



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, MAY 2, 2016

Call to Order and Closed Meeting

6:00 p.m.

Regular Open Meeting

7:00 p.m.

A G E N D A

CALL TO ORDER (6:00 P.M.)

1. CLOSED SESSION

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

- The acquisition, disposition or expropriation of land
- The provision of a municipal service

2. RISE AND REPORT

REGULAR MEETING (7:00 P.M.)

3. AGENDA APPROVAL

4. MINUTES

- 4.1. Minutes of the Special Meeting of Council held April 11, 2016 1
4.2. Minutes of the Regular Meeting of Council held April 18, 2016..... 2 - 7

5. DELEGATIONS

- 5.1. Madeline Tremblay, Candidate for British Columbia Ambassador, representing Ladysmith

6. PROCLAMATIONS - None

7. DEVELOPMENT APPLICATIONS

7.1. Development Variance Permit Application – Oyster Cove Road (Lovely) Strata Lot 14, District Lot 56, Oyster District, Strata Plan 20098 - 18

Staff Recommendation:

That Council:

1. Consider issuing Development Variance Permit 3090-16-01 to vary the permitted front parcel line setback for the siting of the attached garage portion of a proposed single family dwelling on Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009 (Oyster Cove Road), and authorize the Mayor and Corporate Officer to sign the Development Variance Permit.
2. Direct staff to remove notice of Development Variance Permit 3090-98-04 (EN5936) and Development Permit 3060-01-05 (ES52892) from the certificate of title of Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009 as these permits have lapsed.

8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING) – None

9. COMMITTEE REPORTS

9.1. Mayor A. Stone

Cowichan Valley Regional District; Advisory Design Panel; Ladysmith Chamber of Commerce

9.2. Councillor R. Hutchins

Heritage Revitalization Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee

9.3. Councillor C. Henderson

Community Health Advisory Committee/Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan – Affordable Housing Directorate; Youth Advisory Committee

9.4. Councillor D. Paterson

Parks, Recreation and Culture Commission; Protective Services Committee; Festival of Lights Committee

9.5. Councillor J. Friesenhan

Liquid Waste Management Committee; Parks, Recreation and Culture Commission

9.6. Councillor C. Fradin

Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association

9.7. Councillor S. Arnett

Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee

10. STAFF REPORTS

10.1. Proposed Holland Creek Local Area Plan (Presentation by the Directors of Development Services and Infrastructure Services)

10.2. Recommendations from the Machine Shop Users Advisory Group..... 19 - 21

Staff Recommendation:

That Council endorse the following recommendations from the Machine Shop Users Advisory Group (MSUAG):

1. That the MSUAG continue to function as an advisory body to Council and that the group be directed to develop a Terms of Reference for consideration at an upcoming Council meeting.
2. That Council authorize the expansion of the MSUAG to include other stakeholders such as the Stz'uminus First Nation, the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association.
3. That Council advise the MSUAG that the Town is initiating a Waterfront design charrette, including the Machine Shop site, and the visioning process for the facility will be included in that process.

11. BYLAWS

11.1. Town of Ladysmith 2015 Audited Financial Statements Bylaw 2016, No. 1910.....22

The purpose of Bylaw 1910 is to approve the Audited Financial Statements as the Town's authorized expenditures for 2015.

Staff Recommendation:

That Council adopt Bylaw 1910.

11.2. Town of Ladysmith 2016 to 2020 Financial Plan Bylaw 2016, No. 1908 23 - 27

The purpose of Bylaw 1908 is to adopt a five-year Financial Plan for the Town of Ladysmith, as required by the *Community Charter*.

Staff Recommendation:

That Council adopt Bylaw 1908.

11.3. Town of Ladysmith Tax Rates Bylaw 2016, No. 1909..... 28 - 29

The purpose of Bylaw 1909 is to set the property tax rates for 2016 in accordance with the 2016 to 2020 Financial Plan.

Staff Recommendation

That Council adopt Bylaw 1909.

12. CORRESPONDENCE None

13. NEW BUSINESS

13.1. Application for Funding from Community to Community Forum..... 30 - 34

The Community to Community Forum is the funding program that has assisted the Town and Stz'uminus First Nation to hold several joint community meetings to celebrate successes, move ahead on joint initiatives, and strengthen relationships. The program provides up to \$5,000 in matching funds to cover the expenses of hosting a community meeting; the applicants' contributions may be cash or in-kind. The application deadline for the new round of funding is May 13, 2016.

Staff Recommendation:

That Council direct staff to apply for a maximum of \$5,000 in funding from the Community to Community Forum for an event to be held with the Stz'uminus First Nation before March 31, 2017, with the remaining 50 per cent of the funding to be provided by the Town and Stz'uminus First Nation through cash and in-kind contributions.

14. UNFINISHED BUSINESS

14.1. Officers and Delegation of Authority Bylaw 2016, No. 1905 35 - 45

This item was referred from the April 18, 2016 Council Meeting.

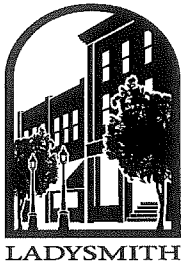
Staff Recommendation:

That Council direct staff to process "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905" as presented in the staff report from the Director of Corporate Services dated April 6, 2016.

15. 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.

ADJOURNMENT



MINUTES OF A SPECIAL MEETING OF
THE COUNCIL OF THE TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS, CITY HALL ON
MONDAY, APRIL 11, 2016
CALL TO ORDER 4:00 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone

Councillor Carol Henderson

Councillor Cal Fradin

Councillor Rob Hutchins

Councillor Joe Friesenhan

Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

ALSO PRESENT:

Gary Nason, JB Consultants Inc.

Dr. Bjorn Leiren, Stefan Fraser and Associates

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 4:00 p.m. and recognized the traditional territory of the Stz'uminus First Nation.

CLOSED MEETING

CS 2016-101

Moved and seconded:

That Council retire into closed session in order to consider the following item:

- Human Resources Matter.

Motion carried.

RISE AND REPORT

Council rose without report.

ADJOURNMENT

CS 2016-102

Moved and seconded:

That this Special Meeting of Council adjourn at 5:42 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, APRIL 18, 2016
CALL TO ORDER 5:30 P.M. FOR CLOSED SESSION
CALL TO ORDER OF REGULAR OPEN MEETING 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone
Councillor Joe Friesenhan
Councillor Duck Paterson

Councillor Steve Arnett
Councillor Carol Henderson

Councillor Cal Fradin
Councillor Rob Hutchins

STAFF PRESENT:

Ruth Malli
Erin Anderson
Joanna Winter

Sandy Bowden
John Manson

Felicity Adams
Clayton Postings

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:31 p.m. in order to retire immediately into Closed Session.

CLOSED MEETING

CS 2016-139

Moved and seconded:

That Council retire into Closed Session in order to consider the following items in accordance with section 90(1) of the *Community Charter*:

- The acquisition, disposition or expropriation of land
- The provision of a municipal service
- Human resources matters

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:22 p.m. with report on the following items:

- Council appointed Councillor Steve Arnett to represent the Town of Ladysmith on the Island Corridor Foundation Local Government Liaison Committee
- Council hired Guillermo Ferrero as City Manager for the Town of Ladysmith.

REGULAR OPEN MEETING

Mayor Stone called the Regular Open Meeting to order at 7:00 p.m. and recognized the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2016-140

Moved and seconded:

That Council approve the agenda for the Council meeting of April 18, 2016 as amended by the following addition:

12.1 Ladysmith Family and Friends Golf Tournament

Motion carried.

