



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, APRIL 20, 2015  
Call to order 4:00 p.m.  
Closed Session 4:01 p.m.  
Municipal Services Committee Meeting 5:30 p.m.  
Regular Open Meeting 7:00 p.m.

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## A G E N D A

CALL TO ORDER AT 4:00 P.M. IN ORDER TO RETIRE IMMEDIATELY INTO CLOSED SESSION.

### 1. CLOSED SESSION

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

- law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment
- 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

REGULAR MEETING OF COUNCIL RESUMES AT 7:00 P.M.

### 2. AGENDA APPROVAL

### 3. MINUTES

3.1. Minutes of the Special Meeting of Council held April 13, 2015.....1-5

### 4. DELEGATIONS

- 4.1. Judy Stafford, Cowichan Green Community  
2014 Year in Review and 2015 Priorities
- 4.2. Michael Lowry, Western Canada Marine Response Corp  
Marine Oil Spill Response Strategies
- 4.3. Sheila Malcolmson  
Update on Jean Crowder's Private Member's Bill C-638

**5. 2015 – 2019 FINANCIAL PLAN DELIBERATIONS**

**5.1. Presentations by Staff**

**5.2. Public Input and Questions**

**6. PROCLAMATIONS**

- 6.1.** Mayor Stone has proclaimed the month of May as Child Find's Green Ribbon of Hope Month and May 25<sup>th</sup> as National Missing Children's Day in the Town of Ladysmith, to promote awareness of the problem of missing children, and as a reminder to remain vigilant in our common desire to protect and nurture the youth of our province..... 6

**7. DEVELOPMENT APPLICATIONS**

- 7.1. Development Variance Permit Application – Marrington..... 7-10**  
Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A  
325 Gatacre Street

Staff Recommendation

That Council consider whether it wishes to direct staff to proceed with statutory notice for Development Variance Permit application 3090-15-01 for Lot 7, Block 73, District Lt 56, Oyster District Plan 703A (325 Gatacre Street).

**8. BYLAWS – OCP / ZONING – None**

**9. REPORTS**

- 9.1. Municipal Services Committee Recommendations (Meeting held March 16, 2015) ..... 11-12**

At its March 16, 2015 meeting, the Municipal Services Committee recommended that Council:

1. Establish a \$2,500 fund within the Grants-in-Aid budget for waiving fees to rent Town facilities, and delegate the authority to manage this fund to the Director of Parks, Recreation and Culture.
2. Require that representatives of the Ladysmith Resources Centre Association appear before Council annually in order to report out on the use of Town grants-in-aid.
3. Recommend the 2015 grant-in-aid allocations to Council as outlined in the attached report.

4. Approve grant-in-aid allocations for the Ladysmith Resources Centre Association as proposed in the attached report, subject to resolution of Council questions about administration costs.
5. Request the Provincial Government to review and consider changes to the Cremation, Interment and Funeral Services Act to enable municipalities to access additional funds for improvements to municipal cemeteries.

**9.2. Dogs in Town of Ladysmith Parks ..... 13-20**

Staff Recommendation

That Council:

1. Consider approving a fenced dog park at Lot 1, District Lot 108, Oyster Land District, VIP88238
2. Approve in the 2015–2019 Financial Plan that \$14,000 in capital reserves be directed toward the construction of the fenced dog park at Lot 108.

**9.3. Approval to Proceed with Gatacre Street Water Main and Storm Water Main Replacement ..... 21-22**

Staff Recommendation

That Council authorize approval for the Gatacre Street water main and storm water main replacement project, at a cost of \$317,000 from the 2015 to 2019 Financial Plan, with funding to be allocated as follows:

Water Fund	\$117,000
General Taxation	\$168,009
Prior Year	\$ 31,991

**10. BYLAWS**

**10.1. Town of Ladysmith Water Parcel Tax Bylaw 2015, No. 1876.....23**

May be adopted.

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.

**10.2. Town of Ladysmith Sewer Parcel Tax Bylaw 2015, No. 1877 ..... 24**

May be adopted.

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.

## **11. CORRESPONDENCE**

### **11.1. Harry Blackstaff, Industrial Heritage Preservation Committee Preservation of Locomotive #11..... 25-30**

#### Staff Recommendation

That the correspondence from the Industrial Heritage Preservation Committee of the Ladysmith Historical Society dated March 12, 2015, concerning the deteriorating condition of Locomotive #11, be referred to the Machine Shop Advisory Group.

### **11.2. Norm Lipinski, RCMP “E” Division Headquarters.....31 Integration of Operational Communication Centres in Nanaimo and Courtenay**

#### Staff Recommendation

That Council receive the correspondence from Norm Lipinski, RCMP “E” Division Headquarters dated March 13, 2015, regarding the integration of Operational Communication Centres located in Nanaimo and Courtenay.

## **12. NEW BUSINESS**

### **12.1. Request for Letter of Support for Cowichan Region Bid to Host National Aboriginal Hockey Championships**

Council has received a request from the proponents of a bid for the Cowichan Region to host the 2017 National Aboriginal Hockey Championships for a letter of support for the bid.

#### Staff Recommendation

That Council write a letter of support for the Cowichan Region bid to host the 2017 National Aboriginal Hockey Championships.

### **12.2. Ladysmith Ambassadors Program Liability Insurance Coverage ..... 32-33**

The Ladysmith Ambassadors Program has requested assistance from the Town in acquiring liability insurance for members of the program when participating in public events such as parades. This coverage is available through the Municipal Insurance Association under its Associate Member Program as long as the associate member is providing a service for the local government. In this case, the service provided focuses on the promotion of the Town of Ladysmith at public events. The Ladysmith Ambassadors Program must enter into a Service Provider Agreement with the Town (see attached). The annual fee for this additional insurance coverage is \$250 for which the Ladysmith Ambassadors Program is responsible. In order to proceed with this request, the Town is required to:

- Adopt a resolution authorizing the Town to enter into a Service Provider Agreement with the Ladysmith Ambassadors Program

- Execute a Service Provider Agreement signed by both parties
- Process payment of the \$250 annual premium

Staff Recommendation:

That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Ambassadors Program for the provision of promotional services at public events, and that the Ladysmith Ambassadors Program be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.

