

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, DECEMBER 18, 2017
7:00 P.M.**

A G E N D A

CALL TO ORDER (7:00 P.M.)

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Special Meeting of Council held December 11, 2017..... 1 - 4

3. DELEGATIONS

3.1. Kathy Holmes, Arts Council of Ladysmith and District
Thank you to Council

4. PROCLAMATIONS - None

5. 2018 BUDGET WORKSHOP

5.1. Information Requested by Council During December 11 Budget
Discussions.....5 - 11

Staff Recommendation:

That Council receive for information the report by the Chief Administrative Officer regarding information requested by Council during the December 11th budget discussions.

5.2. Presentation and Discussion on the 2018 Budget and the 2018 - 2022
Financial Plan

5.3. Public Input and Questions



6. REPORTS

6.1. Waterfront Area Plan Transportation Review and Municipal Servicing Review..... 12 - 13

Staff Recommendation:

That Council provide early budget approval for the following two studies to be undertaken in support of the Waterfront Area Plan:

- Transportation Review including a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road and the potential for a traffic circle at Ludlow Road and Rocky Creek Road
- Municipal Servicing Review

7. BYLAWS

7.1. 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946 14 - 16

The purpose of Bylaw 1946 is to obtain approval to borrow, if necessary, up to 75% of the Property Taxes levied in 2017 for \$5.8 million dollars.

Staff Recommendation:

That Council give first, second and third readings of the 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946.

7.2. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942 17 - 18

The purpose of Bylaw 1942 is to amend Waterworks Bylaw No. 1298 to include a five per cent increase to each rate.

Staff Recommendation:

That Council adopt Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942.

7.3. Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943.....19 - 20

The purpose of Bylaw 1943 is to amend Sanitary Sewer Rates Bylaw No. 1299 to reflect a ten percent increase to each rate.

Staff Recommendation:

That Council adopt Town of Ladysmith Sanitary Sewer Rates Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943.

8. CORRESPONDENCE

- 8.1. **Peter W. Dabb**
Potential Recognition for Owen William Dabb (Bill)..... 21 - 30

Staff Recommendation:

That Council add the name Owen William Dabb (Bill) to the list of approved street names as per Policy 5450 A.

9. NEW BUSINESS

- 9.1. **Mid Isle Soccer Association and Rotary Club of Ladysmith**
Forrest Field Facility Upgrade Initiative 31 - 36

Staff Recommendation:

That Council:

1. Support in principle the proposal from the Mid Isle Soccer Association and the Rotary Club of Ladysmith to upgrade the Forrest Field facilities;
2. Provide a letter of support to assist the two organizations in seeking funding for the project.
3. Refer the proposal to the Parks, Recreation and Culture Advisory Committee for comment and feedback.
4. Direct staff to work with the Mid Isle Soccer Association and the Rotary Club of Ladysmith to review the proposed facilities upgrade projects and report back to Council on the specific details relating to the request prior to proceeding with construction.

- 9.2. **Association of Vancouver Island and Coastal Communities (AVICC) 2018**
Convention Resolutions and Executive Committee Nominations..... 37 - 46

Staff Recommendation:

That Council receive for information the request by the Association of Vancouver Island and Coastal Communities (AVICC) for Nominations to the AVICC Executive Committee and Proposals for Presentations.

10. UNFINISHED BUSINESS - None

QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.

- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

ADJOURNMENT

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, DECEMBER 11, 2017
CALL TO ORDER 5:02 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS ABSENT:

Councillor Carol Henderson

STAFF PRESENT:

Guillermo Ferrero	Felicity Adams	Erin Anderson
Geoff Goodall	Clayton Postings	Joanna Winter
Sue Bouma		

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:02 p.m.

CLOSED SESSION

CS 2017-402

Moved and seconded:

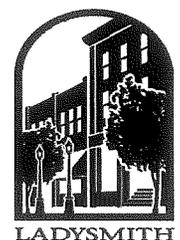
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:01 p.m. in order to consider items related to the following:

- Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity- section 90(1)(b)

Motion carried.

SPECIAL MEETING

Mayor Stone called this Special Meeting of Council to order at 5:42 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.



AGENDA APPROVAL

CS 2017-403

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for December 11, 2017.

Motion carried.

RISE AND REPORT

Council rose at 5:37 p.m. without report.

MINUTES

CS 2017-404

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held December 4, 2017.

Motion carried.

BUDGET WORKSHOP

Budget Workshop

The Director of Financial Services reviewed the information discussed at the previous budget workshop on December 4, 2017, and outlined the agenda for the current workshop, including one referred higher level service request decision and discussions regarding the 2018 General Capital Budget and the 2018 Utilities Capital Budget.

Moved and seconded:

CS 2017-405

That Council include new funding for an additional position of Development Services Technician in the 2018-2022 Financial Plan.

AMENDMENT

Moved and seconded:

CS 2017-406

That resolution CS 2017-405 be amended to read as follows:

That Council:

1. Refer to a subsequent meeting of Council the possibility of including new funding for an additional position of Development Services Technician in the 2018-2022 Financial Plan; and
2. Request staff to provide further information regarding 2016 and 2017 operational surplus together with a cost/benefit analysis and additional reasoning for the proposed Planning Technician position in Development Services

Amendment carried.

Motion as amended carried.

Moved and seconded:

CS 2017-407

That Council direct staff to propose a small equipment reserve account to Council.

Motion carried.

CS 2017-408

Moved and seconded:

That Council provide early budget approval for the Water Main Replacement from the Public Works building to Colonia Drive for \$402,000 with the funds to come from the Water Utility and Water Reserve.

Motion carried.

Council requested further information on the following matters related to capital project in 2018:

- the service capabilities and configuration of the generators at the Ladysmith Fire Hall and RCMP Building to determine whether one or both could be adapted to provide power to the Public Works building
- the need for more storage at the RCMP Building (is there not enough space at the Public Works Yard?)
- the location of the 1st Avenue Irrigation Vault and how it is considered an 'enclosed space'
- the type and necessity of the repairs/trail work at the Ladysmith Golf Course
- the cost of repairs to the Holland Creek Trail that were carried out before a washout in that area
- an appropriate annual level of funds to be placed in a new Small Equipment Reserve Fund.
- fleet purchasing as a cost-saving measure when purchasing Town vehicles
- turning the Resolution Place green space into lots for sale?
- any Town vehicles that are still in service after being replaced

BYLAWS

CS 2017-409

Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942

Moved and seconded:

That Council give first, second and third reading to Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942.

Motion carried.

CS 2017-410

Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943

Moved and seconded:

That Council give first, second and third reading to Town of Ladysmith Sanitary Sewer Rates Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943.

Motion carried.

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment
Bylaw (No. 10) 2017, No. 1939**

Moved and seconded:

CS 2017-411

That Council adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 10) 2017, No. 1939.

Motion carried.

ADJOURNMENT

Moved and seconded:

CS 2017-412

That this Special Meeting of Council adjourn at 7:38 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

INFORMATION REPORT TO COUNCIL

From: Guillermo Ferrero, Chief Administrative Officer
Meeting Date: December 18, 2017
File No:
RE: INFORMATION REQUESTED BY COUNCIL DURING DECEMBER 11 BUDGET DISCUSSIONS

RECOMMENDATION:

That Council receive this report for information.

