



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, JULY 21, 2014

Council Meeting 3:30 p.m.

Followed by the Municipal Services Committee Meeting

Please note that the meeting time has been changed from 7:00 p.m. to 3:30 p.m.

A G E N D A

CALL TO ORDER 3:30 P.M.

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Regular Meeting of Council held July 7, 2014..... 1 - 5
- 2.2. Minutes of the Special Meeting of Council held July 14, 2014 6 - 13

3. PUBLIC HEARING – None

4. BYLAWS – (OCP AND ZONING)

Council members are reminded to bring to the meeting the Zoning Bylaw package that was distributed with the June 23, 2014 Meeting Agenda.

- 4.1. New and Updated Zoning Bylaw No. 1860 – Staff Report..... 14 - 21
- 4.2. Town of Ladysmith Zoning Bylaw 2014, No. 1860 22
May be read a second time as amended; and, may be read a third time
and referred to the Ministry of Transportation and Infrastructure pursuant
to the provisions of the Transportation Act.

5. DELEGATIONS

- 5.1. Sandy Jasper Tozer, Larry Blatchford
Excessive Speed and Noise on TransCanada Highway through Ladysmith..... 23 - 27

Related correspondence attached from the following individuals:
Larry and Virginia Blatchford, Barry and Jeanette Pynn, Al and Irene
Deschene, Kent Knelson

6. PROCLAMATIONS – None

7. DEVELOPMENT APPLICATIONS – None

8. REPORTS

- 8.1. Parks, Recreation and Culture Fees and Charges Annual Review –
Recommendations from the Parks, Recreation and Culture Commission..... 28 - 45
- 8.2. Award of Tenders – Waste Water Treatment Plant Stage III Secondary
Upgrades 46 - 61
- 8.3. Clean-up of Yard Waste at 336 Belaire Street.....62

9. BYLAWS – None

10. CORRESPONDENCE

- 10.1. Brian McLaurin
Proposal for Tree-Planting Controls 63

Staff Recommendation

That Council consider whether it wishes to refer the correspondence from Brian McLaurin dated July 14, 2014, concerning proposed tree planting controls, to staff for review and preparation of a recommendation.

11. NEW BUSINESS

11.1. Town of Ladysmith 2013 Annual Report

The 2013 Annual Report was previously distributed to Council. Copies are available at City Hall and at www.ladysmith.ca.

Staff Recommendation

That Council adopt the Town of Ladysmith Annual Report for 2013.

- 11.2. Union of British Columbia Municipalities 2014 Convention – Appointment
of Delegates 64 - 72**

Staff Recommendation

That Council appoint Town of Ladysmith delegates to the 2014 annual convention of the Union of British Columbia Municipalities in accordance with Town policy, which states that four Councillors and the Mayor may attend the Union of British Columbia Municipalities. The early registration deadline is August 8.

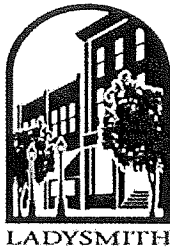
12. UNFINISHED BUSINESS

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.

14. ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, JULY 7, 2014
COUNCIL CHAMBERS, CITY HALL
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
John Manson

Sandy Bowden
Joanna Winter

Felicity Adams

CALL TO ORDER

Mayor Hutchins called this Regular Meeting of Council to order at 7:00 p.m.

AGENDA APPROVAL

Moved and seconded:

CS 2014-244

That the agenda for the Regular Council Meeting of July 7, 2014 be approved.

Motion carried.

MINUTES

Moved and seconded:

CS 2014-245

That the minutes of the Regular Meeting of Council held Monday, June 16, 2014 be approved.

Motion carried.

Moved and seconded:

CS 2014-246

That the minutes of the Special Meeting of Council held Monday, June 23, 2014 be approved.

Motion carried.

**DEVELOPMENT
APPLICATIONS**

Development Permit Application – 11 High Street (Trevor Ivens English Steakhouse Ltd.)

Lot 17 and 18, Block 9, District Lot 56, Oyster District, Plan 703

Moved and seconded:

CS 2014-247

That Council issue Development Permit 3060-14-04 to permit alterations to an existing building on Lot 17 & 18, Block 9, District Lot 56, Oyster District, Plan 703 (11 High Street); and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

Motion carried.

Covenant CA3656639 – Holland Creek Place

Lot A, District Lot 43, Oyster District, Plan EPP12594

Moved and seconded:

CS 2014-248

That Council not require the construction of a walkway from Lot A, District Lot 43, Oyster District, Plan EPP12594 to the sidewalk on Dogwood Drive due to desired tree retention and long term maintenance implications.

Motion carried.

Moved and seconded:

CS 2014-249

That staff be requested to investigate with the developer the feasibility of installing a sidewalk at the entrance of the proposed subdivision to connect with the existing sidewalk on Dogwood Drive.

Motion carried.

**Official Community Plan Amendment and Rezoning Application
1148, 1150 and 1156 TransCanada Highway (KD Gold
Enterprises Ltd.)**

Lots 9, 10, 11, 12, 13, D.L. 139, Oyster District, Plan 7217

Moved and seconded:

CS 2014-250

That Council direct staff to prepare bylaws to:

- Amend the Official Community Plan and the Zoning Bylaw to permit highway service commercial use, including motor vehicle sales, as a principal use on 1148 and 1150 Trans Canada Highway (Lots 9 and 10, D.L.139, Oyster District, Plan 7217);
- Amend the Zoning Bylaw to permit one accessory dwelling unit; with a maximum size of 90m² of gross floor area (or 40% of the total gross floor area of the principal building whichever is less) at 1156 Trans Canada Hwy (Lots 11, 12, and 13, D.L.139, Oyster District, Plan 7217);

And that the following land use matters be secured as follows:

(a) Prior to the adoption of the Zoning Bylaw amendment bylaw:

- Consolidation of Lots 9 and 10 into one lot and Lots 11, 12, and 13 into one lot; and
- Registration of a reciprocal easement between the parcels with a condition that the Town would approve an amendment or release of the easement.

(b) As part of the Development Permits for the two development sites:

- No tree removal on the bank located between Second Avenue and the base of the slope on lots 11, 12, and 13, except as needed to install one retaining wall with a maximum height of 1.5 metres at the base of the slope , or as deemed necessary in a report by a qualified arborist;
- No driveway access from Second Avenue to the subject properties;
- Close or relocate the Strathcona Road driveway access to a safer location as approved by the Director of Infrastructure Services; and

- Any Trans Canada Highway driveway access for each of the development sites be designed and constructed to be a right-in / right-out to the standards required by the Ministry of Transportation.

2. That Council direct that the consideration of the continuation of the Esplanade boulevard and sidewalk design standard along the portion of the Trans-Canada Highway from Strathcona Road to First Avenue be referred to the Master Transportation Plan project.

Motion carried.

COMMITTEE REPORTS

Cowichan Sportsplex Funding Model

Mayor Hutchins made a brief presentation regarding proposed regional funding options for the Cowichan Sportsplex. This included results of a consultation process that included presentations and questions with local governments in the Cowichan Valley Regional District and an online survey.

The Regional District Board will be considering a recommendation to take the matter to referendum in fall 2014.

Cowichan River Water Level

Mayor Hutchins outlined concerns about low water levels in the Cowichan River Basin. Council requested that Mayor Hutchins keep Council informed as to water conservation measures in the Cowichan Watershed and ways the Town of Ladysmith can support such measures.

Staff reported that they are monitoring water levels in the Town's water supply system due to a lower than usual snow pack in the winter of 2013/2014.

Councillor D. Paterson announced that the annual Council-hosted Outdoor Movie Night fundraiser for Tour de Rock will take place on Tuesday, August 26; the movie will be *Frozen*.

CORRESPONDENCE

Stephen Hunt, United Steelworkers

Request for Resolution in Support of the "Stop the Killing and Enforce the Law" Campaign for Worker Safety

Moved and seconded:

CS 2014-251

That the correspondence from Stephen Hunt of the United Steelworkers, dated June 16, 2014, be received.

Motion carried.

Kendra-Ann E. Van Shaik

Moved and seconded:

CS 2014-252

That the correspondence from Kendra-Ann E. Van Shaik outlining concerns about funding for the Ladysmith RCMP Victim Services

Program be referred to an upcoming meeting of Council and that staff be requested to provide Council with a report regarding funding in other jurisdictions in the Cowichan Valley Regional District and Nanaimo.

Motion carried.

UNFINISHED BUSINESS

CS 2014-253

Moved and seconded

That in addition to offering the book for sale at City Hall, staff be directed to:

- a) include information about the book on the Town's website;
- b) promote the book and sales locations in the next edition of "Ladysmith Links"; and
- c) issue a media release regarding the Town's support for the Credit Union in selling the book

Motion carried.

QUESTION PERIOD

Council advised that staff are investigating cost-effective options for a sound system in Council Chambers.

Council advised that it wishes to have full information about possible effects of climate change on the Town's water supply system from a climate modelling report that has been commissioned prior to determining whether to proceed to a referendum on the Couverdon Boundary Expansion application.

Council has written to the Minister of the Environment requesting urgent action on the issue of hydrocarbon contamination in the vicinity of Forward Road but has not yet received a response from the Minister. The residents of the area have been provided with a copy of the correspondence.

Council has not been requested to investigate the installation of a swimming raft at Transfer Beach.

CLOSED SESSION

CS 2014-254

Moved and seconded at 8:11 p.m.:

That Council retire into closed session after a two-minute recess.

Motion carried.

RISE AND REPORT

Council arose from Closed Session with report on the following item:

- That staff be directed to secure appraisals on Town-owned properties on Jim Cram Drive and in the vicinity of the Nanaimo Airport.

ADJOURNMENT

CS 2014-255

Moved and seconded:

That this meeting of Council adjourn at 9:08 p.m.

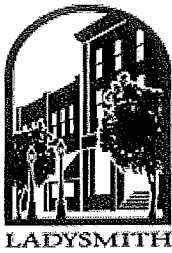
Motion carried.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Subject to Adoption



TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JULY 14, 2014
LADYSMITH SENIORS CENTRE
7:00 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Bill Drysdale

Councillor Steve Arnett
Councillor Gord Horth

Councillor Jillian Dashwood

COUNCIL MEMBERS ABSENT:

Councillor Duck Paterson

Councillor Glenda Patterson

STAFF PRESENT:

Ruth Malli
Sue Bouma

Felicity Adams

Joanna Winter

CALL TO ORDER

Mayor Hutchins called this Special Meeting of Council to order at 7:05 p.m.

AGENDA APPROVAL

CS 2014-256

Moved and seconded:

That the agenda for the Special Council Meeting of July 14, 2014 be approved.

Motion carried.

PUBLIC HEARING

NEW AND UPDATED ZONING BYLAW

Members of the public present: 82

Mayor Hutchins welcomed the members of the public and outlined the process for the Public Hearing as follows:

Meeting Process – Mayor Hutchins

- There are four Bylaws on the Public Hearing Agenda tonight.
- At this Public Hearing you have the opportunity to provide your comments about the content of these Bylaws to Council.
- Staff will introduce each of the Bylaws.
- Everyone who wishes to speak to Council will have the opportunity to be heard. Once everyone has had the opportunity to speak to Council, those who wish to speak again may do so. Please keep in mind that if you choose to

Speak again, you should be introducing new points, not repeating what you have already stated.

- Written submissions may be submitted at this time.

Written submissions received prior to 12 Noon on Wednesday, July 9, 2014 have been distributed to Council with the Public Hearing Agenda package. Written submissions received after this time have been provided to Council tonight.

Following the close of the Public Hearing, no further submissions or comments from the public or interested persons can be accepted by members of Council.

Overview of Bylaws and Statutory Requirements – Felicity Adams, Director of Development Services

A new and updated ZONING BYLAW is proposed for the Town. The four Bylaws that are on this Public Hearing Agenda are related to the implementation of this new and updated Zoning Bylaw.

Bylaw 1858 cited as “Town of Ladysmith Area G and Area H Land Use Regulations Repeal Bylaw 2014, No. 1858”

The purpose of Bylaw No. 1858 is to repeal land use regulations for areas formerly within Electoral Area “G” and Electoral Area “H” of the CVRD that will now be covered by the Town’s Zoning Bylaw.

Bylaw 1859 cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 43), 2014, No. 1859”

The purpose of Bylaw No. 1859 is to amend the Official Community Plan (OCP) Bylaw by updating the land use designation maps in the OCP and the South Ladysmith Area Plan; amending the “Parks & Open Space, Land Use & Circulation” map in the Holland Creek Area Plan by removing areas covered by the OCP Land Use map; and adding to the OCP new and updated policies about school planning, commercial land use, and detached secondary suites to support the community’s vision.

Bylaw 1860 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860”

The purpose of Bylaw No. 1860 is to adopt a new and updated Zoning Bylaw for all properties located within the Town of Ladysmith.

If approved Bylaw No. 1860 will replace the current Town of Ladysmith Zoning Bylaw 1995, No. 1160, as amended, with a new and updated Zoning Bylaw. This Bylaw affects all properties in the Town by establishing zones and regulations for the use and the density of use of land, building and structures; regulating the siting, size and dimensions of uses, building and structures; and regulating parcel sizes, off-street parking and loading and

screening and landscaping. The Zoning Bylaw contains text and a map.

In general terms, the Zoning Bylaw introduces new regulations affecting accessory buildings, coach house use, perimeter wall height, home-based business use, flexible live-work options in the downtown, urban agriculture, food trucks, shipping containers, large format retail, drive-through service access, bicycle parking, and landscaping and screening. New zones are introduced for residential use, natural parks, marine harvesting, marine conservation, agriculture and forestry uses.

Bylaw 1861 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 44), 2014, No. 1861"

The purpose of Bylaw No. 1861 is to amend the Official Community Plan (OCP) Bylaw by adding new and updated Development Permit Areas (DPA) and guidelines and a DPA map to support the community's vision.

Public Hearing Notice:

The Public Hearing Notice was printed in the Ladysmith & District Chronicle newspaper on July 2, 2014 and July 8, 2014 and posted on community notice boards throughout Town, as well as on the Town's website. The Notice was mailed to all property owners in the Town.

A copy of the Notice, the proposed Bylaws and background information considered by Council was made available at the front counter at City Hall for the Notice period. In addition to background information on the Town's website, there was also a drop-in opportunity provided for the public and interested persons to request further information from Development Services staff prior to the Public Hearing. A display was also available at FJCC.

Four written submissions were received at City Hall in connection with this Public Hearing.

Mayor Hutchins called for comments and written submissions from the audience.

Martin Paish, Oak Bay Marine Group: Delivered a written submission and requested amendments to the W-2 Marina zone.

Pam Fraser of 750 Colonia: Expressed concern with legalizing two-storey coach houses and requested clear and limited criteria for granting variances. She delivered a written submission.

Rob Johnson, 246 Bayview Avenue
Questioned the origin of the introduction of produce stands.

Penelope Allan, 1359 Birchwood Road

Expressed concern that Ladysmith lacks the infrastructure to support greater expansion and higher density.

Rob Johnson, 246 Bayview Avenue

Expressed concern with the restriction on types of permitted businesses when the downtown core needs businesses to fill store fronts.

Jim Russell, 626 Farrell Road

Requested that the Town follow the explicit requirements of the Planning and Environment Act with respect to variance application.

Jackie Estabrooks, 1130 Sharp Place

Expressed concern that property values would be reduced by the introduction of coach homes and noted that stricter restrictions and guidelines must be implemented with home-based businesses.

Carol Henderson, 806 Mackie Road

Expressed concern about on-street parking impacts from accessory buildings.

Rob Johnson, 246 Bayview Avenue

Expressed concern that Wood Island's ecologically sensitive habitat would be compromised.

