



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, JUNE 17, 2013
****Special Time – 4:30 p.m.****

AGENDA

CALL TO ORDER		<u>Page</u>
1.	AGENDA APPROVAL	
2.	MINUTES	
2.1.	Minutes of the Regular Meeting of Council held June 3, 2013	3-7
2.2.	Minutes of the Special Meeting of Council held June 10, 2013	8-13
3.	STAFF REPORTS	
3.1.	Statement of Financial Information for the Fiscal Year Ended December 31, 2012	14-23
	<u>Staff Recommendation</u> That Council approve the Statement of Financial Information for the fiscal year ended December 31, 2012	
4.	BYLAWS	
4.1.	Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826 May be adopted	24-25
	The purpose of Bylaw 1826 is to amend various fees and charges in accordance with recent budget deliberations.	
5.	CORRESPONDENCE None	
6.	NEW BUSINESS	
6.1.	School District 68 Enhanced Facilities Plan – Report and Recommendations (Mayor Hutchins)	
7.	UNFINISHED BUSINESS	
8.	QUESTION PERIOD	
	<ul style="list-style-type: none">• A maximum of 15 minutes is allotted for questions.• Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.	

- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

9. 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:

- litigation or potential litigation affecting the municipality

10. ARISE AND REPORT

THE REGULAR MEETING OF COUNCIL WILL RESUME AT 7:00 P.M. IN ORDER TO CONSIDER THE FOLLOWING ITEM:

11. DEVELOPMENT APPLICATIONS

- 11.1. Temporary Use Permit (TUP) Application – Tycor Holdings Ltd.
Lot 2, District Lot 24, Oyster District, Plan 4580 (930 Ludlow Road)

26-30

ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, JUNE 3, 2013 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Ruth Malli	Felicity Adams	Erin Anderson
Joanna Winter		

CALL TO ORDER Mayor Hutchins called this Regular Meeting of Council to order at 7:03 p.m.

AGENDA APPROVAL

CS 2013-199 It was moved, seconded and carried that the agenda for the Regular Council Meeting of June 3, 2013 be approved as amended to include the following additions:

- 10.1 June 17, 2013 Regular Council Meeting – start time
- 11.1 Ladysmith Trolley Service

CS 2013-200 It was moved, seconded and carried unanimously with all Council members present that an Executive (Closed) session be held following the Regular meeting of Council to consider the following items, in accordance with section 90 of the *Community Charter*:

- 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

MINUTES

CS 2013-201 It was moved, seconded and carried that the minutes of the Regular Meeting of Council held May 21, 2013 be approved as amended to add the name of Marian North as a recipient of the Good Neighbours Award.

DELEGATIONS

Joy Emmanuel, Social Planning Cowichan (Regional Affordable Housing Directorate)

Joy Emmanuel made a presentation for Council concerning the mandate of the Regional Affordable Housing Directorate of Social Planning Cowichan, the newly formed Affordable Housing Association, and indicators concerning the status of homelessness in the Cowichan Region and Ladysmith. Also in attendance were Anne Balding and Barb Bodley. Ms. Emmanuel responded to questions from Council. Council thanked my Emmanuel for her presentation and asked that they be kept advised concerning affordable and homelessness issues in Ladysmith.

PROCLAMATIONS

Mayor Hutchins proclaimed June 8, 2013 as “World Oceans Day” in the Town of Ladysmith, to encourage residents of Ladysmith to actively conserve, preserve and protect our waterways, oceans and habitat.

DEVELOPMENT APPLICATIONS

Official Community Plan (OCP) Amendment and Rezoning Application – Portion of Lot A, District Lot 146, Oyster District, Plan VIP78848 Except Part in Plan VIP81319 (Cook Street)

CS 2013-202

It was moved, seconded and carried that that Council has considered s. 879 of the Local Government Act (consultation during OCP development) and determines that for Official Community Plan amendment application 3360-13-02 (Cook Street) the following consultation is to be undertaken:

- Staff referral to the Advisory Planning Commission for review and comment once technical reports have been received;
- Referral to the Stz’uminus First Nation;
- Applicant to host a neighbourhood information meeting as required by the Development Procedures Bylaw.

