



# TOWN OF LADYSMITH

A SPECIAL MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MARCH 25, 2013  
7:30 p.m.

## AGENDA

### CALL TO ORDER

1. AGENDA APPROVAL
2. 2013 – 2017 FINANCIAL PLAN DELIBERATIONS
  - 2.1. Grant-in-Aid Application – Ladysmith Celebrations Society 2 - 8
  - 2.2. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2013, No. 1821 9 - 10  
May be read a first, second and third time.  
  
The purpose of Bylaw 1821 is to establish water rates for 2013 as directed by Council.
  - 2.3. Town of Ladysmith Sanitary Sewer Rates Bylaw 1999, No. 1299, Amendment Bylaw 2013, No. 1822 11 - 12  
May be read a first, second and third time.  
  
The purpose of Bylaw 1822 is to establish sewer rates for 2013 as directed by Council.
  - 2.4. Review of Discussions to Date
  - 2.5. Public Questions and Input
3. PROPOSED PURCHASE OF ELECTRIC VEHICLE 13 - 15

### ADJOURNMENT



RECEIVED  
MAR 08 2013  
TOWN OF LADYSMITH



27  
LATE

March 7, 2013

Town of Ladysmith Mayor and Councilors,

On behalf of Ladysmith Celebrations Society, I wish to thank you for your willingness to consider our late grant application to fund the annual tradition of Ladysmith Days.

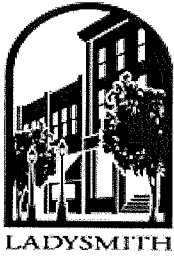
As I know you all understand the busy schedule of being one who volunteers, this was an unfortunate circumstance where a deadline was missed by miscommunication and human error. We hope you can see past our temporary insanity and still see the value that funding Ladysmith Days will bring to the community.

Thank you in advance for your understanding and all your previous support.

A handwritten signature in cursive script that reads "Jocelyn Dewar".

Jocelyn Dewar

Treasurer, Ladysmith Celebrations Society



**TOWN OF LADYSMITH**  
**GRANTS-IN-AID APPLICATION**

**GENERAL INFORMATION**

Each year, Council makes a limited number of grants to support social, cultural and recreational special events and services that are provided on behalf of residents of the Town of Ladysmith. The main purpose of the Town's Grants-in-Aid is to assist groups to organize themselves around community issues and projects.

To be eligible for a grant, the applicant must be a not-for-profit organization, and must complete the attached application and include any necessary supporting documents. Grants may be provided for both new and existing programs and services. Applicants may be invited to appear before Council to answer questions with respect to program services, finances, or other aspects of the grant application.

Programs and services will be evaluated on the basis of need, relevance and demonstrated effectiveness. All grants are for a one-year period (or less). **Please note:** When applying for a Grant-in-Aid, it is important to be aware that receiving a grant may limit your organization's eligibility to receive a Permissive Tax Exemption.

In addition to completing the attached Grant-in-Aid application form, you are encouraged to submit any additional information that you feel would add to the understanding of your service. Please ensure you answer all questions on the application form. **The Grant-in-Aid application due date is February 22, 2013.** Applications should be returned to Kari-Anne McLennan, Financial Services Coordinator, Town of Ladysmith, Box 220, Ladysmith, B.C., V9G 1A2. For further information, please contact Erin Anderson, Director of Financial Services, at 250-245-6402. Applications received after the due date may not be considered.

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1. Name of Organization	Ladysmith Celebrations Society
Address	PO Box 1273 Ladysmith BC
Postal Code	V9G 1A9
Email Address	NA.

2. President/Chairman	Barry Frech
Address	Box 1095 243 4th Ave Ext.
Postal Code	Ladysmith BC V9G1A7

3. Treasurer	Jocelyn Dewar
Address	941 MALONE Rd Unit 5B
Postal Code	Ladysmith BC V9G 1S3

4. OFFICERS (Names only)	Darlene Kelt, Melody Smythies, Jimmy Patrick
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5. Contact Person	Jocelyn Dewar
Address	See ABOVE
Business Phone	250-245-6386
Residence Phone	250-510-0220