Myfawnwy Plecas, Diamond, Area H, CVRD

Suggested that the audience express their opposition to the Zoning Bylaw.

Penelope Allen, 1359 Birchwood Road

Suggested that the audience should give a general vote of accord or opposition.

Eve Vincent, 731 Colonia Drive

Expressed opposition to two-storey coach houses outside of Old Town.

Katherine Turner, 133 Baden-Powell Street

Expressed opposition to two-level coach houses.

Rob Johnson, 246 Bayview Avenue

Expressed concern that live-aboards at the Ladysmith Maritime Society Community Marina do not support the services of the community through property tax.

Deanna McAloney, 509 Roberts Street

Expressed opposition to two-storey coach houses.

Rob Samolka, 539 Louise Road

Requested clarification regarding parkland OCP changes.

Irene Telford, 881 Dunsmuir Crescent
Expressed concern about boulevard gardens.

Alana Newton, 10980 Westdowne Road
Requested clarification about Map 6 of Bylaw 1859.

Dan Marple, 248 Bayview Avenue
Expressed interest in the procedure for resolving conflicting views regarding coach houses.

Mayor Hutchins called for submissions a second time.

Rob Johnson, 246 Bayview Avenue
Urged that Council deliberate carefully over its decisions on the Zoning Bylaw.

Debby Drew, 529 Louise Road
Opposed home-based businesses without more stringent restrictions, and questioned the need for coach houses and additional suites when so much property is available.

Mayor Hutchins called for submissions a third time.

Dave Millgian, 487 Louise Road
Requested clarification regarding road access on Map 7 of Bylaw 1859.

Jackie Estabrooks, 1130 Sharp Place
Requested an informal vote on the issue of coach houses.

Deanna McAloney, 509 Roberts Street
Commented on the first coach house on Roberts Street.
Mayor Hutchins called for submissions again.

Lorne Gait, 10930 Chemainus Road
Expressed the need to provide lower cost housing for the youth and young families and commented that densification makes good use of existing services.

Carol Henderson, 806 Mackie Road
Expressed preference for densification.

Laurie Hamilton, 1127 Cloke Road
Requested reconsideration of garage height to accomodate recreational vehicles.

Bob Hayes, 132 Methuen Street

Expressed concern regarding the ability of water and sewer infrastructure to support the introduction of carriage houses.

Lisa Smolka, 539 Louise Road

Recognized the difficulty of balancing needs for vibrancy with character of the Town, and asked Council to consider parkland in the vicinity of Louise Road.

Janice Patrick, 239 Dogwood Drive

Expressed concern about home-based business without stringent restrictions, and cautioned that character housing is disappearing with new development

Lorne Gait, 10930 Chemainus Road

Requested relaxation of Development Cost Charges for developers of low cost housing.

Don Harrison, 1137 Stillin Drive

Requested clarification and restrictions regarding parking associated with home-based businesses.

Mayor Hutchins called a final time for comments and written submissions. Additional written submissions were received from the following:

Wendy Waage, 409 Gatacre Street

Cathy Gilroy, 220 3rd Avenue

Hearing no more comments, Mayor Hutchins declared the Public Hearing for Town of Ladysmith Bylaws 1858, 1859, 1860 and 1861 closed at 8:13 p.m., and explained that Council may not receive further submissions on the Bylaws. He then called a short recess.

The meeting resumed at 8:23 p.m.

BYLAWS

CS 2014-257 Town of Ladysmith Area G and Area H Land Use Regulations Repeal Bylaw 2014, No. 1858

Moved and seconded:

That Town of Ladysmith Area G and Area H Land Use Regulations Repeal Bylaw 2014, No. 1858 be read a third time.

Motion carried.

CS 2014-258 Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 43), 2014, No. 1859

Moved and seconded:

That Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 43), 2014, No. 1859 be read a third time.

Motion carried.

Town of Ladysmith Zoning Bylaw 2014, No. 1860

Felicity Adams, Director of Development Services presented recommended amendments to w W-2 and I-2 zones

Moved and seconded:

CS 2014-259

That staff be directed to include the following amendments in Town of Ladysmith Zoning Bylaw 2014, No. 1860:

Amend Section 12.3, Clause 4(c) to read:

- No *Building or Structure with a Height greater than 12.0 metres*, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table Below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	10.0 metres
<i>Interior or Exterior Side Parcel Line</i>	10.0 metres
<i>Rear Parcel Line</i>	10.0 metres

Add a new Clause 12.3 4(d) to read:

- No *Building or Structure with a Height of 12.0 metres or less*, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Rear Parcel Line</i>	3.0 metres

Motion carried.

CS 2014-260

Moved and seconded:

That staff be directed to include the following amendments in Town of Ladysmith Zoning Bylaw 2014, No. 1860:

- Amend Section 16.2, Clause 4(e) to read:

And *Docks, floats, ramps, quays or other similar Structures* shall not be located within the seaward extension, perpendicular to the shoreline, of the boundary of a streamside protection riparian area located 30 metres on either side of the *Natural Boundary of a Watercourse, including the sea.*

- Amend Section 16.2, Clause 4(f) to read:

No *Buildings or Structures* shall be sited within 125 metres of the boundary of the W-4 Zone actively used for purposes permitted in the W-4 Zone.

Motion carried.

CS 2014-261

Moved and seconded:

That further consideration of Town of Ladysmith Zoning Bylaw 2014, No. 1860 be referred to a future meeting of Council.

Motion carried.

CS 2014-262

Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 44), 2014, No. 1861

Moved and seconded:

That Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 44), 2014, No. 1861 be read a third time.

Motion carried.

ADJOURNMENT

CS 2014-263

Moved and seconded:

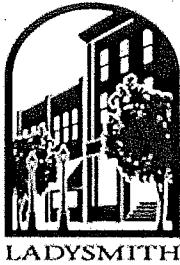
That this meeting of Council adjourn at 8:37 p.m.

Motion carried.

CERTIFIED CORRECT:

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: July 21, 2014
File No: 3900-03 Zoning Bylaw

Re: New and Updated Zoning Bylaw – Bylaw 1860

RECOMMENDATION:

That Council:

- give second reading, as amended, to "Town of Ladysmith Zoning Bylaw 2014, No. 1860"; and
- give third reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860" and refer Bylaw 1860 to the Ministry of Transportation pursuant to the provisions of the Transportation Act.

INTRODUCTION/BACKGROUND:

A Public Hearing on Bylaw 1860 was held on July 14, 2014. The Public Hearing is now closed and no further submissions from members of the public or interested persons can be provided to members of Council. Council provided direction to incorporate two amendments for the I-2 Zone and the W-2 Zone at the special Council meeting held following the close of the Public Hearing.

I-2 Zone

That staff be directed to include the following amendments in Town of Ladysmith Zoning Bylaw 2014, No. 1860:

Amend Section 12.3, Clause 4(c) to read:

- No *Building or Structure with a Height greater than 12.0 metres*, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table Below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	10.0 metres
<i>Interior or Exterior Side Parcel Line</i>	10.0 metres
<i>Rear Parcel Line</i>	10.0 metres

Add a new Clause 12.3 4(d) to read:

- No *Building or Structure with a Height of 12.0 metres or less*, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Rear Parcel Line</i>	3.0 metres

W-2 Zone

That staff be directed to include the following amendments in Town of Ladysmith Zoning Bylaw 2014, No. 1860:

- Amend Section 16.2, Clause 4(e) to read:
And *Docks*, floats, ramps, quays or other similar *Structures* shall not be located within the seaward extension, perpendicular to the shoreline, of the boundary of a streamside protection riparian area located 30 metres on either side of the *Natural Boundary* of a Watercourse, including the sea.
- Amend Section 16.2, Clause 4(f) to read:
No *Buildings* or *Structures* shall be sited within 125 metres of the boundary of the W-4 Zone actively used for purposes permitted in the W-4 Zone.

PURPOSE:

The purpose of this report is to seek Council's further consideration of the Zoning Bylaw No. 1860. The public hearing minutes are available under separate cover.

SCOPE OF WORK:

If Council chooses to make changes to use or density there will be a requirement for a new public hearing.

At the public hearing, some members of the public expressed opposition to a two-storey coach house. If Council considers reducing the height of a coach house to single storey, a new public hearing may not be required depending on the type of amendments required to be made to the Zoning Bylaw. If Council wishes to make this change it would direct staff as outlined in the alternative listed below.

ALTERNATIVES:

That Council direct staff to follow-up on specific matters raised at the Public Hearing and report back to Council.

FINANCIAL IMPLICATIONS:

There would be a cost to holding a second public hearing. There is no remaining project grant funding.

LEGAL IMPLICATIONS:

Further legal advice may be required. A new public hearing may be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community's vision, as outlined in the Official Community Plan and the report from the Community Visioning Initiative, has been considered in the development of the new and updated Zoning Bylaw.

In addition, there have been several opportunities for public input and feedback during the development of the Zoning Bylaw, including with the general public, Advisory Planning Commission and the Stakeholders group in 2012, 2013 and 2014. A dedicated website has

been used to post materials and reports from the community consultation processes. Most recently there was a special Council meeting held on May 26, 2014 to present the draft bylaws and feedback from that meeting was considered in revisions to the draft Zoning Bylaw and Development Permit Area Guidelines. The Advisory Design Panel provided input into the revised DPAs. Feedback from all of these sessions has been considered in the development of the new and updated Zoning Bylaw and related bylaws.

In addition to access on the Town's website, a two week drop-in opportunity was provided at the Development Services office and Frank Jameson Community Centre prior to the public hearing. About 20 people took advantage of this opportunity to ask questions of staff prior to the public hearing.

The public hearing is closed and no further input from members of the public or interested persons may be received by members of Council. Council may consider matters raised by the public at the public hearing held on July 14, 2014.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The Town has invested a tremendous amount of time and resources into the development of several overarching, sustainability-focused planning documents, including a new Official Community Plan (OCP) in 2003, a national award-winning Community Vision and Sustainability Strategy in 2008, a Community Energy Plan in 2009, and the Sustainability Action Plan in 2013. This comprehensive review and update of the Zoning Bylaw is a Council priority to implement the visions, values and goals of these overarching municipal plans.

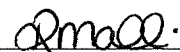
ALIGNMENT WITH STRATEGIC PRIORITIES:

The completion of the update of the Zoning Bylaw is one of Council's strategic priorities.

SUMMARY:

The development of the Zoning Bylaw has taken place over the past two years. There have been many opportunities for the public to be engaged. Current plans and policies and public input have helped to develop the Zoning Bylaw and related bylaws. The public hearing on the new and updated Zoning Bylaw No. 1860 has been held. Council cannot accept any further public input.

I concur with the recommendation.



Ruth Mali, City Manager

ATTACHMENTS:

Excerpts from Zoning Bylaw 1860, Schedule A – Section 12.3 and Section 16.2.

12.3 INDUSTRIAL (I-2)

The purpose of the Industrial Zone is to accommodate larger, heavy industrial operations and employment centres in an Industrial Park or working waterfront setting.

1. Principal Uses

- a) Any *Principal Use* permitted in the I-1 Zone.
- b) *Motor Vehicle Salvage and Wrecking Yard*, subject to Section 12.3(8)(c).
- c) *Log Handling, Sorting and Storage Yard*.
- d) *Marshalling Yard*.
- e) *Storage Yard*.
- f) *Freight handling or distribution*.
- g) *Sawmill, Shake and Shingle Mill*.
- h) *Primary Processing of Soil*.
- i) *Shipping Yard*.
- j) *Concrete Batch Plant*.
- k) *Fleet and Distribution services*.
- l) *Recycling Plant*.
- m) *Animal Shelter*.
- n) *Medical Marihuana Growing and Production*, subject to Section 12.3(8)(a).

2. Accessory Uses

- a) *Office*.
- b) *Food Truck*.
- c) *Sani-Dump Station*.
- d) *Caretaker Dwelling*, subject to Part 6, Section 6.6 and Part 12, Section 12.3(8)(b).
- e) *Retail Sales, accessory to Sawmill, Shake and Shingle Mill*.

3. Sizes and Dimensions of Parcels

- a) No *Parcel* shall be created which has a *Parcel Area* less than 2,023 square metres.
- b) Despite Section 12.3 (3)(a), where access to the Town of Ladysmith community water system and/or community sewer system is unavailable, no *Parcel* shall be created which has a *Parcel Area* less than 2.0 hectares.

- c) A *Parcel* shall have a minimum *Frontage* of 36.57 metres or 10.0 percent of the perimeter of the *Parcel* whichever is the greater.

4. Density of the Use of Land, Buildings and Structures

- a) The *Floor Space Ratio* shall not exceed 0.3.
b) No *Buildings* or *Structures* shall exceed a *Parcel Coverage* of 75.0 percent.

5. Siting, Sizing and Dimension of Uses, Buildings and Structures

- a) No *Principal Building* shall exceed a *Height* of 15.0 metres.
b) No *Accessory Building* or *Structure* shall exceed a *Height* of 7.5 metres.
c) No *Building* or *Structure* with a *Height* greater than 12.0 metres, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	10.0 metres
<i>Interior or Exterior Side Parcel Line</i>	10.0 metres
<i>Rear Parcel Line</i>	10.0 metres

Amended
clause (c)

- d) No *Building* or *Structure* with a *Height* of 12.0 metres or less, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Rear Parcel Line</i>	3.0 metres

New clause
(d)

6. Landscaping and Screening

- a) *Landscaping* and *screening* shall be provided in accordance with Part 7: Landscaping and Screening Regulations.

7. Parking and Loading

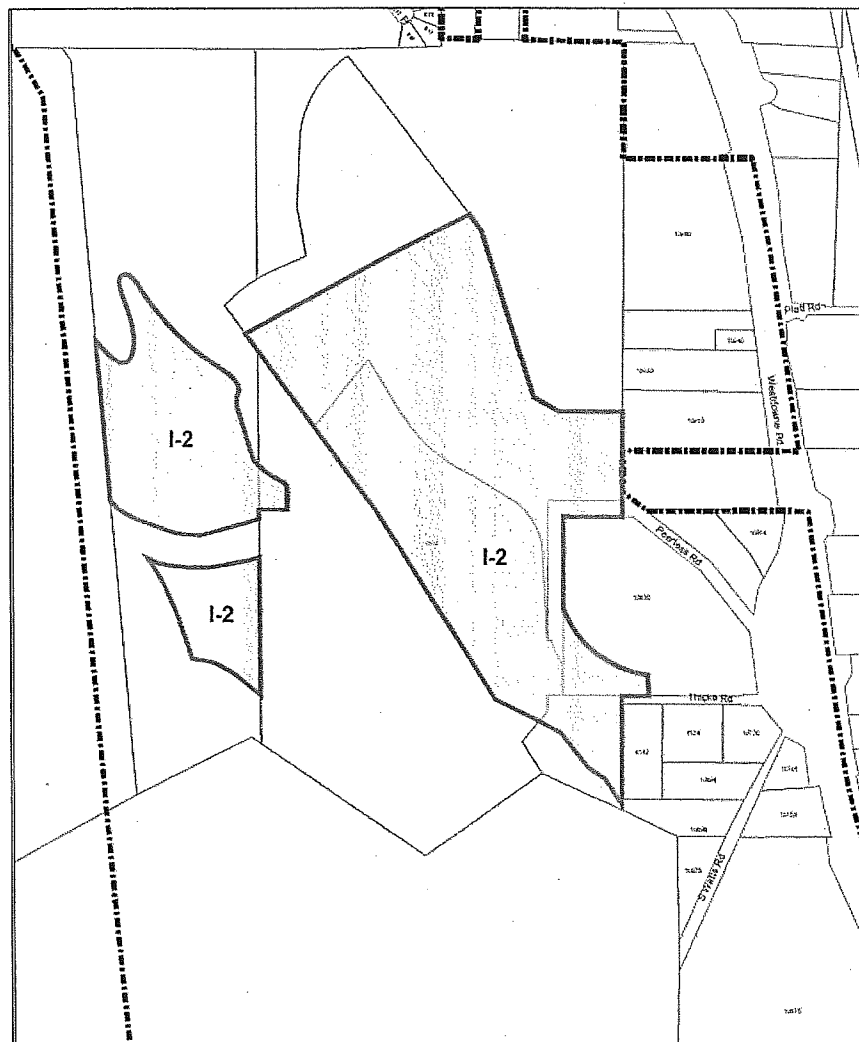
- a) Off-street parking and loading shall be provided in accordance with Part 8: Parking and Loading Regulations.

