



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, NOVEMBER 7, 2016

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

## AGENDA

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

#### 1. CLOSED SESSION

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

- Appointments to advisory committees
- Status of sale of Town-owned properties and proposed property acquisitions

### REGULAR MEETING (7:00 P.M.)

#### 2. AGENDA APPROVAL

#### 3. RISE AND REPORT – Items from Closed Meeting

#### 4. MINUTES

4.1. Minutes of the Regular Meeting of Council held October 17, 2016 .....1 - 4

#### 5. DELEGATIONS

5.1. Special Presentation to John Wilson, Retiring Chair of the Liquid Waste Management Committee

#### 6. PROCLAMATIONS - NONE

#### 7. DEVELOPMENT APPLICATIONS

7.1. Development Permit Application - 1201 & 1251 Christie Rd (Front Forty Ventures Ltd.).....5 - 20  
Subject Property: Lots 7 & 8, District Lot 147, Oyster District, Plan 85271

Staff Recommendation:

That Council issue Development Permit (DP) 3060-16-03 for Lots 7 & 8, District Lot 147, Oyster District, Plan 85271 (1201 & 1251 Christie Rd.) to permit a 66 unit townhouse development, subject to the applicant submitting a bond in the amount of 100 per cent of the onsite landscaping;

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

**7.2. Development Variance Permit Application - 515 Walkem Rd (Toole) ..... 21 - 26**  
**Subject Property: Lot 2, District Lot 41, Oyster District, Plan VIP79202**

Staff Recommendation:

That Council issue Development Variance Permit 3090-16-07 to vary the maximum height of a single unit dwelling from 9.0 metres to 9.24 metres to legalize the height of a dwelling being constructed on Lot A, District Lot 129, Oyster District, Plan VIP6533 (515 Walkem Rd.);

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

**8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING) – None**

**9. COMMITTEE REPORTS**

**9.1. Mayor A. Stone**

Cowichan Valley Regional District; Advisory Design Panel; Ladysmith Chamber of Commerce

**9.2. Councillor R. Hutchins**

Heritage Revitalization Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee

**9.2.1. Heritage Revitalization Advisory Commission Report .....27**

Commission Recommendation:

That Council provide its support for the Heritage BC Awards nomination of the Transfer Beach Pictorial Project for the Heritage Education and Awareness Award, and Shirley Blackstaff for the Distinguished Service Award.

**9.3. Councillor C. Henderson**

Community Health Advisory Committee/Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan – Affordable Housing Directorate; Youth Advisory Committee; Ladysmith Community Justice Program

**9.4. Councillor D. Paterson**

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

- 9.5. **Councillor J. Friesenhan**  
Liquid Waste Management Committee; Parks, Recreation and Culture Commission
- 9.6. **Councillor C. Fradin**  
Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association
- 9.7. **Councillor S. Arnett**  
Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee
  - 9.7.1. **Vancouver Island Regional Library Adopted 2017–2021 Financial Plan...28 - 50**

## 10. STAFF REPORTS

- 10.1. **Collaboration Agreement between the Town of Ladysmith and the Board of Education of School District 68 (Nanaimo-Ladysmith) ..... 51 - 56**

Staff Recommendation:

That Council consider entering into a Collaboration Agreement between the Town of Ladysmith and School District 68 (Nanaimo – Ladysmith).

- 10.2. **Parks, Recreation & Culture and Invasive Species Advisory Committees Implementation Plan ..... 57 - 72**

Staff Recommendations:

That Council:

1. Approve draft Terms of Reference for the Parks, Recreation & Culture Advisory Committee;
2. Approve draft Terms of Reference for the Invasive Species Advisory Committee;
3. Direct staff to commence the membership recruitment process for the Parks, Recreation & Culture and Invasive Species Advisory Committees; and
4. Repeal Town of Ladysmith Parks and Recreation Commission Bylaw 1278 and Amendment Bylaws 1311 and 1528.

## 11. CORRESPONDENCE

- 11.1. **Ladysmith Downtown Business Association ..... 73**  
**Request to Waive Trolley and Driver fee for the Annual Old Tyme Christmas Event**

Staff Recommendation:

That Council waive the trolley rental fee for the December 2, 2016 Annual Old Tyme Christmas Event as requested by the Ladysmith Downtown Business Association.

- 11.2. **The Jessie’s Legacy Eating Disorders Prevention and Awareness Program..... 74 - 76**  
**Request to Light up Purple on Friday, February 3, 2017**

Staff Recommendation:

That Council direct staff to consult with the Festival of Lights regarding the feasibility of lighting up the Town's dedicated purple tree on Friday, February 3, 2017 in support of the Eating Disorders Prevention and Awareness Program.

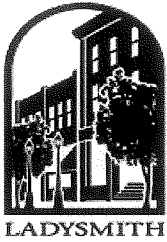
**12. NEW BUSINESS**

**13. UNFINISHED BUSINESS**

**14. QUESTION PERIOD**

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

**ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR MEETING OF COUNCIL**  
**MONDAY, OCTOBER 17, 2016**  
**CALL TO ORDER 5:33 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone

Councillor Joe Friesenhan

Councillor Steve Arnett

Councillor Carol Henderson

Councillor Cal Fradin

Councillor Rob Hutchins

**Council Members Absent:**

Councillor Duck Paterson

**STAFF PRESENT:**

Guillermo Ferrero

Joanna Winter

Erin Anderson

Sue Bouma

Geoff Goodall

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**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:33 p.m.

**CLOSED SESSION**

CS 2016-336

*Moved and seconded:*

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:34 p.m. in order to consider items related to the following:

- Appointment to Town Committee - s. 90(1)(a)
- Acquisition and disposition of property - s. 90(1)(e)
- Exempt staff compensation - s. 90(1)(c)

*Motion carried.*

**REGULAR OPEN MEETING**

Mayor Stone called this Regular Open Meeting to order at 7:02 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**AGENDA APPROVAL**

CS 2016-337

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of Council as amended by the following additions:

- 10.7. Cowichan Valley Regional District Request for Letter of Support regarding the Completion of the Cowichan Valley Trail - Saltair Connection
- 11.2. BC Rural Dividend Fund Application

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 6:55 p.m. without report.

## MINUTES

CS 2016-338

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held October 4, 2016.

*Motion carried.*

## PROCLAMATIONS

Mayor Stone proclaimed the month of October 2016 as Foster Family Month in the Town of Ladysmith, recognizing and celebrating the families who open their hearts and homes to our most vulnerable, and who play a vital role in helping children and families heal and reconnect.

## REPORTS

CS 2016-339

**Low Flush Toilet Rebate**

*Moved and seconded:*

That Council direct staff to apply the Low Flush Toilet Rebate Program to property owners' utility accounts instead of issuing cheques for the rebate amount.

*Motion carried.*

CS 2016-340

**Heritage Revitalization Advisory Commission Motion for Canada 150 Community Celebration Committee**

*Moved and seconded:*

That Council refer the following recommendation to the Canada 150 Ladysmith Community Celebration Committee for consideration and response:

“That the Town fund the purchase of medals or certificates for the recognition of pioneer families as part of the Canada 150 celebrations.”

*Motion carried.*

## BYLAWS

CS 2016-341

**Town of Ladysmith 2017 Permissive Tax Exemptions Bylaw 2016, No. 1915**

*Moved and seconded:*

That Council adopt Town of Ladysmith 2017 Permissive Tax Exemptions Bylaw 2016, No. 1915.

*Motion carried.*

## CORRESPONDENCE

CS 2016-342

**David Burrows**

**Pruning Trees between Ryan Place and Arbutus Crescent**

*Moved and seconded:*

That Council direct staff to investigate options to protect views and prevent fire hazards between Ryan Place and Arbutus Crescent as requested by David Burrows in correspondence dated September 30, 2016, and report back to Council.

*Motion carried.*

Sandra Taylor  
Davis Road Traffic Conditions

*Moved and seconded:*

CS 2016-343

That Council direct staff to investigate issues related to speed and safety on Davis Road as requested by Sandra Taylor in correspondence dated September 11, 2016, and return to Council with recommendations for improvement.

*Motion carried.*

Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development

Ride Sourcing in British Columbia

*Moved and seconded:*

CS 2016-344

That Council receive the Stakeholder Engagement Summary regarding Ride Sourcing in British Columbia for information.

*Motion carried.*

Robin Francis, Festival of Lights Society

Waiving of Trolley Rental Fee

*Moved and seconded:*

CS 2016-345

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 24, 2016 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 14, 2016.

*Motion carried.*

Hon. Todd Stone, Minister of Transportation and Infrastructure

Nominations for New 'Stop of Interest' Signs

*Moved and seconded:*

CS 2016-346

That Council direct staff to consider stops of interest in Ladysmith for potential nomination to the British Columbia's 'Stop of Interest' sign engagement and nomination process and report back to Council prior to December 31, 2016.

*Motion carried.*

Allan Kaufman

Extension of the Chain Link Fence in Brown Drive Park

*Moved and seconded:*

CS 2016-347

That Council direct staff to investigate the possibility of extending the Town's chain link fence in Brown Drive Park.

*Motion carried.*

*Moved and seconded:*

CS 2016-348

That Council direct staff to review park closure hours as requested in the correspondence from A. Kaufman dated October 11, 2016.

*Motion carried.*

Cowichan Valley Regional District Request for Letter of Support regarding the Completion of the Cowichan Valley Trail – Saltair Connection

CS 2016-349

*Moved and seconded:*

That Council direct staff to provide a letter of support to the Cowichan Valley Regional District for a grant application being made to the BC Rural Dividend Fund Program for completion of the section of the Cowichan Valley Trail (CVT) through Electoral Area G – Saltair/Gulf Islands.

*Motion carried.*

**NEW BUSINESS**

**Freedom of Information Coordinator Appointment**

*Moved and seconded:*

CS 2016-350

That Council appoint Joanna Winter, Manager of Legislative Services, as Freedom of Information Coordinator for the Town of Ladysmith.

*Motion carried.*

**BC Rural Dividend Fund Application**

*Moved and seconded:*

CS 2016-351

That Council authorize the submission of an application to the BC Rural Dividend Program for the Bio-solids Composting Use Business Case and that Council support this project through its duration.

*Motion carried.*

**QUESTION PERIOD**

Members of the public asked for clarification regarding park curfews and resolutions related to Brown Drive Park.

**ADJOURNMENT**

*Moved and seconded:*

CS 2016-352

That this meeting of Council adjourn at 7:31 p.m.

*Motion carried.*

CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)





## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
Date: November 7, 2016  
File No: 3060-16-03

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Re: Development Permit Application: Front Forty Ventures Ltd. (1201&1251 Christie Rd)  
Subject Properties: Lots 7 & 8, District Lot 147, Oyster District, Plan 85271

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#### **RECOMMENDATION:**

That Council issue Development Permit (DP) 3060-16-03 for Lots 7 & 8, District Lot 147, Oyster District, Plan 85271 (1201&1251 Christie Rd) to permit a 66 unit townhouse development, subject to the applicant submitting a bond in the amount of 100% of the onsite landscaping;

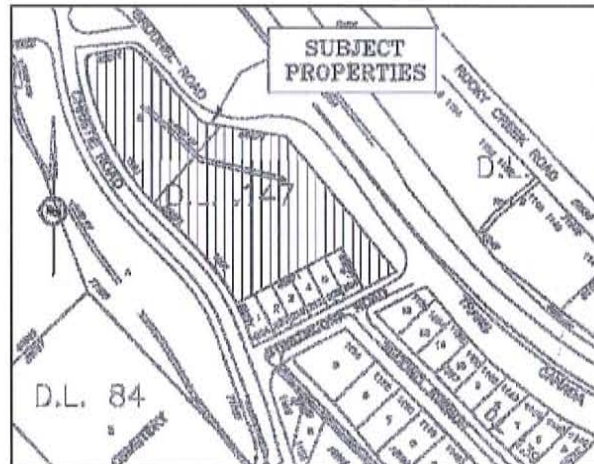
AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.

#### **PURPOSE:**

The purpose of this report is to present for Council's consideration a Multi-Unit Residential Development Permit application for a proposed townhouse development at 1201 & 1251 Christie Road.

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

The applicant, Rov Dosanjh (Front Forty Ventures Ltd.) has submitted a Development Permit application for 66 townhouse units to be located at 1201 and 1251 Christie Road. Phase one of the development, 43 units, will be located on Lot 7. Phase two, 23 units, will be located on Lot 8. Twelve of the units are proposed to be three storeys at the rear (due to topography). The remaining 54 units are two storey. 42 of the proposed units contain three bedrooms. 24 of the units are proposed to have a garage and contain two bedrooms in each unit. The units range in size from 122m<sup>2</sup> (1,313ft<sup>2</sup>) to 184m<sup>2</sup> (1,980ft<sup>2</sup>) in size.



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

The proposed plans for the multi-unit development were reviewed in relation to: i) a Town of Ladysmith design covenant (CA1880668) that is registered on the title of the property; ii) the design guidelines of 'Development Permit Area 4 - Multi-Unit Residential (DPA 4)'; and iii) the 'Low Density Residential' (R-3-A) Zone.

#### **Covenant CA1880668 Review Design Guidelines**

- The proposed façade contains modulation, attractive window patterns, roof line changes, alternating dormers, building plane material changes, and modest variations in colour with primarily grey and white with cedar accents.
- The elevations show covered 'porch-like' front entries to each unit. Useable outdoor space is provided for each unit on the rear patio.

- 42 units will have open parking and 24 units will contain a garage.
- Window placement respects privacy to the extent possible. Each rear patio area will be screened with a privacy fence. The landscape plan is designed to provide shade and screening where needed.
- The development plans present a well-proportioned and unified form. Also, the proposed exterior material and details will provide a unified form.
- The variations in topography will provide interest on the site such that dwellings are located attractively at varying finished grades. The variations in topography will also allow for more interesting privacy opportunities in the patio areas.
- A network of pedestrian sidewalks is proposed on the site plan and landscape plan.
- Landscaped areas provide interest in the parking areas. Automobile to sidewalk paths are provided.
- The buildings are oriented to a common strata road.
- Several building forms are proposed, 3-plex and 4-plex two storey units with no garage; two storey units with a garage; and 4-plex units with three storey at the rear.
- Water meters will be required for each unit. The applicant is committed to installing low flow plumbing features, energy efficient windows and appliances.
- The use of native, drought tolerant plants is proposed. The landscape plan shows river rock bio-swales and permeable pavers to be used in key locations for rainwater management. A pedestrian connection will be provided to the multi-use path that will be constructed along Christie Road.
- Bike racks are provided on the site plan with a total capacity to hold 14 bikes.

#### *Landscaping and Screening*

- Each unit has a private patio area that is 25m<sup>2</sup> in size. Each private patio has a landscaped green space attached that is 30m<sup>2</sup> in size. Thus each unit has 55m<sup>2</sup> of outdoor landscaped greenspace.
- A landscape plan is proposed showing a coniferous tree buffer between the development and adjacent single family lots.
- The landscape plan also proposes a coniferous tree buffer between the development and all public roads and the Trans-Canada Highway. The buffer is achieved by maintaining existing trees and planting new trees and vegetation.
- The site layout and landscape plan utilize the full extent of the site such that there is no dead space.
- An internal separated sidewalk is provided along the front of each unit creating a relatively continuous pedestrian path throughout the development.
- Two common areas are proposed, each containing two picnic tables. Alternatively these areas could be used for a community garden.
- Guidelines for tree retention during development will be provided prior to a building permit.

Staff recommends that the proposal meets the guidelines in Covenant CA1880668.

#### **Multi-Unit Residential (DPA 4)**

The objectives of DPA 4 are to achieve a high level of design for multi-unit development, to enhance the Town's neighbourhoods, and to ensure that development is complementary to the existing character of Ladysmith.

### *Building Design and Massing Guidelines*

The neo-traditional townhouse style of residential dwelling is an appropriate style and scale of building for a multi-unit development in this neighbourhood. Multi-unit buildings take the form of side by side tri-plexes and four-plexes to take advantage of the natural topography and provide the maximum number of exterior end units which will benefit from southern and western exposure.

### *Building Siting and Frontage Design Guidelines*

The townhouses and road layout have been sited to work with the existing topography, and to respect the sightlines from adjacent residential properties. Building heights are varied by stepping adjacent units along the topography of the site and by nestling dwellings into existing slopes. Buildings are oriented to internal strata roads. Landscaping will buffer the development from adjacent public roads. Building frontages are articulated and visually broken-up into smaller distinctive units. Building facades contain step-backs and changes in material.

### *Roof Form, Windows, Doors, Lighting, Livability, Materials, Colours*

Each building form contains variations in the roof line. White vinyl windows are proposed. Each townhouse has a separate ground oriented covered entrance with a pedestrian path and landscaping. Individual unit entries are lit from the building and post lighting is provided along the drive aisles. An outdoor ground level patio area is provided at the rear of each unit, with a fence panel between patios for privacy.

In general the proposed exterior building materials are: white horizontal cement board siding, grey cement board and batten, white vinyl windows, with white trim and cedar shake accents.

### *Accessibility, Connectivity and Parking Guidelines*

All buildings provide level entries from parking areas. Three accessible parking spaces are provided. Pedestrian sidewalks are provided throughout the site. A pedestrian connection from the public sidewalk to internal pedestrian paths is provided. Pedestrian walkways are separated from the drive aisles with a river rock bio-swale buffer. Hardscape materials for pedestrian paths are generally concrete. Landscaping is provided to break-up groups of parking stalls. Three bike racks are provided on the site plan. Bicycle parking can also occur in the 24 units containing a garage.

### *Landscape, Public Realm, and Crime Prevention Guidelines*

Existing coniferous trees will be maintained on the site along the property line running parallel with Strathcona Road. Trees and vegetation are shown in clusters and limited lawn areas are proposed. Retaining walls will be terraced such that no engineered retaining wall will be greater than 3 metres in height. Plants will be incorporated in the terracing to soften the impact of the retaining wall. Fence material is natural cedar. Landscape ground cover plants are proposed throughout the development. A permanent irrigation system is proposed to be installed. The landscape buffer requirements in the Zoning Bylaw will be met. A common gathering area with picnic tables for residents will be located on Lot 7 and on Lot 8.

