



TOWN OF LADYSMITH

SCHEDULE OF MEETINGS

MONDAY, JUNE 4, 2012

-
- 6:30 p.m. **PUBLIC DIALOGUE WITH COUNCIL**
- *This monthly dialogue session occurs on the first Monday of each month from 6:30 p.m. to 6:55 p.m.*
 - *Attendees are requested to sign a "sign in" sheet at the session*
 - *This session does not form part of the Regular Council Meeting*
 - *Notes may be taken to reflect the general discussion and points raised, including queries for which a response was not provided during the session. Notes **do not** form part of regular Council minutes*
 - *The imposition of a time limit for speakers is at the discretion of the Chair*
- 7:00 p.m. **REGULAR COUNCIL MEETING, FOLLOWED BY EXECUTIVE SESSION**
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A G E N D A

CALL TO ORDER (7:00 P.M.)

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held May 22, 2012

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2.2. Minutes of the Special Meeting of Council held May 28, 2012

6 - 7

3. PUBLIC HEARING

3.1. Rezoning Application – 320 Fourth Avenue Extension (Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 31211) – Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 89), No. 1803

8 - 13

4. BYLAWS (OCP / ZONING)

None

5. DELEGATIONS

5.1. Linden Collette, Executive Director, Social Planning Cowichan
Cowichan Affordable Housing Directorate – Update

-
- 5.2. Rob Waters, Melody Smythies, Jacquie Chellew, Ladysmith Chamber of Commerce Report on Visitor Centre Activities** **14 - 16**
- 6. PROCLAMATIONS**
None
- 7. DEVELOPMENT APPLICATIONS**
- 7.1. Rezoning Application – 320 Fourth Avenue Extension (Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 31211) – Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 89), No. 1803** **17 - 20**
- 7.2. Strata Conversion of a Previously Occupied Building – 9 White Street (Damon, O'Brien, McKimm & Lott for Oak Development Ltd.)** **21 - 28**
- 7.3. Development Variance Permit Application – 123 Forward Road (Hunter) – Lot A, D.L. 56, Oyster District, Plan 30646** **29 - 34**
- 8. COUNCIL COMMITTEE REPORTS**
- 8.1. Mayor R. Hutchins**
Cowichan Valley Regional District; Ladysmith Chamber of Commerce
- 8.2. Councillor B. Drysdale**
Heritage Revitalization Advisory Commission; Protective Services Committee; Trolley Committee
- 8.3. Councillor J. Dashwood**
Trolley Committee; Ladysmith Early Years Partnership; Social Planning Cowichan Affordable Housing Directorate
- 8.4. Councillor G. Horth**
Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association
- 8.5. Councillor D. Paterson**
Protective Services Committee; Parks, Recreation and Culture Commission; Festival of Lights
- 8.6. Councillor G. Patterson**
Community Health Advisory Committee; Youth Advisory Committee; Liquid Waste Management Committee
- 8.7. Councillor S. Arnett**
Government Services Committee; Advisory Design Panel; Parks, Recreation and Culture Commission; Vancouver Island Regional Library Board; Celebrations Committee
- 8.7.1. Government Services Committee Recommendations, May 22, 2012 Meeting** **35**

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9. STAFF / ADVISORY COMMITTEE REPORTS	
9.1. Alternative Approval Process—Fire Rescue Vehicle	36 - 37
9.2. Fortis B.C. – Proposed Rate Equalization Initiative	38 - 41
9.3. Annual Public Works Tenders	42 - 49
9.4. CVRD Transit Service Review	50 - 79
10. CORRESPONDENCE	
10.1. Jamie Brennan, Board Chair, School District 68 Nanaimo-Ladysmith Schools Strategic Plan	80
<u>Staff Recommendation</u> That Council consider whether up to three members wish to attend a community consultation session regarding the Nanaimo-Ladysmith Schools Strategic Plan on Thursday, June 14.	
10.2. Rosemary Sutton, Tire Stewardship B.C. Funding Approval – Tire Stewardship B.C. Grant	81
<u>Staff Recommendation</u> That Council accept the grant from Tire Stewardship B.C. in the amount of \$12,141 for upgrading the surface at the Transfer Beach Spray Park, and that the Mayor and Corporate Officer be authorized to sign the funding agreement.	
11. NEW BUSINESS	
12. UNFINISHED BUSINESS	
None	
13. QUESTION PERIOD	
<ul style="list-style-type: none"> • 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 	
14. EXECUTIVE SESSION	
In accordance with Section 90(1) of the <i>Community Charter</i> , this section of the meeting will be held <i>In Camera</i> to consider the following items:	

Item One

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

Item Two

90(1)(c) Labour relations or other employee relations;

ADJOURNMENT



**MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
TUESDAY, MAY 22, 2012**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Jillian Dashwood
Councillor Duck Paterson

Councillor Steve Arnett
Councillor Gord Horth

Councillor Bill Drysdale
Councillor Glenda Patterson

STAFF PRESENT:

Ruth Malli
Patrick Durban

Sandy Bowden
Joanna Winter

Erin Anderson

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 amendments to the agenda:

- 10.1 Application for Grant Funding
- 10.2 Mini World Cup
- 10.3 Recognition of the City Manager's recent award

CS 2012-165

It was moved, seconded and carried that the agenda for the Regular Session of Council for May 22, 2012 be approved as amended.

MINUTES

CS 2012-166

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on May 7, 2012 be approved as circulated.

CS 2012-167

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

DELEGATIONS

Jayse Van Rooyen

British Columbia Ambassador Program

Jayse Van Rooyen gave a presentation to Council on her participation in the British Columbia Ambassador Program competition. The pageant will take place in August 2012 in Merritt. In addition to thanking Council for all their support, Ms Van Rooyen encouraged everyone present to vote for her in the People's Choice Award on the BC Ambassador website.

Council thanked Ms Van Rooyen for her enthusiasm and her

commitment to the community, congratulated her on her successes to date and wished her every success in her quest to become a BC Ambassador.

Jack Tieleman, Chief Operations Officer, Global Vocational Services

Change in Employment Services for the Town of Ladysmith

Jack Tieleman gave a presentation to Council on the delivery of employment services in Ladysmith, explaining that the change in organizations providing these services is due to a new approach by the federal and provincial governments.

**COUNCIL COMMITTEE
REPORTS**

CS 2012-168

Special Occasion Licence Requests

It was moved, seconded and carried that approval be given to the following requests for Special Occasion Licences:

- Royal Canadian Legion Picnic (Transfer Beach Horseshoe Pitch, September 9, 2012, 12:00 p.m. to 5:00 p.m.)
- Ladysmith Horseshoe Club (Transfer Beach Horseshoe Pitch, May 18 - 22, June 29 - July 3 and August 3 - 7, 2012, 11:00 a.m. to 10:00 p.m.).

CS 2012-169

Cowichan Valley Regional District BC Summer Games Bid

It was moved, seconded and carried that the Town of Ladysmith support the bid by the Cowichan Valley Regional District to host the BC Summer Games in 2016 or 2018.

CS 2012-170

Waste Water Treatment Plant Phase 3 Loan Authorization Bylaw 2012, No. 1792

It was moved, seconded and carried that the report from the Director of Financial Services regarding the proposed Waste Water Treatment Plant Phase 3 Borrowing Bylaw, to authorize the borrowing of \$10,000,000, be received.

CORRESPONDENCE

CS 2012-171

**Medical Health Officers, Vancouver Island Health Authority
Request for Local Governments to Revisit and Strengthen
Tobacco Control Bylaws**

It was moved, seconded and carried that staff be requested to review the proposed actions outlined in the correspondence from the Medical Health Officers dated April 30, 2012, to consider similar legislation in other Vancouver Island communities, and to report back with recommendations for further action as appropriate.

Adam Seymour, Margaret Seymour, Stz'uminus Canoe Festival

Request for Town of Ladysmith Sponsorship
CS 2012-172 It was moved, seconded and carried that a letter be sent to Adam and Margaret Seymour requesting further information about the organizational structure supporting the Stz'uminus Canoe Festival.

Emily and Ben Mikulski
Request for Approval of Building Permit with Covenant for Property at 119 Forward Road
CS 2012-173 It was moved, seconded and carried that the request from Emily and Ben Mikulski of 119 Forward Road for authorization to enter into a restrictive covenant to commit to not renting out the proposed secondary suite in their residence, and subsequent exemption from paying utility charges for the proposed suite, be referred to staff for review with specific reference to the City of Nanaimo's process in addressing similar requests.

BYLAWS

Town of Ladysmith Waste Water Treatment Plant Loan Authorization Bylaw 2012, No. 1792
CS 2012-174 It was moved, seconded and carried that Town of Ladysmith Waste Water Treatment Plant Loan Authorization Bylaw 2012, No. 1792 be read a first, second and third time.

Town of Ladysmith Not-for-Profit Rental Housing Development Cost Charges Reduction Bylaw 2012, No. 1804
CS 2012-175 It was moved, seconded and carried that Town of Ladysmith Not-for-Profit Rental Housing Development Cost Charges Reduction Bylaw 2012, No. 1804 be adopted.

Town of Ladysmith 2011 Audited Financial Statements Bylaw 2012, No. 1805
CS 2012-176 It was moved, seconded and carried that Town of Ladysmith 2011 Audited Financial Statements Bylaw 2012, No. 1805 be adopted.

NEW BUSINESS

Gas Tax Agreement Fund – Grant Application
CS 2012-177 It was moved, seconded and carried that staff be authorized to submit an application for a grant under the Gas Tax Agreement General Strategic Priorities Fund and Innovation Fund to support improvements to the Town of Ladysmith Water Supply System.

Mini World Cup
CS 2012-178 It was moved, seconded and carried that letters of congratulations and appreciation be sent to the organizers of the Mini World Cup Soccer Tournament held in Ladysmith May 8

through 11 for a job well done; to the Board of School District 68 for their assistance in preparing fields for the Mini World Cup, and to Town of Ladysmith staff for their hard work in support of the event.

City Manager's Recent Award

Council congratulated the City Manager on being awarded the Local Government Management Association Professional Leadership Award, for which she was nominated by staff and peers.

QUESTION PERIOD

R. Johnson was advised that the owner of the Traveller's Hotel will be responsible for fulfilling Council's request to post a sign prohibiting advertisements and posters on the building.

R. Johnson was advised that there has not yet been a response to Council's request to appear before the Independent Transit Review Panel and that this meeting does not concern Regional Transit.

R. Johnson was advised that a possible ban on the use of fossil fuel in construction of a new residence related to heating of the residence.

R. Johnson was advised that, based on current knowledge and financial conditions, the Sewer Parcel Tax rate established in 2012 is intended to cover the repayment of borrowing for the new Waste Water Treatment Plant, and that ongoing operations of the Waste Water Treatment Plant are covered by sewer utility charges.

EXECUTIVE SESSION

CS 2012-179

It was moved, seconded and carried at 8:15 p.m. that Council retire into Executive Session in order to discuss the following items in accordance with Section 90(1) of the Community Charter:

Item 1

The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*

Item 2

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

Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*

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

Item 3

The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

RISE AND REPORT

Council arose with report on the following items:

- The Town of Ladysmith Financial Plan is to be amended to eliminate the funding of the Recreational Vehicle Park investigation (\$7,000), to reduce the funding for Symonds Street improvements by \$11,000 and to reduce anticipated revenues from DL 2016 Holdings Corporation by \$18,000.
- The Naut'sa Mawt Community Accord was endorsed and will be signed in conjunction with the Stz'uminus First Nation.

ADJOURNMENT

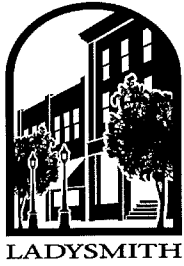
CS 2012-180

It was moved, seconded and carried that this meeting of Council be adjourned at 9:01 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, MAY 28, 2012

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Jillian Dashwood
Councillor Gord Horth
Councillor Glenda Patterson

Councillor Steve Arnett
Councillor Bill Drysdale
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli

CALL TO ORDER

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

CS 2012-181

Waiving of Notice

It was moved, seconded and carried, with all Council members present, that notice to hold a Special Meeting of Council be waived.

EXECUTIVE SESSION

CS 2012-182

It was moved, seconded and carried at 7:01 p.m. that Council retire into Executive Session in order to discuss the following matters:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

RISE AND REPORT

CE 2012-183

Council arose at 10:00 p.m. with report on the following items:

- Council authorized staff to make application to the Gas Tax Agreement Capacity Building Funding Program to support joint initiatives with the Stz'uminus First Nation.

ADJOURNMENT

2012-184

It was moved, seconded and carried that this Special Meeting of Council be adjourned at 10:00 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Subject to Adoption

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 day of

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 33.7).
- (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

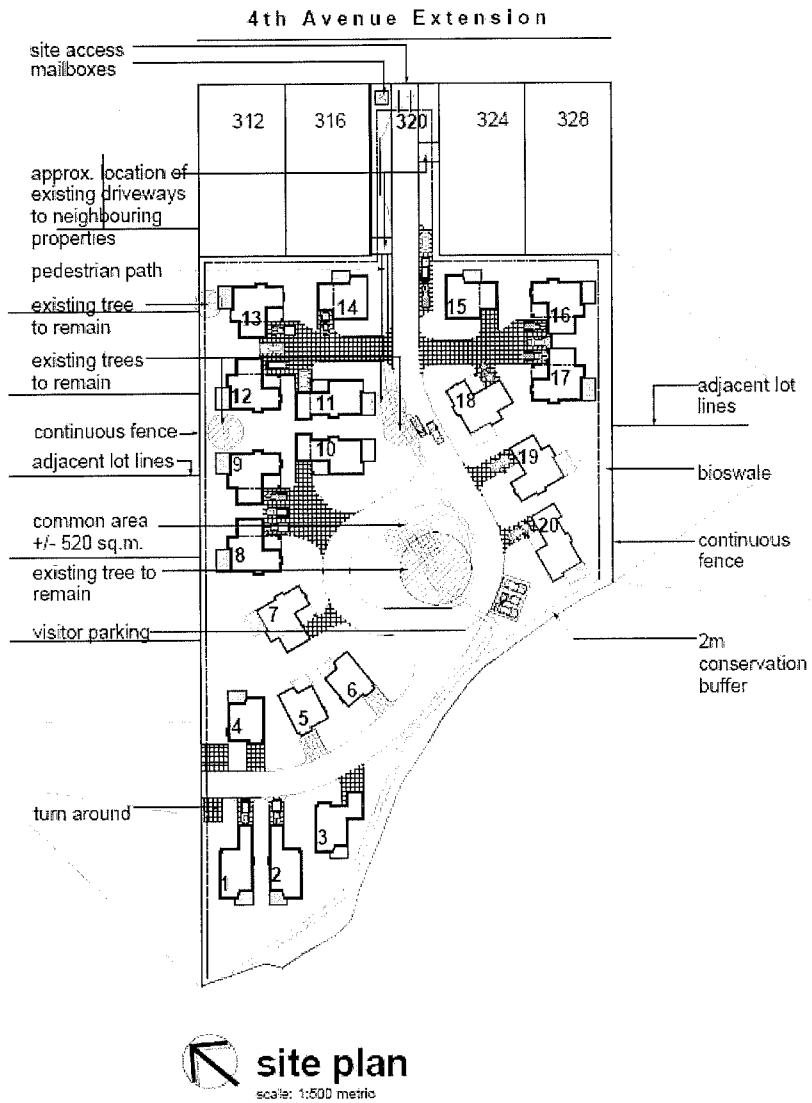
- (a) Off-street parking and loading must be provided as required by the Municipality's parking regulations.
- (b) In addition to the parking required in accordance with section 34.6(a), a minimum of six parking stalls shall be provided for visitor parking.

34.7 Density Bonus

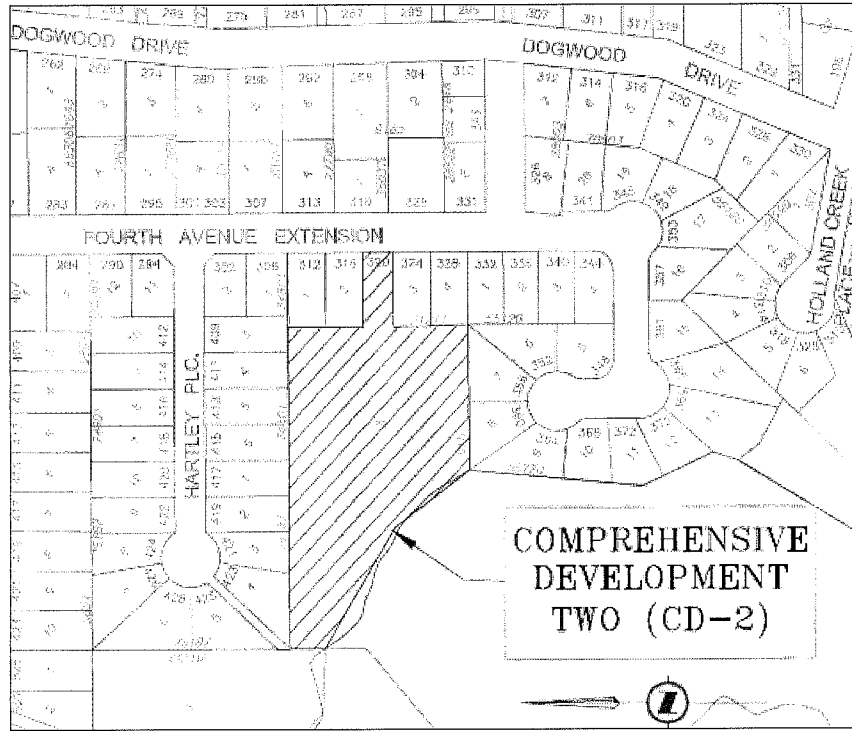
Despite section 34.3(b) above, a density bonus is permitted within the CD-2 Zone as indicated in the table below where amenities listed in Column One are provided to assist the Town of Ladysmith in meeting its greenhouse gas emission reduction targets in accordance with the Official Community Plan. Where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



