



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, APRIL 7, 2014  
Call to Order 6:00 p.m.  
Closed Meeting 6:01 p.m.  
Regular Meeting 7:00 p.m.

## AGENDA

Page

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

### 1. CLOSED MEETING

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

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- litigation or potential litigation affecting the municipality

### 2. AGENDA APPROVAL

### 3. MINUTES

3.1. Minutes of the Special Meeting of Council held March 24, 2014..... 1

### 4. DELEGATIONS

4.1. Lori Iannidinardo, Nick Versteeg  
Cowichan Bay 'Cittaslow'

4.2. Rodney Szasz  
Motorized Vehicles in Ladysmith Watershed ..... 3

#### Staff Recommendation

That Council consider whether it wishes to request staff to review the matter of vehicle/ATV use in the Ladysmith watershed, as well as the recommendations contained in the correspondence from Rodney Szasz received on March 24, 2014, and to report back to Council.

### 5. PROCLAMATIONS

5.1. Mayor Hutchins has proclaimed the month of April 2014 as **Safe Digging Month** in the Town of Ladysmith to draw attention to the importance of following Damage Prevention Best Practices to avoid damaging BC's ..... 6

underground infrastructure when digging, and to always *Call Before You Dig*.

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**6. 2014 – 2018 FINANCIAL PLAN DELIBERATIONS – Capital Budget**

**7. DEVELOPMENT APPLICATIONS – None**

**8. COUNCIL COMMITTEE REPORTS**

**8.1. Mayor R. Hutchins**

Cowichan Valley Regional District; Stocking Lake Advisory Committee;  
Community Health Advisory Committee/Interagency Group

**8.2. Councillor B. Drysdale**

Municipal Services Committee; Protective Services Committee; Heritage  
Revitalization Advisory Commission

**8.2.1 Municipal Services Committee Recommendations ..... 7**  
**March 17, 2014 Meeting**

**8.3. Councillor J. Dashwood**

Advisory Design Panel; Cowichan Valley Regional District Community  
Safety Advisory Commission; Social Planning Cowichan; Social Planning  
Cowichan Affordable Housing Directorate; Ladysmith Early Years  
Partnership; Ladysmith Chamber of Commerce

**8.4. Councillor G. Horth**

Advisory Planning Commission; Parks, Recreation and Culture  
Commission; Liquid Waste Management Committee; Ladysmith  
Downtown Business Association

**8.4.1 Parks, Recreation and Culture Commission Recommendations..... 8**

**8.5. Councillor D. Paterson**

Protective Services Committee; Parks, Recreation and Culture  
Commission; Festival of Lights

**8.5.1 Parks, Recreation and Culture Commission Recommendations..... 8**

**8.6. Councillor G. Patterson**

Youth Advisory Committee; Liquid Waste Management Committee

**8.7. Councillor S. Arnett**

Stocking Lake Advisory Committee; Vancouver Island Regional Library  
Board; Celebrations Committee

**9. STAFF REPORTS**

**9.1. Results of the Alternative Approval Process – TimberWest/Couverdon  
Boundary Expansion Proposal ..... 10**

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9.2. Proposed Amendments to Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155 .....	13
9.3. 2013 Annual Water Report (presentation by the Director of Infrastructure Services).....	16
 10. BYLAWS	
10.1. Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 97) 2014, No. 1848 .....	22
May be adopted.	
 The purpose of Bylaw 1848 is to amend the Zoning Bylaw by placing the “Light Industrial Zone I-1” on the subject property at 1144 Rocky Creek Road.	
10.2. Town of Ladysmith Delegation Bylaw 2007 No. 1614, Amendment Bylaw 2014, No. 1850 .....	23
May be adopted.	
 The purpose of Bylaw 1850 is to amend the Delegation Bylaw in order to delegate to the Director of Parks, Recreation and Culture the ability to approve Special Occasion Licences for special events in specified locations, in accordance with the Liquor Control and Licensing Act. This delegation of authority was approved by Council at its regular meeting of March 3, 2014.	
10.3. Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2014, No. 1852 .....	24
May be read a first, second and third time.	
 The purpose of Bylaw 1852, which is the subject of a staff report under agenda item 9.2, is to amend the Dog Licencing, Control and Pound Bylaw in order to ensure that the Animal Control Officer can fine dog owners for allowing their dogs to run at large on private property (other than the owner’s property).	
 11. CORRESPONDENCE	
11.1. Kay St. Denis, Girl Guides of Canada.....	25
Request for Waiver Of Trolley Rental Fee	
 <u>Staff Recommendation</u>	
That Council consider whether it wishes to waive the trolley rental fee for the Girl Guides of Canada in order to permit the Guides and assistants to travel to Gourlay Janes Park on Saturday, April 26, 2014, where they will plant items which they have donated.	

- 11.2. Adriana McMullen, BC Transit  
Schedule Adjustment to Cowichan Valley Regional Transit Routes 31, 32, .....26  
33, 34 and 35 (Ladysmith)**

Staff Recommendation

That Council consider whether it wishes to respond to the correspondence from BC Transit, dated March 21, 2014, outlining changes to Ladysmith transit routes 32, 33, 34 and 35.

- 11.3. Jennifer Jones, Rob Hutchins, Our Cowichan – Communities Health  
Network  
Request for Town to Include E-Cigarettes in No-Smoking Policies .....35**

Staff Recommendation:

That Council consider whether it wishes to request staff to amend the relevant no-smoking policies and bylaw in order to include the use of electronic cigarettes in its current enforcement of regional smoking regulations, as requested by the co-chairs of the Cowichan Communities Health Network in their correspondence dated March 25, 2014.

**12. NEW BUSINESS**

**13. UNFINISHED BUSINESS**

**14. QUESTION PERIOD**

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

**15. RISE AND REPORT**

**16. ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A SPECIAL MEETING OF COUNCIL**  
**MONDAY, MARCH 24, 2014**  
**COUNCIL CHAMBERS, CITY HALL**  
**6:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Glenda Patterson

Councillor Bill Drysdale

**COUNCIL MEMBERS ABSENT:**

Councillor Gord Horth

Councillor Jillian Dashwood

**STAFF PRESENT:**

Ruth Malli  
Erin Anderson  
Joanna Winter

Sandy Bowden  
John Manson

Felicity Adams  
Clayton Postings

**CALL TO ORDER**

Mayor Hutchins called this Special Meeting of Council to order at 6:00 p.m.

**AGENDA APPROVAL**

**CS 2014-111**

*Moved and seconded:*

That the agenda for the Special Council Meeting of March 24, 2014 be approved.

*Motion carried.*

**MINUTES**

**CS 2014-112**

*Moved and seconded:*

That the minutes of the Regular Meeting of Council held Monday, March 17, 2014 be approved.

*Motion carried.*

**NEW BUSINESS**

**CS 2014-113**

**Good Neighbour Agreement – Oyster Cove Strata Plan 2009**

*Moved and seconded:*

That Council approve the Good Neighbour Agreement between the Town of Ladysmith and Oyster Cove Strata Plan 2009 with respect to upcoming construction of the upgrade to the Town's Waste Water Treatment Plant, and that Council authorize the Mayor and Corporate Officer to execute the agreement.

*Motion carried.*

**2014 – 2018 FINANCIAL  
PLAN DELIBERATIONS**

The City Manager and Director of Financial Services presented the 2014 to 2018 Financial Plan and Financial Plan summary document.

Council and members of the public enquired about various aspects

of the Financial Plan.

Council thanked staff for the presentation. Additional meetings on the Financial Plan are scheduled for April 7 and April 14. Additional meetings may be scheduled if necessary. The Financial Plan Bylaw and associated bylaws must be adopted by May 15 each year.

#### ADJOURNMENT

**CS 2014-114**

*Moved and seconded:*

That this meeting of Council adjourn at 7:39 p.m.

