



TOWN OF LADYSMITH

A SPECIAL MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, APRIL 13, 2015
4:00 p.m.

A G E N D A

CALL TO ORDER

1. AGENDA APPROVAL
2. MINUTES
 - 2.1. Minutes of the Special Meeting of Council held March 30, 2015.....1 - 3
3. DELEGATIONS
 - 3.1. Sandra Hamilton, Social Enterprise Vancouver Island
The Role of Social Enterprise in Economic and Social Development in the
Community
4. 2015 – 2019 FINANCIAL PLAN DELIBERATIONS
 - 4.1. Financial Plan Overview – Staff Presentation
 - 4.2. Public Input and Questions
5. PROCLAMATIONS – None
6. DEVELOPMENT APPLICATIONS – None
7. BYLAWS – OCP / ZONING – None
8. REPORTS
 - 8.1. Grant Application for Water Filtration Plant4 - 5

Staff Recommendation

That Council:

1. Direct staff to apply to the UBCM Gas Tax – Capital Infrastructure Program for \$10,000,000 towards the Water Filtration Project; and
2. Support the Town administration with overseeing the management of this grant, if successful.

8.2. Grant Application for Asset Management – Assessment and Planning Grant.....6 - 7

Staff Recommendation

That Council:

1. Direct staff to apply to the UBCM Gas Tax Capacity Building Program for grant funding to support the Asset Management Assessment and Planning Project
2. Support the Town administration with overseeing the management of this grant, if successful
3. Direct staff to include the Asset Management Program Project in the 2015-2019 Financial Plan

8.3. Transfer Beach Playground Equipment Replacement.....8 - 9

Staff Recommendation

That Council:

1. Direct staff to include in the 2015 to 2019 Financial Plan, \$175,000 for the Transfer Beach Playground replacement project, with \$125,000 of the total to be allocated from fundraising by the Kinsmen Club of Ladysmith, Ladysmith Rotary Club and other community groups; \$40,000 to be allocated from the Community Works Gas Tax Fund; and \$10,000 to be allocated from the Amenity Fund
2. Proceed with purchasing the equipment from Henderson Recreation Equipment Limited in the amount of \$136,072.41 plus applicable taxes

9. BYLAWS

9.1. Town of Ladysmith Water Parcel Tax Bylaw 2015, No. 1876.....10

May be read a first, second and third time.

The purpose of Bylaw 1876 is to set the water tax rate on property parcels for 2015, to help meet the costs of water system services and improvements.

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9.2. Town of Ladysmith Sewer Parcel Tax Bylaw 2015, No. 1877..... 11

May be read a first, second and third time.

The purpose of Bylaw 1877 is to set the sewer tax rate on property parcels for 2015, to help meet the costs of sewer system services and improvements.

10. CORRESPONDENCE

10.1. Request for Waiving of Trolley Rental Fee.....12

Staff Recommendation

That Council waive the trolley rental fee as requested by Ladysmith Fire/Rescue for an event in honour of retiring firefighter Mike Alexander on Saturday, April 18, as requested by Chief Ray Delcourt in his correspondence dated April 7, 2015.

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.

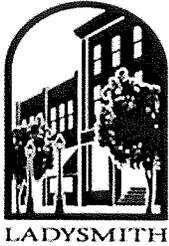
14. CLOSED MEETING

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 or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

15. RISE AND REPORT

16. ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, MARCH 30, 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 4:30 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Cal Fradin	Councillor Joe Friesenhan
Councillor Carol Henderson	Councillor Rob Hutchins	Councillor Duck Paterson
Councillor Steve Arnett (entered at 4:54 p.m.)		

STAFF PRESENT:

Ruth Malli	Felicity Adams	Erin Anderson
John Manson	Clayton Postings	Joanna Winter

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 4:36 p.m.

CLOSED MEETING

CS 2015-100

Moved and seconded:

That Council retire into closed session at 4:37 p.m. in order to consider the following items in accordance with *Community Charter* Section 90(1):

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]
- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- 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.

REGULAR MEETING

Mayor Stone reconvened the Open Session of this Special Council Meeting at 6:05 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2015-101

Moved and seconded:

That the agenda for the Council Meeting of March 16, 2015 be approved with the following amendments:

- a) Consider agenda items 7 and 8 (Rezoning of Farrell Road and related bylaw) after item 3

Motion carried.

MINUTES

CS 2015-102

Moved and seconded:

That the minutes of the Regular Meeting of Council held March 16, 2015 be approved.

Motion carried.

