



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
WILL BE HELD IN COUNCIL CHAMBERS, CITY HALL
MONDAY, JULY 11, 2016
6:30 P.M.
COUNCIL CHAMBERS, CITY HALL

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 June 13, 2016..... 1 - 4

3. REPORTS

3.1. Julian North Art Collection – Donation and Management 5 - 7

3.2. Canada 150 Community Committee 8 - 13

3.3. Building Inspector’s Report for the period April to June 2016 14

3.4. Ladysmith Fire/Rescue Reports for May and June 2016..... 15 - 16

4. UNFINISHED BUSINESS

4.1. Officers and Delegation of Authority Bylaw – Review of Proposed Changes 17 - 23

Staff Comment:

Council will recall that this item was referred from the June 6, 2016 Council Meeting to provide Council members with a further opportunity to ask questions about the new Officers and Delegation of Authority Bylaw.

5. NEW BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE MUNICIPAL SERVICES COMMITTEE
MONDAY, JUNE 13, 2016
COUNCIL CHAMBERS, CITY HALL
6:00 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett (Chair)
Councillor Carol Henderson
Mayor Aaron Stone

Councillor Cal Fradin
Councillor Rob Hutchins

Councillor Joe Friesenhan
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Clayton Postings

Erin Anderson
Joanna Winter

John Manson
Kevin Goldfuss

ALSO PRESENT:

Geoff Goodall, incoming Director of Infrastructure Services

CALL TO ORDER

Councillor Arnett called this meeting of the Municipal Services Committee to order at 6:00 p.m.

AGENDA APPROVAL

MS 2016-014

Moved and seconded:

That the agenda for this meeting of the Municipal Services Committee be approved as amended by the following addition:

4.1 Ladysmith Days Parade – Council Participation.

Motion carried.

MINUTES

MS 2016-015

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held May 16, 2016 be approved.

Motion carried.

REPORTS

Social Procurement

MS 2016-016

Moved and seconded:

That the Committee recommend that Council direct staff to incorporate Social Impact language into the Town's Purchasing Policy for consideration at an upcoming meeting of the Committee.

Motion carried.

Grants-in-Aid Policy

MOTION AMENDED

MS 2016-017

Moved and seconded:

That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy to change the deadline for submission of a grant report to December 31.

AMENDMENT

MS 2016-018 *Moved and seconded:*
That Resolution MS 2016-017 be amended to read as follows:
That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy to change the deadline for submission of a grant report to December 31, with a reminder of the deadline to be sent by staff prior to December 1.
Motion carried.

Main motion as amended carried.

MS 2016-019 *Moved and seconded:*
That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy, Item 1, for 2017 to read as follows:
The primary purpose of a grant-in-aid is to provide financial assistance to an organization for a specific project, event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to, a parent Society under the laws of British Columbia and/or Canada.
Motion carried.

MS 2016-020 *Moved and seconded:*
That the Committee recommend that Council direct staff to develop recommendations for service agreements with the Ladysmith and District Historical Society (Archives and Museum), Ladysmith Resources Centre Association and other agencies who currently receive grants-in-aid for providing a service to the community, and bring the recommendations to the Committee for consideration.
Motion carried.

MS 2016-021 *Moved and seconded:*
That the Committee recommend that Council refer consideration of a proposed set budget for grants-in-aid until after the Committee has determined whether to establish Service Agreements instead of grants-in-aid for organizations that provide a service to the community.
Motion carried.

MS 2016-022 *Moved and seconded:*
That the Committee recommend that Council direct staff to maintain the current policy with respect to timing of grants-in-aid applications and deliberations for the 2017 budget deliberations.
Motion carried.

MS 2016-023 *Moved and seconded:*
That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy to remove the requirement for audited financial statements/engagement review, and to require

that societies submit their Annual General Meeting minutes and agenda, including financial information when applying for a grant-in-aid.

Motion carried.

MS 2016-024

Moved and seconded:

That the Committee recommend that Council direct staff to maintain the current grant-in-aid policy that allows organizations that receive a Permissive Tax Exemption to also receive Grant-in-Aid funding.

Motion carried.

MS 2016-025

Moved and seconded:

That the Committee recommend that Council direct staff to bring an amended Grants-in-Aid Policy for consideration at a future meeting of the Municipal Services Committee.

