



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, DECEMBER 15, 2014
Call to Order: 7:00 p.m.

AGENDA

CALL TO ORDER

1. AGENDA APPROVAL
2. MINUTES
 - 2.1. Minutes of the Inaugural Meeting of Council held December 1, 2014.....1 - 6
3. DELEGATIONS – None
4. PROCLAMATIONS – None
5. DEVELOPMENT APPLICATIONS – None
6. BYLAWS – OCP / ZONING – None
7. REPORTS
 - 7.1. City Manager’s Report to November 30, 20147 - 9
Staff Recommendation
That Council receive the City Manager’s report to November 30, 2014.
 - 7.2. Financial Update to November 30, 2014..... 10 - 19
Staff Recommendation
That Council receive the Financial Update to November 30, 2014.
 - 7.3. 2015 Council Meeting Schedule 20 - 21
Staff Recommendation
That Council confirm the schedule of regular Council meetings as outlined in the attached staff report, and direct staff to advertise the schedule in accordance with Section 127 of the *Community Charter*.
 - 7.4. Low-Flush Toilet Rebate Program for 2015..... 22 - 24
Staff Recommendation
That Council direct staff to include \$10,000 per year for the Low-Flush Toilet Rebate Program in the 2015 to 2019 Financial Plan.

7.5. Grant Application to Small Communities Fund (New Building Canada Fund) 25 - 29

Staff Recommendation

That Council direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of up to two-thirds of the cost of the Water Filtration Plant project.

7.6. Community to Community Forum Grant Application 30 - 37

Staff Recommendation

That Council direct staff to complete an application for funding under the Union of British Columbia Municipalities Community to Community Forum program for funding to a maximum of \$5,000 to assist with hosting a joint meeting of Stz'uminus First Nation and Town of Ladysmith Councils to support the implementation of the Naut'sa Mawt Community Accord.

8. BYLAWS – None

9. CORRESPONDENCE

**9.1. Peter Luckham, Vice-Chair, Islands Trust Council
Copy of Correspondence to Hon. Lisa Raitt, Minister of Transport –
Pleasure Craft Sewage Dumping 38 - 41**

Staff Recommendation

That Council consider whether it wishes to write to the Hon. Lisa Raitt, Minister of Transport, in support of the Islands Trust position opposing proposed amendments to the Vessel Pollution and Dangerous Chemicals Regulations governing the discharge of sewage by pleasure craft vessels and calling for additional actions to reduce raw sewage dumping in the Salish Sea.

10. NEW BUSINESS

11. UNFINISHED BUSINESS

12. 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.

13. CLOSED MEETING

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be a closed session to consider the following item:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

14. ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF THE INAUGURAL MEETING OF COUNCIL
MONDAY, DECEMBER 1, 2014
LADYSMITH SENIORS CENTRE
6:30 PM.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Steve Arnett	Councillor Cal Fradin
Councillor Joe Friesenhan	Councillor Carol Henderson	Councillor Rob Hutchins
Councillor Duck Paterson		

STAFF PRESENT:

Ruth Malli	Sandy Bowden
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PRESENTATIONS

Outgoing Mayor Rob Hutchins and Mayor-elect Aaron Stone presented gifts to outgoing Councillors Bill Drysdale, Jillian Dashwood and Glenda Patterson. Mayor Hutchins thanked each of them and expressed appreciation for their dedication and service to the Town of Ladysmith.

Councillors Duck Paterson and Steve Arnett spoke about the accomplishments of Mayor Hutchins' 21 years in office and expressed deep appreciation for his compassion and commitment to the citizens of Ladysmith.

CALL TO ORDER

Corporate Officer Sandy Bowden called the inaugural meeting to order at 7:14 p.m.

**SWEARING-IN
CEREMONY**

The Corporate Officer administered the oaths of office to the Mayor and Councillors and congratulated them on their Council positions.

Mayor Stone assumed the Chair.

AGENDA APPROVAL

CS 2014-387

Moved and seconded:

That the agenda for the Inaugural Council Meeting of December 1, 2014 be approved as circulated.

Motion carried.

**2015 COUNCIL
APPOINTMENTS**

Deputy Mayor

Mayor Stone made the following appointment for Deputy Mayor in 2015:

- December 1, 2014 to May 31, 2015: Councillor Duck Paterson

Parcel Tax Review Panel

Mayor Stone appointed the following members to the 2015 Parcel Tax Review Panel:

Mayor Stone, Councillor Friesenhan and Councillor Hutchins.

Cowichan Valley Regional District Director

Moved and seconded:

CS 2014-388 That Councillor Rob Hutchins be appointed as Director to the Cowichan Valley Regional District Board until June 30, 2015.

Motion carried.

Cowichan Valley Regional District Alternate Director

Moved and seconded:

CS 2014-389 That Mayor Aaron Stone be appointed as Alternate Director to the Cowichan Valley Regional District Board until June 30, 2015.

Motion carried.

Vancouver Island Regional Library Board Director

Moved and seconded:

CS 2014-390 That Councillor Steve Arnett be appointed as Town of Ladysmith representative on the Vancouver Island Regional Library Board.

Motion carried.

Vancouver Island Regional Library Board Alternate Director

Moved and seconded:

CS 2014-391 That Councillor Carol Henderson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

Motion carried.

Community Safety Advisory Commission (Cowichan Valley Regional District)

Moved and seconded:

CS 2014-392 That Councillor Cal Fradin be appointed as representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

Motion carried.

Community Safety Advisory Commission (Cowichan Valley Regional District)

Moved and seconded:

CS 2014-393 That Councillor Rob Hutchins be appointed as alternate representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

Motion carried.

Mayor Stone made the following appointments to Council Advisory Commissions and Committees:

Municipal Services Committee (Committee of the Whole)

Chair: Councillor Steve Arnett

Vice Chair: Councillor Cal Fradin

Members: All members of Council

Advisory Planning Commission

Council Liaison: Councillor Cal Fradin
Alternate: Councillor Joe Friesenhan

Advisory Design Panel

Council Liaison: Mayor Aaron Stone
Alternate: Councillor Carol Henderson

Heritage Revitalization Advisory Commission

Council Liaison: Mayor Aaron Stone
Alternate: Councillor Rob Hutchins

Parks, Recreation and Culture Commission

Council Liaison: Councillor Duck Paterson
Council Liaison: Councillor Joe Friesenhan
Alternate: Councillor Steve Arnett

Protective Services Committee

Chair: Councillor Duck Paterson
Vice Chair: Councillor Rob Hutchins
Alternate: Councillor Cal Fradin

Liquid Waste Management Committee

Council Liaison: Councillor Joe Friesenhan
Council Liaison: Councillor Cal Fradin
Council Liaison: Councillor Rob Hutchins

Stocking Lake Advisory Committee

Council Liaison: Councillor Rob Hutchins
Council Liaison: Councillor Steve Arnett

Mayor Stone made the following liaison appointments to community organizations:

Celebrations Committee

Council Liaison: Councillor Steve Arnett
Alternate: Councillor Duck Paterson

Ladysmith Chamber of Commerce

Council Liaison: Councillor Rob Hutchins
Alternate: Councillor Joe Friesenhan

Ladysmith Community Health Advisory Committee

Council Liaison: Councillor Carol Henderson
Alternate: Mayor Aaron Stone

Ladysmith Festival of Lights

Council Liaison: Councillor Duck Paterson

Alternate: Councillor Joe Friesenhan

Ladysmith Downtown Business Association

Council Liaison: Councillor Cal Fradin

Alternate: Mayor Aaron Stone

Ladysmith Early Years Partnership

Council Liaison: Councillor Carol Henderson

Alternate: Councillor Rob Hutchins

Social Planning Cowichan Affordable Housing Directorate

Council Liaison: Councillor Carol Henderson

Alternate: Councillor Steve Arnett

Ladysmith Youth Advisory Committee

Council Liaison: Councillor Carol Henderson

Alternate: Councillor Rob Hutchins

**BANK SIGNING
AUTHORITY
CS 2014-394**

Moved and seconded:

That all members of Council be authorized bank signing authorities on behalf of the Town, effective December 1, 2014.