**12.3. Grant Applications for Funding Relating To Replacement of Aggie Playground Equipment**

The Aggie playground equipment is aging and requires replacement. The Town wishes to partner with Ladysmith Family and Friends (LaFF) to apply for funding through provincial grant programs for the replacement of the playground equipment in 2016.

Staff Recommendation

That Council direct Staff to partner with Ladysmith Family and Friends (LaFF) to apply for the following provincial grant funding opportunities for the replacement of the playground equipment at Aggie in 2016:

1. Up to \$50,000 from the Employment and Social Development Canada's Enabling Accessibility in Communities Fund Program.
2. Up to \$20,000 from the Co-Op Community Spaces Program.

**13. UNFINISHED BUSINESS**

**14. 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.

**15. RISE AND REPORT**

**16. ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A SPECIAL MEETING OF COUNCIL**  
**MONDAY, APRIL 13, 2015**  
**COUNCIL CHAMBERS, CITY HALL**  
**CALL TO ORDER 4:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**COUNCIL MEMBERS ABSENT**

Councillor Carol Henderson

**STAFF PRESENT:**

Ruth Malli  
John Manson

Sandy Bowden  
Clayton Postings

Erin Anderson  
Joanna Winter

<b>CALL TO ORDER</b>	Mayor Stone called this Regular Meeting of Council to order at 4:03 p.m.
<b>REGULAR MEETING</b>	Mayor Stone called this Special Council Meeting to order at 4:01 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.
<b>AGENDA APPROVAL</b>	
<b>CS 2015-107</b>	<i>Moved and seconded:</i> That the agenda for the Special Council Meeting of April 13, 2015 be approved as circulated. <i>Motion carried.</i>
<b>MINUTES</b>	
<b>CS 2015-108</b>	<i>Moved and seconded:</i> That the minutes of the Special Meeting of Council held March 30, 2015 be approved. <i>Motion carried.</i>
<b>DELEGATION</b>	<b>Sandra Hamilton, Social Enterprise Vancouver Island</b> <b>The Role of Social Enterprise and Social Procurement in Economic And Social Development</b>  Sandra Hamilton spoke about the concept of social enterprise as a driver in economic, social and community development and suggested Ladysmith could become the first social enterprise community on Vancouver Island. A first step would be to implement a social procurement strategy, which involves introducing a social impact element to the determination of goods and services contract awards.

Ms. Hamilton responded to questions from Council. Mayor Stone reminded Council that the Chamber of Commerce and the Town are hosting a breakfast meeting on social enterprise with Ms. Hamilton on April 29<sup>th</sup>.

**2015 – 2019  
FINANCIAL PLAN  
DELIBERATIONS**

The Director of Financial Services reviewed Council's decisions and direction to date on the 2015 to 2019 Financial Plan, and reviewed how taxes are calculated on the various property classes, based on current year property value assessments as determined by the BC Assessment Authority.

Members of the public enquired about Council's options for allocating taxes among all classes and the disparity between commercial and residential property tax rates. Members of the public also encouraged Council to review its policy with respect to the determination of tax rates for the heavy industrial class, and to take action on developing economic opportunities on the Ladysmith waterfront.

**CS 2015-109** *Moved and seconded*  
That Council establish "First Nations Partnerships" as a focus area for 2015.  
*Motion carried.*

**CS 2015-110** *Moved and seconded:*  
That Council establish "Water Supply and Watershed Protection" as a focus area for 2015, and that staff be directed to identify specific actions to be taken in 2015 in addition to those identified on page 8 of the Draft Financial Plan document, including investigating options for water storage, and constructing a water filtration system.  
*Motion carried.*

**CS 2015-111** *Moved and Seconded:*  
That Council establish "Vibrant Downtown and Economic Development" as a focus area for 2015, and that the associated actions outlined on page 8 of the Draft 2015 to 2019 Financial Plan be amended as follows:

- Investigate opportunities for establishing a Business Improvement Area to support downtown businesses, in conjunction with the Ladysmith Chamber of Commerce and Ladysmith Downtown Business Association
- Add reference to exploring joint economic development opportunities with Stz'uminus First Nation.

*Motion carried.*

**CS 2015-112** *Moved and seconded:*  
That Council establish "Waterfront" as a focus area for 2015, and that the associated activities as outlined on page 8 of the Draft Financial Plan for 2015 to 2019 be amended to read as follows:



- Complete a review of the waterfront subarea lands
- Work with Stz'uminus First Nation and Ladysmith Maritime Society to address issues associated with District Lot 651
- Consider environmental and geotechnical constraints
- Complete a review of use of the Machine Shop with stakeholders, including the Ladysmith Maritime Society, Ladysmith and District Arts Council and others.
- Enhance facilities at Transfer Beach, including interpretive historical signage and replacement of the Kinsmen Playground
- Carry out upgrades to the off-leash dog park and upper area at Transfer Beach

*Motion carried.*

Councillor Hutchins left the meeting at 6:20 p.m.

*Moved and seconded:*

**CS 2015-113** That Council establish "Asset Management System" as a focus area for 2015.

*Motion carried.*

*Moved and seconded:*

**CS 2015-114** That Council establish "Asset Replacement Funding" as a focus area for 2015.

*Motion carried.*

*Moved and seconded:*

**CS 2015-115** That Council establish "Information Technology and Service" as a focus area for 2015."

*Motion referred.*

*Moved and seconded:*

**CS 2015-116** That Council refer consideration of "Information Technology and Service" as a focus area for 2015 until the next Regular Meeting of Council.