*Motion carried.*

CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor (R. Hutchins)

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

## **AN OPEN LETTER ON ATV/ VEHICULAR ACCESS TO LADYSMITH WATERSHED**

Dear Honourable Mayor and Ladysmith City Council Members

I am familiar with a lot of the Ladysmith watershed having walked, hiked or ran all of the creeks from source points through the older second growth and older logging railroad grades/ roads. I have noticed in the past 5 yrs or so a marked deterioration as a result of irresponsible use by the public. Of particular note is the problem of quad riders in the watershed and access points cutting across public trails, watershed creeks and salmon spawning streams.

### **Access Points**

#### **1) Access from Ladysmith via the reservoir and old reservoir road via the Secondary Water Intake on Holland Creek (Chicken Ladder).**

This trail while part of Stocking Lake and Heart Lake trail is regularly used by quad riders who access the higher reaches of Stocking Lake and Holland Lake watersheds. They use about a 3 kilometre section from the old reservoir to the top part of the trail where the wetlands begin. On this section of the trail quad drivers and hikers do encounter each other with some frequency. ATVs are not allowed on this section, but there is no enforcement.

#### **2) Access by Banon (Miller) Creek Forestry Service Road.**

This road is used to access both the bottom of Mt. Brenton region and also the upper reaches of the respective watersheds.

Numerous gates are provided but none appear locked except during fire season.

**Deleterious Effects:**

**Garbage:** The dumping of garbage has become a serious issue. Trash, fire beds from quad fires and large household garbage (from vehicles dumping) are evident in many places, both along the road and in remote locations. Heart Lake prior to recent logging did not have useable road access and has been recently subject to periodic use by irresponsible campers who have left large amounts of trash along the NW edge of the lake disrupting the wetlands that feed into the lake from this side by driving vehicles right up to the lake shore. There are two large bins (4x4') with material that I have been unable to identify and may be toxic or harmful.

**Illegal Tree Felling/ Harvesting:** There are people who are quite openly harvesting merchantable timber in the region without permits. They are falling trees across roads and in at least one case cut a quad trail into a remote site to cut down a rare and large Yew tree.

**Quad Trails:** Several quad trails I have encountered often cut across large swathes of land with mature 2<sup>nd</sup> growth forest. In these areas the quad riders have cut trees and shifted earth to make trails many kilometres long crossing watershed streams.

Of particular note is one accessing the Silver Lake region from Banon Creek FSR, and one accessing the Holland (Company Dam) Lake via the South Holland Creek area.

Fire pits with the obligatory discarded plastic shotgun shells and broken beer bottles are evidenced throughout. In one case there were oil cans, shotgun shells, garbage, and they appear to have used the place as a public toilet with no toilet pit. This was on the upper reaches of South Holland Creek.

Erosion in areas, especially where a quad trail has been cut through 2<sup>nd</sup> growth forest, is a particular problem especially when it drains into watershed creeks.

Quads often travel in large groups exacerbating the problems described above.



**Recommendations:**

- 1) Posting of signs on the Water Reservoir Section that motorised vehicles are not allowed on trails.
- 2) Ban ATVs on the Banon Creek Forestry Road, and close the watershed to all vehicular traffic and enforce it.
- 3) Institute a permit system for vehicular access to the watershed if people really want to use it for permitted firewood harvesting and recreation.

Whilst I realise that not all the lands come under the authority of one controlling party it is hoped that this letter will at least suffice to be a small point of reference for the current state of the effects of vehicular and ATV access in and around the Ladysmith Watershed.

Rodney James Szasz  
245 Pine Street  
Nanaimo B.C.



TOWN OF LADYSMITH

# PROCLAMATION

## SAFE DIGGING MONTH

**WHEREAS:** *Each year the integrity of BC's underground infrastructure is jeopardized by damage during ground disturbance activities by those who fail to **Call Before You Dig**; and*

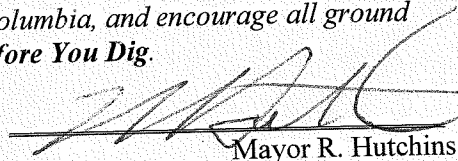
**WHEREAS:** *The consequences of damage to buried facilities can include service disruptions, environmental contamination, property damage, personal injury and even death; and*

**WHEREAS:** *The BC Common Ground Alliance and the BC Municipal Safety Association and its members promote the principles of Damage Prevention Best Practices, including the need to **Call Before You Dig**; and*

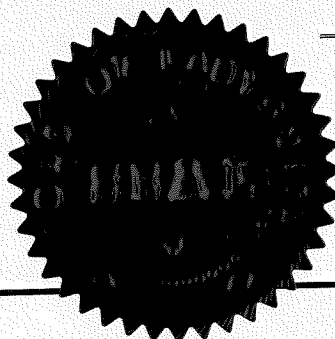
**WHEREAS:** *Ground disturbers, including contractors, municipal workers, homeowners and landowners can save time and money and keep our province safe and connected by following Damage Prevention Best Practices, including making that one simple call to BC One-Call; and*

**WHEREAS:** *The stakeholders in the buried facility damage prevention process – the digging community, buried facility owners/operators, buried facility locators, regulatory agencies, training organizations and the one-call centre – all agree that the prevention of damage to buried facilities is a shared responsibility.*

**THEREFORE,** *I, Robert Hutchins, Mayor of the Town of Ladysmith, do hereby proclaim the month of April, 2014 as "Safe Digging Month" in the town of Ladysmith, British Columbia, and encourage all ground disturbers to always **Call Before You Dig**.*

  
Mayor R. Hutchins

March 18, 2014





## Town of Ladysmith

### **COMMITTEE REPORT**

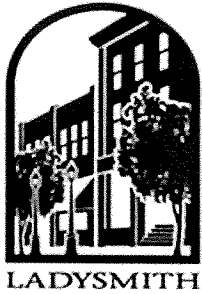
To: Mayor and Council  
From: Councillor Bill Drysdale  
Chair, Municipal Services Committee  
Date: March 18, 2014  
File No:

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Re: **MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS – March 17, 2014**

At its March 17, 2014 meeting, the Municipal Services Committee recommended that Council:

1. Direct staff to create a property tax pre-payment plan bylaw which will automatically debit an agreed-upon installment amount from a property owner's bank account with the amount to be applied against the next property tax bill.



Town of Ladysmith  
**COMMISSION REPORT**

To: Council  
From: Parks, Recreation and Culture Commission  
Date: March 26, 2014  
File No:

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Re: **PARKS RECREATION AND CULTURE COMMISSION MEETING DECISIONS**

The Parks, Recreation and Culture Commission adopted the following recommendations to Council at its meeting held March 19, 2014:

**1. Playground Equipment at Davis Road School**

THAT the Commission recommend that Council consider sending a letter to School District 68 requesting that playground equipment at Davis Road School remain at this site.

