



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, FEBRUARY 16, 2015
7:00 P.M.

AGENDA

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held February 2, 20151 - 6

3. DELEGATIONS

3.1. Kathleen Sheppard
Social Planning Cowichan

Summary of 2014 Annual Report, 2014 activities and 2015 priorities

The organization's 2014 Annual Report will be distributed at the meeting.
It is also available at:

http://www.socialplanningcowichan.org/uploads/2/0/0/2/20022563/annual_report_2014_final_for_web_v2.pdf

4. PROCLAMATIONS – None

5. DEVELOPMENT APPLICATIONS

5.1. Signage Development Variance Permit Application – Har Way Holdings..... 7 - 13
(49th Parallel Grocery) – 1020 First Avenue

Staff Recommendation

That Council consider issuing Signage Development Variance Permit 3090-14-05, to permit a free-standing sign that is larger than the permitted size, and utilizes backlit illumination, to be located at 1020 First Avenue.

5.2. Official Community Plan and Rezoning Application – JR Homes Ltd..... 14 - 19
Portion of Lot A, District Lot 146, Oyster District, Plan VIP78848, Except
Part in Plan VIP81319

Staff Recommendations

1. That Council direct staff to prepare bylaws in relation to Lot A, District Lot 146, Oyster District, Plan VIP78848, Except Part in Plan VIP81319 as follows:
 - a) amend the Official Community Plan to designate a 522m² area from 'Parks and Open Space' to 'Single Family Residential'; and
 - b) amend the Zoning Bylaw to zone a 522m² area from P-3 to 'Single Dwelling Residential – Small Lot A' (R-1-A) and a 521m² area from P-3 to 'Parks and Recreational' (P-2).

2. That Council requires the following land use matters to be completed by the applicant in relation to application 3360-13-02, prior to, if and when, Council gives final reading to the rezoning amending bylaw:
 - a) A registrable subdivision plan acceptable to the Approving Officer for the dedication of the public roadway, to the western boundary of the subject property, to complete the public road dedication for Giovando Way, and creation of the park land and the proposed R-1-A zoned parcel to be registered if, and when, Council adopts the rezoning amending bylaw;
 - b) Preparation of a 'no build' covenant to the satisfaction of the Approving Officer to be registered on the R-1-A zoned parcel upon its creation, such that no building permit may be issued until the Giovando Way dedication is fully constructed;
 - c) A letter of undertaking by the applicant's solicitor to register the 'no build' covenant concurrently with the subdivision registration.
 - d) An engagement letter with the R.P. Bio. who prepared the RAR report for completion of the enhancement of the 28m² streamside protection area (SPEA) with the recommended native species planting plan (as required in Bonar RAR Report dated July 17, 2013), to the satisfaction of the Director of Development Services, with sign-off of completion to be provided by the R.P. Bio. prior to if, and when, Council adopts the rezoning amending bylaw.

3. That Council accept the following Community Amenity Contribution offered by the applicant for rezoning application 3360-13-02, to be provided prior to, if and when, Council gives final reading to the rezoning amending bylaw:
 - a) Dedication of a 549m² area to the Town for parkland;
 - b) Provision of (i) a park site plan, (ii) a park construction agreement, and (iii) a bond for park construction to the satisfaction of the Director of Parks, Recreation, and Culture. The park site plan shall contain the following:
 - A CSA certified playground that is for the 3-5 years age group from an approved equipment supplier. The playing surface may not be sand or pea gravel and would need to meet CSA standards.
 - One bench or picnic table on concrete pad.

- One refuse container.
- Perimeter fencing around the entire site (may be black vinyl wrapped chain-link fence), with appropriate entrance area.
- Seeded grass with irrigation installed.
- Concrete path from road or sidewalk to playground to ensure accessibility.
- Two trees and a landscape buffer between playground and neighbouring residents.

6. BYLAWS – OCP / ZONING – None

7. REPORTS – None

8. BYLAWS

8.1. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2015, No. 1872 20 - 21

May be read a first, second and third time

The purpose of Bylaw 1872 is to amend the Fees and Charges Bylaw to reflect changes to fees and charges relating to Development Services approved by Council at its February 2, 2015 meeting.

9. CORRESPONDENCE

**9.1. Tracy Paterson
Access to Showers at Frank Jameson Community Centre22**

Staff Recommendation

That Council receive the correspondence from Tracy Paterson regarding access to showers at Frank Jameson Community Centre, and refer it to the Parks, Recreation and Culture Commission in its consideration of this matter.

10. NEW BUSINESS

10.1. Attendance at 2015 Convention, Association of Vancouver Island and Coastal Communities..... 23 - 30

Town of Ladysmith policy permits the Mayor and up to four Councillors to attend the Association of Vancouver Island and Coastal Communities annual convention.

Staff Recommendation

That Council determine which members will attend the Association of Vancouver Island and Coastal Communities annual convention from April 10 to 12, 2015 in Courtenay.

10.2. Community Tree Planting Program 31

BC Hydro and Tree Canada are seeking tree planting and maintenance partners from local governments, community and local resident groups, stewardship and conservation organizations and First Nations communities across British Columbia through the Community Tree Planting Program. The program will enhance urban open space, restore and reclaim lands to a green state, beautify parks and outdoor recreation areas, create habitat and support stewardship actions, and diversify and enhance urban forests. The program offers a matching grant for new or replacement trees within the community. Staff are seeking Council’s authorization to apply for funding under this program in the amount of \$6,700 to replace existing street trees in the community that are diseased or dead. Replacement of trees located on boulevards was identified in the 2014-2018 financial plan. Regular tree replacement is required to maintain the trees in the community.

Staff Recommendation:

That Council direct staff to apply to the BC Hydro Community Tree Planting Program for a grant of up to \$6,700 to replace existing street trees in the community as deemed appropriate by staff.

11. UNFINISHED BUSINESS

11.1. Aggie Hall Parking Options

Council will recall that at the meeting held on April 14, 2014 the following resolution was adopted:

That staff be directed to prepare a report on the options for expanding the parking at Aggie Hall.

Staff requests Council’s consideration of the following recommendation, which will assist staff in the preparation of the report:

Staff Recommendation

That Council direct staff to investigate options for expanding the parking at Aggie Hall, and that the staff investigation include private property options, the Aggie Hall site, and Second Avenue.

11.2. Enrolment in Union of British Columbia Municipalities Group Benefits Plan for Elected Officials 32 - 38

Council will recall that the attached staff report was considered at the January 19, 2015 Council meeting. At that time, Council directed staff to research the practice with respect to enrollment in the Union of British Columbia Municipalities benefits plan for elected officials in other Vancouver Island municipalities, including the City of Duncan, Town of

Lake Cowichan, Municipality of North Cowichan, City of Parksville, Town of Qualicum Beach and the Cowichan Valley Regional District.

Staff have obtained the following information from CivicInfo Surveys, and have included information for communities with a similar population to the Town of Ladysmith:

Similar populations (7,000 – 10,000)

Municipality	Benefit	Paid by
Castlegar	-	
Coldstream	-	
Kitimat	-	
Lake Country		
Nelson	Dental 80%, Extended Health, MSP	Municipality
Qualicum Beach	Dental, Extended Health,	Municipality
Quesnel	-	
Revelstoke	-	
Sechelt	Dental, Extended Health,	Recipient
Sooke	-	
Trail	-	
View Royal	-	
Whistler	Dental, Extended Health	Municipality

Neighbouring Municipalities

Municipality	Benefit	Paid by
Duncan	Dental, Extended Health	Municipality
North Cowichan	Dental, Extended Health	Municipality
Lake Cowichan	Dental, Extended Health	Recipient
Cowichan Valley Regional District	Dental, Extended Health, MSP	CVRD (effective January 2015)

Staff Recommendations

That Council:

1. Determine whether three or more elected officials wish to enroll in the UBCM Group Benefits Plan.
2. Determine whether the Town will contribute to the cost of group benefits premiums for elected officials and if so, to what level.
3. Direct staff to report back to Council regarding the estimate annual cost of group benefits premiums for elected officials to be included in the 2015-2019 Financial Plan.

11.3. “Right to a Healthy Environment” Resolution for Association of Vancouver Island and Coastal Communities and Union of British Columbia Municipalities 39 - 45

Council adopted the attached “Declaration of the Right to a Healthy Environment” at the January 19, 2015 Regular Council Meeting, and directed staff to prepare a draft resolution for consideration by the

Association of Vancouver Island and Coastal Communities at its 2015 Annual Meeting, in consultation with other local governments.

The City of Duncan and Central Saanich have advised that they will be sponsoring the resolution put forward by the City of Victoria as contained in Schedule B of the attached City of Victoria staff report.

Staff Recommendation

That Council sponsor the resolution for a Declaration of the Right to a Healthy Environment put forward by the City of Victoria to the annual general meetings of the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities.

12. QUESTION PERIOD

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

13. CLOSED MEETING

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

- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

14. ARISE AND REPORT

15. ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 2, 2015
COUNCIL CHAMBERS, CITY HALL
7:00 PM.**

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli	Sandy Bowden	Erin Anderson
John Manson	Joanna Winter	Clayton Postings

CALL TO ORDER Mayor Stone called this regular meeting of Council to order at 6:00 p.m.