8. Other Regulations

- a) *Medical Marihuana Growing and Production* shall be restricted to the locations shown *Zoned I-2* as illustrated in Figure 12.3.1: Plan of Medical Marihuana Growing and Production Area.

- b) A *Caretaker Dwelling Use* shall be limited to one *Dwelling Unit* per *Parcel* and shall only be located on the second *Storey*, except that the entrance to the *Caretaker Dwelling* may be located within the *First Storey*.
- c) A *Motor Vehicle Salvage and Wrecking Yard* shall be completely enclosed within a *Building* or within a *Landscaped* or *Fenced* area so as not to be visible from a *Highway*.

FIGURE 12.3.1: PLAN OF MEDICAL MARIHUANA GROWING AND PRODUCTION AREA



16.2 MARINA (W-2)

The purpose of the Marina Zone is to accommodate marinas, commercial moorage and related services and facilities, with the intent of maintaining a small-scale harbour character.

1. Principal Uses

- a) *Marina.*
- b) *Commercial Moorage.*
- c) *Short-term Moorage.*
- d) *Boat Launch.*
- e) *Restaurant.*
- f) *Cultural Facility.*
- g) *Welcome Centre, including Assembly Use.*
- h) *Seafood Sales.*
- i) *Non-Motorized Recreational Equipment Sales or Rental.*
- j) *Boat Building and Repair.*
- k) *Marine Rescue Facility.*
- l) *Marine Fuel Supply Station.*

2. Accessory Uses

- a) *Office.*
- b) *Sewage Pump-out.*
- c) *Yacht Club Clubhouse.*
- d) *Live-Aboard, on the water Lot legally described as Block C of District Lot 2016, Cowichan District, subject to Section 16.2(7)(a).*
- e) *Retail Sales, subject to Section 16.2(4)(b).*

3. Permitted Buildings and Structures

- a) *Piers and walkways.*
- b) *Dock, floats, ramps, quays, and other similar Structures.*
- c) *Boathouse, on the water Lots legally described as Block C of District Lot 2054, Cowichan District and District Lot 2061, Cowichan District.*
- d) *Boat Shelter.*
- e) *Mooring buoys.*
- f) *Dolphins, pilings.*

g) *Breakwater*.

h) *Barge Ramp*.

4. Size and Density of the Use of Land, Buildings and Structures

a) *Live-Aboards* shall be limited to a maximum of 12 and shall be connected to community water system and community sanitary sewer system.

b) All *Retail Sales* shall be limited to 25.0 square metres of *Gross Floor Area*.

5. Siting, Sizing and Dimension of Uses, Buildings and Structures

a) No *Boathouse* shall exceed a *Height* of 9.0 metres.

b) All other *Buildings* or *Structures* shall not exceed 7.5 metres in *Height*.

c) An access ramp associated with any *Docks*, floats, piers/walkways or other similar *Structures* shall be limited to a width of 2.4 metres, except for a *Barge Ramp* which shall be limited to a width of 6.0 metres.

d) No *Buildings* or *Structures*, not including *Docks*, floats, ramps, quays, or other similar *Structures*, shall be closer than 10.0 metres to the *Natural Boundary* of the sea.

Amended
clause (e)

e) Any *Docks*, floats, ramps, quays, or other similar *Structures* shall not be located within the seaward extension, perpendicular to the shoreline, of the boundary of a streamside protection riparian area located 30 metres on either side of the *Natural Boundary* of a *Watercourse*, excluding the sea.

Amended
clause (f)

f) No *Buildings* or *Structures* shall be sited within 125 metres of the boundary of the W-4 Zone actively used for purposes permitted in the W-4 Zone.

6. Parking and Loading

a) Off-street parking and off-street loading shall be provided in accordance with Part 8: Parking and Loading Regulations.

7. Other Regulations

a) A *Marina Use* must be in existence for *Live-Aboard Use* to be permitted in the water *Lot* legally described as Block C of District Lot 2016, Cowichan District, and is only permitted if the *Marina Docks* are open to the public at all times.

TOWN OF LADYSMITH

BYLAW NO. 1860

A bylaw to regulate the use of land, buildings and structures; require off-street parking and loading spaces; and establish standards for the provision of landscaping and screening.

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to adopt a Zoning Bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to repeal "Town of Ladysmith Zoning Bylaw 1995, No. 1160" and adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) "Town of Ladysmith Zoning Bylaw 1995, No. 1160" and all its amendments are repealed.
- (2) "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as follows is adopted:
 - (a) Schedule A – Zoning Bylaw Text, and
 - (b) Schedule B - Zoning Bylaw Map.

CITATION

- (3) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860".

READ A FIRST TIME on the 23rd day of June, 2014

READ A SECOND TIME on the 23rd day of June, 2014

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the 14th day of July, 2014

READ A THIRD TIME on the day of

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE on the day of

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Larry and Virginia Blatchford

JUL 07 2014

Concerning the dangers of Davis Rd

Recently there have been several, letters in the Chronicle regarding the South end of Ladysmith Traffic. We also made a post on the Facebook site-

'Around Town Ladysmith Community Board' regarding speed and noise.

I would like to comment on Katie and Moses Heffring's letter to the Chronicle editor. We whole heartedly agree with the intersection being unsafe, and think their solution should be enacted. The landscaping at Co-op corner makes it impossible to see south bound traffic turning onto Davis Rd, until you are half way into the crosswalk. We rarely walk to the mall (which is one of the reasons we chose this location) because you are risking your life crossing this intersection. We have nearly been mowed down thru the inattentiveness of drivers.

Bart Vogelzang's letter to the Chronicle editor the following week, hit the nail on the head when he wrote "rush, inattentiveness and discourtesy of many drivers that is the real cause of many of these issues."

About rushing- I don't understand why the busiest, highest residential intersection is situated in a 90 km zone, at the bottom of a long hill (northbound). Nanaimo – (80, 70, 50) Chemainus 80km. Nanoose -60km (no visible residential-AND it is strictly and enthusiastically enforced) Mill Bay -80km and Duncan all have reduced speed within their city limits. Why not the heavily residential area at the south end of Ladysmith? What sense does it make to have a 90km down a residential hill to a stop light on a very busy intersection, and on the flat section continuing north thru Ladysmith it is 70km And where is the enforcement of the existing speed limit?

About discourtesy – There are signs through Ladysmith with the words "Residential - Avoid the use of engine brakes- Excessive noise prohibited" Residents living in the south end will attest to the fact that very few truckers in the logging truck industry, care about these signs. In fact some of these rigs are 'tricked out' with little or no mufflers. As a point of interest, the ministry of transport Division 7A, article 7A.01 (which is in small print in these signs) states "*no person shall start, drive, turn, or stop any motor vehicle, or accelerate the vehicle engine while the vehicle is stationary, in a manner which causes any loud and unnecessary noise in or from the engine, exhaust system or the braking system, or from the contact of the tires with the roadway.*"

Another article specifies maximum noise level to be 95 decibels. The law is there, but lack of enforcement and inconsiderate *truck drivers and motorcycle riders is why it is -what it is-* on the #1 thru Ladysmith.

I would like to commend all the professional truck drivers out there who are whisper quiet and drive with care. I spent a great deal of my life driving truck, so I do know something on the subject.

2.

It is interesting that generally, Monday mornings are very liveable and as the afternoon progresses and the week goes on, by Friday it's back to the unprofessional, illegal style of driving. We never see Gas industry or any other large transports drive this way.

I had an opportunity to speak to one of the offending Marpole drivers who didn't even have a trailer on. Driving South, on the flat section coming up to Davis Rd., he put on his jakes to make a left hand turn on to Chemainus Rd. and continued shifting with his jakes around the corner on Chemainus Rd. His explanation was he was within his rights to use his jake brakes and spit on me. (Nice) At times we actually thought an airplane was landing. Really? Today July 4th at midday, on Chemainus Rd just past the controlled crosswalk on Gill (which is a 30km) a lime green trucker pulling a Marpole trailer going north put on his jakes. I am not sure why there are so many unprofessional Truckers out there in the logging industry. Hopefully this deliberate exhibition of unprofessional driving is not translated into other unsafe practices. We also noted today that two Emcon highway trucks who look after the highways travelling on Old Chemainus Rd were also disregarding the speed and felt the need to use their engine brakes, on road in front of our place on Gill RD. (This is the company that actually would have put up the highway signage on Excessive Noise Prohibited) HUH! This is just two we picked on Chemainus Rd. Today. That does not include the dozens of offenders travelling on the Island Highway, which is largely, log haulers, finished lumber haulers from WFP, and Marpole trucks. Some unmuffled trucks are so loud, even going **up** the hill from Davis going south. Mufflers?

The Ladysmith RCMP is our municipal police force whose obligation is to enforce municipal laws and bylaws pertaining to monitoring and enforcing speed, noise, and unsafe driving. Where are they? The south end of Ladysmith thru a very busy intersection is a free for all, anything goes.

Things will not improve until issues of speed, intersection configuration and noise are remedied. Property values are negatively affected on some of the highest taxed homes and many residents comfort is compromised because of excessive noise. There is a 24/7 disturbance of the peace of all south end residents.

Without the offending truckers, the sounds from the island highway are pleasant, much like living on the ocean with waves and wind.

I have talked to the Marpole manager, the Ladysmith by-law enforcement officer, Ken Smith, Dept. Of Transport field officers at the Duncan scales, and phoned the RCMP some time back and was told I would get a call back from the constable whose specialty is noise. Never called back.

Do we need a petition to keep our south end community safe and liveable?

CC: Ladysmith RCMP , Ladysmith Mayor and Council

July 14th, 2014

Barry & Jeanette Pynn

Ladysmith, BC

To The Mayor and Town Council of Ladysmith.

It is our understanding that there is a proposal being presented to the council later this month concerning the speed limits along the Island Highway in the south Ladysmith/Coronation Mall area. We wanted to share an experience we had last spring in this area.

It was a Sunday morning. We were walking from our house on Gill Road and crossing the Island Highway at N Davis Road heading to the Holland Creek loop. When the pedestrian light turned to "walk" we began to cross the highway, checking to the south that it was safe to do so. As we were approaching the centre of the highway I checked the southbound traffic (no one had reached the stop light coming from the north at this point). I saw in the distance on the last curve before the traffic warning lights a car. This is quite a distance and normally I would believe a distance we could easily cross before the car could reach the intersection. As we were completing going across the street, suddenly I heard a whooshing sound and turned quickly enough to see a car I would estimate to be a foot behind me. This car must have been well in excess of the 90km speed limit. As he sped through the stop light he came to the realization that he just about wiped out a pedestrian, fishtailed his car when he suddenly braked and then without fully stopping sped off again in a southerly direction.

Very fortunately the traffic looking to turn northward from N Davis Road unto the Island Highway saw this about to happen and stopped before getting into the middle of the intersection.

It was a matter of seconds where many lives could have been dramatically altered, where I have personally come the closest to losing my life.

It is hard to understand how a speed limit gets reduced on the north side of Ladysmith to 70km and then still within that same residential and high traffic intersection (Coronation Mall) the limit is raised again.

On the day of our incident, that car had to be travelling well above the 90km limit to reach us before we completely crossed the street and that he didn't see pedestrians in intersection or the traffic warning lights suggests more may have been going on with him. However, if that speed limit was at 70 (or 60)km through this section there would be less chance that the warning light would be missed or a better chance of seeing someone crossing the road.

I hope you can see it in your power to put forth to the Minister of Highways to have this speed limit reduced in this area.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be a stylized 'B' followed by a long horizontal line and a loop.

Barry and Jeanette Pynn

July 15, 2014

To Mayor Rob Hutchins and Council;

This letter is in support of the presentation being made July 21 regarding unacceptable use of jake brakes and motorcycle noise and especially about the dangerous 90 kilometre speed limit in the south Ladysmith area. During the day and especially during the night the noise is very loud and disturbing and we don't even live on the highway.

Regarding the speed limit, we think it should be 70 km. from the north end of Ladysmith, as it currently is, to South Davis Road. The intersection and light by Coronation Mall can be a scary place when huge trucks go roaring through at 90 km. or faster. As you are aware, there have been many accidents and even deaths at this very busy intersection. So many people live in the area and either drive or walk and the speed limit needs to be lowered.

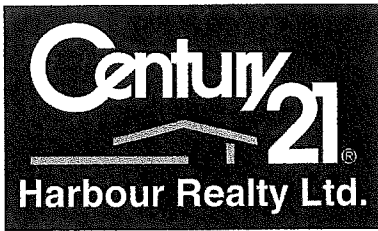
Our BC government recently stated there will be changes to highway speed limits, some higher and some lower so this should be a perfect time to make the change and to lower our speed limit.

We need Council to act on our behalf regarding our concerns.

Sincerely,

Al and Irene Deschene



KENT KNELSON PERSONAL REAL ESTATE CORPORATION
#1-3179 BARONS ROAD NANAIMO BC V9T 5W5
250.760.1066 P | 250.760.1077 F

July 15th 2014

To whom it may concern,

Re: Excessive engine braking noise in the Gill Road area

I am a respected realtor who has been in the business for more than 35 years and am active in the area of Ladysmith.

I consider the homes on Gill Road, as well as properties in the surrounding area are suffering from devaluation due to the excessive noise from the road, specifically the engine braking of trucks. On several occasions I have been showing properties to potential clients who have commented that they would not contemplate living there due to the amount of noise from the Jake brakes.

The braking appears to start almost a kilometre in advance and remains constant down the hill. This is extremely hard to overcome, and there is no doubt that this negatively influences potential sales and value of sales offers. It is my professional opinion the value of these properties is depreciating for this reason alone.

I would strongly recommend that this issue is addressed with urgency.

If you wish to discuss the contents of this letter further, please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in dark ink, appearing to be "Kent Knelson", is written over the typed name.

Kent Knelson



Town of Ladysmith

COMMISSION REPORT

To: Council
From: Parks, Recreation and Culture Commission
Date: July 17, 2014
File No:

Re: PARKS RECREATION AND CULTURE COMMISSION MEETING RECOMMENDATION

RECOMMENDATION:

THAT Council consider adopting the following recommendation from the Parks, Recreation and Culture Commission:

That the following amendments be made to Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835.

- Increase admission and pass fees by three percent effective September 1, 2014 for adult, youth, child, family and senior (continue no charge for children under three or seniors over eighty);
- Increase facility rental fees by four percent effective September 1, 2014;
- Increase sport field light rates by nine percent effective September 1, 2014;
- Add Aggie and FJCC sport field lighting to fees and charges schedule at half the rate of Forrest field lights effective September 1, 2014;
- Add a special event and park permit fee for the non-facility areas of the parks;
- Standardize facility room rental rates to ensure consistency of like facilities

AND THAT Council consider establishing a fee of \$15 per hour for adult use of sports fields effective September 1, 2014, or to an amount deemed appropriate by Council.

