



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN  
COUNCIL CHAMBERS, CITY HALL ON  
MONDAY, NOVEMBER 17, 2014  
Call to Order 7:00 p.m.  
Closed Meeting Immediately Following the Regular Meeting

## A G E N D A

### CALL TO ORDER

#### 1. AGENDA APPROVAL

#### 2. MINUTES

2.1. Minutes of the Regular Meeting of Council held November 3, 2014.....1 - 4

#### 3. PROCLAMATIONS

3.1. Mayor Hutchins has proclaimed February 20, 2015 as **Kinsmen and Kinettes Day**, and the week of February 15 to 21, 2015 as **Kinsmen and Kinettes Week** in the Town of Ladysmith, in recognition of the rich heritage of accomplishment throughout the 95 years Kinsmen, Kinette and Kin clubs have been in existence in Canada, and to honour our local club.

#### 4. PUBLIC HEARINGS – None

#### 5. DEVELOPMENT APPLICATIONS

5.1. Development Variance Permit Application – 920 Malone Road  
(Bourodemnos) – Lot 2, District Lot 96, Plan VIP57370.....5 - 9

#### 6. BYLAWS – (OCP AND ZONING) – None

#### 7. REPORTS

7.1. Results of the November 15, 2014 Local Elections (report to be distributed at the meeting)

7.2. Provincial Site Profile Contaminated Sites Screening System..... 10 - 31

7.3. Owner Occupancy Alternatives..... 32 - 33

7.4.	Machine Shop Buildings on Oyster Bay Drive .....	34 - 37
7.5.	Donation of Artwork by Rev. Julian North.....	38 - 40
8.	BYLAWS	
8.1.	Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2014, No. 1869 .....	41
	May be adopted.	
	The purpose of Bylaw 1869 is to authorize the Town to borrow up to \$5,200,000 in 2015, to cover expenses incurred prior to receipt of 2015 property taxes.	
9.	CORRESPONDENCE	
9.1.	Mark Drysdale, Ladysmith Chamber of Commerce .....	42 - 44
	Visitor Information and Business Services Agreement	
	<u>Staff Recommendation:</u> That Council authorize the renewal of the agreement between the Town of Ladysmith and the Ladysmith Chamber of Commerce for a one-year term from January 1, 2015 to December 31, 2015 with the same terms and conditions as stated in the 2014 agreement, and direct the Mayor and Corporate Officer to execute the agreement.	
9.2.	Hon. Todd Stone, Minister of Transportation and Infrastructure Trans-Canada Highway in Ladysmith.....	45
	<u>Staff Recommendation:</u> That Council receive the correspondence from the Minister of Transportation and Infrastructure and provide a copy to the citizens who have recently expressed concerns to Council about safety, noise and speeds on the Trans-Canada Highway through Ladysmith.	
10.	NEW BUSINESS	
11.	UNFINISHED BUSINESS	
11.1.	Vancouver Island Hiking Trails Strategy Project.....	46 - 49
	Council will recall that at the meeting held on August 18, 2014 the following resolution was adopted regarding the Vancouver Island Hiking Trails Strategy Proposal:	
	<i>That Council refer the request from Tourism Vancouver Island for funding to support a proposed Hiking Trails Strategy for Vancouver Island to the</i>	

*Cowichan Valley Regional District for consideration for funding for the project on a regional basis.*

Since that original request each municipality in the region has agreed to fund this project separately as opposed to considering the issue as a regional project. The request has now been resubmitted to the Town of Ladysmith for financial support and participation relating to Phase 1.

Staff recommendation:

That Council support the request by Tourism Vancouver Island to participate in Phase 1 of the Vancouver Island Hiking Trails Strategy Project and that \$2,500 be allocated from the Holland Creek Trail Assessment Project budget for this initiative, and the 2014 financial plan be amended accordingly.

## **12. 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.

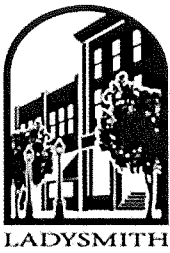
## **13. CLOSED MEETING**

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:

- labour relations or other employee relations
- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality

## **14. ADJOURNMENT**





**TOWN OF LADYSMITH  
MINUTES OF A MEETING OF COUNCIL  
MONDAY, NOVEMBER 3, 2014  
COUNCIL CHAMBERS, CITY HALL  
CALL TO ORDER 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Gord Horth

Councillor Jillian Dashwood  
Councillor Duck Paterson

Councillor Bill Drysdale  
Councillor Glenda Patterson

**COUNCIL MEMBERS ABSENT:**

Councillor Steve Arnett

**STAFF PRESENT:**

Ruth Malli  
John Manson

Sandy Bowden  
Clayton Postings

Erin Anderson  
Joanna Winter

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**CALL TO ORDER**

Mayor Hutchins called this Regular Meeting of Council to order at 7:01 p.m.

Mayor Hutchins conveyed Councillor Arnett's regrets for his absence from the meeting due to his participation in the three-day National Conference on Homelessness in Vancouver in his capacity as Chief Executive Officer of Nanaimo Youth Services Association.

**AGENDA APPROVAL**

**CS 2014-347**

*Moved and seconded:*

That the agenda for the Regular Council Meeting of November 3, 2014 be approved as amended by the following:

10.1 Correct the date in the staff recommendation to November 27, 2014

11.1 Add 'First Avenue Crosswalk at Eagles' Hall'

*Motion carried.*

**MINUTES**

**CS 2014-348**

*Moved and seconded:*

That the minutes of the Regular Meeting of Council held Monday, October 20, 2014 be approved.

*Motion carried.*

**REPORTS**

**CS 2014-349**

*Moved and seconded:*

That Council request staff to bring forward recommendations on ways to link the Town's website to reports and publications provided by the Cowichan Valley Regional District Community Safety Advisory Commission.

*Motion carried.*

**CS 2014-350**

*Moved and seconded:*

That Council request staff to investigate the feasibility of issuing passes to enable community members without appropriate bathroom amenities to shower at Town facilities.

*Motion carried.*

Councillor D. Paterson reported that the Ladysmith Kinsmen continue to receive generous contributions from community groups and organizations to support the Kinsmen project to rebuild the play structure at Transfer Beach Park.

Retiring Councillor G. Patterson expressed appreciation to her fellow Council members and the community for the privilege of working with and for them during her total of 15 years as Councillor for the Town of Ladysmith.

## **STAFF REPORTS**

### **Brown Drive Park Safety Issues**

Staff reported that B.C. Hydro has been requested to connect the lights at Brown Drive Park as soon as possible.

*Moved and seconded:*

**CS 2014-351**

That Council request the Royal Canadian Mounted Police to complete a "Crime Prevention Through Environmental Design" (CEPTED) or similar report on Brown Drive Park as it relates to lighting in the park as well as other design alterations which could make the park a safer environment and one which is less desirable for after-hours access; and,

That Council direct staff to investigate restricting after-hour access to Town parks.

*Motion carried.*

**OPPOSED:**

Councillor D. Paterson

### **Revenue Anticipation Borrowing Bylaw 2014, No. 1869**

*Moved and seconded:*

**CS 2014-352**

That Council receive the staff report regarding borrowing in anticipation of the annual tax levy and introduction of Revenue Anticipation Borrowing Bylaw 2014, No. 1869.

*Motion carried.*

### **Ladysmith Bar Watch Program**

*Moved and seconded:*

**CS 2014-353**

That Council endorse the Town's participation, in conjunction with the Ladysmith Detachment of the Royal Canadian Mounted Police and local liquor-primary establishments, in the implementation of the Ladysmith Bar Watch Program.

*Motion carried.*

**Lease for Parking Lot at 17 and 25 Roberts Street**

*Moved and seconded:*

**CS 2014-354**

That Council approve the renewal of the lease agreement with land owner Mr. Paul Jorjorian for use of 17 and 25 Roberts Street as a municipal parking lot for a period of three (3) years at a rate of \$575 per month in 2015, \$600 per month in 2016, and \$625 per month in 2017, plus applicable taxes, and that the Mayor and Corporate Officer be authorized to execute the agreement.

**AMENDMENT**

*Moved and seconded:*

**CS 2014-355**

That Resolution CS 2015-354 be amended by the addition of "and that Council request staff to investigate the feasibility of purchasing the property at 17 and 25 Roberts Street to maintain it as off-street parking."

*Amendment carried.*

*Motion as amended carried.*

**BYLAWS**

**Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2014, No. 1869**

*Moved and seconded:*

**CS 2014-356**

That Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2014, No. 1869 be read a first, second and third time.

*Motion carried.*

Councillor Drysdale declared a conflict of interest with the following agenda item and excused himself from the meeting.

**CORRESPONDENCE**

**Cliff Fisher, Ladysmith Festival of Lights Society**

**Request for Waiver of Trolley Rental Fee for November 27, 2014 Light-up Celebrations**

*Moved and seconded:*

**CS 2014-357**

That Council waive the seven-hour trolley rental fee for the Ladysmith Festival of Lights Light-up Celebrations on November 27, 2014, in order to permit the Festival of Lights Society to use the trolley to assist in transporting visitors during the events.

**AMENDMENT**

*Moved and seconded*

**CS 2014-358**

That Resolution CS 2014-357 be amended as follows:

"That Council reduce the seven-hour trolley rental fee for the Ladysmith Festival of Lights Light-up Celebrations on November 27, 2014 by donating the use of the trolley but charging the costs associated with the driver, in order to permit the Festival of Lights Society to use the trolley to assist in transporting visitors during the events.

*Amendment carried.*

*Motion as amended carried.*

Councillor Drysdale returned to the meeting.