PURPOSE:

The purpose of this report is to provide responses and additional information about proposed capital projects as requested by Council during the Budget Workshop and discussions at the December 11 Special Council meeting. The response is provided below each question. You will also find attached as an appendix a summary of Activity Updates provided to Council regarding the Youth Strategy initiative.

PREVIOUS COUNCIL DIRECTION

N/A

QUESTIONS/REQUESTS

1. **Provide a cost/benefit analysis and additional reasoning for the proposed Planning Technician position in Development Services**

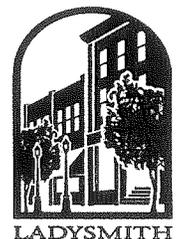
Role:

To assist planning and building applicants with process navigation, in-take files, assist with process improvements, respond to basic customer inquiries. The position would be split between Planning and Building.

Examples: Quick file review and communication to identify missing information, such as zone check and administrative file review. Application process improvements and streamlining. Assist with the coordination of development approvals across departments, e.g. planning, building, and engineering. Fee bylaw review.

Consequence of not funding:

- Other departmental staff will continue to provide these functions which takes time from high-level work. Recommendations from the 2017 Builders' Forums and upcoming Developers' Forums will take longer to implement.



Aligns with Council's strategic priority: Employment and Tax Diversity

Actions:

- Stream line approval processes for building and development to expedite turnaround times
- Implement feedback mechanisms for continuous improvement of permit and approval processes

Desired outcome:

- Employment of best practices in development and building permit processes to facilitate community growth and investment

Council direction from the Builders' Forums:

- Process improvements such as application checklists and file checklists
- Implement two streams for building permit applications
- Incomplete applications will not be accepted once checklists are developed and applicants advised

Planning Permit Revenue :

2017 YTD (Nov)	2017 Budget	2018 Budget
\$ 10,320	\$ 9,250	\$ 16,000

Building Permit Revenue -

2017 YTD (Nov)	2017 Budget	2018 Budget
\$ 132,480	\$ 107,000	\$ 115,000

2. Review the service capabilities and configuration of the generators at the Ladysmith Fire Hall and RCMP Building to determine whether one or both could be adapted to provide power to the Public Works building.

Staff will be meeting with the electrical engineer on December 18 to discuss options and the capacity of the generators.

3. Provide additional information about the need for more storage at the RCMP Building (is there not enough space at the Public Works Yard?)

The RCMP continue to see a rise if the amount of evidence that they are collecting and a corresponding increase in storage requirements. This evidence must be maintained in a secure location as these items include drugs and other stolen property that has been seized. These items are required to be secured at the RCMP site and are not permitted to be released to another unsecure site, that is not controlled by the RCMP. Once the evidence and other goods are released as is past practice they are moved to the Public Works facilities to be stored until they are auctioned off.

4. Confirm the location of the 1st Avenue Irrigation Vault and explain how it is considered an 'enclosed space'

The irrigation vault is at French Street and 1st Avenue and it is a confined space in accordance with WorkSafe BC definitions.

5. Provide further information on the type and necessity of the repairs/trail work at the Ladysmith Golf Course

The intent of the project is to improve the stairs, add railings where required and ensure the trail is safe for use. The Golf Club continues to recommend that golfers only use the trail if they are comfortable doing so. Those who are not as mobile are directed to return to the bridge crossing on hole #5. These improvements are required as currently parts of the trail are roughed in and these measures will provide a trail that will meet trail construction standards.

6. Confirm the cost of repairs to the Holland Creek Trail that were carried out before a washout in that area

The cost of the work on the trail, including labour and materials, was approximately \$2,500. This was an emergency repair to ensure the safety of the trail for the public after a washout caused by heavy rains. A subsequent rainfall caused another washout, The proposed repairs in the 2018 capital budget are intended to reduce the potential of future erosion at this location.

7. Recommend an appropriate annual level of funds to be placed in a new Small Equipment Reserve Fund.

Staff are recommending an annual contribution of \$20,000 to replace parks maintenance and Public Works operations equipment starting in 2019.

8. Provide a list of any Town vehicles that have been replaced but kept in service

To staff's knowledge, the only vehicle currently in the Town's fleet that was previously replaced is unit 58, the old dump truck which was replaced approximately six years ago, and is still used as a back-up, primarily for road brining in cold weather.

9. Investigate Fleet Purchasing as a cost-saving measure when purchasing Town vehicles

Staff have confirmed with suppliers that the Town is provided with fleet pricing for vehicle purchases, as a standard practice for local governments.

10. What would be required to turn the Resolution Place green space into lots for sale? (is this considered dedicated green space?)

The Resolution Place green space is dedicated parkland. As such, in accordance with section 27 of the *Community Charter*, disposition (whether by way of exchange or sale with the proceeds going into a parkland acquisition reserve fund) must receive elector approval.

11. Confirm the surplus amounts for 2016 and 2017

No municipality is allowed to run a deficit. As such, the Town is conservative in some of our budget estimates to ensure we do not over spend when unforeseen circumstances occur. Often, these under-estimates result in surpluses. These surpluses are reserve and often used to offset the funding of a future project. It is not wise financial management to use surpluses to reduce taxation as this practice is not sustainable into the future.

2016:

Approximately \$1.1m in total surplus (includes water, sewer and general operating).

Made up of:

- \$563k in water and sewer borrowing costs, additional parcels & increased service fees. Each of these has been adjusted in the 2018 budget.
- \$200k in additional fees & charges revenue such as Fortis fee, building/subdivision/other fees. The 2018 budget has been adjusted accordingly.
- \$90k CCVE rebate
- \$49k in one-time operating grant revenue
- \$51k in investment income. Interest accruing on funds earmarked for capital. The 2018 budget reflects the anticipated increase.
- \$425k in operating, which includes:
 - \$200k due to the RCMP detachment operating at less than its full strength ratio, as well as adjustments to the interest rate. The 2018 budget anticipates the detachment operating at full strength.
 - \$34k in Fire Department savings due to reduced call-outs and training.
 - \$161k in savings due to vacancies in General Government and a shorter than anticipated overlap between the retiring and incoming Chief Administrative Officers
 - \$44k in solid waste savings
 - \$23k in actuarial savings
 - \$45k in Development Services savings mainly due to a partial vacancy, legal savings and tourism projects.
 - \$10k in vacant parks position. Adjusted in 2018 budget.
- The Town is also \$95k over budget in transportation due to last winter's demands for snow and ice removal, materials and vehicle charge-outs.

The surpluses were used to fund:

Operating:

- Buller Street payment in 2016 & 2017 for \$500,000
- Waterfront Area Plan Implementation Position (non-capital) \$300,000 for 2018-2021
- Fire Hall Roof & Bay Improvements \$ 95,500 (include allocation from infrastructure deficit reserve).