INTRODUCTION/BACKGROUND:

Council will recall that at its meeting held on June 16, 2014, it referred the matter of the proposed amendments to the Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835, to the Parks, Recreation and Culture Commission for consideration and to make a recommendation to Council.

ANALYSIS:

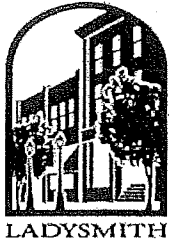
At its meeting of June 25, 2014, the Commission reviewed the proposal and supported the changes with the exception of the initial proposed fee for adult use of sports fields, which was \$2.50 per hour.

STAFF COMMENTS:

Following the initial report, further feedback has been received indicating the proposed increase of nine percent for lights poses a significant barrier for some organizations.

ATTACHMENTS:

Staff Report dated June 10, 2014



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: June 10, 2014
File No:

RE: PARKS, RECREATION AND CULTURE - ANNUAL FEES AND CHARGES REVIEW

RECOMMENDATIONS:

- 1) THAT Council consider referring the following proposed amendments to Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835, to the Parks, Recreation & Culture Commission meeting scheduled for June 18th, 2014 for review and comment:
 - Increase Admission and Pass fees by three percent effective September 1, 2014 for Adult, Youth, Child, Family and Senior (continue no charge for children under three or seniors over eighty);
 - Increase Facility Rental fees by four percent effective September 1, 2014;
 - Increase Sport Field light rates by nine percent September 1, 2014;
 - Add Aggie and FJCC sport field lighting to fees and charges schedule at half the rate of Forrest Field lights;
 - Establish fees for adult use of the sports fields;
 - Add a special event & park permit fee for the non-facility areas of the parks;
 - Standardize facility room rental rates to ensure consistency of like facilities;
- 2) THAT Council consider directing staff to update the Fees & Charges policy to include replace the existing User Classifications to Adult, Youth, Child, Senior and Family and the update age ranges.

INTRODUCTION/BACKGROUND:

In August 2013, Council authorized a three percent increase in Admission and Pass fees for adult, youth and senior admissions (child rates did not increase). Seniors over 80 were designated as free and the family rate was adjusted to be two adult admissions, with a family pass option added to the schedule.

Council directed staff to report back with recommendations for a plan to make Town of Ladysmith Parks & Recreation fees and charges consistent with neighbouring communities along with outlining a two to three year plan for fees and charges. Council also requested that staff review current practices relating to usage of Transfer Beach areas such as the parking lot, and non-facility areas.

Staff have conducted a comprehensive review of existing Fees & Charges and has based the recommendations on the existing Fees & Charges policy, which includes market analysis,



inflationary costs, and consideration to ensure fees are neither too high to prohibit participation, nor too low to ignore the principle of the user pay for service and minimize the cost to the taxpayer.

Facility Fees & Charges

The last facility rental fee increase was 2 per cent in January 2013. In determining appropriate rental rates staff analyzed the marketplace, which included a comparison of neighbouring communities and similar facilities such as school district facilities. Due to various facility sizes, amenities offered and rental requirements, an overall average was used for rental fee comparison. This comparison indicates that Ladysmith fees for facility rentals are comparatively low in the region and in most cases the lowest on Vancouver Island.

In addition, existing Ladysmith rental fees have only moderately reflected increased costs associated with the delivery of services. Many increases relating to wages, utilities, contracted services, equipment and building repairs have seen increases of two to five percent over the past year, with others such as hydro increasing more than fifteen percent over the next 2 years. Increasing facility rental fees by four percent, and establishing adult fees for sports fields will ensure the operation maintains budgeted recovery percentages.

Admissions and Passes:

Similar to the facility rental fees, Admission and Pass fees have been reviewed in the context of the costs required to offer services, cost recovery targets established in the departmental annual budget along with marketplace comparison for like services, programs and amenities within the region. The proposed increase of three percent is consistent with the market and is not expected to impact users of the facilities.

Special Event / Park Permit

Staff have assessed the current process for booking and using various areas of Transfer Beach for events and functions. Currently individual, non-profit and commercial groups using the park do so at no cost.

The department recognizes the benefits of special events in enhancing our community and in providing a positive economic impact. During the review it was determined that a park permit system could complement existing practices and improve existing usage. By implementing a permit system the Town is better able to ensure events are in line with the Town's strategic objectives; ensure all events, no matter what size, are successfully and safely managed. Also potential conflict of use issues within our parks will be better managed.

With ever increasing demand and added events using the parks system the park permit system would allow some recovery of additional expenses which are not currently recovered at this time.

ALTERNATIVES:

- 1) Council may choose to maintain the current fees structure recognizing the possible negative budgetary impact on future operations.
- 2) Council may choose to change the proposed fees and charges to another percentage increase.

FINANCIAL IMPLICATIONS:

The financial impact resulting from the proposed three percent increase effective September 1, 2014 to August 31, 2015 for passes and admissions is anticipated to increase revenues by approximately \$8,000. While facility rental fee increases for the same period would result in a projected revenue gain of approximately \$4,000.

Included in the 2014-2018 Financial Plan is the following objective:

The Town will increase the proportion of revenue that is received from user fees and charges by at least 3 percent over the current levels.

Recommended increases are consistent with this objective.

Staff will endeavour to complete a comprehensive review of all Parks, Recreation and Culture fees and charges in order to be incorporated into the 2015-2019 Financial Plan, which will consider an equipment replacement plan, life cycle of facilities and operational expenses.

Staff will continue to identify opportunities for increased revenue and/or initiatives to deliver services at an affordable cost to enable increased participation and rental activity.

LEGAL IMPLICATIONS:

There is no legal implication identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff anticipate that the proposed fee increase will have minimal impact on user participation. Staff have minimized fee adjustments for programs and services where participation could be negatively affected by the proposed fee increases.

In addition, Ladysmith residents who have a limited income may apply for a Leisure Access Pass, which provides a fifty percent discount for admissions. As well many user groups and community organizations are considered not-for-profit and therefore are entitled to a fifty percent reduction on most rental fees.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services will assist with processing the amendment to the Fees & Charges Bylaw.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with Sustainability Pillar #7, a Healthy Community.



ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction A, Wise Financial Management.

SUMMARY:

User fees and rental fees are required to maintain, or reduce where possible, the current level of subsidy by the taxpayer. It is important to ensure that user fees allow for the recovery of costs associated with the delivery of services and programs, and for the ongoing maintenance of the facilities and equipment. Staff review these user fees on a regular basis to ensure rates continue to be reasonable and affordable while also being competitive and allowing defined service levels to be maintained.

I concur with the recommendation

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:

- Appendix A – Proposed Admission Rates (September 2014-August 2015)
- Appendix B – Regional Single Admission Comparison
- Appendix C – Current Pass Comparison
- Appendix D – Proposed Rental Rates
- Appendix E – Current Rental Comparison
- Appendix F – Regional Aquatic Rental Comparison
- Appendix G – Fees & Charges Policy – Dept. Parks, Recreation & Culture

Appendix A

Three Percent Increase

Single Admissions		
Type	Current	2014/15
Child 0-3 yrs	Free	
Child 3-12 yrs	2.60	2.70
Youth 13-18 yrs	3.55	3.70
Adult 19-59 yrs	5.10	5.25
Senior 60-79 yrs	3.55	3.70
Senior 80 & up	Free	
Family	10.20	10.50

1-Month Pass		
Type	Current	2014/15
Child 0-3 yrs	Free	
Child 3-12 yrs	N/A	
Youth 13-18 yrs	36.00	37.10
Adult 19-59 yrs	45.05	46.40
Senior 60-79 yrs	36.00	37.10
Senior 80 & up	Free	
Family	90.10	92.80

10 X Pass		
Type	Current	2014
Child 0-3 yrs	Free	
Child 3-12 yrs	22.00	22.65
Youth 13-18 yrs	30.40	31.30
Adult 19-59 yrs	43.05	44.35
Senior 60-79 yrs	30.40	31.30
Senior 80 & up	Free	
Family	86.10	88.70

3-Month Pass		
Type	Current	2014
Child 0-3 yrs	Free	
Child 3-12 yrs	N/A	
Youth 13-18 yrs	97.35	100.25
Adult 19-59 yrs	121.70	125.35
Senior 60-79 yrs	97.35	100.25
Senior 80 & up	Free	
Family	243.40	250.70

30 X Pass		
Type	Current	2014
Child 0-3 yrs	Free	
Child 3-12 yrs	N/A	
Youth 13-18 yrs	80.55	83.00
Adult 19-59 yrs	113.35	116.75
Senior 60-79 yrs	80.55	83.00
Senior 80 & up	Free	
Family	226.70	233.45

6-Month Pass		
Type	Current	2014
Child 0-3 yrs	Free	
Child 3-12 yrs	N/A	
Youth 13-18 yrs	183.85	189.35
Adult 19-59 yrs	229.85	236.75
Senior 60-79 yrs	183.85	189.35
Senior 80 & up	Free	
Family	459.70	473.50

Fees do not include applicable taxes

Residents with a limited income have the opportunity to apply for a Leisure Access Card, which entitles card holders to a 50-percent discount for all admissions and passes.

12-Month Pass		
Type	Current	2014
Child 0-3 yrs	Free	
Child 3-12 yrs	N/A	
Youth 13-18 yrs	348.75	359.20
Adult 19-59 yrs	438.40	451.55
Senior 60-79 yrs	348.75	359.20
Senior 80 & up	Free	
Family	874.50	900.75

Appendix B

Regional Single Admission Comparison (current fees - no increases)

COMMUNITY	CHILDREN	TEENS	SENIORS	ADULTS	FAMILY
Campbell River	3.00	4.00	4.25	5.75	11.50
Comox Valley Sports Centre (SC)	3.00	3.55	4.65	5.55	11.80
Comox Valley Aquatic Centre (AC)	3.00	3.55	4.65	5.55	11.80
Cowichan Aquatic Centre (2 tiered)	2.75	4.25	4.25	5.75	12.00
	5.50	8.50	8.50	11.50	24.00
Esquimalt	2.75	3.00	4.25	5.75	11.50
Gold River	3.25	3.60	3.70	4.75	10.20
Ladysmith	under 3 free	3.55	over 80 free	5.10	10.20
	2.60		3.55		
Lake Cowichan	2.50	3.25	4.00	4.00	10.00
Mill Bay (Kerry Park)	2.50	3.50	3.50	4.50	10.00
Nanaimo	3.50	5.00	5.00	6.75	13.50
Oak Bay	3.40	5.25	5.25	6.75	13.50
RDN (Ravensong Aquatic Centre)	2.98	3.98	4.44	5.68	11.53
Port Alberni	under 5 - free	3.00	3.00	5.00	12.00
	over 80 - free	4.75	4.75	8.25	18.00
Port Hardy	3.00	3.60	3.00	4.70	10.20
Port McNeill	2.50	3.00	3.00	4.00	9.00
Powell River	3.20	4.35	4.90	5.75	11.55
Sidney/North & Central/Saanich	3.50	3.50	5.50	6.75	13.50
Saanich/Commonwealth Place	under 5 free		over 90 free		
	3.25	5.25	5.25	6.25	12.50
City of Victoria (Crystal Pool & Fitness)	2.93	3.41	4.39	5.61	11.23
Sunshine Coast	4.00	5.00	5.75	6.75	13.50
Westshore Parks and Rec	3.15	4.50	4.50	6.25	12.50
AVERAGE	2.76	3.67	4.00	5.26	10.98

Appendix C

Regional Pass Comparison (current fees - no increase)

	Nanaimo	RDN	North Cow	CVRD	Ladysmith
10 X Pass					
Child (0-36 mos)*	Under 2 Free	0-47 mos Free	38.00	2-6yrs 19.00	Free
Child (3-12yrs)*	28.00	26.88	52.20	26.10	23.10
Youth (13-18yrs)	40.00	35.81	80.80	40.40	31.90
Adult (19-59yrs)	54.00	51.14	109.20	54.60	45.20
Senior	40.00	40.01	80.80	40.40	*31.90
Family	N/A	103.74		N/A	92.10
30 X Pass					
Child (0-36 mos)*	N/A				N/A
Child (3-12yrs)*					
Youth (13-18yrs)					84.60
Adult (19-59yrs)					119.10
Senior					*84.60
Family					238.20
1 Month Pass					
Child (0-36 mos)*	N/A	N/A	48.00	2-6yrs 24.00	N/A
Child (3-12yrs)*			66.00	33.00	
Youth (13-18yrs)			102.00	51.00	37.80
Adult (19-59yrs)			138.00	69.00	47.30
Senior			102.00	51.00	*37.80
Family			N/A	N/A	94.60
3 Month Pass					
Child (0-36 mos)*	Under 2 Free	Free	144.00	2-6 yrs 72.00	N/A
Child (3-12yrs)*	95.50	77.53	198.00	99.00	
Youth (13-18yrs)	135.00	103.47	306.00	153.00	102.20
Adult (19-59yrs)	182.25	147.69	414.00	207.00	127.80
Senior	135.00	115.48	306.00	153.00	*102.20
Family	364.50	299.75	N/A	N/A	255.60
6 Month Pass					
Child (0-36 mos)*	Under 2 Free	Free	240.00	2-6 yrs 120.00	N/A
Child (3-12yrs)*	168.00	139.56	330.00	165.00	
Youth (13-18yrs)	240.00	186.24	510.00	255.00	193.05
Adult (19-59yrs)	324.00	265.85	690.00	345.00	241.35
Senior	240.00	207.86	510.00	255.00	*193.05
Family	648.00	539.55	N/A	N/A	482.70
12 Month Pass					
Child (0-36 mos)*	Under 2 Free	N/A	480.00	2-6 yrs 240.00	N/A
Child (3-12yrs)*	252.00	209.34	660.00	330.00	
Youth (13-18yrs)	360.00	279.36	1,020.00	510.00	366.20
Adult (19-59yrs)	486.00	398.78	1,380.00	690.00	459.10
Senior	360.00	311.79	1,020.00	510.00	*366.20
Family	972.00	809.33	N/A	N/A	918.20

* Seniors aged 80 and over have free use

Appendix D

Proposed Facility Rental Fees - 4% Increase

Facility	Current	2014/15
Frank Jameson Community Centre		
Meeting Room Hourly Rate	20.75	21.60
Meeting Room Hourly with Pool	19.15	19.90
Meeting Room Daily Rate	144.74	86.30
Gymnasium Hourly Rate	37.40	38.90
Gymnasium Daily Rate	322.32	335.20
Lower Program Room Hourly Rate	36.87	38.35
Lower Program Room with Pool	19.15	19.90
Lower Program Room Daily Rate	126.39	153.40
One Pool	69.72	72.50
Two Pools	102.41	106.50
Aggie Hall		
Aggie Hall Hourly Rate (no kitchen)	37.40	38.90
Aggie Hall Hourly Rate (with kitchen)	63.19	65.70
Aggie Hall Daily Rate (includes kitchen)	172.38	179.30
Aggie Hall Receptions Party, Dance	338.89	352.45
Transfer Beach		
Transfer Beach Kin Shelter per Day	46.37	48.20
Transfer Beach Amphitheatre – Full Day Private Family Function	85.32	88.75
Transfer Beach Amphitheatre – Half Day Private Family Function	48.75	50.70
Transfer Beach Amphitheatre – Full Day Public Special Event	329.18	342.35
Transfer Beach Amphitheatre – Performances per Hour	23.32	24.25
Park Permit (parking lot, upper beach, or lower beach) Full Day	-	88.75
Park Permit (parking lot, upper beach, or lower beach) Half Day	-	50.70
Park Permit (parking lot, upper beach, or lower beach) per Hour	-	24.25
Sports Fields		
Aggie Ball Diamonds per hour Youth	-	-
Aggie Ball Diamonds per hour Adult	-	2.50
Aggie Ball Diamonds Tournament per Day	121.45	126.30
High Street Little League Diamonds	-	-
High Street Little League Diamonds Tournament per Day	121.45	126.30
Holland Creek Ball Diamonds	-	-
Holland Creek Ball Diamonds Tournament per Day	121.45	126.30
Forrest Field per Hour – Youth	6.24	6.50
Forrest Field per Hour – Adult	22.37	23.25
Forrest Field per Day – Youth	40.58	42.20
Forrest Field per Day – Adult	150.86	156.90
Miscellaneous		
Chairs (25)	19.77	20.55
Forrest Field Half Lights per Hour	10.00	10.90
Forrest Field Full Lights per Hour	13.00	14.15
Aggie Field Lights	6.00	6.55
FJCC Field Lights	6.00	6.55