Motion carried.

Broom Busters and Invasive Species Committee

MS 2016-026

Moved and seconded:

That the Committee recommend that Council:

1. Direct staff to prepare draft Terms of Reference for an Invasive Species Select Committee in accordance with Section 142 of the *Community Charter* for the purpose of addressing invasive species in the town of Ladysmith and present the Terms of Reference to Council at a future meeting; and
2. Send a letter of thanks to Steve and April Marrington in recognition of their volunteer leadership during the 2016 Broom Busting initiative in the Town of Ladysmith.

Motion carried.

Development Cost Charges

The Director of Infrastructure Services gave a presentation outlining the process for reviewing and amending the Town's Development Cost Charges (DCCs) program. An update is strongly recommended due to significant upcoming items including development in the Holland Creek area, as well as upgrades to the Town's water supply and distribution system.

Council thanked John Manson for this last report, and wished him well in his retirement.

NEW BUSINESS

Ladysmith Days Parade – Council Participation

Council agreed to enter a float in the Ladysmith Days Parade and to invite Chief, Council and members of the Stz'uminus First Nation to take part.

ADJOURNMENT

MS 2016-027

Moved and seconded:

That this meeting of the Municipal Services Committee adjourn at

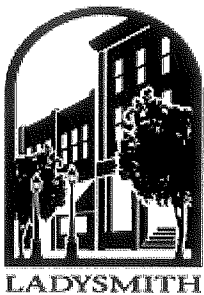
7:43 p.m.
Motion carried.

CERTIFIED CORRECT

Chair (Councillor S. Arnett)

Corporate Officer (S. Bowden)

Subject to Adoption



Town of Ladysmith
STAFF REPORT

To: Guillermo Ferrero, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: July 5, 2016
File No:

Re: Reverend Julian North's Artwork Donation & Management

RECOMMENDATIONS:

That Council direct staff to:

1. Enter into a memorandum of understanding (MOU) with the Ladysmith Arts Council (LAC) to manage the Julian North Art Collection;
2. Reallocate \$3,500.00 from Parks, Recreation and Culture appropriated equity to fund the shipping and storage of the art collection, and amend the 2016-2020 financial plan;
3. Include \$500.00 annually in the operational budget beginning in 2017, to manage the Julian North Art Collection on an ongoing basis;
4. Provide a thank you letter from Council to Victoria Bellefeuille for her generous donation of the Reverend Julian North's artwork.

PURPOSE:

This report is intended to inform Council of options for proceeding with receiving, managing, display, and storing the Julian North Art Collection.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith accepted a donation of artworks by the late Reverend Julian North in 2013. Council directed staff to investigate options to manage this collection which includes coordinating storage and display. At that time it was determined that there was not a suitable location to display the collection, Council directed staff contact local churches and the food bank to determine if there may be a location to display the art, unfortunately there was no response or interest to have some or all of the collection displayed in any of these sites.

The Town is not in a position to manage a collection of art work at this time and the one option available was to request the LAC to manage the collection. Ongoing management of a collection of artwork is not something the LAC normally handles, so they were not originally able to assist with this. Ongoing discussions has resulted in the LAC offering to provided limited assistance in the management of the collection

Preliminary discussions with appraisers, insurers, storage companies, and the LAC have yielded the following estimates:

1. One-time costs up to \$3,500 (appraisal, appropriate shipping/storage containers)
2. Estimated Annual costs up to \$500 (insurance, management of collection)

Current frames and glass may need replacement (cost to be determined).

The LAC has agreed assist managing the collection, mounting a show of selected works from the collection, (possibly in the fall of 2016 with proceeds going to the Ladysmith Food Bank in honour of Reverend North who founded the Food Bank).

The collection will be stored at the Frank Jameson Community Centre, until such time that the LAC has appropriate storage for the collection.

SCOPE OF WORK:

Staff will work with the LAC to coordinate the appraisal, insurance, and storage of the collection and will work with the LAC in coordinating a future display of the collection.

ALTERNATIVES:

Council may choose to inform the donor that the Town is unable to accept the donation at this time, due to the fact the Town is not in a position to manage an art collection at this time.

