

A REGULAR MEETING OF THE COUNCIL OF THE TOWN OF LADYSMITH TO BE HELD IN COUNCIL CHAMBERS AT LADYSMITH CITY HALL ON MONDAY, JUNE 18, 2018

Call to Order and Closed Meeting 5:00 p.m. Regular Open Meeting 7:00 p.m.

CALL TO ORDER (5:00 P.M.)

1. CLOSED SESSION

In accordance with section 90 of the Community Charter, this section of the meeting will be held In Camera to consider matters related to the following:

- information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act - section 90 (1) (j)
the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90 (1) (i)

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Session

4. MINUTES

- 4.1. Minutes of the Special Meeting of Council held June 4, 2018 1 - 2
4.2. Minutes of the Public Hearing and Regular Meeting of Council held June 4, 2018 3 - 12
4.3. Minutes of the Special Meeting of Council held June 11, 2018..... 13 - 16



5. DELEGATION

- 5.1. **Marsh Stevens, Ladysmith Resources Centre Association**
Ladysmith Resources Centre Association Service Agreement Annual Update

6. PROCLAMATIONS - None

7. DEVELOPMENT APPLICATIONS

- 7.1. **Temporary Use Permit Application – Glencar Consultants**
Lot B, District Lot 24, Oyster District, Plan VIP83303
(941 Oyster Bay Drive)..... 17 - 22

Staff Recommendation:

That Council direct staff to proceed with statutory notice for a Temporary Use Permit application (3340-18-01) to allow an applicant to obtain the necessary permits to locate a mobile home for residential use at 941 Oyster Bay Drive (Lot B, District Lot 24, Oyster District, Plan VIP83303).

8. BYLAWS – OFFICIAL COMMUNITY PLANNING AND ZONING

9. COMMITTEE REPORTS

- 9.1. **Mayor A. Stone**
Cowichan Valley Regional District; Ladysmith Chamber of Commerce; Stocking Lake Advisory Committee; Waterfront Area Plan Leadership Committee, Waterfront Implementation Committee
- 9.2. **Councillor R. Hutchins**
Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee, Waterfront Implementation Committee..... **23**

Recommendations from the Municipal Services Committee (June 11, 2018)

That Council:

1. Request staff to complete an analysis of the BC Hydro property at 6th Avenue and Methuen Street, and
2. Pending the outcome of the analysis, send a letter of support to Habitat for Humanity Mid-Vancouver Island regarding the acquisition of the BC Hydro property at 6th Avenue and Methuen Street to enable the construction of affordable housing in Ladysmith.

- 9.3. Councillor C. Henderson**
Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program..... 24 - 38

Recommendations from the Interagency Committee (May 10, 2018)

That Council accept recommendations to hold an Opioid Dialogue in Ladysmith, if requested.

Recommendations from the Invasive Species Advisory Committee (May 9, 2018)

That Council:

1. Review Invasive Species Advisory Committee restructuring by September.
2. Comment on the attached draft report (Invasive Species Strategy for Ladysmith).

- 9.4. Councillor D. Paterson**
Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel 39

Recommendations from the Protective Services Committee

That Council direct staff to prepare the Approval in Principle Letter for 2018/2019 confirming an RCMP member strength of seven.

- 9.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee, Waterfront Implementation Committee..... 40

- 9.6. Councillor C. Fradin**
Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee 41 - 70

- 9.7. Councillor S. Arnett**
Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation

10. REPORTS

10.1. Craig Road Traffic Calming Options (Report to be circulated separately)

10.2. Results of the Alternative Approval Process (AAP) for a Proposed Two Lot Boundary Extension..... 71 - 75

Staff Recommendation:

That Council:

1. Confirm that it has obtained the assent of the electors to petition the Minister of Municipal Affairs and Housing to extend the boundary of the Town of Ladysmith as it appeared in the Ladysmith Chronicle newspaper on April 25 and May 2, 2018 and the BC Gazette on May 10, 2018;
2. Confirm that all legislative requirements pertaining to the municipal boundary extension have been completed; and
3. Direct that the two parcels to include in the boundary extension request are as shown on the map and legally described as:

- Lot 20, District Lot 41, Oyster District, Plan 2519, except parts in Plans 8993, 43985 and EPP28332 (PID 006-356-362)
- Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW (PID 005-468-833, PID 000-424-862).



10.3. Holland Creek Crossing 76 - 99

Staff Recommendation:

That Council:

1. Determine whether the proposed Holland Creek Crossing should have separate pedestrian tunnels on both sides of the creek.
2. Direct staff to prepare a communications plan regarding the history of the Holland Creek Local Area Plan and construction timing of the Holland Creek Crossing including any temporary trail closures or detours.
3. Request the developer to host a public open house to present the selected option and details about the project.

10.4. Grant Applications 100 - 113

Staff Recommendation:

That Council direct staff to:

1. Apply for the Plan H Creating Healthy Places Grant (up to \$5,000)
2. Apply for New Horizons for Seniors Program – Community-Based Projects Grant (up to \$5,000)
3. Provide a letter of support for Ladysmith Family and Friends (LaFF) to apply for the New Horizons for Seniors Program – Community-Based Projects (up to \$25,000)

11. BYLAWS

11.1. Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968..... 114 - 117

The purpose of Bylaw 1968 is to establish updated Community Centre and Facilities fees and charges as previously approved by Council.

Staff Recommendation:

That Council adopt “Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968”.

11.2. Election and Assent Voting Bylaw 1964 118 - 130

The purpose of Bylaw 1964 is to provide for the determination of various procedures for the conduct of elections and assent voting (referenda). The bylaw has been reviewed and updated with correct references to provincial legislation governing local government elections and assent voting.

Staff Recommendation:

That Council:

1. Rescind third reading of “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”; and
2. Give third reading to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” as amended.

12. CORRESPONDENCE

**12.1. Royal Canadian Legion
Request to Waive the Permit Fee to Paint Building 131**

Staff Recommendation:

That Council consider whether it wishes to provide \$100 from the grants in aid budget to the Royal Canadian Legion in response to the Legion's request to waive the \$100 permit fee for painting the building.

13. NEW BUSINESS - None

14. UNFINISHED BUSINESS – None

QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

ADJOURNMENT

MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JUNE 4, 2018
CALL TO ORDER 5:00 P.M.
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS PRESENT:

Deputy Mayor Rob Hutchins Councillor Steve Arnett Councillor Cal Fradin
Councillor Joe Friesenhan Councillor Carol Henderson Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Mayor Stone

STAFF PRESENT:

Guillermo Ferrero Clayton Postings Joanna Winter

CALL TO ORDER

Deputy Mayor Hutchins called this Meeting of Council to order at 5:00 p.m.

AGENDA APPROVAL

CS 2018-173

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for Monday, June 4, 2018.

Motion carried.

Subject to Adoption



PRESENTATION

Ladysmith Youth Plan

Staff, consultants and youth representatives presented the draft Ladysmith Youth Plan and responded to questions.

CS 2018-174

Moved and seconded:

That Council refer the Ladysmith Youth Plan to the Parks, Recreation and Culture Advisory Committee for feedback and comment.

Motion carried.

Council requested that staff include feedback from community stakeholders. Council expressed deep appreciation to the Youth Strategy Team and youth participants for their hard work and enthusiasm.

The Youth Strategy participants left the meeting.

CLOSED SESSION

CS 2018-175

Moved and seconded:

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 6:06 p.m. in order to consider items related to the following:

- litigation or potential litigation affecting the municipality – section 90 (1) (g)
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose – section 90 (1) (i)

Motion carried.

E. Anderson and G Goodall joined the meeting.

RISE AND REPORT

Council rose at 6:22 p.m. without report.

ADJOURNMENT

CS 2018-176

Moved and seconded:

That this special meeting of Council adjourn at 6:23 p.m.

Motion carried.

CERTIFIED CORRECT:

Deputy Mayor (R. Hutchins)

Corporate Officer (J. Winter)

**MINUTES OF A PUBLIC HEARING AND
REGULAR MEETING OF COUNCIL
MONDAY, JUNE 4, 2018
CALL TO ORDER 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Deputy Mayor Rob Hutchins Councillor Steve Arnett Councillor Cal Fradin
Councillor Joe Friesenhan Councillor Carol Henderson Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Mayor Aaron Stone

STAFF PRESENT:

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

CALL TO ORDER

Deputy Mayor Hutchins called this Public Hearing and Open Session of Council to order at 7:00 p.m.

AGENDA APPROVAL

CS 2018-177

Moved and seconded:

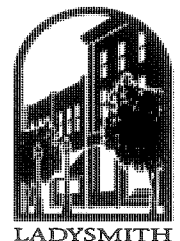
That Council approve the agenda for this Public Hearing and Regular Meeting of Council for Monday, June 4, 2018 with the following amendments:

- Add "Minutes of the May 14th Public Hearing and Council Meeting" to the agenda.
- Remove item 10.1., "Water Treatment Plant Tender"

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:24 p.m. without report.



**BYLAWS (OFFICIAL
COMMUNITY PLAN
AND ZONING)**

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment
Bylaw (No. 12) 2018, No. 1951**
Subject Property: A portion of Lot 4, Plan 45800

Deputy Mayor Hutchins referenced agenda item 3.1., "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951". He explained that the rules of procedural fairness outlined during the public hearing for Bylaw 1951 still applied during the fourth reading of the Bylaw and reminded citizens that Council could not receive or hear any new information related to Bylaw 1951. He explained that Council was following legislation and the rules created for all councils to follow during a rezoning process, and invited citizens to come to the podium during question period at the end of the meeting should they wish to speak to the matter.

Staff responded to questions from Council regarding the rezoning of the subject property. Council members noted that planned residential development will support the Waterfront Area Plan.

Moved and seconded:

CS 2018-178

That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951", to rezone a portion of Lot 4, Plan 45800 in order to permit multi-unit residential development, as outlined in the Waterfront Area Plan.

Motion carried.

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment
Bylaw (No. 16) 2018, No. 1962**

**Subject Property: 1280 Rocky Creek Road (Lot 7, District Lot 38,
Oyster District, Plan VIP73070)**

Moved and seconded:

CS 2018-179

That Council:

1. Give third reading to Bylaw 1962 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.16) 2018, No. 1962".
2. Direct staff to refer Bylaw 1962 to the Ministry of Transportation and Infrastructure pursuant to the *Transportation Act*.

Motion carried.

PUBLIC HEARING

Deputy Mayor Hutchins outlined the Public Hearing process.

He stated that there were two separate Public Hearings on the

agenda, and that the public would have the opportunity to provide their comments to Council about the content of (1) Bylaw 1963 and (2) Bylaws 1960 and 1961. He noted that written submissions received after the agenda deadline were provided separately to Council.

Deputy Mayor Hutchins advised the public that following the close of each Public Hearing, no further submissions or comments from the public or interested persons could be accepted by members of Council.

Deputy Mayor Hutchins stated that in accordance with the *Local Government Act*, a Public Hearing is not an opportunity for debate or to have questions answered, but rather an opportunity for members of the public to provide their input and comments on the bylaws. He stated that there would be an opportunity for Council to respond to questions and comments during debate on the bylaws following the close of the Public Hearings.

Public Hearing One- Bylaw 1963

Members of the public present: 72

Felicity Adams, Director of Development Services, introduced the following bylaw as the subject of the Public Hearing:

- Bylaw 1963 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 17), 2018, No. 1963".

Ms. Adams noted that the following property was the subject of the Bylaw amendment:
431 First Avenue

She stated that the purpose of Bylaw 1963 was to amend the Zoning Bylaw by adding a site specific amendment to the Downtown Commercial (C-2) Zone to permit a maximum of four dwelling units on the subject property, with each one bedroom dwelling unit to have a minimum finished floor area of 32m² (344ft²).

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on May 23 and May 30, 2018 and posted on community notice boards through-out Town, as well as on the Town's website. The Notice was mailed and delivered to the subject properties and properties located within 60 metres of the properties that are the subject of the bylaws.

A copy of the Notice, the proposed Bylaw and background information considered by Council was made available at the Front Counter of City Hall for the notice period. Staff in the Development Services office were available to respond to questions prior to the public hearing.

Deputy Mayor Hutchins called for submissions to Council.

Deputy Mayor Hutchins called for submissions to Council a second time.

Rob Johnson, 526 1st Avenue, expressed support of the Bylaw, noting that it would restore and enhance a heritage building.

Deputy Mayor Hutchins called for comments about Bylaw 1963 a third time. Hearing no further comments, Deputy Mayor Hutchins declared the Public Hearing for Bylaw 1963 closed and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

Public Hearing Two: Bylaws 1960 and 1961

Members of the Public Present: 68

Ms. Adams introduced the agenda item and listed the following Bylaws as the subject of the Public Hearing:

- Bylaw 1960, cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960”; and
- Bylaw 1961 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961”.

She noted that the following properties were the subject of the Bylaw amendments:

- A portion of **901 Gladden Road**
- **1301 Rocky Creek Road** legally described as Lot 1, District Lots 81 and 86, Oyster District, Plan VIP88459
- **1251 Rocky Creek Road** legally described as Lot 2, District Lots 87 and 98, Oyster District, Plan
- A portion of a **Provincial lease area**

Ms. Adams stated that the purpose of Bylaw 1960 is to amend Section 3.8.1 of the Official Community Plan text by adding the words “and associated upland” in the description of the Waterfront Land Use designation; to amend Official Community Plan “Map 1 – Land Use”; and to amend Official Community Plan “Map 2 – Development Permit Areas” to reflect the future use of the subject properties.

Ms. Adams then stated that the purpose of Bylaw 1961 is to amend the Zoning Bylaw by:

- Adding a definition of 'Marina Office';
- Amending the Tourist Service Commercial (C-4) Zone by adding 'marina office', 'boat launch' and storage for marine fuel as site specific permitted uses at Ladysmith Marina;
- Adding 'marine sales and service' as a permitted use for all properties in the Light Industrial (I-1) Zone;
- Amending the I-1 Zone by adding 'storage for boats and boathouses', 'boat house construction', and accessory 'retail sales' as site specific permitted uses; and
- Amending the Zoning Bylaw Map for the subject properties.

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on May 23, 2018 and May 30, 2018 and posted on community notice boards through-out Town, as well as on the Town's website. The Notice was mailed and delivered to the subject properties and all properties located 60 metres of the subject properties.

A copy of the Notice, the proposed Bylaws and background information considered by Council was made available at the Front Counter of City Hall for the Notice period. Staff in the Development Services office was available to respond to questions prior to the public hearing.

The applicant, Deane Strongitharm, gave a short presentation to Council regarding the agenda item, noting that the purpose of the development is to subdivide the upland property into two parts. The first part (roughly 8.5 acres) would be dedicated to marina land and support services. The second part would comprise roughly 11.5 acres of surplus land, which would be marketed for other purposes.

Mr. Strongitharm noted that his partner had met with Western Forest Products regarding their concerns that future development on the surplus land could potentially influence the company's operations, and noted that a noise and nuisance easement attached to the land title could be an effective solution.

Deputy Mayor Hutchins called for submissions to Council.

Glenn Reid of Aho Road, noted that the surplus land would be an appropriate location for low income housing.

Deputy Mayor Hutchins called for submissions to Council a second time.

Rob Johnson, 526 1st Avenue, enquired about the number of potential residential lots for the area and asked if the surplus lands had previously housed a mobile home residential park, which has since been displaced.

Barbara Bawdley of Harbourview Road, described previous development issues and cautioned Council to examine the integrity and credibility of future developers.

Deputy Mayor Hutchins called for submissions to Council a third and final time.

Rob Johnson, 526 1st Avenue, expressed concerns that future development would cause traffic problems between the highway, Ludlow Road and 1st Avenue.

Hearing no further comments, Deputy Mayor Hutchins declared the Public Hearing for Bylaws 1960 and 1961 closed and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

**BYLAWS (SUBJECTS
OF PUBLIC
HEARING)**

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment
Bylaw (No.17) 2018, No.1963**
**Subject Property: 431 1st Avenue (formerly known as Barb's
Kitchen)**

CS 2018-180

Moved and seconded:

That Council:

1. Give third reading to Bylaw 1963 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.17) 2018, No.1963"; and
2. Direct staff to refer Bylaw 1963 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

Motion carried.

**Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960; and
Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961
Subject Property: Ladysmith Marina**

Staff responded to Council's questions regarding concerns raised during the Public Hearing. Council requested that staff to investigate measures to mitigate potential noise concerns and return to Council with recommendations before the adoption of Bylaw 1961.

CS 2018-181

Moved and seconded:

That Council:

1. Give third reading to Bylaw 1960, cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960"; and
2. Give third reading to Bylaw 1961, cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961"; and
3. Direct staff to refer Bylaw 1961 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

Motion carried.

PROCLAMATIONS

Built Green Day

Mayor Stone proclaimed June 6, 2018 to be "Built Green Day" in the Town of Ladysmith, British Columbia, reflecting the Town's dedication to encouraging sustainable development.

DEVELOPMENT APPLICATIONS

OCP and Zoning Bylaw Amendment Application

Subject Property: 900 Russell Road (Lot A, District Lot 67, Oyster District, Plan EPP24148)

Moved and seconded:

CS 2018-182

That Council

1. Receive the report from the Neighbourhood Information Meeting for the 900 Russell Road rezoning proposal.
2. Give first and second readings to Bylaw 1965, cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 54) 2018, No. 1965.
3. Give first and second readings to Bylaw 1966, cited as "Town of

Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 18) 2018, No. 1966.”

4. Refer Bylaws 1965 and 1966 to public hearing.
5. Accept the voluntary community amenity contribution of \$9,000 for improvements to the neighbourhood park, which is to be provided prior to the enactment of Bylaw 1966.
6. Direct staff to proceed with the Town’s portion of the road improvement projects associated with the subdivision of 900 Russell Road and a 1.0 metre paved pedestrian path along the frontage between 700 and 900 Russell Road for a total cost up to \$100,000 with funding to come from the Road Development Cost Charges Reserve, Gas Tax Reserve, and Infrastructure Reserve and amend the Financial Plan accordingly.

AMENDMENT

Moved and seconded:

CS 2018-183

That Resolution CS 2018-182 be amended to include the following:

7. Direct staff to investigate measures to mitigate neighbourhood concerns regarding traffic and pedestrian safety on Craig Road and report back to Council at the Public Hearing.

Motion carried.

Motion as amended carried.

BYLAWS

Election and Assent Voting Bylaw 1964

Moved and seconded:

CS 2018-184

That Council refer item 8.1., “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964 to a future Council meeting.

Motion carried

CORRESPONDENCE

Ladysmith Chamber of Commerce Annual Golf Tournament Sponsorship Letter

Moved and seconded:

CS 2018-185

That Council:

1. Allocate \$200 to sponsor a hole at the Ladysmith Chamber of Commerce Annual Golf Tournament.
2. Enter a team in the tournament at their own cost.

Motion carried.

**UNFINISHED
BUSINESS**

CS 2018-186

**Strategic Priorities Funding Agreement (Federal Gas Tax Fund)
regarding the Machine Shop Arts, Heritage and Cultural Centre
Restoration Project**

Moved and seconded:

That Council:

1. Accept the Strategic Priorities Grant (Federal Gas Tax Fund) for the Machine Shop Arts, Heritage and Cultural Centre Restoration Project.
2. Authorize the Mayor and Corporate Officer to execute the funding agreement.

Motion carried.

F. Adams and G. Goodall left the meeting.

Parks, Recreation and Culture Fees and Charges

Councillor Arnett encouraged staff to investigate options for dealing with access issues related to costs as raised by youth during a presentation of the Ladysmith Youth Plan at the June 4th Special Meeting of Council.

Moved and seconded:

CS 2018-187

That Council accept the following recommendations from the Parks, Recreation and Culture Advisory Committee:

That Council:

1. Approve the following proposed amendments to Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2015 No. 1884:
 - Increase admission and pass fees by two per cent per year, effective September 1, 2018, September 1, 2019 and September 1, 2020 and continue not to charge admission for seniors over the age of eighty and children under the age of three;
 - Increase facility rental fees, park permit fees and sport field light fees by two per cent per year, effective September 1, 2018, September 1, 2019 and September 1, 2020;
 - Remove three- and six-month pass options from the Fees and Charges; and
 - Maintain family admission and pass rates at the current level;
 - Add rental fees for the lower recreation space at Frank Jameson Community Centre known as the "rec room" at

the same rate as the gymnasium.

2. Direct staff to prepare an amendment to "Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2015 No. 1884"
Motion carried.

QUESTION PERIOD

Members of the public enquired about the Town's procedure regarding grant funding and project completion issues, the amount of parkland that would be lost with the insertion of a road within the Russell Road development (none), the relevance of public hearings without adequate reflection time, the possibility of creating collective green space with all future residential development and safety concerns on the Trans-Canada Highway in the vicinity of South Davis Road.

ADJOURNMENT

CS 2018-188

Moved and seconded:

That this regular meeting of Council adjourn at 8:22 p.m.

Motion carried.

CERTIFIED CORRECT:

Deputy Mayor (R. Hutchins)

Corporate Officer (J. Winter)

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JUNE 11, 2018
CALL TO ORDER 5:30 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

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

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:30 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.

AGENDA APPROVAL

CS 2018-189

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for Monday, June 11, 2018 as amended by the following:

- Remove Item 5.1., "Election and Assent Voting Bylaw 1964"

Motion carried.

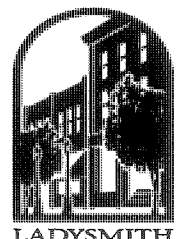
MINUTES

CS 2018-190

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held May 7, 2018.

Motion carried.



DELEGATION

Abraham Fraser, Supervising Location Manager Sonic the Hedgehog film

Mr. Fraser provided Council with an overview of the logistics for filming Paramount's 'Sonic the Hedgehog' film in Ladysmith September 19-30, noting that it would involve closing 1st Avenue from Roberts Street to Gatacre Street.

Mr. Fraser assured Council that every effort would be made to minimize impact on local businesses, using a compensation formula from the BC film website as well as purchasing gift certificates from the businesses to be distributed elsewhere. In addition, the project would hire as many local people as possible and use local catering. As the utility vehicles for the film will need to be level, parking will also be affected. The company is considering a valet/delivery service for those members of the public that would find it difficult to navigate the hills.

Mr. Fraser, along with Joan Miller, Film Commissioner for the Vancouver Island North Film Commission, answered Council's questions regarding businesses' responses to the plan, parking, the exact formula for compensation, and why and how Ladysmith was chosen as the "hero town" for the movie.

Council thanked Mr. Fraser and Ms. Miller for their presentation and all the work they had done.

REPORTS

Water Filtration Plant Tender Award Staff responded to Council's questions.

CS 2018-191

Moved and seconded:

That Council:

1. Award the water filtration plant tender to NAC Construction Ltd. for a total bid price of \$10,621,560 plus GST.
2. Amend the 2018-2022 Financial Plan to include an additional \$1,405,000 for the Water Filtration Plant project, with the additional funding to come from Water reserves.