*Non-profit groups receive 50% discount except for Forrest Field and lights/power
Commercial groups receive a 20% surcharge

Appendix E

Regional Facility Rental Fees Comparison

Facility Type	Ladysmith	Nanaimo	CVRD N Cowichan	SD68	RDN
Halls & Meeting/Multi-Purpose Rooms					
Fair or trade show/day	322.97	475.75	400	N/A	5.70
Large meeting room or program space/day	126.39	N/A	133.31		
Meeting room/hour	20.75	28.34	20.53		
Large hall/day	172.38	318.10	183.75		
Reception dance party/event	338.89	475.75	360.50		
Outdoor Park Facilities					
Amphitheatre public event/day	329.18	25.00	N/A	N/A	N/A
Amphitheatre private events all day	85.32	N/A			
Amphitheatre family half (up to 4 hours)	48.75	100.00			
Picnic shelter/up to eight hours	46.37	96.00			
Picnic shelter/up to four hours	46.37	58.00			
Public event at large park	-	150.00			
Camping Permit/night/group	-	25.00			
Sports Fields					
Ball field/tournament adult	121.45	78.00	N/A (hourly rate)	N/A	N/A
Ball field/tournament youth	-	32.00			
Ball diamond adult/hour	-	12.00	16.50		
Ball diamond youth/hour	-	2.50	10.01		
Grass youth/day	-	78.00			
Grass youth/hour	-	32.00		2.25	
Grass adult/day	-	12.00			
Grass adult/hour	-	2.50		11.5	
Turf adult/day	150.86	189.00	30.00	N/A	
Turf adult/hour	22.37	30.00	13.00		
Turf youth/day	40.58	93.00	93.00		
Turf youth/hour	6.24	13.00	189.00		
Lights full	13.00	16.00	16.00		
Lights half	10.00	13.00	13.00		
Gymnasiums & Equipment					
Gymnasium/hour youth	18.70	19.08	N/A	12.13	N/A
Gymnasium/hour	37.40	58.30		23.65	
Aquatic Centres					
Small therapy pool/hour	69.72	82.62	N/A	N/A	95.95
Main pool/hour	69.72	119.34	151.33		191.89
All pools/hour	102.41	N/A	N/A		9
Swim Club Youth (4 lanes)	44.53	59.67	87.54		76.99
Per lane	11.13	19.89	19.46		31.98
Hydro		25.00			

Appendix F

Regional Aquatic Rental Comparison

COMMUNITY	RATES		NEXT REVIEW DATE	SWIM MEET RATE PER HOUR 2014	FULL POOL RATE PER HOUR 2014	PER LANE PER HOUR 2014
	EFFECTIVE (MM/DD/YR)					
Campbell River	09/01/13	Sept 2014	133.88	161.70		10.50
Comox Valley Sports Centre (SC)	09/01/13	Jan 1, 2015	119.20	74.97		12.50
Comox Valley Aquatic Centre (AC)	09/01/13	Jan 1, 2015	158.93	99.96		12.50
Cowichan Aquatic Centre	09/01/13	May 2014	129.71	113.50		14.59
Esquimalt		2015	113.00	165.00	13.75/non profit-21.75/commercial	
Ladysmith	09/01/13	June 2014	46.76	107.53		11.70
Nanaimo	09/01/14	2016	Private/Adult = 21.30 Youth=10.66	NAC=829.14 Beban=409.66		Private/Adult = 21.30 Youth=10.66
Port Alberni	09/01/13	Sept 1, 2014	6 lanes - 81.90	156.45		13.65
Sidney/North & Centre Saanich	Sept to Aug	April 2014	Youth 112.88	Youth 112.88		Youth 14.39
Gold River	09/01/13	08/31/14	51.45	117.55		19.32
Saanich Commonwealth Place	04/01/14	Sept 2014	non profit 14.44/lane	Leisure Lap Pools Only 128.89 After Hours 150.94		27.04
Saanich (Gordon Head)	04/10/13	04/01/14	non profit 14.44/lane	186.11		27.04
Ravensong (Parks/Qualicum)	09/01/13	June 2014	127.37	84.88		13.72 / 20.20
Powell River	08/01/13	07/01/14	63.21	101.43		10.61
Sooke						
Port Hardy	Till July 31, 2014	August 2014		75.00		18.40
Port McNeill						
Oak Bay	09/01/14	09/30/14	n/a	n/a		13.92
City of Victoria - Crystal Pool	09/01/14	May 2015				8.54/25 meters minor; 12.82/50 meter minor; 10.68/25 meter adult; 16.03/50 meters adult
Sunshine Coast	09/01/13		133.50	266.75		18.75
Westshore Parks & Rec.	09/01/14	April 2015	n/a	94.50	205.80	11.81
						25.72

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	FEES & CHARGES – Dept. Parks Recreation & Culture		
APPROVED BY:	, Council	DATE:	Oct. 07, 2002
RESOLUTION #:	02-344		
<i>(Amended from)</i>			
<p><u>Criteria to Use When Considering Grant Requests</u> 1 (low) through 5 (high)</p> <ul style="list-style-type: none"> — Indirect benefit to residents of the community. i.e. Youth Event, Proactive approach to policing / social services Event designed to encourage positive behaviour amongst youth. — Socially worthwhile i.e. Contributes to sense of community — Immediate Economic impact within the community — Long term economic impact / exposure to the community — Contributes to the quality of life experience for all residents <p>* Minimum score of 15 to be advanced for resolution.</p> <p style="text-align: center;">FEES AND CHARGES POLICY</p> <p>The following policy pertains to the Department's three major service areas of pre-registered programs, general admissions and facility rentals. This policy is consistent with, and derived from, the preceding Fees and Charges principles and Leisure Services justification. It will provide the guidelines for the development of the additional policy, which may be necessary to address specific and at times, changing community needs. e.g. employee wellness, economically disadvantaged, etc.</p> <p>Fees and charges policy development, implementation and evaluation is a dynamic process. Regular policy review and adjustment will occur to ensure that the policy addresses current community needs.</p> <p>A. PRE-REGISTERED PROGRAMS</p> <p><i>Principles:</i> Fees for programs sponsored directly by the Department will be based on the following principles:</p> <ul style="list-style-type: none"> • The fees will be partially based on recovery of direct cost. • The fees will encourage maximum public participation and at the same time, minimize, within reason, the tax subsidy. • Users will be responsible for financially contributing to their recreation activity. 			

Direct Cost Recovery:

Registered programs are to recover the direct costs of the program. Direct program costs include:

- **Materials:** Includes all items necessary to ensure the program meets recognized standards. This includes items such as arts and crafts supplies, balls and nets, camping equipment, vehicle and equipment rental, tools and parts, stationary and printing, program cards and badges, candidate fees, etc.
- **Leadership:** Includes all persons directly involved in the teaching, coaching and immediate supervision of a program or activity. This category refers to all leaders, instructors and activity supervisors, whether paid by wage, honorarium (and/or contract).
- **Transportation:** Includes vehicle lease, rentals, tolls, fuel and labour costs.
- **Facilities:** Includes admission rates or rentals of non-district recreation facilities.
- **Administrative Surcharge:** A 10% surcharge, (15% for aquatic programs) based on the total amount of all other direct program costs, will be included as part of the Direct Program Cost. The surcharge is to compensate for other indirect costs associated with the program production, e.g. administration / supervision, facility fixed charges, advertising, etc.

Pricing for programs will reflect fees based on staff and material costs and contribute a portion to administrative services.

Target margin:

Dryland Programs

Preschool programs – 5%
Youth programs – 10%
Adult programs – 20%

Aquatic Programs

Beginners – 15%
Advanced – 25%

Fees will be determined through a program cost analysis to be reviewed annually.

Factors for Consideration:

Other factors which may be taken into account when establishing program fees are:

- Program fees charged by other agencies and municipalities for similar services.
- **Grants:** If the Department is successful in obtaining provincial or federal grant funding or funding from corporate sponsors, the standard program fees may be decreased in order to encourage greater participation, e.g. summer playgrounds, community special events, special interest programs, etc.
- **Developmental Programs:** May not initially recover costs but are continued at a loss in order to encourage and promote interest. It is expected however, that over a period of time, these programs will break even.
- "Loss Leader" or "Service" programs are programs which provide service to

patrons of other functions within the operation. These "Loss Leaders" are considered necessary for the success of other "profitable" operations within the facility, e.g. child minding, free introductory sessions, etc.

B. GENERAL ADMISSION PROGRAMS

The Town of Ladysmith is one of several leisure delivery agencies operating within the geographic region of the CVRD. If one organization is not price consistent with other agencies providing comparable service, the demand for their service will vary accordingly.

Consistent with the principle outlined in this policy, general admission fees should not be so high as to prohibit the participation of the majority of the public, but not so low as to ignore the obligation of the user to pay for service and minimize the cost to the taxpayer.

In consideration of the above, and within the principles and rational of the Fees and Charges policy, the following General Admission pricing policy will apply.

User Classifications:

Adult	-	People 19 years of age or older
Senior Citizens	-	People 60 years of age or older
Children	-	Boy and Girls 5 to 12 years of age
Students	-	Youth between 13 and 18 years of age
Pre-school	-	Less than 5 years of age

Family – Parent(s) or guardian(s) with dependent children aged 18 or under.

*Family rate pays for one or both parents/guardians plus up to four (4) children, whether related or not, or all the children in the same family even if there are more than four.

General Admission Programs will include but not necessarily be limited to: swimming, aerobics and recreational sports. A base rate for all General Admission Programs which will be equal to the adult admission rate and will be determined by:

- a) a market analysis of comparable services in the CVRD and
- b) consideration of inflationary costs providing the service.

Degree of Subsidy:

The fee structure as a percentage of the base rate for the respective user classification will be as follows:

0% Adult

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25%	Seniors	→
50%	Children	
25%	Students	
100%	Pre-school Families	The rate equal to 2 adults

Strip or multiple admission tickets may be available for up to 20% off applicable single rates for multiple admissions.

Other passes may be developed where appropriate to facilitate long term use. e.g. three to twelve month passes may be available at 24 and 75 times their respective single admission rates.

The Director of Parks, Recreation and Culture will have the authority to waive or reduce set fees for programs and services not identified in the Fees and Charges scheduled to provide for unusual, promotional and /or experimental purposes.

C. FACILITY RENTALS

Principles:

Fees for facilities run by the Department will be consistent with the rational and principles described in this policy and with specific consideration given to:

- CVRD market rate for facility services of same or similar nature.
- Users contribution to the voluntary provision of recreation opportunities for the Ladysmith community.
- Users ability to pay
- The encouragement of responsible and efficient use of facilities.
- Maximize revenue potential to recover maintenance, capital and labour costs and minimize financial burden to the taxpayer.
- Ensure fee equity to facilities of same or similar size and quality.

The base rate for all facility rentals will be established and be consistent with the rate of same or comparable facilities in the CVRD market. Variations of the base rate in consideration of the aforementioned principles will be designated to various categories of use. The categories are as follows:

User Categories:

- 1.) Official Town functions and special status groups/events sanctioned by the Town of Ladysmith.
- 2.) Registered non-profit volunteer groups that use facilities for the provision of leisure oriented activities that are open to all citizens or the neighbourhood and/or community.
- 3.) Private, educational, religious, labour, government, political and social service agencies, social/sports clubs, groups, and/or individuals.
- 4.) Commercial / Business

Degree of Subsidy:

Facility subsidy will increase with the degree to which the user group generally supports and/or contributes to the Municipality's mandate of providing public leisure services and are as follows (figures shown reflect percentage subsidy of regular rate):

Users		Percentage of Subsidy
1	Town	100
2	Registered non-profit volunteer community leisure groups/service clubs	50
3	Private, Religious, Political, Government	0
4	Commercial/Business	(20)

The above subsidies apply to the rental fees only of general purpose program spaces within the Department's Community Recreation Facilities. Additional direct costs such as materials, custodial services, etc., will be born 100% by the renter. The subsidies do not apply to major specialized facilities such as the pools. Subsidies for those facilities may be considered on an individual basis and in the context of the CVRD market and the principles provided in this policy. Reductions in fees may be made for groups and low priority times to facilitate maximum use of facilities in conjunction with other section managers.

Requests for Waiving of Fees:

The Department cannot waive fees but it can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives will be addressed to the Director of Parks, Recreation & Culture and forwarded to the Parks and Recreation Commission for their consideration.

Council will not waive the fee but will provide a grant to the group to cover all, or a portion of the fee.

The following items should be considered in recommending whether Council provides a grant:

- a) Parks, Recreation & Culture Dept. recommendation
- b) grants will be limited to fund raising events
- c) grants will only be considered for Ladysmith based non-profit organizations.
- d) only one grant per organization will be considered in one calendar year and
- e) rating form.

NOTE* Volunteer non-profit groups will be provided space at no charge for public service functions such as registrations, equipment swaps, etc. Each group would be limited to three per year and provided only on availability of the facility.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
 From: John Manson, PEng, FEC, Director of Infrastructure Services
 Date: July 18, 2014
 File No:

Re: Award of Tender(s) – Waste Water Treatment Plant Stage III Secondary Upgrades

RECOMMENDATION(S):

That Council:

1. Award Tender Number 2014-PW-01 "Supply and Delivery of Wastewater Treatment Plant Equipment" as follows:

Item	Description	Awarded to	Units	Total Price incl Taxes
1	Centrifuge	Vanderbeken Enterprises Ltd.	1	\$231,504.00
2	AC Odour Control - 2,600 cfm	Duall Division - Metro Pro PRPC Technologies	1	\$93,856.00
3	AC Odour Control - 5,200 cfm	Duall Division - Metro Pro PRPC Technologies	1	\$166,208.00
4	Odour Control – Exhaust Fans	Duall Division - Metro Pro PRPC Technologies	5 Fans	\$42,560.00
5	Reclaimed Water Filtration Package	BI Pure Water	1 Filter, feed & BW Pumps	\$48,020.00
6	Submersible Influent Pump	Xylem Canada	1	\$32,992.01
7	Submersible Mixers	Wilo Canada	2	\$23,628.86
8	Rotary Lobe Pumps	Borger – Waste n Watertech	2	\$56,321.00
9	Polymer Makedown System	Vanderbeken Enterprises Ltd.	1	\$72,072.00
10	Genset System	Finning Cat	1	\$474,376.00



2. Award Tender Number 2014-PW-02 "Town of Ladysmith Wastewater Treatment Plant Upgrade Phase 3" to Tritech Group Ltd. at an adjusted tender price of \$11,655,172.20 including GST, as outlined and recommended in Opus Dayton and Knight's letter of July 18, 2014 (Appendix "B"), and
3. Authorize a total engineering services budget of \$2.083 m. for all engineering services for the project, through Opus Dayton and Knight Consultants Ltd, and
4. Direct staff to amend the 2014-2018 Financial Plan to authorize expenditures from sewer capital reserve totalling \$17.9 m. for the Wastewater Treatment Plant Stage III Upgrade Project.