**Cathy Gislason, Old English Car Club, Central Island Branch  
Letter of Appreciation for Town Support of 'Brits on the Beach'**

*Moved and seconded:*

**CS 2014-359**

That Council receive the letter of appreciation for Town support of the annual Brits on the Beach Car Show from Cathy Gislason of the Old English Car Club, Central Island Branch.

*Motion carried.*

**NEW BUSINESS**

**First Avenue Near Ladysmith Health Care Auxiliary Thrift Store**

Council requested that staff trim back plants in the planters on the west side of First Avenue in the vicinity of the Ladysmith Health Care Auxiliary Thrift Store in order to maintain clear sightlines for vehicles turning onto First Avenue.

**QUESTION PERIOD**

R. Johnson complimented the Town on the election posters and brochures that have been distributed in the community and asked what this cost. He was advised that the costs are covered in the Town's \$10,000 election budget.

R. Johnson was advised that the Stocking Lake Advisory Committee was formed in December 2013 and has met three times. Membership consists of Council representatives, the Director for Cowichan Valley Regional District Area G, representatives of the Saltair area residents, and staff of the Cowichan Valley Regional District.

Mayor Hutchins advised that details of the proposed Ladysmith Bar Watch program, including costs, will be forthcoming as the program details are worked out in conjunction with the RCMP.

**ADJOURNMENT**

**CS 2014-360**

*Moved and seconded:*

That this meeting of Council adjourn at 8:45 p.m.

*Motion carried.*

**CERTIFIED CORRECT:**

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

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



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: November 12, 2014  
File No: 3090-14-03

**Re: DEVELOPMENT VARIANCE PERMIT APPLICATION – 920 Malone Road (Bourodemios)  
Lot 2, District Lot 96, Oyster District, Plan VIP57370**

#### **RECOMMENDATION(S):**

That Council consider issuing Development Variance Permit application (3090-14-03) to permit the siting of one accessory structure, with a finished floor area less than 16m<sup>2</sup>, to be located no less than 0 metres to the exterior side parcel line and 0 metres to the rear parcel line, at Lot 2, District Lot 96, Oyster District, Plan VIP57370 (920 Malone Road).

And THAT the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

#### **PURPOSE:**

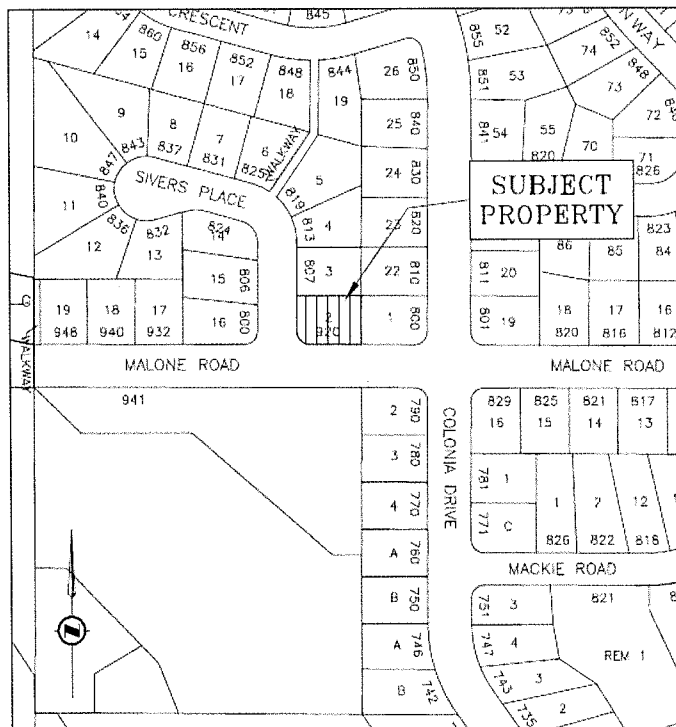
The purpose of this staff report is to obtain Council direction regarding a development variance permit for the siting of an accessory structure at 920 Malone Road.

#### **INTRODUCTION/BACKGROUND:**

The applicant, Petros Bourodemios, is proposing variances for an accessory structure at 920 Malone Road. At its meeting held October 6, 2014 Council directed staff to proceed with statutory notice for development variance permit application 3090-14-03. Council also directed that the structure not encroach on Town land.

#### **SCOPE OF WORK:**

The current stage of this application is to seek Council's decision on the proposed Development Variance Permit.



The subject property is zoned 'Single Dwelling Residential (R-1)' and is in a neighbourhood of primarily single family homes. The accessory structure is located on the exterior side parcel line and is visible from Sivers Place and from upslope properties located nearby. The rear property line is landscaped.

This 'L' shaped open-sided accessory structure is 2.4m (8ft) in height and has an area of 15m<sup>2</sup> (160ft<sup>2</sup>). It is intended to be used as a shelter for outdoor family entertainment including outdoor fire-pit and T.V. viewing. The structure was built without a building permit and is the subject of a bylaw complaint. The applicant is requesting a zero metre variance for the side and rear setbacks. A fence may be sited with a zero metre parcel line setback; however, as this is a roofed structure it requires a 1.5m setback to the side and rear parcel lines. If the DVP is granted the applicant will move the structure to meet the approved variance.

**Table 1: Proposed Variances – 920 Malone Road**

	Required	Proposed	Proposed Variance
Side Parcel Line	1.5 m	0 m	1.5 m
Rear Parcel Line	1.5 m	0 m	1.5 m

**ALTERNATIVES:**

To not support DVP application 3090-14-02. If Council does not support the variance request, the structure would be required to be located no less than 1.5metres from the parcel lines.

**FINANCIAL IMPLICATIONS:**

n/a

**LEGAL IMPLICATIONS:**

The *Local Government Act* enables Council to vary zoning regulations, except use and density regulations, through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Town of Ladysmith notice regarding Development Variance Permit application 3090-14-02 was sent to neighbouring properties on October 30, 2014. Staff have received inquiries regarding the DVP application but no submission were made at the date of this staff report.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Development Variance Permit application 3090-14-03 has been referred to the Infrastructure Services Department. If the Development Variance Permit is successful the applicant will be required to obtain a building permit for the structure.

The Bylaw Enforcement Officer also notes that the Town of Ladysmith "Burning Regulation Bylaw 2001, No. 1380" states that cooking fires contained within a barbeque pit or fire pit may not exceed 4ft<sup>2</sup>. Any fires greater than 4ft<sup>2</sup> require a permit and must comply with the regulations of Bylaw No. 1380.

**RESOURCE IMPLICATIONS:**

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

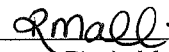
ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

Council may consider approving a Development Variance Permit for the siting of an accessory structure.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

DVP form 3090-14-03

TOWN OF LADYSMITH  
**DEVELOPMENT VARIANCE PERMIT – 3090-14-03**  
**DATE: November 17, 2014**

<b>TO:</b>	<b>Petros George Bourodemos and Kalli Katarina Bourodemos</b>
<b>ADDRESS:</b>	<b>P.O. Box 2192 LADYSMITH, B.C. V9G 1B7</b>

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

**Lot 2, District Lot 96, Oyster District, Plan VIP57370 – PID: 018-436-528  
(920 Malone Road)**

3. Part 10.2 “Single Dwelling Residential” of “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Schedule A – Zoning Bylaw Text” is varied for the subject property as follows:

**From:**

**Part 10.2 (5)(f)** No Accessory Building or Structure, with a Finished Floor Area (m<sup>2</sup>) as shown in the Table below, shall be located closer to the Parcel Line than the minimum Setback shown in the Table below:

PARCEL LINE	MINIMUM SETBACK ≤ 10.0 M <sup>2</sup>	MINIMUM SETBACK >10.0 M <sup>2</sup>
Front Parcel Line	6.0 metres	6.0 metres
Interior or Exterior Side Parcel Line	1.0 metres	1.5 metres
Rear Parcel Line	1.0 metres	1.5 metres

**To:**

**Part 10.2 (5)(f)** No Accessory Building or Structure, with a Finished Floor Area (m<sup>2</sup>) as shown in the Table below, shall be located closer to the Parcel Line than the minimum Setback shown in the Table below:

PARCEL LINE	MINIMUM SETBACK ≤ 10.0 M <sup>2</sup>	MINIMUM SETBACK >10.0 M <sup>2</sup>
Front Parcel Line	6.0 metres	6.0 metres
Interior or Exterior Side Parcel Line	1.0 metres	1.5 metres
Rear Parcel Line	1.0 metres	1.5 metres

Except one Accessory Structure with a Finished Floor Area less than 16m<sup>2</sup> may be located 0 metres to the exterior side parcel line and 0 metres to the rear parcel line.

4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit. .
5. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION passed by Municipal Council on the      day of      , 20      .

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

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

I **HEREBY CERTIFY** that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Petros George Bourodemos and Kalli Katarina Bourodemos** other than those contained in this permit.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

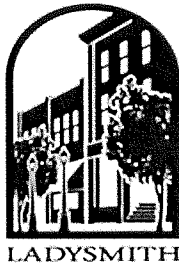
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Witness

\_\_\_\_\_  
Title

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Occupation

\_\_\_\_\_  
Date

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Date



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: November 12, 2014  
File No: 3010-01

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**Re:** Provincial Site Profile Contaminated Sites Screening System

**RECOMMENDATION(S):**

1. That Council receive the report and provide the following input to the Ministry of Environment discussion paper on the site profile process.
  - Any role for local government should remain as administrative
  - Changes to the legislation should simplify and clarify the process
  - Requirements and triggers should consider the cost of investigation and the value of the property
  - The impact of using a CSAP approved professional or other professional is unclear to land developers and property owners
  - Fees are high for achieving a legal instrument.
  - There is a perception that opted-out communities are more streamlined and more supportive of economic development creating potential friction between property owners, professionals and local government.
  - Brownfield Renewal Program funding should be re-established.
2. That Council await the outcome of the review of the Provincial Site Profile Process before further considering the Town's participation in the site profile system.
3. That Council direct staff to bring forward a brownfield renewal economic revitalization tax exemption program for site investigations that lead to receipt of a Ministry of Environment legal instrument, (e.g. letter of determination, certificate of compliance).