*Motion carried.*

*Moved and seconded:*

**CS 2015-117** That Council confirm "Right People in the Right Places" as a focus area for 2015."

*Motion carried.*

## **STAFF REPORTS**

### **Grant Application for Water Filtration Plant**

*Moved and seconded:*

**CS 2015-118** That Council:

1. Direct staff to apply to the Union of British Columbia Municipalities Gas Tax Program—Capital Infrastructure Fund for \$10 million towards the Water Filtration Project.
2. Support the Town administration with overseeing the management of this grant if successful.

*Motion carried.*

**Grant Application for Asset Management – Assessment and Planning Grant**

*Moved and seconded:*

**CS 2015-119**

That Council:

1. Direct staff to apply to the Union of British Columbia Municipalities Gas Tax Capacity Building Program for grant funding up to \$150,000 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 to 2019 Financial Plan.

*Motion carried.*

**Transfer Beach Playground Equipment Replacement**

*Moved and seconded:*

**CS 2015-120**

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.

*Motion carried.*

Staff were requested to prepare information for Council's consideration on asset management, the proposed new Geographic Information System (GIS) and information systems and service.

**BYLAWS**

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

*Moved and seconded:*

**CS 2015-121**

That Town of Ladysmith Water Parcel Tax Bylaw 2015, No. 1876, be read a first, second and third time.

*Motion carried.*

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

*Moved and seconded:*

**CS 2015-122**

That Town of Ladysmith Sewer Parcel Tax Bylaw 2015, No. 1877 be read a first, second and third time.

*Motion carried.*

**CORRESPONDENCE**

*Moved and seconded:*

**CS 2015-123**

That Council waive the trolley rental fee as requested by Ladysmith Firs/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.

*Motion carried.*

**CS 2015-124**

*Moved and seconded:*

That Council write to retiring Ladysmith Fire/Rescue member Mike Alexander thanking him for his years of service to the community.

*Motion carried.*

## **QUESTION PERIOD**

## **CLOSED MEETING**

**CS 2015-125**

*Moved and seconded:*

That Council retire into closed session at 6:53 p.m. in order to consider the following item in accordance with Community Charter Section 90(1):

- 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.*

J. Winter, E. Anderson, J. Manson and C. Postings left the meeting.

## **RISE AND REPORT**

Council rose from Closed Session at 7:50 p.m. without report.

## **ADJOURNMENT**

**CS 2015-126**

*Moved and seconded:*

That this meeting of Council adjourn at 7:51 p.m.

*Motion carried.*

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (S. Bowden)



LADYSMITH

TOWN OF LADYSMITH

## PROCLAMATION

### NATIONAL MISSING CHILDREN'S MONTH AND MISSING CHILDREN'S DAY

- WHEREAS:** *Child Find British Columbia, a provincial member of Child Find Canada, is a non-profit, registered charitable organization, incorporated in 1984;*
- AND WHEREAS:** *The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children;*
- AND WHEREAS:** *Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children;*
- AND WHEREAS:** *Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May, and May 25<sup>th</sup> is National Missing Children's Day;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.*

Mayor A. Stone

April 17, 2015



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: April 10, 2015  
File No: 3090-15-01

Re: Development Variance Permit Application – Marrington (325 Gatacre Street)  
Subject Property: Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A

#### **RECOMMENDATION(S):**

That Council consider whether it wishes to direct staff to proceed with statutory notice for Development Variance Permit application 3090-15-01 for Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A (325 Gatacre St).

#### **PURPOSE:**

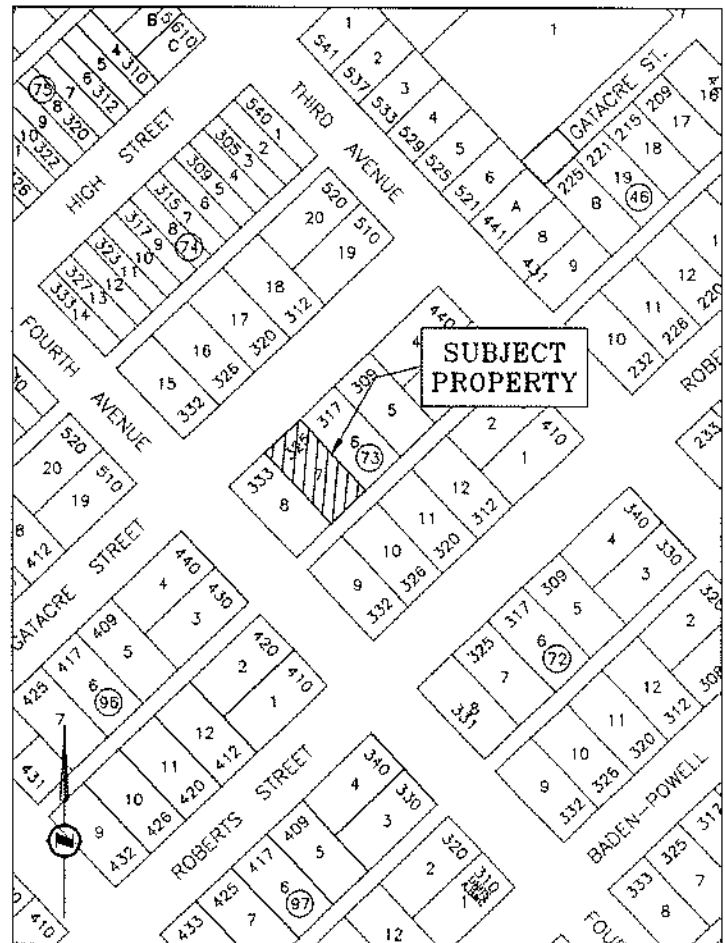
The purpose of this staff report is to obtain Council direction regarding statutory notification for a development variance permit application for a proposed coach house dwelling in an existing two-storey accessory building located at 325 Gatacre Street.