FINANCIAL

IMPLICATIONS:

The cost to receive this collection will be approximately \$3,500.00, not including any possible required replacement of frames or glass. Ongoing annual costs to maintain the collection could be approximately \$500.00 which includes insurance and LAC ongoing management for the collection.

The initial expenses relating to receiving the collection could be covered through PRC reserves, while future ongoing expenses will be included in future operation budgets.

The LAC has also offered to provide some financial assistance relating to the project.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Continued consultation with the LAC regarding management, display, and storage of the collection would ensure engagement with the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Finance Department would be required to assist with securing ongoing funding to maintain the collection.

RESOURCE IMPLICATIONS:

Once the collection is received the management of the collection will be the responsibility of the LAC, resulting in minimal Town resources required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

None identified

ALIGNMENT WITH STRATEGIC PRIORITIES:

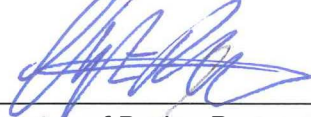
None identified

SUMMARY:

Staff seeks Council direction regarding receipt, storage, and management of the Julian North Art Collection, and approval of the resources to do so, including negotiating a memorandum of understanding with the LAC for management, display, and storage.

Report Author: Anita McLeod, Community Services Coordinator

I concur with the recommendation:



Clayton Postings, Director of Parks, Recreation & Culture



Guillermo Ferrero, City Manager

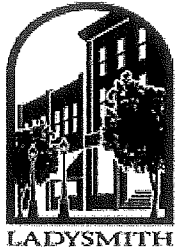
ATTACHMENTS:

n/a



BC CLIMATE ACTION
COMMUNITY 2014





Town of Ladysmith
STAFF REPORT

To: Guillermo Ferrero, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: July 5, 2016
File No:

Re: CANADA 150 COMMUNITY COMMITTEE UPDATE

RECOMMENDATION(S):

That Council direct staff to proceed with recruiting representatives from community organizations having expressed interest in participating in the Canada 150 Community Committee, including Ladysmith Early Years Partnership, Ladysmith Chamber of Commerce, Ladysmith Arts Council, and the Ladysmith and District Historical Society.

PURPOSE:

The Canada 150 Community Committee will engage Ladysmith area communities in the planning, implementation, and promotion of celebrations of the 2017 Sesquicentennial.

INTRODUCTION/BACKGROUND:

At their July 6th, 2015 meeting, Council approved the establishment of a Canada 150 Community Committee. As directed at that time, representatives of the Ladysmith and Stz'uminus First Nation Councils and CVRD Area G and H were invited to meet to initiate discussions this spring around process and potential projects, and to clarify the terms of reference.

The representatives of Ladysmith and Stz'uminus Councils and CVRD Area G have been able to meet and have developed and agreed to the terms of reference, and begun discussing the recruitment of additional committee members from each community. Expressions of interest have been received from community organizations including Ladysmith Early Years Partnership, Ladysmith Chamber of Commerce, Ladysmith Arts Council, and the Ladysmith Historical Society.

SCOPE OF WORK:

Parks Recreation and Culture staff will support this project in collaboration with the Committee.

ALTERNATIVES:

Parks Recreation and Culture staff would host on July 1st 2017 the annual Canada Day community celebrations event, with existing capacity and resources.

FINANCIAL IMPLICATIONS:

The existing Parks, Recreation and Culture Canada Day event budget is \$4,000.00, and federal grant funding is usually between \$1,000.00 to \$3,000.00. As the Canada 150 Committee develops the event plan, additional resources may be requested for

consideration in the 2017 budget process. The Town will continue to apply for federal grants or other funds, and participating community organizations will also seek grants to offset expenses of the event(s).

LEGAL IMPLICATIONS:

Not Applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A community committee facilitates public engagement and support for these events.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works staff and other Town of Ladysmith departments would be invited to participate in this project, depending on capacity and scope of celebrations.

RESOURCE IMPLICATIONS:

Staff time is committed to supporting the planning and hosting of these events. No additional resources are required at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This event is consistent with Priority Actions # 6 "Culture and Identity", and # 8 "Economic Development".