### *Water & Energy Conservation and Rain Water Management Guidelines*

While traditional rainwater management systems will be installed, alternative rainwater management strategies will include: i) directing rainwater from internal roads to river rock bio-swales; ii) roof runoff will be directed to exfiltration raingardens; and iii) the ends of all parking stalls are proposed to be paved with permeable pavers. The applicant states that no net increase in run-off is anticipated.

### *Recycling, Organics, & Solid Waste Management Guidelines*

Two locations for waste disposal bins will be provided (one on Lot 7 and one on Lot 8). The landscape plan shows a design for screening the waste disposal bin area.

### *Crime Prevention*

Unit entrances and interior roadways will be lit. The arrangement of buildings and roads encourage legitimate activity in all areas. The location of windows allows for overlook into pedestrian paths and roadways to monitor activities.

### **R-3-A Zone and Parking**

The proposed development complies with the 'Low Density Residential' (R-3-A) Zone. The DP permit form indicates that the applicant will be required to demonstrate compliance with the landscape buffering requirements of the Zoning Bylaw prior to returning the landscape bond. Large deciduous shade trees (8cm cal) are provided in parking areas as required. The required number of parking spaces are provided on Lot 7 and Lot 8.

### ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide not to issue Development Permit 16-03 where the refusal is based upon a determination that the development permit application does not meet the Development Permit guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

### FINANCIAL IMPLICATIONS:

n/a

### LEGAL IMPLICATIONS:

A Development Permit is required prior to alteration of land and construction of buildings and structures in DPA 4.

### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

At their meeting on October 3, 2016 the Advisory Design Panel passed the following motion:

"It was moved, seconded and carried that the Advisory Design Panel recommend that Council approve the proposal in its entirety after the consideration of the following comments and suggestions:

- Add interest/improve character to the rear elevation of the two storey 3-plexes.
- Change door location of the Master Bedroom wardrobe (interior).
- Retain trees to screen from single family use and Highway.
- The creation of a potential pathway from Lot 7 through to Strathcona Road."

- ✓ The rear elevation of the two-storey 3-plex has been improved.
- ✓ The interior design of the buildings is not a subject of the development permit, however the applicant does intend to make this change to the interior.
- ✓ The DP form includes a requirement that prior to issuance of a building permit, the applicant provide an arborist report with specifics about tree retention for buffer areas.
- ✓ As a requirement at time of building permit a public multi-use path will be constructed along the Christie Road frontage. Maintenance costs, privacy, and

safety issues are concerns related to a public path between two residential parcels and therefore is not recommended.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department for review. Off-site improvements will be reviewed and are part of the building permit application process.

RESOURCE IMPLICATIONS:

Processing Development Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning Report encourages the provision of housing diversity and density in the Town's neighbourhoods to support transit and local businesses.

ALIGNMENT WITH STRATEGIC PRIORITIES:

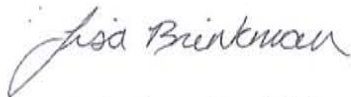
Effective land use planning and community design are strategic Council directions.

SUMMARY:

It is recommended to issue Development Permit 16-03 to permit a 66 unit townhouse development at 1201 and 1251 Christie Road.

ATTACHMENTS:

DP 3060-16-03



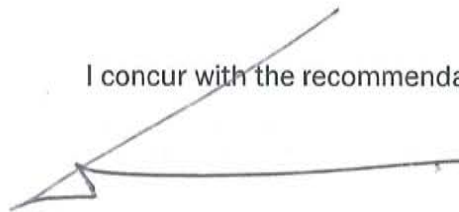
Report Author: Lisa Brinkman, Senior Planner

Reviewed By:

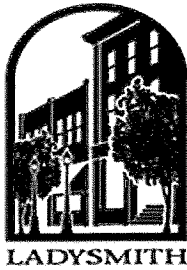


Felicity Adams, Director of Development Services

I concur with the recommendation.



Guillermo Ferrero, City Manager



**TOWN OF LADYSMITH  
DEVELOPMENT PERMIT**  
(Section 489 *Local Government Act*)

FILE NO: 3060-16-03

DATE: November 7, 2016

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Name of Owner(s) of Land (Permittee): Town of Ladysmith

Applicant: Rov Dosanjh (Front Forty Ventures)

Subject Property (Civic Address): 1201 and 1251 Christie Road

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1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This 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 7  
District Lot 147  
Oyster District  
Plan VIP85271  
PID# 027-560-988  
(referred to as the "Land")  
  
Lot 8  
District Lot 147  
Oyster District  
Plan VIP85271  
PID# 027-560-996  
(referred to as the "Land")
3. This Permit has the effect of authorizing:
  - (a) the issuance of a building permit for the construction of a building or structure on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit;Subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees:

- a) To develop the Land as shown in:
- Schedule A: Site Layout and Grading Plan (Oct 2, 2016)
  - Schedule B: Landscape Concept Plan - 4-Site (September 2016)
  - Schedule C: Front and Left Elevation 3-Plex with garage
  - Schedule D: Right and Rear Elevation 3-Plex with garage
  - Schedule E: Front and Left Elevation 3-plex and 4-plex (two storeys)
  - Schedule F: Right and Rear Elevation 3-plex and 4-plex (two storeys)
  - Schedule G: Front and Left Elevation 4-plex (three storeys at rear)
  - Schedule H: Right and Rear Elevation 4-plex (three storeys at rear)
- b) To develop Lot 7 such that:
- i. Retaining walls must be constructed of textured concrete blocks.
  - ii. One garbage enclosure shall be located on Lot 7 and the garbage enclosure must be constructed with an overhead trellis or roof cover to screen views from above.
  - iii. A temporary turnaround suitable for emergency vehicles be provided at the completion of phase one (43 units).
  - iv. A detailed landscape design be provided prior to building permit to demonstrate the design of the pedestrian path from Christie Road to the interior pathways.
  - v. The width of internal concrete sidewalks shall be a minimum of 1.5 metres.
  - vi. Prior to issuance of a building permit, an arborist report and site plan will be provided that details the trees that will be maintained on the Lands and the methods of protecting the trees during construction.
- c) To develop Lot 8 such that:
- i. Retaining walls must be constructed of textured concrete blocks.
  - ii. One garbage enclosure shall be located on Lot 8 and the garbage enclosure must be constructed with an overhead trellis or roof cover to screen views from above.
  - iii. The width of internal concrete sidewalks shall be a minimum of 1.5 metres.
  - iv. Prior to issuance of a building permit, an arborist report and site plan will be provided that details the trees that will be maintained on the Lands and the methods of protecting the trees during construction.
- d) Onsite monitoring shall be undertaken by a landscape professional during landscape installation on Lot 7 and Lot 8, and any release of a landscape security for any phase will require a report from the landscape professional detailing how the landscaping meets:
- i. the 'Landscaping and Screening Regulations' of Part 7 of the Town of Ladysmith Zoning Bylaw 2014, 1860;
  - ii. the requirements of the arborist report and report on the health of maintained trees; and
  - iii. the landscaping required in Schedule B of this permit.
6. This Permit is issued on the condition that the Permittee has provided to the Town of Ladysmith security in the form of an irrevocable Letter of Credit to guarantee the performance of the conditions in section 5 of this Permit respecting landscaping. The

Letter of Credit may be submitted in two phases such that Phase One is development on Lot 7 and Phase Two is development on Lot 8. The security shall be for a period of two years, shall be automatically extended, and shall be in the amount of \$ \_\_\_\_\_ for landscaping on Lot 7 and \$ \_\_\_\_\_ for landscaping on Lot 8.

7. Should the Permittee fail to satisfy the conditions referred to in section 5 and 6 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping conditions at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee.
8. Should there be no default as herein provided, or where a Permit lapses, the Town of Ladysmith shall return any security provided to the Permittee.
9. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
10. The plans and specifications attached to this Permit are an integral part of this Permit.
11. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3060-16-03** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
12. This Permit prevails over the provisions of the Bylaw in the event of conflict.
13. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME



# 1201 & 1251 CHRISTIE ROAD PROPOSED TOWNHOUSE DEVELOPMENT

## SITE DATA TABLE

(CONFORMANCE TO ZONING, COVENANT, AND PARKING REQUIREMENTS)

Lot 3 Area	0.626 Ha
<b>Total proposed units</b>	<b>23</b> (Max. 37 per lot, or 23 total units)
Block A (12 townhouses - 4 units)	250 m <sup>2</sup>
Block B (12 townhouses - 4 units)	250 m <sup>2</sup>
Block C (12 townhouses - 4 units)	250 m <sup>2</sup>
Block D (12 townhouses - 4 units)	250 m <sup>2</sup>
Block E (12 townhouses - 4 units)	250 m <sup>2</sup>
Block F (12 townhouses - 4 units)	250 m <sup>2</sup>
<b>Total</b>	<b>1,500 m<sup>2</sup></b>
<b>Total Area</b>	<b>0.626 Ha (1.566 acres)</b>
<b>Total Parking Spaces</b>	<b>43</b>
Proposed Number of Units	23 (21 per lot)
Proposed Floor Area	1,500 m <sup>2</sup> (16,300 sq ft)
Proposed Number of Units Per Building Unit	1
Proposed Number of Units Per Building Unit	1
<b>Off-street parking provided</b>	<b>43</b> (21 in garages)
Off-street parking provided	43 (21 in garages)
Additional Visitor Spaces = 2 (21.50 units) + 4	2 (fixed in 46 parking spaces)
Additional Visitor Spaces = 0.5 (1.51 units) + 0	1 (fixed in 46 parking spaces)
Additional Visitor Spaces = 0.5 (1.51 units) + 9	11 (fixed in 46 parking spaces)
<b>Notes:</b>	<b>3</b>

Lot 7 (remainder excluding duplex lot) Area	1.165 Ha
<b>Total proposed units</b>	<b>43</b> (Max. 37 per lot, or 43 total units)
Block G (12 townhouses - 4 units)	250 m <sup>2</sup>
Block H (12 townhouses - 4 units)	250 m <sup>2</sup>
Block I (12 townhouses - 4 units)	250 m <sup>2</sup>
Block J (12 townhouses - 4 units)	250 m <sup>2</sup>
Block K (12 townhouses - 4 units)	250 m <sup>2</sup>
Block L (12 townhouses - 4 units)	250 m <sup>2</sup>
Block M (12 townhouses - 4 units)	250 m <sup>2</sup>
Block N (12 townhouses - 4 units)	250 m <sup>2</sup>
Block O (12 townhouses - 4 units)	250 m <sup>2</sup>
Block P (12 townhouses - 4 units)	250 m <sup>2</sup>
Block Q (12 townhouses - 4 units)	250 m <sup>2</sup>
Block R (12 townhouses - 4 units)	250 m <sup>2</sup>
<b>Total</b>	<b>4,020 m<sup>2</sup></b>
<b>Total Area</b>	<b>1.165 Ha (2.620 acres)</b>
<b>Total Parking Spaces</b>	<b>43</b>
Proposed Number of Units	43 (21 per lot)
Proposed Number of Units Per Building Unit	1
Proposed Number of Units Per Building Unit	1
<b>Off-street parking provided</b>	<b>43</b> (21 in garages)
Off-street parking provided	43 (21 in garages)
Additional Visitor Spaces = 2 (21.50 units) + 0	2 (fixed in 46 parking spaces)
Additional Visitor Spaces = 0 (0 units) + 0	0 (fixed in 46 parking spaces)
Additional Visitor Spaces = 21 (21 units) + 0	21 (fixed in 46 parking spaces)
<b>Notes:</b>	<b>5</b>

**4 SITE DESIGN**  
LANDSCAPE ARCHITECTURE

**INHABIT DESIGN**  
ARCHITECTURE

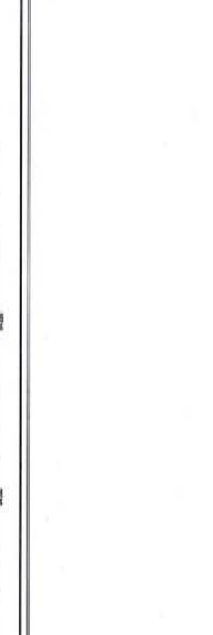
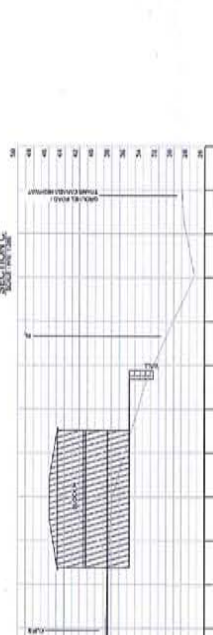
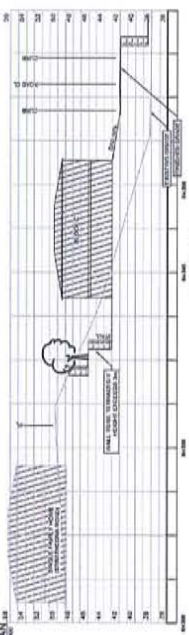
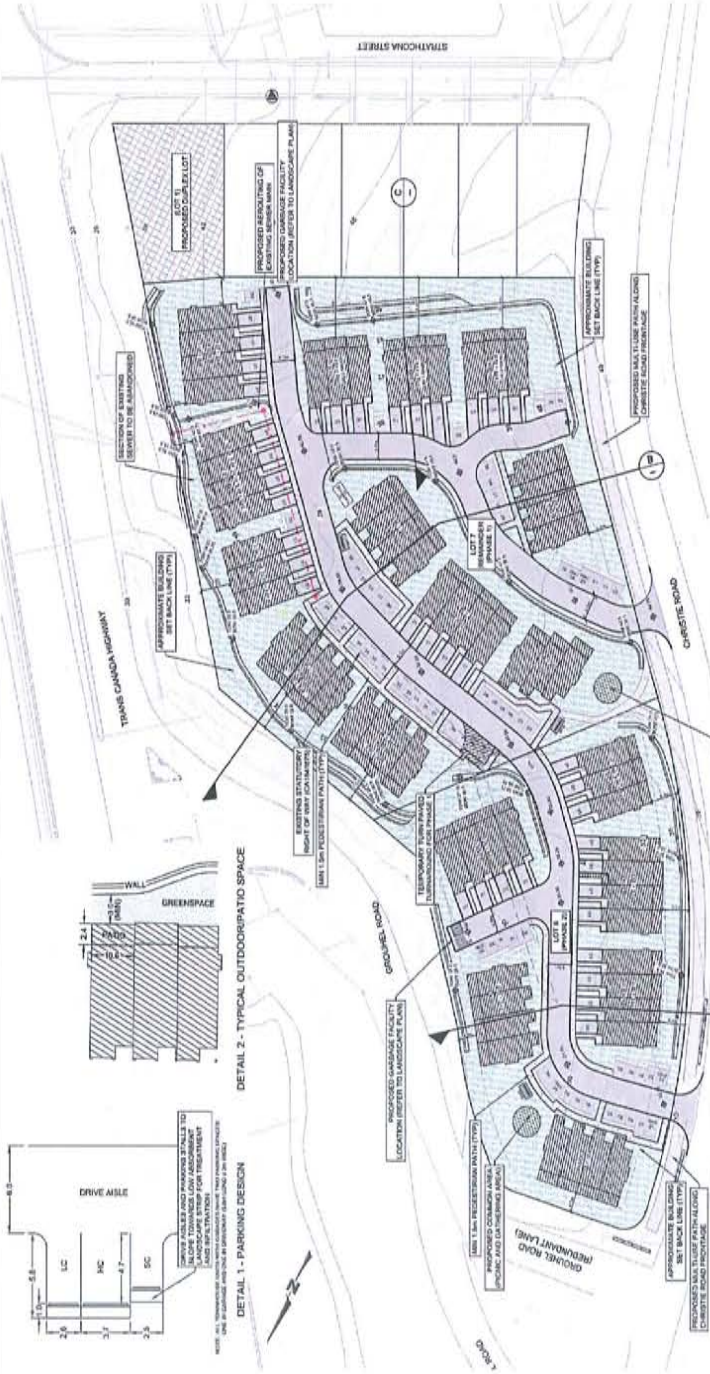
**LEGEND**  
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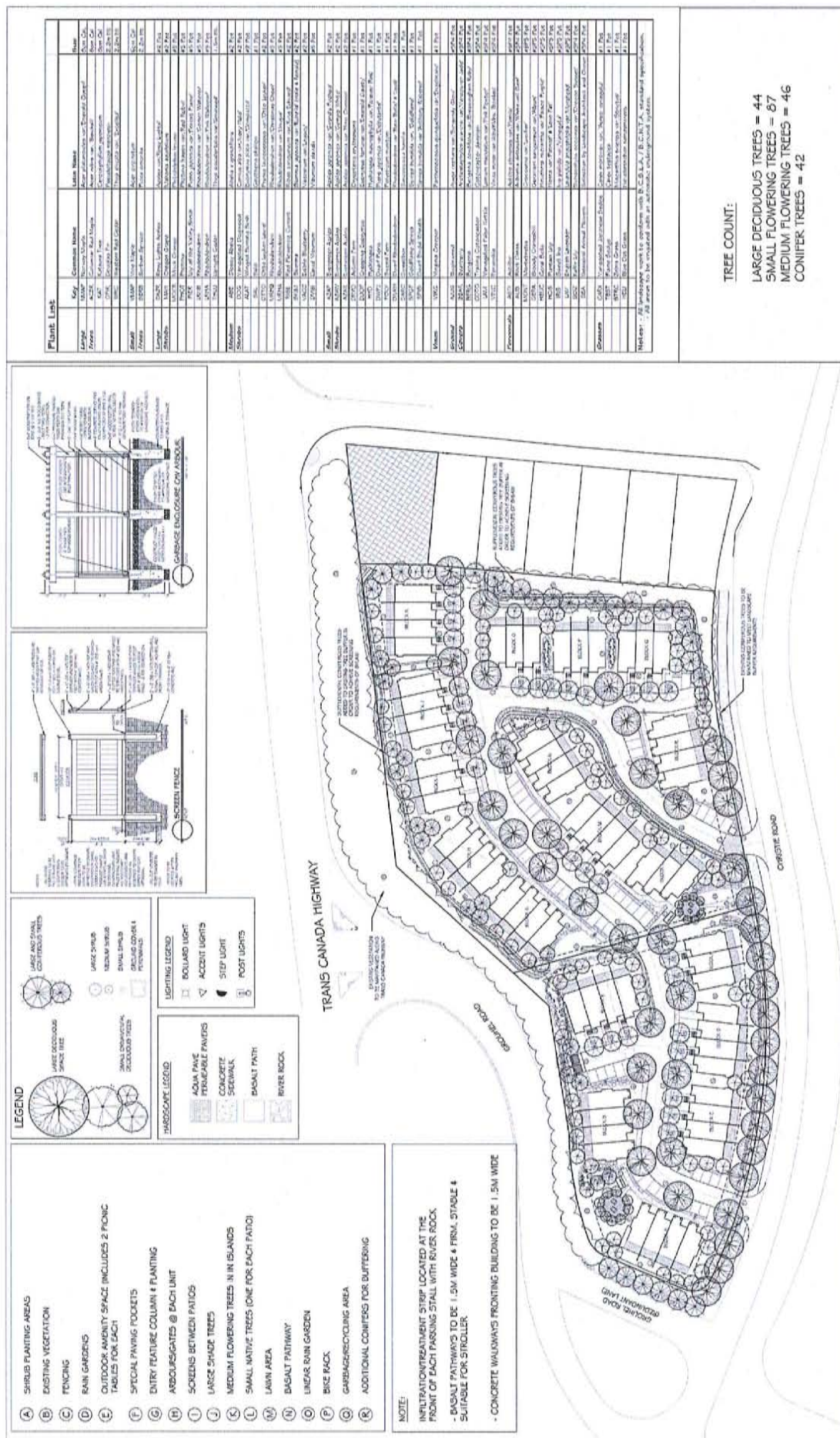
1201 - 1251 CHRISTIE ROAD - TOWNHOUSES  
SITE LAYOUT & GRADING PLAN  
DEVELOPMENT PERMIT APPLICATION