Motion carried.

INAUGURAL ADDRESS

Mayor Stone presented his inaugural address:

Thank you all so much for coming this evening.

What an amazing way to cap off a most interesting and challenging two months! We have done something special as a community. We have raised the bar in terms of engagement and dialogue. We have started down the path that will lead us to a truly connected community. This is all very exciting for me and for all of us.

I have been able to take just a few moments to reflect on what has passed and what is to come, but a few thoughts for all of you:

To Gord Horth – You have done an amazing service to Ladysmith. Your years of dedication and action have made our community a better place. Beyond your term as councillor, you have made an investment in our town that surpasses most. I imagine that this won't end any time soon. However we are able to work together in the future, please know that you have my greatest respect, and I hold you in the highest regard. I have said several times throughout the campaign that my only regret is that we won't be sitting at that table working together. I congratulate you on an excellent campaign and for all your years of service and dedication. We are all indebted to you.

To Jill, Bill and Glenda – I know the work you have put in over this

last term. We have worked together on some issues, and I have watched with great interest on many others. You have provided a fine service to Ladysmith, and we are all very grateful for your contribution. It's a challenging job, serving such a broad and diverse group of citizens and you did this service so very well. To the candidates who ran and did not get elected, thank you. Your efforts formed such a key part of this conversation and I only wish we could elect you all. Ladysmith would have been fortunate to have any one of you serving on council.

To our new and returning Councillors – we have exciting times ahead. We have engaged our community in a way not seen before. There are some great challenges and even greater opportunity on the horizon for Ladysmith. We should all be honoured that we have been selected to guide our community through these waters. We have been elected to find the brightest vision for the future of our town and for our people. I believe we have a strong group with the experience, passion and perspective that will be required to make the most of what lies ahead.

Oh Ladysmith! To all of you who got involved, engaged, shared your dreams and frustrations, and voted... what an amazing job you all have done! I have never been so excited for the future of our little town, as much for the team you have elected, as for the voices you have lent to the discussion. Your words and actions are to be applauded. You may have voted differently than your neighbour, but I believe that we all share a sense of the vision for our community and the potential we can achieve. I will work for all of us as we move forward to bring a new level of openness, engagement and 'connectivity' to the place we love so much. It's an exciting time and I hope that you'll all stay as connected and as involved as you have been over these last weeks. We can make Ladysmith that world class example of what a small town should be. We will all be working together.

I hope that we will carry this effort and momentum as a community forward as we endeavor to make Ladysmith the best place on earth. I think we already know what we have. Now is the time for us to assert ourselves to realize our potential.

Ask HARD questions. Make SOLID plans. Working together to build a foundation for our future. These aren't slogans or buzz words. It's the new order of business in Ladysmith.

Thank you all. This has been an amazing experience. The real work starts now.

So with that... Let's do this!

ADJOURNMENT

CS 2014-395

Moved and seconded:

That this inaugural meeting of Council adjourn at 7:35 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Subject to Adoption



City Manager's Report

December 2014

This monthly report is from the City Manager to the Municipal Services Committee. The report highlights the prior month's activities and provides information on the progress of Council objectives for the year. A written report and public discussion supports the goal of transparent communication with our citizens.

Council has provided staff with direction on their top priorities for 2014. There are operational and additional priorities in addition to this list. Again, this report provides highlights, not a complete list of activities. Committee members are encouraged to ask questions or suggest information that they wish to be included in the report.

Respectfully submitted, Ruth Malli, City Manager

Highlights for the month ended November 2014:

Projects in progress this month:

- WWTP Stage 3 Construction
- Stocking Lake Licensing (CVRD)
- Organizational streamlining
- Succession Planning Policy and Procedure
- Review of upper Transfer Beach area
- Directional Signage for Forrest Field & FJCC
- City Hall replacement process
- Composting and public works yard reorganization
- Bayview Connector lighting improvement
- Investigate recycling options and fees
- Disposition of land
- Preparation for installation of new corporate telephone system
- Ladysmith Bar Watch Program
- Feasibility Study – 1251 Christie Road
- Tourism advertising for 2015
- Community Amenity Contribution policy
- Development Approval Information bylaw
- Dog Licencing Bylaw Amendment to authorize issuance of tickets for dogs-at-large on private properties
- Traffic calming options on Jim Cram Drive
- Partnerships with Kinsmen Club and Festival of Lights for grant support
- Research speed and noise on highway through Ladysmith
- Signage Initiatives Project (Phase 1)
- Regional Community Profile Project input & Ladysmith sub-profile
- Research public bench maintenance & replacement by volunteers
- Work with Kinsmen on project details for playground at Transfer Beach Park
- SFN Agreement (second agreement)
- Develop Scope of Work (Waterfront Area Plan Review); secure funding (Green Municipal Fund); timeline for review
- Application for Vessel Operation Restriction Regulations (speeding watercraft in Harbour)
- EOC Training
- Operational Departmental Budgets

Completed activities:

- Election 2014
- SFN services agreement and summary of progress report
- Machine Shop (Oyster Bay road facilities) report to council
- Replacement of Storm Water Line (Flume Line)
- Lights at Brown Drive Park – research process, cost & timeline

Bylaws Adopted:

1869 – Revenue Anticipation Borrowing Bylaw

COMING UP NEXT MONTH!

Inaugural Council meeting

It is not enough to have good ideas, results come from the implementation of good ideas and that requires focus and resource allocation.

City Manager Report - November 2014

ACTIVE, RESEARCHING AND EMERGING PROJECTS

Council has identified “Community Resiliency” as the primary focus for 2014 and has chosen a specific list of top priorities for the year. This approach represents a shift in the organization – the way to achieve this objective within the existing budget is to ensure that the Town’s resources (staff and funding) are directly aligned with the new priorities. This requires strong organizational focus – staff must be clear on what is expected of them; projects/processes that do not support the top priorities will need to be stopped, delayed or deferred;

Council will support maintaining the focus (by directing what must be done and what can be put aside for now). Council has also directed that they have a medium level of risk tolerance, indicating support for creative approaches and an expectation of good value and common sense rather than perfection.

In order to ensure strong alignment, each of the new priorities must be integrated within the Financial Plan, identified as a top priority in departmental work plans, and sufficiently resourced. The Financial Plan process is a focus of the next couple of months.

EXAMPLE OF SOME OF THE CURRENT PROJECTS

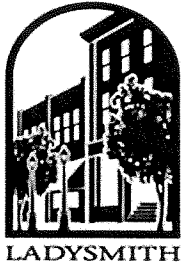
Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water) (long-term; ongoing)	Infrastructure upgrades-city hall, fire hall (funding and planning commenced)	Asset management and pavement management system
Land Sales-immediate	Land sales-other	Land acquisition and disposition-other
Zoning Bylaw (near completion)	Waterfront Area Plan	Holland Creek Area Plan
Liquid Waste Management Plan (complete, implementation in progress)	Partnership with CVRD-composting (underway)	District Energy System; Watershed Management Project (Holland Creek)
Sustainability Implementation Plan (Plan completed, implementation in progress)	Implement Plan, such as DCC’s low water use and other incentives	Implement Energy Plan
Information Services Strategic Plan (complete, implementation in progress)	Implement new IT systems (plan complete, implementation pending)	Technology upgrades (hardware)
Organizational Review (complete)	Lean systems (underway)	Risk analysis and business case
Payroll Systems Streamline (underway)	Succession Plan (draft completed)	Staff surveys and 360 reviews
Financial Plan (complete)	Equipment reserve fund review	25 year financial plan
Naut’sa mawt Steering Committee and services agreement (complete)	SFN servicing connection (complete)	Servicing to IR 13 (concept commenced)
Boundary expansion (application processed; AAP held)	Boundary expansion land and servicing plans (referendum required to proceed)	Boundary expansion processing and servicing
Waterfront (DL 2016, Environmental Report) (complete)	DL 651 clean up-partnerships	Marine Park and small craft launch
Connector bike routes	Downtown parking	Downtown safety issues
Heritage Brochure/Tourism maps (complete)	Blue Highway signage	Heritage Façade-painting program
EOC Training-corporate (on going)	Community EOC training (on going)	Community emergency exercise
Commissions and committees; Mayors open Door (complete)	Citizen surveys (not approved in budget)	Enhance citizen engagement-electronic and other
Dog park (research options)	Golf course culvert (planning – more funding required)	Upper Transfer Beach area review
	Partnership with stewardship groups	Ball fields at Lot 108

It is not enough to have good ideas, results come from the implementation of good ideas and that requires focus and resource allocation.