ALIGNMENT WITH STRATEGIC PRIORITIES:

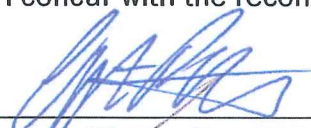
Consistent with Strategic Priorities "Communication and Engagement" and "Partnerships".

SUMMARY:

It is recommended that Council direct staff to support the recruitment of representatives from community organizations identified in the Terms of Reference toward participation in the Canada 150 Community Committee and continue to participate in partnership with Stz'uminus First Nation to plan, implement, and promote the 2017 Sesquicentennial Celebrations.

Report Author: Anita McLeod, Community Services Coordinator

I concur with the recommendation:



Clayton Postings, Director of Parks, Recreation & Culture



Guillermo Ferrero, City Manager

ATTACHMENTS:

Canada 150 Community Celebrations Committee – Terms of Reference



Canada 150 Community Celebration Committee – Terms of Reference

Members/Composition

The Canada 150 Community Celebration Committee will be composed of 7 – 10 members, from a cross-section of the Ladysmith and Stz'uminus communities, ideally:

- One member of each community's council (2)
- One member of each community's staff (2)
- Representatives of each community's citizens at large (2)
- Representatives of local businesses and/or non-profit agencies (up to 4)

Term of Membership

Membership on the Ladysmith 150 Committee requires a commitment from the time the committee is established in March, 2016, to the end of December, 2017.

Vision and Mission

The Canada 150 Community Celebration Committee will engage the communities in the planning and implementation of community celebrations of the Canadian Sesquicentennial in 2017, with a focus on (but not limited to) events held from June 21 (National Aboriginal Day) to July 1 (Canada Day) inclusive.

Goals

1. Community celebrations of Canada 150 during the 2017 calendar year that build a sense of pride and attachment to Canada;
2. Community engagement prior to 2017, promoting a deeper understanding of Canada, its people, and what it means to be Canadian;
3. Recognize and promote exceptional Canadian people, places, achievements, and events;
4. Community-building for a lasting legacy beyond 2017.

Deliverables

1. Regular meetings with all committee members in attendance;
2. Establish a Canada 150 Plan for Ladysmith;
3. Raise community awareness of the opportunity(ies) to "give back" through gifts of time and energy;
4. National Aboriginal Day event(s) with broad community participation;
5. Canada Day event(s) with broad community participation.

Jurisdiction

The Canada 150 Community Celebration Committee may not establish objectives beyond the scope of services of the Town of Ladysmith and/or the Stz'uminus First Nation without explicit prior authorization.

Resources and Budget

A variety of resources will be required to implement a Canada 150 Plan in Ladysmith, including people, equipment, materials, rooms, funds, skills; a budget reflecting in-kind resources will be established in conjunction with the plan, and depending on receipt of financial assistance from the Canada 150 Fund.

Governance

Decisions will be made by consensus wherever possible; a quorum will consist of a minimum of 5 members, ideally representing both the Ladysmith and Stz'uminus communities.

Communications

Communication by email "reply all" will be the preferred mode between meetings.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: February 23, 2016
File No:

Re: CANADA 150 COMMUNITY CELEBRATION COMMITTEE

RECOMMENDATION(S):

That Council:

- a) approve the attached Draft "Terms of Reference" for the Canada 150 Community Celebration Committee;
- b) appoint a member of Council to sit on the Canada 150 Community Celebration Committee; and,
- c) direct staff to solicit community representation on the Canada 150 Community Celebration Committee per the "Terms of Reference".

PURPOSE:

The Canada 150 Community Celebration Committee will engage the communities in the planning and implementation of community celebrations of the Canadian Sesquicentennial in 2017, with a focus on (but not limited to) events held from June 21 (National Aboriginal Day) to July 1 (Canada Day) inclusive.

INTRODUCTION/BACKGROUND:

Ladysmith has an opportunity to celebrate Canada's 150th anniversary of Confederation, with activities that contribute to a sense of pride and attachment to Canada. Community projects may recognize exceptional people, places, achievements, and events, and encourage citizens to give back to the community in ways that leave a legacy for the future.

At the July 6th, 2015 Council meeting, Council adopted the following resolution:

That Council approve the establishment of a committee consisting of members of the Ladysmith Community to assist with the planning and community engagement for a sesquicentennial celebration event during the next two years.