CLOSED MEETING

CS 2015-028

Moved and seconded:

That Council retire into closed session at 6:01 p.m. in order to consider two items in accordance with *Community Charter* Section 90(1)(e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Motion carried.

RISE AND REPORT

Council arose from Closed Session without report.

REGULAR MEETING

Mayor Stone reconvened the Regular Council Meeting at 7:00 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2015-029

Moved and seconded:

That the agenda for the Council Meeting of February 2, 2015 be approved with the addition of the following item:

5.3 Sheila Malcolmson: Derelict and Abandoned Vessels

Motion carried.

MINUTES

CS 2015-030

Moved and seconded:

That the minutes of the Regular Meeting of Council held January 19, 2015 be approved.

Motion carried.

DELEGATIONS

Kathy Holmes, Leona Petrak Arts Council of Ladysmith and District 2014 Year in Review

Kathy Holmes spoke on behalf of the Arts Council of Ladysmith and District. She thanked Council for providing the organization with its space at the Machine Shop on Oyster Bay Drive for the Waterfront Gallery, and confirmed that the organization has received a grant to install a lift in the building. Ms. Holmes reviewed the organization's activities and successes for 2014. The group presented Council with cards featuring a scene of City Hall painted by Leona Petrak. Council congratulated the organization for its successes and expressed appreciation for its contributions to the community.

Robin Maxted Petition and Presentation on Fenced Dog Park

Robin Maxted presented Council with a petition containing 562 signatures calling for an off-leash fenced dog park in the Town of Ladysmith, and urged Council to renew its efforts to find a long-term solution for this issue. Mr. Maxted also offered to assist the Town by taking part in discussions or serving on a committee.

Councillors enquired whether citizens might be prepared to pay an increased dog licence fee.

Council thanked Mr. Maxted for his presentation.

Moved and seconded

CS 2015-031

That Council refer the petition and presentation by Robin Maxted for a fenced, off-leash dog park in the Town of Ladysmith to the Parks, Recreation and Culture Commission to investigate options for location as well as costs and to develop recommendations for Council, and that the Commission be requested to invite Robin Maxted, Linda Brown and Jean Pearson to participate in its consideration of the matter.

Motion carried.

Sheila Malcolmson Upcoming Legislation on Derelict and Abandoned Vessels

Sheila Malcolmson, New Democratic Party candidate for Nanaimo-Ladysmith, urged Council to express its strong support for Bill C-638, a private members bill concerning the regulation of derelict and abandoned vessels being introduced in the House of Commons in Ottawa by Jean Crowder, M.P. for Nanaimo-Cowichan. Ms. Malcolmson requested that Council write to the federal Minister of Transport and to Jean Crowder, M.P., in support of the legislation and appreciation of the efforts of Jean Crowder.

Moved and seconded:

CS 2015-032

That Council convey to Jean Crowder, M.P., and to the Hon. Lisa

Raitt, Minister of Transport, its strong support for Bill C-638 to resolve the environmental, economic and navigational hazards posed by derelict and abandoned vessels.

Motion carried.

PROCLAMATIONS

Mayor Stone proclaimed the week of February 16 to 22, 2015 as “Heritage Week” in the Town of Ladysmith, with a theme of “Main Street: At the Heart of the Community,” recognizing that Main Streets and traditional downtowns embody the history and evolution of a community and provide assets to stimulate tourism, attract new residents and encourage investment.

REPORTS

CS 2015-033

Moved and seconded:

That Council send a letter congratulating Fire/Rescue Chief Ray Delcourt on his recent re-election as President of the Cowichan Valley Fire Chiefs Association.

Motion carried.

Protective Services Committee Recommendation

CS 2015-034

Moved and seconded:

That Council request staff to review options for a bylaw restricting after-hours access to Town parks.

Motion carried.

Municipal Services Committee Recommendations

CS 2015-035

MOTION REFERRED

Moved and seconded:

That Council Direct staff to amend Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2014, No. 1846 to include provision for a “shower only” admissions fee at the rate of half the current adult admission.

CS 2015-036

Moved and seconded:

That the Municipal Services Committee recommendation to amend Fees and Charges Bylaw 2014, No. 1846 in order to include provision for a “shower only” admissions fee at the rate of half the current adult admission be referred to the Parks, Recreation and Culture Commission for review.

Motion carried.

CS 2015-037

Moved and seconded:

That Council direct staff to prepare an amendment to Ladysmith Fees and Charges Bylaw 2008, No. 1644 to implement fees related to development services, as follows:

Miscellaneous Fees:	
Waterfront Area Plan	\$25
Holland Creek Area Plan	\$10

South Ladysmith Area Plan	\$10
Official Community Plan, including Schedule A.1 (DPAs)	\$35
Zoning Bylaw	\$40
OCP and Zoning Bylaw Maps (Large size)	\$15 per map

Application Fees:	
OCP Amendment	\$2,000 + advertising and delivery costs
Zoning Bylaw Amendment	\$2,000 + advertising and delivery costs
Combined OCP/Zoning Bylaw Amendment	\$3,000 + advertising and delivery costs
Development Permit - Multi-Unit, Commercial, Downtown Industrial	\$1,000
Development Permit - High Street Intensive Residential	\$750
Development Permit - Riparian, Hazard Lands	\$250
Development Permit - Coach House Intensive Residential	\$250
Development Permit - Façade, Amendment	\$100
Sign Permit	\$100
Development Variance Permit	\$750 + delivery costs
Board of Variance	\$750 + delivery cost
Temporary Use Permit	\$1500 + advertising and delivery costs
Subdivision - PLA	\$500 + \$250 per lot
Subdivision - Approval, Extension, Form P	\$500
Strata Conversion	\$500 + \$250 per unit
Boundary Extension Proposal	\$2000 + \$50 per hectare plus advertising and electoral approval costs
Liquor Licence Primary Referral Review	\$250
Community Consultation	\$1,500 + advertising
ALR Application - Subdivision / Non-Farm Use	\$600 + ALR Fees
ALR Application - Exclusion	\$2,000 + ALR Fees
Film Permit	\$250

Motion carried.

STAFF REPORTS

Literacy Grant Mini-Library Kiosks

CS 2015-038

Moved and seconded:

That Council direct staff to work with the Ladysmith Secondary School woodworking class to design, build, and install up to four mini-library kiosks on identified Town of Ladysmith properties.

Motion carried.

Council requested that staff consult with relevant local businesses in implementing this initiative, and consider locating a kiosk in Ladysmith's south end.

Ladysmith Bar Watch Program

CS 2015-039

MOTION REFERRED

Moved and seconded:

That Council:

- a) Approve the Ladysmith Bar Watch Program as presented;
- b) Send letters to all Ladysmith liquor-primary establishments to advise them of the Town's implementation of the Bar Watch Program and associated bylaw and request their participation in the program;
- c) Appoint a member of Council to act as liaison to the Bar Watch Program; and,
- d) Proceed with first three readings of "Town of Ladysmith Business License Bylaw No. 1513, 2003, Amendment Bylaw 2015 No. 1870" which appears under the Bylaws portion of tonight's Council meeting.

CS 2015-040

Moved and seconded:

That Council refer the proposed Ladysmith Bar Watch Program and Good Neighbour Agreement to staff and the Royal Canadian Mounted Police to review the voluntary intent of the program in light of the language of enforcement contained in the Good Neighbour Agreement.

Motion carried.

BYLAWS

Town of Ladysmith Business License Bylaw 2003, No. 1513, Amendment Bylaw 2015, No. 1870

This item was removed from the agenda, as consideration of Bylaw 1870 was contingent on Council approval of recommendations with respect to the Bar Watch Program.

Town of Ladysmith Board of Variance Bylaw 2015, No. 1671

CS 2015-041

Moved and seconded:

That Town of Ladysmith Board of Variance Bylaw 2015, No. 1671 be adopted.

Motion carried.

Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2015, No. 1871

CS 2015-042 *Moved and seconded:*
That Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2015, No. 1871 be adopted.
Motion carried.

CS 2015-043 *Moved and seconded:*
That Council's previous resolutions calling for a change to provincial legislation governing the use of cemetery care trust funds be brought forward for consideration at the March 2015 meeting of the Municipal Services Committee.
Motion carried.

UNFINISHED BUSINESS New Building Canada Fund

CS 2015-044 *Moved and seconded:*
That Council rescind the following resolution CS 2014-402:
"That Council direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of up to two-thirds of the cost of the Water Filtration Plant Project."
Motion carried.

CS 2015-045 *Moved and seconded:*
That Council direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of up to two-thirds of the cost of the Water Filtration Plant Project, with the Town's one-third share of the costs of the project to be drawn from borrowing as outlined in the approved 2014-2018 Financial Plan.
Motion carried.

QUESTION PERIOD Members of the audience asked questions of Council or commented on the following issues: the proposed Bar Watch Program, Heritage Week, the Board of Variance, public washrooms and enforcement of the bylaw governing untidy premises.