**PURPOSE:**

The purpose of this report is to provide Council information regarding options for opting in or out of the provincial Site Profile System and to advise Council of provincial consultation on the site profile process that is taking place until December 10, 2014.

**INTRODUCTION/BACKGROUND:**

At the request of local government, the Province created the Site Profile screening system by legislation in 1997. The system is a "screening tool" administered by local government to identify contaminated sites prior to redevelopment. This is a statutory responsibility unless the Town has "opted-out" by resolution of Council.

At its meeting held May 12, 1997 Council made the following resolution.

*That the Town of Ladysmith agree to participate in the Waste Management Act Contaminated Sites Legislation as instituted by the Ministry of Environment, Lands and Parks.*

At its meeting held August 18, 2014, Council provided the following direction to staff.

*That Council request staff to investigate options for opting in or out of the provincial Ministry of Environment's Contaminated Site Profile System and report back with their findings.*

The Ministry of Environment has recently posted a discussion paper for comment regarding the site profile process and options to streamline and simplify the process. The deadline for input is December 10, 2014.

#### SCOPE OF WORK:

Sites of high risk concern to the Province are drycleaners and the petroleum industry. Under the Contaminated Sites Regulation property owners have responsibilities. In the situation of a decommissioning or a foreclosure, the Ministry receives the site profile directly otherwise it is received via the local government if it is opted-in to the site profile system.

The local government role is administrative only. We provide forms to property owners, on behalf of the Province, at the time of commercial or industrial land development to require that a "screening tool" (a series of yes or no tick boxes) be completed for the property to identify potentially contaminated sites. If what is known as a "Schedule 2 activity" has occurred in the past or is occurring now, the results of the screening tool are forwarded to the Province within 15 days and the Province will advise the property owner (and copy the Town) if there are further requirements. It is not the responsibility of the local government to follow-up or enforce compliance of the Ministry's requirements of a property owner.

The effect on the land development process for the Town is that pursuant to the *Local Government Act* (s. 946.2), the following types of development applications are subject to the findings of the site profile system: zoning, development permits or development variance permits; removal of soil; demolition permits respecting structures that use been used for commercial or industrial purposes. When a site profile is required (i.e. commercial or industrial past or current use) and a Schedule 2 activity has taken place (i.e. the site profile is required to be submitted to the Province), the Town cannot authorize the above statutory approvals unless first authorized to do so by the Province.

For example, the Town has been advised of a "freeze" on the issuance of local government approvals and also a subsequent "thaw" of these approvals for three recent proposals.

2009 – Development Permit for Tim Horton's Drive-Through Relocation

2010 – Rezoning proposal for 1201 and 1251 Christie Road from R-1 to R-3-A.

2011 – Development Permit for Oyster Bay Quay

### Opted-out Community Research:

In this instance the municipality would not be subject to the *Environmental Management Act* in its development approvals noted above.

As the Town does not have experience with being an “opted-out” community, staff undertook research with six communities that are currently on the list of local governments currently opted-out of the site profile system: District of North Cowichan, City of Parksville, Town of Comox, Town of Sidney, Town of Gibsons and City of Powell River. Some but not all of these communities have brownfield sites and an industrial past. While they are opted-out communities, planning staff contacted indicate that Provincial legislation for contaminated sites is relied upon during the land development process if contamination is expected or service station decommissioning / redevelopment is proposed. Staff in two of the communities indicated an interest in bringing the matter to Council for reconsideration.

33 municipalities (20%) and eight regional districts (30%) are currently opted out of the site profile system. In the CVRD, only the District of North Cowichan is an opted-out community. The Ministry of Environment has advised that since 2008, there are three communities (District of Port Hardy, Township of Esquimalt and City of Vernon) that opted-in to the Site Profile System that were previously opted-out communities.

### The Process to Opt-Out

The Town of Ladysmith is currently opted-in to the site profile system. If Council chooses to opt-out of the system it would advise the Ministry of Environment by way of Council resolution along with a letter signed by the Corporate Officer and the Approving Officer. If Council opts-out and wishes to continue to screen for and address contaminated sites, the Ministry advises that a municipal screening tool would be required to be developed. Staff does not have the technical knowledge to determine the process for evaluating such environmental information or site remediation requirements. External resources would be required.

The Ministry advises that it does receive referrals from opted-out communities from time to time. The Ministry does not provide comment to opted-out communities and advises that the only way to confirm compliance with provincial legislation/regulations in an opted-out community is to require a legal instrument such as a certificate of compliance or determination that the site is not contaminated.

**It is important to note that site profiles triggered at decommissioning or foreclosure must be submitted to the Director of the Contaminated Sites Branch by the property owner even if the local government for the area has opted-out of the site profile process.**

### ALTERNATIVES:

That Council advise staff of any additional input to provide to the Ministry of Environment regarding this site profile system.

That if Council is interested in considering opting-out of the site profile system, that staff report back to Council when the Ministry has completed its current review of the legislation.

#### FINANCIAL IMPLICATIONS:

While an administration fee of up to \$100 can be charged for processing site profiles, the Town has not implemented such a fee.

The Town's economic revitalization tax exemption program focuses on eligible projects with a building permit value of \$200,000 or greater. When the program was developed in 2012, Council determined that a "brownfield renewal" incentive would be considered at a future time. Staff is recommending that Council look at a brownfield program, but note that any new program would not be effective until the 2016 taxation year at the earliest and that land value may not necessarily increase as a result of achieving a Ministry instrument.

#### LEGAL IMPLICATIONS:

If Council is considering opting-out of the site profile system, legal advice is recommended prior to consideration.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Interest by the public is highest where there is a residential neighbourhood adjacent to a former commercial or industrial use. It is expected that the public would support screening for contaminated sites at the time of commercial or industrial redevelopment.

Some property owners would prefer that the Town opt-out so that the site profile screening tool is not used and the potential that the site profile form is provided to the Ministry of Environmental by the municipality is removed. In this instance the municipality would not be subject to the Environmental Management Act in its development approvals.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Building Inspector is involved with the issuance of demolition permits; the Approving Officer is involved with subdivision approval, the Development Services Department is involved with rezoning, development permits and development variance permits. The Corporate Services Department is involved with legal matters pertaining to the Town's land.

#### RESOURCE IMPLICATIONS:

Additional technical resources would be required if the Town is an opted-out community and wishes to continue to screen for and address contaminated sites.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

None of the Town's strategic documents reference brownfield renewal generally. Specific reference is made to the redevelopment potential of the waterfront.

An economic development objective in the Sustainability Action Plan is to "green the economy" by supporting local businesses to make environmentally responsible improvements in their operations.

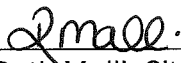
#### ALIGNMENT WITH STRATEGIC PRIORITIES:

Strategic priorities include: Effective Land Use Planning and Community Design, Dynamic Economic Development, and Responsible Stewardship of the Environment.

**SUMMARY:**

This report provides Council information regarding opting-in or opting-out of the provincial Site Profile System and to seek Council input to the provincial consultation on the site profile process that is currently taking place.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

**ATTACHMENTS:**

Provincial Discussion Paper – Site Profile Process: Identification of Contaminated Sites  
Fact Sheet 5 – Site Profiles: Local Government and Approving Officer Duties  
Fact Sheet 6 – Site Profile Administration: Local Government Opt-Out Option

SITE PROFILE PROCESS  
**IDENTIFICATION OF POTENTIALLY  
CONTAMINATED SITES**



DISCUSSION PAPER SERIES  
Review of British Columbia's Site Remediation Legal Regime

B.C. MINISTRY OF ENVIRONMENT  
LAND REMEDIATION SECTION



## REVIEW OF BRITISH COLUMBIA'S SITE REMEDIATION LEGAL REGIME

### IDENTIFICATION OF POTENTIALLY CONTAMINATED SITES: SITE PROFILE PROCESS – DISCUSSION PAPER

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## 1. INTRODUCTION

The Ministry of Environment (the ministry) is reviewing aspects of British Columbia's site remediation legal regime. The review encompasses a number of components, including provisions addressing soil relocation and the mechanism for identifying potentially contaminated sites (the site profile process).

This discussion paper focuses on the identification of potentially contaminated sites. The paper:

- Provides background information on the current site profile process.
- Outlines concerns with the current process.
- Sets out ministry priorities and objectives.
- Discusses options for amending the process for identifying potentially contaminated sites.
- Describes the means for providing comment to the ministry and consultation questions.

Input received in response to this paper will inform ministry actions in creating a process for identifying potentially contaminated sites that meets ministry priorities and objectives, as well as addressing concerns with the existing process.

For additional information see the ministry's [Land Remediation website](#).

## 2. BACKGROUND

### WHAT IS THE SITE PROFILE PROCESS?

The site profile process involves a series of legal provisions intended to bring potentially contaminated sites to the attention of the ministry at a time when a parcel of land is conducive to investigation and remediation, such as before reuse or redevelopment of the parcel. This process has been in effect since 1997.

A "site profile" is a form that includes readily available information about past and present uses of a site, as well as a basic description of the land. The assistance of an environmental consultant is generally not required to complete a site profile form. Public access to this basic information is provided through the provincial Site Registry.

