



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, AUGUST 18, 2014
Call to Order 6:00 p.m.
Closed Meeting 6:01 p.m.
Regular Meeting 7:00 p.m.

A G E N D A

CALL TO ORDER 6:00 P.M. in order to retire immediately into Closed Session

1. CLOSED MEETING

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:

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- 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
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
- labour relations or other employee relations

REGULAR MEETING 7:00 P.M.

2. AGENDA APPROVAL

3. MINUTES

3.1. Minutes of the Regular Meeting of Council held July 21, 2014.....1 - 6

4. PUBLIC HEARING – None

5. DELEGATIONS – None

6. BYLAWS – (OCP AND ZONING)

Council members are reminded to bring to the meeting the Zoning Bylaw package that was distributed with the June 23, 2014 Meeting Agenda.

- 6.1. Town of Ladysmith Area G and Area H Land Use Regulations Repeal Bylaw 2014, No. 1858..... 7**
May be adopted.

The purpose of Bylaw 1858 is to repeal land use regulations for areas formerly within Electoral Area “G” and Electoral Area “H” of the CVRD that will now be covered by the Town’s Zoning Bylaw.

- 6.2. Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 43) 2014, No. 18598 - 12**
May be adopted.

The purpose of Bylaw 1859 is to amend the Official Community Plan (OCP) Bylaw by updating the land use designation maps in the OCP and the South Ladysmith Area Plan; amending the “Parks & Open Space, Land Use & Circulation” map in the Holland Creek Area Plan by removing areas covered by the OCP Land Use map; and adding new and updated policies to the OCP about school planning, commercial land use, and detached secondary suites to support the community’s vision.

- 6.3. Town of Ladysmith Zoning Bylaw 2014, No. 186013**
May be adopted.

The purpose of Bylaw 1860 is to adopt a new and updated Zoning Bylaw for all properties located within the Town of Ladysmith.

- 6.4. Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 44) 2014, No. 1861 14 - 15**
May be adopted.

The purposed of Bylaw 1861 is to amend the Official Community Plan (OCP) Bylaw by adding new and updated Development Permit Areas (DPA) and guidelines and a DPA map to support the community’s vision.

7. PROCLAMATIONS – None

8. DEVELOPMENT APPLICATIONS – None

9. REPORTS

- 9.1. Municipal Services Committee Recommendations – Meeting of July 21, 2014.....16**

- 9.2. Award of Tender – Holland Creek Trail Bridge Replacement..... 17 - 20**

9.3. Heritage Legacy Fund Application – Transfer Beach Interpretive History Pictorial Project 21 - 22

10. BYLAWS

10.1. Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2014, No. 1846 23 - 24
May be read a first, second and third time.

The purpose of Bylaw 1846 is to establish updated fees and charges for the use of the Frank Jameson Community Centre and other Town of Ladysmith recreation facilities. The fees contained in Bylaw 1846 were approved by Council at a previous meeting.

11. CORRESPONDENCE

11.1. R. J. McLachlan, Proposal for Scorekeeper’s Building at Holland Creek Ball Park..... 25 - 29

Staff Recommendation

That Council refer the proposal from the Ladysmith Baseball Association to build a scorekeeper’s shelter at the Holland Creek Ball Park to the Parks, Recreation and Culture Commission for review and recommendation.

11.2. Kathleen Harrison, Cowichan Valley Regional District Proposed CVRD Annual Financial Contribution Services – Cowichan Sportsplex 30 - 31

Council will recall that on September 4, 2012, it passed the following resolution with respect to Cowichan Sportsplex funding:

That the Cowichan Valley Regional District be advised that the Town of Ladysmith declines to participate in an annual Cowichan Valley Regional District financial contribution service to requisition \$146,000 in 2013 to assist with funding the Cowichan Sportsplex, and requests consideration of a funding formula for Cowichan Sportsplex similar to the model used for funding the Cowichan Theatre.

The proposal contained in the correspondence from the Cowichan Valley Regional District dated July 17, 2014 proposes a rate of \$1.32 per \$1,000 of assessed value of residential property for all electoral areas and municipalities. This is not the methodology used for the Cowichan Theatre. However, under the proposed funding formula, the maximum requisition would be less than the request in 2012.

This amount will be included in the annual requisition from the CVRD. In 2014, the annual requisition for the Town of Ladysmith to the CVRD was \$1,018,086.90 (not including the hospital district).

Staff Recommendation

That Council consider whether it wishes to reiterate to the Cowichan Valley Regional District its earlier request for a Cowichan Sportsplex funding formula similar to the model used for funding the Cowichan Theatre, rather than the model outlined in the correspondence from Kathleen Harrison, Cowichan Valley Regional District, dated July 22, 2014.

- 11.3. Cochrane Mowbray
Proposed Contribution of Decorative Pavers for First Avenue 32 - 33**

Staff Recommendation

That the correspondence from Cochrane Mowbray outlining a proposal to donate decorative pavers for installation on First Avenue outside the Old Town Bakery be referred to the Heritage Revitalization Advisory Commission for review and recommendation.

- 11.4. Steve Dinsmore, Kinsmen Club of Ladysmith
Request to Partner with the Town of Ladysmith for Grant Application34**

Staff Recommendation

That Council advise the Kinsmen Club of Ladysmith that it supports a proposed partnership between the Town of Ladysmith and the Kinsmen Club as outlined in the correspondence from the Club dated July 30, 2014, for the sole purpose of securing grant funding through the Nanaimo Foundation to replace the playground structure at Transfer Beach; and further, that Council direct staff to work with the Club to establish the details of this arrangement.

- 11.5. Dave Petryk, Tourism Vancouver Island
Request for Contribution to Hiking Trails Strategy for the Vancouver Island Region 35 - 50**

Staff Recommendation

That Council consider whether it wishes to support the request from Tourism Vancouver Island as outlined in the correspondence dated August 5, 2014, to provide \$2,500 in support of the proposed Hiking Trails Strategy for Vancouver Island, to invite Tourism Vancouver Island to a future meeting of Council to provide further information, or to refer the request to the Parks, Recreation and Culture Commission for review and comment.

**11.6. Lisa Storoshenko, Municipal Insurance of British Columbia
Voting Delegates to Municipal Insurance Association Annual General
Meeting 51 - 52**

Staff Recommendation

That Council confirm a voting delegate and an alternate to represent the Town of Ladysmith at the Municipal Insurance Association of British Columbia Annual General Meeting on September 23, 2014.

12. NEW BUSINESS

**12.1. Ratification of E-mail Vote to Support Request from Town of Qualicum
Beach to Waive Trolley Rental Policy53**

Staff were directed to seek Council approval via e-mail of a request from the Town of Qualicum Beach to waive trolley rental policy. Ratification of the following resolution is required:

That Council waive the trolley rental policy in order to permit the Town of Qualicum Beach to rent the Ladysmith Trolley in order to provide transportation to Qualicum Beach residents during the Qualicum Beach Train Station Centennial on August 23, 2014, and that staff be requested to ensure that the Town of Qualicum Beach has appropriate liability insurance in place.

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. ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, JULY 21, 2014
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 3:33 P.M.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Bill Drysdale
Councillor Glenda Patterson

Councillor Steve Arnett
Councillor Gord Horth

Councillor Jillian Dashwood
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
John Manson

Sandy Bowden
Clayton Postings

Felicity Adams
Joanna Winter

CALL TO ORDER

Mayor Hutchins called this Regular Meeting of Council to order at 3:33 p.m.

AGENDA APPROVAL

CS 2014-264

Moved and seconded:

That the agenda for the Regular Council Meeting of July 21, 2014 be approved as amended by the following:

- Move 5.1 (Delegation) after Agenda Item 2

Motion carried.

MINUTES

CS 2014-265

Moved and seconded:

That the minutes of the Regular Meeting of Council held Monday, July 7, 2014 be approved.

Motion carried.

CS 2014-266

Moved and seconded:

That the minutes of the Special Council Meeting and Public Hearing held Monday, July 14, 2014 be approved.

Motion carried.

DELEGATIONS

Sandy Jasper Tozer, Larry Blatchford

Excessive Speed and Noise on Trans-Canada Highway through Ladysmith

Sandy Jasper Tozer and Larry Blatchford requested Council's consideration of support in reducing speed and noise along the Trans-Canada Highway throughout Ladysmith, requesting a 70 km/hour speed limit from Peerless Road to the Town's northern boundary; persistent and vigorous enforcement of noise regulations as well as better signage and enforcement of a prohibition on the use of engine brakes within the Town limits; and consideration of options to install noise barriers, including public/private partnerships and partnerships with the provincial

government.

Council thanked Ms. Tozer and Mr. Blatchford for their presentation. Mayor Hutchins explained some of the Town's previous requests to the provincial government to reduce the speed limit along the Trans-Canada Highway through Ladysmith. The Mayor also indicated that previous responses from the provincial government and the Royal Canadian Mounted Police indicated that speed limits are typically determined by sight lines and safety concerns.

Moved and seconded:

CS 2014-267

That Council take the following actions with respect to the use of engine brakes in the Town of Ladysmith:

- a) Request staff to review options for enforcing the Town's Noise Suppression Bylaw 1478, in particular with regard to the use of engine brakes
- b) Request the assistance of the Royal Canadian Mounted Police in enforcing the prohibition on the use of engine brakes in the Town of Ladysmith
- c) Write to trucking companies advising them of the Town's rules on the use of engine brakes and the enforcement of those rules, and requesting their cooperation in the matter
- d) Request the assistance of the Ministry of Transportation and Infrastructure Commercial Vehicle Inspection Division in enforcing regulations regarding the use of engine brakes in the Town of Ladysmith
- e) Request consideration from the Ministry of Transportation and Infrastructure of a partnership for installing a noise barrier along the Trans-Canada Highway.

CS 2014-268

Motion carried.

Moved and seconded:

That Council request the Royal Canadian Mounted Police to increase enforcement of the 70 km/hour speed limit on the Trans-Canada Highway through the Town of Ladysmith.

CS 2014-269

Motion carried.

Moved and seconded:

That Council request the Ministry of Transportation and Infrastructure to investigate pedestrian safety concerns at the intersection of North Davis Road and the Trans-Canada Highway, as outlined in recent correspondence from local residents, and to implement measures to address those concerns.

CS 2014-270

Motion carried.

Moved and seconded:

That Council request the assistance of the Royal Canadian Mounted Police in enforcing the regulations concerning the

CS 2014-271

mandatory use of mufflers on vehicles in accordance with the *Motor Vehicle Act*.
Motion carried.

Moved and seconded:

That Council advise the citizens who wrote to Council expressing concerns about noise, speed and pedestrian safety on the Trans-Canada Highway through Ladysmith of the actions it is taking to address those concerns, including enforcement of the ban on the use of engine brakes, enforcement of speed limits, enforcement on the use of mufflers, a request to implement measures to improve pedestrian safety at the intersection of North Davis Road and the Trans-Canada Highway and a request to consider a partnership between the Town, the Province of B.C. and local residents to erect a noise barrier along the Trans-Canada Highway.
Motion carried.

**BYLAWS – OCP AND
ZONING**

New and Updated Zoning Bylaw

Council reviewed a staff report from the Director of Development Services and discussed input received from the members of the public during the Public Hearing on the new and updated Zoning Bylaw and related Bylaws.

Town of Ladysmith Zoning Bylaw 2014, No. 1860

Moved and seconded:

CS 2014-272

That Town of Ladysmith Zoning Bylaw 2014, No. 1860 be read a second time as amended.
Motion carried.

Moved and seconded:

CS 2014-273

That Town of Ladysmith Zoning Bylaw 2014, No. 1860 be read a third time and referred to the Minister of Transportation and Infrastructure pursuant to the provisions of the Transportation Act.
Motion carried.

REPORTS

Parks, Recreation and Culture Fees and Charges Annual Review – Recommendations from the Parks, Recreation and Culture Commission

Moved and seconded:

CS 2014-274

That Council adopt the recommendation from the Parks, Recreation and Culture Commission to make the following amendments to Town of Ladysmith Community Centre and Facilities Fees and charges Bylaw 2013, No. 1835:

- Increase admission and pass fees by three per cent effective September 1, 2014 for adult, youth, child, family and senior (continue no charge for children under three or seniors over eighty);
- Increase facility rental fees by four per cent effective

September 1, 2014;

- Increase sport field light rates by nine per cent effective September 1, 2014;
- Add Aggie Hall and Frank Jameson Community Centre sport field lighting to the Fees and Charges schedule at one-half the rate of Forrest Field lights effective September 1, 2014;
- Add a Special Event And Park Permit Fee for the non-facility areas of Town parks;
- Standardize facility room rental rates to ensure consistency of like facilities; and
- Establish a fee of \$15 per hour for adult use of sport fields effective September 1, 2014.