The attached Terms of Reference for the Committee have been developed to provide some guidance for the committee.

The next step in the process is to form the Committee which will begin developing a plan relating to the Canadian Sesquicentennial in 2017.

SCOPE OF WORK:

Parks Recreation and Culture will support this project in collaboration with the Committee.

ALTERNATIVES:

Parks Recreation and Culture staff would host on July 1st 2017 the annual Canada Day community celebrations event, with existing capacity and resources.

FINANCIAL IMPLICATIONS:

Current Parks and Recreation budget includes the annual Canada Day event budget of \$4,000.00; most years additional federal grant funding has been received at approximately \$1,000.00 to \$3,000.00. It is anticipated that once the Committee has developed a plan for the 2017 event, any additional resources required will be brought to Council for consideration.

The Town will continue to apply for any available funding provided through federal grants or other available funds, which may offset operating expenses or add additional resources to the event.

LEGAL IMPLICATIONS:

Not Applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The creation of a community committee would assist in developing community engagement and support for these and future events.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works staff and other Town of Ladysmith departments would be invited to participate in this project, depending on capacity and scope of celebrations.

RESOURCE IMPLICATIONS:

Staff time is committed to supporting the planning and hosting of these events.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This event is consistent with Priority Actions # 6 "Culture and Identity – support and promote Ladysmith's arts and cultural events and facilities", and # 8 "Economic Development – increase tourist visits and spending".

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Strategic Priorities "Communication and Engagement" and "Partnerships"

SUMMARY:

It is recommended that Council approve the Terms of Reference for the "Canada 150" Community Celebration Committee and that Council appoint a member of Council to sit on this committee.

I concur with the recommendation.

Ruth Malli, City Manager

ATTACHMENTS:

Canada 150 Community Celebrations Committee – Terms of Reference

Reviewed at a Previous Meeting



TOWN OF LADYSMITH

Quarterly Building Permit Summary - YTD June 2016

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2016
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
JUN	2	\$ 55,000	0	\$ -	1	\$ -	3	\$ 597,580	5	\$ 47,920	1	11	\$ 8,306	\$ 700,500	\$ 5,191,885

Year to Date

JAN	1	\$250,000	0	\$0	1	\$100,000	1	\$267,375	0	\$0	2	3	\$7,067	\$617,375	\$617,375
FEB	0	\$0	0	\$0	0	\$0	0	\$0	7	\$217,520	2	7	\$2,549	\$217,520	\$834,895
MAR	1	\$65,000	0	\$0	0	\$0	2	\$447,510	4	\$44,000	2	7	\$6,554	\$556,510	\$1,391,405
APR	0	\$0	0	\$0	0	\$0	9	\$2,281,568	3	\$51,840	15	12	\$28,115	\$2,333,408	\$3,724,813
MAY	0	\$0	0	\$0	0	\$0	3	\$675,972	2	\$90,600	6	5	\$9,140	\$766,572	\$4,491,385
JUN	2	\$55,000	0	\$0	1	\$0	3	\$597,580	5	\$47,920	1	11	\$8,306	\$700,500	\$5,191,885
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	4	\$370,000	0	\$0	2	\$100,000	18	\$4,270,005	21	\$451,880	28	45	\$61,731	\$5,191,885	

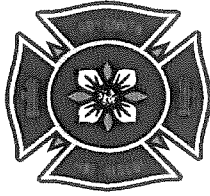
Demos Mth	2	Demos YTD	3
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Comparison	#DU	Value	#BP	Value
YTD 2016	28	\$4,270,005	45	\$5,191,885
YTD 2015	26	\$2,866,272	52	\$3,328,217
YTD 2014	15	\$2,394,623	37	\$2,744,753

Colin Bollinger
 Colin Bollinger, Senior Building Inspector

Felicity Adams
 Felicity Adams, Director of Development Services

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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: **May 2016**