- Derelict vessels \$25,000

Capital:

- Waterfront Area Plan \$48,900
- Automatic Gate at RCMP \$20,000
- RCMP Generator \$97,000
- 4th Avenue – includes funding from roads \$100,000
- PW Building Assessment \$10,000
- Dog Park funding from licences \$6,300
- FJCC Electrical/water valve repair work \$61,000
- Composting Site upgrade \$2,402,165

Per the *Community Charter* a Financial Plan bylaw requires that the uses for the reserves and surplus are listed in the bylaw. In the 2017-2021 Financial Plan Bylaw, the following table was included showing the amount of funding from surplus:

Source	% of Total	Dollar Value
Development Cost Charges - Roads	3%	168,000
Reserve - Amphitheatre	0%	5,000
Gas Tax Funds	11%	663,500
Surplus	86%	5,288,095
Total		\$6,124,595

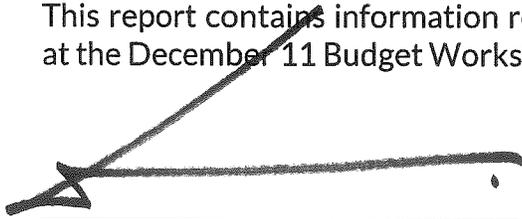
2017

Rough estimates are forecasting a budget surplus of over \$700k, mainly due to:

- Principal payments on Water Filtration, Fire Truck
- Vacancies in general government
- Under strength ratio in RCMP

Summary

This report contains information requested by Council during capital budget discussions at the December 11 Budget Workshop.



Guillermo Ferrero, Chief Administrative Officer

December 13, 2017

ATTACHMENT(S)

Activity Updates: Youth Strategy Initiative

ACTIVITY UPDATES PREVIOUSLY CIRCULATED REGARDING THE LADYSMITH YOUTH STRATEGY INITIATIVE

Activity Update – August 4, 2017

Summary: The Town in partnership with the LRCA, SD 68 and VIHA received a number of proposals to complete the planned Youth Services Strategy. The Youth Services Strategy was identified in the 2016 PRC master plan as a high priority for the community; the Town funded this project with \$25k being allocated to complete the work. The working group from the various agencies selected the proposal from Neil Smith is a professor at VIU and is a consultant with Pacific Leadership Design Inc., Mr. Smith has lead similar youth strategies in the Regional District of Nanaimo and District of Saanich. The project will commence in September 2017. Further information will be available once the leadership committee reconvenes in late August.

Key Message:

- Pacific Leadership Design Inc. has been retained to complete the Youth Services Strategy
- The Youth Strategy project includes the Town of Ladysmith Youth as well as SFN and area G & H youth
- Partners for this project include the Town of Ladysmith, LRCA, SD 68, Cowichan Youth and Island Health, more groups and agencies will be brought on as the project develops.
- The strategy project will commence in September 2017

Activity Update – October 27, 2017

Included in the summary of current PRC Capital Projects:

- **Youth Strategy** – Project is underway with numerous community groups and agencies having been consulted. Plans are underway for the development of a youth steering committee and public information and engagement will commence in the next few weeks.

Activity Update – November 3, 2017

Summary: The Town of Ladysmith is working with local youth and a variety of key community stakeholders on an extensive planning process aimed at creating a compelling, innovative and realistic roadmap that helps to engage Ladysmith youth, involve them in community activities, and ensure they play a prominent role in the decisions that affect them.

Key Message:

Planning is expected to be completed in summer 2018 with youth playing a key role in all aspects of the process, which will be carried out in three phases:

1. *Building the Foundations* – Initiate inventory of existing youth programs and services, begin research on best practices for youth programs, interview staff and community members associated with youth programs, and liaise with reps from three established community teams including a Youth Research Team.
2. *Community Consultation & Organizing Data* – The Youth Research Team will work with other members of the project on community engagement activities. Data will be compiled and posted publicly for further review and feedback,
3. *Organizing the Plan* – Consultants will work with participants to develop a final plan to be presented to Ladysmith Mayor and Council.

Updates and additional information will be posted on the Town's website at www.ladysmith.ca.

INFORMATION REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: December 18, 2017
File No: 6520-20 WAP
RE: Waterfront Area Plan Transportation Review and Municipal Servicing Review

RECOMMENDATION:

That Council provide early budget approval for the following two studies to be undertaken in support of the Waterfront Area Plan:

- Transportation Review including a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road and the potential for a traffic circle at Ludlow Road and Rocky Creek Road
- Municipal Servicing Review

PURPOSE:

The purpose of this report is to seek early budget approval for two reviews for the implementation of the waterfront project.

PREVIOUS COUNCIL DIRECTION

Council has previously directed that the Waterfront Area Plan and its implementation is a strategic priority.

DISCUSSION:

The original plan for these two studies was to focus on the first development phase only which was budgeted at \$20,000 per study. Upon review, it was determined that a full review for the entire waterfront plan area was the preferred approach for efficiency and coordination purposes.

Transportation Review:

The purpose of the Waterfront Area Plan Transportation Review is to:

- determine anticipated traffic volumes to be generated by the new development,
- review existing and new intersection volumes, and
- recommend improvements by phase.

For the purposes of this study, “transportation” includes vehicles of all types, pedestrians, cyclists and public transportation. The rail corridor crossings are also included in the enhanced scope.

Council may wish to consider including in this review a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road (Home Hardware, Oyster Bay Quay and the CD-1 Zoned site) and the potential for a traffic circle at Ludlow Road and Rocky Creek Road

Servicing Review:

The purpose of the Waterfront Area Plan Municipal Servicing Review is to:

- (1) provide an overall site servicing concept plan for the development showing the upgrades to municipal services (water, sewer, storm), and
- (2) Class D cost estimate for new capital works and a phasing plan.

Financial Implications:

The December 11, 2017 capital budget presentation included the following waterfront implementation project funding request.

	Continuing:	New:
Transportation Review	\$20,000 Gas Tax/Real Property Reserve	\$40,000 * Gas Tax/ Real Property Reserve
Municipal Servicing Review	\$20,000 Real Property Reserve	\$65,000 Gas Tax/Real Property Reserve

*Staff are currently working with the potential consultant for the Transportation Review to confirm the scope/budget if Council chooses to include the detailed Ludlow Road assessment and traffic circle in this study. Staff intend to provide this information at the Council meeting when this report is considered.

SUMMARY POINTS

Staff are seeking early budget approval for two waterfront implementation projects.

Felicity Adams, Director of Development Services

December 12, 2017

I concur with the recommendation.

Guillermo Ferrero, City Manager

ATTACHMENT(S)

None.

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: December 18, 2017
File No:
RE: REVENUE ANTICIPATION BYLAW

RECOMMENDATION:

That Council give first, second and third readings of the 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946.

PURPOSE:

The purpose of Bylaw 1946 is to obtain approval to borrow, if necessary, up to 75% of the Property Taxes levied in 2017 for \$5.8 million dollars.

PREVIOUS COUNCIL DIRECTION

Annually, this bylaw has been approved by Council.

DISCUSSION:

Each year, Council may grant approval to borrow money to meet budgeted financial obligations prior to the property tax levy. Some of these obligations occur prior to the annual property tax levy. This bylaw allows for short-term borrowing up to 75% of the 2017 property tax levy.

SUMMARY POINTS

- Each year, a revenue anticipation bylaw is prepared in advance of the annual property tax levy.
• This borrowing is permitted under Section 177 titled Revenue Anticipation Borrowing of the Community Charter. This borrowing differs from regular borrowing as electoral ascent is not required.
• Historically, the Town has not executed one of these bylaws, but it is wise financial management to have this bylaw in place in case of an emergency.