City Manager Report - November 2014

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Yes	Stage 3 Upgrade Under Way
Water Capital	Yes	Yes	Yes	Filtration pilot approved by Council. Grant announcements from Federal Govt.
Economic Development	Partially	No (new work to be defined)	No	Meetings with key stakeholders to define scope of work
Waterfront Area Plan	Pending	Pending	Pending	Sub-area defined. In process of identifying funding sources for project for waterfront area plan
Boundary Expansion	Yes	Yes	Partially	Application reviewed. AAP held. Council decision to not proceed with revised application.
Stz'uminus First Nation-partnerships & servicing	Yes	Yes	Partially	Services Agreement (100 units) complete; presentation at LGMA. Next steps-report to both Councils on work completed to date.
Organizational Streamlining	Yes	Yes	Yes	Council has requested a more comprehensive status report on this project, completed in October
Business Case / Risk Analysis Protocols	Yes	Yes	Yes	Implemented business case protocols
Inventory all plans-Zoning underway	Yes	Yes	Yes	Zoning bylaw completed
Succession Plan	Yes	Yes	Yes	Draft being reviewed
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is completed, implementation in 2014 Financial Plan
Citizen/Staff Surveys	No	No	No	Project cancelled during budget deliberations
Reporting System	Yes	Yes	Partially	Tied to streamlining



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: December 8, 2014
File No:

Re: FINANCIAL UPDATE - NOVEMBER 2014

RECOMMENDATION(S):

THAT Council receive this report for information purposes.

PURPOSE:

To inform Council of the status of the Town's finances to the end of November 2014.

INTRODUCTION/BACKGROUND:

The purpose of this report is to provide financial reporting throughout the year. This report is consistent with the Town's objective of being transparent and providing good information to the taxpayer and to Council. This report also goes beyond what is statutorily required in terms of local government financial reporting. This report would ordinarily go to the Municipal Services Committee. However, as that meeting is not being held this month it is going to Council.

SCOPE OF WORK:

As in previous years, November's financial update is the last financial update provided to for the current fiscal year. The next presentation of the finances will be the audited 2014 Financial Statements.

Revenues:

There has been no change in property taxation revenues. There is 4.4% of current taxation remaining outstanding which will be transferred to arrears taxes at December 31st. These amounts will begin to accrue interest as of January 1st, 2015.

The utilities (water, sewer and garbage fees) are billed up to the end of September. The water department is currently reading the water meters in preparation of the final quarter billing for 2014 which will be due in the new year. Each of the utilities is currently at approximately 80% of expected revenues for 2014, with indications that each utility will meet and slightly exceed expected revenues. Any surplus in the revenue for the utility is kept within that utility, reserving it for funding of a capital project, such as the upgrade of the Waste Water Treatment Plant or the Water Filtration Plant project.

Revenues from business licences and dog licences have exceeded projections by slightly more than \$4,000. Cemetery revenues are not expected to meet budget, although there is an offsetting decrease in expenses as well.

The Parks, Recreation and Culture revenues are also expected to be slightly less than budget by the end of the year. As mentioned in previous reports, this amount can be attributed to some of the decreased demand during the labour unrest with the schools. Much of this will be offset by a corresponding reduction in the expense.

There is a projected deficit of approximately \$35,000 in subdivision revenues (permits and fees). Since there is approximately \$38,000 projected surplus in investment income, these two items, though appearing separately on the Financial Statements, can offset the cashflows.

Penalty & Interest revenue is expected to be on budget.

The amount of grant revenue is in line with the progress of the capital projects associated with the grant. Any unclaimed grants will be carried forward to the following year to match the capital project.

As expected, donations will not meet targets. The majority of the difference is the result of the boundary expansion not proceeding. However, the costs associated with the boundary expansion were not incurred, so there is no net effect to the Town. The other donations associated with capital projects have been received as expected.

Similar to the donations, the use of gas tax funds is expected to be under budget, though all projects funded with gas tax funding have fully utilized the funding. Any unspent amounts will be rolled forward to future years to match the capital projects.

Expenses:

It is expected that General Government Operations will be under budget at the end of the year. Much of this is the result of an unfilled position as well as legal and insurance claims being lower than budgeted.

Protective Services is also expected to be in under budget. This is largely due to the Fire Services Training and Professional Development costs being less than budget. Any unspent funds will be rolled into 2015 budget as the Training and Professional Development costs are expected to increase.

Transportation Services overall is within budget and is expected to remain on target at year-end.

Garbage Services and Cemetery Services are within budget and are expected to be under budget by year-end.

Development Services will be under budget at year-end. A few projects, such as the ground-work on the Waterfront Area Plan and some grant-specific work will be continued into 2015.

Recreation and Culture expenses are expected to be within budget. The Parks budget is expected to be under budget.

The Water Operations budget is under budget, partially due to a vacancy in the utility department. The Sewer Operations is under budget as the borrowing for the Waste Water Treatment Upgrade has not commenced.

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snapshot of the Town finances for a point in time. No accruals have been made. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comment.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Coordination among the various departments to ensure all information is coded properly and received by the Financial Services Department.

RESOURCE IMPLICATIONS:

The majority of this work is done by the Financial Services Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is within the Town strategy of "Wise Financial Management".

SUMMARY:

It is recommended that Council receive this report.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Statement of Operations – Nov 2014

Town of Ladysmith
Statement of Operations
as of Nov 30, 2014

	Nov '14	Amended Budget	%
Revenues			
Property Tax - Municipal	\$ 5,960,732	\$ 5,960,761	100%
Property Tax - Police	1,061,397	1,061,409	100%
Parcel Taxes	1,431,141	1,427,384	100%
Grants in Lieu & 1% Tax Levies	165,984	165,163	100%
Water Fees	556,545	694,130	80%
Sewer Fees	554,416	711,437	78%
General Fees & Charges	1,529,903	1,679,369	91%
Return on Investment	120,026	85,000	141%
Penalty & Interest	114,456	122,000	94%
Grants	2,410,322	5,319,777	45%
Donations & Contributions	32,827	268,500	12%
Loss on disposal	1,785	0	0%
Development Fees	108,075	108,075	100%
Gas Tax Funds utilized	265,234	391,550	68%
Local Improvement	8,922	8,922	100%
Total Revenue	14,321,765	18,003,477	80%
Expenses			
General Government	1,714,542	2,086,460	82%
Protective Services	1,329,879	1,783,428	75%
Transportation Services	1,118,681	1,285,090	87%
Garbage Services	381,574	534,456	71%
Cemetery Services	22,060	28,505	77%
Development Services	440,795	571,315	77%
Recreation & Culture	1,808,033	2,164,871	84%
Parks	529,563	630,250	84%
Sewer	569,762	949,014	60%
Water	475,038	602,306	79%
Total Expenses	8,389,927	10,635,695	79%
Surplus / Deficit (-)	5,931,837	7,367,782	81%
Capital	3,597,253	12,297,390	29%
Proceeds from New Debt	0	(4,060,000)	0%
Principal Payments	226,193	471,851	48%
Internal Funding	(865,602)	(1,341,459)	65%
BALANCE	2,973,993	-	