Motion carried.

Award of Tenders – Waste Water Treatment Plant Stage III Secondary Upgrades

Moved and seconded:

CS 2014-275

That Council award Tender Number 2014-PW-01 “Supply and Delivery of Waste Water Treatment Plant Equipment” as follows:

Item	Description	Awarded to	Units	Total Price Incl
1	Centrifuge	Vanderbeken Enterprises Ltd.	1	\$231,504.00
2	AC Odour Control - 2,600 cfm	Duall Division - Metro Pro PRPC Technologies	1	\$93,856.00
3	AC Odour Control - 5,200 cfm	Duall Division - Metro Pro PRPC Technologies	1	\$166,208.00
4	Odour Control - Exhaust Fans	Duall Division - Metro Pro PRPC Technologies	5 Fans	\$42,560.00
5	Reclaimed Water Filtration Package	BI Pure Water	1 Filter, feed & BW Pumps	\$48,020.00
6	Submersible Influent Pump	Xylem Canada	1	\$32,992.01
7	Submersible Mixers	Wilo Canada	2	\$23,628.86
8	Rotary Lobe Pumps	Borger - Waste n Watertech	2	\$56,321.00
9	Polymer Makedown System	Vanderbeken Enterprises Ltd.	1	\$72,072.00

10	Genset System	Finning Cat	1	\$474,376.00
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Motion carried.

CS 2014-276

Moved and seconded:

That Council award Tender Number 2014-PW-02 "Town of Ladysmith Waste Water Treatment Plant Upgrade Phase 3" to Trittech Group Ltd. at an adjusted tender price of \$11,655,172.20 including GST, as outlined and recommended in Opus Dayton and Knight's letter of July 18, 2014 (Appendix "B").

Motion carried.

CS 2014-277

Moved and seconded:

That Council authorize a total engineering services budget of \$2.083 million, not including disbursements, for all engineering services for the Waste Water Treatment Plant Stage III Upgrade project, through Opus Dayton and Knight Consultants Ltd.

Motion carried.

CS 2014-278

Moved and seconded:

That Council direct staff to amend the 2014-2018 Financial Plan to authorize expenditures from the Sewer Capital Reserve totalling \$17.9 m. for the Wastewater Treatment Plant Stage III Upgrade project.

Motion carried.

Clean-up of Yard Waste at 336 Belaire Street

Moved and seconded:

CS 2014-279

That Council direct staff to clean up the yard waste at 336 Belaire Street and invoice the property owner for the costs of the clean-up, and that the property owner be advised that he may appeal this decision at the August 18, 2014 Council meeting.

Motion carried.

CORRESPONDENCE

Brian McLaurin

Proposal for Tree Planting Controls

Moved and seconded:

CS 2014-280

That Council refer to staff the correspondence from Brian McLaurin dated July 14, 2014, concerning proposed tree planting controls, for review and preparation of a recommendation.

Motion carried.

NEW BUSINESS

Town of Ladysmith 2013 Annual Report

Correspondence from Paul Williams dated July 21, 2014, related to the Town's 2013 Annual Report was circulated to Council.

Moved and seconded:

CS 2014-281

That Council adopt the Town of Ladysmith 2013 Annual Report.

Motion carried.

Union of British Columbia Municipalities 2014 Convention –
Appointment of Delegates

CS 2014-282

Moved and seconded:

That Council appoint Mayor Hutchins and Councillors Arnett, Drysdale, Horth and D. Paterson as delegates to the 2014 convention of the Union of British Columbia Municipalities.

Motion carried.

QUESTION PERIOD

Council advised that the City Manager is authorized to attend the 2014 convention of the Union of British Columbia Municipalities.

Council reiterated that it will deliberate its options with respect to a referendum on the Couverdon boundary expansion application once it has received and reviewed the watershed modelling report it has commissioned.

Staff advised that any water discharged from Holland Lake is in order to serve the community, and not to test the system's capacity. The Town uses modelling to test the system's capacity.

ADJOURNMENT

CS 2014-283

Moved and seconded:

That this meeting of Council adjourn at 5:10 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1858

A bylaw to repeal land use regulations for areas formerly within
Electoral Area "G" and Electoral Area "H" of the Cowichan Valley Regional District

WHEREAS by the issuance of Supplementary Letters Patent, the boundaries of the Town of Ladysmith were extended to include certain areas formerly within Electoral Area "G" and Electoral Area "H" of the Cowichan Valley Regional District (Regional District);

AND WHEREAS pursuant to the Supplementary Letters Patent and the provisions of the *Local Government Act*, the Regional District's Electoral Area "G" Zoning Bylaw 1180, 1988 and Electoral Area "H" Zoning Bylaw No. 1020, 1986 continue to apply to those areas, and may be amended or repealed with respect to those areas, as if it had been enacted by the Municipal Council;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to repeal Bylaw 1180 and Bylaw 1020;

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

REPEAL OF BYLAWS

- (1) "Electoral Area "G" Zoning By-law 1180, 1988", and all its amendments, as it applies to areas within the Town of Ladysmith, are hereby repealed.
- (2) "The Cowichan Valley Regional District Electoral Area "H" Zoning Bylaw No. 1020, 1986", and all its amendments, as it applies to areas within the Town of Ladysmith, are hereby repealed.

CITATION

- (3) This Bylaw may be cited for all purposes as "Town of Ladysmith Area G and Area H Land Use Regulations Repeal Bylaw 2014, No. 1858".

READ A FIRST TIME on the 23rd day of June, 2014

READ A SECOND TIME on the 23rd day of June, 2014

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the 14th day of July, 2014

READ A THIRD TIME on the 14th day of July, 2014

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1859

A bylaw to amend "Official Community Plan Bylaw, 2003, No. 1488"

WHEREAS the Municipal Council has accepted the report "A community vision for a sustainable west coast town" (Community Vision);

AND WHEREAS the Municipal Council is intending to adopt a new Zoning Bylaw to implement the Official Community Plan and Community Vision which requires consequential amendments to the Official Community Plan;

AND WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw, 2003, No. 1488";

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

- (1) The "Official Community Plan Bylaw 2003, No. 1488" is hereby amended as set out in Schedule A to this Bylaw.

CITATION

- (2) This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.43), 2014, No. 1859".

READ A FIRST TIME on the 23rd day of June, 2014

READ A SECOND TIME on the 23rd day of June, 2014

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the 14th day of July, 2014

READ A THIRD TIME on the 14th day of July, 2014

ADOPTED on the day of

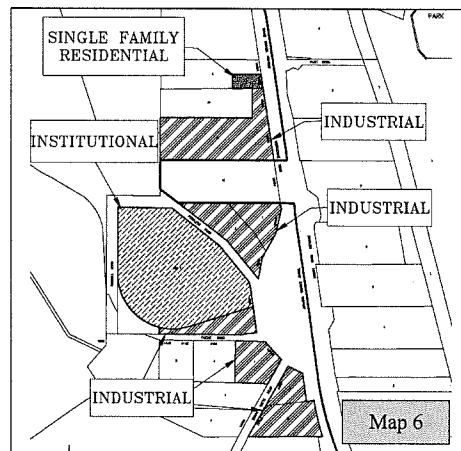
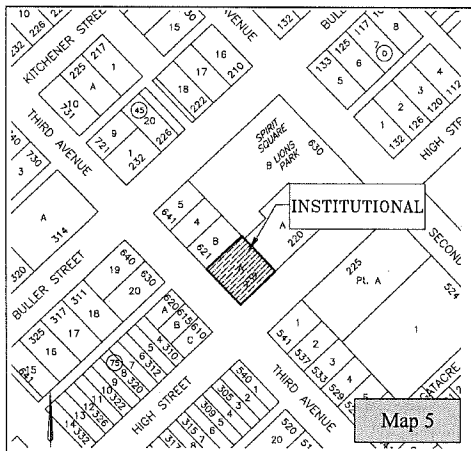
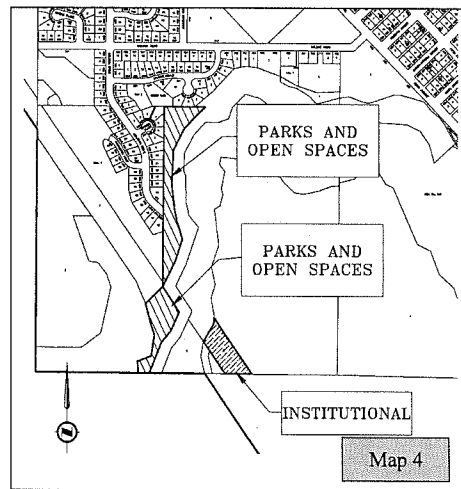
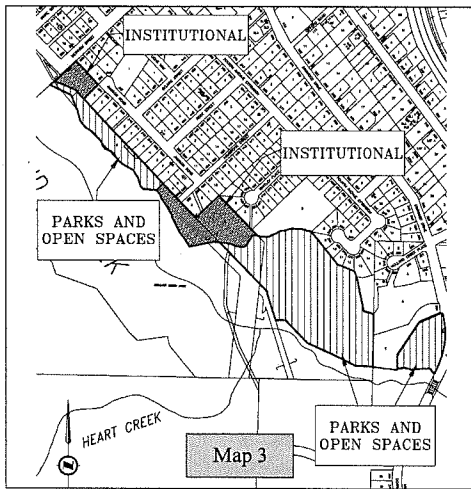
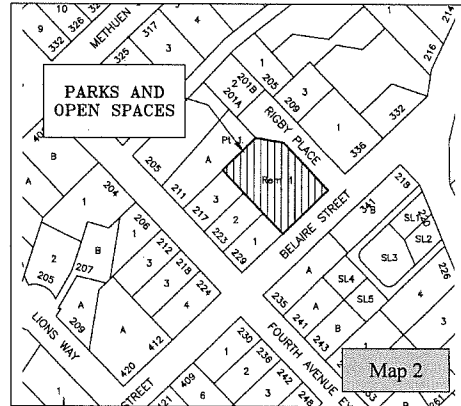
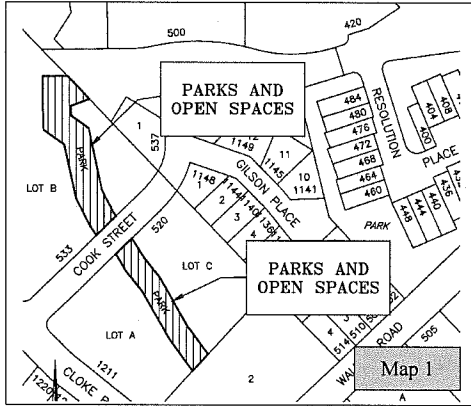
Mayor (R. Hutchins)

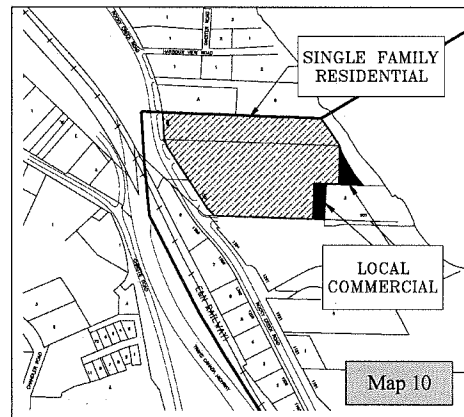
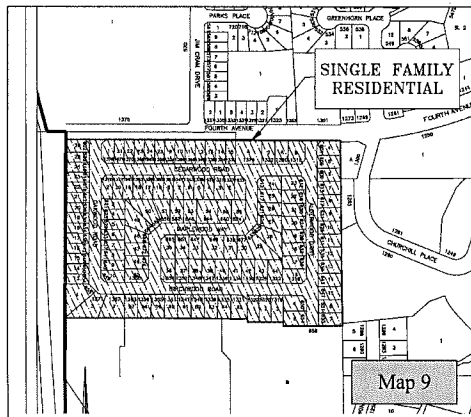
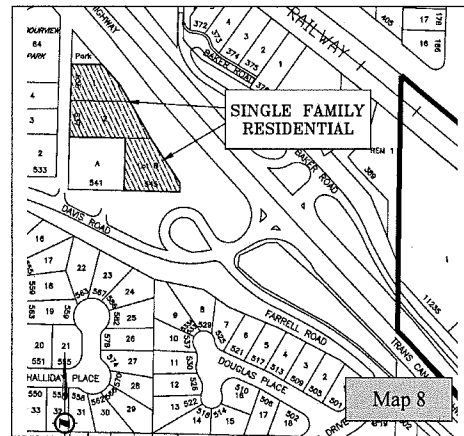
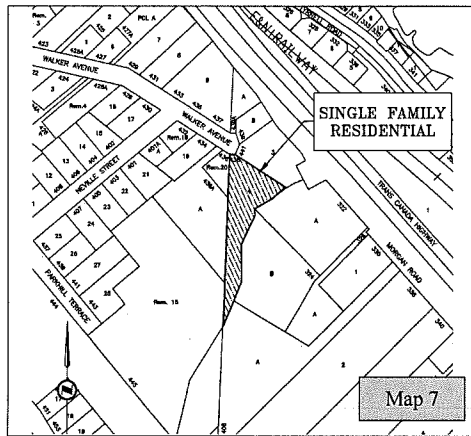
Corporate Officer (S. Bowden)