**2. Dogs on Holland Creek Trail**

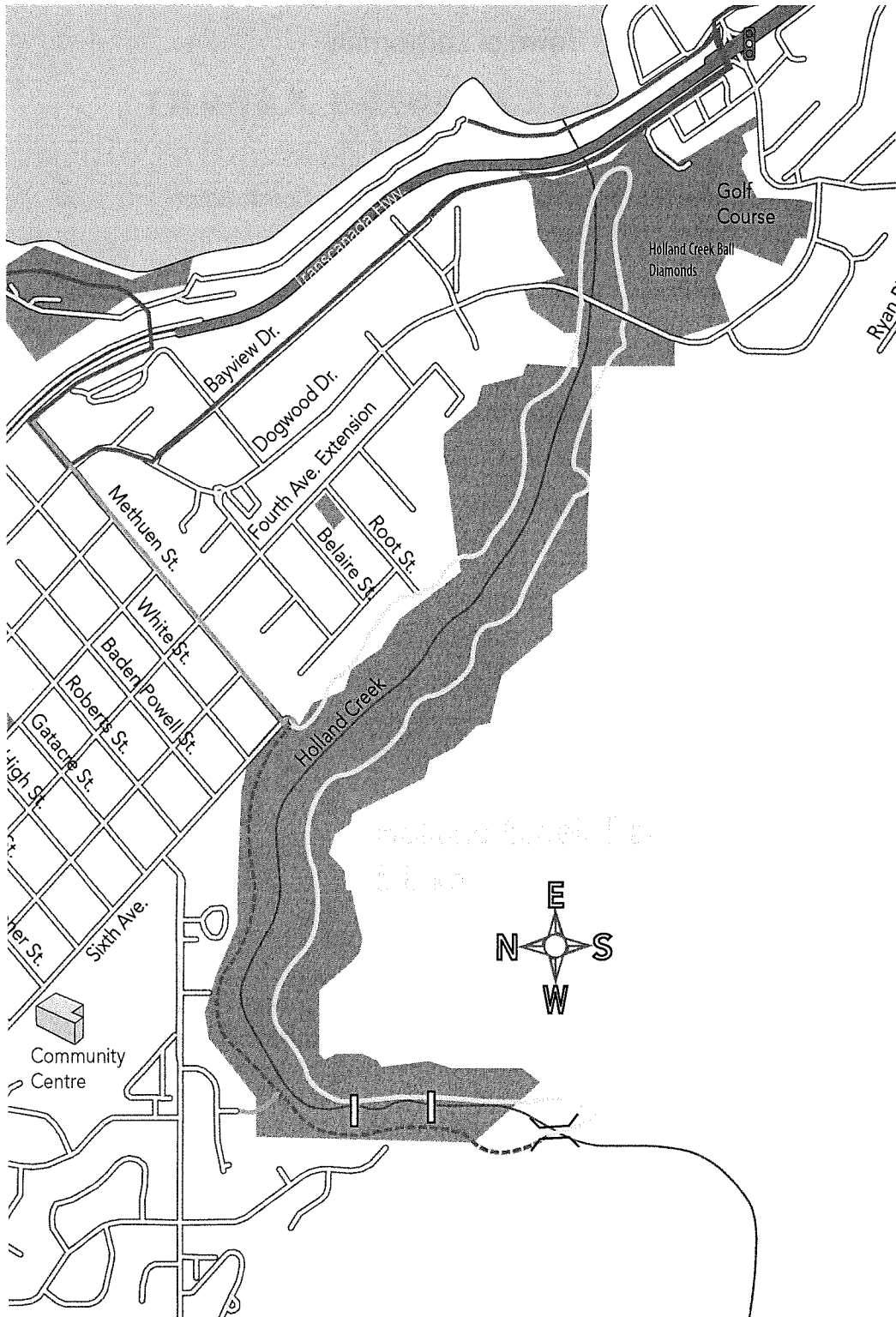
THAT the Commission recommend that Council consider designating the section of the trail between Methuen Road entrance to the bridge portion of Holland Creek Trail as on-leash area between 10:00 a.m. and 5:00 p.m., and that appropriate signage be posted on the trail.

**STAFF RECOMMENDATION RE: DOGS ON HOLLAND CREEK TRAIL**

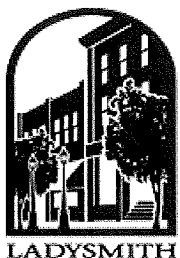
That Council refer the recommendation from the Parks, Recreation and Culture Commission, to designate a portion of the Holland Creek Trail as an on-leash area, to staff in order to consider the implications of this recommendation with respect to current policies, bylaws, education, enforcement and other off-leash areas such as Mackie Park.

**ATTACHMENTS:**

Map



Indicates proposed dog on-leash area



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: April 2, 2014  
File No:

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Re: Results of the Alternative Approval Process – Boundary Expansion Proposal –  
Couverdon Real Estate/TimberWest

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#### RECOMMENDATION(S):

That Council receive the results of the Alternative Approval Process for the proposed boundary extension submitted by Couverdon Real Estate/TimberWest as presented.

#### PURPOSE:

The purpose of this staff report is to provide Council with the results of the recently-conducted Alternative Approval Process regarding the boundary expansion application submitted by Couverdon Real Estate/TimberWest and to determine next steps in the process.

#### INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on January 28, 2014 the following resolution was adopted:

*That Council direct staff to proceed with the Alternative Approval Process for the proposed boundary extension submitted by Couverdon Real Estate/TimberWest, to be concluded by the end of March, 2014, in accordance with the legislation.*

As directed by Council, staff conducted the Alternative Approval Process in accordance with provincial legislation. The deadline for submitting Elector Response Forms was March 14, 2014 at 4:00 p.m. In accordance with Sec. 86(8) of the Community Charter, the Corporate Officer hereby confirms that 1,601 valid Elector Response Forms were submitted by eligible electors in the Town of Ladysmith in accordance with the legislation. The legislation states that a local government may proceed with a boundary expansion unless at least 10% of Ladysmith electors indicate that the Council must obtain the assent of the electors before proceeding. The total number of electors on the most recently updated List of Electors (2011) is 6,226; 10% of the total number of voters is 623. It is therefore determined that the Council may not proceed with the proposed boundary expansion unless it obtains the assent of the electors through a referendum.

For Council's information approximately 30 Elector Response Forms were rejected because they were submitted by electors who had previously submitted forms or were from individuals who reside outside the Town boundaries.

#### SCOPE OF WORK:

The scope of work is dependent upon Council's future direction regarding the boundary expansion application.

#### ALTERNATIVES:

Council could direct staff to:

- a) prepare a report regarding options for proceeding with the boundary expansion proposal; or,
- b) not proceed with the Couverdon Real Estate boundary expansion proposal at this time; or,
- c) conduct a referendum regarding the boundary expansion.

#### FINANCIAL IMPLICATIONS:

All costs associated with a referendum regarding the boundary expansion proposal shall be borne by Couverdon Real Estate/TimberWest.

#### LEGAL IMPLICATIONS:

Any direction from Council regarding the boundary expansion proposal will be completed in accordance with all applicable legislation.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The proposed boundary expansion has received substantial public attention. It is important for the Town to keep the public informed of all processes undertaken in this regard.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Further processing of the boundary expansion application will involve all Town departments.

#### RESOURCE IMPLICATIONS:

No additional resources are required at this time.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with strategic direction G – Supportive Corporate Governance.

SUMMARY:

The Town recently conducted an Alternative Approval Process (AAP) to determine if eligible electors in the Town support the proposal submitted by Couverdon/TimberWest to expand the Town's boundaries to include approximately 700 hectares of Couverdon/TimberWest lands. Given that 1,601 valid Elector Response Forms were received in response to the AAP, indicating that more than 10% of the eligible electors in the Town of Ladysmith are opposed to proceeding with the boundary expansion without elector assent, it is now appropriate for the Council to determine the next steps in the process.

City Manager's Recommendation:

I concur with the recommendation as presented.

*R. Malli*

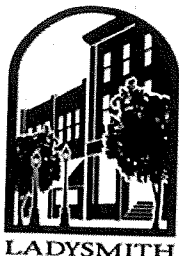
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Ruth Malli, City Manager

ATTACHMENTS:

None





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: April 2, 2014  
File No:

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Re: Proposed Amendments to "Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155"

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RECOMMENDATION(S):

That Council direct staff to amend "Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155" to delete Sec. 13 and include reference to the prohibition of dogs being at large on private property in Sec. 14 of the bylaw.

PURPOSE:

The purpose of this staff report is to request Council's consideration of amending Dog Licencing, Control and Pound Bylaw 1995, No. 1155 in order to ensure that the Animal Control Officer is permitted to issue tickets for dogs at large who trespass on private properties within the Town.

INTRODUCTION/BACKGROUND:

Staff has recently become aware of a concern with Bylaw No. 1155 regarding the Town's ability to issue tickets for dogs at large on private property.

Sec. 13 of the bylaw states:

*"No owner of any dog kept within the municipality shall permit or suffer such dog to trespass on private property within the municipality."*

Sec. 14(a) of the bylaw states in part:

*"No owner of any dog shall permit or allow such dog to be at large on any highway, street, lane, park or any other public place, unless it is accompanied by a competent person and is restrained by that person by means of an adequate leash attached to the dog."*

The Ladysmith Ticket Utilization Bylaw No. 1457 authorizes the Town to issue tickets for specific bylaw offences. Schedule 6 of Bylaw 1457 stipulates that a ticket may be issued to individuals in violation of Sec. 14(a) of Dog Licencing, Control and Pound Bylaw 1995, No.

