



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, JANUARY 5, 2015
7:00 p.m.

A G E N D A

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Regular Meeting of Council held November 17, 20141 - 5
- 2.2. Minutes of the Regular Meeting of Council held December 15, 20146 - 9

3. DELEGATIONS – None

4. PROCLAMATIONS – None

5. DEVELOPMENT APPLICATIONS – None

6. BYLAWS – OCP / ZONING – None

7. COMMITTEE REPORTS

7.1. Mayor A. Stone

Cowichan Valley Regional District; Advisory Design Panel; Heritage Revitalization Advisory Commission; Stocking Lake Advisory Committee; Community Health Advisory Committee/Interagency Group

7.2. Councillor S. Arnett

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

7.3. Councillor C. Fradin

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

7.4. Councillor J. Friesenhan

Liquid Waste Management Committee; Parks, Recreation and Culture Commission

7.5. Councillor C. Henderson

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

7.6. Councillor R. Hutchins

Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee; Chamber of Commerce

7.7. Councillor D. Paterson

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

8. STAFF REPORTS

8.1. Schedule for 2015 to 2019 Financial Plan Deliberations 10 - 11

Staff Recommendation:

That Council reserve the following dates for deliberation of the 2015 to 2019 Financial Plan:

- January 19, 2015: Confirmation of Financial Plan Policy and Objectives
- March 2, 2015: Presentation of the preliminary 2015-2019 Financial Plan
- March 16, 2015: Determination of the Grants-In-Aid funding
- March 30, 2015: Ongoing Financial Plan discussions (Special Meeting)
- April 20, 2015: Finalize 2015-2019 Financial Plan. Presentation of the 2014 Audited Financial Statements
- May 4, 2015: First three readings of:
 - 2015-2019 Financial Plan Bylaw
 - 2015 Property Taxation Bylaw
 - 2015 Water Parcel Tax Bylaw
 - 2015 Sewer Parcel Tax Bylaw
- May 11, 2015: Special Meeting to adopt the Financial Plan Bylaw, Property Tax Bylaw, Water Parcel Tax Bylaw and Sewer Parcel Tax Bylaw

8.2. Town of Ladysmith Board of Variance 12 - 14

Staff Recommendation:

That Council:

- a) Direct staff to advertise for three individuals to serve on the Town of Ladysmith Board of Variance and that the advertisement include reference to the following expertise/experience for potential appointees:
 - Urban planning
 - Architecture

- Landscape architecture
 - Building design and construction
 - Professional engineering
 - Law
- b) Proceed with first three readings of Board of Variance Bylaw No. 1671, which appears under the Bylaws section of tonight's Council agenda.

9. BYLAWS

- 9.1. **Town of Ladysmith Board of Variance Bylaw 2015, No. 1671 15 - 20**
May be read a first, second and third time.

The purpose of Bylaw 1671 is to repeal the previous Board of Variance bylaw adopt a new one in accordance with the *Local Government Act*.

10. CORRESPONDENCE

- 10.1. **Karen Dearlove, Heritage BC**
Approval of Funding Contribution for Transfer Beach Interpretive History
Pictorial Project..... 21 - 26

Staff Recommendation

That Council:

- a) Accept the grant contribution of \$4,000 from the Heritage Legacy Fund for the development and installation of a permanent interpretive display of the industrial and recreational history of Transfer Beach;
- b) Authorize the Mayor and Corporate Officer to sign the Contribution Agreement; and
- c) Amend the Financial Plan accordingly.

- 10.2. **Joe Barry, Cowichan Valley Regional District**
CVRD Bylaw No. 3882 – Transit Service Amendment Bylaw, 2014 27 - 31

Please note that the impact on the Ladysmith taxpayer as a result of the proposed change in the transit service funding formula to an assessment-based formula is a **decrease** of 0.54 per cent spread over three years.

Staff Recommendation

That the Town of Ladysmith consents to the adoption of CVRD Bylaw No. 3882 – Transit Service Amendment Bylaw, 2014.

- 10.3. **F. Joe Burnett**
Town of Ladysmith Representation on Nanaimo Airport Commission32

Staff Recommendation:

That Council:

- a) Accept with regret the notice from F. Joe Burnet that he does not intend to seek another term as Town of Ladysmith representative on

the Nanaimo Airport Commission, and thank him for his service over the past three years; and

- b) Direct staff to advertise for candidates to represent the Town of Ladysmith on the Nanaimo Airport Commission.

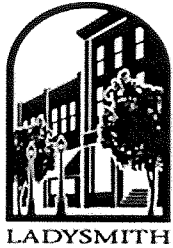
11. NEW BUSINESS

12. UNFINISHED BUSINESS

13. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

14. ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, NOVEMBER 17, 2014
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 7:00 P.M.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Bill Drysdale
Councillor Glenda Patterson

Councillor Steve Arnett
Councillor Gord Horth

Councillor Jillian Dashwood
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Erin Anderson
Joanna Winter

Sandy Bowden
John Manson

Felicity Adams
Clayton Postings

CALL TO ORDER

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

AGENDA APPROVAL

CS 2014-373

Moved and seconded:

That the agenda for the Regular Council Meeting of November 17, 2014 be approved as amended by the following additions:

10.1 Update on Nanaimo Airport

10.2 Proposed resolution to Association of Vancouver Island Municipalities

10.3 Recognition

10.4 Recognition of 'Day of the Child', November 20, 2014

Motion carried.

MINUTES

CS 2014-374

Moved and seconded:

That the minutes of the Regular Meeting of Council held Monday, November 3, 2014 be approved.

Motion carried.

**DEVELOPMENT
APPLICATIONS**

CS 2014-375

Moved and seconded:

That Council issue a Development Variance Permit to permit the siting of one accessory structure, with a finished floor area less than 16m², to be located no less than 0 metres to the exterior side parcel line and 0 metres to the rear parcel line, at Lot 2, District Lot 96, Oyster District, Plan VIP57370 (920 Malone Road).
Motion carried.