[Handwritten signature]

Erin Anderson, Director of Financial Services

December 13, 2017



I concur with the recommendation.

A handwritten signature in black ink, consisting of a long horizontal stroke with a small loop at the end and a diagonal stroke crossing it from the top left.

Guillermo Ferrero, City Manager

ATTACHMENT(S)

TOWN OF LADYSMITH

BYLAW NO. 1946

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

WHEREAS the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year.

AND WHEREAS the total amount of liability that Council may incur is five million and eight hundred thousand dollars (\$5,800,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

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

- 1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of five million eight hundred thousand dollars (\$5,800,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

CITATION

- 4. This bylaw may be cited as "2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946."

READ A FIRST TIME on the th day of December, 2017

READ A SECOND TIME on the th day of December, 2017

READ A THIRD TIME on the th day of December, 2017

ADOPTED on the th day of December, 2017

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1942

A bylaw to amend the Waterworks Regulations Bylaw 1999, No. 1298 of the Town of Ladysmith.

WHEREAS pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

Amendment

1. Schedule "A" of "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1923" is hereby replaced with the attached Schedule A.

Effective Date

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2018.

Citation

3. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942".

READ A FIRST TIME	11 th	day of	December, 2017
READ A SECOND TIME	11 th	day of	December, 2017
READ A THIRD TIME	11 th	day of	December, 2017
ADOPTED		day of	December, 2017

Mayor (A. Stone)

Corporate Officer (J. Winter)

SCHEDULE "A"

TOWN OF LADYSMITH

Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942

1 METERED SINGLE UNIT DWELLING

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 31.13	
Next 26 m ³ to 50 m ³	\$ 0.7687	Per m ³
Next 51 m ³ to 75 m ³	\$ 0.9085	Per m ³
Next 76 m ³ to 100 m ³	\$ 1.1180	Per m ³
Next 101 m ³ to 125 m ³	\$ 1.4675	Per m ³
Over 125 m ³	\$ 1.9566	Per m ³

2 METERED SERVICE - all other users

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 31.13	
Over 25 m ³	\$ 0.6988	Per m ³

3 NON-METER SERVICE

Per billing period: \$ 54.13 Per unit

4 SERVICE CONNECTION RATES

Where a service connection has not been previously provided to a parcel but where the Public Waterworks system front or abuts the parcel:

(A) 19 mm (3/4") service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances: \$2,400 per connection

(B) Larger than 19 mm (3/4") shall be at cost, but no less than: \$2,400 per connection

Where a service connection has been previously provided to a parcel:

(C) service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances and is the requested size: \$ 100 per connection

(D) upgrading of that service is size including installation of a water meter, meter box, meter setter, check valves, shut-off valve and any other related appurtenances shall be at cost, but not less than: \$2,400 per connection

5 FINES

Every person who violates any provision of this bylaw shall be guilty of an offence punishable on summary conviction and shall be liable to a fine or to imprisonment for not more than 6 months, or both. Each day that a violation of the provisions of this bylaw occurs, exist or is permitted to occur or exists, shall constitute a separate offense. \$ 2,000 per offence

Effective January 1, 2018.

TOWN OF LADYSMITH

BYLAW NO. 1943

A bylaw to amend the Sanitary Sewer Rate Bylaw 1999, No. 1299 of the Town of Ladysmith.

WHEREAS pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

Amendment

1. Schedule "A" of "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2017, No. 1924" is hereby replaced with the attached Schedule "A".

Effective Date

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2018.

Citation

3. This bylaw may be cited as "Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943".

READ A FIRST TIME	11th	day of December, 2017
READ A SECOND TIME	11th	day of December, 2017
READ A THIRD TIME	11th	day of December, 2017
ADOPTED		day of December, 2017

Mayor (A. Stone)

Corporate Officer (J. Winter)

SCHEDULE "A"

TOWN OF LADYSMITH

Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943

SCHEDULE OF RATES

CLASSIFICATION		Sewer Charge Per Month
Residences or Apartments:	For each Dwelling Unit	\$24.75
Motels & Auto Courts:	Premises of owner or operator	\$24.75
	For each rental unit	\$ 3.78
Mobile Home Parks:	Public rest rooms and/or service rooms	\$24.75
	For each mobile home with sewer connection	\$24.75
Hotels:	Owners or managers quarters	\$24.75
	Per apartment for rent	\$24.75
	Per room for rent	\$ 3.78
Beer Parlours, Pubs, Licenced Cabarets & Lounges:	For each separately licenced area	\$51.59
Cafes, Restaurants & Dining Rooms:		\$51.59
Offices, Shops and Stores:	Per office, store & store unit not otherwise specified	\$24.75
Store(s) and Suites(s) combined:	Per store unit	\$24.75
	Per suite	\$24.75
Stores(s) and Office(s) combined:	Per store unit	\$24.75
	per office unit	\$24.75
Office Building:	per office unit	\$24.75
Laundry or Laundromat:		\$81.98
Services Stations and Garages:	Without car wash	\$24.75
	With car wash	\$55.14
Public or Social Club with licenced bar:		\$51.59
Church Hall, Public Hall or Lodge Room		\$19.18
Hospitals & Nursing Homes	per bed	\$ 11.52
Schools	per classroom, auditorium or office	\$24.75

Effective January 1, 2018

S
0220-01
5450-01

PRYCE CONTRACTING LIMITED
612 Ashcroft Place
Parksville, B.C.
V9P 0E1

Aaron D. Stone
Mayor of Ladysmith
410 Esplanade
P.O. Box 220
Ladysmith, B.C.
V9G 1A2



Your Honour:

My name is Peter Dabb. As my father was, I was born and raised in Ladysmith. In 1962 I joined the army and left Ladysmith and the Island, not returning to live on the Island until this year (55 years later).

The purpose of this letter is to potentially achieve recognition for the contributions my father, Owen William Dabb, (Bill), made to the families and the town of Ladysmith over his life time.

To regress for a moment, my mother Cynthia Dabb (who just turned 100 in July), when asked a few years ago, what did she regret about her life since she came to Ladysmith in 1942, her reply was that the town of Ladysmith had never honoured her husband (Bill) for the contributions he had made to the town and it's citizens.

He was a father, brother, baker, soldier, fireman, Civil Defence Co-ordinator (youngest in Canada at the time), mill worker, President of the Ladysmith Legion, Board of Variance Member. He spent his whole life giving and helping anyone who needed help or assistance.

Just prior to Remembrance Day my wife and I drove down to Ladysmith to visit my mother, we drove around the town and noted the new streets and some buildings that had been named after residents for their contributions to the town and the citizens of Ladysmith, and rightly so. Almost all of these people I knew or knew of.

I brought this subject up at a gathering of my family at our new house in Parksville on the evening of the celebration of our mothers 100th birthday and asked what we could do to fullfil our mothers desire to see her husband (Bill) honoured or recognized for his service to the community. The reply was unanimous, welcome home, make it happen.