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	1										2
Electrical problem			1	1									2
Due to cooking		2	1	1									4
Assistance	1			1	1								3
Burning Complaint		2		4									6
Fire: Structure	1		1										2
Chimney			1										1
Interface / Bush													0
Vehicle		1											1
Other		1			1								2
Hazardous Materials					1								1
Hydro Lines: Down / Fire		1	1										2
Medical Aid	5	2	2	2	3								14
MVI	5	4	10	2	1								22
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	2	1	1		2								6
MONTH TOTALS (exc.. Practises)	14	15	20	11	10	0	0	0	0	0	0	0	70
Practises (Totals for each Month)	4	4	5	4	5								22
Mutual Aid requested by Ladysmith from outside areas	1		1										2


ALARMS ACTIVATED (Location/Owner)

1. Rialto Apartments 631 - 1st Ave - Pulled Station

COMPARISONS:

Year to Date 2016	<u>70</u> (exc. practices)
Year to Date 2015	<u>62</u> (exc. practices)
Year to Date 2014	<u>66</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: **June 2016**

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	1										2
Electrical problem			1	1		1							3
Due to cooking		2	1	1									4
Assistance	1			1	1	1							4
Burning Complaint		2		4		1							7
Fire: Structure	1		1										2
Chimney			1										1
Interface / Bush													0
Vehicle		1											1
Other		1			1	1							3
Hazardous Materials					1	2							3
Hydro Lines: Down / Fire		1	1			1							3
Medical Aid	5	2	2	2	3	5							19
MVI	5	4	10	2	1	5							27
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	2	1	1		2	1							7
MONTH TOTALS (exc.. Practises)	14	15	20	11	10	18	0	0	0	0	0	0	88
Practises (Totals for each Month)	4	4	5	4	5	4							26
Mutual Aid requested by Ladysmith from outside areas	1		1			1							3

ALARMS ACTIVATED (Location/Owner)

1. Faulty CO2 Sensor - 450 Davis Rd.

COMPARISONS:

Year to Date 2016 88 (exc. practices)

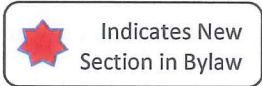
Year to Date 2015 84 (exc. practices)

Year to Date 2014 82 (exc. practices)

APPROVED:


 Fire Chief

TOWN OF LADYSMITH
BYLAW NO. 1905



A bylaw to provide for the appointment of Officers for the Town of Ladysmith and to prescribe the powers, duties and responsibilities of such officers including the delegation of authority.

WHEREAS Council must, by bylaw, establish officers' positions having responsibility under the *Community Charter*, SBC 2006 c. 26;

AND WHEREAS Council may, by bylaw, delegate certain powers, duties and functions to its officers and employees;

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

Citation

1. This bylaw may be cited for all purposes as the "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905".



Definitions

2. In this bylaw:

"Approving Officer"	Has the same meaning as "Approving Officer" in the Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834;
"Bylaw"	Means this Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905;
"Department Director"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Department Manager"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Emergency"	Means a situation which may endanger the health and/or safety of any Town employee, member of the public or Town asset, as declared by Council;
"Employee"	Means a person employed by the Town of Ladysmith other than a Statutory Officer;
"Financial Plan"	Has the same meaning as "financial plan" as defined in the <i>Community Charter</i> ;
"Panhandle Parcel"	Has the same meaning as "Panhandle Parcel" in the Town of Ladysmith Subdivision and Development Bylaw 2013, No. 1834;
"Special Event"	Means any organized event or gathering taking place on Town-owned property for a limited or fixed duration;
"Special Occasion License"	Means a special occasion license issued pursuant to the <i>Liquor Control and Licensing Act</i> , RSBC 1996, c. 267;
"Statutory Officer"	Means a person appointed under Section 146 of the <i>Community Charter</i> ;
"Town"	Means the Town of Ladysmith;
"Zoning Bylaw"	Means the "Town of Ladysmith Zoning Bylaw 2014, No. 1860".

**Establishment of Statutory Officer Positions**







3. The person holding the position of Chief Administrative Officer is established as a Statutory Officer of the Town.
4. The person holding the position of Director of Corporate Services is established as a Statutory Officer of the Town.
5. The person holding the position of Director of Financial Services is established as a Statutory Officer of the Town.
6. Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions.
7. The selection and appointment of the Chief Administrative Officer shall be made by Council.
8. The selection and appointment of all Department Directors is delegated to the Chief Administrative Officer.
9. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of less than one month is delegated to the Chief Administrative Officer.
10. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of greater than one month shall be made by Council.