MINUTES

CS 2016-141

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held April 4, 2016.

Motion carried.

DELEGATIONS

Cory Vanderhorst, MNP, LLP (Town Auditor)

Erin Anderson, Director of Financial Services

C. Vanderhorst presented a summary of the audited Financial Statements for the Town of Ladysmith for 2015. He expressed his opinion that this is an unqualified or clean audit. C. Vanderhorst responded to questions from Council.

Moved and seconded:

CS 2016-142

That Council approve the 2015 Audited Financial Statements for the Town of Ladysmith.

Motion carried.

**Allen Mapstone, JRA Associates; Nicole Allen, Atana Management
Asset Management Project Progress Report**

A. Mapstone and N. Allen provided an overview of the Asset Management Project, which is analysing the Town's infrastructure and identifying priorities for replacement, upgrade or repair of the Town's infrastructure. The project is in its preliminary stages, and Council will be receiving further reports. A. Mapstone and N. Allen responded to questions from Council.

PROCLAMATIONS

Mayor Stone declared the week of May 15th to 21st, 2016 as National Public Works Week in the Town of Ladysmith, in recognition of the importance of public works services to the health, safety and comfort of our community, and of the personnel who staff public works departments.

Mayor Stone proclaimed the month of May 2016 as Child Find's Green Ribbon of Hope Month, and May 25th as National Missing Children's Day, encouraging citizens to wear a green ribbon as a symbol of hope for the recovery of all missing children and to remain vigilant in our common desire to protect and nurture the youth of our province.

**DEVELOPMENT
APPLICATIONS**

Presentation by the Director of Infrastructure Services: Development Above the Town's Current Water Pressure Zones (130 Metres Elevation) – General Development Considerations

The Director of Infrastructure Services made a presentation for the information of Council outlining concerns and options for supplying water for residential use as well as firefighting in developments that take place about the Town's current water pressure zones, or above 130 metres.

Official Community Plan Amendment / Rezoning Application – Holland Creek Development (Glencar Consultants Inc.) – Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 (Arbutus Hump)

CS 2016-143

Moved and seconded:

That Council direct staff to proceed with designating a portion of the Arbutus Hump hillside as Multi-Family Residential Land Use Designation, as shown on the Holland Creek Development Proposed Land Use Designations plan, so that the boundary between the multi-family and the park is primarily at the 155 metre contour adding approximately 1.0 ha and trail access to the proposed park area, with the following parameters:

- (a) Securing a 10 metre vegetation and tree management retention buffer through a registered covenant on the multi-family site to buffer the adjacent park site; and
- (b) Establishing view corridors in the land use policy and development permit area guidelines for the multi-family site to maintain views from the park site to Bute Island / Dunsmuir Islands and toward the Channel to the south; and
- (c) Developing land use policy and zoning regulation to permit limited single-family residential land use, as originally proposed, on the lower slope of the multi-family designation for site design flexibility; and
- (d) Including the Multi-Family area within appropriate Development Permit Area(s) including Multi-Unit and Hazard Lands; and
- (e) Including in the multi-unit zoning regulations, a maximum 10 metre building height (3 storeys) and underbuilding parking; and
- (f) Placing a “no build” covenant on the multi-family site to limit development above the 130 geodetic elevation (in meters) until such time that adequate water for fire protection is available to the satisfaction of the Town.

OPPOSED:

Councillors Fradin and Henderson.

Official Community Plan Amendment / Rezoning Application – Holland Creek Development (Glencar Consultants Inc.) – Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 (Zoning Bylaw Amendment)

CS 2016-144

Moved and seconded:

That Council:

1. Direct staff to prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw to permit the following uses on the property legally described as Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156: single dwelling residential, community care

facility, parks and recreation, nature park, and low density residential; as shown on 'Map A: Proposed Zoning Districts (Holland Creek Partners)' and as outlined in this staff report from the Director of Development Services dated April 12, 2016.

2. Direct staff to include a Holland Creek Area trails project budget of \$300,000 in the Parks Development Cost Charge Program for trail development within the subject property.
3. Direct staff to work with the applicant to prepare the required documents related to the community amenity contribution and land-use agreements, including:
 - a) Transfer of land shown in green on 'Map B: Proposed Zoning Districts (Holland Creek Partners)' to the Town;
 - b) Protection of the two Streamside Protection and Enhancement Areas (SPEA) not being transferred to the Town;
 - c) A commitment to provide a continuous fence at the rear of the single family lots that are adjacent to a Streamside Protection and Enhancement Area.
 - d) Wildfire protection guidelines and the Lewkowich Engineering Associates Ltd. geotechnical assessment; and
 - e) Preparation of the required documents to allow for the dedication of the new collector road alignment and sanitary statutory right of way as shown on Map A: Proposed Zoning Districts (Holland Creek Partners).

Motion carried.

REPORTS

CS 2016-145

Officers and Delegation of Authority Bylaw 2016, No. 1905

Moved and seconded:

That Council direct staff to process "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905" as presented in the staff report from the Director of Corporate Services dated April 6, 2016.

MOTION REFERRED

CS 2016-146

Moved and seconded:

That consideration of "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905" be referred to a future meeting of Council.

Motion carried.

BYLAWS

CS 2016-147

Town of Ladysmith 2015 Audited Financial Statements Bylaw 2016, No. 1910

Moved and seconded:

That Town of Ladysmith 2015 Audited Financial Statements Bylaw 2016, No. 1910 be read a first, second and third time.

Motion carried.

Town of Ladysmith 2016 to 2020 Financial Plan Bylaw 2016, No.

	<p>1908 <i>Moved and seconded:</i> That Town of Ladysmith 2016 to 2020 Financial Plan Bylaw 2016, No. 1908 be read a first, second and third time. <i>Motion carried.</i></p>
CS 2016-148	
	<p>Town of Ladysmith Tax Rates Bylaw 2016, No. 1909 <i>Moved and seconded:</i> That Town of Ladysmith Tax Rates Bylaw 2016, No. 1909 be read a first, second and third time. <i>Motion carried.</i></p>
CS 2016-149	
	<p>Town of Ladysmith Water Parcel Tax Bylaw 2016, No. 1906 <i>Moved and seconded:</i> That Council adopt Town of Ladysmith Water Parcel Tax Bylaw 2016, No. 1906. <i>Motion carried.</i></p>
CS 2016-150	
	<p>Town of Ladysmith Sewer Parcel Tax Bylaw 2016, No. 1907 <i>Moved and seconded:</i> That Council adopt Town of Ladysmith Sewer Parcel Tax Bylaw 2016, No. 1907. <i>Motion carried.</i></p>
CS 2016-151	
CORRESPONDENCE	<p>Rod Smith, Ladysmith Maritime Society Request to Locate Shipping Container at Machine Shop for Storage</p>
	<p><i>Moved and seconded:</i> That Council:</p> <ol style="list-style-type: none"> 1. Grant permission for the Ladysmith Maritime Society to locate a shipping container for storage in the vicinity of the Car Shop at the Machine Shop; and 2. Direct staff to work with the Ladysmith Maritime Society to secure the necessary permits and prepare the site. <p><i>Motion carried.</i></p>
CS 2016-152	
NEW BUSINESS	<p>Ladysmith Family and Friends Golf Tournament <i>Moved and seconded:</i> That Council enter a team in the Ladysmith Family and Friends Golf Tournament. <i>Motion carried.</i></p>
CS 2016-153	
UNFINISHED BUSINESS	<p>Resolution for Union of British Columbia Municipalities – Eligibility for Gaming Grants <i>Moved and seconded:</i> That Council endorse the following resolution for consideration at the 2016 Convention of the Union of British Columbia Municipalities: WHEREAS not-for-profit organizations make invaluable</p>
CS 2016-154	

contributions to communities throughout British Columbia in the form of community and social services and community recreational infrastructure, and such organizations are not eligible to apply for gaming grants to support capital projects;

AND WHEREAS British Columbia communities which do not host casinos and community gaming centres are unable to benefit from the sharing of revenues from such facilities;

NOW THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities strongly urge the Gaming Policy and Enforcement Branch through the Minister of Finance to reinstate Community Gaming Grant funding for major capital projects initiated by not-for-profit organizations.