Schedule A of Bylaw 1859

- (1) Schedule "A" entitled "Town of Ladysmith Community Plan" is amended as follows:
- (a) Section 3.6 - Community Facilities and Services is amended by adding three new policies to section 3.6.3 as follows:
- "10. Support schools within walking and cycling distance of neighbourhoods located north and south of Holland Creek.
 - 11. Support the provision of enhanced district learning opportunities, including French immersion education, at Ladysmith schools.
 - 12. Encourage the design of school grade configurations that minimize the number of school transitions that students experience during their school life."
- and renumber accordingly.
- (b) Section 3.8.1 - Land Use Designations is amended as follows:
- i) In the paragraph titled General Commercial, replace "4,000 square metres" with "2,090 square metres" as the maximum floor area for any one commercial use;
 - ii) In the paragraph titled Highway Commercial, replace "2,000 square metres" with "500 square metres" as the maximum floor area for any one commercial use;
 - iii) In the paragraph titled Local Commercial, replace "500 square metres" with "200 square metres" as the maximum floor area for any one commercial use; and
 - iv) In the paragraph titled "Single Family Residential", add reference to secondary housing (e.g. detached secondary suite) following the sentence "Secondary suites and home-based business uses are also permitted when located within a single family dwelling." as follows:

"Secondary housing is permitted in the Single Family Residential designation. Criteria for secondary suites, secondary housing and home-based business uses are contained in the Zoning Bylaw."
- (c) Table 8 – Density Summary is amended by deleting Note 5 in its entirety.
- (d) "Map 1 - Land Use" is amended by:
- i) Placing the Parks and Open Space Land Use Designation on the properties as shown on Maps 1 to 4 below.
 - ii) Placing the Institutional Land Use Designation on the properties as shown on Maps 3 to 6 below.
 - iii) Placing the Industrial Land Use Designation on the properties as shown on Map 6 below.
 - iv) Placing the Single Family Residential Land Use Designation on the properties as shown on Maps 6 to 10 below.
 - v) Placing the Local Commercial Land Use Designation on the properties as shown on Map 10 below.



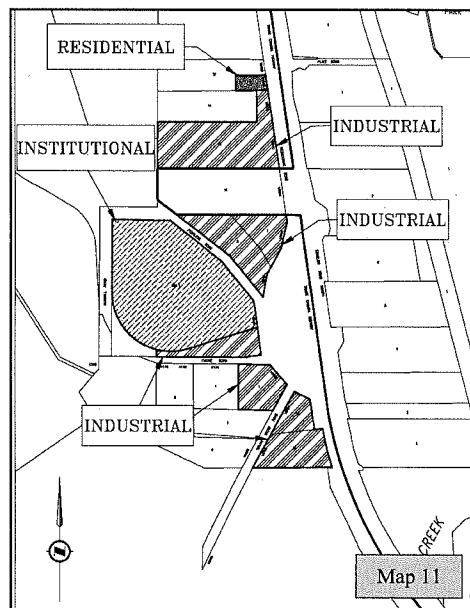


(2) Schedule “C”, entitled Holland Creek Area Plan, is amended as follows:

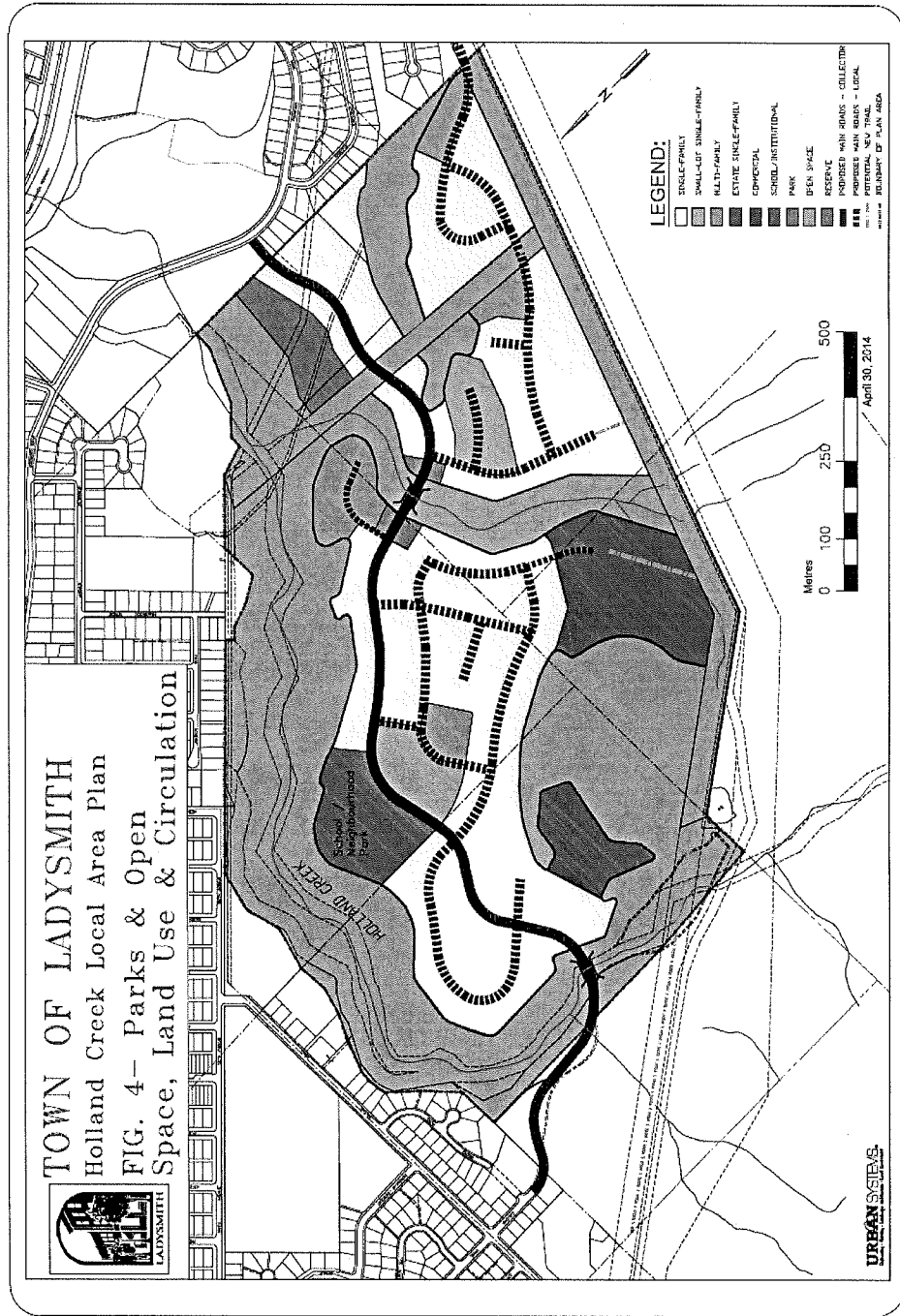
(a) Figure 4 – Parks & Open Space, Land Use & Circulation is deleted in its entirety and replaced with “Figure 4 – Parks & Open Space, Land Use & Circulation” which is attached to and forms part of this Bylaw.

(3) Schedule “D”, entitled “South Ladysmith Area Plan” is amended as follows:

- (a) Map 2 - Land Use & Transportation is amended by:
 - i) Adding “Institutional” to the Legend, and
 - ii) Replacing land use designations as show on Map 11 below.



“Figure 4 – Parks & Open Space, Land Use & Circulation”



TOWN OF LADYSMITH

BYLAW NO. 1860

A bylaw to regulate the use of land, buildings and structures; require off-street parking and loading spaces; and establish standards for the provision of landscaping and screening.

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to adopt a Zoning Bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to repeal "Town of Ladysmith Zoning Bylaw 1995, No. 1160" and adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) "Town of Ladysmith Zoning Bylaw 1995, No. 1160" and all its amendments are repealed.
- (2) "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as follows is adopted:
 - (a) Schedule A – Zoning Bylaw Text, and
 - (b) Schedule B - Zoning Bylaw Map.

CITATION

- (3) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860".

READ A FIRST TIME on the 23rd day of June, 2014

READ A SECOND TIME on the 23rd day of June, 2014

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*
on the 14th day of July, 2014

READ A SECOND TIME, AS AMENDED,
on the 21st day of July, 2014

READ A THIRD TIME on the 21st day of July, 2014

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE

on the _____ day of _____
ADOPTED on the _____ day of _____

Approved under the Transportation Act
this 8th day of August 2014
S. Johnson
District Development Technician
Ministry of Transportation and Infrastructure

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1861

A bylaw to amend "Official Community Plan Bylaw, 2003, No. 1488"

WHEREAS the Municipal Council has accepted the report "A community vision for a sustainable west coast town" (Community Vision);

AND WHEREAS the Municipal Council wishes to implement the form and character preferences of the Ladysmith community as expressed through the Community Vision which requires amendments to the Official Community Plan;

AND WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to designate Development Permit Areas, describe special conditions or objectives to justify the designation and to specify guidelines;

AND WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw, 2003, No. 1488";

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

- (1) The "Official Community Plan Bylaw 2003, No. 1488" is hereby amended as set out in Schedule A to this Bylaw.

CITATION

- (2) This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.44), 2014, No. 1861".

READ A FIRST TIME on the 23rd day of June, 2014

READ A SECOND TIME on the 23rd day of June, 2014

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the 14th day of July, 2014

READ A THIRD TIME on the 14th day of July, 2014

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Schedule A of Bylaw 1861

- (1) Schedule "A" entitled "Town of Ladysmith Community Plan" is amended as follows:
 - (a) Section 3.8.5 - Development Permit Areas is deleted in its entirety and replaced with the following:

"3.8.5 Development Permits

Development Permits may be required as authorized by the Local Government Act and designated by this Plan. Development Permit Areas are designated on OCP Map 2 – Development Permit Areas. Special Conditions, objectives and guidelines are provided in Schedule A.1 of this Plan. Development Permits may vary other Bylaw requirements as permitted by the Local Government Act and provided for in the Guidelines."
 - (b) Map 2 - Development Permit Areas is deleted in its entirety and replaced with "Map 2 - Development Permit Areas" which is attached to and forms part of this Bylaw.
- (2) Schedule "A.1" entitled "Development Permit Areas" as attached to and forming part of this Bylaw is added in its entirety following "Schedule "A" entitled "Town of Ladysmith Community Plan" and renumber accordingly.



Town of Ladysmith

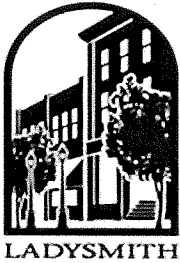
COMMITTEE REPORT

To: Mayor and Council
From: Councillor Bill Drysdale
Chair, Municipal Services Committee
Date: July 22, 2014
File No:

Re: **MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS – Meeting of July 21, 2014**

At its July 21, 2014 meeting, the Municipal Services Committee recommended that Council:

1. Approve the draft Corporate Flag Protocol Policy as amended, with section 2.3 amended to read *“In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral or the seventh day following the death, whichever occurs first.”*
2. Waive the trolley rental fee in support of the Ladysmith tour during the Savour Cowichan Wine and Culinary Festival on September 30, 2014, subject to availability of funds in the Trolley Rental Grant-in-Aid.
3. Request staff to investigate options for opting in or out of the provincial Ministry of Environment’s Contaminated Site Profile System and report back with their findings.
4. Direct staff to improve the lighting on the Bayview Connector.
5. Request Transport Canada to install signage for appropriate speeds adjacent to the channel between Woods Island and Slack Point to regulate the speed of boats in Ladysmith’s inner harbour.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: August 12, 2014
File No:

RE: Tender Holland Creek Trail Bridge Replacement

RECOMMENDATION(S):

That Council:

1. Confirm that the replacement Holland Creek Trail Bridge is to be built to support small equipment, such as ATVs and parks equipment;
2. Confirm that the bridge is to be constructed at a Q200 rating for 200 year discharge levels;
3. If item #1 & #2 are affirmative, authorize an increase the project budget of \$75,000 to a total project cost of \$175,000, and direct staff to amend the 2014-2018 Financial Plan accordingly; and,
4. Award Tender number 2014-PRC-04 "Holland Creek Bridge Replacement" to Heavy Metal Marine Ltd.

