



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MARCH 18, 2013  
7:00 p.m.

## A G E N D A

Page

**CALL TO ORDER** In order to retire immediately into Executive (Closed Session)

### 1. EXECUTIVE (CLOSED) SESSION

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

- (a) 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
- (b) 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

### 2. ARISE AND REPORT

### 3. AGENDA APPROVAL

### 4. MINUTES

- 4.1. Minutes of the Regular Meeting of Council held March 4, 2013 5-10
- 4.2. Minutes of the Special Meeting of Council held March 11, 2013 11-12

### 5. DELEGATIONS

- 5.1. Rosemary Bonanno, Adrian Maas, Vancouver Island Regional Library Library Space 13-18  
Council invited Vancouver Island Regional Library Board representatives to attend a Council Meeting to discuss the attached correspondence and to respond to questions regarding budget and capital plans.
- 5.2. Marina Sacht, Take 5 Publications 19  
Proposed Community Clean-up Day

### 6. PROCLAMATIONS

- 6.1. Mayor Hutchins has proclaimed the month of March 2013 as "Community Social Services Awareness Month" in the Town of Ladysmith

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- 6.2. Mayor Hutchins has proclaimed May 29, 2013 as “Day of the Honey Bee” in the Town of Ladysmith

## 7. 2013 – 2017 FINANCIAL PLAN DELIBERATIONS

- 7.1. Analysis of Tax Rates 20-26
- 7.2. Presentation – Water and Sewer Budgets
- 7.3. Public Questions and Input

## 8. STAFF REPORTS

- 8.1. Carbon Offset Credit Purchase 27-29

## 9. CORRESPONDENCE

- 9.1. Mayor Mary Sjostrom, President, Union of B.C. Municipalities  
Provincial Response to Resolution Regarding Derelict Vessels 30-31

Staff Recommendation

That Council receive the correspondence from the President of the Union of B.C. Municipalities regarding the provincial response to the Ladysmith-sponsored resolution calling for the removal of derelict and abandoned vessels.

- 9.2. David Giles, Ladysmith Fire/Rescue 32  
Request to use Town Facilities for Auto Exvolutions Event

Staff Recommendation

That Council permit use of the upper grass area by the Horseshoe Pitch and the tree line area below the horseshoe pitch at Transfer Beach Park for camping by participants of Ladysmith Auto-Exvolutions event hosted by Ladysmith Fire/Rescue from July 5<sup>th</sup> to 7<sup>th</sup>, 2013.

- 9.3. Duck Paterson, Ladysmith Kinsmen Club 33  
Request for Permission to Paint Playground Equipment at Transfer Beach

Staff Recommendation

That Council accept the generous offer of the Ladysmith Kinsmen Club to repaint the playground equipment at Transfer Beach and give permission for the work to be carried out prior to the summer season. This matter has been discussed with the union and they have expressed their support for the project.

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- 9.4. John Neville, BC Nature (Federation of BC Naturalists)  
Cat Crisis in BC Municipalities** **34-35**

Council will recall that the issue of regulating cats was previously referred to the 2013 work plan.

Staff Recommendation

That Council refer the correspondence from Nature BC dated February 28, 2013 to staff for consideration in the preparation of a report on this matter.

- 9.5. Hon. Bill Bennett, Minister of Community, Sport and Cultural Development  
Strategic Community Investment Fund** **36**

Staff Recommendation

That Council receive the correspondence from the Minister of Community, Sport and Cultural Development dated March 11, 2013 confirming the amount of funds to be transferred to the Town of Ladysmith from the Small Community Grant and Traffic Fine Revenue programs.

- 9.6. Dianna and Cliff Fisher  
Emergency Preparedness in Ladysmith – Public Workshop** **37**

Staff Recommendation

That Council provide appropriate space to the Ladysmith Festival of Lights Society, at no charge, for a public Emergency Preparedness Workshop, and that the Festival of Lights Society be requested to work with the Town's Protective Committee on this initiative.

**10. BYLAWS**

- 10.1. Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment  
Bylaw 2013, No. 1820** **38**

May be read a first, second and third time.

Council previously directed staff to amend the Building and Plumbing Bylaw to incorporate new requirements for low-flush toilets and urinals. Bylaw No. 1820 is attached for Council's consideration.

**11. NEW BUSINESS**

- 11.1. Appointment of Alternate to Cowichan Valley Regional District Community Safety  
Advisory Commission**

Staff Recommendation

That Councillor Bill Drysdale be appointed to serve as the Town of Ladysmith's alternate representative on the Cowichan Valley Regional District Community Safety Advisory Commission until December 2014.

**12. UNFINISHED BUSINESS**

### **13. QUESTION PERIOD**

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

### **ADJOURNMENT**



**TOWN OF LADYSMITH  
MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, MARCH 4, 2013 - 7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Jillian Dashwood
Councillor Bill Drysdale	Councillor Gord Horth	Councillor Glenda Patterson

**COUNCIL MEMBERS ABSENT:**

Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli	Sandy Bowden	Erin Anderson
Joanna Winter		

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**CALL TO ORDER** Mayor Hutchins called the meeting to order at 7:00 p.m.

**AGENDA APPROVAL**

**CS 2013-49** It was moved, seconded and carried that the agenda for the Regular Council Meeting of March 4, 2013 be adopted as circulated.

**MINUTES**

**CS 2013-50** It was moved, seconded and carried that the minutes of the Regular Council meeting held February 18, 2013 be approved as circulated.

**DELEGATIONS**

**Roxanne Boyko, Ladysmith Community Gardens Society**

R. Boyko gave a presentation on the achievements to date of the Ladysmith Community Gardens Society, and outlined the Society's plans for 2013. She expressed the organization's appreciation for the support of council and staff of the Town.

Council thanked Ms. Boyko for her informative presentation and the organization's work in the community.

**S/Sgt. Larry Chomyn, RCMP Ladysmith Detachment**

**2013/2014 Fiscal Year Performance Priorities for Ladysmith Detachment**

S/Sgt. Chomyn reviewed the 2012/2013 priorities of the Ladysmith RCMP Detachment, asked for Council's input into detachment priorities for the 2013/2014 fiscal year, and responded to questions from Council.

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**2013 TO 2017  
FINANCIAL PLAN  
DELIBERATIONS**

**Grants-in-Aid**

Councillor Drysdale excused himself from the meeting during consideration of the grant-in-aid request from the Ladysmith Festival of Lights due to a possible conflict of interest.

Councillor Arnett excused himself from the meeting during consideration of the grant-in-aid requests from the Ladysmith Maritime Society due to a possible conflict of interest.

Councillor Arnett pointed out that the Ladysmith Resources Centre Association received 36 percent of the total grants-in-aid budget in 2012 and expressed concern that some of those funds are going to support activities that should be funded by the provincial government.

Mayor Hutchins expressed concern that the budget figures for some provincial government funding do not match the contract amounts as provided in the unaudited financial statements of the Ladysmith Resources Centre Association with their grant-in-aid application.

**CS 2013-51**

It was moved, seconded and carried that the grant-in-aid requests from the Ladysmith Resources Centre Association for Youth At Risk, Family Support and General Programming be referred to staff for review and clarification of the budget figures provided.

Council made the following interim recommendations regarding grants-in-aid to individual organizations for 2013, noting that further consideration is required regarding submissions by the Ladysmith Resources Centre Association. Council expressed concern that Ladysmith Celebrations grant-in-aid application had not been received.

- Ladysmith Community Gardens Society \$1,000 for drip irrigation
- Festival of Lights Society \$12,000
- Ladysmith & District Historical Society Museum \$10,000
- Ladysmith & District Historical Society Archives \$20,000
- Arts on the Avenue \$1,000
- Ladysmith RCMP Community Policing \$1,000
- Ladysmith & District Accountability Program \$1,000
- Ladysmith Fire Rescue Auto Evolutions \$1,500
- Ladysmith Fire Rescue Santa Parade \$1,000
- Arts Council of Ladysmith & District \$1,000
- Arts Council of Ladysmith & District (Disability access) \$2,500
- Ladysmith Show & Shine \$500
- Ladysmith Ambassador Program \$1,000

Cowichan Family Caregivers Support Society \$750  
 Ladysmith Citizens on Patrol \$1,500  
 Cowichan Therapeutic Riding Association \$1,000  
 St John the Evangelist Anglican Church \$500  
 LRCA - Youth at Risk – referred  
 LRCA - Victim Services \$11,000  
 LRCA - Family Support – referred  
 LRCA - General Programming – referred  
 Ladysmith & District Marine Rescue Society \$1,500  
 Ladysmith Intermediate School PAC \$1,000  
 Ladysmith Maritime Society Festival Events \$1,500  
 Ladysmith Maritime Society Heritage Initiatives \$1,000  
 Ladysmith Sec School - Frank Jameson Bursary \$1,500  
**INTERIM TOTAL \$73,750**

CS 2013-52

**Proposal to Reduce Utility Billing to Three Times Per Year**

It was moved, seconded and carried that staff be directed to investigate the feasibility of moving to a three times per year billing cycle for utilities when an equal payment plan system is established.