Motion carried.

Water Filtration Plant – Grant Application

Moved and seconded:

CS 2016-155

That Council

1. Direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of a minimum of two-thirds of the cost of the Water Filtration Plant Project; and
2. Confirm the Town's commitment that up to one-third of funding for this project will come from borrowing, with the debt-servicing to be funded through the approved Water Parcel Tax.

Motion carried.

QUESTION PERIOD

Members of the public enquired about protection of the Ladysmith watershed, tax rates, the need for a water filtration plant, Ladysmith Harbour and the *Viki Lyne II*.

ADJOURNMENT

Moved and seconded:

CS 2016-156

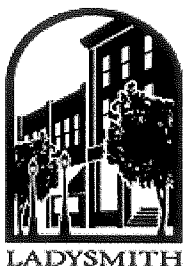
That this meeting of Council adjourn at 9:10 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: April 26, 2016
File No: 3090-16-01

RE: DEVELOPMENT VARIANCE PERMIT APPLICATION – Oyster Cove Road (Lovely)
Subject Property: Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009

RECOMMENDATION(S):

That Council consider issuing Development Variance Permit 3090-16-01 to vary the permitted front parcel line setback for the siting of the attached garage portion of a proposed single family dwelling on Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009 (Oyster Cove Road);

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

That Council direct staff to remove notice of Development Variance Permit 3090-98-04 (EN5936) and Development Permit 3060-01-05 (ES52892) from the certificate of title of Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009 as these permits have lapsed.

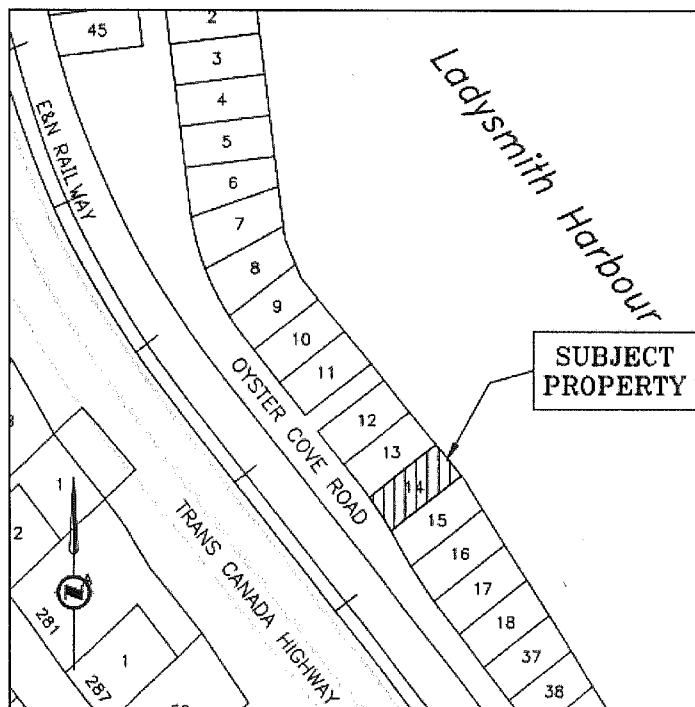
PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a development variance permit application for the front parcel line setback of the attached garage portion of a single family dwelling on strata lot 14, Oyster Cove Road.

INTRODUCTION/BACKGROUND:

The applicant, Scott Lovely, is requesting a variance for the siting of a proposed new dwelling with attached garage on Oyster Cove Road. The property is located between Oyster Cove Road and Ladysmith Harbour and currently the property is vacant.

This development variance permit application was presented to Council on April 4, 2016 to seek direction for statutory notification. At that time the applicant was requesting a variance for the front and side setback for the attached garage



portion of the dwelling. Notification was sent and delivered to the neighbours on April 15, 2016. Based on neighbourhood input the applicant has requested to revise his application such that only a variance for the front setback is being requested.

SCOPE OF WORK:

The current stage of this application is to seek Council's decision on the proposed development variance permit application. The subject property is zoned 'Oyster Cove Residential' (R-2-B).

The applicant is proposing to construct a dwelling with an attached garage on the subject property. The proposed principle building meets all requirements of the Zoning Bylaw except for one variance request for the garage portion of the building. It is proposed that the attached garage be sited 0.6 metres from the front parcel line (Oyster Cove Road), 6.0 metres is required, thus a variance of 5.4 metres is requested. If the garage was detached from the house, variances would not be required for the setback proposed.

Proposed Variance – Oyster Cove Road – Strata Lot 14

10.8(5)(c) Principle Building	Required	Proposed (for attached garage portion only)	Proposed Variance
Front Parcel Line Setback	6.0 metres	0.6 metres	5.4 metres <i>(For the garage portion of the principle building only.)</i>

ALTERNATIVES:

To not support Development Variance Permit application 3090-16-01. If the DVP as proposed is not supported, a detached garage could be sited on the same footprint.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

The *Local Government Act* enables Council to vary zoning regulations, except use and density regulations, through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith notice regarding Development Variance Permit application 3090-16-01 was delivered and sent to neighbouring properties (within 60 metres of the subject property) on April 15, 2016.

At the time of writing this report the Town received several letters of objection to the proposed two variance requests. The applicant met with several of the residents in the Oyster Cove Road neighbourhood to learn about their concerns. To address the neighbour's

concerns the applicant has revised his application such that the side setback variance for the garage is no longer being requested.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Infrastructure Services Department has no objection regarding the proposed variances. A Hazard Lands Development Permit will be required and will be presented to Council at a future meeting.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

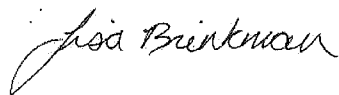
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

Council may consider approving Development Variance Permit application 3090-16-01.



Report Author: Lisa Brinkman, Senior Planner

I concur with the recommendation:



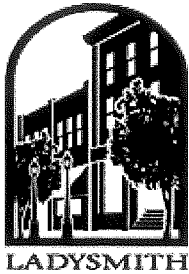
Felicity Adams, Director of Development Services



Ruth Malli, City Manager

ATTACHMENT:

Development Variance Permit 3090-16-01



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 Local Government Act)

FILE NO: 3090-16-01

DATE: May 2, 2016

Name of Owner(s) of Land (Permittee): Pagani Investments Ltd., No. BC00708451

Applicant: Scott Lovely (Lovely Ventures Inc.)

Subject Property (Civic Address): Oyster Cove Road

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009

Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1

3. Section 10.8 (5)(c) in the Oyster Cove Residential Zone (R-2-B) of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied for the subject property as follows:

From: Section 10.8(5)(c) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	SINGLE UNIT MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior Side Parcel Line</i>	1.5 metres
<i>Exterior Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	7.5 metres
<i>Natural Boundary of the Sea</i>	8.0 metres

To: Section 10.8(5)(c) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	SINGLE UNIT MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>South-East Side Parcel Line</i>	1.5 metres
<i>North-West Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	7.5 metres
<i>Natural Boundary of the Sea</i>	8.0 metres

However, the attached garage portion of the Principle Building may be located 0.6 metres from the front parcel line.

