1'-0"

Schedule A - Proposed Residences - streetscape
517 High Street

Proposed Residences

517 High Street
Ladysmith B.C.





site plan

scale: 1/8" = 1'-0"

site data		
civic address:	617 High Street	
legal description:	lots 7, 8 & 9, block 124, district lot 56, oyster district, plan 703A	
lot areas:	lot 7	3000 sq. ft.
	lot 8	3000 sq. ft.
	lot 9	3000 sq. ft.
floor areas: (per unit)	main floor	780 sq. ft.
	upper floor	720 sq. ft.
	total	1500 sq. ft.
garage: (per unit)	280 sq. ft.	
lot coverage: (per lot)	780 sq. ft. / 3000 sq. ft.	26%

Schedule B – Proposed Residences – site plan
517 High Street

Proposed Residences
517 High Street
Ladysmith B.C.



TOWN OF LADYSMITH

BYLAW NO. 1803

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

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

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

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

1. The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" as amended, is hereby further amended as follows:
 - (a) Section 4.0 "Definitions" is amended by adding the following:
 - (i) Adding a new definition immediately following the definition of 'bed and breakfast inn':
"bio-swale" means a type of bio-filter designed to remove silt and pollution from surface runoff, consisting of a swaled drainage course with gently sloped sides and may be filled with vegetation or riprap.
 - (ii) Adding a new definition immediately following the definition of 'car wash':
"Certified Energy Advisor" means an energy advisor certified with a service organization licensed by the Office of Energy Efficiency of Natural Resources Canada."
 - (iii) Adding a new definition immediately following the definition of 'dwelling unit':
"EnerGuide Energy Standard" means the energy standard created and standardized by the Office of Energy Efficiency of Natural Resources Canada that is applied to British Columbia buildings.
 - (b) Add to the list in section 6.1 (1): "34.0 Comprehensive Development 2 (CD-2)"
 - (c) Add a new section "34.0 Comprehensive Development 2 (CD-2)" as shown on 'Schedule I' attached to and forming part of this Bylaw.
2. The zoning map, being 'Schedule A' to "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby amended by:
 - (a) adding "CD-2" (Comprehensive Development 2 Zone) to the list of zones, and
 - (b) placing "CD-2" (Comprehensive Development 2 Zone) on Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 31211 (320 4th Avenue Extension) as shown on 'Schedule II' attached to and forming part of this Bylaw.

CITATION

3. This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 89) 2012, No. 1803".

READ A FIRST TIME on the 7th day of May, 2012

READ A SECOND TIME on the 7th day of May, 2012

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

on the 4th day of June, 2012

READ A THIRD TIME

on the day of

ADOPTED

on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Bylaw 1803 - Schedule I

34.0 **COMPREHENSIVE DEVELOPMENT TWO (CD-2)**

34.1 **Permitted Uses**

The following uses are permitted:

- (a) residential use;
- (b) home occupation.

34.2 **Permitted Buildings and Structures**

The following buildings and structures are permitted:

- (a) single family dwelling;
- (b) accessory building.

34.3 **Conditions - Buildings and Structures**

- (a) The location of buildings and structures shall generally comply with Figure A: Comprehensive Development Two (CD-2) Zone Site Plan.
- (b) A maximum of 12 residential units is permitted in the CD-2 Zone (see also Section 34.7).
- (c) Despite Section 34.2(a), secondary suites are not permitted.
- (d) The maximum permitted building and structure site coverage shall not exceed 30%.
- (e) No buildings or structures located on a parcel within this Zone shall be closer than 6.0 metres to all lot lines, except unit #1 which may be 4.5 metres to the north side lot line.
- (f) The minimum horizontal building dimension of a single family dwelling shall be 6.5 metres.
- (g) The height of a single family dwelling shall not exceed 9.0 metres; except where the building roof pitch is less than 4:12, then the maximum height shall be 7.5 metres.
- (h) An accessory building or structure:
 - i) Shall not exceed one storey,
 - ii) Shall not exceed a height of 5.0 metres, except where the roof pitch is less than 4:12, then the maximum height shall be 3.5 metres; and
 - iii) Shall not exceed a gross floor area of 45 square metres.

34.4 **Conditions - Landscaping**

- (a) Despite Section 34.3(e), a continuous wooden fence with a minimum height of 1.2 metres shall be provided on property lines adjacent to neighbouring residential development, as shown on Figure A.
- (b) Disposal of surface run-off and storm water must be managed in part through the installation of a bio-swale, generally as shown on Figure A.
- (c) 40% of the area of land in the CD-2 Zone shall remain free of coverage by impermeable surfaces.
- (d) Existing vegetation within the buffer area identified on Figure A shall be maintained and preserved to provide a protection and buffer for the steep slope and Holland Creek trail.

34.5 **Minimum Lot Size**

- (a) All development must be connected to water and sewer services.
- (b) The minimum parcel size permitted shall be one hectare.

34.6 **Off Street Parking and Loading**

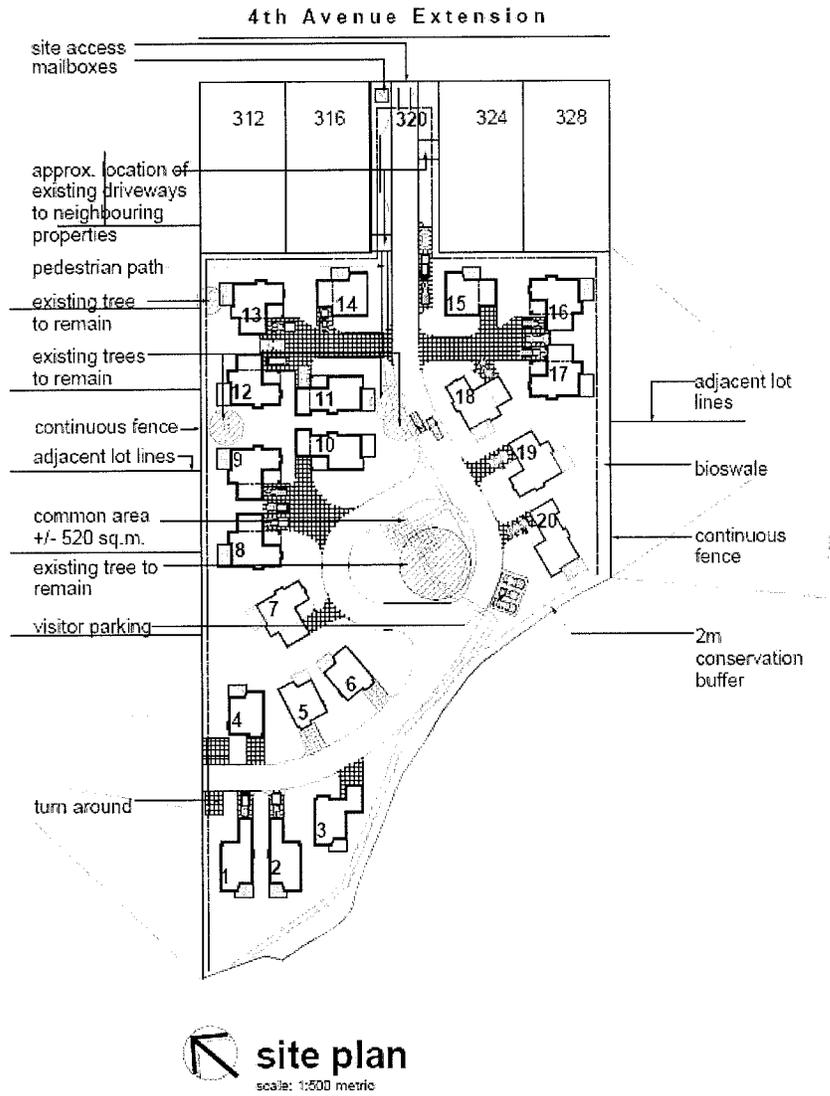
- (a) Off-street parking and loading must be provided as required by the Municipality's parking regulations.
- (b) In addition to the parking required in accordance with section 34.6(a), a minimum of six parking stalls shall be provided for visitor parking.

34.7 Density Bonus

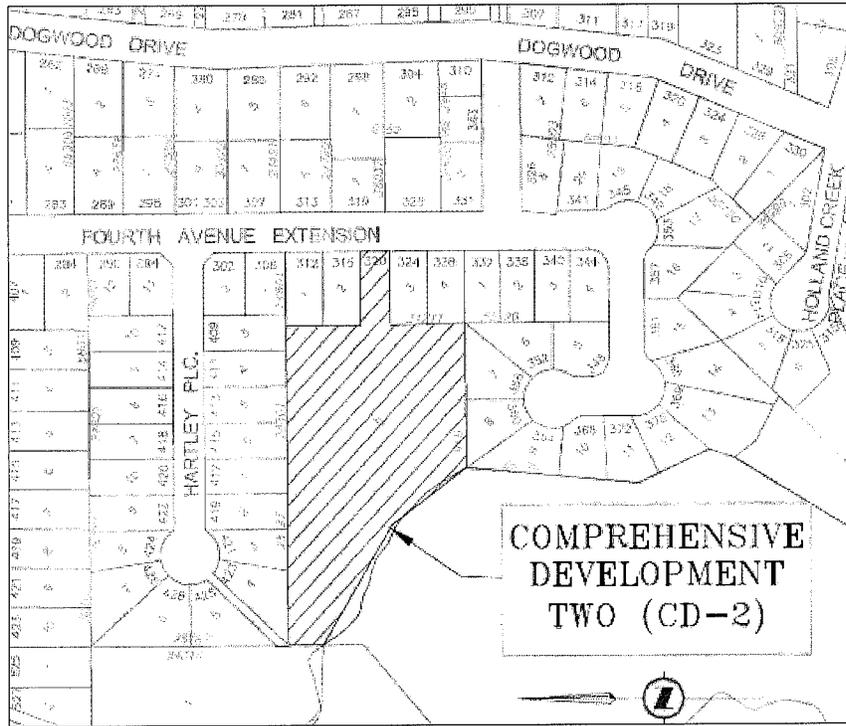
Despite section 34.3(b) above, a density bonus is permitted within the CD-2 Zone as indicated in the table below where amenities listed in Column One are provided to assist the Town of Ladysmith in meeting its greenhouse gas emission reduction targets in accordance with the Official Community Plan. Where the developer provides the amenities listed in Column One, a density bonus is permitted as listed in Column Two.

COLUMN ONE: AMENITIES	COLUMN TWO: DENSITY BONUS
<p><i>Each Single Family Dwelling shall attain a minimum of EnerGuide 80 Energy Standard, and the following steps shall be completed for each single family dwelling:</i></p> <ol style="list-style-type: none"> 1. Prior to issuance of a building permit, provide a copy of the energy audit from a Certified Energy Advisor. 2. Prior to issuance of a building permit, provide a letter of credit for 1% of the construction costs. 3. Prior to issuance of an occupancy permit, provide a letter from the Certified Energy Advisor stating that the single family dwelling has complied with the EnerGuide 80 Energy Standard. 4. The letter of credit will be returned once the letter from the Certified Energy Advisor stating that the single family dwelling has complied with the EnerGuide 80 Energy Standard has been received by the Building Inspector. 	<p>A maximum of 20 dwelling units is permitted in the CD-2 Zone.</p>

Figure A: Comprehensive Development Two (CD-2) Zone Site Plan



Bylaw 1803 – Schedule II



TOWN OF LADYSMITH

BYLAW NO. 1811

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

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

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

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

1. Schedule "B" – "Waterfront Area Plan" is hereby amended as set out in Schedule I to this Bylaw.

CITATION

2. This bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39) 2012, No. 1811".

READ A FIRST TIME on the 5th day of November, 2012

READ A SECOND TIME on the 5th day of November, 2012

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

on the 3rd day of December, 2012

READ A THIRD TIME on the 3rd day of December, 2012

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Bylaw 1811 – Schedule I

1. Section 4.3 “Industrial” is amended by adding the following paragraph to the end of policy 4.3.2.2 as follows:

“The property located at 1030 Oyster Bay Drive (Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529) is designated as **Light Industrial** and will continue to provide significant floor area for light industrial uses. Additional service commercial uses are permitted at 1030 Oyster Bay Drive to take advantage of the visibility to the highway and to complement other land uses in the industrial and commercial areas. Permitted uses may include limited retail, offices, and complementary commercial services. The maximum gross floor area for individual service commercial units shall not exceed 465 square metres (5,000 sq. ft.) and the total service commercial use may comprise no more than one-half of the light industrial gross floor area.”