Motion carried.

Statement of Financial Information for the Year Ended December 31, 2017

CS 2018-192

Moved and seconded:

That Council approve the Statement of Financial Information for the Town of Ladysmith for the fiscal year ended December 31, 2017.

Motion carried.

Adjustments to Water Billing Accounts

Moved and seconded:

CS 2018-193

That Council approve adjusting the water billing due to leaks for the following properties up to:

1153000 for \$4,621

7040400 for \$4,062

1348289 for \$3,236

Motion carried.

BYLAWS

Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968

Moved and seconded:

CS 2018-194

That Council give first, second and third readings to "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968".

Motion carried.

CORRESPONDENCE

Correspondence and Petition regarding Bylaw 1951

Members of Council discussed the petition regarding Bylaw 1951, noting that the initiative was democracy in action, and that the heart of people who signed the petition was in the right place. They cautioned that inaccurate information had been circulated, that not all people who signed the petition were resident electors of Ladysmith, and that the Waterfront Area Plan would be impossible to execute without the residential development.

Moved and seconded:

CS 2018-195

That Council receive the correspondence and petition regarding Bylaw 1951 (rezoning of a portion of Lot 4 known as 'The Jewel').

Motion carried.

QUESTION PERIOD

Members of the public enquired about rise and report release plans to date, whether 'The Jewel' lands had been appraised and the time frame for selling the lands, how the proceeds of the sale of 'The Jewel' would be used, whether the Town had a policy regarding the handling of citizen/Council interactions, what forecasting had been done regarding the work necessary and the costs of the Waterfront Area Plan, whether other land owners had been consulted during the Waterfront Area Plan engagement and what timeline and funding had been established to address the Holland Dam reserves.

ADJOURNMENT

CS 2018-196

Moved and seconded:
That this Special Meeting of Council adjourn at 6:25 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Deputy Corporate Officer (E. Anderson)

Subject to Adoption

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
Meeting Date: June 18, 2018
File No: 3340-18-01
RE: **TEMPORARY USE PERMIT APPLICATION – GlenCar Consultants
Lot B, District Lot 24, Oyster District, Plan VIP83303**

RECOMMENDATION:

That Council:

1. Direct staff to proceed with statutory notice for a Temporary Use Permit application (3340-18-01) to allow an applicant to obtain the necessary permits to locate a mobile home for residential use at 941 Oyster Bay Drive (Lot B, District Lot 24, Oyster District, Plan VIP83303).

PURPOSE:

The purpose of this staff report is to introduce a Temporary Use Permit (TUP) application to allow a mobile home for residential use to be located at 941 Oyster Bay Drive and to seek direction to proceed with statutory notification.

PREVIOUS COUNCIL DIRECTION

none

INTRODUCTION/BACKGROUND:

The purpose of a TUP is to allow a use not permitted by the Zoning Bylaw on a temporary basis. A temporary use permit may contain conditions under which the temporary use may be carried on. A TUP is issued by a resolution of Council. There is a statutory notice requirement.

The OCP provides the following parameters for the issuance of a TUP:

“Temporary Use Permits are included in the Plan as an interim (short term) alternative for proposed new land uses that may not warrant a change to the land use designation or zoning of land. Temporary uses are typically of a trial/interim use nature, or are a seasonal/occasional use. Temporary use permits may be issued for new land uses on specific properties which are not otherwise allowed by a land use designation in this Plan or in a land use zone in the Zoning Bylaw. Conditions may be specified by Council respecting any required changes to the property to allow the temporary use, and any restoration to the property following expiration of the permit. A temporary use permit can be issued for a maximum of three years, with one renewal of the permit for up to an additional three years.”

The subject property is currently vacant and is zoned Light Industrial (I-1). The following designations apply to the subject property:

OCP Land Use	Industrial
Development Permit Area	DPA 5 - Industrial DPA 7 - Hazard Lands
Zone	Light Industrial (I-1)

The mobile home is currently located on the adjacent industrial property at 930 Ludlow Road. The applicant wishes to move the mobile home to 941 Oyster Bay Drive on a temporary basis as explained in the attached May 9/18 letter from the applicant. The current owner of the mobile home does not wish to end the tenancy and would like to secure accommodation for the tenant for a few more years as the tenant assists with the 'Wash Me on Ludlow' business. However, a caretaker unit already exists at 930 Ludlow Road in the second storey of the 'Wash Me on Ludlow' building. Generally, residential use of industrial land is not recommended. The Zoning Bylaw requires that caretaker dwelling units on industrial properties are only permitted within the principal industrial building, not as a detached dwelling.

A draft Temporary Use Permit (TUP) is attached to this staff report. The TUP includes the requirement for a \$10,000 security deposit to be submitted to the Town to ensure the removal of the mobile home at the end of the permit term.

ALTERNATIVES:

Council can choose to not proceed with TUP application 3340-18-01.

FINANCIAL IMPLICATIONS:

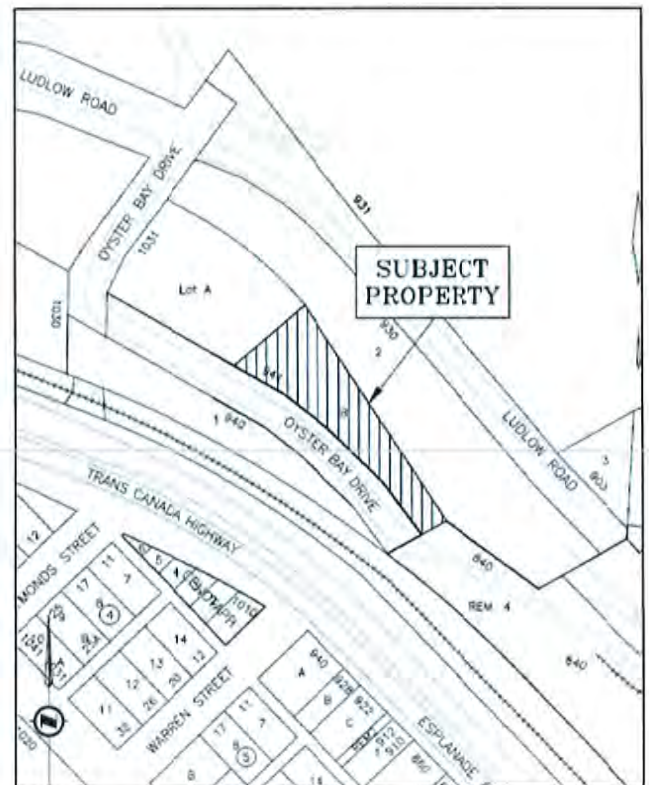
None.

LEGAL IMPLICATIONS:

A TUP may be issued by Council by resolution. It can provide for a temporary use for a three year period, with one renewal permitted. Statutory notice is required. This is a discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There is a statutory notice requirement which will provide for public notification of the TUP application.



INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Building Inspector and Infrastructure Services Department for review.

A building permit and driveway access permit will be required to locate the mobile home at 941 Ludlow Road. Sanitary, storm and water services would also need to be provided to the mobile home.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement
- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

A TUP application has been received proposing to locate a mobile home for residential use at 941 Oyster Bay Drive on a temporary basis. Council may choose to proceed with statutory notification.

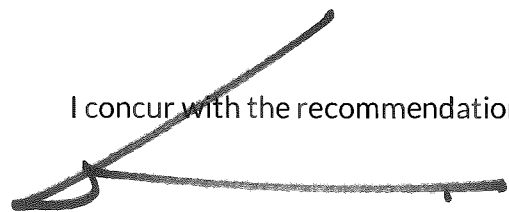
Reviewed by:



Felicity Adams
Director of Development Services

June 12, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- May 9/18 letter from the applicant
- DRAFT Temporary Use Permit 3340-18-01

May 9/18

Town of Ladysmith
132 Roberts Street
Ladysmith, BC
V9G 1A2

Attn: Felicity Adams
Director of Development Services

Dear Ms Adams:

Re: Oyster Bay drive property – Madill relocation

Attached please find completed form for a temporary use permit for Lot B, Plan VIP 83303, District Lot 24, Oyster District. Also enclosed is a location map; title search; and cheque for application fees. This application is submitted as part of the process to relocate the Madill operation from its present operation on Rocky Creek Road to an expanded facility on Ludlow Road.

Our first step is to subdivide off a portion of Lot 2, Plan 45800 (Galloway site) fronting Ludlow Road. At the same time we will be purchasing Lot B, Plan VIP 83303 (Marshall site). Once we have finalized a building location and site plan we will then consolidate the two properties and submit for a building permit and any other required approvals.

The purchase agreement requires us to relocate the existing mobile home on the property to a different location so it can be used for an onsite manager for the carwash. We have determined that this will be on land which is presently part of the Marshall site hence the reason for this application. This relocation would happen as part of the Madill building construction.

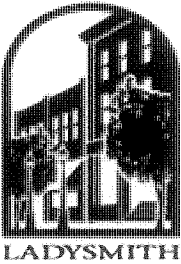
We understand that a temporary use is only good for 3 years and could be renewed for a further 3 years at the discretion of council. The purchase agreement also acknowledges this.

Please advise should you require any further information.

Yours truly



Glenn Carey



TOWN OF LADYSMITH TEMPORARY USE PERMIT

FILE NO: 3340-18-01

DATE: July 16, 2018

Name of Owner(s) of Land (permittee): Dunsmuir Investments Ltd.

Applicant: GlenCar Consultants Inc.

Subject Property: Lot B, District Lot 24, Oyster District, Plan VIP83303 (941 Oyster Bay Drive)

1. This permit is issued subject to compliance with all Town of Ladysmith bylaws that apply to this permit.
2. This permit applies to the lands described below, and any buildings, structures, and other development thereon (hereinafter called the Land).

Lot B, District Lot 24, Oyster District, Plan VIP83303 (941 Oyster Bay Drive)

PID: 027-104-788

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this Temporary Use Permit authorizes the owner of the Land or authorized agent to obtain the necessary permits to locate a Mobile Home for residential use on the Land on a temporary basis subject to the following condition:
 - a) At the end of the term the owner of the Land shall fully remove the mobile home from the Land.
4. This Permit is issued on the condition that the Permittee has provided to the Town of Ladysmith security in the form of an irrevocable Letter of Credit to guarantee the performance of the condition in section 3 of this Permit and to correct any unsafe condition which may result from a contravention of a condition of this Permit. The Letter of Credit shall be for a period of four years, shall be automatically extended, and shall be in the amount of \$10,000.
5. Should the Permittee fail to satisfy the conditions referred to in section 3 and 4 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the conditions or carry out any work required to correct the unsafe conditions, at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee.
6. This permit is not a development permit, building permit or driveway access permit.
7. This permit was approved on , and issued on , .

8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3340-18-01) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. Pursuant to section 497 of the *Local Government Act*, this permit lapses **two years** from the date of issuance of this permit.
10. This permit may be renewed once only.

Town of Ladysmith

Corporate Officer

Date Permit Issued

Mayor

Applicant

Applicant

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Rob Hutchins
Date: June 18, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Municipal Services Committee

Met on June 11, 2018
Did not meet this month

A. Agenda Items:

1. Proposed 'Wall of Lights' at Bob Stuart Park
2. First Quarter – Operating and Capital Budgets
3. Potential Affordable Housing Project for Habitat for Humanity at BC Hydro Property, 6th Avenue and Methuen Street

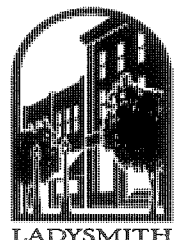
B. Recommendation(s) for Council

That Council:

1. Request staff to complete an analysis of the BC Hydro property at 6th Avenue and Methuen Street, and
2. Pending the outcome of the analysis, send a letter of support to Habitat for Humanity Mid-Vancouver Island regarding the acquisition of the BC Hydro property at 6th Avenue and Methuen Street to enable the construction of affordable housing in Ladysmith.

Respectfully submitted

Councillor Hutchins



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council

From: Carol Henderson

Date: June 4th, 2018

File No: 0550-04

Re: MONTHLY COUNCIL LIAISON REPORT**Name of Commission or Organization Interagency**

Met on May 10th, 2018)

Did not meet this month

A. **Agenda Items:** 1. Presentation from **Dr. Shannon Walters**, Medical Health Officer who shared information on population data for Ladysmith

- New health area#423
- Biggest concerns include child poverty, air quality, road safety, mental health such as depression and anxiety, more chronic disease involving arterial and capillary systems
- Opioid deaths: 22 from 2007-2015 and 36 from Jan.2016 to Jan 2018. Opioid Dialogues being held through Our Cowichan.

2. **PRC Youth Plan** in draft, with June 4th target

3. **Positive Parenting Program** -Free Triple P Seminar series in May at Ladysmith Resource Centre

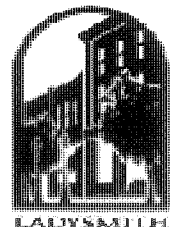
4. **Family Caregivers Support Services**, Amanda Marchand described struggles experienced by in-home caregivers

5. **Community Response Network** , Rosalie Sawrie and Jane Osborne outlined the Age Friendly Project time line reaching out to seniors for input on walkability and accessibility in Ladysmith

6. **Social Planning Cowichan** looking into bringing a Village Project to Ladysmith closer to October through Cultural Connections

B. Recommendation(s) for Council

That Council accept recommendations to hold an Opioid Dialogue in Ladysmith if requested



Name of Commission or Organization
Invasive Species Advisory Committee

Met on May 9th, 2018

A. Agenda Items:

1. Review Invasive Plant Strategy Report: Gail Pasaluko, Chairperson, distributed a draft report for comment RE: Implementation of Town of Ladysmith Invasive Species Strategy
2. Budget needed to promote public education and involvement
3. Review of committee membership and alignment of goals with Public Works, PRC

B. Recommendation(s) for Council

That Council:

1. Review Invasive Species Advisory Committee restructuring by September 2018
2. Comment on the attached draft report (Invasive Species Strategy for Ladysmith

Name of Commission or Organization
Ladysmith Early Years Partnership

Met on May 16th, 2018

A. Agenda Items:

1. Review Strategic Plan and Budget

Respectfully submitted

Carol Henderson
Councillor Name

DRAFT REPORT TO: MAYOR AND COUNCIL, DIRECTOR OF PARKS, RECREATION & CULTURE

FROM: INVASIVE SPECIES ADVISORY COMMITTEE

PREPARED BY: GAIL PASALUKO, CHAIRPERSON (add other authors as this draft move to committee document)

DATE: ???

RE: IMPLEMENTATION of TOWN OF LADYSMITH INVASIVE SPECIES STRATEGY

Invasive Species Advisory Committee Report

The Town of Ladysmith has recently adopted the Cowichan Valley Regional District Invasive Species Management Plan.

The purpose of this document is to provide focus and background for advancing a program addressing Invasive Species in Ladysmith.

1. Information in this document can form the core of promotional and educational material to be used.
2. The basic information contained in this document should be presented to the community broadly to build awareness of the issues.
3. It is recommended that the Town establish a budget for promotion of this topic and education of residents as to how their potential actions can affect the growth of invasive species in Ladysmith.
4. Existing community groups and social media should be asked to become transmitters of this information.

BACKGROUND:

What Is an Invasive Plant?

Invasive plants are those that have been introduced from outside of their native range and have the potential to negatively impact ecosystems. What makes invasive plants negative in our environment is their ability to establish quickly in new areas and spread rapidly. Another term often used for invasive plants, noxious weeds, has traditionally included plants harmful to livestock (though currently expanded to include animals in general) or people. Noxious weed is also a term for legally designated species within provincial legislation (*Weed Control Act*).

Why Should We Be Concerned?

Invasive plants are globally the second most serious threat to biological diversity next to habitat loss. Some potential impacts of invasive plants in Ladysmith:

- Degradation of native ecosystems and wildlife habitat
- Loss of biodiversity, including endangered species
- Increased wildfire hazards and soil erosion
- Threats to human and animal health
- Increased maintenance costs for landowners
- Reduction or elimination of recreational values (land and water)
- Economic impacts as to agriculture and infrastructure

What Is the Town of Ladysmith Doing?

- In 2016 the Town of Ladysmith completed the Parks, Recreation & Culture masterplan. Where it was identified that invasive species priorities in the community needed to be aligned with regional and coastal committees.
- BroomBusters attended a council meeting to present to the town to encourage volunteers to “Cut Broom in Bloom” in ????. Through this presentation a Ladysmith resident took up the challenge to lead the BroomBuster volunteers in Ladysmith with the full support of the Ladysmith Parks, Recreation & Culture department.
- The Mayor and Council of the Town of Ladysmith recognized the importance of creating an Invasive Species Management Strategy for the community.
- In the fall of 2016 a Invasive Species Advisory Committee (ISAC) was appointed with three volunteers from the community, three city staff from Parks, Recreation & Culture as well as a council member.
- The first meeting ISAC, held in January of 2017. The committee has worked through priorities and have asked the Mayor and Council to approve adopting the Cowichan Valley Regional Districts Invasive Species Strategy as the working document to guide Ladysmith in managing Invasive species.
- In the winter of 2017 two members of ISAC represented Ladysmith in the winter land manager planning sessions held by Coastal ISC. Through this process, the Coastal ISC was able to engage over 111 land managers in the Coastal ISC region, from a diversity of agencies, including all levels of government, First Nations, utilities, conservation groups, stewardship organizations and farmers in together scrutinizing priority species for a more strategic approach in addressing invasive species in the Coastal ISC region.
- Town of Ladysmith, Parks, Recreation & Culture staff continue to take the lead on active management, focusing on eradication, prevention and containment of invasive species on town lands.
- Earth Day in 2017 ISAC co-hosted an invasive work party along with BroomBusters and the Parks, Recreation & Culture department

- The Invasive Species Advisory Committee continues to assist the to encourage and build public outreach for management and education of invasive species as well as reestablishment of native species.
- Invasive Species Advisory Committee (ISAC) would like to focus on rapid response to new high priority invaders and hazardous species, on-the-ground removal by staff and support for local community groups removing new and established priority invaders.

Why Should the Town of Ladysmith Have an Invasive Species Management Strategy?

This question has been answered very well in the Cowichan Valley Regional District Invasive Species Management Strategy.

The rapid spread of invasive species is gaining global recognition as a serious threat due to their impact on human health, ecological systems and the economy. In response to this growing problem, provincial, national, and international regulations have been developed to address this issue. Here in the Cowichan Region, there is increasing concern from the residents and elected officials regarding the spread of invasive plant species in our region. Fortunately, steps can be taken to address invasive plant issues, and local governments can play a key role in process and thereby reduce their impact on local communities.

The Top 10 Reasons for Local Government to Get Involved In Addressing Invasive Plant Management (IPCBC 2010) Include:

1. Property Values – Invasive plant species can reduce property value by leaving properties unsightly and damaging foundations (e.g. Japanese Knotweed).
2. Recreation – Invasive plant species can reduce the recreational value of parks by inhibiting access to trails, rivers and lakes, puncturing tires (e.g. Himalayan blackberry) and impact aesthetic values. In the Cowichan region this has meant reducing the environmental value of our parks as well as the risk to public health (e.g. carpet burweed).
3. Human Health and Safety – Invasive plant species can pose health and safety risks to humans (Giant Hogweed) and/or livestock (e.g. Tansy Ragwort). As the infestations increase we can expect to see public health impacts become more apparent.
4. Range, Agriculture and Forestry – Invasive plant species can outcompete tree seedlings, reduce yields and introduce pests and diseases into crops. Our large forestry and agricultural landowners have already identified substantial economic and management impacts to their properties which have impacted their ability to be competitive.
5. Economic Impacts – In BC, the economic impact of seven invasive plant species, in the absence of any management, was estimated to be at minimum \$65 million in 2008, and is forecasted to rise to \$139 million by 2020. Locally, the forestry, agriculture and recreation industries are projected to remain an important part of the

regional economy. As a result, there will be growing adverse economic impacts of invasive plants on these natural resource-based industries.

6. Biodiversity – In 1998, the World Conservation Union declared invasive species to be the second largest threat to biodiversity on the planet, second to habitat loss. In the Cowichan region this means major effects in our rare and fragile ecological coastal zones and along our riparian corridors.

7. Fire Hazard – Some invasive plant species are extremely flammable (e.g. Scotch broom and gorse) due to the high oil content. In the CVRD this could affect communities as well as regional infrastructure particularly if urban forest interfaces increase.

8. Rapid Spread – Invasive plant species will generally increase their distribution area an average of 14% annually. This means control at a early stage is of utmost importance.

9. Compliance with Regulation – Uncontrolled invasive plant infestations may place local governments in contravention of other provincial and federal laws. Invasive plants are regulated under the BC Weed Control Act (associated Regulated Noxious Weed List), Integrated Pest Management Act and the Forest and Range Practices Act. It is important that a focused, systematic approach is taken and communications, regulations and follow up is coordinated.

10. Good Neighbour – Since “invasive plants know no boundaries” collaboration and consistent invasive plant management between neighbouring jurisdictions is an effective and critical approach.

Given the ten reasons above, many local governments are now recognizing the importance of action in these areas. This includes a range of communications and support tools as well as a systematic and regulatory framework. This should not be seen as punitive – but rather as protecting the overall values of the community, its ecological function and recreational and economic base.

What Can You Do?

- Remove invasive plants on your property
- Before planting or purchase: find out if a plant is invasive before it becomes a problem
- Volunteer your time to help control invasive plants in the community.
- Dispose of invasive plants in appropriate locations.
- Don't let invasive plants go to seed on your property.
- Garden with native species and help create valuable wildlife habitat.
- Clean tools, equipment and footwear before leaving an area infested with invasive plants.
- Pass on the word about invasive plants.
- Report new and priority invaders in Ladysmith Parks, Recreation & Culture.
- The Town of Ladysmith Parks, Recreation & Culture supports and coordinates volunteers for action within the town on public lands and, in some cases on other lands with priority threats.

Safety First

- Remember that while removing or controlling invasive plants is usually beneficial, it is important to plan an approach that will not cause further damage to native ecosystems. Use the Best Management Practices and make sure that you have the time to visit the site more than once: your work may take several years to complete.
- Develop a long-term removal and monitoring plan for your activities and seek permission before removing invasive plants from local parks or other public areas.
- When removing invasive species, pay careful attention to your surroundings. This is important especially when working on steep slopes and around dead trees. Always wear appropriate safety equipment and have a first aid kit nearby, particularly if you are working with groups of volunteers.
- Minimize damage
- Pay close attention when removing invasive plants, not to damage the native ecosystem. Be cautious on steep or rocky sites where moss and soil are easily disturbed. If you are working on an ecologically sensitive site, consult with experts for assistance.

What Is EDRR?

“Early Detection Rapid Response” is an important part of invasive management, prioritizing the prevention/eradication of new invaders before they are wide-spread causing major impacts.