**Questions and Public Input**

Cathleen McMahon suggested that the Town consider timing utility billing to coincide with federal and/or provincial sales tax refunds, and indicated that she is not in favour of three times per year billing but does support an equal payment plan for utility billing.

COUNCIL COMMITTEE  
REPORTS

**Draft budget for the Cowichan Valley Regional District.**

Mayor Hutchins made a presentation giving an overview of the proposed budget for the Cowichan Valley Regional District, noting that it has not yet been adopted.

**Government Services Committee Recommendations**

***Telus Monopole***

CS 2013-53

It was moved, seconded and carried that the following conditions apply regarding concurrence with the installation of a 14.9 metre tall telecommunications facility in Ladysmith:

- The facility be a dark green colour
- The antennae be concealed in the tower
- The facility be fenced in dark green wrought iron or other appropriate material as approved by staff
- If there are future requests for additional height of external antennae to be added to the facility that further consultation take place with the Town of Ladysmith given the community's sensitivity to the location

CS 2013-54 It was moved, seconded and carried that the installation of a 14.9 metre tall telecommunications facility at the TELUS central office located at 11 Roberts Street be referred to staff to explore alternative locations and report back at the earliest opportunity.

***Smoking Regulations***

CS 2013-55 It was moved, seconded and carried that the Committee recommend that Council direct staff to prepare a No Smoking/Clean Air Bylaw in accordance with current provincial legislation and the recommendations of the Vancouver Island Health Officers, including:

1. Prohibit smoking in public spaces, beaches, parks, sports fields, athletic facility stands, public/private school grounds and outdoor areas of municipal facilities (with exceptions for the ceremonial use of tobacco in an Aboriginal cultural activity);
2. Prohibit smoking within seven metres of Town-owned building doorways, open windows and air intakes and encourage business owners to do the same;
3. Prohibit smoking on outdoor patios, transit stops, and where individuals are required to queue for the receipt of any service;
4. Prohibit the sale of tobacco to anyone under 19 years of age;
5. Restrict retail tobacco displays/promotions where youth have access;
6. Prohibit smoking in cars with children under the age of 16;

And that other jurisdictions in the Cowichan Valley Regional District be consulted with respect to establishing a common no-smoking bylaw;

And further, that a communications strategy be prepared to ensure that the Town's position on smoking in public places and in motor vehicles occupied by individuals under the age of 16 years is clearly communicated to the public.

***Trolley Ridership***

CS 2013-56 It was moved, seconded and carried that staff be requested to send trolley services ridership statistics to BC Transit for analysis and assistance in developing recommendations with respect to routes and service.

***Public Input Process***

CS 2013-57 It was moved, seconded and carried that Mayor Hutchins and staff be requested to investigate alternatives to allow public input into Council Meeting Agenda Items at the start of a Council meeting.

***Proposed Community Clean-up***

CS 2013-58 It was moved, seconded and carried that an annual community clean-up day be organized and that volunteers to spearhead the event be identified, and that a letter be written to Muriel and Ken



Carlson thanking them for their correspondence dated February 8, 2013 and advising them of the proposed community clean-up.

***Mackie Park Parking Lot***

**CS 2013-59** It was moved, seconded and carried that the Committee recommend that Council request that staff consider options for expanding the parking lot at Mackie Park and report back with recommendations.

**STAFF REPORTS**

**Low Water Use Incentives**

**CS 2013-60** It was moved, seconded and carried that water conservation landscape and irrigation practices be considered in the Development Permit Guidelines for Multi-Family Residential, Commercial and Industrial Development as part of the Zoning Bylaw project.

**CS 2013-61** It was moved, seconded and carried that the incentive of a Development Cost Charges reduction for eligible developments with a significant water use reduction from the Town's current water usage design standards not be pursued at this time.

**CS 2013-62** It was moved, seconded and carried that the Town of Ladysmith offer a low water use retrofit rebate for high efficiency washing machines and that staff be directed to investigate a rebate and bring back options for implementation.

Staff were requested to report back to Council with figures concerning the number of toilets replaced since introduction of the Low-Flush Toilet Rebate Program.

**CORRESPONDENCE**

**Thomas T. Trott**

**Request for Permission to Trim Trees on Hillside Avenue**

**CS 2013-63** It was moved, seconded and carried that the residents along Kitchener Street requesting the pruning of maple trees along Hillside Avenue and Second Avenue to improve water views be authorized to engage a qualified Town-approved contractor to carry out the work on the trees subject to the following conditions:

- that all expenses associated with the tree pruning project be borne by the area residents;
- that the area residents present a work plan prepared by the contractor to staff for approval prior to commencing the work;
- that the area residents obtain written concurrence of the immediate neighbours of the tree pruning site prior to commencing the work.

**Wendy R. Craig and F. Bruce Waters  
Traffic Noise in the Vicinity of Clarke Road**

CS 2013-64 It was moved, seconded and carried that Wendy Craig and Bruce Waters be advised, in response to their correspondence dated February 20, 2013, that the removal of trees and vegetation at the bottom of Clarke Road was carried out by B.C. Hydro, and that the Town understands that the provincial government does not support installation of sound barriers due to the high cost.

**Union of British Columbia Municipalities, Regional Community to Community Forum**

CS 2013-65 It was moved, seconded and carried that Council accept the funding assistance from the Regional Community to Community Forum, that a letter of appreciation be written to the Union of British Columbia Municipalities and First Nations Summit, and that the 2013 Financial Plan be amended accordingly.

**NEW BUSINESS**

**Ladysmith Fire Rescue Request for Long Service Awards Banquet**

CS 2013-66 It was moved, seconded and carried that up to \$1,000 be reallocated from the 2013 Fire Rescue Department training budget to support the cost of hosting a special awards banquet to be held in Ladysmith on March 9, 2013 in recognition of long serving members of Ladysmith Fire Rescue.

**Ladysmith Chamber of Commerce Spirit Awards**

CS 2013-67 It was moved, seconded and carried that a letter of appreciation and congratulations for the 2013 Spirit Awards event be sent to the Ladysmith Chamber of Commerce.

**Royal Canadian Mounted Police Ladysmith Detachment 2013 / 2014 Priorities**

CS 2013-68 It was moved, seconded and carried that the priorities for the Ladysmith Detachment of the Royal Canadian Mounted Police be endorsed as presented to Council by S/Sgt. Larry Chomyn.

**ADJOURNMENT**

CS 2013-69 It was moved, seconded and carried that this meeting of Council be adjourned at 9:34 p.m.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

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Corporate Officer (S. Bowden)



**TOWN OF LADYSMITH  
MINUTES OF A SPECIAL MEETING OF COUNCIL  
MONDAY, MARCH 11, 2013 - 5:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Bill Drysdale
Councillor Gord Horth	Councillor Duck Paterson	Councillor Glenda Patterson

**COUNCIL MEMBERS ABSENT:**

Councillor Jillian Dashwood

**STAFF PRESENT:**

Ruth Malli	Erin Anderson
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**GUESTS PRESENT:**

Bradley Lanthier, E Division Corporate Management Branch, Royal Canadian Mounted Police  
Al Minato, E Division Corporate Management Branch, Royal Canadian Mounted Police  
S/Sgt Larry Chomyn, Ladysmith Detachment, Royal Canadian Mounted Police

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**CALL TO ORDER** Mayor Hutchins called this Special Meeting to order at 5:00 p.m.

**AGENDA APPROVAL**

**CS 2013-69** It was moved, seconded and carried that the agenda for the Special Council Meeting of March 11, 2013 be adopted as circulated.

**2013 TO 2017 FINANCIAL PLAN DELIBERATIONS** Bradley Lanthier, Al Minato, S/Sgt Larry Chomyn, Royal Canadian Mounted Police  
**2013/2014 RCMP Budget and Implications for Town of Ladysmith**

B. Lanthier and A. Minato presented details of the proposed 2013 to 2014 budget for the RCMP Ladysmith Detachment, and discussed the effect this will have on the Town of Ladysmith 2013 to 2017 Financial Plan.

- Increases in the cost of regular members will be 1.5 percent; the actual increase will be 3.6 percent with movement within wage bands
- The increase in the budget also reflects rising indirect costs such as the cost of regular member pensions (4.3 percent) and Division administration (12.6 percent)
- As previously noted, the Ladysmith detachment will be at full strength

The RCMP representatives responded to questions from Council. Council expressed their appreciation for the presentation.

**Public Input and Questions**

R. Johnson asked about traffic fine revenues, and was advised that this is pooled amongst all municipalities in the province.

**ADJOURNMENT**

**CS 2013-70**

It was moved, seconded and carried that this meeting of Council be adjourned at 5:50 p.m. and that Council retire into Executive Session after a two minute recess.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

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Corporate Officer (S. Bowden)

Subject to Adoption



**OFFICE OF THE EXECUTIVE DIRECTOR**  
 6250 Hammond Bay Road, Box 3333  
 Nanaimo, BC V9R 5N3  
 T: 250.729.2310 • F: 250.758.2482  
 Email: [executivedirector@virl.bc.ca](mailto:executivedirector@virl.bc.ca)

November 23, 2012  
 Mayor Robert Hutchins  
 Town of Ladysmith  
 PO Box 220, Station Main  
 Ladysmith, BC V9G 1A2

Dear Mayor Hutchins,

Vancouver Island Regional Library is pleased to advise you that the Board of Trustees has revised its Facility Policy, which includes a Facility Decision Process. For your convenience, we have attached a copy.