I am a retired soldier, corporate executive, and building contractor. I noted and viewed the new development taking place adjacent to Dogwood Drive and thought there may be a simple Way to attain my mothers desire by having one of the streets, lanes etc named after my father, ie Bills' Lane, Bills' Way, Wills' Way.

So, I present this to you in the hope achievement can be made before my mother passes on and we can see her smile in satisfaction.

Yours sincerely,

Peter W. Dabb, MMM, CD1

13 Nov 2017

Phone/Fax 1-(250) 586-7526
Cell phone 604 833-9502 email: psr123@shaw.ca

ROAD NAME GUIDELINES

- We support a Notice of Intent format to follow when road names are being proposed, so that all concerned can have an opportunity to review proposed names, and suggest a checklist be created on the bottom of a form which includes all parties to be included in the review.
- The length of a road name shall not exceed eighteen (18) characters inclusive of spaces and suffix.
- The road name shall not include hyphens nor an apostrophe.
- That a strict interpretation of the various terms be formulated, such that common usage is intended for “Road, Way, Lane, Street, Place, Terrace, Avenue, Crescent, Boulevard, Highway, Trail, Route, Path, Alley”. Also that standard abbreviations be adopted for the above.

We interpret “drive” to be relatively long roads, “lane and alley” to be secondary accesses, “road, street, avenue, and passable terrace” to be generic terms, “place or way” to be used on smaller dead end roads. “Crescent” to be used on a road that loops from one street back to the same street in another location, and “trail, route and path” as inappropriate for new names. “Highway” should only be used on a provincially designated basis.

- Where numbers are used for road names, then they shall appear numerically: 4th St.
- We support using theme names in areas such as “Scotchtown” having roads such as McKay, Maxwell, Robertson Cochrane Crescent, and downtown Chemainus having tree names such as Cedar, Oak, Pine, Willow etc., and Crofton having names such as Robert, Joan, Bertha, Pauline, Charlotte etc.

We do not support confusing names such as Wildwood, Woodland, Woodgrove, Highwood, Oakwood, on various roads not necessarily near each other, and with developments known as Woodmere nearby.

- No road name shall be approved that is similar in spelling or similar phonetically to any other road name within an area as described below for each jurisdiction.
- We do not support development names that differ from the main street into the development. For instance, Park Meadows does not relate to any of the streets within nor does Harmony Estates, while Garth Way is an obvious for “The Garth” as is Stonehouse Way for Stonehouse Estates. A subdivision should not be named in any way similar to an existing street (e.g. park meadows subdivision where we have a Meadow Park Road).
- We do not support “foreign language” names, where both the words and the pronunciation are unfamiliar to users.
- We support historical names where there may be some relationship with the history of property with the proposed road names.

- Avoid duplicate road names with different suffixes, e.g. Arbutus Road, Arbutus Drive. Do not use directional terms East, West, etc.
- We do not support allowing private roads (i.e. driveways) to be named with signs in public right of ways.
- The terms of this guideline shall apply, to public roads, and wherever possible, private roads and common property.
- Roads that cross or span jurisdictional boundaries shall have the same name as determined by each jurisdiction.
- This guideline applies to the naming of new roads and the renaming and respelling of existing roads.
- We support names such as mountain, lakes, flowers, historical names, etc. as opposed to obscure names that are not easily remembered.
- Frontage roads should be named.

AIR FORCE

ADAMS, W.H.
ARBUTHNOT, L.E.
ARMSTRONG, J.
AUTY, C.
BAILLIE, T.
BALLOU, H.E.
BERKEY, L.C.
BERTO, H.
BISS, F.
BROWN, J.B.
BROWN, J.T.
BROWN, L.
BUBRICK, J.
BURNS, R.
BURRILL, F.
BURRILL, J.
CAMPBELL, J.
CULLUM, A.J.
CULLUM, P.E.
DADY, A.
DAVIS, D.J.
DOW, W.
EXELL, F.L.
FERGUSON, D.C.
FERRERO, G.
GILL, D.R.
GILL, J.
GOURLAY, C.
GOURLAY, J.L.
GRANTHAM, R.
GREGSON, D.A.R.
GROUHEL, J.
HAROLD, T.C. YOUNG, W.A.

McDONALD, C.
McLEOD, W.
McMILLAN, I.C.
McMURTRIE, I.
MATSON, D.H.
MICHAEL, T.B.
MILLAR, W.
MILROY, R.J.
NONN, J.
PELTER, G.
POPOVICH, M.
QUAYLE, D.A.
ROGERSON, J.
ROGERSON, R.
RYAN, P.L.
SCHUBERT, G.
SHARP, D.D.
SMITH, J.W.
SPURLING, F.
SPURLING, R.
STEVENS, K.E.
SYMONDS, E.
THICKE, A.J.
THICKE, D.A.
VANDECASTEYEN, L.
WALKER, G.B.
WATTS, T.
WEIR, F.D.P.
WILLIAMS, L.
WILLIAMS, M.G.
WILSON, J.A.
WREAN, J.H.

MERCHANT NAVY

AITKEN, D.
ANSCOMB, F.
DeWILDE, E.
POLLOCK, G.
POLLOCK, J.
RUSSELL, C.
TELFORD, W.

WOMENS SERVICES

BARRETT, M
BRANCH, B.
DOW, G.
GALLAGHER, L.
GILSON, R.
GOIA, H.
GOIA, M.
GOLOBAR, A.
GUILHAMOULIE, A.
JADOSH, A.
KING, C.
McADAM, A.
MILLAR, G.
MILLAR, M.
MORGAN, E.
MORLEY M.
PARKS, F.
QUAYLE, L.
SANDERSON, S.M.
SELINGER, R.
WILSON, E.

ARMY

ADDISON, J.
 ALLSOP, W.J.
 ANDREWS, J.J.
 ANDRULONIS, F.
 ASCHACKER, P.
ASHWELL, G.
BATTIE, J.
 BERKEY, R.R.
BROWN, D.
 BROWN, D. Jnr.
 BROWN, W. Snr.
 BROWN, W. Jnr.
 BROWN, W.T.
 BURNETT, T.D.
 BUXTON, L.B.
 CAMPELL, G.A.
 CAMPELL, R.
 COLE, G.E.
 COMLEY, H.E.
 CARMICHAEL, B.
 CARMICHAEL, G.
 CARMICHAEL, R.
 COTTON, G.E.
DAVIDSON, J.
DAVIDSON, R.
 DICK, J.
DOUGLAS, J.
 DOW, W.
 DUNCAN, R.J.
 EVANHOFF, R.
 FERGUSON, W.H.
 GALLOWAY, J.
 GEORGESON, W.A.
GOURLAY, K.
GOURLAY, W.B.
 SMITH, T.H.
STIRLING, J.
TAYLOR, F.
 TOMCZYK, G.K.
 WEAVER, J.R.
 WOOD, J.H.