ADJOURNMENT

CS 2015-046 *Moved and seconded:*
That this meeting of Council adjourn at 8:41 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: February 10, 2015
File No: 3090-14-05

Re: **Signage Development Variance Permit Application – Har-Way Holdings
(49th Parallel Grocery), Lot 1, District Lot 24, Oyster District, Plan VIP85193
(1020 First Avenue)**

RECOMMENDATION(S):

That Council consider issuing Signage Development Variance Permit 3090-14-05, to permit a free-standing sign that is larger than permitted size, and utilizes backlit illumination, to be located at 1020 First Avenue

PURPOSE:

The purpose of this report is to obtain Council direction regarding a signage Development Variance Permit (DVP).

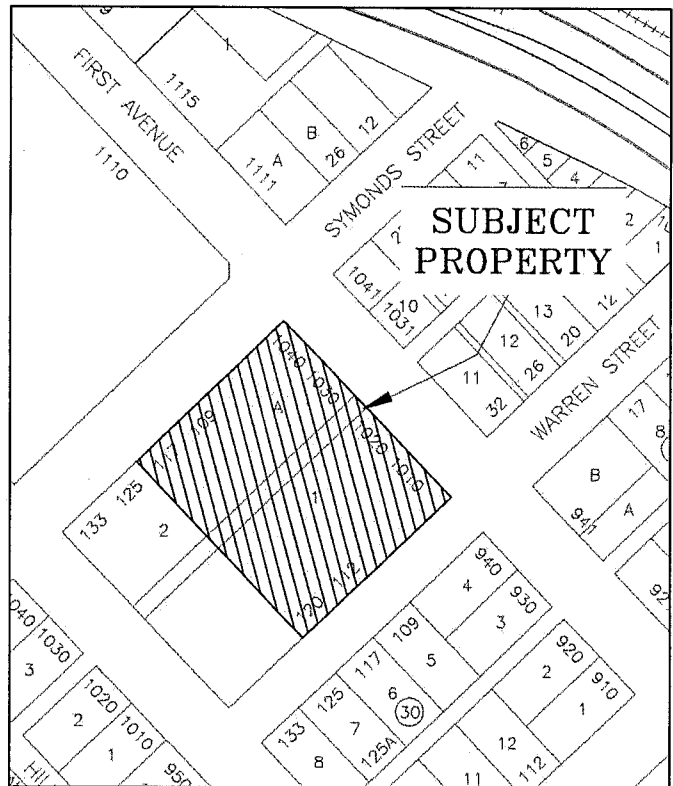
INTRODUCTION/BACKGROUND:

The applicants, Har-Way Holdings, are proposing to construct a free-standing sign at the northeast corner of their property at First Avenue and Symonds Street using the existing pole.

Har-Way Holdings has applied for a Development Variance Permit to increase the permitted size of a free-standing sign and permit back-lit illumination of the sign.

In addition, an application for a Sign Permit has been submitted for a fascia sign to be located on the grocery store's frontage. This sign complies with the Sign & Canopy Bylaw and is not included in the Variance application.

At its meeting held January 19, 2015,



Council directed staff to proceed with the statutory notice for this development variance permit application 3090-14-05.

SCOPE OF WORK:

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

The subject property is designated as ‘Downtown Core’ in the Official Community Plan, which is a designation applied to locations intended to serve as the Town’s primary business and public activity centre. The Downtown Core permits most types of signs, including free-standing signs, but limits the dimensions and materials/illumination.

The proposed sign design includes a wooden sign at the bottom with a welcome message, along with read-o-graph sign which will be used to announce business and community special events.

Dimensions

The proposed free-standing sign has a display area of 5.0 m² (see Schedule A), which is greater than the permitted size of 2.9 m² as per the Sign & Canopy Bylaw (Bylaw #1176).

Sign Bylaw (#1176)	Permitted	Proposed	Variance Requested
Free-Standing Sign Size	2.9 m ²	5.0 m ²	2.1 m ²

The applicant provided a letter explaining the reason for requesting a sign variance for the size of the sign (Schedule B), including visibility of businesses (49th Parallel Grocery, Blooms Flower Shoppe, 49th Café, and the Liquor Depot) and the inclusion of a community welcome and read-o-graph.

Illumination

The proposed free-standing sign is back-lit with LED lighting (see Schedule A). Back-lit signs are typically rectangular-shaped box signs that are internally illuminated. The applicant’s letter (Schedule B) notes that back-lit signage is proposed for reasons including cost, maintenance and environmental footprint.

The illumination of signage is permitted throughout Ladysmith, however, back-lit illumination of signage is not permitted in Ladysmith’s downtown as per the Sign & Canopy Bylaw (Bylaw #1176). There are pre-existing back-lit signs in the Downtown Specified Area (Big O Tire) and outside the Downtown Specified Area (Save-on-Gas and Tim Hortons), but adjacent to the subject property.

Policy

The Official Community Plan Schedule A.1 (Development Permit Areas) notes that in the downtown,

“Signs should be primarily pedestrian-oriented, and designed at the pedestrian scale. Handcrafted signs of professional quality, and externally

illuminated signs constructed with individual raised or incised letters are preferred."

ALTERNATIVES:

- (1) That Council may approve one or both of the sign size or sign illumination requests; or
- (2) That Council may deny the application.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith notice regarding Development Variance Permit 3090-14-05 was sent to neighbouring properties on January 29, 2015. The following responses were received:

- One inquiry requesting additional information
- One telephone call supporting the application

As per the Sign & Canopy Bylaw, sign applications for property in the Downtown Specified Area are referred to the Heritage Advisory Revitalization Commission (HRAC) for consideration of colour, design, location and style. The sign application was reviewed by HRAC at its meeting held January 29, 2015. HRAC provided the following recommendation:

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommend the free-standing sign proposal as presented for Har-Way Holdings/49th Parallel Grocery at 1020 First Avenue.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Infrastructure Services Department. The load design of the pole may require confirmation by an Engineer, per the Sign & Canopy Bylaw. No concerns were identified regarding sight lines or illumination.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning Report provides a public preference for signage that adds visual interest, colour and vitality, and speaks to the character of artisans, heritage and small town quality in the downtown.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Council may consider approving a proposed free-standing sign that is larger than the permitted size and utilizes back-lit illumination which is not permitted in Ladysmith's downtown.

I concur with the recommendation.



^{pm} Ruth Malli, City Manager

ATTACHMENTS:


Schedule A – Proposed Free-standing Sign

Schedule B – Letter from Applicant



total size = 118x248" approx. (Height will be reduced to 19.7')
 illuminated sign box = 72x96" h
 peak with globe (non-illuminated) = 61.5x17.75" h
 globe 1/2" deep dimensional w/ digital print on face = 14x14" h
 cedar beam engraved at bottom = 72x7.25" h
 reado-track at bottom, sizing TBD (4 or 6" h letters?)

Schedule A: Free-standing Sign
 Development Variance Permit 3090-14-05
 49th Parallel Grocery (Applicant: Har-Way Holdings)
 1020 First Avenue
 December 10, 2014

<p>URBAN SIGN INNOVATIVE SIGNAGE Phone: 250.708.0220 Email: sales@urbansign.ca www.urbansign.ca</p> <p>This proposal is protected by copyright. All rights reserved by Urban Sign Inc.</p> 	<p>49th Parallel Grocery/Lady'smith Storefront & Pylon Signage Dec 18 2014 49th Parallel Grocery/Lady'smith Location/ Storefront/Lady'smith, Exterior/Signage/Ad/ Pre-production Production Setup</p>	<p>THIS PROOF MUST BE SIGNED BY THE CLIENT & DROPPED OFF AT OUR OFFICE OR SCANNED & SENT ELECTRONICALLY IN ORDER FOR US TO PROCESS YOUR ORDER. This proof should be reviewed carefully by the client to ensure all specifications, placement, design, and overall requirements are within the agreed scope of work and terms. All new design work undertaken by Urban Sign Inc. in connection with this project is copyright of Urban Sign Inc. I hereby release Urban Sign Inc. from all financial and other responsibility for any changes in colour, shape, size of content of the work listed in this document, including typographical error, since this proof has been reviewed and approved by the client. Cost increases may increase significantly as a result of changes and scope of work listed above. Urban Sign Inc. does not design and production setup at an hourly rate of \$95.00/hour. A base setup fee of \$50.00 applies to all projects regardless of scope and size of project. Additional production setup charges are included on this proof in addition to that setup. All revisions, no matter scope, are billed in minimum increments of 1 hour. All proofs are for illustrative purposes only.</p> <p>DESIGNER: MR. _____ CUSTOMER APPROVAL: _____ PLEASE SIGN HERE</p> <p>LANDLORD APPROVAL: _____ Without your approval we cannot proceed with manufacturing your design.</p>
<p>DESIGN • PRINT • FABRICATE • INSTALL</p>	<p>ILLUMINATED SIGNS • DIMENSIONAL SIGNS • VEHICLE WRAPS & GRAPHICS • LARGE FORMAT PRINTING • BANNERS • SANDWICH BOARDS • WINDOW GRAPHICS BANNER STANDS • SANDBLASTED CEDAR SIGNS • FLOOR GRAPHICS • POSTERS • DISPLAYS • CONSULTATION • PERMITS • INSTALLATION • MAINTENANCE</p>	



49th Parallel **GROCERY**

"The 49th is truly your friendliest community grocery store with the variety you need from the family who cares. At the 49th, we offer each and every customer fresh, top quality products, and unparalleled service in a safe, clean shopping environment."