#### **INTRODUCTION/BACKGROUND:**

The applicants, April and Stephen Marrington, are requesting variances for the height, siting, and floor area of a proposed coach house in the second storey of an existing accessory building at 325 Gatacre Street. Currently a single unit dwelling, gazebo, and accessory building are located on the property. To permit a coach house dwelling in the second storey of the accessory building variances are proposed. Pursuant to Bylaw 1667 staff requires Council's approval to proceed with the statutory notice to the neighbours with regard to the floor area variance.

#### **SCOPE OF WORK:**

The current stage of this application is to seek Council's direction to proceed with the statutory notice for the Development Variance Permit application.



The subject property is zoned 'Old Town Residential (R-2)' and is 669m<sup>2</sup> in size. The dwelling was renovated and the accessory building was constructed in 2007. The accessory building is 6.93 metres in height (as determined by a height survey) and has a floor area of 66.9m<sup>2</sup> (720ft<sup>2</sup>), which was a permitted height and size for accessory buildings in 2007. The accessory building meets the siting requirements of Zoning Bylaw 2014, No. 1860. A development variance permit, development permit, and building permit would be required for the installation of a coach house dwelling in the second storey of the accessory building at 325 Gatacre St.

The applicant is requesting three variances as shown in Table 1:

- 1) The accessory building has a floor area of 66.9m<sup>2</sup> and the permitted floor area for a coach house is 60m<sup>2</sup>, thus a variance of 6.9m<sup>2</sup> is requested for the coach house floor area.
- 2) The accessory building is 6.93 metres in height and the maximum permitted height of a coach house dwelling is 6.6 metres when the coach house dwelling is located on the second storey of an accessory building, thus a variance of 0.33m (1ft) is requested.
- 3) The accessory building is located 3.13 metres from the principal dwelling and six metres is required for a coach house, thus a variance of 2.87 metres is requested for the distance between the two buildings.

**Table 1: Proposed Variances for Coach House – 325 Gatacre Street**

	<b>Zoning Bylaw 2014, No.1860</b>	<b>Proposed</b>	<b>Proposed Variance</b>
<b>Coach house floor area</b>	60m <sup>2</sup> maximum	66.9m <sup>2</sup>	6.9m <sup>2</sup>
<b>Coach house height</b>	6.6m maximum	6.93m	0.33m (1ft)
<b>Required distance between coach house and principal dwelling</b>	6m	3.13m	2.87m

If the development variance permit application is successful a development permit will be required to ensure the proposed coach house meets the guidelines of DPA 10 Coach House Intensive Residential.

#### ALTERNATIVES:

To not support Development Variance Permit application 3090-15-01.

#### FINANCIAL IMPLICATIONS:

None.

#### LEGAL IMPLICATIONS:

The

Local



Photo 1: Accessory building at 325 Gatacre St.  
View from lane.

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-15-01.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-15-01 was referred to the Infrastructure Services Department.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a 'Sustainable Development Checklist' and indicates that the proposed coach house dwelling adds to the diversity of housing in the area, increases density in the Town's existing neighbourhoods, creates affordable housing, and states the accessory building was built to an Energuide 80 standard.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-15-01.

I concur with the recommendation.

*Ruth Malli*

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Ruth Malli, City Manager

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ATTACHMENTS: none





Town of Ladysmith  
**COMMITTEE REPORT**

To: Mayor and Council  
From: Councillor Steve Arnett  
Chair, Municipal Services Committee  
Date: March 18, 2015  
File No:

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**Re: MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS**

At its March 16, 2015 meeting, the Municipal Services Committee recommended that Council:

1. Establish a \$2,500 fund within the Grants-in-Aid budget for waiving fees to rent Town facilities, and delegate the authority to manage this fund to the Director of Parks, Recreation and Culture.
2. Require that representatives of the Ladysmith Resources Centre Association appear before Council annually in order to report out on the use of Town grants-in-aid.

3. Approve the following 2015 grant-in-aid allocations:

Waiving of Fees for Rental of Town Facilities	2,500
Ladysmith Striders Running Group	0
Arts Council of Ladysmith & District	1,000
Arts Council of Ladysmith & District (Disability access)	2,500
Arts on the Avenue	1,000
Ladysmith Show & Shine	500
Ladysmith Celebrations Society	8,000
Old English Car Club Central Island Branch	0
Vancouver Island Crisis Society	500
Ladysmith Downtown Business Association	1,000
St John the Evangelist Anglican Church	500
Cowichan Therapeutic Riding Association	1,000
Ladysmith Maritime Society Festival Events (incl Heritage 2015)	1,500
Ladysmith & District Historical Society Archives	15,000
Ladysmith Community Gardens Society	1,000
Festival of Lights Society	12,000
Ladysmith Fire Rescue Santa Parade	1,000
Ladysmith Primary School PAC	0
Ladysmith Kinsmen	0

Ladysmith Ambassador Program	1,000
Ladysmith Search & Rescue Society	5,000
Ladysmith Family and Friends (LAFF)	2,500
Ladysmith & District Marine Rescue Society	2,000
Gordon's Peacock Society	1,500
Ladysmith Citizens on Patrol	1,500
Mid Isle Soccer Club	0
Ladysmith & District Historical Society Museum	10,000
Ladysmith Secondary School - Frank Jameson Bursary	1,500

4. Approve the following grant-in-aid allocations for the Ladysmith Resources Centre Association, subject to resolution of Council questions about administration costs:

Ladysmith Resources Centre Association - Victim Services	11,000
Ladysmith Resources Centre Association	
Seniors	
Volunteer Counselling	
Soup Kitchen	
Dad's Drop-In	8,000
Berry Mania	
Adventures in Early Literacy	
Mother Goose	
Ladysmith Resources Centre Association - Youth at Risk	8,000
Ladysmith Resources Centre Association - Family Support	8,000

5. Request the Provincial Government to review and consider changes to the Cremation, Interment and Funeral Services Act to enable municipalities to access additional funds for improvements to municipal cemeteries.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: April 13, 2015  
File No:

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RE: DOGS IN PARKS

RECOMMENDATIONS:

1. That Council consider approving a fenced dog park at Lot 1, District Lot 108, Oyster Land District, VIP88238;
2. That Council approve in the 2015–2019 Financial Plan that \$14,000 in capital reserves be directed toward the construction of the fenced dog park at Lot 108.