Visitor Centre Network Statistics Program 2012

LADYSMITH

Start Date: 01/01/2012

End Date: 31/12/2012

YEAR TO DATE TOTAL	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL
Administration Parties/Hour	1,80	1,78	1,91	1,83	2,45	0,00	0,00	2,45	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	1,97
# of phone calls	144,50	147,00	154,00	445,50	137,00	0,00	0,00	137,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	582,50
# of mail/fax/email enquiries	128	150	168	446	130	0	0	130	0	0	0	0	0	0	0	0	576
# of parties	34	84	74	192	68	0	0	68	0	0	0	0	0	0	0	0	260
# of visitors	260	261	294	815	335	0	0	335	0	0	0	0	0	0	0	0	1,150
# of buses	340	359	391	1,090	449	0	0	449	0	0	0	0	0	0	0	0	1,539
Visitor Origin	210	237	264	711	297	0	0	297	0	0	0	0	0	0	0	0	1,008
Local Resident	110	125	133	368	140	0	0	140	0	0	0	0	0	0	0	0	508
BC	55	62	84	201	76	0	0	76	0	0	0	0	0	0	0	0	277
Alberta	12	14	22	48	26	0	0	26	0	0	0	0	0	0	0	0	74
Other Canada	20	23	12	55	23	0	0	23	0	0	0	0	0	0	0	0	78
Washington	1	6	4	11	4	0	0	4	0	0	0	0	0	0	0	0	15
California	0	0	1	1	1	0	0	1	0	0	0	0	0	0	0	0	2
Other US/Mexico	0	1	2	3	4	0	0	4	0	0	0	0	0	0	0	0	7
Europe	3	4	3	10	18	0	0	18	0	0	0	0	0	0	0	0	28
Asia/Australia	6	1	3	10	5	0	0	5	0	0	0	0	0	0	0	0	15
Other	3	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
Nights in Community	90	86	115	291	127	0	0	127	0	0	0	0	0	0	0	0	418
Same day	65	61	89	215	90	0	0	90	0	0	0	0	0	0	0	0	305
1	4	3	6	13	2	0	0	2	0	0	0	0	0	0	0	0	15
2	2	3	0	5	12	0	0	12	0	0	0	0	0	0	0	0	17
3	1	3	6	10	7	0	0	7	0	0	0	0	0	0	0	0	17
4-6 (1 week)	3	4	2	9	5	0	0	5	0	0	0	0	0	0	0	0	14
7-13 (2 weeks)	1	2	3	6	2	0	0	2	0	0	0	0	0	0	0	0	8
14+	14	10	9	33	9	0	0	9	0	0	0	0	0	0	0	0	42
Information Requested	280	347	408	1,035	454	0	0	454	0	0	0	0	0	0	0	0	1,489
Accommodation	19	17	21	57	26	0	0	26	0	0	0	0	0	0	0	0	83
Adventure Recreation	8	16	16	40	36	0	0	36	0	0	0	0	0	0	0	0	76
Attractions / Tours	60	68	76	204	92	0	0	92	0	0	0	0	0	0	0	0	296
Maps / Directions	19	32	43	94	28	0	0	28	0	0	0	0	0	0	0	0	117
Events / Conferences	18	36	27	81	36	0	0	36	0	0	0	0	0	0	0	0	92
Food / Beverage	17	24	20	61	31	0	0	31	0	0	0	0	0	0	0	0	54
Transportation	12	10	14	36	18	0	0	18	0	0	0	0	0	0	0	0	47
Shopping	3	14	12	29	18	0	0	18	0	0	0	0	0	0	0	0	7
Parks	1	1	2	4	3	0	0	3	0	0	0	0	0	0	0	0	9
First Nations	32	25	19	76	18	0	0	18	0	0	0	0	0	0	0	0	94
Community Services	8	8	9	25	8	0	0	8	0	0	0	0	0	0	0	0	33
Investment/Moving	57	66	90	213	73	0	0	73	0	0	0	0	0	0	0	0	286
Site Facilities (e.g. Washrooms)	16	18	28	62	37	0	0	37	0	0	0	0	0	0	0	0	99
Other	200	266	292	758	311	0	0	311	0	0	0	0	0	0	0	0	1,069
Community Specific Info	22	44	56	122	33	0	0	33	0	0	0	0	0	0	0	0	155
Events Information	28	17	23	68	22	0	0	22	0	0	0	0	0	0	0	0	90
Town Services/Inquiries	16	21	18	55	32	0	0	32	0	0	0	0	0	0	0	0	87
Relocation/Visitor Packages	38	51	56	145	56	0	0	56	0	0	0	0	0	0	0	0	201
Local Business/Shopping/Accommodation/Dining	54	57	70	181	86	0	0	86	0	0	0	0	0	0	0	0	267
Maps: Trails/Artisans/Roads/Transportation	20	30	32	82	42	0	0	42	0	0	0	0	0	0	0	0	124
Trolleys	7	17	8	32	16	0	0	16	0	0	0	0	0	0	0	0	48
Cycling	0	9	3	12	1	0	0	1	0	0	0	0	0	0	0	0	13
Accommodation	7	7	15	29	10	0	0	10	0	0	0	0	0	0	0	0	39
Heritage	8	13	11	32	13	0	0	13	0	0	0	0	0	0	0	0	45

Visitor Centre Network Statistics Program 2012

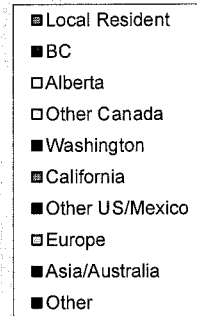
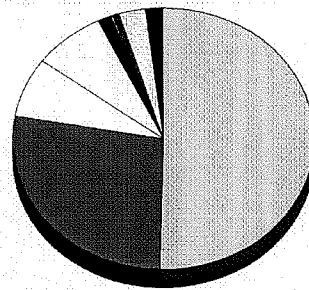
Ladysmith

Start Date: 01/01/2012

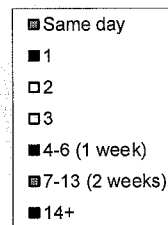
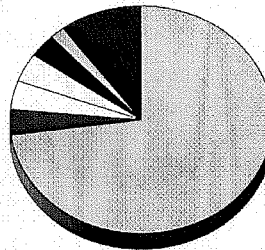
End Date: 31/12/2012

Visitor Origin	1,008
Local Resident	508
BC	277
Alberta	74
Other Canada	78
Washington	15
California	2
Other US/Mexico	7
Europe	28
Asia/Australia	15
Other	4
Nights in Community	418
Same day	305
1	15
2	17
3	17
4-6 (1 week)	14
7-13 (2 weeks)	8
14+	42
Information Requested	1,390
Accommodation	83
Adventure Recreation	76
Attractions	83
Events / Conferences	296
Food / Beverage	122
Transportation	117
Shopping	92
Parks	54
First Nations	47
Community Services	7
Investment/Moving	94
Site Facilities (e.g. Washroom)	33
Other	286

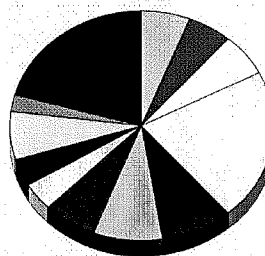
Visitor Origin



Nights in Community



Information Requested



Visitor Centre Network Statistics Program Year Over Year Report 2012

LADYSMITH

Start Date: 01/01/2011

End Date: 31/12/2012

Parties Per Hour	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	1.80	1.78	1.91	1.83	2.45	0.00	0.00	2.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.97
% change 2012 - 2011	87.1%	53.0%	47.1%	59.0%	54.9%	-100.0%	-100.0%	1.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-23.2%
2011	0.96	1.16	1.30	1.15	1.58	2.26	3.10	2.40	3.64	4.77	3.53	4.03	2.21	1.78	2.04	2.00	2.00	2.57

Total Hours	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	144.50	147.00	154.00	445.50	137.00	0.00	0.00	137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	582.50
% change 2012 - 2011	-0.7%	4.3%	-10.7%	-2.9%	-9.0%	-100.0%	-100.0%	-76.3%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-72.5%
2011	145.50	141.00	172.50	459.00	150.50	206.50	221.00	578.00	248.00	248.00	177.00	673.00	140.00	150.00	115.00	405.00	2,115.00	

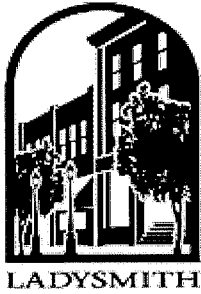
Total Phone Calls	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	128	150	168	446	130	0	0	130	0	0	0	0	0	0	0	0	0	576
% change 2012 - 2011	7.6%	44.2%	-1.8%	13.2%	38.3%	-100.0%	-100.0%	-54.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-62.7%
2011	119	104	171	394	94	96	97	287	128	157	146	431	159	175	100	434	1,546	

Total Mails/Fax/Email Enquiries	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	34	84	74	192	68	0	0	68	0	0	0	0	0	0	0	0	0	260
% change 2012 - 2011	3.0%	0.0%	5.7%	2.7%	240.0%	-100.0%	-100.0%	36.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-53.1%
2011	33	84	70	187	20	27	3	50	12	10	51	73	85	105	54	244	554	

Total Parties	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	260	261	294	815	335	0	0	335	0	0	0	0	0	0	0	0	0	1,150
% change 2012 - 2011	85.7%	59.1%	31.3%	54.4%	40.8%	-100.0%	-100.0%	-75.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-78.9%
2011	140	164	224	528	238	467	685	1,390	903	1,182	624	2,709	309	267	235	811	5,438	

Total Visitors	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	340	359	391	1,090	449	0	0	449	0	0	0	0	0	0	0	0	0	1,539
% change 2012 - 2011	89.9%	68.5%	24.9%	54.6%	34.0%	-100.0%	-100.0%	-80.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-82.2%
2011	179	213	313	705	335	804	1,103	2,242	1,486	2,027	997	4,510	458	375	347	1,180	8,637	

Total Buses	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% change 2012 - 2011						-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
2011	0	0	0	0	0	1	1	1	0	1	0	1	1	0	0	0	2	



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: May 28, 2012
File No: 3360-11-02

Re: Rezoning Application 320 4th Ave. Extension (M. Pilcher & Associates)
(Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 31211)

RECOMMENDATION(S):

That subject to any additional matters raised at the public hearing, the application by Maureen Pilcher & Associates Inc. to amend the Town of Ladysmith Zoning Bylaw 1995, No. 1160 to permit 20 single family homes, be approved in principle, subject to the following conditions:

That prior to the enactment of amending Bylaw No.1803 the following shall be completed to the satisfaction of the Director of Development Services:

- 1) Registration of a section 219 conservation covenant on the title of the land to protect in perpetuity:
 - natural vegetation on a two metre wide area adjacent to the western property boundary.
 - trees as shown on the site plan prepared by Delinea Design Consultants Ltd., dated January 3, 2012, which is attached to the covenant. The covenant may provide that a tree deemed by a certified arborist to be a danger tree or hazard tree may be considered for removal upon approval by the Town .
- 2) Registration of a section 219 covenant on the title of the land to secure the following:
 - Homes only utilizing non-fossil fuel heat sources.
 - \$8000 to be paid to the Town's Community Amenity Fund at the time of the first building permit application.
 - Completion of the following site features by the time ten homes are constructed on the land:
 - i. A common area 520m² in size (as shown on Figure A of Bylaw 1803),
 - ii. A pedestrian path for residents of the development to access the Holland Creek Trail, and
 - iii. At least 6 visitor parking stalls.
- 3) Preparation of the required documents to allow for the dedication to the Town, upon the adoption of Bylaw 1803, of the 42.5 m² area of land containing a portion of the Holland Creek Trail.
- 4) Evidence that driveway access easements have been provided for 316 and 324 Fourth Avenue Extension.

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

PURPOSE:

The purpose of this staff report is to present to Council a recommendation regarding approval in principle for rezoning application 3360-11-02 subject to the completion of agreements (containing land-use matters and voluntary benefits) in relation to the rezoning application for 320 4th Ave. Extension.

INTRODUCTION/BACKGROUND:

At its April 2, 2012 meeting, Council directed staff to work with the applicant towards land-use agreements for the proposed development as outlined in this staff report.

At its May 7, 2012 meeting, Council gave first and second reading to Bylaw 1803 and directed that a Public Hearing be scheduled.

The staff recommendation includes the land use matters that have been discussed to date and need to be addressed prior to further consideration of Bylaw 1803 and the voluntary benefits being offered by the developer.

The final form of the covenant has not yet been provided and it is recommended that this step be completed prior to further consideration of Bylaw 1803.

SCOPE OF WORK:

The current stage of this rezoning application is: (1) to consider comments received or heard at the Public Hearing; and (2) to consider approval in principle of the development proposal, subject to securing the land use matters that need to be addressed, the voluntary benefits being offered by the developer, and the enactment of Bylaw 1803.

If no changes are required, support in principle to the rezoning application could be provided subject to the applicant fulfilling the commitments associated with the rezoning proposal that will be secured by covenant or other agreement. Once those have been fulfilled, staff would bring forward Bylaw 1803 for third reading and final consideration.

Bylaw 1803:

Bylaw 1803 proposes to amend the Zoning Bylaw by adding a new zone "Comprehensive Development Two (CD-2)". The CD-2 Zone includes the following:

- A maximum of 20 residential units that meet an Energuide 80 energy efficiency standard.
- The location of buildings and structures generally complies with the Site Plan (prepared by Delinea Design Consultants Ltd.)
- Buildings are setback 6 metres and 4.5 metres from the property lines;
- The maximum height of buildings is 9 metres;
- No secondary suites are permitted;
- General landscape guidelines are included; and.
- The minimum lot size is 1 hectare.

Proposed Land Use Agreements:

The following land use matters and voluntary benefits will form the basis for the agreements related to rezoning application 3360-11-02.

Land Use Matters:

- i) A conservation covenant to protect in perpetuity the natural vegetation on a two metre wide area adjacent to the western property boundary and tree protection as shown on the site plan.
- ii) A covenant to provide a commitments for:
 - a) At the time ten homes are constructed the following site features to be completed:
 - A common area 520m² in size, as shown on the site plan,
 - A pedestrian path for residents of the development to access the Holland Creek Trail, and
 - At least 6 visitor parking stalls.
- iii) Driveway access easements for 316 and 324 Fourth Avenue Extension.

Voluntary benefits being offered by the developer:

- iv) Homes shall only utilize non-fossil fuel heat sources;
- v) An amenity contribution of \$8000; and
- vi) The area of land containing a portion of the Holland Creek Trail be dedicated to the Town of Ladysmith (42.5 m²).

ALTERNATIVES:

That Council not proceed any further with Bylaw 1803.

FINANCIAL IMPLICATIONS:

The preparation and registration of the agreements is the developer's cost.

LEGAL IMPLICATIONS:

Following the close of the public hearing, Council may consider the information received as part of the public hearing and determine if any changes are required to the proposal; this could initiate the requirement for a further public hearing.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notification regarding the public hearing was mailed and delivered to the neighbours of 320 Fourth Avenue Extension and was published in the local newspaper on May 22 and May 29, 2012.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Comments from Engineering and Parks, Recreation and Culture have been integrated into the development proposal. Corporate Services will be involved in the execution of the legal agreements.

RESOURCE IMPLICATIONS:

Processing rezoning applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

In general the proposed development is consistent with the Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

It is recommended that Council consider (1) the comments received or heard at the public hearing; and (2) providing support in principle for the development proposal, subject to securing the land use matters that need to be addressed and the voluntary benefits being offered by the developer; and the enactment of Bylaw 1803.

I concur with the recommendation.

R. Mall

Ruth Mall, City Manager

ATTACHMENTS:

n/a





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: May 29, 2012
File No: 3300-20 (9 White Street)

Re: STRATA CONVERSION OF A PREVIOUSLY OCCUPIED BUILDING – 9 WHITE STREET (DAMON O'BRIEN, MCKIMM & LOTT, FOR OAK DEVELOPMENT LTD.)

RECOMMENDATION(S):

That Council consider granting approval to the strata conversion of 9 White Street and authorizing:

- a) the Mayor and Corporate Officer to execute the discharge documents for Covenant FB125840, and
- b) the Corporate Officer to endorse the strata plan for 9 White Street as attached to this report.

PURPOSE:

The purpose of this report is to update Council on the progress of meeting the terms and conditions for the strata conversion of 9 White Street.

INTRODUCTION/BACKGROUND:

Council considered the proposed strata conversion of 9 White Street at its meeting held April 2, 2012 and provided the following direction.

It was moved, seconded and carried that the strata conversion application for the property located at 9 White Street proceed to step two of the application review process upon the applicant's written acceptance of the following preliminary terms and conditions:

- *Completion of the landscape plan installation required by DP 09-09 prior to strata conversion approval.*
- *Entering into an agreement and provision of security for the completion of the lane on the full length of the west boundary of Lot A to the satisfaction of the Director of Infrastructure Services.*
- *At the cost of the applicant, preparation of discharge documents for covenant FB125840 and registration in the Land Title Office, if executed by the Town.*
- *Evidence that covenant FB326694 will be discharged by the Home Owner Protection Office and that the buyer will be provided with the industry standard 2-5-10 homeowner's protection warranty.*



The applicant has provided written acceptance of the conditions.

SCOPE OF WORK:

This application is currently at Step 2 of the 3 step application review process. The status of the preliminary terms and conditions established by Council in the above resolution is as follows. If Council is satisfied with the status of these items and has no additional terms and conditions required to be addressed, the application may proceed to Step 3 – Approval.

Terms and Conditions	Status
<i>Completion of the landscape plan installation required by DP 09-09 prior to strata conversion approval.</i>	<i>The Owner applied to amend DP 09-09 with respect to some elements of the landscaping plan given that the final grade of the property changed. DP 12-03 amending DP09-09 was approved by the Director of Development Services. The landscape requirements of DP 09-09, as amended by DP 12-03, have been completed.</i>
<i>Entering into an agreement and provision of security for the completion of the lane on the full length of the west boundary of Lot A to the satisfaction of the Director of Infrastructure Services.</i>	<i>The Owner has installed the curb to the satisfaction of the Director of Infrastructure Services.</i>
<i>At the cost of the applicant, preparation of discharge documents for covenant FB125840 and registration in the Land Title Office, if executed by the Town.</i>	<i>The applicant has provided a discharge document for execution by the Town.</i>
<i>Evidence that covenant FB326694 will be discharged by the Home Owner Protection Office and that the buyer will be provided with the industry standard 2-5-10 homeowner's protection warranty.</i>	<i>The applicant has obtained coverage as required by the Homeowner Protection Office and covenant FB326694 has been discharged.</i>

ALTERNATIVES:

That after considering this Step 2 report, Council consider whether any additional conditions are required based on the information received in the report.

FINANCIAL IMPLICATIONS:

The creation of 11 strata lots may have a positive impact on the property taxes paid depending on the individual strata lot property assessments. There will also be an



additional 10 parcel tax payers. The financial impact of these additional property tax payers would not be realized in this budget year.

LEGAL IMPLICATIONS:

The strata conversion must not be approved unless the building substantially complies with all current applicable municipal bylaws and the BC Building Code. The Building Inspector has confirmed that the building complies with the Building and Plumbing Bylaw. The landscape installation is complete as required by the Town's development permit approval.

There are two covenants registered on the title of the property which require discharge. One covenant is held by the Town and the other is held by the Homeowner Protection Office. It is recommended that the Town's covenant be discharged as the terms of the covenant have been met.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Ten of the eleven units are currently vacant.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Approving Officer, Building Inspector, Director of Infrastructure Services and Director of Financial Services have been involved in the review of the application.