FILE NO: 2016-001  
DATE: OCT 2, 2016  
DRAWN BY: J. DORR  
CHECKED BY: M.A. BOCKLEY  
SCALE: 1:500  
DRAWING NO.: 001-01  
ISSUED BY:

**ISLANDER ENGINEERING**  
INCORPORATED  
111 N. STATE STREET, SUITE 101  
STAMFORD, CT 06490  
WWW.ISLANDERENGINEERING.COM

Schedule A: Site Layout & Grading Plan (Oct 2, 2016)  
DP 3060-16-03 - Roy Dossanjh (Front Forty Ventures)  
1201 and 1251 Christie Road





Plant List	Key	Common Name	Latin Name	Notes
Large Deciduous	LD	Large Deciduous	...	...
Small Flowering	SF	Small Flowering	...	...
Medium Flowering	MF	Medium Flowering	...	...
Conifer	C	Conifer	...	...
Shrub	S	Shrub	...	...
Tree	T	Tree	...	...
...	...	...	...	...

**TREE COUNT:**  
 LARGE DECIDUOUS TREES = 44  
 SMALL FLOWERING TREES = 87  
 MEDIUM FLOWERING TREES = 46  
 CONIFER TREES = 42



# 1201-1251 Christie Road

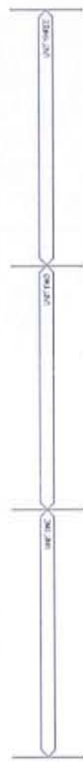
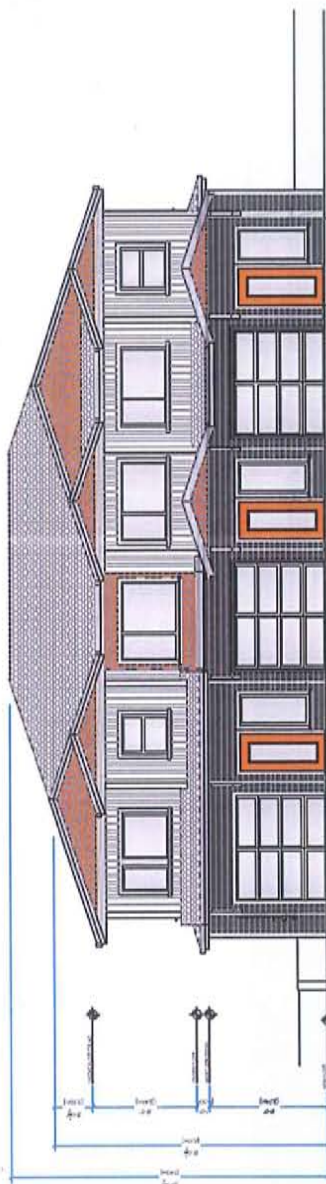
Landscape Concept Plan

SCALE 1:500 DATE: SEPTEMBER 2016

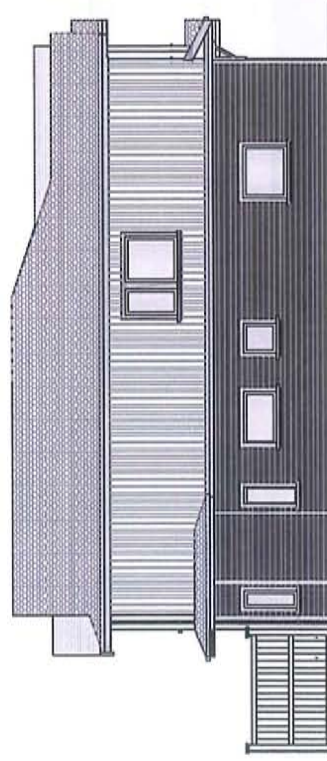
Schedule B: Landscape Concept Plan - 4-Site (Sept. 2016)  
 DP 3060-16-03 - Rov Dosanjh (Front Forty Ventures)  
 1201 and 1251 Christie Road

**EXTERIOR FINISHES LEGEND**

	ASPHALT ROOF SHINGLES
	MARKEY BLACK
	CEMENT BOARD SIDING
	COLOUR B&K WINTER SOULSTCE
	CEMENT BOARD & BATTEN
	COLOUR B&K SIMPLY WHITE
	CEDAR SHAKES
	STAN 9&A SEM TRANSP. NATURAL CED.
	B&B CORNER TRIM
	COLOUR B&K SIMPLY WHITE
	LAP SIDING/WINDOW/DOOR TRIM
	COLOUR B&K WINTER SOULSTCE



○ FRONT ELEVATION  
Scale: 1/4"=1'0"



○ LEFT ELEVATION  
Scale: 1/4"=1'0"



○ PERSPECTIVE RENDERING  
Scale: NTS

1201-1251 CHRISTIE ROAD  
LADYSMITH BC  
ZONE R3-A

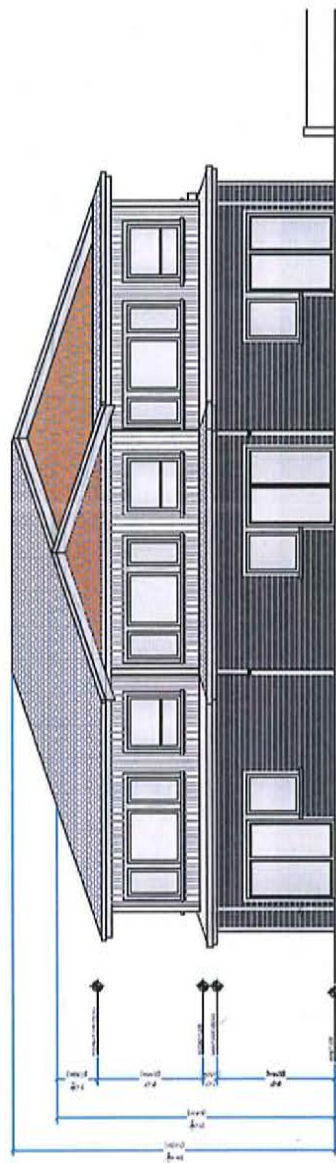


PROJECT NO.	240022078
DATE	2016/10/6
DESIGNER	JAC
CLIENT	C3

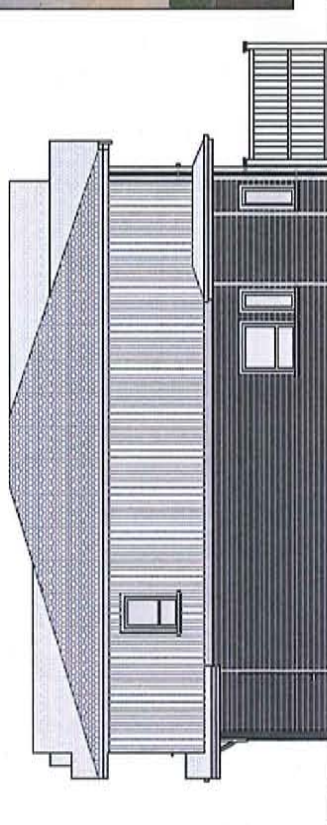
Schedule C: Front and Left Elevation 3-Plex with garage  
DP 3060-16-03 - Roy Dosanjh (Front Forty Ventures)  
1201 and 1251 Christie Road

**EXTERIOR FINISHES LEGEND**

	ASPHALT ROOF SHINGLES
	WALRUSKY STORM GREY
	CEMENT BOARD SIDING
	COLOR: BM, WINTER SOLSTICE
	CEMENT BOARD & BATTEN
	COLOR: BM, GUNMETAL GREY
	CEDAR SHAKES
	STAIN: BM, SEM TRANSP, MAHOGANY
	P&B CORNER TRIM
	COLOR: BM, SIMPLY WHITE
	LAP SIDING/WINDOW/DOOR TRIM
	COLOR: BM, WINTER SOLSTICE



REAR ELEVATION  
Scale: 1/4"=10'



RIGHT ELEVATION  
Scale: 1/4"=10'



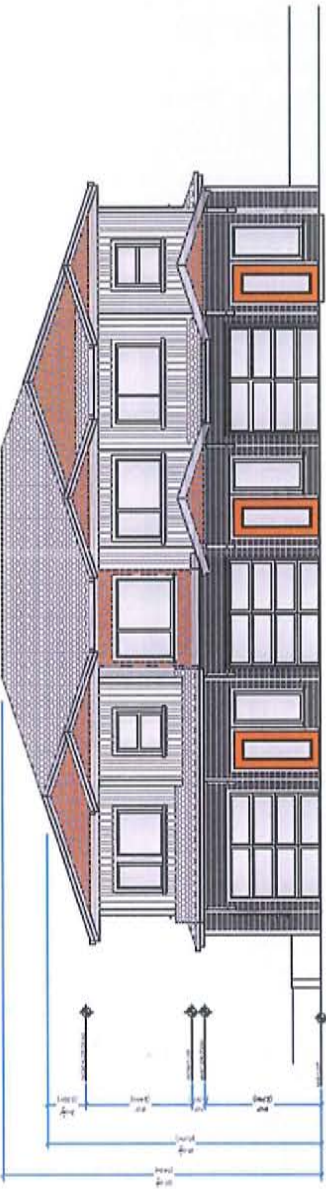
PERSPECTIVE RENDERING  
Scale: NTS

1201-1251 CHRISTIE ROAD  
LADYSMITH BC  
ZONE R3-A



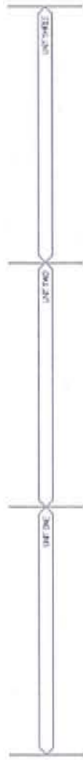
DATE:	12/04/2016	PROJECT:	1201-1251 CHRISTIE ROAD
DESIGNER:	ELEVATION	CLIENT:	ROW/BOUSSING
CHECKER:	AS NOTED	DATE:	JDC
DATE:	2016106	SCALE:	A3.1

Schedule D: Right and Rear Elevation 3-Plex with garage  
DP 3060-16-03 - Rov Dosaanj (Front Forty Ventures)  
1201 and 1251 Christie Road

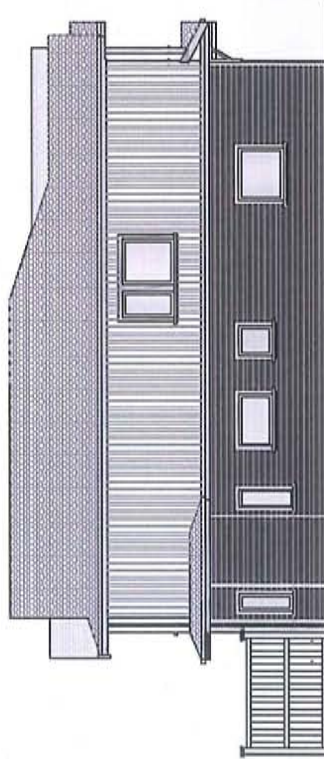


**EXTERIOR FINISHES LEGEND**

	ASPHALT ROOF SHINGLES
	MAUVE BLACK
	CEMENT BOARD SIDING
	COLD R. 3M. WINTER SOLSTICE
	CEMENT BOARD & BATTEN
	COLD R. 3M. SIMPLY WHITE
	CEDAR SHAKES
	STAIN 3M. SEMI TRANSP. NATURAL CEDAR
	B&B CORNER TRIM
	COLD R. 3M. SIMPLY WHITE
	LAP SIDING/WINDOW/DOOR TRIM
	COLD R. 3M. WINTER SOLSTICE



○ FRONT ELEVATION  
Scale: 1/4"=10'



○ LEFT ELEVATION  
Scale: 1/4"=10'



○ PERSPECTIVE RENDERING  
Scale: NTS

1201-1251 CHRISTIE ROAD  
LADYSMITH, BC  
ZONE R3-A



PROJECT	1201-1251 CHRISTIE ROAD TWO STOREY TOWNPLEX		
DATE	ELEVATION FLOW CHARTING		
DESIGNED BY	DATE	SCALE	PROJECT NO.
AS NOTED	28-03-2016	1/4"=10'	DP_3060-16-03
DATE	20161006	CS	

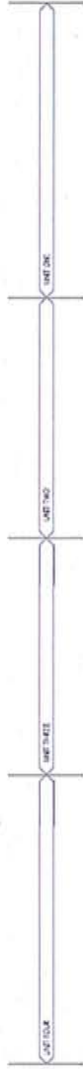
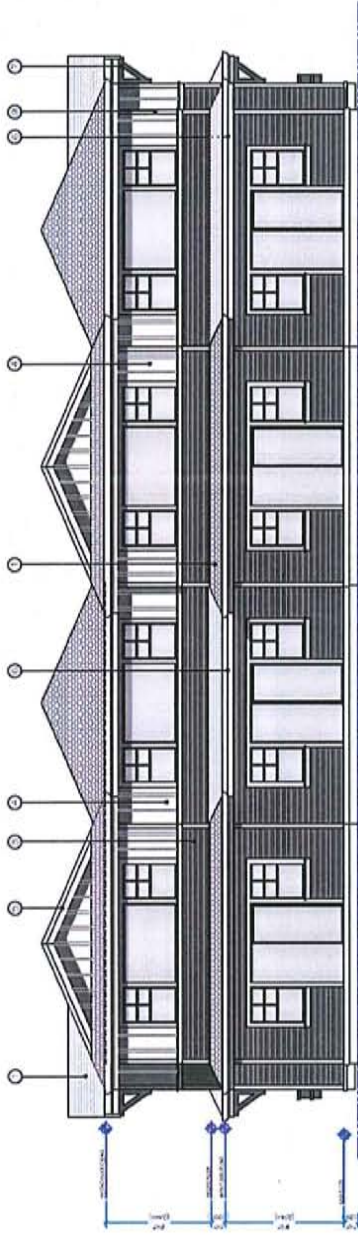
Schedule E: Front and Left Elevation 3-plex and 4-plex (two storeys)  
DP 3060-16-03 - Roy Dosanjh (Front Forty Ventures)  
1201 and 1251 Christie Road

**EXTERIOR FINISHES LEGEND**

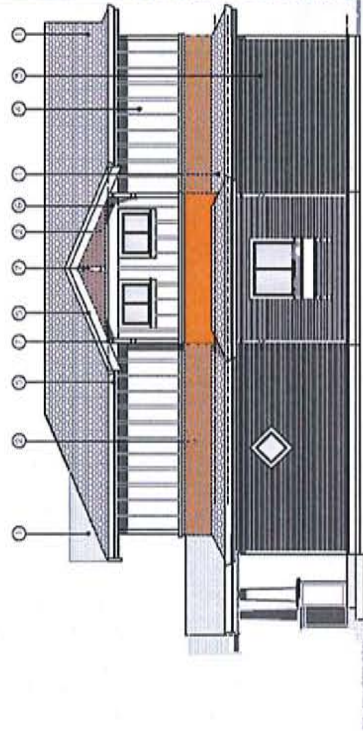
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2	Hardy Plank
3	Charred Board Siding
4	Dark Charred Board Siding
5	Medium Charred Board Siding
6	Light Charred Board Siding
7	White Siding
8	Dark Charred Board Siding
9	Medium Charred Board Siding
10	Light Charred Board Siding
11	Medium Charred Board Siding
12	Light Charred Board Siding
13	Medium Charred Board Siding
14	Light Charred Board Siding

**EXTERIOR FINISHES LEGEND**

15	Asph/Flt Shingles
16	Hardy Plank
17	Charred Board Siding (Dark)
18	Charred Board Siding (Medium)
19	Charred Board Siding (Light)
20	White Siding
21	Dark Charred Board Siding
22	Medium Charred Board Siding
23	Light Charred Board Siding
24	Medium Charred Board Siding
25	Light Charred Board Siding
26	Medium Charred Board Siding
27	Light Charred Board Siding
28	Medium Charred Board Siding
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30	Medium Charred Board Siding
31	Light Charred Board Siding
32	Medium Charred Board Siding
33	Light Charred Board Siding
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35	Light Charred Board Siding
36	Medium Charred Board Siding
37	Light Charred Board Siding
38	Medium Charred Board Siding
39	Light Charred Board Siding
40	Medium Charred Board Siding
41	Light Charred Board Siding
42	Medium Charred Board Siding
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47	Light Charred Board Siding
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63	Light Charred Board Siding
64	Medium Charred Board Siding
65	Light Charred Board Siding
66	Medium Charred Board Siding
67	Light Charred Board Siding
68	Medium Charred Board Siding
69	Light Charred Board Siding
70	Medium Charred Board Siding