Town of Ladysmith
Statement of Financial Position
as of Nov 30, 2014

	<u>Nov '14</u>
Cash & Short Term Deposits	\$ 13,601,370
Accounts Receivable:	
Property Tax Receivable	1,101,850
User Fee Receivable	407,188
Other Receivables	1,471,445.92
Accounts Payable	(364,150)
Taxes Payable to Other Agencies	(123,421)
Post Employment Benefits	(225,900)
Deferred Revenue	(160,670)
Restricted Revenue:	
Development Cost Charges	(1,475,792)
Gas Tax Funds	(975,753)
Other Restricted	(479,404)
Refundable Deposits	(345,638)
Long Term Debt	(3,310,022)
Capital Lease Obligations	(563,462)
Tangible Capital Assets	81,514,332
Pre-paid	31,840
Inventory	87,484
	\$ 90,191,297

Capital Project Status – Nov 2014

Project	Costs including Commitments \$	Budget \$	Budget Remaining %	Area:	Notes:
SFN Cooperation Protocol	17,038	27,000	37%	CM/DEV	Ongoing.
City Hall A/V Equipment	3,938	3,950	0%	CS	Complete. Funding carry-forward from prior year
Telephone System	58,421	70,000	17%	CS	RFP awarded; installation pending.
Information Technology Software & Server	-	27,400	100%	CS	Contractor to install VMHOST
Feasibility Study - Christie Rd	13,500	13,500	0%	CS	Consultant working with staff
Boundary Extension	14,327	250,000	94%	DEV	Complete; funded from developer contributions
Directional Signage	23,949	25,000	4%	DEV	Consultant selected; work started.
Downtown Parking Signage	10,974	11,500	5%	DEV	Complete. Funded from reserves
Waterfront Area Plan	-	100,000	100%	DEV	Discussing project with FCM regarding funding
Zoning Bylaw	23,660	23,000	0%	DEV	Complete. Funded by grants
DCC Review	-	10,000	100%	FIN	Project deferred to 2015
RCMP Close Circuit Video	90,285	100,000	10%	FIN CS	Vendor selected; Installation nearing completion
Fire Department - Turnout Gear	9,766	10,000	2%	FIRE	Complete.
SCBA Equipment	40,870	40,000	0%	FIRE	Complete.
Parks Bench/Pavers Program	6,320	0	0%	PARKS	Ongoing; funded by donations
Aggie Hall Chairs	8,421	8,400	0%	PRC	Complete.
Municipal Signage	4,255	4,500	5%	PRC	Complete. Funding carry-forward from prior year
FJCC Energy Upgrade	470,695	500,000	6%	PRC	Complete. Funded by grants & gas tax
FJCC Hydration Stations	4,295	5,500	0%	PRC	Complete.
FJCC Reception Upgrade	3,437	3,800	10%	PRC	Complete. Funding carry-forward from prior year
Forrest Field Shower Floor	4,759	5,000	5%	PRC	Complete.
PRC Directional Signage	3,328	4,200	21%	PRC	Signs currently being installed.
Gourlay Janes Park Wall	29,486	29,000	0%	PRC	Complete. Funding carry-forward from prior year
Holland Creek Trails Improvements	2,851	20,000	86%	PRC	Work started in fall. Work done by Town crew
Holland Creek Bridge	169,396	175,000	3%	PRC	Complete. Funded from taxation

					and gas tax
LMS Walkway	6,375	10,000	36%	PRC	Complete. Carry forward for directional markers.
Dog Park	-	14,000	100%	PRC	Tied to review of upper Transfer Beach use
Transfer Beach Washroom Heater	4,428	4,500	2%	PRC	Complete.
Machine Shop Assessment	23,205	22,500	0%	PRC/CS	Complete. Funded from Reserves & taxation
Aggie Hall Parking	-	10,000	100%	PRC/PW	Currently assessing plan options. Carry-forward.
2nd Ave Geo-tech Investigation	-	15,000	100%	PW	Not started
Dogwood Dr Bridge Capacity Assessment	5,350	10,000	47%	PW	Underway
Forrest Field Fountain	6,362	7,500	15%	PW	Complete. Funded through a donation.
Master Transportation Plan	-	50,000	100%	PW	Preparing to issue RFP.
Pavement Management	-	40,000	100%	PW	RFP Issued.
PW Wash Station	35,371	35,000	0%	PW	Complete. Funded by taxation & utilities
South End Industrial Access Rd	7,699	60,000	87%	PW	Awaiting Provincial approval.
Storm Main off Highway	139,675	140,000	0%	PW	Complete. Funded from taxation and reserves
Flume Line Repair	104,313	104,500	0%	PW	Nearing Completion
Storm Water Repair	-	48,500	100%	PW	Defer to 2015
Vehicle Replacements	126,081	135,000	7%	PW	Vendors selected; new vehicles are expect in Dec.
Golf Course Culvert Replacement	6,416	75,000	91%	PW	Defer to 2015. Funded with Gas Tax. Storm event impact on project.
Chlorination Facility	738,103	707,240	104%	Water	Complete. Funded through utility and reserves. Additional funds to come from water operations.
Facilities-Low Flow Toilets & Urinals	6,718	10,000	81%	Water	Ongoing
Filtration Pilot Study	107,547	165,000	100%	Water	Ongoing
Parks-Irrigation Controllers	9,477	10,000	100%	Water	Complete. Funded from prior year carry forward
Water main Replacement	-	35,000	100%	Water	Defer to 2015
Watershed Modeling	52,835	52,000	4%	Water	Complete. Funded from utility & reserves

Watershed Security	5,576	5,000	100%	Water	As required.
Weather Station	23,337	25,000	4%	Water	Complete. Funding from the utility
Annual Sewage Smoke Test	-	20,000	100%	Sewer	Ongoing
Lift Station Upgrades	26,200	30,000	100%	Sewer	Vendor selected; work to be complete in Feb 2015
Main Upgrades (I&I)	-	150,000	100%	Sewer	Not started
WWTP Upgrade (actuals only)	1,622,737	8,000,000		Sewer	Ongoing.
PW Composting Upgrade	1,284	800,000	100%	Sewer	Defer to 2015

Town of Ladysmith
Accounts Paid
January 1, 2014 to Nov 31, 2014

512 PARKS DRIVE HOLDINGS LTD	50,000.00
ANDREW SHERET LTD	34,352.90
AQUATECH WEST	44,382.94
BC HYDRO & POWER-AUTHORITY	391,082.18
BC LIFE & CASUALTY COMPANY	37,820.58
BFI CANADA INC	461,988.40
BLACK PRESS LTD	30,594.05
BRENNTAG CANADA	29,151.19
COASTAL ANIMAL CONTROL SERVICES OF BC LTD	39,065.24
COPCAN CONTRACTING LTD	32,965.75
COWICHAN VALLEY REGIONAL DISTRICT	507,507.36
ENEX FUELS	93,175.82
ESC AUTOMATION INC.	228,374.95
FORTISBC - NATURAL GAS	44,024.95
HEAVY METAL MARINE LTD	159,191.55
HEROLD ENGINEERING LTD	30,138.47
HUB INTERNATIONAL BARTON	81,692.00
ICBC	35,792.00
JOHNSON CONTROLS INC	72,649.43
KNAPPETT INDUSTRIES LTD	861,914.25
KNAPPETT PROJECTS INC	34,408.45
KOERS & ASSOCIATES ENGINEERING LTD	196,009.06
LADYSMITH & DISTRICT HISTORICAL SOCIETY	30,000.00
LADYSMITH CHAMBER OF COMMERCE	35,847.50
LADYSMITH RESOURCES CENTRE ASSOCIATION	35,131.91
MANULIFE FINANCIAL	75,168.48
MAZZEI ELECTRIC	28,565.56
MEDICAL SERVICES PLAN	62,142.75
MINISTER OF FINANCE	53,934.87
MUNICIPAL FINANCE AUTHORITY	73,330.80
MUNICIPAL PENSION FUND	695,138.04
NOVUS CONSULTING INC	81,544.16
OPUS DAYTONKNIGHT CONSULTANTS LTD	595,300.35
PACIFIC BLUE CROSS	170,460.18
RAM MECHANICAL	197,400.00
RECEIVER GENERAL	1,174,848.54
RECEIVER GENERAL FOR CANADA	905,698.23
STEWART MCSDANNOLD STUART	42,017.51
TETRA TECH EBA	28,560.15