Crown Land Referral 0228948 for Private Moorage – Water Lot DL462 (P. Anderson)

Leo Limberis, principal of Limberis Seafood Processing Ltd. was invited to speak to Council regarding the possible impact to his business of the application for private moorage in Water Lot DL462. Discussion ensued.

CS 2013-203

It was moved, seconded and carried that staff be directed to provide to provide the following comments to the Province regarding the proposal for private moorage within DL462:

- The proposal for private moorage in DL462 is not in the community’s interest and should be denied.
- There has not been a dock structure within DL462 for many years and in 2008, as part of an upland development proposal for 303 Chemainus Road (the Lands), the Owner agreed that the Lands shall not be used for a marina or any marina connected to

the Lands. In addition, the Owner agreed to not redevelop the Lands until the existing building located on the beach portion of the Lands was removed.

- It is important that Crown tenure decisions protect the existing shellfish harvesting areas in Holland Bank which is an important local economic and business sector.
- The Town is currently reviewing its regulation of private moorage.

CS 2013-204

It was moved, seconded and carried that staff be directed to develop regulations for private moorage and shellfish culture use as part of the Zoning Bylaw project.

**COUNCIL COMMITTEE
REPORTS**

Mayor Hutchins shared the presentation that he gave to the Saltair Ratepayers Association the previous week concerning municipal boundary expansion process, the proposed request from Couverdon Real Estate to incorporate Couverdon lands into Town of Ladysmith municipal boundaries, and the Town's strategy to protect water supply for the residents of Ladysmith, Saltair and The Diamond.

Government Services Committee Recommendation

CS 2013-205

It was moved, seconded and carried that the correspondence dated May 8, 2013 from Mrs. Joy Bernard regarding a possible roundabout on Davis Road be referred to staff for response.

Councillor Arnett reminded Council that Ladysmith Days is scheduled for August 2, 3 and 4, 2013.

STAFF REPORTS

Amendments to Ladysmith Fees and Charges Bylaw 2008, No. 1644

CS 2013-206

It was moved, seconded and carried that the staff report from the Director of Financial Services concerning proposed amendments to Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, be received.

BC Healthy Communities Local Government Capacity Building Grant

CS 2013-207

It was moved, second and carried that staff be directed to submit an application for a BC Healthy Communities Local Government Capacity Building Grant in the amount of \$5,000.

Special Occasion Licence Requests

CS 2013-208

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

- Fraternal Order of Eagles - August 11, 2013
- Royal Canadian Legion - September 8, 2013
- Ladysmith Horseshoe Club - June 28 to July 2, 2013 and August 2 to 6, 2013.

BYLAWS	Town of Ladysmith Audited Financial Statements Bylaw 2013, No. 1829
CS 2013-209	It was moved, seconded and carried that Town of Ladysmith Audited Financial Statements Bylaw 2013, No. 1829 be adopted.
	Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826
CS 2013-210	It was moved, seconded and carried that Town of Ladysmith Fees and charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826 be read a first, second and third time.
CORRESPONDENCE	C. Ficko-Blean
	Proposed Closure of Ecole Davis Road
CS 2013-211	It was moved, seconded and carried that correspondence from C. Ficko-Blean concerning the proposed closure of Ecole Davis Road be received and referred to School District 68, and that the letter write be advised of the dates of the School District's public consultation meetings.
NEW BUSINESS	
	June 17, 2013 Council Meeting – Time Change
CS 2013-212	It was moved, seconded and carried that the time of the June 17, 2013 Regular Meeting of Council be changed from 7:00 p.m. to 4:30 p.m. in order to permit Council members to attend the School District 68 public consultation meeting about the proposed facilities plan for Ladysmith later that evening.
UNFINISHED BUSINESS	
	Ladysmith Trolley Service
CS 2013-213	It was moved, seconded and carried that staff be directed to prepare a report for Council regarding permitted uses of proceeds from the sale of the Town's trolley, including repainting the remaining trolley.
QUESTION PERIOD	R. Johnson was advised that the next phase for Forrest Field includes expanded parking and that the Bylaw Enforcement officers will continue to monitor the area. R. Johnson was advised that the requested acquisition and housing of Dunsmuir's Railway Parlor Car is still under discussion. R. Johnson was advised that there has been no further correspondence from the Province of B.C. regarding a proposed water lot development.
EXECUTIVE SESSION	
CS 2013-214	It was moved, seconded and carried at 9:10 p.m. that Council retire into Executive (Closed) Session to consider the following items: <ul style="list-style-type: none"> • 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