**Power and Duties of the Chief Administrative Officer**


11. The Chief Administrative Officer has the following duties, powers and functions:
 - a. fulfilling the powers, duties and functions applicable to the Chief Administrative Officer described in Section 147 of the *Community Charter*;
 - b. selecting and appointing the Statutory Officers and other Department Directors of the Town;
 - c. determining the compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
 - d. appointing, promoting, disciplining, and suspending any employee of the Town, and terminating any employee of the Town other than Statutory Officers, subject to any contract of employment or collective agreement in force;
 - e. subject to Council approval, negotiating all collective agreements;
 - f. implementing all Council approved policies and directives;
 - g. preparing and submitting such reports and recommendations as may be required by Council;
 - h. retaining legal counsel on behalf of the Town;
 - i. assigning additional responsibilities to a Statutory Officer, including acting on behalf of another Statutory Officer in his or her absence; and
 - j. designating an acting Chief Administrative Officer to act in his or her absence, pursuant to section 9 hereof.

Powers and Duties of the Director of Corporate Services

12. The Director of Corporate Services has the powers, duties and functions described in Section 148 of the *Community Charter* and other provisions applicable to the Corporate Officer in the *Community Charter* or any other enactments.
13. Council hereby delegates to the Director of Corporate Services the following powers, duties and functions:
 - a. approving applications for temporary private uses of municipal streets, including, but not limited to, parades, walk-a-thons, fundraisers and races;
 - b. entering into leases of two years or less and the ability to set rental rates and conditions associated with these leases;
 - c. approving the location and use of fireworks in accordance with Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970 and in consultation with the Fire Chief;

-  d. the power to accept a restrictive covenant or amendment to a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
-  e. the power to execute on behalf of the Town a discharge of a restrictive covenant referred to in subsection (d) which is no longer required or is to be replaced;
-  f. the power to acquire a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the Town in connection with the operation of a sewer, water or drainage works, or for other purposes, such as trails or pedestrian or vehicular access;
-  g. the power to execute a discharge of a statutory right of way or easement referred to in subsection (f) which is no longer required by the Town or is to be replaced;
-  h. the power to enter into a lease or license of real property or a renewal or amendment of a lease or license of real property necessary or convenient for the operation and maintenance of the works or activities of the Town;
-  i. despite subsection (h), the delegation of authority under subsection (h) does not include a lease or license of real property having a term, including all extensions or rights of renewal, greater than 2 years.

Powers and Duties of the Director of Financial Services

-  14. The Director of Financial Services has powers, duties and function applicable to the Financial Officer in accordance with Section 149 of the *Community Charter* and other provisions applicable to the Financial Officer in the *Community Charter* or any other enactments.
- 15. The Director of Financial Services is authorized to administer any system of discount, interest, penalty, payment and refund of fees established by bylaw.

Powers and Duties of the Director of Parks, Recreation and Culture

- 16. Council hereby delegates to the Director of Parks, Recreation and Culture the following powers, duties and functions:
 - a. approving Special Events on land reserved, dedicated, or held for park purposes, where such use is consistent with the Zoning Bylaw and any restrictions on title;
 - b. approving Special Occasion Licences pertaining to the aforementioned Special Events obtained in accordance with the *Liquor Control and Licensing Act*.
- 17. The Director of Parks, Recreation and Culture is hereby authorized to administer any system of discount, interest, penalty, payment, and refund of fees associated with any parks or recreation facility or program, pursuant to the Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884 in accordance with applicable policies established from time to time by Council.

Powers and Duties of the Director of Infrastructure Services

- 18. Council hereby delegates to the Director of Infrastructure Services the powers, duties and functions with respect to approving the location, designation and control of on-street parking and loading areas, in accordance with the conditions specified in Streets and Traffic Bylaw No. 1309.

Powers and Duties of the Director of Development Services

- 19. Council hereby delegates to the Director of Development Services the powers, duties and functions to issue development permits for signage and façade improvements, and issue amendments to development permits.