RESOURCE IMPLICATIONS:

The application fee for the consideration of strata conversion applications is intended to cover the cost of staff time. Any reports or legal costs are the responsibility of the applicant.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT: N/A

ALIGNMENT WITH STRATEGIC PRIORITIES: N/A

SUMMARY:

The preliminary terms and conditions for the strata conversion of 9 White Street have been completed. Council is the approving authority for the strata conversion of a previously occupied building.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Proposed Strata Plan VIS _____ - Strata Lots 1 to 11 (9 White Street) (5 pages)



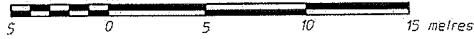
STRATA PLAN OF LOT
DISTRICT LOT 56, OYSTER DISTRICT,
PLAN VIP87173

SHEET ONE OF SIX SHEETS
STRATA PLAN VIS _____

Deposited and registered in the Land
Title Office at Victoria, B.C.
this _____ day of _____, 20

B.C.G.S. 92B 091

SCALE 1:250



LEGEND

- All distances are in metres.
- denotes standard iron post found.
- LCP denotes Limited Common Property
- SL denotes Strata Lot.
- PI denotes part of

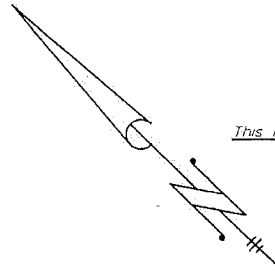
Grid bearings are derived from Integrated PLAN VIP87173.
This plan shows horizontal ground-level distances
except where otherwise noted.
To compute grid distances, multiply ground-level
distances by combined factor 0.999634 (NAD83) CSRS.

Registrar

This Plan lies within
The Cowichan Valley Regional District.

This Plan lies within
The Town of Ladysmith.

This Plan lies within Integrated Survey Area No.43
The Town of Ladysmith.

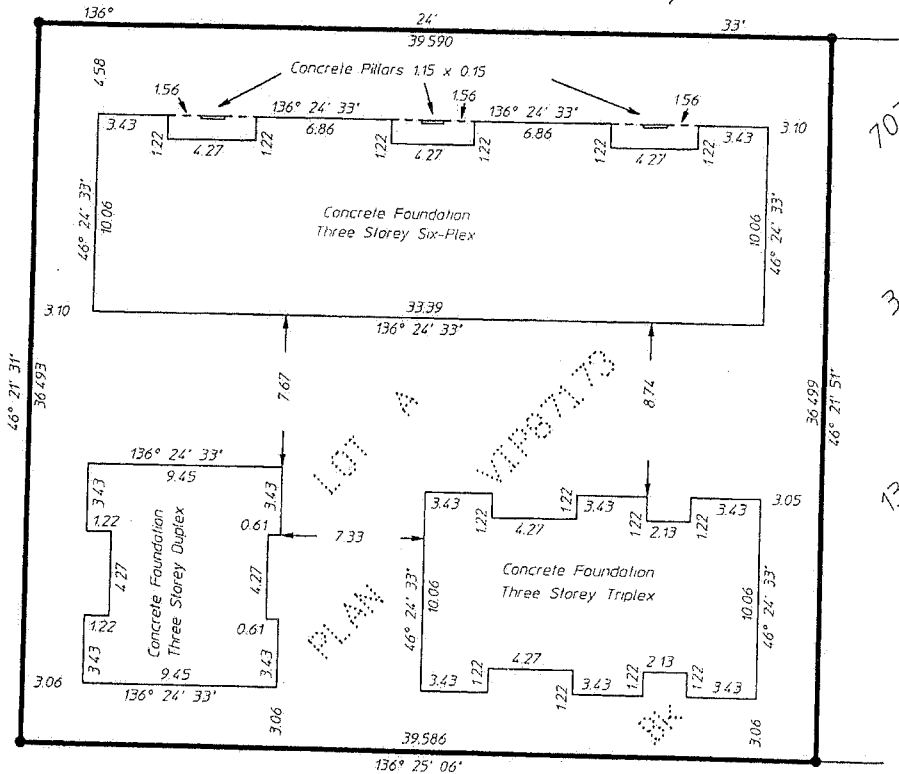


TRANS-CANADA HIGHWAY

56

WHITE STREET

DL



CIVIC ADDRESS:
Street
Ladysmith, British Columbia

LANE

NOTE:
All balconies, patios and decks are defined as to
height by the centre of the floor above or its
extensions, or, where there is no floor
above, by the average height of a Strata
Lot within the same building unless
otherwise indicated.

NOTE: Unless otherwise indicated bearings
deflect by multiples of 45° from the
given reference bearing.

NOTE: Building dimensions are shown
to the perimeter of the building
at ground level on Sheet 1 only.

Note:
All decks, patios and balconies are
dimensioned to the limit of slab or decking

I, EDWIN J. WILSON, a British Columbia Land Surveyor,
of the City of Duncan, in British Columbia, certify
that I was present at and personally superintended
the survey represented by this plan, and that the
survey and plan are correct. The field survey was
completed on the _____th day of _____, 20____. The plan
was completed and checked and a Checklist filed
under # _____ on the _____th day of _____, 20____.

KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVENUE
DUNCAN, B.C. V9L 2T1 746-4745
FILE 06-6515.D51

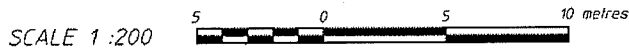
DRAFT

B.C.L.S.

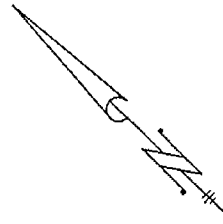
STRATA LOTS 6, 7, 8, 9, 10, 11 AND
COMMON PROPERTY - LEVEL ONE

SHEET 11 OF SIX SHEETS

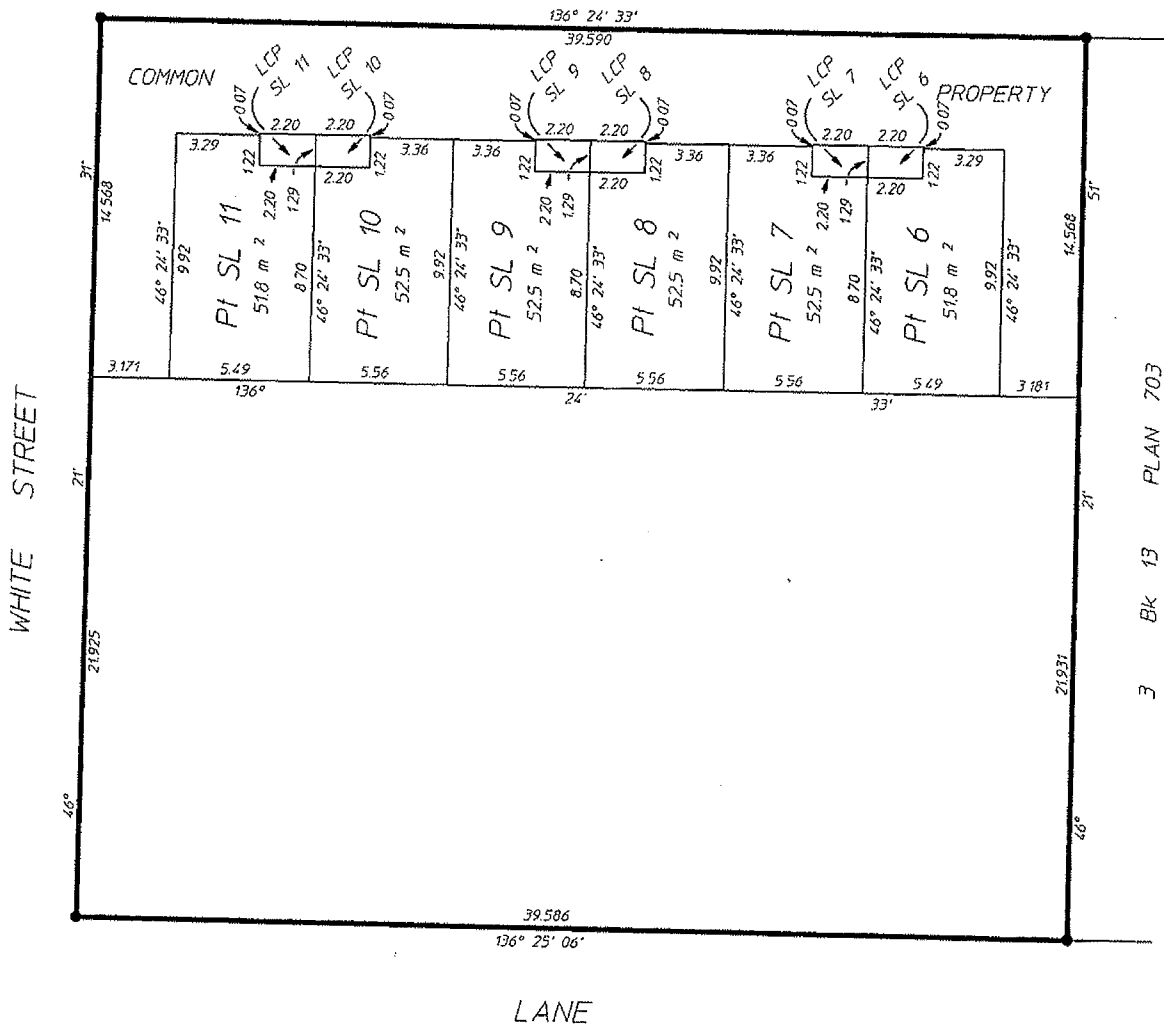
STRATA PLAN VIS _____



all distances are in metres.



TRANS-CANADA HIGHWAY



WHITE STREET

Bk 13 Plan 703

LANE

KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVE.
DUNCAN, B.C. V9L 2T1 (250) 746-4745
FILE 06-65158.053

Certified correct this 11th day of 20

DRAFT

EDWIN J. WILSON

B.C.L.S.

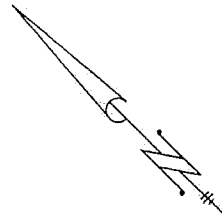
STRATA LOTS 1, 2, 3, 4 & 5
 - LEVEL ONE AND
 STRATA LOTS 6, 7, 8, 9, 10 & 11
 -LEVEL TWO
 AND COMMON PROPERTY

SHEET FC OF SIX SHEETS
 STRATA PLAN VIS

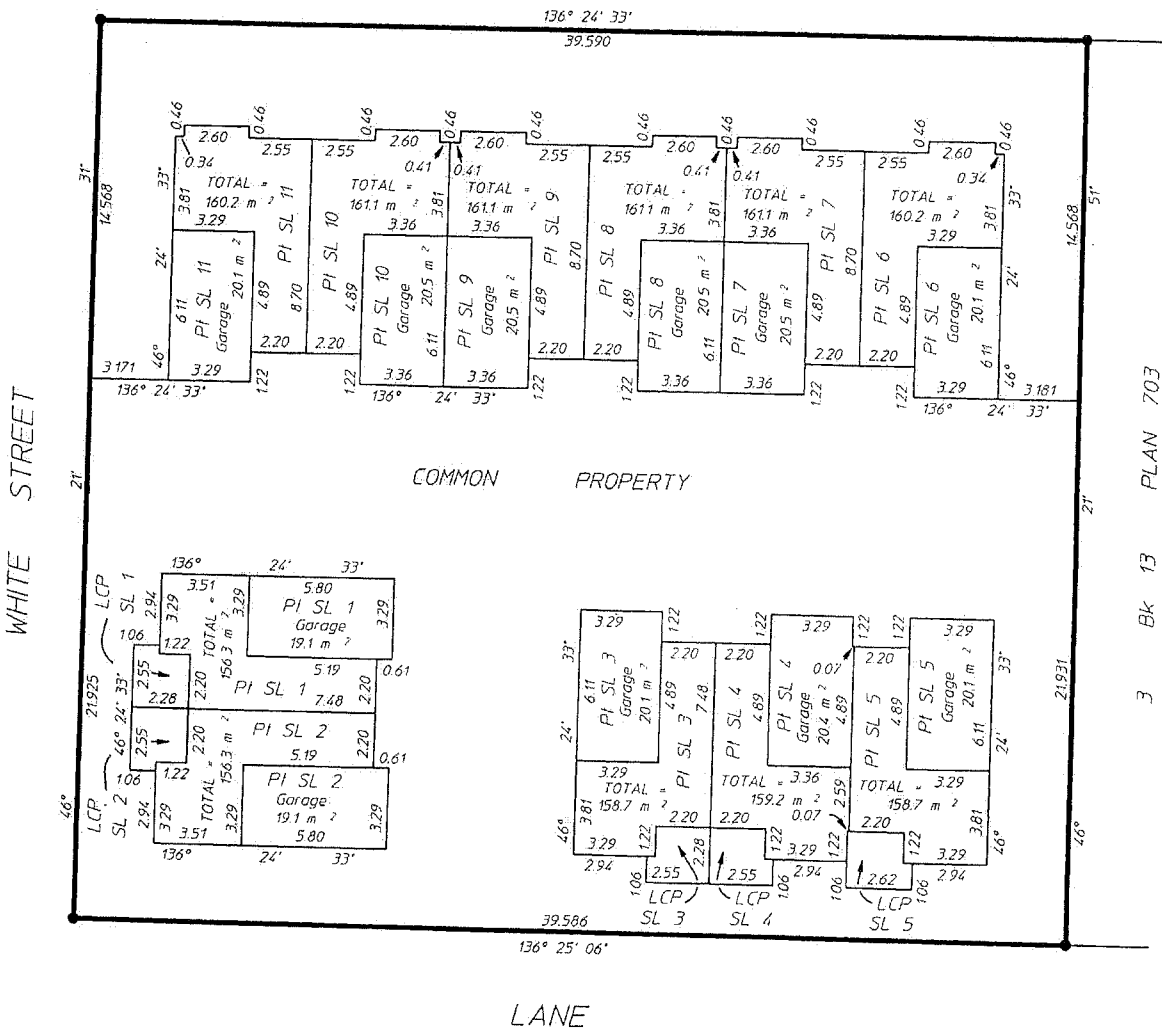
SCALE 1 : 200



all distances are in metres.



TRANS-CANADA HIGHWAY



KENYON WILSON
 PROFESSIONAL LAND SURVEYORS
 221 CORONATION AVE.
 DUNCAN, B.C. V9L 2T1 (250) 746-4745
 FILE 06-6515B.DS4

Certified correct this 14th day of 20

DRAFT

EDWIN J. WILSON B.C.L.S.

STRATA LOTS 1, 2, 3, 4 ~ 5
 - LEVEL TWO
 STRATA LOTS 6, 7, 8, 9, 10 & 11
 - LEVEL THREE
 AND COMMON PROPERTY

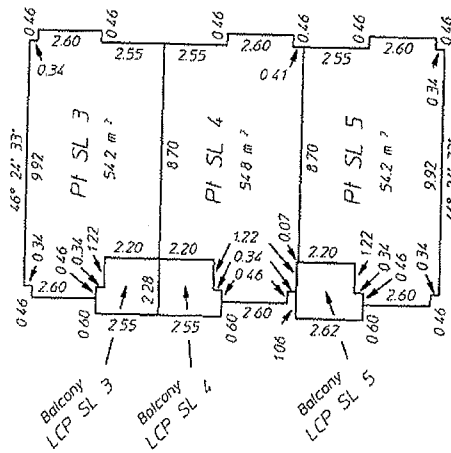
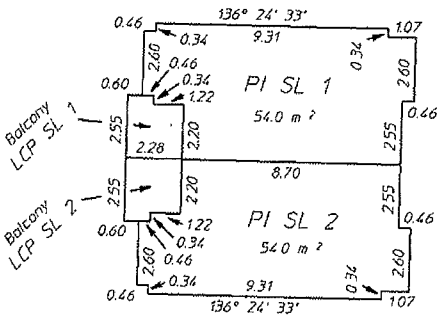
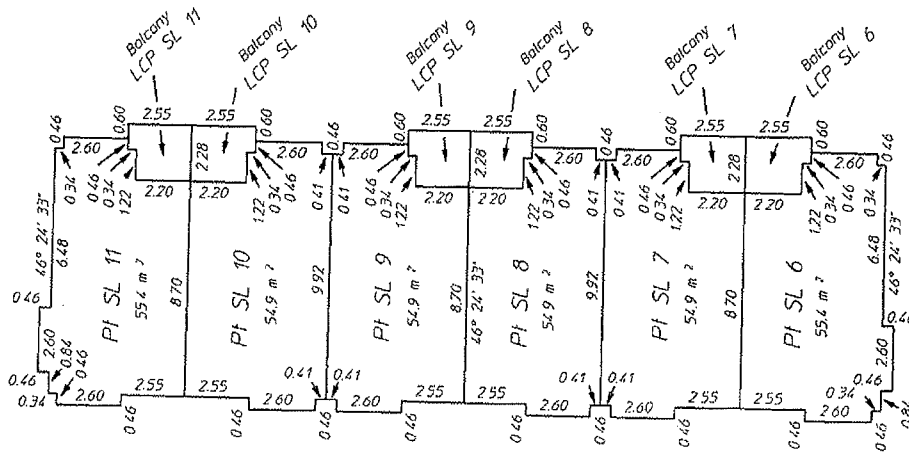
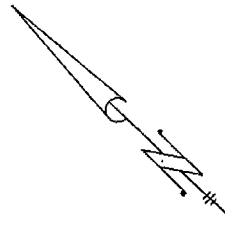
SHEET F11 OF SIX SHEETS

STRATA PLAN VIS _____

SCALE 1:200



all distances are in metres.



KENYON WILSON
 PROFESSIONAL LAND SURVEYORS
 221 CORONATION AVE
 DUNCAN, B.C. V9L 2T1 (250) 746-4745
 FILE 06-65158.DSS

Certified correct this 1th day of . 20 .

DRAFT

EDWIN J WILSON

B.C.L.S.

STRATA LOTS 1, 2, 3, 4, 5
LEVEL THREE
AND COMMON PROPERTY

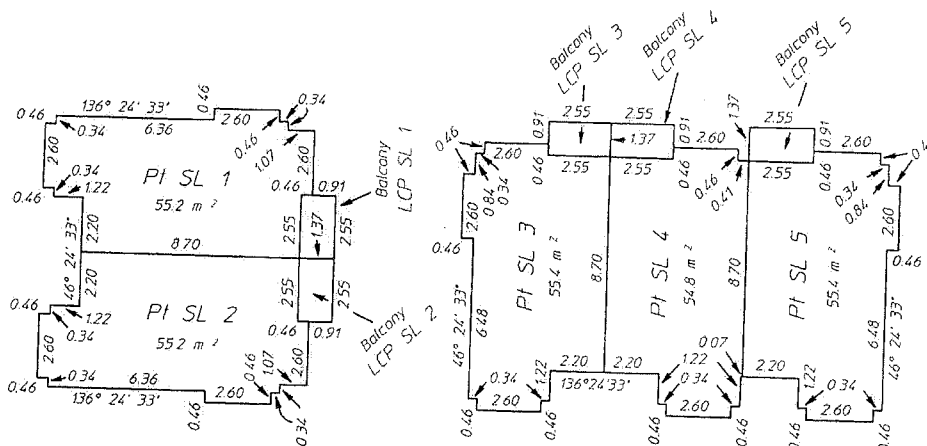
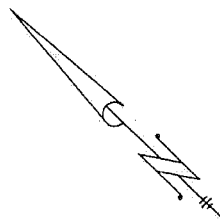
SHEET SIX OF SIX SHEETS

STRATA PLAN VIS _____

SCALE 1:200



all distances are in metres.