To assist VIREL in our future facility planning process, we would appreciate knowing if your community:

- has any plans or suggestions regarding the provision of library space;
- if so, when your community might be considering the development of a new facility and
- any other pertinent information that might affect our planning process.

Vancouver Island Regional Library is vitally interested in being part of your planning process where library facilities are concerned.

When responding, please consider that Vancouver Island Regional Library has several files already open for new or expanded branches:

- Campbell River – expressed interest
- Chemainus – in negotiations
- Cortes Island – in negotiations
- Cowichan Lake – at building permit stage
- Cumberland – under construction
- Masset – expressed interest
- Nanaimo North – at building permit stage
- Port Renfrew – planning stage
- Sooke / Juan de Fuca – planning stage
- Sidney / North Saanich – investigating opportunities for improvement

Vancouver Island Regional Library's priorities for facility development are being continually refined both in relation to budget capacity and local priorities/opportunities. Your response, even if you have no current plans or concerns, would be appreciated as it will aid us in our planning processes.

Sincerely,

Rosemary Bonanno, BA, MLS  
 Executive Director  
 Cc: Ruth Malli, CAO

NOV 26 2012

Strong Libraries • Strong Communities

Bella Bella Cowichan Campbell River Chemainus Cortes Island Cowichan Lake Cumberland  
 Ladysmith Masset Nanaimo North Nanaimo Port Renfrew Sooke / Juan de Fuca  
 Sidney / North Saanich  
 14



## Board of Trustees

# Board Policy

<b>Title:</b>	Facilities
<b>Approved:</b>	June 2011
<b>Revised:</b>	September 2012

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services systemwide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

### Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

### Service Model

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

### Books-by-Mail

Books-by-Mail is an individualized service offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

### Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system.

Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

### **Community Library**

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

### **Resource (Hub) Library**

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

### **eLibrary**

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community.

Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

## Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
  - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
  - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
  - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
  1. VIRL ownership
  2. Public sector ownership
  3. Private sector ownership



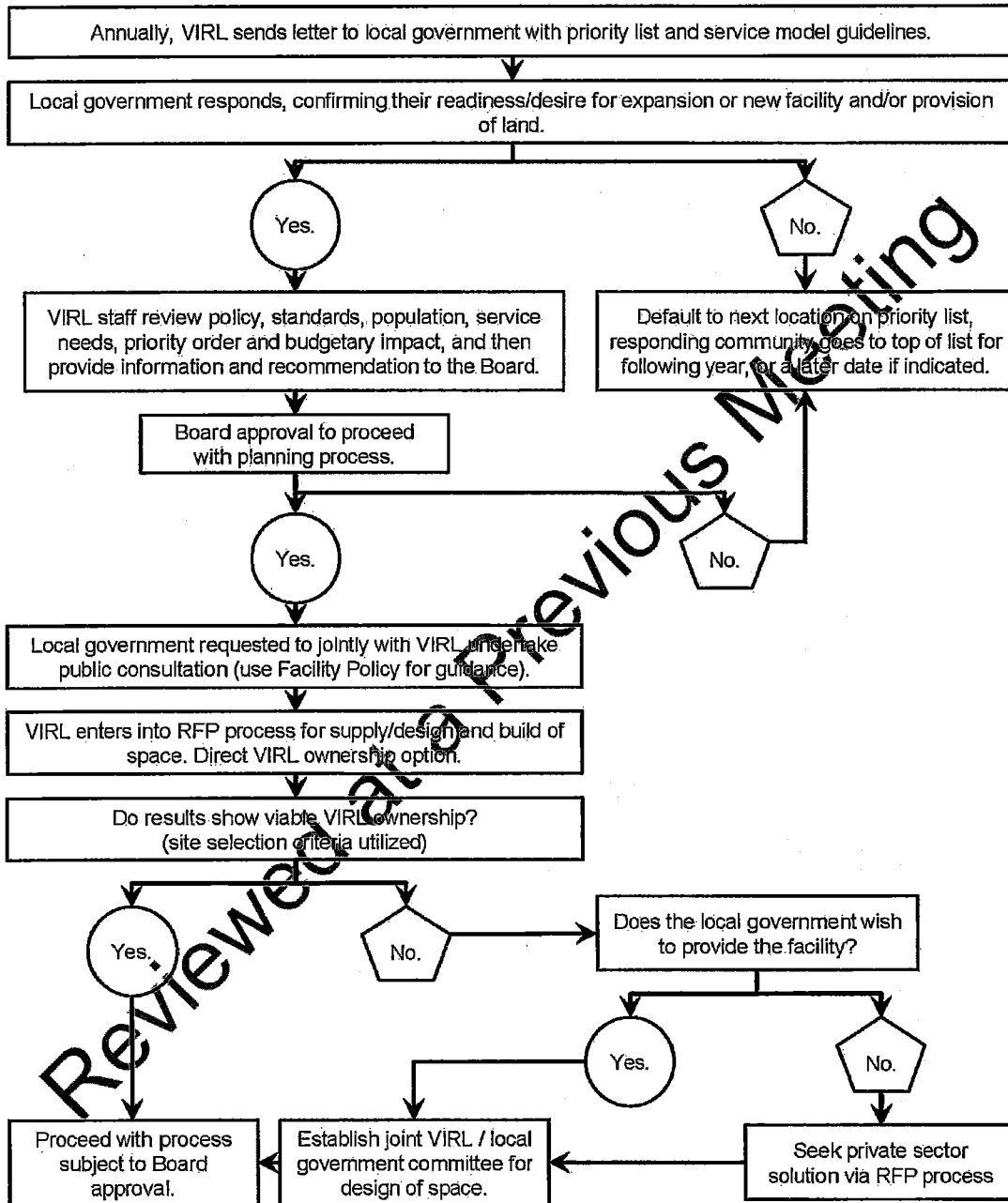
## Prototype Library Program / Minimum 2,750 Square Feet

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
<b>Total</b>	<b>2,750</b>	

## Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
<b>Physical Site</b>						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
<b>Site Access</b>						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
<b>Building</b>						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
<b>Total (maximum score = 100)</b>						

### Facility Decision Process



**From:** [editor@take5.ca](mailto:editor@take5.ca) [editor@take5.ca]

**Sent:** March 7, 2013 12:44 PM

**To:** Rob Hutchins

**Cc:** Council

**Subject:** waterfront clean up

As a follow up to the Letters (March 2013/TAKE 5) re: trash along the waterfront written by Muriel Carlson and also submitted to Council in a past meeting...

We would be very interested in a "Citizen Clean Up" Day.

We respectfully suggest that it is held Monday April 22 – which is Earth Day...around the world...and a good fit.

TAKE 5 would like to sponsor this event and will take care of promoting it to our citizens.

If the Town is interested – we can work out the details with the Town and include it in our April "green" issue!

Thanks!

Marina Sacht

Editor/Publisher

TAKE 5 Publications

PO Box 59 Ladysmith V9G 1H6

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## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: March 06, 2013  
File No:

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#### **Re: Analysis of 2012 Property Tax Rates**

#### **RECOMMENDATION(S):**

That Council receive this report regarding the analysis of 2012 property tax rates in comparison to other municipalities.

#### **PURPOSE:**

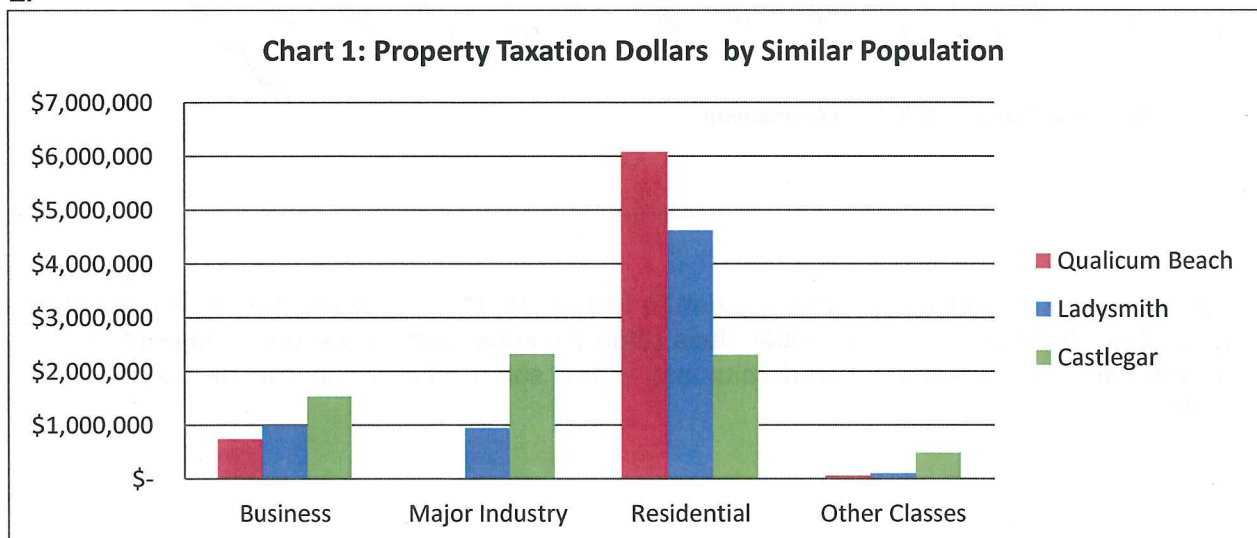
At the Council meeting on February 18, 2013, staff were requested to provide information regarding the 2012 property tax rates for Ladysmith in comparison to other municipalities.