PURPOSE:

Council has provided previous direction that the Holland Creek Trail Bridge be built to support small equipment such as ATV's and parks equipment. This direction, as well as the cost to build the bridge which is projected form high flow levels, has resulted in an additional cost to the project that requires funding. The project cost includes the removal of the existing Holland Creek Trail Bridge and construction of the new Holland Creek Trail Bridge. If the budget is increased, the tender can be awarded to Heavy Metal Marine Ltd.

INTRODUCTION/BACKGROUND:

The Holland Creek Trail Bridge is nearing the end of its useful life and a replacement plan for the bridge is included in the 2014 parks capital plan. This project included the removal of the existing bridge and construction and installation of a new bridge over Holland Creek. During the planning phase of this project it was identified by Council and various stake holder groups, as well as Town of Ladysmith operations staff that the bridge should be built to accommodate certain types of smaller equipment such as ATVs and parks equipment required to access the south side of the trail, as well as eliminate motorized vehicles crossing through the creek bed. It was recommended that the Town use the design of the nearby Bush Creek Bridge recently built in the CVRD as a model for consideration.

The original budget for this project was \$100,000 and was established from estimated costs relating to the Bush Creek Bridge construction. The Bush Creek Bridge was designed by Harold Engineering Ltd., who also provided the Town of Ladysmith the tender drawings for the proposed Holland Creek Trail Bridge.

During the design process there was concern over the fact flow levels on the creek could result in the bridge being washed out surveys and civil work of the area confirmed the bridge required additional Rip Rap to protect it from 200 year flood projections. This change in the original plan has resulted in additional costs, due to the addition of a large amount of fill and Rip Rap to raise the bridge; as well the contractors have indicated transporting this additional material to the location due to access challenges has added to the project costs. The original construction of the bridge estimates seem to be in line with the prices provided by the contractors who bid on the project.

The following list includes the received bid submissions for the tender, Heavy Metal Marine being the low bidder.

NAME	AMOUNT	COMMENTS
Heavy Metal Marine Ltd.	\$151,611	Tax not included. Includes \$5,775 for bridge removal.
Seismic 2000 Construction Ltd.	\$218,340	Tax not included. Includes \$21,147 for bridge removal.
Copcan Contracting Ltd.	\$342,900	Tax not included. Includes \$21,360 for bridge demolition and disposal.
Surespan Construction Ltd.	\$202,835	Quote noted as total tender price. Includes \$5,000 for bridge removal.
Pacific Industrial and Marine Ltd.	\$199,400	No reference to tax. Includes \$3,000 for bridge removal.

SCOPE OF WORK

One of the requirements of this project is that the Town must meet the conditions outlined in the fisheries permit and construction around the creek is limited to periods within this permitted window. The fisheries permit requires the Town of Ladysmith to not commence construction prior to August 15th, 2014 with construction having to commence by September 15th 2014, with the completion date of construction being September 30th, 2014.

To meet these fisheries permit timelines the contractor will need to be awarded the tender by August 19th, allowing enough time to order the steel girders and other required material. The low bidder has tentatively confirmed to the Town that they can meet the timelines if the award occurs by this date. Confirmation will be done if the project proceeds as planned.

Construction would commence immediately and begin with building the foundation for the new bridge followed by removing the old bridge then constructing the new bridge.

Parts of the Holland Creek trail will need to be closed during construction.

At this point any delays will require the project to be moved to September 2015 to meet a new fisheries permit window, and work would be required to ensure the existing bridge will be safe for use for another year.

ALTERNATIVES

1. Cancel tender 2014-PRC-04, commence planning for work to be completed in 2015
2. Adjust 2014-2018 capital plan and include this project in 2015 with appropriate budget, resulting in retendering project in 2015
3. Adjust the scope of work to possibly look at pedestrian only bridge, or investigate reducing civil design to limit protection of the bridge during Q200 year flood projections and recognizing the risk that the bridge is placed in an area where flooding is possible

FINANCIAL IMPLICATIONS

The project was included in the 2014-2018 Financial Plan for \$100,000. To date the engineering and survey work completed has cost approximately \$12,000 resulting in \$88,000 remaining for to complete the project.

This project was funded by \$13,000 of appropriated equity, \$80,000 from taxation and an additional \$7,000 to come community donations.

An additional \$75,000 is requested to be assigned to this project to cover the construction and allow for contingencies as this project is complex in nature.

The project meets the new criteria established under the Community Works Fund Agreement making it eligible to use Gas Tax funding. Other possible sources for additional funding include Gas Tax or diverting funds from another capital project.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Holland Creek trail is an important asset to the community. Replacing the current bridge with a bridge that will last for many years to come is a strong investment in the Towns' trail system. Also providing motorized equipment more convenient and efficient access to areas on the south side of the trail for operational purposes will assist in maintaining the trail system. As well motorized vehicle access through the creek bed would be limited by going with the proposed bridge plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works and Parks operations staff will be the lead on this project and manage the contractors through the construction period.

RESOURCE IMPLACTIONS

This project is mostly being handled by a contractor, with project management by staff. At this time no further operational or staffing resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategy:

- 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:

The Holland Creek trail is a valuable recreational asset in our community. The current bridge which serves as the only crossing on the upper trail has come to the end of its useful life and needs to be replaced. Due to ensuring the bridge will last in the new location and not be impacted by high flow levels additional civil work was required for the new bridge resulting in the cost of the project being more than originally estimated. With the increased cost it is required additional funds be directed toward the project to allow the construction to commence this year within the permitted fisheries window period.

I concur with the recommendation.

Ruth Malli

Ruth Malli, City Manager

Town of Ladysmith

STAFF REPORT



To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: August 18, 2014
File No:

Re: **HERITAGE LEGACY FUND APPLICATION – TRANSFER BEACH INTERPRETIVE HISTORY PICTORIAL PROJECT**

RECOMMENDATION:

That Council authorize staff to submit an application to the Heritage Legacy Fund for a grant of up to \$10,000 for the Transfer Beach Interpretive History Pictorial Project.

PURPOSE:

The purpose of this report is to seek Council's authorization to submit a proposal to the Heritage Legacy Fund (administered and managed by Heritage BC) for a grant to assist with funding the design and production of the Transfer Beach Interpretive History Pictorial Project. The grant application deadline is September 5, 2014.

INTRODUCTION/BACKGROUND:

As part of the Heritage Strategic Plan, a recommendation was made to create and maintain an interpretive history program in Ladysmith. The Heritage Revitalization Advisory Commission determined that a priority was the history of Transfer Beach. The project is intended to educate residents and visitors about the Transfer Beach's industrial and recreational history with historic content, stories, archival photographs and imagery. Funding for this project is included in the 2014 Development Services Department budget.

The Heritage Revitalization Advisory Commission has provided early research and idea generation for this project. In 2013, the Town hired an Archivist to research and write the content for an interpretive display. The remaining majority of the project is the graphic and site design services and product fabrication to create a design that is relevant, interesting and accessible to people of all ages, backgrounds and abilities.

The Heritage Legacy Fund supports a financial assistance program for heritage awareness and heritage conservation. Program funds are used for community initiatives that conserve and increase the understanding and appreciation of heritage resources. The Naut'sa Mawt Steering Committee has discussed this project and the inclusion of Stz'uminus First Nation history is anticipated to be included either now or in the future when resources are available.

ALTERNATIVES:

That staff not pursue the Heritage Legacy Fund grant at this time.

FINANCIAL IMPLICATIONS:

The maximum grant available is 50% of the eligible project cost up to \$10,000. The 2014 budget includes \$7,500 for this project making the maximum grant available \$7,500 unless other funding is accessed. The applicant's contribution must be a minimum of 50% of the total project cost. As part of the grant submission two quotes must be included. A statement of significance is also required. Staff are obtaining these items.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Heritage Strategic Plan (2008) was developed with input from the public and the Heritage Revitalization Advisory Commission; a primary focus was to raise public awareness and appreciation of Ladysmith's heritage. It was recommended that the Town create and maintain an interpretive history program.

The proposed project was determined to be a priority project by the Heritage Revitalization Advisory Commission. Given the focus on Transfer Beach Park, the Parks, Recreation and Culture Commission previously reviewed and supported this project. It is expected to be well received by the public and visitors to Transfer Beach Park.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The development of the grant proposal and the project involves multiple departments. It is expected that support from Public Works Department may be required to assist with installation.

RESOURCE IMPLICATIONS:

The Transfer Beach Interpretive History Pictorial Project is within the Development Services Department work plan supported by consulting resources and the Heritage Revitalization Advisory Commission.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The Sustainability Visioning Report recommends ensuring that the rich historical layers and legends of Ladysmith's past are remembered and made accessible in its landscape, and specifically advocates the provision of information to educate users and visitors about the history of the waterfront.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design includes heritage revitalization initiatives.

SUMMARY:

It is recommended that the Town apply for grant funding from the Heritage Legacy Fund to create the Transfer Beach Interpretive History Pictorial Project.

I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1846

**A bylaw to establish fee schedules for the Frank Jameson Community Centre and other
Town of Ladysmith recreation facilities.**

WHEREAS the Council may by bylaw, pursuant to the *Community Charter* establish fees for the use of recreation or community use property in the municipality;

AND WHEREAS it is deemed appropriate to establish fees for use of the Frank Jameson Community Centre and other recreation facilities;

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

1. The fees set forth in Schedule "A" attached hereto and forming part of this bylaw are the admission and user fees for the Frank Jameson Community Centre and other recreation facilities.

2. **Repeal**

"Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835" is hereby repealed.

3. **Citation**

This bylaw may be cited for all purposes as "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2014, No. 1846".

READ A FIRST TIME on the _____ day of _____, 2014

READ A SECOND TIME on the _____ day of _____, 2014

READ A THIRD TIME on the _____ day of _____, 2014

ADOPTED on the _____ day of _____, 2014

Mayor
(R. Hutchins)

Corporate Officer
(S. Bowden)

Bylaw 1846 Schedule "A"

Admission Fees & Charges

Pass Category	Single	10X	30X	1 Month	3 Month	6 Month	12 Month
Tot (0-36 mos)	Free						
Child (3-12 yrs)	2.68	22.70	54.49	Not Applicable			
Youth (13-18 yrs)	3.66	31.31	83.07	37.08	100.27	189.37	359.21
Adult (19-59 yrs)	5.25	44.34	117.01	46.40	125.35	236.75	450.37
Senior (60-79 yrs)	3.66	31.31	83.09	37.08	100.27	189.37	359.21
Senior (over 80)	Free						
Family	10.51	88.68	234.02	92.80	250.70	473.49	900.74

Facility Fees and Charges

Frank Jameson Community Centre	
Meeting Room Hourly Rate	21.60
Meeting Room Hourly with Pool	19.90
Meeting Room Daily Rate	86.30
Gymnasium Hourly Rate	38.90
Lower Program Room Hourly Rate	38.35
Lower Program Room with Pool	19.90
Lower Program Room Daily Rate	153.40
One Pool	72.50
Two Pools	106.50
Chairs (25)	20.55
Transfer Beach	
Transfer Beach Kin Shelter per Day	48.20
Transfer Beach Amphitheatre – Full Day Private Family Function	88.75
Transfer Beach Amphitheatre – Half Day Private Family Function	50.70
Transfer Beach Amphitheatre – Full Day Public Special Event	342.35
Transfer Beach Amphitheatre – Performances per Hour	24.25
Park Permit (parking lot, upper beach, or lower beach) Full Day	88.75
Park Permit (parking lot, upper beach, or lower beach) Half Day	50.70
Park Permit (parking lot, upper beach, or lower beach) per Hour	24.25
Sports Fields	
Ball Diamonds per Hour Adult	15.00
Aggie Ball Diamonds Tournament per Day	126.30
Little League Diamonds Tournament per Day	126.30
Holland Creek Ball Diamonds Tournament per Day	126.30
Forrest Field per Hour Youth	6.50
Forrest Field per Hour Adult	23.25
Forrest Field per Day Youth	42.20
Forrest Field per Day Adult	156.90
Forrest Field Half Lights per Hour	10.90
Forrest Field Full Lights per Hour	14.15
FJCC Field Lights per Hour	5.45
Aggie Field Lights per Hour	5.45
Aggie Hall	
Aggie Hall Hourly Rate (no kitchen)	38.90
Aggie Hall Hourly Rate (with kitchen)	65.70
Aggie Hall Daily Rate (includes kitchen)	179.30
Aggie Hall Receptions Party, Dance	352.45

Mayor & Council members:

For your consideration Re: Ball Park
Upgrade.