TRITECH GROUP LTD	1,066,265.63
US BANK - CORPORATE PAYMENT SYSTEMS	117,233.72
VADIM COMPUTER MANAGEMENT GROUP LTD	25,984.99
VAN-ISLE AGGREGATES LTD	32,102.74
WORKSAFE BC	71,031.59
Under \$25,000	1,705,770.35



cowichan





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: November 26, 2014
File No:

Re: 2015 COUNCIL MEETING SCHEDULE

RECOMMENDATION(S):

That Council confirm the following 2015 schedule of regular Council meetings be approved and that Staff be directed to advertise the schedule in accordance with Section 127 of the Community Charter:

January 5	March 16	July 6	October 19
January 19	April 20	July 20	November 2
February 2	May 4	August 17	November 16
February 16	June 1	September 21	December 7
March 2	June 15	October 5	December 21

PURPOSE:

The purpose of this Staff report is to seek Council’s consideration of the proposed schedule of regular Council meetings for 2014 and to notify the public of the schedule in accordance with the Community Charter.

INTRODUCTION/BACKGROUND:

In accordance with the Town’s Procedure Bylaw No. 1666, regular Council meetings are held on the first and third Monday of each month. The Community Charter requires a local government to notify the public of the schedule of meetings of regular Council meetings annually. It is recommended that a notice be published in the December 9th and December 16th editions of The Chronicle newspaper in accordance with the legislation and posting the notice on notice boards throughout the community. The notice will include reference to Government Services Committee meetings which are held on the third Monday of each month. Meetings may be cancelled or re-scheduled throughout the year as required provided that sufficient notice of the change in schedule is issued.

SCOPE OF WORK:

Staff will process the 2015 schedule of Council meetings as directed.



ALTERNATIVES:

- 1) Council could approve the 2015 schedule of Council meetings as presented in this report.
- 2) Council could propose other meeting schedule options as deemed appropriate.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

As noted, the *Community Charter* requires a local government to notify the public of the schedule of regular Council meeting annually.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a


ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

The *Community Charter* requires that local governments notify the public of the schedule of regular Council meetings on an annual basis. The Town's Procedures Bylaw No. 1666 requires that regular Council meetings take place on the first and third Monday of each month. The proposed schedule is in accordance with the *Community Charter* and Procedures Bylaw No. 1666 and will be published in two consecutive editions of The Chronicle newspaper as statutorily required.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: December 2, 2014
File No:

Re: 2015 Low-Flush Toilet Rebate Program

RECOMMENDATION(S):

That Council direct staff to include \$10,000 per year for the Low-Flush Toilet Rebate Program in the 2015-2019 Financial Plan.

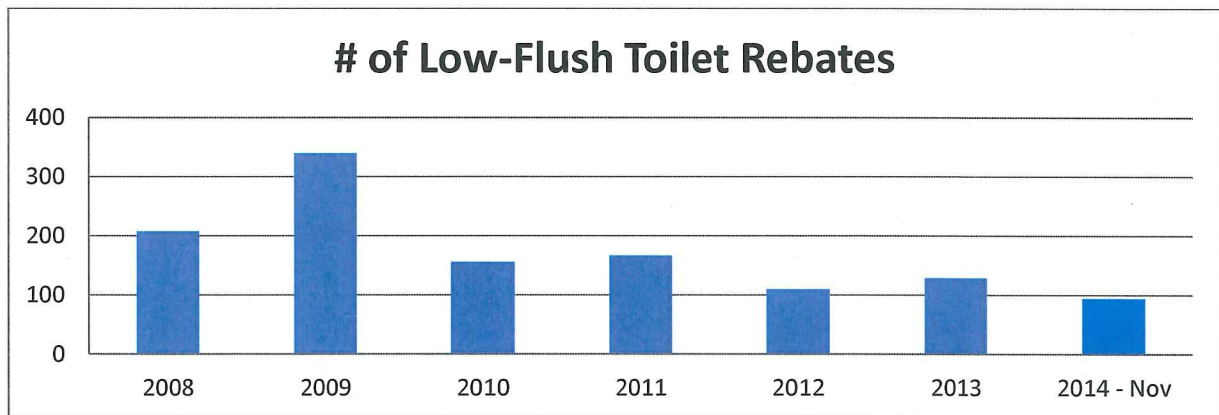
PURPOSE:

To provide an incentive program to encourage replacement of old, large-volume-tank toilets.

INTRODUCTION/BACKGROUND:

Since 2008, property owners in Ladysmith have been able to apply for a rebate up to \$75 per toilet when they replace an older toilet with a low-flush option. The maximum number of toilet rebates is two per household.

This program is funded out of the Water Utility Fund. The program's budget amount has varied from \$4,400 to \$20,000, depending on anticipated demand for rebates and funds available for the program. The 2013 budget was \$15,000; the Town paid \$9,675 in rebates. Since the program started, the Town has provided over \$90,000 in rebates for 1,204 low-flush replacement toilets.



In February 2014, Council confirmed \$10,000 for the low-flush program for only 2014, with any surplus to be allocated to future years. As of the end of November, the funds remaining for this program was approximately \$3k or 42 toilet replacements.

SCOPE OF WORK:

Applications are available online and at various civic locations. Property owners provide the necessary documentation and staff administer the program. In the past, rebates were not given until the annual budget was approved. Staff are requesting confirmation of this program before the beginning of the budget year.

ALTERNATIVES:

1) Council could choose not to continue with the program. Since Town of Ladysmith water is metered, owners who have already installed low-flush toilets should have lower water bills.

2) Council could choose to expand the program to other appliances, such as dishwashers and washing machines. Additional staff time would be used to monitor these additional appliances and some utility companies already provide incentives for these appliances.

3) Council could choose another amount and allocated it to a specific year.

FINANCIAL IMPLICATIONS:

Upon Council's direction, Staff would include the applicable amount in the Financial Plan. Any surpluses will be carry-forwarded into the future years' funding sources.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This program has been popular with property owners. Any modifications to the program would require advertising.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works administers the program with Finance issuing the payments.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Offering this program supports the Town's Sustainability Goal 3 – Reduce potable water usage and manage wastewater efficiently including re-use.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction 5 – Responsible Stewardship of Environment, while encouraging water conservation.

SUMMARY:

It is recommended that Council continue with the low-flush toilet rebate program for 2015 and direct staff to include \$10,000 for each year in the 2015-2019 Financial Plan.

I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: December 8, 2014
File No: 1855 - 20

RE: **NEW BUILDING CANADA FUND – SMALL COMMUNITIES FUND**

RECOMMENDATION(S):

That Council direct staff to apply to the New Building Canada Fund – Small Communities Fund Program for grant funding of up to two-thirds of the cost of the Water Filtration Plant project.