REAR ELEVATION  
Scale: 1/4"=1'0"



RIGHT ELEVATION  
Scale: 1/4"=1'0"



PERSPECTIVE RENDERING  
Scale: NTS

1201-1251 CHRISTIE ROAD  
LADYSMITH BC  
ZONE R2-A



1201-1251 CHRISTIE ROAD

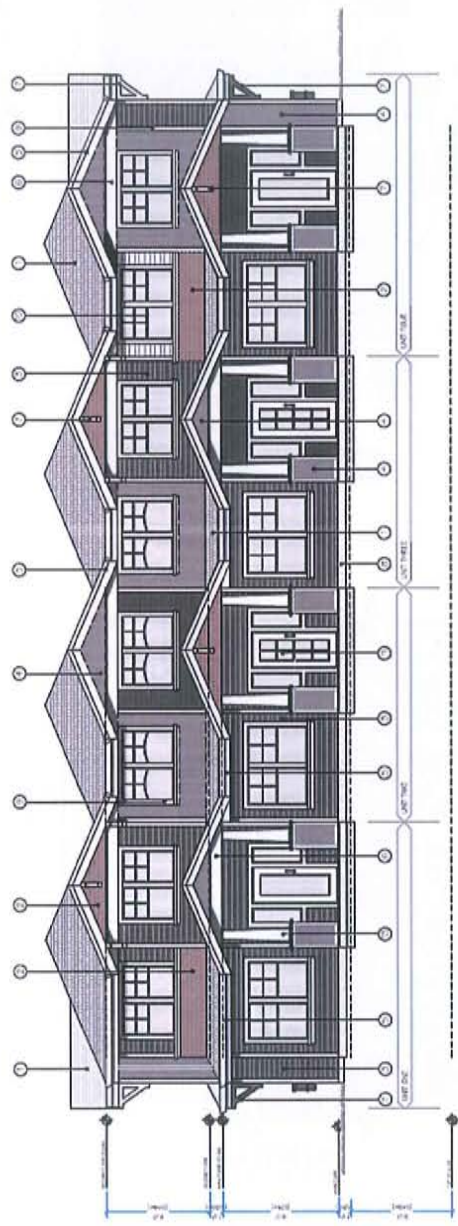
Schedule F: Right and Rear Elevation 3-plex and 4-plex (two storeys)  
DP 3060-16-03 - Rov Dusanjh (Front Forty Ventures)  
1201 and 1251 Christie Road

**EXTERIOR FINISHES LEGEND**

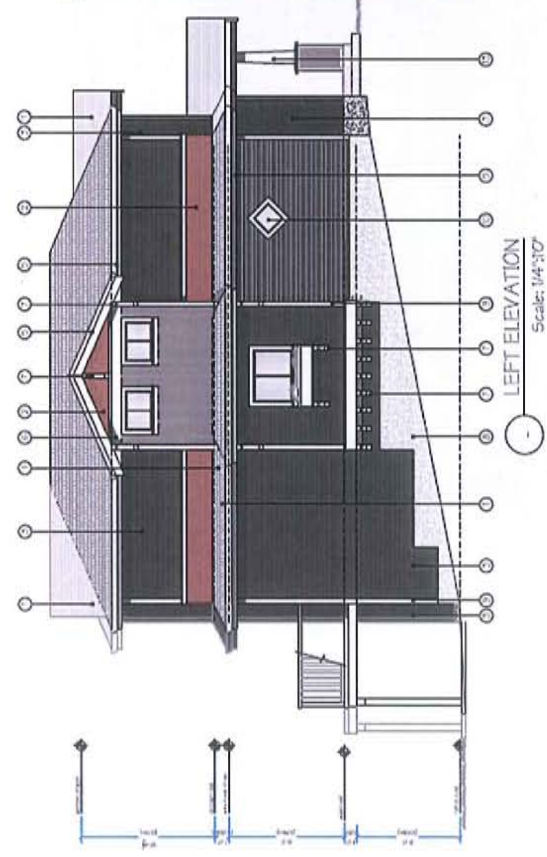
	ASPHALT ROOF SHINGLES
	MEDIUM GREY
	CEMENT BOARD Siding
	COLOUR GRAY 1/2" x 3/8" S&S SLATE
	CEMENT BOARD & BATTEN
	COLOURS & GAMMAL GREY
	CEMENT SHAKES
	2" x 4" x 8" DOOR TRIM & WINDOW
	TRIM
	COLOUR: B&V SHIPY WHITE

**LEFT ELEVATION LEGEND**

	ASPHALT ROOF SHINGLES
	MEDIUM GREY
	CEMENT BOARD Siding
	COLOUR GRAY 1/2" x 3/8" S&S SLATE
	CEMENT BOARD & BATTEN
	COLOURS & GAMMAL GREY
	CEMENT SHAKES
	2" x 4" x 8" DOOR TRIM & WINDOW
	TRIM
	COLOUR: B&V SHIPY WHITE



**FRONT ELEVATION**  
Scale: 1/4"=1'-0"



**LEFT ELEVATION**  
Scale: 1/4"=1'-0"



**PERSPECTIVE RENDERING**  
Scale: NTS

1201-1251 CHRISTIE ROAD  
LADYSMITH BC  
ZONE R3-A

**INHABIT DESIGN**  
www.inhabitdesign.ca

1201-1251 CHRISTIE ROAD

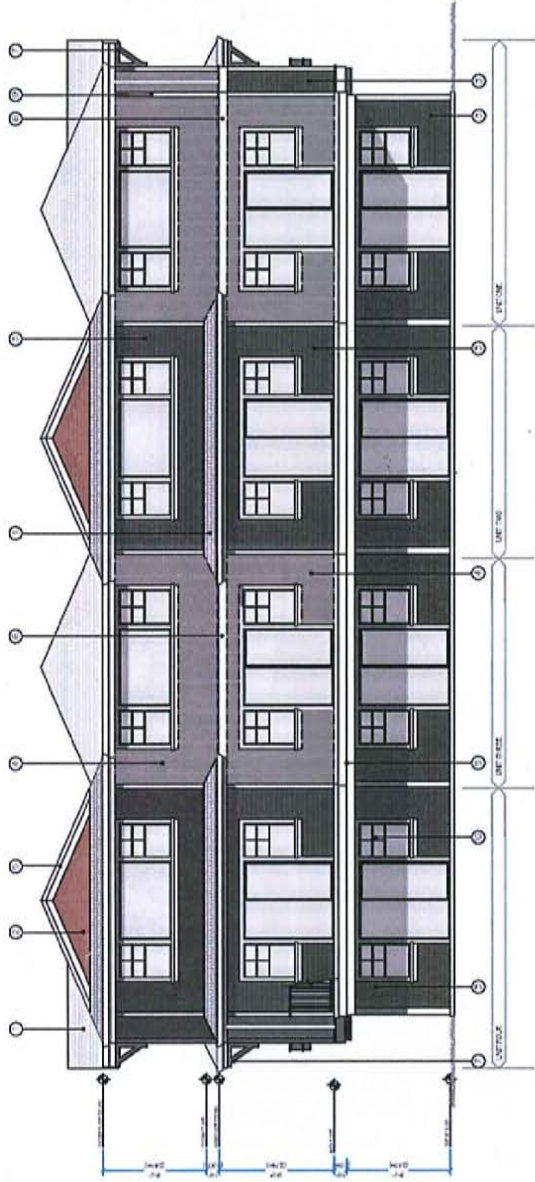
Schedule G: Front and Left Elevation 4-plex (three storeys at rear)  
DP 3060-16-03 - Rov Dosaanjh (Front Forty Ventures)  
1201 and 1251 Christie Road

**EXTERIOR FINISHES LEGEND**

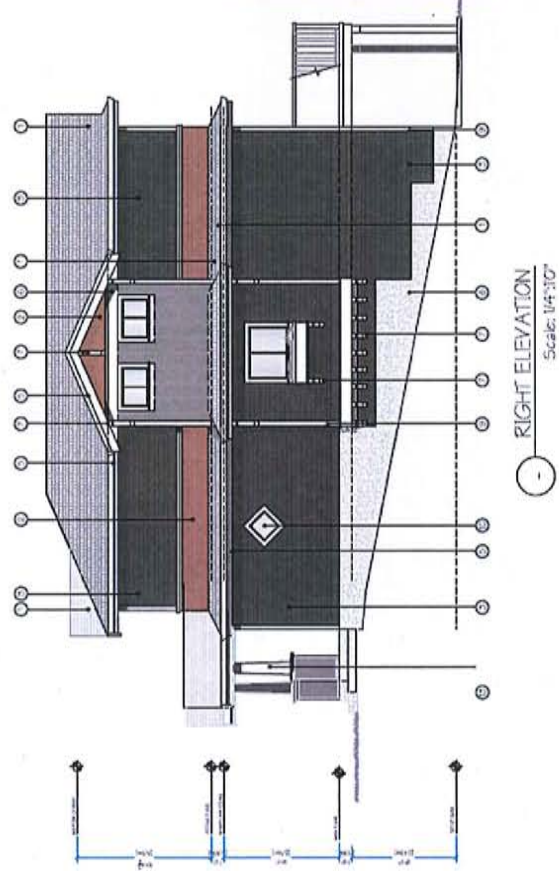
	ASPHALT ROOF SHINGLES
	WALNUT SHORING
	CEMENT BOARD SIDING
	COLORBOND WINTER SOFFIT
	CEMENT BOARD & BITUMEN
	COLORBOND ASPHALT GREY
	CEDAR SHINGLES
	PINK PAINT TRAMP, MAHOAGNY
	TRIM
	DARK GREY PAINT, WHITE & GREY

**EXTERIOR FINISHES LEGEND**

	ASPHALT ROOF SHINGLES
	WALNUT SHORING
	CEMENT BOARD SIDING
	COLORBOND WINTER SOFFIT
	CEMENT BOARD & BITUMEN
	COLORBOND ASPHALT GREY
	CEDAR SHINGLES
	PINK PAINT TRAMP, MAHOAGNY
	DARK GREY PAINT, WHITE & GREY



REAR ELEVATION  
Scale: 1/4"=1'0"



RIGHT ELEVATION  
Scale: 1/4"=1'0"



PERSPECTIVE RENDERING  
Scale: NT'S

1201-1251 CHRISTIE ROAD  
LOFTSWITH, BC  
ZONE R3-A

**INHABIT DESIGN**  
www.inhabitdesign.com  
1201/1251 CHRISTIE ROAD

Schedule H: Right and Rear Elevation 4-plex (three storeys at rear)  
DP 3060-16-03 - Rov Dosanjh (Front Forty Ventures)  
1201 and 1251 Christie Road





## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
Date: November 7, 2016  
File No: 3090-16-07

RE: DEVELOPMENT VARIANCE PERMIT APPLICATION – 515 WALKEM RD (TOOLE)  
Subject Property: Lot A, District Lot 129, Oyster District, Plan VIP65533

#### **RECOMMENDATION:**

That Council issue Development Variance Permit 3090-16-07 to vary the maximum height of a single unit dwelling from 9.0 metres to 9.24 metres to legalize the height of a dwelling being constructed on Lot A, District Lot 129, Oyster District, Plan VIP65533 (515 Walkem Rd.);

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 application for a proposed variance to the permitted maximum height of a single unit dwelling being constructed at 515 Walkem Road.

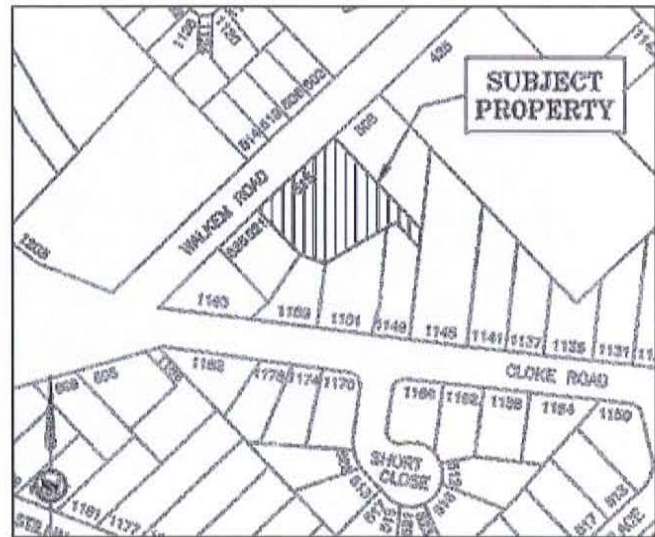
#### **INTRODUCTION/BACKGROUND:**

The applicant's, Kirsten and Dan Toole, are owner-builders of a dwelling being constructed at 515 Walkem Road. Construction commenced in July 2016.

The applicants worked with a BC Land Surveyor as part of the building process in order to conform to Zoning regulations; however, the results of the excavation and site grading inadvertently created the situation where the dwelling height exceeds the maximum 9.0m permitted by 0.24m (9.4 inches). As soon as the applicants became aware of this situation and had it confirmed by height survey, they submitted a DVP application. It is the middle portion of the dwelling's roofline that exceeds the maximum permitted height as shown in Figure 1: New dwelling at 515 Walkem Road.

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

The current stage of this application is to seek Council's decision on the development variance permit application.



In the Zoning Bylaw, height is the vertical distance as measured between the lesser of average natural grade or average finished grade and the highest point of the roof. The four outermost corners of the dwelling are used to establish grade. If height had been measured from the average finished grade, the height of the dwelling would be within the maximum 9 metre height permitted.

The design of the roof line and the deeper front yard setback are mitigating factors considered by staff in recommending that Council support this variance request

The dwelling is setback 8.36 metres from the front property line which is 2 metres further than required which helps to alleviate the perceived height of the building from the road. Also, the dwelling is 24 metres (79ft) from the rear lot line minimizing potential impact on properties to the rear. The dwelling is also setback 2.44 metres from the east side lot line (adjacent house) as shown in Figure 1. Many trees have been retained on the property, especially in the rear yard which also helps to screen the height of the dwelling. The dwelling is setback 28 metres (92ft) from the west side lot line. The property is of sufficient size that the owners could apply to further subdivide the property.

Figure 1: New dwelling at 515 Walkem Road



Table 1: Proposed Height Variance – 515 Walkem Road

	Maximum Permitted Height	Proposed Height	Proposed Variance
R-1 Zone	9.0 metres (29.5ft)	9.24 metres (30.3ft)	0.24 metres (9.4 inches)

**ALTERNATIVES:**

To not support Development Variance Permit application 3090-16-07. If the variance is not supported the owners will need to alter the roof design to reduce the overall building height.

**FINANCIAL IMPLICATIONS:**

None.

**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 Development Procedures Bylaw No. 1667 provides that height variance requests that are less than 0.6 of a metre may proceed directly to neighbourhood notice.

The Notice regarding Development Variance Permit application 3090-16-07 was sent to properties within 60 metres of the subject property on October 21, 2016. At the time of writing this report no comments or letters have been submitted regarding the proposed variance.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Development Variance Permit application 3090-16-07 has been referred to the Infrastructure Services Department and there are no concerns.

**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 to vary the height of a dwelling being constructed at 515 Walkem Road.

---

Report Author: Felicity Adams, Director of Development Services

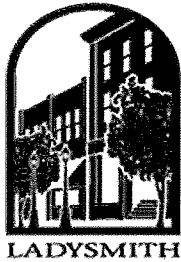
I concur with the recommendation.

---

Guillermo Ferrero, City Manager

**ATTACHMENT:** DVP 3090-16-07





# TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-16-07

DATE: November 7, 2016

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Name of Owner(s) of Land (Permittee): Kirsten Marie Toole and Daniel Allan Toole

Applicant: Kirsten and Dan Toole

Subject Property (Civic Address): 515 Walkem Road

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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 A, District Lot 129, Oyster District, Plan VIP65533 – PID: 023-818-646  
(515 Walkem Road)

3. Section 10.2 (5)(a) “Siting, Sizing and Dimension of Uses, Buildings and Structures” in the Single Dwelling Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, as amended, is varied for the subject property as follows:

**From:**

No Principle Building or Structure shall exceed a Height of 9.0 metres; except where a Principal Building roof pitch is less than 4:12, in which case the maximum Height shall be 7.5 metres.

**To:**

No Principle Building or Structure shall exceed a Height of 9.0 metres; except where a Principal Building roof pitch is less than 4:12, in which case the maximum Height shall be 7.5 metres; except for one single unit dwelling which may be 9.24 metres in height as shown in Schedule A.

4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.

5. The following plans and specifications are attached:
  - a) Schedule A - Location Certificate and Building Height Calculation, 515 Walkem Road (Turner Land Surveying Inc.)
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-16-07) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. 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 (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)

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 Kirsten Marie Toole and Daniel Allan Toole other than those contained in this permit.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**B.C. Land Surveyor's Building Location Certificate on:**  
 Lot A, District Lot 129, Oyster District, Plan VIP65533  
 P.I.D. 023-818-646

City Address: 515 Walkem Road  
 This document was prepared for municipal and mortgage purposes and is for the exclusive use of our client, Dan Toole. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners. Turner Land Surveying Inc. accepts no responsibility for and hereby disclaims all obligations and liabilities for damages arising out of or in connection with any direct or indirect use or reliance upon the plan beyond its intended use.