The Ladysmith Baseball Association is seeking your approval to upgrade facilities at the Holland Creek Ball Park. It is our desire to add a small (6' x 20') scorekeeping building behind the main field backstop. This building would also provide storage for our scoreboard controllers and umpiring equipment.

All costs for this project and long term maintenance will be covered by our association. We are currently painting all buildings and dugouts in the park and will have our scoreboard refurbished for next season use. Construction will be carried out by association volunteers under the guidance of the building inspector. Materials are being provided at cost by Home Hardware and other local businesses.

Upgrading the park shows not only our commitment to the 270 plus ball players in

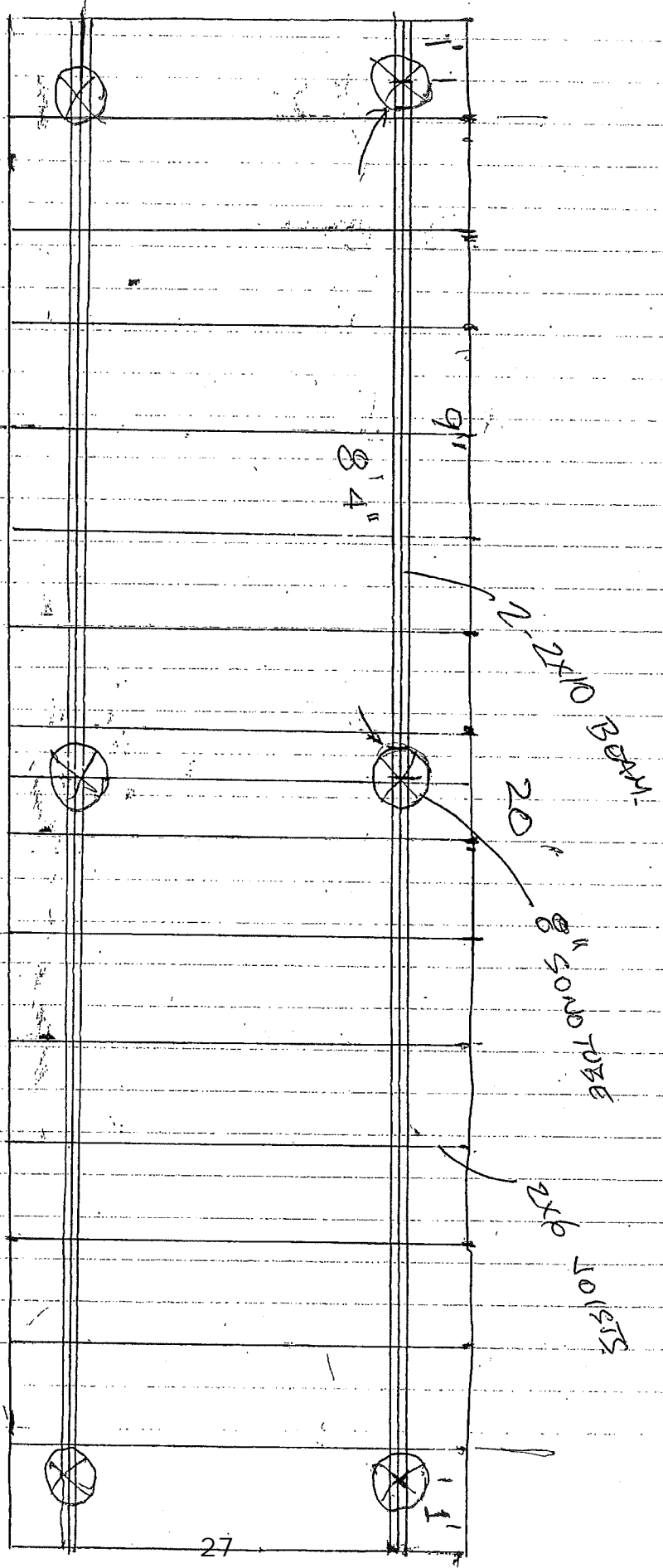
Ladysmith, it also helps
instill a sense of community
pride in our children, by
having one of the nicest ball parks
on the island.

Baseball and Softball have a
long and proud history in
Ladysmith and with your
support will remain part
of our social fabric for
many years to come.

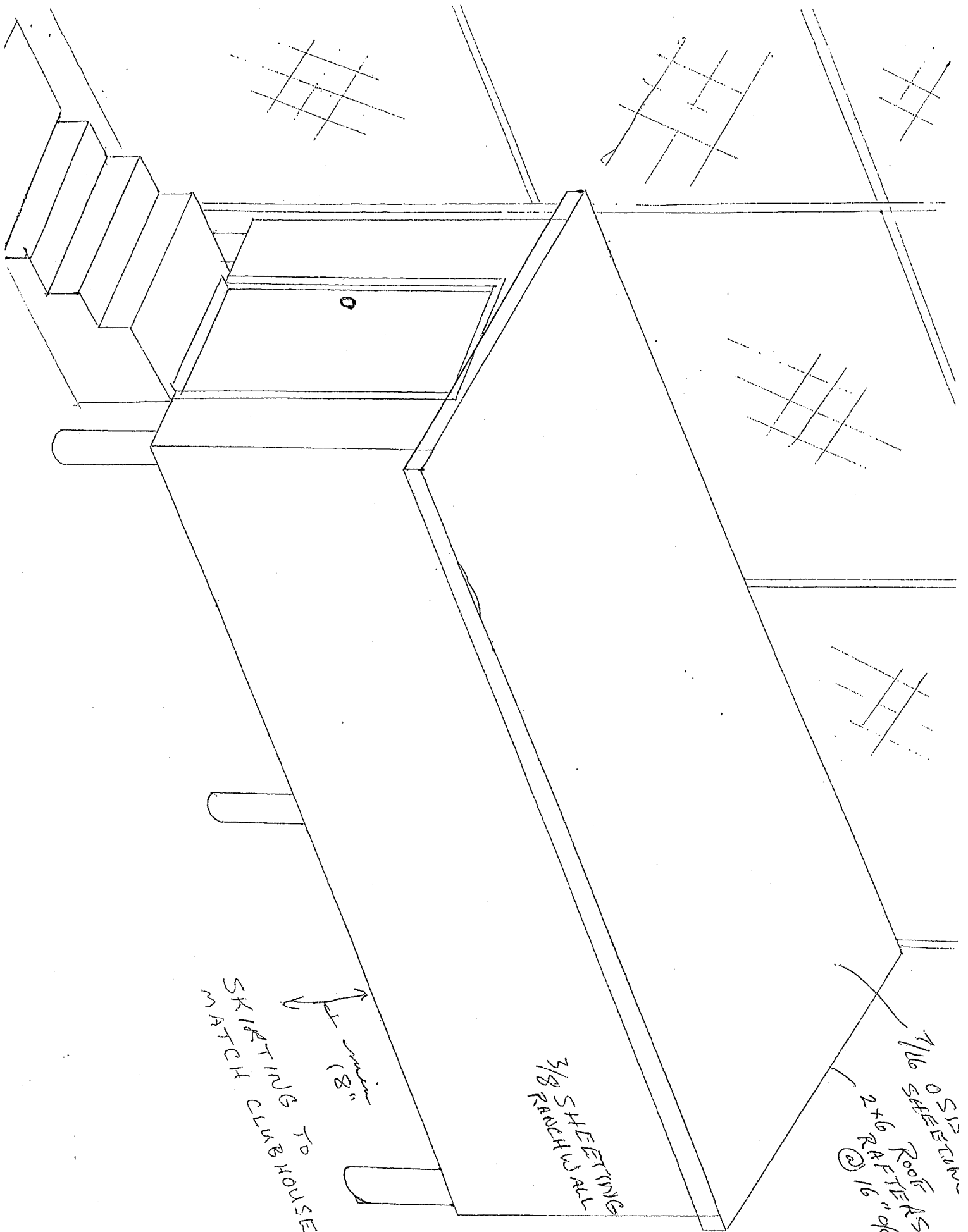
On behalf of the Players, parents,
volunteers and board members
I thank you for your consideration
of our request.

Sincerely
H. W. Graham
Director
S. B. A.

6



27



SKIPPING TO
MATCH CLUBHOUSE

8"

3/8 SHEETING

1/16 SHEETING SYSTEM
ROOF AS
2x6 RAFTERS @ 16" oc

####



0.84

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175 Ingram Street
Duncan, BC V9L 1N8
www.cvrld.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

July 17, 2014



Town of Ladysmith
PO Box 220
LADYSMITH BC V9G 1A2

Dear Mayor and Council:

Re: **Proposed CVRD Annual Financial Contribution Services – Cowichan Sportsplex**

At the July 9, 2014, regular meeting, the Board of Directors of the Cowichan Valley Regional District, passed the following resolution:

That the Board create Annual Financial Contribution Services for each of the Nine Electoral Areas with a maximum annual requisition limit for each service area to be a rate equal to the rate that would have been set if the whole of the CVRD were in a single service area with a maximum of \$200,000, to assist the Chesterfield Sports Society with costs associated with the operation and maintenance of the Cowichan Sportsplex

The Board further resolved that public approval to establish the services be obtained by referenda to run in conjunction with the 2014 General Local Election this Fall, and that Member Municipalities be informed of the Board's intention.

The Regional Board will consider granting first three readings to service establishment bylaws for nine separate participants at the July 30, 2014 regular meeting. If granted, and following provincial approval, the bylaws will be presented for elector assent this Fall.

Nine bylaws have been drafted with tax rates and requisition limits that are unique to each electoral area while still reflecting a scenario of 13 participants with a maximum annual requisition limit of \$200,000 or \$0.01583 per \$1,000 of net taxable value of land and improvements. In this scenario, costs to residential property owners within the whole of the Regional District with property assessed at \$100,000 would be \$1.32 annually, as shown in the table below.

.../2

Annual Financial Contribution Services – Cowichan Sportsplex

Electoral Area / Municipal Jurisdiction	Tax Rate per \$1000 (Based on Regional Service)	Maximum Annual Requisition	Maximum Annual Cost Per \$100,000 Assessed Value (Residential Property Owners)
Area A	\$0.1583	\$12,840	\$1.32
Area B	\$0.1583	\$21,550	\$1.32
Area C	\$0.1583	\$12,460	\$1.32
Area D	\$0.1583	\$7,900	\$1.32
Area E	\$0.1583	\$9,360	\$1.32
Area F	\$0.1583	\$7,960	\$1.32
Area G	\$0.1583	\$8,340	\$1.32
Area H	\$0.1583	\$9,860	\$1.32
Area I	\$0.1583	\$8,000	\$1.32
North Cowichan	\$0.1583	\$69,343	\$1.32
City of Duncan	\$0.1583	\$10,539	\$1.32
Town of Ladysmith	\$0.1583	\$16,701	\$1.32
Town of Lake Cowichan	\$0.1583	\$5,204	\$1.32

The Regional District has no legislative authority to impose this funding model or public process outside of the proposed service area boundaries, however, the Board of Directors resolved at the July 9, 2014 regular Board meeting:

"That member municipalities be notified that the Board intends to create annual financial contribution service areas to assist in funding the Cowichan Sportsplex and request that member municipalities do the same".

If you require clarification on the financial implications of this model, please contact Mr. Mark Kueber, General Manager, CVRD Corporate Services at 250-746-2500 or via e-mail at mkueber@cverd.bc.ca.

Yours truly,



Kathleen Harrison, CMC
Deputy Corporate Secretary

pc: Mark Kueber, General Manager, CVRD Corporate Services

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



Dear Mayor and Councillors

The Town of Ladysmith is noted for its charm, history, and community spirit. Main street has wide sidewalks augmented with brick pavers, benches and human scale lighting. Some businesses provide tables and chairs where people can enjoy refreshment and the pedestrian life of the town.

I would like to contribute a little to this urban fabric.

Now as a retired architectural designer I finally have the time to pursue my life long interest in small product design. One of my designs is an interlocking, tessellating concrete paver in the shape of a salmon. I think that a modest installation of these pavers outside the Old Town Bakery would add to this attractive part of Main Street (see attached pictures) and call to mind the fishing and marine component of the Town's economy.

