

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
TO BE HELD IN COUNCIL CHAMBERS AT
LADYSMITH CITY HALL ON
MONDAY, APRIL 9, 2018
6:00 P.M.

Mandate - To advise Council on a broad spectrum of issues related to departmental matters

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Municipal Services Committee Meeting held
March 12, 2018 1 - 4

3. REPORTS

- 3.1. Fire/Rescue Attendance at Motor Vehicle Incidents on the Trans-
Canada Highway5

Staff Recommendation:

That the Committee receive for information the report from the Director of Financial Services regarding Fire/Rescue attendance at motor vehicle incidents on the Trans-Canada highway.

- 3.2. Building Inspector’s Report to March 31, 2018.....6

Staff Recommendation:

That the Committee receive the Building Inspector’s Report for the month of March, 2018.

- 3.3. Ladysmith Fire/Rescue Reports for January, February and March
2018..... 7 - 9

Staff Recommendation:

That the Committee receive the Ladysmith Fire/Rescue Reports for the months January to March 2018.



4. COUNCIL SUBMISSIONS

- 4.1. Residential Lighting and Best Practices – LED Lights (Mayor Stone)

5. CORRESPONDENCE

- 5.1. Ladysmith Festival of Lights Society
Permission to Install a “Curtain of Falling Lights” at Bob Stuart Park 10

Staff Recommendation:

That the Committee request staff to review the correspondence from the Ladysmith Festival of Lights Society, dated March 10, 2018, proposing to install a “curtain of falling lights” at Bob Stuart Park and report back to the Committee.

6. UNFINISHED BUSINESS

- 6.1. Trans-Canada Highway Speed..... 11

Staff Recommendation:

That the Committee receive the correspondence from the Ministry of Transportation and Infrastructure, dated March 8, 2018, and consider whether it wishes to recommend further action.

7. NEW BUSINESS

ADJOURNMENT

**MINUTES OF A MEETING OF THE
MUNICIPAL SERVICES COMMITTEE
MONDAY, MARCH 12, 2018
CALL TO ORDER 6:36 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Councillor Rob Hutchins (Chair) Mayor Aaron Stone Councillor Steve Arnett
Councillor Cal Fradin Councillor Joe Friesenhan Councillor Carol Henderson
Councillor Duck Paterson

STAFF PRESENT:

Guillermon Ferrero Felicity Adams Erin Anderson
Joanna Winter Ray Delcourt

CALL TO ORDER

Councillor Hutchins called this Meeting of the Municipal Services Committee to order at 6:36 p.m.

AGENDA APPROVAL

MS 2018-006

Moved and seconded:

That the agenda for this March 12, 2018 meeting of the Municipal Services Committee be approved with the following changes:

- Add 6.3 -- Garden Suites
- Move 6.1 - Fire/Rescue Traffic Control - under 'Reports' as new item 4.1

Motion carried.

MINUTES

MS 2018-007

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held February 19, 2018 be approved.

Motion carried.

DELEGATION

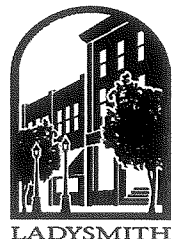
Rod Smith, Managing Director, Ladysmith Maritime Society

Mayor Stone noted that there would be no delegation at this meeting.

REPORTS

Fire/Rescue Traffic Control

The Committee discussed the costs incurred when members of



Ladysmith Fire/Rescue perform traffic control services at traffic accidents.

Moved and seconded:

MS 2018-008

That the Committee recommend that Council request the Cowichan Valley Regional District to propose a regional resolution to the union of British Columbia Municipalities seeking reimbursement for costs incurred when Fire/Rescue organizations in the region perform traffic control services at motor vehicle accidents.

Motion carried.

Establish a Vancouver Island-wide Inter-Community Business Licence (ICBL)

Moved and seconded:

MS 2018-009

That the Committee recommend that Council direct staff to:

1. Receive the report from the Director of Financial Services regarding the opportunity to establish a Vancouver Island-wide Inter-community Business Licence.
2. Direct staff to prepare an amendment to "Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839" to establish a Vancouver Island-wide Inter-community Business Licence.

Motion carried.

Building Inspector's Report to February 28, 2018

Moved and seconded:

MS 2018-010

That the Committee receive the Building Inspector's Report for the months January to February 2018.

Motion carried.

Ladysmith Fire/Rescue Reports for October, November and December 2017

Moved and seconded:

MS 2018-011

That the Committee receive the Ladysmith Fire/Rescue Reports for the months October to December 2017.

Motion carried.