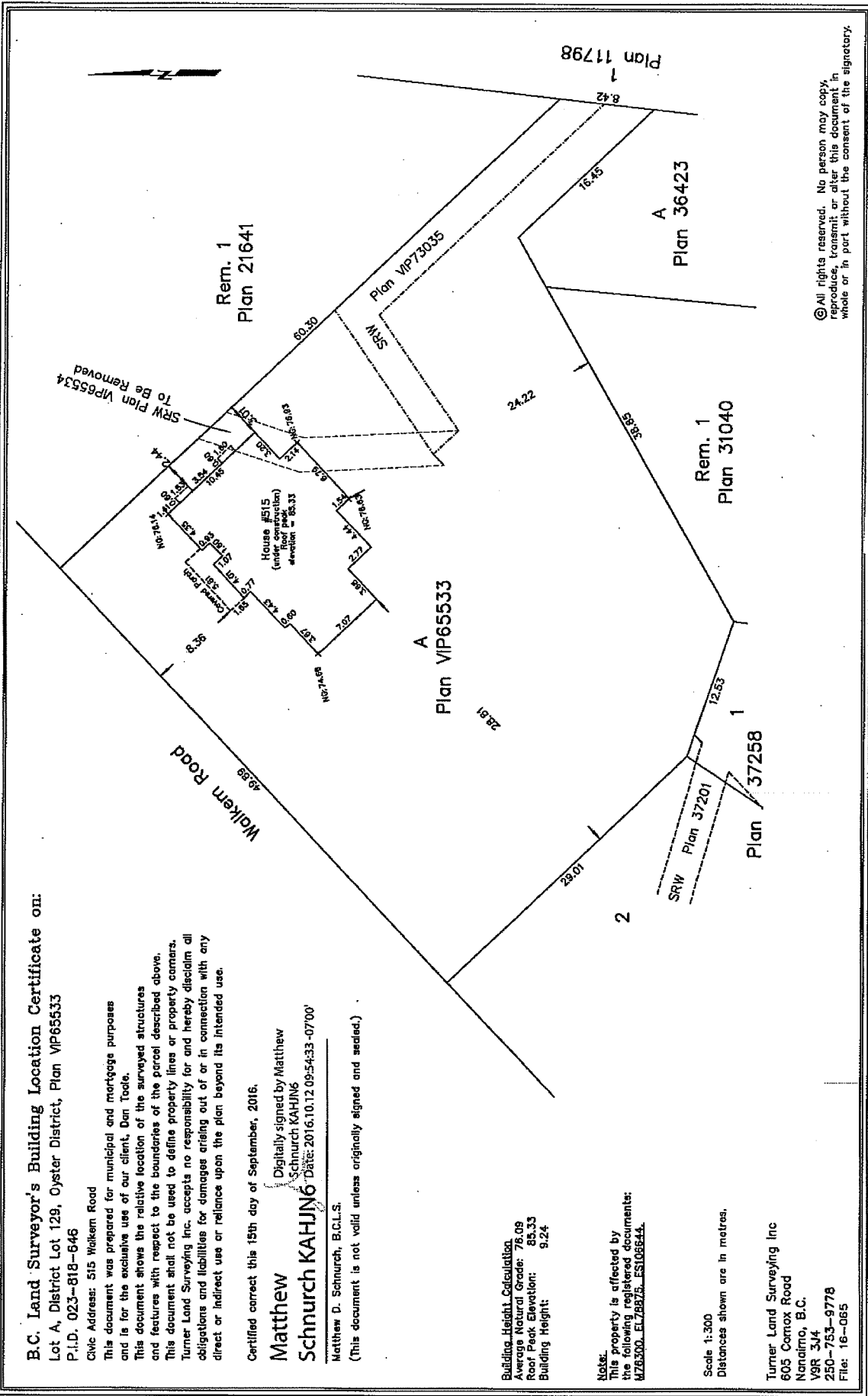
Certified correct this 15th day of September, 2016.  
**Matthew Schnurch KAHJN6**  
 Digitally signed by Matthew Schnurch KAHJN6  
 Date: 2016.10.12 09:54:33 -0700  
 Matthew D. Schnurch, B.C.L.S.  
 (This document is not valid unless originally signed and sealed.)

**Building Height Calculation**  
 Average Natural Grade: 78.09  
 Roof Peak Elevation: 83.33  
 Building Height: 5.24

**Notes:**  
 This property is affected by the following registered documents:  
 M26300\_EL78875\_ES106644.

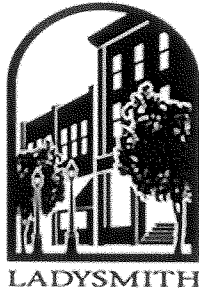
Scale 1:300  
 Distances shown are in metres.

Turner Land Surveying Inc  
 605 Cornox Road  
 Nanaimo, B.C.  
 V9R 3J4  
 250-753-9778  
 Fax: 16-065



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**Schedule A: Location Certificate and Building Height Calculation,**  
 515 Walkem Road (Turner Land Surveying Inc.)  
 DVP 3090-16-07 - Kirsten Toole and Daniel Toole



## Town of Ladysmith

### COMMISSION REPORT

To: Council  
From: Heritage Revitalization Advisory Commission  
Date: November 1, 2016  
File No: 6800-20

---

Re: HERITAGE BC AWARD NOMINATIONS

#### RECOMMENDATION:

THAT Council provide its support for the Heritage BC Awards nomination of the Transfer Beach Pictorial Project for the Heritage Education and Awareness Award, and Shirley Blackstaff for the Distinguished Service Award.

#### INTRODUCTION/BACKGROUND:

The Heritage BC Annual Awards Program recognizes the outstanding and significant achievements in heritage conservation of individuals, organizations, groups, businesses and government in communities across B.C. The Awards celebrate heritage achievement in four areas: Heritage Conservation, Heritage Education & Awareness, Heritage Planning & Management, and Distinguished Service.

A maximum of two nominations are permitted by the same nominator in a given year. Nominations for the awards were submitted on Friday, November 4, 2016. Awards will be presented at the Awards Ceremony and Gala, which takes place during National and Provincial Heritage Week February 13-17, 2017.

#### ANALYSIS:

At its meeting of October 26, 2016 the Heritage Revitalization Advisory Commission (HRAC) discussed potential nominees for the Heritage BC Awards.

HRAC supports the nomination of one project and one individual: the Transfer Beach Pictorial Project for the Heritage Education and Awareness Award, and Shirley Blackstaff for the Distinguished Service Award. The Transfer Beach Pictorial was completed in 2016 and features interpretive panels describing the history of Transfer Beach Park. Shirley Blackstaff is a local volunteer for the Ladysmith & District Historical Society and the Ladysmith Maritime Society, and other initiatives.

#### ATTACHMENTS:

None.



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

September 20, 2016

Mayor Aaron Stone and Council  
Town of Ladysmith  
PO Box 220  
Stn. Main  
Ladysmith, BC V9G 1A2



Dear Mayor Stone and Council,

**Re: Adopted 2017 – 2021 Financial Plan**

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2017 – 2021 Financial Plan**. This information can also be found on the VIRL website: [www.virl.bc.ca/about-us/reports-and-plans](http://www.virl.bc.ca/about-us/reports-and-plans).

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2017. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video, press release and VIRL's recent report "Assessing the Economic Impact of Vancouver Island Regional Library on our Member Communities") provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced budget of \$35,583,706. Municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget. The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The Board's commitment to financial sustainability and quality service delivery for our communities is further underscored in the **2017-2021 Financial Plan**.

Sincerely,

A handwritten signature in black ink that reads 'B Jolliffe'.

Bruce Jolliffe  
Chair, Vancouver Island Regional Library Board of Trustees

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss





## Library Board Adopts Balanced 2017 Budget

**NANAIMO, September 17, 2016** – The Board of Trustees for Vancouver Island Regional Library (VIRL) has adopted a balanced budget of \$35,583,706 for 2017.

The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

As a part of the budget, municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget.

"We want to ensure that we continue to meet the expectations of our communities, while keeping costs within expectations and planning for the future," comments Joel Adams, Director of Finance, Vancouver Island Regional Library.

"The Board is committed to delivering quality library service that is financially sustainable for our communities. This balance of service and conservative spending is underscored in the 2017 - 2021 Financial Plan," says VIRL Board Chair, Bruce Jolliffe.

The remainder of the budgeted revenues come from overdue and other fees, and investment income.

For more information about the [2017 – 2021 Financial Plan](#), visit us at [virl.bc.ca/reports-and-plans](http://virl.bc.ca/reports-and-plans). To watch a video about the budget and the 2017 – 2021 Financial Plan, [click here](#).

An infographic about the 2017 – 2021 budget is [available here](#).

###

Vancouver Island Regional Library (VIRL) is the fifth-largest library system in British Columbia. We serve over 430,000 people on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast through 39 branch libraries, a virtual branch, and a books-by-mail service. VIRL's holdings number one million and include books, magazines, CDs and DVDs. Administrative offices are located in Nanaimo.

### For more information contact:

Natasha Bartlett  
Marketing and Communications Officer  
250-327-3114  
[nbartlett@virl.bc.ca](mailto:nbartlett@virl.bc.ca)

VANCOUVER ISLAND REGIONAL LIBRARY PRESENTS



# ECONOMIC IMPACT OF YOUR LIBRARY

# \$94,783,558

Full economic impact of Vancouver Island Regional Library

FOR EVERY \$1 INVESTED  
CUSTOMERS RECEIVE  
**\$5.36 IN VALUE**

# 335%

RETURN ON INVESTMENT

VALUE PER  
OPEN HOUR

# \$1,107.73

LEARN MORE ABOUT US ON THE FLIP SIDE

# ABOUT US



**430,000** • POPULATION SERVED

**77,000** • TOTAL AREA SQ. KM

**39** • # OF BRANCHES

**391** • # OF STAFF

LEARN MORE ABOUT HOW YOUR  
LIBRARY IMPACTS YOUR COMMUNITY!  
[WWW.VIRL.BC.CA/ECONOMIC-IMPACT](http://WWW.VIRL.BC.CA/ECONOMIC-IMPACT)



STRONG LIBRARIES. STRONG COMMUNITIES.



# 2017 BUDGET



## 2017 BUDGET: “FINANCIAL SUSTAINABILITY: ALWAYS A PRIORITY”

- The 2017 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board’s 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the aspirations of the present with the need for financial sustainability;
- The Budget addresses the challenges of meeting our service standards and the needs of our communities, as well as the need to maintain our facilities in a sustainable manner;
- 2017 represents the 7th year of a 15-year program developed under the Consolidated Facilities Master Plan to fund the rejuvenation and the long term sustainability of our facilities;
- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL’s services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2017 Budget will continue to build on core values and business practices, with consensus and cooperation, to move the Strategic Plan forward.

## ABOUT THE BOARD OF TRUSTEES

- The Board of Trustees govern the library system in accordance with the Library Act and consists of representatives appointed from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL’s service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

## ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves 430,000 people in 39 branch libraries, a virtual branch and books-by-mail service;
- The fifth largest library system in British Columbia circulating over one-million items including books, magazines, CD’s and DVD’s, employing over 390 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

**2017 BUDGET**

AT A GLANCE:  
LEVY INCREASE

FACILITIES MASTER PLAN  
**1.19%**

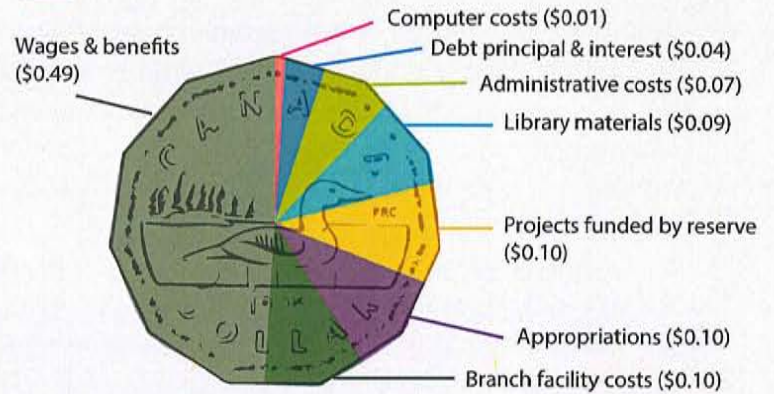
NEW BUDGET REQUESTS  
**1.72%**

NET OPERATIONS  
**1.34%**

TOTAL AVERAGE INCREASE  
**4.25%**

1 AVERAGE PER CAPITA INCREASE \$1.59

2 HOW YOUR \$1.00 IS SPENT



3 THE 4.25% INCREASE EXPLAINED

1.19% CONSOLIDATED FACILITIES MASTER PLAN



\$0.25 Facilities maintenance  
\$0.21 Furniture, fixtures and equipment

1.72% NEW BUDGET REQUESTS

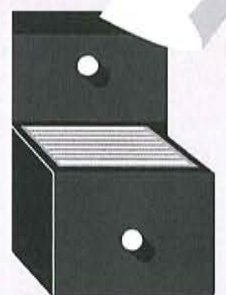


Read Down Your Fines for Children's Cards  
Additional Staff Hours to Increase Service  
Increased Office Space  
Finance System Review

1.34% NET OPERATIONS

\$0.06 Library materials  
\$0.24 Wages benefits & provisions  
\$0.03 Debt servicing  
\$0.17 Other operating costs

TOTAL VISITORS TO VIRL\* IN 2016...  
**3.5 million**



\*in-branch & online





# Assessing the **ECONOMIC IMPACT** of Vancouver Island Regional Library on our Member Communities

July 2016



**Vancouver Island Regional Library  
Administration**

Box 3333 – 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 | e: info@virl.bc.ca

**virl.bc.ca**



## **Table of Contents**

Summary .....	3
Background .....	4
Measuring the impact of library services .....	4
Economic impact studies .....	4
Methodology .....	5
Direct Tangible Benefits.....	6
Use of Collection materials .....	6
Programs .....	7
Reference & database services .....	7
Technology access .....	8
Meeting & study space use.....	9
Total direct tangible benefits .....	9
Exclusions .....	10
Direct Expenses .....	10
Indirect Tangible Benefits.....	10
Economic Impact .....	12
Total Economic Impact.....	12
Value an Open Hour.....	13
Return on Investment .....	13
Conclusions .....	14
Appendix - Selected Reference Material .....	16



## **Assessing the Economic Impact of Vancouver Island Regional Library on our Member Communities**

### **Summary**

Vancouver Island Regional Library (VIRL)'s mission is to enrich lives and communities through universal access to knowledge, lifelong learning, and literacy. The Library's 2016-2020 Strategic Plan identified 4 principles:

- Community
- Collect. Connect. Collaborate. Create.
- Places & Spaces
- Life at Work

These principles focus on different areas but all involve maintaining and increasing the value that the Library produces for its member communities.

VIRL regularly measures and shares its performance results, which include output measures (such as circulation, number of visitors, number of program attendees, etc.) as well as customer feedback and stories about how VIRL makes a real difference in people's lives. However, output measures do not effectively demonstrate the impact that the library has on people's lives and do not capture the true value of the services provided by VIRL. One area that is not captured is the economic value provided by VIRL to its member communities. The Library receives funding from member communities in the form of levies, but what is the value provided by the Library in return?

In order to provide a partial answer to that question, VIRL embarked on a project to identify the economic impact of the library system on its member communities, and to calculate the return on investment (ROI) provided.

Our study shows that the Library had a total economic impact of \$94,783,558 in 2015. For every dollar invested, \$5.36 in value was received. The return on investment was 335% (mid-point in the calculated value from 149% to 521%). Clearly the Library system has a positive economic impact on the communities it serves.

Of course, the economic impact of VIRL as described here may be understated, as there are some areas in which the Library provides value that cannot be reasonably measured. For example, the impact the Library has on literacy, employment, and social and mental health cannot be measured, but these areas are vital for a healthy, vibrant, successful community.





## Background

### Measuring the impact of library services

VIRL has been reporting statistics about usage of the Library's services for years. These statistics, such as circulation, visitor counts, number of programs, program attendance, reference consultations, and computer and wifi use, focus on measuring how and how much our libraries are used by the communities we serve. While these statistics do a good job of identifying how much we did, they don't measure how well we did it, or whether we made a difference or put another way, whether we created value.

Items Borrowed  
4,397,939

Library Visits  
2,347,880

Computer Sessions  
298,000

Obtaining data on the value provided by library services can be challenging, but we know from anecdotal evidence that customers do highly value the Library.

One way we can evaluate community impact, however, is in the area of economic impact and return on investment.

### Economic impact studies

In order to assess economic impact, we reviewed existing studies and documents produced by other libraries who have attempted to assess their economic impact. This has been done internationally (for example, the State Library of Victoria in Australia) and in the United States (for example, in Florida, Salt Lake County, Santa Clara, and Philadelphia). However, it does not appear to have been done for a public library in Canada until 2013, when the Martin Prosperity Institute (MPI)<sup>1</sup> did a study attempting to measure the economic impact of the Toronto Public Library (TPL) on the city of Toronto. Since then several other Canadian studies have also been done (Halton Hills, Milton, Sault Ste. Marie, and London Public Library, for example) (see Appendix – Selected References).

Libraries produce economic benefits that are both quantifiable and those that are not easily measured, such as contributions to literacy, education, etc. Most studies concentrated on those areas that can be quantified, namely the economic value of the basic services provided, such as collection use, programs, and other services.

---

<sup>1</sup> MPI is housed at the University of Toronto's Rotman School of Management. The Institute's purpose is to deepen our understanding of economic prosperity, and to develop an understanding of and inform the broader public conversation about shared and sustainable prosperity.



There are two approaches to quantifying the value of library services:

- Contingent valuation – this approach involves identifying how much library users would be willing to pay for library services.
- Market substitution – this approach involves identifying what it would cost to purchase library services elsewhere.

Contingent valuation is a more difficult thing to measure, and many libraries have used market substitution to quantify the economic value produced by their services. VIRL has followed the same approach here.

## **Methodology**

VIRL used similar methodology to that used by the London Public Library and by MPI for the Toronto Public Library study. MPI developed their methodology based on commonly used valuation methodologies in public sectors. Similar methodology was also used by Halton Hills Public Library, Milton Public Library, and Sault Ste. Marie Public Library.