PURPOSE

The purpose of this staff report is seek Council's authorization to establish a fenced dog park on Lot 108 in Ladysmith and to provide an update relating to the existing dog off leash area at Transfer Beach Park.

INTRODUCTION/BACKGROUND:

At the meeting held on March 16, 2015, Council passed the following resolutions, regarding on and off leash dog areas in Ladysmith:

That the Upper Transfer Beach off leash dog area be redefined to include only the area south of the entrance to the Horseshoe Club driveway, while dogs be permitted on leash in the remaining Upper Transfer Beach area and that Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) be amended accordingly.

That appropriate signage be installed showing the newly defined off leash area and on leash areas in the Upper Transfer Beach area, and further that signage, split wood fencing and landscaping material be used to maintain the open feeling of the park scape, and that all associated costs for this work be included in the 2015 Financial Plan discussions.

That staff be directed to investigate and develop plans including costs relating to developing a fenced dog park at either the BC Hydro property located at Sixth and Methuen (Lot 1, District Lot 56, Oyster Land District, Plan VIP2159), School District 68 Davis Road School playing field, as well as Brown Drive Park.

That Council authorize an increase to dog licence fees of \$4.00 per licence effective 2016 and that the additional revenue be used for the development of a fenced dog

park (i.e. construction/signage) and to offset the increase to the parks operations budget due to the addition of new parks facilities.

#### SCOPE OF WORK:

##### **FENCED OFF LEASH DOG PARK**

As directed by Council, staff reviewed the BC Hydro property located at Sixth and Methuen (Lot 1, District Lot 56, Oyster Land District, Plan VIP2159), School District 68 (SD68) Davis Road School playing field, as well as Brown Drive Park. Staff also reconsidered and reviewed Lot 108.

1. Lot 108

Reviewing this site further it is deemed to be the best option available for a fenced dog park. The Town owns the property; the facilities are in place such as washrooms and parking while the impact to neighbouring residents is minimal. Also the size of the park is not restricted which it would be at other sites. The design of the fenced dog park can be done in a manner to complement the future development of the park and its facilities.

2. BC Hydro property located at Sixth and Methuen

Site preparation is required for this site because the property is not developed, resulting in brush needing to be cleared and gravel applied to the area. This site is a viable option because of its close proximity to the Holland Creek Trail, (dog off leash trail) and there are fewer houses and no playground surrounding the area. This location is suitable for a large number of residents to walk to the site. If this site is considered a lease with BC Hydro is required. Initial discussions with BC Hydro indicate the cost will be approximately \$500-\$600 annually, with the option to purchase as a possibility.

3. Brown Drive Park

This site does not require extensive site preparation. Staff recommend a hedge or trees should be planted both for aesthetics and to provide some privacy for neighbours. During the review of this site, concerns regarding the close proximity of the children's playground were identified; lack of parking in the area is also an issue. The use of lighting for after hours could be a concern at this location in the future.

4. Davis Road School

After further discussions with School District 68, staff concluded this option is not practicable because of SD68's uncertain plans for future use of this school site.

Site	Signs	Fencing	Gravel	Site Prep	Plantings	Total
Lot 108	\$600	\$12,400	\$2,000	\$15,000	N/A	\$30,000
Sixth & Methuen	\$600	\$9,840	\$2,000	\$15,000	N/A	\$27,440
Brown Drive	\$600	\$12,400	\$1,000	N/A	2,700	\$16,700



### **UNFENCED DOG OFF LEASH AREA AT TRANSFER BEACH**

Staff have completed a concept plan for the upper area of Transfer Beach above de Koninck Way. This section of Transfer Beach Park is used for a variety of purposes including the off leash dog area, major events, camping, and pedestrian and vehicle traffic. A recent risk control survey of the area was completed by the Municipal Insurance Association (MIA). Their recommendations included defining the dog park area with fencing and defining foot traffic and lane access as well as areas for parking to the Horseshoe Club and upper park area.

The changes proposed at Transfer Beach Park include split-rail cedar fencing to define the dog off leash area (this will not be fully fenced and bollards will be in place for easy access when required), and placing large rocks surrounding areas where vehicles are permitted. Signage will be improved throughout the park to indicate areas where dogs are permitted off leash, permitted on leash or areas where dogs are not permitted.

### **ALTERNATIVES:**

1. Council may choose to direct staff to look at alternate fenced dog park options.
2. Council may choose not to proceed with a fenced dog park.

### **FINANCIAL IMPLICATIONS:**

Currently there is \$14,000 in reserves for the development of a dog park plus additional revenues from increasing dog licensing fees by \$4.00 per licence effective 2016 for the development of a future fenced dog park (i.e. construction/signage) and to offset the increase to the parks operations budget due to the addition of new parks facilities.

Currently there is \$15,000 in the 2015-2019 financial plan for upgrades to the Transfer Beach off leash area, and upper park area. Including signage, the cost for the improvements is estimated to be within the allocated amount of \$15,000.

### **LEGAL IMPLICATIONS:**

The Municipal Insurance Association (MIA) has indicated that legal or liability implications are the responsibility of the dog owners and not the Town. MIA did indicate that the Town must ensure adequate signage is posted stating where dogs must be on leash.

The MIA recommended several improvements to the Transfer Beach off leash area to create control points so that dogs can exercise and socialize in a safe environment.

### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Due to the sensitive nature of dogs in parks, it may be advisable to ensure public awareness and/or public consultation on this matter. Currently there are approximately 1,000 dog licenses issued each year in Ladysmith.