REPORTS

Results of the November 15, 2014 Local Elections

Moved and seconded:

CS 2014-376

That Council receive the Report on the results of the November 15, 2014 local elections from the Chief Election Officer.

Motion carried.

Provincial Site Profile Contaminated Sites Screening System

Moved and seconded:

CS 2014-377

1. That Council receive the staff report on the Provincial Site Profile Contaminated Sites Screening System, and provide the following input to the Ministry of Environment discussion paper on the site profile process.
 - Any role for local government should remain as administrative
 - Changes to the legislation should simplify and clarify the process
 - Requirements and triggers should consider the cost of investigation and the value of the property
 - The impact of using a CSAP approved professional or other professional is unclear to land developers and property owners
 - Fees are high for achieving a legal instrument
 - There is a perception that opted-out communities are more streamlined and more supportive of economic development creating potential friction between property owners, professionals and local government
 - Brownfield Renewal Program funding should be re-established
2. That Council await the outcome of the review of the Provincial Site Profile Process before further considering the Town's participation in the site profile system.
3. That Council direct staff to bring forward a brownfield renewal economic revitalization tax exemption program for site investigations that lead to receipt of a Ministry of Environment legal instrument, (e.g. letter of determination, certificate of compliance).

Motion carried.

Owner Occupancy Alternatives

Moved and seconded:

CS 2014-378

That Council refer the development of a Standards of Maintenance Bylaw for rental units and residential properties subject to a tenancy agreement to the 2015 Financial Plan discussions.

Motion carried.

Machine Shop Buildings – Oyster Bay Drive

Moved and seconded:

CS 2014-379

That Council direct staff to establish a Machine Shop Users' Advisory Group consisting of staff and tenants of the Machine Shop, to work with Council and the consultant regarding the

repair/renovation plan and schedule for the facilities; and further, that the Users' Advisory Group be directed to:

- a) prepare a request for proposals for a consultant to work with staff and the current tenants of the Machine Shop buildings (located on Oyster Bay Drive) to prepare a repair/renovation implementation plan and schedule to address outstanding issues related to the buildings while preserving the heritage significance of the site;
- b) include \$20,000 in the 2015 budget for this purpose and amend the financial plan accordingly;
- c) advise the tenants of the Machine Shop buildings about the Town's next steps regarding this matter; and,
- d) investigate various funding sources (i.e. grant programs, etc.) to facilitate the required upgrades to the Machine Shop buildings.

Motion carried.

Donation of Artwork by Reverend Julian North

Moved and seconded:

CS 2014-380

That Council request the Ladysmith Arts Council to store and manage the Julian North art collection which was donated to the Town, and that the Town provide annual funding to assist the Arts Council in managing the collection.

Motion carried.

BYLAWS

Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2014, No. 1869

Moved and seconded:

CS 2014-381

That Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2014, No. 1869 be adopted.

Motion carried.

CORRESPONDENCE

Mark Drysdale, Ladysmith Chamber of Commerce

Moved and seconded:

CS 2014-382

That Council renew the agreement between the Town of Ladysmith and the Ladysmith Chamber of Commerce for a one-year term from January 1, 2015 to December 31, 2015 with the same terms and conditions as stated in the 2014 agreement, and authorize the Mayor and Corporate Officer to execute the agreement.

Motion carried.

**Hon. Todd Stone, Minister of Transportation and Infrastructure
Trans-Canada Highway in Ladysmith**

CS 2014-383

Moved and seconded:

That Council receive the correspondence from the Minister of Transportation and Infrastructure concerning the Trans-Canada Highway in Ladysmith and provide a copy to the citizens who have recently expressed concerns to Council about safety, noise and speeds on the Trans-Canada Highway through Ladysmith, and advise them that a report on the use of airbrakes on the Ladysmith portion of the Highway will be coming to Council in the near future.

Motion carried.

NEW BUSINESS

Nanaimo Airport

Councillor Arnett reported that he had attended an Open House hosted by the Nanaimo Airport Commission and commended the organization for its success and resulting contribution to economic development in the region.

Proposed Resolution to Association of Vancouver Island Municipalities

Councillor Arnett served notice of his intention to bring forward a draft resolution regarding protection of water and the environment, inspired by the David Suzuki Foundation's Blue Dot Tour.

Recognition

Councillor Horth expressed his appreciation to his fellow Council members and to staff for their support and dedication to the community during his term in office.

Day of the Child

Councillor Dashwood reminded Council that November 20 is the Day of the Child, and there are several activities planned in the community.

Councillor Dashwood thanked Council and the community for the opportunity to serve as Councillor for two terms and encouraged the incoming Council to continue working on community issues including affordable housing.

UNFINISHED BUSINESS

Vancouver Island Hiking Trails Strategy Project

Moved and seconded:

CS 2014-384

That Council support the request by Tourism Vancouver Island to participate in Phase 1 of the Vancouver Island Hiking Trails Strategy Project and that \$2,500 be allocated from the Holland Creek Trail Assessment Project budget for this initiative, and the 2014 financial plan be amended accordingly.

Motion carried.

QUESTION PERIOD

D. Baker suggested that the alley behind the Eagles Hall be made

one-way, and requested that potholes in gravel roadways and parking lots be addressed.

D. Baker expressed concern about developer reaction to a voluntary contribution to an amenity fund.

CLOSED SESSION

CS 2014-385

Moved and seconded at 7:48 p.m.:

That Council retire into Closed meeting following a two-minute recess.

Motion carried.

RISE AND REPORT

Council arose from Closed Session without report.

ADJOURNMENT

CS 2014-386

Moved and seconded:

That this meeting of Council adjourn at 8:12 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 15, 2014
COUNCIL CHAMBERS, CITY HALL
7:00 PM.

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
John Manson

Sandy Bowden
Clayton Postings

Erin Anderson
Joanna Winter

CALL TO ORDER

Mayor Stone called this regular meeting of Council to order at 7:00 p.m.

AGENDA APPROVAL

CS 2014-396

Moved and seconded:

That the agenda for the Council Meeting of December 15, 2014 be approved as amended by the following additions:

- 10.1 Small Business Awards
- 10.2 Letters of Thanks

Motion carried.