49th Parallel Grocery Sign project

1. Pylon Sign

History

The pylon (or the North Pole) as it now stands was erected in 1990 right after construction of the new grocery store and liquor store was completed. Unfortunately the project was never completed as the sign company literally ran off with the money. A couple renderings of the proposed sign from that era have been included for your reference.

Ongoing development

Flash ahead 24 years to see – the property has changed significantly. The changes include: new loading zones (a project predicated by construction of the roundabout and requirements to have our delivery trucks off of 1st Avenue); expanded warehouse; new Symonds street entrance and throughway; expanded parking; new standalone flower shop; complete façade improvement including faux windows and peaks; expanded front entry; new 2-storey café; expanded deli and bakery; new liquor depot outlet (after a departure of the government facility) and more.

Current situation

Our property desperately needs signage as a way to attract and direct customers to the square. This has not been accomplished in the past due to cost and resources. After a successful signage project at our new Chemainus location with Urban Signs from Victoria, they developed the attached plans for our Ladysmith location. Urban Signs recognized our lack of signage and have been able to come up with an affordable and attractive solution that will also create some community benefits as well.

Key signage features:

- Backlit with LED lights. This is both environmentally friendly and cost efficient at the same time.
- wood frame and matching peak – softening the look of the sign and matching the tower features of the building
- interchangeable sign panels for future use, development
- a "Welcome to Ladysmith" message
- Read-o-graph which will be used to highlight special events (eg. Light Up, Customer appreciation days, Ladysmith Days, etc)
- Visibility for small tenants (primarily the liquor depot but also the café and flower shop) who often go unnoticed. Current liquor depot signage is

Schedule B: Letter from Applicant (page 1)
Development Variance Permit 3090-14-05
49th Parallel Grocery (Applicant: Har-Way Holdings)
1020 First Avenue
December 18, 2014

extremely inadequate and generally blocked by trees, bus stop and banners combined. Competing against a government-run outlet with highway signage is not easy.

- Can use existing sign pole to keep costs in-line.
- Electrical requirements have been designed to a minimum.
- Similar to other grocery stores in our trade area.

We are requesting a variance in both the type and size of the sign.

The type of sign (backlit) as proposed is best for a lot of reasons, namely cost, maintenance and environmental footprint. This type of sign is used just across the street at Save-On Gas and Tim Horton's as well as one block south at the Big-O Tire. However, this sign will be lit with LED lighting – the most common form of lighting in the present market.

Our business does not face Downtown, but rather away from Downtown towards the roundabout and highway.

The size of sign is required due to the number of businesses involved and the desire to add community welcome and read-o-graph improvements. We also want to be able to add future panels if more business are added to the corner.

2. Canopy sign

A canopy sign was included in our building expansion development permit in 2009 however this sign was never produced – again as a result of budget. A new canopy sign has been designed by Urban Signs for the grocery store. Important features of this sign are as follows:

- Halo-lighting – least aggressive form of lighting
- LED's which again are both cost effective and energy efficient
- Branding of our logo – globe and lettering must have white background
- Visible, easy to read during the day and night
- Size has been reduced so that lighting, wood canopy ceiling features will remain in view.
- All electrical runs, requirements are already in place
- Very similar to other grocery stores in our trade area.

This sign, we believe, meets all bylaw guidelines.

Any technical questions can be directed to:

Jeff Furneaux

Owner | Urban Sign Inc.
798 Fairview Rd, Unit - 5
Tel: 250.708.0220
sales@urbansigns.ca

Schedule B: Letter from Applicant (page 2)
Development Variance Permit 3090-14-05
49th Parallel Grocery (Applicant: Har-Way Holdings)
1020 First Avenue
December 18, 2014



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: February 10, 2015
File No: 3360-13-02

Re: **Official Community Plan (OCP) and Rezoning Application – JR Homes Ltd.**
Subject Property: Portion of Lot A, District Lot 146, Oyster District, Plan VIP78848, Except Part in Plan VIP81319

RECOMMENDATIONS:

1. That Council direct staff to prepare bylaws in relation to Lot A, District Lot 146, Oyster District, Plan VIP78848, Except Part in Plan VIP81319 as follows:
 - a) amend the Official Community Plan to designate a 522m² area from 'Parks and Open Space' to 'Single Family Residential'; and
 - b) amend the Zoning Bylaw to zone a 522m² area from P-3 to 'Single Dwelling Residential – Small Lot A' (R-1-A) and a 521m² area from P-3 to 'Parks and Recreational' (P-2).
2. That Council requires the following land use matters to be completed by the applicant in relation to application 3360-13-02, prior to, if and when, Council gives final reading to the rezoning amending bylaw:
 - a) A registrable subdivision plan acceptable to the Approving Officer for the dedication of the public roadway, to the western boundary of the subject property, to complete the public road dedication for Giovando Way, and creation of the park land and the proposed R-1-A zoned parcel to be registered if, and when, Council adopts the rezoning amending bylaw;
 - b) Preparation of a 'no build' covenant to the satisfaction of the Approving Officer to be registered on the R-1-A zoned parcel upon its creation, such that no building permit may be issued until the Giovando Way dedication is fully constructed;
 - c) A letter of undertaking by the applicant's solicitor to register the 'no build' covenant concurrently with the subdivision registration.
 - d) An engagement letter with the R.P. Bio. who prepared the RAR report for completion of the enhancement of the 28m² streamside protection area (SPEA) with the recommended native species planting plan (as required in Bonar RAR Report dated July 17, 2013), to the satisfaction of the Director of Development Services, with sign-off of completion to be provided by the R.P. Bio. prior to if, and when, Council adopts the rezoning amending bylaw.
3. That Council accept the following Community Amenity Contribution offered by the applicant for rezoning application 3360-13-02, to be provided prior to, if and when, Council gives final reading to the rezoning amending bylaw:
 - a) Dedication of a 549m² area to the Town for parkland;
 - b) Provision of (i) a park site plan, (ii) a park construction agreement, and (iii) a bond for park construction to the satisfaction of the Director of Parks, Recreation, and Culture. The park site plan shall contain the following:

- A CSA certified playground that is for the 3-5 years age group from an approved equipment supplier. The playing surface may not be sand or pea gravel and would need to meet CSA standards.
- One bench or picnic table on concrete pad.
- One refuse container.
- Perimeter fencing around the entire site (may be black vinyl wrapped chain-link fence), with appropriate entrance area.
- Seeded grass with irrigation installed.
- Concrete path from road or sidewalk to playground to ensure accessibility.
- Two trees and a landscape buffer between playground and neighbouring residents.

PURPOSE:

The purpose of this staff report is to seek direction from Council to prepare bylaws to amend the Official Community Plan and Zoning Bylaw to permit single family use on part of the subject property that is currently designated and zoned for park use; and to seek direction regarding land use matters and voluntary amenities.

INTRODUCTION/BACKGROUND:

As background, the land that is the subject of this application is 1071m² (11,528ft²) in area, and is part of a larger parcel of land located on Giovando Way and Cook Street. The applicant originally proposed to rezone the 1071m² area to permit two single family lots which was previously presented to Council. Since that time the applicant has requested to amend the proposal to rezone a 522m² area to permit one single family lot, and is proposing to donate the remaining 549m² area to the Town as parkland with a playground contribution.

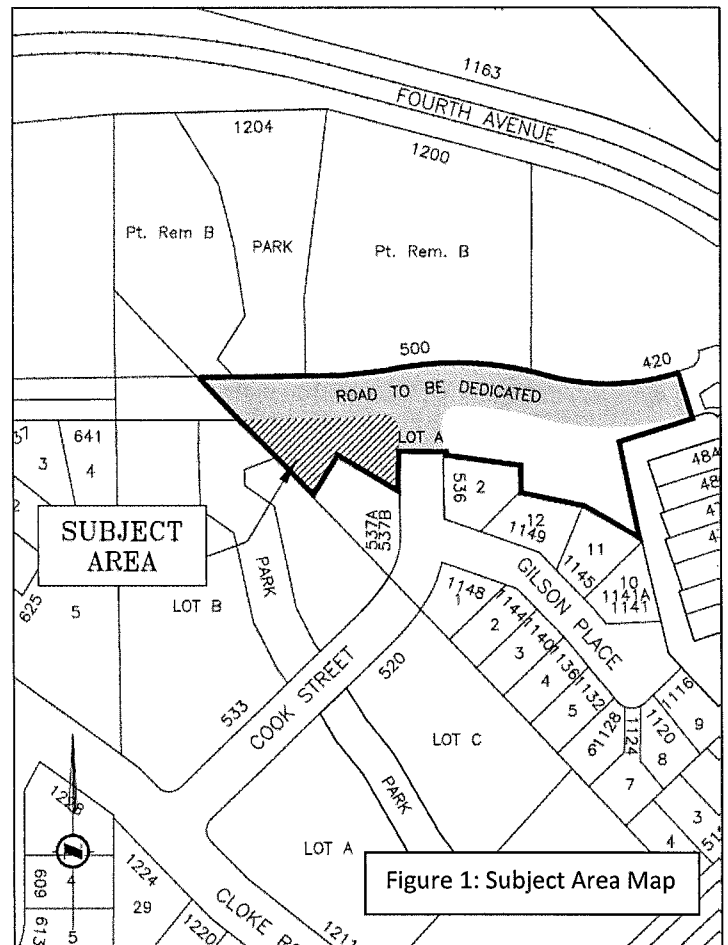


Figure 1: Subject Area Map

This original rezoning application was presented to Council on June 3, 2013 and the following motion was passed:

It was moved, seconded and carried that that Council has considered s. 879 of the Local Government Act (consultation during OCP development) and determines that for Official Community Plan amendment application 3360-13-02 (Cook Street) the following consultation is to be undertaken:

- Staff referral to the Advisory Planning Commission for review and comment once technical reports have been received;
- Referral to the Stz'uminus First Nation;

- Applicant to host a neighbourhood information meeting as required by the Development Procedures Bylaw.