6. Amount Requested	\$ 10,000
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7. How will the community benefit? (Aim)	Ladysmith Days is an annual tradition bringing family and friends together for over 40 years. Celebrating the abundant pool of resident entertainers in Ladysmith with an exciting line-up of musicians, singers and dancers, along with games and our annual parade, Ladysmith Days always entertains both young and old alike!
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8. List full and part-time paid positions (use separate sheet if necessary)	None
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9. Number of individual participants (clients) who will receive your service.	Participation is estimated to rival last years attendance of
Number of volunteers	15
Volunteer hours/week	3

10. Is your organization a registered society?	Yes
Number:	S-0010984
Is your organization a charitable institution?	No
Number:	_____

11. What other efforts have been made to obtain funding? (include list of grants received or pending)	We are currently fundraising with other local business, but have none confirmed at this time.
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12. Please attach: (total local organization budget)	
A) Audited Financial Statement and/or Year End budget	
B) Current Year Projections	
C) Statement of Assets and Liabilities	

The information included in this application is true and correct to the best of my knowledge.

Signature	<i>Jeffrey Dewar</i>
Position/Title	Treasurer
Date	March 7 <sup>th</sup> , 2013

**APPLICATION DUE: FEBRUARY 22, 2013**

## Ladysmith Celebrations Society Budget 2012

Created by Jocelyn Dewar

### Income

Donations	\$19,875.00
Vendors & Talent Entry Fees	\$770.00
Fundraising	\$1,922.60
Miscellaneous	\$101.00
	<hr/>
	\$22,668.60

### Expenses

Administration	-\$316.09
Insurance	-\$2,457.50
Citizen of the Year	-\$188.45
Entertainment	-\$9,338.76
Advertizing	-\$1,273.47
Prizes	-\$140.00
Fundraising	-\$734.40
Venue Needs	-\$2,039.36
Fireworks	-\$9,600.00
Thanks You/Misc	-\$110.86
Outstanding	\$0.00
	<hr/>
<b>Total Expenses</b>	<b>-\$26,198.89</b>

## Ladysmith Celebrations Society Budget 2013

Created by Jocelyn Dewar

### Income

Donations	\$20,000.00
Vendors & Talent Entry Fees	\$800.00
Fundraising	\$2,000.00
Miscellaneous	
	<hr/>
	\$22,800.00

### Expenses

Administration	-\$300.00
Insurance	-\$2,500.00
Citizen of the Year	-\$200.00
Entertainment	-\$5,500.00
Advertizing	-\$1,400.00
Prizes	-\$140.00
Fundraising	-\$400.00
Venue Needs	-\$2,500.00
Fireworks	-\$9,600.00
Thanks You/Misc	-\$200.00
Outstanding	\$0.00
	<hr/>
<b>Total Expenses</b>	<b>-\$22,740.00</b>

### Assets

LCS Chequing Account	\$7,004.68
LCS Gaming Account	\$1,859.69
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	\$8,864.37