MINUTES

CS 2014-397

Moved and seconded:

That the minutes of the Inaugural Meeting of Council held December 1, 2014 be approved.

Motion carried.

REPORTS

City Manager's Report

The City Manager responded to questions concerning her report.

CS 2014-398

Moved and seconded:

That Council receive the City Manager's report to November 30, 2014.

Motion carried.

CS 2014-399

Financial Update to November 30, 2014

Moved and seconded:

That Council receive the Financial Update for the Town of Ladysmith to November 30, 2014.

Motion carried.

2015 Council Meeting Schedule

Moved and seconded:

CS 2014-400

That Council confirm the following 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*:

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

Motion carried.

Low-Flush Toilet Rebate Program

Moved and seconded:

CS 2014-401

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

Motion carried.

Grant Application to Small Communities Fund (New Building Canada Fund)

Moved and seconded:

CS 2014-402

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.

Motion carried.

Community to Community Forum Grant Application

Moved and seconded:

CS 2014-403

That Council:

a) 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;

b) 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

c) Direct staff to amend the 2015 to 2019 Financial Plan accordingly.

Motion carried.

CORRESPONDENCE

**Peter Luckham, Islands Trust Council
Pleasure Craft Sewage Dumping**

MOTION TABLED AND REFERRED

Moved and seconded:

CS 2014-404

That Council 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.

Moved and seconded:

CS 2014-405

That Resolution CS 2014-404 be tabled in order to permit members of the audience to speak to the correspondence from the Islands Trust regarding proposed amendments to the Vessel Pollution and Dangerous Chemicals Regulations.

Motion carried.

G. Creek, representing the Ladysmith Yacht Club and the Council of BC Yacht Clubs, explained why the organizations believe the current regulations are adequate and urged Council to receive the correspondence from the Islands Trust and take no further action.

Moved and seconded:

CS 2014-406

That Resolution CS 2014-404 be lifted from the table for consideration.

Motion carried.

Moved and seconded:

CS 2014-407

That Council refer consideration of the correspondence from Peter Luckham of the Islands Trust regarding 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 to an upcoming meeting of Council.

Motion carried.

Moved and seconded:

CS 2014-408

That Council refer:

- a) The correspondence from the Islands Trust regarding 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 to the Stz'uminus First Nation for comment; and
- b) The comments from George Creek of the Ladysmith Yacht Club and BC Council of Yacht Clubs to the Islands Trust for comment.

Motion carried.

QUESTION PERIOD

Members of the audience had no questions for Council.

CLOSED MEETING

CS 2014-409

Moved and seconded at 7:40 p.m.:

That Council retire into closed session after a two-minute recess to consider the following item in accordance with Section 90(1)(e) of the *Community Charter*:

- 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.

Motion carried.

RISE AND REPORT

Council rose from closed session without report at 8:22 p.m.

ADJOURNMENT

CS 2014-410

Moved and seconded:

That this meeting of Council adjourn at 8:22 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: December 24, 2014
File No:

Re: 2015-2019 Financial Plan Deliberations Dates

RECOMMENDATION(S):

That Council reserve the following dates to deliberate the 2015-2019 Financial Plan:

- January 19, 2015: Confirmation of Financial Plan Policy and Objectives
- March 2, 2015: Presentation of the preliminary 2015-2019 Financial Plan
- March 16, 2015: Determination of the Grants-In-Aid funding.
- March 30, 2015: Ongoing Financial Plan discussions.
- April 20, 2015: Finalize 2015-2019 Financial Plan. Presentation of the 2014 Audited Financial Statements
- May 4, 2015: First three readings of:
 - 2015-2019 Financial Plan Bylaw
 - 2015 Property Taxation Bylaw
 - 2015 Water Parcel Tax Bylaw
 - 2015 Sewer Parcel Tax Bylaw
- May 11, 2015: Special Meeting to adopt the Financial Plan Bylaw, Property Tax Bylaw, Water Parcel Tax Bylaw and Sewer Parcel Tax Bylaw.

PURPOSE:

To set the schedule of meetings in 2015 for consideration of the 2015-2019 Financial Plan.

INTRODUCTION/BACKGROUND:

Each year, a 5-year Financial Plan bylaw is created. The requirement for this process is set out in the *Community Charter*, Division 6 – Financial Management. Included in this division is the requirement for public consultation prior to the adoption of the annual financial plan.

The financial plan, parcel taxes and annual property tax bylaws must be adopted prior to May 15th of each year.

The dates proposed coincide with regular council meeting dates. Special meetings, such as March 30th and May 11th meeting, may be required to ensure decisions are made and bylaws are adopted prior to the deadline of May 15th.

SCOPE OF WORK:

Each department is required to complete a departmental budget and capital expenditures. This information is then compiled by the Finance Department and presented to Council as a package for deliberations and decision making.

ALTERNATIVES:

There are few alternatives to this process. Council could add or removed dates set for Financial Plan deliberations. Council must still adopt the bylaws prior to May 15th.

FINANCIAL IMPLICATIONS:

Not applicable to setting the dates.

LEGAL IMPLICATIONS:

A Financial Plan must be adopted prior to May 15th.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to provide input into the budget and attend meetings. All meetings are open to the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department is responsible for providing budget information.

RESOURCE IMPLICATIONS:

No additional resources are required at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Financial Plan is consistent with Strategy A – Wise Financial Management.

SUMMARY:

Each year, a new five-year Financial Plan is drafted and presented to Council for approval. It is recommended that specific dates are scheduled to discuss the 2015-2019 Financial Plan.

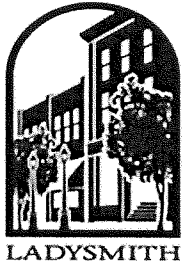
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: December 23, 2014
File No:

Re: Town of Ladysmith Board of Variance

RECOMMENDATION(S):

That Council:

- a) direct staff to advertise for three individuals to serve on the Town of Ladysmith Board of Variance and that the advertisement include reference to the following expertise/experience for potential appointees:
 - Urban planning
 - Architecture
 - Landscape architecture
 - Building design and construction
 - Professional engineering
 - Law
- b) proceed with first three readings of Board of Variance Bylaw No. 1671 which appears under the Bylaws section of tonight's Council agenda.