1155; however it does not permit the Town to issue tickets for contraventions to Sec. 13 of Bylaw 1155. Council's consideration is therefore requested of the proposed amendment to Bylaw 1155 to include reference to dogs-at-large on private property in Sec. 14(a).

Staff recommends deleting Sec. 13 of Bylaw 1155 and amending Sec. 14(a) by adding the following bolded and underlined text:

***"No owner of any dog shall permit or allow such dog to be at large on any private property other than that of the dog owner, public highway, street, lane, park or any other public place, unless it is accompanied by a competent person and is restrained by that person by means of an adequate leash attached to the dog."***

Staff has included the amendment bylaw (No. 1852) on this evening's Council agenda under the "Bylaws" section for first three readings.

#### SCOPE OF WORK:

Upon Council's direction staff will process the bylaw amendment in accordance with the legislation.

#### ALTERNATIVES:

Council could direct staff to process an amendment to the Ticket Utilization Bylaw which will have the same result as amending the Dog Licencing, Control and Pound Bylaw, or Council could direct staff not to process any bylaw amendments.

#### FINANCIAL IMPLICATIONS:

n/a

#### LEGAL IMPLICATIONS:

n/a

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff anticipates that this bylaw amendment will have minimal impact on the public. This amendment clarifies Council's original intent when it adopted Bylaw No. 1155, namely that any contravention of the dog-at-large sections of the bylaw may result in a ticket through the Ticket Utilization Information Bylaw.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Staff will ensure that the Town's animal control service provider (Coastal Animal Control Services) is advised of the bylaw amendment.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative aligns with Sustainability Goal No. 8 – create healthy communities and individuals and the 7<sup>th</sup> Pillar of Sustainability – healthy community.

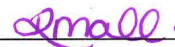
ALIGNMENT WITH STRATEGIC PRIORITIES:

This bylaw amendment aligns with Strategic Direction F – A Safe and Healthy Community.

SUMMARY:

Staff has recently become aware of a matter concerning the Dog Licencing, Control and Pound Bylaw (No. 1155) related to the Town's ability to issue tickets for dogs who are allowed to run at large on private property. The proposed bylaw amendment will ensure that the Animal Control Officer can fine dog owners for allowing their dogs to run at large on private property (other than the owner's property).

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: John Manson, Peng, FEC  
Date: April 2, 2014  
File No:

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Re: **2013 WATER REPORT AND FILTRATION DECISION**

**RECOMMENDATION(S):**

That Council:

1. Receive the draft 2013 Water Report for information;
2. Direct staff to pursue, in principle, water filtration as the method of secondary water treatment for the Town of Ladysmith, and waive the purchasing policy for a Water Filtration Pilot Study; and,
3. Direct staff to amend capital plans to provide for a secondary water filtration system for the Town.

If Council wishes, they may invite representatives from Island Health (VIHA) to a future meeting to discuss and answer any questions about water regulatory requirements.

**PURPOSE:**

The purpose of this report is to update Council on the current status of the Town's Water System, and provide options for moving forward to meet our Water Permit commitments under the Water Act.

**INTRODUCTION/BACKGROUND:**

The Town's water system is operated and maintained in accordance with a permit issued through Island Health (VIHA).

As part of our permit requirements, the Town is required to prepare and publish water quality reports. The Town's 2013 Water Report will be presented at the Council meeting and afterwards posted on the Town's website. The report confirms



that the Town's water system generally complies with the intent of our permit, aside from the question of water treatment, the subject of this report.

Since the late 2000's, Ladysmith, as with most other municipalities in BC, have been directed by the Province to upgrade domestic surface water systems to meet the following water treatment requirements:

- 4 log removal/inactivation of viruses;
- 3 log removal/inactivation of Giardia cysts and Cryptosporidium oocysts;
- 2 treatment processes, usually filtration and disinfection;
- 1 NTU turbidity (maximum) in finished water

The Health Authority (VIHA) also requires that all sources of raw water prior to treatment be relatively free of E-Coli bacteria (less than 10% of samples in any 6 month period can be over 20 cfu/100mL), and upstream watersheds must be managed in a manner consistent with the goal of maintaining a 'healthy' water source.

If all of the above noted parameters are in place, VIHA may issue a 'filtration deferral', which provides for the operation of a minimum of two water treatment processes, typically UV disinfection, ozone disinfection, and chlorination.

The Town has been actively upgrading the treatment and management of our water supplies in order to meet the 4-3-2-1 policy noted above. The Town has previously completed a major conversion of an old open reservoir to a concrete covered reservoir that is sufficient to meet the Town's needs for the immediate future. The Town also recently completed a dedicated water main 'connection' of the Stocking Lake raw water supply to the new reservoir, which will allow all surface water sources to be treated and stored in one location. Most recently, the Town commenced the upgrading of the old chlorination facility, now located at the old open reservoir site.

The Town has also been closely monitoring water quality parameters, such as source water turbidity, to determine if the Town could continue to pursue a filtration deferral. In particular, turbidity samples have been compiled for Stocking Lake, Holland Creek at Chicken Ladder, and, most recently, Holland Lake. The Town now has over 1 year of continuous turbidity data for Holland Lake, including the winter months when the Lake is frozen over.

Stocking Lake consistently delivers high quality water, significantly less than 1 NTU, the 'maximum' allowable turbidity allowance for filtration deferral, year round. In 2013, Holland Creek (Chicken Ladder) was over 1 NTU for 13 days (less than the maximum 18 days permitted for filtration deferral), which is considerably better than previous history at Chicken Ladder.

The poor turbidity values in Holland Creek are primarily the result of sudden rainfall events; it is also impacted by natural and human activities in the watershed. The result is rapid deterioration of water quality at this location during periods of heavy rainfall. Compounding this is the relative lack of water storage capacity at the Holland Creek intake, which does not allow any blending of poorer quality water with higher quality, which typically occurs in larger lakes and reservoirs.

Telemetry data is collected at the Public Works office, and for the last decade or more the Town rapidly switches water sources as the situation warrants. Typically the Town will draw its water from Holland Creek, except in the winter months when Stocking Lake is overflowing. The Town will switch back to Stocking during high turbidity events, returning back to Holland Creek after the event has passed and the water returned to under 1 NTU. To date the Town has been able to successfully keep our 'blended' water below the 1 NTU level for essentially all of the year in 2013.

Part of the Town's strategy moving forward was to provide a direct connection from Stocking Lake to Holland Lake, such that expected 'higher' quality Holland Lake water could also be accessed when Holland Creek was not suitable for use. However, 2013 turbidity readings taken from Holland Lake have provided some surprising results: Holland Lake water exceeded the 1 NTU level for about 90 days in 2013, mostly during the winter months when the lake was frozen over. The turbidity 'event' did not subside until spring, when the ice came off the lake.

The Holland Lake results have provided us with an opportunity to reconsider the present approach to filtration deferral, which was:

- Completion of the Chlorination system upgrade;
- Construction of a secondary treatment process, such as UV disinfection or ozone disinfection;
- Management of water sources to enable higher quality Stocking Lake water to be used subject to water licensing restrictions;
- Construction of a new supply main to Holland Lake to provide backup 'high' quality water during turbidity events at Holland Creek.
- Continuous monitoring of turbidity levels in all sources of supply, whether they are in use or not;
- Increased (or more effective) management of the watershed;
- Ongoing water quality testing of the raw water supplies.

The above noted approach recognises the significant volume contribution that the Holland Creek supply provides to the Town – the Town gets more than half of its water supply needs from Holland Creek, and we expect that this proportion will increase as water use gradually increases over the coming decades.

The Town is also in the process of completing an update to previous watershed modeling work that was undertaken in 2008. This work will include the effects of

climate change, and will provide strategic direction on long term water supply for the Town. We also expect that this study will provide updated information that will enable the Town to clarify existing water licenses, particularly on Stocking Lake. This may entail making application to the Province for amendments to the Stocking License, including storage.