Coastal Animal Control Services Reports for October, November and December 2017

Moved and seconded:

MS 2018-012

That the Committee receive the Coastal Animal Control Services Reports for the months October to December 2017.

Motion carried.

MS 2018-013

2018 Grants-in-Aid Report and Deliberations

Moved and seconded:

That the Committee recommend the following list of 2018 Grants in Aid to Council for consideration:

Ladysmith Festival Of Lights	2,000
Ladysmith Fire Rescue - Santa Parade	1,200
Ladysmith Golf Club Society	5,000
Ladysmith Citizens on Patrol	1,500
Old English Car Club Central Island Branch	250
Ladysmith District Historical Soc. - Industrial Heritage Preservation	7,000
Art Council of Ladysmith and District- Arts on the Avenue	1,500
Ladysmith and District Marine Rescue Society	2,500
Art Council of Ladysmith and District Waterfront Gallery	1,000
Ladysmith Downtown Business Association(Grand Christmas)	1,500
Ladysmith Show and Shine	500
257 RCACS Parent Committee (Ladysmith Air Cadets)	0
Ladysmith Downtown Business Association(Old Time Christmas)	1,500
Ladysmith Ambassador Program	1,500
Ladysmith Fire Rescue - Community Haunted House	0
LAFF	2,500
Ladysmith Community Gardens Society	650
Ladysmith Celebrations Society	8,000
Cowichan Family Caregivers Support Society	750
St Phillips Anglican Church - Open Table	500
Cowichan Social Planning Society	0
Ladysmith Maritime Society	1,500
Stz'uminus First Nation (Aboriginal Day)	1,200
Waiving Fees	4,000
LSS - Frank Jameson Bursary	1,500

Motion carried.

Free Salt to Residents

Council discussed the cost and intent of offering the free salt and gravel mixture to residents to keep sidewalks clear in winter, and agreed that the practice should continue. Staff will put up additional signage as a reminder that the box is not refilled when the Public Works office is closed, and that the mix is for residential use only.

Garden Suites

Councillor Arnett requested clarification of the definition of 'coach houses' in relation to 'garden suites' in discussions on carriage houses and accessory buildings.

UNFINISHED BUSINESS

Discussion regarding the Potential Banning of Single Use Checkout Bags

The Committee agreed to continue with consultation and plans for appropriate mitigation on the potential ban of single use shopping bags in Ladysmith.

MS 2018-014

Moved and seconded:

That Councillor Friesenhan and Mayor Stone consult with the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce to seek their opinions on a possible ban on single use shopping bags in Ladysmith.

Motion carried.

ADJOURNMENT

MS 2018-015

Moved and seconded:

That this meeting of the Municipal Services Committee adjourn at 8:27 p.m.

Motion carried.

CERTIFIED CORRECT:

Chair (Councillor R. Hutchins)

Corporate Officer (J. Winter)

INFORMATION REPORT TO THE MUNICIPAL SERVICES COMMITTEE

From: Erin Anderson, Director of Financial Services
Meeting Date: April 9, 2018
File No:
RE: Fire /Rescue attending to MVI on Highway

RECOMMENDATION:

That the Committee receive this report for information.

PURPOSE:

The purpose of this report is to provide information for a possible UBCM resolution.

PREVIOUS COUNCIL DIRECTION

From the Municipal Services Committee Meeting of March 12, 2018

Moved and seconded:

That the Committee recommend that Council request the Cowichan Valley Regional District to propose a regional resolution to the union of British Columbia Municipalities seeking reimbursement for costs incurred when Fire/Rescue organizations in the region perform traffic control services at motor vehicle accidents.

Motion carried.

INTRODUCTION/BACKGROUND:

The Committee requested information regarding costs to the Town when assisting with traffic accidents. Only motor vehicle accidents on the TransCanada Highway were analyzed. From this preliminary analysis, it is estimated that the 39 motor vehicle accidents on the TCH utilized our fire crew for 910 hours at a cost of \$16,159.

SUMMARY:

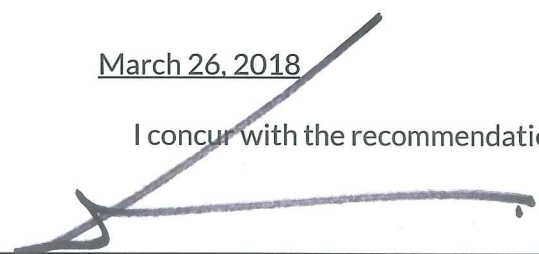
The Committee requested that Staff gathered information regarding the cost of the Fire/Rescue department for attending motor vehicle incidents on the TransCanada Highway for a possible UBCM resolution. Preliminary analysis shows that in 2017, it cost the Town taxpayers \$16,159 to attend these incidents.