TOWN OF LADYSMITH

BYLAW NO. 1812

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

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

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

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

- A. The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" as amended, is hereby further amended as follows:
- (1) Section 4.0 "Definitions" is amended by adding the following:
- (a) Adding a new definition immediately following the definition of 'curb level':
- "Custom workshop: means a workshop within a building where the production, sales and serving of specialized goods or services, including home cabinets, signs, window coverings and furniture, occurs."
- (b) Adding a new definition immediately following the definition of 'watercourse':
- "Wholesale: means the use of land, building or structures by establishments or businesses engaged in selling merchandise to retail dealers, or to other wholesale dealers, or to contractors or to manufacturers, for resale or for use in their business."
- (2) Section 26.0 "Light Industrial Zone (I-1)" is hereby amended by:
- (a) Adding the following site specific regulation to 26.1 "Permitted Uses" following sub-section (v):
- "(w) For the property described as Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529 (1030 Oyster Bay Drive), the following additional uses are permitted:
- i) retail store;
 - ii) coffee shop;
 - iii) business or professional office;
 - iv) personal service establishment;
 - v) financial institution;
 - vi) business or commercial school;
 - vii) recreation facility;
 - viii) visitor centre or tourist bureau;
 - ix) animal hospital, animal grooming;

- x) custom workshop; and
- xi) wholesale.”

(b) Adding the following site specific regulations to 26.2 “Conditions of Use” following sub-section (4):

“(5) For the property described as Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529 (1030 Oyster Bay Drive) the following uses are limited to a total maximum gross floor area of 1460 square metres (15,715ft²) and individual units shall not exceed a maximum gross floor area of 465 square metres (5,000ft²): retail store, coffee shop, business or professional office, personal service establishment, financial institution, business or commercial school, recreation facility, visitor centre or tourist bureau, animal hospital, animal grooming.

(6) Despite section 26.2 (5), for the property described as Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529 (1030 Oyster Bay Drive), the retail store use is limited to a total maximum gross floor area of 700 square metres (7,535 sq.ft.).”

CITATION

B. This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812”.

READ A FIRST TIME on the 5th day of November, 2012

READ A SECOND TIME on the 5th day of November, 2012

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

on the 3rd day of December, 2012

READ A THIRD TIME on the 3rd day of December, 2012

APPROVED UNDER THE TRANSPORTATION ACT

on the 3rd day of December, 2012

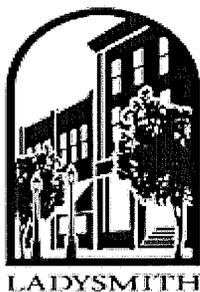
ADOPTED on the day of

Approved under the Transportation Act
this 3rd day of December 2012

Stu Johnson
District Development Technician
Ministry of Transportation and Infrastructure

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Acting Director of Parks, Recreation and Culture
Date: December 10, 2012
File No:

Re: Proposed E & N Corridor Trail

RECOMMENDATION(S):

That Council direct staff to conduct a feasibility study for the establishment of a trail along the E & N rail corridor that will link to existing trails.

PURPOSE:

The purpose of this report is to provide Council with information regarding a recommendation from the Parks, Recreation and Culture Commission to establish a trail along the E & N corridor.

INTRODUCTION/BACKGROUND:

The Parks, Recreation and Culture Commission has discussed trail options in Ladysmith. At their meeting, held November 21, 2012, the following motion was adopted:

It was moved, seconded and carried that the Parks, Recreation and Culture Commission recommend that Council consider establishing a trail along the historic E & N corridor that links to existing trails.

AND that Council direct staff to determine the feasibility of developing this trail.

The Commission considered the benefits of this type of accessible, barrier-free trail that could also be a means of transportation if it links to existing trails and neighbourhoods. Additional benefits include enhancing the community's liveability; improving the economy through tourism; preserving and restoring open space; and providing opportunities for physical activity to improve fitness and mental health.

SCOPE OF WORK:

Staff time will be required to determine the feasibility of this initiative.

ALTERNATIVES:

Council can choose to not support this initiative at this time.

FINANCIAL IMPLICATIONS:

At this stage, the financial implications are limited to staff time.

LEGAL IMPLICATIONS:

There are no legal implications at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Enhancing the Town's trail network is generally received positively by members of the public. Public consultation would occur at a later stage if the project is deemed feasible.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If Council directs staff to proceed with this project, Parks, Recreation and Culture staff will ensue as appropriate.

RESOURCE IMPLICATIONS:

No additional resources are required at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This project aligns with the Health Community Vision.

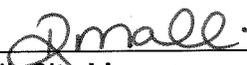
ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with the community resiliency-economic, environmental and social priority.

SUMMARY:

The Parks, Recreation & Culture Commission recommend that Council consider supporting a feasibility study of constructing a trail along the E & N corridor.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: November 26, 2011
File No:

Re: 2013 COUNCIL MEETING SCHEDULE

RECOMMENDATION(S):

That the following 2013 schedule of regular Council meetings be approved and that Staff be directed to advertise the schedule in accordance with Section 127 of the Community Charter:

January 7	May 6	September 3 (Tues.)
January 21	May 21 (Tues.)	September 16
February 4	June 3	October 7
February 18	June 17	October 21
March 4	July 2 (Tues.)	November 4
March 18	July 15	November 18
April 2 (Tues.)	August 6 (Tues.)	December 2
April 15	August 19	December 16

PURPOSE:

The purpose of this Staff report is to seek Council's approval of the proposed schedule of regular Council meetings for 2013 and to notify the public of the schedule in accordance with the Community Charter.

INTRODUCTION/BACKGROUND:

In accordance with the Town's Procedure Bylaw No. 1666, regular Council meetings are held on the first and third Monday of each month. The Community Charter requires a local government to notify the public of the schedule of meetings of regular Council meetings annually. Staff recommends publishing a notice in the December 24 and 31 editions of The Chronicle newspaper in accordance with the legislation and posting the notice on notice boards throughout the community, as well as on the town's website. The notice will include reference to Government Services Committee meetings which are held on the third Monday of each month. Meetings may be cancelled or re-scheduled throughout the year as required provided that sufficient notice of the change in schedule is issued.

SCOPE OF WORK:

n/a

ALTERNATIVES:

Council could amend the schedule of meetings as deemed appropriate.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

As noted, the Community Charter requires a local government to notify the public of the schedule of regular Council meetings annually.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

The Community Charter requires that local governments notify the public of the schedule of regular Council meetings on an annual basis. The Town's Procedures Bylaw No. 1666 requires that regular Council meetings take place on the first and third Monday of each month. The proposed schedule is in accordance with the Community Charter and Procedures Bylaw No. 1666 and will be published in two consecutive editions of The Chronicle newspaper as statutorily required.

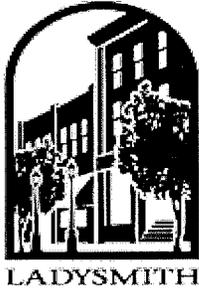
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, FEC, PEng
Date: Nov 5, 2012
File No:

Re: **SOLID WASTE MANAGEMENT CONTRACT**

RECOMMENDATION(S):

That Council direct staff to negotiate an extension of the Solid Waste Contract with the current contractor, BFI for an additional period of 10 months, expiring September 2013 and under the existing contractual rates for 2012.

PURPOSE:

To provide Council with background to make a decision for the provision of solid waste collection services; the recommendation of staff is to renew the current solid waste collection contract for an additional 10 months. This recommendation will provide sufficient time to examine and respond to upcoming changes to the recycling regulations being introduced by the Province in the Spring of 2014.

INTRODUCTION/BACKGROUND:

Contract

The Town entered into a contract with Waste Services Canada (now BFI) in October of 2005, to provide for garbage, recycling, and compost collection for 2,354 residential accounts within the Town. At that time, the contract rate for the service was \$9.50 for garbage and recycling, and \$0.85 for organics per household month. Provision was made in the Contract for a renewal for an additional 2 year period after the initial contract period of 5 years. Provisions were made through this period to allow for CPI adjustments. The 2012 contract rate is \$10.95 for garbage/recyclables, and \$0.95 for organics.

Upcoming Changes in Provincial Requirements

The Province recently introduced changes to the recycling regulations in BC, which will affect the processing of all packaging and paper products sold in BC. The changes are summarized in a letter dated June 28, 2011 which was directed to all packing and paper producers in the Province (See Appendix "A").

Starting in May of 2014, all producers of packaging and paper products will be responsible to collect and recycle at least 75% of the volume of material sold to residents of BC. The regulation amendments introduced in 2011 require industry to prepare and submit a packaging and Paper Stewardship Plan, and the deadline for submission of such a plan recently passed. The Province has received two plans, one by Brewers Distributor Ltd, covering beer bottles/cans, and another from "Multi-Material BC" (MMBC), representing a broad spectrum of industry. MMBC is a not-for-profit agency established under the BC Society Act formed in anticipation of the requirement to develop, submit, and implement a stewardship plan for packaging and printed paper. MMBC is acting as a stewardship agency on behalf of producers (approximately 215 producers have signed up under MMBC) in order to discharge their obligations under Schedule 5 of the Recycling Regulation.

A copy of MMBC's proposed Stewardship Plan is enclosed in Appendix "B". As proposed, the plan will obligate MMBC to pay for, or arrange, for the collection and recovery of eligible packaging and printed paper (PPP) products, as described in pages 2,3, and 4 of the Plan, for all residential properties (NOT industrial or commercial properties).

As noted in the Plan, PPP collection involves varied and complex relationships between public and private and not-for-profit entities to move PPP products from end users to recycling end-markets. Local governments, and in the Towns' case, our solid waste contract, provides for the collection of most (but not all) of the PPP products today through our contract with BFI. Under the emerging legislation, the responsibility for the PPP component of our residential waste stream will fall to MMBC (assuming that the Province approves the MMBC Plan as submitted). PPP processing will also be covered in the plan, which may have an impact on who, and where, recyclable materials will be processed in the future.

The plan is ambitious, and complex, recognising that most municipalities or regional districts are currently in the collection process, and it likely will not make sense to manage two or more separate collection systems in each municipality. MMBC will likely enter into agreements with all of the provincial collectors and processors in one form or another in order to ensure they reach their mandate of a minimum 75% waste stream diversion of PPP Products.

Staff will be monitoring the progress of this initiative over the coming months as the Province reviews and possibly amends the proposal by MMBC and others. More discussion will be taking place with the various municipalities and other stakeholders, and we expect greater certainty on how this program will be integrated in current or planned solid waste collection contracts throughout the Province.