GREENHORN, D.
 HALHED, B.
HALLIDAY, J.
HALLIDAY, R.
HAWLEY, C.
 HAWRYLUK, P.
 HEYES, H.
 HILL, D.O.
 HOGGAN, N.
 HUNTER, A.
 HUNTER, J.
 JACKSON, W.
 JAMES, J.
 JAMES, L.
 KENNEY, F.
KENYON, J.
 KERR, G.H.
 KERR, M.S.
 KILPATRICK, A.
 KULAI, G.
 LAFLEUR, G.S.
 LAUNCHBURY, H.W.
 LEANDER, A.F.
 LIPTAK, J.W.
 LOVELL, J.H.
 LOVELL, W.H.
 McDONALD, A.
 McDONALD, E.R.
 McDONALD, J.M.
 McINNES, M.D.
McKINLEY, A.H.
 McLEOD, J.B.
 McMILLAN, A.
 MAINWARING, A.J.
 MASON, J.C.
STEELE, H.G.
SWETTENHAM, J.
 TIMOTHY, E.
 TORHJELM, C.C.
 WILKINSON, C.B.G.
 WOOD, J.M.

MATHESON, N.
 METCALFE, F.
 MILLER, A.H.
MORGAN, W.T.
 MORRIS, J.
 MULLEN, H.
 MULLEN, J.
 NISBETT, H.O.
OLIVER, F.R.
 OMAN, R.
 ORR, D.
 PALMERLEY, W.H.
PEERLESS, E.H.
PEERLESS, J.H.
 POPOVICH, J.
 PORTER, F.R.
POULAIN, A.L.
 PROVIS, L.
 RAINFORTH, W.J.
 RALLISON, J.
 RAYER, K.
 RICKARD, J.J.
RIDGWAY, C.H.
 ROLLISTON, W.F.
 ROSS, H.F.
RUSSELL, J.H.
RUSSELL, W.
RYAN, C.O.
SANDERSON, R.S.
 SCHOONARTS, G.R.
SHARP, G.M.
 SIMPSON, H.
 SMILLIE, A.
 (continued..)
 SMITH, J.P.
STILLIN, R.
TASSIN, V.
 TIMOTHY G.
 WATSON, A.
 WILLIAMS, A.
 WROTNOWSKY, P.

NAVY

BERTO, J.	HERLINVEAUX, K.	MORGAN, R.
BROWN, D.E.	HEYES, E.	NOVELLI, G.
BROWN, J.E.	HINDMARCH, R.	O'BRIEN, J.
BUCKNER, J.	HOUSTON, J.	OLIVER, J.R.
CAREY, A.	JAMESON, F.E.	PATRICK, A.
CLOKE, J.R.	JOHNSON, L.	PEERLESS, E.G.
COPP, A.	KENT, E.	PLATT, V.
CULLUM, W.	KERR, J.B.	PLANT, R.B.
DALBY, R.	KILPATRICK, A. Jnr	PLANT, W.A.
DAVIS, J.	LEAF, A.	POPOVICH, R.M.
DEFRANE, A.	LAVANDUSKY, W.	PORTER, H.A.
DEWILDE, E.	McADAM, J.	RADOVICH, W.
DICK, L.J.	McADAM, T.H.	REID, A.
DOUGLAS, S.	McCARTNEY, L.	ROBERTSON, J.K.
FERRARD, A.	McDONALD, J.	ROSS, W.
FRANCIS, S.J.	McKAY, P.S.	ROZANNO, J.
GALLAGHER, G.	McMURTRIE, L.E.	SMILLIE, W.
GALLAGHER, J.G.	McMURTRIE, V.R.	SMITH, A.H.
GRAHAM, S.	MAHAFFEY, L.	SNAITH, L.
GROUHEL, W.	MALLI, V.	SWETTENHAM, J.
HALBERG, R.	MILLAR, J.	TASSIN, P.
HALLIDAY, A.	MILLAR, R.	TAYLOR, G.
HAYDEN, H.	MITCHELL, H.	TIMOTHY, T.
HERLINVEAUX, D.	MORGAN, D.R.	THOMSON, A.
TOMPKINS, D.	TRUDELL, N.	TWENTYMAN, T.B.
WALKER, D.A.	WANLESS, J.H.	WILSON, F.
WRIGHT, A.	WRIGHT, E.G.	

Continued...(Amendments to Street Names by Council Resolution)

**NAMES OF CITIZENS WHO HAVE PROVIDED SERVICE TO THE TOWN
WHICH HAVE BEEN SUBMITTED AND APPROVED BY COUNCIL**

<u>DATE</u>	<u>RES.#</u>	<u>MOTION</u>
JUN.20.94	754	That the name " Louise " be added to the suggested street name policy. (Motion Carried)
FEB.19.96	120	That due to long term residency (since 1900) and involvement in the community, the name Ira E. Lowe be recognized by adding " Lowe " to the suggested street name policy.
APR.15.96	241	That the name " Verchere " be added to the suggested street name policy.
JAN.18.99		064 That the name " Hanington " be added to our street name list.
FEB.15.99		138 That the name " Ulinder " be added to our street name list.
MAR.01.99	163	That the name " Knight " be added in recognition of the family's contribution to the community through volunteer activities and for the long-standing association of Ray Knight and his efforts to preserve the history of Ladysmith.
JUL.19.99	491	That the " Kinsmen " name be added to the street naming policy.
SEP.20.99	590 a.	That the name " Hartley " be added to the street naming policy.
SEP.20.99	597	That the Waterfront Road "A" is to be called " Oyster Bay Drive ".
JAN. 20.2003	034	That the name " Nettleton " be added to the street naming policy.
AUG. 16.2004	415	That the name " HAWORTH " be added to the list of approved street names...
AUG. 31.2004	(exec)	... That the name " FOURMEAUX " be added to the list of approved street names...

MAR. 21.2005	#125	That the name "Joseph MAIRS" be added to the list of approved street names..
OCT. 17, 2005	#466	That the name "HOLLAND CREEK" be added to the list of approved street names.
NOV. 7, 2005	#484	That the name "GILSON" be added to the list of approved street names.
APR. 18, 2006	#174	That the name " Flo Foster " be added to the list of approved street names in honour of the first Ladysmith-born centurion for her respective contributions to our community.
OCT. 03, 2006	#433	That the street naming policy be amended to include the name "ERSKINE" on the list of approved street names.
JUNE 18, 2007	#306	That the names TIMOTHY and LOWE be added to the approved list of names in the street naming policy. (NOTE: staff noted that Timothy is already listed under both the Navy and Army name lists.)
MARCH 3, 2008	#116	That the name 'EDWARDS' be added to the approved list of street names for the Town of Ladysmith.
MAY 5, 2008	#234	That the name "MCINTYRE" be added to the approved list of street names for the Town of Ladysmith.
SEPTEMBER 2008		Add the name CONTI to the official list of street names
NOV. 3, 2008	#579	That "GIOVANDO WAY" be added to the official list of street names for the Town of Ladysmith.
SEPT. 15, 2009	#473	That the name "OUELLETTE" be added to the approved list of street names for the Town of Ladysmith.
February 16, 2015	010	That Council direct staff to update the Town's list of street names by including "Rollie Rose" on the list in honour of the Town's former Mayor.