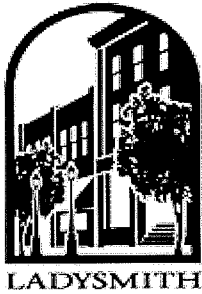


KENYON WILSON
PROFESSIONAL LAND SURVEYORS
221 CORONATION AVE.
DUNCAN, B.C. V9L 2T1 (250) 746-4745
FILE 06-6515B.DS6

Certified correct this _____th day of _____ 20
DRAFT

EDWIN J. WILSON

B.C.L.S.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: May 30, 2012
File No: 3090-12-01

Re: Development Variance Permit Application – 123 Forward Road (Hunter)
Lot A, D.L. 56, Oyster District, Plan 30646

RECOMMENDATION(S):

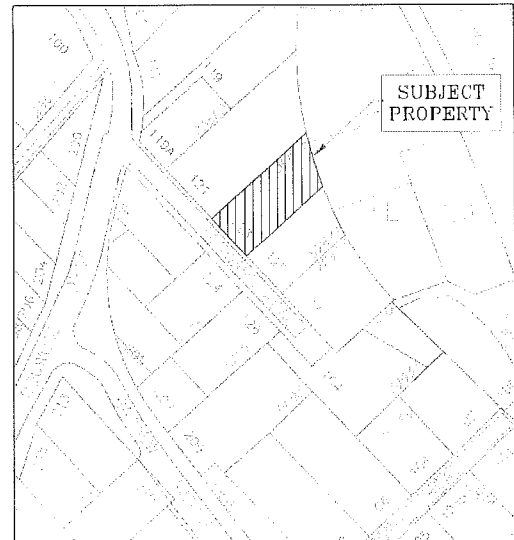
THAT Council approve Development Variance Permit 3090-12-01 for Lot A, District Lot 56, Oyster District, Plan 30646 (123 Forward Road) to permit a garage to be 58 m² (624ft²) in size and to permit the roof space to be 1.8 metres in height subject to the applicant siting the garage no more than 8 metres to the front lot line; and authorize the Mayor and Corporate Officer to sign DVP 3090-12-01.

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a DVP application for an accessory building at 123 Forward Road.

INTRODUCTION/BACKGROUND:

The applicants are proposing to construct a garage 8m x 7m (26ft x 24ft) at their property at 123 Forward Road. The property currently contains a single family dwelling. The proposed garage (accessory building) is larger than currently permitted by the Zoning Bylaw. The applicants are also proposing to amend the permitted roof space from 1.5 m to 1.8 m in height.



At the May 7 meeting Council directed staff to proceed with statutory notice for variance application 3090-12-01.

SCOPE OF WORK:

The subject property is 1180m² (12,700 ft²) in size and is zoned 'Suburban Residential Zone (R-1)'. The maximum permitted gross floor area for an accessory building is 45 square metres (484ft²). The applicant is proposing an accessory building (detached garage) that is 58 square metres (624ft²).

The garage is proposed to be 5 metres in height as permitted by the Zoning Bylaw. However, the applicant is requesting that the attic or roof space be varied from 1.5 metres to 1.8 metres in height.

Summary of Development Variance Permit Application 3090-12-01

Accessory Building (garage)	Permitted	Proposed	Requested Variance
Gross Floor Area	45 m ²	58 m ²	13 m ²
Attic/roof space height	1.5 m	1.8 m	0.3 m

ALTERNATIVES:

To not support DVP application 3090-12-01.

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith notice regarding this DVP application was sent to neighbouring properties on May 11, 2012. One neighbour expressed concern regarding:

- A potential loss of ocean view due to the proposed siting of the garage. This neighbour expressed that they would have no objection to the increased area of the garage if the building is sited no more than 8 metres from the front property line. The applicant has agreed to this request.
- The use of the garage as a 'quasi back yard repair facility'. However, the Zoning Bylaw does not permit home occupations in accessory buildings.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-12-01 was referred to the Infrastructure Services Department and they have no objections to the proposed variance.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council support development variance permit application 3090-12-01 subject to the applicant siting the building no more than 8 metres to the front lot line.

I concur with the recommendation.

Ruth Malli

Ruth Malli, City Manager

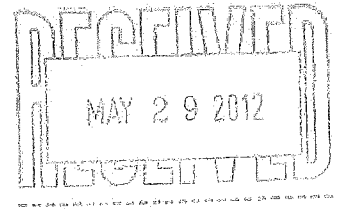
ATTACHMENTS:

Letter from D. Tukham (May 29, 2012)

DVP 3090-12-01



May 29, 2012



Town of Ladysmith
410 Esplanade, Box 220
Ladysmith, B.C. V9G 1A2

Attention: Lisa Brinkman, MCIP planner

**RE: NOTICE OF DEVELOPMENT VARIANCE PERMIT:
DVP 12-01 (123 FORWARD ROAD)
LOT A, District Lot 56, Oyster District, Plan 30646
PID: 001-235-168**

In principal I can accept the proposed development variance permit **providing** the concerns below are met. My son, Fred Tukham spoke to the applicant, Robert Hunter, on May 28th, 2012 and expressed my concerns regarding this development variance permit Number 3090-12-01.

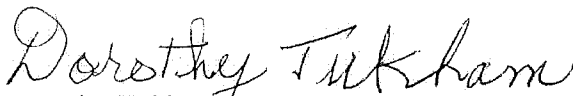
My concerns are:

1. That the proposed garage will be used for personal use only and will comply with the Town of Ladysmith's residential use bylaws, thus not becoming a quasi back yard repair facility.
2. That the setback for this proposed garage be adjusted from 14 metres to between 7 and 8 metres from Forward Road so as **not** to impair and/or obstruct the southerly view from my property.
3. I am very worried that my property value will **decrease** if this building is erected as per the existing plan.

The applicant, Robert Hunter, has confirmed he would be using the garage for his own projects and that he would agree to reduce the Forward Road setback from 14 metres to the 7 to 8 metre range.

If these conditions are met I would have no issue with this development variance permit being granted.

Thank you for considering my concerns regarding this development variance permit.


Dorothy Tukham
121 Forward Road
Ladysmith, B. C.

TOWN OF LADYSMITH
DEVELOPMENT VARIANCE PERMIT 3090-12-01
DATE: June 4, 2012

TO:	Robert and Gayla Hunter
ADDRESS:	123 Forward Road, Box 82 LADYSMITH, B.C. VOR 2E0

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot A, District Lot 56, Oyster District, Plan 30646 – PID: 001-235-168 (123 Forward Road)

3. Section 8.0 “Conditions of Use” in the Suburban Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 1995, No. 1160”, as amended, is varied for the subject property as follows:

From:

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

To:

Section 8.2 (2.1) “The height of an accessory building or structure shall not: (c) include an attic or roof space greater than 1.8 metres in height measured from the ceiling of the storey below to the highest point of the building.

AND

From:

Section 8.2 (3.2) “Despite 8.2(3), accessory buildings with a floor area greater than 10.0 square metres shall be sited no closer than: (a) 6.0 metres to the front lot line.

To:

Section 8.2 (3.2) “Despite 8.2(3), accessory buildings with a floor area greater than 10.0 square metres shall be sited no closer than: (a) 6.0 metres to the front lot line but no more than 8 metres to the front lot line.

AND:

From:

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

To:

Section 8.2 (4.1) The maximum gross floor area of an accessory building shall not exceed 58 square metres.

- 4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit.
- 5. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION passed by Municipal Council on the day of , 2012.

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

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

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

Title

Occupation

Date

Date



Town of Ladysmith
COMMITTEE REPORT

To: Mayor and Council
From: Councillor Steve Arnett, Chair
Date: May 23, 2012
File No: 0550-20

Re: GOVERNMENT SERVICES COMMITTEE - May 22, 2012

At its meeting on May 22, 2012 the Government Services Committee recommended to Council the following:

1. That the current Regular Council Meeting "Question Period Guidelines" be amended by deleting "Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking."
2. That staff be directed to review options for including a "Public Dialogue with Council" during a Council meeting, including investigating practices in other local governments.
3. That staff be requested to investigate the level of regional district participation in the upcoming BC Farm Women's Network Seminar in Cowichan Bay from October 19 to 21, 2012, and to report back to Council with a recommendation as to whether Council should consider supporting the event.
4. That staff be directed to survey users of the Transfer Beach Dog Park regarding the need for and possible types of fencing for the park, in response to the correspondence from Bill Johns dated April 28, 2012.
5. That staff be directed to obtain a copy of the Cat Bylaw from the Town of Creston for Council's circulation?
6. That the issue of a Cat Bylaw for the Town be referred to the 2013 strategic planning process.
7. That the letter from Dr. Jill Molnar requesting Council's consideration of implementing a Cat Bylaw dated April 20, 2012 be received and Dr. Molnar be advised that the matter was considered at a Town Hall meeting in July of 2011 and was not considered at priority at that time, however Council will continue to monitor the issue and it will be considered during the 2013 strategic planning process.
8. That staff be directed to investigate possible solutions to safety and lighting concerns on Farrell Road.
9. That staff be directed to investigate possible solutions to pedestrian safety in the Trans Canada Highway underpass, including clearing brush.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: May 30, 2012
File No:

Re: ALTERNATIVE APPROVAL PROCESS – FIRE RESCUE VEHICLE

RECOMMENDATION(S):

That, given no negative responses were received from the electorate as a result of the recent Alternative Approval Process, Council authorize the acquisition of a new fire rescue vehicle in the amount of \$446,000 plus applicable taxes from Safetek Emergency Vehicles.

PURPOSE:

The purpose of this staff report is to advise Council of the outcome of the recent Alternative Approval Process (AAP) which was undertaken in accordance with the Community Charter and to seek Council's authorization to proceed with the purchase of a new fire rescue vehicle from Safetek Emergency Vehicles.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on January 16, 2012 a resolution was adopted directing staff to proceed with an AAP to allow the Town to borrow up to \$440,000 for the purchase of a new fire rescue vehicle to replace the 1986 Ford rescue vehicle. Notices of the AAP were published in the April 17th and 24th, 2012 issues of the Chronicle. No responses to the notices were received by the deadline. It is therefore appropriate for Council to consider authorizing staff to proceed with the acquisition of the new fire rescue vehicle.

SCOPE OF WORK:

Once Council authorization is received, staff will proceed with the acquisition of the vehicle.

ALTERNATIVES:

n/a

FINANCIAL IMPLICATIONS:

As noted, the cost of the vehicle is \$446,000 plus applicable taxes. The Town will borrow approximately \$415,000 for this vehicle acquisition. The current yearly lease cost is approximately \$35,000 per year which is in the Five Year Financial Plan. If the original Provincial Sales Tax (PST) rules are re-instated, the servicing cost of the lease will increase in 2013.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Given that there were no negative responses received from the electorate to the public notices for the AAP regarding this fire rescue vehicle acquisition, it is anticipated that this vehicle purchase will be positively received by the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Financial Services, and Fire/Rescue Departments will work together regarding this vehicle acquisition.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The purchase of a new fire rescue vehicle aligns with Sustainability Goal No. 8 and the 7th Pillar of Sustainability by promoting a healthy and safe community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This issue aligns with Strategic Direction A - "Wise Financial Management" and Strategic Direction F - "A Safe and Healthy Community".

SUMMARY:

In March of 2012 Council directed staff to proceed with an AAP to seek the approval of the electorate to borrow funds for the acquisition of a new fire rescue vehicle. No negative responses to the AAP were received by the deadline. It is now appropriate for Council to consider authorizing staff to proceed with the acquisition of the fire rescue vehicle in the amount of \$446,000 plus applicable taxes from Safetek Emergency Vehicles.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date:
File No:

Re: **FORTIS BC – PROPOSED RATE EQUALIZATION INITIATIVE**

RECOMMENDATION(S):

That Council provide a letter in support of the rate equalization initiative currently being undertaken by Fortis BC.

PURPOSE:

The purpose of this report is to seek Council's direction regarding the request from Fortis BC for local government support of a proposed rate equalization program.

INTRODUCTION/BACKGROUND:

On March 08, 2012 Fortis BC requested that Councils on Vancouver Island consider providing letters of support respecting the initiative currently underway by Fortis to equalize gas rates for all gas customers across the Province. There are several reasons why it is in Council's interest to do so:

1. Approval of the rate stabilization initiative by the BC Utilities Commission is a necessary precursor to parallel discussions being undertaken by AVICC to obtain equity for local property taxpayers by permitting the collection of operating fees equivalent to those traditionally available to the rest of BC (currently all of BC outside METRO Vancouver and the area served by the Vancouver Island Gas Pipeline Project benefit from these payments, and have done so for decades). The purpose of these payments is to fund real costs associated with gas line installations in city streets. These costs are currently being subsidized by local property taxpayers whether or not they have, or will ever have, gas. Accordingly, the institution of operating fees will more closely align beneficiaries and cost. The collective benefit to Vancouver Island communities is estimated to be about \$5 million per year.
2. The initiation of operating fees within the Vancouver Island Pipeline Service Area alongside of the rate stabilization initiative will result in a significant net lowering of current gas rates for citizens in Ladysmith and elsewhere on Vancouver Island in 2013 (even with the operating fee included, residential rates are projected to decrease by well over 20% and commercial rates will decrease 30-40% on average). Fortis BC indicates that a conservative estimate for costs to Ladysmith consumers is \$75,000 prior to amalgamation and \$53,000 after amalgamation. These decreases may, in turn, promote more utilization of gas as an environmentally friendly alternative.

3. For the same reasons outlined under 1 and 2 above, other jurisdictions within AVICC are working to avail themselves of this opportunity to improve financial equity for taxpayers and secure a previously unavailable revenue source. AVICC is supporting these parallel initiatives and the City of Nanaimo is leading joint municipal discussions in this regard.

SCOPE OF WORK:

N/A

ALTERNATIVES:

Council can choose not to support the proposed rate equalization program as outlined by Fortis BC.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Given that the proposed rate equalization program could lead to lower gas rates for Vancouver Island and Ladysmith residents, council's support of this initiative would be seen in a positive light.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

SUMMARY:

It is recommended that Council support the proposed natural gas rate equalization program put forth by Fortis BC.

ATTACHMENTS:

Letter from Fortis BC



RECEIVED
FEB - 3 2012
TOWN OF LADYSMITH

January 30, 2012

Ruth Malli
City Manager
Town of Ladysmith
PO Box 220 Stn Main
Ladysmith, BC V9G 1A2

Dear Ruth Malli:

In November of 2011 we wrote to you and other Mayors, CAOs, MLAs, First Nations and Business Leaders to provide information about an application we were filing with the British Columbia Utilities Commission (BCUC) proposing to amalgamate our three natural gas utilities into one legal entity, with common rates and services for natural gas customers across the province.

Benefits for all customers:

We strive to provide natural gas to our customers at the lowest reasonable cost possible. The amalgamation and common rate structure proposed by FortisBC would result in the following key benefits:

- **Lower rates** for Vancouver Island, Sunshine Coast, Powell River and Whistler customers. Decreases to the average annual bill in the range of 27 – 45 per cent* for families and businesses in these regions.
- **Fairness and consistency** for all customers throughout the province. FortisBC customers will pay the same rate for natural gas, regardless of where they live.
- **Rate simplicity and stability:** Common rates will be easier to understand. The costs to operate our business will be spread across all customers, which will help to provide rate stability for customers, particularly in our smaller service areas.
- **Programs for all:** FortisBC will be able to expand our service and program offerings to all customers.

Impact of amalgamation and common rates:

While Vancouver Island, Sunshine Coast and Whistler customers will see a large decrease in their natural gas rates as a result of amalgamation and common rates, we are proposing a small decrease for residential customers in the Lower Mainland, Columbia and Inland areas in 2013 and an approximate cumulative increase depending on region and consumption of 4.3 - 4.5 percent* to total annual bills by 2015. For Fort Nelson customers, we are proposing no change to rates from the proposed 2013 revenue requirement application, currently before the BCUC, by deferring the impacts of amalgamation for a five year period after which a gradual annual increase will come into effect over a ten year period until Fort Nelson rates align with the rest of the province.

Without amalgamation and a common rate structure, there would be significant rate increases for some of our customers -- for example, an approximate 20 – 40 per cent* cumulative rate increase over the next three to four years for Vancouver Island and Sunshine Coast customers. This is a result of the expiration of the Royalty Revenue agreement with the provincial government on December 31, 2011. This agreement was put in place to help offset the cost to Vancouver Island customers of bringing natural gas

to the Island 20 years ago. In Whistler, a typical residential customer is projected to pay 65 per cent* more than a typical Lower Mainland customer in 2013 without common rates.

** Based on currently available information and subject to change.*

We are committed to open dialogue with our customers on key initiatives and proposals.

Public Information Sessions will be conducted throughout February and the first week of March to provide customers and stakeholders with an overview of the current situation, proposed solutions, and the outcomes.

We will be encouraging feedback on the proposal at these sessions. The feedback we receive will be shared with the BCUC as part of the application process. I would like to extend an invitation to you to attend one of our local information sessions.

Victoria: February 6, 2012 | 6:00 – 8:00 p.m.
Harbour Towers, 345 Quebec Street

Vancouver: February 7, 2012 | 6:00 – 8:00 p.m.
Italian Cultural Centre, 3075 Slocan Street

Whistler: February 13, 2012 | 6:00 – 8:00 p.m.
Whistler Convention Centre, 4010 Whistler Way

Kelowna: February 14, 2012 | 6:00 – 8:00 p.m.
Holiday Inn Express, 2429 Hwy 97 North

Courtenay: February 15, 2012 | 6:00 – 8:00 p.m.
Crown Isle Resort & Golf Community, 399 Clubhouse Drive

Prince George: February 16, 2012 | 2:00 – 6:00 p.m.
Prince George Civic Centre, 808 Civic Plaza

Cranbrook: February 28, 2012 | 6:00 – 8 p.m.
Prestige Rocky Mountain Resort, 209 Van Horne Street

Fort Nelson: March 1, 2012 | 6:00 – 8 p.m.
Woodlands Inn & Suites, 3995-50th Avenue South

Surrey: March 5, 2012 | 6:00 – 8 p.m.
City Centre Library, 10350 University Drive

If you are unable to attend an information session but would like more information about our application, or to provide feedback, please visit our website at www.FortisBC.com/ratedesign. You are also welcome to contact me directly at your convenience, at 604-592-7534 or Gord.Schoberg@fortisbc.com.

Sincerely,



Gord Schoberg
Senior Manager, Community & First Nations Relations
FortisBC



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
 From: John Manson, FEC, PEng
 Date: May 1, 2012
 File No:

Re: ANNUAL PUBLIC WORKS TENDER AWARDS

RECOMMENDATION(S):

That Council award the following contracts for 2012:

Item	Awarded To
Asphalt and Paving	Lafarge Canada
Laboratory Testing	Maxxam Analytics
Survey Layout	McCallan Construction
Container Rental	Haarsma
Concrete Supply	Mayco Mix
Septic Services	Coast Environmental
Chorine Supply	Brenntag Canada
Equipment Rental (other than tandem axle trucking)	Stalker Excavating
Equipment Rental (tandem axle trucking)	TRT Contracting
Gravel Supply and Disposal	Van Isle Aggregates

PURPOSE:

To provide an approved list of Public Works suppliers for 2012.

