



# 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, APRIL 14, 2014  
6:30 p.m.

## AGENDA

CALL TO ORDER 6:30 P.M.

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held April 7, 2014 .....1 - 6

3. STAFF REPORTS

3.1. Fire Equipment - SCBA Air Compressor and Filling Station.....7 - 8

3.2. Town of Ladysmith 2013 Water Report .....9 - 15

Council received a preliminary presentation on the 2013 Water Report and accompanying recommendations at the April 7, 2013 Council Meeting, and requested that the matter be brought forward for consideration at the April 7, 2014 Special Meeting. The previously reviewed staff report is attached for reference.

4. 2014 – 2018 FINANCIAL PLAN DELIBERATIONS

4.1. Presentation by Director of Financial Services

4.2. Public Input and Questions

5. ADJOURNMENT





**TOWN OF LADYSMITH**  
**MINUTES OF A MEETING OF COUNCIL**  
**MONDAY, APRIL 7, 2014**  
**COUNCIL CHAMBERS, CITY HALL**  
**CALL TO ORDER 6:00 P.M.**  
**CLOSED MEETING 6:01 P.M.**  
**REGULAR MEETING 7:00 P.M.**

---

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Bill Drysdale  
Councillor Glenda Patterson

Councillor Steve Arnett  
Councillor Gord Horth

Councillor Jillian Dashwood  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Joanna Winter  
Felicity Adams

Sandy Bowden  
John Manson

Erin Anderson  
Clayton Postings

---

**CALL TO ORDER**

Mayor Hutchins called this Regular Meeting of Council to order at 6:01 p.m.

**CLOSED SESSION**

**CS 2014-115**

*Moved and seconded at 6:02:*

That Council retire into Closed Session in order to consider the following items:

- 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
- litigation or potential litigation affecting the municipality
- law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Meeting at 6:52 p.m. without report.

**REGULAR OPEN  
MEETING**

Mayor Hutchins called the Regular Meeting of Council to order at 7:01 p.m.

**AGENDA APPROVAL**

**CS 2014-116**

*Moved and seconded:*

That the agenda for the Regular Council Meeting of April 7, 2014 be approved as amended with the following changes:

13.1 Zoning Bylaw Update

*Motion carried.*

## MINUTES

CS 2014-117

*Moved and seconded:*

That the minutes of the Special Meeting of Council held Monday, March 24, 2014 be approved.

*Motion carried.*

## DELEGATIONS

**Lori Iannidinardo, Nick Versteeg**

**Cittaslow Cowichan Bay**

CVRD Area D Director Lori Iannidinardo and Nick Versteeg, President of Cittaslow Cowichan Bay gave a presentation regarding the international Cittaslow sustainability and slow foods movement, and the local organization in Cowichan Bay, pointing out that Cowichan Bay was the first community in North America to achieve Cittaslow designation from the international organization.

Council asked questions about the program and thanked Ms. Iannidinardo and Mr. Versteeg for their presentation.

**Rodney Szasz**

**Motorized Vehicles in Ladysmith Watershed**

Rodney Szasz reviewed a letter he had written to Council outlining his concerns about the effects of motorized vehicles, especially all-terrain vehicles, in the Ladysmith watershed. He reviewed a series of photographs that he had taken to illustrate the damage done by vehicles, as well as garbage dumping in the area.

CS 2014-118

*Moved and seconded:*

That Council request staff to review the matter of vehicle/ATV use in the Ladysmith watershed, as well as the recommendations contained in the correspondence from Rodney Szasz received on March 24, 2014, in consultation with the Ladysmith Sportsmen's Club and other trail users, and in the context of Oliver Brandes' "Blueprint for Watershed Governance in British Columbia".

*Motion carried.*

## PROCLAMATIONS

Mayor Hutchins proclaimed the month of April 2014 as Safe Digging Month in the Town of Ladysmith.