Examples in our Regional District of Priority invaders that effect Ladysmith:

- | | |
|--|---------------|
| • Hawkweed, Whiplash Hieracium flagellare | Regional EDRR |
| • Knapweed, Russian Acroptilon repens | Regional EDRR |
| • Rush Skeleton weed Chondrilla juncea | Regional EDRR |
| • Blueweed, Echium vulgare | Regional EDRR |
| • Buffalo Burr, Solanum rostratum | Regional EDRR |
| • Garlic Mustard Alliaria petiolata | Regional EDRR |
| • Giant Hogweed Heracleum mantegazzianum (T) (N) | Regional EDRR |
| • Hoary Alyssum Berteroa incana | Regional EDRR |
| • Hoary Cress, Heart-pod Lepidium draba subsp. Draba | Regional EDRR |
| • Lesser Celandine, Ficaria verna | Regional EDRR |
| • Loosestrife, Garden (Yellow) Lysimachia vulgaris | Regional EDRR |
| • Milk Thistle Silybum marianum (N) | Regional EDRR |
| • Sulfur cinquefoil Potentilla recta | Regional EDRR |
| • Sweet Fennel Foeniculum vulgare | Regional EDRR |
| • Wild Chervil Anthriscus sylvestris | Regional EDRR |
- Contact, *Coastal Invasive Species Committee* <http://www.coastalisc.com/> if you see any of the species listed above.

Disposal of Invasive Plants

Invasive plants are proficient at spreading to new areas, so plan disposal as carefully as removal. Remove cuttings on tarps or in bags to avoid spreading seeds or leaving behind roots or stems that can take root in moist soil. Dispose of the plant material at an approved site.

Often overlooked in the invasive plant management process, disposal is an important issue; improper disposal is a vector for spread and should be carefully considered. While the Recycling & Solid Waste Management Division as well as the local private composting facilities have had some training in the proper identification and disposal of invasive species, a more systematic approach is necessary to ensure that species are not reintroduced to the region via composting systems (or dumping) or introduced to the waste stream where they can substantially damage landfill integrity.

Disposal selection is determined by invasive plant characteristics, site location and disposal methods available. Invasive plants cannot be disposed of in the same way as other plants and health and safety concerns associated with some plants should be recognized prior to handling and burning.

Responsible disposal starts with treating plants before seed set, ideally before flowering to reduce seed dispersal. Handling biomass as little as possible reduces spread. Plants and seeds should be either landfilled or burned. In some instances, in-vessel composting can kill viable seeds; each composting facility process should be evaluated individually for effectiveness. Backyard or outdoor hot or cold composts are not effective at killing seeds or in some instances stems and roots of some invasive plants.

Plant characteristics including toxicity and mechanism of plant spread inform the disposal option. Trained contractor or field staff are knowledgeable to make those decisions in the field. At the same time, CVRD can play a role in preventing the further spread of invasive plants by ensuring disposal option processes available to the community are effective in killing viable seed and plant parts. This means the issue needs to be addressed via a range of mechanisms including education, support to the public as well as a regulatory framework to manage key species. The following options are available for managing the disposal of invasive plants:

Landfill

1. Plant biomass should be left on site, while the reproductive parts of the plant are taken offsite and landfilled, not placed in the garden waste disposal stream.
2. All plant parts should be taken off-site and landfilled not placed in garden waste disposal.

Incineration

3. Plant biomass should be left on site, while the reproductive parts of the plant are taken offsite and incinerated
4. All plant parts should be taken off-site and incinerated

The incineration of invasive plant material at pulp mills is a common practice for the disposal of some plant species however this may not be a long-term option due to the limitations of the plant types that can be accepted. The use

of a curtain burner at a select CVRD waste facility is recommended as a potential disposal option that could substantially increase the success of non-regulatory and regulatory options.

Excellent Resources Used to Produce Some of This Documentation

- *Coastal Invasive Species Committee* <http://www.coastalisc.com/>
- *Invasive Species Committee of British Columbia* <https://bcinvasives.ca/>
- *Cowichan Valley Regional District* <https://www.cvrld.bc.ca/2283/Invasive-Species>
- *Capital Region Invasive Species Partnership* <http://crispinvasives.ca/>
- *Saanich* <http://www.saanich.ca/EN/main/community/natural-environment/invasive-species-noxious-weeds-wildlife/invasive-plants.html>
- *Broom Busters* <http://www.broombusters.org/>
- *Garry Oak Ecosystem Recovery Team* <http://www.goert.ca/>
- *Habitat Acquisition Trust* <https://www.hat.bc.ca/>
- *Island Pollinator Initiative* <https://www.facebook.com/IslandPollinatorInitiative/>
- *Nanaimo & Area Land Trust* <https://www.nalt.bc.ca/>
- *Pollinator Partnership Canada* <http://pollinator.org/canada>
- *Sea to Sky Invasive Species Council* <http://www.ssisc.info/blog>
- "Report a Weed" Mobile App <https://www.for.gov.bc.ca/hra/plants/raw.htm>
- *Invasive Alien Plant Program (Province of BC)* <https://www.for.gov.bc.ca/hra/plants/>
- *Identify Weeds and Invasive Plants (King County, Washington State)*
<https://www.kingcounty.gov/services/environment/animals-and-plants/noxious-weeds.aspx>

Invasive Plants Management in Ladysmith

Although several invasive plants are well-established in Ladysmith, it is possible to make a difference for native ecosystems by managing the spread of certain species. Individual land owners can assist by controlling invasive plants on their properties.

This publication provides information on how you can help to control five key species:

- SCOTCH BROOM (Cytisus scoparius)
- ENGLISH HOLLY (Ilex aquifolium)
- ENGLISH IVY (Hedera helix)
- HIMALAYAN BLACKBERRY (Rubus discolor)
- DAPHNE (Daphne laureola)

ENGLISH HOLLY
(Ilex aquifolium)



Why is English holly a problem?

English holly is a popular ornamental tree that is now established in natural areas. Holly out-competes native vegetation for light, nutrients and water. It spreads through suckering from the roots, sprouting where branches touch the ground, or by birds that eat its berries.

How do I recognise it?

- Form: evergreen tree with spreading branches up to 15 m tall;
- Leaves: alternate, glossy, dark green, spiky and evergreen;
- Flowers: small and white;
- Berries: poisonous, red, on female trees in winter;
- Bark: green on young plants, smooth and grey on mature plants;
- Also known as Christmas holly because of its decorative use.

Young holly plants look like native Oregon-grape, which has yellow flowers, blue berries, and somewhat duller leaves, sometimes with a reddish tinge. Unlike holly leaves, Oregon-grape leaflets grow opposite to one another.

When and how should I remove it?

Ideally, holly should be removed while it is still young and not yet producing berries. Pull young plants from moist soil or cut them if soil is dry. Remove mature trees and saplings by cutting them below the root crown. As with other invasive shrubs or trees, monitor the cut stumps for signs of re-sprouting.

Holly spreads by seed dispersal so care should be taken to contain berries when disposing of fruiting trees. Load the cut holly onto large tarps and use these to carry plant material from the worksite.

Dispose of waste materials at the site listed near the back of this brochure.

Home composting is not recommended as it may not kill all seeds and tough leaves and dense woody stems take a long time to break down.

DAPHNE
(Daphne laureola)



Why is daphne a problem?

Daphne, also called spurge laurel, is a highly invasive ornamental shrub. The plant and its berries are poisonous to people and most animals. Unfortunately, some birds can eat the berries and are effective at spreading its seeds.

How do I recognise it?

- Form: a small shrub (to 1.8 m in height) reminiscent of a rhododendron;
- Leaves: glossy, dark green, leathery, elongated and oval in shape;
- Flowers: greenish-white, grow in clusters among the leaves near the top of the stem;
- Berries: shiny black, slightly egg-shaped, and poisonous.

When and how should I remove it?

Always wear gloves when handling Daphne because it produces a noxious substance which can cause severe eye and skin irritation. Never transport Daphne cuttings or plants inside an enclosed vehicle because the noxious compounds can also cause respiratory irritation.

Pull small plants from moist soil.

Cut larger plants just below the soil, ideally in summer. Daphne stems re-sprout after cutting and numerous seedlings may germinate so repeated site visits are necessary.

Daphne spreads via seeds so cut plants should be wrapped in tarps for removal to avoid distributing berries to new sites.

Due to Daphne's toxicity, home composting is not recommended.

HIMALAYAN BLACKBERRY (*Rubus discolor*)



Why is Himalayan blackberry a problem?

Himalayan blackberry is a widespread and aggressive invasive plant that can quickly turn naturally open areas into dense thickets of brambles.

Blackberry thickets suppress growth of native vegetation through shading and build up of heavy loads of leaf litter and dead stems.

Himalayan blackberry spreads by its roots and canes and is widely dispersed via berry-eating birds.

How do I recognise it?

- Form: a trailing shrub with thick, thorny stems or canes reaching 10 metres or more in length;
- Leaves: large (up to 20 cm in length), divided into five toothed leaflets, dark green above and pale greyish-green below;
- Flowers: white to pinkish and five-petalled;
- Berries: edible, deep black-purple when ripe.

When and how should I remove it?

Be sure you can tell the difference between the non-native and native blackberries before starting removal. Native blackberry is a trailing vine with slender stems and deciduous leaves formed of three dark green leaflets.

The best approach is to remove Himalayan blackberry before it becomes established in an area. Wear thick clothing to protect yourself from sharp thorns.

Pull or cut the canes from the ground before they produce berries. Canes that are cut as the plant is producing flowers are least likely to re-sprout.

If possible dig out the roots, paying careful attention not to damage nearby vegetation.

Remove plant material from the work site to avoid re-sprouting, seed germination and to rid the area of debris from leaves and stems.

High-temperature industrial composting is required to kill seeds and root masses. Dispose of waste material at the site listed near the back of this brochure.

Disposal

ENGLISH IVY (*Hedera helix*)



Why is English ivy a problem?

English ivy is a highly successful invader that thrives in our mild climate.

Ivy often forms thick mats of vegetation that smother low-growing native plants.

Ivy also climbs up tree trunks and forms such a dense cover that the tree is concealed from view. The weight of the vines and leaves make the tree more vulnerable to breaking or toppling over in windstorms.

Ivy growth can also weaken or kill a tree by reducing its exposure to light and thus limiting its ability to photosynthesize.

English ivy grows quickly (up to 4 metres per year) and is spread by birds that eat its seeds.

How do I recognise it?

- Form: a vigorous evergreen vine found growing as ground cover, or climbing;
- Leaves: waxy, dark green with three to five lobes (young plants) or unlobed oval-shaped leaves with a pointed tip (mature plants);
- Flowers: small and greenish-white;
- Berries: *poisonous*, shiny and blue-black in colour.

When and how should I remove it?

Heavy infestations of English ivy are difficult to eliminate and realistic control plans must include persistence and repeated site visits.

The first priority should be to remove ivy from standing live trees. Although ivy stems can grow to a large diameter, they can be cut with loppers, pruning saws, or hatchets.

Cut all vines in a complete strip around the trunk from ground to chest height, then pull or cut ground-growing vines around the base of the trunk.

Leave the upper vines to decay on the tree and remove them once the foliage has died back.

Use a small pry bar to break away smaller stems from the trunk, taking care not to damage the tree's bark.

Never remove ivy from dead trees as it can be hazardous to do so.

Ivy growing on the ground can be removed by pulling vines and digging roots from the soil. It is best to work from the outside edge of the patch inwards.

Most ivy re-growth occurs from roots left in the soil but cut stems and leaves can also regenerate.

Take precautions with ivy berries, which contain seeds that will readily sprout.

Use heavy-duty garbage bags or tarps to remove all ivy from the worksite and dispose of it at the location listed near the back of this brochure. Home composting is not recommended.

SCOTCH BROOM (*Cytisus scoparius*)



Why is Scotch broom a problem?

Scotch broom is an aggressive invader in our region, especially in open or disturbed ecosystems. Broom is successful because it fixes its own nitrogen, is drought and cold tolerant, and builds up a long-lived 'seed bank' in the soil. Scotch broom quickly fills in open areas, forming dense stands and choking out native species.

How do I recognise it?

- Form: grows as an upright deciduous shrub, up to 3 m in height;
- Leaves: alternate and small (reduced to spines and scales on older plants);
- Flowers: bright yellow, pea-like, sometimes tinted with orange;
- Seedpods: green, ripening to black, slightly hairy and flattened;
- Branches: green and spindly on young plants, tough woody stems on mature plants.

When and how should I remove it?

Scotch broom is best removed when flowering, after native wildflowers have gone dormant but before its seedpods begin to open.

Removal at this time will stop the addition of new seeds to the soil and may have the advantage of killing drought-stressed plants.

Broom cut during wetter months may survive to re-sprout the following season.

Removal can continue through to early winter, though care must be taken to stop work once native bulbs begin sprouting through the earth.

If the soil is moist, and the stems are a pencil's width or smaller, broom plants can be pulled easily from the ground by hand.

Larger plants should be cut below the root crown using loppers or a pruning saw.

When removing Scotch broom, avoid disturbing the soil which may stimulate dormant broom seeds to sprout.

Broom that is piled up and left on-site will leach toxins into the soil and suppress native plant growth in the vicinity.

To avoid spreading seeds, load the broom onto a tarp and use this to carefully remove plants from the work site.

Home composting is not recommended because only 'hot' compost is able to kill all the seeds. Cut plants can be disposed of at the site listed near the back of this brochure.

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Paterson
Date: June 4, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Name of Commission or Organization

Met on May 14, 2018
Did not meet this month

A. Agenda Items:

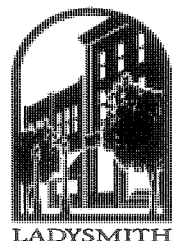
1. Appointment of Fire/Rescue Officers
2. Youth Services Representative Recommendation
2. Staff Report to Council – RCMP 2018-19 Municipal Policing Cap
3. Increased Community Support from RCMSAR Marine Rescue Stations

B. Recommendation(s) for Council

That Council direct staff to prepare the Approval in Principle Letter for 2018/2019 confirming an RCMP member strength of seven.

Respectfully submitted

Councillor Paterson



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Joe Friesenhan
Date: June 4, 2018
File No:

Re: **MONTHLY COUNCIL LIAISON REPORT**

Festival of Lights

Met on Thursday, May 10, 2018

A. Agenda Items:

1. Presidents Report - Updated Festival constitution as per requirements.
Festival received \$700 from Knights of Columbus
2. Committee Reports -
Fund Raising - Waiting to hear if Gaming Grant approved. May require more fund raising opportunities. Various types were discussed.

Ladysmith Downtown Business Association

Met on Thursday May 17, 2018, Unable to attend

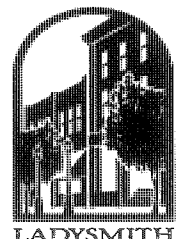
Liquid Waste Management Committee

Did not meet this month ☒

Waterfront Project Leadership Committee

Council approved the Waterfront Area Plan after the Public Hearing on May 14, 2018.

Respectfully submitted Joe Friesenhan



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Cal Fradin
Date: May 30th, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Ladysmith Celebrations Committee

Met on May 17th, 2018
Did not meet this month

A. Agenda Items:

1. Committee is still looking for volunteers to help out for the August long weekend event. Anyone interested in volunteering some time to help out please contact Mr. Barry Frech at 250-739-4498 or email at barryfrech@hotmail.com
2. The committee is still wishing to nominate Citizen of the Year duties as it has done in the past years.
3. The Celebrations Committee will be hosting a Beer and Burger, live music and jam event at the Aggie Hall on June 9 at 6 o'clock at Ladysmith Legion upstairs hall. Tickets can be purchased from Steve at 250-756-7636

B. Recommendation(s) for Council No Recommendations for Council

Protective Services Committee

Met on May 14th, 2018-Meeting was chaired by alternate Councillor Duck Paterson
Liquid Waste Management Committee



Did not meet this month

Community Safety Advisory Commission

Met on May 3, 2018

Did not meet this month

A. Agenda Items:

1. Review of the Community Safety Advisory Commission Mandate and Safer Futures Function. The committee is conducting planning sessions to review current Commission Role and Activities to further collaboration between stake holders to address community safety issues, as most safety issues that come to CSAC are complex and span multiple stakeholders (each with their own objectives) these objectives need to be molded into common stakeholder wide objectives to ensure each community safety issue is dealt with effectively.

2. Cindy Lise of Our Cowichan and Community Response Team gave a verbal report on Opioid Crisis, SHARPS Collection, Sobering Program and Challenges Related to Homelessness. Stats of note from the report:
 - Safe Injection Site user numbers from September 12/117 to March 31/18 was 2,327 visits.
 - 46 overdose events were prevented.
 - Facility is used 24/7.
 - Opioid dialogues forums to continue throughout the region.

B. Recommendation(s) for Council - No recommendations for Council.

Respectfully submitted

Councillor Cal Fradin

Community Response Team

Overdose Prevention and Opioid Crisis



May 3, 2018

History- Sobering and Detox Task Force

- Our Cowichan asked to lead creation of Sobering and Detox Task Force as result of request by BC Coroner through CVRD following 2013 cell death.
- Task force began in winter of 2016
- Cowichan sobering and Detox Report May 2016
- Identified needed resources

Beyond the 6 Sobering Beds Program

- Sobering program opens December 2016
- Continuum of Services



And then the Opioid Crisis Hits

- Foundation of a collaborative team already established
- Able to respond immediately
- Add resources and expertise that was missing
- Tackle the complex challenge together



Community Response Team



Opioid Crisis

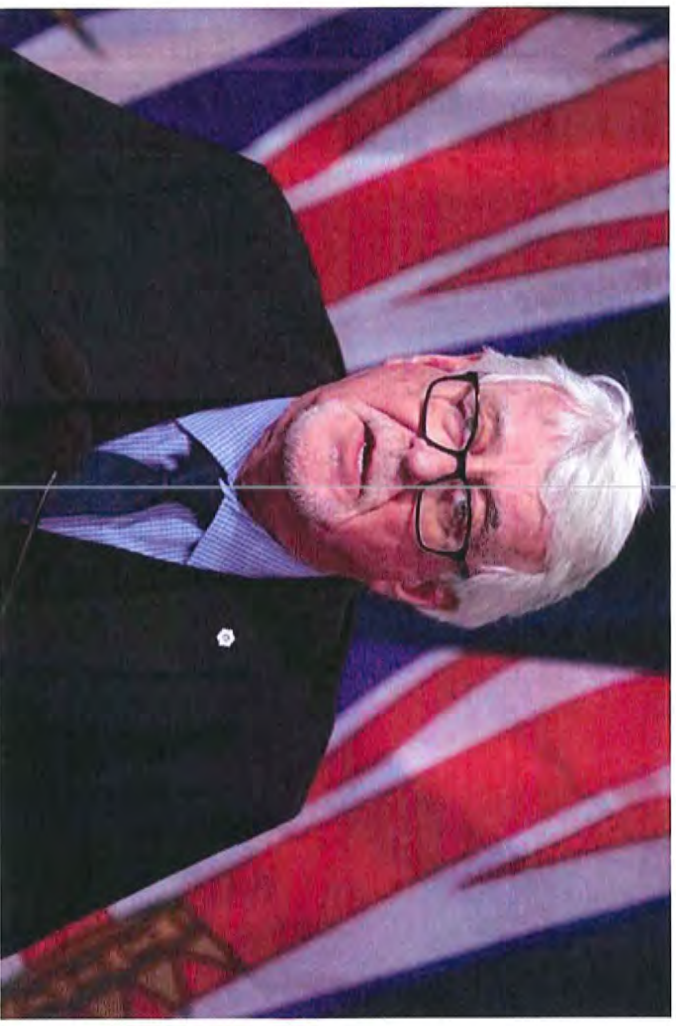
- Overdose deaths affect all of us. We have lost family, friends and neighbours.
- Fentanyl and Car-Fentanyl are in our communities
- Changing the face of what we have known in the past
- Highly addictive
- Tainting all kinds of drugs
- Overdoses seen on daily basis

Needle Response

- In order to address Overdose Crisis the need to address discarded sharps in the community was seen as a priority.
- There is an expanded plan to more effectively manage improperly discarded sharps in the community.
- What can you do?
- Who do you call?

Public Health Emergency

- Declared on April 14, 2016 by the Provincial Health Officer due to an increase in drug-related overdoses & deaths
- Naloxone distribution & training



Overdose Prevention Sites

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M 488

COWICHAN VALLEY CITIZEN



5°

ORDER OF THE MINISTER OF HEALTH

Emergency Health Services Act

I, Terry Lake, Minister of Health, as per my authority under section 5.2 of the *Emergency Health Services Act* and section 7.1 of the *Health Authorities Act*, order British Columbia Emergency Health Services and the regional health boards to provide, on the advice of the provincial health officer, during the public health emergency declared under the *Public Health Act* on April 14, 2016, overdose prevention services for the purpose of monitoring persons who are at risk of overdose, and providing rapid intervention as and when necessary, as ancillary health services, in any place there is a need for these services, as determined by the level of overdose related morbidity and mortality.

Terry Lake
Minister of Health

December 9, 2016

Date

9 sites on Vancouver Island



Vancouver Island Health Authority has opened Cowichan's overdose prevention site at 715 Canada Ave. (Google Maps)

Long-awaited overdose prevention site opens in Duncan

“This new overdose prevention site... will save the lives of Cowichan residents”

Sep. 18, 2017 9:37 a.m. / LOCAL NEWS / NEWS



Overdose Prevention Site

- Opened Sept 12, 2017 on Canada Ave
- Moved April 7, 2018 to Trunk Rd
- Total # of visits for consuming drugs (to March 31st): 2327
- Total # of overdoses: 46
- 300 unique individuals

Who is in the OD cohort data?

- 90% 20 – 50 yrs
- 77% male
- 66% daily users
- 66% in a private residence
- 50% using alone

Opioid Dialogue

- University of Victoria Centre for Addictions Research of BC \$12,000.00 grant to assist us to host community dialogue relating to the Opioid Crisis
- Neighbourhood/ community dialogues
- Open Houses
- Us and Them
- Stigma
- Sharps information
- Fall Regional Forum

Understanding Stigma- Addictions- Poverty- Community Dialogue

- Greatest Challenge at this time
- Fear
- Misunderstanding of addictions
- Helplessness
- Social Media

Community Response Team- Community Action Team

- Cowichan identified as priority community
- CRT – CAT to align with provincial response and build community of practice
- Funding comes with this designation
- We have chosen to focus on entire region
- Increase membership – open door

Community Response Team and Community Safety Advisory

- How can we work together?
- Where can we align our efforts?
- Can we enhance our linkages and information sharing?