DEVELOPMENT APPLICATIONS

Rezoning of 606 Farrell Road (Town-Initiated)

Subject Properties: Lot A, District Lot 41, Oyster District, Plan VIP84543 except part in Strata Plan VIS6497 (Phase 1) and Strata Lot 1, Strata Lot 2 and Strata Lot 3, District Lot 41, Oyster District, Strata Plan VIS6497 together with an interest in the Common Property of Strata Plan VIS6497 and Common Property Strata Plan VIS6497

Moved and seconded:

CS 2015-103

That Council receive the staff report from the Director of Development Services concerning the proposed rezoning of the property at 606 Farrell Road.

Motion carried.

BYLAWS – OCP/ZONING

Town of Ladysmith Zoning Bylaw 1860, Amendment Bylaw (No. 1), 2015, No. 1875

Moved and seconded:

CS 2015-104

That Town of Ladysmith Zoning Bylaw 1860, Amendment Bylaw (No. 1), 2015, No. 1875 be read a first and second time, and a public hearing be scheduled.

Motion carried.

PROCLAMATION

Mayor Stone proclaimed the month of April 2015 as Organ and Tissue Donation Awareness Month in the Town of Ladysmith.

2015 – 2019 FINANCIAL PLAN DELIBERATIONS

The Director of Infrastructure Services gave a presentation providing an update on sewer and water capital project financing. The City Manager and Director of Financial Services outlined the draft budget for 2015 and the 2015 to 2019 Financial Plan, stressing that this is the preliminary plan reflecting Council's financial plan policy and 2015 strategic priorities. Staff responded to questions from Council.

Members of the public enquired about the original estimate of the cost to construct the new waste water treatment plant; the use of sewage biosolids for compost; the disparity between commercial and residential property tax rates and Council's plans to encourage commercial and economic activity. Members of the public also commented on the importance of property development in expanding the property tax base, and the size of Ladysmith's aging population.

STAFF REPORTS

Funding Strategy for Signage Initiatives Project

CS 2015-105

Moved and seconded:

That Council:

1. Confirm that the Signage Initiatives Project is included in the 2015 to 2019 Financial Plan
2. Direct staff to apply to the Union of B.C. Municipalities Gas Tax Program—Strategic Priorities Fund for \$230,400 towards the Signage Initiatives Project
3. Support the Town administration with overseeing the management of this grant if successful.

Motion carried.

QUESTION PERIOD

Members of the audience asked questions of Council or commented on the following issues: sources of funding for new Town signage; the possibility of installing electronic reader boards.

CLOSED MEETING

CS 2015-106

Moved and seconded:

That Council retire into Closed Session at 7:42 p.m.

Motion carried.

RISE AND REPORT

Council arose from Closed Session at 8:09 p.m. with report on the following:

- Resolution CE 2015-040, that Council appointed Mike Hooper, Jan Christensen, Renee Hutchinson and Councillor Hutchins to serve on the Select Committee on Council Remuneration to review the current level of remuneration and provision of benefits for Council members, and further, to recommend a Council Remuneration Policy for Council's consideration.

ADJOURNMENT

CS 2015-107

Moved and seconded:

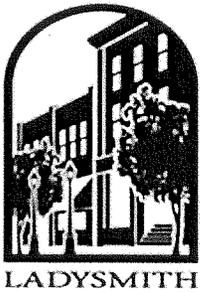
That this meeting of Council adjourn at 8:10 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: April 8, 2015
File No: 1855

Re: **Water Filtration Plant Grant (UBCM)**

RECOMMENDATION(S):

That Council:

- 1) Direct staff to apply to the UBCM Gas Tax Program – Capital Infrastructure Projects for \$10,000,000 for the Water Filtration Plant
- 2) Support the Town administration with overseeing the management of this grant, if successful;

PURPOSE:

The purpose of this staff report is to seek Council's approval for a Gas Tax Program – Capital Infrastructure Projects grant application.

INTRODUCTION/BACKGROUND:

A new Water Filtration Plant will be required in Ladysmith to meet the Vancouver Island Health Authority regulations. The construction of the new plant is estimated to cost \$10m.

Another grant application has already been applied for this project under the Building Canada Small Communities Grant. The purpose for this second application is to apply to another funder in the event that the first application is not successful. Due to grant stacking rules, both applications cannot be successful at the same time for the same project; it will be funded by one or the other.

This grant funding program is through UBCM, based on the Federal Gas Tax Fund Strategic Priorities Fund. There are two streams: Capital Infrastructure Projects Stream and Capacity Building Stream. The funder will accept two applications for the Capital Infrastructure Projects Stream and one for the Capacity Building Stream. This project, Water Filtration Plant Projects, falls under Capital Infrastructure Projects Stream. At a previous meeting, Council approved the Signage Initiative for one of the Capital Infrastructure Project applications. Also on tonight's agenda is the request for Council to endorse the Asset Management Planning project for the Capacity Building Stream.

SCOPE OF WORK:

If approved, the application for the grant funding will be completed and forwarded to UBCM before the due date of April 15, 2015.