If a location other than Lot 108 is selected for the fenced dog park it would be recommended that consultation with the neighbours occur.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Bylaw Enforcement Officers (Public Works Department) and Animal Control Officers (Coastal Animal Control) will be involved.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategies:

- Strategy 7 - A Healthy Community: Continuing to enhance the quality of the public realm; increasing community facilities including health and medical facilities

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the following Priorities:

- Priority E - Responsible Stewardship of the Environment
- Priority F - Safe and Healthy Community

SUMMARY:

There have been ongoing discussions about fenced dog parks as well as the general access of dogs in parks in Ladysmith. With more than 1,000 licensed dogs in the community it is important to consider the best options to help make the parks enjoyable for all residents both with dogs and those without. Staff seeks Council's authorization to proceed with the establishment of a fenced dog park at Lot 108.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

- Appendix A Lot 108
- Appendix B. Methuen & Sixth Avenue Ave.
- Appendix C. Brown Drive Park
- Appendix D. Upper Transfer Beach

## Appendix A

Dog Park Size: 13,400 sq. ft

### Planned Amenities:

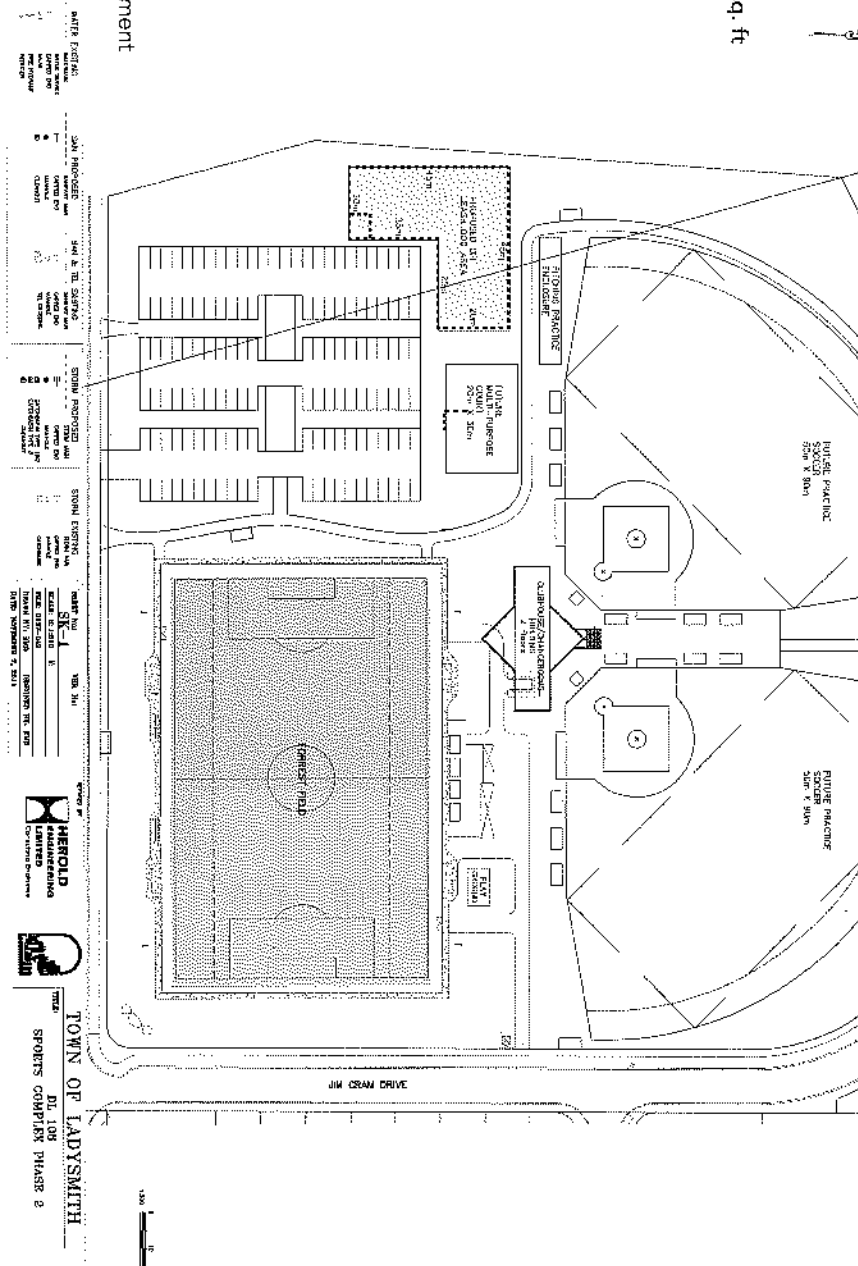
Site Prep: \$15,000  
 Fencing: \$12,400  
 Signage: \$600  
 Gravel: \$2,000  
**Total & Contingency:**  
**\$30,000**

### Future Amenities:

- Benches
- Shelter
- Water
- Lights
- Irrigation

### Site Challenges:

- Ensure future development is considered



\*Concept drawing from 2011 (includes dog park option)



## HOLLAND CREEK TRAIL

**Planned Amenities:**

### Site Challenges:

- Benches

- Shelter

- Water

- Irrigation

- Not town-owned land



SIXTH AVENUE





[illegible]