4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-16-01) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY OF 20 .

Mayor (A. Stone)

Corporate Officer (S. Bowden)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with Scott Lovely (Lovely Ventures Inc.) other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

April 18, 2016

RECEIVED
Apr 18/16

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2

Within Circulation Area

Re: NOTICE OF DEVELOPMENT VARIANCE PERMIT:
DVP 16-01 (Oyster Bay Drive)
Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009
PID: 016-664-451

We strongly object to the two variances to "Town of Ladysmith Zoning Bylaw 2014, No. 1860" proposed by Scott Lovely as outlined in the April 12, 2016 correspondence.

The "Oyster Cove" Registered Design Guidelines for Single Family Detached Housing state the following:

Residence Setback from Road	20 feet
Garage Setback from Road	2 feet
Building setbacks along North & South property lines shall total with 5 feet as a minimum on anyone side.	13 feet
Building Setback from Property Line Opposite Road	20 feet
Garage Location Either Left or Right	

Oyster Cove is a neighbourhood of medium sized homes adhering to the Registered Design Guidelines and the original intent should be retained.

Respectfully submitted,


Harold & Judith May

Ladysmith, BC

cc: Lisa Brinkman, Senior Planner
Todd MacDonald,

I, Todd MacDonald concur with the contents of this letter.

Todd MacDonald April 18/16

April 20, 2016

Within Circulation Area

RECEIVED
APR 25 2016

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2

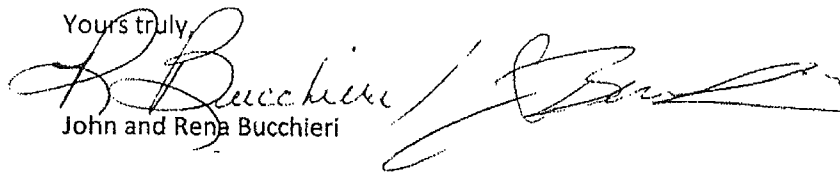
Re: NOTICE OF DEVELOPMENT VARIANCE PERMIT:
DVP 16-01 (Oyster Bay Drive)
Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009
PID: 016-664-451

We strongly object to both of the variances to the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" proposed by Scott Lovely as outlined in the April 12, 2016 correspondence.

The "Oyster Cove" Registered Design Guidelines for Single Family Detached Housing are clearly outlined and were provided to the strata lot owners at the time of purchase. All of the homes built in the Oyster Cove Development faced the same restrictions when they were being designed and constructed and all complied with the setback requirements. When purchasing our properties here in the Strata we were all aware of the building footprints of our lots and had to build in accordance with the registered design guidelines.

Oyster Cove is a neighbourhood of medium sized homes. It is imperative that the original intent of the registered design guidelines be respected and adhered to. All of the existing properties in the subdivision have complied with the guidelines thus maintaining a building continuity. We strongly believe that the application for variance should be declined and that the building plans that have been submitted for Strata lot 14 be altered to comply with the registered design guidelines for the Strata.

Yours truly,


John and Rena Bucchieri

Ladysmith, BC

RECEIVED
Apr 26/16

April 25, 2016

Outside Circulation Area

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade, P.O. Box 220
Ladysmith, B.C, V9G 1A2

Re: NOTICE OF DEVELOPMENT VARIANCE PERMIT

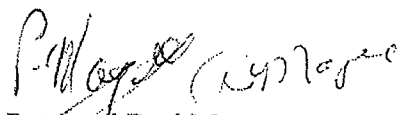
DVP 16-01 (Oyster Bay Drive)
Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009
PID: 016-664-451

We the undersigned owners of Strata Lot # 21, Oyster Cove , VIS 2009, hereby wish to advise we strongly object to the two (2) variances outlined in your letter of April 12, 2016.

As well we note that within the site plan proposed for the structure to be built on Lot # 14, that the sideline setbacks of 1.5 m, are also in variance with the Registered Guidelines for Single Family Detached Housing within the Strata Lands.

In particular the proposed south-east side parcel line setback for the garage portion of the principle building to 0.6 meters is particularly at odds with setbacks required in the referred to Registered Strata Buildings Guidelines.

Accordingly, we herewith request Town Council withhold approval to the application from Scott Lovely for the variances to "Town of Ladysmith Zoning Bylaw 2014, No.1860



Peter and Dori Magee

Ladysmith, B.C.

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade PO Box 220
Ladysmith B.C. V9G 1A2
April 21, 2016

RECEIVED
APR 25 16

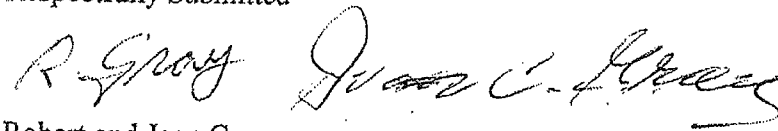
Outside Circulation Area

Re NOTICE OF DEVELOPMENT PERMIT
DVP 16-01 (Oyster Cove Road)
Strata Lot14, District Lot 56. Oyster District, Strata Plan 2009
PID: 016-664-451

My wife and I wish to go on record in objecting to the two variances to
"Town of Ladysmith Zoning Bylaw 2014, No.1860" proposed by Scott Lovely
as outlined in the April 12, 2016 correspondence.

We concur with the contents of the letter of objection submitted to your office by
Harold and Judith Moy, on April 18 2016.

Respectfully Submitted


Robert and Joan Gray,

Ladysmith B.C.
V9G 1B6

Cc Harold and Judith Moy

April 20, 2016

Outside Circulation Area

RECEIVED
APR 25 2016

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2

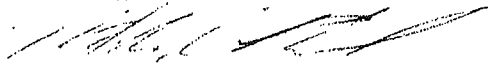
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DVP 16-01 (Oyster Bay Drive)
Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009
PID: 016-664-451

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Yours truly,



Michael Rich

Ladysmith, BC

April 26, 2016

Within Circulation Area

RECEIVED

APR 27 2016

Felicity Adams
Director of Development Services
Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2

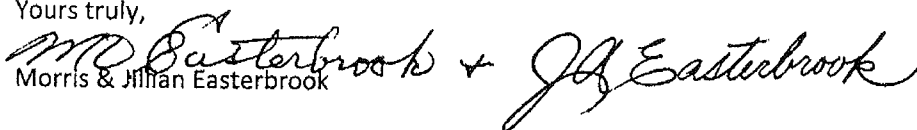
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DVP 16-01 (Oyster Bay Drive)
Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009
PID: 016-664-451

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Yours truly,


Morris & Jillian Easterbrook

Ladysmith, BC.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Clayton Postings, Director of Parks, Recreation and Culture
Date: April 25, 2016
File No:

Re: Recommendations from the Machine Shop Users Advisory Group

RECOMMENDATION(S):

That Council endorse the following recommendations from the Machine Shop Users Advisory Group (MSUAG):

1. That the MSUAG continue to function as an advisory body to Council and that the group be directed to develop a Terms of Reference for consideration at an upcoming Council meeting.
2. That Council authorize the expansion of the MSUAG to include other stakeholders such as the Stz'uminus First Nation, the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association.
3. That Council advise the MSUAG that the Town is initiating a Waterfront design charrette, including the Machine Shop site, and the visioning process for the facility will be included in that process.

PURPOSE:

The purpose of this report is to provide Council with an update regarding the MSUAG and to seek Council's authorization to proceed with initiatives which the group considers to be priorities at this time.