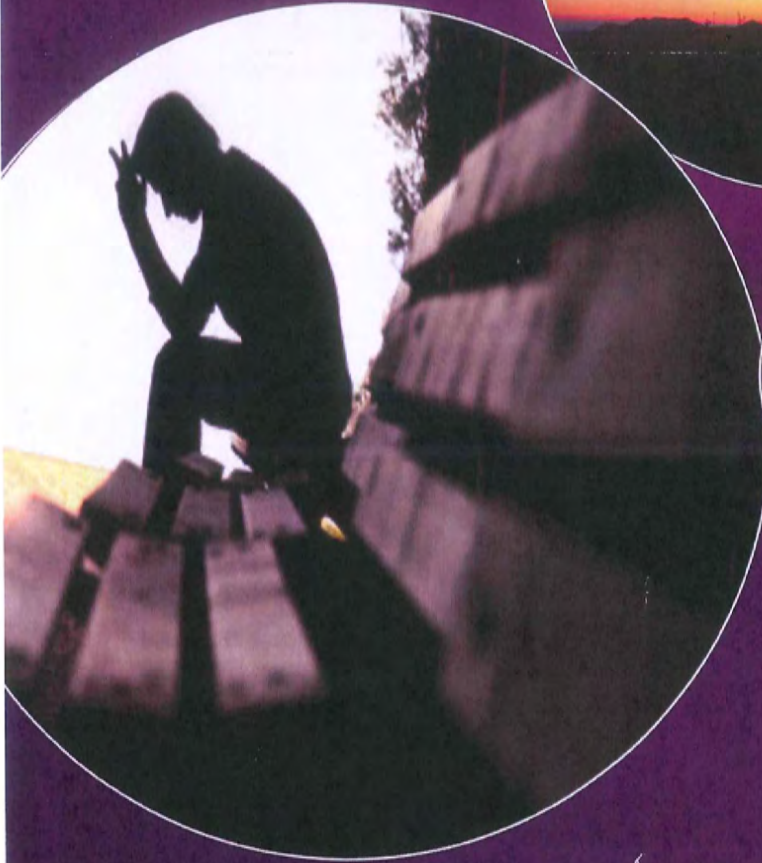
Cowichan Community

With collaboration and a common goal our community can work to provide quality services, care and an understanding.

You can be a part of the solution.

Your compassion for people who are drug dependent builds a community where everyone is treated with dignity and respect





REPORT

Cowichan Sobering and Detox Report

Prepared by Cindy Lise

May 2016

59

TABLE of CONTENTS

Executive Summary	03
Task Force Recommendations	04
Community Partnerships	06
Introduction	07
Background	07
Mission/ Vision	08
Current State	08
Community Assets and Strengths	09
Data	10
Future Development	11
Conclusion	11
Appendix 1	12

Sobering and Detox Task Force

Executive Summary

This report on sobering and detox within the Cowichan Valley highlights the findings and actions undertaken by the Sobering and Detox Task Force. In addition the report sets out the Task Force recommendations which are based on the review of data, community consultations and best practices in providing sobering and detox services.

The report begins with a brief summary of what the evidence tells us about alcohol and substance use and its impact on community services such as health and policing as well as its effect on the health and wellbeing of our communities and families.

- There are high number of Police involved occurrences that are related to alcohol or substance use
- North Cowichan/Duncan RCMP case load is the highest on Vancouver Island
- Cowichan has one of the highest rates of alcohol related deaths in the province
- The crime activity was higher in Cowichan (8.4 crimes per police) than BC (7.0) or Island Health (5.7)¹.
- In the first three months of 2016 an average of 256 males, 83 females and 20 youth were incarcerated in the North Cowichan/Duncan Detachment each month where drugs and alcohol are involved.
Of those incarcerated:
 - 139 are too intoxicated to care for themselves
 - 128 would be considered for release to a sobering centre
- Each month, Warmland House Homeless Shelter diverts an average of 18 different intoxicated individuals to hospital, police or back to the streets due to either medical, judicial or capacity issues.
- In 2014 individuals presenting in the Cowichan District Hospital (CDH) Emergency Department with the following complaints, (Cowichan Mental Health and Substance Use Profile)² included:
 - 234 presented with alcohol or substance use of which 35 were admitted to hospital
 - 131 presented with overdose ingestion of which 62 were admitted to hospital
 - 45 presented with substance withdrawal of which 10 were admitted to hospital
- Emergency Room Rates for those over 65 years of age presenting at CDH in 2014 are reported as 12 where substance use was most responsible and 42 where substance use is secondary
- Of the 46,964 days for residents cared for in CDH in 2013/14:
 - 14.2% were for an alternate level of care (ALC);
- Mental diseases and disorders were responsible for the most patient days (8941 or 19.0%)².

¹ Local Health Area Profile Cowichan (65). Island Health.2014. Cowichan Mental Health and Substance Use Profile. Island Health ² Hospital and emergency utilization by patients aged 65 and over with a substance use issue. Island Health³. Cowichan Communities Health Profile 2014.

- Poverty appears in all areas of the region and cannot be ignored when addressing such issues as homelessness, domestic violence, and children in care, mental health, and substance misuse.

Cowichan community members requiring detox services experience barriers related to access to options available within the two regional medical facilities located in Nanaimo and Victoria.

Gaps that were identified in relation to community members and detox services that include the following:

- Limited community outreach resources to stay connected with the client and to assist the individual to continue with services, such as managing the typically long wait times
- Lack of available support upon returning to community following detox in order to help keep community members sober over time, including stabilization beds and supported sober living to facilitate participation in aftercare programming
- Long wait times for First Nation and culturally appropriate services including community based detox services (outreach)
- Travel to detox programs located outside of the Cowichan Region poses transportation challenges for many individuals.

The task force recommendations to the BC Coroner, CVRD and Mayors:

While medical detox services are provided regionally in Nanaimo and Victoria, the Task Force identified several gaps relating to detox services in the Cowichan Region such as:

- A need to improve care during transitions between services, including community outreach, social detox, and "wet" housing.
- A need for follow up support for those returning to the community from detox to ensure their success in their road to sobriety such as stabilization beds and supported sober housing for example
- A need for transportation to detox as both facilities are some distance away; this is one of the key barriers to participation.
- A need for culturally appropriate continuum of services for First Nations community members that provides the community based supports throughout the recovery journey. The community teams need to be embedded in the larger First Nations health services.

Sobering services are required to reduce the demands on RCMP, British Columbia Ambulance Services and emergency room resources and to care for citizens who as a result of intoxication or influences of drugs are unable to care for themselves. The demand for sobering service exceeds the 4+ beds scheduled to be in operation by late 2016. These beds are funded by Island Health and are among the 500 new substance use beds announced by the Province of BC. The task force recommended the future expansions to sobering services should include:

- Mobile community outreach to serve isolated and outlying communities.
- An integrated model where a number of services are co-located within the same building or within close proximity and could include; stabilization beds, detox support services and long term housing.

- Integrated services that include “in reach” where specific services come to the centre to support community members with specific needs such as wound care for example.

It is recommended that integrated and collaborative community partnerships and ongoing communication between service providers, RCMP and health services continue via an active task force to address gaps in services, integration of services and harm reduction.

A Shared Measurement Reporting Structure has been created for groups to utilize and submit data in a defined action period and prepare reports on the learnings, progress and measures to inform the community partners on these initiatives.

Improve Community Health

- Access to MHSU information, resources and service navigation

Improve Patient Provider Experience

- Access to substance use and mental health promotion and prevention resources via community supports
- Access to core MHSU services for severe MHSU disorders exist in all communities

Reduce System Costs

- Diverting clients from RCMP cells and Cowichan District Hospital when appropriate services within the sobering and assessment program are available
- Work with community providers and partners towards seamless service provision

We have in the Cowichan region a unique opportunity to become the best place for community members to thrive and be healthy. The members of the task force share common goals for our community members. The fundamentals of what community members need to live healthy sober lives are known and as a result there is broad agreement on the strategies needed to meet the needs of our vulnerable citizens. The Cowichan region has some assets but requires more in which to build wrap around services and support.

As we move forward we will build a foundation of supports across the region and getting there will be a joint effort among many players. No one organization can achieve this goal on its own and we will need to capitalize on existing assets and build new assets to make it happen. Together we envision a future where all citizens in the Cowichan communities enjoy good health.

Sobering and Detox Task Force Partners

BC Ambulance Services
 Canadian Mental Health Association
 Cowichan Tribes
 Cowichan Valley Regional District
 First Nations Health Authority
 Hiiye'yu Lelum House of Friendship
 H'ulh-etun Health Society
 Island Health
 MLA Representative
 Municipality of North Cowichan
 RCMP -North Cowichan- Duncan
 Our Cowichan Communities Health Network
 School District 79
 Town of Ladysmith



Introduction

On April 22, 2013 Jeremy David Richardson died as a result of acute combined methadone and ethanol intoxication. Mr. Richardson was not the first to die as a result of substance use and intoxication and sadly will likely not be the last. At the request of BC Coroner Lisa Lapointe, the Municipal Councils in the Cowichan Valley and Island Health were asked to set up a joint review committee to determine the viability of a sobering centre and detox services for the Cowichan Valley and the sharing of information between the agencies.



At the request of the Board of the Cowichan Valley Regional District (CVRD), Our Cowichan- Communities Health Network agreed to steward the project and establish a Task Force comprised of representatives from health, police, addictions services, mental health clinicians, First Nations and local government to determine the extent of substance use and mental health issues and the need for such a facility in the Cowichan Valley.

Background

The sobering and assessment program comes in reaction to two responses: the Provincial 500 Substance Use Bed Initiative and the Coroner's Report which indicated the CVRD must develop a review committee to investigate the development of sobering and detox services in the Valley. The Task Force was developed following community consultations in June of 2015, which included representatives from Island Health, CVRD, First Nations communities, First Nations Health Authority (FNHA), RCMP, Our Cowichan, community services and agencies and other levels of municipal government. As a result of further consultation, including an in-depth Vancouver Island Substance Use services analysis, the task force identified a focus on implementing a sobering and assessment program for those 17 years of age and older.

It was originally intended that the group of community leaders collectively assess the current state and resources in order to make recommendations regarding the provision of sobering and detox services in the Cowichan Region. The establishment of the Task Force resulted in some unintended consequences. When the members began meeting, it was soon realized that by working together they could improve service delivery in general, interagency relationships and enhance service delivery for this vulnerable population. It was through the Task Force that the design of new sobering beds and program design for the Cowichan Valley were accomplished.

The Task Force was able to make the case that the initial allocation of funding announced by the Province of BC's 500 Substance Use Bed Initiative, that would create 2 beds for Cowichan, was not adequate to meet the community's needs and it advocated for additional resources. The Task Force was successful in advocating for increased funding which will now provide 4+ sobering beds for Cowichan and will begin operation in late 2016. In addition to advocating for resources the Task Force has been responsible for designing the service delivery model specifically created to meet the needs of Cowichan community members. A Task Force member will also be a part of the RFP evaluation process and will contribute to the final decision of the successful proponent who will provide the

service. This is an exemplary example of what a collaborative process and partnership regarding the implementation of health services can accomplish together.

Mission/Vision

The Sobering and Assessment Program provides a safe, respectful short-term supported shelter for people aged 17 and up who are under the influence of substances and because of their intoxication are unable to access appropriate services in the community. The expectation is to have this program become one of the best services of its kind as indicated by respectfulness, efficiency and quality of services.

Goals and Objectives of the Cowichan Sobering Program

- *Strengthened community supports such as Island Health substance use team and community outreach*
- *Alleviate pressures on RCMP, Justice, ambulance and acute care services*
- *Enhanced navigation/transition for clients across the continuum from hospital to community*
- *Increased in-reach and access to health and social services, including educational opportunities*
- *Practice client-centered and strength-based care*
- *Reduce the harms of substance use for those using sobering and assessment by providing a safe place*
- *Promote risk mitigation and ensure the safety of the site and environment*
- *Reduce avoidable hospitalizations and interactions with the RCMP*

The Current State

The Cowichan region serves a population of just over 81,000 people. Our geography extends from the Gulf Island of Valdes in the east to the mouth of the Nitinaht River in the west and from the Malahat in the south to North Oyster in the North. This area includes four municipalities, nine electoral areas, nine First Nations as well as Métis groups and many local and regional government organizations.

There are no sobering services located within the Cowichan region. There are currently only four options for citizens who are intoxicated beyond being able to care for themselves which include:

- Presenting in the emergency room
- Being detained in a jail cell
- Forging it on their own on the streets
- Release to responsible care provider

The costs of these three options to our system, our resources and the lives of those struggling with addictions are significant.

There are high number of police occurrences that are related to alcohol or substance use. For example over 300 mental health and substance use calls were reported between April and June of 2015. North Cowichan/Duncan RCMP case load is reported to be the highest on Vancouver Island.

Cowichan community members requiring detox services have limited access to options available within the two regional medical facilities located in Nanaimo and Victoria.

There were however gaps that were identified in relation to community members and detox services that include the following:

- Lack of community outreach team to stay connected with the client and to assist the individual to continue with services, such as managing the typically long wait times.
- Support upon returning to community following detox in order to help keep community members sober over time, including stabilization beds and supported sober living to facilitate participation in aftercare programming.
- Long wait times for First Nation and culturally appropriate services including community based detox services (outreach).
- Transportation to detox programs located outside of the Cowichan Region.

Community Assets and Strengths

A number of community strengths and assets were identified as a part of this process and will be leveraging points for scaling up or building upon over time. Assets worth mentioning include the following:

- Sobering and Detox Task Force
- Warmland House and the services provided on and off site
- Nurse practitioner
- Network of connected service providers
- Canadian Mental Health Association
- Island Health Mental Health and Substance
- CDH Emergency Department mental health and substance use crisis response nurses
- Child and Youth Mental Health and Substance Use Local Action Team supporting at risk youth
- Cowichan District Hospital Aboriginal Liaison
- Hiiye'yu Lelum House of Friendship substance use program including Breakfast Club and outreach
- RCMP and Cowichan Tribes Community Safety events
- Applied Suicide Intervention Skills Training
- Ts'ewulhtun Health Kwun'atsustul – Crisis Response Team
- RCMP and community agencies I-Cat domestic violence program
- Circle of Wellness
- Cowichan District Hospital Emergency Familiar Faces initiative
- First Nations Court
- Vancouver Island Crisis Society
- Kuu-U's Aboriginal Crisis Line

IMPACTS OF SUBSTANCE USE

On Individuals, Medical and Police Services in the Cowichan Region



The Cowichan region serves a population of just over 81,000 people. The geography extends from the Gulf Island of Valdes in the east to the mouth of the Nitinat River in the west and from the Malahat in the south to North Oyster in the north. This area includes four municipalities, nine electoral areas, nine First Nations and Métis groups, local and regional government organizations.

DEATHS

Cowichan has one of the highest rates of alcohol-related deaths in BC.



CRIME

Crime activity to police ratio is higher in Cowichan. Crimes per officer:

- 8.4 in Cowichan
- 7.0 in British Columbia
- 5.7 in Island Health

SHELTER

Each month, Warmland House Homeless Shelter diverts an average of 18 intoxicated individuals to hospital, police or back to the streets—due to either medical, judicial or capacity issues.

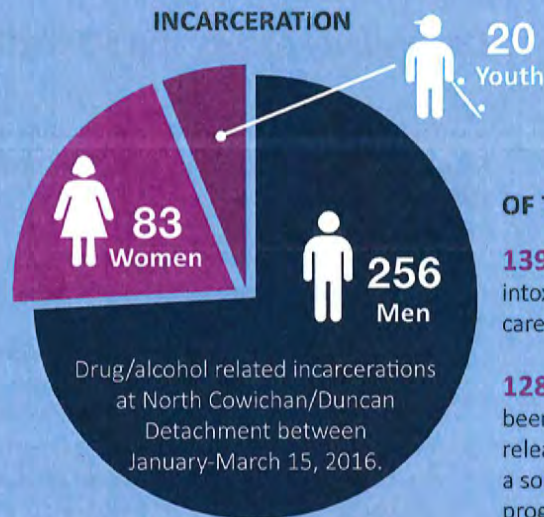


HOSPITAL STAYS DUE TO MENTAL HEALTH ISSUES

20%—percentage of days spent caring for individuals with mental health issues at Cowichan District Hospital (2013/14).



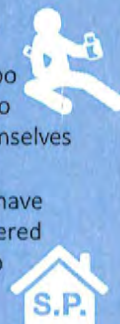
INCARCERATION



OF THOSE:

139 were too intoxicated to care for themselves

128 would have been considered releasable to a sobering program



MEDICAL EMERGENCIES RELATED TO SUBSTANCE USE

Individuals presenting in the Cowichan District Hospital Emergency Department (2014):*

234 presented with alcohol or substance use as primary diagnosis, of which 35 were admitted to hospital



131 presented with overdose ingestion as primary diagnosis, of which 62 were admitted to hospital



45 presented with substance withdrawal as primary diagnosis, of which 10 were admitted to hospital



* Data reflects primary diagnosis for alcohol or substance use, however numbers are significantly increased when secondary diagnosis of alcohol or substance are considered. Island Health, 2016.

Source: Island Health Cowichan Mental Health and Substance Use Profile

Future Development

Current funding allocations will enable Phase One of the sobering project to begin providing service in 2016. Based on the identification of gaps within the communities and pending funding, potential future development may include the following components:

- Longer stay or stabilization bed options for those awaiting detox services.
- Mobile outreach to outlying communities.
- Services appropriate for youth.
- Services specifically designed to support expecting mothers.
- Culturally-specific services for First Nations.
- Integrated program where a number of services exist in the same centre such as, addictions services, detox services and long term housing.
- In-reach programming such as wound care would be provided.



Conclusion

Our role in communities is to care for our most vulnerable in a safe, respectful manner when they are unable to care for themselves and to reduce the number of tragedies as presented by Mr. Richardson. By working together we can save lives, increase opportunities for treatment, reduce the strain on RCMP and health services and reduce the costs to our system. We have made significant ground to improve outcomes and will continue to do so over time. With collaboration and a common goal our community can work to provide quality services.

Appendix 1

Cowichan Sobering and Assessment Program

The program is a safe place for short term, 24 hour or less stay for community members who are under the influence of substances. Community members will use the services on a voluntary basis.

This site will be in an easily accessible part of the community, within reasonable walking distance and close to medical help if community members need it but not so close it feels like a hospital. The site is designed, constructed and outfitted to both facilitate staff monitoring of clients for safety purposes and to withstand heavy use and cleaning.

The site will be warm and welcoming. A staff member will greet each community member. Staff are caring, compassionate, firm and non judgemental, easy to talk to and knowledgeable about community resources. There will be a sleeping area for men and a sleeping area for women. Each community member will have a sleeping mattress on the floor and several warm blankets. Community members will be able to change into pyjamas. Community members will be able to do laundry should they wish so their clothes are clean when departing the facility. Nutritious snacks will also be made available.

The program ensures that community members are treated at all times with dignity and compassion and will practice a harm reduction philosophy with the belief that people can change and may do so by having the opportunity available when they are ready.

Staff will have a high level of cultural competency and deep understanding of holistic forms of wellness and healing.

Program Practices

The Sobering and Assessment Program is provided by a contracted community agency with shared accountability with Island Health's Mental Health and Substance Use Services. Community members will be received, heard and affirmed with human kindness first and foremost. Their uniqueness as individuals with a particular personal, family and cultural background will be recognized and accepted. They will be respected as individuals living with disabling substance use challenges.

The program will provide community members with the care and understanding they require and will work collaboratively with other community services to ensure their needs are met.

The program will work closely with health and social service agencies and will maintain good relations with the surrounding community and will work with these other agencies to bring about better care for community members and the community as a whole.

It is recognized that community members requiring the Program will have a great variety of personal needs and challenges beyond their current condition. The triage into the Program will be done in such a way that these differing needs will be met to the best of the Program's ability and if triaged into the Program, within its described services. The site and Program will be staffed with qualified professionals designed and equipped to meet client's needs.

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
 Meeting Date: June 18, 2018
 File No: 6560-20 (Rosen)
 RE: **RESULTS OF THE ALTERNATIVE APPROVAL PROCESS (AAP) FOR A PROPOSED TWO LOT BOUNDARY EXTENSION**

RECOMMENDATION:

That Council:

1. Confirm that it has obtained the assent of the electors to petition the Minister of Municipal Affairs and Housing to extend the boundary of the Town of Ladysmith as it appeared in the Ladysmith Chronicle newspaper on April 25 and May 2, 2018 and the BC Gazette on May 10, 2018;
2. Confirm that all legislative requirements pertaining to the municipal boundary extension have been completed; and
3. Direct that the two parcels to include in the boundary extension request are as shown on the map and legally described as:
 - Lot 20, District Lot 41, Oyster District, Plan 2519, except parts in Plans 8993, 43985 and EPP28332 (PID 006-356-362)
 - Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW (PID 005-468-833, PID 000-424-862).

**PURPOSE:**

The purpose of this staff report is to seek Council confirmation to proceed with the request to the Province for the two lot boundary extension.

PREVIOUS COUNCIL DIRECTION

Date	Resolution	Resolution Details
March 6, 2017	CS 2017-065	<ol style="list-style-type: none"> 1. That Council direct staff to proceed with developing the boundary extension proposal to the Province to request that Lot 20, District Lot 41, Oyster District, Plan 2519, except parts in Plans 8993, 43985 and EPP28332 be included within the boundary of the Town and to submit the proposal to the Province. 2. Based on Council's decision to implement an application fee for boundary extension proposals, that Council deny the applicant's request to waive the fee in full or in part. 3. That Council direct staff to write to the owners of the other south Ladysmith properties that are similarly bounded by the Town and the highway to see if there is interest in being part of this boundary extension proposal to the Province.
June 19, 2017	CS 2017-198	That Council direct staff to include one additional property, as requested by the owners, in the boundary extension proposal to the Province, such property being legally described as Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW (11070 Trans Canada Highway).
April 16, 2018	CS 2018-112	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct staff to seek elector approval of the proposed two lot boundary extension in south Ladysmith through an Alternative Approval Process with a deadline for receipt of Elector Response Forms of 4:00 p.m., Wednesday, June 6, 2018; and 2. Confirm the number of eligible electors for the Alternative Approval Process as 6,635.

INTRODUCTION/BACKGROUND:

The two parcels that are the subject of the boundary extension proposal are located in south Ladysmith on Farrell Road. They are currently within the jurisdiction of the Cowichan Valley Regional District (Area G). There are six main steps in the process to extend the municipal boundary. This proposal is at Step 5.

- ✓ Step 1 – Proposal development and referrals
- ✓ Step 2 – Town makes a proposal to the Province
- ✓ Step 3 – Province undertakes its review
- ✓ Step 4 – Municipal elector approval
- Step 5 – Provincial approval (**we are here**)
- Step 6 – Implementation of the change, if approved.

DISCUSSION:

The Town's last step in the boundary extension process includes:

- A second resolution from Council confirming the boundary extension request to the Province
- A declaration that the legislative requirements have been met (Corporate Officer)
- Results of the AAP (Corporate Officer).

ALTERNATIVES:

Council could chose to not proceed with the boundary extensions request at this time.

FINANCIAL IMPLICATIONS:

The cost of statutory advertising is the cost of the applicant.

