



# Town of Ladysmith

## GOVERNMENT SERVICES COMMITTEE

Minutes of a meeting of the Government Services Committee held in Council Chambers at City Hall on Monday, February 16, 2009 at 6:00 p.m.

### COUNCIL MEMBERS PRESENT:

|                   |                    |
|-------------------|--------------------|
| Duck Paterson     | Steve Arnett       |
| Jill Dashwood     | Scott Bastian      |
| Lori Evans        | Mayor Rob Hutchins |
| Bruce Whittington |                    |

### STAFF PRESENT:

|                |                |
|----------------|----------------|
| Ruth Malli     | Sandy Bowden   |
| Rebecca Kalina | Patrick Durban |
| Joe Friesenhan | Felicity Adams |

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The Chair, Councillor Duck Paterson, called the meeting to order at 5:00 p.m.

### ARISE AND REPORT

2009-025: It was moved, seconded and carried that the Executive Session of Monday, February 16, 2009 arise without report (6:05 p.m.)

### AGENDA APPROVAL

2009-026: It was moved, seconded and carried that the agenda for the Government Services Committee meeting of Monday, February 16, 2009 be approved as circulated.

### MINUTES

2009-027: It was moved, seconded and carried that the minutes of the Government Services Committee meeting of Monday, January 19, 2009 be approved with the following amendment:  
Resolution 2009-004 add the words: "to the existing lines" after the words "downstream sewer upgrades".

### REPORTS

#### CITY MANAGER'S REPORT

The City Manager presented the Committee with her written report on 2008 in review.

2009-028: It was moved, seconded and carried that it be recommended to Council that the City Manager's Report, dated February 11, 2009, regarding her review of 2008 be received.

#### DIRECTOR'S / MANAGER'S REPORTS

The Director of Public Works presented his written 2008 annual report to the Committee.

2009-029: It was moved, seconded and carried that it be recommended to Council that the Director of Public Work's 2008 Annual Report dated January 23, 2009 be received.

The Manager of Development Services, the Director of Corporate Services and the Director of Parks Recreation and Culture presented written reports outlining activities of the last quarter of 2008 in their respective departments.

2009-030: It was moved, seconded and carried that it be recommended to Council that the 2008 fourth quarter reports from the Manager of Development Services, dated February 2, 2009, the Director of Corporate Services, dated February 10, 2009, and the Director of Parks Recreation and Culture, dated February 1, 2009, be received.

#### SIDEWALK SNOW REMOVAL

2009-031: It was moved, seconded and carried that it be recommended to Council that Staff be requested to prepare a report proposing a snow clearing policy which includes the issuing of fines for failure to comply with the sidewalk snow clearing regulations and to review the possibility of Town staff clearing snow and ice from sidewalks identified as major pedestrian routes and that the report also include an implementation plan.

#### FEES AND CHARGES FOR PARKS, RECREATION & CULTURE

2009-032: It was moved, seconded and carried that it be recommended to Council that a two-percent increase to the Parks, Recreation & Culture Fees be approved beginning April 1, 2009.

#### HERITAGE REVITALIZATION ADVISORY COMMISSION PROJECT PROPOSAL

2009-033: It was moved, seconded and carried that it be recommended to Council that the Heritage Revitalization Advisory Commission (HRAC) be supported to develop a full project plan for a Community Heritage Register and Statement of Significance Project;

AND THAT the project focus on heritage resources within Development Permit Area 2-Downtown primarily First Avenue between Roberts Street and High Street;

AND FURTHER THAT when it is developed, the HRAC forward the full project plan to Council for consideration as a 2009 project.

#### AWARD OF ANNUAL TENDERS

2009-034: It was moved, seconded and carried that it be recommended to Council that the annual tenders for services be awarded to the low tenderer at the unit prices tendered as follows:

Concrete Supply - Bedrock Redi-Mix Ltd.  
Asphalt & Paving - Hub City Paving  
Gravel Supply - Island Aggregate Ltd.  
Septic Services - Coast Environmental Ltd.  
Survey & Layout - McCallan Construction Survey Ltd.  
Equipment Rental (Heavy Equipment) - David Stalker Excavating Ltd.  
Chlorine & Chemical Supply - Brenntag Canada Inc.

AND THAT the tender for the supply of trucking be awarded to TRT Contracting Inc. as the contractor is based within the Town boundary.

#### OLYMPIC / PARALYMPIC ATHLETE OLYMPIC / PARALYMPIC ATHLETE HOMESTAY

2009-035: It was moved, seconded and carried that it be recommended to Council that they support in principle the Spirit of BC Committee approaching the Vancouver Olympic Committee to determine the requirements for establishing a Town of Ladysmith initiated 2010 Olympic / Paralympic Homestay Program.

#### MANUFACTURED HOME PARK POLICY

2009-036: It was moved, seconded and carried that it be recommended to Council that:

1) the development of a land use policy in support of manufactured home parks, as a means to supply affordable housing, be part of the Official Community Plan review, and

2) staff be directed to prepare an amendment to the Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 to require applicants intending to redevelop a site causing displacement of tenants to include with the rezoning application a communications plan, information about the redevelopment proposal, and tenant financial assistance and relocation plan similar to the District of Sooke Manufactured Home Park

Redevelopment Policy;

3) staff be directed to create a zone for Mobile/Manufactured Home Parks.

DEVELOPMENT VARIANCE PERMIT APPLICATION 3060-09-01

2009-037: It was moved, seconded and carried that it be recommended to Council that staff be requested to proceed with the statutory notice for DVP 3060-09-01 (Cacchioni) Lot 11, 12 and 13, District Lot 139, Oyster District, Plan 7217 (1156 - 1154 - 1152 Trans Canada Highway).

(OPPOSED VOTE - Councillor L. Evans)

Councillor S. Arnett arrived in Council Chambers at 6:51 p.m.

BOUNDARY EXTENSION REQUEST - 11235 BAKER ROAD

2009-038: It was moved, seconded and carried that it be recommended to Council that before the Town is willing to consider the Baker Road boundary extension proposal, that the applicant consult with neighbouring properties in the area of Baker Road and provide the results of the consultation to the Town.

CANADA SUMMER JOBS 2009

2009-039: It was moved, seconded and carried that it be recommended to Council that Staff be authorized to apply for three positions under the Canada Summer Jobs 2009 Program for the Parks, Recreation & Culture summer daycamps.

PROPOSED QUARTERLY "GLOBAL" COMMISSION MEETINGS

2009-040: It was moved, seconded and carried that it be recommended to Council that the proposed schedule of "Global" commission meetings for 2009 be approved and that Staff be directed to make the necessary arrangements for the meetings including notifying all advisory commission members, securing an appropriate location for the meetings etc.

**ADJOURNMENT**

2008-041: It was moved, seconded and carried that this meeting adjourn. (6:54 p.m.)

**CERTIFIED CORRECT:**

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Chair (Councillor D. Paterson)

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Corporate Officer (S. Bowden)