## FINANCIAL PLAN DELIBERATIONS

**Capital Plan**

The Director of Financial Services reviewed the proposed Capital Budget for 2014 and for the period 2014 to 2018, and responded to questions from Council and members of the public. Council requested that:

- Signage improvements in the downtown area be made a priority for 2014
- A portion of the funds allocated for an off-leash dog park in 2015 be moved to the 2014 capital plan

- Funds allocated to the walkway to the Ladysmith Maritime Society Community Marina be moved from 2015 to 2014, with additional funds allocated in 2015
- Consideration be given to lighting upgrades at the Frank Jameson Community Centre in 2014
- Replacement of the chairs at Aggie Hall be included in the capital plan
- Expanded parking at Aggie Hall be discussed at a future budget meeting.

Council will hold a Special Meeting on Monday, April 14 to further consider the 2014 to 2018 Financial Plan.

## **COUNCIL COMMITTEE REPORTS**

### **Municipal Services Committee Recommendation**

*Moved and seconded:*

**CS 2014-119**

That Council direct staff to create a property tax prepayment plan bylaw which will automatically debit an agreed-upon installment amount from a property owner's bank account with the amount to be applied against the next property tax bill.

*Motion carried.*

### **Parks, Recreation and Culture Commission Recommendations**

*Moved and seconded:*

**CS 2014-120**

That Council write to School District 68 requesting that playground equipment at Davis Road School remain at this site.

*Motion carried.*

*Moved and seconded:*

**CS 2014-121**

That Council refer the recommendation from the Parks, Recreation and Culture Commission, to designate a portion of the Holland Creek Trail as an on-leash area, to staff in order to consider the implications of this recommendation with respect to current policies, bylaws, education, enforcement and other off-leash areas such as Mackie Park.

*Motion carried.*

## **STAFF REPORTS**

### **Results of the Alternative Approval Process on Boundary Extension Application**

*Moved and seconded:*

**CS 2014-122**

That Council request staff to prepare a report concerning options for proceeding to referendum on the matter of the boundary extension application from TimberWest/Couverdon once the climate modelling for the watershed has been completed.

*Motion carried.*

### **Proposed Amendments to Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155**

*Moved and seconded:*

**CS 2014-123**

That Council direct staff to amend Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155 to delete Section 13 and include reference to the prohibition of dogs being at large on private property in Section 14 of the bylaw.  
*Motion carried.*

**2013 Water Report and Filtration Recommendation**

The Director of Infrastructure Services presented the 2013 Water Report for the Town of Ladysmith, including a recommendation that Council consider pursuing water filtration as the method of secondary water treatment for the Town of Ladysmith.

Council requested that the Water Report and accompanying recommendations be placed on the agenda for the April 14 Special Council Meeting.

**BYLAWS**

Councillor D. Paterson declared a conflict of interest with the following agenda item due to his employment, and excused himself from the meeting.

**Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 97) 2014, No. 1848**

*Moved and seconded:*

**CS 2014-124**

That Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 97) 2014, No. 1848 be adopted.  
*Motion carried.*

Councillor D. Paterson returned to the meeting.

**Town of Ladysmith Delegation Bylaw 2007, No. 1614, Amendment Bylaw 2014, No. 1850**

*Moved and seconded:*

**CS 2014-125**

That Town of Ladysmith Delegation Bylaw 2007, No. 1614, Amendment Bylaw 2014, No. 1850 be adopted.  
*Motion carried.*

**Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2014, No. 1852**

*Moved and seconded:*

**CS 2014-126**

That Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2014 No. 1852 be read a first, second and third time.  
*Motion carried.*

**CORRESPONDENCE**

**Kay St. Denis, Ladysmith Girl Guides  
Request for Waiver of Trolley Rental Fee**

*Moved and seconded:*

**CS 2014-127**

That the trolley rental fee be waived for the Girl Guides of Canada in order to permit the Guides and assistants to travel to Gourlay

Janes Park on Saturday, April 26, 2014, where they will plant items which they have donated, and that a letter of appreciation be sent to the Girl Guides for their generous donation of plants and their hard work at Gourlay Janes Park.

*Motion carried.*

**Adriana McMullen BC Transit**

**Schedule Adjustment to Cowichan Valley Regional Transit Routes 31, 32, 26, 33, 34 and 35 (Ladysmith)**

*Moved and seconded:*

**CS 2014-128**

That Council receive the correspondence from BC Transit, dated March 21, 2014, outlining changes to Ladysmith transit routes 26, 31, 32, 33, 34 and 35 and advise BC Transit that the Town supports the proposed route changes.