RISE AND REPORT

Council arose from Executive Session at 10:09 p.m. without report.

ADJOURNMENT

CS 2013-215

It was moved, seconded and carried that this Regular Meeting of Council be adjourned at 10:09 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, JUNE 10, 2013
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Ruth Malli	Felicity Adams	Erin Anderson
Joanna Winter		

CALL TO ORDER

Mayor Hutchins called this Special Meeting of Council to order at 4:33 p.m. in order to retire immediately into Executive (Closed) Session.

EXECUTIVE SESSION

CS 2013-216

It was moved, seconded and carried that Council retire into Executive (Closed) Session in order to consider the following items:

- 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*
- 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

RISE AND REPORT

Council arose from Executive (Closed) Session at 6:46 p.m. without report.

The Special Meeting of Council resumed at 7:00 p.m.

AGENDA APPROVAL

CS 2013-217

It was moved, seconded and carried that the agenda for the Special Council Meeting of June 10, 2013 be approved as amended with the following deletions:

- 3.1 Public Hearing – Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 41) 2013, No. 1818 and Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 92) 2013, No. 1819 – 1201 and 1251 Christie Road (Town of Ladysmith)
 - 4.1 Official Community Plan Amendment and Rezoning Application – 1201 and 1251 Christie Road (Town of Ladysmith)
-

PUBLIC HEARING

- 5.1 Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 41) 2013, No. 1818
- 5.2 Town of Ladysmith Official Community Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 91) 2013, No. 1817

**Official Community Plan Amendment and Zoning Bylaw Application
340 Second Avenue (Lot B, Oyster District, Plan VIP65504)
Town of Ladysmith Bylaws 1816 and 1817**

Public Attendance: 22

Applicant: Dawnlee Holdings

Mayor Hutchins introduced the Public Hearing for Official Community Plan and Zoning Bylaw Amendment - Application 3360-12-01. Felicity Adams, Director of Development Services, provided information about the application. The Bylaws related to the application are Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 40) 2013, No. 1816, and Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 91) 2013, No. 1817.

Michael Kerr, Square One Design, and Luke Kolk provided comments about the design and features of the proposed development.

Mayor Hutchins called for questions of clarification from the public.

Kurt Yardley, 207 Roberts Street, enquired where the proponents measured elevations from, as his calculations were different.

Gun Yardley, 207 Roberts Street, enquired about the purpose of the pitched roof and it was advised that it to create a front elevation with curb appeal in keeping with the aesthetic values of the neighbourhood.

Gail Ralphs, 207B Roberts Street, asked why the roof of the proposed building is not flat, similar to the roof of the community Services Centre on Second Avenue, and was advised that a flat roof does not fit the character of the proposed development.

Lorraine Dean, 416 Second Avenue, asked whether the applicant had reviewed the information from the public meeting, and was told that the information had been reviewed. Ms. Dean also enquired how the proposed building preserves the character of the neighbourhood, and was advised that according to the Advisory Planning Commission and Advisory Design Panel, the proposed building does fit within the Official Community Plan and helps to rejuvenate the downtown area.

Rob Johnson, 246 Bayview Avenue, enquired whether there is a different height restriction for flat roofs in areas zoned R3, and was advised by staff that there is one height restriction for all roof types in R3 zoning - 10.4 metres. He also asked enquired whether a flat roof would fit within the 10.4 metre height restriction for the planned building, and was advised by the applicant that such a roof is not part of the design.