### Liabilities

None



Town of Ladysmith  
Grants in Aid 2013 Requests

Organization	2012 Requested	2012 Approved	2013 Requested	Interim Approvals	Packet Number
Arts on the Avenue	1,500	1,000	1,000	1,000	5
Ladysmith & District Historical Society Archives	25,000	20,000	25,000	20,000	4
Ladysmith & District Historical Society Museum	12,000	10,000	12,000	10,000	3
Ladysmith Celebrations Society	8,000	8,000	10,000		LATE 27
Festival of Lights Society	22,000	18,000	12,000	12,000	2
Ladysmith Fire Rescue Auto Exvolutions	-	-	2,500	1,500	8
Ladysmith Fire Rescue Santa Parade	1,800	1,000	1,800	1,000	9
Ladysmith Show & Shine	1,000	500	1,000	500	13
<b>Total Celebrations</b>	<b>71,300</b>	<b>58,500</b>	<b>65,300</b>	<b>46,000</b>	
Ladysmith & District Marine Rescue Society	1,500	1,500	5,000	1,500	23
Ladysmith Maritime Society Festival Events	5,000	1,500	5,000	1,500	25
Ladysmith Maritime Society Heritage Initiatives	5,000	1,000	5,000	1,000	26
<b>Total Harbour Functions</b>	<b>11,500</b>	<b>4,000</b>	<b>15,000</b>	<b>4,000</b>	
Ladysmith Resources Centre Assn - General Programming	17,860	8,000	12,000		22
Ladysmith Resources Centre Assn - Victim Services	17,000	11,000	14,000	11,000	20
Ladysmith Resources Centre Assn - Family Support	12,000	8,000	12,000		21
Ladysmith Resources Centre Assn - Youth at Risk	11,000	8,000	12,000		19
<b>Total Resource Centre</b>	<b>57,860</b>	<b>35,000</b>	<b>50,000</b>	<b>11,000</b>	
Arts Council of Ladysmith & District	1,000	1,000	1,000	1,000	10
Arts Council of Ladysmith & District (Disability access)	-	-	5,000	2,500	11
Ladysmith Citizens on Patrol	1,500	1,500	1,500	1,500	16
Ladysmith Community Gardens Society	-	-	1,500	1,000	1
Ladysmith RCMP Community Policing	1,000	1,000	1,000	1,000	6
Ladysmith & District Accountability Program (Restorative Justice)	-	-	1,000	1,000	7
Ladysmith Sportsmen's Club	500	500	-		
People in Pain Network	-	-	3,500		12
Royal Canadian Legion #171	10,000	3,000	-		
Cowichan & District SPCA	10,000	-	-		
Ladysmith Senior Advisory Council	950	950	-		
St John the Evangelist Anglican Church	-	-	3,600	500	18
<b>Total Other</b>	<b>24,950</b>	<b>7,950</b>	<b>18,100</b>	<b>8,500</b>	
Vancouver Island Crisis Society	1,000	500	-		
Cowichan Family Caregivers Support Society	750	750	750	750	15
<b>Total Social Services</b>	<b>1,750</b>	<b>1,250</b>	<b>750</b>	<b>750</b>	
Boys & Girls Club					
Ladysmith Ambassador Program	2,500	1,000	2,500	1,000	14
Ladysmith Sec School - Frank Jameson Bursary	1,500	1,500	1,500	1,500	
Ecole Davis Road Parents Advisory Council	2,000	1,500	-		
Ladysmith Intermediate School PAC	5,000	-	4,000	1,000	24
Royal Canadian Air Cadets	3,000	1,000	-		
Cowichan Therapeutic Riding Association	5,000	-	5,000	1,000	17
<b>Total Youth, Education &amp; Sport</b>	<b>19,000</b>	<b>5,000</b>	<b>13,000</b>	<b>4,500</b>	
Ladysmith Chamber of Commerce	200	200	-		
Ten Percent Shift Program (already funded)	1,200	1,200	-		
Stz'mainus Canoe Festival (Nat'l Sport Trust Fund)	1,000	1,000	-		
<b>Total applications received after deadline</b>	<b>-</b>	<b>2,400</b>	<b>-</b>	<b>-</b>	
<b>TOTAL</b>	<b>\$ 186,360</b>	<b>\$ 114,100</b>	<b>\$ 162,150</b>	<b>\$ 74,750</b>	

**TOWN OF LADYSMITH**

**BYLAW NO. 1821**

A bylaw to amend the Water Services Rates of the Town of Ladysmith.

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WHEREAS pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

**Amendment**

1. Schedule "A" of "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2010, No. 1726 is hereby replaced with the attached Schedule A.
2. The provisions of this bylaw shall become effective and be in force as of the 2nd day of April 2013.

**Citation**

3. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2013, No. 1821".

**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

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Mayor (R. Hutchins)

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Director of Corporate Services (S. Bowden)