The ministry has prepared a number of fact sheets and guidance documents to provide information about the site profile process. These can be viewed and downloaded from the ministry's [Land Remediation – site profiles website](#).

### WHY WAS THE SITE PROFILE PROCESS ESTABLISHED?

On April 1, 1997, following significant public consultation on B.C.'s proposed contaminated sites legislation, the site profile requirements set out in the *Environmental Management Act* (the Act) and the Contaminated Sites Regulation (the Regulation) came into force. The site profile provisions evolved largely as a result of concerns raised by local governments across the province. These concerns included:

- Potential liability for local governments due to deficiencies in the review of applications for development of sites that might be contaminated.
- Insufficient provincial assurances that sites have been satisfactorily remediated.
- Gaps in the integration of provincial and local government processes relating to contaminated sites screening and assessment.

In short, local governments wanted a legally defined and uniform process to screen for potential contamination and to ensure that remediation occurs before a change in land use.

### HOW DOES THE SITE PROFILE PROCESS WORK?

Under the Act and Regulation, the ministry and local governments have separate but integrated duties to ensure that: (1) site profiles are submitted and satisfactorily completed; and (2) local government authorizations – including zoning, subdivision, soil removal, demolition, development and development variance permits – are not approved until the requirement for site investigation is met.

The Act's provisions apply to sites used for commercial and industrial purposes and activities as listed in [Schedule 2 of the Regulation](#). They set out the actions which may trigger a requirement for the submission of a site profile to the ministry – either directly (for site decommissioning or foreclosure proceedings), or via the relevant local government (for applications for subdivision, development, development variance, zoning, demolition, and soil removal). The Regulation sets out several exemptions to the site profile submission requirements, and allows individual local governments to opt out of the site profile administration process.

## 3. CONCERNS WITH THE CURRENT PROCESS

Over the time that the site profile process has been in place, a number of weaknesses and gaps have become apparent:

- The multi-step process is confusing and inefficient, with significant administrative burden for all involved (ministry, local government, and applicant).
- Variability in local government bylaws and permitting processes result in uncertainties and inconsistencies in the system.

- Local governments are able to “opt out” of the site profile process, resulting in a patchwork system across the province – screening of potentially contaminated sites is taking place in some local government districts but not in others.
- Too many triggers initiate the process, often bringing sites to ministry attention at an inappropriate time (for example, minor zoning changes, lot line adjustments, demolition of buildings). This concern led to the development of the “release” process described in the [Land Remediation Section Administrative Guidance document 6](#) (“Site Profile Decisions and Requesting Releases Where Local Government Approvals are Required”).
- Schedule 1 (the site profile form) can be completed by anyone to the best of their knowledge. Applicants are not required to complete historical searches to determine site use, therefore, declarations on the form may not always be accurate.
- Existing site profile exemptions are not always clear and some exemptions are outdated. This creates inconsistency in the implementation of site profile requirements.
- The consequences of submitting a site profile to the ministry are not clear. An applicant must wait for a response from the Director before planning next steps, which can lead to delays in the development process.
- The enforcement of requirements imposed in release letters is difficult and time consuming for ministry.

#### 4. MINISTRY PRIORITIES AND OBJECTIVES

It is important for B.C. to have an effective screening mechanism that identifies potentially contaminated sites before land that has been used for industrial or commercial activities is reused or redeveloped. The ministry has identified the following priorities and objectives for use when considering amendments to the process for identification of potentially contaminated sites.

##### Priorities:

- Create a process for identifying potentially contaminated sites that is uniform and consistent across the province.
- “Hardwire” clear and transparent requirements into the legislation, eliminating statutory decision making by the Director and the need for oversight by ministry staff.
- Provide stakeholders with increased certainty and predictability of process.

##### Objectives:

- Streamline the site profile system by identifying potentially contaminated sites at an appropriate time in the redevelopment process.
- Ensure that potentially contaminated sites are adequately investigated and, if necessary, remediated before reuse or redevelopment.

## 5. OPTIONS FOR AMENDING THE PROCESS FOR IDENTIFYING POTENTIALLY CONTAMINATED SITES

This section provides information on possible changes to three aspects of the process for identifying potentially contaminated sites: (1) activities triggering site profile requirements; (2) the site profile form; and (3) the local government process for site profiles. On consideration of consultation comments, other aspects of the legal regime may also be amended. These include the purposes and activities listed in Schedule 2 of the Regulation, and exemptions from the process. The options presented below were developed in keeping with the ministry's priorities and objectives and address concerns with the current process.

In all cases, the ministry is considering "hardwiring" site investigation requirements into the legislation. For example, once the site profile process is triggered, if a site has an associated Schedule 2 activity, the applicant would be required to complete a preliminary site investigation, and a detailed site investigation if contamination is identified, possibly followed by site remediation.

### 5.1 ACTIVITIES TRIGGERING SITE PROFILE REQUIREMENTS

In light of the ministry's objective to identify potentially contaminated sites at an appropriate time in the redevelopment process, the following options for amendments to the activities that trigger the site profile requirements of the legal regime are under consideration.

#### A. LOCAL GOVERNMENT APPLICATIONS (DEMOLITION, ZONING, SUBDIVISION, SOIL REMOVAL, DEVELOPMENT, DEVELOPMENT VARIANCE)

- Remove some or all of the following triggers – soil removal, demolition, subdivision, and zoning. These particular triggers are normally considered "interim" steps to site redevelopment. Currently these triggers can be "released", delaying site investigations to the development permit stage.
- Leave triggers as is – but amend the exemptions so that the triggers only apply in certain instances (for example redevelopment to a new use).

#### B. SITE DECOMMISSIONING

- Clarify the definition of site decommissioning.
- "Hardwire" requirements to submit to the Director: (1) site investigation reports; and (2) a Site Risk Classification Report – within a specified timeframe following decommissioning (if there will be no immediate site redevelopment). The ministry is currently accomplishing this through requirements imposed by the Director in site profile

response letters for decommissioning sites (reports must be submitted within one year of the date on the letter).

- Repeal the requirement to submit a site profile upon decommissioning – and, as an alternative to this requirement, introduce provisions outside of the site profile process that would require perimeter monitoring at all operating sites with Schedule 2 activities (this would identify contamination before neighbouring parcels are affected by migrating substances). A provision requiring financial security before startup of a Schedule 2 activity could also be introduced. The financial security could be used on decommissioning if the site had not been sufficiently investigated or remediated. This option would require other amendments to the Act, Regulation and Codes of Practice.

## 5.2 SITE PROFILE FORM

The ministry is considering the following changes to improve the accuracy and completeness of information provided on the site profile form:

- For all properties used for commercial or industrial purposes, require completion of the site profile form by a qualified professional.
- Before completing a site profile form, require basic searches to determine historical site use (for example, contact local government for business license information and other records, review street directories, interview current and former owners, undertake a Site Registry search, review previous reports for site).
- Require site profile records to be updated if new information becomes available.
- Remove the question sections (VI through IX) from the form. Requirements for site investigation would be based on the presence of a Schedule 2 activity. This would remove uncertainty when it is unknown if the question should be marked “yes” or “no”.

## 5.3 SITE PROFILE “FREEZE AND RELEASE” PROVISIONS

The ministry is considering amendments to the process by which local government authorizations are suspended and then released following a site profile submission.

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### OPTION A. STREAMLINE EXISTING RELEASE PROVISIONS

Revise the release provisions in the *Oil and Gas Activities Act*, *Local Government Act*, *Land Title Act*, *Vancouver Charter* and *Islands Trust Act* so only legal instruments, such as an Approval in Principle or Certificate of Compliance, would release “frozen” applications. This would likely require amendment to certain site profile triggers and exemptions – to ensure that sites are being identified at the appropriate stage of redevelopment.

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#### OPTION B. FOCUS ON THE END POINT

A site profile would be submitted to ministry when triggered by a local government application but the application would no longer be “frozen”. Site investigation requirements would be “hardwired” into the legislation. For example, if a site has an associated Schedule 2 activity, and upon redevelopment or change of use – the owner would be required to complete a preliminary site investigation, followed by a detailed site investigation if contamination is identified. Remediation of the entire area of contamination might also be required.

A negative Determination of Contaminated Site or Certificate of Compliance would have to be obtained:

- Before a certain end point (occupancy, for example – add to the Building Code the need for a negative Determination or Certificate of Compliance before final building inspection, or create a new environmental occupancy permit under the Act); or
- Within a specified timeframe (for example, 5 years).

## 6. PROVIDING COMMENT

Comments on identification of potentially contaminated sites and the site profile process can be provided to the Ministry of Environment by e-mail attachment or mail at the address listed below. Written submissions received by **December 10, 2014** will be considered by the ministry in reviewing options for amending the process.

Before submitting a response, interested parties are invited to participation in an information webinar scheduled to be held in mid-October. If you are interested in receiving information about or participating in the webinar please contact Cindy Bertram at the email or address below for further details.

The ministry has prepared consultation questions included in this discussion paper. Those interested are invited to submit comments on the issues and options using the prepared consultation questions or by separate submission if desired.

All submissions will be treated with confidentiality by ministry staff and contractors when preparing consultation reports. Please note however that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

If you have any questions or comments regarding this discussion paper, as well as comments on the ministry's schedule for the consultation process, contact Cindy Bertram of C. Rankin & Associates who has been contracted to manage consultation comments, at:

Email: [cindybertram@shaw.ca](mailto:cindybertram@shaw.ca)  
Mail: PO Box 28159 Westshore RPO  
Victoria B.C. V9B 6K8

Comments to the ministry should be made on or before December 10, 2014.