In the meantime, due to the uncertainty of the implications of the recycling regulation changes, staff are recommending that the Town extend the current contract with BFI, at the current rates, until the end of September, 2012.

ALTERNATIVES:

Council could direct staff to immediately tender the solid waste contract. However, the uncertainties of the above noted regulatory changes will likely impact our ability to secure a stable long term (5 year) contract, assuming that these changes may affect the type or extent of service that will be required post 2014.

In addition, the Town is currently investigating other alternative service options, such as partnering with other municipalities. Time is required to fully review these options.

FINANCIAL IMPLICATIONS:

We have received a verbal agreement from BFI that they would agree to an extension of the existing contract at the current rates for up to one year. The financial implications would therefore not change in comparison to our current contract with BFI.

LEGAL IMPLICATIONS:

While the contract did not explicitly provide for further extensions beyond 2012, the parties can agree to extend the contract on terms acceptable by both parties.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The impact of the extension on our citizens would be minor as no potential change in service, or service provider is anticipated until later in 2013.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Our existing, and proposed collection contract/service aligns with our “Innovative Infrastructure” vision.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The existing, and proposed collection contract/service aligns with our “Enhanced Standard of Innovative Infrastructure” priority, and well as our “Responsible Stewardship of the Environment” priority.

SUMMARY:

The contract with BFI for the collection of garbage, recycling, and compost has recently expired. Due to recent regulatory changes to the recycling regulations of BC, which are due to come into effect in May of 2014, staff are recommending that the existing contract be extended until the end of September, 2012, in order for staff to have adequate time to assess the implications of these changes on the type and duration of our collection service that will apply after the regulations come into effect.

I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:

"A"- Letter dated June 28, 2012 from MOE to Paper and Packaging Producers of BC;
"B"- Packaging and Printed Paper Stewardship Plan, November 19, 2012



Reference: 143504

June 28, 2011

To: All Packaging and Printed Paper Producers

Re: Recycling Regulation Compliance Deadline for Packaging and Printed Paper Producers

Dear Sir or Madam:

This letter contains important regulatory deadlines and applies to all producers (manufacturer, distributor, and/or first seller) of packaging and printed paper whose products enter British Columbia (BC).

In May 2011, the BC Government amended the Recycling Regulation (the Regulation) to include the Packaging and Printed Paper Product Category. Refer to Schedule 5 of the Regulation.

Packaging is defined in BC's Environmental Management Act as:

"a material, substance or object that is

- (a) used to protect, contain or transport a commodity or product, or
- (b) attached to a commodity or product or its container for the purpose of marketing or communicating information about the commodity or product."

Printed Paper is defined in the Regulation and means:

"paper that is not packaging, but is printed with text or graphics as a medium for communicating information, and includes telephone directories, but does not include

- (a) other types of bound reference books,
- (b) bound literary books, or
- (c) bound text books.

The Regulation makes producers of a product within the Packaging and Printed Paper Product Category responsible for the life-cycle management of their products through the implementation of a stewardship program in accordance with the following regulatory timelines:

Packaging and Printed Paper Category Regulatory Requirement	Regulatory Deadlines
Submitted Stewardship Plan to Ministry by:	November 19, 2012
Implement Recycling Program by:	May 19, 2014

Packaging and printed paper producers must be in compliance with the Regulation by May 19, 2014, by having an approved product stewardship plan under Part 2 of the Regulation. Please note that all stewardships plans, prior to being submitted on November 19, 2012, must undergo public consultation which should include, but is not limited to, a 45 day web posting and consultation meetings. A producer may also appoint an agency under Section 2 of the Regulation to perform the duties of the producer on their behalf. Please be advised, without prejudice, that persons contravening the Regulation commit an offence and are liable for enforcement action which can include fines of up to \$200,000 upon conviction.

For more information on the Recycling Regulation and the requirements for packaging and printed paper producers, visit the Ministry's website at www.recycling.gov.bc.ca or contact Teresa Conner, Senior Policy Advisor, by phone at (250) 387-9754 or by email at Teresa.Conner@gov.bc.ca

Sincerely,



Kris Ord
Manager, Community Waste Reduction Section

pc: Teresa Conner, Senior Policy Advisor, Environmental Standards Branch

Packaging and Printed Paper Stewardship Plan

November 19, 2012



**MULTI
MATERIAL
BC**

209 - 1730 WEST 2ND AVENUE VANCOUVER, BC V6J 1H6
WWW.MULTIMATERIALBC.CA

Packaging and Printed Paper Stewardship Plan

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Packaging and Printed Paper Stewardship Plan

1. Introduction

The British Columbia (BC) Recycling Regulation (B.C. Reg. 449/2004 – the “Regulation”) under the *Environmental Management Act* requires that, as of May 2014, every producer¹ of packaging and printed paper (PPP) product that wishes to sell, offer for sale or distribute their products to residents in British Columbia must operate, or be a member of, an approved plan concerning the end-of-life management of their products. The Regulation further stipulates that producers wishing to receive BC Ministry of Environment approval for such a plan must submit their plan to the Ministry on or before November 19, 2012.

The proposed stewardship plan is unique in that it deals with the residential packaging and printed paper product category that is already being recovered at an estimated 50% to 57%² recycling rate through local government and not-for profit and private sector initiatives. This plan is different from other plans developed for BC where limited collection services or no collection services were in place prior to the material being added to the Recycling Regulation.

The PPP Stewardship Plan outlined in this document proposes to build on these existing services in order to minimize economic dislocation for those currently operating the system, to avoid confusion for residents, and to mitigate any potential temporary loss of environmental performance. Building on the current operating recycling system through development of commercial partnerships with existing economic players is considered the most responsible, economically efficient and environmentally prudent approach to maintaining and enhancing the recovery of residential PPP in BC.

2. The Stewardship Agency

This proposed stewardship plan for PPP has been developed by Multi-Material British Columbia (MMBC) pursuant to the requirements of the Regulation.

MMBC is a not-for-profit agency established under the British Columbia Society Act formed in anticipation of the requirement to develop, submit and implement a stewardship plan for packaging and printed paper. MMBC is acting as a stewardship agency on behalf of producers³ in order to discharge their obligations under Schedule 5 of the Recycling Regulation.

¹ Section 1 of B.C. Reg. 449/2004 defines “producer” of packaging and printed paper as,

- (i) a person who manufactures the product and sells, offers for sale, distributes or uses in a commercial enterprise the product in British Columbia under the manufacturer’s own brand,
- (ii) if subparagraph (i) does not apply, a person who is not the manufacturer of the product but is the owner or licensee of a trademark under which a product is sold, distributed or used in a commercial enterprise in British Columbia, whether or not the trademark is registered, or
- (iii) if subparagraphs (i) and (ii) do not apply, a person who imports the product into British Columbia for sale, distribution or use in a commercial enterprise.

² Refer to the report titled the *Current System for Managing Residential Packaging and Printed Paper in BC*, March 2012.

³ Refer also to draft Definition of Producer for Purposes of Obligation and Reporting on MMBC website.

Packaging and Printed Paper Stewardship Plan

MMBC is governed by a Board of Directors comprising members appointed by the Retail Council of Canada, Food and Consumer Products of Canada, Canadian Federation of Independent Grocers, Canadian Restaurant and Foodservices Association, Loblaw Companies Limited, Overwaitea Food Group, Tim Hortons and McCain Foods.

MMBC is acting on behalf of its members who are producers of PPP in submitting this stewardship plan. For the purposes of the PPP Stewardship Plan, the producer for a specific unit of packaging or printed paper is the supplier of service packaging or the first of the brand owner, the franchisor or the first seller (also known as the first importer).

3. Packaging and Printed Paper

In October 2004, the province passed the Recycling Regulation. In May 2011, the Regulation was amended to include Schedule 5 which added packaging⁴ and printed paper from residents and streetscapes⁵ as product categories.

3.1 Packaging

British Columbia's *Environmental Management Act* defines packaging as "a material, substance or object that is used to protect, contain or transport a commodity or product, or attached to a commodity or product or its container for the purpose of marketing or communicating information about the commodity or product".

Schedule 5 does not further refine the definition of packaging beyond that provided in the *Environmental Management Act* as described above.

Packaging for purposes of producer obligation and reporting⁶ under the PPP Stewardship Plan includes:

- (a) Primary packaging i.e. packaging that contains the product at the point of sale to the residential consumer;
- (b) Grouped packaging or secondary packaging that goes to the household⁷;
- (c) Transportation, distribution or tertiary packaging that goes to the household⁸;

⁴ Schedule 1 of the Recycling Regulation addresses beverage containers which are managed under a provincial deposit return program, with the exception of milk containers which are excluded from the deposit return program.

⁵ Refer to Section 3.3 for a description of streetscapes.

⁶ While producers of packaging described in Section 3.1 are responsible for contributing to the cost of providing reasonable access and achieving a 75% recovery rate, only those types of packaging for which there are recycling end markets are proposed to be collected from residents at program launch in May 2014. Refer to Section 4.1.

⁷ Multiple packages of product sold in a unit, often wrapped in film plastic.

⁸ May be both the primary packaging for the product and the packaged used to ship the product but is referred to as transportation packaging that goes home with the consumer. For example, household products packaged in corrugated boxes intended for final use or management by the consumer or end user.

Packaging and Printed Paper Stewardship Plan

- (d) Service packaging designed and intended to be filled at the point of sale and “disposable” items sold, filled or designed and intended to be filled at the point of sale such as:
- Paper or plastic carry-out bags provided at checkout;
 - Bags filled at the shelves with bulk goods, produce, baked goods, etc.;
 - Disposable plates and cups;
 - Take-out and home delivery food service packaging such as pizza boxes, cups, bags, folded cartons, wraps, trays etc.;
 - Flower box/wrap;
 - Food wraps provided by the grocer for meats, fish, cheese, etc.
 - Prescription bottles filled and provided by pharmacists;
 - Paper envelopes for developed photographs;
 - Gift wrapping/tissue paper added by the retailer; and
- (e) Packaging components and ancillary elements integrated into packaging, including ancillary elements directly hung or attached to a product and which perform a packaging function unless they are an integral part of the product and all elements are intended to be consumed or disposed of together⁹.

For the purposes of the PPP Stewardship Plan, paper packaging means all paper materials regardless of the cellulosic fibre source of the material including but not limited to wood, wheat, rice, cotton, bananas, eucalyptus, bamboo, hemp, and sugar cane (bagasse) fibre sources.

The following items are **not** considered packaging for the purposes of the PPP Stewardship Plan:

- Beverage containers governed by Schedule 1 to the Recycling Regulation;
- Empty oil containers as defined by Schedule 2 of the Recycling Regulation;
- Empty¹⁰ architectural coatings, paint and stain containers as defined by Schedule 2 of the Recycling Regulation;
- Empty antifreeze containers as defined by Schedule 2 of the Recycling Regulation;
- Transportation and distribution packaging that is not intended primarily for use or management in the home, for example plastic pallet wrap;
- Industrial or bulk packaging that is not intended for sale or use by residents in the home;
- Other items that are not generally considered to be packaging such as accessories to the product that do not serve a packaging function (e.g., plastic cutlery, straws, paper serviettes) and packaging components sold as product (empty) to the end consumer (e.g., garbage bags, organic waste bags, food storage bags, food storage containers);

⁹ Examples of this kind of packaging include, but are not limited to: labels and lids hung directly on or attached to the packaging; mascara brush which forms part of the container lid; staples, pins, clips; toy on the top of a candy product which forms part of the lid; devices for measuring dosage that form part of the detergent container lid; plastic make-up case; brush contained in the lid of corrective liquid paper; zipper on a plastic film bag containing a product.