#### **INTRODUCTION/BACKGROUND:**

Each year, municipalities are required to submit statistics to the Province regarding tax rates as well as other financial statement information. This information is then compiled and made public by the Province the following year. All information contained in the report can be found in the 2012 Local Government Statistics section on the Ministry of Community, Sport and Cultural Development website.

It is difficult to make direct comparisons from one municipality to another, due to differences in the assessment base as well as the services delivered. For example, Ladysmith operates its own recreational facilities, while that service is delivered by the regional district to many other municipalities. Ladysmith also operates its own wastewater treatment plant whereas many regional districts supply that service for member communities. Policing is another cost that Ladysmith pays 70% of the bill, but smaller municipalities pay a smaller percentage.

An analysis was conducted of the municipalities with the closest residential population to Ladysmith, according to BC Statistics at July 1, 2012. Qualicum Beach (pop. 8,646), Ladysmith (pop. 8,328) and Castlegar (pop. 7,911) are close in population; however, each municipality treats the assessment classes differently to cover the total property tax levy, as shown in Chart 1.



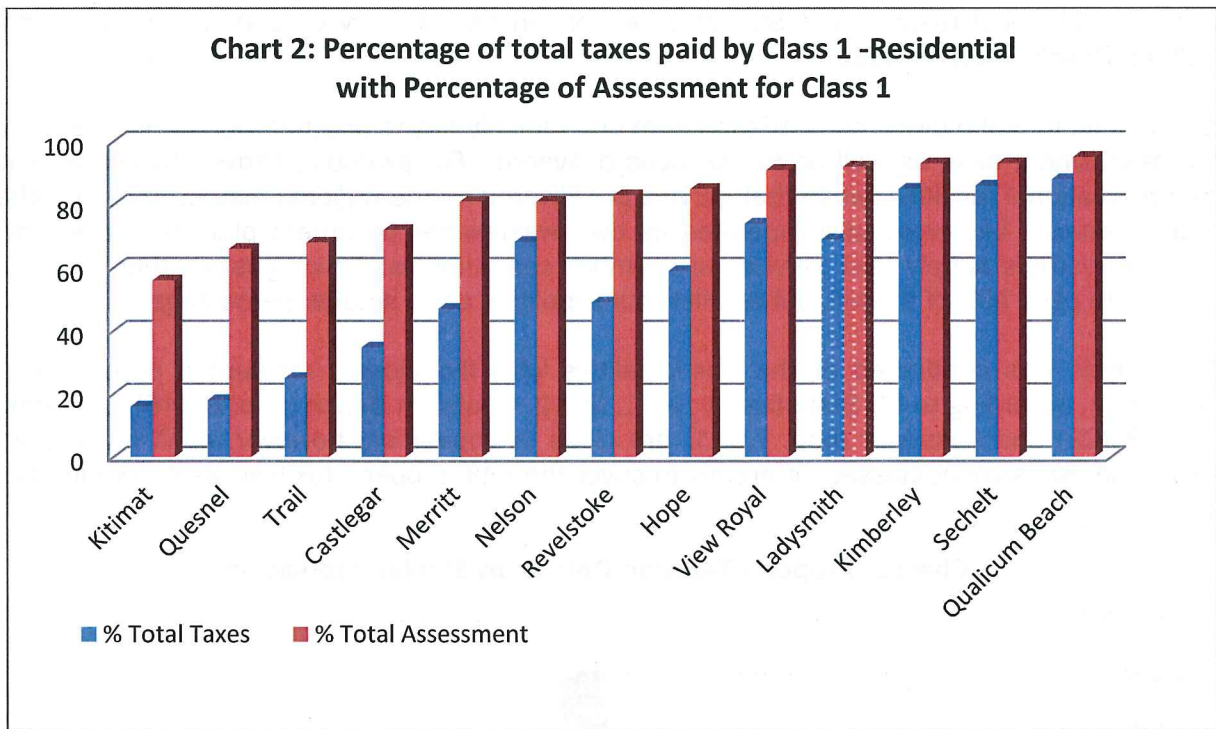
This report uses the following filters to compare the data to Ladysmith:

- Similar population
- Similar average single family assessed value
- Similar residential assessment base percentage
- Neighbouring municipalities residential tax levies
- Similar business assessment base percentage
- Similar major industry assessment base percentage

*Analysis of Residential Property Taxes*

Ladysmith’s population in 2012 was 8,328 (Statistics BC). Municipalities with a population similar to Ladysmith’s (within the 6,200 and 9,950 range) were used for the following comparison purposes.

The Residential Class – Class 1 in Ladysmith makes up 92% of the total assessed property value. This amount varies from 16% in Kitimat to 95% in Qualicum Beach. The amount varies depending on the other assessment classes in the municipality. Kitimat has a large Class 4 & 5 (Major & Light Industry) base whereas Qualicum Beach is mainly residential. This means that Kitimat can choose to rely on the other classes, such as the Major and Light Industry classes, to pay more of the tax bill, while Qualicum Beach cannot.



For municipalities with a similar population to Ladysmith, Chart 2 shows the percentage of total taxes collected from the Residential class (blue columns) versus the percentage of the total residential class assessment (red columns). The same information can be displayed as a table:

Municipalities	BC STATS Population	Total Municipal Taxes (\$)	% Total Taxes	% Total Assessment
Hope	6,201	3,690,049	59	85
Kimberley	6,683	7,125,079	85	93
Merritt	7,230	3,017,790	47	81
Trail	7,260	2,707,052	25	68
Revelstoke	7,329	4,281,503	49	83
Castlegar	7,911	2,311,344	35	72
Ladysmith	8,328	4,623,492	69	92
Qualicum Beach	8,646	6,079,643	88	95
Kitimat	9,098	3,103,864	16	56
Sechelt	9,727	5,579,130	86	93
Nelson	9,804	5,251,749	68	81
View Royal	9,838	4,006,816	74	91
Quesnel	9,947	2,428,737	18	66

The average single family residence value is also a key factor in comparing municipal tax burdens. Chart 3 compares ten other municipalities with average single family residence assessments similar to Ladysmith.