PROPOSAL:



Ladysmith Rotary Club



Mid-Isle Soccer Club

FACILITY UPGRADE INITIATIVE for FORREST FIELD, LADYSMITH

Ladysmith Rotary: Patrick Moore, Ken Grieg, Gerry Beltgens, Denise Tutte

Mid-Isle Soccer Club: Mike Rankin, Willow Hartig, Jeremy Kaye

To the Mayor and Town Council of Ladysmith;

The Rotary Club of Ladysmith, in partnership with the Mid-Isle Soccer Club, is seeking your approval to continue discussions regarding a facility upgrade initiative for Forrest Field in Ladysmith. This facility has become a center of activity for a great many families in our town, and the community would greatly benefit from the improvements to current infrastructure and net new infrastructure that are detailed in this proposal. The overall initiative would see a number of smaller upgrade projects completed over the next two years, as well as the major proposed development - the construction of a Concession and Meeting/Storage Building at the field. The full list of proposed projects includes:

Grandstand Improvements:

- Lowering the roof of the existing grandstands to better protect spectators from rain
- Wrapping the grandstands in clear plexiglass to reduce wind and increase spectator comfort
- Installing additional seating

Players Bench Improvements:

- Enlarging the existing player's shelters and installing further protection from the elements
- Constructing a new referee shelter for game officials

Facility Improvements:

- Constructing a fenced warm-up grass field area for teams waiting to use the main field
- Installing an electronic scoreboard

Concession and Meeting/Storage Building:

- Since this is the main development project of this initiative, the remainder of this document will provide all necessary details for Council to consider.

With the Town hosting two large sporting events in mid-2018 – the Mini World Cup soccer event in May and the BC Summer Games events in July – we are hoping to complete some of these projects in the first few months of the new year. A draft schedule is included in this document. These projects will be funded by the Rotary Club of Ladysmith, with assistance from the Mid-Isle Soccer Club, and through fundraising efforts. These projects will be under the supervision of Ladysmith Parks, Recreation and Culture, and all proper and necessary forms, permits, and safety protocols will be observed.

On behalf of the Ladysmith Rotary, as well as the 350 soccer players in the Mid-Isle Soccer Club, their families, and all our volunteers, we thank you for your consideration of this request.

Regards,

Mike Rankin
President, Mid-Isle Soccer Club

Description of Facility and Usage

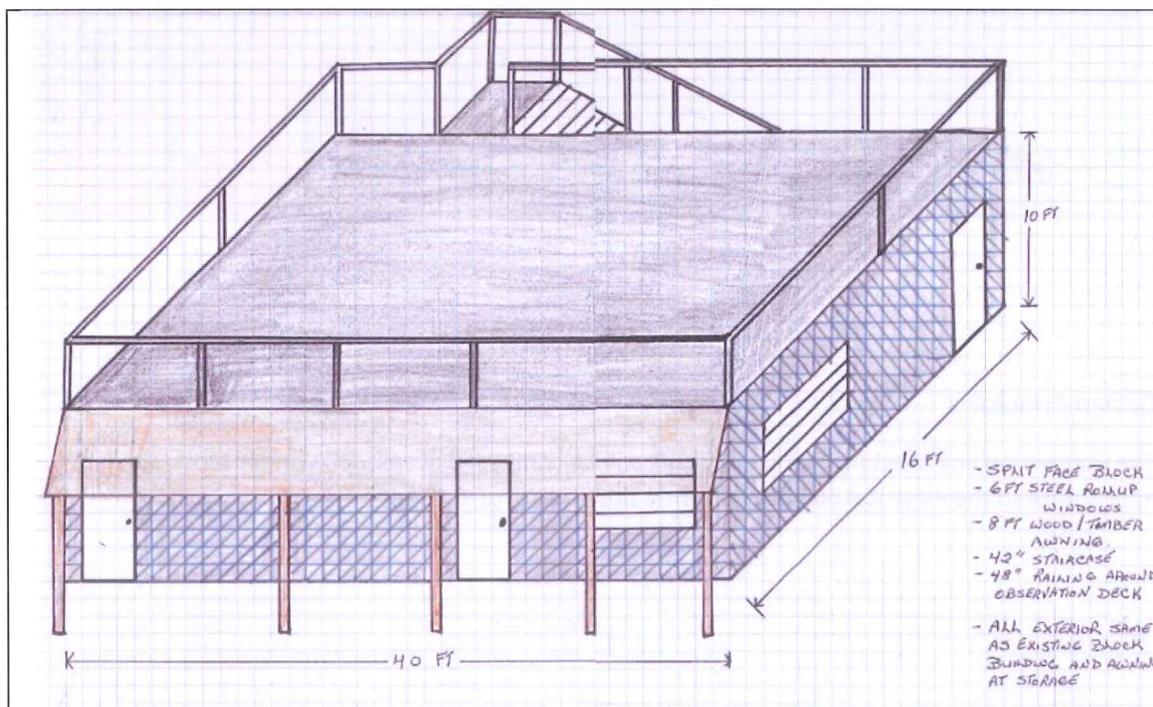
The main item within this Facility Upgrade Initiative is a **Concession and Meeting/Storage Building**. Such a building would serve local athletes and their families, as well as the numerous visitors the field receives on a regular basis. The Mid-Isle Soccer Club would assume management of the facility under the supervision and guidance of Ladysmith Parks, Recreation and Culture.

The Soccer Club would appropriate the meeting and storage area as a Clubhouse to display trophies and pictures, and hold meetings when required. The concession area would also be managed by the Soccer Club, and loaned out to other qualified user groups as appropriate. The concession area will be an invaluable tool in the ongoing fundraising efforts of a number of organizations in Ladysmith, and may provide an avenue for increased sports tourism in the town of Ladysmith.

The observation platform on the roof of the proposed building would be a safe and secure area to get a "bird's eye view" of the on-field action. It would provide a good location for the equipment needed to run the electronic scoreboard, and could be utilized as the site for a Public Address system for announcing big-ticket events at the field.