¹⁰ Empty container means a container that holds less than 3% residual by volume, as defined in Schedule 2 of the Recycling Regulation.

Packaging and Printed Paper Stewardship Plan

items that constitute an integral part of the product (e.g., toner cartridges, single use cameras);

- Durable packaging, which is packaging that has a useful life of at least five years and is intended to facilitate storage or transport or to prevent the loss of product components for durable products and which remains with the product throughout its useful life (e.g., CD/DVD cases, packaging used to store pieces of a board game); and
- Wood, ceramic, crystal, rubber and leather packaging.

3.2 Printed Paper

Schedule 5 defines printed paper as “paper that is not packaging, but is printed with text or graphics as a medium for communicating information, and includes telephone directories, but does not include other types of bound reference books, bound literary books, or bound text books”.

For the purposes of the PPP Stewardship Plan, printed paper comprises any type of cellulosic fibre source including but not limited to wood, wheat, rice, cotton, bananas, eucalyptus, bamboo, hemp, and sugar cane (bagasse) fibre sources.

3.3 Sources of Packaging and Printed Paper

Under Schedule 5 of the Recycling Regulation, the packaging and printed paper program is to address residential premises and municipal property that is not industrial, commercial or institutional property.

Residential premises¹¹ are:

- Single-family dwellings inhabited year round or seasonally¹²; and
- Multi-family dwellings including rental, co-operative, fractional ownership, time-share, condominium and seniors residences¹³.

Municipal property that is not industrial, commercial or institutional property comprises the following which are collectively referred to as ‘streetscape’ in this stewardship plan:

- Sidewalks which are municipal property, which adjoin buildings in an urban commercial area and which are used for pedestrian traffic;

¹¹ Section 1 of the Recycling Regulation defines “residential premises” to included houses, apartments, condominiums, town homes and other premises in which persons reside but does not include institutional accommodations or visitor accommodations.

¹² Vacation facilities, such as hotels, motels, cottages and cabins which are operated as commercial businesses are not included.

¹³ Residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices, are considered institutions.

Packaging and Printed Paper Stewardship Plan

- Plazas or town squares which are municipal property and which are available to the public; and
- Parks which are municipal property.

4. Program Design

4.1 BC Packaging and Printed Paper Reverse Supply Chain

BC residents who participate in PPP recycling programs and collectors and processors of PPP can be characterized as a reverse supply-chain that moves PPP from residents to recycling end-markets. The reverse supply-chain comprises millions of BC residents served by hundreds of collectors who deliver PPP to dozens of PPP processors who then market the material to dozens of end-markets both in and outside of British Columbia.

Local governments are currently the primary drivers of residential PPP collection and recycling activity – they either deliver PPP collection and processing directly or contract for those services with private or not-for profit collectors and processors. In some cases, residents contract directly with private collectors for PPP collection or drop off PPP to private or not-for-profit depots for recycling.

Collection and processing of PPP involve varied and complex relationships between private, public and not-for-profit entities to move PPP from residents to recycling end-markets. The role that each plays is described below:

PPP collection is provided by:

- Local governments and First Nations governments delivering PPP collection services directly, supported by public education, promotion and first point of contact for collection service customers;
- Local governments and First Nations governments utilizing not-for profit organizations or private sector companies to provide the collection services, supported by local government or First Nations government delivery of public education, promotion and first point of contact for collection service customers;
- Private sector PPP collectors delivering collection services through subscription;
- Private depots receiving PPP delivered by residents; and
- Not-for-profit depots¹⁴ receiving PPP delivered by residents.

PPP processing is provided by:

- Local governments delivering PPP processing directly;

¹⁴ Not-for-profit depots may or may not have a funding relationship with their local government.

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- Local governments utilizing private sector PPP processors or not-for-profit organizations; and
- Private sector PPP processors which may be vertically integrated with collectors (i.e. the same company provides collection and processing services) or may provide processing services to local government collectors, private collectors, private depots and not-for-profit depots.

4.2 Packaging and Printed Paper Program Delivery Principles

Selecting the PPP program design has been driven by one overarching objective – continuous improvement in recovery effectiveness and efficiency without undermining existing PPP recovery efforts in British Columbia.

To achieve the objective of maximizing outcomes while minimizing dislocations, MMBC has developed the following market engagement principles to guide the development of the PPP stewardship plan:

- **Focus on outcomes, not process** – maximize recovery, maximize efficiency, enhance resident service levels while minimizing complexity;
- **Provide economic incentives and set simple rules** – effective economic incentives will drive behaviour that increases recovery activity throughout the PPP reverse supply-chain; simple rules will provide clarity and certainty to those collecting and recycling PPP;
- **Foster interaction, collaboration and competition to drive innovation** – innovation is the result of complex interactions of ideas and efforts among producers and private, public and not-for-profit entities with parties bringing together complimentary skills to collaborate and deliver more value; and
- **Set the stage for evolution** – harness existing activities and build on success through continuous improvement and use of economic incentives to increase collection of PPP and improve system efficiency.

4.3 Packaging and Printed Paper Program Delivery Overview

Under the Recycling Regulation, MMBC will assume responsibility for driving residential PPP collection and recycling activity in BC, effectively supplanting the role that local governments have historically played. Accordingly, at the outset, it is assumed that MMBC will largely assume responsibility for the existing BC PPP collection and recycling system and will set conditions for future improvements in effectiveness and efficiency of PPP recovery in BC.

The approach that MMBC has chosen to do this involves direct and separate interaction with collectors and processors based on two core elements:

Packaging and Printed Paper Stewardship Plan

- An agreement between MMBC and each qualified collector and qualified processor setting out the activities to be performed and the outcomes to be achieved (e.g. collected tonnes successfully delivered to processors, households serviced, tonnes of PPP marketed, etc.); and
- Payment to the service provider upon verification that the outcomes specified in the agreement have been achieved.

The nature of the agreements and how the agreements are entered into differ between collectors and processors, as described below.

4.4 Collection of Packaging and Printed Paper from Residents and Streetscapes

The approach to delivery of PPP collection services¹⁵ is based on providing opportunity for those involved in the collection of PPP today to be part of the PPP collection system when producers assume responsibility for the PPP recovery system in May 2014.

Qualified collectors will be offered financial incentives for PPP collection¹⁶. The value offered will be established as market-clearing prices¹⁷. Consistent with an outcomes-based approach to program operation, MMBC will pay collectors once the PPP they have collected has been accepted for processing by a primary processor under contract with MMBC.

MMBC will establish a set of collector qualification standards¹⁸ that will include basic qualifications common to all PPP collectors today as well as additional requirements¹⁹ for tracking and reporting sources and quantities of collected PPP. Local governments, private companies and not-for-profit organizations that meet these collector qualification standards will be qualified as MMBC collectors, subject to the following approach.

MMBC will engage qualified collectors as follows:

- **Where single-family and multi-family residents deliver PPP to curbside²⁰ in areas that meet the reasonable access criteria²¹**

¹⁵ Also refer to Section 5.2 Accessibility.

¹⁶ The financial incentive will be offered for collection services. Collection services are distinct from post-collection activities which include receiving PPP from collection vehicles, picking up PPP from depots and consolidation and transfer where required.

¹⁷ A market-clearing price is a payment available to collection service providers (subject to executing an agreement to provide the collection service, comply with the collector qualification standard on a continuous basis, report specified data on a defined schedule) designed to stimulate collection activities and act as a market clearing mechanism.

¹⁸ Also refer to Section 4.6 Collector and Processor Qualification Standards.

¹⁹ Collectors will be required to provide free access for residents to the collection services being provided by the collector through its agreement with MMBC as part of the qualification standards.

²⁰ While the majority of PPP diverted is collected in dedicated recycling systems, some local governments accept specific types of PPP, such as soiled paper packaging, in organic waste collection programs. MMBC will undertake research to determine the quantity of PPP in organic waste collection programs and will, if the quantity is significant, develop a market-clearing price financial incentive reflecting the portion of PPP in the organic waste stream. Should local governments decline the offer, MMBC will not directly undertake collection of organic waste given the relatively small portion of PPP compared to food waste in this collection stream.

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- MMBC will offer a financial incentive to a local government or First Nation government for the provision of services that include PPP curbside collection services, public education, promotion and first point of contact for curbside collection service customers; and
- Where the local government or First Nation government declines the offer, MMBC will issue a tender for collection services, will select a service provider to provide PPP collection services²² and will provide public education, promotion and management of collection service customers through its own means.
- **Where multi-family residents deliver PPP to a central storage area accessible by all residents of the multi-family complex and collection occurs from this central storage area** MMBC will offer a financial incentive for multi-family building PPP collection services to any interested party that is able to comply with the collector qualification standards:
 - Where a local government accepts the offer of the financial incentive, an additional incentive will be offered to provide public education, promotion and first point of contact for collection service customers; and
 - Where a private company accepts the offer of the financial incentive, MMBC will provide public education, promotion and management of collection service customers through its own means.
- **To operate depots for receiving PPP from residents** generated from single-family and multi-family households MMBC will offer a financial incentive to any interested party that is able to comply with the collector qualification standards for PPP collection services contingent on the types of materials accepted from residents:
 - Where a local government accepts the offer of the financial incentive, an additional incentive will be offered to provide public education, promotion and first point of contact for collection service customers; and
 - Where a private company accepts the offer of the financial incentive, MMBC will provide public education, promotion and management of collection service customers through its own means.
- **To service streetscapes in areas that meet the reasonable access criteria²³**
 - MMBC will offer a financial incentive²⁴ to the local government for the provision of services that include PPP collection services²⁵, public education, promotion and first point of contact for collection service customers; and
 - Where the local government declines the offer, MMBC may issue a tender for PPP streetscape collection services, may select a service provider and may

²¹ Refer to Section 5.2 Accessibility.

²² MMBC will work with the local government to co-ordinate delivery of PPP collection service by MMBC and delivery of garbage collection service by the local government.

²³ Refer to Section 5.2 Accessibility.

²⁴ Prior to offering a financial incentive for streetscape collection services, MMBC will conduct audits of PPP and garbage in existing streetscape collection programs and conduct one or more pilot projects in order to develop a preferred approach to streetscape collection and recycling services.

²⁵ Streetscape collection activities include collection of PPP generated by routine pedestrian traffic and by those participating in public events where waste management services are provided by local governments, rather than event organizers.

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provide public education, promotion and management of collection service customers through its own means, subject to reaching agreement with the local government on the management of the garbage component of streetscape system.

Market-clearing prices are the prices at which the market will deliver the service required by MMBC. Setting appropriate market-clearing prices is important to drive effectiveness (i.e. collection of PPP), reward the efficient operator and encourage efficiency among other operators. An effective market-clearing price should reward and encourage continued efficiency by those who can deliver the service at less than the market-clearing price while encouraging initiatives to reduce costs where costs exceed the market-clearing price.