INTRODUCTION/BACKGROUND:

Currently, the Town tenders the supply of a number of Public Works related services and supplies on an annual basis. Tenders were requested in March of 2012 for this calendar year for the services noted above. All supplies/services tenders received at least 2 bids except one tender, Septic services, which received one bid from Coast Environmental.

Staff have reviewed the tenders submitted. Generally, the tenders are awarded to the lowest bidder meeting the tender requirements. For the Concrete Supply and



Gravel Supply tenders, the bids were analyzed based on the anticipated quantities needed for each item type or strength. The overall best value package was then selected as the winning bid.

Although the Septic services contract only received one bid, the Town does not contract a significant amount of work in this area, and therefore recommends award of the tender to the sole bidder.

Laboratory Services did not include a cost for the shipping of samples to the lab for testing. Staff have considered the submitted unit prices including shipping in recommending the low tender for laboratory services.

SCOPE OF WORK:

This tender package covers the supply of most of the consumables and contracted services that are required by Public Works each year.

ALTERNATIVES:

Tenders may be awarded to alternative bidders.

FINANCIAL IMPLICATIONS:

All of this work is covered in the 2012 budget.

LEGAL IMPLICATIONS:

These tenders comply with the Town's purchasing policy. Each successful company will be required to obtain and hold a valid business license.

RESOURCE IMPLICATIONS:

Staff will be investigating a more streamlined approach to the current process of annual tenders for the 2013 budget year.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Appendix "A"



Tender: Asphalt and Paving

Tenderer	Date Received	Local		Pavement Patching, Trenching			Labour				
		Bidder?	Machine Laid 100-200 Tonnes	Machine Laid 50-100 Tonnes	Machine Laid <50 Tonnes	Hand Placed < 15 tonnes	Hand Placed > 15 tonnes	Grinding	Grader	Roller	Grademan
Lefarge Canada (Hub City Paving)*	07-Mar-12		\$191.00	\$212.00	\$245.00	\$245.00	\$259.00	\$8.65	\$165.00	\$150.00	\$68.00
Royal Paving	07-Mar-12		\$264.00	\$264.00	\$264.00	\$288.00	\$304.00	\$18.00	\$135.00	\$100.00	\$70.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Lefarge Canada (Hub City Paving)*

Tender: Lab Testing

Tenderer	Date Received	Local		Specific tests 1			Specific tests 2			Totals
		Bidder?	Misc Testing 1 mix of various tests (52)	Monthly	Bi-monthly	Quarterly	annual	15/yr		
North Island Labs	28-Feb-12		\$15,883.40	\$324.50	\$310.00	\$212.00	\$340.00	\$27,585.40		
M.B. Labs*	02-Mar-12		\$10,676.00	\$313.00	\$226.00	\$150.00	\$64.00	\$21,402.00		
Maxxam Analytics	02-Mar-12		\$9,623.00	\$370.00	\$260.00	\$155.00	\$41.50	\$21,234.50		
ALS Environmental	05-Mar-12		\$10,810.00	\$528.50	\$342.23	\$230.00	\$26.50	\$29,526.88		

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Maxxam Analytics

includes estimated shipping Costs to: Vancouver \$40.00, Vancouver Island 20.00 per return trip

\$20.00

\$40.00

Tender: Survey Layout

Tenderer	Date Received	Local		Addn Person	
		Bidder?	2 persn survey crew	Monthly	office calcs
Kenyon Wilson	05-Mar-12		\$140.00	\$40.00	\$90.00
McCallan Construction*	05-Mar-12	Yes	\$115.00	\$40.00	\$75.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

McCallan Construction*

Appendix A

Tender: Container Rental

Tenderer	Date Received	Local		Transfer beach 6 cu	Transfer beach 4 cu	Com Centre per month	Totals
		Bidder?	Aggie Hall				
GLS	06-Mar-12		\$210.00	\$300.00	\$270.00	\$240.00	\$1,020.00
Haarsma*	07-Mar-12		\$155.15	\$305.00	\$223.00	\$155.55	\$838.70

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Haarsma*

Tender: Concrete Supply

Tenderer	Date Received	Local		32mpa - 20mm	32mpa - 10mm	30mpa
		Bidder?	35mpa			
Mayco Mix	22-Feb-12		\$132.00	\$129.00	\$135.00	\$127.00
Surespan Ready Mix	05-Mar-12		\$131.00	\$134.00	\$139.00	\$143.00
ABC Concrete	06-Mar-12		\$134.00	\$131.00	\$131.00	\$129.00
Bedrock ReadyMix*	07-Mar-12		\$133.00	\$130.00	\$130.00	\$128.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Mayco Mix

Tender: Septic Services

Tenderer	Date Received	Local		3 part cham bi annual /hr	Expo Grit annually	hrly truck rental
		Bidder?	Grit Cleanout /hr, Annual			
Coast Environmental*	07-Mar-12		\$95.00	\$95.00	\$95.00	\$95.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Coast Environmental*

Tender: Chlorine Supply

Tenderer	Date Received	Local		68 kg tank	sod hyper tote	sod bisul tote	cal. Thio**
		Bidder?					
Cleartech Industries*	05-Mar-12			\$135.22	\$651.90	\$1,476.00	Tote \$1,415.65
Brenntag Canada	06-Mar-12			\$107.50	\$550.00	\$716.00	

excludes taxes in cost

** offered as a possible alternative

* 2011 Incumbent

Recommendation:

Brenntag Canada

Tender: Equipment Rental

Tenderer	Date Received	Local		hyd excav	hyd excav	hyd excav	Tandem	Tandem and pup**	skid	steer loader	3 cu m	frontend load	lowbed	lowbed
		Bidder?												
TRT Contracting**	28-Feb-12	Yes		20	15	12	6 truck**					\$110.00	truck \$/hr	truck Min\$
Stalker Excavating*	05-Mar-12	Yes		\$115.00	\$105.00	\$100.00		\$86.50	\$78.00			\$120.00	\$185.00	\$165.00

excludes taxes in cost

* 2011 Incumbent

** TRT will be used for Tandem Truck Hauling as Stalker didn't provide a price.

Recommendation:

Stalker Excavating*

Tender: Gravel Supply and Disposal

delivered to ladysmith

Tenderer	Date Received	Local		pitrun	crush	crush	bedding	winter rd	birdseye	torpedo	drain	rock	navi jack
		Bidder?											
Island Aggregates*	27-Feb-12			\$7.50	19	\$11.50	\$8.70	\$8.70	\$19.00	\$14.00	\$14.50	\$13.80	not del.
Van Isle Aggregates	06-Mar-12			\$7.40		\$11.65	\$8.40	\$8.40	\$14.90	\$14.90	\$12.90	\$10.50	
Lafarge (Hub City Paving)	07-Mar-12			\$8.15		\$11.75	\$9.45	\$10.70	\$12.55	\$12.55	\$12.95	\$20.90	
Stone Pacific Contracting	07-Mar-12			\$10.58		\$16.33	\$11.83	\$11.83	\$19.33	\$23.83	\$15.33	\$22.00	

excludes taxes in cost

Tenderer	Date Received	Local		asphalt	concrete	concrete	with rebar	disposal	drain rock**	3 inch	haul
		Bidder?									
Island Aggregates*	27-Feb-12			free	\$15.00	\$30.00	disposal	\$9.00	minus**	back rate	
Van Isle Aggregates	06-Mar-12			free	free	free	free	free	free	83-123/hr	
Lafarge (Hub City Paving)	07-Mar-12			free	\$5.00	\$90.00	\$3.95	\$3.95	\$3.95	\$120/hr	
Stone Pacific Contracting	07-Mar-12			free	\$3.00	\$10.00	free	free	free	\$2/tonne	

excludes taxes in cost

* 2011 Incumbent

** Will not be used in 2012, therefore not part of tender review.

Recommendation:

Van Isle Aggregates

Tender: Asphalt and Paving

Tenderer	Date Received	Local		Pavement Patching, Trenching			Labour			
		Bidder?	Machine Laid 100-200 Tonnes	Machine Laid 50-100 Tonnes	Machine Laid <50 Tonnes	Hand Placed < 15 tonnes	Hand Placed > 15 tonnes	Grader	Roller	Graderman
Lefarge Canada (Hub City Paving)*	07-Mar-12		\$191.00	\$212.00	\$245.00	\$259.00	\$8.65	\$165.00	\$150.00	\$68.00
Royal Paving	07-Mar-12		\$264.00	\$264.00	\$264.00	\$304.00	\$18.00	\$135.00	\$100.00	\$70.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Lefarge Canada (Hub City Paving)*

Tender: Lab Testing

Tenderer	Date Received	Local Bidder?	Misc Testing 1 mix of various tests (52)	Specific tests 2			Totals
				Monthly	Quarterly	15/yr	
North Island Labs	28-Feb-12		\$15,883.40	\$324.50	\$212.00	\$340.00	\$27,585.40
M.B. Labs*	02-Mar-12		\$10,676.00	\$313.00	\$150.00	\$330.00	\$21,402.00
Maxxam Analytics	02-Mar-12		\$9,623.00	\$370.00	\$155.00	\$330.00	\$21,234.50
ALS Environmental	05-Mar-12		\$10,810.00	\$528.50	\$230.00	\$625.00	\$29,526.88

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Maxxam Analytics

Tender: Survey Layout

Tenderer	Date Received	Local		Addn Person	
		Bidder?	2 persn survey crew		Monthly
Kenyon Wilson	05-Mar-12		\$140.00	\$40.00	office calcs
McCallan Construction*	05-Mar-12	Yes	\$115.00	\$40.00	\$75.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

McCallan Construction*

Tender: Container Rental

Tenderer	Date Received	Local		Transfer beach 6 cu	Transfer beach 4 cu	Com Centre per month	Totals
		Bidder?	Aggie Hall				
GLS	06-Mar-12		\$210.00	\$300.00	\$270.00	\$240.00	\$1,020.00
Hairsma*	07-Mar-12		\$155.15	\$305.00	\$223.00	\$155.55	\$838.70

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Hairsma*

Tender: Concrete Supply

Tenderer	Date Received	Local				
		Bidder?	35mpa	32mpa - 20mm	32mpa - 10mm	30mpa
Mayco Mix	22-Feb-12		\$132.00	\$129.00	\$135.00	\$127.00
Surespan Ready Mix	05-Mar-12		\$131.00	\$134.00	\$139.00	\$143.00
ABC Concrete	06-Mar-12		\$134.00	\$131.00	\$131.00	\$129.00
Bedrock ReadyMix*	07-Mar-12		\$133.00	\$130.00	\$130.00	\$128.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Mayco Mix

Tender: Septic Services

Tenderer	Date Received	Local		3 part charm bi annual /hr	Expo Grit annually	hrly truck rental
		Bidder?	Grit Cleanout /hr, Annual			
Coast Environmental*	07-Mar-12		\$95.00	\$95.00	\$95.00	\$95.00

excludes taxes in cost

* 2011 Incumbent

Recommendation:

Coast Environmental*

Tender: Chlorine Supply

Tenderer	Local		68 kg tank	sod hyper tote	sod bisul tote	cal. Thio**
	Bidder?					
Cleartech Industries*	05-Mar-12		\$135.22	\$651.90	\$1,476.00	\$1,415.65
Brenntag Canada	06-Mar-12		\$107.50	\$550.00	\$716.00	

excludes taxes in cost

** offered as a possible alternative

* 2011 Incumbent

Recommendation:

Brenntag Canada

Tender: Equipment Rental

Tenderer	Local		hyd excav	hyd excav	hyd excav	Tandem	tandem and pup**	skid steer loader	frontend load	lowbed	lowbed
	Bidder?										
TRT Contracting**	28-Feb-12	Yes	20	15	12	6 truck**	\$123.00	\$78.00	\$110.00	truck \$/hr	truck Min\$
Stalker Excavating* **	05-Mar-12	Yes	\$115.00	\$105.00	\$100.00	\$86.50	\$123.00	\$78.00	\$120.00	\$185.00	\$165.00

excludes taxes in cost

* 2011 Incumbent

** TRT will be used for Tandem Truck Hauling as Stalker didn't provide a price.

Recommendation:

Stalker Excavating* **

Tender: Gravel Supply and Disposal

delivered to ladysmith

Tenderer	Local		pitrun	crush	crush	bedding	winter rd	birdseye	torpedo	drain	navi jack
	Bidder?										
Island Aggregates*	27-Feb-12		\$7.50	19	\$11.50	\$8.70	\$8.70	\$19.00	\$14.00	\$14.50	not del.
Van Isle Aggregates	06-Mar-12		\$7.40	\$11.65	\$11.40	\$8.40	\$8.40	\$14.90	\$14.90	\$12.90	\$13.80
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Stone Pacific Contracting	07-Mar-12		\$10.58	\$16.33	\$11.83	\$11.83	\$19.33	\$23.83	\$15.33	\$22.00	\$22.00

excludes taxes in cost

Tenderer	Local		asphalt	concrete	concrete	haul
	Bidder?					
Island Aggregates*	27-Feb-12		free	disposal	\$15.00	back rate
Van Isle Aggregates	06-Mar-12		free	free	free	83-123/hr
Lafarge (Hub City Paving)	07-Mar-12		free	\$5.00	\$3.95	\$120/hr
Stone Pacific Contracting	07-Mar-12		free	\$3.00	\$10.00	\$2/tonne

excludes taxes in cost

* 2011 Incumbent

** Will not be used in 2012, therefore not part of tender review.

Recommendation:

Van Isle Aggregates



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, Director of Infrastructure Services
Date: May 31, 2012
File No:

Re: CVRD Transit Function

RECOMMENDATION:

That Council:

- 1 Direct staff to respond to the Cowichan Valley Regional District (CVRD) offer letter of March 1, 2012, stating that the Town of Ladysmith is very interested in joining the CVRD Transit Service Function, and wish for the CVRD board to approve Ladysmith as a new Transit service partner;
- 2 Request that the CVRD Transit Committee consider the following requests with respect to the addition of the Ladysmith transit service in 2013:
 - a. Request that BC Transit consider using Ladysmith as a pilot area for the use of alternative fueled vehicles such as LNG and electric;
 - b. Consider the possible use of the Ladysmith Public Works Yard as a satellite yard for the storage and potentially repair of vehicles, should this option prove to be cost effective;
- 3 Direct staff to transition the existing trolley fleet to a single trolley, for use during special events only.

PURPOSE:

To provide information for Council to consider a proposal from the Cowichan Valley Regional District (CVRD) to join the CVRD Transit Service Function.

INTRODUCTION/BACKGROUND:

The CVRD Transit Committee has invited the Town to join the CVRD Regional Transit Function. This will allow the expansion of CVRD transit services to Ladysmith (see Appendix "A" and "B"). The request was based on a letter from BC Transit to the CVRD dated January 26, 2012, and generally follows the conceptual service plan outlined in Appendix "C". The letter was subject to BC Transit confirming that funding would be available to cover the provincial share of this initiative, which we understand is now confirmed.



We further understand that in order to initiate this new service in the spring of 2013, BC Transit will require confirmation from the CVRD of their intention to add the Ladysmith service by the end of June, 2012.

This report is intended to provide the background necessary for Council to determine if the Town should join the CVRD Transit Service Function.

The CVRD Transit Service – Initial Ladysmith Proposal

The Cowichan Valley Regional District (CVRD) has been operating a transit service for portions of the region since 1993. Currently, the service includes North Cowichan, Lake Cowichan, Duncan, and six electoral areas west and south of Duncan. In 2007, the CVRD, in conjunction with BC Transit, began to explore the possibility of expanding Transit service to the Ladysmith area. A subsequent feasibility study was undertaken by BC Transit in early 2009, which looked at a number of options to provide service to the Town. These options included a local Community Bus service in Ladysmith, with possible options to connect this service south to Saltair/Chemainus.

At the same time, the Town was also considering establishing its own similar transportation service, using full sized trolleys. The decision was made in June of 2009 to purchase two trolleys, and operate a local service for the Town. The service went into operation in Aug 2009, and has been operating 6 days a week since that time.

Currently, the Town provides service of approximately 3,000 annual service hours; 8:00am to 6:00 pm Monday through Saturday; using 5 rotating loops and one trolley; covering most areas of the town, at a cost of approximately \$158,000 per annum. While the service was initially set up on a donation basis, it currently charges \$2.00 for an adult fare and \$1.00 for seniors/children over 5. Bus passes are available for higher volume riders. Ridership revenues average about \$10,000 per year, resulting in a net subsidization cost of approximately \$158,000.

The revised CVRD Transit Service Function Proposal

The revised transit service proposal, provided to the Town by the CVRD, is derived from the “Transit Future Plan”, developed by the CVRD in early 2012. That plan, developed jointly by the CVRD and BC Transit, provides for a future local Community Shuttle service in Ladysmith, in a fashion similar to the existing trolley service, and is similar to the local service proposed in 2009. A connection through the Saltair area is also envisioned, connecting to the existing service in Chemainus. An additional inter-regional service is also proposed, linking up the CVRD and RDN services through an Island Highway “Inter-City” service although, this is envisioned to be a medium term priority (6-15 years). The plan had significant public participation,



including workshops and public participation sessions that included residents from the Ladysmith area.

The implementation of transit in Ladysmith is in the Transit Future Plan in the short term implementation phase (1-5 years), but the expected time of that expansion was not until 2014, and the Town recently found out (January 26/12) that it was available a year sooner (2013).

The plan envisions the following new transit services for the Town:

- **Allocation of two new community shuttle buses to the Ladysmith expansion.** These two buses would be the standard community shuttle vehicle, which are in operation throughout most of the larger communities in BC. These buses accommodate 20-24 people each, run on conventional fuels, and would be leased. While the current Trolley vehicles can hold more passengers than the community shuttle (23 sitting, 39 standing vs. 24 standing capacity), the times that the trolley is operating over 50% capacity are very rare, usually only special events or charter situations;
- **3,040 annual running hours servicing the internal road network in Ladysmith.** This is similar, if not identical to the level of service that the Town is providing through its trolley system. A tentative routing is enclosed in Appendix "C", however, it should be noted that this routing would be subject to more detailed review by BC Transit should the proposal move forward to the detailed planning stage. The routing is similar to that which is being brought in with our trolley service starting in July, 2012;
- **1,100 annual running hours of service connecting the above service to the existing transit service in Chemainus.** This would likely consist of the 2nd community shuttle bus running down the Island Highway, and connecting into the Chemainus system at an appropriate point. It would not likely use the Saltair road system as it appears that Saltair is not intending on joining the CVRD Transit Service at this time, although the precise routing of this connection is also subject to refinement at the detailed design stage;
- **The possibility of adding a minor amount of service hours for handi-DART service.** The CVRD is looking to provide a limited number of additional hours of handi-DART service to the region in the coming years – some of these hours may become available for the Ladysmith area, but this not confirmed at this time, or these hours may not be allocated to Ladysmith until the following years;

The operating cost of the new 'local' service has been estimated at approximately \$277,000, with a total cost estimated at \$409,000 including the cost of leasing the



two community shuttles at \$66,000 each. Under the Provincial/CVRD cost sharing formula, the CVRD's share of this new service is \$185,816 net of fare revenues. The Chemainus connection is estimated to cost \$86,052 net of fare revenues, and the start-up costs are estimated to be \$20,000, for a total new cost to the CVRD of \$291,868.