While it would be advantageous to complete the watershed modelling and licensing work before making a decision on major improvement works such as the Holland to Stocking pipeline, we wish to seek Council endorsement to consider proceeding with filtration. The rationale for filtration is as follows:

- The poor turbidity results on Holland Lake bring into question the assumption that Holland Lake can be used as a reliable low turbidity source at all times of the year, and this option is not feasible until the Holland to Stocking pipeline is constructed;
- If the Holland to Stocking pipeline is postponed, the cost of filtration is about the same capital cost of alternative secondary disinfection (UV/Ozone) plus the Holland to Stocking Pipeline;
- Should the Town proceed with UV/Ozone disinfection at this time, and filtration is required in the future, either as a result of changing regulation or due to a change in the Town's ability to meet the existing standard (for example, weather related or activities in the watershed that impact water quality, some of which are beyond the Town's control) then the cost of the UV/Ozone system will not be a good investment;
- Filtration deferral is not recommended for the long-term. Control of the watershed is a critical component of filtration referral. Even with control of the watershed, other communities (such as Vancouver) still choose filtration partially because natural events cannot be controlled, even if human activity can be restricted;

Should Council agree with the recommendation to proceed with filtration, a pilot project will be required to provide actual test data on our water sources, this will form the basis of a full scale design. We have tentatively placed this project in the Capital Plan for 2014, at a cost of \$165,000. Following this pilot project, we could initiate design in 2015, and commence construction following the design process, with completion in late 2016 or early 2017. The timing of these projects will largely be driven by grant availability. These projects have also tentatively been placed in the Capital Plan for Council consideration in the current financial planning process. The Holland to Stocking Pipeline also remains in the Capital Plan, for review later this year, following the completion of the Watershed Study. If the Watershed Study indicates that the Holland to Stocking Pipeline is essential regardless of filtration then it will remain in the Capital Plan. If the Watershed Study indicates that with filtration, the Holland to Stocking Pipeline is not required, then it can be removed.

It should also be noted that the design and construction components of the project will likely require borrowing, and hence the assent of the electors will be required.

#### SCOPE OF WORK:

The scope of work is the construction of a secondary disinfection system for the Towns water supply. The recommendation in this report is the consideration of a change to the current direction of filtration deferral. Currently the direction is to construct a UV or Ozone system in lieu of filtration.

The scope of work will involve several phases, starting with the consideration of the change of direction to modeling and pilot study through to final construction.

#### ALTERNATIVES:

The Town could continue to pursue filtration deferral. This would require further discussions with Ministry of Health officials to determine if the current turbidity and microbiological raw water sampling support this approach.

#### FINANCIAL IMPLICATIONS:

The cost of the Filtration Pilot Project is included in the 2014 Capital Plan.

Borrowing will be required to fund the construction of the Filtration project. An increase in the parcel tax will be necessary to service the debt required for this project.

#### LEGAL IMPLICATIONS:

n/a

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public will likely be involved in providing input into the borrowing process to support for loan authorization bylaw. Although the question of filtration is largely driven through the regulatory process, it is recommended that the Town actively engage citizens in this process.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The project will principally be managed by public works staff. However, the project will impact finance from a budgeting and resource management point of view.



#### RESOURCE IMPLICATIONS:

The significant size of the project will require the use of outside consultants and contractors. Due to time limitations, we wish to retain Koers and Associates to manage the Filtration Pilot project; consultant selection for other components will follow later in the year.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Provision and protection of water aligns with the Sustainability Vision.

#### ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with the enhanced infrastructure priority.

#### SUMMARY:

The Town's water system is regulated through the Water Act, and administratively through Island Health (VIHA). A few years ago, VIHA published new guidelines for the treatment of surface water supplies for domestic consumption. The new guidelines require filtration of surface water as one of the treatment steps, in order to meet biological/pathogenic organism reductions outlined in the guidelines. However, the guidelines provide for an exemption of filtration, provided that turbidity levels stay below 1 NTU all but 18 days in any year, among other criteria. To determine the ability to meet these exemption criteria, the Town has been closely monitoring results for the past year.

The turbidity testing was done for the full year of 2013 and the results indicate that the Town will likely have difficulty meeting VIHA criteria for filtration avoidance. Staff are therefore recommending that Council consider proceeding with a Filtration Pilot Project in 2014; and plan for the completion of filtration construction in the current Financial Plan.

I concur with the recommendation.



---

Ruth Malli, City Manager

#### ATTACHMENTS:

2013 Annual Water Report (to be distributed at the Council presentation)



**TOWN OF LADYSMITH**

**BYLAW NO. 1848**

A bylaw to amend "Town of Ladysmith Zoning Bylaw, 1995, No. 1160"

**WHEREAS** pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the zoning bylaw;

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

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

- (1) The zoning map, being 'Schedule A' to "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby amended by placing:

"Light Industrial Zone (I-1)" on the subject property Lot A, District Lot 38, Oyster District, Plan EPP23810 (1144 Rocky Creek Road) as shown on Schedule 1 attached to this Bylaw.

**CITATION**

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 97), 2014, No. 1848".

**READ A FIRST TIME** on the 17th day of February, 2014

**READ A SECOND TIME** on the 17th day of February, 2014

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

on the 17th day of March, 2014

**READ A THIRD TIME** on the 17th day of March, 2014

**APPROVED** by the Minister pursuant to the provisions of the *Transportation Act*

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_

Approved under the Transportation Act

this 2<sup>nd</sup> day of April 20, 14

Stu Johnson

District Development Technician  
Ministry of Transportation and Infrastructure

\_\_\_\_\_  
Mayor (R. Hutchins)

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

## TOWN OF LADYSMITH

### BYLAW NO. 1850

A bylaw to amend "Town of Ladysmith Delegation Bylaw 2007 No. 1614"

**WHEREAS** section 154(1) of the *Community Charter* states that a Council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to the extent provided, to

- (a) a council member or council committee,
- (b) an officer or employee of the municipality, or
- (c) another body established by the council.

**AND WHEREAS** the Council may, from time to time, process amendments to its bylaws as deemed appropriate;

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

- (1) Section 4 of Bylaw No. 1614 is hereby amended by adding the following bolded and underlined text after the last sentence:
  - 4. Council hereby delegates to the Director of Parks, Recreation and Culture all of the powers, duties and functions of Council to approve special events on land reserved, dedicated, or held for park purposes, where such use is consistent with zoning and any restrictions on title. **Such powers shall include approving Special Occasion Licences pertaining to the aforementioned special events in accordance with the Liquor Control and Licensing Act.**
- (2) Bylaw No. 1614 is further amended by changing all references to the Manager of Corporate Services to the Corporate Officer.
- (3) Bylaw No. 1614 is further amended by changing all references to the Director of Public Works to the Director of Infrastructure Services.

#### CITATION

- (4) This bylaw may be cited for all purposes as "Town of Ladysmith Delegation Bylaw 2007 No. 1614, Amendment Bylaw 2014 No. 1850".

**READ A FIRST TIME**      on the      17th      day of      March, 2014

**READ A SECOND TIME**      on the      17th      day of      March, 2014

**READ A THIRD TIME**      on the      17th      day of      March, 2014

**ADOPTED**      on the           day of      , 2014

\_\_\_\_\_  
Mayor (R. Hutchins)

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

**TOWN OF LADYSMITH**

**BYLAW NO. 1852**

A bylaw to amend "Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155"

**WHEREAS** Sec. 8(3)(k) of the *Community Charter* authorizes a municipal council to establish a bylaw to regulate, prohibit and impose requirements in relation to animals;

**AND WHEREAS** a Council may, from time to time, amend such a bylaw as deemed appropriate;

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

(1) Delete Section 13 of Bylaw No. 1155 in its entirety. The remaining sections SHALL NOT be renumbered.

(2) Add the following bolded and underlined text to the first sentence of Section 14(a):

"No owner of any dog shall permit or allow such dog to be at large on any **private property other than that of the dog owner, public** highway, street, lane, park or any other public place, unless it is accompanied by a competent person and is restrained by that person by means of an adequate leash attached to the dog."

**CITATION**

(3) This bylaw shall be cited for all purposes as "Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2014 No. 1852".