The APC meeting has been held and the revised application responds to the APC recommendation. The Stz'uminus First Nation referral is complete and they have no objections to the proposal. The applicant is still required to hold a neighbourhood information meeting presenting the revised rezoning proposal.

SCOPE OF WORK:

The current stage of this rezoning application is to seek direction from Council to prepare amending bylaws and address land use matters and voluntary contributions for the development proposal.

Proposed Amendment to the Official Community Plan

The 'subject area' is currently designated as 'Parks and Open Spaces' in the Official Community Plan (OCP). The applicant is proposing to designate a 522m² portion of the area to 'Single Family Residential'.

The OCP applies Development Permit Area 6 – Riparian (DPA6) to the land. The purpose of DPA 6 is to protect streams and other sources of water and their riparian areas. The applicant retained a qualified environmental professional (QEP) for the purpose of preparing a riparian assessment report. The assessment report identified a 28m² streamside protection and enhancement area (SPEA) that cannot be disturbed. It is recommended that this area retain the 'Natural Park P-3' zoning and be enhanced with the recommended native species planting plan.

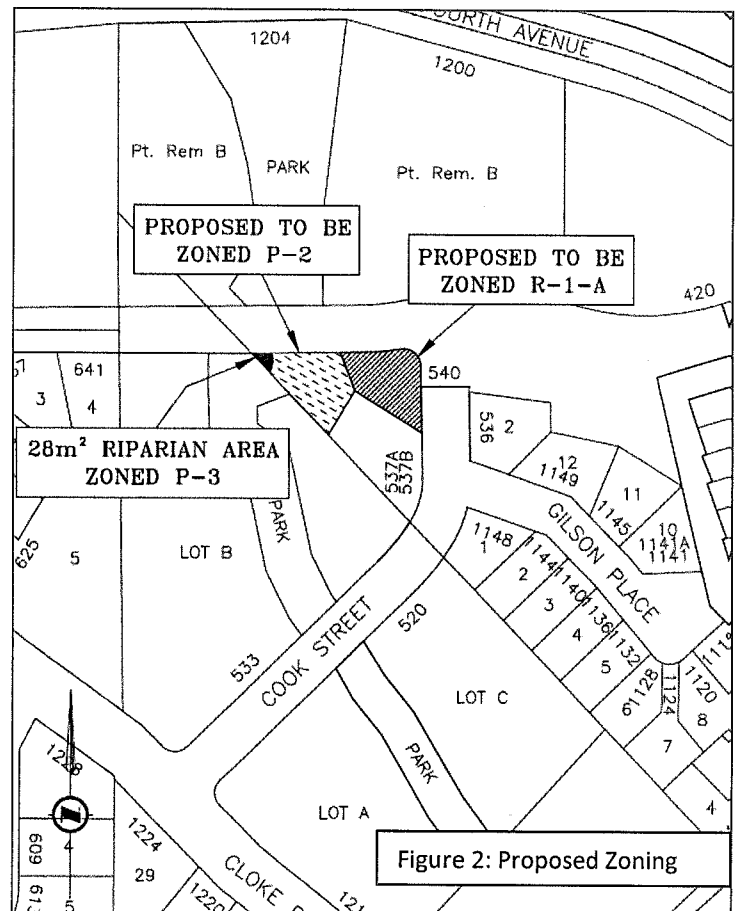


Figure 2: Proposed Zoning

Proposed Amendments to the Zoning Bylaw

The subject area is currently zoned 'Natural Park (P-3)'. The applicant is proposing that a 522m² portion be zoned to 'Single Dwelling Residential – Small Lot A (R-1-A)' to permit one single family lot. The minimum lot size in the R-1-A zone is 460m². Also, it is proposed that a 521m² portion be zoned to Parks and Recreational (P-2) and a 28m² SPEA area remain zoned Natural Park (P-3) as shown in Figure 2: Proposed Zoning.

Table 1: Summary of Current and Proposed Land Use Policy and Regulations

	<i>Current</i>	<i>Proposed</i>
OCP	Parks and Open Spaces	Parks and Open Spaces Residential
DPA	Riparian Development Permit Area	Riparian Development Permit Area
Zoning	Natural Park (P-3)	Natural Park (P-3) Parks and Recreational (P-2) Single Dwelling Residential – Small Lot A (R-1-A)
Density	0 residential units	1 residential unit

Land Use Matters

The ‘Rocky Creek Land Use and Transportation Review’ completed in 1997 provides land use and transportation recommendations for this neighbourhood. The plan indicates that a public road be dedicated and constructed through the subject property. Thus a land use matter related to the rezoning proposal is the need to dedicate public roadway to complete the road dedication for Giovando Way. Staff recommends that establishing a requirement for the preparation and registration of a subdivision plan and ‘no build’ covenant for the proposed new lot is a means to address this matter. A second land use matter that would be addressed by the requirement to subdivide at this time is the avoidance of further split-zoning of the subject property. The July 2013 RAR report addresses replanting a disturbed area within the SPEA and this is recommended to be completed.

Voluntary Amenity Contribution

The ‘Rocky Creek Land Use and Transportation Review’ also identifies the ‘subject area’ as having the potential for a small central park. The applicant is offering to dedicate a 549m² area to the Town for parkland and is proposing to install a playground in the park. A general concept has been provided and staff will work with the applicant to ensure that Town standards are met for park amenities including: playground equipment, signage, on-site facilities, hard and soft landscaping, and SPEA remediation. A park construction agreement and bonding would be required for the park amenities. This contribution has been reviewed pursuant to the Community Amenity Contribution Policy.

It is recommended to direct staff to prepare bylaws to amend the OCP and Zoning Bylaw and to work with the applicant / land owner towards these agreements as directed by Council.

ALTERNATIVES:

That Council not support the OCP amendment and rezoning proposal.

FINANCIAL IMPLICATIONS:

The annual maintenance fee for the proposed park would be approximately \$2000 per year. Also, depending on the lifespan of the playground and park equipment the capital replacement costs would also impact a future budget.

LEGAL IMPLICATIONS:

A public hearing will be required to be held following consideration of first and second reading of the amending bylaws.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The applicant will be required to hold a neighbourhood information meeting.

At its meeting on August 27, 2013 the Advisory Planning Commission passed the following motion based on the original application proposal:

The Advisory Planning Commission recommends that proposed lots 5 and 6 be removed from the park designation and park zone to permit residential use on the condition that an area for a children's playground of a standard size be secured in the immediate neighbourhood of the subject property; and that a suitable amenity be secured for parkland development such as a multi-use path, playground or both.

The applicant has revised the application proposal in consideration of the recommendation from the APC by offering proposed lot 5 to the Town for parkland.

The proposal was also presented to the Parks Recreation and Culture Commission on June 19, 2013 and they are supportive of a park being developed in the neighbourhood to serve the new residents in the area.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Recommendations for the proposed park were provided by the Director of Parks, Recreation, and Culture. Recommendations regarding road dedication and construction were provided by the Director of Infrastructure Services. The Approving Officer provided subdivision related recommendations.

A geotechnical report was provided, as recommended by the Building Inspector, due to the fill placed on the land. The report concludes that the land is safe for single family residential use. The report provides recommendations for site drainage and for ensuring a suitable base for buildings.

RESOURCE IMPLICATIONS:

Processing OCP amendment and rezoning applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a Sustainable Development Checklist. The proposal is consistent with the Visioning Report in the following ways:

- Parkland is provided and a riparian area is protected.
- The development increases density in an existing residential neighbourhood.
- The development is within the Town's urban containment boundary.

Staff will work with the applicant to satisfy the following objectives from the Sustainable Development Checklist:

- Full road dedication for Giovando Way can allow public transit, pedestrians, bikes and vehicles to move efficiently through the neighbourhood.