Powers and Duties of Approving Officer

- 20. Council hereby delegates to the Approving Officer the powers, duties, and functions under section 512(2) of the *Local Government Act* to approve the subdivision of land into parcels, including Panhandle Parcels, that do not have a minimum highway frontage greater than:
 - a. 10% of the perimeter of the parcel that fronts the highway; and
 - b. the minimum highway frontage required by the Town of Ladysmith Subdivision and Development Servicing Bylaw 13, No. 1834.

Delegation of Purchasing Authority

21. Council hereby delegates all of the powers, duties and functions of Council to authorize the execution of contracts and purchases of goods and services on behalf of the Town to the Department Director for the department for which the goods and services are to be provided, as approved in the Financial Plan, and subject to the monetary limits set out in Schedule 'B', and the Town's Purchasing Policy as adopted by Council and amended from time to time, and any applicable enactments or the New West Partnership Trade Agreement.


Current Delegation Bylaw No. 1614 states:**Purchasing Power**

2. Where goods and services are budgeted, Council hereby delegates all of its powers, duties and functions to make purchasing decisions and agreements for those goods and services to its officers, pursuant to the provisions of the Purchasing Policy of the Town of Ladysmith.

Delegation to Persons Holding Position

22. Where this Bylaw delegates a power, duty or function to a Statutory Officer or other Department Director, the delegation of the power, duty or function is to the person who holds the position and to any person who is the deputy of that person, or other person appointed to act in the place of that person.

No Delegation by a Delegate

23. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.

Reconsideration by Council

24. A decision of a delegate may be reconsidered by Council on submission of a written request for reconsideration to the Director of Corporate Services, within thirty days after the decision is delivered to or made available to the applicant.
25. The request for reconsideration must include the following:
- a. the applicant's address for receiving correspondence related to the request for reconsideration;
 - b. a copy of the written decision;
 - c. reasons why the applicant wishes the decision to be reconsidered by Council;
 - d. the decision which the applicant requests be made by Council;
 - e. reasons in support of the decision requested from Council; and
 - f. a copy of any documents which support the applicant's request for reconsideration by Council.
26. At the reconsideration of a decision, the applicant is entitled to be heard by Council in person or by a representative.
27. The Council may, following completion of its reconsideration, do one or more of the following:
- a. confirm all or part of the delegate's decision;
 - b. set aside all or part of the delegate's decision;
 - c. amend the delegate's decision or make a new decision.
28. The Council may adjourn a reconsideration under this section.

Notice of Reconsideration

29. The Director of Corporate Services must, upon receiving an application for reconsideration:
- a. place the request for reconsideration on the agenda for a regular meeting of Council to be held at least two weeks after the date on which the request for reconsideration is delivered to the Director of Corporate Services;

- b. notify the applicant of the date for reconsideration by regular mail sent to the applicant's address provided under Section 25.

Repeal

30. Delegation Bylaw 2007, No. 1614 and any and all amendments are hereby repealed.

READ A FIRST TIME on the 16th day of May, 2016

READ A SECOND TIME on the 16th day of May, 2016

READ A THIRD TIME on the day of May, 2016

ADOPTED on the day of , 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)



TOWN OF LADYSMITH

OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905

Schedule 'A'

In this Bylaw:

“Department Director”

Includes the following positions:

- Director of Corporate Services
- Director of Financial Services
- Director of Development Services
- Director of Infrastructure Services
- Director of Parks, Recreation and Culture

“Department Manager”

Includes the following positions:

- Manager of Administration
- Manager of Public Works
- Manager of Accounting Services
- Manager of Human Resources



TOWN OF LADYSMITH

OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905

Schedule 'B'

This schedule refers to the approvals required for various procurement levels. Other than in emergencies, budget approval is required before procurement begins.

Value of Purchase or Contract	Commitment Authority
Less than \$2,999.99	Employees designated by Department Directors.
\$3,000.00 to \$9,999.99	Department Managers.
\$10,000.00 to \$24,999.99	Department Directors.
\$25,000.00 to \$249,999.99	Approval of the Chief Administrative Officer together with the Approval of the Director of Financial Services.
Greater than \$250,000.00	Recommendation to award to be approved by Town Council.

**THE ABOVE TABLE IS AN EXCERPT FROM THE TOWN'S PURCHASING POLICY
AS ADOPTED BY COUNCIL IN 2013.**