I have met with Ladysmith's Director of Infrastructure Services. Mr. John Manson, at the proposed site and shown him paver samples. He was satisfied that the pavers meet Town standards and would be suitable for the proposed location. Mr. Manson requested that I contact Sandy Bowden. She indicated that this installation would be an attractive addition to the streetscape.

I would be pleased to provide Mayor and Council with any additional information and to bring samples for inspection.

If this proposal is accepted, I would be happy to gift these pavers to the Town.

Sincerely

Cochrane Mowbray

2985 Norman Road, V9X 1K5
'phone 250-924-4713

Ladysmith's Pubs

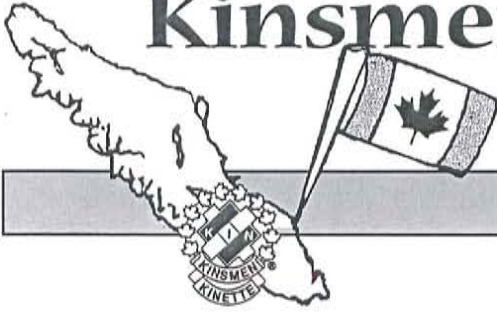


Cochrane Mowbray
2985 Norman Road
250.924.4713



Kinsmen Club of Ladysmith

On The 49th Parallel



P.O. Box 324, Ladysmith, B.C. V9G 1A3

July 30, 2014

Mayor Rob Hutchins
and Members of Ladysmith Council
P.O. Box 220
Ladysmith, B.C. V9G 1A2



Dear Mayor Rob and Council

The members of the Ladysmith Kinsmen Club are actively pursuing avenues to raise fund to go towards their goal of rebuilding the aging playground at Transfer Beach.

A lot of the fundraising is based on grants, and due to time frames to get the applications done and various deadlines for grants... we need to get a jump on some of them.

The Ladysmith Kinsmen wish to ask for the Town of Ladysmith to endorse our application for a grant application to the Nanaimo Foundation. As we don't have a CRA number we need to find a "government partner" that will work with the Kinsmen to administer funds for this project. In doing so we ask that the Town be willing to be the "keepers" of the funds (if we are successful) and to use those funds to pay approved expenditures for the new Transfer Beach Playground. So it means being partners again!

The Kinsmen Club will be applying for this grant very quickly as the deadline for submission is September, 2014. This also means, that if this is approved by the Town, we will need a letter of confirmation as quickly as possible please.

Although the time frame, for the new playground, seems like a ways away - it really isn't... our members are confident that we can do a very successful, worthwhile project, very similar to the recently completed playground at Brown Dr/Kin Park. We will also be approaching other service clubs, businesses, etc within our community and surrounding area to participate as well.

The Kinsmen wish to thank you for taking the time to read and consider this request and we look forward to your favourable response. If there are any questions please contact myself or any Ladysmith Kinsmen.



Yours in Kin

Steve Dinsmore

President

Ladysmith Kinsmen Club

**Winner of the Association of Kinsmen Clubs of Canada
National Service Award - 2012**

August 5, 2014

Town of Ladysmith
Attn: Mayor & Council
410 Esplanade
Ladysmith, BC
V9G 1A2



RE: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1

Dear Mayor & Council:

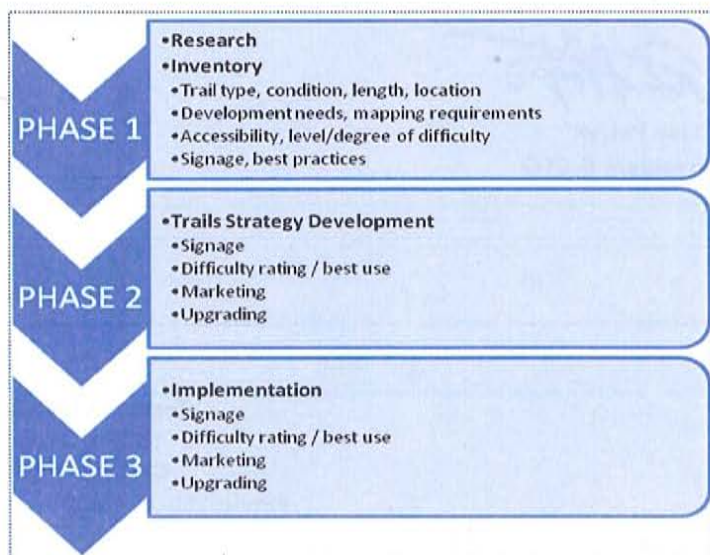
Tourism Vancouver Island is seeking funding support for Phase 1 of a multi-phase trails strategy for the Vancouver Island region. Tourism Vancouver Island has been successful with an application to the Island Coastal Economic Trust, through the Economic Development Readiness Program, to proceed with the first phase of a three-phase project that will result in the development and implementation of a Vancouver Island and Sunshine Coast Trails Strategy. We are looking to your community for a \$2,500 financial commitment to support the first phase of this exciting project. Tourism Vancouver Island will be contacting numerous communities, municipalities and regional districts within the Vancouver Island region to obtain the matching funds required by ICET.

Project Overview: The Vancouver Island and the Sunshine Coast regions have incredible assets in trails; however there is presently a significant lack of coordination in the development, rating, mapping, marketing, etc., to fully utilize these assets. The opportunity to grow the economic and social potential in the regions through the development and implementation of a trails strategy will be instrumental in attracting visitors from around the world. Trail utilization has been identified as one of the most popular activities of leisure travellers, in addition to being an amenity that is enjoyed by the residents of our communities.

About The Project: Phase 1 of this Trails Project will become the foundation that guides the way to a well-defined trails strategy. The inventory will be a searchable data base of the highest potential trails and will define a set of key attributes that assists us in understanding what is required to ensure that trails within the regions provide visitors and local residents with exceptional experiences. Tourism Vancouver Island will manage the process through a firm that has experience in hiking trail development and management. Community and trail group leaders from throughout the regions will be engaged in the process to assist in identifying the trails to be included in the inventory, in addition to determining the attributes required to make the inventory valuable.

Phase 1 Activities:

- Establishing a consultation process with communities engaged in trails and trails development;
- Conducting research and inventory that identifies the agencies that presently are active and investing in some form of trails development activities within the region to assess duplication, gaps and appetite for collaboration;



- Engaging in dialogue about potential “shared approaches” to trails development where tourism is embedded in a more comprehensive way;
- Building an inventory of the highest potential hiking trails and documenting key attributes.

Phases 2 & 3 (future projects)

Project Objectives: Trails are enjoyed by a diverse range of users and provide opportunities for outdoor activities that promote physical and mental health and wellbeing, while fostering respect for the environment. Trails serve a multi-functional purpose including transportation, tourism and leisure. The Vancouver Island Trails Strategy is aimed at accomplishing the following objectives:

- Increase the awareness of trail use in the Vancouver Island region that contributes to economic and social growth
- Increase the investment of government agencies in support of tourism and trails development
- Increase the investment of tourism stakeholders in trails development and marketing
- Increase the investment of economic development agencies in promoting the amenities and lifestyles of the region through trail use and enjoyment
- Increase the alignment and collaboration of agencies with the capacity to attract visitation, investment, workforce and relocation to the region using the outdoor recreational opportunities as attractants
- Increase visitation to the region by providing a one-stop-shop for visitors to seek comprehensive trail-use information
- Establish a trail network system, as a destination benefit for residents and visitors, which focuses on the sustainable use and protection of natural areas and green spaces
- Establish an initiative or process that is replicable for the province, country or abroad
- Produce an exportable product for Canada

Our Request: Phase 1 has been approved for funding of \$30,000 through Island Coastal Economic Trust’s (ICET) Economic Development Readiness Program. We are seeking your financial support of \$2,500 for Phase 1 of this project and would welcome the opportunity to present the information to Council as a delegation.

Sincerely,



Dave Petryk
President & CEO

Tourism Vancouver Island
501 – 65 Front Street
Nanaimo, BC V9R 5H9
Phone: 250-754-3500 Fax: 250-754-3599
www.tourismvi.ca info@tourismvi.ca



Tourism Vancouver Island

Vancouver Island Trails Strategy

Proposal to



November 2013

**ECONOMIC DEVELOPMENT READINESS
PROGRAM APPLICATION**

Prior to completing the application form, please contact ICET staff to validate the project concept.

Date of contact with ICET staff:	November 6, 2013
Concept validated by:	Line Robert, Chief Executive Officer

SECTION 1 - APPLICANT INFORMATION

Applicant Information

Name of Organization:	Tourism Vancouver Island		
Street Address or PO Box:	501 – 65 Front Street		
City/Town/Village:	Nanaimo	Postal Code:	V9R 5H9
Phone:	250-754-3500	Fax:	250-754-3599
Email:	info@tourismvi.ca / dave@tourismvi.ca		
Incorporation/Business/Society Number:	12170 0611 RT0001. Inc. Oct 30, 1962		

Designated Officer (Signing Authority)

Officer's Name:	Dave Petryk		
Title:	President & CEO		
Street Address or PO Box:	501 – 65 Front Street		
City/Town/Village:	Nanaimo	Postal Code:	V9R 5H9
Phone:	250-740-1211	Fax:	250-754-3599
Email:	dave@tourismvi.ca		

Primary Contact (if different from Designated Officer)

Name & Title:	Jody Young, Industry & Community Services Manager		
Street Address or PO Box:	501 – 65 Front Street		
City/Town/Village:	Nanaimo	Postal Code:	V9R 5H9
Phone:	250-740-1224	Fax:	250-754-3599
Email:	jody@tourismvi.ca		

SECTION 2 – PROJECT INFORMATION

1. PROJECT NAME

VANCOUVER ISLAND TRAILS STRATEGY PROJECT

2. DETAILED PROJECT DESCRIPTION

Vancouver Island will lead as a destination for visitors that love to hike by developing a Trails Strategy which will serve as a premier pilot project with the capacity to be exported within the province, country, and abroad. This project will contain aspects and amenities of trail use to attract visitation to the region. This project will stimulate economic growth and investment throughout the Vancouver Island region by developing strategies for enhancing trail use, future development and tourism marketing. Several like-minded organizations and agencies are devoted to the development and maintenance of various multi-use trail systems but lack the resources for trail interpretation, consistent mapping, signage (i.e difficulty ratings and best use) and large scale marketing and promotion. The Vancouver Island region has incredible opportunity to grow the economic and social potential in the region through a trails strategy that provides an amenity that will enhance visitor, investor, resident and labour force attraction. Long term results of this project will be increased visitor use and expenditures, increased jobs through trails development, increased business starts and expansions, and increased population base.

Presently there are numerous agencies that are invested in some form of trails development and promotion activities; however some could argue that there is minimal alignment taking place between agencies and insufficient support from the various levels of government to fully maximize these opportunities. If the region was to use a more strategic approach it is possible to better align the collective work of these agencies to reduce duplication and eliminate gaps in the approach taken to attract visitors, investors, residents and workers. By focusing on our common goals and clarifying a collective approach, the agencies in the Vancouver Island Region could be better positioned for prosperity and work together to establish a well-defined and promoted trail system as an asset for residents and visitors alike.

Tourism is the common thread that could unite and align all agencies in their economic development efforts to stimulate investment, create jobs and create resident and workforce attraction. Tourism in its own right contributes over \$1.7 billion to the Vancouver Island economy. While tourism is often thought of in terms of its economic contributions via the infusion of external currency into the region (export) and jobs and entrepreneurial opportunities created, it also plays a significant role in “branding” the region as an attractive place for relocation and investment. This oversight means that we underestimate the role of tourism in overall economic development strategies. The process and initiative of this project will create best practices that set the standard that other jurisdictions will replicate.

Tourism Vancouver Island recently polled Vancouver Island residents through an online survey among a sample of 534 adults who live on Vancouver Island. 81% of Vancouver Island Residents thought space to access the outdoors such as parks, trails, picnic areas and beach access was significant to their quality of life. 72% of Vancouver Island Residents thought space to access the outdoors such as parks, trails, picnic areas and beach access were contributed to significantly by the tourism industry in the region.