Three components were analyzed:

- Direct tangible benefits;
- Direct spending; and
- Indirect tangible benefits.

With these three components we calculated total economic impact and return on investment.

To determine the benefits, the economic value of services provided by VIRL was measured by comparison (where available) with the market cost of those services. For the purposes of this study, we used the data available for the 2015 calendar year and calculated the economic impact of the services VIRL provided during that year, with the exception of data from the Nanaimo Harbourfront branch. This branch was closed for renovation during a significant portion of the year, and as this branch is typically a heavily used branch, this atypical closure would skew our results. Instead, we substituted the 2014 data for the Harbourfront branch, which was a much more typical year for the branch.

We chose to conduct our analysis for the VIRL system as a whole, rather than branch by branch. Due to the diverse nature of the branches in the library system (which include both small rural branches staffed by a single person to large urban branches serving very different resident bases and communities), the results would be highly variable. In addition, it would be difficult to split some operating costs down to the branch level.



## **Direct Tangible Benefits**

Direct tangible benefits are those benefits that are provided to member communities and to individual patrons by VIRL that can be reasonably estimated. These benefits include:

- Use of VIRL collection, both the physical collection, as well as use of electronic resources such as eBooks, eMusic, and eVideo;
- Programming;
- Reference & database services;
- Access to technology; and
- The use of meeting and study space use.

## **Use of Collection materials**

VIRL's collection includes a variety of material:

- Physical items include:
  - Books
  - Magazines
  - DVDs
  - CDs
  - Audiobooks
- Electronic items include:
  - eAudiobooks
  - eBooks
  - eMusic
  - eVideo

Over 4 million physical items were borrowed during our study period, as well as over 400,000 electronic items, with total circulation being over 4.5 million items. In addition, we estimated how many items were used in-house by surveying in all branches during a single week<sup>2</sup>. In order to reflect the fact that customers do not own materials, we compared the economic benefit without discount (i.e. at the market value of the materials) as well as at an 80% and 40% discount<sup>3</sup>.

---

<sup>2</sup> Items removed from shelves and used in-branch were counted over the course of a week. With the assumption that this week was typical of use over the course of a year, the counts were extrapolated to a complete year in order to estimate in-house use.

<sup>3</sup> The market value of items can vary significantly. The TPL and LPL studies both used typical market prices for items available at Indigo. We have used an average price of \$20 per item for books, DVDs, audiobooks, and eVideo and \$13 per ebook.



**Economic Benefit of Use of Collection Materials**

Category	Volume	Total Value 80% Discount (Low)	Total Value 40% Discount (Midpoint)	Total Value Without Discount (High)
<b>Circulation</b>	4,558,994	17,643,344	52,930,033	88,216,722
<b>In-house Use</b>	278,100	1,112,400	3,337,200	5,562,000
<b>Total</b>	<b>4,837,094</b>	<b>18,755,744</b>	<b>56,267,233</b>	<b>93,778,722</b>

**Programs**

The Library offers a wide variety of programs, including those for babies, preschoolers, school-aged children, teens, and adults. In 2015, attendance at programs was 112,187.

**Economic Benefit of Program Offerings**

Category	Attendance	Market Value	Economic Value
<b>All Programs</b>	112,187	20.00 <sup>4</sup>	2,243,740
<b>Total</b>	<b>112,187</b>		<b>2,243,740</b>

**Reference & database services**

In 2015, VIRL staff answered 48,475 reference questions posed by library users. These questions can be diverse in nature, but can include requests for reference assistance, computer or technology assistance, and other queries, and the time it takes to assist library users can vary. Establishing the market value of this service is challenging, as no private reference service providers were found in VIRL’s service area. As a result, we have elected to make the same assumptions as made by the London Public Library – that is, that reference questions take on average 10 minutes and the value provided is \$25 per 30 minutes.

<sup>4</sup> The cost to attend a program delivered by a private entity can vary widely depending on the kind of program offered. The TPL study used market values of \$15 (for adult programs) and \$45 (for preschool, child, and teen programs) for their study, while the LPL study used rates of \$20-\$40. Children’s programs made up a majority of total VIRL programs offered in 2015, but we have chosen a rate of \$20 to be conservative.



Library users also used the databases provided by VIRL to conduct their own research. The databases were accessed 200,856 times in 2015. Since VIRL’s databases are similar to both the London Public Library and the Toronto Public Library, we used the same rate of \$25 per search.

**Economic Benefit of Reference & Database Services**

Category	Volume	Market Value	Economic Value
<b>Reference Questions</b>	48,475	8.33 <sup>5</sup>	403,958
<b>Database Searches</b>	200,856	25.00 <sup>6</sup>	5,021,408
<b>Total</b>	<b>249,331</b>		<b>5,425,367</b>

**Technology access**

VIRL’s computers are a popular service provided to the public. There were over 125,000 logins by hour in 2015. In addition, the Library provides free wifi at all of its branches, and customers frequently use the wifi on their own devices in the Library, with nearly 22,000 GB used during 2015. It can be challenging to assess the market value of these services. We used the Toronto Public Library’s estimate of \$3 per workstation use and assessed wifi available commercially via data plans and estimated the average cost as \$11.68 per GB.

**Economic Benefit of Technology Access**

Category	Volume	Market Value	Economic Value
<b>Workstation Usage (Hours)</b>	125,667	3.00 <sup>7</sup>	377,001
<b>Wifi Usage (GB)</b>	21,891	11.68 <sup>8</sup>	255,683
<b>Total</b>	<b>147,558</b>		<b>632,684</b>

<sup>5</sup> We have used the same market value of \$8.33 per 10 minutes as used by the LPL study. This rate is conservative compared to the TPL study, which used a rate of \$25.

<sup>6</sup> Both LPL and TPL studies used a rate of \$25 for a database search. We have used the same market value, as our databases are similar.

<sup>7</sup> Market value for workstation usage is difficult to assess as this is not a service typically available in the market. We have used the same rate of \$3 per use as was used in the LPL and TPL studies.

<sup>8</sup> In order to assess the market value of a GB of wifi usage, we investigated data plans available commercially and found an average cost of \$11.68. Note that the LPL and TPL studies assessed this differently, as both systems track wifi use by each access, whereas VIRL tracks wifi use by the number of GB used.



**Meeting & study space use**

VIRL has meeting rooms available for use in 4 of its 39 branches. The market value of the use of these meeting rooms varies depending on their size and the community in which each branch operates. In order to estimate the market value we used a conservative rate of \$15 per use.

**Economic Benefit of Meeting & Study Space Use**

Category	Volume	Market Value	Economic Value
Meeting Room Rentals	1,265	15.00 <sup>9</sup>	18,975
<b>Total</b>	<b>1,265</b>		<b>15,433</b>

**Total direct tangible benefits**

The total direct tangible benefits that can be reasonably measured are between \$27 and \$102 million (with the former being a more conservative and the latter a less conservative estimate). A midpoint estimate is \$65 million.

**Total Direct Tangible Benefits**

Category	Low (\$)	Midpoint (\$)	High (\$)
Collection Use	18,755,744	56,267,233	93,778,722
Programs	2,243,740	2,243,740	2,243,740
Reference & Database Services	5,425,367	5,425,367	5,425,367
Technology Access	632,684	632,684	632,684
Meeting & Study Space	18,975	18,975	18,975
<b>Total</b>	<b>27,076,510</b>	<b>64,587,999</b>	<b>102,099,488</b>

<sup>9</sup> Market rates for the use of meeting space can vary depending on the size, venue, and community in which they are located. We have used a conservative value of \$15.



## **Exclusions**

Some direct tangible benefits are provided by VIRL, yet are excluded, are as follows:

- Many items were placed on hold by patrons and then delivered at VIRL expense to the branch chosen by the patron. This saved the patron both time and travel costs. However due to VIRL's large service area and the complicated nature of estimating the market value of delivery over the area, we did not attempt to measure the market value of this service and have excluded this use from our calculations.
- Open study space is provided in all VIRL branches, and patrons are free to use this space freely to read, study, and work. VIRL does not track the use of this space and so we excluded this use from our calculations.

## **Direct Expenses**

Direct expenses are those amounts spent on operations, capital investment, employment, and collection materials. As we wished to measure the economic impact of VIRL activities on our member communities, funds spent outside those communities were not included in the economic benefit calculations. For example, most of VIRL's collection materials are not purchased in member communities.

Capital costs include spending that is for library infrastructure, including building new branches, renovating or upgrading existing branches, and upgrading computer and other equipment at branches. Since this type of spending can vary by year, we used the average over the last 6 years to establish this expense.

Employment spending includes the cost of wages and benefits provided to all VIRL employees. Since the vast majority of our employees also live in our member communities, we included 100% of this cost.

VIRL also receives revenues from other sources (other than our member communities), including fines revenue, the sale of merchandise, and grants of various types. For the purposes of this study, these revenues are used as an offset to operating expenses.

## **Indirect Tangible Benefits**

Indirect tangible benefits result from the multiplier effects on direct costs. Funds paid out to vendors in our communities or paid as wages to staff are generally re-spent by the recipients in our member communities and contribute to the local economy.



Various multipliers have been used in other studies. Statistics Canada reported a value of 2.23 as a multiplier for arts, entertainment, and recreation, but other studies found by MPI have quoted values as low as 1.40. In the TPL study, MPI used multipliers of 1.4 and 2.0, which was felt consistent with economic impact studies for comparable services, and also with national and provincial multipliers published by Statistics Canada. We followed MPI's use of multipliers of 1.4 and 2.0, which were applied to each indirect tangible benefit.

Indirect tangible benefits result from:

- operations expenses;
- capital investments;
- employment costs;
- work experience for pages; and
- spending on collection materials.

#### Total Indirect Tangible Benefits

	Category	Multiplier 0.4	Mid-Value <sup>10</sup>	Multiplier 1.0
<b>Operations Spending</b>	\$ Spent	694,973	1,216,203	1,737,432
<b>Capital Spending</b>	Average Annual	1,504,166	2,632,291	3,760,415
<b>Employment Spending</b>	\$ Spent (Salaries and Benefits)	4,871,858	8,525,752	12,179,645
<b>Work Experience: Pages</b>	\$ Value	68,728	120,273	171,819
<b>Collection Materials Spending</b>	\$ Spent in VIRL Service Areas	5,540	9,696	13,851
<b>Total</b>		<b>7,145,265</b>	<b>12,504,214</b>	<b>17,863,163</b>

VIRL applied a 0.4 multiplier to each direct expense, added it to the direct expense and calculated a mid-value to estimate a dollar amount attributable to the re-spending.

Operations spending includes the expenses of running the VIRL system on a daily basis including rent, utilities, technology, financial costs, purchased services, and other costs.

<sup>10</sup> VIRL applied a 0.4 multiplier to each direct expense, added it to the direct expense and calculated a mid-value to estimate a dollar amount attributable to the re-spending.





Only spending done in VIRL member communities was included, as funds spent in other areas do not provide an economic benefit to VIRL communities.

Capital spending includes investment in buildings, computer technology, leasehold improvements, and other capital acquisitions. The amounts shown are an average over 6 years (2010 through 2015), as the spending can vary significantly from year to year.

Employment spending includes the wages and benefits of all VIRL employees. Employees live predominantly in VIRL service areas and we can assume they spend significant portions of their salaries locally, thus contributing to the economy in VIRL service areas.

VIRL also provides employment experience to young people, who are employed in many branches and in Administration as pages. Pages are responsible for shelving books and other tasks as needed. For many, this is their first work experience. MPI's research found that two years of job experience is worth \$1,123 in Canada, and we used this value as well, assuming a value reducing gradually over 5 years, similar to the Toronto and London Public Libraries used in their studies.

The vast majority of VIRL's collection material is purchased outside of VIRL service areas, and thus was excluded from the indirect tangible benefits, but the small amount that was purchased in our service areas is included.

## **Economic Impact**

### **Total Economic Impact**

The total economic impact of VIRL activities was calculated by summing the following:

- direct tangible benefits;
- direct spending; and
- indirect tangible benefits.

### **Total Economic Impact**

	<b>Low (\$)</b>	<b>Mid-Range (\$)</b>	<b>High (\$)</b>
<b>Direct tangible benefits</b>	27,076,510	64,587,999	102,099,488
<b>Indirect tangible benefits</b>	7,145,265	12,504,214	17,863,163
<b>Direct expenses (spending in VIRL service areas)</b>	17,691,344	17,691,344	17,691,344
<b>Total</b>	<b>51,913,120</b>	<b>94,783,558</b>	<b>137,653,995</b>



Using a midpoint value, we estimate that VIRL has a conservative economic impact of \$94,783,558. This economic impact equates to \$5.36 for every dollar spent and \$229.49 per resident.

**Economic Impact per Dollar Spent & Per Resident**

	Low (\$)	Mid-Range (\$)	High (\$)
<b>Impact per Dollar Spent<sup>11</sup></b>	2.25	5.36	7.78
<b>Impact per Resident<sup>12</sup></b>	125.69	229.49	333.29

**Value an Open Hour**

In 2015, VIRL was open for 66,787.5 hours. Open hours varied by branch and community. In order to calculate the value of an open hour, the value of benefits that are provided while the Library is open (and thus excluding services available at any time, such as electronic services) was divided by the number of open hours. This allowed us to calculate the value of an open hour at \$1,107.73 (using the mid-range value). Similarly, we were able to calculate the cost of an open hour at \$277.29.

	Low (\$)	Mid-Range (\$)	High (\$)
<b>Value of all Library Hours</b>	33,185,271	73,982,700	114,780,129
<b>Value of an Open Hour</b>	496.88	1,107.73	1,718.59
<b>Cost of an Open Hour</b>	277.29	277.29	277.29

**Return on Investment**

Return on Investment (ROI) is the amount of return relative to the investment cost. It's a performance measurement often used to assess an investment.

The ROI for VIRL was calculated by dividing the total economic benefit to VIRL member communities (direct and indirect tangible benefits) by the total direct spending (including spending outside of VIRL communities, as this cost is necessary to provide VIRL services).

<sup>11</sup> Total economic impact divided by direct expenses within VIRL service areas.

<sup>12</sup> Total economic impact divided by service population.



The ROI for VIRL's operations in 2015 was 335% (using the mid-range value).

### Return on Investment at Vancouver Island Regional Library

	Low (\$)	Mid-Range (\$)	High (\$)
<b>Direct tangible benefits</b>	27,076,510	64,587,999	102,099,488
<b>Indirect tangible benefits</b>	7,145,265	12,504,214	17,863,163
<b>Total Benefits</b>	34,221,776	77,092,213	119,962,651
<b>Direct expenses (spending in VIRL service areas)</b>	17,691,344	17,691,344	17,691,344
<b>Total Economic Impact</b>	51,913,120	94,783,558	137,653,995
<b>Total direct expenses (all spending)</b>	23,024,731	23,024,731	23,024,731
<b>Return on Investment</b>	<b>149%</b>	<b>335%</b>	<b>521%</b>

### Conclusions

When we compare the economic impact of VIRL activities against that of other 43 public libraries who have undertaken similar studies, we find that our results are similar.

Library System	Impact per \$ Spent	ROI
Sault Ste. Marie Public Library	\$2.36	236%
Halton Hills Public Library	\$4.04	304%
Vancouver Island Regional Library	\$5.36	335%
London Public Library	\$6.68	452%
Toronto Public Library	\$5.63	463%
Kawartha Lakes Public Library	\$7.05	605%
Stratford Public Library	\$7.48	648%



## Economic Impact Report July 2016

VIRL has a measurable economic impact of nearly \$95 million and an ROI of 335% (mid-point in the calculated value from 149% to 521%). For every dollar invested, \$5.36 in value was received. Clearly the library system has a positive economic impact on the communities it serves. The true economic impact would likely be greater, as there are benefits provided which are not measurable. For example, the impact the Library has on literacy, employment, and social and mental health cannot be measured, but these areas are vital for a healthy, vibrant, successful community.



## Appendix - Selected Reference Material

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Milton Public Library (September 2014), *The Economic Impact of the Milton Public Library on the Town of Milton*.  
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State Library of Victoria (2011), *Dollars, Sense and Public Libraries: Technical Reports – The landmark study of the socio-economic value of Victoria public libraries*.

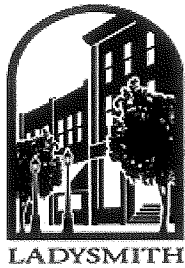
[http://www.plvn.net.au/sites/default/files/DSPL\\_TechRep\\_pt1\\_FINAL\\_0.pdf](http://www.plvn.net.au/sites/default/files/DSPL_TechRep_pt1_FINAL_0.pdf)

Texas State Library and Archives Commission (2012), *Texas Public Libraries: Economic Benefits and Return on Investment*.

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Urban Libraries Council (2007), *Making Cities Stronger: Public Library Contributions to Local Economic Development*.

[http://www.urban.org/research/publication/making-cities-stronger/view/full\\_report](http://www.urban.org/research/publication/making-cities-stronger/view/full_report)



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director Parks, Recreation & Culture  
Date: October 26, 2016  
File No:

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RE: COLLABORATION AGREEMENT WITH SCHOOL DISTRICT 68

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

That Council consider entering into a Collaboration Agreement between the Town of Ladysmith and School District 68 (Nanaimo - Ladysmith).

#### **PURPOSE:**

School District 68 (Nanaimo - Ladysmith) has requested that Council enter into an agreement to guide a collaborative working relationship on initiatives of mutual interest.

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

School District 68 (Nanaimo - Ladysmith) has presented Council with a draft Collaboration Agreement, which is designed to open up communication to collaboratively work on issues of a mutual interest. The objective includes both short- and long-term needs for the community relating to education.

This agreement (similar to the recently signed agreement between School District 68) outlines key principles for the two organizations to consider regarding cooperation and communications. Also included is a definition of how Council/Board and senior staff committees may function.

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

Staff would be required to work with School District 68 (Nanaimo - Ladysmith) staff to coordinate regular meetings both with Council/Board as well as senior staff.

#### **ALTERNATIVES:**

Council can choose not to enter into an agreement with School District 68 (Nanaimo-Ladysmith).