**Thank you for your time and comments!**

## CONSULTATION QUESTIONS

The following topic areas and questions are based on the identification of potentially contaminated sites: site profile process discussion paper.

### **1. Ministry priorities and objectives for identification of potentially contaminated sites**

- 1.1 Do you have any comments regarding the ministry's priorities and objectives?
- 1.2 Are there any additional objectives that you believe should inform or guide the ministry's review of British Columbia's site remediation legal regime?

### **2. Concerns with the current site profile process**

- 2.1 Do you have any comments or concerns regarding the current site profile process?

### **3. Activities triggering site profile requirements**

- 3.1 Local government applications – Do you have any comments regarding removing or amending triggers affecting local government applications and the site profile process?
- 3.2 Recognizing the variability in local government permit processes, do you have any suggestions for the ministry to help ensure a consistent process for identifying contaminated sites throughout the province?
- 3.3 Site decommissioning – Do you have any comments regarding removing or amending requirements for a site profile upon decommissioning of a site?

### **4. Site profile form**

- 4.1 Do you have any suggestions for improving the accuracy and completeness of the site profile form?

## **5. Site profile “freeze and release” provisions**

### **5.1**     *Option A. Streamline existing release provisions.*

Do you have any comments about this option? Do you believe that it would meet the ministry’s priorities and objectives?

### **5.2**     *Option B. Focus on the end point.*

Do you have any comments about this option? Do you believe that it would meet the ministry’s priorities and objectives?

## **6. Suggestions for a revised site identification process**

- 6.1**     If you do not support the options presented, do you have any alternative suggestions for a revised process that would meet the ministry’s priorities and objectives in identifying potentially contaminated sites?

## **7. Additional comments?**

- 7.1**     Do you have any additional comments or suggestions regarding the ministry’s review of British Columbia’s site remediation legal regime and/or the identification of potentially contaminated sites?



## Site Profiles: Local Government and Approving Officer Duties

The provincial Contaminated Sites Regulation (the Regulation) under the *Environmental Management Act* contains a site profile form. The form, which requires a basic land description and information on the past and present uses of the site, is an initial screening tool for identifying sites that might be contaminated.

### Who is required to submit a site profile?

Developers, owners, and vendors of property, as well as local governments (as land owners), may have to submit site profiles.

### How does the site profile process work?

The flowchart on page 2 outlines the site profile process. The number for each step below corresponds to the numbered steps in the chart. Local government and approving officer duties are shown in steps 4 through 6.

### What triggers the need for a site profile?

- 1 Usually a subdivision, development or development variance, zoning, demolition, or soil removal application for a property triggers the submission of a site profile.

### How do land uses relate to a site profile?

- 2 A site profile is required if a site has been used for industrial or commercial activities listed in Schedule 2 of the Regulation. If a site has been used exclusively for residential use, a profile is not required.

### Are there any exemptions?

- 3 The Regulation provides for numerous exemptions, such as when a local

government applies to zone or rezone land and the local government does not have an ownership interest in the land. If any of the exemptions apply, a site profile is not required.

### What are a local government and approving officer's main duties?

- 4 The official must assess if the form is completed properly. If it is not, they must notify the person who provided the site profile and request corrections.
- 5 When the site profile has been properly completed, the official will review if there are any "yes" answers to the questions in Section IV through IX.

### What are the forwarding duties?

- 6 If there is one or more "yes" answer, the official must forward the site profile to a Director of Waste Management. If there are all "no" answers, the profile must be forwarded to the Site Registrar.

For a site profile that needs further review by the Director, local governments and approving officers must assess and forward the profile to the ministry within 15 days.

### Do site profiles affect the approval of applications?

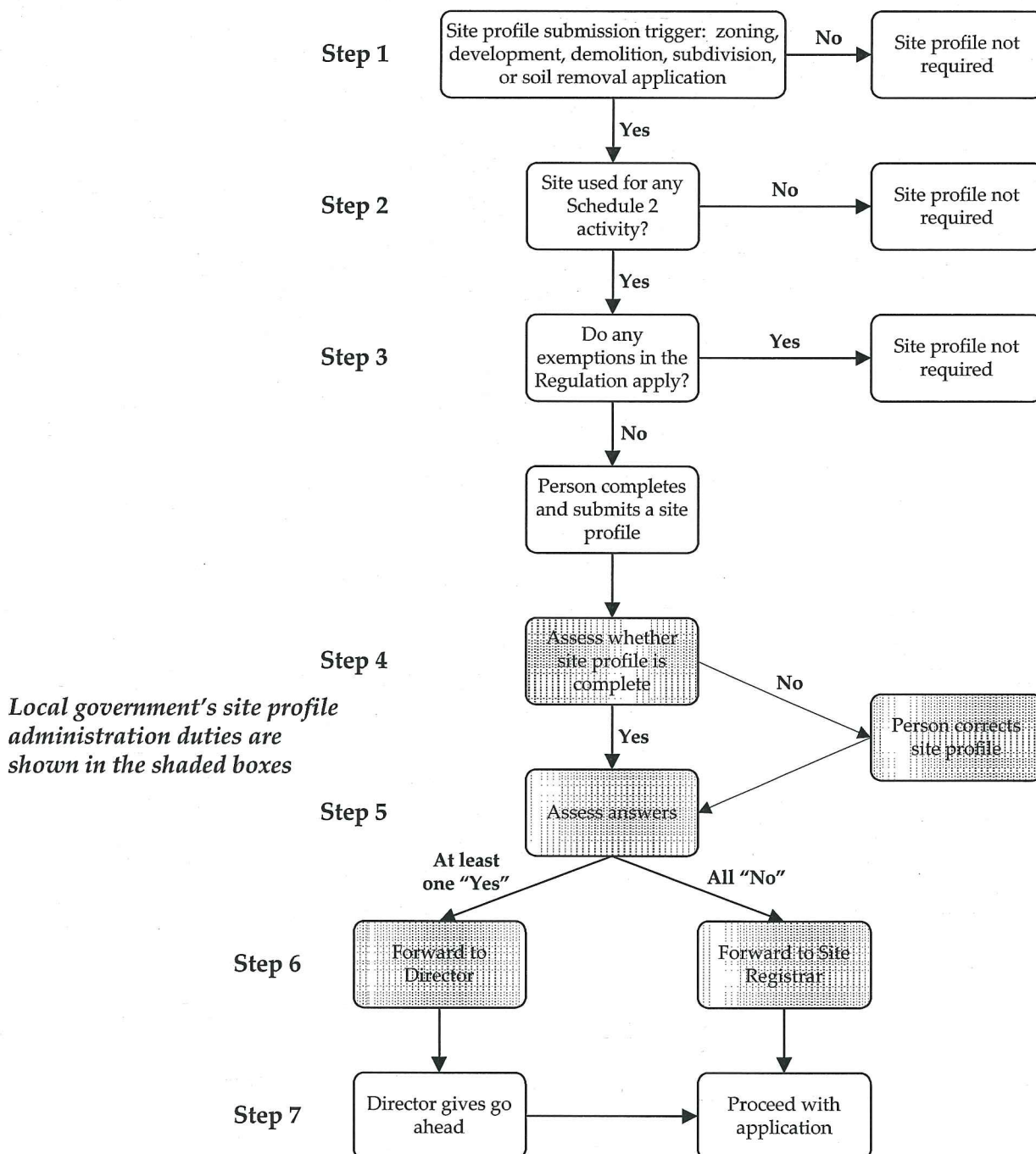
- 7 If a site profile is forwarded to a Director, the affected application must not be approved by the local government or approving officer until the Director makes a decision, usually within 15 days, if the parcel requires investigation. If a site investigation is required by the Director, this decision will suspend the application until the Director's requirements are met.

For more detailed information about site profile processing requirements for municipalities and approving officers, refer to [Administrative Guidance 2](#). This document also provides contact information for the Director and Site Registrar.

*Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.*

*For information about site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca). For more information, contact the Environmental Management Branch at [site@gov.bc.ca](mailto:site@gov.bc.ca).*

## Site Profiles and Local Government/Approving Officer Requirements





## Site Profile Administration: Local Government Opt Out Option

A provision in the Contaminated Sites Regulation under the *Environmental Management Act* (the Act) allows local governments to opt out of administering the site profile system. Please note that unless otherwise indicated in this fact sheet, the term “local government” means a municipality, regional district, or the Islands Trust and, in the case of subdivision, an approving officer.

Some of the advantages and disadvantages for local governments that opt out are summarized below. Also, a list of those local governments which have opted out is provided.

### What is a site profile?

A site profile is a form on which information about the land and the past and present uses of a site is recorded. These forms are used to screen property for possible contamination. The form and associated administrative requirements for using it are described in the Contaminated Sites Regulation (the Regulation).

### Who is required to submit a site profile, and when?

A person is required to provide a site profile to the local government when he or she applies for subdivision, zoning, or demolition, development or soil removal permits for land that has previously been or is currently used for certain types of industrial or commercial activities. See our [Land Remediation Section web site](#) for more detailed information on site profiles.

### How is local government involved?

The Act assigns two administrative duties to local governments in handling site profiles.

#### *Assessment duties*

Local government officials must first check that the site profile form is satisfactorily complete. If it is not, they must inform the person who provided it that the profile needs further work. Once the officials are satisfied that the form has been completed satisfactorily, they will check to see whether any “yes” answers were provided in sections IV through IX.

#### *Forwarding duties*

If there are any “yes” answers, the local government official will forward the site profile to a Director of Waste Management. If there are all “no” answers, it will be forwarded to the Site Registrar.