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

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

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

**ADOPTED** on the day of , 2014

\_\_\_\_\_  
Mayor (R. Hutchins)

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

**Jennifer LeBlanc**

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**From:** Kay St. Denis <jkstdenis@hotmail.com>  
**Sent:** March 4, 2014 2:02 PM  
**To:** Town of Ladysmith  
**Cc:** Kay St. Denis; Girl Guides Denise  
**Subject:** Trolley Request

Dear Town of Ladysmith,

My name is Kay St. Denis. I am a local leader with Girl Guides of Canada (GG of C).

GG of C has long been active in this community to the benefit of both our members and the town itself. We have visited and assisted local groups such as The Food Bank and La Rosa Senior Home, as well as planted fruit trees at St. John's Church, created a hopscotch at the Community Gardens, removed trash from Transfer Beach, etc.

The National Level of GG of C, in partnership with TD Bank, is awarding tree planting grants. We are pleased to announce that several Ladysmith Girl Guide units have been awarded five grants for a total of \$2500 to be spent on trees and necessary supplies for planting within the local area.

After discussion with Glen Britton, it appears plausible to use our grant money to provide plants and supplies to landscape Gourlay-Janes Park. The local Girl Guide units and leaders will volunteer their time and labour to plant, with the understanding that the Town will maintain them.

We are very excited about this opportunity which allows us to be a part of a special project that will benefit the community for years to come!

We anticipate that there will be many participants in this project, and parking is limited. Would the town consider donating transportation to and from this event via the trolley? Not only would this be a memorable and fun mode of transport for many of the girls, it would also alleviate safety and logistical concerns.

Thank you in advance for your consideration.

Yours truly,

Kay St. Denis  
Unit leader for 1st Ladysmith Sparks

March 21, 2014

Jim Wakeham  
Manager Facilities and Transit  
Cowichan Valley Regional District  
175 Ingram St,  
Duncan BC,  
V9L 1N8

John Manson  
Director of Infrastructure Services  
Town of Ladysmith  
PO Box 220 410 Esplanade  
Ladysmith BC,  
V9G 1A2

**RE: Schedule adjustments to Cowichan Valley Regional Transit system Routes 31, 32, 33, 34, and 35 (Ladysmith).**

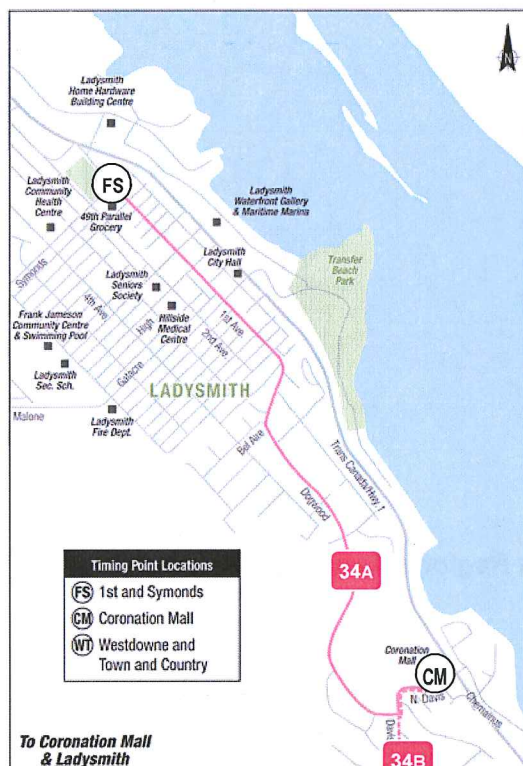
BC Transit service was introduced to the Town of Ladysmith in September 2013 as a replacement to trolley service formerly operated by the Town of Ladysmith. Since commencing service, some trips have been allocated insufficient time in the schedule and operators and customers are experiencing minor difficulty and inconvenience with lateness.

The need for minor refinements is a common “growing pain” of new service, and in January 2014, BC Transit staff began a review of the service. Staff conducted timing checks and held a meeting with First Canada, the contracted operating company. Based on this, and also the recommendations for a cost-neutral solution from staff of both the Cowichan Valley Regional District (CVRD) and Town of Ladysmith, the following schedule amendments have been prepared.

**Goal:** Improve the Ladysmith schedule to ensure adequate time is provided for each trip.

**Key Objectives**

- Maintain connectivity to the rest of the CVRD Transit system through schedule coordination between Route 35 Ladysmith/Chemainus and Route 6 Duncan/Chemainus
- Ensure trips are on time
- Retain geographic coverage of existing transit routes
- Retain service span times
- Cost neutrality from the September 2013 schedule.



Route Map for September 2013  
Route 34A and Route 34B.

The amended schedule will consolidate these two trips into one Route 34 trip, which will serve along the Route 34B alignment: beginning at 1<sup>st</sup> and Symonds (FS), stopping at Coronation Mall (CM), and continuing to Westdowne and Town and Country (WT), then stopping at Coronation Mall (CM) enroute to 1<sup>st</sup> and Symonds (FS).



#### Amendments Made:

- ✓ Consolidation of the 5 paired Route 34A and Route 34B trips into one trip called Route 34, and serving along the existing Route 34B alignment<sup>1</sup>. There are 5 pairs on weekdays, 4 pairs on Saturdays, and 4 pairs on Sunday.
- ✓ Removal of the 1<sup>st</sup> trip of the #31 Colonia (6:00 am). Ridership counts indicate that this trip is very rarely used (one to two times per month), and unlikely to grow as the system continues to mature.
- ✓ The time gained from these consolidations and one trip removal, has been allocated to the remaining trips, and also to recovery time<sup>2</sup>.

<sup>1</sup> Route 34B always occurs immediately after Route 34A, repeats coverage on the entirety of Route 34A, and continues further south.

<sup>2</sup> "Recovery time" is additional time (not shown in rider's guides) that added at the end of trips. In the event that the bus experiences unanticipated delays in a trip (due to construction, higher than normal volumes of passengers or another reason), this extra time ensures that the subsequent trips will still be able to depart on time.



Route	# TRIPS (weekdays only - weekends are unchanged)		TRAVEL TIME (weekdays and weekends)		
	Sept 2013 Schedule	Upcoming Schedule	Sept 2013 Schedule	Upcoming Schedule	chg
31 Colonia	9	8	15 min	16 min	+1
32 Forest Field	6	6	18 min	18 min	-
33 Waterfront	3	3	10 min	11 min	+1
34A Coronation	5	-	12 min	-	NA
34B Westdowne	6	6	26 min	30 min	+4
35 Chemainus/ Ladysmith (roundtrip)	4	4	38 min	42 min	+4

In addition to increased travel time, the proportion of revenue time allocated to recovery time on all trips has increased from a minimum of 15 per cent to 19 per cent.

### How do the amendments meet the objectives?

- ✓ Connectivity to the rest of the CVRD Transit system: *The number of connecting Route 35 trips remains the same, Route 35 schedule adjustments are within 2 or 3 minutes of the existing schedule and enable connectivity to the same Route 6 trips as the September 2013 schedule.*
- ✓ Ensure trips are on time: *Travel time has been increased on Routes 31 and 33 by 1 minute, on Routes 34B and 35 by four minutes, and additional time has been allocated to recovery time at the end of each trip to ensure unanticipated delays do not impact subsequent trips.*
- ✓ Geographic coverage is maintained: *No coverage is lost by consolidating each paired route 34A and 34B into one 34B trip since route 34B repeats coverage on all of route 34A.*
- ✓ Retain service span times: *Weekday service on the September 2013 schedule began at 6:00 am and ended at 6:30 pm; the amended schedule begins at 6:11 am and ends at 6:36 am. Weekends are unchanged from the September 2013 schedule.*
- ✓ Cost neutrality from the September 2013 schedule. *Weekdays in the September 2013 schedule had 750 total minutes, while weekdays in the amended schedule have 745 total minutes. Total minutes during Saturdays and Sundays are the same in both schedules.*

## FINANCIAL IMPLICATIONS

The schedule amendments are cost-neutral.