PURPOSE:

The Water Filtration Plant Project was included in the 2014-2018 Financial Plan as an approved capital project with construction to take place during 2015-2018, following a Filtration Pilot Study in 2014. The purpose of this report is to obtain Council's support in applying for partial grant funding to finance this capital project.

INTRODUCTION/BACKGROUND:

The new Building Canada Fund – Small Communities Fund is a joint grant funding opportunity between the Province of BC and the Federal Government. The program provides partial funding for projects that meet specific criteria. The federal and provincial governments each provide one-third of the funding, and the recipient is responsible for the remaining portion. The program is administered by the Union of British Columbia Municipalities (UBCM).

Eligible project categories as laid out in the program terms and conditions relevant to Ladysmith are:

- Brownfield Redevelopment
- Connectivity & Broadband
- Disaster Mitigation Infrastructure
- Drinking Water
- Green Energy
- Innovation
- Solid Waste Management
- Wastewater

Projects must be for acquisition, construction, renewal or rehabilitation. Normal maintenance or operation are not eligible for funding. Other program categories, which are not relevant to the Town, are Highways and Major Roads, Local & Regional Airports, Public Transit, Short Sea Shipping and Shortline Rail.

Eligible projects are evaluated based on the following objectives of economic growth; a clean environment; and building stronger communities. The municipality can only submit one application during this intake period which ends on February 18, 2015.

Staff recommend that the Water Filtration Plant Project be selected as the project to apply for as it is a large capital investment, a multi-year project and easily meets the criteria.

This project would qualify under the Drinking Water category with the subcategory of Drinking Water Treatment Infrastructure.

Council may recall following the 2013 Water Quality Study, it was suggested that Water Filtration was the next step in the requirement to abide by the Province's drinking water regulation of 4-3-2-1 surface water treatment. From there, the Water Filtration Plant project was put into the 2014-2018 Financial Plan and approved at a total cost of 10 million dollars with borrowing being the major funding source.

SCOPE OF WORK:

A detailed application must be submitted to the Province no later than February 18, 2015. The application must include an endorsed Water Conservation Plan.

The Town of Ladysmith has committed to numerous conservation methods. All of these sustainability actions have been compiled into a report which will be submitted for Council approval.

If Council approves the application and the grant is successful, the bylaw for borrowing must be completed within six months of project approval.

ALTERNATIVES:

Council could choose to submit an application on another project approved in the 2014-2018 Financial Plan.

Council could choose not to submit an application for this intake period.

Council could choose to amend the 2014-2018 Financial Plan to include another project and then direct staff to apply for the grant.

FINANCIAL IMPLICATIONS:

The Water Filtration Plant Project is a 10 million dollar project. The Town will need to borrow funds to complete the project. Borrowing costs would be funded using a combination of water utility rates charges and parcel taxes. If the town is successful in its application for grant funding as recommended, , the amount to be borrowed for this initiative could be reduced to approximately \$3 million.

LEGAL IMPLICATIONS:

Not applicable at this time.



CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Not applicable at this time.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Department of Infrastructure Services will work with the Financial Services Department to prepare the grant application.

RESOURCE IMPLICATIONS:

This grant application will require some consultant time to confirm project budget; specifically project design engineering and cost estimates.

As well, this project is contingent on the Town's confirmation of a water conservation plan or strategy. Though the Town does not have a formal plan, many individual steps have been endorsed by Council to support this effort.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Utilizing grant funding where applicable aligns with Strategy A - Wise Financial Management. The Water Filtration Plant Project aligns with Strategy D: Enhanced Standard of Infrastructure.

SUMMARY:

A potential funding opportunity is now available under the New Building Canada Fund - Small Communities. Staff recommend that a grant application be submitted for the Water Filtration Plant Project.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Province of BC News release #2014CSCD0059-001558



NEWS RELEASE

For Immediate Release
2014CSCD0059-001558
October 16, 2014

Ministry of Community, Sport and Cultural Development
Ministry of Transportation and Infrastructure

Infrastructure funding applications available Oct. 22, 2014

VICTORIA – Small communities and other eligible applicants in British Columbia can soon apply for funding to support local infrastructure projects.

The total value of this funding from the three levels of government is up to \$327 million over the next 10 years, Minister of Community, Sport and Cultural Development Coralee Oakes and Minister of Transportation and Infrastructure Todd Stone announced today.

The Small Communities Fund, part of the federal New Building Canada Fund, is designed to support projects of local significance, including drinking water, wastewater, road improvements and green infrastructure, as well as local and regional airport projects.

Application forms will be available Wednesday, Oct. 22. Program guides and application information are available online at: www.gov.bc.ca/smallcommunitiesfund

The announcement is the latest program providing funding to British Columbia communities as part of the Government of Canada's New Building Canada Fund, which supports projects of national, regional and local significance that promote economic growth, job creation and productivity.

In May of this year, a renewed Federal Gas Tax Fund agreement was signed by the province, federal government and Union of British Columbia Municipalities that will provide approximately \$2.76 billion funding to B.C. communities over the next 10 years.

Since 2002, the Government of B.C. has provided approximately \$3 billion in new funding for local governments.

Quotes:

Minister of Community, Sport and Cultural Development Coralee Oakes –

"This funding will help communities invest in key infrastructure priorities – projects that treat wastewater, provide cleaner drinking water or make improvements to public transit or roads. These are projects that are crucial to healthy, vibrant communities."

Minister of Transportation and Infrastructure Todd Stone –

"We are committed to building strong communities by supporting collaborative, innovative and fiscally responsible programs. This funding will help build community infrastructure projects including transportation projects, an important part of our 10-year transportation plan, which will look at every facet of transportation in B.C. to prioritize projects for investment."

Learn More:

Small Communities Fund: www.gov.bc.ca/smallcommunitiesfund

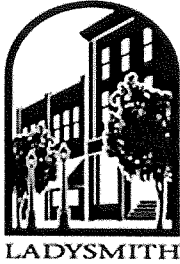
Infrastructure Canada: www.infrastructure.gc.ca/plan/sc-cp-eng.html

Media Contacts:

Alison Giles
Ministry of Community, Sport and Cultural
Development
250 356-6305

Government Communications and Public
Engagement
B.C. Ministry of Transportation and
Infrastructure
250 356-8241

Connect with the Province of B.C. at: www.gov.bc.ca/connect



Town of Ladysmith
STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date: December 9, 2014
File No:

Re: **COMMUNITY TO COMMUNITY FORUM GRANT APPLICATION**

RECOMMENDATION(S):

That Council direct staff to complete an application for funding under the Union of British Columbia Municipalities Community to Community Forum for funding to a maximum of \$5,000 to assist with hosting a joint meeting of councils and community members of the Stz'uminus First Nation and Town of Ladysmith to support the implementation of the Naut'sa Mawt Community Accord;

That Council authorize a contribution by the Town, to be shared with the Stz'uminus First Nation, of up to \$5,000 in cash and/or in-kind funding as a matching contribution to the grant funding;

And that Council direct staff to amend the 2015 to 2018 Financial Plan accordingly.

PURPOSE:

The purpose of this staff report is to seek Council's authorization to apply for grant funding through the Community to Community (C2C) Program of the Union of British Columbia Municipalities.

INTRODUCTION/BACKGROUND:

The Community to Community program is designed to encourage and support dialogue and joint initiatives between Councils of local governments and First Nations in neighbouring communities. The Town has received several Community to Community grants in recent years, providing support for strengthening the relationship between the two Councils along with the implementation of the Naut'sa Mawt Community Accord and related agreements.

The funding will support a joint Council meeting in March 2015. The focus of the meeting will be on developing a new water and sewer services agreement for the remainder of Stz'uminus First Nation properties in IR 12 (900 units) and IR 13 (500 units), as well as planning joint initiatives for the waterfront and harbour, and increasing SFN participation and profile in local festivals and events.

It is anticipated that this will be a joint application, with the Stz'uminus First Nation also contributing to the matching funding.