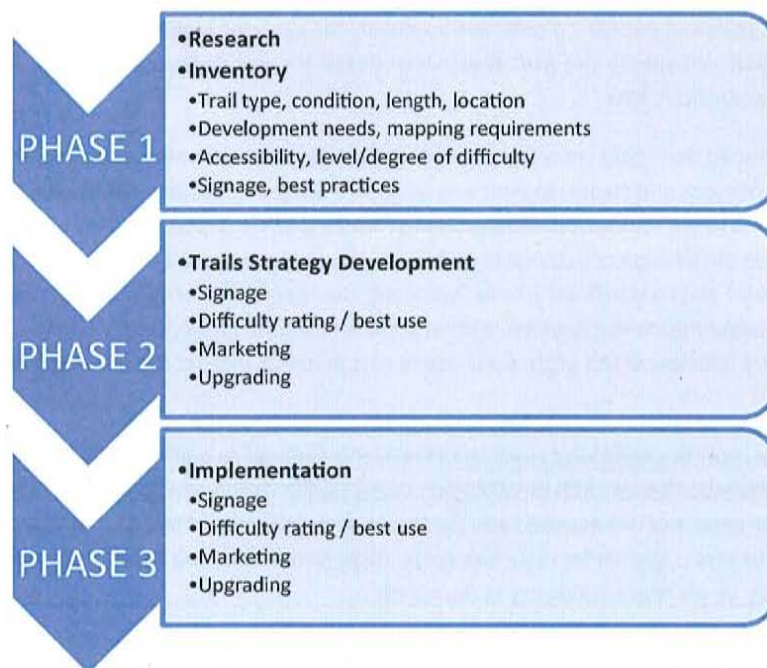
The Concept

Based on the 2012 In-Market Research Report from Destination British Columbia, hiking is a key activity for visitors to Vancouver Island with the following highlights:

- Outdoor recreation activities are a motivator for 44% of those likely to take a trip to Vancouver Island
- Experiencing scenery and nature are a motivator for 29% of those likely to take a trip to Vancouver Island
- 9% of visitors (lower mainland, BC, Alberta, Western Washington) were originally motivated to visit Vancouver Island by hiking in 2011-2012
- Overall, 37% of visitors (lower mainland, BC, Alberta and Western Washington) to Vancouver Island participated in hiking in 2011-2012

Trails are influencers to visitor attraction, and an opportunity to grow visitation, thereby resulting in growing the economy and stimulating job growth. The 2012 In-Market Research determined that 79% of these hiking travellers planned their trip on the Internet, while 63% was word of mouth. They are more likely than average to obtain trip planning information from maps, official tourism sources (eg. Guides and brochures, visitor information centres), newspaper articles, travel guidebooks such as Fodor's and television programs. 37% of this activity group use official travel guides or brochures from the state or province when planning their hiking trip.

There are a multitude of trails in the Vancouver Island region, so vast that there is no repository that hosts information on all of them. The trails are at various stages of development and best practices for development, mapping, interpretation, marking, signage, marketing and promotion, etc. are inconsistent. This application focuses on Phase 1 of a three phase project that includes: 1.) Hiking Trails inventory; 2.) A Hiking Trails Strategy and 3.) Implementation of Hiking Trails Development and Marketing.



Phase 1 - INVENTORY

Prior to developing a strategy that maximizes the tourism, social and economic value of these amenities, an inventory of the trails, their stage of development and best use is crucial. Based on the resources available, the scope of Phase 1 will focus on developing an inventory of the top 100, *hiking trails with the highest potential for marketability*. A specialized consultant will be contracted to initiate dialogue with stakeholder groups and government agencies within the region to determine which trails should be included in the inventory. Once the trails are identified to be included in the inventory, the consultant will carry out research to catalogue the following elements:

- Trail Type
- Trail conditions
- Trail length
- Trail location
- Development needs
- Mapping requirements
- Accessibility
- Level/degree of difficulty
- Signage
- Best practices

Project Description and Activities

Phase 1 of this project will stimulate investment by forming a foundational inventory that guides the way to a well-defined strategic plan (Phase 2) leading to greater investment, alignment and collaboration in the economic development community within the Vancouver Island Region. Tourism Vancouver Island will manage the process to access the trails opportunities and will engage with agencies and stakeholder groups involved thereby developing strategies for future trail development and improved marketing and promotion. The results of this project will create a legacy in trails management that will be replicated by other jurisdictions in BC and abroad.

General activities within Phase 1 include:

- Establishing a consultation process with communities engaged in trails and trails development;
- Conducting research and inventory that identifies the agencies that presently are active and investing in some form of trails development activities within the region to assess duplication, gaps and appetite for collaboration;
- Engaging in dialogue about potential “shared approaches” to trails development where tourism is embedded in a more comprehensive way;
- Building an inventory of the highest potential hiking trails and documenting key attributes.

Phase 2 - STRATEGY

At the conclusion of Phase 1 Tourism Vancouver Island will continue to support the stakeholder groups and economic development community in development and initiation of strategies that will leverage the opportunities of trail use and lead to increased investment in promoting economic growth. Phase 2 of the Trails Project would see an expansion of the inventory developed in Phase 1 and development of strategies around the inventory. These strategies may include, but are not limited to, approaches for: consistent mapping, trail rating, signage and interpretation; best practices; consistent, unified and relevant messaging; effective marketing tactics; applications for future development and expansion; and more.

Phase 3 - IMPLEMENTATION

Upon completion of Phase 2, an application will be made to other agencies for financial assistance for implementation of the strategies developed. The end vision includes easy-to-access and user-friendly maps and interpretation, available in a variety of formats on the web and/or in print. The final product can be utilized by:

- visitor information centres
- tourism offices
- economic development offices
- communities
- parks and recreation organizations
- hiking tour guides
- consumers
- other user groups

Project Objectives:

Trails are enjoyed by a diverse range of users and provide opportunities for outdoor activities that promote physical and mental health and wellbeing, while fostering respect for the environment. Trails serve a multi-functional purpose including transportation, tourism and leisure. The BC Trails Strategy for British Columbia identified the following five trends influencing trail usage:

1. Increasing interest in the benefits of active outdoor lifestyles – *growing recognition of the importance of trails in contributing to active lifestyles that improve the physical, mental and spiritual well-being of all ages, particularly our youth*
2. Changing demographics – *growing demand for recreation trails close to urban and residential areas is helping to invigorate individual and community health*
3. Increasing diversity of users – *growing recognition of the increasing diversity of users and the need to reflect diverse values in trail planning and management*
4. Increasing recognition of economic benefits – *trails are becoming recognized as drivers of economic development and tourism*
5. Increasing transportation role for trails – *trails are playing a greater transportation role as greener alternatives become increasingly popular*

The Vancouver Island Trails Strategy is aimed at accomplishing the following objectives:

- Increase the awareness of trail use in the Vancouver Island region that contributes to economic and social growth
- Increase the investment of government agencies in support of tourism and trails development
- Increase the investment of tourism stakeholders in trails development and marketing
- Increase the investment of economic development agencies in promoting the amenities and lifestyles of the region through trail use and enjoyment
- Increase the alignment and collaboration of agencies with the capacity to attract visitation, investment, workforce and relocation to the region using the outdoor recreational opportunities as attractants
- Increase visitation to the region by providing a one-stop-shop for visitors to seek comprehensive trail-use information
- Establish a trail network system, as a destination benefit for residents and visitors, which focuses on the sustainable use and protection of natural areas and green spaces
- Establish an initiative or process that is replicable for the province, country or abroad
- Produce an exportable product for Canada

Project Deliverables:

The project is intended to provide a framework and clear direction for moving forward in growing the inventory and sustainable use of the Vancouver Island trails network. The Trails Strategy will be designed to improve and increase trails and trail usage within the regions, thereby increasing the awareness of trails as an economic generator and social contributor through outdoor recreational tourism activities. Longer term goals include enhancing and further utilizing the current trails network, expanding the trails inventory, and potentially facilitating the development of future trails for future generations to enjoy. Tourism Vancouver Island will support the economic development community in developing strategies for improved alignment amongst agencies through their common use of messaging that supports a Vancouver Island brand. The Trails Strategy for British Columbia (10-year implementation) identified the following key benefits of recreational trails:

- Community and social – cohesive communities, enhanced quality of life, providing opportunities for families and friends to enjoy time together.
- Economic – increased tourism revenues, greater business investment and enhanced property values.
- Educational – providing an outdoor classroom for nature, culture and history.
- Environment – enhanced environmental awareness, improved understanding of our natural heritage, and stewardship of the environment.
- Health and fitness – improved health and physical well-being for both individuals and communities, reduced health care costs, and enhanced productivity.
- Heritage and cultural – recognition and respect for First Nations culture and historical values.
- Transportation – greener transportation and commuting use of trails contributing to reduced greenhouse gas emissions and improved health and wellness of individuals.

The Phase 1 deliverables will comprise of the product inventory of trails. It is anticipated to be in a user-friendly, searchable format, of which the format will be determined upon consultation between the contractor and agencies engaged in trails to determine the best application.

The scope of this project and applications will be shared with agencies engaged in trail use and trail development including economic development organizations, tourism offices, regional districts, parks and recreation divisions and more. Information garnered from this pilot project will be available to other organizations outside of the Vancouver Island region to support their Trails marketing and development efforts.

3. CONSISTENCY WITH ECONOMIC STRATEGIES OR PRIORITIES

Describe how your project will help achieve your community/regional/industry economic priorities.

Increasing the awareness, support and investment in trails usage and marketing are the primary foundations of this project; however it is designed to support efforts in all areas of recreational economic development to stimulate investment, encourage workforce and resident attraction, and create jobs. Successful completion of the project is not only consistent with economic strategies throughout the region, it also supports improving the economic and social desires of existing residents in the Vancouver Island Region.

The Island Coastal Economic Trust (ICET) indicates that its funds will be used to leverage partnerships, investments and opportunities for Island and Coastal Communities, non-profit, First Nations and other organizations. Preference will be given to partnerships and leveraged investment that achieve the projected economic and diversification impacts for the broader region. ICET's strategic priorities include continuing to use various methods to facilitate regional economic development collaboration. This project will strengthen collaboration among various economic development organizations, tourism agencies, and outdoor recreational groups within the region with the goals to increase visitation, stimulate investment, and grow workforce and residential attraction. This

project is supportive of considerable investments in trails already made by ICET such as the Wild Pacific Trail, North Coast Trail, Kinsol Trestle Trail, Alberni Inlet Trail, Raft Cove Trail and more.

Tourism Vancouver Island's mission is "to increase the economic benefits that flow from tourism to the Vancouver Island Region." The association's strategic plan outlines objectives, strategies and tactics to achieve five primary goals: 1) To increase the economic contribution of tourism to the Vancouver Island Region; 2) To be financially sustainable; 3) To have an empowered and engaged staff; 4) To increase the effectiveness of the Board; and 5) To increase the communities support of the tourism industry.

The Province of BC's Gaining the Edge 5-year strategy is to increase visitor volume, revenue, and employment with a sector revenue goal of \$18 billion by 2016 (5% growth per year). The plan states that achieving this goal will be through four key actions: 1) Partnerships and Coordination; 2) Focused Marketing; 3) World Class Visitor Experiences; and 4) Removing barriers to growth.

The Province of BC's Trails Strategy for British Columbia (10 year implementation) aims for a world class trail system where trails are integral to the landscape and enable meaningful connections between people and nature. An integrated and sustainable trails system will maximize benefits for British Columbians. It suggests that the implementation of their trails strategy will contribute strongly to improved employment, sustainability, health, education, social support, and respect for the environment and our cultural heritage. Additionally, the strategy states that many communities view recreation amenities, such as trails, as exciting and sustainable means of attracting tourists and diversifying local economies. Within the provincial Trails Strategy, the following key components and actions have been identified:

Action 18: Develop and maintain an inventory of trails

Action 19: Undertake a comprehensive survey of trail users

Action 20: Support the marketing of trails, where there is community and trail user group support

Action 21: Establish a provincial trail advisory body to provide advice on the implementation on the Trails Strategy and the BC Trail Program

Action 22: Support existing local and regional trail committees or groups, and where not present encourage their establishment, so they can help implement the Trails Strategy

Recreation Sites and Trails BC (Province of BC) has acknowledged that the trails strategy must connect the provincial level to the local and regional levels and the provincial strategy will continue to support the efforts of local or regional trail user groups that are already in place and working effectively. The province has demonstrated their support of Trails use and development with projects such as the District of West Kelowna Recreational Trails Master Plan, Kelowna & Area Mountain Bike Strategy, Regional District of Okanagan-Similkameen Regional Trails Master Plan, and the Bulkley Valley Summer Recreational Access Management Plan.

BC Parks is committed to providing province-wide opportunities for a diversity of high quality and safe outdoor recreation that is compatible with protecting the natural environment. BC Parks encourages community involvement in helping to conserve natural values through participation in the ecological reserve warden, conservation steward programs, and the development of protected area management plans. BC Parks indicates that almost 90% of British Columbians have used a provincial park at some time; and, about six in ten residents of British Columbia use a provincial park each year.