INTRODUCTION/BACKGROUND:

Council will recall that in late 2014 the Machine Shop Users Advisory Group was established to assist the Town with determining how to proceed with the proposed improvements to the Machine Shop site facilities. Members of the group include the Mayor, the Director of Parks, Recreation and Culture, the Director of Corporate Services, representatives of the Ladysmith Maritime Society, the Ladysmith Arts Council, and more recently the Ladysmith and District Historical Society. Currently there is no Terms of Reference for the MSUAG and it is recommended that such terms be developed in order to establish a mandate, define the membership, etc. for the committee.

The committee has been focussing on various options for maintaining the existing Machine Shop facilities in collaboration with the tenants, as well as the development of a future vision for the site. The MSUAG notes that in order to address maintenance and renovations of the facilities, we should first determine what the Council and the community envisions for the site. In other words, should the site be used for arts and cultural activities, a community theatre, commercial endeavours such as those offered at Granville Island, etc. In order to ensure the final concept is supported by the community, the MSUAG recommends initiating an inclusive visioning process which would involve the community at large. Staff recommends achieving this through the inclusion of the MSUAG in the upcoming Waterfront Area Plan Update Project Design Charrette. The Machine Shop site is included in the Waterfront Area Plan. It is also important to note that developing a clear vision based on community input for the Machine Shop site will increase the likelihood of receiving grant funding for future enhancements for the facilities.

SCOPE OF WORK:

Staff will continue to work with the advisory group regarding the Terms of Reference and the proposed visioning process upon Council's direction.

ALTERNATIVES:

Council could direct the MSUAG to continue as it is currently functioning or it could disband the group altogether.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with the staff recommendations at this time. Once the design charrette is complete and a more definitive vision for the site is identified, the MSUAG will bring this matter back to Council for further direction regarding sources of funding for any improvements recommended for the facilities.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Machine Shop site has generated much interest within the community over the years and deemed by many to be historically significant. It is important to involve the community in identifying a vision for the site to ensure its use and focus is appropriate.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

These Machine Shop issues will involve all departments at some point in the future.

RESOURCE IMPLICATIONS:

There are no additional resources required at this time. Consideration of additional resources may be required in the future.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This project aligns with the first pillar of sustainability – Complete Community Land Use.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with the strategic priority focused on partnerships to enhance a connection to the community by broadening and strengthening collaboration.

SUMMARY:

The Machine Shop Users Advisory Group was established at the end of 2014. The group has met regularly since early 2015. The group is seeking direction from Council regarding the development of a Terms of Reference, the possible expansion of the group to include representatives from other organizations, and participation in the waterfront design charrette.

I concur with the recommendation.



Ruth Malli, City Manager

BYLAW NO. 1910

TOWN OF LADYSMITH

BYLAW NO. 1908

A bylaw establishing the Financial Plan for the years 2016-2020

WHEREAS the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

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

Administration

- (1) Schedule "A" attached hereto and made part of the bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending the 31st of December, 2020.
- (2) Schedule "B" attached hereto and made part of the bylaw is hereby adopted and shall be the statement of objectives and policies for the Town of Ladysmith for the five years ending the 31st of December 2020.

Repeal

- (3) The "Town of Ladysmith Financial Plan Bylaw 2015, No. 1878" is hereby repealed.

Citation

- (4) This bylaw may be cited for all purposes as: "*Town of Ladysmith Financial Plan Bylaw 2016, No. 1908*".

READ A FIRST TIME on the 18th day of April, 2016

READ A SECOND TIME on the 18th day of April, 2016

READ A THIRD TIME on the 18th day of April, 2016

ADOPTED on the day of , 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Schedule 'A' of Bylaw 1908

2016 – 2020 Financial Plan

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
REVENUES:					
Revenue From Property Tax Values	7,685,704	8,252,595	8,530,815	9,009,278	9,349,009
Revenue From Grants In Lieu	162,379	163,745	165,126	165,681	169,049
Revenue From Parcel Taxes	1,778,053	2,082,394	2,380,332	2,680,164	2,981,897
Revenue From Fees & Charges	3,487,239	3,575,719	3,706,676	3,639,845	3,677,131
Revenue From Other Sources	12,562,040	1,203,556	863,491	2,639,616	1,843,816
	25,675,415	15,278,009	15,646,440	18,134,584	18,020,902
EXPENSES:					
General Operating Expense	9,327,314	9,493,597	9,719,565	9,885,193	10,104,939
Sanitary Sewer Operating Expenses	880,701	984,600	1,059,293	1,080,479	1,044,866
Water Operating Expenses	664,557	672,878	971,334	978,624	998,225
Interest Payments	685,833	831,688	834,705	837,783	840,921
Amortization	2,485,372	2,526,469	2,567,980	2,610,322	2,653,511
Annual Surplus/Deficit	11,631,638	768,777	493,563	2,742,183	2,378,440
Add back:					
Amortization	2,485,372	2,526,469	2,567,980	2,610,322	2,653,511
Capital Expenditures					
General Capital	3,014,897	1,266,533	1,269,564	10,296,756	1,060,000
Sanitary Sewer Capital	6,801,408	960,000	360,000	360,000	360,000
Water Capital	14,643,605	602,000	5,475,000	4,040,000	2,200,000
Proceeds from New Debt	(7,635,000)	0	(4,389,875)	(10,867,556)	(1,000,000)
Principal Payments	793,650	902,224	904,987	907,804	655,630
Transfers from DCC's & Reserves	(743,500)	(441,920)	(835,125)	(298,400)	(60,000)
Transfer to/from Own Funds	(2,758,050)	6,409	276,992	913,901	1,816,321
Financial Plan Balance	-	-	-	-	-

Schedule 'B' of Bylaw No. 1908

**Town of Ladysmith 2016 – 2020 Financial Plan
Statement of Objectives and Policies**

In accordance with Section 165(3.1) of the Community Charter, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2016. Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services - these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- The Town will increase the proportion of revenue that is received from user fees and charges until the fees and charges more closely meet the costs incurred to provide the services.

Policies

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Water and Sanitary Sewer Rates will be reviewed to ensure that appropriate user fees are charged, rather than taxation, to lessen the burden on its limited property tax base.
- Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.
- Pursuant to Council's direction, the Town will build a reserve to fund major capital projects. This is done by transferring a minimum of 10% prior year's municipal tax levy to General Capital projects as well as setting aside a further 5% for asset replacement.

Table 1: Sources of Revenue

<u>Revenue Source</u>	<u>2016</u>	<u>% total</u>
Property Taxes	7,685,704	20.44%
Grants in Lieu	162,379	0.43%
Parcel Taxes	1,778,053	4.73%
User fees & Charges	3,487,239	9.27%
Other Sources	243,500	0.65%
Borrowing	7,635,000	20.30%
Government Grants	12,318,540	32.76%
DCCs & Reserves	743,500	1.98%
Own Funds	3,552,383	9.44%

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- The amount of taxes to be collected from each of the classes will be reviewed each year.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- The amount of taxation to come from Class 4 Major Industry will remain at \$970,952.
- The increase to Class 6 Business/Other will be half of the increase to Class 1 Residential after non-market change.
- Continue to maintain and encourage economic development initiatives designed to attract more light industry, retail and commercial businesses to invest in the community. Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of 2016 Property Tax Rates

Property Class	2016 % of Total Property Taxation
Residential (1)	72.07%
Utilities (2)	0.41%
Supportive Housing (3)	0.00%
Major Industry (4)	12.08%
Light Industry (5)	0.80%
Business and Other (6)	14.35%
Managed Forest Land (7)	0.00%
Recreation/Non-profit (8)	0.28%
Farmland (9)	0.01%
Total	100%

Permissive Tax Exemptions

The Town provides permissive tax exemptions. The Permissive Tax Exemption Bylaw 2015, No. 1890, adopted on October 13, 2015, contains a list of property exempt from taxation for 2016. Some of the eligibility criteria for permissive tax exemptions include the following:

- The tax exemption must demonstrate benefit to the community and residents of the Town by enhancing the quality of life (economically, socially and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Town.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Town; (b) the potential demands for Town services or infrastructure arising from the property; and (c) the amount of revenue that the Town will lose if the exemption is granted.