LEGAL IMPLICATIONS:

The boundary extension process is governed by the *Local Government Act* which requires that Council must obtain the approval of the electors of the municipality in relation to the proposed extension before the Minister will make a recommendation to Cabinet to approve the proposal. Elector assent has been achieved through the AAP process.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There were no elector response forms submitted as a result of the AAP.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:


- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input checked="" type="checkbox"/> Not Applicable |

SUMMARY:

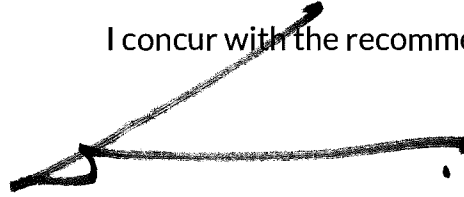
The proposed boundary extension process is now at the stage of confirming Council's request to the Minister to extend the municipal boundaries to include two lots located in south Ladysmith.



Felicity Adams, Director of Development Services

June 11, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

AAP Results.

**CORPORATE OFFICER'S CERTIFICATION
ALTERNATIVE APPROVAL PROCESS RESULTS
SOUTH LADYSMITH BOUNDARY EXTENSION**

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 148 of the *Community Charter*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for an extension of the area of the municipality to include the following described lands:

1. Lot 20, District Lot 41, Oyster District, Plan 2519, except parts in Plans 8993, 43985 and EPP28332
2. Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW

The alternative approval process period ended at 4:00 p.m. on June 6, 2018. The results are as follows:

Estimated number of eligible electors:	<u>6,635</u>
Number of elector response forms submitted by the deadline:	<u>0</u>
Percentage of estimated electors who validly submitted elector response forms:	<u>0</u>

And in accordance with section 86 of the *Community Charter*, the approval of the electors was obtained.

Dated this 6th day of June, 2018.

Joanna Winter, Corporate Officer



STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
 Meeting Date: June 18, 2018
 File No: 3320-16-04
 RE: **HOLLAND CREEK CROSSING**

RECOMMENDATION:

That Council:

1. Determine whether the proposed Holland Creek Crossing should have separate pedestrian tunnels on both sides.
2. Direct staff to prepare a communications plan regarding the history of the Holland Creek Local Area Plan and construction timing of the Holland Creek Crossing including any temporary trail closures or detours.
3. Request the developer to host a public open house to present the selected option and details about the project.

PURPOSE:

The purpose of this staff report is to present the feedback from the Parks, Recreation and Culture Advisory Committee and the Advisory Design Panel, and to seek Council’s direction on the bridge design and communications plan.

PREVIOUS COUNCIL DIRECTION

CS 2018-128	May 7, 2018	That the Holland Creek Bridge Crossing project be referred to staff for comment and recommendations, and, as necessary to the Parks, Recreation and Culture Advisory Committee and the Advisory Design Panel for comment. <i>Motion carried.</i>
-------------	-------------	---

INTRODUCTION/BACKGROUND:

A joint meeting of the Parks, Recreation and Culture Advisory Committee (PRCAC) and the Advisory Design Panel (ADP) was held on June 7, 2018. The meeting was attended by seven members of the PRCAC and four members of the ADP, as well as Council liaison Duck Paterson and senior staff.

Mr. Bill Eller and his project engineer presented two presented two options for the Holland Creek crossing which are attached to this report. The main difference between



the options is the pedestrian treatment: a tunnel on each side to accommodate the trail (option 1) or one tunnel and one trail crossing inside the crossing structure (option 2). The wheelchair accessibility of the trail is maintained on the west (Colonia) side in both options.

The proposed tunnels would be similar in style to the pedestrian tunnel at the end of Methuen providing access under the highway to Transfer Beach Park. The Holland Creek pedestrian tunnels are less than half the distance (length) of the Methuen tunnel which should have the benefit of the natural trail experience being visible through the end of tunnel. The tunnel is also designed to be a comfortable open space and to accommodate a parks maintenance vehicle.

	Proposed Holland Creek Trail	Methuen Underpass
Pedestrian tunnel height	3.14m	3m
Pedestrian tunnel width (opening)	4.32m	3.5m
Pedestrian tunnel length	17.16m - 19.27m	43m
Tunnel material	Galvanized corrugated steel	Galvanized corrugated steel
Tunnel lighting	Yes	Yes
Interior treatment	Unpainted	Painted

The developer has indicated that he needs a firm “go ahead” at tonight’s Council meeting in order to get into the queue for the manufacturing of the structure in a timeframe to allow completion of the installation before the end of the “fish window”. The decision regarding option 1 or 2 is not essential to this timing, but needs to occur before the plate is rolled by the manufacturer. As a result of input from the advisory meeting, the developer indicates a willingness to host an Open House, but it will have to be “soon”, as framed above.

ALTERNATIVES:

Council can choose to:

1. Select Option 1 or Option 2
2. Request further information from staff or the developer.

FINANCIAL IMPLICATIONS:

The cost of constructing the road and the crossing is a cost of the developer. As supported by the Holland Creek Local Area Plan and requested by the land owners, an area specific Holland Creek Roads Development Cost Charge (DCC) is being developed for consideration by Council. This program anticipates that some of the use of the collector road and the associated creek crossings will be by current residents and other Town-wide growth (20%) which supports a portion of this project being include in the Roads DCC program for the Town.

POLICY:

Since the first Holland Creek Area Plan (the Plan) was adopted in 2003, the Plan has included policies regarding access into the new neighbourhood from three access points including Dogwood Drive, Colonia Drive and Thetis Drive. The new Plan adopted on June 20, 2016 also includes three accesses into this new neighbourhood ultimately being provided as the development moves towards build-out. The current Plan recognizes that there will be creek crossings over Holland Creek as well as Heart Creek. Policy 9.2.12 states:

Bridge and creek crossings over Holland Creek and Heart Creek shall be designed to respect and harmonize with the natural setting, minimize stream impact, maintain the natural integrity of the trail system, and provide pedestrian access.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A memo with a summary of notes from the June 7, 2018 meeting of the PRCAC and ADP is attached to this report. The memo notes that there was not a consensus reached.

The points in the memo have been included in an attached chart to provide Council with information in response to the comments received from the referral.

Other items discussed at the meeting included:

- Cycling access - make sure that the hand-rails on the bridge are high enough to avoid the handlebars of a bicycle.
- Speed limit on the bridge? The project engineer provided that the bridge could be posted for a 30-km/h speed limit, but must be designed for 50-km/h as good engineering practice.
- What are you gifting to the Town? The developer provided that 25 acres was given to the Town when the subdivision occurred in 2003.
- Grass shouldn't be in the seed mix for the MSE wall as it is an invasive species in the park. The project engineer provided that the MSE wall can take other plants. The developer noted he would work with the Town on the seed mix/plants.
- Request garbage bin and dog bags in this area of the trail. This is a Town operations item.
- Recommend providing information to the public before the project begins. A communications plan is recommended to be prepared by staff. The developer indicated that he would be willing to host an open house to present the selected option and details about the project.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

A PLA has been issued by the Approving Offer for the first phase single family subdivision of 38 lots. A Riparian Development Permit application will be forwarded to Council to establish conditions to protect the Streamside Protection and Enhancement Area during construction and over the long term (which will be a Town responsibility as this area is Town-owned). The applicant is in the process of making this application which will require

an assessment under the Riparian Areas Regulation of a 30-meter area on each side of the creek (measured from the high water mark) to identify the Streamside Protection and Enhancement Area (SPEA) to be protected during construction and in the long-term (Town responsibility as Town-owned land). Protection measures and monitoring will be required by the Biologist (QEP). The QEP will identify appropriate plantings for a SPEA condition. It is recommended that communications staff prepare a communications plan for the public and trail users.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

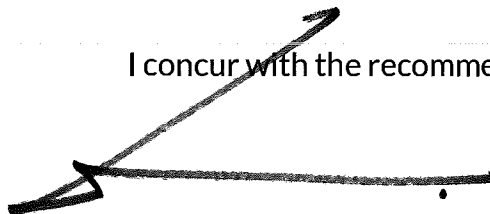
This report provides comments from the members of the PRCAC and the ADP and information for Council. Two crossing options (one or two pedestrian tunnels) were presented to the advisory committees by the developer. It is recommended that Council select the option and direct that staff prepare a communications plan.



Felicity Adams, Director of Development Services

June 13, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- Memo dated June 11, 2018 regarding the Holland Creek Bridge Proposal
- Chart with advisory committee comments
- Holland Creek Crossing – Options 1 and 2

Memo

To: Guillermo Ferrero, City manager
CC: Clayton Postings, Director, parks, Recreation & Culture
From: Tim Richards, Chair
Parks Recreation and Culture Advisory Committee, Town of Ladysmith
Date: June 11, 2018
Re: Holland Creek Bridge Proposal.

Following a meeting of this committee held Thursday June 7 2018, a presentation by Mr. Mr. Bill Eller was arranged as the proponent of a roadway bridge intended to cross Holland Creek off the end of Colonia Drive. Included in the group were members of the Parks, Recreation and Culture Advisory Committee, Advisory Design Panel, Invasive Species Committee, and several Town staff.

The committee was lead to understand that this bridge is contained in the Holland Creek area plan, and that feedback was welcomed around the idea of such a crossing. It was explained that an easement across the creek in favour of the property owner was in place, and that a crossing was permitted under the Holland Creek area plan.

What follows is an abbreviated summary of feedback expressed at the meeting by members of this committee.

Note: Discussion time was limited and as some members of the committee left the meeting early, no consensus report was reached.

1. The proposed crossing will greatly affect and diminish the Park amenity and aesthetic value of the trail system.
2. This area of the park is extremely attractive with numerous natural and historic amenities.
3. The committee acknowledges the proponent's expressed efforts to minimize impacts to the trail as the trail serves his development as well as the rest of the town.
4. Although the Holland creek area plan states "Bridge and creek crossing of Holland Creek and Heart Creek shall be designed to respect and harmonize with the natural setting, minimize stream impact, maintain the integrity of the trail system and provide pedestrian access" some members expressed that any crossing in this location will be hard pressed to meet these objectives.
5. Communications. It is anticipated that the public will express interest and concern about this project. A significant communications program should be planned.
6. Vegetated Retaining Wall concept. The proposed wall concept was explained via photographs of a similar structure in Langford, outside of Victoria.
7. It was suggested that Ministry of Transportation approvals have been obtained. The committee assumes that staff will identify and monitor all and any requirements.

8. The proponent expressed a willingness to hydro-seed suitable vegetation. Members expressed that hydro-seeding is unlikely to provide much other than grasses, and that grasses are not a highly expressed natural feature in this location. Native species such as ferns would be required to be hand planted to reflect the existing vegetation.
9. Irrigation and maintenance. The photos from Langford appeared to show, at age six years, scrubby uneven grass growth. Without maintenance and irrigation, the vegetated wall may revert to grasses. Dried grasses will present a fire hazard in summer as well as being unattractive.
10. Cycling amenity. The roadway is shown on drawings as providing a single 3 metre wide multi-use pathway along one side of the road. Is this sufficient for cyclists as well as pedestrians?
11. Trail handicapped access. Mr. Goodall, Director of Infrastructure Services, mentioned that the present handicapped accessible trail along the East side would be maintained. This is essential.
12. Trail pedestrian access, west side. It was not shown how pedestrian access to the trail system will be arranged on the west side of the creek. This should be required.
13. Roadway leading west. The construction of a roadway will require some form of cut\fill operation. This will present a significant retaining wall to the trail and should also be green planted or screened. At present the existing vegetation in this area is a significant presentation of attractive mature ferns.
14. Tree loss inventory. An inventory of trees to be removed should be taken and a compensating (greater) number of trees and shrubs planted in nearby affected areas to improve sightlines through screening in areas affected by construction of the roadway.
15. Upstream weir. The observation and possibility of erosion and settling of the upstream weir was mentioned as needing study.
16. Noise abatement. How will the roadway noise be controlled and abated to protect the trail amenity value?
17. Guardrails and finishing details. The proponent expressed a willingness to provide suitable, finishing features such as protective barriers, guardrails and fencing. Details should be worked out.
18. Trail disruption. Pedestrian usage of the present trail is of significant value. The proponent mentioned limiting trail closures 'as much as possible'. A specific work plan and schedule should be provided to ensure appropriate communications at trail heads and in the media.
19. Crossing alternatives. This committee has not participated in the development of the Holland Creek Area Plan. It was expressed that alternative routes and options rather than crossing in this location, should be presented and briefly explained in the context of the decision to proceed with this crossing.
20. Re-establishment of vegetation in work areas. No specific vegetative species or components were presented. All areas within the work envelope should be

inventoried and rehabilitated when construction is completed. This information should form part of the work plan and a Landscape Architect should be engaged to provide clear renderings and perspectives of what can be expected including from the viewpoint of trail users.

21. Rushed decision. Members of the committee expressed that in view of the proponents stated desire to start "in six weeks" there is insufficient time to address interests and concerns.

The above portion of this memo is being presented after circulation of a draft to the members of the PRC Advisory Committee for input, however has been prepared by the chair. It is a list of ideas and concerns expressed, not a consensus document.

As requested, a straw poll was sent out to PRC and ADP members over the weekend just past via email, on the question of "Are you in favour of the Holland Creek crossing proposal as presented?".

What follows are responses received and any commentary attached to the response. Not all parties responded.

PRC

As per my last note I vote no crossing at that site and no to this crossing proposal as presented. A compromise might exist though. When the town was working on the water system some heavy equipment went through from the powerline road behind Davis road and that might be able to be used to get emergency access if the other access is blocked. This seemed to be the main stated reason for the crossing. There may be some rule that the fire trucks could not drive on dirt roads otherwise this alternative would save the developer the cost of a crossing and would save the loss of the pristine nature of the park. I recognize that having this access available for emergencies might need a connecting path into the subdivision but it could be gated.

PRC

I am not in favour of the proposal as presented.

I feel that more communication is needed. I feel that options higher up the creek need to be explored.

I also do not understand they necessity to make this decision now.

PRC

In answer to your request for a vote; I will not express a formal vote because to do so would be outside the procedural by-law and also our direction in our terms of reference; but my view is that the proposal, articulated June 7 does not meet the Parks master plan OR the Holland Creek plan.

PRC

Based on my read of the Holland Creek Area Plan that originated in 2000 & went through an extensive public review in 2008, which was then ratified by Council, it is clear that the crossing for the northern access in the plan is where the developer proposes. From that perspective I am commenting on how it can best fit in, as well as minimize the backlash from the public:

Design:

I don't have a strong opinion on option 1 or 2.

The pedestrian underpass(es) should be lighted (safer, people can see what's there before they choose to enter, anyone who wants to sleep there may be dissuaded by the lighting). People who don't want to use the underpass can cross the at grade bridge & there should be path connections from the bridge to south & north side trails.

The terraces should be planted and maintained with forest ferns and other native plantings to somewhat mitigate the man made structure. Hydro seeded grasses are not the solution as others have pointed out.

Staff should work with the developer to soften safety fencing & related/associated infrastructure.

Proper waste disposal infrastructure should be in place like at Mackie & Dogwood dip.

My previous comments stand:

Given the sensitivity of the site, and probably little public understanding of this project, I think a significant effort should be made to engage the public, the trail using community, and the immediate neighbourhood.

I think it would be prudent for Council to consider what trail improvements, or trail expansions are in the works to somewhat offset what people will see as a negative impact to a well-used/well-loved community amenity.

If growth is fueling the opening of the Holland Creek area, people will want to see what amenities this growth brings, rather than negatives.

The public is going to resist this change & Council & staff need to get ahead of this pushback by acting on the suggestions above.

ADP

I support the crossing proposal as presented and would prefer the two pedestrian tunnel option as I think the open to the creek on one side proposal could present some liability issues. I would also like to see access to the trail from the Colonia side of the bridge

ADP

I'm not happy that we haven't had sufficient time to evaluate this crossing. Bill Eller is almost placing an ultimatum because of his timeline with a Fisheries window. I think we all should have seen something earlier. Some alternatives would have been nice as well, instead of just looking at what Langford did. For this reason I'm not in favour of this proposal as presented.

-End of collected input-

Advisory Committee comments on the Holland Creek Crossing

Summary of Advisory Committee Input	Comments
1. The proposed crossing will greatly affect and diminish the Park amenity and aesthetic value of the trail system.	General input
2. This area of the park is extremely attractive with numerous natural and historic amenities.	General input
3. The committee acknowledges the proponent's expressed efforts to minimize impacts to the trail as the trail serves his development as well as the rest of the town.	General input
4. Although the Holland creek area plan states "Bridge and creek crossing of Holland Creek and Heart Creek shall be designed to respect and harmonize with the natural setting, minimize stream impact, maintain the integrity of the trail system and provide pedestrian access" some members expressed that any crossing in this location will be hard pressed to meet these objectives.	The Holland Creek Local Area Plan has planned for a crossing since 2003. The location was established when Colonia Drive was dedicated and constructed as part of a subdivision in 2008. The Town and the Developer are working towards a crossing that, as much as possible, will meet the criteria in the policy. The developer has taken this policy into account in the type of structure proposed, as well as the development economics for Ladysmith. The Town does not have bridge standards in its Subdivision and Development Servicing Bylaw and we will be using the Canadian Highway Bridge Design Code and MOTI bridge standards. Staff recommend developing a communications plan.
5. Communications. It is anticipated that the public will express interest and concern about this project. A significant communications program should be planned.	Comment
6. Vegetated Retaining Wall concept. The proposed wall concept was explained via photographs of a similar structure in Langford, outside of Victoria.	Comment
7. It was suggested that Ministry of Transportation approvals have been obtained. The committee assumes that staff will identify and monitor all and any requirements.	The authorization for in-stream work is through Ministry of Environment under the Water Sustainability Act. The authorization provides terms and conditions for the work and regional timing windows. Work is monitored by the developer's consultants pursuant to the terms and conditions. Engineering work is reviewed by Town staff. Development permit conditions would be monitored by a Registered Biologist (QEP).
8. The proponent expressed a willingness to hydroseed suitable vegetation. Members expressed that hydroseeding is unlikely to provide much other than	The developer offered for the Town to pick its own seed to make sure that there are no invasive species in the mix.

Advisory Committee comments on the Holland Creek Crossing

<p>grasses, and that grasses are not a highly expressed natural feature in this location. Native species such as ferns would be required to be hand planted to reflect the existing vegetation.</p>	
<p>9. Irrigation and maintenance. The photos from Langford appeared to show, at age six years, scrubby uneven grass growth. Without maintenance and irrigation, the vegetated wall may revert to grasses. Dried grasses will present a fire hazard in summer as well as being unattractive.</p>	<p>The Town will require that there be irrigation for the MSE wall to assist with establishing the plants. The developer has indicated a willingness to guarantee MSE irrigation and successful germination into this Fall, with next season negotiable on a co-op basis.</p>
<p>10. Cycling amenity. The roadway is shown on drawings as providing a single 3 metre wide multi-use pathway along one side of the road. Is this sufficient for cyclists as well as pedestrians?</p>	<p>The road cross-section is part of the Town's Subdivision and Development Bylaw and it includes a 3.0 meter multi-use pathway. On-road cycling is allowed. This is a condition of the PLA for the subdivision.</p>
<p>11. Trail handicapped access. Mr. Goodall, Director of Infrastructure Services, mentioned that the present handicapped accessible trail along the East side would be maintained. This is essential.</p>	<p>This is a condition of the PLA for the subdivision.</p>
<p>12. Trail pedestrian access, west side. It was not shown how pedestrian access to the trail system will be arranged on the west side of the creek. This should be required.</p>	<p>This is a condition of the PLA for the subdivision.</p>
<p>13. Roadway leading west. The construction of a roadway will require some form of cut\fill operation. This will present a significant retaining wall to the trail and should also be green planted or screened. At present the existing vegetation in this area is a significant presentation of attractive mature ferns.</p>	<p>This is a condition of the PLA for the subdivision. The Town has standards in the Zoning Bylaw for retaining walls which include stepping back and planting.</p>
<p>14. Tree loss inventory. An inventory of trees to be removed should be taken and a compensating (greater) number of trees and shrubs planted in nearby affected areas to improve sightlines through screening in areas affected by construction of the roadway.</p>	<p>The developer indicated that the minimum number of trees required would be removed as a benefit of the minimal footprint of the proposed structure. The authorization from MOE will also consider impacts on the stream. Information regarding impacts on and replanting riparian vegetation will be part of the Development Permit application.</p>

Advisory Committee comments on the Holland Creek Crossing

<p>15. Upstream weir. The observation and possibility of erosion and settling of the upstream weir was mentioned as needing study.</p>	<p>The project engineer will consider if there is any impact on the design of the proposed crossing.</p>
<p>16. Noise abatement: How will the roadway noise be controlled and abated to protect the trail amenity value?</p>	<p>The developer indicated that the vegetation will help absorb the noise but that he has no other mitigation plans. The road will be build to Town standards.</p>
<p>17. Guardrails and finishing details. The proponent expressed a willingness to provide suitable, finishing features such as protective barriers, guardrails and fencing. Details should be worked out.</p>	<p>PLA condition. Town staff will work with the developer for a solution that is suitable for a road and the location. The developer prefers that these details do not slow down crossing approval. Staff recommend developing a communications plan.</p>
<p>18. Trail disruption. Pedestrian usage of the present trail is of significant value. The proponent mentioned limiting trail closures 'as much as possible'. A specific work plan and schedule should be provided to ensure appropriate communications at trail heads and in the media.</p>	<p>The location of the crossing has been in the Holland Creek Area Plan since 2003 which included community input in its development. Since then the location of Colonia Drive has been established providing the road network into the new subdivision. This new collector road will connect through the development properties to Dogwood Drive.</p>
<p>19. Crossing alternatives. This committee has not participated in the development of the Holland Creek Area Plan. It was expressed that alternative routes and options rather than crossing in this location, should be presented and briefly explained in the context of the decision to proceed with this crossing.</p>	<p>The Riparian DP applies to this area and it will guide the appropriate vegetation planting conditions.</p>
<p>20. Re-establishment of vegetation in work areas. No specific vegetative species or components were presented. All areas within the work envelope should be inventoried and rehabilitated when construction is completed. This information should form part of the work plan and a Landscape Architect should be engaged to provide clear renderings and perspectives of what can be expected including from the viewpoint of trail users.</p>	<p>A subdivision application has been made to the Town for property zoned for single family residential development (R-1). The Town must process applications in a timely manner. A PLA has been issued.</p>
<p>21. Rushed decision. Members of the committee expressed that in view of the proponents stated desire to start "in six weeks" there is insufficient time to address interests and concerns.</p>	<p>A subdivision application has been made to the Town for property zoned for single family residential development (R-1). The Town must process applications in a timely manner. A PLA has been issued.</p>