The primary objectives of Island Mountain Ramblers, an outdoor club established in 1958, are to provide mountaineering trips and other outdoor activities, as well as to work for the preservation of parks and wilderness areas. The club offers a variety of activities throughout the year, including easy hikes and challenging climbs, backcountry ski trips and snowshoeing outings, and sport climbing at local crags.

The Cowichan Valley Regional District's Corporate Strategy highlights sustainable land use and developing a long-term land use strategy/policy for forestry lands in the Cowichan Region. In addition, there is a focus on a healthy environment and the need to protect the nature that supports the Region's enviable quality of life by embarking on a plan centered on protecting, restoring, rehabilitating and enhancing the natural environment.

The Comox Valley Economic Development Corporation lists 'Attractive tourism/recreational market' as one of its Key Strategic Advantages, and the organization has a long history of partnering with organizations both within the Comox Valley and at a regional and provincial level in order to deliver services locally or participate in broader initiatives that fit the Comox Valley's strategic direction.

Vancouver Island University has identified community engagement within their integrated plan and specifically indicate the following actions: sustain collaborative relationships with communities and educational partners in order to ensure optimal responses to regional, cultural, economic, environmental and social needs; enhance collaborative relationships with Aboriginal communities in order to develop opportunities for, and to promote success, of Aboriginal students; and promote awareness of global cultures issues and conditions and the role played by the region nationally and internationally.

The Regional District of Mount Waddington's strategy includes the following goals: grow regional collaborations; continued support of Vancouver Island North Tourism; promote Vancouver Island North; and build community capacity.

4. DEMONSTRATED NEED FOR FUNDING

Explain why your organization has not been able to accomplish the proposed activities with existing resources and budgets.

Tourism Vancouver Island requires funding support to make this project possible as this endeavour does not fall within the scope of its day-to-day activities. However, this innovative pilot project is perfectly aligned with Tourism Vancouver Island's strategic goals. The activities and outcomes within the scope of this project are consistent with other agencies involved and interested in Trails and Recreational Development and Tourism that also do not have sufficient financial resources to carry out a project that has the capacity to support increased investment, job stimulation, and resident and workforce attraction. However, in collaboration with those agencies and the Economic Development Readiness Program, we can leverage the resources to make this project a success. The investment made through the Economic Development Readiness Program will enable us to develop strategies that are required to make this project and subsequent goals a success. The investment will be matched by cash contributions from other economic development and tourism organizations within the region and as an exportable product, has the potential to be utilized by external organizations as a framework for their own trails initiatives.

Tourism Vancouver Island's mission is "to increase the economic benefits that flow from tourism to the Vancouver Island Region". Although this project is consistent with the association's strategic plan it is outside of the scope of our contract with Destination British Columbia. The association's strategic plan (attached) identifies five core goals, one of which is "To increase the community's support of the tourism industry".

This application requests matching funding that will be utilized solely for the hiring of a suitable contractor to compile the Phase 1 inventory of the top 100 primary market ready hiking trails in the Vancouver Island Region, including accessibility, signage, attributes, etc. An inventory of hiking resources will be part of this phase for utilization for future phases and partnerships. From the inventory developed in Phase 1, a well-defined strategy will be developed indicating priority actions and approaches for further development and sustainable use of recreational hiking trails.

5. PROJECT TIMELINES

Estimated Project Start Date: the project will start immediately upon funding approval

Estimated Project Completion Date: Four months from start date

Key Timelines:

ACTIVITIES	Month 1	Month 2	Month 3	Month 4	Beyond
Consultation with stakeholder groups, tourism stakeholders and recreation sector					
Research and compilation of information					
Formal Trails and Resources Inventory compiled					
Phases 2 & 3					

6. PROJECT BENEFITS

Detail all anticipated benefits to the community and/or region.

The Trails Project will contribute to providing significant short and long term benefits to Vancouver Island residents, municipal governments, agencies involved in economic development, tourism businesses, recreation stakeholders, destination marketing organizations and the overall quality of life in the Vancouver Island Region.

The long term benefits include:

1. Increased tourism visitation and spending
2. Increased population base
3. New and expanded amenities and services that support quality of life in the region
4. Improved infrastructure
5. Increased investment and capacity in Vancouver Island Region businesses
6. Increased jobs and a workforce to support the demand
7. Growth in tax revenues

The short term benefits include:

1. Increased collaboration and alignment with agencies engaged in economic development and recreation
2. Increased collaboration and alignment of destination marketing organizations
3. Increased awareness of the natural resources and opportunities through tourism and resulting benefits in economic and social terms
4. Increased support and investment in economic and tourism development and marketing from provincial and municipal governments
5. Increased market presence with unified messages supporting a common Vancouver Island brand

Detail how the success of the project will be evaluated and how the benefits will be measured.

Tourism Vancouver Island has conducted Resident Awareness research with Vancouver Island residents to determine baselines of awareness of the value of tourism and the intent to support. This research included an Importance-Performance Analysis to assess perceived contributions from tourism to quality of life. One of the elements rated most significant to quality of life was 'Space to access the outdoors such as parks, trails, picnic areas, beach access, etc.' with an average rating of 4.27/5.

This baseline information will be utilized to measure change on an annual basis. Consumer research has also been conducted to determine baseline awareness of the Vancouver Island Region as a destination and the intent to travel. This will also be measured annually.

7. COMMUNITY CONSULTATION AND SUPPORT

Document community support for the project and describe how the community or other relevant partners will be included in the process.

Prior to the implementation of the project, Tourism Vancouver Island will review the project plan with Destination Marketing Organizations, Economic Development Officers, Economic Development Associations, Parks and Recreation Officers and stakeholder groups.

Letters of support will accompany the final application.

8. ORGANIZATION CAPACITY

Provide a brief summary of how the project will be managed, your experience with similar projects and your financial capacity to manage cashflow requirements.

Tourism Vancouver Island has celebrated its 50th Anniversary this year. The association was initially conceived by community leaders, a half century ago, because there was a belief that working together to promote the Vancouver Island Region would have a much greater chance to succeed than trying to promote individual communities independently. This mantra still rings true 50 years later with Tourism Vancouver Island promoting the Vancouver Island tourism brand through cooperative marketing initiatives. Today Tourism Vancouver Island is able to leverage provincial government marketing investment of \$500,000 to over \$2,000,000 annually. The results of this being the Vancouver Island Region holding over 18% of the provincial tourism market share, second only to the Vancouver, Coast and Mountains region.

Tourism Vancouver Island is a stakeholder based association representing nearly 4,000 tourism businesses in the region. The organization has a staff of 10 professionals with an average tenure of over 7 years. Collaboration and alignment are paramount in every aspect of the organization's partnerships. As this project is in perfect alignment with the association's strategic plan, there are efficiencies in the delivery and execution of the plan. The partnership funding is required for the development of the inventory and Strategic direction.

9. FUNDING AND BUDGET – Phase 1

Please download and complete the Funding and Budget Excel workbook located on the ICET website.

Economic Development Readiness Program - Funding and Budget

Sources of Funding	Cash	Confirmed Yes/No	Percent of Total
Applicant's Equity (if applicant is a local government use row below)	\$		
Local government (specify below):			
	\$ -		0%
Federal Funding Sources (specify below):			
	\$ -		0%
Provincial Government Funding Sources (specify below):			
	\$ -		0%
Private Sector Contributions (specify below):			
Community, municipality, stakeholders	\$ 30,000.00		33%
Other sources of funding (specify below):			
	\$ -		0%
Request from Island Coastal Economic Trust	\$ 30,000.00		50%
Total	\$ 60,000.00		100%

Phase 1 Project Budget (define categories)	\$ Amount
Consulting and Project Management (outside contractor)	\$ 20,000.00
Meeting facilitation with Stakeholder Groups	\$ 10,000.00
Research & Content	\$ 20,000.00
Development of Inventory Report	\$ 5,000.00
Contractor Travel expenses	\$ 5,000.00
Total Project Budget	\$ 60,000.00

10. ATTACHMENT CHECKLIST

- Organization's annual report and/or strategic plan
- Organization's latest financial statement (audited if available)
- Organization's latest economic development strategy (if available)
- Formal letter of support from local government and/or economic development office (if not for profit organization) **to be forwarded shortly**

AUTHORIZATION

I/we certify that the information provided in this Economic Development Readiness Program Application Form is to the best of my/our knowledge, complete, true and accurate and the proposal including plans and budgets is fairly presented.


I/we authorize the Island Coastal Economic Trust to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization's field of activities, to collect and share information with them, as Island Coastal Economic Trust deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate results after project completion.

I/we agree that the information provided in this application form will be shared with the appropriate Regional Advisory Committee and Island Coastal Economic Trust staff and consultants.

I understand that the information in this application may be accessible under the Freedom of Information Act (FOI).

I/we also understand that all Trust correspondence, relative to our Application, must be kept confidential and that any breach whatsoever of confidentiality will immediately result in the annulment of the Application.

I/we also understand that ICET will not be responsible for any costs incurred in the preparation of this application, or any subsequent application for funding from the Trust, and this application is being prepared entirely at my/our own risk and cost.

Signature of Authorized Representative(s):	
Printed Name(s):	Dave Petryk
Title(s):	President & CEO
Date:	November 12, 2013

SUBMISSION

Application Form and all supporting documents should be submitted electronically, by email to info@islandcoastaltrust.ca

Please do not submit hard copies of the application by mail or fax.

From: Lisa Storoshenko [<mailto:lstoroshenko@miabc.org>]

Sent: August 8, 2014 3:39 PM

To: Sandy Bowden

Subject: MIABC Voting Delegate

The 27th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 23rd in the Emerald Ballroom, Westin Resort, Whistler. The MIABC will be hosting a reception following the AGM also in the Emerald Ballroom, Westin Resort, Whistler, until 6pm. Directions enclosed.

At the AGM there will be two resolutions to expand coverage, a third resolution to approve the property insurance policy wording, and a fourth resolution to delegate authority to the Board to set the parameters of the experience rating formula. There will also be an election for five directors for a three year term: Group A Director population to 2,000, Group B Director population 2,001 to 5,000, Group C Director population 5,001 to 25,000, Group D Director over 25,000 population and Regional District Representative. Interested candidates should contact Director Glenn McLaughlin, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 11th, 2014. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Mayor Robert Hutchins

Email address: rhutchins@ladysmith.ca

Alternate #1: Councillor Steve Arnett

Email address: sarnett@ladysmith.ca

Alternate #2:

Email address:

Regards,

Lisa Storoshenko

MIABC

Providing Trusted Civic Solutions

You Are Invited

Come visit us to hear about the the launch of the MIABC's new property insurance program.

Learn how the MIABC is becoming the "one-stop shop" for BC local governments' insurance needs.

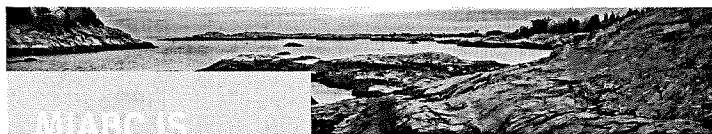
Tuesday, September 23, 2014

Annual General Meeting

3:00 - 5:00 p.m. Emerald Ballroom A

Reception

5:00 - 6:00 p.m. Emerald Ballroom B/C
Westin Resort & Spa, 4090 Whistler Way



MIABC IS
A PROUD SPONSOR OF THE UBCM
CONVENTION 2014

DIRECTIONS TO THE EVENT

After exiting the Whistler Conference Centre, turn left on to Whistler Way and walk south for about three minutes. The Westin Resort & Spa will be on your left.



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

July 30, 2014

Mayor and Council
Town of Ladysmith
BOX 220, 410 Esplanade
Ladysmith, BC V9G 1A2

Dear Mayor and Council,

RE: Town of Qualicum Beach request for Trolley Rental for Train Station Centennial Celebration

The Town of Qualicum Beach will be celebrating the Qualicum Beach Train Station Centennial beginning at 10:00 am on August 23rd.

This family event will encourage visitors to also shop in the Village Square and, as there is limited street parking, the committee would like to offer transportation using the Ladysmith Town Trolley.

It is my understanding Trolley rentals must comply with the following:

1. The organization or individual renting the trolley must reside or operate within Ladysmith.
2. Due to licensing requirements, the trolley is not permitted to travel outside the Town boundaries.

I am writing to formally request that Terms #1 and #2 be waived to allow the Town of Qualicum Beach to rent the trolley for our August 23rd, 100th celebration of the Train Station.

Should Council approve the rental, please contact Heather Svensen, Corporate Administrator at 250-738-2207 or at hsvensen@qualicumbeach.com.

Sincerely,

Mary Brouillette, Chair
Select Committee on 2014 Celebrations
mbrouillette@qualicumbeach.com
250-752-6921

Ad
File: 8100-01