PURPOSE:

The purpose of this staff report is to provide Council with information on the purpose and structure of a Board of Variance and to introduce an updated Board of Variance Bylaw for Council's consideration.

INTRODUCTION/BACKGROUND:

Part 26, Division 6 of the Local Government Act requires that any local government that has adopted a zoning bylaw must, by bylaw, establish a Board of Variance. It also provides the scope of authority for the Board. The Town of Ladysmith established its first Board of Variance in 1962 (Zoning Board of Appeal). Board of Variance Bylaw No. 1386 was adopted in 2000 and repealed the bylaw adopted in 1962. Bylaw 1386 establishes a three member Board that meets on the third Thursday of each month **if required**. The Board has not met since the late 1990's/early 2000's as no applications have been submitted for consideration by the Board. Since the adoption of Bylaw No. 1386 the legislation pertaining

to the Board of Variance has changed. As such, staff recommends repealing Bylaw No. 1386 and adopting the proposed updated Board of Variance Bylaw No. 1671.

Please note that other local governments within the Cowichan Valley advise staff that their Boards of Variance meet very seldom (0-2 times per year) due to lack of applications. The District of North Cowichan is in the process of updating their Board of Variance Bylaw.

The Local Government Act stipulates that a person may apply to the Board for a minor variance from:

- (a) the requirements of a bylaw respecting the siting, dimensions or size of a building or structure;
- (b) the provisions of the Tree Preservation Bylaw;
- (c) the prohibition of a structural alteration or addition under section 911(5) of the Local Government Act;
- (d) a subdivision servicing requirement under section 938(1)(c) of the Local Government Act in an area zoned for industrial use.

A person may also apply to the Board for an order to set aside the determination of a building inspector in relation to the extent of damage or destruction of a non-conforming use.

The applicant chooses which variance process they wish to pursue – Development Variance Permit or Board of Variance. A decision made by a Board of Variance is final. An applicant cannot appeal the Board's decision to the Council. The only means of appeal is through the Supreme Court. It is recommended that individuals appointed to the Board of Variance have some experience in one or more of the following areas; urban planning, architecture (including landscape architecture), building design and construction, engineering, and law.

SCOPE OF WORK:

Upon direction from Council staff will proceed with advertising for three Board of Variance members and processing the bylaw. Future work will depend on the number of Board of Variance applications submitted to the Board.

ALTERNATIVES:

Council could direct staff to advertise for Board of Variance members in conjunction with advertising for vacancies on other advisory bodies which occurs annually in the spring. Staff strongly recommends proceeding with adoption of the updated Board of Variance Bylaw No. 1671 at this time.

FINANCIAL IMPLICATIONS:

The application fee as stipulated in Schedule 1 of the Town's Fees and Charges Bylaw for a Board of Variance application is currently \$750. In accordance with Sec. 899(12) of the

Local Government Act a local government must provide in its annual budget for the necessary funds to pay for the costs of the Board.

LEGAL IMPLICATIONS:

The draft Board of Variance Bylaw is based on a sample bylaw provided by the Town's solicitor. A Board of Variance is required under Part 26, Division 6 of the Local Government Act.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that updating the Board of Variance Bylaw to ensure compliance with current legislation and appointing new members to the Board will be positively received by the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This initiative will involve the Infrastructure Services/Building Inspection, Corporate Services and Development Services Departments.

RESOURCE IMPLICATIONS:

Resource implications will depend on the number of Board of Variance applications received by the Town. Additional resources may be required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

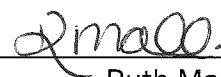
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative has been identified in previous strategic planning exercises. It is not currently listed as a strategic priority for the Town.

SUMMARY:

The Town's Board of Variance requires new members and staff recommends that Council direct staff to proceed with the appointment process. The Board of Variance Bylaw requires updating and staff further recommends that Council give the updated bylaw three readings later in the meeting.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Board of Variance Bylaw No. 1671

TOWN OF LADYSMITH

BYLAW NO. 1671

A Bylaw is to establish the Ladysmith Board of Variance.

PART 1 - INTRODUCTION

Citation

- 1 This Bylaw may be cited as the "Ladysmith Board of Variance Bylaw 2015 No. 1671".

Definitions

- 2 In this Bylaw,

"Board"

means the Board of Variance for the Town of Ladysmith;

"Chair"

means the chair of the Board as approved under section 5 of this Bylaw.

"Secretary"

means the secretary of the Board.

"Town"

means the Town of Ladysmith

PART 2 –THE BOARD

Membership on the Board

- 3 (1) The Board consists of 3 members appointed by Council.
- (2) Subject to subsections (3) to (7), the term of office for members of the Board is 3 years.
- (3) Council may appoint a successor to finish the remainder of a term of office of a member that resigns, is removed from office by Council, or is otherwise unable to complete that term of office.
- (4) If Council has not approved a successor before or at the end of a member's term of office, that member's term of office continues until Council appoints a successor for that member.
- (5) A person is not eligible to be appointed to the Board if that person is
- (a) a member of Town Council,
- (b) an officer or employee of the Town, a member of the Town's Advisory Planning Commission.
- (6) If a member of the Board ceases to hold office, the person's successor must be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the Board.
- (7) The Council may remove a member from the Board at any time.
- (8) A member of the Board who has an interest in an application that would constitute a conflict of interest under the Community Charter must not:

- (a) Remain at or attend any part of a hearing during which the application is under consideration;
 - (b) Participate in any discussion of the application at the hearing;
 - (c) Vote on the application at the hearing; or,
 - (d) Attempt in any way, whether before, during or after the hearing, to influence the voting on any question in respect of the application.
- (9) If a Board member has a right to be heard in respect of an application to the Board as the applicant or as a person notified under Section 11 of this Bylaw, and is prohibited by Section 8 from exercising that right, the member may appoint another person as a representative to exercise the member's right on his or her behalf.