Lorraine Dean, 416 Second Avenue, asked the applicant if he was sure people wanted this type of development in the area and was advised that the current zoning (P1) would permit a building with a higher roof.

Gun Yardley, 207 A Roberts Street, enquired how many letters had been received for and against the application and staff provided a list of correspondents.

Shirlee Hargrave, 133 Gatacre Street, enquired about gardens and green spaces in the proposed development, and was advised that the plan calls for a 25 foot swathe of green space, and that property owners will be encourage to landscape the boulevard.

Rob Johnson, 246 Bayview Avenue, asked whether the proposed gardens will be on Town property and was advised by the Mayor that many residents in the Town grow plants, flowers, fruits and vegetables on the Town's boulevards.

Kurt Yardley, 207 A Roberts Street, asked whether a property would lose value when its view is obstructed.

Lorraine Dean, 416 Second Avenue, asked whether view has a bearing on property values, and was advised to contact BC Assessment for information about property value determination.

Yvonne Hebert, 320 Second Avenue, enquired whether a traffic survey had been conducted on Second Avenue, and was advised that staff have investigated and do not believe this size of property will cause traffic issues.

Gail Ralphs, 207B Second Avenue, asked how any asbestos contamination left from the previous building will be dealt with, and was advised that it will be done in accordance with the law.

Gun Yardley, 207A Second Avenue, asked about the purpose of the peaked roof and was told that is contributes to the aesthetics of the building, in addition to providing a vaulted ceiling on the second floor.

Lorraine Dean, 416 Second Avenue, asked whether the Town is aware of parking problems in the vicinity of the proposed development, and was advised that no complaints have been directed to the Town.

Mayor Hutchins invited questions of clarification a second and third time. Hearing none, Mayor Hutchins invited comments from the audience on the application.

Lorraine Dean, 416 Second Avenue, commented that the proposed development does not fit with the neighbourhood and will create parking issues.

Kathryn Turner, 133 Baden Powell Street, commented on behalf of the neighbours that a five-plex does not fit in the neighbourhood and expressed concern about potential property purchasers, and the process.

Noel McKenna, 125 Methuen Street, stated that five units is too many for the neighbourhood, and that the roof line could be lowered or the units be built further down the lot so as to mitigate view obstruction.

Shirlee Hargrave, 133 Gatacre, commented that the proposed development is not appropriate for the neighbourhood.

Aaron Stone, 12581 Lipton Road, stated that as a citizen and business owner in Ladysmith, he supports increased density in the vicinity of the downtown area.

Rob Johnson stated that he is concerned about high traffic volume at the vicinity of Second Avenue and Roberts Street, and that change is not necessarily bad.

Luke Kolk, applicant, stated that enforcement of the speed limit in the vicinity could help to address traffic concerns.

Lorraine Dean, 416 Second Avenue, commented that the proposed development does not fit in a neighbourhood of single family homes, and that she has complained to the Town about traffic in the area.

Kurt Yardley, 207A Roberts Street, commented that some of the concerns about the proposed development could be addressed if the starting elevation point were lowered.

Kurt Yardley, 207A Roberts Street, commented that five units is too

many, and stated that view obstruction could be resolved by dropping the front elevation.

Mayor Hutchins called for comments a second and third time. Mayor Hutchins called three times for written submissions. Hearing no further comments, and receiving no written submissions, Mayor Hutchins declared the Public Hearing for Bylaws 1816 and 1817 closed.

Mayor Hutchins stated that with the Public Hearing now closed, Council may not receive further submissions on the bylaw, and that Council may, without further notice or hearing,

- (a) adopt or defeat the bylaw, or
- (b) alter and then adopt the bylaw, provided that the alteration does not
 - (i) alter the use,
 - (ii) increase the density, or
 - (iii) without the owner's consent, decrease the density of any area from that originally specified in the bylaw.