### How can local government opt out?

The choice of not participating in the administration of site profiles is incorporated into the Regulation, section 4 (4), which states, “A person is exempt from the duty to provide a site profile ... with respect to any site within a municipality if the municipality ... has filed written notice with the minister that ... [it] does not wish to receive site profiles ....”

This exempts a local government, by removing the duty of a person such as a developer, to submit site profiles to the local government in that jurisdiction. To exercise this option, the

local government must notify the Minister in writing that it does not wish to receive site profiles under provincial legislation. The notification should include a copy of the council resolution and signatures from both a municipal representative (for example, a city clerk) and the approving officer.

It should be noted that in areas where subdivisions are administered by the Ministry of Transportation, site profiles are required to be submitted with a subdivision application, regardless of whether the local government has opted out in that area.

#### **Can a local government opt out of the entire contaminated sites legal regime?**

No. Even if a local government decides it does not want to administer site profiles, all land owners and operators will still be subject to other provisions in the Regulation. For example, a site owner, operator or trustee is required to submit a site profile directly to a Director of Waste Management when a site is decommissioned or subject to foreclosure, even when the local government has chosen to opt out of receiving site profiles.

#### **Which local governments have opted out?**

A list of the local governments currently opted out of the site profile system is shown in the table attached to this fact sheet.

#### **Are there any consequences if a local government opts out of the system?**

Yes. If a local government chooses not to be part of the site profile system, it will no longer have legal responsibility under the Act to screen sites using site profiles. There will be no site profile system for the geographic area for which that local government is responsible. This will have a number of effects which are discussed below.

#### **What are the pros and cons of opting out?**

##### **Advantages:**

- Removes any liability concerns about site profile administration by local governments.
- Eliminates barriers in contaminated site legislation to local government approval of specific applications.
- Eliminates local government training and administration costs for the site profile system.
- Allows local governments to develop their own screening system.
- Allows local governments to ignore, as a matter of policy, the screening of potentially contaminated sites.

##### **Disadvantages:**

- Increases local government liability in assessing zoning, subdivision, demolition, development, and soil removal applications without a legally defined process to screen for contaminated sites.
- Creates risk of some contaminated sites, including high risk sites, escaping detection or being detected late (for example, during excavation) in those jurisdictions that have no site contamination screening system.
- Creates risk of unacceptable impacts on human health, the environment, and infrastructure occurring or continuing, particularly if high risk sites are not identified.
- Increases remediation costs for cleaning up sites detected late in the development process because of time delays and new planning requirements.
- Results in loss of income from processing site profiles. Local governments may charge up to \$100 per site profile under the Regulation.
- Incurs higher administration and training costs where a local government develops and administers its own screening system.

- Results in much less data being entered onto the Site Registry for the area covered by the local government. Developers and others seeking information on contamination will be more likely to seek this information from a local government source rather than the Site Registry.
- Results in loss of province wide uniformity. Developers and property owners would face a patchwork of screening requirements if some local governments used the provincial system and others their own screening tools.

#### **Can a local government opt back in?**

Yes. A local government can chose to opt back into the site profile system at any time. To exercise this option, the local government must notify the Minister in writing that it *does* wish to receive site profiles under provincial legislation. The notification should include a copy of the council resolution and signatures from both a municipal representative and the approving officer.

*Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.*

*For information about site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca).*

*For more information, contact the Environmental Management Branch at [site@gov.bc.ca](mailto:site@gov.bc.ca).*

## Local Governments Currently Opted Out of the Site Profile System

(Includes local governments that are opted out as of February 1, 2012. No local governments have opted in or out of the system since that date.)

### Notes:

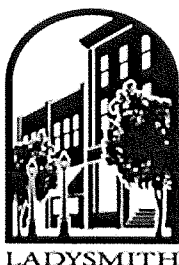
- In areas where subdivisions are administered by the Ministry of Transportation and Infrastructure, site profiles must be submitted with a subdivision application, even if the local government has opted-out of the site profile process.
- Site profiles triggered at decommissioning or foreclosure must be submitted to the Director even if the local government for the area has opted-out of the site profile process.

This list is subject to change at any time. The ministry does not take any responsibility for

any errors or omissions in this list. Please check with your local government to confirm.

- Alert Bay, Village of
- Armstrong, City of
- Cariboo Regional District
- Central Coast Regional District
- Comox, Town of
- Coquitlam, City of
- Creston, Town of
- East Kootenay Regional District
- Enderby, City of
- Fernie, City of
- Gibsons, Town of
- Gold River, Village of
- Invermere, District of
- Islands Trust
- Langford, District of
- Langley, Township of
- Lions Bay, Village of
- Logan Lake, District of
- Lumby, Village of
- Mount Waddington, Regional District
- Nakusp, Village of
- North Cowichan, District of
- North Okanagan, Regional District of
- Okanagan-Similkameen Regional District
- Oliver, Town of
- Osoyoos, Town of
- Parksville, City of
- Peace River Regional District
- Port Alice, Village of

- Port Clements, Village of
- Port McNeill, Town of
- Pouce Coupe, Village of
- Powell River, City of
- Powell River Regional District
- Radium Hot Springs, Village of
- Rossland, City of
- Sechelt, District of
- Sidney, Town of
- Sooke, District of
- Spallumacheen, Township of
- Summerland, District of
- Valemount, Village of



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: November 5, 2014  
File No: 3900-03

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**Re: OWNER OCCUPANCY ALTERNATIVES**

**RECOMMENDATION(S):**

That Council refer the development of a Standards of Maintenance Bylaw for rental units and residential properties subject to a tenancy agreement to the 2015 Financial Plan discussions.

**PURPOSE:**

The purpose of this staff report is to provide alternatives to an owner occupancy requirement for coach house dwellings.

**INTRODUCTION/BACKGROUND:**

At its meeting held September 15, 2014 Council adopted a resolution to direct staff to develop recommendations for alternatives to an owner occupancy requirement for coach house dwellings.

**SCOPE OF WORK:**

Council previously directed that staff prepare an amendment to the Zoning Bylaw to require owner occupancy on a property where a residence and coach house are both located. This direction arose from concerns regarding potential negative impacts from the introduction of this new use. When the secondary suite use was introduced, owner occupancy was not included as a condition. There has not been an increase in complaints as a result of the introduction of secondary suites.

If the issue is about the maintenance of the property, the Town already has a Nuisance Regulation Bylaw to address untidy premises.

If the issue is about noise, the Town already has a Noise Suppression Bylaw to address excessive noise.

If the issue is about quality and condition of rental housing, the implementation of a 'Standards of Maintenance' bylaw may be an alternative. Such an initiative would apply to all rental housing situations. The CVRD recently completed a Regional Affordable Housing Needs Assessment. Conditions of private market rental housing was one of the identified regional housing needs when there are occurrences of poor housing conditions in private market rental properties. A regulatory solution that was identified was the implementation

of a 'Standards of Maintenance' bylaw. Other communities have such a bylaw in place to ensure healthy and safe housing conditions for tenant households.

ALTERNATIVES:

That Council not proceed with the consideration of a 'Standards of Maintenance' Bylaw.

FINANCIAL IMPLICATIONS:

The creation of a Standards of Maintenance Bylaw will require additional funding.

LEGAL IMPLICATIONS:

Legal services would be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is expected that most residents would be supportive of a 'Standards of Maintenance' Bylaw.

Social Planning Cowichan is a resource to deliver residential tenancy education for landlords and tenants to Ladysmith residents.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Services Department and the Bylaw Enforcement Officer would review and provide direction on the bylaw.

RESOURCE IMPLICATIONS:

Additional funding will be required to prepare a new bylaw. If the bylaw is ultimately adopted, it could result in additional work by the Bylaw Enforcement Officer.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative would align with strategy seven "a healthy community".

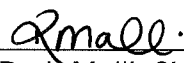
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative would align with the Council strategic direction: "safe and healthy community".

SUMMARY:

Council directed staff to provide alternatives for the owner occupancy of coach houses. The development of a 'standards of maintenance' bylaw may be an option for Council to consider.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

None

## Town of Ladysmith

### **STAFF REPORT**



To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Sandy Bowden, Director of Corporate Services  
Erin Anderson, Director of Financial Services  
Date: October 14, 2014

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#### **RE: MACHINE SHOP BUILDINGS - OYSTER BAY DRIVE**

##### **RECOMMENDATIONS:**

That Council direct staff to establish a Machine Shop Users' Advisory Group consisting of staff and tenants of the Machine Shop, to work with Council and the consultant regarding the repair/renovation plan and schedule for the facilities; and further, that the Users' Advisory Group be directed to:

- a) prepare a request for proposals for a consultant to work with staff and the current tenants of the Machine Shop buildings (located on Oyster Bay Drive) to prepare a repair/renovation implementation plan and schedule to address outstanding issues related to the buildings while preserving the heritage significance of the site;
- b) include \$20,000 in the 2015 budget for this purpose and amend the financial plan accordingly;
- c) advise the tenants of the Machine Shop buildings about the Town's next steps regarding this matter; and,
- d) investigate various funding sources (i.e. grant programs, etc.) to facilitate the required upgrades to the Machine Shop buildings.

##### **PURPOSE:**

The purpose of this staff report is to outline the next steps relating to the repair and long term revitalization on the Machine Shop and various out buildings on Oyster Bay Drive.

##### **INTRODUCTION/BACKGROUND:**

Council will recall that in November of 2013 Council adopted a resolution directing staff to engage an engineer to assess the Machine Shop facility in order to determine the work required to ensure the structure is safe for all tenants, for an amount not to exceed \$12,000 plus applicable taxes. The report prepared by the consultant (Omicron) identified several deficiencies at an overall cost of close to \$1 million.