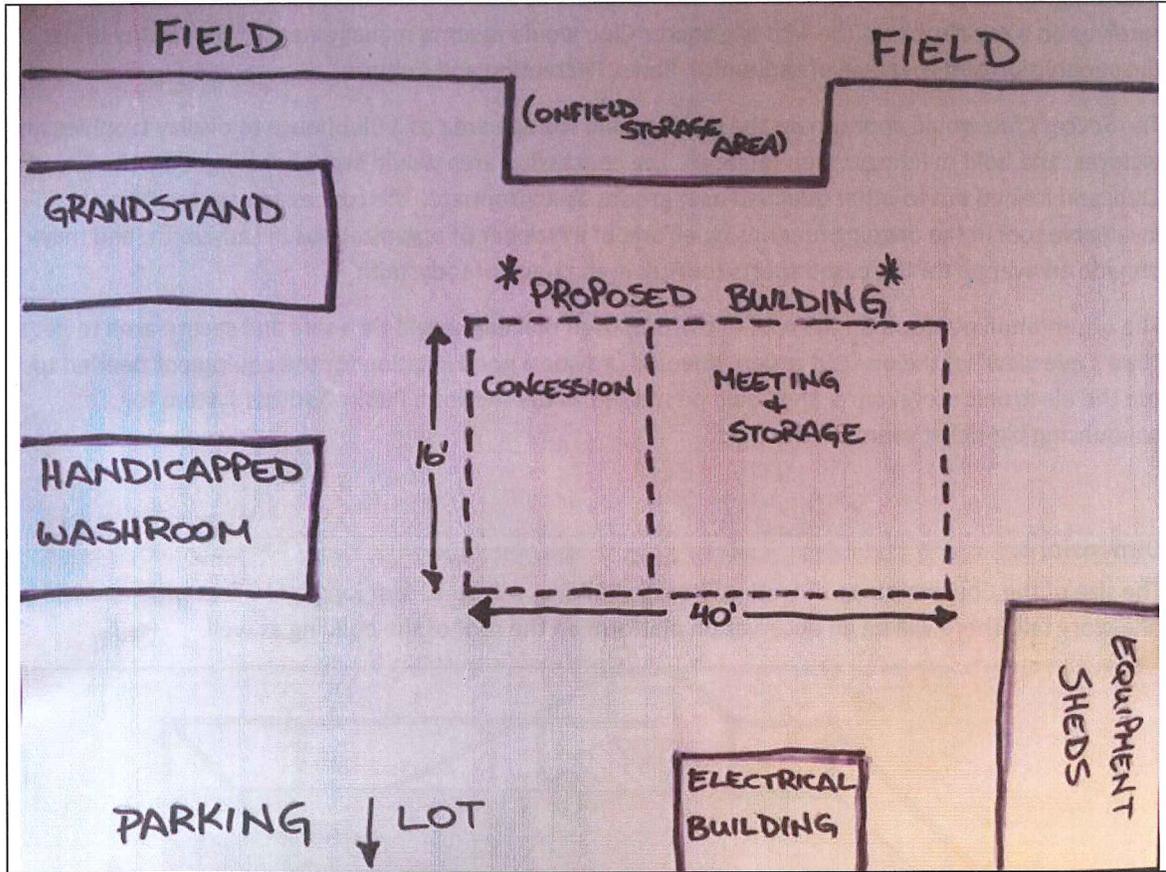
Dimensions:

The size of the Concession and Meeting/Storage Building will be 40 feet long by 16 feet wide and will be one story tall. There will be an observation platform on the roof of the building as well.



Siting:

The Concession and Meeting/Storage Building will be built in the Northwest area of the current facility, on the grassy area beside the washroom portable, and between the field and the electrical building:

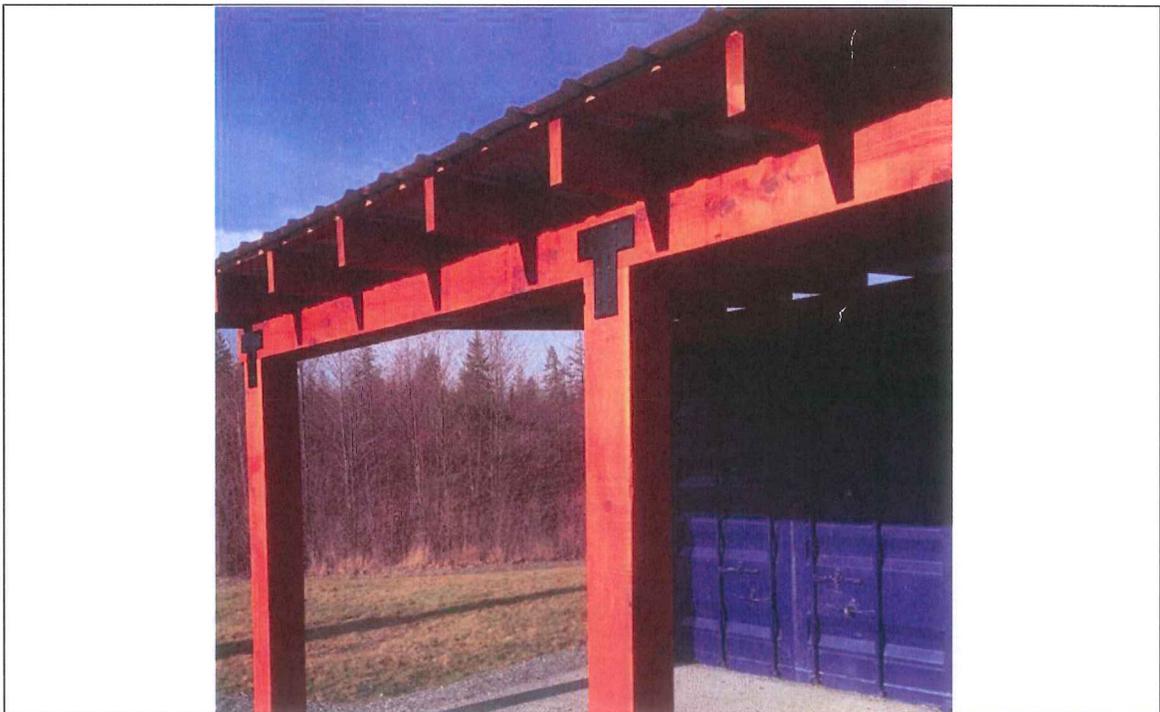


Design Principles

The Concession and Meeting/Storage Building will be composed of split-face cinder block, similar in appearance to the electrical building currently situated at Forrest Field:



Additional accent materials will be similar in appearance to the wood/timber canopy built by the Mid-Isle Soccer Club at the front of the equipment sheds recently donated by the Ladysmith Kinsmen:



Project Financial Summary

2018-2019 Preliminary Budget	2018			2019			Total
	Jan-Mar	Apr-June	Jul-Sept	Jan-Mar	Apr-June	Jul-Sept	
Project Element:							
Main Building							
Structure and plumbing electrical							62,800
Concession equipment					3,750		7,500
Players benches							
Referee shelter		3,750					3,750
Players bench additions		3,750					3,750
Grandstand Improvements							
Weather shield	2,900						2,900
Lower roof	1,800						1,800
Additional seating					5,000		5,000
Practice-warmup field							
50m x 50m basic grass pitch					7,500		22,500
Fencing - partial					7,500		15,000
Scoreboard							
							5,000
Totals	4,700	28,433	20,933	23,750	15,000	-	130,000

Preliminary Funding Plan

Rotary Club of Ladysmith – Community Gaming and other Funding	\$ 50,000
Other program funding	15,000
Donated services, material equipment	30,000
General fundraising campaign	35,000
Total	\$ 130,000



TO: AVICC Corporate Officers
FROM: Liz Cookson
DATE: November 17, 2017
RE: **AVICC Resolutions Notice;
Call for Nominations for AVICC Executive Committee;
Call for Presentations**



The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

Resolutions Notice and Call for Nominations

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Marcotte on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note this year's resolution and nomination deadline is Wednesday, **February 14, 2018**. Background reports and documentation are required for each resolution, and this information will be made available to AVICC members through the website for review.

Call for Presentations – 2018 AVICC AGM & Convention

Members are encouraged to submit proposals for sessions they would like to see included in the 2018 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics. Proposals may be submitted online by November 30 using the submissions form on avicc.ca

2017 AVICC AGM & Convention Minutes

The Minutes of the 68th Annual Convention held April 7-9, 2017 in Campbell River are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Convention.

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Mary Marcotte

DATE: November 17, 2017

RE: **RESOLUTIONS NOTICE;
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at www.ubcm.ca). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte
President, AVICC

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



2018 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca

AVICC AGM & Convention – April 13-15, 2018 – Victoria



AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to avicc@ubcm.ca by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.