The financial incentives offered to collectors will be determined by establishing market-clearing prices for the collection of PPP from single-family and multi-family households at curbside, from multi-family buildings, at depots and through streetscape collection systems. Establishing the market-clearing prices for collection has two components:

- **A clear definition of the outcome being priced:** The market-clearing price can be set at a flat rate per tonne accepted for processing by a primary processor or at a flat rate per household serviced, or some combination. Market-clearing prices offered as incentives should drive behaviour to maximize PPP placed into the PPP collection stream rather than the garbage stream by all households serviced. Since MMBC's objective is to increase the collection of PPP, the market-clearing price will be benchmarked against a baseline performance standard²⁶.
- **The price level or quantity of financial incentive:** The price level will be determined through research into collection service performance (i.e. kilograms collected per household) and service delivery costs across British Columbia. The results of this research will be used to inform a market-clearing price for each type of service for which a market-clearing price will be offered. The market-clearing price will take into account cost drivers and may vary should these cost drivers vary across BC. The market-clearing price will be set taking into consideration any additional requirements of collectors as a result of the PPP Stewardship Plan.

Market-clearing prices may be stratified to accommodate circumstances, such as fuel prices, that change over time. As well, market-clearing prices may be reviewed in relation to the changing characteristics of PPP being supplied by producers to residents²⁷. Setting market-clearing prices to drive collection activities is an iterative process that will be monitored and adjusted to reflect changing conditions.

²⁶ Measured as kilogram per household served by dividing total tonnes collected by households served.

²⁷ Changes implemented by producers to the material utilized for packaging (e.g. plastic rather than glass) and/or to the design of a package or a printed paper product can increase the cubic volume of a tonne of PPP collected.

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4.5 Post-Collection

MMBC will contract directly for post-collection services which include all activities subsequent to the collection of PPP from BC residents through the collection channels described in Section 4.4. Post-collection activities include receiving PPP from collection vehicles, picking up PPP from depots, consolidation and transfer where required, handling and sorting PPP, preparing PPP for shipment to end-markets or downstream processors, marketing PPP to maximize commodity revenue, appropriately managing residual materials and reporting the quantities of material received and marketed and other metrics to MMBC as required.

Primary processors are considered to be the first receivers of collected PPP that market at least some types of processed PPP directly to end markets. Primary processors may engage sub-contractors to provide consolidation, transfer and transportation services to move PPP from the collection location to the processing facility. Primary processors may also engage secondary or downstream processors that can more efficiently or effectively sort, process and market some types of PPP.

MMBC will engage PPP primary processors on a contractual basis using the following process:

1. **Issue a Request for Expressions of Interest (REOI)** to PPP processors to gauge processors' capacity to receive, process and market a defined list of PPP received from collectors.
2. **Issue a Request for Proposals (RFP)** to PPP processors that are able to manage the defined list of PPP.

Processors will be provided with the names and locations of qualified collectors participating in the MMBC program. This information will allow processors to make arrangements with these qualified collectors as required in order to respond to the RFP.

The RFP will solicit information to allow MMBC to confirm a processor's ability to meet processor qualification standards set by MMBC. The RFP will also solicit bid prices for post-collection services, delivered in compliance with the processor qualification standards, including:

- Receiving PPP from vehicles operated by qualified collectors;
- Picking up PPP from depots operated by qualified collectors;
- Consolidating and transferring PPP from qualified collectors where required;
- Preparing PPP for shipment to end-markets or downstream processors;
- Marketing PPP to end-markets;
- Transferring PPP to downstream processors, as required;
- Appropriately managing residual materials;

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- Tracking materials received and shipped by the processor and its downstream processors to final destination; and
- Reporting to MMBC as required.

Processors will be qualified based on compliance with the processor qualification standards and evaluation criteria including but not limited to price, location, capability, capacity, output to recycling end-markets per tonne received and material revenue received. In assessing best value, MMBC will also consider the implications of processor and recycling-end market locations on its contract administration activities including, for example, audits and compliance.

In the contractual arrangement between MMBC and primary processors, primary processors will be tasked to find the “best” markets for materials (i.e. reliable markets that command the highest commodity prices) and the agreements will incorporate mechanisms to share market revenue and commodity risk. By building in opportunities for processors to benefit from maximizing commodity values, processors have a strong incentive to maximize both the amount of PPP marketed and its commodity value.

4.6 Relationship between Collectors and Processors

Collectors will have a contractual relationship with MMBC in order to receive the market-clearing price for the PPP collection services they provide to MMBC. Similarly, processors will have a contractual relationship with MMBC in order to receive payment for the post-collection services they provide to MMBC.

Collectors and processors are also able to establish relationships with one another. Arrangements between qualified collectors and processors will be left to the discretion of the parties through arrangements made in the free-market. These relationships are expected to be established, on a prospective basis, as processors prepare their bids to respond to the post-collection RFP.

A processor and collector may establish mutually agreeable terms that would take effect should the processor be selected by MMBC to provide post-collection services for the PPP collected by the collector. Such terms might include:

- Delivery procedures and freight arrangements;
- Consolidation and transfer arrangements;
- Capacity to receive materials for processing including service assurance;
- Material quality requirements including degree of commingling, material quality premiums and material contamination surcharges;
- Payments for services outside of MMBC’s scope of service such as management of ICI PPP;
- Other financial arrangements independent of MMBC; and
- Dispute resolution independent of MMBC.

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Free-market arrangements between primary processors and collectors offer the best opportunity to maximize the quality of materials received by primary processors and, in turn, maximize the quantity and quality of PPP marketed by processors. As collectors are remunerated by MMBC when primary processors accept their collected PPP, primary processors are able to provide collectors with a strong incentive to ensure that PPP is collected in a manner that maximizes material quality.

4.7 Collector and Processor Qualification Standards

Collector and processor qualification standards, including reporting protocols, are the minimum operating standards that a service provider must meet on a continuous basis in order to be eligible to provide collection, depot operation and/or processing services under a contract with MMBC.

Qualification standards will be used by MMBC to support the continued growth of a safe, stable and sustainable PPP collection and processing system across British Columbia. MMBC will incorporate qualification standards into requests for expressions of interest (REOI), request for proposals (RFP) and into agreements with collectors and processors.

Qualification standards²⁸ will set out basic requirements, such as free collection service to residents, proof of all necessary licenses and permits, compliance with health and safety requirements and specified liability and business insurance coverage. Qualification standards will also include reporting requirements to allow MMBC to meet its reporting requirements to the MOE.

Collectors will be required to report data such as:

- Number of single-family and multi-family households served with curbside collection;
- Number of multi-family buildings and households served with multi-family building collection;
- Number of single-family and multi-family households served by depot collection;
- Number of streetscape collection locations;
- Tonnes of PPP collected through curbside, multi-family building, depot and streetscape collection; and
- Tonnes of PPP delivered to each processor under contract to MMBC.

Processors will be required to report data such as:

- Tonnes of PPP received from each collector under contract to MMBC and, of this amount, tonnes of PPP delivered to downstream processors and recycling end-markets by material type;

²⁸ Qualification standards for collectors and processors will be subject to consultation following submission of the PPP Stewardship Plan.

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- Names and locations of recycling end-markets receiving PPP from the primary processor and downstream processors;
- Revenues received for PPP materials marketed;
- Processing residue rates; and
- Names and locations of recovery end-markets and disposal locations.

4.8 Dispute Resolution

MMBC will seek to balance the principles of access, efficiency, fairness and equitable outcomes in the design of its dispute resolution mechanisms. Dispute resolution processes will be tailored to the nature of disputes as well as the likely parties to a typical dispute. The objectives of the dispute resolution process are to manage disputes to resolution rather than adjudication, earlier and faster and at a reduced cost to all parties involved.

The following suite of alternative dispute resolution processes will be used:

Dispute Type	Path of Escalation/Resolution
Residents	<ul style="list-style-type: none"> • Discussion with MMBC management • If unresolved, involvement of MMBC Board
Collectors and processors	<ul style="list-style-type: none"> • Discussion with MMBC senior management • Facilitation: to prevent escalation and to explore interests/remedies • Mediation: to be used if facilitation is unsuccessful process to be specified in commercial agreements regarding selection of mediator, roles of parties, time and place of mediation, conduct of mediation, length, responsibility for fees/costs, confidentiality, conclusion of mediation by agreed settlement or final settlement proposal by the mediator • Arbitration: to be used if mediation is unsuccessful; process to be specified in commercial agreements regarding notice of arbitration, submission of written statements, place and conduct of meetings and hearings, the process for rendering and delivering decisions; jurisdiction and powers of the arbitrator, allocation of costs/fees; application of the B.C. Arbitration Act (RSBC 1996)

4.9 Communications

The Recycling Regulation requires that, as part of the stewardship plan, MMBC design and deliver an effective resident education program that achieves two overarching objectives:

- Make residents and other target audiences aware of the program features and benefits through communication activities; and

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- Employ promotion and education (P&E) activities to engage and encourage residents to make informed and proper decisions concerning the preparation and management of PPP for collection and recycling.

The design of the PPP stewardship communication activities will be set out in a strategic communication and P&E plan that will be developed following approval of the stewardship plan. The communication and P&E plan will comprise three activity phases: pre-launch, launch and post-launch.

The principles guiding the development of the communication and P&E plan will be:

- **Understand MMBC's resident and stakeholder audiences** – identify the various audiences who will participate in the PPP stewardship program by sorting, collecting, processing and recycling PPP and assessing each group's information and P&E needs;
- **Design effective communication and P&E** – ensure that communication strategies, images, messages and tools reflect needs, are clearly understood, overcome perceptual and real barriers, contain a call to action and motivate appropriate behaviour;
- **Collaboration** – explore opportunities to collaborate with other BC stewardship agencies, local governments, retailers, community-based organizations and others to develop strategies and distribute P&E materials that strive to inform and motivate;
- **Establish measurement metrics** – establish a benchmark measurement of program awareness, perceptions and reported behaviour against which to track and assess changes pertaining to year-over-year performance;
- **Deploy an effective mix of communication and P&E tactics** – develop and disseminate a strategic mix of tactics that ensure residents and stakeholders are effectively exposed to primary and supportive messaging; to undertake this in cooperation with local governments and others who have developed and operate successful, mature recycling programs; and
- **Engage audiences to elicit feedback** – employ contemporary methods of communication interaction (e.g. social media) as well as traditional methods to engage residents and encourage them to provide direct feedback regarding program changes and to ask questions.

The communications plan will be evaluated periodically using various key performance metrics such as its effectiveness in developing consumer awareness and delivering clear, comprehensible P&E messages across geographical and cultural demographics. The communications plan will be updated and enhanced as required.

4.10 Administration of the Packaging and Printed Paper Stewardship Plan

MMBC is responsible for implementing this PPP Stewardship Plan on behalf of the producers that have chosen to be members.

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MMBC will administer the implementation of the PPP Stewardship Plan effectively and efficiently through a combination of in-house and outsourcing of key specialized functions or services. Activities to be administered through out-sourcing include those that will not compromise the relationship between MMBC and BC stakeholders and where effectiveness and efficiency is enhanced by the best practices already incorporated by the service provider that would otherwise be a multi-year continuous improvement effort for MMBC.

MMBC will directly administer collection and processing services including dispute resolution, communications to BC residents and performance reporting to the BC MOE.

MMBC will outsource producer registration, reporting, fee invoicing, payments, audits and compliance in order to facilitate harmonized systems for Canadian producers, whether operating only in BC or in other Canadian provinces.

4.11 Program Financing

MMBC is responsible to the producers that have chosen to be its members to deliver an efficient and effective PPP stewardship program.

Producers that choose to be members of MMBC are responsible to pay fees that are sufficient, in aggregate, to implement the PPP Stewardship Plan. These costs fall into three categories:

- Administration - what it takes to manage the business;
- Resident awareness - what it takes to promote the behaviours that drive collection; and
- Material management - what it takes to manage materials.