PURPOSE:

To award the final two significant tenders for the sewage treatment plant upgrade from primary to secondary treatment.

INTRODUCTION/BACKGROUND:

In April 2013 the Town completed Stage Three of the Liquid Waste Management Plan. The Plan provides for the upgrade of the existing primary treatment plant to secondary treatment. The Town commenced design of the plant upgrade in 2013, and to provide optimum value for the Town proceeded with separate tenders for the major plant equipment (previously approved by Council), and a final plant construction tender.

The award of the above tenders will allow construction to proceed in the summer of 2014, with completion of the plant scheduled in 2016.

Value Engineering Process

As part of the design review process, the Town retained the services of a quantity surveyor to provide periodic updates to the estimated construction costs of the projects during design. These updates allowed the project team to make adjustments to project scope components prior to tendering the project.

During the review process, the project team was aware of the trade off's between reducing project scope (costs) and the recognition of prudent life cycle costing or value engineering. This process contributed, for example, to the decision to size the treatment plant not for the 17,000 population originally established for the project, but for a full 30,000 population at secondary treatment performance levels. This results in significant cost savings to the Town over the life cycle of the plant as this decision will likely eliminate the need to build a second treatment plant for the Town.

The quantity surveyor expected the tenders to come in 3-5 percent over the original project budget (set in 2011), and the final tender prices reflect a total project budget in that range.



As a further value engineering exercise, as permitted in the tendering procedure, the project team met with the low tender on the main construction contract, and discussed possible further refinements to the project scope. This process has resulted in some recommended deletions and adjustments to the project. None of the adjustments affect the performance of the plant, or the Town's commitments as outlined in the project associated grant application. A description of Tritech's recommended adjustments is enclosed in Appendix "C".

Project Budget

The original budget was set in 2011 at \$16.9 m. Staff are recommending a nominal increase to the budget to provide for inflation (from 2011 to completion in 2016), to recognize the cost of the actual tender prices received, and to provide for an adequate contingency of \$800k, which would be typical on a project of this scope and size. The recommended budget is \$17.9 m.

Council has previously authorized Opus Dayton and Knight provide Engineering Services for the design of the project, pursuant to Council resolution 2003-530 which provides for the retaining of engineering services for sewer projects directly from this firm. It is now necessary to extend the scope of these services to provide for the completion of the tendering process, and to provide for project management services during construction, including provision for resident inspection services, as well as project completion, equipment programming, commissioning, and provincial permitting related work. The current estimate to complete all of the engineering services is \$2.083 m, which is included in the overall budget for the project. It would now be appropriate for Council approval to authorize the complete engineering services package for the project. The total engineering fees will be 13% of the project construction cost, which is appropriate for the complexity of this type of project and which includes the provision of resident inspection for the 18 month construction period.

Timing of Construction

It is expected that construction will commence within a month following award, and will take approximately 18 months to complete (completion in 2016). The site excavation and concrete work is expected to be substantially complete by the spring of 2015, upon which the Town will take delivery of the equipment, including the main treatment system being supplied by World Waterworks. Site preparation has already been completed by Town forces, including the relocation of onsite soil and archeologically significant material through an approved Archeological Plan approved by the Province, and supported by the Stz'uminus First Nation.



Traffic Management

The Town has entered into a Good Neighbour Agreement with the Oyster Cove Strata which provides for traffic management during construction, and also for an asphalt overlay of the access road in 2016.

SCOPE OF WORK:

The scope of work includes the construction of the secondary plant upgrade to the Town's existing primary treatment plant, including supply of equipment.

ALTERNATIVES:

The Town could re-tender all of portions of the work. It is not expected that retendering would result in lower tender prices as the tenders are considered competitive to today's market conditions and were relatively close.

FINANCIAL IMPLICATIONS:

This project is funded using a combination of grants, borrowing, and reserves. It is expected that there will be sufficient funding remaining in the sewer capital reserve to accommodate the additional project budget. Short-term borrowing (less than 5 years) could be utilized if necessary. The debt servicing on short-term borrowing could be absorbed within the sewer fund by adjusting capital projects.

LEGAL IMPLICATIONS:

The tender process was conducted through BC Bid, and has followed the Town's procurement process.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This project received significant public review as part of the Liquid Waste Management Planning process. The project was vetted through the Liquid Waste Management Plan Advisory Committee, as well as through the annual budgeting process since 2011.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Staff in Finance, Administration and the City Manager have been involved in this project.

RESOURCE IMPLICATIONS:

This project represents a significant investment of staff and consulting time. Staff involved include operations, administration and finance staff, as well as the City Manager. Consultants contributing expertise to this process include structural, geotechnical, electrical, mechanical and civil engineers, a quantity surveyor, archeological consultant, legal and other specialists.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This project aligns with several of the core set of sustainability goals including:



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

ALIGNMENT WITH STRATEGIC PRIORITIES:


Alignment with the following strategic directions:

1. Wise Financial Management
2. Enhanced Standard of Infrastructure
3. Responsible Stewardship of the Environment
4. Safe and Healthy Community

SUMMARY:

It is recommend that the Town accept the recommendations of our Consultants, Opus Dayton and Knight, in awarding the equipment and construction contracts in accordance with their recommendations outlines in Appendix "A" and "B". It is further recommended that Council authorize a total engineering services budget of \$2.083 m. for all engineering services for the project, through Opus Dayton and Knight Consultants Ltd, and direct staff to amend the 2014-2018 Financial Plan to authorize expenditures from sewer capital reserve totalling \$17.9 m for the Wastewater Treatment Plant Stage III Upgrade Project.

I concur with the recommendation.


 Ruth Malli, City Manager

ATTACHMENTS:

- Appendix "A" – ODK Recommendation Letter – Equipment - June 11, 2014
 Appendix "B" – ODK Recommendation Letter – Trittech - July 18, 2014
 Appendix "C" – ODK Letter – Trittech Amendments – July 18, 2014



Opus DaytonKnight
Consultants Ltd
North Vancouver Office
210-889 Harbourside Drive
North Vancouver BC V7P 3S1
Canada

t: +1 604 990 4800
f: +1 604 990 4805
w: www.opusdaytonknight.com

VIA E-MAIL

June 11, 2014

Mr. John Manson, P.Eng., FEC
Director of Public Works
Town of Ladysmith
Box 220 - 410 Esplanade
Ladysmith, B.C. V9G 1A2

D-21808.01.00300

Dear Mr. Manson:

**Town of Ladysmith WWTP Upgrade Phase 3:
Tender 2014-PW-01: Supply and Delivery of Wastewater Treatment Plant
Equipment**

The project team at Opus DaytonKnight has completed the review of responses to the Tender for the supply and delivery of the Wastewater Treatment Plant Equipment for the Phase 3 upgrade of the Town of Ladysmith (Town) wastewater treatment plant (WWTP). Eleven suppliers responded to the Tender solicitation, and provided submissions for varying combinations equipment. Tenders were received before the deadline of 2:00 pm, Tuesday, April 15, 2014.

The recommended suppliers are summarized in the following Table 1:

**TABLE 1
AWARD RECOMMENDATIONS**

Item	Description	Manufacturer & Supplier	Unit	Total Price (\$) including Tax*
1	Dewatering Centrifuge System	Vanderbeken Enterprises Ltd.	One (1) centrifuge	\$231,504.00
9	Polymer Makedown System	Vanderbeken Enterprises Ltd.		\$72,072.00
Vanderbeken Enterprises Ltd. Total				\$303,576.00

Item	Description	Manufacturer & Supplier	Unit	Total Price (\$) including Tax*
2	2,600 cfm Activated Carbon Odour Control System	Duall Div - Met Pro PRPC Technologies	One (1)	\$93,850.00
3	5,200 cfm Activated Carbon Odour Control System	Duall Div - Met Pro PRPC Technologies	One (1)	\$166,208.00
4	Exhaust Fans for Odour Control Units	Duall Div - Met Pro PRPC Technologies	Five (5) Fans	\$42,560.00
Metro Pro Total				\$302,624.00
5	Reclaimed Water Filtration Package	BI Pure Water	One (1) filter; feed & BW pumps	\$48,020.00
6	Submersible Influent Pump	Xylem Canada	One (1)	\$33,815.72
7	Submersible Mixers	Wilo Canada	Two (2)	\$23,628.80
8	Rotary Lobe Sludge Pumps	Borger – Waste n Watertech	Two (2)	\$56,321.00
10	Genset System	Finning Cat	One (1)	\$474,376.00

The detailed review and comments for each item are presented here:

Item 1 – Dewatering Centrifuge System and Polymer System

We received three (3) quotes in the range of \$177,181 to \$225,805 (excluding taxes). The quote from Vanderbeken Enterprises was for \$206,700 (excluding taxes). All quotes include the cost of installation supervision, commissioning and spare parts.

The Town had a CBB centrifuge system installed in 2012 at the WWTP. The purpose of pre-purchasing the second centrifuge is to have an identical stand-by unit, for reliability common spare parts, common user interface, and common O&M requirements. The second unit is designed to match the existing centrifuge unit and to use the existing polymer feed system.

There are no Haus or Bariggelli centrifuges in North America (as per the sites listed in the references) and the overall bowl length and beach is significantly small than that in the specified CBB unit. The alternate centrifuges are not considered further.

The centrifuge offer from Vanderbeken also includes a second spare polymer pump, and allows for proper integration between the two same centrifuge controllers.

Provided adequate funding is available, we recommend award of the Supply and Delivery of the second centrifuge, complete with spare neat polymer pump and polymer feed pump, to Vanderbeken Enterprises Ltd. in the amount of \$231,504.00, including PST and GST.

Item 2, 3 and 4 – Activated Carbon Odour Control Systems and Exhaust Fans

We received four (4) quotes in the range of \$270,200 to \$304,000 (excluding taxes) for the two foul air treatment carbon scrubbers and extraction fans. The lowest acceptable quote (\$270,200) was submitted by Duall Division – Met Pro PRPC Technologies. The existing Activated Carbon Odour Control system at the Headwork was provided by Duall Division – Met Pro PRPC Technologies, and has been operating successfully since 2010. The Duall system proposal also provides the most carbon media, of any of the systems by a considerable amount, which in turn will provide the most H₂S adsorption capacity and longest life of media.

Providing adequate funding is available, we recommend award of the plant Phase 3 foul air treatment systems and extraction fans, (Items 2, 3 and 4) to Duall Division – Met Pro PRPC Technologies in the amount of \$302,624 (including PST and GST).

Item 5 – Reclaimed Water Filtration Package

We received two (2) quotes at \$42,875 and \$64,150 (excluding taxes).

The lowest acceptable quote (\$42,875) was submitted by BI Pure Water. This price includes filtration system feed pump, backwash pump in a skid complete with valves, pipes and control of reclaimed water system.

Providing adequate funding is available, we recommend award of item 5, Reclaimed Water Filtration Package to BI Pure Water in the amount of \$48,020 (including PST and GST).

Item 6 – Submersible Influent Pump

We received one (1) quote in the amount of \$29,457.15 (excluding taxes), for the specified pump.

The existing pumps installed in 2010 at the Headwork of WWTP, are Flygt/Xylem pumps. The third pump is required to meet Phase 3 design flows.

Providing adequate funding is available, we recommend award of item 6, Submersible Influent Pump to Xylem in the amount of \$33,875.72 (including PST and GST).

Item 7 – Sludge Tank Submersible Mixers

We received three (3) quotes in the range of \$21,097 to \$38,129.66 (excluding taxes), for the two mixers.

The lowest acceptable quote (\$21,097) was submitted by Wilo Canada Inc. Wilo mixers are also the most energy efficient mixers of the three submissions.

Providing adequate funding is available, we recommend award of item 7, Submersible Mixers to Wilo Canada in the amount of \$23,628.86 (including PST and GST).

Item 8 – Rotary Lobe Sludge Pumps

We received one (1) quote in the amount of \$50,286 (excluding tax) for the supply of two Rotary Lobe Sludge pumps.

The existing centrifuge feed pump is a Börger Pump installed in 2012 when the centrifuge system was installed at the WWTP. This pump will be relocated to the new building during Phase 3, and a second pump of similar capacity will be installed.

During the Phase 3 design stage, it was decided to replace one the existing diaphragm pumps at the Spirogestor pump station with a Rotary lobe pump. This pump requires a higher flow rate and pumping head and is a larger pump. A price breakdown between each pump was not requested or supplied.

Providing adequate funding is available, we recommend award of item 8, Rotary Lobe Sludge Pumps to Waste n Watertech in the amount of \$56,321.00 (including PST and GST).

Item 9 – Polymer Makedown System – DAF System

Three quotes were received for the DAF polymer system (\$64,350, 4,600 and \$182,050). The system by Drycake was the low price. This proposed system is identical to that currently used for the centrifuge system, and is an all stainless steel robust unit. (Others proposed plastic tanks). Provided adequate funds are available, we recommend award of the DAF polymer makedown system to Vanderbeken Enterprises Ltd./Drycake.

Item 10 – Genset System

We received one (1) quote in the amount of \$423,550 (excluding tax) from Finning Canada – A Division of Finning International. The Finning Genset was specified, and no other manufacturer opted to submit an alternate bid.

Provided adequate funding is available, we recommend award of item 10, Generator Set System to Finning Canada in the amount of \$474,376.00 (including PST and GST).

Discussion

The total price for all recommended items, with PST and GST, is provided in the following Table 2. With the exception of the new centrifuge, all the items on the list are required for the Phase 3 upgrade and must be purchased. Since the main tender closes on June 05, 2014, the Town may wish to make a final decision on the centrifuge purchase after this tender closes.

**TABLE 2
EQUIPMENT COST SUMMARY**

Item	Description	Base Price	PST (7%)	GST (5%)	Total Price
1	Centrifuge	\$206,700.00	\$14,469.00	\$10,335.00	\$231,504.00
2	AC Odour Control - 2,600 cfm	\$83,800.00	\$5,866.00	\$4,190.00	\$93,856.00
3	AC Odour Control – 5,200 cfm	148,400.00	\$10,388.00	\$7,420.00	\$166,208.00
4	Odour Control – Exhaust Fans	\$38,000.00	\$2,660.00	\$1,900.00	\$42,560.00
5	Reclaimed Water Filtration Package	\$42,875.00	\$3,001.25	\$2,143.75	\$48,020.00
6	Submersible Influent Pump	\$29,457.15	\$2,062.00	\$1,472.86	\$32,992.01

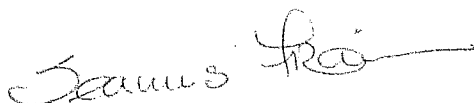
Item	Description	Base Price	PST (7%)	GST (5%)	Total Price
7	Submersible Mixers	\$21,097.20	\$1,476.80	\$1,054.86	\$23,628.86
8	Rotary Lobe Pumps	\$50,286.00	\$3,520.02	\$2,514.30	\$56,320.32
9	Polymer Makedown System	\$64,350.00	\$4,504.50	\$3,217.50	\$72,072.00
10	Genset System	\$423,550.00	\$29,648.50	\$21,177.50	\$474,376.00
Total					\$1,192,517.19

Overall, the total cost of the equipment items of \$1,192,517.19 compares closely with earlier budget estimates which were based on quotes from the manufacturers.

We trust this review and recommendation will meet with the Town's satisfaction and will conclude the pre-purchase phase of the project.

Yours truly,

Opus DaytonKnight Consultants Ltd.



Seamus Frain, P.Eng.

Roger Warren, P.Eng.

SF/BK/lp

Encl.