*Motion carried.*

**Jennifer Jones, Rob Hutchins, Our Cowichan – Communities Health Network**

**Request for Town to Include E-Cigarettes in No-Smoking Policies**

*Moved and seconded:*

**CS 2014-129**

That Council direct staff to investigate the suitability of amending the relevant no-smoking regulations in order to include the use of electronic cigarettes in its current enforcement of regional smoking regulations, as requested by the Cowichan Communities Health Network in their correspondence dated March 25, 2014.

*Motion carried.*

**UNFINISHED BUSINESS**

**Zoning Bylaw Update**

Council was advised that a public Open House on the proposed new Zoning Bylaw will be scheduled within the next few weeks, and that it is anticipated the new Zoning Bylaw will be brought before Council for readings and a Public Hearing in June.

**QUESTION PERIOD**

D. Judson, Ladysmith Sportsmen's Club, offered to take part in discussions regarding motor vehicle damage and refuse dumping in the Ladysmith Watershed.

In response to a question from the public, it was noted that heating is required in the public washrooms at Transfer Beach to prevent pipes from freezing.

R. Armour was advised that the Town and citizens of Ladysmith are interested in urging School District 68 to keep the playground equipment at the Ecole Davis Road school site as the equipment was purchased with funds raised by the School Parent Advisory Council and a \$10,000 donation from the Town, to help ensure that there is a playground south of Holland Creek.

R. Johnson was advised that when Council anticipates attendance at a Council meeting will exceed the posted capacity of Council Chambers, the meeting will be moved to an alternative location.

**ADJOURNMENT**

**CS 2014-130**

*Moved and seconded:*

That this meeting of Council be adjourned at 10:07 p.m.

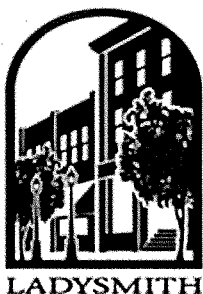
*Motion carried.*

CERTIFIED CORRECT:

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

\_\_\_\_\_  
Corporate Officer (S. Bowden)





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Ray Delcourt, Fire Chief  
Date: April 9, 2014  
File No:

---

Re: Fire Equipment - SCBA Air Compressor & Filling Station

**RECOMMENDATION(S):**

It is recommended that Council direct staff to include \$40,000 for Self Contained Breathing Apparatus (SCBA) Air Compressor and Filling Station in the 2014-2018 Financial Plan and authorize staff to issue a Request for Proposals.

**PURPOSE:**

To authorize the purchase of an SCBA Compressor and Filling Station for the Fire Department.

**INTRODUCTION/BACKGROUND:**

Council may recall that in 2013, new air cylinders were purchased by the Fire Department to address safety concerns. The units were purchased by reallocating existing funding.

Since 2013, these new cylinders have been filled using a compressor which is nearly 30 years old. The current system does work, though the filling time is approximately 5-6 hours and the system is at risk of overheating.

Replacing this aging compressor system would provide greater reliability, a reduced filling time and the ability to fill a variety of cylinders (up to an hour of breathing time versus the current level of 30 minutes). The newest rescue truck is currently performing some of the air-filling requirements.

**SCOPE OF WORK:**

The Fire Chief will work with Finance & Corporate Services to issue the RFP.

**ALTERNATIVES:**

Status quo is an option, though if there is a failure in the system, the Ladysmith Fire Department will be required to fill the cylinders at mutual aid stations (Cheminus or North Oyster). This will require a truck and crew to perform the filling and both crew and truck will be out of the municipality for the filling time. As well, there is a cost to use the system.

FINANCIAL IMPLICATIONS:

Upon Council's direction, Staff will include the applicable amount in the Financial Plan. Currently, there is \$60,000 allocated towards the Fire Hall upgrade. Part of this allocation could be used towards this purchase.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is very supportive of the Fire Department. This initiative will help to reduce potential risks for members of the public and enhance the Fire Department's ability to respond to emergencies.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This purchase will require the coordination between the Fire Department, Finance and Corporate Services.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with the 7<sup>th</sup> Pillar of Sustainability - Healthy Community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Safe & Healthy Community strategic direction.