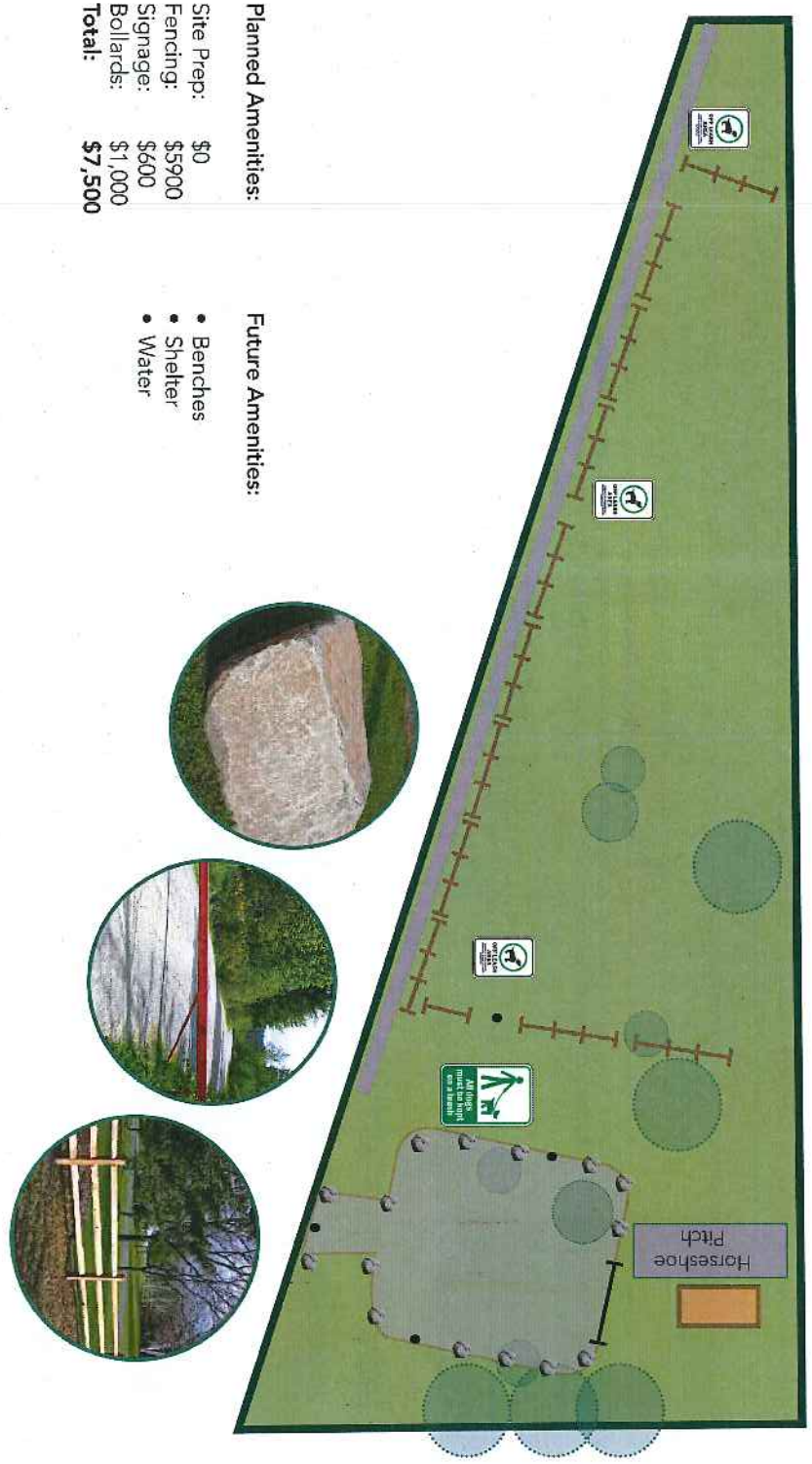
Planned Amenities:

### Site Challenges:

- Parking
- Seasonal washrooms
- Proximity to homes
- Proximity to playground



# Appendix D



## Planned Amenities:

Site Prep:	\$0
Fencing:	\$5,900
Signage:	\$600
Bollards:	\$1,000
<b>Total:</b>	<b>\$7,500</b>

## Future Amenities:

- Benches
- Shelter
- Water



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: John Manson, P.Eng, Director of Infrastructure Services  
Date: April 14, 2015  
File No:

---

Re: **Approval to proceed with project on Gatacre Street Water Main and Storm Water Main Replacement.**

#### **RECOMMENDATION:**

That Council authorize approval for the Gatacre Street water main and storm water main replacement project, at a cost of \$317,000 from the 2015-2019 Financial Plan, with funding to be allocated as follows:

Water Fund -	\$117,000
General Taxation -	\$168,009
Prior Year-	\$31,991

#### **INTRODUCTION/BACKGROUND:**

In the 2015 budget staff brought forward for Council's consideration the replacement of the storm water main and water main on Gatacre Street. The existing storm main is constructed of 150 mm CSP (corrugated steel pipe). Because of its age (approximately 50 years old), the type and size of pipe, CSP, the storm line has reached its life expectancy. The replacement line will be constructed of 200 mm PVC pipe, with additional catch basins installed on both sides of Gatacre Street and in front of the PharmaSave Drug store on 1<sup>st</sup> Avenue. With the installation of the new storm water line and catch basins there will be minimal risk of any future flooding and the storm water line will last for approximately 50 years.

The existing water main is constructed of 150 mm AC (asbestos cement) and the pipe is approximately 45 years old and is undersized. The new water main will be constructed of 200 mm PVC and will serve the Town for approximately 50 years.

As part of this work, there will be some additional sidewalk work; Gatacre Street will also be repaved from Esplanade to 1<sup>st</sup> Avenue.

#### **ALTERNATIVES:**

The ideal time to start this project is the last week of April. If necessary the project can wait until the entire budget is approved mid-May, however it should be noted that the project may encounter delays if delayed as other projects and operational demands are higher in the summer. It would also be advantageous for the downtown businesses and visitors that the project be completed before the busy tourist season. .

FINANCIAL IMPLICATIONS:

The project, budgeted at \$ 317,000, is included in the 2015-2019 Draft Financial Plan for construction in 2015, with funding as follows:

Water Utility	\$ 117,000
General Taxation	\$ 168,009
Prior Year	\$ 31,991

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The closure of Gatacre Street will be necessary to provide safety to the public and to ensure that the project is able to continue with the least amount of disruption. There will be some disruption to motoring and pedestrian traffic throughout the construction period which is estimated to take five weeks. Staff will develop a communication strategy that will inform the public and the downtown businesses on the scope of the project. Staff will also meet directly with the affected businesses and will place notices on the Town's web site as well as provide weekly updates as to the status of the project.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance department

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The Sustainability Visioning Report highlights desired outcomes in the downtown core, such as: Streetscape design in the downtown core should take cues from the existing heritage character.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with the priorities of wise financial management, enhanced standard of infrastructure and dynamic economic development.