Objective

- The Town will continue to provide permissive tax exemptions to some non-profit societies. The Town has also expanded its offering of permissive tax exemptions to include revitalization tax exemptions. It also intends to offer permissive tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

Policies

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.

- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.
- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.

Table 3: Utilization of Reserves, Development Cost Charges and Surplus for 2016

Source	% of Total	Dollar Value
Development Cost Charges - Roads	4%	168,000
Gas Tax Funds	13%	575,500
Surplus	83%	3,552,383
Total		\$4,295,883

TOWN OF LADYSMITH

BYLAW NO. 1909

A bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2016.

WHEREAS the Council of the Town of Ladysmith shall, pursuant to the *Community Charter*, in each year, adopt a bylaw to impose rates on taxable land and improvements according to their assessed value to provide the money required for purposes specified in the Charter;

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

Administration

1. The tax rates for the year 2016 shown on Schedule "A", attached to and forming part of this Bylaw, shall be imposed on the assessed value of all the land and improvements within the Town of Ladysmith for the following purposes of:
 - (a) The Town of Ladysmith General Municipal Purposes – Column 'A';
 - (b) The Cowichan Valley Regional District – Column 'B';
 - (c) The Cowichan Valley Regional District Hospital – Column 'C'.

Citation

2. This bylaw may be cited as the "Town of Ladysmith Tax Rates Bylaw 2016, No. 1909".

READ A FIRST TIME on the 18th day of April, 2016

READ A SECOND TIME on the 18th day of April, 2016

READ A THIRD TIME on the 18th day of April, 2016

ADOPTED on the day of , 2016

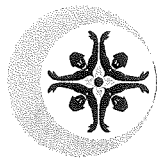
Mayor (A. Stone)

Corporate Officer (S. Bowden)

**Town of Ladysmith Tax Rates Bylaw 2016, No.1909
Schedule "A"**

Tax Rates (Dollars of Tax per \$1,000 Net Taxable Value)

PROPERTY CLASS		<u>'A'</u> Municipal	<u>'B'</u> Cowichan Valley Regional District	<u>'C'</u> Cowichan Valley Regional Hospital District
1	Residential	5.4935	0.8611	0.5820
2	Utilities	36.9289	3.0139	2.0370
3	Supportive Housing	5.4935	0.8611	0.5820
4	Major Industry	104.8125	2.9277	1.9787
5	Light Industry	18.5725	2.9277	1.9787
6	Business/Other	14.7718	2.1097	1.4259
7	Managed Forest	39.7959	2.5833	1.7460
8	Rec Non Profit	3.3956	0.8611	0.5820
9	Farm	33.3357	0.8611	0.5820



Regional Community to Community Forum Program

E-mail: lgps@ubcm.ca

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

2016/17 (Spring) Program & Application Guide

1. Introduction

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.

For most years, from 1999 to 2014/15, the provincial Ministry of Community, Sport & Cultural Development and Indigenous & Northern Affairs Canada provided funding for the C2C program. The provincial government has continued to fund the program in 2015/16 and 2016/17.

Since 1999, more than 525 C2C Forums have been held in communities across the province.

Regional C2C Forum Grant Program

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

To qualify for funding, C2C Forums must include direct dialogue between elected officials of neighbouring First Nations and local governments and 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. 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 apply or participate.

3. Eligible Events & Activities

In order to qualify for funding:

- Events must include direct participation by elected officials from both First Nation(s) and local government(s)
- The date of the event(s) must be set and provided to UBCM
- Willingness of the elected officials of the partnering community to participate in the event must be confirmed and provided in writing to UBCM
- 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 between May 14, 2016 and March 31, 2017

Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics and outcomes. The following documents may also be helpful:

- *1999 – 2009 Community to Community Forum Status Report*
- *Guide to Community to Community Forums in British Columbia*

Table 1: Dialogue Topics & Outcomes

Relationship Building <ul style="list-style-type: none"> • Protocols and agreements • Joint Council meetings • Reconciliation • Dispute resolution • History and awareness • Staff communication tools and processes 	Economic Development <ul style="list-style-type: none"> • Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans 	Infrastructure Planning <ul style="list-style-type: none"> • Agreements for harmonization and communication • Needs assessments • Joint development of infrastructure
Land Use & Resources <ul style="list-style-type: none"> • Joint land use plans or policies • Joint sustainability plans • Agreements for access to resources • Joint environmental protection plans or policies 	Community Development <ul style="list-style-type: none"> • Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action • Joint capacity building 	Service Delivery <ul style="list-style-type: none"> • Agreements for harmonization of services • Joint planning/ coordination • Joint training for FireSmart communities, wildfire prevention and emergency management

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.

4. Grant Maximum

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 contributions.

5. Application Requirements & Process

2016/17 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 spring intake of the 2016/17 program is Friday, May 13, 2016. Applicants will be notified of the status of their application by June 3, 2016. Information on subsequent application deadlines will be available on UBCM's website.

Required Application Contents

- Completed and signed Application Form
- Event budget(s). See below for more information.
- Confirmation of partners. *Written confirmations can be submitted after the application, but are needed in order for grant approval and before funding will be advanced.*

Information on the Event Budget

An itemized draft budget must be submitted with the application 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 points and submit an event budget in the same format as the sample 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 and calculations are required for vehicle travel.
- Gifts and cultural performances are not eligible expenditures
- Honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the event budget, please provide a description of the role(s) of the honoraria recipient(s) in the forum.
- If the application is for more than one event, budgets are required for each separate event

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

Table 2: Sample Event Budget

Budgeted Expenditures	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (e.g. invitations, agendas, staff time)		\$750
Dinner for 75 people at \$25/person	\$1,875	
Facilitation services	\$1,000	\$500
Guest Speakers	\$250	\$400
Facilities Rental		\$800
Transportation (50 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

Review of Applications

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 per cent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant.

6. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only. When collaborative projects are undertaken with community partners, the eligible applicant remains the primary organization responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

7. Final Report Requirements

In order to receive the final payment of the grant, the Final Report Form must be submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2017.

Required & Optional Final Report Contents

Required attachments:

- Completed and signed Final Report Form
- Financial summary. *See below for more information.*
- Attendance list

Optional attachments:

- Agenda, session summaries or minutes and other documents/presentations (if available)
- Available photos, media releases and press coverage and other public communications
- Any other relevant background information (e.g. planning process, context, goals)

Information on the Financial Summary

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

Table 3: Sample Financial Summary

Expenditures	Budgeted	Actual
Event organization (invitations, agendas, staff time, etc.)	\$750	\$625
Dinner for 63 people at \$25/person	\$1,875	\$1,575
Facilitation services	\$1,500	\$1,500
Guest Speakers	\$650	\$650
Facilities Rental	\$800	\$800
Transportation (110 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.

8. Submitting Application, Final Reports & Contact Information

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

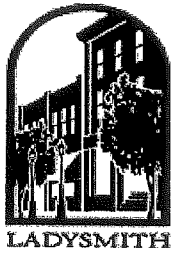
Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

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
Email: cbraker@fns.bc.ca



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: April 6, 2016
File No:

Re: OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, NO. 1905

RECOMMENDATION:

That Council direct staff to process the "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905" as presented.