**SCHEDULE "A"**

**TOWN OF LADYSMITH**

Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2013, No. 1821

**SCHEDULE OF RATES**

<p>1. <b><u>Metered Service (Quarterly) for Each Individually Metered Single Family Dwelling Unit</u></b></p>	<p>\$22.45 base rate per quarter                  \$0.50/m<sup>3</sup> for next 26 m<sup>3</sup> to 50 m<sup>3</sup>                  \$0.60/m<sup>3</sup> for next 51 m<sup>3</sup> to 75 m<sup>3</sup>                  \$0.75/m<sup>3</sup> for next 76 m<sup>3</sup> to 100 m<sup>3</sup>                  \$1.00/m<sup>3</sup> for next 101 m<sup>3</sup> to 125 m<sup>3</sup>                  \$1.35/m<sup>3</sup> for &gt;126 m<sup>3</sup></p>
<p>2. <b><u>Metered Service (Quarterly) for All Other Users</u></b></p>	<p>\$22.45 base rate per quarter                  (includes up to 25 cubic meters) and                  \$0.45/cu.m. for any use over 25                  cubic meters</p>
<p>3. <b><u>Non-Metered Service (Quarterly)</u></b></p>	<p>\$39.80 flat rate, per unit, per quarter</p>
<p>4. <b><u>Service Connection Rates</u></b></p> <p>.1 Where a service connection has not been previously provided to a parcel but where the Public Waterworks System fronts or abuts the parcel:</p> <p>(a) 19 mm (3/4") service connection including meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances ....</p> <p>(b) larger than 19 mm (3/4") shall be at cost but not less than ..</p> <p>.2 Where a service connection has been previously provided to a parcel:</p> <p>(a) and that service connection includes a meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances and is the requested size ....</p> <p>(b) any upgrading of that service in size including installation of a water meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances shall be at cost, but not less than ....</p>	<p>\$2,400.00</p> <p>\$2,400.00</p> <p>\$ 100.00</p> <p>\$2,400.00</p>

**TOWN OF LADYSMITH**

**BYLAW NO. 1822**

A bylaw to amend the Sanitary Sewer Rates Bylaw 1999, No. 1299 of the Town of Ladysmith.

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**WHEREAS** pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

**Amendment**

1. Schedule "A" of "Sanitary Sewer Rates Bylaw 1999, No. 1299" is hereby replaced with the attached Schedule A.
2. The provisions of this bylaw shall become effective and be in force as of the 2nd day of April 2013.

**Citation**

3. This bylaw may be cited as "Town of Ladysmith Sanitary Sewer Rates Bylaw 1999, No. 1299, Amendment Bylaw 2013, No. 1822".

**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

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Mayor (R. Hutchins)

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Director of Corporate Services (S. Bowden)

**SCHEDULE A**

**TOWN OF LADYSMITH**

**Sewer Rates bylaw 1999, No. 1299, Amendment Bylaw 2013, No. 1822**

**Schedule of Rates**

<b>CLASSIFICATION</b>		<b>Sewer Rental Charge Per Month</b>
<b>Residences or Apartments:</b>	Single Family Two Family Multi-Family, including apartment units	\$14.30 \$14.30/unit \$14.30/unit
<b>Motels &amp; Auto Courts:</b>	Premises of owner or operator For each rental unit	\$14.30 \$ 2.20
<b>Mobile Home Parks:</b>	Public rest rooms and/or service rooms For each mobile home with sewer connection	\$14.30 \$14.30
<b>Hotels:</b>	Owners or managers quarters Per apartment for rent Per room for rent	\$14.30 \$14.30 \$ 2.20
<b>Beer Parlours, Pubs, Licensed Cabarets &amp; Lounges:</b>	For each separately licensed area	\$30.85
<b>Cafes, Restaurants &amp; Dining Rooms</b>		\$30.85
<b>Offices, Shops and Stores:</b>	(per office, shop & store unit not otherwise specified)	\$14.30
<b>Store(s) and Suite(s) combined:</b>	Per store unit Per suite	\$14.30 \$14.30
<b>Store(s) and Office(s) combined:</b>	Per store unit Per office unit	\$14.30 \$14.30
<b>Office Building:</b>	Per office unit	\$14.30
<b>Laundry or Laundromat</b>		\$49.60
<b>Service Stations and Garages:</b>	Without car wash With car wash	\$14.30 \$33.05
<b>Public or Social Club with licensed bar</b>		\$30.85
<b>Church Hall, Public Hall or Lodge Room</b>		\$11.05
<b>Hospitals - per bed</b>		\$ 6.65
<b>Schools - per classroom, auditorium or office</b>		\$14.30



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: John Manson, PEng, Director of Infrastructure Services  
Date: March 25, 2013  
File No:

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**Re: Purchase of a Nissan Leaf Electric Vehicle for Public Works**

**RECOMMENDATION(S):**

The Council authorize waiving the purchasing policy for the acquisition of a Nissan Leaf Electric Vehicle as one of the scheduled vehicle replacements for 2013.

**PURPOSE:**

To replace one of Public Works' existing pickup trucks with a smaller, more efficient vehicle for in-town use.