Should the Town wish to join the CVRD transit service function, the Town would be allocated a share of the cost of the entire system (not just the portion that services the Town). Under the current cost sharing formula that has been established for the members of the CVRD transit service function, the Town's share of the total cost of the CVRD system is estimated to be 9.71%.

For 2012, the current CVRD tax requisition for the existing transit services is \$1,576,745. For 2013, there are a number of service cost increases that are known at this time, which total \$131,374. This includes, among other things, additional hours for the handi-DART expansion, and general contract price increases. The further addition of the Ladysmith/Chemainus connector service of \$291,868 brings the total revised estimated 2013 requisition to \$1,999,987, with Ladysmith's share estimated at \$194,294. This is slightly greater than the Town's current cost of about \$158,000 net of transit fare revenue. However, it should be noted that the Town does not at present allocate any funds to either the replacement of the existing trolleys, nor to the cost of the facilities (public works yard) for the storage of the vehicles. If the Town were to lease two community shuttles, at the BC Transit assumed lease cost of \$132,000, then the Town's revised cost to run the equivalent "local" service would be \$158,000 + \$132,000 = \$290,000. Note that this would only provide the current 3,000 hours of local service, it would not include the additional connector service to Chemainus, which is offered under the CVRD transit plan offering. It also does not account for the cost of facilities.

Level of Service Comparison

Currently, the Town operates the trolley service for 10 hours weekdays and Saturdays. The trolleys are not handicap accessible, but are equipped with a scooter lift and bike racks. The community shuttles are fully handicap accessible, and are also equipped with bike racks. It is therefore expected that the BC Transit proposal will provide a better quality of service with respect to the accommodation of seniors and other riders that may require easier vehicle access.

Routing and hours of service are not expected to be significantly different under the BC Transit proposal as the total annual hours of service are similar, except if "dead head" trips are required should vehicles be stored and operated out of the Duncan maintenance yard (It may be possible to reduce or eliminate these "dead head" trips if the Chemainus-Ladysmith route incorporates the "dead head" runs for each shift, or if vehicles are stored in Ladysmith). Through our involvement on the CVRD Transit Board, we expect to have input into the service levels for Ladysmith, as we do today.



When the Town created the trolley service in 2009, we adopted operating procedures that generally followed the BC Transit model. However, as this is a small local service with strong connections to the community, we have been able to modify and adjust our service approach to meet the needs of our community. For example, we are able to modify the schedule during special events to better serve the public, and our drivers often are able to divert from the established schedule to drop off passengers when it is appropriate to do so. It is not known if this type of service flexibility will be available with BC Transit, as they tend to adopt standard operating procedures that are consistent throughout the BC Transit network.

Sustainability Objectives

Ladysmith's Sustainability Vision specifically refers to "the desire to create efficient, low impact, innovative transportation systems that support a shift away from reliance on the car, towards human and environmentally friendly modes such as walking, cycling, public transit, and small electric vehicles" (See Goal Number 2, Sustainability Vision Document, Appendix "D"). The existing trolley service was intended to work towards these goals by creating awareness for transit options in the community, and achieve increases in ridership with population growth, and as the Town incorporates additional transit friendly developments in the future.

The BC Transit proposal offers a 30% increase in the hours of service, which should attract additional ridership to the system, and hence assist in meeting the sustainable transportation goals. The substitution of the community shuttle should also result in better fuel economy than the existing Town trolleys.

The Town also encourages the use of innovative technology. With respect to transit, the Town is in a unique position to function as a pilot location for the use of new, innovative transit vehicle alternatives as we have a limited service area, and can offer varied driving terrain and winter conditions. We are also looking at the possibility of using liquefied natural gas (LNG) for the Town's vehicle fleet in the future, and may be able to accommodate LNG fueled transit vehicles at that time. This should be discussed with the CVRD Transit Committee if the Town joins the service.

Trolley Service Future

Should the Town elect to join the CVRD transit service function; a decision will need to be made with respect to the existing trolley fleet. This can be the subject of further discussion with the 2013 budget deliberations; however, staff would suggest that one trolley be retained at the Public Works Yard for the use in special events, tourism initiatives and other related activities in the future. Costs would be determined as part of the budget process at that time.



FINANCIAL IMPLICATIONS:

Under the current service, the Town is in complete control of all aspects of the service, including the hours of service, routing, vehicle selection, and operating policies. We also have the ability to operate the service from our works yard, and use staffing already on hand to do the vehicle maintenance. We have two full time drivers, and one part time spare driver, that are Town employees. The annual net cost of the basic service, not allowing for a share of the facilities (works yard), or the replacement of the trolleys, is \$158,000. However, if we were to replace our existing trolleys with the leased Community Shuttles, as recommended in the CVRD transit proposal, our costs would increase to \$290,000 per annum.

The CVRD Transit proposal for Ladysmith alone (local service only) is estimated to cost \$409,000, approximately 30% higher than the Town's cost. Part of the reason for the difference in operating costs can be attributed to BC Transit and Municipal Administration costs (about \$25,000), Fleet Maintenance and repairs (approx. \$67,000), and fixed operator costs (approx. \$30,000). However, BC Transit cost shares about 46% of the cost of the service, such that the net cost of the service to the CVRD is estimated at \$218,000, less fare revenues. (\$185,000 with assumed fare revenue of \$32,500). It can be concluded then, considering the same vehicle type and cost, that the CVRD transit service option is about 35% less expensive to operate than the current service offered by the Town.

LEGAL IMPLICATIONS:

By accepting the CVRD's offer to join the Transit service (subject to CVRD Board approval), the Town will become a member of the CVRD Transit Committee. Decisions on the provision, modification of service to both the Ladysmith service, as well as all other CVRD transit services will be a decision of the CVRD Board.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The service being offered by CVRD is consistent with the "Transit Future Plan" document, published by CVRD. This plan included a significant amount of public input. In addition, the routes selected in the plan are generally consistent with the Town's own transit routing, which has also received public feedback over the years.

RESOURCE IMPLICATIONS:

The operation of the Trolley service has resulted in a moderate amount of administration time. The transfer of the transit service to CVRD will allow Town staff to concentrate on a number of other high priority projects, such as the sewage treatment plant and water system upgrades, and other strategic priorities.

It is premature to conclude many of the details of the operation of the service – such as if the service might be best operated out of the Public Works yard, possibly through a contract with CVRD transit. Council may wish to provide comments back to CVRD as part of the recommendation to join the service, should they wish to pursue this option further.



ALIGNMENT WITH STRATEGIC PRIORITIES:

The CVRD transit proposal supports the Town's Strategic Vision of Responsible Stewardship of the Environment (See Appendix "E").

SUMMARY:

The CVRD has requested the Town's interest in joining the CVRD Transit Function. The CVRD is proposing to add new service to the Town of Ladysmith, using 2 community shuttle buses, and a similar number of running hours (3,000) and routing to what exists today with the Town trolley service. In addition, the CVRD is proposing an additional 1,100 hours of service to link Ladysmith up with the existing service in Chemainus (a future connection to Nanaimo is envisioned in the plan in the 5-10 year horizon).

If the Town accepts the proposal to join the CVRD transit service, it is estimated that the Town's share would be 9.71% of the total cost of CVRD transit service for the Region. With the addition of both the Ladysmith local service, and the Chemainus connector, the Town's net cost is estimated to be \$194,000 in 2013. The current costs to the Town to run our trolley service is \$158,000, however, this cost does not provide for any vehicle replacement fund, and doesn't fully account for the administrative costs of running the service. Taking these costs into account, the CVRD transit service proposal offers significant potential cost savings to the town over time, as vehicles require future replacement.

For the above reasons, it is recommended that the Town indicate its willingness to join the CVRD transit service function, and support the initiation of transit service to Ladysmith as described in the March 1 2012 letter from the CVRD to the Town.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

- Appendix "A" Jan 29th CVRD Transit Committee Resolution
- Appendix "B" March 1st letter to Town from CVRD Transit Committee Chair
- Appendix "C" Transit Service to Ladysmith – Conceptual Plan
- Appendix "D" Sustainability Vision – Low Impact Transportation Strategy
- Appendix "E" Strategic Plan – Responsible Stewardship of the Environment





CVRD

R4**STAFF REPORT**

**TRANSIT COMMITTEE MEETING
OF FEBRUARY 8, 2012**

DATE: January 31, 2012 **FILE NO:** Transit
FROM: Jim Wakeham, Manager, Facility, Fleet and Transit Management
SUBJECT: Conventional Transit Service Expansion 2012 - 2014

Recommendation/Action:

1. That it be recommended that staff notify the Town of Ladysmith of the opportunity to receive expansion hours to integrate Ladysmith into the Regional Transit Service, to commence March 2013; and further that the Town be advised that, if interested in joining the CVRD transit service, formal notification must be received in time for the CVRD to provide confirmation to BC Transit before May 31, 2012.
2. That it be recommended that staff notify BC Transit that the CVRD is interested in receiving the proposed additional expansion hours outlined in their letter of January 26, 2012, as well as other additional hours should they be made available.

Relation to the Corporate Strategic Plan:

The additional transit expansion hours fit within the Healthy Environment, Sustainable Infrastructure, and Safe & Healthy Community sections of the Corporate Strategic Plan as it supports the goal of increasing ridership and establishing sustainable communities.

Financial Impact: (Reviewed by Finance Division: *SEM*)

The total annual CVRD cost (net of BC Transit sharing) of the 4,200 hours for the integration of the Ladysmith service is approximately \$275,000. This amount does not include a reduction for the fare revenue that would be collected, nor does it include any start up and maintenance costs associated with the new service (ie. bus stops, rider guides, advertising, etc.).

The total annual CVRD cost (net of BC Transit sharing) of the additional 3,200 hours for conventional service improvements is approximately \$192,000. This amount does not include a reduction for the fare revenue that would be collected, nor does it include associated marketing costs. Any further offer of expansion hours would require a review of costs and tentative dates.

The above items have been provided to the CVRD as future possibilities and have not been provincially approved, thus there is no effect on any current CVRD budgets.

Background:

CVRD staff received a letter from BC Transit on January 26, 2012 regarding a change in the method that BC Transit provides expansion hours allocation among local governments. The change from the previously established criteria is good news as it has provided the CVRD with an improved position and allocation of hours in the upcoming years, still subject to Provincial funding approval. The letter outlines some conventional service expansion possibilities that are in support of the CVRD Future Transit Plan recommended improvements, with corresponding start annual hours, dates and estimated costs.

.../2

BC Transit is seeking a response from the CVRD in regard to our expansion expectations and the level of interest in obtaining some, or all of the hours so that they can better correlate their planning with our projected expansion needs. As at the date of BC Transit's letter, the CVRD has only committed to the 1,600 hours for increased handyDART service, which still awaits Provincial funding approval.

The Town of Ladysmith is not a partner in the CVRD Transit function, but has been involved in the CVRD Future Transit Plan over the past year with residents attending various open houses, and its preliminary service expectations levels are included in the plan. Since BC Transit has identified the possibility of 4,200 service hours being available for Ladysmith service, there is a need to start formal discussions regarding their interest in joining the CVRD Transit service.



Attached is the January 26, 2012 BC Transit letter – "Confirmation of Conventional Service Expansion Allocation" which outlines targeted service priorities and corresponding information.

Submitted by,



Jim Wakeham, Manager
Facilities, Fleet and Transit Management

JW;jlb

Reviewed by: Division Manager:	
Approved by: General Manager:	

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C·V·R·D

MAR - 5 2012

March 1, 2012

File No.

8500-10

Town of Ladysmith
PO Box 220
LADYSMITH BC V9G 1A2

Dear: Mayor and Council:

RE: Cowichan Valley Regional Transit Service Expansion Opportunity

This letter is written in regard to the opportunity for the Town of Ladysmith to join the CVRD Transit service function.

As you are aware, CVRD staff have been actively working with BC Transit (BCT) over the past year and a half to develop a 25 year Transit Future Plan (TFP). The development of the plan has been a comprehensive process, and included both stakeholder and general public engagement opportunities. Public feedback gained through this process has helped shape the Transit Future Plan and establish transit improvement priorities into the future.

Connecting transit service to Ladysmith has been identified in the TFP as a short-term high priority to provide both a public transit service within the Town boundary as well as provide a public transportation option to neighbouring CVRD communities: Saltair, Chemainus, Crofton, and Duncan.

The CVRD recently received a letter from BCT, dated January 26, 2012 (attached), outlining an opportunity for the CVRD to receive expansion hours earlier than expected. Specifically, the letter outlines a service expansion proposal offering of 4,200 annual hours for the conventional transit service (not including handyDART or the Commuter service to Victoria) for the implementation of a circular transit service within the Town of Ladysmith and connection to Duncan via Chemainus and Crofton with service start up targeted for March 2013. Please note this offering is in the planning stages with the CVRD and BC Transit and we are expecting to receive confirmation from BC Transit by April 15, 2012 that the Provincial funding share is also confirmed.

The total estimated annual CVRD cost (net of BC Transit sharing) of the 4,200 hours for the Ladysmith service connecting to Duncan via Chemainus/Crofton is approximately \$275,000. This amount does not include a reduction for the fare revenue that would be collected, nor does it include any start up and maintenance costs associated with the new service (ie. bus stops, rider guides, advertising, etc.). These figures can be calculated once route planning has been completed for the service. The total annual cost for the transit service to Ladysmith residents would be subject to the CVRD transit service cost sharing formula and is still being calculated. We look forward to having this information available shortly.

.../2

This is an exciting opportunity to expand the CVRD Regional Transit System to another District community and increase the transit network across the Valley. The CVRD is required to provide BC Transit with a confirmation of the expansion opportunity for Ladysmith and CVRD Electoral Area G by May 31, 2012, in order to meet the targeted March 2013 service commencement date. As such, we are inquiring as to the interest levels from both new areas in joining the transit service and participating in the cost-sharing. The next regular scheduled CVRD Transit Committee meeting is April 11, 2012 and thus time is of the essence for staff to review and confirm the Town's interest, service levels, costs, etc.

Staff will be following up with Town of Ladysmith staff very soon to arrange for a meeting.

Yours truly,



Ian Morrison, Chair
CVRD Transit Committee

JW:jlb

Attachment

pc. Myrna Moore, Senior Regional Manager BC Transit
Warren Jones, CAO, CVRD
Brian Dennison, General Manager, Engineering & Environmental Services
Jim Wakeham, Manager, Facilities, Fleet & Transit
Rob Williams, Transit Analyst, CVRD

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January 26, 2012
 File: COW.23

Jim Wakeham
 Manager, Facility, Fleet and Transit Management
 Engineering and Environmental Services Department
 Cowichan Valley Regional District
 175 Ingram Street
 Duncan, BC V9L 1N8

Dear Mr. Wakeham:

RE: Confirmation of Conventional Service Expansion Allocation

BC Transit has developed a process to allocate expansion funding across the province, called the Transit Improvement Process (TIP). The TIP is designed to:

- Recognize local governments' budget planning requirements
- Prioritize expansion allocations in a way that achieves municipal, provincial and corporate objectives for ridership targets, greenhouse gas emissions and value for money investments
- Allow "like systems" to be prioritized amongst each other to ensure expansion hours are allocated amongst systems of all types and sizes
- Improve capital planning processes

On June 7, 2011 BC Transit sent a letter to local government partners outlining the proposed TIP and asked for input on the proposed methodology. As a result of the feedback received, expansion evaluation weightings were revised to reduce the importance of system productivity and to increase the weighting given to planning and land use factors. Factors relating to social, operational, facilities and policy factors were also marginally adjusted.

The updated TIP was approved as the basis for allocating expansion funding by the BC Transit Board of Directors in October, 2011. The following outlines the evaluation factor weightings:

Factor Weightings for Expansion Allocation

	Circulated Weighting		Revised Weighting	
	Subtotal	Percentage	Subtotal	Percentage
Productivity Score	100	54%	100	45%
System Ranking	16	9%		0%
Fix vs Expansion	50	27%	50	23%
Planning and Land Use	8	4%	40	18%
Vehicles and Facilities	4	2%	12	5%
Policy	3	2%	9	4%
Social and Operational	4	2%	12	5%
Score	185	100%	223	100%

Expansion Allocations

With the expansion evaluation methodology redefined, the next step in the process is to confirm the Fixed Route and Custom Service expansion allocations outlined in the 2012/13 and 2013/14 TIP lists, are aligned with local government expectations. As indicated in the table below, the Custom service has been earmarked to receive 1,600 annual hours with an anticipated start date of September 2012, and the CVRD has already confirmed acceptance of this expansion in 2011, subject to provincial funding approval. It is expected that we will have a decision by March 31, 2012.

In support of the Cowichan Valley 25 year Future Transit Plan, the local Ladysmith service with a connection to Crofton has been identified as a project that maybe undertaken a little sooner than expected, with a proposed service implementation date of March 2013, subject to Provincial and local funding approval and the town of Ladysmith's agreement to join the CVRD transit function. In order for this opportunity to be acted upon with the above noted start date, BC Transit would need to receive confirmation by May 31, 2012 in order to allow for adequate planning/marketing time, acquisition of buses, and legal agreements to be finalized between the Town of Ladysmith and the Cowichan Valley Regional District.

The TIP list outlines the following expansion projects for your community:

Year	Service type	Estimated Hours	Estimated Vehicles	Description	Estimated Local Share of Annual Cost
2012/13	Custom Transit	1,600	1 (Custom)	Increased handyDART hours	\$47,500*
2012/13	Conventional	4,200	2 (community bus)	Local Ladysmith service and connection to Crofton	\$275,000**
2013/14	Conventional	3,200	1 (conventional)	Improve evening service	\$192,000*

- *The estimated local share of annual fleet and operation costs excludes revenue, and any marketing costs or CVRD associated costs.
- **The estimated local share of annual fleet and operation costs excludes revenue, and any start up costs, advertising or CVRD associated costs.

In addition to confirming the existing TIP lists we would like to take requests for additional expansion for 2012/2013, 2013/14 and 2014/15, should the opportunity arise to offer more expansion hours. Based on the Cowichan Valley 25-year Future Plan, the next 2 service priorities improvements identified are weekend service, and the introduction of a town circulator service within Duncan and North Cowichan. Details on the level of hours required and corresponding costs will need to be further reviewed.

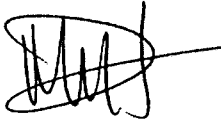
Moving Forward

Once our local partners have outlined their expansion expectations and any new expansion requests have been evaluated by the TIP, your Senior Regional Transit Manager (SRTM) will work with you to establish a three-year TIP Memorandum of Understanding (MOU). The TIP MOU will outline the scope and size of the 2012/13, 2013/14 and 2014/15 expansion allocations for your community. TIP MOUs aim to improve efficiency, financial certainty and asset utilization

and will be updated and renewed annually. In 2012 the TIP MOU will be coordinated in September, to better align with local government budget processes.

Please contact your SRTM should you have any questions on the above information.