Producers that supply types of PPP that are currently recyclable and that will be included in the PPP Stewardship Plan collection system will pay fees that are intended to cover:

- An equitable share of MMBC administration costs;
- An equitable share of resident awareness costs; and
- A contribution to the costs to manage the recyclable PPP that is the basis for the PPP stewardship program performance.

Producers that supply types of PPP that are currently not recyclable and will not be included in the PPP Stewardship Plan collection system when the program launches in May 2014 will pay fees that are intended to cover:

- An equitable share of MMBC administration costs;
- An equitable share of resident awareness costs;
- A contribution to the costs to manage the recyclable PPP that is the basis for the PPP stewardship program performance; and

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- Research and development (R&D) to resolve technical and market capacity barriers so that the PPP that is currently not recyclable can be included in the collection system over time. R&D efforts will include:
 - Resolving sorting, processing and end-market technical challenges;
 - Establishing processing capacity; and
 - Establishing end-market capacity and demand.

It is anticipated that producers that choose to be members of MMBC will not apply a fee at the point of sale of products in packaging and printed paper, primarily due to the relatively low cost per unit of packaging and printed paper that, for many products, is less than one cent. In the absence of a fee at the point of sale, costs incurred by producers to meet their obligations under the Recycling Regulation through membership in MMBC would be considered a cost of doing business in BC and would be managed by the producer accordingly. Each individual producer will determine for its own business how it will manage the costs incurred to meet its obligations under the Recycling Regulation through membership in MMBC.

Costs incurred by MMBC to deliver and administer the PPP Stewardship Plan will be allocated among producers based on the following principles:

- **Encourage reduction, redesign and recyclability** - Allocation of program delivery costs to reward producers that supply recyclable PPP for which there is market demand and high commodity value and to encourage producers that supply PPP for which there are no end markets or limited markets with low commodity value to consider reduction, redesign and recyclability;
- **Program delivery costs, subject to the principle above** - Allocation of costs to producers that supplied the PPP for which costs were incurred; Where costs are incurred for commingled materials, allocation of costs to each category of PPP reported by producers using a cost allocation model²⁹ informed by composition audits, cost allocation studies and other analyses to identify the relative cost share for each category of PPP; and
- **Administration costs** - Equitable sharing of administration costs and common costs by all producers.

5. Program Performance

5.1 Recovery Target

MMBC's aspiration is to have all PPP supplied into BC households effectively collected and recycled.

²⁹ The cost allocation model is subject to modification over time consistent with the principles of continuous improvement.

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Achieving this outcome will involve a number of steps of which the first will be to expand the existing collection system to accommodate a uniform province-wide list of PPP materials. This list will be predicated on the existence of recycling end-markets for each material on the list. Collecting in all areas of the province the full range of PPP for which there are existing markets will require adjustments to the majority of collection programs³⁰ and by the primary and downstream processors that receive the collected material. It will also require effort to ensure that the additional PPP is effectively marketed with minimal disruption to local commodity market arrangements.

Subsequently, the uniform list of materials will be expanded incrementally over time to ensure collection, processing and marketing of additional materials will not compromise the operation and reliability of the existing collection and recycling system, the quality of materials shipped to end-markets, the viability of these end-markets, the confidence of residents in their recycling program and the environmental performance of the system.

The benefits of this incremental approach to expand the scope of collected materials include:

- It builds on the existing recycling collection and processing system in a logical, environmentally and economically prudent manner;
- It protects the environmental performance of the existing recycling system by ensuring the addition of materials to the list is preceded by requisite investments and operational changes to deliver best use of materials and no degradation to the collection and recycling of materials already on the list; and
- It upholds the pollution prevention hierarchy by ensuring the PPP program focuses on recycling outcomes.

The Recycling Regulation specifies that the PPP stewardship program must achieve, or is capable of achieving within a reasonable time, a 75% recovery rate.

The recovery rate is calculated by dividing the quantity of PPP recovered by the quantity of PPP generated by residents and available for collected. The numerator is based on the quantity of PPP shipped to recycling end-markets and the quantity of system processing residues shipped to recovery end-markets³¹ as reported by primary processors and verified by MMBC. The denominator is based on the quantity of PPP supplied to residents as reported by producers³² and verified by MMBC.

³⁰ Approximately 30% of single-family households and less than 15% of multi-family households are currently receiving collection of all rigid plastics.

³¹ In compliance with the pollution prevention hierarchy.

³² Adjusted as required to reflect PPP that is retained by residents for extended periods of times (e.g. magazines) as determined from composition audits of PPP collected.

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Based on surveys carried out in late 2011³³, it is estimated that approximately 200,000 tonnes of residential PPP were being recycled annually in BC. These 200,000 tonnes represent the numerator for purposes of calculating a baseline PPP recovery rate.

The quantity of PPP supplied to BC households cannot be accurately quantified until producers report to MMBC. In the absence of data on the quantity of PPP supplied by producers to BC residents, MMBC developed an estimate of 350,000 to 400,000 tonnes utilizing quantities supplied in other provincial producer responsibility programs cross-referenced with PPP composition data. These 350,000 to 400,000 tonnes have been used to calculate an estimated baseline PPP recovery rate between 50% and 57%.

To put BC's baseline residential recycling rate into context, both Quebec's PPP stewardship program (established in 2005) and Ontario's PPP stewardship program (established in 2004) are recycling 65% of the province's residential PPP. European stewardship programs³⁴ are recycling various amounts of the residential materials targeted in the program: France is recycling 63%³⁵; Germany is recycling 71%³⁶; and Belgium is recycling 93%³⁷.

Building on the PPP collection and recycling systems already in place, producers will be required to increase the recovery rate from BC's baseline recycling rate to the 75% target recovery rate. This additional recovery will involve:

- Delivering more collection services;
- Increasing participation by encouraging residents to utilize available collection systems;
- Collaborating with provincial and local governments to implement policies that support PPP collection, such as limits on the quantity of garbage that can be set out for collection, reducing the frequency of garbage collection, charging fees for garbage collection and/or banning PPP from disposal;
- Resolving technical and convenience barriers in multi-family collection systems;
- Increasing capture rates by encouraging residents to place PPP in the PPP collection system rather than the garbage collection system;
- Increasing the effectiveness of processing systems to reduce processing residues and increase the proportion of collected PPP delivered to end-markets; and
- Developing new end-markets and processing capability and capacity to support the addition of more types of PPP to the collection system.

³³ Refer to the report titled the *Current System for Managing Residential Packaging and Printed Paper in BC*, March 2012.

³⁴ Refer to report titled *Packaging and Printed Paper Stewardship Program Design Options*, March 2012: Section 4.2.1.

³⁵ Of glass, paper, steel, aluminum and plastic packaging.

³⁶ Of paper and packaging made of paper, plastics, metals and glass.

³⁷ Of glass, paper, steel and aluminum packaging and plastic bottles.

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Getting to 75% Recovery

MMBC is committed to building the residential PPP collection and recycling system in BC to deliver the required 75% recovery target within a reasonable time and within the framework of the pollution prevention hierarchy.

To estimate the time required to achieve a 75% recovery target, MMBC requires:

- Information from collectors on the time required to modify their collection systems to accept a broader range of PPP and their interest and ability to expand service areas;
- Information from processors on the time required to modify their processing systems to accept a broader range of PPP and larger quantities of PPP;
- Information from recycling end-markets on their ability to manage larger quantities of PPP and their interest and ability to accept new types of PPP; and
- Accurate information from producers on the quantity of PPP being supplied to BC residents.

MMBC will be able to assess the ability of collectors and processors to manage larger quantities of PPP following the market-clearing price offers for collection services and the RFP for post-collection services.

In order to assess the ability of recycling end-markets to manage larger quantities of PPP, MMBC first requires information on the destination of marketed PPP reported by primary processors following program implementation. With this information, MMBC can work collaboratively with these recycling end-markets to assess their capability to manage larger quantities of PPP and to accept new types of PPP.

In order to develop accurate information on the quantity of PPP being supplied to BC residents, producers must determine:

- Which of their products are packaged in packaging that meets MMBC's definition of packaging and is supplied to BC residents;
- The quantity of each of these products actually supplied to BC residents, which is likely a subset of products shipped to distribution centres that service BC and then a subset of products distributed within BC;
- The types of materials used to package each of these products³⁸;
- The weight of each of the materials used to package each product;
- Which of the types of printed paper used in their business that meets MMBC's definition of packaging used in their business and is supplied to BC residents; and

³⁸ Some products are packaged in multiple types of materials e.g. a boxboard box that contains a container and cap of HDPE with a foil closure below the cap and with product instructions on printed paper.

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- The quantity of each of these types of printed paper supplied to BC residents which is likely a subset of products shipped to distribution centres that service BC.

MMBC will be responsible for ensuring that data reported by producers are accurate through validation procedures and periodic auditing. Experience with other Canadian producer responsibility programs suggests that a minimum of three annual reporting cycles is required to develop confidence in the integrity and accuracy of producer reporting systems.

After the first three years of program implementation, MMBC will have:

- Sufficient operating experience to reasonably assess the period of time required by its contracted collectors and processors and by the recycling end-markets utilized by its contracted processors to modify and/or expand their operations in order to manage the quantity of PPP that would be collected at a 75% recovery target; and
- Reasonable confidence in the quantity of PPP supplied to BC residents reported by producers as confirmed by its validation and auditing procedures.

Within six months following the first three years of program implementation, MMBC will develop an estimate of the timeline required to achieve the 75% recovery rate in consultation with its producers, collectors, processors, recycling end-markets and other interested stakeholders.

5.2 Accessibility

Section 5(1)(c) of the Recycling Regulation requires that a stewardship plan provide reasonable and free access to collection facilities.

Access by householders to various types of services differs across BC communities, reflecting population density and other factors. The following table sets out current access for residents to PPP collection services based on surveys carried out in late 2011³⁹.

	Single-family Households	Multi-family Households	Total Households
Total # of Households	1,202,930	512,511	1,715,441
# of Households Receiving Household Collection Service	936,118	405,666	1,341,784
% of Total Households Receiving Households Collection Service	78%	79%	78%
# of Households (Not Receiving Collection Service) with Access to Depots	217,758	90,096	307,854

³⁹ Refer to the report titled the *Current System for Managing Residential Packaging and Printed Paper in BC*, March 2012.

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	Single-family Households	Multi-family Households	Total Households
% of Total Households with Access Only to Depots	18%	18%	18%
# of Households Receiving Household Collection Service or with Access to Depots	1,153,876	495,762	1,649,638
% of Total Households Receiving Household Collection Service or with Access to Depots	96%	97%	96%

MMBC will provide reasonable access to collection services for PPP taking into consideration the need for:

- Services in large, urban areas as well as remote, sparsely populated areas;
- Effective and efficient collection services within their geographic and/or demographic context;
- A collection system with sufficient capacity to achieve the recovery target; and
- Predictability for residents wishing to recycle PPP.

Reasonable access to collection services for PPP will be provided:

- For single-family households through
 - Curbside collection in areas currently receiving curbside collection of PPP;
 - Curbside collection in areas currently receiving curbside collection of garbage⁴⁰ which can be serviced for the market-clearing price offered by MMBC; and
 - Depot collection for PPP in areas which can be serviced for the market-clearing price offered by MMBC;
- For multi-family households through
 - Curbside collection for PPP where the PPP is placed on public easements for collection on regular single-family curbside routes;
 - Collection services from multi-family dwellings where set-out of PPP is on private property which can be serviced for the market-clearing price offered by MMBC; and
 - Depot collection for PPP in areas which can be serviced for the market-clearing price offered by MMBC;
- For streetscapes, subject to proof of concept through testing effective delivery of streetscape collection systems, through collection
 - In urban commercial areas with business activities that generate large amounts of PPP;
 - Where the local government operates a litter collection system; and

⁴⁰ Where a local government prefers depot collection over curbside collection, MMBC will consider this preference.