On May 12, 2014 the following resolution was adopted:

*That Council direct staff to prepare a business case analysis of options for carrying out repairs at the Machine Shop complex on Oyster Bay Drive, and that the report include recommendations for repair priorities and timelines, and options for raising funds to support the repairs.*

The current condition of the facilities on Oyster Bay Drive is very complex. These structures could be restored to their original condition; however, as noted above, the restoration costs are prohibitive. The BC Building Code's "Alternate Compliance Methods", which could be applied to the Machine Shop, recognizes that the application of current standards for existing building can be impractical and may compromise the heritage integrity of the structures. The BC Building Code provides a table of "Alternate Compliance Methods" for heritage buildings (buildings that are legally recognized by the Province or local government as having historic, architectural or cultural value for the Province or their communities).

Staff has discussed the restoration/repair with other municipalities as well as an architect specializing in revitalization. Comments received indicate that it would be prudent for the Town to consult with a professional who has experience in restoring heritage structures.

The parcel on which the Machine Shop is situated is zoned Community Commercial (CC). This zone permits a range of uses, including farmers', artisans', marine or similar market, cottage industry manufacturing and sales, restaurant, neighbourhood pub, retail use, personal services and office use, public assembly, museum and heritage exhibit, and rail passenger depot.

The machine shop tenants have indicated a willingness to assist with community fundraising efforts to finance the upgrades, including in-kind contributions. Other sources of funds for the upgrades include taxation or through grant programs.

At the August 18, 2014 closed Council meeting, staff requested confirmation relating to the usage of the facility. Council confirmed the following assumptions:

1. The primary use for the Machine Shop building is "Mixed Use";
2. The primary use for the out-buildings is for light industrial or business/commercial;
3. There is an expectation that tenants assist in fundraising for upgrades to the Machine Shop;
4. Analysis of the businesses/societies currently occupying the spaces is not part of this business case.

Council further approved funding of \$10,000 for the removal of the vapor barrier and insulation in the Machine Shop. The vapour barrier was removed on October 14, 2014.

At this point the magnitude of the repairs for this facility is extensive. Undertaking the repairs outlined in the condition assessment should occur in a manner which maintains the integrity and heritage significance of the facilities. In staff's opinion additional expertise is required to prepare a repair/renovation implementation plan and schedule to address outstanding issues related to the buildings.

**SCOPE OF WORK:**

Once Council direction is confirmed, staff will prepare and issue an RFP. Staff recommends that a meeting be scheduled with the current tenants of the Machine Shop to provide an update on the current condition of the facility. This communication will outline recommended actions including the hiring of a consultant to commence the plan to repair and revitalize the Oyster Bay facilities sites.

**ALTERNATIVES:**

- 1) Proceed with upgrades to the Machine Shop buildings as outlined in condition assessment report prepared by Omicron without the assistance of a consultant, as deemed appropriate and on an ad hoc basis.
- 2) Repair the noted deficiencies in order of importance, with the understanding that if full revitalization of the buildings is deemed appropriate in the future, some of these repairs may have not been required.
- 3) Staff investigate leasing the facilities in their current condition to a community group, and that the group assume responsibility for maintaining and managing the facilities.

**FINANCIAL IMPLICATIONS:**

As noted previously, repairing the facility deficiencies noted in the condition assessment are extremely costly; however addressing the recommended repairs on an ad hoc basis will likely result in higher costs in the long run.

Engaging an experienced professional (likely an architect) through the RFP process will ensure that the project costs are controlled and the work is completed in a manner which will secure the long term viability of the facilities, while meeting the needs of the current and future tenants. It is estimated that engaging such a professional will cost the Town \$20,000 dependent on the scope of work. Staff requests Council's consideration of early approval of this amount in order to proceed with the project in a timely manner.

The estimate of \$1 million noted in the Omicron report for upgrades/repairs to the Machine Shop facilities does not include seismic upgrades or further contingencies for the project.

**LEGAL IMPLICATIONS:**

Liability issues are a concern. If one of the structures fails, the Town may be held liable for any and all damages sustained during the incident.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Machine Shop buildings are used by members of the public and are considered to be historically significant. Many members of the public support the preservation and continued upgrades to the structures.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

This project will involve all departments.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This project aligns with Strategy No. 7 of the Sustainability Visioning Report: A Healthy Community: Continuing to enhance the quality of the public realm; increasing community facilities including health and medical facilities.

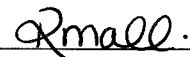
ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with the Strategic Priorities E, Responsible Stewardship of the Environment, and F, Safe and Healthy Community.

SUMMARY:

In 2013 the Town engaged Omicron to assess the Machine Shop facility in order to determine the work required to ensure the structure is safe for all tenants. The assessment report identified several deficiencies and estimated the cost to bring the building into compliance was approximately \$1 million. Earlier this year Council confirmed that the primary use for the Machine Shop is “Mixed Use” and the primary use for the out-buildings is light industrial or business/commercial. Staff recommends engaging a professional, through the RFP process, to prepare a repair/renovation implementation plan and schedule to address outstanding issues related to the buildings while preserving the heritage significance of the site.

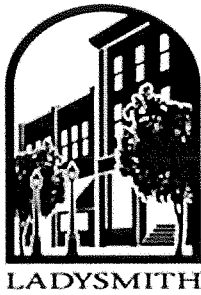
I concur with the recommendation.



Ruth Maffi, City Manager

ATTACHMENTS:

None



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: November 13, 2014  
File No:

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RE: **DONATION OF ARTWORK BY REVEREND JULIAN NORTH**

**RECOMMENDATION(S):**

That Council request the Ladysmith Arts Council to store and manage the Julian North art collection which was donated to the Town, and that the Town provide annual funding to assist the Arts Council in managing the collection.

**PURPOSE:**

This report is intended to inform Council of options for proceeding with receiving and managing the late Reverend Julian North's art collection which was recently donated to the Town.

**INTRODUCTION/BACKGROUND:**

In late 2013 the Town of Ladysmith accepted a donation of artwork by the late Reverend Julian North. Prior to receiving the artwork Council requested that staff investigate options and costs associated with managing this artwork.

In regard to displaying the art work, a letter was sent to local churches to solicit interest in showing the pieces. To date there has been no response or interest. The Ladysmith Arts Council (LAC) and the Ladysmith Food Bank have agreed to assist with a possible future exhibit and LAC has recommended an evening or weekend showing at the Aggie Hall. If suitable locations cannot be found for permanent display, storage of the artwork will be required.

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

- 1) \$500 to \$1,000 for appraisal, depending on whether done individually or as a collection;
- 2) \$300 to \$500 for the purchase or production of container(s), depending on container quality to be determined by storage location;
- 3) \$60 to \$250 (depending on appraisal) annual insurance premium; this item is most appropriately added to current Town of Ladysmith property insurance, and would be more expensive if the art collection were exhibited (vs. stored only);
- 4) \$600 to \$1,000 annual storage depending on climate control requirements; another opportunity would be to explore a mutually beneficial arrangement with

Ladysmith Arts Council for storage in the Town-owned buildings occupied by the Waterfront Art Gallery, the Art Room, the Press Room, and artists' studios;

- 5) Current frames and glass may need to be changed as the appraiser will provide recommendations relating to frames and glass that will protect the artwork. Costs unknown at this time.

SCOPE OF WORK:

The collection needs to be appraised, insured and will require suitable storage containers and storage location identified prior to receiving it. A showing and display of the art work requires further investigation.

ALTERNATIVES:

Council could direct staff to contact the current owners of the artwork and advise them that due to the fact that currently the Town does not have a suitable location to display or store the artwork, Council respectfully declines the donation of the artwork at this time.

FINANCIAL IMPLICATIONS:

The cost to receive this collection will be approximately \$2,750.00; this does not include any costs associated with frames, glass for protection of the collection, displaying the collection, or showing the collection.

Ongoing annual costs to maintain this collection will be approximately \$1,500.00.

The noted costs do not include staff resources to manage the collection.

Currently these costs are not budgeted for and would have to be included in the 2015 operating budget.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Continued consultation with the Ladysmith Arts Council in regard to the management of the collection would ensure engagement with the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

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

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

None identified

ALIGNMENT WITH STRATEGIC PRIORITIES:

None identified

SUMMARY:

Staff is seeking Council direction regarding the management of the late Reverend Julian North's artwork, and approval of the necessary resources to do so. Communications have been maintained with the current custodian of the art collection, pending Council's further direction to proceed.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

Letter from the Arts Council of Ladysmith and District.

## TOWN OF LADYSMITH

### BYLAW NO. 1869

#### A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

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**WHEREAS** the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year

**AND WHEREAS** the total amount of liability that Council may incur is five million and two hundred thousand dollars (\$5,200,000);

**AND WHEREAS** there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 1869, 2014."
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of four million dollars (\$5,200,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME      on the      3rd    day of      November, 2014

READ A SECOND TIME    on the      3rd    day of      November, 2014

READ A THIRD TIME      on the      3rd    day of      November, 2014

ADOPTED                      on the                      day of

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Mayor  
(R. Hutchins)

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Director of Corporate Services  
(S. Bowden)

**From:** Mark Drysdale [mailto:mark@ladysmithcofc.com]

**Sent:** November 13, 2014 1:14 PM

**To:** Joanna Winter

**Subject:** RE: Agreement with Town of Ladysmith?

Hello Joanna,

At the Ladysmith Chamber of Commerce Board Meeting last night, November 12<sup>th</sup>, 2014 the following motion was passed:

"Motion to pursue renewal of the Fee for Service Contract with the Town of Ladysmith for another one year term (i.e. January 1, 2015 to December 31, 2015) with the same Terms and Conditions as stated in the 2014 Contract". Motion made by Mike Hooper, seconded by Michael Furlot. All in favour. Carried

If you have any further questions or need additional information or documentation please don't hesitate to call or write back.