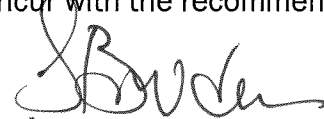
ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

It is recommended to direct staff to prepare bylaws to amend the OCP and Zoning Bylaw and to work with the land owner towards agreements as directed by Council.

I concur with the recommendation.



RM Ruth Malli, City Manager

ATTACHMENTS:

None

TOWN OF LADYSMITH

BYLAW NO. 1872

A bylaw to amend “Ladysmith Fees and Charges Bylaw 2008, No. 1644”

The Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Delete Schedule “1” of “Ladysmith Fees and Charges Bylaw 2008, No. 1644” and replace it with the following Schedule “1”:

SCHEDULE “1”

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Item:	Fee
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$25.00
Holland Creek Area Plan	\$10.00
South Ladysmith Area Plan	\$10.00
Official Community Plan (including Schedule A.1 – DPAs)	\$35.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$2,500.00
Zoning Bylaw	\$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size)	\$15.00
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes	10% of refund amount up to \$25
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	\$450.00
Property tax notice – copy of current year original	\$10.00
Subdivision trees	\$750 per Tree
Application Fees:	
Official Community Plan Amendment	\$2,000.00 + Advertising and delivery costs
Zoning Bylaw Amendment	\$2,000.00 + Advertising and delivery costs
Combined OCP/Zoning Bylaw Amendment	\$3,000 + advertising and delivery costs

Subdivision - PLA	\$500.00 + \$250.00 per lot
Subdivision – Approval, Extension, Form P	\$500.00
Development Permit- Multi-Unit, Commercial, Downtown Industrial	\$1,000.00
Development Permit – High Street Intensive Residential	\$750.00
Development Permit – Riparian, Hazard Lands	\$250.00
Development Permit – Coach House Intensive Residential	\$250.00
Development Permit- Façade Improvement	\$100.00
Development Permit- Amendment	\$100.00
Development Variance Permit	\$750.00 + Delivery Costs
Board of Variance	\$750.00 + Delivery Costs
Temporary Use Permit	\$1,500.00 + Advertising and Delivery Costs
Strata Conversion	\$500.00 + \$250 per unit
Boundary Extension Proposal	\$2,000.00 + \$50.00 per hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review	\$250.00
Community Consultation	\$1,500 + Advertising Costs
ALR Application – Subdivision/Non-Farm Use	\$600.00 + ALR Fees
ALR Application - Exclusion	\$2,000.00 + ALR Fees
Film Permit	\$250.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00 per agency
Temporary Sign/Banner Deposit	\$10 + \$100 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Note: All fees are subject to applicable taxes	

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2015, No. 1872”.

READ A FIRST TIME on the _____ day of _____, 2015

READ A SECOND TIME on the _____ day of _____, 2015

READ A THIRD TIME on the _____ day of _____, 2015

ADOPTED on the _____ day of _____, 2015

Mayor (A. Stone)

Corporate Officer (S. Bowden)

January 28, 2015

Ladysmith Mayor and Council

RECEIVED

IAN 28 2015

TOWN OF LADYSMITH

This letter is in regards to the people with limited means (a politically correct way of saying "homeless") using our Frank Jameson Community Centre family facility to shower.

What is the difference between using the Ladysmith Resources Centre or the showers at the Ladysmith Maritime Society next to the machine shop? It's all accessible to the public is it not? The LRC and LMS are concerned with maintaining and monitoring the use of their showers. Who is going to maintain and monitor the facilities at the community centre, and at what cost?

Where are these people currently living, how many are there and where are they coming from? How do you define "limited means" and who will be determining that?

Unfortunately, quite often (not always) there is mental health and addictions associated with people that have limited means (homelessness). Due to the lack of personal hygiene, they could possibly be carrying infections as well as other conditions that are associated with living on the streets or in tents set up in the bush. And what about people with addictions?

I would really like to know who determines the purpose: "To facilitate access for citizens of the Ladysmith community without other means of access to showers and other amenities for personal hygiene, thereby enhancing their opportunities for better personal health."

That statement indicates to me that those citizens are "homeless." I would also like to know who is going to supply / provide the "other amenities" such as clean towels, soap and shampoo for their personal hygiene. Who will provide clean clothing?

"Other amenities...does that mean these people will also have access to the swimming pool, hot tub and sauna. If not, who is going to monitor that?

I feel this is not a viable situation for our community and would ask that you seriously take some concerns into consideration.

First of all, one of the questions that comes to mind is: Why would council not even consider approaching VIHA? There are washrooms that are not being used in the "old hospital" area at the Community Health Care Centre. If these people with limited means are dealing with mental health and addiction issues, there are medical professionals there that should be made available to them for counselling. This should be provided by VIHA.

If these people are infact living with "limited means" (homeless) how are they going to pay? What time of day will they use the facility? Who is paying for the custodians to monitor, clean and disinfect the showers so they are safe for facility users with families? Do you not think that this could create a huge health issue?

Why should the Ladysmith tax payers subsidize the admission fees? I most certainly would like you to ask the taxpayers and families how they feel about this bad idea. Would they be comfortable using the showers with their young children? If not, has the town considered the loss of revenue that could occur if usage dropped?

If these people are homeless, why are they not directed or taken to actual homeless shelters that are offered in Nanaimo and Duncan? I personally don't think that our town with its limited tax base, should be put in a position of having to provide shelter etc for these limited means people. Maybe it's time for the smaller communities and advocates to start lobbying the provincial and federal governments to assist with aid for these people that live with "limited means."

As a member of this community, I am not prepared to bring in the these people with "limited means" (homeless) and allow them to use this family oriented community centre. I know that sounds heartless but that's what the provided shelters in larger cities are for.

I would like to see Ladysmith council re-consider permitting the use of the community centre showers and persue other avenues before it goes to a vote!

Sincerely,



Tracy Paterson

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

2015 AGM & CONVENTION Courtenay, BC
April 10-12, 2015



The City of Courtenay is this year's host community. Courtenay successfully hosted AVICC Conventions in 1995 and 2005. This year local planners have been working diligently to provide delegates, sponsors and exhibitors with yet another memorable mid-island Convention experience.

In 2015, the City of Courtenay will be celebrating its centennial year with Homecoming Week set for June 26-July 5 and a series of signature events planned throughout the year highlighting the past, celebrating the present and inspiring the community's future with AVICC Life Member Ron Webber chairing the Centennial Celebration Planning Committee.

The AGM & Convention will be held in the Florence Filberg Centre with receptions being held in the historic Native Sons Hall and the Courtney and District Museum & Palaeontology Centre.



Keynote Speaker

Tonia S. Winchester
Deputy Campaign Director
Washington State Initiative 502

Marijuana legalization is an important topic facing Vancouver Island and its surrounding communities. With Washington state just across the border implementing a state-wide recreational marijuana system and the launch of the MMPR, Canada's nationwide medical marijuana mail-to-order program, the issue is even more pressing. What are the challenges of implementing full legalization, and how should communities start addressing the topic? What worked in Washington State, and how does

the current system in Canada actually operate? Tonia will provide an overview of the Washington state campaign, the current MMPR model, and will answer your questions about what your community needs to be thinking about as you approach the Canadian federal elections this year.

Tonia is a former Seattle Prosecutor who worked as Deputy Campaign Director, Washington State Initiative 502 that successfully legalized marijuana in Washington State by a 56-44 margin in November of 2012. Her role included forging alliances and getting endorsements from many groups traditionally seen as hostile to marijuana reform, as well as speaking across the state advocating for a new approach to Washington State's marijuana laws.

Most recently Tonia led the initial operational team that established and managed the Tilray medical marijuana production facility in Nanaimo, British Columbia - one of the largest medical marijuana production facilities in all of Canada. Tonia continues to speak across both the US and Canada advocating for the responsible and regulated legalization of cannabis, as well as working to help ethical and progressive businesses get established within the cannabis industry.

Tonia received her B.A. from the University of Washington and graduated cum laude from Seattle University School of Law.

2015 PROGRAM IN BRIEF

FRIDAY, APRIL 10, 2015

- 8:45 am Pre-Conference Study Tour
- 1:45 pm Official Opening, Keynote Address, Provincial Representative Address, Presentation
- 5:30 pm Welcome Reception

SATURDAY, APRIL 11, 2015

- 7:30 am Networking or Working Breakfast Presentation
- 8:00 am Elections for Table Officers
- 8:30 am UBCM President's Address and Resolutions
- Noon Delegates Luncheon
- 1:30 pm Concurrent Workshop Sessions
- 2:30 pm Elections for Director at Large
- 6:15 pm Reception
- 7:30 pm Dinner & Entertainment

SUNDAY, APRIL 12, 2015

- 7:30 am Networking Hot Breakfast
- 8:30 am Resolutions & Late Resolutions, Elections for EA Representative, Address by the Leader of the Opposition, Closing Session, Installation of New Executive & Grand Prize Award
- 12 noon Adjournment

2015 AVICC
AGM & CONVENTION

FRIDAY MORNING
PRE-CONFERENCE PROGRAM

Courtenay, BC
April 10-12, 2015

Building Cultural Bridges: Reconciliation in Action

8:30 am – Noon, Friday, April 10, 2015

Cost: \$35



Facilitated by naas?aluk (John Rampanen). John's heritage stems from the Ahousesht First Nation in traditional Nuuchah-nulth territory. Through his collection of historical accounts, language and cultural practices across Vancouver Island he has developed an experiential workshop that provides an in-depth and intrinsic approach that explores the rich and diverse cultures, values and beliefs of the First Peoples of this island.