Chair to preside at meetings and hearings

- 4 (1) The members of the Board must elect one of their members as Chair to preside at the Board's meetings and hearings.
- (2) The Chair may appoint another member to preside while the Chair is absent.

Quorum

- 5 The quorum for the Board is a majority of its members.

Reimbursement of members

- 6 Members of the Board must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

PART 3 – PROCEEDINGS AT THE BOARD

Secretary of the Board

- 7 (1) The Town will provide the Board with a Secretary.
- (2) The Board's Secretary will carry out the duties assigned under this Bylaw and by the Board.

Variance or exemption to relieve hardship

- 8 A person may apply to the Board, in accordance with section 901(1) of the *Local Government Act*, for an order for a minor variance from:
- (a) the requirements of a bylaw respecting the siting, dimensions or size of a building or structure, or the siting of a manufactured home in a manufactured home park;
 - (b) the prohibition of a structural alteration or addition under section 911(5) of the *Local Government Act*;
 - (c) a subdivision servicing requirement under section 938(1)(c) of the *Local Government Act* in an area zoned for agricultural or industrial use.

Order concerning damage of non-conforming use

- 9 A person may apply to the Board, in accordance with section 902(1) of the *Local Government Act*, for an order to set aside the determination of a building inspector of the Town under section 911(8) of the *Local Government Act* in relation to the extent of damage or destruction of a non-conforming use.

Procedure for applications

- 10 (1) A person may apply to the Board by paying to the Town the application fee prescribed under Schedule 1 of the Fees and Charges Bylaw, and by completing a Board of Variance Application Form and submitting it to the Secretary.
- (2) An application must contain the following information:
- (a) written notice of the grounds of the application, including specific reference to the bylaw from which the variance is sought, and a description of how compliance with that bylaw would cause undue hardship to the applicant;
 - (b) accurate site plans of the property that is the subject of the application based on a survey prepared by a BC Land Surveyor, including elevation plans if the requested variance concerns a height-related issue;
 - (c) the address to which notices may be mailed to the applicant;
 - (d) any other information that the applicant intends to present to the Board at a hearing.
- (3) Immediately after receiving an application, the Secretary must notify the Chair, and
- (4) The Chair must appoint a time for the hearing of the application by the Board. All Board meetings will take place at City Hall or other Town facility.

Notices

- 11 (1) At least 10 clear days before the date set for a hearing, the Secretary must mail or deliver a notice of the hearing to the last known address of the following persons:
- (a) the applicant;
 - (b) the Town's Board of Variance;
 - (a) the Town's Director of Development Services, or his or her designate, and the Building Inspector;
 - (b) the owners and occupants of the land that is adjacent to the land that is the subject of the application.
- (2) A notice given in relation to an application must state the subject matter of the application and the time and place where the application will be heard.

Attendance at hearings

- 12 (1) Subject to subsection (2), proceedings of the Board are open to the public.
- (2) The Board may close to the public all or part of a hearing in accordance with Division 3 of Part 4 of the *Community Charter*.

Parties and agents at a hearing

- 13 (1) The following persons have a right to be heard at a Board's hearing:
- (a) the applicant or designate;
 - (b) the owners and occupants of the land that is adjacent to the land that is the subject of the application.

- (2) Any person who is entitled to be heard at a hearing of the Board may be represented by that person's solicitor, or by an agent who is appointed in writing by the person entitled to be heard.

Evidence at hearings

- 14**
- (1) Proceedings of the Board may be informal.
 - (2) The Board may inspect the property that is the subject of the hearing.
 - (3) At the beginning of a hearing, the Secretary may, upon request from the Board, read aloud written submissions by any party unless that requirement is waived by the parties to the application.
 - (4) The Board must permit evidence and arguments to be presented at a hearing in the following order:
 - (a) first, the hearing of evidence and arguments from the applicant;
 - (b) second, the hearing of evidence and arguments of all other parties in the sequence directed by the Chair until all parties have been given an opportunity to present their evidence and arguments.
 - (5) The Board may hear oral evidence only during a regularly constituted hearing.

Deliberations of the Board

- 15**
- (1) The Board may confer with a member of the Town's Development Services Department when considering an application at a hearing.
 - (2) The Board may request the Town to obtain a legal opinion on any point of law arising in connection with an application and may receive and discuss the opinion at a meeting or portion of a meeting that is closed to the public.
 - (3) The Board is not required to adopt or to act upon any legal opinion obtained by the Town or upon any evidence given by a member of the Town's Development Services Department.
 - (4) After a hearing is closed, and except as provided in subsections (1) and (2), a member of the Board must not, before the Board has made a decision about an application, discuss the merits of the application with any person who is not a member of the Board.
 - (5) The Board may proceed to decide an application if the applicant fails to appear at a hearing.

Decisions of the Board

- 16**
- (1) After hearing an application the Board may
 - (a) accept the application
 - (i) by ordering a minor variance from the requirements of a bylaw, or an exemption from the statutory prohibition against a structural alteration or addition in relation to a non-conforming use, in accordance with section 901 of the *Local Government Act*, or
 - (ii) by setting aside the determination of the Town's building inspector under section 911(8) of the *Local Government Act* in relation to the extent of damage or destruction of a non-conforming use, and making the determination in the building inspector's place, in accordance with section 902 of the *Local Government Act*;
 - (b) deny the application;

- (c) permit the applicant to amend his or her application by reducing the extent of the variance sought and accept that amended application;
 - (d) adjourn the application to another time for hearing.
- (2) The decision in writing of a majority of the members of the Board is the decision of the Board.
- (3) Decisions of the Board must be filed with its Secretary.
- (4) The Secretary must forward a copy of the Board's decision to the applicant, the Town's Development Services Department, the Building Inspector and all other persons indicated by the Board.
- (5) A decision of the Board is final.
- (6) A decision of the Board of Variance terminates if:
 - (a) The construction is not started and completed within two years; or,
 - (b) The construction is not started within and completed within a time frame established by the Board of Variance in its decision. The Board shall not establish a time frame that goes beyond two years.