Sincerely,

A handwritten signature in black ink, appearing to be 'Mike Davis', written over a horizontal line.

Mike Davis
Chief Operating Officer

cc: Senior Regional Transit Managers

September 2011

Town of Ladysmith Concept Service Plan – September 2011

1.0 PURPOSE

The Town of Ladysmith is interested in understanding the implications of joining the Cowichan Valley Regional District (CVRD) Transit Function to support transit in their area. The purpose of this concept service plan is to review five transit service options in order for council to determine the viability of establishing a BC Transit (BCT) transit system in Ladysmith.

2.0 BACKGROUND

Ladysmith currently operates its own proprietary trolley system and is limited to serving local residents as it can only operate within the town limits, due to the insurance restraints on the trolley vehicle. There are eight routes served by one trolley vehicle and each route operates on a two hour frequency. The options presented are based upon public transit strategies initially outlined in a feasibility study in 2005 (updated in January 2009) for the Cowichan Valley Transit System Business Plan. This report outlines five transit service options developed through past and present analysis, including local objectives for public transit and community needs determined through the previous Transit Feasibility Study prepared for Ladysmith and the recent public consultation for the CVRD Transit Future Plan.

The local trolley operates with 3,140 annual service hours. In order to assure at least the same level of service as the existing trolley, Ladysmith could receive up to 4,200 hours for the 2013/2014 provincial year. If there are available buses and hours in 2012/2013 (if other systems turn down expansion), implementation could be moved forward. If vehicles were available at this time, the start date could be adjusted. Acquiring more hours and vehicles is dependent upon the degree of service desired, affordability of the system and the Town of Ladysmith's ability to account for the increased transit costs. As with any expansion, the incorporation of Ladysmith into the CVRD Transit Function would be subject to availability and approval of the necessary Provincial Funding and approval from the CVRD.

The 2005 local objectives for public transit for the Town of Ladysmith were:

1. To meet the public transit needs of Ladysmith residents;
2. To deliver reliable and safe public transit services in an effective and cost efficient manner;
3. To provide transit services within the Town to Ladysmith; and required transit linkages with neighbouring residential areas and regional centres;
4. To serve all major destinations in Ladysmith, including health, recreational, commercial and education facilities; and
5. To provide a public transit service which is 100% accessible (low-floor vehicle).

The 2005 feasibility study focused on three primary service objectives:

1. Introduce a local transit service to provide mobility linking all Ladysmith residential neighbourhoods with major activity centres including Downtown, Coronation Mall and the Community Centre;

2. Introduce service to areas south of Ladysmith currently not served by public transit including Chemainus Rd., Saltair residential neighbourhoods and Chemainus including possible connections with service to Duncan; and
3. Introduce service to provide inter-regional connections to Nanaimo.

3.0 TRANSIT MARKET ANALYSIS

With a population of approximately 7,500 residents, Ladysmith has several key potential transit markets: seniors, adults, student/youths (including Vancouver Island University students) and persons with a disability:

1. Seniors, age 65 and older, make up 20% of the population and could be a key transit market group for travel within Ladysmith as well as to Nanaimo and Duncan. Unless seniors have access to their own vehicle, this market segment may have limited affordable and convenient transportation options except for walking, volunteer ride programs or rides from family and friends. Trip purposes include shopping, non-emergency medical care and appointments as well as social/recreational activities.
2. Adults, who do not have regular access to a private car or are single car families, may use a transit service for shopping and social/recreational activities. They may also commute for work, likely within Ladysmith or to Nanaimo. Inclement weather conditions also often influence their choice between transportation options.
3. Students and youths who have limited or no access to a private car may use the service for school, employment, shopping and recreational activities.
4. During public consultation sessions for the CVRD Transit Future Plan in January 2011, both Vancouver Island University Students and parents expressed the desire for transit service to campuses in Nanaimo and Duncan. Having a transit connection would make university more affordable for students as they would not have to relocate.
5. Persons with a disability are currently dependent on volunteer driver programs or friends and family. This group would benefit from accessible public transit to work, school and social/recreational activities.
6. The Stz'uminus First Nation is located approximately 5 km north of Ladysmith. During consultations for the Transit Future Plan in spring 2011, the band expressed great interest in having transit connections for adults and students/youth to get to jobs, shopping, school, medical appointments, and social/recreation in Ladysmith and Duncan. There are approximately 1,000 residents on IR 12 and along Breton Page Road.

Market Analysis Summary:

- 1. The market and support for public transit service is evident within Ladysmith and the immediate surrounding regions. Analysis indicates a demand for a fixed-route scheduled service complemented by door-to-door accessible service (handyDART) for persons with a disability, commuting routes for post-secondary and employment, and connections to Duncan and Nanaimo.**
- 2. The increasing senior and adult transit markets may increase demand for public transit services.**
- 3. Rising transportation costs for private vehicles may generate higher demand for both local and regional public transit services.**

4.0 SERVICE PROPOSALS

The following proposals outline transit strategies for service within Ladysmith and the surrounding residential and rural regions. The proposals outline, in conceptual form, service level options for review and consideration. All costs include new vehicles. New vehicles could take up to 18 months to arrive. There may be contingency vehicles available that could be used for a system start. Operating costs are based on existing 2011/2012 Annual Operating Agreements. While it is not possible to accurately predict operating cost increases, the CVRD may consider adding 5% to the total estimated cost of the service proposals in this plan as a cushion to better gauge the affordability to the Town of Ladysmith.

4.1 Local Ladysmith

This proposal is based on an evaluation of the current trolley system in Ladysmith, including route ridership. The concept connects four routes to residential areas with the primary retail and commercial centres of Downtown and Coronation Mall. Service should be provided by smaller accessible vehicles (Ford Polar or similar - passenger capacity is approximately 20 passengers and room for two wheelchairs). This type of vehicle fits well with the level of ridership experienced on the current system, which is estimated at 25,000 rides per year. Unfortunately, the trolleys currently in operation cannot be absorbed into a new service as it does not comply with BCT standards.

Additionally, this concept includes:

- Four new routes with a frequency of two hours, Monday through Saturday. The service days and frequency parallels the existing local trolley service.
- Service would operate from approximately 8:00 am until 6:00 pm, to reflect the current service levels on the Ladysmith-operated Trolley system and to accommodate the number of hours available for 2012/2013.

Key Transit Markets Served:

- Seniors with limited transportation choices
- Adults who have limited or no access to a car
- Persons with a disability or limited mobility
- Students, youth, and local commuters

Summary – Local Ladysmith

Estimated Annual Impact:

Service Hours:	3,040	Estimated Total Cost:	\$ 409,522
Vehicles Required:	2 Buses	Estimated Revenue:	\$ 32,500
Kilometres	31,616		
Ridership	25,000		

Provincial Share: \$ 191,206

Net Local Share*: \$ 185,816

***Contributions to the Local Share from the CVRD and Ladysmith need to be negotiated.**

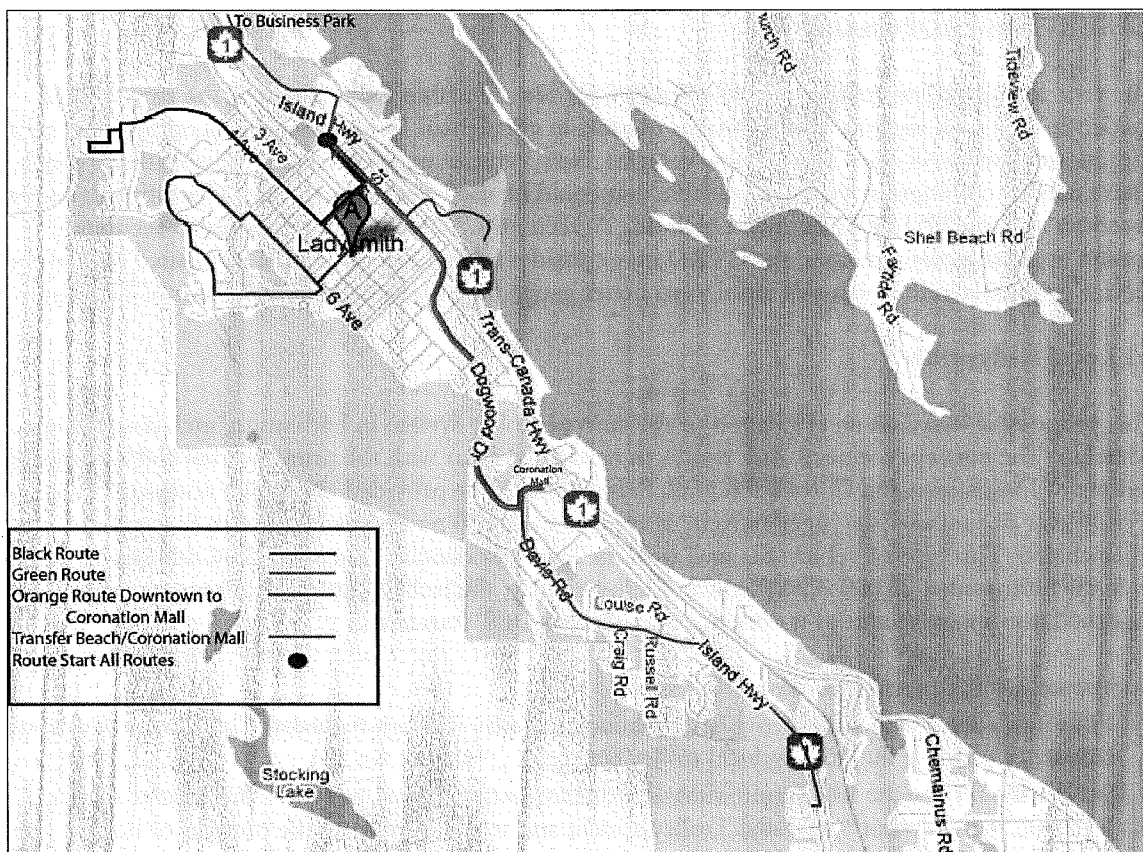


Figure 1. Local Ladysmith Transit Service Concept

4.2 Connection to CVRD Transit System to Chemainus via Saltair

In addition to local Ladysmith service, the recommended four trips per day would extend from Downtown Ladysmith via Coronation Mall to Chemainus via Saltair. This service could link with the 6:54am, 10:08am, 3:38pm and 5:43pm weekday trips from the CVRD Route #6 Crofton-Chemainus. On Saturday's this service could be linked with the 9:13am and 4:38pm trips. This proposal would require an additional vehicle to the local Ladysmith service. A smaller vehicle (Ford Polar or similar)

should accommodate the demand (as of September 2011, there are no Ford Polars available). This size of vehicle is appropriate at the onset given the estimated demand for this service, compared to the desire of residents to travel to Ladysmith. When this vehicle is not in service, it can be used as a handyDART vehicle locally in the Town of Ladysmith.

Alternatively, this service could be done as an extension of the Route 6 Crofton-Chemainus, which may require an additional vehicle.

Key Transit Markets Served:

- Seniors, adults, students/youth travelling for a variety of purposes (shopping, work, school, education, social/recreation)

Summary –Ladysmith Connection to CVRD Transit System to Chemainus via Saltair			
<i>Estimated Annual Impact:</i>			
Service Hours:	1,112	Estimated Cost:	\$ 167,514
Vehicles Required:	2 Buses*	Estimated Revenue:	\$ 3,250
Kilometres	26,688		
Ridership	2,500		
Provincial Share:	\$ 78,213		
Net Local Share:	\$ 86,052		
*See Table 1.0 on page 8.			

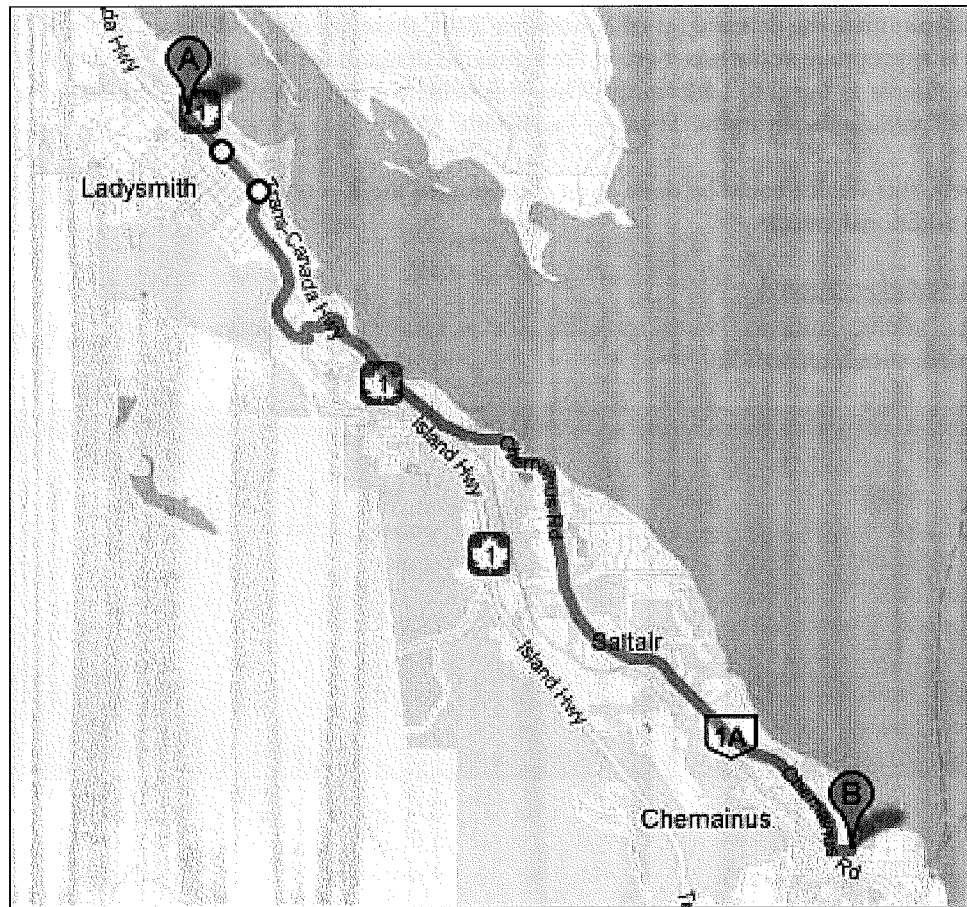


Figure 2. Local Ladysmith Transit Service Concept

4.3 Connection to Nanaimo Transit System from Ladysmith

During Transit Future Plan public consultations in January 2011, the public expressed great desire to have transit to Nanaimo for shopping, employment, university students, social/recreation, and medical appointments. A service could provide a direct link from Downtown Ladysmith to Nanaimo City Centre Transit Exchange where passengers can transfer to other local routes.

The bus could also travel directly to VIU before going downtown. Trips could leave Ladysmith on weekdays in the early morning, midday, and early evening. Two round trips per day could be considered for Saturday's. A round trip is estimated at one hour. In the future, service may have to be provided by a larger vehicle (seated capacity of up to 40), should demand be higher than anticipated.

A cost-sharing agreement between the CVRD and Nanaimo should be in place prior to moving forward with this service.

Key Transit Markets Served:

- Seniors, adults, students/youth travelling for a variety of purposes (shopping, work, school, education, social/recreation)

Summary –Ladysmith Connection to Nanaimo Transit System

Estimated Annual Impact:

Service Hours:	860	Estimated Cost:	\$ 144,509
Vehicles Required:	2 Buses*	Estimated Revenue:	\$ 3,900
Kilometres:	37,840		
Ridership:	3,000		

Provincial Share: \$ 67,471

Net Local Share: \$ 73,138

*See Table 1.0 on page 8.

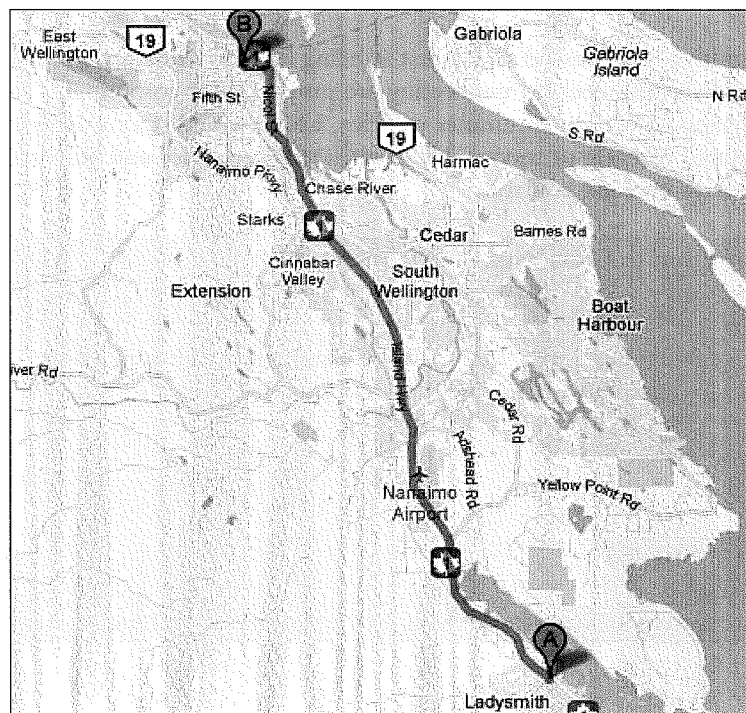


Figure 3. Ladysmith to Nanaimo Connection

4.4 Local Ladysmith handyDART

The Town of Ladysmith would like to consider adding handyDART to a new transit system. This service would likely be well utilized by many seniors and those with disabilities who cannot take conventional transit services. The service area could be limited to the Town of Ladysmith, Saltair, and the Stz'uminus First Nation. Service could potentially begin operating 6 hours/day, 3 days per week.

Summary – Ladysmith handyDART*Estimated Annual Impact:*

Service Hours: 936

Estimate Cost: \$ 125,200

Vehicles Required: 2 Buses*

Estimated Revenue: \$ 2,250

Ridership: 1,000

Provincial Share: \$ 58,456**Net Local Share: \$ 64,494**

*See Table 1.0 on page 8.

4.5 Connection to Cowichan Commuter Service

The Town of Ladysmith has expressed an interest in being linked to this service. One morning connection and one afternoon weekday connection are proposed for commuters. This service could utilize one of the existing Cowichan commuter vehicles, which would start in Ladysmith, rather than Duncan. This is a limited offering of service. If it proves to be effective and sustainable, more trips may be added when resources become available.

Summary – Connection to Cowichan Commuter Service*Estimated Annual Impact:*

Service Hours: 302

Estimated Cost: \$ 156,600

Vehicles Required: Requires further review*

Estimated Revenue: \$ 21,000**

Kilometres: 30,240

Ridership: 3,000

Provincial Share: \$ 73,117**Net Local Share: \$ 62,483**

*See Table 1.0 on page 8.