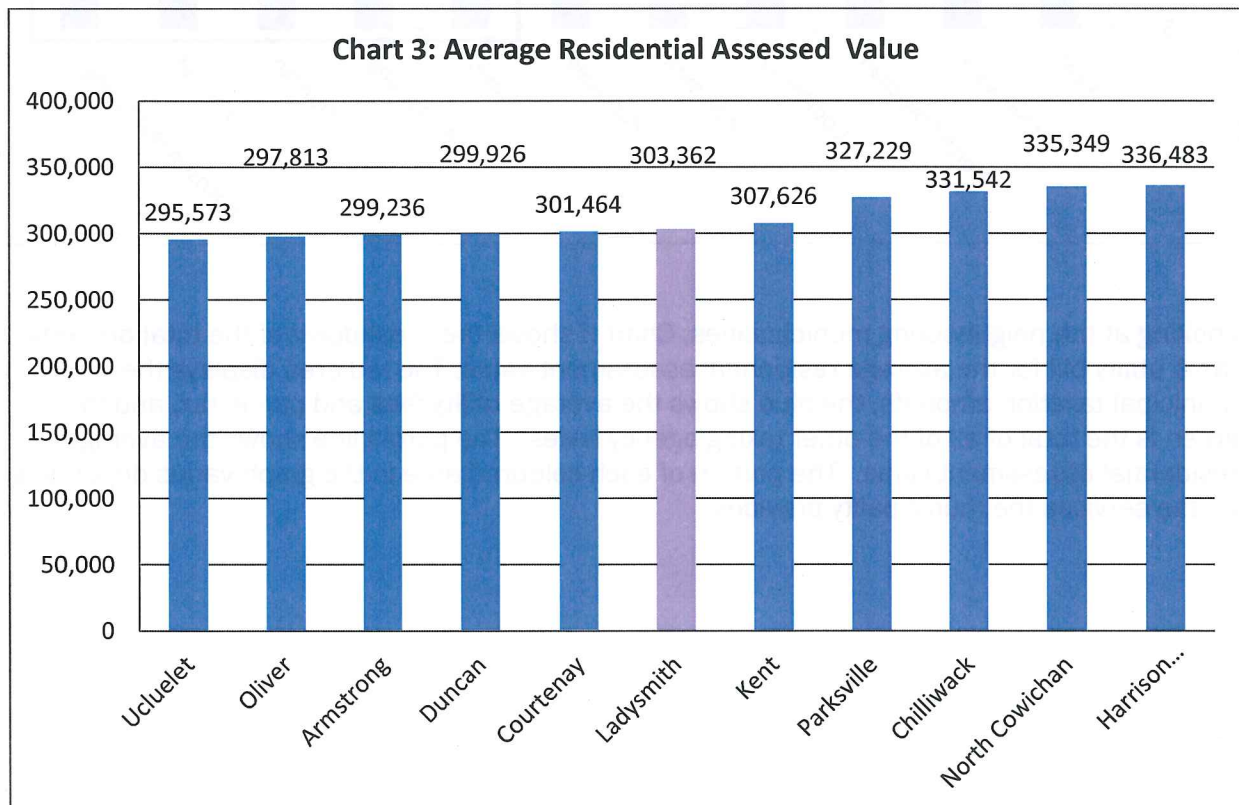
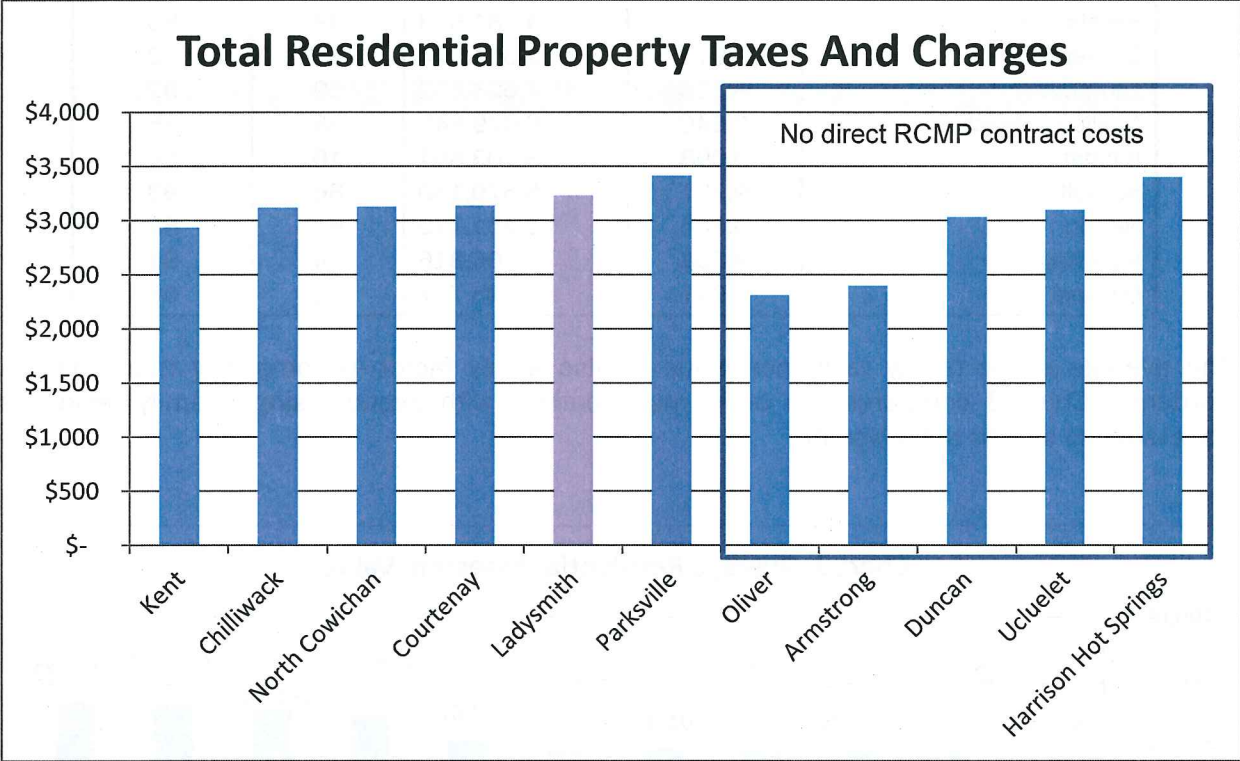
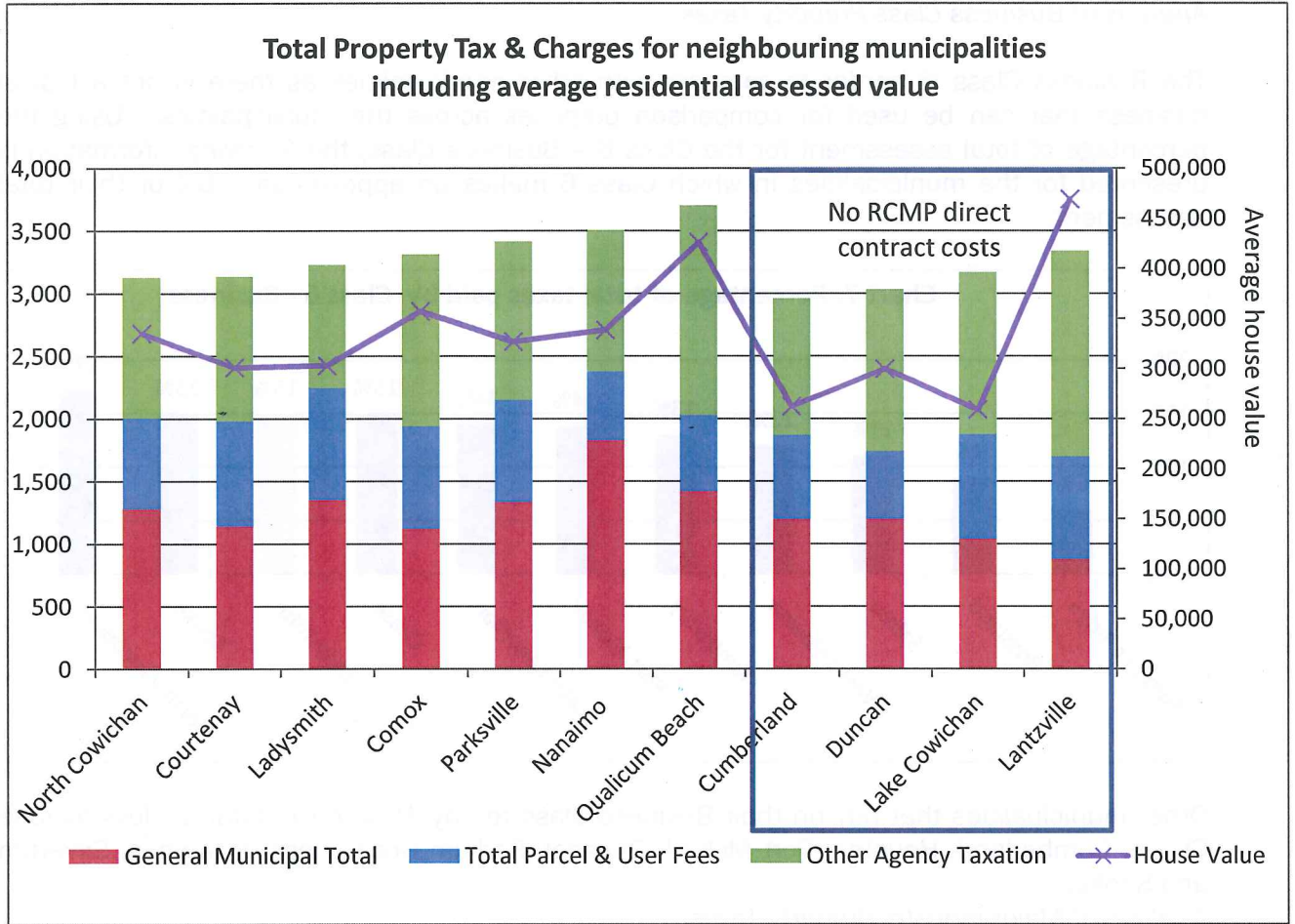


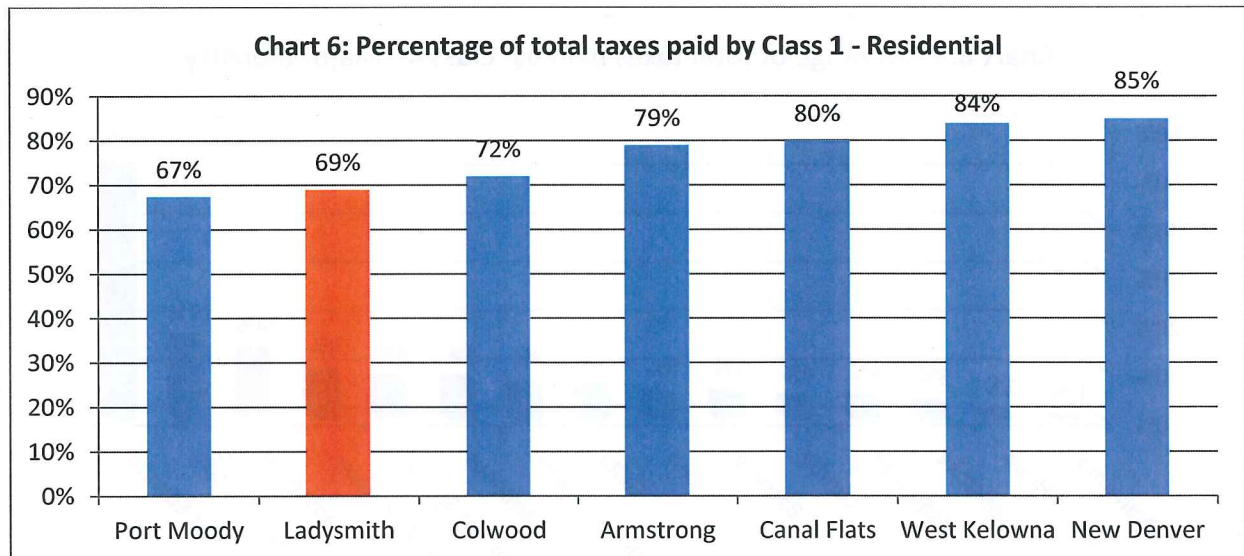
Chart 4 shows those same municipalities with their corresponding total property taxes & charges. It is important to note that the property tax amounts shown in Chart 4 include property taxes for the municipality and other taxing agencies based on the assessed value of a residence as well as sewer and water parcel taxes and utility fees charged for services like solid waste collection and water consumption. Please note that these are gross costs and do not include any Home Owner Grants.