SUMMARY:

Early budget approval is requested for the Gatacre Storm/Water replacement project to allow this project to be completed this spring, before the busy summer tourist season.

I concur with the recommendation.

Ruth Malli, 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              13<sup>th</sup>                      day of              April, 2015

**READ A SECOND TIME**                      on the              13<sup>th</sup>                      day of              April, 2015

**READ A THIRD TIME**                      on the              13<sup>th</sup>                      day of              April, 2015

**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              13<sup>th</sup>                      day of              April, 2015

**READ A SECOND TIME**                      on the              13<sup>th</sup>                      day of              April, 2015

**READ A THIRD TIME**                      on the              13<sup>th</sup>                      day of              April, 2015

**ADOPTED**                                      on the                                      day of

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (S. Bowden)

March 12, 2015

Industrial Heritage Preservation Committee  
c/o Harry Blackstaff,  
10825 Edgelow Road,  
Ladysmith, BC, V9G 1X6

Town of Ladysmith,  
Box 220,  
Ladysmith, BC, V9G 1A2

Dear Mayor Stone and Councillors,

Members of the LDHS Heritage Industrial Preservation Committee are deeply concerned about the present condition of **Ladysmith's Locomotive # 11**.

On our recent walk-about on February 19<sup>th</sup> we discovered many parts of the Locomotive have been unbolted and stolen. The hand-rails and brackets have been taken off and missing on both sides of the train. Metal thieves have undone the valve gear, and removed many bolts ready to grab these important parts on their next visit. On the ground were large and heavy essential locomotive pieces that were just waiting there to be picked up later. Fresh tire marks were on the grass right up to the train. On March 5<sup>th</sup> we noticed more parts missing.

In the interest of preserving Ladysmith's "Heritage by the Sea" the Locomotive # 11 needs to be put inside before it is disassembled piece by piece and likely sold for scrap by people who have no understanding of its historic importance.

We have included some photographs and a list recording of all the parts that have been stripped off the Locomotive.

Another grave concern is the safety of children and adults who climb up on the Locomotive. It is now a hazard with sharp edges in some places, parts that have been loosened and now insecure, hand-rails that are missing so there is nothing to hang on to and wood that is rotten and weak. It is extremely unsafe. We are worried the Town would be held liable if an accident occurs.

The Locomotive #11 needs to be protected from vandalism and thieves. The deterioration of the locomotive has now reached the point where it is unsafe and unsightly, time is of the essence.

Locomotive #11 needs to be put inside as a temporary measure to stop the theft of parts and to remove the risk to the public. We are prepared to supply the labour and equipment to move the locomotive to temporary shelter in the Expo building while we resource the components to restore the train and develop an inclusive community plan to display it safely and permanently.

Your prompt attention to our concerns outlined in this letter will be appreciated. Also please let us know at your earliest convenience what action will be taken and when we can assist.

Yours truly,

*The Industrial Heritage Preservation Committee*

cc. Ladysmith Maritime Society



## **Locomotive #11 Record of Parts Missing – March 3, 2015**

- Brass Boiler washout plugs – all gone
- Railings and brackets – all gone
- All piping from cab up to the front of the locomotive – all gone
- Step plate – nuts off – started to remove
- All brake shoes gone from the engine
- Valve gear has started to be removed
- They have been chipping away at the brass trying to take the brasses out from the connecting rod.
- Niggerhead - gone
- Pipes cut and rods - removed
- Throttle linkage - gone
- Levers - gone
- Injectors – missing
- Valves – all brass gone
- Fittings – gone
- Bolts that hold the valve gear have been taken apart.











Royal Canadian Mounted Police    Gendarmerie royale du Canada

Commanding Officer    Commandant divisionnaire

Mayor Aaron Stone  
City of Ladysmith  
PO Box 220  
Ladysmith, BC  
V9G 1A2



March 13, 2015

Dear Sir,

I am writing to advise you that the BC RCMP is moving ahead with the integration of the Operational Communication Centres (OCCs) located in Nanaimo and Courtenay.

After an in-depth analysis, it was determined that operational and administrative efficiencies would be improved if Nanaimo OCC moved to Courtenay. This consolidation is in keeping with OCC best practices nations wide

I can assure you that public safety remains to be the RCMP's highest priority and this integration will not at all compromise the safety of the residents in your community.

The proposed implementation date is November 30, 2015 and the newly integrated Centre will be dispatching police resources in: Nanaimo, Ladysmith, North Cowichan, Duncan, Shawnigan Lake, Lake Cowichan, Courtenay/Comox, Port Hardy, Port McNeill, Port Alice, Alert Bay, Campbell River, Sayward, Quadra Island, Oceanside, Port Alberni, Powell River, Nootka Sound, Tofino and Ucluelet.

Please feel free to contact me or your local Detachment Commander with any questions or concerns regarding this integration.

Sincerely,

Norm Lipinski, OOM, LLB, MBA  
Assistant Commissioner  
Criminal Operations - Core Policing  
RCMP "E" Division Headquarters



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and in between:

The Town of Ladysmith (the "Local Government") and

The Ladysmith Ambassadors Program (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- Promote the Town of Ladysmith
- Provide leadership training for Ladysmith youth
- Foster self-esteem, promote public speaking skills and assist with post-secondary education for program participants

The term of the Agreement is perpetual commencing the 21<sup>st</sup> day of April, 2015.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF THE TOWN OF LADYSMITH**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ON BEHALF OF THE LADYSMITH AMBASSADORS PROGRAM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date