#### **FINANCIAL IMPLICATIONS:**

None identified.

#### **LEGAL IMPLICATIONS:**

Council is authorized through the Community Charter to enter into these type of agreements.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**



BC CLIMATE ACTION  
COMMUNITY 2014



The community may look favourably on increased collaboration between the Town of Ladysmith and School District 68 (Nanaimo-Ladysmith) relating to the delivery of education in the community.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

As part of the Collaboration agreement other departments within the Town may be involved during the term of the agreement. Depending on the types of joint initiatives undertaken, Development Services, Parks, Recreation and Culture, Infrastructure Services and Corporate Services may be involved.

**RESOURCE IMPLICATIONS:**

None identified.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**


#7. Healthy Community

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Communications and Engagement

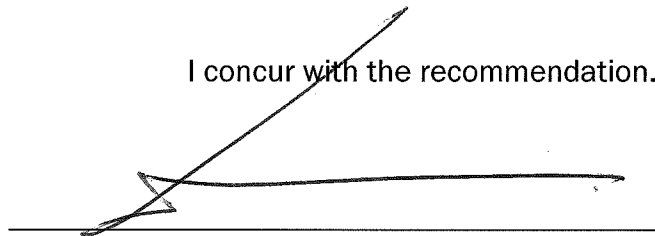
**SUMMARY:**

The attached Collaboration Agreement with School District 68 was discussed at a recent joint meeting between Council and the School District Board. The School District has requested that Council enter into this agreement. A similar agreement is in place between the City of Nanaimo and the School District.



Clayton Postings, Director of Parks, Recreation and Culture

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT:**

Collaboration Agreement School District 68 (Nanaimo-Ladysmith) and Town of Ladysmith



# COLLABORATION AGREEMENT



Between the  
Town of Ladysmith  
and the  
Board of Education of School District 68 (Nanaimo-Ladysmith)



The Town of Ladysmith and the Board of Education of School District 68 (Nanaimo-Ladysmith) will strive to work together on initiatives of mutual interest for the benefit of Ladysmith residents. It is important to think creatively and collaboratively about our shared responsibility for community well-being.

This Collaboration Agreement signals our commitment to:

- open communication
- a collaborative approach to decision making where there is mutual interest
- short and long term planning that best meets community and education needs.

This AGREEMENT dated for reference the \_\_\_\_\_ of \_\_\_\_\_ 20\_\_.

*BETWEEN:*                    *The Town of Ladysmith Council (hereinafter called the "Council")*

*AND:*                            *The Board of Education of School District 68 Nanaimo-Ladysmith (hereinafter called the Board")*

*WHEREAS:*

- A. The Council and the Board each have distinct governance authorities and responsibilities towards residents and stakeholders and acknowledges that the interests of all community members are best served by working together in the spirit of cooperation AND
- B. The Council and the Board recognize that a formal commitment to collaborative decision making and effective communication will result in more successful community development.

NOW THEREFORE the Council and the Board enter into this Agreement to formalize their commitment to: sharing information, improving communications, addressing specific concerns, setting a solid foundation for future planning and raising awareness and understanding of current and future challenges, duties and responsibilities under the Local Government Act and the Community Charter and under the School Act.

## 1.0 PURPOSE

The purpose of this Collaboration Agreement (hereinafter called the "Agreement") is to:

- 1.1 Enter into a more formal arrangement between the Board and the Council to establish and maintain a long-term relationship based upon effective communications and effective collaboration; and
- 1.2 Establish a Staff Working Committee, comprised of senior staff members of both parties to further the development of Clause 1.1.
- 1.3 The Agreement does not replace or diminish the existing Agreements between the Board and the Council.

## **2.0 PRINCIPLES OF COOPERATION**

We agree that the Board and the Council will:

- 2.1 Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.
- 2.2 Continually promote understanding of each other's governing structures, capacities, roles, responsibilities and current projects.
- 2.3 Maintain respect for the views and authority of each other.

## **3.0 PRINCIPLES FOR COMMUNICATION**

- 3.1 We recognize that the foundation of a successful Board to Council relationship is open and timely communication. Effective communication between each other can help achieve collaborative decision making and lead to cooperative actions on common areas of interest.
- 3.2 We consider ourselves to have an obligation to communicate effectively between each other and with the residents, stakeholders and other partners.
- 3.3 We acknowledge and recognize that communication and information sharing for the key joint interests set out in Clause 4.1 may be subject to Federal and Provincial Freedom of Information and Protection of Privacy Legislation.
- 3.4 We will endeavour to acknowledge each other's political representatives at events or meetings.

## **4.0 KEY JOINT INTERESTS**

- 4.1 We agree to work together within applicable statutes on all areas of mutual interest, which may, at various times, include the following elements:
  - Land Use Planning
  - Development Planning and Processes
  - Environmental Protection
  - Economic Development
  - Transportation and Traffic Management
  - Child Care and Preschool
  - Emergency Planning
  - Capacity Building
  - Sustainable, Healthy Communities
  - Joint Facility Planning and Use, where appropriate
  - Special Projects
  - Other Initiatives of mutual interest

## 5.0 STAFF WORKING COMMITTEE

- 5.1 A Senior Staff Working Committee will carry out the intent of this Agreement based on direction provided from Board and Council.
- 5.2 The Committee will meet bi-annually, or as required and the primary liaison will be the Board's Secretary-Treasurer and the City Manager.
- 5.3 The duties and responsibilities of the Staff Working Committee are:
  - a) To facilitate communications and collaboration on items of mutual interest to each other.
  - b) To provide advice to the Council and the Board.
  - c) To implement the decisions of the elected Council and Board for the undertaking of specific projects and initiatives.
  - d) To establish technical committees and/or working groups to undertake specific projects as required, and
  - e) To identify and recommend financial and other resources required to undertake projects of mutual benefit.

## 6.0 COUNCIL AND BOARD MEETINGS

- 6.1 The elected Council and Board will endeavor to meet twice annually to provide leadership, to recommend strategic direction and to monitor and evaluate the implementation of this Agreement and the specific initiatives undertaken thereto.

## 7.0 TERMS OF THE AGREEMENT

- 7.1 This Agreement shall take effect by a formal resolution of each respective party.
- 7.2 This Agreement is a living document and may be subject to revision from time to time by mutual consent. The revisions must be agreed to in writing and by formal resolution by each respective Council and Board.
- 7.3 This Agreement will remain in effect continuously unless terminated by either of the parties by providing sixty (60) days' notice in writing, to be delivered by hand, email or registered mail.
- 7.4 This Agreement does not prejudice or affect the Board's rights, powers, duties or obligations in the exercise of its functions pursuant to the School Act, as amended from time to time.
- 7.5 This Agreement does not prejudice or affect the Council's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Local Government Act*, the *Community Charter* and other applicable statutes as amended from time to time.

**8.0 CONTACT INFORMATION**

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)**

c/o Secretary-Treasurer  
395 Wakesiah Avenue, Nanaimo, BC V9R 3K6

**TOWN OF LADYSMITH**

c/o City Manager  
410 Esplande, Ladysmith, BC V9G 1A2

**IN WITNESS THEREOF** the Parties have hereunto affixed their signatures as of the day and year first written above.

**Town of Ladysmith Council**

**The Board of Education of School  
District 68 (Nanaimo-Ladysmith)**

\_\_\_\_\_  
**BY: MAYOR, AARON STONE**

\_\_\_\_\_  
**BY: CHAIR, STEVE RAE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**WITNESS**



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: October 27, 2016  
File No:

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RE: PARKS, RECREATION & CULTURE AND INVASIVE SPECIES ADVISORY COMMITTEES  
IMPLEMENTATION PLAN

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

That Council:

1. Approve draft Terms of Reference for the Parks, Recreation & Culture Advisory Committee;
2. Approve draft Terms of Reference for the Invasive Species Advisory Committee;
3. Direct Staff to commence the membership recruitment process for the Parks, Recreation & Culture and Invasive Species Advisory Committees; and
4. Repeal Town of Ladysmith Parks and Recreation Commission Bylaw 1278 and Amendment Bylaws 1311 and 1528.

#### **PURPOSE:**

This report is intended to provide Council with a draft Terms of Reference for the Parks, Recreation & Culture (PRC) and Invasive Species Advisory Committees, along with defining the next steps for forming these Committees.

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

As part of the Town of Ladysmith's 2016 Parks, Recreation & Culture Master Plan, one of the key recommendations was to update the existing commission structure as it relates to Parks, Recreation and Culture services. The recommendation was to utilize an Advisory Committee structure as it is expected this will allow the community to have a greater opportunity for input into ongoing matters related to Parks, Recreation and Culture, while also allowing Council increased opportunity for seeking comment and feedback on matters when Council requires additional information.

Council has provided direction relating to this as follows:

*July 4, 2016: Council directed staff to prepare draft Terms of Reference for an Invasive Species Select Committee in Accordance with Section 142 of the Community Charter for the purposes of addressing invasive species in the Town of Ladysmith and present the Terms of Reference for review at a future meeting*

*September 19, 2016: Council directed staff to develop recommendations relating to the establishment of a new Parks, recreation & Culture Advisory Committee*

Staff have developed draft Terms of Reference for both committees. Once the Terms of Reference are approved by Council, staff will commence recruitment of Committee members, It is expected this recruitment will commence in November 2016 with the objective to have applications available to be reviewed by Council in December 2016. The plan would be to activate the Committees in January 2017.

**SCOPE OF WORK:**

Staff will complete the recruitment of members for each Committee. Once the Committees are formed Staff will complete a Committee orientation for the new members.

**ALTERNATIVES:**

1. Direct Staff to proceed only with a Parks, Recreation & Culture Advisory Committee and include in the membership a invasive species representative on the Committee.
2. Maintain existing Parks & Recreation Commission, and direct Staff to begin recruitment for the Commission.

**FINANCIAL IMPLICATIONS:**

Currently the PRC department does budget for Advsiory Committee functions, along with staff time to support the Committees and this budget will remain with no changes expected in 2017.

**LEGAL IMPLICATIONS:**

None identified.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Increased public participation and broader community involvement are expected with the new Committee structure.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Corporate Services will be required to assist in membership recruitment for the Committees along with assist in repealing all associated Parks and Recreation Commission Bylaws

**RESOURCE IMPLICATIONS:**

No changes anticipated.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Healthy Community.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Communications and Engagement – improve community engagement and communications through active collaboration with partners and investment in information technology.

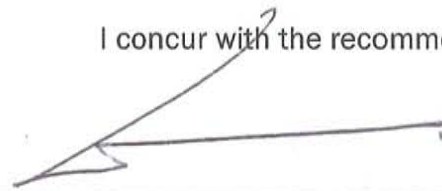
**SUMMARY:**

Council has provided direction as it relates to the creation of a Parks, Recreation & Culture Advisory Committee along with an Invasive Species Advisory Committee. These Committees will be a foundation to move forward in developing increased opportunities for the community to participate and provide feedback to Council on ongoing matters relating to Parks, Recreation & Culture in the Town of Ladysmith. Draft Terms of Reference for both Committees are provided for Council's consideration and approval.



\_\_\_\_\_  
Director of Parks, Recreation and Culture

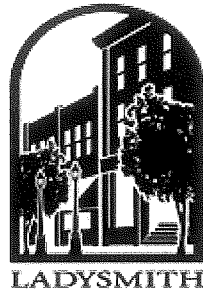
I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENT:**

- DRAFT - PRC Advisory Committee Terms of Reference
- DRAFT - Invasive Species Committee Terms of Reference'
- Bylaw No. 1278 Town of Ladysmith Parks, Recreation & Culture Commission (and amendments)



## PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### APPROVED BY COUNCIL ON:

#### 1. Purpose

The Parks, Recreation and Culture Advisory Committee (PRCAC) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the PRCAC is *to assist the Town of Ladysmith Council by:*

- Providing advice and recommendations to Council on any matters referred to the Committee by Council;
- Providing input consistent with the Parks, Recreation and Culture (PRC) Master Plan;
- Working cooperatively toward securing funds for implementation of the plan; and,
- Recommending activities, project, or work that the Committee thinks would assist Council to achieve the PRC Master Plan or other matters for which Council requests input.

#### 2. Goals / Outcomes

The goal of the PRCAC is to provide advice and recommendations to Council regarding the establishment and implementation of PRC priorities in the Town of Ladysmith.

#### 3. Operating Principles

The PRCAC will consider these operating principles when deliberating/reviewing matters related to PRC in Ladysmith:

- Budgetary restrictions/implications;
- Public spaces significance considerations;
- Public assembly/usage;
- Staffing/resource implications;
- Public consultation.



#### Process Principles:

- Staff will provide information regarding ongoing issues including maintenance, budget, process, procedures, comments from Council, and other matters as requested.
- The PRCAC will provide its advice and recommendations to Council in a prompt manner once it has completed its consideration/review of specific matters.
- The Procedure Bylaw of the Town applies to meetings of the PRCAC.

#### 4. Administrative Matters

##### i. Membership

The PRCAC consists of eight members, including:

- Five citizen representatives appointed by Council through a public recruitment process ensuring a diverse cross-section of the community, including Arts and Culture, Sports, youth, etc.;
- One representatives from CVRD Area H;
- One representatives from CVRD Area G;
- One representative from the Stz'uminus First Nation;
- Representatives from Select Committees of Council such as the Invasive Plant Management Advisory Group or others as required for the purpose of reporting and consultation (ex officio);
- One staff member (ex officio); and
- One Council member (ex officio).

##### ii. Term

The term of the members of the PRCAC is:

- Select Committee representatives – for the duration of their Select Committee terms or as required for appropriate reporting to PRCAC;
- Citizen representatives – For the first appointments: 2 members: one-year term; 2 members: two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms are for 2 years;
- CVRD representatives – no expiry;
- Stz'uminus First Nation representative – no expiry;
- Staff member – no expiry;
- Council member – no expiry.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

iii. Chair

The member of Council will serve as the Chair of the committee.

If the Chair is unable to attend a meeting, the members present will select an acting Chair for that meeting.

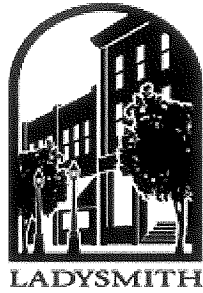
iii. Meeting Times and Location

The PRCAC will meet monthly September to June, or at the call of the Chair.

Meetings of the PRCAC will be open meetings pursuant to section 93 of the *Community Charter*.

iv. Agendas and Minutes

- The Parks, Recreation and Culture Department, in consultation with the Chair, will prepare the meeting agenda and distribute it to the members of the PRCAC prior to the meeting.
- A member of the Parks, Recreation and Culture Department will serve as Recorder for the PRCAC.
- Draft minutes will be distributed with the meeting agenda package.
- The date of the next meeting of the PRCAC will be considered at the end of each meeting.



## INVASIVE PLANT MANAGEMENT ADVISORY GROUP

### TERMS OF REFERENCE

APPROVED BY COUNCIL ON:

#### 1. Purpose

The Invasive Plant Management Advisory Group (IPMAG) is a select committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the IPMAG is to *assist the Town of Ladysmith Council with:*

- developing a strategy and implementation plan(s) for control of invasive plant species in Ladysmith through a cooperative process, considering staff and volunteer capacity, human and financial resources, and current evidence regarding invasive plant species;
- determining how to proceed with the strategy and implementation;
- establishing an annual schedule and priority control measures to be undertaken;
- ensuring plans align with the CVRD Invasive Plant Species Strategy and the Coastal Invasive Species Committee; and,
- working cooperatively toward securing funds for implementation of the plan.

#### 2. Goals / Outcomes

The goal of the IPMAG is to provide advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, regarding the establishment and implementation of control of invasive plant species and reestablishing native plant species in Ladysmith. The IPMAG will also assist the Town of Ladysmith in developing and implementing a public consultation process for control of invasive plant species and reestablishing native plant species in Ladysmith.

#### 3. Operating Principles

The IPMAG will consider these operating principles when deliberating/reviewing matters related to control of invasive plant species and reestablishing native plant species:

- Budgetary restrictions/implications;

- Public spaces significance considerations;
- Public assembly/usage;
- Staffing/resource implications;
- Public consultation.

#### Process Principles:

- Staff will provide information regarding ongoing issues including maintenance, budget, process, procedures, comments from Council, and other matters as required.
- The IPMAG will provide its advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, and/or seek authorization from Council in a prompt manner once it has completed its consideration/review of specific matters.
- Advice from the IPMAG to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, will be included in Staff Reports.
- The Procedure Bylaw of the Town applies to meetings of the IPMAG.

#### 4. Administrative Matters

##### i. Membership

The IPMAG consists of six members, including:

- Three citizen representatives appointed by Council through a public recruitment process;
- One representative from the Stz'uminus First Nation;
- One representative from CVRD Area G;
- One representative from CVRD Area H;
- Two staff members (ex officio); and
- One Council member (ex officio).

##### ii. Term

The term of the members of the IPMAG is:

- Citizen representatives – For the first appointments: 2 members: one-year term; 2 members: two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms are for 2 years;
- CVRD representatives – no expiry;
- Stz'uminus First Nation representative – no expiry;
- Staff members – no expiry;
- Council member – no expiry.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

iii. Chair

The member of Council will serve as the Chair of the committee.

If the Chair is unable to attend a meeting, the members present will select an acting Chair for that meeting.

iii. Meeting Times and Location

The IPMAG will meet quarterly, or at the call of the Chair.

Meetings of the IPMAG will be open meetings pursuant to section 93 of the *Community Charter*.

iv. Agendas and Minutes

- The Parks, Recreation and Culture Department, in consultation with the Chair, will prepare the meeting agenda and distribute it to the members of the IPMAG prior to the meeting.
- A member of the Parks, Recreation and Culture Department will serve as Recorder for the IPMAG.
- Draft minutes will be distributed with the meeting agenda package.
- The date of the next meeting of the IPMAG will be considered at the end of each meeting.