SCOPE OF WORK:

The Town and the Stz'uminus First Nation will work together to host the event.

ALTERNATIVES:

Council can choose not to apply for the grant funding.

FINANCIAL IMPLICATIONS:

A successful application will commit the Town and the Stz'uminus First Nation to providing up to \$5,000 in cash and/or in-kind contributions.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Joint events and Council meetings are a signal to citizens of both communities that the Town and the SFN Council are committed to pursuing joint initiatives for the mutual benefit of both communities and their citizens.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The City Manager's office will take the lead in organizing the joint Council meeting, supported by Development Services and Corporate Services. Financial Services will manage the grant administration.

RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative aligns with sustainability pillar #7, Healthy Community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with strategic priority 6, Safe and Healthy Community. Continued strengthening of the relationship with the Stz'uminus First Nation through joint initiatives is one of Council's top 25 priorities for 2014.

SUMMARY:

The Town has the opportunity to apply for grant funding of up to \$5,000 through the Community to Community program of the Union of BC Municipalities. This requires a cash or in-kind matching contribution of \$5,000, to be shared by the Town and Stz'uminus First Nation. It is recommended that Council approve the proposed grant application.

ATTACHMENTS:

Community to Community Program Application Guide



Regional Community to Community Forum Program

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

2014/15 (Fall) Program & Application Guide

1. What is a Regional Community to Community Forum?

Background

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

From 1999 to 2014/15, the provincial Ministry of Community, Sport & Cultural Development and Aboriginal Affairs and Northern Development Canada provided funding for the C2C program. In this time close to 470 Regional C2C Forums have been held in communities across the province.

Goals & Objectives

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments advanced by tangible outcomes. Forum events are intended to provide a time and place for dialogue to build on opportunities and resolve issues of common responsibility or interest.

To qualify for funding, a C2C Forum must include dialogue between elected officials of neighbouring First Nations and local governments, and work to advance specific deliverables, such as agreements, products and tools, related to outcomes from the dialogue.

Possible dialogue topics may include relationship building, reconciliation, economic development, infrastructure planning, land use and resources, community development and service delivery. A forum event must work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments.
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff.
- Advancing local governments and First Nations to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects.

2. The C2C Forum Grant

Funding permitting, grants under the Regional C2C Forum program are modest: the maximum grant is \$5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind.

Eligible Applicants

Funding permitting, any municipality, regional district or First Nation government (e.g. Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (i.e. those who received funding in previous years) are eligible. The C2C Forum program is not connected to the treaty process and First Nation applicants are not required to be in the treaty process in order to participate or apply.

Eligibility Criteria

- Events must include participation by elected officials from both First Nation(s) and local government(s).
- Events must work to advance specific deliverables and report tangible outcomes, as described below in Section 3. Outcomes & Deliverables.
- The date of the event or events must be set and provided to UBCM.
- Willingness of the partnering community to participate in the event must be confirmed and provided to UBCM in writing.
- The communities engaging in dialogue must be neighbouring. However, "neighbouring" may mean in the vicinity of, but not necessarily immediately adjacent to.
- Events must occur on or before March 31, 2015.

3. Planning an Event

Length and Format

Event length and format are up to the applicant. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an "ice-breaker" event, such as an introductory dinner or reception, may be useful.

Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as completing the Final Report form needed to satisfy the requirements of the program.

Outcomes and Deliverables

Applicants are required to work toward specific deliverables supported by the outcomes of Forum events. Outcomes include agreements, joint statements, joint work plans, commitments to future meetings and action/collaboration. Examples of deliverables include, but are not restricted to:

1. Protocol agreements, tripartite agreements or memorandum/letter of understanding
2. Formal resolution of disputes

3. Reconciliation activities
4. Specific examples/evidence of improved regional/local economy
5. Formalized joint initiatives, such as for community economic, social, environmental or cultural development
6. Completed needs assessment for infrastructure planning
7. Formalized joint development of infrastructure set out in agreement
8. Sustainability, land use and accessibility-friendly community planning process conducted
9. Formal access to resources provided by agreement
10. Protection of environmental resources set out in an agreement
11. Youth engagement for a specific purpose
12. Climate action measures undertaken jointly
13. Capacity development exercise completed
14. Agreement of joint planning/coordination of cost sharing for harmonization for services
15. Evidence of an increase in cost effectiveness of service delivery
16. Joint training in FireSmart communities of wildfire prevention efforts
17. Other

Topic Ideas

For information and ideas on theme areas that could be the focus of a forum, see Table 1. The following documents may also be helpful:

- *1999 – 2009 Community to Community Forum Status Report.*
- *Guide to Community to Community Forums in British Columbia.*
- Final reports of recent Regional C2C Forums held throughout the province and previous province-wide C2C Forums.

Table 1: Possible Dialogue Topics

<p>Relationship Building</p> <ul style="list-style-type: none"> • Joint Council meetings • Regional representation • Protocols and agreements • Reconciliation • Dispute resolution • History and awareness • Staff communications 	<p>Economic Development</p> <ul style="list-style-type: none"> • Improving regional and local economies • Joint interests/initiatives • Community economic development 	<p>Infrastructure Planning</p> <ul style="list-style-type: none"> • Harmonization and communication • Future needs assessment • Joint development
<p>Land Use & Resources</p> <ul style="list-style-type: none"> • Land use planning/management • Sustainability planning • Access to resources • Environmental protection 	<p>Community Development</p> <ul style="list-style-type: none"> • Age- and accessibility-friendly communities • Youth engagement • Climate action • Capacity building 	<p>Service Delivery</p> <ul style="list-style-type: none"> • Harmonization of services • Cost effectiveness • Joint planning/coordination • FireSmart communities and wildfire prevention

4. Applying for C2C Funding

2014/15 Application Deadlines

Funding permitting, the Regional C2C program is administered over the course of the fiscal year (April 1 to March 31) and two calls for applications are generally announced each year – in the spring and fall.

The application deadline for the Fall intake of the 2014/15 program is Wednesday, December 17, 2014. Applicants will be notified of the status of their application by January 9, 2015. Information on subsequent application deadlines will be available on UBCM's website.

Application Requirements

The Application Form must be completed and submitted with the required attachments. This form is available on the UBCM and FNS website.

Send applications as an e-mail attachment to UBCM at lgps@ubcm.ca. All attachments should be sent as Word or PDF files and your e-mail should note "Regional C2C Forum" in the subject header.

Information on the Budget

An itemized draft budget must be submitted with the application form and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant (in cash or in-kind).

Please review the following important considerations before completing the budget and submit a budget in the same format as the sample budget below:

- An in-kind contribution is one for which no money is paid directly, such as the use of facilities.
- Travel expenses will only be paid for travel between communities, not within communities. Mileage estimates are required for vehicle travel.
- Gifts are not eligible expenditures.
- Honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the budget, please provide a description of the role(s) of the recipients of the honoraria in the forum.
- Cultural performances are not eligible expenditures.
- If the application is for more than one event, itemized budgets are required for each separate event.

Table 2: Sample Budget

Budgeted Expenditures	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (invitations, agendas, staff time, etc.)		\$750
Dinner for 75 people at \$25/person	\$1,875	
Facilitation services	\$1,000	\$500
Guest Speakers	\$250	\$400
Facilities Rental		\$800

Transportation (80 km)	\$25	
Preparation of materials – printing costs for informational materials		\$300
Final report production and printing		\$550
Contingency	\$150	
TOTAL	\$3,300.00	\$3,300.00

Budgets are approved as part of the application and any significant changes to a budget must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a new budget is submitted and approved before an event takes place.

5. Approval Process

When an application is received, UBCM staff will review it to ensure it is complete. UBCM and the First Nations Summit will then review all complete applications.