**INTRODUCTION/BACKGROUND:**

The Town maintains a 'revolving' equipment replacement reserve which funds the scheduled replacement of vehicles. The fund operates through a 'chargeback system' whereby the fund charges out vehicles and equipment on an hourly rate sufficient to eventually replace the vehicles at the end of their useful (economic) lifetime. In 2012, three pickup trucks were scheduled for replacement, two for Public Works, and one for Parks, Recreation and Culture – these three replacements were put on hold pending a staff review of the fund's operation. That review is under way, and will be completed by end of spring 2013.

The Town recently installed Level 2 electric vehicle charging stations on First Avenue and at the Public Works yard on Sixth Avenue. The purpose of the installation at the Public Works yard is to provide for the use of fully electric vehicles in the Town's fleet as appropriate, in keeping with the Town's approach to minimize greenhouse gas emissions (GHGs).

One of the tenets of the replacement strategy, as confirmed by Council, is to examine the use of alternate low GHG fuel vehicles whenever possible. Staff have identified that one of the scheduled pickup trucks could be replaced with a fully electric vehicle.

The Provincial Government is currently offering a \$5,000 rebate for the purchase of electric vehicles. This rebate is scheduled to expire at the end of March 2013. It is uncertain whether this rebate will be extended. Accordingly, staff are bringing this

purchase forward to Council for consideration and action prior to the expiration of the rebate offer.

Due to the limited time available, staff has informally approached the following electric vehicle vendors for a quote to purchase a new 2012 or 2013 electric passenger vehicle:

<b>Vender</b>	<b>Model</b>	<b>Price, FOB Nanaimo or Duncan (plus taxes, minus rebate)</b>
Nissan, Nanaimo	2013 Nissan Leaf	Up to \$35,000
Laird Wheaton GMC, Nanaimo	2013 Chevy Volt	\$43,600.00
Brown Bros Ford Lincoln, Vancouver	2012 Ford Focus	\$39,217.00

The Nissan Leaf and Ford Focus are fully electric vehicles, and have a range in the neighborhood of 100+ kilometres between charges. This range is more than sufficient to accommodate daily local use within the Town. The Chevy Volt has a smaller battery pack, capable of about 50 kilometres, but has the advantage of using gasoline to extend the range of the vehicle to about 400 kilometres between "fillings".

The Nissan leaf is the least expensive option, and also features the advantage of a DC Fast Charge receptacle, which will allow the vehicle to be "fast charged" (20-30 minutes) at filling stations scheduled to be installed in Victoria, Duncan, and Nanaimo this month. This will effectively extend the range of the vehicle to south Vancouver Island without excessive wait times for recharging. For this reason, staff recommend the purchase of a 2013 Nissan Leaf.

**SCOPE OF WORK:**

Provides for the replacement of one of the Town's pickup trucks scheduled for replacement in 2012/2013.

**ALTERNATIVES:**

The Town could continue to use the existing pickup truck or replace the vehicle with a traditional acquisition. It has been determined that an electric car will meet the operational needs and that a truck is not required.

**FINANCIAL IMPLICATIONS:**

The cost of the replacement of the pickup truck is covered under the Town's equipment replacement fund (\$195,000 has been placed in the fund for 2013 for equipment replacements). Due to time constraints related to the provincial rebate program, staff are requesting that Council waive the formal request for proposals tendering process to allow the purchase based on the quotes obtained.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The purchase of an electric vehicle will support the Town's commitment to reducing GHG; and also provides evidence to the public that electric vehicle use is practical and appropriate for 'in town' vehicle use in Ladysmith.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The vehicle will be made available for use by all staff, particularly at events where the Town can demonstrate our commitment to sustainable action.

RESOURCE IMPLICATIONS:

No further resource implications.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns and supports the implementation of the Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with Strategic Direction A-Wise Financial Management.

SUMMARY:

The Town is currently reviewing the Vehicle Replacement Plan that funds the replacement of vehicles. Staff are recommending that an electric car be purchased to replace a pickup truck scheduled for replacement. There is an opportunity to partially fund the acquisition with a Provincial Grant of \$5,000 if the purchase is made prior to March 31, 2013. It is uncertain whether the grant program is going to be extended beyond the current expiry date. Therefore, staff are recommending that the vehicle be purchased by waiving the purchasing policy. The acquisition of electric vehicles is consistent with the Town's Energy Plan and the Sustainability Visioning Report, which call for the reduction of greenhouse gases in the Town's operations.

I concur with the recommendation



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Ruth Malli, City Manager

ATTACHMENTS:

None