**DEVELOPMENT
APPLICATIONS**

CS 2013-218

Official Community Plan (OCP) Amendment and Rezoning Application (Dawnlee Holdings) 340 Second Avenue (Lot B, District Lot 56, Oyster District, Plan VIP65504)

It was moved, seconded and carried that, subject to any additional matters raised at the public hearing, the application by Dawnlee Holdings Ltd. to amend the Official Community Plan and Zoning Bylaw to permit a 5 unit townhouse development, be approved in principle, subject to the following condition:

- That prior to the enactment of the amending bylaws Bylaw No. 1816 and Bylaw No. 1817 the following shall be completed to the satisfaction of the Director of Development Services:
 - a) Registration of a section 219 covenant on the title of the land to secure the following:
 - i. A contribution of \$5000 to be paid to the Town's Community Amenity Fund at the time of building permit application;
 - ii. A commitment to the Michael Kerr building concept plan dated October 2012;
 - iii. A commitment to constructing the road frontage and boulevard improvements (at the time of development) to meet the Town of Ladysmith Engineering Standards;
 - iv. A commitment to revisit the front (east) elevation in order to explore lowering the starting elevation.

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

OPPOSED:
Councillor G. Patterson

ADJOURNMENT

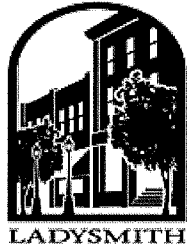
CS 2013-219

It was moved, seconded and carried that this Special Meeting of Council be adjourned at 8:29 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



Town of Ladysmith

Financial Information Act

Statement of Financial Information

For the Year Ended

December 31, 2012



Town of Ladysmith
Financial Information Act
Statement of Financial Information
For the Year Ended December 31, 2012

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Town of Ladysmith

Statement of Financial Information

Statement of Financial Information Approval

For the Fiscal Year Ending December 31, 2012

The undersigned, as authorized by the Financial Information Regulation, Section 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Ruth Malli

City Manager

June 30, 2013

Robert Hutchins

Mayor

June 30, 2013

Prepared under the *Financial Information Regulation*, Schedule 1, section 9.

Town of Ladysmith

Statement of Financial Information

Management Report

For the Fiscal Year Ending December 31, 2012

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee. The Audit Committee meets with management and the external auditors annually.

The corporation's City Manager has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, *Hayes Stewart Little & Co.*, conducted an independent examination, in accordance with generally accepted auditing standards, and expressed their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee and meet with them annually.

Ruth Malli

City Manager

June 30, 2013

Town of Ladysmith
Statement of Financial Information
Schedule of Remuneration and Expenses
For the Fiscal Year Ended December 31, 2012

1. Elected Officials, as per Sec. 168 of the Community Charter
- as per Sec. 2 - Financial Information Act and Financial Information Regulation 371/93:

NAME	POSITION	REMUNERATION		EXPENSES
		Financial Compensation	Expense Allowance	Additional
Hutchins, Robert	Mayor	\$ 14,561	\$ 7,281	\$ 3,314
Arnett, Steven	Councillor	6,978	3,489	2,136
Dashwood, Jillian	Councillor	6,978	3,489	2,022
Drysdale, William	Councillor	6,978	3,489	2,312
Horth, Gord	Councillor	6,978	3,489	445
Paterson, Donald	Councillor	6,978	3,489	660
Patterson, Glenda	Councillor	6,978	3,489	182
Total Elected Officials	(A)	\$ 56,429	\$ 28,215	\$ 11,071

2. Other Employees - as per Sec 2 - Financial Information Act and Financial Information Regulation 371/93

NAME	POSITION	REMUNERATION	EXPENSES
Adams, Felicity	Director of Development Services	\$ 114,137	\$ 2,266
Anderson, Erin	Director of Financial Services	107,805	5,675
Baker, Curtis	Utilities III/Chief Operator	87,521	1,288
Bowden, Sandy	Director of Corporate Services	117,899	2,076
Cousins, Karen	Manager of Human Resources	94,591	5,318
Friesenhan, Joe	Director of Public Works	75,296	-
Ganderton, Mike	Operations Supervisor	75,675	3,341
Malli, Ruth	City Manager	149,064	11,468
Manson, John	Director of Infrastructure Services	122,791	2,285
Winter, Joanna	Manager of Administrative Services	96,038	2,169
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		\$ 3,349,197	\$ 68,274
Total: Other Employees		(B) \$ 4,390,014	\$ 104,160

3 Reconciliation

Total remuneration - elected officials	(A)	4,644	11,071
Total remuneration - other employees	(B)	\$ 4,390,014	\$ 104,160
Total		\$ 4,474,658	\$ 115,231

* Financial Statements are prepared on an accrual basis and the Schedule of Remuneration is prepared on a cash basis resulting in timing differences.