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- In municipalities with a population of 20,000 or more and a population density of 200 or more people per square kilometre.

5.3 Product Life Cycle Management

Section 5(1)(c)(vii) of the Recycling Regulation requires that a stewardship plan adequately provide for eliminating or reducing the environmental impacts of a product throughout the product's life cycle.

The producers that are members of MMBC will contribute to eliminating or reducing the environmental impacts of packaging or printed paper through innovations that affect the stages of its life cycle **before** it reaches the consumer. The following are examples of activities that have been implemented.

Reduction

- A number of brands, primarily in the home and personal care category, have created refill packs designed to make it very simple for the consumer to refill the original pack with new product. The refill pack is manufactured of a lightweight material producing less waste. This approach addresses the first R in the 3Rs hierarchy by reducing packaging, in some cases, by over 75%.
- Packaging can be reduced through the reformulation of a product, such as concentration, requiring less packaging per use of product. This has been done extensively in the laundry, home care and personal care product categories.

Redesign

- Plastic packaging can be created with new technology that delivers the same strength and performance but requires less resin. This can be achieved through the use of “micro-bubbles” incorporated into the plastic. This reduces the density of the resin but does not impact performance – an approach to packaging reduction that is often invisible to the consumer.
- Research and development is also being directed at incorporating other materials into product packaging – primarily replacing plastic resin with renewable materials. To minimize plastic use, the redesigned package incorporates fibres such as bamboo, sugarcane and bulrush. Research and market testing has shown that incorporation of these different materials delivers packaging that stays strong under compression and consumer use (opening and closing) and transportation. In some cases the bamboo sugarcane and/ or bulrush has replaced the use of polyvinyl chloride, which is a contaminant if mixed with other types of plastic.
- Several non-food manufacturers have invested in research and development allowing them to utilize 100% post-consumer recycled resin in their plastic packaging.

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- Companies are making commitments to sustainable sourcing of their paper-based packaging. Some companies have committed to purchasing only Forest Stewardship Council certified paper. Others are committing to source paper products only from managed forests and are involved in the replanting of those forests to ensure ongoing regeneration.

The producers that are members of MMBC will contribute to eliminating or reducing the environmental impacts of packaging or printed paper through innovations that affect the stages of its life cycle *after* it reaches the consumer. The following are examples of activities that have been implemented.

Recyclability

- Companies are redesigning packaging so that it is more easily recycled by, for example: harmonizing the plastic resin of a cap with its bottle; providing a removable barrier between the packaging and the product to reduce contamination; or, in the case of paperboard packaging, reducing or removing a coating from the carton making it more easily recyclable.
- Companies are redesigning packaging and closures to allow consumers to get every last drop of the product out of the package. This provides better value to the consumer and results in less contamination in the recycling system.

Implementation of the PPP Stewardship Plan will manage PPP after a resident has placed it into the PPP collection system through recycling, and where recycling options are not available, through recovery or disposal.

MMBC, through implementation of the PPP Stewardship Plan, and the PPP producers that are its members will continue to strive to eliminate or reduce the environmental impacts of PPP supplied to residents in BC throughout the products' life cycle. Information on PPP end-of-life management compiled by MMBC during implementation of the PPP Stewardship Plan will be an additional source of information for PPP producers as they consider opportunities to reduce the quantity of PPP supplied as well as design PPP with the environment and recyclability in mind.

5.4 Pollution Prevention Hierarchy

Section 5(1)(c)(viii) of the Recycling Regulation requires that a stewardship plan adequately provide for the management of the product in adherence to the order of preference in the pollution prevention hierarchy.

The PPP Stewardship Plan will adhere to the pollution prevention hierarchy through the following activities:

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Pollution Prevention Hierarchy	Activity
Reduce the environmental impact of producing the product by eliminating toxic components and increasing energy and resource efficiency	<ul style="list-style-type: none"> • Initiatives undertaken by individual producers • PPP Stewardship Plan encourages reduction through cost allocation which rewards companies which reduce the weight of PPP sold into the market
Redesign the product to improve reusability or recyclability	<ul style="list-style-type: none"> • Initiatives undertaken by individual producers • PPP Stewardship Plan encourages redesign through cost allocation • MMBC will provide guidance to producers on design for recyclability
Eliminate or reduce the generation of unused portions of a product that is consumable	<ul style="list-style-type: none"> • Not applicable a packaging and printed paper are not consumable
Reuse the product	<ul style="list-style-type: none"> • Initiatives undertaken by individual producers • PPP Stewardship Plan encourages reuse through cost allocation
Recycle the product	<ul style="list-style-type: none"> • PPP Stewardship Plan utilizes payments to service providers to encourage collection of PPP and processing of PPP to meet recycling end-market requirements • MMBC will provide guidance to producers on design for recyclability
Recover material or energy from the product	<ul style="list-style-type: none"> • Primary and downstream processors will be encouraged to further process system residues to meet recovery end-market requirements and minimize the amount of residue sent to landfill
Otherwise dispose of the waste from the product in compliance with the Act	<ul style="list-style-type: none"> • Primary and downstream processors will be required to manage residue in compliance with the Act

5.5 Reporting

During implementation of the PPP Stewardship Plan, MMBC will compile data in order to report on the following indicators:

- **Accessibility indicators** to describe access to PPP collection services in the province of BC such as:
 - Single-family and multi-family households receiving household collection service;

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- Number and location of depots accepting PPP;
- **Operational effectiveness indicators** characterizing program performance such as:
 - Tonnes of PPP collected within each regional district;
 - Kilograms per capita of PPP collected within each regional district;
 - Tonnes of PPP recycled and recovered for the province;
 - Kilograms per capita of PPP recycled and recovered for the province;
 - Recovery rate expressed as a percentage for the province;
- **Management of collected PPP in relation to the pollution prevention hierarchy**
 - Tonnes of PPP managed by recycling;
 - Tonnes of PPP managed by recovery;
 - Tonnes of PPP managed by disposal;
- **Operational efficiency indicators** reflecting program performance in financial terms such as:
 - Total program cost per tonne recovered;
 - Total program cost per household;
- **Environmental impact measures** to characterize actions intended to reduce the environmental impacts of packaging and printed paper by producers who are members of MMBC and by MMBC; and
- **Resident awareness indicators** to assess public awareness and engagement such as:
 - Percentage of residents aware of PPP stewardship program;
 - Percentage of residents reporting use of available collection services; and
 - Visits to the 'resident' section of MMBC website.

MMBC will report on the performance of the PPP program in an annual report submitted to the BC MOE and posted on its website by July 1st each year. MMBC will include a reasonable assurance opinion of the accessibility indicators and operational effectiveness indicators by a third-party in its annual report.

The MOE requires that a stewardship agency provide third-party audited financial statements prepared in accordance with generally accepted auditing standards if fees are applied at the point of sale to fund the stewardship plan. It is anticipated that producers that choose to be members of MMBC will not apply a fee at the point of sale of products in packaging and printed paper. Should this be the case, MMBC would not be obligated to provide third-party audited financial statements as part of its annual reporting but reserves the right to choose to do so.

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Appendix A – Glossary

Collector

Entity providing services for collection of PPP from households or from streetscapes under contract with MMBC.

Depot

Facility where residents can drop off PPP under contract to MMBC.

Market Clearing Price

Payment available to collection service providers (subject to executing an agreement to provide the collection service, comply with the collector qualification standard on a continuous basis, report specified data on a defined schedule) designed to stimulate collection activities and act as a market clearing mechanism.

ICI

Industrial, commercial and institutional.

Processing

Manual or mechanical sorting and quality control of PPP for the purpose of shipping to recycling end-markets.

Primary Processor

First receivers of collected PPP that market at least some types of processed PPP directly to end markets. Primary processors may engage downstream processors that can more efficiently or effectively sort, process and market some types of PPP.

Qualification Standard

Minimum operating standard that a service provider must meet on a continuous basis in order to be eligible to provide collection, depot operation and/or processing services under a contract with MMBC.

Recovery Rate

Calculated as a percentage with the numerator representing the quantity of PPP recycled or recovered and the denominator representing the quantity of PPP available for collection.

$$\text{Recovery Rate \%} = \frac{\text{Recovered (material utilization)}}{\text{Available for Collection}} \times 100$$

Service Provider

Entity that collects PPP from single-family or multi-family households or streetscapes, operates a depot or provide post-collection services under contract with MMBC.

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Appendix B – Producer Members of MMBC

A total of 215 producers have signed Letters of Intent with MMBC as of submission of the PPP Stewardship Plan. Based on the draft definitions of obligated producer and PPP developed pursuant to the BC Recycling Regulation and Environmental Management Act, these companies have indicated that they intend to join the MMBC PPP Stewardship Plan once it is approved. Producer companies that signed Letters of Intent fall into the following sector categories:

- Food and consumer products
- Retailers (grocers, mass/general merchandisers, hardware/housewares, drug stores and specialty merchandisers)
- Electronic manufacturers/brand owners
- Horticulture and agriculture
- Media and printed paper
- Quick service / take-out restaurants
- Paint and chemical products
- Other/miscellaneous

A list is included below.

MMBC believes that a PPP program that includes all obligated producers, each paying their proportionate share of costs, is the best way to achieve a sustainable PPP program for British Columbia residents that is based on the principles of fairness and a level-playing field. Recruitment efforts will continue past the stewardship plan submission date.

Producers are invited to consult the producer section of the MMBC website at www.multimaterialbc.ca for information related to who is an obligated producer and what constitutes obligated packaging and printed paper. A list of frequently asked questions (FAQs) is also provided on the website. Letters of Intent can be downloaded and, when executed, can be sent via email to producers@multimaterialbc.ca.

MMBC will respond to queries directed to producers@multimaterialbc.ca and will arrange telephone consultations with those producers who have questions about the PPP Stewardship Plan and their obligations under the BC Recycling Regulation.