Appeals

- 17 In accordance with section 902(3) of the *Local Government Act*, an applicant or the Town may appeal a decision of the Board under section 17(1)(ii) to the Supreme Court.

Records of Board's proceedings

- 18 (1) The Secretary must legibly record and keep minutes of the Board's proceedings. The minutes shall state:
- (a) A summary of the representations made by the applicant, any person notified under Section 8 of this Bylaw, the Director of Development Services or the Building Inspector;
 - (b) The Board's determination with respect to undue hardship;
 - (c) The order of the Board, including the details of any building plans and specifications to which the order refers; and,
 - (d) Any time specified by the Board within which construction must be completed or substantially started.
- (2) The minutes of the Board's proceedings must be signed by the Chair and the Corporate Officer shall ensure that they are stored at City Hall in the same manner as the minutes of the Council.
- (3) A person may, during the Board's normal business hours, inspect and make copies of the Board's minutes and decisions.
- (4) The Secretary shall give written notice of the decision of the Board to each applicant, by ordinary post mailed not more than five days following the date of the hearing.

PART 4 - GENERAL

Repeal

- 19 Bylaw No.1386, the Board of Variance Bylaw, is hereby repealed.

READ A FIRST TIME on the day of , 2015
READ A SECOND TIME on the day of , 2015
READ A THIRD TIME on the day of , 2015
ADOPTED on the day of , 2015

Mayor (A. Stone)

Corporate Officer (S. Bowden)

4 December 2014

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



**Heritage Awareness Program – Approval of Funding Contribution
Transfer Beach Interpretive History Pictorial Project – HA2014-4**

Dear Felicity Adams:

I am pleased to advise you that the Board of Directors of Heritage BC approved a funding contribution from the Heritage Legacy Fund for your project under our Heritage Awareness Program in the amount of **\$4,000**, for the development and installation of a permanent interpretive display featuring the industrial and recreational history of Transfer Beach.

The funding contribution was approved for the application submitted by the **Town of Ladysmith** towards the cost of eligible heritage awareness work for the **Transfer Beach Interpretive History Pictorial Project**. The amount of the funding contribution approved is based on the scope of eligible work and costs as submitted in your application to the Heritage Legacy Fund program, including any adjustments made to reflect the correct eligible heritage awareness work and costs, as well as funds available.

The approved funding contribution will be available for one year from the date of the enclosed Award Agreement and Funding Contract, expiring on 4 December 2015. If the project will not be completed by this date, a letter requesting extension and detailing reasons for the delay(s) must be received by Heritage BC on or before 4 September 2015.

Two copies of the Heritage BC Heritage Legacy Fund Award Agreement and Funding Contract and two copies of an Initial Payment Release Form are enclosed. Please have your designated signing officer sign all documents and initial each page of the Award Agreement and Funding Contract where indicated. Retain one copy of the Initial Payment Release Form for your records, and return the second copy of the Initial Payment Release Form and **both copies of the Award Agreement and Funding Contract** to Heritage BC in order to accept the terms of the funding contribution and to initiate the first payment of **\$2,000**. Heritage BC will return one copy of the Award Agreement and Funding Contract with the first payment of your grant. The second and final payment will be issued on completion of the project, following receipt of the required documents outlined in the Award Agreement and Funding Contract to prove that the project was completed as agreed.



The final payment will be in an amount equal to the lesser of:

1. one half of the eligible project expenses incurred to the date of the final payment and for which no previous payment from the Heritage Legacy Fund has been made;
 2. the unpaid balance of the Award,
- proving that in no event will Heritage BC be obligated to pay your organization more than \$4,000 in total.

Congratulations on the approval of this funding contribution from the Heritage Legacy Fund of British Columbia. The Board joins me in wishing you the successful completion of your heritage project.

When we have received the signed Award Agreement and Funding Contract, Heritage BC's Capacity Planner will contact you to provide necessary promotional material. For any questions, please contact Heritage BC Capacity Planner at 778-995-7243 or at kdearlove@heritagebc.ca.

Sincerely,

Karen Dearlove
Capacity Planner



Award Agreement and Funding Contract

This Agreement is made the 4 December 2014

Between

Heritage BC (the "Society")
On Behalf of the Heritage Legacy Fund
102 – 657 Marine Drive
West Vancouver, BC V7T 1A4

And

Town of Ladysmith (the "Contractor")
PO Box 220, Ladysmith, BC V9G 1A2

A. THE PROJECT

The Society agrees to pay the Contractor a maximum of \$4,000.00 (the "Contract Price") for heritage awareness work for the Transfer Beach Interpretive History Pictorial Project as described in the application #HA2014-4 received by the Society from the Contractor on 5 September 2014 and costs as outlined in Sections 4 and 5 of the application, including any subsequent revisions made in consultation with the Heritage BC Capacity Planner, the work to be as outlined in attached Appendix I, and subject to any additional provisions outlined in Appendix II.

B. TERM

The Contractor must complete the work by 4 December 2015. If the project will not be completed by that date, a letter requesting an extension and detailing reasons for the delay(s) must be received by Heritage BC on or before 4 September 2014.

C. PAYMENT

The Society will pay half (\$2,000.00) of the Contract Price on receipt of two copies of this Agreement signed by a signing officer of the Contractor.

A second, final payment of the unpaid balance of the Contract Price will be made on receipt of a Heritage BC Heritage Legacy Fund Final Payment Request Form certifying project completion and requesting release of the final payment, signed by a signing officer of the Contractor, accompanied by documentation, satisfactory to the Society, showing that the Project is complete. The request for final payment must be accompanied by a Final Report described in paragraph D. below.

The final payment will be in an amount equal to the lesser of:

1. one half of the eligible project costs incurred to the date of the final payment, based on receipts, for which no previous payment from the Society has been made.
2. the unpaid balance of the Contract

providing that in no event shall the Society be obligated to pay more than \$4,000.00 in total to the Contractor.