Funding permitting, once a Regional C2C Forum application is approved fifty percent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant. An Information Brochure will also be sent for distribution at the event.

6. Submitting Your Final Report

In order to receive the final payment of the grant, the Final Report Form must be completed and submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2015.

Financial summaries should be submitted in the same format as the sample summary below.

Please submit all documents as Word or PDF files and all digital photos or images as JPEG files.

Table 3: Sample Financial Summary

Expenditures	Budgeted	Actual
Event organization (invitations, agendas, staff time, etc.)	\$750	\$625
Dinner for 75 people at \$25/person	\$1,875	\$1,575
Facilitation services	\$1,500	\$1,500
Guest Speakers	\$650	\$650
Facilities Rental	\$800	\$800
Transportation (80 km)	\$25	\$55
Preparation of materials – printing costs for informational materials	\$300	\$250
Final report production and printing	\$550	\$550
Contingency	\$150	
TOTAL	\$6,600.00	\$6,005.00

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

7. Contact Information

For information on the C2C Forum program, the application or selection process, final reporting, or to submit an application or final report please contact:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
Tel: (250) 356-2947
Email: lgps@ubcm.ca

For information on the C2C Forum program or the First Nations Summit please contact:

First Nations Summit
#1200 - 100 Park Royal South
West Vancouver, BC V7T 1A2
Tel: (604) 926-9903



200 - 1627 Fort Street, Victoria BC V8R 1H8
Telephone (250) 405.5151 Fax (250) 405.5155

Toll Free via Enquiry BC in Vancouver 604.660-2421.
Elsewhere in BC 1.800.663.7867

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

December 1, 2014

File No.: 410-20

via e-mail: mintc@tc.gc.ca

The Honourable Lisa Raitt
Minister of Transport
Tower C - 330 Sparks St.
Ottawa Ontario K1A 0N5

Dear Minister Raitt:

Re: Pleasure Craft Sewage Dumping

On behalf of the Islands Trust Council, I am writing to express our opposition to proposed [amendments](#) to Section 96 of the Vessel Pollution and Dangerous Chemicals Regulations that would allow pleasure craft vessels to discharge sewage only one nautical mile from shore. I also request that Transport Canada take additional actions to reduce raw sewage dumping from vessels in the Salish Sea.

Since 2009, the Islands Trust Council has been concerned that the current Regulations allow raw sewage dumping in waters that are six nautical miles shore-to-shore. The geography of the Salish Sea, characterized by small islands and islets with narrow channels between islands, results in legal raw sewage dumping in sensitive marine habitats near shellfish beds and swimming beaches (see attached maps).

Since 1982, the Islands Trust Council has been concerned about the impacts of pleasure craft sewage. The [Islands Trust Policy Statement](#), a statutory document founded in extensive community consultation and approved by the Province of British Columbia in 1994, recommends that the federal and provincial governments develop and adopt legislation that regulates sewage discharge from shores and boats and addresses its detrimental impact on marine or coastal ecosystems (policy 3.4.8). This topic has also been a priority of the Islands Trust Council's 2011-2014 Strategic Plan.

On behalf of the Islands Trust Council I request that Transport Canada:

1. Abandon plans to allow pleasure craft to dump raw sewage closer to shores and shellfish beds.
2. Create no-discharge zones around pump-outs. Please amend the Regulations to create a three nautical mile no-discharge zone around available pump-outs. On the attached map, you can see how our proposed approach of a three nautical mile no-discharge zone around pump-outs would apply in our region. As more pump-outs are installed, fewer areas would become available for dumping.

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Preserving Island communities, culture and environment

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

3. Work with partners to develop an infrastructure funding program for vessel sewage pump-out facilities that would support sufficient pump-out stations to create contiguous large no-discharge zones in the Trust Area. The ecological sensitivity of this region, combined with the hundreds of thousands of recreational boaters in our region, creates a strong justification for priority pump-out infrastructure investment in the Salish Sea.

We have also heard numerous suggestions from community members about how the Vessel Pollution and Dangerous Chemicals Regulations could be improved:

We heard that there is a pressing need for Transport Canada to address the naming and creation of no-discharge zones (Designated Sewage Areas). Renaming Designated Sewage Areas to No-Discharge Zones would benefit public education initiatives. The current term is confusing as it implies the area is designated to permit sewage dumping. Local community groups have also expressed interest in requesting new Designated Sewage Areas but have found existing Transport Canada processes unclear and unduly onerous. By improving and streamlining the process for communities to request new Designated Sewage Areas, communities could make better use of their volunteer time and Transport Canada could benefit from community knowledge about where raw sewage dumping needs to be further restricted. Only two sites have ever been designated in our region despite the fact that in the 1990s the Islands Trust Council and Islands Trust local trust committees requested a combined total of more than 50 Designated Sewage Areas in the Islands Trust Area, and the Province of British Columbia requested twelve areas in the Islands Trust Area.

We have also heard that changes are needed to support better on-water enforcement. One suggestion we have heard is to allow enforcement agencies to issue tickets to pleasure craft operators who don't comply with sewage dumping provisions of the Regulations (e.g. installation of black water holding tank; discharge in a Designated Sewage Area). We've also heard that designing the Regulations to make them easier to enforce would be useful. We've heard that in some jurisdictions it is mandatory for vessel operators in no-discharge zones to secure their marine sanitation devices or holding tanks in a manner which prevents discharge of treated or untreated sewage. It has been suggested that it is much easier for an enforcement officer to determine compliance with this type of requirement than whether a vessel has discharged sewage under the water.

As you know, the Salish Sea is a special place and a unique part of the world. Our waters are home to some of the most productive and biologically-diverse ecosystems on earth. As islanders we depend on a clean ocean to sustain our economies, our diets, and our way of life. When pleasure craft vessels dump raw sewage in sensitive areas, it can contribute to contaminated shellfish, low oxygen levels in the water and increased chemical pollution. Each vessel has a small impact, but the cumulative impact of the hundreds of thousands of vessels in the sensitive Salish Sea must be considered.

The Islands Trust Council is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and about 10,000 non-resident property owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometres.

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The Honourable Lisa Raitt
December 1, 2014
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On behalf of the Islands Trust Council, thank you for considering our requests. Your leadership on this issue will help our communities' efforts to educate boaters about the harm caused by the release of raw sewage, pharmaceuticals and on-board chemicals into our sensitive waters.

Yours sincerely,



Peter Luckham, Vice-Chair
Islands Trust Council

Attachment:

- 1) Pleasure Craft Raw Sewage Discharge Zones in Islands Trust Area map with Transport Canada proposed 1 nautical mile buffer.
 - 2) Pleasure Craft Raw Sewage Discharge Zones in Islands Trust Area map with existing 3 nautical mile buffer and Islands Trust proposed 3 nautical mile no-discharge zones around pump-outs.
- cc. Islands Trust Area MPs: Elizabeth May, Saanich-Gulf Islands
Jean Crowder, Nanaimo-Cowichan
James Lunney, Nanaimo-Alberni
John Duncan, Vancouver Island North
John Weston, West Vancouver/Sunshine Coast
Murray Rankin, Victoria
- Honourable Leona Aglukkaq, Federal Minister of Environment
Trust Area First Nations
UBCM Environment Committee
AVICC members
Bowen Islands Municipal Council
San Juan Municipal Council
Marcia Morash, Superintendent, Gulf Islands National Park Reserve, Parks Canada
Maia Bellon, Director, Washington State Department of Ecology
Sheila Boutcher, President, Council of British Columbia Yacht Clubs
Lisa Geddes, Executive Director, BC Boating Association
Roberta Stevenson, Executive Director, BC Shellfish Growers Association
Pender Islands Trust Protection Society
Georgia Strait Alliance
T. Buck Suzuki Foundation
Saanich Inlet Protection Society
Islands Trust Council
Islands Trust website



Islands Trust