PURPOSE:

The purpose of this staff report is to provide an overview of the draft "Town of Ladysmith Officers and Delegation of Authority Bylaw No. 1905, 2016" and to provide Council with an opportunity to comment on the bylaw.

INTRODUCTION/BACKGROUND:

Sec. 146 of the *Community Charter* states that "A council

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [corporate officer] and 149 [financial officer],
- (b) may, by bylaw, establish other officer positions, and
- (c) may assign powers, duties and functions to its officer positions."

Staff has prepared the attached draft "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905" for Council's consideration. This bylaw replaces "Delegation Bylaw 2007, No. 1614" and all amendments thereto.

In summary, this bylaw identifies the statutory positions of Corporate Officer and Financial Officer as officers of the Town. It also specifies that the Chief Administrative Officer is an officer of the Town. Further, it articulates the specific authorities delegated to officers as well as department directors in accordance with the current Delegation Bylaw No. 1614 and provincial legislation. The following authorities have been added to the authorities already delegated to specific positions in the current Delegation Bylaw No. 1614:

Chief Administrative Officer

Section 11 outlines the duties, powers and functions of the Chief Administrative Officer as follows:

- a) fulfilling the powers, duties and functions applicable to the Chief Administrative Officer described in Section 147 of the Community Charter;
- b) selecting and appointing the Statutory Officers and other Department Directors of the Town;
- c) determining the compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
- d) appointing, promoting, disciplining, and suspending any employee of the Town, and terminating any employee of the Town other than Statutory Officers, subject to any contract of employment or collective agreement in force;
- e) subject to Council approval, negotiating all collective agreements;
- f) implementing all Council approved policies and directives;
- g) preparing and submitting such reports and recommendations as may be required by Council;
- h) retaining legal counsel on behalf of the Town;
- i) assigning additional responsibilities to a Statutory Officer, including acting on behalf of another officer Statutory Officer in his or her absence; and
- j) designating an acting Chief Administrative Officer to act in his or her absence.

Director of Corporate Services

Included in the proposed bylaw are a number of optional powers under Section 13 (in particular [d] through [i]) in relation to land that Council may wish to delegate to the Director of Corporate Services in the interest of streamlining its processes. These include the power to accept, amend, execute and discharge restrictive covenants under Section 56 of the Community Charter or Section 219 of the Land Title Act, the power to acquire statutory rights of way or easements and amend or discharge statutory rights of way or easements.

Director of Financial Services

Section 15 includes the authority to provide discounts or reimburse fees and charges up to a maximum of \$1,000 to ensure compliance with the provisions of the Community Charter. In particular, under Section 194, Council's power to discount or refund fees must be established by bylaw. Accordingly, Section 15 authorizes the Director of Financial Services to administer the system of discounts and refunds of fees established by Council bylaw.

Director of Parks, Recreation and Culture

Section 17 incorporates the authority to administer any system of discount, interest, penalty, payment, and refund of fees associated with any parks or recreation facility or program, pursuant to the "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884" and in accordance with applicable policies established from time to time by Council.

Director of Infrastructure Services/Approving Officer

Section 18 clarifies that approval of the location, designation and control of on-street parking and loading areas must be done in accordance with the Streets and Traffic Bylaw No. 1309.

Section 20 delegates the authority to approve the subdivision of land into parcels, including panhandle parcels, that do not have a minimum highway frontage greater than a) 10% of the perimeter of the parcel that fronts the highway; and b) the minimum highway frontage required by the Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834 to the Approving Officer.

Delegation of Purchasing Authority

Section 21 delegates the power, duty and function to authorize the execution of contracts and purchases on behalf of the Town to the Department Director for which the goods and services are to be provided as approved in the Financial Plan. Section 20 recognizes the New West Trade Partnership Agreement, and any other enactments that impact procurement powers. Schedule B of the bylaw incorporates the approvals required for the various procurement levels as stipulated in the Town's Purchasing Policy.

SCOPE OF WORK:

Once Council's direction is provided staff will proceed with processing the bylaw as appropriate.

ALTERNATIVES:

Council could direct staff to amend the proposed bylaw or Council could direct staff to not proceed with the bylaw.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

As noted in the introduction, the Community Charter requires a local government to establish statutory officer positions by bylaw. This bylaw brings the Town into compliance with this requirement. The draft bylaw has been reviewed by the Town's solicitor.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This initiative clarifies authorities delegated to various senior management positions and officer positions and involves all departments.

RESOURCE IMPLICATIONS:

No additional resources are required for this initiative.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

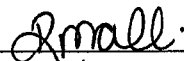
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative clarifies various roles and responsibilities of senior management positions and associated delegated authorities and therefore supports all strategic priorities.

SUMMARY:

The Community Charter requires that Council establish statutory officer positions by bylaw. Delegation Bylaw No. 1614 requires updating. Staff requests Council's consideration of "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905".

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Draft "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905"

TOWN OF LADYSMITH

BYLAW NO. 1905

A bylaw to provide for the appointment of Officers for the Town of Ladysmith and to prescribe the powers, duties and responsibilities of such officers including the delegation of authority.

WHEREAS Council must, by bylaw, establish officers' positions having responsibility under the *Community Charter*, SBC 2006 c. 26;

AND WHEREAS Council may, by bylaw, delegate certain powers, duties and functions to its officers and employees;

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

Citation

1. This bylaw may be cited for all purposes as the "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905".

Definitions

2. In this bylaw:

"Approving Officer"	Has the same meaning as "Approving Officer" in the Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834;
"Bylaw"	Means this Ladysmith Officers and Delegation of Authority Bylaw 2016, No. xxxx;
"Department Director"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Department Manager"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Emergency"	Means a situation which may endanger the health and/or safety of any Town employee, member of the public or Town asset, as declared by Council;
"Employee"	Means a person employed by the Town of Ladysmith other than a Statutory Officer;
"Financial Plan"	Has the same meaning as "financial plan" as defined in the <i>Community Charter</i> ;
"Panhandle Parcel"	Has the same meaning as "Panhandle Parcel" in the Town of Ladysmith Subdivision and Development Bylaw 2013, No. 1834;
"Special Event"	Means any organized event or gathering taking place on Town-owned property for a limited or fixed duration;
"Special Occasion License"	Means a special occasion license issued pursuant to the <i>Liquor Control and Licensing Act</i> , RSBC 1996, c. 267;
"Statutory Officer"	Means a person appointed under Section 146 of the <i>Community Charter</i> ;
"Town"	Means the Town of Ladysmith;
"Zoning Bylaw"	Means the "Town of Ladysmith Zoning Bylaw 2014, No. 1860".

Establishment of Statutory Officer Positions

3. The person holding the position of Chief Administrative Officer is established as a Statutory Officer of the Town.
4. The person holding the position of Director of Corporate Services is established as a Statutory Officer of the Town.
5. The person holding the position of Director of Financial Services is established as a Statutory Officer of the Town.
6. Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions.
7. The selection and appointment of the Chief Administrative Officer shall be made by Council.
8. The selection and appointment of all Department Directors is delegated to the Chief Administrative Officer.
9. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of less than one month is delegated to the Chief Administrative Officer.
10. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of greater than one month shall be made by Council.