D. UNDERTAKING BY THE CONTRACTOR

The Contractor will:

1. Complete the work as outlined in Appendix I and fulfill any additional provisions outlined in Appendix II
2. Upon completion of the work outlined in Appendix I and Appendix II, submit a Final Report to the Society consisting of:
 - a signed Heritage BC Heritage Legacy Fund Final Payment Request Form with completed Checklist
 - a short narrative account of the project including photographs
 - a Statement of Revenues and Expenditures
 - copies of all relevant financial transactions (e.g., copies of invoices)
3. Be solely responsible for compliance with Worker's Compensation Board requirements and all other regulatory and safety provisions required by law.
4. Indemnify and save harmless the Society and be responsible for all claims, demands, actions or suits whatsoever arising out of an act or omission of the Contractor, its directors, officers, employees and agents.

E. CHANGES TO THE PROJECT

Any change to the Project or the budget will be discussed with the Society in advance. Notification of any change must be provided in writing. Any change to the Project or the budget may result in a reassessment, revision, or cancellation of the Contract.

F. RELATIONSHIP

The Contractor will not in any manner whatsoever commit or purport to commit the Society to the payment of any money to any person, firm or corporation.

G. INSPECTION

The Contractor will permit the Society at all reasonable times to inspect all documents and records related to the Project.

H. CONTACTS

The Heritage BC Capacity Planner will be the Contractor's principal contact with the Society for the purposes of the Agreement. The Contractor will assign a principal contact person for the term of the Agreement.

Initials _____

I. ACKNOWLEDGMENT

The Contractor will acknowledge the financial support from the Heritage Legacy Fund as administered by Heritage BC by:

- Publicly acknowledge financial support as follows: "This project was funded in part by Heritage BC through the Heritage Legacy Fund."
- Displaying a banner or sign with Heritage BC logo and acknowledgement statement during and after the completion of the project.
- Recognizing Heritage BC and the Heritage Legacy Fund in project signage, media releases, promotional materials, public events, publicity, and visual materials and publications produced as part of the project.
- Copies of public acknowledgements should be sent to Heritage BC.

IN WITNESS WHEREOF the parties below hereto have executed this Agreement the day and year first above written.

Kathryn Molloy
Executive Director, Heritage BC

Signature, Name, and Title
Town of Ladysmith

Initials

Award Agreement and Funding Contract

Town of Ladysmith
Transfer Beach Interpretive History Pictorial Project

APPENDIX I – WORK TO BE COMPLETED

Graphic design, fabrication, installation of permanent interpretive history display.

APPENDIX II – ADDITIONAL PROVISIONS

Initials _____



175 Ingram Street
Duncan, BC V9L 1N8
www.cvr.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

December 9, 2014

File No.: Bylaw No. 3882

Town of Ladysmith
PO Box 220, Stn Main
LADYSMITH BC V9G 1A2

Attention: Sandy Bowden, Director of Corporate Services

Dear Mayor and Council:

Re: "CVRD Bylaw No. 3882 – Transit Service Amendment Bylaw, 2014"

The CVRD Board of Directors, at its regular meeting of November 12, 2014, granted first three readings to the attached Service Amendment Bylaw.

Bylaw No. 3882 provides for the amendment of the apportionment of the cost sharing formula among the participating areas. A Transit Service Review was undertaken in 2014 with the participants reviewing several funding models and formulas for the Function 107 service (conventional and handyDART systems). Agreement was reached that the funding formula be based 100% on property assessment and phased in over three years.

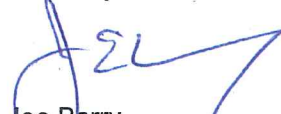
The Board agreed and adopted resolution #14-440.1: That the annual costs of providing the transit service established under Section 2 of the transit service establishment Bylaw No. 1450, be amended to revise the funding method for Function 107 based on 100% assessment, and to be phased in over a three year period, commencing in 2015.

In order to consider adoption of CVRD Bylaw No. 3882, written consent must be obtained from the service area participants. Accordingly, the CVRD requests that the following resolution be considered and adopted by Council at its next regular meeting:

That the Town of Ladysmith consents to the adoption of "CVRD Bylaw No. 3882 – Transit Service Amendment Bylaw, 2014".

Please do not hesitate to contact the undersigned should you have any questions regarding this process.

Sincerely,



Joe Barry
Corporate Secretary

td
Enclosures

pc: Sharon Moss, Manager, Finance Division
Jim Wakeham, Manager, Facility, Fleet & Transit Management Division



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3882

A Bylaw to Amend Transit Service Establishment Bylaw No. 1450

WHEREAS the Board of the Cowichan Valley Regional District established the *Cowichan Valley Regional Transit System* under the provisions of Bylaw No. 1450, cited as "CVRD Bylaw No. 1450 - Transit Service Establishment Bylaw, 1993";

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend the apportionment of the cost sharing formula among the participating areas;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3882 – Transit Service Amendment Bylaw, 2014**".

2. AMENDMENT

Section 6 of Bylaw No. 1450 is hereby deleted and replaced with the following:

6. The annual costs of providing the service established under Section 2 shall be apportioned in the following manner:

- a) In year 2015, one third (1/3) of the annual costs shall be recovered from property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area and two thirds (2/3) of the annual costs shall be apportioned among the participating areas on the basis of:

City of Duncan	7.26%
Town of Ladysmith	9.72%
Town of Lake Cowichan	5.42%
District of North Cowichan	29.05%
Electoral Area A – Mill Bay/Malahat	7.43%
Electoral Area B – Shawnigan Lake	10.88%
Electoral Area C – Cobble Hill	7.64%
Electoral Area D – Cowichan Bay	5.87%
Electoral Area E – Cowichan Station/Sahtlam/Glenora	6.48%
Electoral Area F – Cowichan Lake South/Skutz Falls	5.26%
Electoral Area I – Youbou/Meade Creek	4.99%
	100%

.../2

- b) In year 2016, two thirds (2/3) of the annual costs shall be recovered from property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area and one third (1/3) of the annual costs shall be apportioned among the participating areas on the basis of:

City of Duncan	7.26%
Town of Ladysmith	9.72%
Town of Lake Cowichan	5.42%
District of North Cowichan	29.05%
Electoral Area A – Mill Bay/Malahat	7.43%
Electoral Area B – Shawnigan Lake	10.88%
Electoral Area C – Cobble Hill	7.64%
Electoral Area D – Cowichan Bay	5.87%
Electoral Area E – Cowichan Station/Sahtlam/Glenora	6.48%
Electoral Area F – Cowichan Lake South/Skutz Falls	5.26%
Electoral Area I – Youbou/Meade Creek	<u>4.99%</u>
	100%

- c) In year 2017 and future years, the annual cost of providing this service shall be recovered by property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area;
- d) In any year, the annual cost of providing this service may also be recovered by revenues raised by other means authorized by the Local Government Act, or any other Act.