ALTERNATIVES:

Council could choose not to apply for grant funding.

FINANCIAL IMPLICATIONS:

Grant funding will reduce the reliance on the borrowing, water utility and water parcel taxes to fund this project.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance and Infrastructure Services will work together on this grant application.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A – Wise Financial Management and Strategy F – Safe & Healthy Community.

SUMMARY:

Grant funding for a Water Filtration Plant is available through UBCM. Staff are requesting Council endorse this grant application as another potential funding source.

I concur with the recommendation.

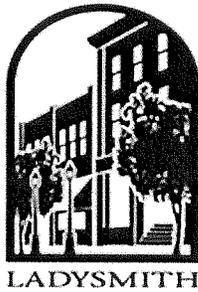


Ruth Malli, City Manager

ATTACHMENTS:

none





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: April 9, 2015
File No: 1855

Re: **Ladysmith Asset Management: Assessment & Planning Grant (UBCM)**

RECOMMENDATION(S):

That Council:

1. Direct staff to apply to the UBCM Gas Tax Program – Capacity Building Fund for grant funding to support the Asset Management Assessment & Planning project;
2. Support the Town administration with overseeing the management of this grant, if successful;
3. Direct staff to include the Asset Management Assessment and Planning project in the 2015-2019 Financial Plan.

PURPOSE:

The purpose of this staff report is to seek Council's approval for a Gas Tax Program – Capacity Building Fund grant application.

INTRODUCTION/BACKGROUND:

The Town currently uses a range of management practices related to the tracking and management of assets, but the approach lacks consistency, integration and coordination.

Council may recall that recently Staff was directed to apply for an Asset Management Planning Program Grant to conduct assessment work on the Town's assets. Essentially, this is Phase 1 of the steps to complete an Asset Management Plan. The Town is awaiting confirmation of that grant funding.

This grant application is a request for funding to build upon the information gathered from the Phase 1 and enter into a Planning phase of Asset Management.

This grant funding program is through UBCM, based on the Federal Gas Tax Fund Strategic Priorities Fund. There are two streams: Capital Infrastructure Projects Stream and Capacity Building Stream. The funder will accept two applications for the Capital Infrastructure Projects Stream and one for the Capacity Building Stream. This project, Asset Management Assessment & Planning, falls under the Capacity Building

Stream. At a previous meeting, Council approved the Signage Initiative for one of the Capital Infrastructure Project applications. Also on tonight's agenda is the request for Council to endorse the Water Filtration Plant project as the second application under this stream. The Water Filtration Plant project was also applied for under the Building Canada Small Communities Grant Program.

SCOPE OF WORK:

If approved, the application for the grant funding will be completed and forwarded to UBCM before the due date of April 15, 2015.

ALTERNATIVES:

Council could choose not to apply for grant funding.

FINANCIAL IMPLICATIONS:

Grant funding will reduce the reliance on the water and sewer utility and Community Works Funding to complete this project.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance and Infrastructure Services will work together on this grant application.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A – Wise Financial Management and Strategy G – Supportive Corporate Governance.

SUMMARY:

Grant funding for Asset Management is available through UBCM. Staff are requesting Council endorse an grant application for Asset Management Assessment & Planning.

I concur with the recommendation.



Ruth Mali, City Manager





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: April 8, 2015
File No:

Re: Playground Equipment Replacement at Transfer Beach

RECOMMENDATION(S):

That Council direct staff to

1. Include \$175,000 in the 2015-2019 Financial Plan for the Transfer Beach Playground Equipment Replacement Project, with \$125,000 of the total to be allocated from fundraising by the Kinsmen Club of Ladysmith, Ladysmith Rotary Club and other community groups, \$40,000 to be allocated from the Community Works Gas Tax Fund and \$10,000 to be allocated from the Amenity Fund; and
2. Proceed with purchasing the equipment from Henderson Recreation Equipment Limited in the amount of \$136,072.41 plus taxes.

PURPOSE:

The purpose of this report is to seek Council's approval to proceed with the replacement of the Kinsmen and Rotary playground equipment at Transfer Beach.

INTRODUCTION/BACKGROUND:

The removal of the Kinsmen and Rotary playground equipment at Transfer Beach is required due to the playground equipment reaching end-of-life as well as not meeting Canadian Standards Association (CSA) standards. The Kinsmen and Rotary Clubs have formed a committee and have raised significant funds for this project. The committee has also liaised with Henderson Recreation Equipment, an organization that has supplied similar playground equipment in the community and, in particular, the equipment at Kinsmen Park at Brown Drive Park. Henderson Recreation Equipment provided the committee with a quote for specific playground equipment to replace the aging system at Transfer Beach. The equipment has been quoted at \$136,072.41 before taxes. As per the purchasing policy, any sole-sourcing of purchases over \$50,000 requires Council's approval.