Power and Duties of the Chief Administrative Officer

11. The Chief Administrative Officer has the following duties, powers and functions:
 - a. fulfilling the powers, duties and functions applicable to the Chief Administrative Officer described in Section 147 of the *Community Charter*;
 - b. selecting and appointing the Statutory Officers and other Department Directors of the Town;
 - c. determining the compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
 - d. appointing, promoting, disciplining, and suspending any employee of the Town, and terminating any employee of the Town other than Statutory Officers, subject to any contract of employment or collective agreement in force;
 - e. subject to Council approval, negotiating all collective agreements;
 - f. implementing all Council approved policies and directives;
 - g. preparing and submitting such reports and recommendations as may be required by Council;
 - h. retaining legal counsel on behalf of the Town;
 - i. assigning additional responsibilities to a Statutory Officer, including acting on behalf of another Statutory Officer in his or her absence; and
 - j. designating an acting Chief Administrative Officer to act in his or her absence, pursuant to section 9 hereof.

Powers and Duties of the Director of Corporate Services

12. The Director of Corporate Services has the powers, duties and functions described in Section 148 of the *Community Charter* and other provisions applicable to the Corporate Officer in the *Community Charter* or any other enactments.
13. Council hereby delegates to the Director of Corporate Services the following powers, duties and functions:
 - a. approving applications for temporary private uses of municipal streets, including, but not limited to, parades, walk-a-thons, fundraisers and races;
 - b. entering into leases of two years or less and the ability to set rental rates and conditions associated with these leases;
 - c. approving the location and use of fireworks in accordance with Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970 and in consultation with the Fire Chief;

- d. the power to accept a restrictive covenant or amendment to a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
- e. the power to execute on behalf of the Town a discharge of a restrictive covenant referred to in subsection (d) which is no longer required or is to be replaced;
- f. the power to acquire a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the Town in connection with the operation of a sewer, water or drainage works, or for other purposes, such as trails or pedestrian or vehicular access;
- g. the power to execute a discharge of a statutory right of way or easement referred to in subsection (f) which is no longer required by the Town or is to be replaced;
- h. the power to enter into a lease or license of real property or a renewal or amendment of a lease or license of real property necessary or convenient for the operation and maintenance of the works or activities of the Town;
- i. despite subsection (h), the delegation of authority under subsection (h) does not include a lease or license of real property having a term, including all extensions or rights of renewal, greater than 2 years.

Powers and Duties of the Director of Financial Services

- 14. The Director of Financial Services has powers, duties and function applicable to the Financial Officer in accordance with Section 149 of the *Community Charter* and other provisions applicable to the Financial Officer in the *Community Charter* or any other enactments.
- 15. The Director of Financial Services is authorized to administer any system of discount, interest, penalty, payment and refund of fees established by bylaw.

Powers and Duties of the Director of Parks, Recreation and Culture

- 16. Council hereby delegates to the Director of Parks, Recreation and Culture the following powers, duties and functions:
 - a. approving Special Events on land reserved, dedicated, or held for park purposes, where such use is consistent with the Zoning Bylaw and any restrictions on title;
 - b. approving Special Occasion Licences pertaining to the aforementioned Special Events obtained in accordance with the *Liquor Control and Licensing Act*, RSBC 1996, c. 26.
- 17. The Director of Parks, Recreation and Culture is hereby authorized to administer any system of discount, interest, penalty, payment, and refund of fees associated with any parks or recreation facility or program, pursuant to the Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884 in accordance with applicable policies established from time to time by Council.

Powers and Duties of the Director of Infrastructure Services

- 18. Council hereby delegates to the Director of Infrastructure Services the powers, duties and functions with respect to approving the location, designation and control of on-street parking and loading areas, in accordance with the conditions specified in Streets and Traffic Bylaw No. 1309.

Powers and Duties of the Director of Development Services

- 19. Council hereby delegates to the Director of Development Services the powers, duties and functions to issue development permits for signage and façade improvements, and issue amendments to development permits.

Powers and Duties of Approving Officer

- 20. Council hereby delegates to the Approving Officer the powers, duties, and functions under section 512(2) of the *Local Government Act* to approve the subdivision of land into parcels, including Panhandle Parcels, that do not have a minimum highway frontage greater than:
 - a. 10% of the perimeter of the parcel that fronts the highway; and
 - b. the minimum highway frontage required by the Town of Ladysmith Subdivision and Development Servicing Bylaw 13, No. 1834.

Delegation of Purchasing Authority

21. Council hereby delegates all of the powers, duties and functions of Council to authorize the execution of contracts and purchases of goods and services on behalf of the Town to the Department Director for the department for which the goods and services are to be provided, as approved in the Financial Plan, and subject to the monetary limits set out in Schedule 'B', and the Town's Purchasing Policy as adopted by Council and amended from time to time, and any applicable enactments or the New West Trade Partnership Agreement.

Delegation to Persons Holding Position

22. Where this Bylaw delegates a power, duty or function to a Statutory Officer or other Department Director, the delegation of the power, duty or function is to the person who holds the position and to any person who is the deputy of that person, or other person appointed to act in the place of that person.

No Delegation by a Delegate

23. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.

Reconsideration by Council

24. A decision of a delegate may be reconsidered by Council on submission of a written request for reconsideration to the Director of Corporate Services, within thirty days after the decision is delivered to or made available to the applicant.
25. The request for reconsideration must include the following:
- a. the applicant's address for receiving correspondence related to the request for reconsideration;
 - b. a copy of the written decision;
 - c. reasons why the applicant wishes the decision to be reconsidered by Council;
 - d. the decision which the applicant requests be made by Council;
 - e. reasons in support of the decision requested from Council; and
 - f. a copy of any documents which support the applicant's request for reconsideration by Council.
26. At the reconsideration of a decision, the applicant is entitled to be heard by Council in person or by a representative.
27. The Council may, following completion of its reconsideration, do one or more of the following:
- a. confirm all or part of the delegate's decision;
 - b. set aside all or part of the delegate's decision;
 - c. amend the delegate's decision or make a new decision.
28. The Council may adjourn a reconsideration under this section.

Notice of Reconsideration

29. The Director of Corporate Services must, upon receiving an application for reconsideration:
- a. place the request for reconsideration on the agenda for a regular meeting of Council to be held at least two weeks after the date on which the request for reconsideration is delivered to the Director of Corporate Services;
 - b. notify the applicant of the date for reconsideration by regular mail sent to the applicant's address provided under Section 25.

Repeal

30. Delegation Bylaw 2007, No. 1614 and any and all amendments are hereby repealed.

READ A FIRST TIME on the	day of	, 2016
READ A SECOND TIME on the	day of	, 2016
READ A THIRD TIME on the	day of	, 2016
ADOPTED on the	day of	, 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Referred from a Previous Meeting

TOWN OF LADYSMITH

OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905

Schedule 'A'

In this Bylaw:

"Department Director"

Includes the following positions:

Director of Corporate Services
Director of Financial Services
Director of Development Services
Director of Infrastructure Services
Director of Parks, Recreation and Culture

"Department Manager"

Includes the following positions:

Manager of Administration
Manager of Public Works
Manager of Accounting Services
Manager of Human Resources

TOWN OF LADYSMITH**OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905****Schedule 'B'**

This schedule refers to the approvals required for various procurement levels. Other than in emergencies, budget approval is required before procurement begins.

Value of Purchase or Contract	Commitment Authority
Less than \$2,999.99	Employees designated by Department Directors.
\$3,000.00 to \$9,999.99	Department Managers.
\$10,000.00 to \$24,999.99	Department Directors.
\$25,000.00 to \$249,999.99	Approval of the Chief Administrative Officer together with the Approval of the Director of Financial Services.
Greater than \$250,000.00	Recommendation to award to be approved by Town Council.