READ A FIRST TIME this 12th day of November, 2014.

READ A SECOND TIME this 12th day of November, 2014.

READ A THIRD TIME this 12th day of November, 2014.

I hereby certify this to be a true and correct copy of Bylaw No. 3882 as given Third Reading on the 12th day of November, 2014.

Joe Barry
Corporate Secretary

November 21, 2014
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ____ day of _____ 2014.

ADOPTED this ____ day of _____ 2015.

Chairperson

Corporate Secretary



STAFF REPORT

**CVRD BOARD MEETING
OF JULY 30, 2014**

DATE: July 29, 2014 **FILE NO:** Service Review
FROM: Jim Wakeham, Manager, Facilities, Fleet & Transit
SUBJECT: Transit Service Review Recommendation

Recommendation/Action:

1. That the annual costs of providing the transit service established under Section 2 of the transit service establishment by Bylaw No. 1450, be amended to revise the funding method for Function 107 based on 100% assessment, and to be phased in over a 3 year period, commencing in 2015.
2. That the CVRD write to the Province to advise that the Transit Service Review has concluded and that the above resolution was ratified by the CVRD Board.

Relation to the Corporate Strategic Plan: Financial stability

Financial Impact: (Reviewed by Finance Division: Sen)

The attached spreadsheet titled "CVRD Transit Service Review (Function 107 – Conventional and handyDART Services)" provides a comparison between the current transit funding formula model using 3 criteria (population, assessment and no. of partners), and using the 100% assessment model. The impact of the cost difference between the two models per \$100,000 in assessed values is shown with a phased in approach over 1-4 years.

Background:

The Transit Service review participants have been meeting since January 2014 and, after reviewing several funding models and formulas for the Function 107 service (ie. conventional and handyDART systems), have reached agreement that the formula be based 100% on property assessment, and to be phased in over 3 years.

Submitted by,

Jim Wakeham, Manager
Facilities, Fleet & Transit

JW:jlh

Approved by:
General Manager:

NOT AVAILABLE

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CVRD Transit Service Review (Function 107 - Conventional & handyDART Services)

Funding Allocation Model Review - Comparison of the Current Model (1) to Model 7 , with option to phase in over 1 to 4 years.

2014 Tax Requisition is:

\$1,931,952

Model 1: Current Formula (pop, assess, # of partners)			Model 7: 100% Assessment						
						Cost Difference/\$100,000, implementation over various years			
Transit Partners	Current Funding Allocation	2014 Cost / \$100,000	New Funding Allocation	% Difference from Current	Cost Under New Model / \$100,000	1 Year	2 Years	3 Years	4 Years
North Cowichan	29.05%	\$10.67	38.13%	9.08%	\$14.00	\$3.33	\$1.67	\$1.11	\$0.83
City of Duncan	7.26%	\$17.54	5.80%	-1.46%	\$14.00	-\$3.54	-\$1.77	-\$1.18	-\$0.88
Lake Cowichan	5.42%	\$26.52	2.86%	-2.56%	\$14.00	-\$12.52	-\$6.26	-\$4.17	-\$3.13
Ladysmith	9.72%	\$14.82	9.18%	-0.54%	\$14.00	-\$0.82	-\$0.41	-\$0.27	-\$0.20
Area A	7.43%	\$14.73	7.06%	-0.37%	\$14.00	-\$0.73	-\$0.36	-\$0.24	-\$0.18
Area B	10.88%	\$12.86	11.85%	0.97%	\$14.00	\$1.14	\$0.57	\$0.38	\$0.29
Area C	7.64%	\$15.61	6.85%	-0.79%	\$14.00	-\$1.61	-\$0.80	-\$0.54	-\$0.40
Area D	5.87%	\$18.91	4.35%	-1.52%	\$14.00	-\$4.91	-\$2.45	-\$1.64	-\$1.23
Area E	6.48%	\$17.63	5.15%	-1.33%	\$14.00	-\$3.63	-\$1.81	-\$1.21	-\$0.91
Area F	5.26%	\$16.83	4.38%	-0.88%	\$14.00	-\$2.83	-\$1.42	-\$0.94	-\$0.71
Area I	4.99%	\$15.89	4.40%	-0.59%	\$14.00	-\$1.88	-\$0.94	-\$0.63	-\$0.47
Total	100%		100%						

F. JOE BURNETT
2520 Pylades Drive
Ladysmith, British Columbia, V9G 1E5

December 18, 2014

Town of Ladysmith
410 Esplanade
P.O. Box 220
Ladysmith, British Columbia, V9G 1A2



Re: **Town of Ladysmith Representation on Nanaimo Airport Commission**

Dear Mayor and Council

My term as Director representing the Town of Ladysmith on the Nanaimo Airport Commission Board will be ending April 2015.

I wish to advise Council I will not be seeking reappointment to this position and I have also advised the NAC Board accordingly. I trust this notification will provide sufficient time for you to seek my replacement.

Representing the Town of Ladysmith was an honour for me and I thank the Town Council for their support over the past three years.

Yours truly

F. Joe Burnett
250-722-2656
quaillanding@shaw.ca

cc: Mr. John Craig, Chair, Nanaimo Airport Commission Board of Directors
Mr. Mike Hooper, President, CEO, Nanaimo Airport