Erin Anderson, Director of Financial Services

March 26, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager





TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD MARCH 2018

1 BP could = more than 1 DU (e.g. suite)

2 BP = 2 DU (1 SFD + 1 suite)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg. Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2017
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
MAR	3	\$ 111,500	-	-	-	-	1	\$ 195,260	3	\$ 64,024	2	7	\$ 4,391	\$ 370,784	\$ 2,581,970

Year to Date

	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bldg & Plbg. Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2017
JAN	-	-	-	-	-	-	4	\$662,787	5	\$134,520	4	9	\$9,538	\$797,307	\$797,307
FEB	1	\$10,000	1	\$650,000	-	-	2	\$549,299	4	\$204,580	3	8	\$16,165	\$1,413,879	\$2,211,186
MAR	3	\$111,500	-	-	-	-	1	\$195,260	3	\$64,024	2	7	\$4,391	\$370,784	\$2,581,970
APR															
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	3	\$121,500	1	\$650,000	0	\$0	7	\$1,407,346	12	\$403,124	9	24	\$30,093	\$2,581,970	

Demos Mth	-	Demos YTD	1
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Comparison	#DU	Value	#BP	Value
YTD 2018	9	\$1,407,346	24	\$2,581,970
YTD 2017	9	\$883,860	16	\$1,189,052
YTD 2016	6	\$714,885	17	\$1,391,405

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	-	1	-	-
YTD	5	2	1	-	-

Colin Bollinger
Colin Bollinger, Building Inspector

Felicity Adams
Felicity Adams, Director of Development Services



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **January 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1												1
By mistake													
Electrical problem	3												
Due to cooking	1												
Assistance													
Burning Complaint													
Fire: Structure	1												
Chimney	1												
Interface / Bush													
Vehicle													
Other													
Hazardous Materials	1												
Hydro Lines: Down / Fire	1												
Medical Aid	4												
MVI	3												
Rescue													
Mutual Aid provided by Ladysmith to outside areas	1												
MONTH TOTALS (exc.. Practises)	17												
Practises (Totals for each Month)													
Mutual Aid requested by Ladysmith from outside areas	1												

ALARMS ACTIVATED (Location/Owner)

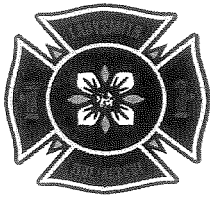
- 370 TCH - Sensor Problem
- 25 High St. - Sensor Problem
- 450 Thetis Dr. - Sensor Problem
- 8 White St. - Fire on Stovetop
- 1127 4th Ave. (Lodge on 4th) - Patient pulled pull station

COMPARISONS:

Year to Date 2018	<u>17</u> (exc. practices)
Year to Date 2017	<u>14</u> (exc. practices)
Year to Date 2016	<u>14</u> (exc. practices)

APPROVED:

Ray Delmont
 Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



LADYSMITH

FIRE CHIEF'S REPORT

MONTH: **February 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1											2
By mistake		1											
Electrical problem	3												
Due to cooking	1	2											
Assistance		1											
Burning Complaint													
Fire: Structure	1												
Chimney	1												
Interface / Bush													
Vehicle													
Other													
Hazardous Materials	1												
Hydro Lines: Down / Fire	1												
Medical Aid	4												
MVI	3	4											
Rescue													
Mutual Aid provided by Ladysmith to outside areas	1	5											
MONTH TOTALS (exc.. Practises)	17	14											31
Practises (Totals for each Month)		4											4
Mutual Aid requested by Ladysmith from outside areas	1	1											2

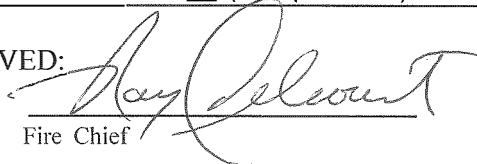
ALARMS ACTIVATED (Location/Owner)

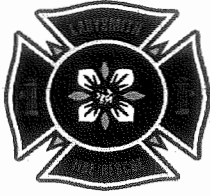
- 624 Alderwood - Working near sensor
- 631 - 1st Ave - Rialto Apartments - cooking
- 1127 - 4th Ave - Lodge on 4th - patient pulled pull station
- 328 Mylene Crescent - Problem with wood stove (venting)

COMPARISONS:

Year to Date 2018	<u>31</u> (exc. practices)
Year to Date 2017	<u>32</u> (exc. practices)
Year to Date 2016	<u>29</u> (exc. practices)

APPROVED:


 Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **March 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1										3
By mistake		1											
Electrical problem	3												
Due to cooking	1	2	1										
Assistance		1											
Burning Complaint			1										
Fire: Structure	1												
Chimney	1												
Interface / Bush													
Vehicle													
Other													
Hazardous Materials	1												
Hydro Lines: Down / Fire	1		1										
Medical Aid	4		5										
MVI	3	4	4										
Rescue													
Mutual Aid provided by Ladysmith to outside areas	1	5											
MONTH TOTALS (exc.. Practises)	17	14	13										44
Practises (Totals for each Month)		4	4										8
Mutual Aid requested by Ladysmith from outside areas	1	1											2

ALARMS ACTIVATED (Location/Owner)

1. 8 White St. - Cooking
2. 220 High St., Boys & Girls Club - child pulled pull station

COMPARISONS:

Year to Date 2018	<u>44</u> (exc. practices)
Year to Date 2017	<u>50</u> (exc. practices)
Year to Date 2016	<u>49</u> (exc. practices)

APPROVED:


 Fire Chief



P. O. Box 98
Ladysmith, B.C.
V9G 1A1

Office: 250-245-5888
Fax: 250-245-0311

Email: ladysmithfol@shawbiz.ca

Web: www.ladysmithfol.com

March 10, 2018

Town of Ladysmith
P.O. Box 220
Ladysmith, B.C. V9G 1A2

Dear Mayor Stone and Council

The members of the Festival of Lights are starting to get quite excited about the upcoming 31st Anniversary of our communities biggest event!!!

Bob Stuart Park has always been a "beacon" welcoming everyone to Ladysmith and especially at Light Up time. Over the years lots of attention has been focused on improving lights and decorations downtown which has really become famous throughout the province. In 2018 FOL members want to put extra focus back onto Bob Stuart Park along with the Stuart family. The family want to make the park look special and between the two parties we feel we might have come up with a new and different "program".

What we wish to do is have a "curtain of falling lights" along the row of trees that cover the retaining wall at the south end. What we need to do is put up three poles along that space, with concrete foundations, and then run a steel cable between them and then string the "falling lights strings along the cable. The lights would form a wall of "raining" coloured lights during Light Up season and in the off season about half of the strings would be lit and they would be clear lights.

At this time we are asking permission, from the Town, to put in the 3 steel poles with the proper concrete bases. We have had brief chat with Mr. Goldfuss and Mr. Postings and they feel that this is something that could be done fairly easily. Festival of Lights will pay all the costs and do the installation if given permission to move on this.

The FOL volunteers hope that this is something that Council and the Town feel is worthwhile and we are looking for your support. If given the okay we will work closely with the Parks Dept as well as Public Works to ensure that everything is done properly and to make sure all is safe.

We wish to thank you very much for taking the time to read this request and we look forward to working with the Town on this project and another amazing Light Up!!

Sincerely

Duck Paterson

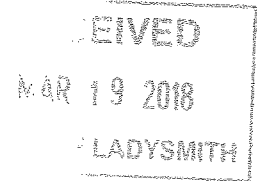
Paterson

The Biggest "Turn On" on Vancouver Island.

We acknowledge the financial support of the Province of British Columbia.



Town of Ladysmith
410 Esplanade
PO Box 220
Ladysmith, BC. V9G 1A2



Attention: Guillermo Ferrero, CAO

March 8, 2018

Re: Collision Data for Trans-Canada Highway through Downtown Ladysmith

Dear Mr. Ferrero,

Thank you for your letter of February 28, 2018. I am writing in response to your council's concern over excessive speeds on the Trans-Canada Highway in Ladysmith and their request for collision data on the highway.

Our staff has examined the collision data from ICBC for the Trans-Canada Highway over the period from January 1, 2007 to November 30, 2017 there have been 301 reported collisions.

Of the 301 collisions, 201 collisions were reported in the less urbanized, 5 km, segment from 500m south of Roberts Road to Thicke Road. This equates to a calculated crash rate of 0.39 C/MVK, which is below the provincial average of 0.45 C/MVK for similar type roads.

Of those 301 collisions, 100 of them were in the more urbanized, 2km, portion of the highway from 500m south of Roberts Road to Grouhel Road. This equates to a calculated crash rate of 0.48 C/MVK, which is below the provincial average of 0.76 C/MVK for similar type roads.

With respect to providing the collision data, unfortunately the ministry is unable to share the data directly as we receive the data from ICBC through agreement. However, this data can be made available to Council through a direct request to ICBC for the information/data.

Should Council have any further questions, please don't hesitate to contact me.

Sincerely,

Mike Pearson, P. Eng.
District Manager
Vancouver Island District

Cc David Edgar, District Engineer, Vancouver Island District