Town of Ladysmith

Statement of Financial Information

Schedule of Payments to Suppliers of Goods and Services

For the Fiscal Year Ending December 31, 2012

Payee	Total Payments
ACKLANDS - GRAINGER INC.	28,382
BC ASSESSMENT AUTHORITY	83,865
BC HYDRO & POWER AUTHORITY	312,343
BFI CANADA - PARKSVILLE	438,102
CITYSPACES CONSULTING LTD	39,436
COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	32,535
COWICHAN VALLEY REGIONAL DISTRICT	1,124,675
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	450,665
FAIRTAX RECOVERY CONSULTANTS	33,216
FORTIS BC	51,635
HAYES STEWART LITTLE & CO	34,595
HB LANARC	32,033
HENDERSON RECREATION EQUIPMENT	54,596
HUB CITY PAVING LTD	41,510
HUB INTERNATIONAL BARTON	72,412
INSURANCE CORPORATION OF B.C.	35,742
IMPERIAL OIL	110,308
IVORY TOWER INVESTMENTS LTD	25,386
KNAPPETT PROJECTS INC	993,407
KOERS & ASSOCIATES ENGINEERING LTD	182,108
KMPG LLP	26,455
LADYSMITH CHEMAINUS CHRONICLE	26,142
LIDSTONE & COMPANY	29,921
MANULIFE FINANCIAL	26,774
MEDICAL SERVICES PLAN	62,170
MILNER GROUP VENTURES	249,760
MINISTRY OF SMALL BUSINESS AND REVENUE	596,746
MUNICIPAL INSURANCE ASSOCIATION OF BC	78,970
MUNICIPAL PENSION FUND	349,961
NOVUS CONSULTING INC	86,214
OPUS DAYTONKNIGHT CONSULTANTS LTD	430,035
P & R WESTERN STAR TRUCKS	61,033
PACIFIC BLUE CROSS	137,579
RECEIVER GENERAL FOR CANADA	788,942
RECEIVER GENERAL	243,070
SALSNES NORTH AMERICA INC.	67,855
SOFTCHOICE CORP.	35,819
STEWART MCDANNOLD STUART	38,796
US BANK - CORPORATE PAYMENT SYSTEMS	186,857
VANCOUVER ISLAND REGIONAL LIBRARY	286,236

Town of Ladysmith

Statement of Financial Information

Schedule of Payments to Suppliers of Goods and Services

For the Fiscal Year Ending December 31, 2012

Payee	Total Payments
VANDERBEKEN ENTERPRISES LTD.	244,550
WAJAX EQUIPMENT	55,771
WOODGROVE CHRYSLER	34,410
WORK SAFE BC	61,314
GRANTS	
LADYSMITH & DISTRICT HISTORICAL SOCIETY	30,750
LADYSMITH CHAMBER OF COMMERCE	44,792
LADYSMITH MARINE SOCIETY	28,398
LADYSMITH RESOURCES CENTRE SOCIETY	35,915
TOTAL ACCOUNTS OVER \$25,000	\$8,522,186
TOTAL ACCOUNTS UNDER \$25,000	1,175,796
TOTAL ALL ACCOUNTS	\$9,697,982

Prepared under the *Financial Information Regulation*, Schedule 1, subsection 6(7)

Town of Ladysmith
Statement of Financial Information
Statement of Severance Agreements
For the Fiscal Year Ended December 31, 2012

There were **no** severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2012.

Town of Ladysmith

Statement of Financial Information

Schedule of Debts

For the Fiscal Year Ended December 31, 2012

Information on all long-term debts for this organization is included in Schedule I to the financial statements.