** Fares need more review for consistency with the rest of the CVRD transit system.

**Table 1.0
Ladysmith Service Strategies
Cost Summary**

Service Concept	Est. In-Service Hours	Vehicles Req'd	Est. Total Cost	Est. Local Share	Est. Kms
1. Local Ladysmith	3,040	2 TOTAL*: 1 plus 1 spare (Light Duty Polar Type)	\$409,522	\$185,816	31,616
2. Ladysmith to Chemainus via Saltair	1,112	2 TOTAL**: 1 plus 1 spare (Light Duty Polar Type)	\$167,514	\$86,052	26,688
3. Ladysmith to Nanaimo	860	2 TOTAL^^: 1 bus peak plus a spare (Conventional Bus)	\$144,509	\$73,138	37,840
4. handyDART	936	2 TOTAL*: 1 plus 1 spare (Light Duty Polar Type)	\$125,200	\$64,494	N/A
5. Cowichan Valley Commuter Connection/Extension	604	A) Current hours/average kms is relatively low so this incremental service would be low risk. B) Proposed service has an average speed of 100 km/h? C) A more detailed review of this will be required.	\$156,600	\$62,483	30,240
TOTALS	6,552	8*	\$1,003,345	\$471,483	136,384

Table 1.0 Note:

* All evaluations in this table are assuming that each separate service proposal is operated as a stand alone system. If more than one system is implemented then the number of buses could be significantly reduced if peak pull out and shared spares allow for cross usage.

^^ A conventional bus service separate to the handyDART/community bus services are proposed. Seating capacity requirement of 40 seats will require a commuter specification bus.

** This service could be delivered using the fleet proposed in service concept (2) if both service plans are approved and handyDART service can be scheduled to align with peak requirements of the other service.

5.0 FARE STRATEGIES

If Ladysmith joins the CVRD Transit System, fares should be consistent with their regional fare structure. Current one way single zone fares for the Cowichan Valley Regional Transit System are \$2.00 for adults and \$1.75 for seniors and students. Pre-paid fares (passes) should also be available. Prepaid fares currently account for nearly half of the current revenue in the Cowichan Valley. Prepaid fares are

convenient, cause no direct, out of pocket costs to use the bus, and regular users receive a price break which encourages regular travel on transit.

6.0 ON-STREET FACILITIES

The Town of Ladysmith has already established several trolley stops throughout the community with the assistance of BC Transit. The concept routing may be able to utilize some of the existing stops. However, the signage must be changed to standard BC Transit bus stop signage. Following approval of a transit plan, a bus stop plan will become a part of the implementation plan.

7.0 ADDITIONAL COSTS

The estimated costs in each of the service proposals represent ongoing operational costs and exclude one-time and start up costs associated with the creation of a new route/system (with the exception of adding new vehicles that will be in service for several years). These costs will be incurred prior to implementation and must be included in any budgetary decisions. These costs will include, but may not be limited to, bus stops, shelters, signage, installing signs, rider guides and marketing costs, and certain administrative costs. Most of these costs will be the sole responsibility of the local government. Other start-up items such as training, uniforms, etc will be covered by BC Transit Management Services and then, if applicable, will also be part of ongoing costs.

8.0 FLEET

BCT owns all fleet assets across the province. The fleet is purchased with industry leading standards and specifications. These standards and specifications ensure BCT provides the most reliable and effective services across the province. BCT fleet functional requirements and standards for adding new fleet types include:

- Bus design – the bus is manufactured to meet the specific and aggressive demands of a transit bus
- Fully accessible – with level entry boarding and a securing system for mobility aids meeting Canadian Standards Association CSA D435
- Bike racks – buses must be able to be fitted with bicycle racks without jeopardizing the effectiveness of the head lighting system
- Driver ergonomics - meet BC Transit's requirements for specifications such as seat adjustability, throttle position, and ergonomics
- Noise levels – buses meet very stringent noise standards
- Environmental – buses meet and/or go beyond current environmental regulations
- Climate Control System – buses must have air conditioning and a climate control systems
- Seating – buses meet specific requirements for transit customers including seat type, comfort, spacing etc

The standards of our fleet also ensure we are able to develop strict preventive maintenance programs for the buses, working very closely with the manufacturers and Commercial Vehicle Safety Enforcement with regards to service, preventive maintenance and repair methods. Our ongoing philosophy is to exceed the requirements set out in the regulations and what is normally required of

commercial vehicle operators. We are able to do this by ensuring our vehicles are acquired in large substantial fleets (with ongoing opportunities to purchase) which comprise of common standards, maintenance requirements, configurations and bill of materials. Other requirements of all new fleet additions include:

- Efficiently and easily supported through our supply chain management system
- The development of a preventive maintenance program specific to the fleet
- Can be adequately spared with common fleet to provide continued harmonious service
- Local maintenance staff are adequately trained and supported with a BC Transit technical team who have intricate knowledge on fleet specifics and/or can be obtained easily through the manufacturer
- Long term contractual relationship directly with the bus manufacturer and strong relationships with major suppliers of Tier 1, 2 and 3 components
- BC Transit branding

8.1 Ladysmith Trolley Review

BCT was asked to determine if the existing trolley bus fleet could be incorporated into the BC Transit fleet; it has been determined that unfortunately we can not support this request. The functional standards of these buses significantly vary from our conventional fleet standards. We are also not confident we can adequately support the buses in terms of maintenance, reliability and safety and ensure that our core principles are maintained. We can not support an addition to the BC Transit fleet which would compromise the vehicle asset management system we have developed. We typically discard our fleet through salvage. However, in the rare cases where we do sell buses they are typically sold through BC Asset Investment Recovery. We are also familiar with several other private companies who may be of assistance if the city wishes to sell their current trolley vehicles. We can supply the contact information for these companies upon request.

9.0 RECOMMENDED FUTURE ACTION

After reviewing the affordability of the service proposals above, The Town of Ladysmith should first implement a local service and then consider the other options, since they do not all fit within the 4,200 annual service hours set aside for a system start in 2013/2014.

Following approval of the concept plan, the following steps can be undertaken to move forward with funding approvals and a target implementation date:

1. Detailed Transit Service Plan

Dependent on direction gained from discussions and approvals, a working Transit Service Plan would be developed that summarizes key points including:

- Refine cost and proposed operating budget
- Negotiate partnerships to fund service
- Specific details on routes and operating schedules and identify operational constraints
- Establish bus stops and bus zones

- Establish service commencement date and Marketing Plan

2. Public Consultation

To present the proposal, the working Transit Service Plan would be outlined at public consultation meetings. Information to be displayed and discussed include proposed:

- Routes maps
- Operating schedules
- Bus stops
- Fares and Costs
- Identity and branding suggestions

Feedback and comments from the public will be evaluated for integration into the final Implementation Plan.

3. Proposed Timeline

For a system start in September 2013, the following timeline is recommended:

Date	Task
By February 2012	Approval from Ladysmith and CVRD
March 2012 to February 2013	Begin Planning process (route structure, public and local government participation, vehicle acquisition, implementation plans, scheduling)
By Mid-April 2013	Council/Board Approval of Implementation Plan
May-June 2013	Finalize Schedules and approval from Ladysmith and CVRD
June-July-August 2013	Marketing (production of Riders Guide, promotional materials)
August 2013	Installation of signage, shelters, and any other infrastructure requirements)
September 3, 2013	Service Start Date

10.0 CONCLUSION

Ladysmith is a good candidate for conventional, fixed route transit service. There is strong public support for a system that not only provides service locally, but connects to Nanaimo, the CVRD, and Greater Victoria. Before detailed route structure and schedules can be established, costs need to be refined and an operating budget proposed. Funding partnerships also need to be established and Provincial Funding secured before implementation can take place.

BC Transit recommends that the Town of Ladysmith establish a local service first and, as resources become available, consider linking to other communities. A local service with 3,040 hours is estimated to cost \$409,522 per year (\$185,816 is the estimated local partner share). BC Transit also recommends that BC Transit Fleet vehicles be purchased (or that contingency vehicles be used), as BC Transit cannot incorporate the trolley into the function.

Section 2

Sustainability Strategy

Introduction

The Town of Ladysmith is deeply committed to becoming sustainable over time as it evolves, changes and grows. This section outlines the fundamental sustainable development objectives for Ladysmith that the community strongly supported.

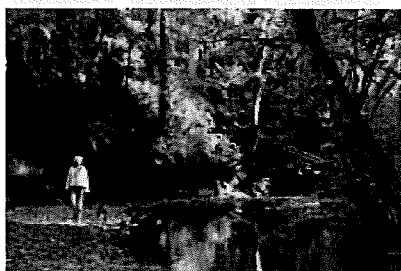
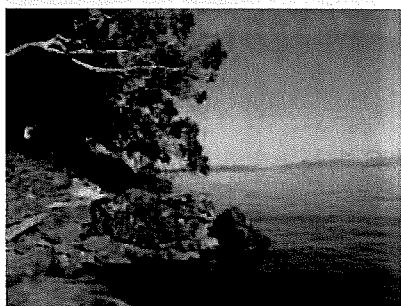
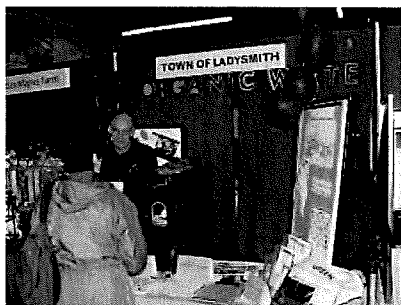
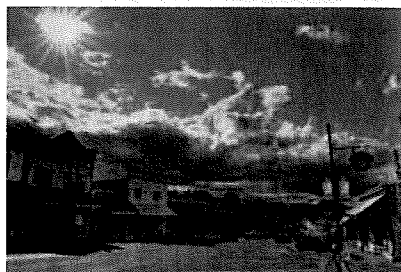
This strategy identifies key opportunities for sustainable development within the community in the long and short-term and is intended to inform existing and new plans, policies and projects rather than replacing them.

These directions apply to all areas of the Town and as such, are organized in one place to avoid repetition in each subsection.

Sustainability Challenges

The sustainable development strategy assists in preparing for the challenges that the 21st century will likely bring, including:

1. Climate change and associated impacts;
2. Restrictions in the supply of fossil fuels, primarily oil, resulting in increased energy costs;
3. Water demands that may outstrip local supply;
4. Increased pressures on natural ecological systems;
5. Increased pressures on foreign food supplies and growing support for healthy local food;
6. Changes in economic patterns and stability; and
7. Aging, demographic change, housing affordability and other social issues.



Sustainability Goals

Ladysmith has identified a core set of sustainability goals including:

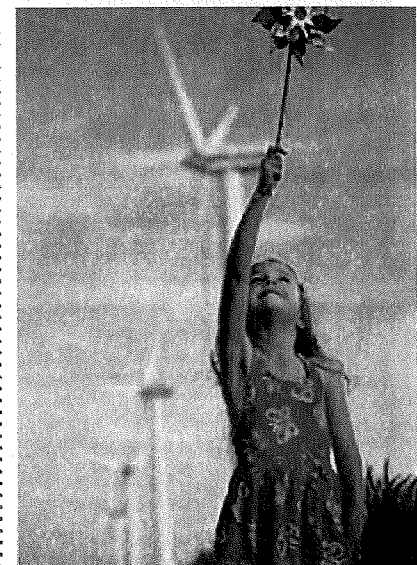
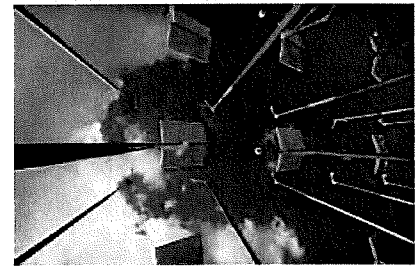
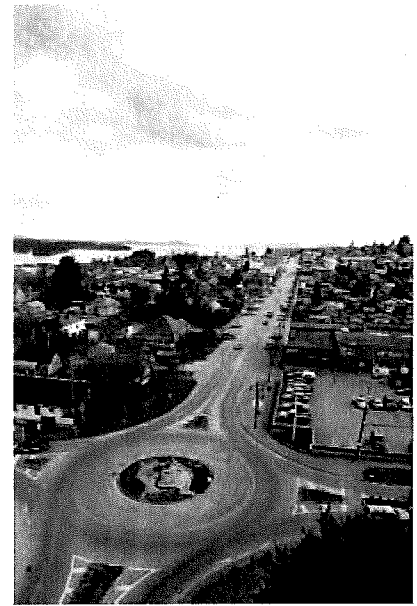
1. Reduce greenhouse gas and other air emissions;
2. Reduce fossil fuel energy consumption and shift to renewable energy;
3. Reduce potable water usage and manage wastewater efficiently including re-use;
4. Manage materials use to reduce or eliminate waste;
5. Protect and enhance the ecosystems and biodiversity locally, regionally, and globally;
6. Support a more sustainable food system, including increasing local food production, processing, and consumption;
7. Provide stable, diverse and prosperous local economic opportunities; and
8. Create healthy communities and individuals.

The 8 Pillars of Sustainability for Ladysmith

The application of these goals to all aspects of Ladysmith resulted in the following set of “eight sustainability pillars” for the community – each of which is outlined in more detail below.

1. Complete Community Land Use
2. Low Impact Transportation
3. Green Buildings
4. Multi-use Landscapes
5. Innovative Infrastructure
6. Local Food Systems
7. Healthy Community
8. Local, Diverse Economy

By focusing on these eight areas, this plan outlines an approach for Ladysmith to achieve success and sustainable prosperity through the 21st century in a manner appropriate to the unique character and culture of the community.



Strategy #2

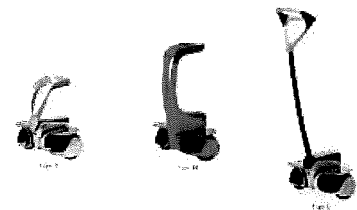
A Low Impact Transportation System

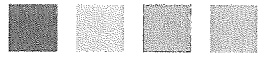
Ladysmith will create an efficient, low-impact, innovative transportation system that supports a significant shift away from reliance on the car towards human and environmentally friendly modes such as walking, cycling, public transit and small electric vehicles. This strategy includes moving towards renewable fuels to power the transportation network in order to achieve the Province's energy and emissions goals, as well as to insulate Ladysmith's residents and its economy somewhat from future impacts of peak oil and rising fuel costs.

Ladysmith has a good foundation on which to build on in this area, with its aggressive work to get transit service, including sponsoring their own community trolley system, and lobbying the Province to bring bus lines to Ladysmith. The Town also has a very pedestrian-friendly downtown and trail network, as well as traffic calming initiatives throughout.

This strategy will be further achieved through additional action in:

- **Planning** - Updating its transportation plans;
- **Transit** - Continuing to lobby for Provincial support for transit and promoting planning for future transit systems;
- **Funding** - Identifying creative funding opportunities for pedestrian and cyclist infrastructure;
- **Development** - Encouraging developers to support sustainable transportation directions;
- **Greenway network** - Continuing to enhance the green network to connect all areas of the community, including bike lanes, sidewalks, pedestrian paths and others;
- **Parking** - Reducing negative impacts of parking including reviewing parking requirements and pursuing innovative parking design strategies;
- **Street standards** - Exploring new street standards to make streets more environmentally and socially friendly;
- **Reducing demand** - Promoting initiatives that reduce the need for personal vehicle use, such as car sharing; and
- **Municipal fleet** - Improving the environmental performance of its municipal fleet.





Strategic Planning - Strategic Directions

Responsible Stewardship of the Environment Strategic Direction E

The Town's fifth strategic direction is to take a leadership role in protecting and fostering our natural resources. The Development Services, Public Works and Parks, Recreation & Culture Departments each play a lead role in this strategic direction.

The Town promotes environmental stewardship by engaging the community and by setting up and enforcing responsible environmental standards.

Core Services include:

- Recycling and composting services
- Creating environmental policy
- Setting environmental standards
- Setting organizational environmental standards

A Safe & Healthy Community Strategic Direction F

The Town's sixth strategic direction is to provide appropriate protective and recreational services and other initiatives to support community wellness. The Parks, Recreation and Culture, Fire/Rescue and RCMP Departments take lead roles in this direction.

Parks, Recreation and Culture Core Services include:

- Recreation: provide and facilitate programs and services
- Parks: plan, build, and maintain parks
- Community and leadership development and education

Safety (RCMP and Fire/Rescue) include:

- Fire suppression
- First responder / rescue / vehicle extrication
- Fire prevention, including fire inspection and public education
- Mutual aid to other fire departments
- Policing, Community Policing and Victim Services



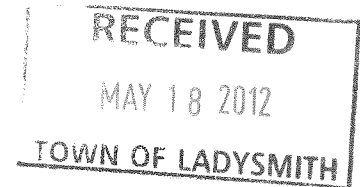
SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)

Today's Learner – Tomorrow's Future

395 Wakesiah Avenue
Nanaimo, BC V9R 3K6
Telephone (250) 754-5521
Fax (250) 741-5309

OFFICE OF THE BOARD OF EDUCATION

May 16, 2012



Mayor Rob Hutchins
Town of Ladysmith
PO Box 220 – 410 Esplanade
LADYSMITH, B.C. V9G 1A2

Dear Mayor Hutchins: *Rob*

Re: Nanaimo-Ladysmith Public Schools Strategic Plan

On behalf of the Board of Education, I would like to invite you to join in the public consultation process for the development of the school district's strategic plan.

As you may be aware, our school district is seeking input from the community as we prepare to develop a long term system improvement plan.

An informal event with light refreshments will be held at the Nanaimo Golf Club on Thursday, June 14. We would be pleased to welcome up to three representatives from your organization to join us for a focused conversation connected to maintaining and enhancing quality public education in our district.

If you are not able to have representatives attend the event, you will have an opportunity to submit your ideas online within the next few weeks. Information about this opportunity will be available on our website at <http://www.sd68.bc.ca>

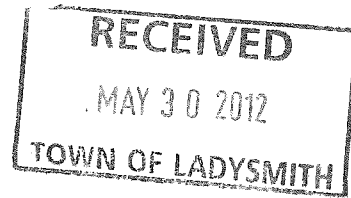
We look forward to hearing from you.

Please RSVP to Mrs. Jennifer McNeil – phone: 250 741-5231 or email: jmcneil@sd68.bc.ca by Friday, June 8.

Date: Thursday, June 14
Time: 1-3 pm
Location: Nanaimo Golf Club

Sincerely,

Jamie Brennan
Board Chair



May 29, 2012

Patrick Durban
Town of Ladysmith
Box 220
Ladysmith, BC
V9G 1A2

RE: TSBC 2012 Community Grant - Funding Approval Agreement

Congratulations on being selected as a grant recipient under the *Tire Stewardship BC's (TSBC) 2012 Community Grant Program*.

Your application demonstrates the commitment and enthusiastic support that BC communities have for finding creative and exciting uses for recycled scrap tire materials.

TSBC has approved funding for your project in the amount of **\$12,141**.

Attached for your review and signature is a Funding Approval Agreement. Please read it carefully before signing, in particular point #2. We are requesting that you fax or mail a signed copy back to the TSBC office by no later than June 30, 2012. Once TSBC has endorsed the funding agreement a copy will be returned to you.

If you have any questions, please do not hesitate to contact me at 250.598.9112.

Yours truly,
Tire Stewardship BC

Rosemary Sutton
Operations Manager

Attachment