SCOPE OF WORK:

This project will replace the previous playground equipment with CSA approved equipment and provide an active playground hub for this area.

ALTERNATIVES:

Remove the existing playground equipment and not replace when funding is available.

FINANCIAL IMPLICATIONS:

The Town has committed \$50,000 towards replacing the playground equipment at Transfer Beach. These funds are from the Community Works Gas Tax and Amenity Fund.

LEGAL IMPLICATIONS:

By ensuring CSA certified equipment is installed, there are no legal implications anticipated.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There has been an exceptional community response to the replacement of this amenity, both financial and with in-kind donations.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This initiative will involve the Parks and Public Works Departments who will be required to assist with site preparation and installation of the equipment.

RESOURCE IMPLICATIONS:

Staff will be co-ordinating this project in conjunction with the Kinsmen and Rotary Clubs.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- Heathy Community
- Innovative Infrastructure

ALIGNMENT WITH STRATEGIC PRIORITIES:

- F Safe and Healthy Community
- D Enhanced Standard of Infrastructure

SUMMARY:

The playground equipment at Transfer Beach is aging and requires replacement. The new playground equipment will meet all CSA standards for safety and liability. As well the replacement of the equipment adds another key feature to the Transfer Beach Park.

I concur with the recommendation.



Ruth Mall, City Manager

ATTACHMENTS:

None

**TOWN OF LADYSMITH
BYLAW NO. 1876**

A bylaw to impose a water parcel tax on owners of land in the Town of Ladysmith pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered by Section 200 of the *Community Charter* to impose and levy a water parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have been or are to be incurred by the Town of Ladysmith in constructing and improving the water system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a water parcel tax on land benefiting from such improvements to meet such costs;

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

1. In this Bylaw, unless the context otherwise requires,

"Parcel" means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2015 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

2. A water parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the water system of the Town, or which is deemed to abut on the said water system.
3. The annual water parcel tax shall be in the amount of One Hundred and Sixty Dollars (\$160.00) per parcel or group of parcels.
4. The water parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the water parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes. The water parcel tax shall have the same rights and remedies as other real property taxes.
5. Every water parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.
6. The provisions of this Bylaw shall become effective and be in force as of the 1st day of January for the year 2015.
7. **Repeal**
"Water Parcel Tax Bylaw, 2014, No. 1855" is hereby repealed.
8. **Citation**
This bylaw may be cited as "Water Parcel Tax Bylaw 2015, No. 1876".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (S. Bowden)

**TOWN OF LADYSMITH
BYLAW NO. 1877**

A bylaw to impose a sewer parcel tax on owners of land in the Town of Ladysmith, pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered by Section 200 of the *Community Charter* to impose and levy a sewer parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have or will be incurred by the Town of Ladysmith in constructing and improving the sewer system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a sewer parcel tax on land benefitting from such improvements to meet such costs;

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

1. In this bylaw, unless the context otherwise requires,

"Parcel" means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2015 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly;

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the sewer system of the Town, or which is deemed to abut on the said sewer system.

3. The annual sewer parcel tax shall be in the amount of Two Hundred Sixty-nine Dollars (\$269.00) per parcel or group of parcels.

4. The sewer parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes. The sewer parcel tax shall have the same rights and remedies as other real property taxes.

5. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

6. **Repeal**
"Sewer Parcel Tax Bylaw 2014, No. 1856" is hereby repealed.

7. The provisions of this bylaw shall become effective and be in force as of the 1st day of January for the year 2015.

9. **Citation**
This bylaw may be cited as "Sewer Parcel Tax Bylaw 2015, No. 1877".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (S. Bowden)

From: Ray Delcourt
Sent: April 7, 2015 1:08 PM
To: Aaron Stone
Cc: Ruth Malli; Council; Beverley Taschuk
Subject: Request to waive fee for trolley.

Mayor Stone and Council:

I would like to ask that Council look into waiving the fee for the use of the Town Of Ladysmith trolley on Saturday April 18th from 12 noon to 6pm. The members of Ladysmith Fire Rescue have organized a retirement party for recently retired Firefighter Mike Alexander on this date. Mike had 17 years with the Ladysmith Fire Rescue. This includes a golf game and steak dinner at the Fire Hall. We have made arrangements to use the Trolley to safely take our attendees out to the Cottonwood Golf Course and back. Town employee Scott Cunningham has kindly volunteered to drive the Trolley for us.

Thank you. Ray

Ray Delcourt
Fire Chief
Local Assistant to the Fire Commissioner
Ladysmith Fire / Rescue
PO Box 760
340 6th Avenue, Ladysmith, BC
V9G 1A5
Station: 250-245-6436
Cell: 250-416-9134