## TIMELINE

A rider's bulletin with the new times for each route is being prepared to notify BC Transit customers in the Ladysmith area, and the noted changes are anticipated to come into effect on Monday May 20<sup>th</sup>, 2014. The Rider's Bulletin will be distributed to the same locations which received Rider's Guides in September 2013.

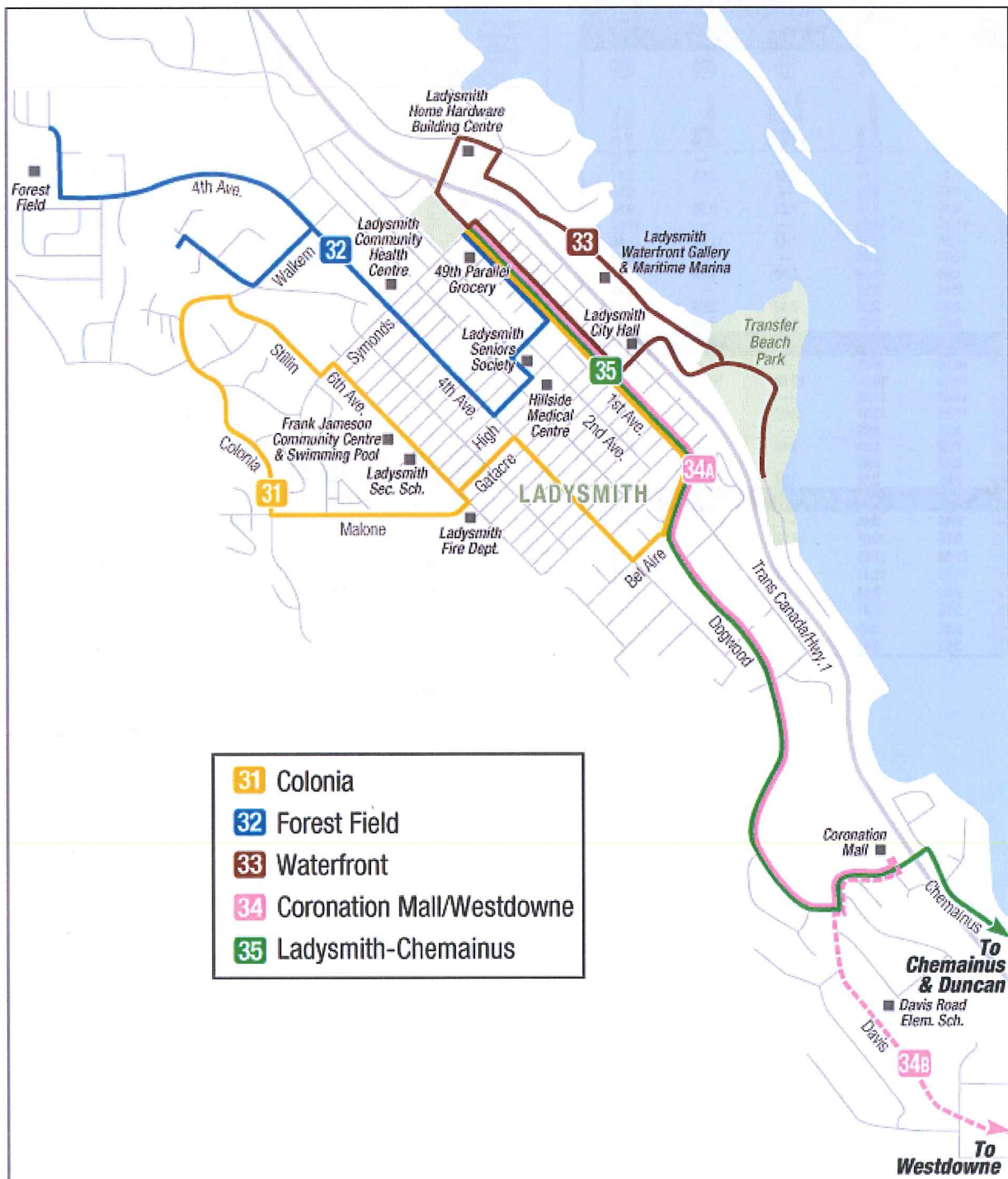


Adriana McMullen  
Transportation Planner  
BC Transit  
Phone: 250-995-5823 Fax: 995-5639

cc. Myrna Moore, Senior Regional Transit Manager, BC Transit  
James Wadsworth, Senior Transit Planner, BC Transit  
Erin Annis, Transit Analyst, CVRD

**Appendix 1** September 2013 Ladysmith Service Area Map  
**Appendix 2** Map & Schedule of September 2013 Routes 34A and 34B  
**Appendix 3** Amended Weekday, Saturday and Sunday Schedule

**APPENDIX 1 – September 2013**  
**Ladysmith Service Area**



## 34 Coronation Mall/ Westdowne

APPENDIX 2 Map & Schedule of  
September 2013 Routes 34A and

### 34A Coronation Mall/ 34B Westdowne

Monday through Friday

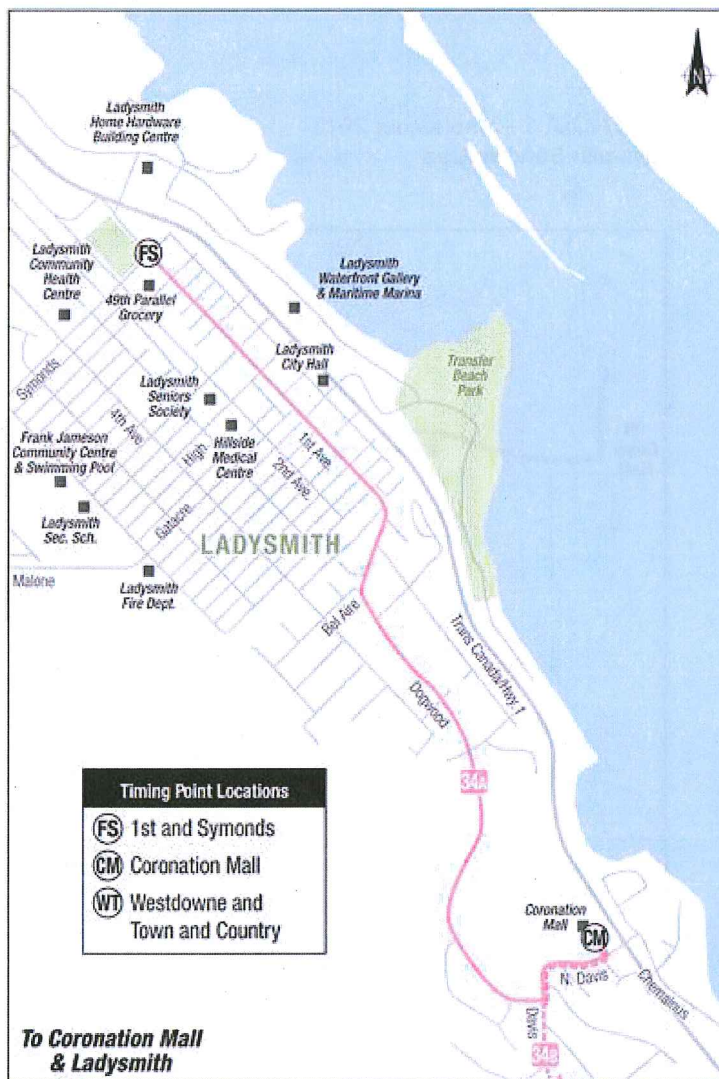
Routes via	FS 1st and Symonds	CM Coronation Mall	WT Westdowne and Town and Country	CM Coronation Mall	FS 1st and Symonds
34A	7:30	7:36	—	—	7:42
34B	7:45	7:51	7:57	8:05	8:11
34A	8:55	9:01	—	—	9:07
34B	9:10	9:16	9:22	9:30	9:36
34A	11:15	11:21	—	—	11:27
34B	11:30	11:36	11:42	11:50	11:56
34A	12:40	12:46	—	—	12:52
34B	1:00	1:06	1:12	1:20	1:26
34A	2:15	2:21	—	—	2:27
34B	2:30	2:36	2:42	2:50	2:56
34B	4:55	5:01	5:07	5:15	5:21