Advisory Committee comments on the Holland Creek Crossing

<p>Other comments</p> <p>As per my last note I vote no crossing at that site and no to this crossing proposal as presented. A compromise might exist though. When the town was working on the water system some heavy equipment went through from the powerline road behind Davis road and that might be able to be used to get emergency access if the other access is blocked. This seemed to be the main stated reason for the crossing. There may be some rule that the fire trucks could not drive on dirt roads otherwise this alternative would save the developer the cost of a crossing and would save the loss of the pristine nature of the park. I recognize that having this access available for emergencies might need a connecting path into the subdivision but it could be gated. (PRCAC member)</p>	<p>This road is not an emergency access. The primary accesses into this new neighbourhood are from Dogwood Drive and Colonia Drive which has been included in the Town's planning documents since 2003. The crossing needs to connect to Colonia Road as part of the Town's road network.</p> <p>The power line is not owned by the Town nor the developer.</p>
<p>I am not in favour of the proposal as presented. I feel that more communication is needed. I feel that options higher up the creek need to be explored. I also do not understand they necessity to make this decision now. (PRCAC member)</p>	<p>See above.</p>
<p>Based on my read of the Holland Creek Area Plan that originated in 2000 & went through an extensive public review in 2008, which was then ratified by Council, it is clear that the crossing for the northern access in the plan is where the developer proposes. From that perspective I am commenting on how it can best fit in, as well as minimize the backlash from the public:</p> <p>Design: I don't have a strong opinion on option 1 or 2. The pedestrian underpass(es) should be lighted (safer, people can see what's there before they choose to enter, anyone who wants to sleep there may be dissuaded by the lighting). People who don't want to use the underpass can cross the at grade bridge & there should be path connections from the bridge to south & north side trails.</p> <p>The terraces should be planted and maintained with forest ferns and other native plantings to somewhat mitigate the man made</p>	<p>The underpasses will be lit. There will be connections to the trail from the road on both sides. The MSE wall will be vegetated with plants appropriate to the environment. Town staff will work with the developer for guard rail solutions that are suitable for a road and the location.</p> <p>Staff recommend developing a communications plan for Trail users.</p> <p>The land is already zoned for the proposed use of a single family residential subdivision. The park land requirement has been met with the additional land added to the Holland Creek Trail by the developer in 2003 which has been enjoyed by the community for the past 15 years.</p>

Advisory Committee comments on the Holland Creek Crossing

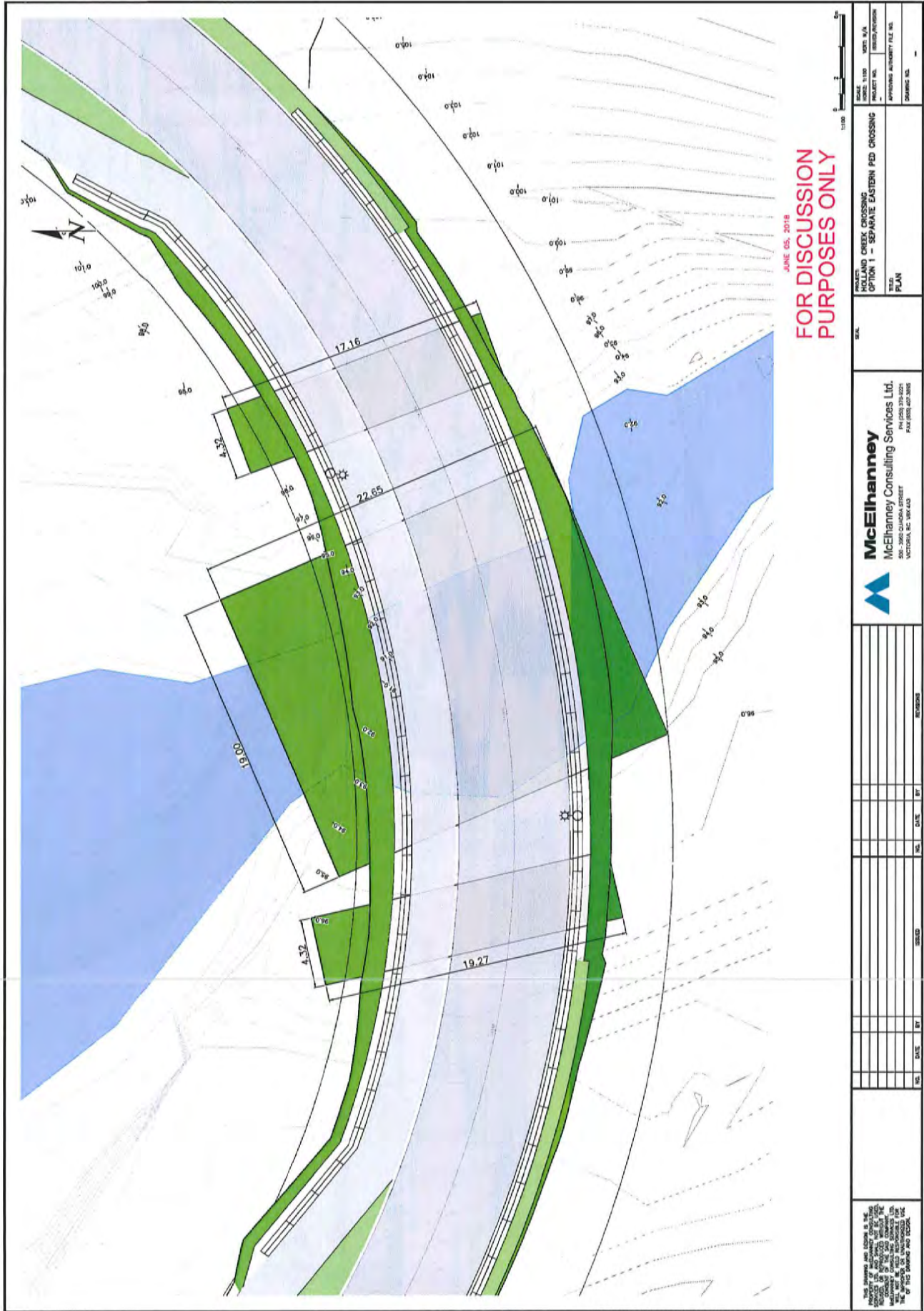
<p>structure. Hydro seeded grasses are not the solution as others have pointed out. Staff should work with the developer to soften safety fencing & related/associated infrastructure. Proper waste disposal infrastructure should be in place like at Mackie & Dogwood dip. My previous comments stand: Given the sensitivity of the site, and probably little public understanding of this project, I think a significant effort should be made to engage the public, the trail using community, and the immediate neighbourhood. I think it would be prudent for Council to consider what trail improvements, or trail expansions are in the works to somewhat offset what people will see as a negative impact to a well-used/well-loved community amenity. If growth is fueling the opening of the Holland Creek area, people will want to see what amenities this growth brings, rather than negatives. The public is going to resist this change & Council & staff need to get ahead of this pushback by acting on the suggestions above. (PRCAC member)</p>	
<p>I support the crossing proposal as presented and would prefer the two pedestrian tunnel option as I think the open to the creek on one side proposal could present some liability issues. I would also like to see access to the trail from the Colonia side of the bridge (ADP member)</p> <p>I'm not happy that we haven't had sufficient time to evaluate this crossing. Bill Eller is almost placing an ultimatum because of his timeline with a Fisheries window. I think we all should have seen something earlier. Some alternatives would have been nice as well, instead of just looking at what Langford did. For this reason I'm not in favour of this proposal as presented. (ADP member)</p>	<p>Council could choose the two pedestrian tunnel option.</p> <p>A crossing over Holland Creek to accommodate a road into the Holland Creek development area has been in the plans since 2003. In 2016, a policy with criteria for the crossing was added to the HCLAP. The developer has taken this policy into account in the type of structure proposed, as well as the development economics for Ladysmith.</p> <p>The Town does not have bridge standards in its Subdivision and Development Servicing Bylaw.</p>

Advisory Committee comments on the Holland Creek Crossing

<p><u>Process:</u> Introduce committee review much earlier in the project. It sounds like Bill has been working on this for years and has become frustrated with the time it has taken to move the project forward. I applaud the Town for ensuring it is properly reviewed, yet I sense that at this stage not much can be altered in terms of overall size, style, type of bridge. I would prefer to assist and provide feedback at a concept design stage rather than construction plan stage.</p> <p><u>Bridge type:</u> He presented a two-lane car bridge with a sidewalk on 1-side - is that correct? Is there a lane for bicycle traffic and for separated pedestrian traffic? This bridge is going to connect two subdivisions - does it need to have two lanes - could it not be a single lane bridge with yield to reduce the impact and feel through the park?</p> <p><u>Pedestrian underpass(es):</u> Should NOT be tunnelled on both sides - should allow pedestrian to walk adjacent to the stream to maintain the natural feel of hiking on Holland Creek Park. As a woman walking in a park there are already safety concerns that need to be taken into consideration - walking under a dark tunnel is not ideal. Would suggest implementing CPTED (Crime Prevention through Environmental Design) standards for design. Link here.</p> <p><u>Lack of light under culvert:</u> Would this create a dead zone due to lack of sunlight for the stream and natural vegetation? I believe it would and I also believe that garbage could collect here.</p> <p><u>Langford model:</u> Using a model from a 'develop-first environment-second' municipality is a bit worrisome especially when the projects are very different - (no pedestrian underpass, not within an existing park, etc)</p> <p><u>Wildlife crossing model:</u> Varied native species (plants, shrubs,</p>	<p>The crossing is an extension of Colonia Drive into a new residential subdivision which is part of the Town's road network. This road network has been in the Local Area Plan since 2003 and confirmed by a traffic impact assessment when the Plan was updated in 2016.</p> <p>The road cross-section which was developed in collaboration with the developers in the Holland Creek area has been approved by Council.</p> <p>Council can choose Option 1 or 2 for the pedestrian crossing. The size and lighting of the tunnel have considered CPTED principles.</p> <p>The plantings within the MSE wall will be selected to respect the natural conditions.</p>
--	---

Advisory Committee comments on the Holland Creek Crossing

<p>trees) - <u>Here is a link to many images of wildlife crossings</u> (humans should be able to have this wild and natural experience too!! especially in a park</p> <p>As presented tonight - I would not approve this two-lane car bridge and I hope this can be brought forward to Council. If the bridge does move ahead as suggested, I would want to be noted as in opposition to the current design. (ADP member)</p>	
---	--



JUNE 05, 2018
**FOR DISCUSSION
 PURPOSES ONLY**

DATE	11/10	DATE	11/10
PROJECT NO.	111000000	PROJECT NO.	111000000
APPROVING AUTHORITY FILE NO.		APPROVING AUTHORITY FILE NO.	
DRAWING NO.		DRAWING NO.	

PROJECT NAME: CREEK CROSSING
 OPTION 1 - SEPARATE EASTERN PED CROSSING
 SHEET NO. 1
 PLAN


McElhanney
 McElhanney Consulting Services Ltd.
 200 - 3602 QUADRA STREET
 VICTORIA, B.C. V8M 4G2
 TEL: (250) 378-0025
 FAX: (250) 378-0026

NO.	DATE	BY	REVISION

NO.	DATE	BY	REVISION

NO.	DATE	BY	REVISION

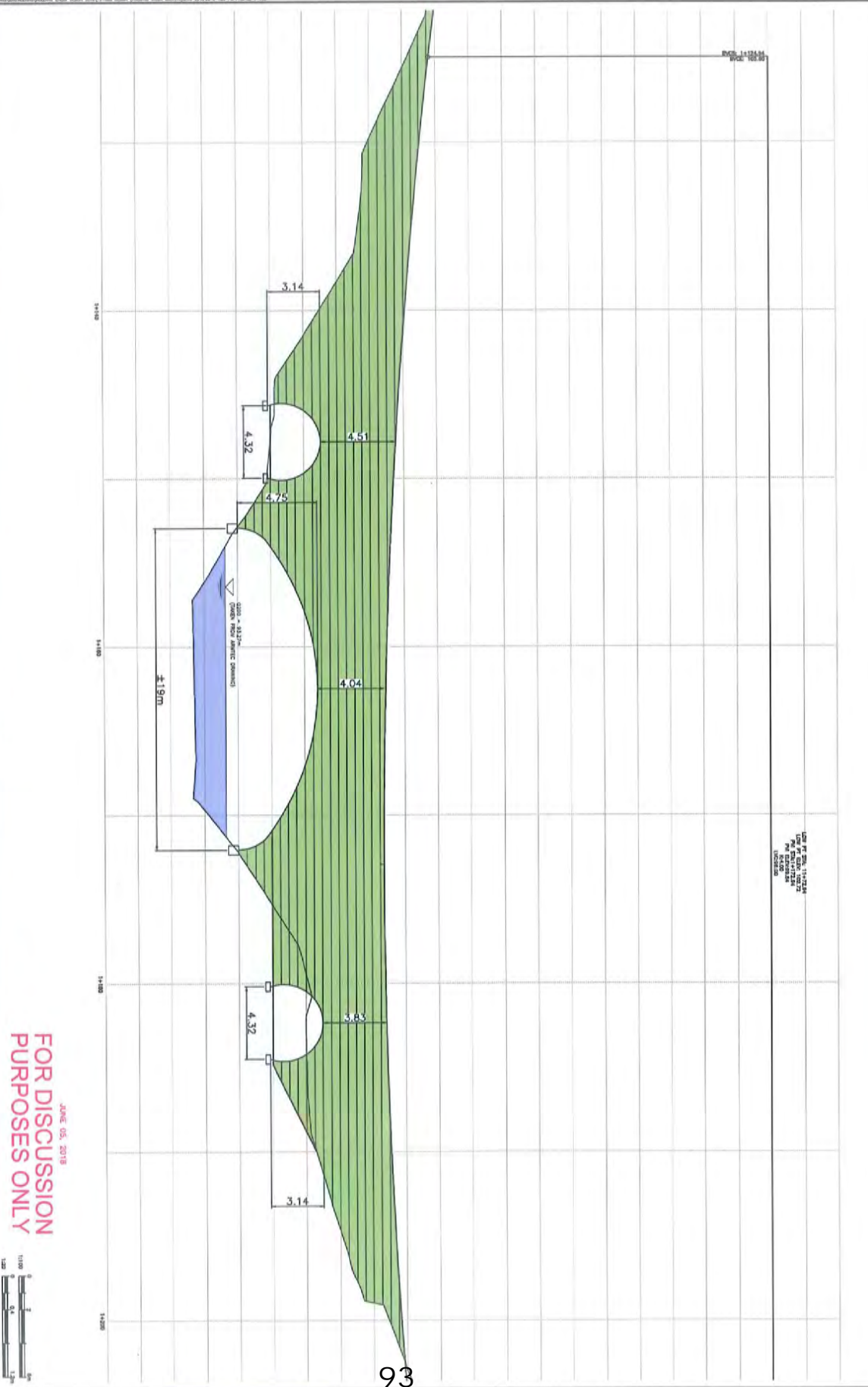
THIS DRAWING IS THE PROPERTY OF MCELHANNNEY CONSULTING SERVICES LTD. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED ON THIS DRAWING. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF MCELHANNNEY CONSULTING SERVICES LTD.

THIS DRAWING IS THE PROPERTY OF MCEI HANNEY & CO. AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF MCEI HANNEY & CO. ALL RIGHTS ARE RESERVED. THIS DRAWING IS NOT VALID FOR CONSTRUCTION OR AS A BASIS FOR ANY OTHER DRAWING. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AUTHORITIES.

NO.	DATE	BY	REVISION

Mcei Hanney
 Mcei Hanney Consulting Services Ltd.
 380, 386 GARDNER STREET
 VICTORIA, BC V8K 4A3
 PH (250) 363-8000
 FX (250) 427-3889

PROJECT: HOLLAND CREEK CROSSING
 OPTION 1 - SEPARATE EXISTING P&D WALKWAY
 TITLE: PROFILE
 SCALE: 1:50
 DATE: 05/11/2018
 PROJECT NO.: 1808/1809
 APPROVED AUTHORITY FILE NO.:
 DRAWING NO.: 93



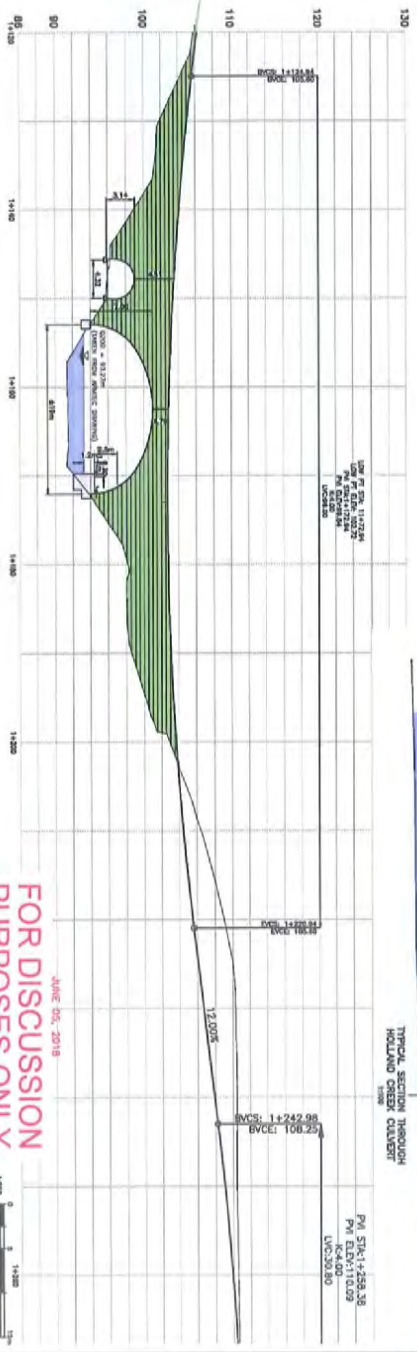
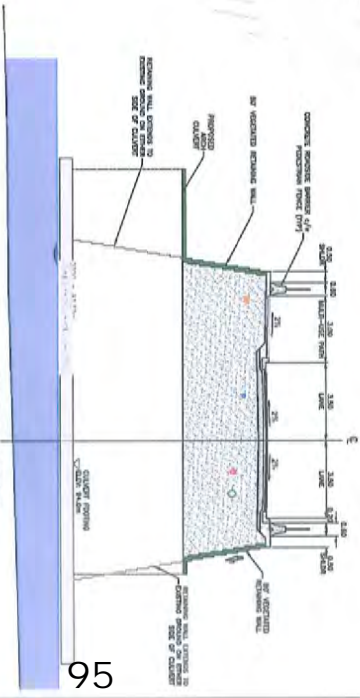
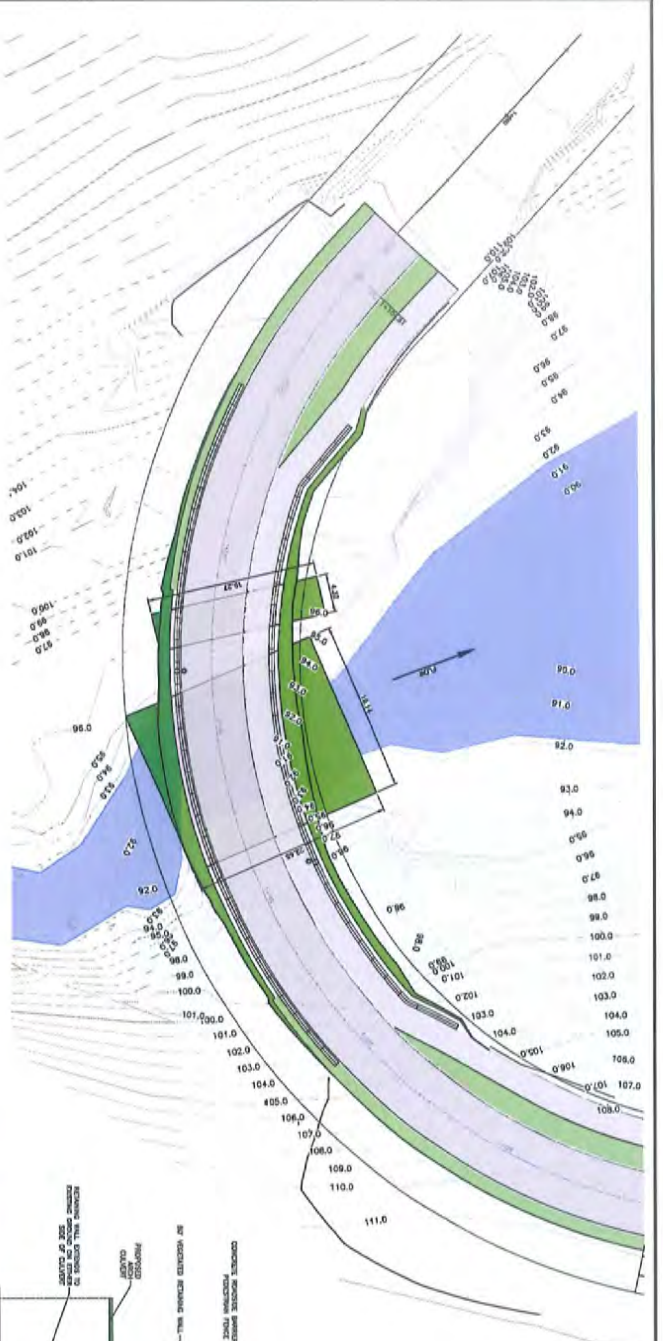
DATE: 05/11/2018
 TIME: 14:24:24
 PROJECT: 1808/1809
 DRAWING: 93



JUNE 05, 2018
**FOR DISCUSSION
 PURPOSES ONLY**

 McElhanney Consulting Services Ltd. 1000 SHEPPARD AVENUE EAST SUITE 100 AURORA, ONTARIO L4G 1A3 CANADA TEL: (905) 709-9200 FAX: (905) 709-9201 WWW.MCELHANEY.COM	SHEET NO. _____ TOTAL SHEETS _____ DATE _____ BY _____ CHECKED _____ REVISIONS	PROJECT: HOLLAND CREEK CROSSING OPTION 1 - SEPARATE EASTERN PED CROSSING SCALE: TYPICAL SECTION DRAWING NO. _____ PROJECT NO. _____ SHEET NO. _____ APPROVING AUTHORITY FILE NO. _____ DRAWING NO. _____
	THIS DRAWING AND ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF MCELHANEY CONSULTING SERVICES LTD. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MCELHANEY CONSULTING SERVICES LTD.	

Holland Creek Crossing - Option 2



**FOR DISCUSSION
PURPOSES ONLY**

<p>THE DRAWING AND DESIGN IS THE PROPERTY OF MCEIHANNEY CONSULTING SERVICES LTD. ANY REUSE OR REPRODUCTION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF MCEIHANNEY CONSULTING SERVICES LTD. IS STRICTLY PROHIBITED.</p>			
NO.	DATE	BY	REVISION

McElhanney Consulting Services Ltd.
300, 3000 OLDFATHER ROAD
VICTORIA, BC V8P 4A3
PH (250) 383-9201
FAX (250) 383-2895

SCALE:
HOLLAND CREEK CROSSING
OPTION 2 - INTEGRATED PEDESTRIAN WALKWAY
TITLE:
GENERAL ARRANGEMENT

DATE:
JUNE 05, 2018
PROJECT NO.:
LWC20180

SCALE:
VERT. 1:10
HORIZ. 1:50
PROJECT NO.:
LWC20180
DRAWING NO.:
GENERAL ARRANGEMENT FILE NO.