Opus DaytonKnight
Consultants Ltd
North Vancouver Office
210-889 Harbourside Drive
North Vancouver BC V7P 3S1
Canada

t: +1 604 990 4800
f: +1 604 990 4805
w: www.opusdaytonknight.com

VIA EMAIL AND MAIL

July 18, 2014

Mr. John Manson, P.Eng., FEC
Director of Public Works
Town of Ladysmith
Box 220 - 410 Esplanade
Ladysmith, B.C. V9G 1A2

D-21808.01.00300

Dear Mr. Manson:

Town of Ladysmith WWTP Upgrade Phase 3:
Tender No. 2014-PW-02: Tender Review

The above Tender closed at 2:00 p.m. on June 05, 2014, at which time six (6) tenders were received and opened at the Town of Ladysmith City Hall.

We have reviewed and evaluated the tenders based on price, and conformance with the Tender Documents. The detailed unit price spreadsheet for all tenderers is provided on the attached Tender Tabulation Table. A summary of the corrected tendered prices (including GST) is illustrated below:

Tenderer	Total Price
Tritech Group Ltd.	\$12,120,990.00
Island West Coast Developments Ltd.	\$12,439,891.11
Knappett Projects Inc.	\$12,704,126.40
Maple Reinders Inc.	\$12,938,794.05
CMF Construction Ltd.	\$13,777,638.00
Kenaidan Contracting Ltd.	\$14,038,500.00

All the bidders appear to have satisfied the tender requirements. Minor errors were noted on one of the unit price extensions on the tenders from Tritech, IWCD and Maple Reinders, and the tender amounts were adjusted to correct for this. Rounding corrections were also

applied where extensions were rounded up or down in some tenders. These resulted in minor adjustments, but no significant change to any of the tendered prices.

The lowest tendered price was received from Tritech Ltd., at \$12.12M. The next three tenders were all within 6.7% of the low bid, indicating a very competitive tender process.

At the Town's request, Opus DaytonKnight, entered negotiations with the lowest tenderer, Tritech Ltd., under Item 9, Clause 19 – Evaluation of Tenders (issued in Addendum 4) to secure a reduction in the tendered price. The details of these negotiations are provided in the attached letter which summarizes the negotiation process and provides the details of the discussions and price reductions offered.

Resulting from these negotiations, Tritech offered price reductions totalling \$565,291.00 (excluding GST). Of this amount, \$121,655.00 was not accepted because it resulted in no value, or it increased contractual risk for the Town. This reduced the total of the negotiated price reductions to \$443,636.00 (excluding GST).

If accepted by the Town, these price reductions will reduce the final tender price from Tritech Ltd. to \$11,100,164.00, excluding GST (\$11,655,172.20 including GST).

Opus DK recommends that the Contract for the Ladysmith WWTP Upgrade Phase 3 – Secondary Treatment Upgrade, be awarded to Tritech Group Ltd. at the adjusted tender price of \$11,655,172.20 - GST included - provided that funding is legally available.

I trust this will satisfy your requirements for the award of Contract 2014-PW-02. Please do not hesitate to call should you have any questions.

Yours truly,

Opus DaytonKnight Consultants Ltd



Seamus Frain, P. Eng.
Senior Project Manager

Opus DaytonKnight
Consultants Ltd
North Vancouver Office
210-889 Harbourside Drive
North Vancouver BC V7P 3S1
Canada

t: +1 604 990 4800
f: +1 604 990 4805
w: www.opusdaytonknight.com

VIA EMAIL AND MAIL

July 18, 2014

Mr. John Manson, P.Eng., FEC
Director of Public Works
Town of Ladysmith
Box 220 - 410 Esplanade
Ladysmith, B.C. V9G 1A2

D-21808.01.00300

Dear Mr. Manson:

Town of Ladysmith WWTP Upgrade Phase 3:
Tender No. 2014-PW-02: Tender Negotiations with Trittech Ltd.

Tenders for the above project closed at 2:00 p.m. on June 05, 2014, at which time six (6) tenders were received and opened at the Town of Ladysmith City Hall.

The lowest bid was received from Trittech Group Ltd. at a corrected tender price of \$12,120,990.00 including GST.

There are some opportunities to reduce the construction cost for the project based on removing some of the Provisional Items which are included in the tender summary, and also by making some limited changes to certain design components which do not affect the integrity of the project or the functionality of the completed project.

The Town also has the opportunity to engage in negotiations with the low bidder (or any bidder that is in the interest of the Town) as part of the tender evaluation process under Item 9, Clause 19 – Evaluation of Tenders - issued by Addendum during the tender process (Addendum No. 4.)

In order to realize some cost savings, Opus DK, on behalf of the Town entered negotiations with the low bidder, Trittech Ltd. These negotiations were initiated at a meeting between representatives from the Town, Opus DK and Trittech Ltd., held on June 20, 2014 at the Opus DK office in North Vancouver.

At the meeting on June 20, 2014, Opus DK presented the goal of reducing the construction cost to Trittech Ltd., and provided a list of items which could be eliminated or changed. These were mainly Provisional Items, but also included some components of the work. This record of this meeting is attached.

Resulting from this meeting, Trittech initially offered price reductions totalling \$553,591.00 (see the attached Table dated June 30, 2014 from Trittech Ltd.), which was subsequently increased by \$11,700.00 in further clarifications (see email dated July 02, 2014). The details of the savings offered are provided in Table 1 below with comments as noted:

Item	Description	Credit Offered	Comment
2	Cost Reductions--Provisional Items:		
2.1	Provisional Items P2 – P5: Total \$100,000 - mainly equipment and appliances: delete all items, but \$30,000 in the contract for appliance purchase.	\$70,000	Accepted
2.2	Provisional Item P6 – Replace Existing Compressors in the Headworks Bldg: Delete – existing compressors can last indefinitely.	\$55,526	Accepted
3	Cost Reductions--Civil/Architectural/Structural:		
3.1	BC Hydro Duct Bank in Access road: BC Hydro wish to reduce amount of duct bank by about 50%. (New poles will be required – BC Hydro to supply and install.)	\$28,000	Accepted
3.4	North Retaining Wall: Half of the wall can be deleted (reduces length from 49 m to 20 m, but eliminates turning bay at gate).	\$46,400	Provisionally accepted (Town to consider)
3.6	Silica Fume Concrete in Sludge Tanks: Exchange to use corrosion resistant A3 Concrete Mix (H2S resistance) for sludge tanks with Belzona 4221 coating for the interior walls and roof slab.	Agreed - no credit	Accepted
3.10	Cost Savings - Trittech Suggestions:		
	Admin Building Stair – Use decorative hand rails instead of screen rails and remove the exterior galvanized metal screens wrapping at the entrance stairs	\$7,500	Provisionally Accepted (Town to review)
	Lunch Room: Exterior deck can be deleted.	\$10,900	Accepted
	Walls/roof: delete hidden gutter and replace with exterior gutter	\$5,000	Not Accepted
	Interior wall between Blower and DAF room along Grid line B-2 can be deleted and replaced with handrail	\$5,400	Not Accepted

Item	Description	Credit Offered	Comment
	Carpeting in offices: Remove carpet and replace with commercial stick-on tiles. Trittech to provide alternative and cost saving Washrooms: Trittech to provide alternative finishes with cost saving	\$7,000	Accepted
4	Cost Savings--Mechanical/Electrical:		
4.1	Delete Dewatering Building HVAC system; replace with fan & louvre	\$62,460	Accepted
4.2	Delete new Compressor in the Workshop Area:	\$10,000	Accepted
4.3	Chlorination set-up: Delete all work in existing building and relocate chemical pumps to new DAF Room	\$32,100	Provisionally Accepted
4.6	Foul Air Piping: Use FRP piping instead of SS (Note: Trittech offered PVC piping)	\$34,400	Not Accepted
4.9	Delete Video Surveillance, but retain conduits for future	\$6,400	Not Accepted
	Electrical:		
4.10	Pre-selected Cutler-Hammer panels from Wesco with Allied Controls building MCC panels and all electrical fittings and equipment were priced as complete package to Trittech. Wesco to provide cost breakdown and Trittech to see if they can offer more competitive price building MCC panels in their shop. (Wesco subsequently offered credit of \$56,000 to Trittech).	\$56,000	Accepted (May still revisit this issue after contract awarded)
5	Other Trittech Suggestions:		
5.1	Pay invoices monthly within 10 days of the month, Trittech will offer 0.5% reduction on project. (Requires direct banking by Town)	\$57,750	Provisionally Accepted
	Construction insurance: Can Town add construction insurance rider to their existing site insurance?	\$41,580	Not Accepted
	Bonding: Remove 50% Labour and Material bond but keep the Performance Bond	\$28,875	Not Accepted
Subtotal – Savings offered		\$565,291	
Subtotal – Savings accepted		\$443,636	

Of the savings offered, \$51,200 was rejected by Opus DK as offering minimal or no value for the Town. In discussion with the Town, the Town has decided not to accept the savings offered to carry construction insurance (\$41,580) or to reduce the bonding requirements (\$28,875).

Some items have been provisionally accepted, as indicated by the comments in Table 1. With the provisionally accepted items, the final savings offered under negotiation with Trittech Ltd. amount to \$443,636.00.

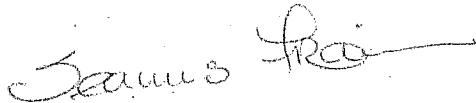
This reduces the tendered price from Trittech Ltd. to \$11,100,164.00, excluding GST (\$11,655,172.20 including GST), and concludes the negotiations with Trittech Ltd.

I trust this process will satisfy your requirements for the award of Contract 2014-PW-02. Opus DK will prepare our letter of award recommendation based on the conclusion of these negotiations.

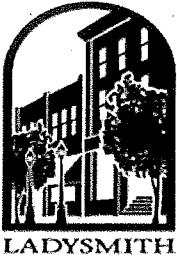
Please do not hesitate to call should you have any questions.

Yours truly,

Opus DaytonKnight Consultants Ltd

A handwritten signature in dark ink, appearing to read "Seamus Frain", with a long horizontal flourish extending to the right.

Seamus Frain, P. Eng.
Senior Project Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, Director of Infrastructure Services
Date: June 24, 2014
File No:

Re: Request to Authorize Clean-Up of Yard Waste at 336 Belaire Street

RECOMMENDATION:

That staff be directed to clean up the yard waste at 336 Belaire Street and invoice the owner for the costs of the clean-up.

INTRODUCTION/BACKGROUND:

Staff have received a complaint regarding an unsightly premise at 336 Belaire on May 13th, 2014. Staff reviewed the site and concur that the property is in need of clean-up. The Town responded by writing the owner and the mortgage company. The first letter dated May 14th, 2014 (Appendix "A") was sent via Registered Mail. The second letter dated May 29th, 2014 (Appendix "B") was also sent by Registered Mail. The third letter dated June 12th, 2014 (Appendix "C") was sent via Registered Mail as well.

This property has received numerous complaints over the past five years, and prior to 2012 it had been cleaned up at those times. The 2012 complaint however was not cleaned up. The 2013 complaint involves a Court Ordered Sale of the property. Both the registered owner and the financial institution have been forwarded all copies of the three letters however there has been no response from either party regarding the clean-up of the property. The 2014 complaint still involves a Court Ordered Sale. No responses have been received from any involved parties.

I concur with the recommendation.



Ruth Malli, City Manager

From: Brian McLaurin

Sent: July 13, 2014 3:00 PM

To: Rob Hutchins

Subject: BY-LAW 1858, 1859, 1860, 1861 - PROPOSAL FOR TREE PLANTING CONTROLS

Mayor Hutchins & Council;

Following my reading the July 11'14 e-mail from the Town of Ladysmith of the notice of the Special Council Meeting Jul 14'14, I wanted to add to the record a suggestion that the Town of Ladysmith include in a By-Law a restriction on tree planting by a neighbour that could/would negatively affect the view of another neighbour; reference the letter from Donna Griffith. We are in a situation where our neighbour at 701 Stirling Dr has intentionally planted fast growth tree to block the view from our residence at 705 Stirling Dr. The neighbour at 701 Stirling Dr planted trees along the edge of their property with the sole purpose to "block our view". So I am suggesting a clause be added to a future By-Law or amended to an existing By-Law to include a tree planting control by the Town of Ladysmith that would prevent a loss of view from adjacent property(s). Common sense and courtesy/consideration unfortunately does not always apply, even in Ladysmith. For your consideration.

Brian McLaurin



Registration Information

Below are links to more detailed information for the 2014 Convention.

General Registration Information

Resolutions

Nominations & Elections

Theme

Venues

Accommodations

Transportation

Monday Pre-Convention Sessions/Tours

Tuesday Forums

Provincial Participation

Additional Functions

Partners Program

Convention Clinics & Workshops

Preliminary Program in Brief

General Registration Information

The following are included with the delegate registration fee:

- Welcome Reception (Tuesday)
- Coffee Services (Monday - Friday)
- Continental Breakfast (Wednesday - Friday)
- Workshops (Thursday)
- Convention Clinics (Tuesday - Thursday)

The following events have additional fees:

- Pre-Convention Sessions / Tours (Monday)
- Forums (Tuesday)
- Partners and Guests attending Welcome Reception (Tuesday)
- Area Association Lunches (Wednesday)
- Annual Banquet (Thursday)
- Partners Program (Wednesday - Thursday)

Registration Policies

Registration Changes and Cancellations

Please fax 604.270.9116 or email convention@ubcm.ca written notice of changes and/or cancellations.

Full refund if cancelling by September 5, 50% refund between September 6-12.

No refund after 4:30 pm on September 12.

Online registration closes September 12. Registration after this date must be done on-site with payment.

Substitutions are permitted. Please notify UBCM at your earliest opportunity.

On-site Registration Information

Lobby, Whistler Conference Centre

Convention Registration Services

Monday 7:00 am - 5:00 pm

Tuesday 7:00 am - 7:00 pm

Wednesday 7:00 am - 5:00 pm

Thursday 7:00 am - 7:00 pm

Partners Program Registration

Tuesday 8:30 am - 4:30 pm

Wednesday 8:30 am - 4:30 pm

Venues

Whistler Conference Centre (WCC)

All UBCM Convention Plenary sessions

Registration, Delegate Services, and Sponsor Exhibits

Monday

Study Sessions and tour departures

Please note: Monday's Study Session: Reconciliation in Action will be held at the Squamish Lil'wat Cultural Centre (SLCC). Bus transportation will be available from the WCC to the SLCC.

Tuesday

Welcome Reception

Forums: Electoral Area Directors, Small Talk, Large Urban Communities

Small Talk and Large Urban Communities Lunches

Wednesday

CUPE Reception

Policy Sessions

Cabinet Panel Sessions

Thursday

Workshops

UBCM Reception and Annual Banquet

Westin Whistler Resort

Meetings with Cabinet Ministers

Monday

Mayors' Caucus

Tuesday

Mid-Sized Communities Forum and Lunch

Municipal Insurance Association of BC AGM and Reception

Wednesday

Area Association Lunches: LMLGA, NCLGA, SILGA

BC Government Reception

Thursday

Excellence Awards Breakfast

Hilton Whistler Resort**Tuesday**

Electoral Area Directors Forum Lunch

Provincial Government Staff Appointments Desk

Provincial Government Staff Meetings

Municipal Finance Authority Semi-Annual AGM

Wednesday

Provincial Government Staff Appointments Desk

Provincial Government Staff Meetings

Area Association Lunch: AVICC

Consulate-General of the People's Republic of China in Vancouver Reception

Thursday

Provincial Government Staff Appointments Desk

Tuesday to Thursday, Provincial Government Staff Meetings

Araxi Restaurant**Wednesday**

Area Association Lunch: AKBLG

Transportation

Tourism Whistler, in partnership with UBCM, has secured preferred rates for your transportation to and from Whistler. [Click here to book your travel arrangements.](#)

Monday Pre-Convention Sessions/Tours**Overview****Monday, September 22**

Locations and times subject to change.