**TOWN OF LADYSMITH  
BYLAW NO. 1278**

**WHEREAS**, pursuant to the Municipal Act, Council may, by bylaw, establish a Parks and Recreation Commission;

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

**1.0 ESTABLISHMENT OF COMMISSION**

- 1.1 There is hereby established a Commission known as the Parks and Recreation Commission (hereinafter referred to as the Commission).
- 1.2 The Commission is established for the purpose of advising Council on all matters which may be referred to the Commission pertaining to parks and recreational needs of the community.

**2.0 MEMBERSHIP**

- 2.1 The Commission shall be comprised of eleven (11) members, seven of whom shall be appointed by Council
  - 2.2 The membership of the Commission shall be comprised of:
    - (a) 7 members selected from residents of the Town of Ladysmith
    - (b) 1 member from Electoral Area "G" (Saltair) of the Cowichan Valley Regional District
    - (c) 1 member from Electoral Area "H" (North Oyster) of the Cowichan Valley Regional District
    - (d) 1 member from the Council of the Town of Ladysmith who shall be an "ex-officio" member of the Commission
    - (e) 1 member representing School District #68 who shall be an "ex-officio" member of the Commission
  - (f) 1 member representing Town of Ladysmith staff who shall be an "ex-officio" member of the Commission
  - 2.3 Members of the Commission shall serve without remuneration; except for actual expenses incurred in the discharge of their official duties.
  - 2.4 The members, other than ex-officio members, appointed by Council shall hold office at the pleasure of Council for a two year term, unless they have been re-appointed at the expiration of such term. Appointees are limited to a maximum of six years continuous service, followed by a one year exclusion from appointment from the Commission.
  - 2.5 Notwithstanding Section 2.4, all members shall hold office until their successors are appointed and in the event of any such vacancy occurring in the membership of the Commission, the Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.
  - 2.6 Commission members may be removed by a 2/3 vote of Council.
- 3.0 VOTING**
- 3.1 All matters before any meeting of the Commission shall be decided by a majority of the members present.
  - 3.2 Ex-officio members of the Commission are not entitled to vote on any matter, but shall act in an advisory capacity only.

**4.0 ELECTION OF CHAIRPERSON**

- 4.1 The appointed members of the Commission shall, at the first regular meeting of the Commission held after July 1st, elect a Chairperson who shall preside at all meetings for the balance of the year.
- 4.2 If the Chairperson fails to attend any meeting of the Commission, the appointed members present shall elect one of their number to be Acting Chairperson and the member so elected shall preside at such meeting.
- 4.3 If the Chairperson ceases to be a member of the Commission, the appointed members present at the next meeting shall elect from among their number a Chairperson who shall preside at all meetings for the balance of the year.
- 4.4 Chairmanship is to be limited to a maximum of four years, unless an extension is recommended by the Commission.

**5.0 QUORUM**

- 5.1 Five (5) appointed members of the Commission is a quorum.

**6.0 MEETINGS AND ATTENDANCE**

- 6.1 Meetings shall be conducted according to Canadian Parliamentary Procedure in accordance with Roberts Rules of Order.
- 6.2 Meetings of the Commission shall be held monthly on a regular day. Meetings may be cancelled due to insufficient agenda items, at the call of the Chairperson.
- 6.3 Notwithstanding Section 6.1, special meetings may be held at the call of the Chairperson, provided that at least 24 hours notice of such meeting is given to all the members.
- 6.4 If the Chairperson refuses or neglects to call a special meeting, at the request of not less than three members, within 48 hours of the receipt of such request, then such members may call a special meeting giving at least 24 hours notice of such meeting to all members.
- 6.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Commission shall be those governing proceedings of the Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 6.6 The Chairperson may appoint such committees from within the members of the Commission that may be deemed necessary for the efficient operation of the Commission.
- 6.7 The Chairperson shall preside at all meetings of the Commission, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
- 6.8 All members of the Commission may vote on all questions. In the event of the equality of votes, the question shall be decided in the negative. Any member of Commission who abstains from voting shall be deemed to have voted in the affirmative.
- 6.9 All questions put before the meeting of the Commission shall be decided by a majority vote.

6.10 No act or proceeding of the Commission is valid unless it is authorized by resolution at a regular or special meeting of the Commission.

6.11 Any appointed member who is absent from three, consecutive, regular meetings in any six month period, without leave of absence or a valid reason satisfactory to the Commission, shall be deemed to have resigned from the Commission.

7.0 MINUTES

7.1 The Chairperson shall cause minutes of the meetings to be kept and such minutes shall be made available to all members of the Commission and Council.

8.0 ANNUAL BUDGET

8.1 All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the books of account of the Town of Ladysmith in accordance with the provisions of the Municipal Act.

8.2 No expenditure shall be made by the Commission that is not provided for in the annual budget of the Town of Ladysmith or in the annual budget as amended.

8.3 All monies received by the Commission shall be paid into the hands of the Director of Financial Services of the Town of Ladysmith for deposit to the credit of the Town in a general fund bank account.

8.4 Accounts for authorized expenditures of the Commission shall be paid by the Director of Financial Services of the Town of Ladysmith in the same manner as all other accounts.

8.5 Separate accounts shall be maintained in the books of the Town of Ladysmith to record the revenues by source and the expenditures of the Commission.

8.6 The Commission shall submit a funding request for the next budget year to the Director of Financial Services not later than October 1st in each year.

9.0 REPEAL OF PREVIOUS BYLAW

9.1 "Parks and Recreation Commission Bylaw 1990, No. 971" is hereby repealed.

10.0 CITATION

10.1 This bylaw may be cited for all purposes as "Parks and Recreation Commission Bylaw 1998, No. 1278".

READ A FIRST TIME on the 6th day of APRIL, 1998

READ A SECOND TIME on the 6th day of APRIL, 1998

READ A THIRD TIME on the 6th day of APRIL, 1998

ADOPTED on the 20th day of APRIL, 1998

Mayor (R. Hutchins)  
Clerk (P. Durban)

I hereby certify this to be a true and correct copy of "Parks & Recreation Commission Bylaw 1998, No. 1278".

Clerk



**TOWN OF LADYSMITH**

**BYLAW NO. 1311**

A bylaw to amend "Parks and Recreation Commission Bylaw 1998, No. 1278"

**WHEREAS**, pursuant to the Municipal Act, Council may by bylaw establish a Parks and Recreation Commission;



**AND WHEREAS** Council deems it appropriate to amend the membership of the Commission;

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


1. Section 2.1 is deleted and the following substituted therefor:  
2.1 The Commission shall be comprised of twelve (12) members, seven of whom shall be appointed by Council.
2. Section 2.2 (d) is deleted and the following substituted therefor:  
2.2 (d) 2 members from the Council of the Town of Ladysmith who shall be "ex-officio" members of the Commission.
3. Citation

This bylaw may be cited for all purposes as "Parks and Recreation Commission Bylaw 1998, No. 1278, Amendment Bylaw 1998, No. 1311."

<b>READ A FIRST TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>READ A SECOND TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>READ A THIRD TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>ADOPTED</b> on the	02 <sup>nd</sup> day of NOVEMBER, 1998

  
\_\_\_\_\_  
Mayor (R. Hutchins)  
  
\_\_\_\_\_  
Clerk (P. Durban)

I hereby certify this to be a true and correct copy of "Parks and Recreation Commission Bylaw 1998, No. 1278, Amendment Bylaw 1998, No. 1311"

  
\_\_\_\_\_  
Clerk

**TOWN OF LADYSMITH  
BYLAW NO. 1528**

**WHEREAS**, pursuant to the Municipal Act, Council may, by bylaw, establish a Parks, Recreation and Culture Commission;

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

**1.0 ESTABLISHMENT OF COMMISSION**

- 1.1 There is hereby established a Commission known as the Parks, Recreation and Culture Commission (hereinafter referred to as the Commission).
- 1.2 The Commission is established for the purpose of advising Council on all matters which may be referred to the Commission pertaining to parks, recreational and cultural needs of the community and on all matters respecting the planting and care of trees on town boulevards.

**2.0 MEMBERSHIP**

- 2.1 The Commission shall be comprised of twelve (12) members, seven of whom shall be appointed by Council
- 2.2 The membership of the Commission shall be comprised of:
  - (a) 7 members selected from residents of the Town of Ladysmith
  - (b) 1 member from Electoral Area "G" (Saltair) of the Cowichan Valley Regional District
  - (c) 1 member from Electoral Area "H" (North Oyster) of the Cowichan Valley Regional District
  - (d) 2 members from the Council of the Town of Ladysmith who shall be an "ex-officio" member of the Commission
  - (e) 1 member representing Town of Ladysmith staff who shall be an "ex-officio" member of the Commission
- 2.3 Members of the Commission shall serve without remuneration; except for actual expenses incurred in the discharge of their official duties.
- 2.4 The members, other than ex-officio members, appointed by Council shall hold office at the pleasure of Council for a two year term, unless they have been re-appointed at the expiration of such term. Appointees are limited to a maximum of six years continuous service, followed by a one year exclusion from appointment from the Commission.
- 2.5 Notwithstanding Section 2.4, all members shall hold office until their successors are appointed and in the event of any such vacancy occurring in the membership of the Commission, the Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.
- 2.6 Commission members may be removed by a 2/3 vote of Council.

**3.0 VOTING**

- 3.1 All matters before any meeting of the Commission shall be decided by a majority of the members present.
- 3.2 Ex-officio members of the Commission are not entitled to vote on any matter, but shall act in an advisory capacity only.

**4.0 ELECTION OF CHAIRPERSON**

- 4.1 The appointed members of the Commission shall, at the first regular meeting of the Commission held after July 1st, elect a Chairperson who shall preside at all meetings for the balance of the year.
- 4.2 If the Chairperson fails to attend any meeting of the Commission, the appointed members present shall elect one of their number to be Acting Chairperson and the member so elected shall preside at such meeting.
- 4.3 If the Chairperson ceases to be a member of the Commission, the appointed members present at the next meeting shall elect from among their number a Chairperson who shall preside at all meetings for the balance of the year.
- 4.4 Chairmanship is to be limited to a maximum of four years, unless an extension is recommended by the Commission.

**5.0 QUORUM**

- 5.1 Five (5) appointed members of the Commission is a quorum.

**6.0 MEETINGS AND ATTENDANCE**

- 6.1 Meetings shall be conducted according to Canadian Parliamentary Procedure in accordance with Roberts Rules of Order.
- 6.2 Meetings of the Commission shall be held monthly on a regular day. Meetings may be canceled due to insufficient agenda items, at the call of the Chairperson.
- 6.3 Notwithstanding Section 6.1, special meetings may be held at the call of the Chairperson, provided that at least 24 hours notice of such meeting is given to all the members.
- 6.4 If the Chairperson refuses or neglects to call a special meeting, at the request of not less than three members, within 48 hours of the receipt of such request, then such members may call a special meeting giving at least 24 hours notice of such meeting to all members.
- 6.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Commission shall be those governing proceedings of the Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 6.6 The Chairperson may appoint such committees from within the members of the Commission that may be deemed necessary for the efficient operation of the Commission.
- 6.7 The Chairperson shall preside at all meetings of the Commission, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
- 6.8 All members of the Commission may vote on all questions. In the event of the equality of votes, the question shall be decided in the negative. Any member of Commission who abstains from voting shall be deemed to have voted in the affirmative.
- 6.9 All questions put before the meeting of the Commission shall be decided by a majority vote.
- 6.10 No act or proceeding of the Commission is valid unless it is authorized by resolution at a regular or special meeting of the Commission.

6.11 Any appointed member who is absent from three, consecutive, regular meetings in any six month period, without leave of absence or a valid reason satisfactory to the Commission, shall be deemed to have resigned from the Commission.

7.0 MINUTES

7.1 The Chairperson shall cause minutes of the meetings to be kept and such minutes shall be made available to all members of the Commission and Council.

8.0 ANNUAL BUDGET

8.1 All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the books of account of the Town of Ladysmith in accordance with the provisions of the Municipal Act.

8.2 No expenditure shall be made by the Commission that is not provided for in the annual budget of the Town of Ladysmith or in the annual budget as amended.

8.3 All monies received by the Commission shall be paid into the hands of the Director of Financial Services of the Town of Ladysmith for deposit to the credit of the Town in a general fund bank account.

8.4 Accounts for authorized expenditures of the Commission shall be paid by the Director of Financial Services of the Town of Ladysmith in the same manner as all other accounts.

8.5 Separate accounts shall be maintained in the books of the Town of Ladysmith to record the revenues by source and the expenditures of the Commission.

8.6 The Commission shall submit a funding request for the next budget year to the Director of Financial Services not later than October 1st in each year.

9.0 REPEAL OF PREVIOUS BYLAW

9.1 "Green Street Committee Bylaw 1998, No. 1277" is hereby repealed.

10.0 CITATION



10.1 This bylaw may be cited for all purposes as "Town of Ladysmith Parks and Recreation Commission Bylaw 1998, No. 1278 Amendment Bylaw (No.1) 2004, No. 1528".


READ A FIRST TIME on the 3rd day of MAY, 2004

READ A SECOND TIME on the 3rd day of MAY, 2004

READ A THIRD TIME on the 17th day of MAY, 2004

ADOPTED on the 7th day of JUNE, 2004

  
Mayor (R. Hutchins)  
  
Clerk (P. Durban)

I hereby certify this to be a true and correct copy of "Parks and Recreation Commission Bylaw 1998, No. 1278 Amendment Bylaw (No.1) 2004".  
  
Clerk

RECEIVED  
OCT 25 2016  
TOWN OF LADYSMITH



LADYSMITH  
DOWNTOWN  
BUSINESS ASSOCIATION

June 14, 2016

**Request for Trolley donation**

Mayor and Council  
Town of Ladysmith

Dear Mayor and Council,

The Ladysmith Downtown Business Association is requesting the donation of the use of the trolley and a driver for our 5<sup>th</sup> annual Old Tyme Christmas event being held on December 2, 2016. The event is held from 5-8pm so we are requesting the use of the trolley from 5-8:30pm.

As most of you are aware, this community event has become quite popular and the trolley has been well used in the four years that we have organized the night.

Thank you for your consideration. If you have any questions, please contact Lesley Parent at 250-245-1200.

Sincerely,

A handwritten signature in black ink that reads "Lesley Parent". The signature is written in a cursive, flowing style.

Lesley Parent  
Old Tyme Christmas event committee

---

**From:** Pedaw <pedaw@familyservices.bc.ca>  
**Sent:** October 6, 2016 11:34 AM  
**Subject:** Call for BC landmarks to light up purple for Eating Disorders  
**Attachments:** #Purple4PEDAW.pdf

Hi there,

Just following up with my previous email to see if you are interested in lighting up purple this year? See below or attached document for details. Thank-you!

**The Jessie's Legacy Eating Disorders Prevention and Awareness Program** presents our fourth annual Provincial Eating Disorders Awareness (PEDAW) campaign is asking our community partners to **light up purple** for Friday, February 3<sup>rd</sup>, 2017 to show their support for eating disorders awareness.

**We hope we can count on your support for this year!**

Last year was a great success! Over 40 landmarks across BC lit up **#purple4PEDAW**. We would love to add you to our list of participating venues for PEDAW 2017.

**Benefits of participating:**

- In a recent study of BC adolescents, only 10% of girls and 19% of boys reported being very satisfied with their body image.
- Be part of creating awareness for this much needed cause.
- Get great exposure! We will share your participation on our social media channels and various other media outlets.

**Lighting up purple isn't the only way to participate...**

If your venue doesn't have this capacity, we have a variety of merchandise that you can order for FREE to help spread awareness!

**HOW TO PARTICIPATE:**

Simply fill out the short form [here](#) for either venue lighting and/or merchandise requests: <https://goo.gl/forms/jbdKeT7n4lap0IKn2>

And be sure to check out [last year's campaign](#) photos showcasing/highlighting the many residents wearing purple, wearing wristbands, something about it being a social media movement, and landmarks: <https://storify.com/loveourbodies/purple4pedaw-2016>

If you have any questions, please do not hesitate to contact us at: [pedaw@familyservices.bc.ca](mailto:pedaw@familyservices.bc.ca)

Again, thank you for your continued support, we cannot tell you how much we value your help in spreading awareness.

*love our bodies, love ourselves!*

PROVINCIAL EATING DISORDERS AWARENESS (PEDAW) CAMPAIGN

Facebook: [facebook.com/loveourbodiesloveourselves](https://facebook.com/loveourbodiesloveourselves)

Twitter: [@loveourbodies](https://twitter.com/loveourbodies)

Instagram: [@loveourbodies](https://instagram.com/loveourbodies)

Blog: [jessieslegacy.com/love-our-bodies-love-ourselves/our-blog](https://jessieslegacy.com/love-our-bodies-love-ourselves/our-blog)

Website: [jessieslegacy.com](https://jessieslegacy.com)

Youtube: [youtube.com/user/loveourbodies](https://youtube.com/user/loveourbodies)



**The Jessie's Legacy Eating Disorders Prevention and Awareness Program** presents our fourth annual Provincial Eating Disorders Awareness (PEDAW) campaign is asking our community partners to **light up purple** for Friday, February 3<sup>rd</sup>, 2017 to show their support for eating disorders awareness.

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If you have any questions, please do not hesitate to contact us at: [pedaw@familyservices.bc.ca](mailto:pedaw@familyservices.bc.ca)

Again, thank you for your continued support, we cannot tell you how much we value your help in spreading awareness.

---

***love our bodies, love ourselves!***

PROVINCIAL EATING DISORDERS AWARENESS (PEDAW) CAMPAIGN

Facebook: [facebook.com/loveourbodiesloveourselves](https://facebook.com/loveourbodiesloveourselves)

Twitter: [@loveourbodies](https://twitter.com/loveourbodies)

Instagram: [@loveourbodies](https://instagram.com/loveourbodies)

Blog: [jessieslegacy.com/love-our-bodies-love-ourselves/our-blog](http://jessieslegacy.com/love-our-bodies-love-ourselves/our-blog)

Website: [jessieslegacy.com](http://jessieslegacy.com)

Youtube: [youtube.com/user/loveourbodies](https://youtube.com/user/loveourbodies)