JUNE 05, 2018
**FOR DISCUSSION
 PURPOSES ONLY**

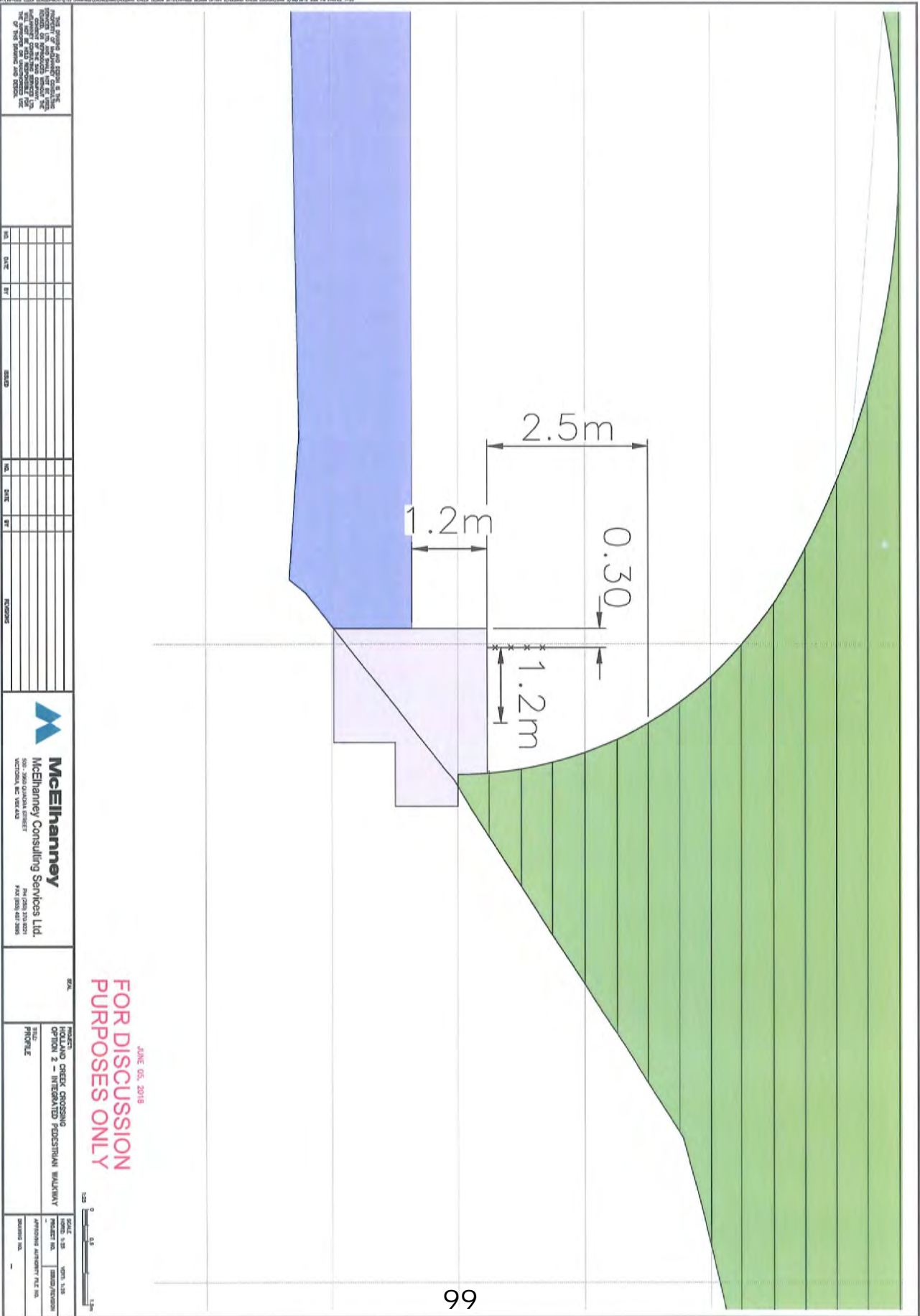
SHEET NO. PROJECT NO. SHEET TITLE DRAWING NO.		SHEET NO. PROJECT NO. SHEET TITLE DRAWING NO.	
PROJECT: HOLLAND CREEK CROSSING OPTION 2 - INTEGRATED PEDESTRIAN WALKWAY TITLE: PLAN		PROJECT: HOLLAND CREEK CROSSING OPTION 2 - INTEGRATED PEDESTRIAN WALKWAY TITLE: PLAN	
McElhanney Consulting Services Ltd. 10000 UNIVERSITY AVENUE VICTORIA, BC V8W 2A8 TEL: (250) 422-3885 FAX: (250) 422-3886		McElhanney Consulting Services Ltd. 10000 UNIVERSITY AVENUE VICTORIA, BC V8W 2A8 TEL: (250) 422-3885 FAX: (250) 422-3886	
DESIGNED	CHECKED	DATE	BY

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANNNEY CONSULTING SERVICES LTD. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MCELHANNNEY CONSULTING SERVICES LTD.



JUNE 05, 2018
FOR DISCUSSION
PURPOSES ONLY

<p style="font-size: 8px;">NOTES: 1. THIS DRAWING AND ANY OTHERS TO BE REFERRED TO IN THIS DRAWING ARE THE PROPERTY OF MCEILHANNEY CONSULTING SERVICES LTD. AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MCEILHANNEY CONSULTING SERVICES LTD.</p>	<p style="font-size: 8px;">DATE: _____ BY: _____ DATE: _____ BY: _____ DATE: _____ BY: _____ DATE: _____ BY: _____ DATE: _____ BY: _____</p>	<p style="font-size: 8px;">REVISIONS</p>	<p style="font-size: 8px;">PROJECT: COULAND CREEK WALKWAY OPTION 2 - INTEGRATED PEDESTRIAN WALKWAY</p> <p style="font-size: 8px;">DRAWING TITLE: TYPICAL SECTION</p>	<p style="font-size: 8px;">SCALE: 1:50</p> <p style="font-size: 8px;">DATE: _____</p> <p style="font-size: 8px;">PROJECT NO: _____</p> <p style="font-size: 8px;">DRAWING NO: _____</p>	<p style="font-size: 8px;">MCEILHANNEY McElhanney Consulting Services Ltd. 300-3888 QUINCY STREET VICTORIA, BC V8M 4A3 PH: (250) 380-0001 FAX: (250) 380-0005</p>
--	--	--	--	---	---



69

JUNE 05, 2018
**FOR DISCUSSION
PURPOSES ONLY**

<p>THE ENGINEER AND ARCHITECTS CONSULTANTS ENGINEERS ARCHITECTS PLANNERS ENVIRONMENTAL DESIGNERS LANDSCAPE ARCHITECTS SURVEYORS TRAFFIC ENGINEERS HISTORIC BUILDINGS CONSULTANTS COST CONSULTANTS PROJECT MANAGERS PROJECT SUPPORT OFFICERS PROJECT SUPPORT ASSISTANTS PROJECT SUPPORT OFFICERS PROJECT SUPPORT ASSISTANTS PROJECT SUPPORT OFFICERS PROJECT SUPPORT ASSISTANTS</p>		<p>NO. DATE BY</p>		<p>NO. DATE BY</p>		<p>NO. DATE BY</p>		<p>NO. DATE BY</p>		<p>NO. DATE BY</p>	
<p>PROJECT: HOLLAND CREEK CROSSING OPTION 2 - INTEGRATED PEDESTRIAN WALKWAY TITLE: PROFILE</p>		<p>DATE: 05/06/2018</p>		<p>PROJECT NO.: 18020/2018</p>		<p>VERSION: 1.0</p>		<p>DATE: 05/06/2018</p>		<p>PROJECT NO.: 18020/2018</p>	

McElhanney
 Consulting Services Ltd
 100-11000-101 Street
 Edmonton, AB T5A 4A4
 Tel: (780) 443-2885
 Fax: (780) 443-2885

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture
Meeting Date: June 18, 2018
File No:
RE: **GRANT APPLICATIONS**

RECOMMENDATION:

That Council direct staff to:

1. Apply for the PlanH Creating Healthy Places Grant (up to \$5,000)
2. Apply for New Horizons for Seniors Program – Community-Based Projects (up to \$5,000)
3. Provide a letter of support for Ladysmith Family and Friends (LaFF) to apply for the New Horizons for Seniors Program – Community-Based Projects (up to \$25,000)

PURPOSE:

The purpose of this report is to obtain Council's approval regarding application for grant funding to support existing projects and partnerships.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:**PlanH Healthy Communities Fund**

The overarching goal of the PlanH program is to support local governments in BC to work with partners to collectively create the conditions that enable healthy people and healthy places.

PlanH Healthy Communities Fund currently has 2 opportunities for funding. Application Deadline: July 15, 2018.

1) *Creating Healthy Places (\$5000)*

This application will help create linkages between our environment and health, and will take action to shape those environments to benefit our community.

Parks, Recreation and Culture would like to apply the funding for the Aggie Playground project; capital costs (supplies/equipment) directly related to enhancing the environment (up to 40%) of the program budget.

New Horizons for Seniors Program (NHSP)

The NHSP provides funding to municipalities that help seniors make a difference in the lives of others and in their communities. This year, the NHSP aims to partner with organizations that serve vulnerable seniors populations.

The New Horizons for Seniors Program currently has 2 opportunities for funding. Application deadline is June 22, 2018.

1) Community-Based Projects (up to \$5000)

Parks, Recreation and Culture, in partnership with the Age Friendly Committee partners is eligible to apply for one time funding to: purchase specialized rehabilitative and accessible exercise equipment for FJCC that would be accessible to users and community partners

2) Community-Based Projects (up to \$25000)

The Town support the comprehensive application being submitted by Ladysmith Family and Friends (LaFF), and provide LaFF with a letter of support.

In the future Staff recommend making a joint application with the Age Friendly partnership in the next round of funding.

ALTERNATIVES:

Council may choose to direct staff not to apply for the grant funding.

FINANCIAL IMPLICATIONS:

This funding will enhance existing initiatives/programs.

LEGAL IMPLICATIONS:

There are no legal implications identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The proposed applications meet the various recommendations listed within the Parks, Recreation and Culture Master Plan, the draft Ladysmith Youth Strategy, and Age-Friendly Ladysmith project which is currently underway.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If the grant is successful, the only department involved is Parks, Recreation and Culture.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement

- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

Report prepared by:
Susan Glenn, Supervisor – Community Programs & Services



2018

Clayton Postings,
Director of Parks, Recreation and Culture

June 12,

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- New Horizons for Seniors program grant fact sheet
- PlanH Creating Healthy Places guide



New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities

Community-Based Projects (up to \$5,000)

Applicant Guide 2018-2019

Pilot project – Application Process for Funding
(small grant)

Step 1. Overview

Apply now:

Extended deadline: June 22, 2018 at 11:59 p.m. Pacific time

The New Horizons for Seniors Program (NHSP) provides funding to organizations that want to help seniors make a difference in the lives of others and in their communities. This year, NHSP proposes a new way to partner with organizations that serve vulnerable seniors population.

In support of the Government of Canada's, commitment to focus on vulnerable populations, particularly, seniors, a small grant pilot project is offered and eligible organizations can receive up to \$5,000 per project.

NEW THIS YEAR: Organizations who have not been funded for community-based projects for the last five years (since the 2012-2013 NHSP Call for proposals) can apply for a small grant of a maximum of \$5,000 using the following form:

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585>.

Applications for the small grants stream **must** address at least one of the following national priorities:

- Projects that will benefit vulnerable seniors populations;
- Projects focusing on diversity of Canada's seniors;
- Projects that will use volunteerism to increase an organization's capacity.

Note:

When completing the Standard Grant Application for Funding (EMP5585) form (<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585>) for the \$5,000 small grant, **only the following sections must be completed: 1 to 42, 44, 46, 49 to 62.** For all other questions, please indicate not applicable.

If you do not apply for a \$5,000 grant, you may apply for a grant of a maximum of \$25,000 for community-based projects, visit <https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based.html>.

You may also be eligible to apply for a grant or contribution for pan-Canadian projects when a call for proposals is open. Visit: <https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-pan-canadian.html>.

Note: Within the same year, you could apply for either a \$25,000 or \$5,000 grant for community-based projects in addition to a grant or contribution for pan-Canadian projects. Three funding options have been established that will allow organizations to pursue their activities and build their capacity:

- IT equipment upgrade;
- Capital assets for current or new activities; and
- Increasing volunteerism, as well as mentoring.

Notice to organizations in Quebec:

This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

Step 2. Eligibility

To be considered eligible for funding, applications must meet all of the eligibility criteria.

Maximum funding level:

The maximum funding available is \$5,000 including applicable taxes per year, per organization. Projects cannot exceed one year, and funding cannot be renewed.

The goal of the small grant pilot initiative is to expand access to organizations that have projects eligible for NHSP funding and that have not received funding within the last five years (including the 2012-2013 NHSP Call for Proposals). Priority will also be given to organizations that serve vulnerable populations and have projects, by seniors for seniors.

Eligible applicants

The following organizations serving vulnerable populations that have not received funding in the last five years are eligible under the NHSP:

- not-for-profit organizations such as charities, activity clubs, volunteer organizations, professional associations, museums, churches or faith-based associations, or in some cases, sports associations;
- coalitions, networks and ad hoc committees;
- municipal governments;
- research organizations and institutes;
- educational institutions such as universities, colleges, CEGEPs, school boards/school districts;
- public health and social service institutions;
- Indigenous organizations including band councils, tribal councils and self-government entities;
- for-profit enterprises (provided that the nature and intent of the proposed activity are non-commercial, not intended to generate profit, and supports program objectives).

Eligibility of the institutions funded by the provinces and territories:

Institutions funded by the provinces and territories are eligible with the agreement of the provincial/territorial government. This approval will be sought as part of the assessment of your application.

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of one another. These organizations are considered separate organizations under the funding.

Ineligible applicants

- Individuals;
- Provincial/territorial departments and agencies (such as post-secondary institutions, as well as social service and public health institutions, are ineligible without the agreement of the provincial or territorial government).

Eligible Projects

In order to be eligible, projects must be led by seniors, or seniors must play a meaningful role in the project (planning and / or delivery). Applicants are encouraged to work with other partners in their community to identify local needs and to design projects that respond to these needs. The NHSP seeks to fund programs or projects that:

- are seniors' led or inspired. Seniors must be involved in the project's development and / or implementation in a meaningful way. The role of seniors is a key element when NHSP projects are being considered for funding. It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it. Consulting with seniors to develop a project of benefit to them is also not sufficient;
- benefit a broad seniors clientele;
- propose activities that address an identified need or an area of concern within the community;
- strive to have a lasting impact on communities;
- involve collaboration and partnerships;
- use resources efficiently and effectively.

Options

For the small grant pilot initiative, three options are proposed. Therefore, the project activities must align with one of the following options:

1. IT equipment upgrade (computer or tablets)

Organizations can apply for a grant in order to purchase computers or tablets to offer activities related to the use of computers, the Internet and social media. Here is an example of the type of activities that could be offered:

- Computers could be purchased to undertake activities where seniors could be trained by students on the use of Skype, social media, computer games, basic programs, etc. In turn, seniors would teach other seniors their new skills (train the trainer).

Applicants must provide **one quote** for equipment they plan to purchase.

2. Capital assistance for current or new activities

Organizations can apply for a grant in order to purchase material and equipment to offer new activities or to ensure the continuity of current activities. Here are some examples:

- Seniors could buy all the necessary equipment and supplies to create a community garden and teach gardening to younger people. Furthermore, the fruits and vegetables harvested could be donated to communal kitchens;
- Seniors from an organization could buy benches, exercise balls, rubber bands, snowshoes and walking sticks to offer new activities supporting social participation and inclusion of seniors.

Applicants must provide **one quote** for the material, supplies and/or equipment they plan to purchase.

3. Volunteering and mentoring

Seniors groups and organizations could submit applications for mentorship and volunteering projects that require a small amount of financial aid in order to cover project-related costs.

These volunteerism and mentoring projects could take multiple forms. Here are some examples:

- An ad hoc group of former teachers could mentor students with learning difficulties;
- A social enterprise or a not-for-profit organization serving vulnerable senior populations can plan an activity to recruit new volunteers, such as newly retired seniors whose service and skills could be beneficial in recruitment planning, such as seniors' computer lab by seniors for seniors where senior's instructors assist other seniors to use computers in a lab offered by the organization.

Eligible project costs

Project costs must relate to the project and could include:

- professional services (for example presenters, trainers, facilitators, researchers, etc.);
- evaluation costs (for example surveys to be distributed to seniors at events);

- honoraria and hospitality costs;
- security checks for volunteers;
- travel expenses within Canada (proposed costs must not exceed the rates prescribed in the Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php>) for Kilometric Rates (<http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>) and Meals Allowances (<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>)), including transportation costs to assist seniors in participating in project activities. Day trips for site visits could be eligible. Requested costs will be reviewed on a case-by-case basis depending on the eligibility, the leadership of seniors, the purpose of the 'visit' and its impact on the community. The trip needs to clearly respond to what the project proposed;
- transportation and meal delivery service to seniors in rural or remote regions including North;
- support home visit or phone call service to isolated seniors, seniors living alone and to seniors caregivers, in rural or remote regions including Northern regions could be eligible. However, applicants should not already be receiving funding from other levels of government;
- purchase of materials and supplies;
- printing and distributing project materials;
- rental and maintenance of equipment;
- rental of space or other facilities;
- utilities directly related to the project;
- delivery/shipping costs for material and equipment;
- capital costs required to undertake the project (for example, equipment for seniors, furnishings and fixtures); and
- any applicable taxes.

Costs limit:

- Capital assets are non-consumable single items or (a) grouping(s) of similar items that total \$1,000 (before applicable taxes) or more. For example, a group of similar items could be a public address system for seniors' events, composed of an amplifier (\$600), two speakers (\$150 apiece), a microphone (\$150), stand and cables (\$100), which equal \$1,150 since they are a collection of items that are designed to function together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture and fixtures.
- A computer (including monitor), a laptop, or other computing device such as tablets, will be considered up to a maximum value of \$750 (before applicable taxes). If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (two new computers) will be considered up to a maximum of \$1,500 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software. See the current HST, provincial taxes, Canadian sales tax calculator at <http://www.calculconversion.com/sales-tax-calculator-hst-gst.html>.

Ineligible project costs and activities

Note that the proposed activities, including any purchases, cannot begin before the recipient receives a signed agreement by ESDC. Until an agreement is signed by both parties, Canada is not legally bound and the recipient is at risk of not being reimbursed for expenses incurred before the agreement date.

The following costs or activities are not eligible for funding:

- core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities. Equipment for staff is not eligible under for-profit organizations. However, these costs could be considered eligible under not-for-profit organizations depending on the rationale provided for this need in the Standard Grant Application for Funding (EMP5585) <https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585> (for example if it demonstrates a benefit to the organization and the community with a direct link to project activities);
- costs incurred to prepare the Standard Grant Application for Funding (EMP5585) <https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585>, including costs for third parties assistance and lobbying;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects which provide a core health care or personal support service to individuals (for example one-on-one training, projects that deal primarily with health interventions, nursing, physiotherapy, or medical supplies, treatment and equipment). NHSP is not intended to fund projects which provide a core health service. Providing a service means offering activities which are designed to meet basic needs in areas such as health care, some meal delivery programs including soup kitchen, shelter or income support, which are generally the responsibility of other levels of government;
- salaries, wages and mandatory employment-related costs (MERCs) for project staff (including administrative costs);
- trades / construction contractors, installers, technicians, etc.;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrillators, hearing aids, as well as costs for a Snoezelen room, or a pet-facilitated therapy (purchase of animals);
- feasibility studies needed for physical work, including environmental assessments;
- transportation to provide a personal service to seniors (for example, training senior drivers and implementing a senior's transportation program, projects that focus on transporting seniors to personal appointments in urban areas);
- project costs incurred before the agreement signed by the Department;
- purchase of land or buildings, including new construction;
- repairs or renovations to a building or the purchase of equipment for the new construction that your organization does not yet occupy or that does not provide

- direct seniors' programming (for example theatres, seniors homes, health and care establishments such as health and foot clinics);
- decorating/beautification costs (such as painting or landscaping for aesthetics purposes);
 - cost over-runs (project costs that are higher in implementation than anticipated. The value of an NHSP community-based grant cannot be increased once it has been approved and signed by the Department. If costs are higher in implementation of the project than budgeted, it is the responsibility of the applicant organization to seek financial support from other sources to cover the shortfall in order to procure the missing funding to complete the project; and
 - unexpected costs or contingency plan costs added to any costs not planned for or for potential increases in costs.

Step 3. Develop your application

1. Read the different tip sheets on how to develop and submit a project idea for community-based funding. Visit <https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips.html>;
2. Create a Grants and Contributions Online Services (GCOS) account on the following link: <https://www.canada.ca/en/employment-social-development/services/funding/gcos.html> to apply online. Applicants with a Canada Revenue Agency business number are encouraged to submit their application through GCOS.

GCOS is a secure web environment which allows stakeholders to apply for grant and contribution funding opportunities online and subsequently manage their ESDC active projects. This includes tracking the status of their application as well as submitting claims or supporting documents all within one online system.

Note: It may take several business days to finalize your GCOS account. You are strongly encouraged to initiate the one time GCOS account creation process as soon as possible. The same GCOS account can also be used to apply for other funding opportunities available at ESDC.

3. Gather the required documents for your application:
 - **Governance information**
 - Provide the names and phone numbers of the organization's board of directors or governing body; or
 - Provide the names, phone numbers, and addresses of all committee members if the organization is an ad-hoc committee.



Healthy Environments



Healthy People



Healthy Society

Creating Healthy Places

GRANT APPLICATION GUIDE

1.0 | OVERVIEW

1.1 GOAL

The overarching goal of the PlanH program is to support local governments in BC to work with health authorities and other partners to collectively create the conditions for healthy people and healthy places. BC Healthy Communities Society administers the Healthy Communities Fund on behalf of the PlanH program, and designs and delivers the accompanying supports. Working together with health authorities, the Union of BC Municipalities, and the Ministry of Health, PlanH supports the Province’s health promotion strategy.

For 2018/19, the PlanH Healthy Communities Fund has a special focus: **Creating Healthy Places.**

Creating Healthy Places grants support communities and regions to explore, learn, and take multi-sectoral action to enhance the built and natural environments.