Town of Ladysmith
Statement of Financial Information
Schedule of Guarantee and Indemnity Agreements
For the Year Ending December 31, 2012

The Town of Ladysmith has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

TOWN OF LADYSMITH

BYLAW NO. 1826

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

The Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Delete Schedule "1" of "Ladysmith Fees and Charges Bylaw 2008, No. 1644" and replace it with the following Schedule "1":

SCHEDULE "1"

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Item:	Fee
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$20.00
Holland Creek Area Plan	\$20.00
South Ladysmith Area Plan	\$15.00
Official Community Plan	\$30.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$2,500.00
Zoning Bylaw	\$10.00
Zoning Map	\$15.00
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes	10% of refund amount up to \$25
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	\$450.00
Property tax notice – copy of current year original	\$10.00
Subdivision trees	\$750 per Tree
Application Fees:	
OCP/Zoning Amendment	\$1,500.00 + Advertising cost
Subdivision	\$300.00 + \$100.00 per lot
Development Permit- Multiple Family, Commercial, Industrial	\$750.00

Development Permit- Downtown Specified Area Signage / Façade Improvement	\$100.00
Development Permit- Environmentally Sensitive Areas and Hazard Lands (DPA 6&7)	\$100.00
Development Permit- Amendment	\$100.00
Development Variance Permit	\$750.00
Board of Variance	\$750.00
Temporary Use Permit	\$1,000.00 + Advertising Costs
Application Fees (cont'd):	
Strata Conversion	\$200.00 per unit to a maximum of \$2,500.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Development Variance Permit - Signage	\$100.00
Real Estate Sign	\$20.00 per agency
Temporary Sign/Banner Deposit	\$10 + \$100 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Note: All fees are subject to applicable taxes	

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826".

READ A FIRST TIME on the 3rd day of June, 2013

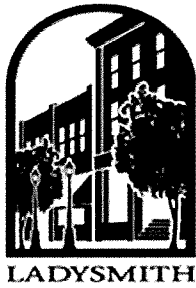
READ A SECOND TIME on the 3rd day of June, 2013

READ A THIRD TIME on the 3rd day of June, 2013

ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: June 12, 2013
File No: 3340-13-01

Re: TEMPORARY USE PERMIT (TUP) APPLICATION – Tycor Holdings Ltd.
Lot 2, District Lot 24, Oyster District, Plan 45800 (930 Ludlow Road)

RECOMMENDATION(S):

That Council approve Temporary Use Permit 3340-13-01 to allow a mobile food service use to be located at 930 Ludlow Road (Lot 2, District Lot 24, Oyster District, Plan 45800) for two years subject to the conditions of the Temporary Use Permit.

AND THAT the Mayor and Corporate Officer be authorized to sign Temporary Use Permit 3340-13-01.

PURPOSE:

The purpose of this application is to present a Temporary Use Permit (TUP) to allow a mobile food service use to be located at 930 Ludlow Road.

INTRODUCTION/BACKGROUND:

At the May 21st meeting Council passed the following motion:

“That Council direct staff to proceed with statutory notice for a Temporary Use Permit application (3340-13-01) to permit a mobile food service use to be located at 930 Ludlow Road (Lot 2, District Lot 24, Oyster District, Plan 45800) for a two year period.”

SCOPE OF WORK:

The stage of this application is to consider the TUP for the proposed mobile food service use at 930 Ludlow Road for a two year period.

The subject property is zoned Light Industrial (I-1). The south side of the property currently contains a building with a caretaker unit and the business “Wash Me on Ludlow” which offers RV washes and sani-dump services. The property also stores trailers and other larger vehicles. The north side of the property contains a lease area with the ‘Co-op Cardlock’ gas station. The proposed mobile food service would be located north of the ‘Wash-Me on Ludlow’ building.



The mobile food service would offer options such as french fries, hamburgers and hotdogs. The food service use is within a small RV trailer (on wheels) which contains griddles, deep fryers, stove, microwave, fridge, and freezer (all powered by propane). The applicant has put two picnic tables outside for a location for people to eat. The food service is intended to be temporary and seasonal in nature.