SUMMARY:

In 2013 new air cylinders were purchased to use with Self Contained Breathing Apparatuses (SCBA). The compressor system used to fill the cylinders is outdated. It is recommended that Council direct staff to include \$40,000 for SCBA Air Compressor and Filling Station in the 2014-2018 Financial Plan and authorize staff to issue a Request for Proposals.

I concur with the recommendation.



---

Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: John Manson, Peng, FEC  
Date: April 2, 2014  
File No:

---

Re: **2013 WATER REPORT AND FILTRATION DECISION**

**RECOMMENDATION(S):**

That Council:

1. Receive the draft 2013 Water Report for information;
2. Direct staff to pursue, in principle, water filtration as the method of secondary water treatment for the Town of Ladysmith, and waive the purchasing policy for a Water Filtration Pilot Study; and,
3. Direct staff to amend capital plans to provide for a secondary water filtration system for the Town.

If Council wishes, they may invite representatives from Island Health (VIHA) to a future meeting to discuss and answer any questions about water regulatory requirements.

**PURPOSE:**

The purpose of this report is to update Council on the current status of the Town's Water System, and provide options for moving forward to meet our Water Permit commitments under the Water Act.

**INTRODUCTION/BACKGROUND:**

The Town's water system is operated and maintained in accordance with a permit issued through Island Health (VIHA).

As part of our permit requirements, the Town is required to prepare and publish water quality reports. The Town's 2013 Water Report will be presented at the Council meeting and afterwards posted on the Town's website. The report confirms

that the Town's water system generally complies with the intent of our permit, aside from the question of water treatment, the subject of this report.

Since the late 2000's, Ladysmith, as with most other municipalities in BC, have been directed by the Province to upgrade domestic surface water systems to meet the following water treatment requirements:

- 4 log removal/inactivation of viruses;
- 3 log removal/inactivation of Giardia cysts and Cryptosporidium oocysts;
- 2 treatment processes, usually filtration and disinfection;
- 1 NTU turbidity (maximum) in finished water

The Health Authority (VIHA) also requires that all sources of raw water prior to treatment be relatively free of E-Coli bacteria (less than 10% of samples in any 6 month period can be over 20 cfu/100mL), and upstream watersheds must be managed in a manner consistent with the goal of maintaining a 'healthy' water source.

If all of the above noted parameters are in place, VIHA may issue a 'filtration deferral', which provides for the operation of a minimum of two water treatment processes, typically UV disinfection, ozone disinfection, and chlorination.

The Town has been actively upgrading the treatment and management of our water supplies in order to meet the 4-3-2-1 policy noted above. The Town has previously completed a major conversion of an old open reservoir to a concrete covered reservoir that is sufficient to meet the Town's needs for the immediate future. The Town also recently completed a dedicated water main 'connection' of the Stocking Lake raw water supply to the new reservoir, which will allow all surface water sources to be treated and stored in one location. Most recently, the Town commenced the upgrading of the old chlorination facility, now located at the old open reservoir site.

The Town has also been closely monitoring water quality parameters, such as source water turbidity, to determine if the Town could continue to pursue a filtration deferral. In particular, turbidity samples have been compiled for Stocking Lake, Holland Creek at Chicken Ladder, and, most recently, Holland Lake. The Town now has over 1 year of continuous turbidity data for Holland Lake, including the winter months when the Lake is frozen over.

Stocking Lake consistently delivers high quality water, significantly less than 1 NTU, the 'maximum' allowable turbidity allowance for filtration deferral, year round. In 2013, Holland Creek (Chicken Ladder) was over 1 NTU for 13 days (less than the maximum 18 days permitted for filtration deferral), which is considerably better than previous history at Chicken Ladder.