This is a half-day exploration of the history, current status and opportunities for local First Nations. In addition, this workshop will provide an opportunity for participants to explore, design and initiate meaningful cross-cultural dialogue and identify key common ground issues, opportunities for collaboration and respectful relationship building practices.

This workshop is ideal for delegates whose local governments or organizations are working alongside First Nations and/or are interested in enhancing relations and nurturing opportunities and potential within cross-cultural collaborations and decision-making.

Study Tour of the North Island Hospitals Project and the Vancouver Island Visitor Centre

8:30-11:30 am, Friday, April 10, 2015

Cost: \$15



The \$606.2M **North Island Hospitals Project (NIHP)** is the largest project that Island Health (VIHA) has undertaken to date. This Public-Private Partnership approach will provide new and expanded infrastructure that will ensure enhanced quality and safety, greater efficiency, flexibility, adaptability, and maximum recruitment and retention potential for Island Health. The NIHP Project is responsible for the building of a new \$331.7 million, 153-bed Comox Valley Hospital and a new \$274.5 million, 95-bed Campbell River Hospital, both slated for completion in late 2017.

Along with major innovations in building design and technology, the project is also unique in the efforts placed on community consultation and information sharing through quarterly community information sessions, the formation of a Public-Patient Advisory Committee, an Aboriginal Working Group, and design team consultation with clinical user groups. NIHP has been recognized by the Canadian Council for Public-Private Partnerships for innovation and excellence in public-private partnerships receiving the Silver Award for Infrastructure Sustainability. Nearly 90% of the total employment on both sites to date is from Vancouver Island.

Chief Project Officer Tom Sparrow will provide delegates with personal insight and lessons learned showcasing some of the unique demands placed on the municipalities and outline the processes to assist municipal leaders and staff with regards to effectively managing those demands when large infrastructure projects of this scope and magnitude are introduced into their communities. The delegates will be able to watch construction taking place at the Comox Valley Hospital site from the safety of their tour bus and see/speak directly with clinical and technical project team representatives about key clinical rooms that are in the final stages of design.

Since opening in 2011, the **Vancouver Island Visitor Centre** in the Comox Valley has been welcoming locals and visitors alike. Delegates will tour the award-winning facility and exhibits.

See www.avicc.ca for an expanded program description.



2015 AVICC AGM & CONVENTION

Courtenay, BC
April 10-12, 2015

CONVENTION PROGRAM



The Program Format

Based on a successful tradition, the 2015 program will integrate the regular business of the annual general meeting, debate on resolutions and holding of elections with a variety of presentations and workshops on topical issues, addresses by key political speakers and opportunities for networking.

A draft of the detailed program is expected to be available by mid-February on AVICC.ca. In order to accommodate emergent issues the program does not become final until just prior to the AGM & Convention.

Some program highlights that have been confirmed include:

Why Municipal Support is Necessary: Building Strong Communities Through Affordable Housing

With greater proportions of our population living in core housing need (221,470 of British Columbia households in Core Housing Need in 2006 and 23% of all British Columbia households are paying more than 50% of their income on rent in 2014), compounded by limited funds and shrinking federal government support for housing, non-profit organizations are experiencing increased pressure to service our vulnerable sector with inadequate support. This session is a push for action by local governments to positively utilize their planning power to advance affordable housing initiatives. This session will provide an overview of why effective collaboration between municipal governments and non-profits is necessary, and will highlight specific ways municipal governments can support non-profits in developing affordable housing.

Presenters: *Kevin Albers, CEO and Kaela Schramm, Director of Projects and Planning, M'akola Development Services*

Wastewater Treatment/Resource Recovery Advances

An advanced wastewater treatment facility, Sechelt's Water Resource Centre (WRC) is designed to process wastewater into dewatered biosolids suitable for composting and high quality effluent water suitable for a wide range of reuses. State of the art technology and innovation in design reduce both pollutant discharge and operating costs. With noise and odour minimization, a compact footprint and appealing design, the WRC is integrated into a park space that complements the adjacent nature reserve and residential community. Removal of hormones and pharmaceuticals from effluent water using biochar made from the biosolids is slated to be tested at the WRC in 2015.

Presenter: *Paul Nash, Project Coordinator, Sechelt Water Resource Centre*

Planning for Island-wide Intermodal Transportation

Whether the focus is rapid transit in Greater Victoria, container shipping in Nanaimo, LNG in Port Alberni, passenger/cargo rail, export capacity, BC Ferry schedules, new road proposals, airport expansions, public transit efficiencies, foot passenger ferries, peak session shipping capacity, or barging solid waste, it is time for a comprehensive intermodal transportation plan to turn what is widely viewed as an 'Island liability' into an economic advantage. Our panel of experts will engage your ideas as we work toward a prioritized plan to improve connectiveness, efficiency and accessibility.

RESOLUTIONS

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions received prior to the **February 23, 2015** deadline will be processed and included in the Annual Report and Resolutions book that will be mailed to members in late-March. See www.AVICC.ca for more information.

Late Resolutions:

Resolutions received after the deadline are considered "late" but will be accepted by the Executive Coordinator up until noon, **Wednesday, April 8, 2015.**

Members are reminded that, to be admitted for debate, a late resolution must be deemed to be of an urgent or emergency nature and should address an issue that has arisen after the February 23 deadline date.

The Resolutions Committee will review all late resolutions and prepare a report to the Convention including a recommendation as to whether the resolution meets the criteria and should be admitted for debate.

Reminder

*Resolutions and Nominations
Deadline
February 23, 2015*

See www.AVICC.ca for submission requirements and nomination forms.



2015 AVICC AGM & CONVENTION

Courtenay, BC
April 10-12, 2015

CONVENTION PROGRAM

Open Space Workshop

Open Space is an interactive opportunity for conference participants to seize control of the agenda and talk about the topics that matter to you - so come armed with ideas, questions, and an open mind, and follow the law of two feet: If you find yourself in a situation where you are not contributing or learning, move somewhere where you can."

Facilitator: AVICC Director and Port Hardy Councillor Jessie Hemphill

Other sessions under development include:

- Future of Coastal Ferry Services
- Converting Waste to Energy Information Session
- UBCM Resolutions Process

Political Speakers

Invitations have been extended to Premier Christy Clark; Leader of the Official Opposition Mr. John Horgan; Community, Sport and Cultural Development Minister Coralee Oakes and UBCM President, Burnaby Councillor Sav Dhaliwal.

Working Breakfast Session

Regulation of Forest Management Activities on Private Managed Forest Land

The Managed Forest Council will discuss its role as the regulator of forest management practices on private managed forest land. The session will provide delegates with specific knowledge on the Managed Forest Program, its provincial mandate and the effectiveness of its professional reliance model in protecting five key resource areas on private managed forest land. The presentation is designed to answer questions elected officials may have around Council regulatory standards and how an owner's performance around these standards are evaluated through its ongoing inspection and investigation program.

Presenter: Rod Davis, Chair, Managed Forest Council

ELECTIONS

The membership elects directors during the AGM & Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to AVICC between Conventions.

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

To be included in *The Report on Nominations*, nominations must be received by February 23, 2015.

For further information on the elections process or to submit a nomination, please contact:

Past President Joe Stanhope
Chair, 2015 Nominating Committee
c/o AVICC, 525 Government Street
Victoria, BC V8V 0A8
Fax: 250-356-5119
EM: iheskethboles@ubcm.ca
or visit our website at www.AVICC.ca



2015 AVICC AGM & CONVENTION

NETWORKING AND SOCIAL ACTIVITIES

Courtenay, BC
April 10-12, 2015

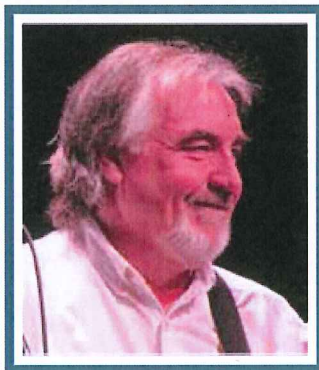
Providing delegates with the opportunity to connect with colleagues and develop new relationships are key program objectives. In addition to breakfasts both Saturday and Sunday morning, morning and afternoon refreshment breaks and Saturday's Delegates Lunch, two networking and social highlights of the 2015 AGM & Convention will be the Friday evening Welcome Reception and the Saturday evening Annual Banquet.

2015 Welcome Reception

The Welcome Reception will be held from 5:30-7:30 pm Friday evening in the historic Native Sons Hall, the largest free span log building in Canada. Built in 1928 as Courtenay's original recreation centre, it was renovated in 2010. The annual Mini Marketplace and Tradeshow will be open for delegates to peruse while enjoying delectable hors d'oeuvres and beverages served by Tria Fine Catering.