Looking at the neighbouring municipalities, Chart 5 shows the breakdown of the total property tax & utility bill for the average residential assessment value. The red area displays the municipal taxation amounts, the blue shows the average utility fees and parcel tax, and the green is the total of all of the other taxing agency levies. The purple line shows the average residential assessment value. The portion of each coloured area in the graph varies depending on the services the municipality provides.



Using the percentage of total assessment for the Class 1 - Residential Class, the following information is presented for the municipalities in which Class 1 makes up approximately 92% of their total assessment.

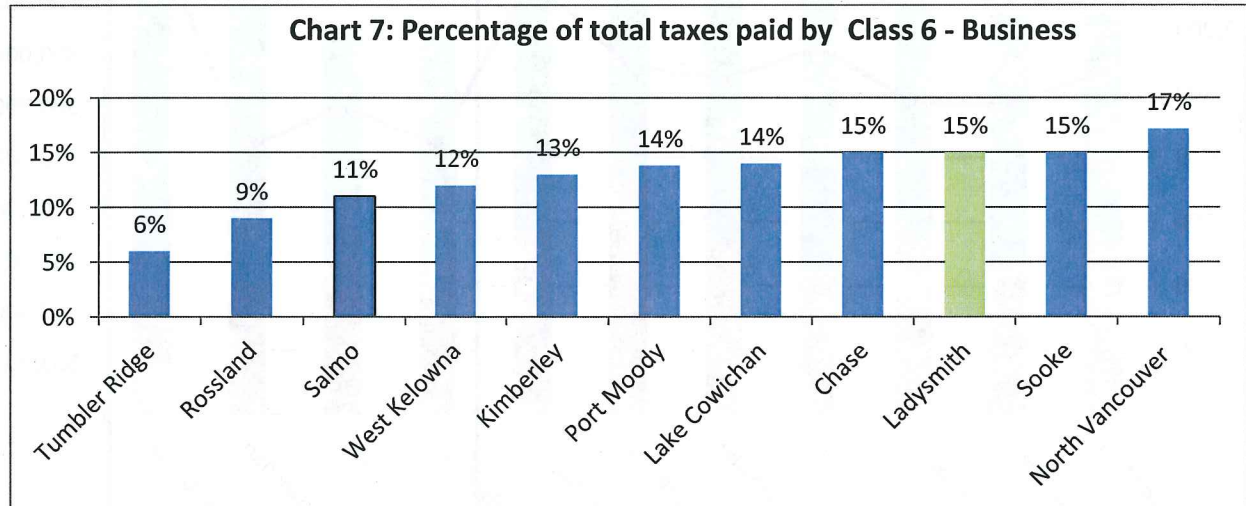


Ladysmith's Residential Class pays 69% of the total tax bill. Other municipalities that rely on their residential class to pay 69% of the tax bill include Surrey and Sidney.



*Analysis of Business Class Property Taxes*

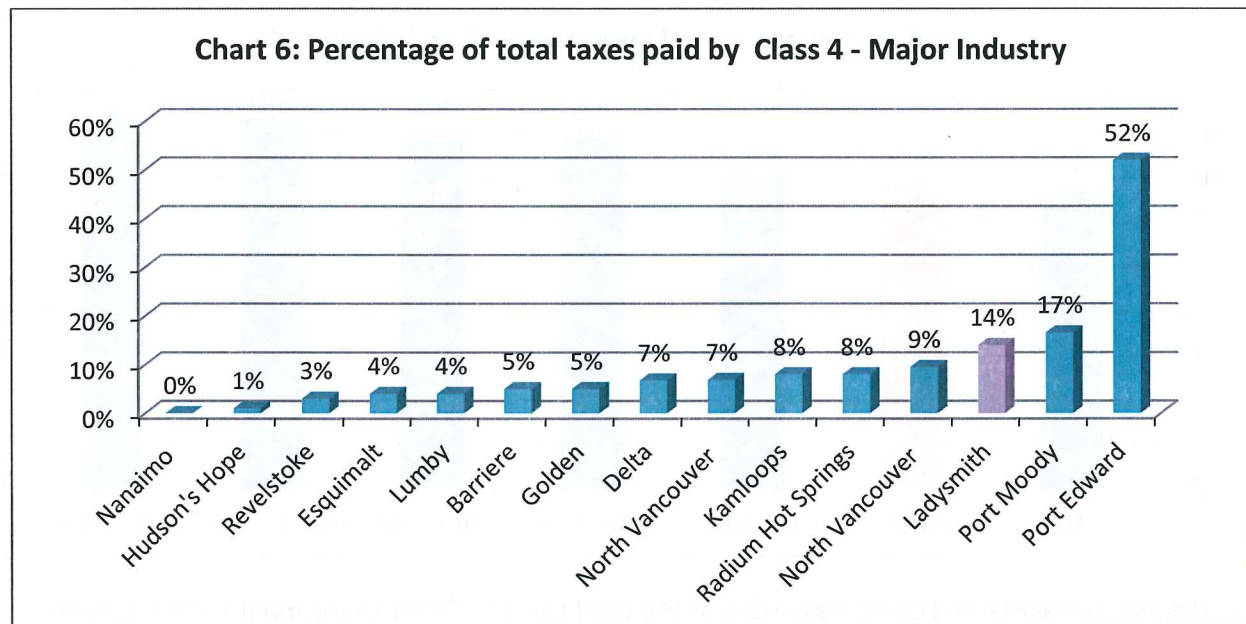
The Business Class is harder to compare with other municipalities as there is not a typical business that can be used for comparison purposes across the municipalities. Using the percentage of total assessment for the Class 6 – Business Class, the following information is presented for the municipalities in which Class 6 makes up approximately 6% of their total assessment.



Other municipalities that rely on their Business Class to pay 15% of the total tax levy include Chase, Cumberland, Houston, Port McNeil, Quesnel, Radium Hot Springs, Sicamous, Silverton and Sooke.

*Analysis of Major Industry Property Taxes*

Again, it is difficult to compare Major Industry properties from one municipality to another because there is not a typical major business that is similar in various municipalities. Using other municipalities in which Class 4—Major Industry represents approximately 1% of the total property assessment, Chart 5 compares reliance on tax revenue from Major Industry.



Other municipalities that rely on their Major Industry class to pay 14% of the total tax levy include Prince George and Spallumcheen.

*Analysis of Other Classes' Property Taxes*

In addition to the ones listed already, there are six other assessment classes. Typically, these classes do not make up a significant amount of assessment base or taxation dollar base. The other classes are Class 2 – Utilities, Class 3 – Supportive Housing, Class 5 – Light Industry, Class 7 – Managed Forest Land, Class 8 – Recreation/Non-profit, and Class 9 – Farm.

For Ladysmith, these property classes contribute 1.58% of the total taxes and make up 0.68% of the property assessment base.

**SUMMARY:**

Council directed staff to provide information on property taxation levels in other municipalities. Local government statistics obtained through the Province of BC have been broken down and presented in this report for Council's information.

I concur with the recommendation.



---

Ruth Malli, City Manager

**ATTACHMENTS:**

None



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: March 14, 2013  
File No:

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Re: Purchase of Carbon Offset Credits

RECOMMENDATION(S):

That Council decide where to purchase carbon offset credits in order for the Town to be carbon neutral for 2012.

PURPOSE:

The Town must purchase carbon offset credits in order to be carbon neutral for 2012 as stated in the Town's Official Community Plan.

INTRODUCTION/BACKGROUND:

In 2007, the Town amended the Official Community Plan to include emission reduction targets, in the effort to be carbon neutral by 2012. The Town has implemented numerous programs and incentives to strive for neutrality, however, carbon offsets are still needed to achieve this goal.

There are various companies from which the Town can purchase carbon offsets. The largest in BC is Pacific Carbon Trust, a crown corporation. There is a local option, Cowichan Energy Alternatives, that has approached Council in the past regarding the projects that they are currently funding.