Thanks,



Mark Drysdale - Manager  
Ladysmith Chamber of Commerce  
250-245-2112

[mark@ladysmithcofc.com](mailto:mark@ladysmithcofc.com)

[www.ladysmithcofc.com](http://www.ladysmithcofc.com)

**LADYSMITH**  
CHAMBER OF COMMERCE

THIS AGREEMENT made the 1st day of January, 2014

**BETWEEN: TOWN OF LADYSMITH**  
Box 220, 410 Esplanade, Ladysmith, British Columbia, V9G 1A2  
(hereinafter called the "Town")

**AND: LADYSMITH CHAMBER OF COMMERCE**  
Box 598 Ladysmith, British Columbia, V9G 1A4  
(hereinafter called the "Chamber")

In consideration of the mutual promises hereinafter appearing, the parties hereto covenant and agree each with the other as follows:

1. The Chamber shall during all business hours, including weekends as appropriate, from January 1, 2014 to December 31, 2014 (the "Term") operate and maintain a Visitor Information Centre at 33 Roberts Street, Ladysmith, B.C. or such other location as the Town may decide, and provide therein visitor information on Ladysmith including without limitation:
  - a) Responding to drop-in, telephone and website inquiries as well as mailing out information as appropriate;
  - b) Maintaining an adequate supply of current, relevant information and publications for visitor information;
  - c) Ensuring that a community calendar of events is kept current on the Chamber's website, is easily linked to other community websites and is available for use by all groups in the community;
  - d) Reporting to the Town Council on a semi-annual basis, and from time to time as required by Town Council and staff;
  - e) Maintaining and cleaning the visitor information office, including a public washroom, to a standard reasonably required by the Town;
2. The Chamber shall, during the term of the contract, operate and maintain information and support services for local businesses including without limitation:
  - a) Hosting speakers at monthly meetings that will support small business capacity building in Ladysmith;
  - b) Continue work started in 2013 towards providing a Business Centre to support new businesses in Ladysmith and providing the Town with an outline of the services to be provided;
  - c) Working collaboratively with the Town and the Ladysmith Downtown Business Association to support existing and new businesses in Ladysmith;
  - d) Liaising with the Town during filming to manage communications with the local business community;
  - e) Assisting, as and when requested, with the collection of business licences in Ladysmith and;
  - f) Co-ordinating workshops to support local business in Ladysmith.

3. In consideration for the Chamber supplying the aforementioned services, the Town shall pay to the Chamber an annual sum of \$35,000.00 (plus applicable taxes) paid in equal quarterly installments on the first business day following: January 1, April 1, July 1, October 1, 2014.
4. The Town agrees to pay \$700 (plus applicable taxes) towards the monthly lease payments for the premises occupied by the Visitor Information Centre. The lease for the premises shall be in the name of the Chamber of Commerce (the lessee) and the Town (the lessor).
5. The Town may terminate this Agreement if the Chamber is in breach of any obligations herein and does not remedy such breach within 15 days written notice by the Town to the Chamber in respect of such breach.
6. Provided neither party is in breach of any of the terms or conditions of this agreement, this agreement may be extended at the end of its term for a further period of one year on terms acceptable to both parties.
7. Time is of the essence with this Agreement. This Agreement constitutes the entire agreement between the parties hereto in respect of the Visitor Information Centre and the services described herein. This Agreement may not be amended by the parties hereto other than by written agreement mutually agreed to by both parties.

IN WITNESS WHEREOF each of the parties hereto has executed this Agreement under the hands of their proper officers duly authorized in that behalf.

LADYSMITH AND DISTRICT  
CHAMBER OF COMMERCE

  
Authorized Signatory

  
Authorized Signatory

THE TOWN OF LADYSMITH  
seal was affixed in the presence of:

  
Mayor

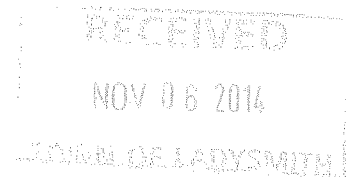
  
Deputy Director of Corporate Services



October 31, 2014

His Worship  
Mayor Rob Hutchins  
Town of Ladysmith  
410 Esplanade  
PO Box 220  
Ladysmith BC V9G 1A2

Reference: 228888



Dear Mayor Hutchins:

**Re: Highway 1 in Ladysmith**

Thank you for your letter regarding safety and traffic noise on Highway 1 through the Town of Ladysmith.

The ministry takes its commitment to provide a safe, reliable transportation network very seriously, and I appreciated you bringing Council's concerns to the ministry's attention. I was pleased to learn the ministry's local Operations Manager, Johnathan Tillie, met with Town of Ladysmith representatives on September 11. As you know, the ministry will be making improvements to the North Davis/Highway 1 intersection in the near future to improve safety. Works will include changing the signal timing to allow more crossing time for pedestrians; removing plants and brush to improve sight distances; and re-painting the north-side crosswalk on Highway 1 to increase visibility. Ministry staff will keep you updated as this work progresses.

I understand your concerns about noise barriers and engine brakes were also discussed, and I encourage you to continue working with Mr. Tillie to address any further concerns you have regarding these issues. He can be reached directly by telephone at 250 751-3287 or by e-mail at [Johnathan.Tillie@gov.bc.ca](mailto:Johnathan.Tillie@gov.bc.ca) and would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

Todd G. Stone  
Minister

Copy to: Johnathan Tillie, Operations Manager  
Vancouver Island District

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**From:** Lana Kingston <Lana@tourismvi.ca>  
**Sent:** November 13, 2014 12:51 PM  
**To:** Clayton Postings  
**Subject:** Vancouver Island Trails Strategy - Phase 1 update  
**Attachments:** request for contribution.pdf

Hi Clayton,

I just wanted to advise that the status of the Vancouver Island Trails Strategy for project contributions is on target. The RFP for the Vancouver Island Trails Strategy has been distributed in order to seek a specialized consultant to carry out the deliverables of the Phase 1 Trails Strategy. Tourism Vancouver Island has confirmed the matching financial support from the following who will be recognized as contributing partners:

- Alberni Clayoquot Regional District
- City of Campbell River
- City of Duncan
- City of Nanaimo
- Cowichan Valley Regional District
- District of Tofino
- District of Ucluelet
- Municipality of North Cowichan
- Regional District of Mount Waddington / Village of Port Alice
- Regional District of Nanaimo
- Strathcona Regional District
- Town of Lake Cowichan
- Sunshine Coast Regional District
- Powell River Regional District
- City of Powell River
- Recreation Sites & Trails BC

Should additional communities confirm their participation in this project, the \$2500 (plus GST) fee would be reduced based on the total number of participants, and refunds of the difference will be provided. The deadline date to confirm community participation will be December 31, 2014. I have attached a backgrounder document as a refresher from earlier conversations.

If you have any questions, please do not hesitate to contact me.

Kind regards,

*Lana*

Lana Kingston  
Corporate Services Manager  
Phone: 250-740-1213

Tourism Vancouver Island  
501 - 65 Front Street  
Nanaimo, BC V9R 5H9

*I'm an Authentic Experienter...what's your EQ™ Traveler Type? visit [VancouverIsland.Travel](#) to take the quiz.*

Proud to be accredited through Destination Marketing Association International's (DMAI's) Destination Marketing Accreditation Program.

*[Unsubscribe](#) from all Tourism Vancouver Island email communications.*

*Visit our [Staff Directory](#) for additional contact details.*

August 5, 2014

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



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

Dear Mayor & Council:

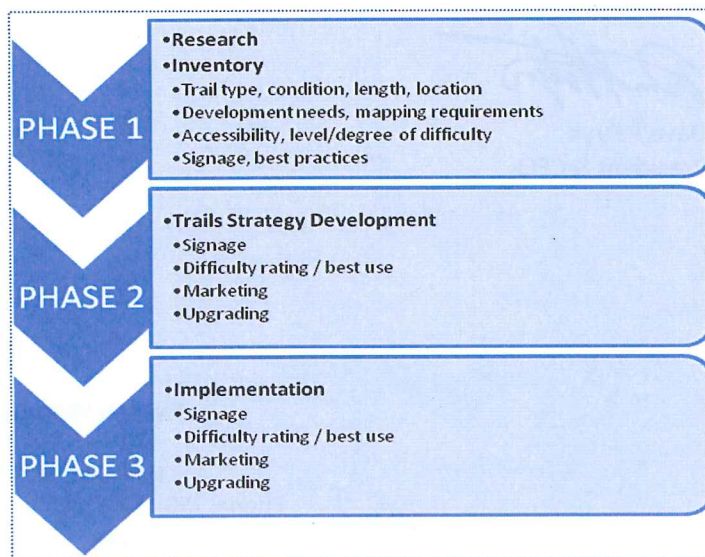
Tourism Vancouver Island is seeking funding support for Phase 1 of a multi-phase trails strategy for the Vancouver Island region. Tourism Vancouver Island has been successful with an application to the Island Coastal Economic Trust, through the Economic Development Readiness Program, to proceed with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

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

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

**Phase 1 Activities:**

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



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

### **Phases 2 & 3 (future projects)**

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

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

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

Sincerely,



Dave Petryk  
President & CEO

#### **Tourism Vancouver Island**

501 – 65 Front Street  
Nanaimo, BC V9R 5H9

Phone: 250-754-3500 Fax: 250-754-3599  
[www.tourismvi.ca](http://www.tourismvi.ca) info@tourismvi.ca