The poor turbidity values in Holland Creek are primarily the result of sudden rainfall events; it is also impacted by natural and human activities in the watershed. The result is rapid deterioration of water quality at this location during periods of heavy rainfall. Compounding this is the relative lack of water storage capacity at the Holland Creek intake, which does not allow any blending of poorer quality water with higher quality, which typically occurs in larger lakes and reservoirs.

Telemetry data is collected at the Public Works office, and for the last decade or more the Town rapidly switches water sources as the situation warrants. Typically the Town will draw its water from Holland Creek, except in the winter months when Stocking Lake is overflowing. The Town will switch back to Stocking during high turbidity events, returning back to Holland Creek after the event has passed and the water returned to under 1 NTU. To date the Town has been able to successfully keep our 'blended' water below the 1 NTU level for essentially all of the year in 2013.

Part of the Town's strategy moving forward was to provide a direct connection from Stocking Lake to Holland Lake, such that expected 'higher' quality Holland Lake water could also be accessed when Holland Creek was not suitable for use. However, 2013 turbidity readings taken from Holland Lake have provided some surprising results: Holland Lake water exceeded the 1 NTU level for about 90 days in 2013, mostly during the winter months when the lake was frozen over. The turbidity 'event' did not subside until spring, when the ice came off the lake.

The Holland Lake results have provided us with an opportunity to reconsider the present approach to filtration deferral, which was:

- Completion of the Chlorination system upgrade;
- Construction of a secondary treatment process, such as UV disinfection or ozone disinfection;
- Management of water sources to enable higher quality Stocking Lake water to be used subject to water licensing restrictions;
- Construction of a new supply main to Holland Lake to provide backup 'high' quality water during turbidity events at Holland Creek.
- Continuous monitoring of turbidity levels in all sources of supply, whether they are in use or not;
- Increased (or more effective) management of the watershed;
- Ongoing water quality testing of the raw water supplies.

The above noted approach recognises the significant volume contribution that the Holland Creek supply provides to the Town – the Town gets more than half of its water supply needs from Holland Creek, and we expect that this proportion will increase as water use gradually increases over the coming decades.

The Town is also in the process of completing an update to previous watershed modeling work that was undertaken in 2008. This work will include the effects of

climate change, and will provide strategic direction on long term water supply for the Town. We also expect that this study will provide updated information that will enable the Town to clarify existing water licenses, particularly on Stocking Lake. This may entail making application to the Province for amendments to the Stocking License, including storage.

While it would be advantageous to complete the watershed modelling and licensing work before making a decision on major improvement works such as the Holland to Stocking pipeline, we wish to seek Council endorsement to consider proceeding with filtration. The rationale for filtration is as follows:

- The poor turbidity results on Holland Lake bring into question the assumption that Holland Lake can be used as a reliable low turbidity source at all times of the year, and this option is not feasible until the Holland to Stocking pipeline is constructed;
- If the Holland to Stocking pipeline is postponed, the cost of filtration is about the same capital cost of alternative secondary disinfection (UV/Ozone) plus the Holland to Stocking Pipeline;
- Should the Town proceed with UV/Ozone disinfection at this time, and filtration is required in the future, either as a result of changing regulation or due to a change in the Town's ability to meet the existing standard (for example, weather related or activities in the watershed that impact water quality, some of which are beyond the Town's control) then the cost of the UV/Ozone system will not be a good investment;
- Filtration deferral is not recommended for the long-term. Control of the watershed is a critical component of filtration referral. Even with control of the watershed, other communities (such as Vancouver) still choose filtration partially because natural events cannot be controlled, even if human activity can be restricted;

Should Council agree with the recommendation to proceed with filtration, a pilot project will be required to provide actual test data on our water sources, this will form the basis of a full scale design. We have tentatively placed this project in the Capital Plan for 2014, at a cost of \$165,000. Following this pilot project, we could initiate design in 2015, and commence construction following the design process, with completion in late 2016 or early 2017. The timing of these projects will largely be driven by grant availability. These projects have also tentatively been placed in the Capital Plan for Council consideration in the current financial planning process. The Holland to Stocking Pipeline also remains in the Capital Plan, for review later this year, following the completion of the Watershed Study. If the Watershed Study indicates that the Holland to Stocking Pipeline is essential regardless of filtration then it will remain in the Capital Plan. If the Watershed Study indicates that with filtration, the Holland to Stocking Pipeline is not required, then it can be removed.