A TUP may contain conditions under which the temporary use may be carried on. It is recommended that the proposed permit for the mobile food service use at 930 Ludlow Road include the following conditions:

- The mobile food service use shall be a location from which food and/or drink is prepared and dispensed and where the entire stock of goods offered for sale is carried and contained in the mobile trailer.
- The mobile food service may not be located in a permanent building or structure.
- The mobile food service must meet the Vancouver Island Health Authority requirements.
- Signage for the mobile food service use shall be attached to the trailer and shall be a maximum total area of 1.4m² (15ft²). Rooftop signage is not permitted. A sign permit is required.
- Discharge from the mobile food service use, such as cooking oil, shall comply with the 'Town of Ladysmith Sewer Connection Bylaw, 1966' Bylaw No. 411.
- The mobile food service use must contain a fire extinguishing system.
- Remove the mobile food service when the permit lapses.

ALTERNATIVES:

To not proceed with TUP application 3340-13-01.

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

A TUP may be issued by Council by resolution. It could provide for a temporary use for a maximum two year period, as presented in the statutory notice. This is a discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith statutory notice regarding TUP application 3340-13-01 was sent to adjacent property owners on May 28, 2013. A notification sign was placed on the property on May 31st, 2013. Statutory notice was placed in the Chronicle on June 11th, 2013. At the time of writing this report no submissions have been received.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The proposal has been referred to the Infrastructure Services Department and the Fire Chief and their comments have been integrated into the proposal.



RESOURCE IMPLICATIONS:

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

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Sustainable Development Checklist is encouraged to be provided by applicants for a TUP. A checklist was not submitted.

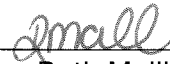
ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning is a Council strategic direction.

SUMMARY:

It is recommended that Council approve TUP 3340-13-01 to allow a mobile food service use to be located at 930 Ludlow Road subject to the recommended conditions.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Temporary Use Permit 3340-13-01



Schedule No. 1
Temporary Use Permit 3340-13-01 Conditions
930 Ludlow Road

1. The mobile food service use shall be a location from which food and/or drink is prepared and dispensed and where the entire stock of goods offered for sale is carried and contained in the mobile trailer.
2. The mobile food service may not be located in a permanent building or structure.
3. The mobile food service must meet the requirements of the Vancouver Island Health Authority.
4. Signage for the mobile food service use shall be attached to the trailer and shall be a maximum total area of 1.4m² (15ft²). Rooftop signage is not permitted. A sign permit is required.
5. Discharge from the mobile food service use, such as cooking oil, shall comply with the 'Town of Ladysmith Sewer Connection Bylaw, 1966' Bylaw No. 411.
6. The mobile food service use must contain a fire extinguishing system.
7. When the permit lapses, remove the mobile food service.



**Town of Ladysmith
Temporary Use Permit
3340-13-01**

To: Tycor Holdings Ltd.

Subject Property: Lot 2, District Lot 24, Oyster District, Plan 45800, Except that part in Plan VIP73654 (930 Ludlow Road)

1. This permit is issued subject to compliance with all Town of Ladysmith bylaws that apply to this permit.
2. This permit applies to the lands described below, and any buildings, structures, and other development thereon (hereinafter called the Lands).

Lot 2, District Lot 24, Oyster District, Plan 45800, Except that part in Plan VIP73654
PID: 010-208-682

3. Pursuant to section 921 of the *Local Government Act* (RSBC 1996, c. 323), this permit authorizes Tycor Holdings Ltd. to operate a mobile food service on a temporary basis subject to the conditions in Schedule No. 1:

Schedule No. 1 Temporary Use Permit 3340-13-01 Conditions

4. This permit is not a building permit or a sign permit.
5. This permit was approved onand issued on.....
6. Pursuant to section 921 of the *Local Government Act*, this permit lapses within two years of the date of issuance of this permit.

Town of Ladysmith

Corporate Officer

Date Permit Issued

Mayor

Applicant