What is a carbon credit? From Wikipedia:

*A **carbon credit** is a generic term for any tradable certificate or permit representing the right to emit one tonne of carbon dioxide or the mass of another greenhouse gas with a carbon dioxide equivalent (tCO<sub>2</sub>e) equivalent to one tonne of carbon dioxide.*

What is carbon neutrality? From the Pacific Carbon Trust:

*Carbon neutrality means taking full responsibility for our carbon pollution. Organizations start by reducing directly from the source, such as buying energy efficient equipment, or minimizing business travel. Offsetting is the next step - a way to indirectly cut their remaining emissions in order to achieve carbon neutrality. Carbon neutrality is about recognizing that we are 100 percent responsible for the carbon pollution we generate.*

Essentially, the Town would purchase certificates from a Province-approved organization. That organization would then fund projects that strive to reduce greenhouse gases. Such projects include developing ways to improve the environment and encourage innovation.

The Town inventories the fuel, diesel, natural gas, and hydro for its fleet, equipment and buildings. Using the Province's SMARTtool, the data was compiled to determine the amount of carbon offsets that need to be purchased for carbon neutrality in 2012.

The Town's 2012 greenhouse gas inventory, in tCO<sub>2</sub>e:

Mobile Combustion (fleet)	202.63
Stationary Combustion	180.01
Purchased Energy	61.28
Contracted Mobile Combustion (Garbage Contractor)	3.48
Biomass	8.50

The Town implements programs, such as composting and environmentally friendly construction, that in turn reduce the need to purchase carbon credits. If the Town had commenced the organic recycling program after signing the Climate Action Charter, we would be carbon neutral without needing to purchase offsets.

Pacific Carbon Trust sells carbon offsets at \$25 per tonne. The projects that Pacific Carbon Trust funds are all within British Columbia.

Council may recall a recent presentation from Cowichan Energy Alternatives. This organization, located in Duncan, provides a carbon marketplace for accessing and purchasing carbon offsets. The Society's original focus was for energy projects specifically in the Cowichan Valley, though they have expanded to include projects in the Capital Regional District. Purchasing credits through this organization costs \$20 to \$30, though the offset projects are targeted to the Vancouver Island region.

There are other carbon offset providers. One must be assured that the carbon credit is being used towards legitimate projects, that the credit is only sold once, and that the projects are independently verified.

**SCOPE OF WORK:**

Once a vendor is selected, the purchase must be completed by June 1, 2013.

**ALTERNATIVES:**

The Town can choose not to purchase carbon offset credits. Not purchasing the carbon offsets could put the Town at risk in securing future grants.



The Town could implement its own carbon trust company. This alternative would require a dedicated staff member who is accredited to determine if projects meet the BC Emissions Offset Regulation standards to qualify for a carbon-offset revenue. Currently there is no one on staff that could do this. Also, auditing of each carbon project would be an onerous and costly endeavour for the Town.

FINANCIAL IMPLICATIONS:

There is a carbon tax that is paid on many of these energy sources. The Town does submit a claim to the Province for a portion of the carbon tax to be refunded in the form of a rebate. It is anticipated that this rebate, in the approximate amount of \$10,163, will be used towards the purchase of the carbon offsets.

LEGAL IMPLICATIONS:

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens could be concerned that they are essentially funding "green" projects located outside of the boundaries of the Town.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Becoming carbon-neutral is aligned with the Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Ensuring the Town can track, inventory and apply for the carbon tax rebate is aligned with the Strategy A – Wise Financial Management.

SUMMARY:

In order for the Town to achieve the goal of being carbon-neutral for 2012, the Town must purchase carbon offsets. Staff is asking Council for direction in obtaining a supplier for these credits.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

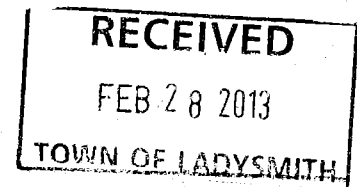
Sustainability Initiatives





Union of BC Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond, BC, Canada V6X 2W9

Phone: 604.270.8226  
Email: [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)



February 15, 2013

Mayor Robert Hutchins  
Town of Ladysmith  
Box 220  
Ladysmith BC V9G 1A2

Dear Mayor Hutchins:

**Re: 2012 Resolutions**

Please find attached the provincial response to the 2012 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca)

Sincerely,

A handwritten signature in cursive script that reads "Mayor Mary Sjostrom".

Mayor Mary Sjostrom  
President

*Enclosure*

**2012 B23 REMOVAL OF DERELICT & ABANDONED  
VESSELS FROM COASTAL WATERS**

**Ladysmith**

WHEREAS derelict and abandoned vessels in the waters of coastal British Columbia can pose a threat to the aesthetics, environment, health and safety of coastal communities;

AND WHEREAS the current regulatory regime for the removal of derelict and abandoned vessels from the waters of coastal British Columbia is not serving our communities with effective and timely removal of such vessels:

THEREFORE BE IT RESOLVED that UBCM call upon the federal and provincial governments to implement a Derelict Vessel Removal Program modelled after the Washington State program, and to designate the Canadian Coast Guard as the receiver of wreck in the case of every abandoned or derelict vessel in the waters of coastal British Columbia.

CONVENTION DECISION:      ENDORSED

PROVINCIAL RESPONSE

*Ministry of Forests, Lands and Natural Resource Operations*

*The Province shares many of the concerns expressed by coastal communities with respect to derelict and abandoned vessels in coastal waters. The Ministry of Forests, Lands and Natural Resource Operations (FLNR) is actively exploring long-term solutions within available resources during a period of fiscal constraint. FLNR is participating in the development of a guidance paper to clarify roles and responsibilities for each organization with a mandate to address derelict vessels. The paper is being reviewed by the Ministry of Justice and Attorney General. The estimated time for completion of the review and posting of the paper on the FLNRO internet site is February 14, 2013. FLNR communicates regularly with Transport Canada and the Canadian Coast Guard and works with the federal agencies to find collaborative solutions for addressing concerns associated with derelict and abandoned vessels.*

*In 2011/12, FLNR worked with local governments and individuals wishing to accept responsibility for vessel cleanup by contributing some operational funding to cover partial equipment costs associated with the removal of vessels. Staff from regional-federal agencies are working with their counterparts in Ottawa to seek funding and to develop a permanent solution for the Pacific coast.*



## LADYSMITH FIRE / RESCUE

P.O. BOX 760, LADYSMITH, B.C., V9G 1A5

BUSINESS OFFICE: (250) 245-6436  
Hall: (250) 245-6438  
Fax: (250) 245-6437

RECEIVED  
MAR 04 2013  
TOWN OF

2013-02-26

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

Attention: Mayor and Council

Dear Mayor Hutchins and Council

Dear Mayor Hutchins and Council, please let this letter serve as formal notice of our intent to host the 2013 firefighters evolutions at Tranfer Beach.

On July 5th, 6th and 7th of 2013, Ladysmith Fire / Rescue intents to host an event we call Auto-Exvolutions.

This event, like others that we have hosted in the past would be held at Transfer Beach. We would be utilizing the facilities of the beach, upper grass area by the horseshoe pitch, the Amphitheatre as well as areas by the Expo Legacy Site.

In the event that there will be no formal camping facilities at or near the beach, we have approached Parks and Rec and requested the use of the upper grass area by the horseshoe pitch as well as the tree line area below the horseshoe pitch like we have done before for camping.

There is tremendous potential revenue to the town and merchants during this weekend, as the many families and friends descend on our town for this fun filled family weekend.

If there are any questions or concerns, or if you require to meet with myself, please contact me direct at the number below.

Thank you for your time and attention to this matter.

Sincerely,

David Giles  
Chairman,  
2013 Auto-Exvolutions committee

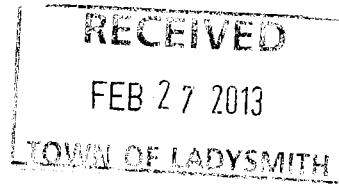
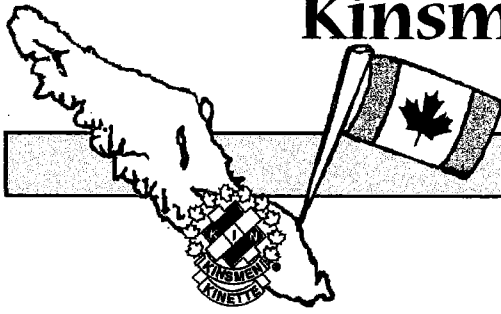
Contact: (250) 210-2067



# Kinsmen Club of Ladysmith

## On The 49th Parallel

P.O. Box 324, Ladysmith, B.C. V9G 1A3



February 27, 2013

Mayor and Council  
Town of Ladysmith  
P.O. Box 220,  
Ladysmith, B.C. V9G 1A2

*Dear Mayor Rob, Council and Town Staff*

The members of the Ladysmith Kinsmen Club were looking at taking on the rebuilding of the playground, at Transfer Beach, as a major project in the next couple of years. It had been brought to our attention that some areas of the playground were "getting pretty rough".

After a tour of the playground with the Town's Manager of Public Works it was felt that there could be a few more years left before it needs to be replaced....

.... but it is looking very old and worn out! The playground has not been painted since our club did it the last time, which was over 10 years ago.

We are asking at this time for permission to repaint the playground at Transfer Beach this spring, before it gets really really busy. We will have to close it for a couple of days to pressure wash it and clean it all up and then for a couple of more days to paint the entire structure. At this time we don't have exact dates but hopefully can get a few nice days before the busy season for the park.