It should also be noted that the design and construction components of the project will likely require borrowing, and hence the assent of the electors will be required.

#### SCOPE OF WORK:

The scope of work is the construction of a secondary disinfection system for the Towns water supply. The recommendation in this report is the consideration of a change to the current direction of filtration deferral. Currently the direction is to construct a UV or Ozone system in lieu of filtration.

The scope of work will involve several phases, starting with the consideration of the change of direction to modeling and pilot study through to final construction.

#### ALTERNATIVES:

The Town could continue to pursue filtration deferral. This would require further discussions with Ministry of Health officials to determine if the current turbidity and microbiological raw water sampling support this approach.

#### FINANCIAL IMPLICATIONS:

The cost of the Filtration Pilot Project is included in the 2014 Capital Plan.

Borrowing will be required to fund the construction of the Filtration project. An increase in the parcel tax will be necessary to service the debt required for this project.

#### LEGAL IMPLICATIONS:

n/a

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public will likely be involved in providing input into the borrowing process to support for loan authorization bylaw. Although the question of filtration is largely driven through the regulatory process, it is recommended that the Town actively engage citizens in this process.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The project will principally be managed by public works staff. However, the project will impact finance from a budgeting and resource management point of view.

RESOURCE IMPLICATIONS:

The significant size of the project will require the use of outside consultants and contractors. Due to time limitations, we wish to retain Koers and Associates to manage the Filtration Pilot project; consultant selection for other components will follow later in the year.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Provision and protection of water aligns with the Sustainability Vision.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with the enhanced infrastructure priority.

SUMMARY:

The Town's water system is regulated through the Water Act, and administratively through Island Health (VIHA). A few years ago, VIHA published new guidelines for the treatment of surface water supplies for domestic consumption. The new guidelines require filtration of surface water as one of the treatment steps, in order to meet biological/pathogenic organism reductions outlined in the guidelines. However, the guidelines provide for an exemption of filtration, provided that turbidity levels stay below 1 NTU all but 18 days in any year, among other criteria. To determine the ability to meet these exemption criteria, the Town has been closely monitoring results for the past year.

The turbidity testing was done for the full year of 2013 and the results indicate that the Town will likely have difficulty meeting VIHA criteria for filtration avoidance. Staff are therefore recommending that Council consider proceeding with a Filtration Pilot Project in 2014; and plan for the completion of filtration construction in the current Financial Plan.

I concur with the recommendation.

*Rmall*

---

Ruth Malli, City Manager

ATTACHMENTS:

2013 Annual Water Report (to be distributed at the Council presentation)





**Sandy Bowden**

---

**Subject:** RE: Ladysmith Update

---

**From:** Bilyk, Tim E. [<mailto:Tim.Bilyk@viha.ca>]  
**Sent:** April 11, 2014 8:36 AM  
**To:** John Manson  
**Cc:** Sexton, Murray; Malakoe, Shaun  
**Subject:** Ladysmith Update

Hello John,

I have reviewed the report(s) you sent to our office. The information stated in the report(s), it would appear at this time that the Town of Ladysmith will not be able to receive a filter deferral from our office. Indicated in these report(s) are a number of dates that have been provided by you to suggest a proposed time frame for this project which includes a Capital Plan, Pilot Project, a commencing construction date following a design process and completion date. If you and the Council have reached a decision that is agreed upon, I will require a letter either from you or the Council so that we can comment on an agreed upon time frame for this proposal and make this a condition of your operating permit. Once the terms and conditions of the permit are settled, the permit will be submitted to you for comments. Your comments about the permit will be required in 30 days.

Tim Bilyk, C.I.P.H.I.(C),  
Environmental Health Officer,  
Public Health and Drinking Water Programs  
Vancouver Island Health Authority  
Nanaimo Health Unit  
6475 Metral Drive, 3<sup>rd</sup> Floor  
Nanaimo, BC, V9T 2L9  
Phone: 1 (250) 755-6215 Ext: 56279  
Fax: 1 (250) 755-3372