Examples of potential projects that could be supported through this grant program include:

- An environmental scan of local resources already present in the community;

- An analysis of key local or regional issues regarding one or more of the five features of a healthy built environment: healthy neighbourhood design, healthy transportation networks, healthy housing, healthy natural environments, and healthy food systems;
- The development of a proposed policy in one or more of the of the five features of a healthy built environment;
- A public engagement process to better understand the needs or views of community members; and,
- The design or building of small-scale infrastructure (trails, park benches, landscaping) to help make community environments healthier and more inviting.

1.2 APPLICANT ELIGIBILITY

The following local government organizations **are eligible** to apply:

- First Nations Bands
- First Nations Tribal Councils
- Métis Chartered Communities
- Regional Districts
- Municipalities



Multi-sectoral Partnerships & Action

Local governments are encouraged to work with other partners such as health authorities and key community stakeholders in multiple sectors from public, private and/or non-profit organizations.

The following organizations **are not eligible** to apply:

- Individuals
- For-profit groups
- School Districts
- Hospital Foundations
- Community Groups
- Non-profit organizations
- Health Authorities

This opportunity could be for you if you:

- ✓ Represent a local government;
- ✓ Have community partners, including your regional health authority, who share your interest in improving health by enhancing the built or natural environments; and,
- ✓ You have a relationship with either your regional health authority (Northern Health, Interior Health, Island Health, Vancouver Coastal Health or Fraser Health) or First Nations Health Authority. If you don't have an existing relationship with FNHA or the health authority in your region, let us know, and we can help connect you.

This funding encourages multi-sectoral partnerships and suggests that ineligible organizations contact eligible organizations to discuss collaborating on a project.

Prior to completing an application, please confirm that you represent a local government, that you have read this application guide, and that your project is eligible for support under this granting stream.

We strongly encourage you to contact us in advance of the deadline with any questions about the eligibility of your application.

Eligible applicants who are working in partnership with other sectors and who are interested in applying should read the application guidelines thoroughly.

1.3 SUMMARY OF CREATING HEALTHY PLACES GRANT

Grants of up to \$5,000 each are available for up to 15 local governments working with health authorities and other partners to better understand priority areas and local needs, and to take action to create healthier places in their community or region. These grants enable local governments and their partners to learn more about the linkages between our environments and health and take action to shape those environments.



Physical Environments & Health

For more information about the ways in which these five physical aspects of our environments are connected to health, please see the [Healthy Built Environment Linkages Toolkit](#), a resource from the BC Centre for Disease Control/Provincial Health Services Authority.

TOWN OF LADYSMITH

BYLAW NO. 1968

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" and Schedule "B" 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**

"Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884" is hereby repealed.

3. **Effective Date**

This bylaw comes into effect on September 1, 2018.

4. **Citation**

This bylaw may be cited for all purposes as "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968".

READ A FIRST TIME	on the	11 th	day of June	, 2018
READ A SECOND TIME	on the	11 th	day of June	, 2018
READ A THIRD TIME	on the	11 th	day of June	, 2018
ADOPTED	on the		day of	,

Mayor (A. Stone)

Corporate Officer (J. Winter)

**Bylaw No. 1968 - Schedule A
Recreation Facility Admission Fees**

Admission Fees 2018-2021 (GST NOT INCLUDED)			
Single Admissions			
Type	2018/19	2019/20	2020/21
Child 0-3 yrs	FREE		
Child 3-12 yrs	2.90	2.96	3.02
Youth 13-18 yrs	3.96	4.04	4.12
Adult 19-59 yrs	5.68	5.80	5.91
Senior 60-79 yrs	3.96	4.04	4.12
Senior 80 & up	FREE		
Family*	11.14	11.14	11.14
10 X Pass			
Type	2018/19	2019/20	2020/21
Child 0-3 yrs	FREE		
Child 3-12 yrs	24.57	25.06	25.56
Youth 13-18 yrs	33.89	34.57	35.26
Adult 19-59 yrs	48.00	48.95	49.93
Senior 60-79 yrs	33.89	34.57	35.26
Senior 80 & up	FREE		
Family	94.11	94.11	94.11
30 X Pass			
Type	2018/19	2019/20	2020/21
Child 0-3 yrs	FREE		
Child 3-12 yrs	58.98	60.16	61.36
Youth 13-18 yrs	89.92	91.72	93.55
Adult 19-59 yrs	126.66	129.19	131.77
Senior 60-79 yrs	89.94	91.74	93.57
Senior 80 & up	FREE		
Family	248.34	248.34	248.34
1-Month Pass			
Type	2018/19	2019/20	2020/21
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	40.14	40.94	41.76
Adult 19-59 yrs	50.22	51.23	52.25
Senior 60-79 yrs	40.14	40.94	41.76
Senior 80 & up	FREE		
Family	98.48	98.48	98.48
12-Month Pass			
Type	2018/19	2019/20	2020/21
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	388.82	396.60	404.53
Adult 19-59 yrs	487.49	497.24	507.19
Senior 60-79 yrs	388.82	396.60	404.53
Senior 80 & up	FREE		
Family	955.87	955.87	955.87

**Bylaw No. 1968 - Schedule B
Recreation Facility Rental Fees**

Facility Rental Fees 2018-2021 (GST NOT INCLUDED)			
Facility	2018/19	2019/20	2020/21
Frank Jameson Community Centre			
Meeting Room Hourly Rate	23.85	24.33	24.81
Meeting Room Hourly with Pool	21.97	22.41	22.86
Meeting Room Daily Rate	95.28	97.19	99.13
Gymnasium Hourly Rate	42.95	43.81	44.68
Gymnasium Daily Rate	370.09	377.49	385.04
Lower Program Room Hourly Rate	42.34	43.19	44.05
Lower Program Room with Pool	21.97	22.41	22.86
Lower Program Room Daily Rate	169.37	172.75	176.21
Lower Rec Room Hourly Rate *NEW	42.95	43.81	44.69
Lower Rec Room Daily Rate *NEW	370.09	377.49	385.04
Locker Rental - small	0.25	0.25	0.25
Locker Rental - large	0.50	0.50	0.50
One Pool	80.05	81.65	83.28
Two Pools	117.58	119.94	122.34
Aggie Hall			
Aggie Hall Hourly Rate (no kitchen)	42.95	43.81	44.68
Aggie Hall Hourly Rate (with kitchen)	72.54	73.99	75.47
Aggie Hall Daily Rate (includes kitchen)	197.96	201.92	205.96
Aggie Hall Receptions Party, Dance	389.13	396.92	404.85
Transfer Beach			
Transfer Beach Kin Shelter per Day	53.22	54.28	55.37
Transfer Beach Amphitheatre – Full Day Private Family Function	97.99	99.95	101.95
Transfer Beach Amphitheatre – Half Day Private Family Function	55.98	57.10	58.24
Transfer Beach Amphitheatre – Full Day Public Special Event	377.98	385.54	393.25
Transfer Beach Amphitheatre – Performances per Hour	26.77	27.31	27.86
Park Permit (parking lot, upper beach, or lower beach) Full Day	97.99	99.95	101.95
Park Permit (parking lot, upper beach, or lower beach) Half Day	55.98	57.10	58.24
Park Permit (parking lot, upper beach, or lower beach) per Hour	26.77	27.31	27.86
Sports Fields			
Aggie Ball Diamonds per Hour Youth	NO CHARGE		
Aggie Ball Diamonds per Hour Adult	16.23	16.55	16.88
Aggie Ball Diamonds Tournament per Day	139.45	142.23	145.08
High Street Little League Diamonds per Hour Youth	NO CHARGE		
High Street Little League Diamonds Tournament per Day	139.45	142.23	145.08

Bylaw 1968

Holland Creek Ball Diamonds per Hour Youth	NO CHARGE		
Holland Creek Ball Diamonds per Hour Adult	16.23	16.55	16.88
Holland Creek Ball Diamonds Tournament per Day	139.45	142.23	145.08
Forrest Field per Hour Youth	7.18	7.32	7.47
Forrest Field per Hour Adult	25.67	26.18	26.71
Forrest Field per Day Youth	46.59	47.52	48.47
Forrest Field per Day Adult	173.23	176.69	180.23
Miscellaneous			
Chairs (25)	22.69	23.14	23.61
Forrest Field Half Lights per Hour	12.03	12.28	12.52
Forrest Field Full Lights per Hour	15.62	15.94	16.25
Aggie Field Lights	6.02	6.14	6.26
FJCC Field Lights	6.02	6.14	6.26

TOWN OF LADYSMITH

BYLAW NO. 1964

A bylaw to provide for the determination of various procedures for the conduct of elections and assent voting.

WHEREAS under the *Local Government Act* Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

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

1. CITATION

This Bylaw may be cited for all purposes as "Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964."

2. DEFINITIONS

In this Bylaw the following terms have the following meanings:

Acceptable mark means a mark which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election or any voting results which comprises:

(a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:

- (i) voted ballots; and
- (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

(b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot return override procedure means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means the Frank Jameson Community Centre, 810 6th Avenue, Ladysmith, B.C.

Memory pack means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each

of the offices to be filled, and the alternatives of “yes” or “no” for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

Portable ballot box means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

3. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

As authorized under Section 89(7) of the *Local Government Act*, public access to nomination documents will be posted on the Town of Ladysmith website from the time of delivery until 30 days after the declaration of the election results under Section 146.

4. ELECTOR REGISTRATION

As authorized under Section 76 of the *Local Government Act*, for all elections and assent voting, the most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors on the 52nd day prior to general voting day .

5. ADVANCE VOTING OPPORTUNITIES

5.1 Required Advance Voting

As required under Section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10th day before general voting day, the following day is hereby established as an advance voting opportunity for elections and assent voting:

The Wednesday immediately preceding general voting day, from 8:00 a.m.
to 8:00 p.m.

5.2 Additional Advance Voting

- (a) As authorized under Section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.
- (b) Additional advance voting opportunities on the dates specified in subSection 5.2(a) shall be available at places and hours established by the Chief Election Officer.

6. SPECIAL VOTING OPPORTUNITIES

- (a) As authorized under Section 109 of the *Local Government Act*, special voting opportunities may be provided, and the Chief Election Officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in Section 99 of the *Local Government Act*, for the special voting opportunities.
- (b) The Chief Election Officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

7. MAIL BALLOT VOTING

7.1 General Provisions for Mail Ballot Voting

- (a) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail for those electors who meet the criteria in paragraph (b).
- (b) The following electors are permitted to vote by mail ballot and to register to vote by mail:
 - i. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - ii. persons who expect to be absent from the Town of Ladysmith on general voting day and at the times of all advance voting opportunities;
- (c) The following procedures for voting and elector registration must apply:
 - i. Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;
 - ii. a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:30 p.m. two days before general voting day.
- (d) The time limits in relation to voting by a mail ballot will be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.
- (e) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.
- (f) A mail ballot package may be requested by an elector who is registered and who in person, by mail, by fax or by email, presents the Chief Election Officer or designate a written request by giving their name and address for such purpose.
- (g) The Chief Election Officer may deliver mail ballot packages by hand to electors who request a mail ballot package in person or the Chief Election Officer may deliver mail ballot packages to electors by mail for those electors who request the ballot package by mail, fax or email.
- (h) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall in accordance with the time limits established by the Chief Election Officer:
 - i. make available to the applicant, a mail ballot package as specified in Section 110(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in Section 7.1(b) of this bylaw, and that they must attest to such fact; and
 - ii. immediately record and, upon request, make available for inspection:

1. the name and address of the person to whom the mail ballot package was issued; and
2. the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not on the register of electors.

7.2 Mail Ballot Voting Procedure

- (a) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- (b) After marking the ballot, the elector shall:
 - i. place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - ii. place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - iii. place the certification envelope, together with a completed elector registration, if required, in the outer envelope, and then seal the outer envelope;
 - iv. mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

7.3 Mail Ballot Acceptance or Rejection

- (a) In accordance with the time limits established by the Chief Election Officer, the Chief Election Officer or designate, upon receipt of a ballot package, shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
 - i. the identity and entitlement to vote of the elector whose ballot is enclosed; and
 - ii. the completeness of the certification; and
 - iii. the fulfillment of the requirements of Section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as "accepted", and shall retain in his or her custody all such certification envelopes in order to deal with any challenges made in accordance with Section 7.4 of this bylaw and the voting book shall be marked to indicate that the elector has voted.

- (b) The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- (c) At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- (d) Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 7.3(a) of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification in the

presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

- (e) As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present:
 - i. open the accepted certification envelopes;
 - ii. place the unopened secrecy envelopes together into a ballot box;
 - iii. open the secrecy envelope and remove the ballot within; and
 - iv. insert the ballot into the vote tabulating unit.

- (f) Where:
 - i. upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
 - ii. in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 70 of the *Local Government Act*; or
 - iii. the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as "rejected". And shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

- (g) Any certification envelopes and their contents rejected in accordance with Section 7.3(f) of this bylaw shall remain unopened and shall be subject to the provisions of Section 160 of the *Local Government Act* with regard to their destruction.

7.4 Challenge of Elector

- (a) A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*.
- (b) The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

7.5 Elector's Name Already Used

- (a) Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

7.6 Replacement of Spoiled Ballot

- (a) Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by an appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- (b) The Chief Election Officer shall, upon receipt of the spoiled mail ballot, record such fact, and proceed in accordance with Section 7.1(h) of this bylaw.

8. AUTOMATED VOTE COUNTING SYSTEM

8.1 Use of Voting Machines

Council hereby provides for the use of an **automated vote counting system**, under the provisions of Section 112 of the *Local Government Act* for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

8.2 Automated Voting Procedures

- (a) The Presiding Election Official for the voting place and at each advance voting opportunity shall offer, and if requested, ensure that a demonstration of how to vote using an automated vote counting system is provided to an elector as soon as such elector enters the voting place and before a ballot is issued.
- (b) Upon completion of any voting demonstration, if any, the elector shall proceed as instructed to the election official responsible for issuing ballots who;
 - i. shall ensure that the elector
 1. is qualified to vote in the election; and
 2. completes the voting book as required by the *Local Government Act*;
 - ii. upon fulfillment of the requirements of subsection i) shall then provide a ballot to the elector, along with a secrecy sleeve if requested by the elector, the ballot marking pen, if applicable, and any further instructions the elector requests.
- (c) Upon being given a ballot the elector shall immediately proceed to a voting compartment to vote.
- (d) The elector may vote only by making an acceptable mark on the ballot;
 - i. beside the name of each candidate of choice up to a maximum number of candidates to be elected for each of the offices of Mayor, Councillor and School Trustee, if applicable; and
 - ii. beside either "yes" or "no" in the case of each question.
- (e) Once the elector has finished marking the ballot the elector must either;
 - i. place the ballot into the secrecy sleeve in the case of a two sided ballot; or
 - ii. turn the ballot upside down in the case of a single sided ballot; and

proceed to the vote counting unit and under the supervision of the election official in attendance insert the ballot directly into the vote counting unit without the acceptable marks on the ballot being exposed.
- (f) If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot or the ballot is inserted into the vote counting unit and returned, the elector may request a replacement ballot by advising the election official in attendance.
- (g) Upon being advised of the replacement ballot request the Presiding Election Official shall issue a replacement ballot to the elector and mark the returned ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.
- (h) If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return over-ride procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks.
- (i) Any ballot accepted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.

- (j) Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted the elector must immediately leave the voting place.
- (k) During any period that a vote counting unit is not functioning, the election official supervising the unit shall direct electors to insert their ballots into the emergency ballot compartment on the understanding that if the vote counting unit:
 - i. becomes operational, or
 - ii. is replaced with another vote counting unit,
 the ballots in the emergency ballot compartment shall as soon as reasonably possible be removed by an election official and, under the supervision of the Presiding Election Official, shall be inserted into the vote counting unit to be counted.
- (l) Any ballots which were temporarily stored in the emergency ballot compartment during a period when the vote counting unit was not functioning which are returned by the vote counting unit when being counted, shall, through the use of a ballot return over-ride procedure, and under the supervision of the Presiding Election Official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.
- (m) A sample ballot that may be used in an election conducted under an automated vote counting system is attached as Schedule "A" to this bylaw.

8.3 Advance Voting Opportunity Procedures

- (a) Vote counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 5 of this Bylaw.
- (b) At the close of voting at each advance voting opportunity, the Presiding Election Official in each case shall ensure that:
 - i. no additional **ballots** are inserted in the **vote counting unit**;
 - ii. the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
 - iii. the **results tapes** in the **vote counting unit** are not generated; and
 - iv. the **memory pack** of the **vote counting unit** is secured.
- (c) At the close of voting at the final advance voting opportunity, the Presiding Election Official shall:
 - i. ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - ii. secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - iii. deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the Chief Election Officer at **election headquarters**.

8.4 Special Voting Opportunity Procedures

- (a) Unless the Chief Election Officer determines it is practical to use a vote counting unit, a portable ballot box as defined herein, shall be used for all special voting opportunities. The Presiding Election Official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 8.2(b), (c), (d) and (e) of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the Presiding Election Official.
- (b) The Presiding Election Official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the Presiding Election Official shall seal the portable

ballot box and return it together with all other election materials to the custody of the Chief Election Officer.

- (c) If a vote counting unit is in use at a special voting opportunity, the Presiding Election Official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 8.3 of this Bylaw as if it were an advance voting opportunity.

8.5 Procedures After The Close Of Voting On General Voting Day

After the close of voting on general voting day the Chief Election Officer shall undertake all of the following generally in the order stipulated.

- (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more ballots can be inserted;
- (c) generate two (2) copies of the results tape from the vote counting unit;
- (d) remove the memory from the vote counting unit;
- (e) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately into the election materials box;
- (f) complete the ballot account and place the duplicate copy in the election materials box;
- (g) seal the elections material box;
- (h) place the voting books, the original copy of the ballot account, one (1) copy of the results tape and all completed administrative forms into the Chief Election Officer portfolio;
- (i) proceed with the advance voting opportunities ballots by opening all portable ballot boxes and following the procedures in accordance with c) to h) inclusive of this Section so far as applicable.

9. RECOUNT PROCEDURE

- (a) If a recount is required it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure;
 - i. the memory packs of all vote counting units will be cleared;
 - ii. vote counting units will be designated for the recount voting place;
 - iii. all voted ballots will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate vote counting units under the supervision of the Chief Election Officer;
 - iv. any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return over-ride procedure, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.
- (b) In the event of a tie vote after a judicial recount the tie vote will be resolved by conducting a Lot in accordance with the *Local Government Act*.

10. GENERAL

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

(b) If any part, Section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

11. REPEAL OF PREVIOUS BYLAW

Town of Ladysmith General Local Election Bylaw 1999, No. 1326, Town of Ladysmith Provincial Voters List Adoption Bylaw 1999, No. 1327 and Town of Ladysmith Election Procedures and Automated Voting Bylaw 1999, No. 1339, and all amendments thereto, are hereby repealed.

READ A FIRST TIME	on the	14 th	day of	May,	2018
READ A SECOND TIME	on the	14 th	day of	May,	2018
READ A THIRD TIME	on the	14 th	day of	May,	2018
ADOPTED	on the		day of		

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH
Municipal Election
Saturday, October xx, 2xxx

To Vote:

Completely fill in the oval  beside the name(s) of the candidate(s) you wish to vote for.



Councillor

Vote for not more than SIX(6)

- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First

Mayor

Vote for ONE (1)

- LAST, First
- LAST, First
- LAST, First

School Trustee

Vote for not more than NINE(9)

- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First
- LAST, First

THIS SIDE INTENTIONALLY LEFT BLANK

INFORMATION REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
Meeting Date: May 14, 2018
File No: 3900-20 2018
RE: NEW ELECTION AND ASSENT VOTING BYLAW

RECOMMENDATION:

That Council give first, second and third readings to Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964.

PURPOSE:

The purpose of this report is to provide background information for Council on the new Election and Assent Voting Bylaw.

PREVIOUS COUNCIL DIRECTION

N/A

DISCUSSION:

Under the *Local Government Act*, a local government is authorized to create a bylaw that will govern how elections for Council, as well as referenda, are managed in the community. The existing Ladysmith Election Bylaw 1339 was adopted in 1999. There are several items in the bylaw that need to be changed. The two most significant are:

- Definition of General Voting Day as the third Saturday of November; an amendment to the local Government Act since the last election changed the date to the third Saturday in October
- References to the governing legislation as the *Municipal Act*; the legislation is now the *Local Government Act* and the *Community Charter*
- Permitting candidate nomination papers to be posted on the Town's website, in addition to being available for review at City Hall.

Rather than amend the existing bylaw, staff recommend that this is a good opportunity for a new election bylaw that will also incorporate a subsequent amendment to Bylaw 1339 to permit mail ballot voting, as well as address other housekeeping matters.

Bylaw 1964 is based on a template developed by the Local Elections Committee of the Local Government Management Association as the recommended format for local government bylaws.

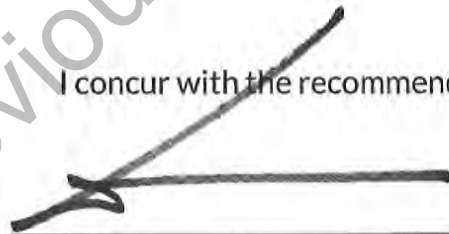
SUMMARY POINTS

- A new Election and Assent Voting Bylaw is presented for first three readings
- The new bylaw updates previous bylaw 1339, which was adopted in 1999 and has also undergone several amendments since its adoption
- The main amendments involve:
 - Changing the date of the election from the third Saturday in November to the third Saturday in October in accordance with a recent amendment to the *Local Government Act*
 - Changing all references to the previous *Municipal Act* to the *Local Government Act*, which, together with the *Community Charter*, replaced the *Municipal Act* in 2004
 - Permitting candidate nomination papers to be posted on the Town's website.



Joanna Winter, Manager of Legislative Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Bylaw 1964

Reviewed at a previous meeting



LEGION **Br 171**

BRANCH # 171 LADYSMITH

621 First Avenue, Box 219

Ladysmith, BC V9G 1A2

Office: 250-245-2273

Fax: 250-245-1273

June 8th, 2018

RE: Legion Branch 171, painting permit

Dear Mayor Stone and Council,

I don't know if you've heard but the Legion, Branch 171 has received the New Horizon's for Seniors Grant and we are now able to fix up the outside of our building.

On behalf of the Executive and Membership of Branch 171 Ladysmith, we would like to thank you so very much for the support letter that the town of Ladysmith wrote on our behalf, we are sure that it was a great aid in us getting the grant.

Of course, you are aware of the cost of the permit for painting our building. Our office manager Diane West has been in contact with Angela Davies, and received some samples of appropriate paint colors that will keep suited to our Ladysmith as "Heritage by the Sea". Since the contractors have started the upgrades of course, they have found unexpected costs that were not part of the grant application.

The Executive and Membership are asking if you would be so kind as to donate the cost of the \$100 permit.

The support we receive from the Town of Ladysmith is always very much appreciated.

Sincerely,



President Jeanne Seney
Royal Canadian Legion, Branch 171