It would still be the Kinsmen's intention to re-build the playground, in the future, but it would require some partnerships. We are finding ourselves short of funds, as the bingo hall we used to work out of has closed and we received notice in January that our request for a Community Gaming Grant was turned down.

We wish to thank you for your time and consideration of our request. We look forward to your favourable response.

If you have any questions please feel free to contact Kin Duck Paterson.

Yours in Kin

Duck Paterson

Project Chair

Ladysmith Kinsmen Club



**February 28, 2012**

**To: Mayor and Council**

Your Worship and Members of Council

**CAT CRISIS in BC MUNICIPALITIES – A Call to Action**

BC Nature is a province-wide federation of naturalists' clubs with a membership of approximately 5,000. Our mandate is to promote the conservation and public appreciation of nature. We are therefore deeply disturbed at the recent report by three U.S. scientists of the Smithsonian Conservation Biology Institute in Washington, D.C., that free-ranging cats may kill up to 3.7 billion birds each year in the United States alone (out of a total of between 10 and 20 billion), and 20.7 billion mammals, and are likely to be the leading human-linked cause of death for birds and mammals, surpassing habitat destruction, collisions with structures such as buildings, and pesticide poisoning. The researchers warned that very large numbers of birds and mammals are likely being killed "in all parts of the world where free-ranging cats occur".

Birds are important to the health and wellbeing of humans in a number of ways. Not only are they beautiful creatures that most people enjoy seeing around and large numbers spend free time studying for pleasure, but they contribute in a very important way to controlling insects, particularly flying insect populations such as mosquitoes.

Cat overpopulation in British Columbia has been a recognized problem for nearly two decades, and this report suggests that it is much more serious than previously thought. Throughout BC, poorly managed feral cat programs are widespread, outdated animal control bylaws are the norm, and almost every city, town and municipality in BC has a cat crisis. It is a costly crisis for municipalities. In January, when CBC Vancouver hosted a very popular open chat line on cat licensing, the public spoke out and the message was clear—it is time for a new approach.

Furthermore, in addition to the enormous cat-caused mortality of wildlife, your municipality's cats are negatively impacting the lives of residents who don't own or want free-roaming cats in their yard or public spaces. As taxpayers, they have a right to a cat-free yard, and they want municipalities to uphold this right. It is noteworthy that the lack of restrictions on cats discriminates against dog owners, who are required to purchase a license and adhere to a bylaw constructed solely for them, while cat owners enjoy special freedoms.

The Smithsonian Conservation Biology Institute report referenced above blames stray cats for most of the deaths. There are about 30 million to 80 million feral cats in the U.S., each of which can kill upwards of 200 mammals a year alone, the study reported. However, pet cats are far from innocent,

**BC Nature 1620 Mt. Seymour Road, North Vancouver, BC V7G 2R9**  
**T: 604.985.3057 F: 604.985.3059 [www.bcnature.ca](http://www.bcnature.ca) email: [manager@bcnature.ca](mailto:manager@bcnature.ca)**

causing 258 million to 1.5 billion of the bird deaths and 571 million to 2.5 billion of the mammal deaths, and the paper advocates taking measures to restrict cats' access to the outdoors.

Over 300 species of birds breed each year in BC—more than any other province in Canada. Sixty-five species breed nowhere else in Canada and, for several species, BC holds the majority of the world population. Situated along the Pacific Flyway that extends from Patagonia to Alaska, our province is a major migration corridor and staging area for many species, with 84 Important Bird Areas. BC is also one of the world's top birding destinations, benefiting tourism.

However, most bird-kills by cats occur in our own backyards and neighbourhoods. Others occur on rural or vacant properties and green belts bordering populated areas—all prime locations for stray domestics that fuel the growing number of feral cat colonies. In other words, BC's birds are being slaughtered by cats on a massive scale close to home and right under our noses.

Because of this, every municipality, neighbourhood and family has a crucial role to play in bird conservation. As stewards of our own backyards, we have a responsibility to do our part to help conserve birds. As a Mayor or Councillor you have control over how all pets, including cats, are responsibly regulated in your municipality. Taking personal action to communicate the importance of responsible pet ownership and to draft a new bylaw that treats cat and dog owners the same, while protecting the rights of non-pet owners, is well within your realm of control. You are in a singular position to be able to foster responsible pet ownership and the development of a more sustainable approach to co-existing with birds in BC.

For these reasons, BC Nature is requesting that you take action to create cat licensing bylaws which include neutering and restraining cats from roaming at large outdoors.

Regards,

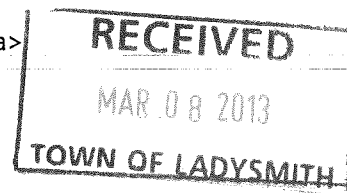


John Neville, President  
Federation of BC Naturalists (BC Nature)

**Jennifer LeBlanc**

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**From:** Coleman, Nora CSCD:EX <Nora.Coleman@gov.bc.ca>  
**Sent:** March 11, 2013 9:27 AM  
**To:** Town of Ladysmith  
**Subject:** Strategic Community Investment Fund Letter



Ref: 152794

His Worship Mayor Robert R. Hutchins  
and Members of Council  
Town of Ladysmith  
PO Box 220  
Ladysmith, BC V9G 1A2

Email: [info@ladysmith.ca](mailto:info@ladysmith.ca)

cc: [eanderson@ladysmith.ca](mailto:eanderson@ladysmith.ca)

Dear Mayor Hutchins and Councillors:

Strategic spending by British Columbia communities stimulates local economies, encourages growth, creates local jobs and helps offset the effects of the global economic downturn. As such, the Province of British Columbia provided an immediate \$60 million of relief in March 2012 and another \$94 million in June 2012 to local governments through a restructuring of the current provincial grant programs. This provides local communities with more provincial funding sooner, giving greater certainty and improved financial flexibility for the future.

The March 2013 initiative totalling \$20 million consists of \$10 million for the Traffic Fine Revenue Sharing Program to help municipalities enhance policing and community-based public safety programs, and \$10 million for Small Community and Regional District Grants supporting local governments to provide services in areas with smaller tax bases.

For your community, the following amount(s) will be transferred to you on or before March 12, 2013.

- Small Community Grant                   \$84,627
- Traffic Fine Revenue                     \$ 8,216

As with the previous Strategic Community Investment Fund program, we expect that local governments will continue to report publicly on the use of these funds through the annual reporting requirements.

Sincerely,

*“Original signed by”*

Bill Bennett

**From:** Dianna and Cliff Fisher  
**Sent:** March 12, 2013 5:42 PM  
**To:** Rob Hutchins  
**Subject:** Fw: Emergency Preparedness in Ladysmith

Hi Rob

The Festival of Lights Society is attempting to become more visible to the citizens of Ladysmith throughout the year by working with community groups. Sybille Sanderson has been working with individual groups and it was suggested we invite her to an FOL meeting to give a presentation. We felt that if FOL helped host an Emergency Preparedness session for the public it would be a way for FOL to further support the community. As you can see below, Sybille is on board for this. We were thinking that if the town would support this by offering a space to hold the meeting, FOL would do the set up, provide the coffee and cookies and do the organization by contacting the Chamber, LDBA, service groups, etc. asking them to advertise on their websites and to spread the word about the meeting through emails and social media contacts.

Can we count on your support and help in this endeavour?

If you agree, we'll try to organize a date in April that Sybille is available.

Thanks  
Dianna Fisher

**From:** Sybille Sanderson  
**To:** Dianna and Cliff Fisher  
**Sent:** Tuesday, March 12, 2013 5:09 PM  
**Subject:** Re: Emergency Preparedness in Ladysmith

Hi Dianna,

Great to hear from you!

I'm always open to any opportunities to share emergency preparedness. One of the reasons that Duck suggested meeting with the FOL is because we have found that inviting the public to attend often falls flat whereas sharing with people within the committees or groups that they already attend seems to work better.

Having said that, if FOL would like to "round up the troops" for a big emergency preparedness session, I'm game!

Looking forward to working with you, whichever way you would like to proceed!

Sybille Sanderson  
Manager, Public Safety  
Cowichan Valley Regional District

**TOWN of LADYSMITH  
BYLAW NO. 1820**

A bylaw to amend "Building and Plumbing Bylaw 1994, No. 1119"

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**WHEREAS** the *Community Charter* empowers the Municipal Council to amend the Building and Plumbing Bylaw;

**AND WHEREAS** the Town of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119";

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

1. "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119", as amended, is hereby further amended by adding the following section:

**6.12 Water Conservation**

6.12.1 Every water closet, whether tank type or dual flush, must be of a low consumption type that

- (a) conforms with the latest Canadian Standard Association (CSA) standards, and
- (b) has an average water consumption not exceeding 4.8 litres per flush cycle.

6.12.2 Direct flush urinals must be of a low consumption type that

- (a) conforms with the latest Canadian Standard Association (CSA) standards, and
- (b) has an average water consumption not exceeding 1.9 litres per flush cycle.

6.12.3 The water supply to urinal flush tanks equipped for automatic flushing must be controlled with a timing device in order to limit operation during normal working hours.

2. **CITATION**

This bylaw may be cited for all purposes as "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2013, No. 1820".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Director of Corporate Services (S. Bowden)