Saturday

34A	10:15	10:21	—	—	10:27
34B	10:30	10:36	10:42	10:50	10:56
34A	11:40	11:46	—	—	11:52
34B	11:55	12:01	12:07	12:15	12:21
34A	1:15	1:21	—	—	1:27
34B	1:30	1:36	1:42	1:50	1:56
34A	2:40	2:46	—	—	2:52
34B	2:55	3:01	3:07	3:15	3:21

Sunday

34A	9:40	9:46	—	—	9:52
34B	9:55	10:01	10:07	10:15	10:21
34A	11:20	11:26	—	—	11:32
34B	11:35	11:41	11:47	11:55	12:01
34A	2:00	2:06	—	—	2:12
34B	2:15	2:21	2:27	2:35	2:41
34A	3:40	3:46	—	—	3:52
34B	3:55	4:01	4:07	4:15	4:21



To Coronation Mall  
& Ladysmith

To Westdowne



Block	From	Start	End	To	VehGrp	In-serv dist
100	1SYM	6:11	18:36	1SYM		0.000

Block	Route	From	Start	End	To	LayEnd
100	35	1SYM	6:11	6:32	PICH	0h05
100	35	PICH	6:37	6:58	1SYM	0h02
100	31	1SYM	7:00	7:16	1SYM	0h04
100	32	1SYM	7:20	7:38	1SYM	0h07
100	34B	1SYM	7:45	8:15	1SYM	0h05
100	31	1SYM	8:20	8:36	1SYM	0h04
100	32	1SYM	8:40	8:58	1SYM	0h07
100	34B	1SYM	9:05	9:35	1SYM	0h05
100	31	1SYM	9:40	9:56	1SYM	0h01
100	35	1SYM	9:57	10:18	PICH	0h02
100	35	PICH	10:20	10:41	1SYM	0h08
100	32	1SYM	10:49	11:07	1SYM	0h03
100	33	1SYM	11:10	11:21	1SYM	0h04
100	34B	1SYM	11:25	11:55	1SYM	0h05
100	31	1SYM	12:00	12:16	1SYM	0h04
100	32	1SYM	12:20	12:38	1SYM	0h07
100	34B	1SYM	12:45	13:15	1SYM	0h05
100	31	1SYM	13:20	13:36	1SYM	0h05
100	32	1SYM	13:41	13:59	1SYM	0h06
100	33	1SYM	14:05	14:16	1SYM	0h04
100	34B	1SYM	14:20	14:50	1SYM	0h05
100	31	1SYM	14:55	15:11	1SYM	0h15
100	35	1SYM	15:26	15:47	PICH	0h03
100	35	PICH	15:50	16:11	1SYM	0h04
100	31	1SYM	16:15	16:31	1SYM	0h00
100	32	1SYM	16:31	16:49	1SYM	0h00
100	33	1SYM	16:49	17:00	1SYM	0h04
100	34B	1SYM	17:04	17:34	1SYM	0h00
100	35	1SYM	17:34	17:55	PICH	0h02
100	35	PICH	17:57	18:18	1SYM	0h02
100	31	1SYM	18:20	18:36	1SYM	

**APPENDIX 3**

Amended Weekday,  
Saturday and Sunday  
Schedule

Block	From	Start	End	To	VehGrp	In-serv dist
200	MAL6	8:00	17:30	1SYM		0.000

Block	Route	From	Start	End	To	LayEnd
200	31	MAL6	8:00	8:11	1SYM	0h04
200	32	1SYM	8:15	8:34	1SYM	0h03
200	35	1SYM	8:37	8:58	PICH	0h02
200	35	PICH	9:00	9:21	1SYM	0h04
200	31	1SYM	9:25	9:41	1SYM	0h04
200	32	1SYM	9:45	10:04	1SYM	0h06
200	33	1SYM	10:10	10:21	1SYM	0h09
200	34B	1SYM	10:30	11:00	1SYM	0h05
200	31	1SYM	11:05	11:21	1SYM	0h09
200	32	1SYM	11:30	11:49	1SYM	0h06
200	34B	1SYM	11:55	12:25	1SYM	0h00
200	31	1SYM	12:25	12:41	1SYM	0h04
200	32	1SYM	12:45	13:04	1SYM	0h01
200	33	1SYM	13:05	13:16	1SYM	0h09
200	34B	1SYM	13:25	13:55	1SYM	0h05
200	31	1SYM	14:00	14:16	1SYM	0h04
200	32	1SYM	14:20	14:39	1SYM	0h11
200	34B	1SYM	14:50	15:20	1SYM	0h05
200	31	1SYM	15:25	15:41	1SYM	0h04
200	32	1SYM	15:45	16:04	1SYM	0h01
200	33	1SYM	16:05	16:16	1SYM	0h13
200	35	1SYM	16:29	16:50	PICH	0h02
200	35	PICH	16:52	17:13	1SYM	0h01
200	31	1SYM	17:14	17:30	1SYM	

Block	From	Start	End	To	VehGrp	In-serv dist
300	MAL6	9:00	17:30	1SYM		0.000

Block	Route	From	Start	End	To	LayEnd
300	31	MAL6	9:00	9:11	1SYM	0h04
300	32	1SYM	9:15	9:34	1SYM	0h06
300	34B	1SYM	9:40	10:10	1SYM	0h05
300	31	1SYM	10:15	10:31	1SYM	0h04
300	32	1SYM	10:35	10:54	1SYM	0h06
300	33	1SYM	11:00	11:11	1SYM	0h04
300	34B	1SYM	11:15	11:45	1SYM	0h10
300	31	1SYM	11:55	12:11	1SYM	0h04
300	32	1SYM	12:15	12:34	1SYM	0h03
300	35	1SYM	12:37	12:58	PICH	0h04
300	35	PICH	13:02	13:23	1SYM	0h07
300	31	1SYM	13:30	13:46	1SYM	0h04
300	32	1SYM	13:50	14:09	1SYM	0h06
300	34B	1SYM	14:15	14:45	1SYM	0h05
300	31	1SYM	14:50	15:06	1SYM	0h04
300	32	1SYM	15:10	15:29	1SYM	0h06
300	33	1SYM	15:35	15:46	1SYM	0h09
300	34B	1SYM	15:55	16:25	1SYM	0h05
300	35	1SYM	16:30	16:51	PICH	0h02
300	35	PICH	16:53	17:14	1SYM	0h00
300	31	1SYM	17:14	17:30	1SYM	



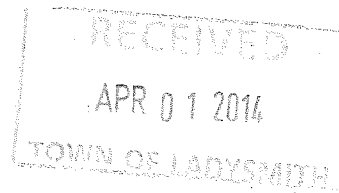


*Connected in health.*

Our Cowichan, Communities Health Network  
PO Box 20106  
Duncan, B.C.,  
V9L-5H1

March 25, 2014

410 Esplanade P.O. Box 220  
Ladysmith BC,  
V9G-1A2



Dear Ladysmith Mayor and Council:

Our Cowichan, Communities Health Network recently participated in a presentation from Kim Bruce at Island Health in regards to E- Cigarettes. E- Cigarettes are currently unregulated and potentially dangerous. Although products with nicotine are illegal to sell in Canada many are making their way across the border. Due to limited capacity it is nearly impossible to regulate sales. The product is now being promoted as an affordable and healthy alternative to smoking even though they contain propylene glycol (antifreeze), sodium, iron, nickel, aluminum and a number of unknown substances. There are no age restrictions on the product so youth are purchasing the products as well. There is currently no legislation that places E Cigarettes into the same category as tobacco products partly due to the fact that the popularity of the product is far surpassing any legislation at this time.

We understand that the CVRD and its member municipalities are currently working on no smoking policies. Our Cowichan would like to recommend that E- Cigarettes be incorporated into your no smoking policies across the Cowichan Region.

Respectfully Yours,

Jennifer Jones,  
CO-Chair

A handwritten signature in cursive script that reads "Jennifer Jones".

Rob Hutchins,  
Co- Chair

A handwritten signature in cursive script that reads "Rob Hutchins".