Full-Day Sessions

Agricultural Study Tour (bus leaves at 8:15 am, returns at 5:00 pm)

Reconciliation in Action (bus leaves at 8:30 am, session runs 9:00 am - 4:00 pm)

Morning Sessions 9:00 am - 12:00 pm

Are You Ready for the Big One? Managing a Catastrophic Event

LNG in BC: Opportunities and Challenges

Afternoon Sessions 1:30 pm - 4:30 pm

Improving Health for Remote and Rural Communities

BC Mayors' Caucus* 1:00 pm - 5:00 pm

Emerald Ballroom, Westin Whistler Resort, Whistler

**Please note: The BC Mayors' Caucus is separately ticketed, and is not included in the UBCM Convention Registration Fee. To register, or for further information, please contact colleen@lbmg.ca or 604.637.6654.*

Descriptions

Full-Day Sessions

Agricultural Study Tour

8:15 am - 5:00 pm

Join the BC Ministry of Agriculture on a trip to the Pemberton Valley for a tour showcasing the diversity, resilience and evolution of its agricultural operations. You'll learn about how farmers are adapting to shifting markets and how your local government can ensure their success by planning for agriculture. We will visit a variety of innovative farm operations and meet producers of all ages. Examples may include:

- A beef ranch whose cattle are raised to maturity on pasture
- A seed potato farm with a long history in the Pemberton Valley
- An organic vegetable farm
- A vodka distillery that utilizes Pemberton potatoes to create is award winning product (tasting available for a fee)

Lunch will be provided and there will be opportunities to purchase local farm products. Please dress for the weather and wear farm-appropriate footwear. Partners / spouses are welcome and must formally register for the tour.

Reconciliation in Action

9:00 am - 4:30 pm

(Bus leaves WCC at 8:30 am)

During the 2013 UBCM Convention, the assembly endorsed a resolution calling for a Year of Reconciliation with First Nations across British Columbia. But what does reconciliation really mean, and what does it look like at the local level?

This unique full-day session will be held at the Squamish Lil'wat Cultural Centre, and will provide several opportunities to explore reconciliation and local government-First Nation relationship-building. Representatives from Reconciliation Canada will provide historical context, and lead participants in discussion of reconciliation and the *New Way Forward*. A panel of local, community and corporate leaders will also share stories of reconciliation in action at the community level, and provincial initiatives with a focus on reconciliation will be explored.

Participants will also experience the art, history and culture of the Squamish and Lil'wat Nations through a tour of the cultural centre. A lunch inspired by First Nations traditional ingredients and preparation methods, and transportation to and from the Whistler Conference Centre, are also included.

Morning Sessions

Are You Ready for the Big One? Managing a Catastrophic Event

9:00 am - 12:00 pm

British Columbia is subject to a number of natural hazards such as earthquakes, tsunamis, wildfires, and floods. A report by the Insurance Bureau of Canada estimated that if a major earthquake occurred off the south coast of the province it could result in nearly \$75 billion in damages and losses. How we respond and the measures we take to deal with such an emergency will determine how quickly we recover from a catastrophic event. This session will look at how well prepared we are to meet a catastrophic event, what actions we need to take to be better prepared, and how to work with the public in preparing for and in dealing with a catastrophic event, should it happen.

LNG in BC: Opportunities and Challenges

9:00 am - 12:00 pm

Natural resources have always provided the foundation of BC's economy. Today our province is embarking on an aggressive plan to include liquefied natural gas (LNG) as a key pillar in its economic platform. Under BC's Jobs Plan, the Province has committed to having the first LNG plant up and running by 2015, with a total of three LNG facilities in operation by 2020.

This half-day session will outline the elements of BC's LNG strategy and explore how global market conditions impact development of the LNG sector and its export potential. Delegates will hear from the Province, industry, local governments, First Nations, labour and the education/skills training sector to discuss how each is responding to, and preparing for, the opportunities and challenges that lie ahead as BC embarks down this new economic path.

Afternoon Sessions

Improving Health for Remote and Rural Communities

1:30 pm - 4:30 pm

One of the common challenges for leaders in rural and remote communities is attracting and retaining doctors and medical practitioners for their residents. The Ministry of Health, provincial health authorities, local governments and non-profit health organizations are all looking for innovative ways to improve the health of rural and remote communities. This session will highlight some of these innovative tactics, such as Remote and Rural Health Strategies, community health profiles, work camp wellness and other emerging health approaches.

Tuesday Forums

The primary purpose of UBCM is to serve the common interests of all local governments. However, we also recognize the diversity within our membership and have set aside the Tuesday forums as an opportunity to bring similar-sized communities together to promote problem-solving.

Choose to attend **one** of the following:

Electoral Area Directors Forum

A general-interest session based on interests of Electoral Area directors.

Small Talk Forum

Designed to interest small communities under 5,000 population.

Mid-Sized Communities Forum

This is for communities in the 5,000 to 20,000 population range. Bring your ideas and make this a great session.

Large Urban Communities Forum

This session is designed for larger municipalities with particular urban issues.

Provincial Participation

For local government elected officials or senior staff who wish to request a meeting with provincial government staff at Convention, visit the Provincial Appointments Desk at the following locations listed.

Provincial Appointments Desk:

Monday, September 22, 2014

Grand Foyer, Whistler Conference Centre

8:30 am - 4:00 pm

Tuesday, September 23 to Thursday, September 25, 2014

Lobby, Cheakamus Room, Hilton Whistler Hotel

8:30 am - 4:00 pm

The provincial meeting process is coordinated directly by provincial staff. For more information, please contact: Danielle Woodcock at 1-250-387-9108, or Cristina Scott at 1-250-387-4013 or via email at CSCD.UBCM.MeetingRequests@gov.bc.ca.

Additional Functions

All events are subject to additional fees for Delegates, Partners and Guests.

Tuesday, September 23**Welcome Reception**

Whistler Conference Centre

6:00 pm - 8:00 pm

Please note: There is no additional fee for registered Delegates to attend the Welcome Reception.

Wednesday, September 24**Area Association Lunches**

12:00 pm

All five Area Associations (below) will be hosting a luncheon during the 2014 UBCM Convention:

- AKBLG
- AVICC
- LMLGA
- NCLGA
- SILGA

Thursday, September 25**Delegates Lunch**

The Roundhouse Lodge

12:00 pm

Please note: Partners and Guests may attend the Delegates Lunch. The Roundhouse Lodge is accessed by a 25 minutes ride on the Whistler Village Gondola. The Gondola and Lodge are fully wheelchair accessible. The gondola cost is built into the Delegates Lunch fee.

Annual Banquet

Whistler Conference Centre

6:30 pm Reception

7:30 pm Dinner

Partners Program

Participants in the following events are required to check-in at the Partners Program Desk to receive specific instructions and updated information. Pre-registration is strongly encouraged. Registrations will be accepted on-site, space permitting only. All programs meet 30 minutes prior to departure in the Lobby of Whistler Conference Centre.

Wednesday, September 24**Treetrek**

8:45 am - 10:45 am

Explore the forest through a network of bridges, boardwalks and platforms suspended in the trees. Experience a guided tour that enables you to discover the beauty and complexity of the ancient rainforest.

ATV Tour

9:00 am - 11:30 am

Explore the spectacular Callaghan Valley, with its unique geographical setting and phenomenal scenery. Come try the 4km of single track and tackle the rugged natural terrain. View the old growth forest and the NorthAir historical gold mine site and discover why the Callaghan is Whistler's most inspirational setting for an adventure.

Restrictions: Max weight 160 kg. Guests must be at least 16 and fully licensed to drive an ATV.

Whistler Tasting Tours

12:15 pm - 3:00 pm

There's no better way to spend an afternoon in Whistler than exploring the eclectic culinary scene. You will enjoy a delicious multi-course lunch while visiting some of the best local lunch spots. Tantalize your taste buds and finish by indulging your sweet tooth, multiple amazing stops in one delightful and casual afternoon.

Zipline Tour

2:00 pm - 5:00 pm

Take flight with the Eagle tour on our five longest and fastest ziplines! This tour features five different ziplines, including a monster 2400ft zipline with a 30-storey descent, perfect for anyone who wants a heart-pounding adventure! Experience spectacular panoramic views of Whistler & Blackcomb Mountains as you cross treetop suspension bridges and sky high viewing platforms that connect the ziplines. This tour takes you right back to Whistler Village via zipline.

Restrictions: Max weight 125 kg. No recently sustained injuries or pregnant women permitted.

Green Lake Voyageur Canoe Tour

2:00 pm - 4:00 pm

Enjoy floating on a glacier fed lake while a naturalist guide steers you and your friends in a Voyageur canoe around Green Lake. Take in the surrounding views of Rainbow Glacier and Wedge Mountain.

Thursday, September 25th

Zipline Tour

8:00 am - 11:00 am

Take flight with the Eagle tour on our five longest and fastest ziplines! This tour features five different ziplines, including a monster 2400ft zipline with a 30-storey descent, perfect for anyone who wants a heart-pounding adventure! Experience spectacular panoramic views of Whistler & Blackcomb Mountains as you cross treetop suspension bridges and sky high viewing platforms that connect the ziplines. This tour takes you right back to Whistler Village via zipline.

Restrictions: Max weight 125 kg. No recently sustained injuries or pregnant women permitted.

Photo Walk

8:00 am - 11:00 am

The Great Canadian Photo Walk is a walking or light hiking tour with an educational component on tips for shooting better photos with any camera. A professional photographer guides you to local natural scenic areas near Whistler Village, stopping often to discuss how you can shoot better portraits and scenic image, regardless of camera type. Bring your own camera or share with a friend.

Squamish Lil'wat Cultural Centre

3:00 pm - 5:00 pm

Located in Whistler, the Squamish Lil'wat Cultural Centre is the authentic cultural activity. The Centre showcases First Nations cultures through Native art, museum space, exhibits, food and film. The 15 minute film provides a spectacular visual portrayal of Squamish and Lil'wat traditional practices and contemporary cultures. Touch screens and interactive panels showcase First Nations languages, artifacts and seasonal use of land and resources.

Blackcomb Glacier Jeep Safari

4:00 pm - 6:00 pm

Take a closer look at Blackcomb Mountain on Canadian's Jeep Safari! Ascend from Whistler Valley past glacier fed rivers. Opportunities to view bear and other mountain wildlife on the way to the snow-capped Horstman Glacier. Highlight your vacation with Whistler's ultimate 4x4 adventure. Enjoy spectacular views of the Whistler Village and the Coast Mountain Range, as your professional driver navigates Blackcomb's winding trail system.

Convention Clinics & Workshops

Pre-registration is **not** required for these sessions.

The early-morning clinics are always popular stops for those attending UBCM Convention who want information on more specific topics. This year clinics will be held as follows:

Tuesday: 7:30 am - 8:30 am

Wednesday & Thursday: 7:30 am - 8:15 am

To find out how clinic and workshop topics are selected, visit the Session Proposal Process section.

Preliminary Program in Brief

The final detailed agenda will be contained in the Convention Program.

Monday, September 22

7:00 am - 5:00 pm	Registration
8:15 am - 5:30 pm	Study Sessions / Tours
1:00 pm - 5:00 pm	BC Mayors' Caucus
7:00 pm - 8:00 pm	Electoral Area Directors Meet & Greet

Tuesday, September 23

7:00 am - 7:00 pm	Registration
7:00 am - 8:30 am	Clinic Continental Breakfast
7:30 am - 8:30 am	Clinics
9:00 am - 12:00 pm	Forums: <i>Electoral Area Directors Forum</i> <i>Small Talk Forum</i> <i>Mid-Sized Communities Forum</i> <i>Large Urban Forum</i>
12:00 pm - 1:15 pm	Forum Lunches
1:45 pm - 2:45 pm	Plenary Session
3:15 pm - 4:45 pm	Provincial Policy Sessions
3:00 pm - 5:00 pm	Municipal Insurance Association of BC AGM
4:00 pm - 5:00 pm	Municipal Finance Authority of BC Semi-Annual Meeting
5:00 pm - 6:00 pm	Municipal Insurance Association of BC Reception
6:00 pm - 8:00 pm	Welcome Reception

Wednesday, September 24

7:00 am - 5:00 pm	Registration
7:00 am - 8:30 am	Clinic & Delegates' Continental Breakfast
7:30 am - 8:15 am	Clinics
8:30 am	Convention Opening Session <i>O Canada</i> <i>Invocation</i> <i>Welcome from the Host Community</i>
9:00 am	Annual Meeting <i>President's Opening Address</i> <i>Adoption of Conference Rules and Procedures</i> <i>Adoption of Minutes of 2013 Convention</i> <i>Annual Report</i> <i>Question-and-Answer Period</i> <i>Adoption of Financial Statements</i> <i>Appointment of Auditors</i> <i>Appointment of Convention Committees</i> First Report of the Nominating Committee for the Positions of Table Officers
9:20 am	Keynote Address: Rex Murphy
9:25 am - 10:25 am	Principal Policy Session: Resolutions
10:30 am - 11:55 am	Nominations from the floor for Table Officer positions
11:55 am	Area Association Lunches (optional)
12:00 pm - 1:45 pm	Address by FCM President
1:45 pm - 2:00 pm	Address by the Minister of Community, Sport and Cultural Development
2:00 pm - 2:30 pm	Candidate speeches (as necessary)
2:30 pm - 2:45 pm	Election of Table Officers (opens as necessary)
2:30 pm - 5:00 pm	

3:00 pm - 4:15 pm
4:15 pm - 4:30 pm
4:30 pm - 5:30 pm
5:30 pm - 7:00 pm
6:30 pm - 8:00 pm
8:00 pm - 12:00 am

Provincial Cabinet Panels

Presentation of 2014 Climate & Energy Action Awards
FCM - Election 2015 Session
BC Government Reception
Consulate-General of the People's Republic of China in Vancouver Reception
CUPE BC Reception

Thursday, September 25

7:00 am - 7:00 pm
7:00 am - 8:30 am

7:30 am - 8:15 am
8:00 am - 9:00 am
8:30 am - 8:35 am
8:35 am - 8:55 am
8:55 am - 11:25 am
11:25 am - 11:30 am
11:30 am - 11:55 am
11:55 am - 12:00 pm
12:00 pm - 1:30 pm
3:00 pm - 4:30 pm
2:30 pm - 5:00 pm
6:30 pm
7:30 pm

Registration
Clinic & Delegates' Continental Breakfast
Community Excellence Awards Breakfast
Clinics
Election of Table Officers continues (as necessary)
Second Report of the Nominating Committee for Executive positions
Address by Leader of the Opposition
Resolutions Session Continues
Nominations from the Floor for Executive Positions
Candidate speeches (as necessary)
Address by Leader of the Green Party
Delegates Lunch
Workshops
Election of Remaining Executive Positions (as necessary)
UBCM Annual Reception
UBCM Annual Banquet
Presentation of Long-Service Awards and Life Memberships

Friday, September 26

7:00 am - 8:30 am
7:30 am - 8:30 am
8:00 am - 9:00 am

9:00 am - 9:30 am
9:30 am - 10:45 am
10:45 am - 11:00 am
11:00 am
12:00 pm

Delegates' Continental Breakfast
Election for Executive Positions continues (as necessary)
Resolutions Session Continues
Consideration of:
Report on Resolutions Received after the Deadline
Remaining Section "B" Resolutions
Federal Address
Resolutions Session Continue
Installation of President Elect
Address by the Premier
Adjourn

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