Packaging and Printed Paper Stewardship Plan

MMBC Producers

3M
2 Brilliant Media (The Upper Canadian Magazine)
Advance Nursery Co.
Agropur
Akzo Nobel
Amway Canada
Apple
ASUS Computer International
Avalon Dairy
Baum Publications
BC Transit
Bed Bath & Beyond
Behr Process Corporation
Bell
Benjamin Moore
Best Buy
BIV Media Limited Partnership
Black Press Group Ltd.
Border Crossings Magazine
Boulevard Lifestyles Inc.
British Columbia Historical Federation,
British Columbia Lottery Corporation (BCLC)
Bron and Sons Nursery Inc.
Burnbrae Farms
Canada Dry Mott's
Canada Wide Media Limited
Canada's History Society
Canadian Dimension
Canadian Tire Corporation
Canon
Cedarrim
CGA Magazine
Clearview Horticultural products Inc
Clorox
Clover Leaf
Cloverdale Paint
Coca Cola Refreshments Canada
Colgate Palmolive
Columbia Valley Pioneer
ConAgra Foods Canada
Costco Wholesale Canada Ltd.
Cott Beverages
Cottage Life Media
CY Growers
Dance Media Group
Danone
Dare
Darvondan Nurseries
Dell Canada Inc.
Discovery Islands Organics
Disticor Direct Retailer Services Inc
DLM Foods
Dollarama
Dominos
Dream Wave Publishing Inc.
Dutch Heritage Greenhouse
East Richmond Nurseries Inc.
Eco-Parent Magazine
Eddi's Wholesale Garden Supplies
Epson
Estee Lauder Company
Exemplar Horticulture
Federated Co-operatives Limited
Ferrero
Ford Motor Company of Canada
Fort Nelson News
Four Corner Publishing
Gabriola Sounder Weekly
Garden Making
Geez Magazine
Geist
General Mills
General Motors of Canada
Giant Tiger Stores Ltd.
Glacier Media Group
Globe and Mail
Golden Valley Foods Ltd.
Greenhouse Delight Foods Inc.
Hains Celestial
HBC
Headlands Garden Plants Limited
Heinz
Henkel Consumer Goods
Hershey
Highliner Foods
Home Depot
Home Hardware
Horse Community Journals
Horse Country Magazine
Hewlett Packard
ICBC
Ikea
Indigo
Inside Track Communications

Packaging and Printed Paper Stewardship Plan

Irving Consumer Products
Jac van Klaveren Limited (JVK)
JELD-WEN
Johnson & Johnson
Kao
Kellogg
Kilipi Road Greenhouses
Kimberley Clark
Kleen Flo Tumbler
Kraft
Kruger Inc.
La Cie McCormick Canada Co.
Lenovo
LG
LMPi (a division of HDS Canada)
Loblaws
London Drugs
Lucerne
Maple Leaf Foods Inc. (including Canada Bread)
McCain Foods
Meadowfresh Dairy Corp
Michael's
Microsoft
Modern Dog Inc.
Momentum Magazine
Mondelēz International
Montecristo Magazine
MTY Group
Neo-opsis Science Fiction Magazine
Nestle
Nestle Purina Pet Care Canada
Nintendo of Canada Ltd.
Nokia
Northern Gold Foods Ltd.
Northwest Landscape Supply
Nuvo Magazine
Observer Publications
Ocean Spray International
Okanagan Valley Newspaper Group
Old Dutch
Oliver Chronicle
Olympic Dairy
Opera Canada
Osoyoos Times
Outpost Magazine
Overwaitea
Owlkids
P&G
Pacific Newspaper Group
Pacific West Perennial Growers
Pageone Publishing
Panasonic
Pepsi Bottling Group (Pepsico Beverage)
PepsiCo Foods
Pet Connection
Plantronics
Poetry Is Dead Magazine Society
Powell River Living Magazine (Southcott Communications)
PPG Architectural Coatings
Premier Tech
PRISM International
Purdy's Chocolates
Purple Springs Nursery
Quilter's Connection Magazine
Readers Digest Magazines Canada Limited
Reckitt Benckiser
Reinhardt Food
Rexall
Rocky Mountain Goat News
RONA
Rogers Communications Partnership
Rogers Publishing
Room Magazine
Royal BC Museum
Sad Magazine
Safeway
Samsung
Saputo
SC Johnston
Scott's Canada
Sears
September House Publishing
Sharp Electronics of Canada
Sherwin Williams
Shopper's Drug Mart
Shopping Channel (division of Rogers Broadcasting)
Smucker's
Snow Farms
Sobey's
Sony
Southern Tip Publishing
St Joseph Media
Starbucks Coffee Canada
Storck
Studies in Canadian Literature
Studio Magazine
Sun Products Canada

Packaging and Printed Paper Stewardship Plan

Taisuco Canada Agricultural Corp
Target Canada
Techni-Gro Greenhouses Inc
TerraLink Horticulture Inc.
The Brick
The Capilano Review
The Natural Gardener
The Pampered Chef
The Social Justice Committee of Montreal
The Source
The TDL Group Corp.
The Upper Canada Antiques Showcase
Thrifty Foods
TJX Canada
Toshiba
Toys "R" Canada
Transcontinental Inc.
Unilever
Van Belle Nursery
Vancouver 24 Hours (division of Sun Media)
Vitalis Nutrition
Walmart Canada
Watershed Sentinel
YellowPages Group Corp
ZoomerMedia Limited



Kin Canada

Kinsmen • Kinettes • Kin

The Town of Ladysmith
Town Hall, PO Box 220
Ladysmith, BC V9G 1A2

November 15, 2012

Dear Mayor and Members of Council,

Kinsmen and **Kinettes** play a vital role in Canadian society by raising money for worthy causes, undertaking ambitious projects to meet local community needs and offering leadership opportunities for members looking to make a positive change.

Since our association's founding in 1920, Kinsmen and Kinettes can proudly say they have contributed more than **\$1 billion** to Canadian communities, including more than **\$40 million** for cystic fibrosis research and care.

Once a year, Kin Canada asks municipal representatives to help us maintain our high level of service by placing a Message of Support in *KIN Magazine* which is read by our 7300+ members and subscribers. This message gives you the opportunity to express your appreciation to Kin Canada members living and serving in your community.

Our **2011-12 fundraising** highlights include:

- **Over \$18.5 million for community projects and charities**
- **\$937,883 to Cystic Fibrosis Canada**
- **\$78,600 for student bursaries**
- **\$17,000 to our National Disaster Fund**

Without our clubs, communities would experience even greater demands on their limited resources. By supporting Kin Canada through our annual Messages of Support campaign, you are ensuring this vital work continues in your community and across the country. Please show your support by completing the enclosed order form and returning it with your artwork by **Friday, January 11, 2013** for the February 2013 issue of KIN Magazine.

Thank you for your consideration,

Penny Lees-Smith
2012-13 National President
Kin Canada

NOV 17 2012

p.s. We have included the October 2012 issue of KIN Magazine for your enjoyment as well as a sample of last year's Messages of Support.

The District of Kitimat salutes our Kinsmen and Kinettes who have initiated many successful projects and events for the betterment of our community.

The hard work and dedication of Kin Club members locally and across Canada are both recognized and appreciated.

Keep up the good work!

Mayor Joanne Monaghan
& Members of Council



DISTRICT OF

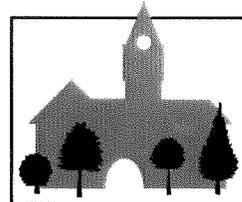
KITIMAT

Mayor Jackson-Chapman and the Members of City Council would like to extend their sincere appreciation to the

Kinsmen Club of St. Thomas

for their years of valuable contributions and assistance to the community.

Keep up the good work!



THE CORPORATION OF THE CITY OF

ST. THOMAS

On behalf of the residents of the Town of Coaldale, we would like to offer our most sincere gratitude to the Kinsmen and Kinette clubs for the selfless dedication and hard work you give this community.

The Kinsmen and Kinette clubs are an inspiration to all those who reside in Coaldale and the projects provided by these clubs will be a lasting legacy for generations to come.

The Mayor & Town Council of the Town of Coaldale wish you all the best in the coming years.

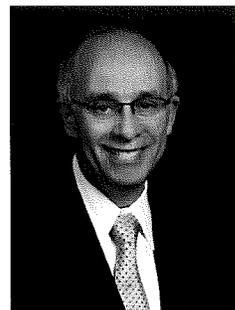


Mayor Kim Craig
Councillors: Bill Chapman, Sherrie Duda, Anya Langstraat, Bill Martens, Henry Pauls, Donald Wentz

On behalf of the City of Edmonton, I am pleased to express our appreciation for the efforts of Kin Canada throughout our communities.

Thank you to the Kinsmen and Kinettes for your dedicated service to those in need!

Stephen Mandel, Mayor



Mayor Lori Ackerman and the Members of City Council would like to extend their sincere appreciation to the

Kin Club of Fort St. John

for their valuable contributions and assistance to our community.



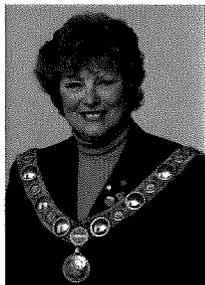
On behalf of Council, and the residents of the Town of Goderich, I am pleased to offer our appreciation to the members of Kin Canada for their efforts over the years in making significant contributions to our community in the spirit of sharing and caring.

We salute you and wish you much success in the future.

Mayor Delbert (Deb) Shewfelt



THE CORPORATION OF DELTA
British Columbia



On behalf of Council and the residents of Delta, I would like to express our sincere appreciation to the Kinsmen and Kinettes for the service they provide to our community.

Lois E. Jackson
Mayor

www.corp.delta.bc.ca



MOUNTAINS OF OPPORTUNITY
CRANBROOK

On behalf of City Council and the citizens of Cranbrook, I wish to offer my congratulations to the

Kin Club of Cranbrook

I extend our sincere appreciation for their leadership in community service work. Through their efforts, our community enjoys free public skating, a quad ball park, Kinsmen Park, tennis courts, an arena, and a Water Spray Park.

Congratulations to the entire "Kin Family" across Canada for the assistance you provide to so many people and communities.

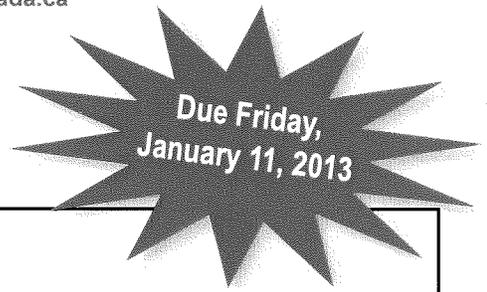
Wayne Stetski, Mayor
City of Cranbrook, British Columbia





Kin Canada
Kinsmen • Kinettes • Kin

Kin Canada National Headquarters
1920 Rogers Drive, P.O. Box 3460, Cambridge, ON N3H 5C6
(800) 742-5546 • Fax: (519) 650-1091
www.kincanada.ca



Thank YOU for Participating in our Messages of Support Campaign!

(Please print) City, Town, Village name:

Bill to the attention of (Name and Title):

Address: Province: Postal code:

Telephone: Fax: E-mail address:

Large Message: \$295 (plus \$38.35 HST). Total: \$333.35 Small Message: \$195 (plus \$25.35 HST). Total: \$220.35

We will e-mail you a .pdf of our completed ad Please use our previous ad
 Other instructions:

NOTE: If you would like us to create your ad, please print/type your message on a separate sheet and send it with this order form. If you would like us to write your message, please indicate this in the 'Other instructions' space to the left and e-mail your municipality's logo/emblem as instructed below.

This Message of Support is authorized by:

Signature _____ Date _____



Large Message
(Colour or black only)

Cost	Width	Depth
\$295 (+ tax)	3 5/8" (3.625")	4"

Small Message
(Colour or black only)

Cost	Width	Depth
\$195 (+ tax)	3 5/8" (3.625")	1 7/8" (1.875")

- To Place Your Message of Support:**
1. The deadline to return this form/artwork is **Friday, January 11, 2013**.
 2. FAX order form to (519) 650-1091. We will invoice you.
 3. E-MAIL completed ad (.pdf format) to kpiovaty@kincanada.ca or
 4. E-mail your municipality's emblem/crest and other artwork (.eps, .ai, 300 dpi .psd or .jpg) and provide us with wording for your message or indicate in the space marked 'Other Instructions' if you want us to compose your message.
 5. **Any questions?** Please call Karen Piovaty at 1-800-742-5546, ext. 204 or e-mail kpiovaty@kincanada.ca. Your Message of Support will be published in the February 2013 issue of KIN Magazine.