Annual Banquet

The pre-banquet reception will be held in the Courtney and District Museum & Palaeontology Centre, a short distance from the Florence Filberg Centre. The banquet itself will be in the main Conference Hall of the Filberg Centre and will feature a thoughtful menu created and prepared by Tria Fine Catering with seasonal ingredients and sourced from local growers and producers.



John Reynolds

Executive is delighted that singer, songwriter and comedian John Reynolds will be singing and storytelling for delegates at the 2015 Convention Annual Banquet. Reynolds was born in Belfast Northern Ireland and worked with the Irish Rovers for over 20 years. He has been nominated for two Canadian Academy of Recording Arts Awards and is a producer and performer of many radio jingles. He has numerous appearances on radio and television including on CTV's The Rita McNeil Show and Madly Off In All Directions, and on two PBS specials.

Also performing is 16 year old Keisja Cox, an accomplished singer/songwriter from the Comox Valley. Keisja is a passionate anti bullying advocate and a thought provoking motivational speaker on youth supporting youth.



Keisja Cox

Mini Marketplace/Tradeshow

As in past years, AVICC will host a small tradeshow. Many of our sponsors will be staffing information booths. The tradeshow will be open during the Friday evening Welcome Reception, the Saturday morning breakfast and in conjunction with the Saturday luncheon dessert and coffee time.

THANK YOU TO OUR 2015 SPONSORS

The AVICC AGM & Convention benefits from the significant contributions of our sponsors – some who have been sponsoring this event for many years.

FortisBC

Delegate Luncheon

BC Hydro

Delegate Gift

BC Lottery Corporation

Annual Banquet Entertainment

Vancouver Island University

Welcome Reception

Municipal Finance Authority

Gold Level General Sponsor

Municipal Insurance Association

Sunday Morning Hot Breakfast

BC Assessment

Silver Level General Sponsor

ICBC

Saturday Morning Breakfast

Island Health

Annual Banquet Reception

Association for Mineral Exploration BC/ Geoscience BC

Annual Banquet Wine Co-Sponsors

Western Forest Products

Bronze General Sponsor

Shaw Communications

Partner Programs

KPMG

Friday Afternoon Refreshment Break

Private Forest Landowners Association

Saturday Morning Refreshment Break

BC Ferries

Grand Prize Award

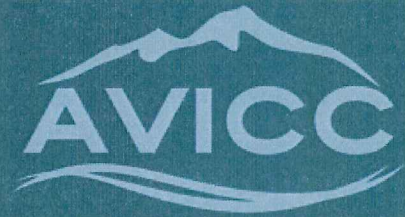
Lorena P.D. Staples Law Corporation

Parliamentary Services

Sponsors are thanked for their generosity. Delegates will look forward to various opportunities provided by the AGM & Convention to learn about your organization's new programs or services and plans for the future.

2015 AVICC
AGM & CONVENTION

Courtenay, BC
April 10-12, 2015



ACTIVITIES FOR PARTNERS

Partners and other guests are encouraged to accompany delegates. In addition to joining delegates for the Friday Welcome Reception and the Saturday Reception and Banquet, the City of Courtenay is offering two special tours for partners.

Historic Walking Tour of Cumberland Village

Friday, April 10 - 2:15 - 4:15 pm

Cost: \$25 per person

Once Canada's smallest and westernmost city, the Village of Cumberland has a rich history as a coal-mining town.

The Village Walking Tour offers a lively and engaging tour filled with facts, rumours, tragedies and tales from Cumberland's colourful history. From the great fires and the great strikes, to lavish garden parties, wartime injustices and small pox isolation houses, the Village Walking Tour gives a lively glimpse into the unique history and folklore of the Village. Ambassador Tours will transport participants from the Florence Filberg Centre to Cumberland, a short 13 minute drive from downtown Courtenay.

Comox Valley Wine Tour and Lunch

Saturday, April 11 - 10:30 am to 4:00 pm

Maximum Participants: 35

Cost: \$50 per person

Sit back, relax and let Ambassador Tours take care of all the details! They will take you on a leisurely visit to four of the Comox Valley's finest wineries in comfort and luxury:

- **Beaufort Winery** - Beaufort wines are carefully handcrafted to produce consistent, high quality, award winning wines from grapes grown on the Beaufort Estate and other BC family-owned vineyards. Participants will enjoy sampling their handcrafted wines while enjoying spectacular views of the Beaufort Mountains.
- **Blue Moon Winery** - Located on a quaint organic blueberry farm, Blue Moon crafts their wine from 100% BC organic fruit, picked at the peak of the harvest.
- **Coastal Black Estate Winery** - The award winning 800 acre estate fruit winery is a family farm, made up of four generations living and working together to produce product of the highest standard, whether it be wine, fresh market fruit, or raw honey.
- **40 Knots Winery** - The name is inspired by the wind and seaside atmosphere, complete with salty air, sea lions, eagles, and playful swallows. The unique windswept environment at 40 Knots results in a drier leaf canopy, which creates an ideal growing environment for vines when combined with plentiful sunshine and warm days.

Delegates must pre-register using the conference registration form. Tours will proceed rain or shine. Please bring an umbrella and raincoat if the weather is inclement.

OPTIONAL ACTIVITIES

The City of Courtenay and neighboring communities offer a host of activities including golfing, hiking, mountain biking, walking tours, fossil-hunting and exploring spectacular gardens.

See <http://www.discovercomoxvalley.com> for information on where to explore, eat, play and special offers. Delegates and their guests may want to consider coming early or staying on after the Convention to take advantage of the varied offerings.



2015 AVICC AGM & CONVENTION

Courtenay, BC
April 10-12, 2015

LOGISTICS

Accommodations

Three hotels have been identified as the main accommodation providers for Convention delegates. Visit www.avicc.ca for rates and booking information.

Conference Venues

Business Sessions: Florence Filberg Centre, 411 Anderton Avenue
Welcome Reception: Native Sons Hall, 360 Cliff Avenue
Saturday Annual Banquet Reception: Courtenay Museum, 207 Fourth Street
Saturday Annual Banquet: Florence Filberg Centre, 411 Anderton Avenue

Travelling to Courtenay

- From Nanaimo – 110 km, 1 hour, 15 minutes driving
- From Victoria – 220 km, 2 hours, 40 minutes driving

<http://www.drivebc.ca>

Parking

Ample parking is available between the Florence Filberg Centre and Native Sons Hall. The two facilities are across from one another. For those that like to walk, the Best Western Westerly Hotel and the Old House Village Hotel are about a 1 km walk following the scenic Courtenay Riverway to the Filberg Centre.

How To Register

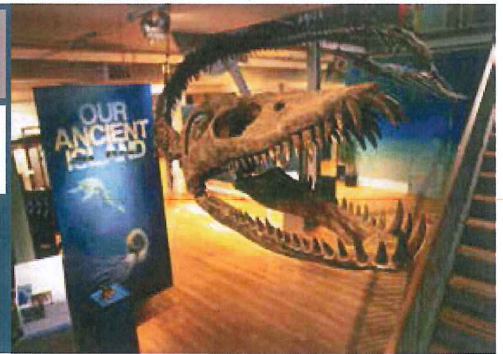
Registration forms are available on AVICC.ca or by emailing avicc@ubcm.ca. As in the past, there is an early bird and cancellation deadline of **Friday, March 20, 2015**.

	Early (By March 20)	Late (After March 21)
Delegate Fees Includes Welcome Reception	\$150	\$180
Non-Member Delegate Fees	\$180	\$216
Annual Banquet	\$47	\$56
Welcome Reception for Partners	\$29	\$35

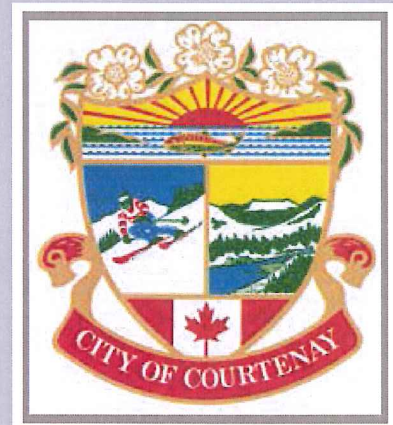
For More Information

The most current information will be posted on the www.AVICC.ca website. Please check back regularly for updates. For specific questions, please contact:

Iris Hesketh-Boles, AVICC Executive Coordinator
Email: iheskethboles@ubcm.ca
Telephone: 250-356-5122



HOST COMMUNITY



The host community for the 2015 AGM & Convention is the City of Courtenay. Mayor Larry Jangula and Council are thanked for their generous hospitality.

The local host planning committee includes Susan Karvalics, Legislative Services Executive Assistant; Randy Wiwchar, Director of Community Services; and John Ward, Corporate Administrator.

All local contributors are thanked for their contribution in making the 2015 AGM & Convention a terrific experience for all.



Community photos are courtesy of:
Boomer Jerritt and Sarah Kerr



2015 AGM & CONVENTION

April 10-12, 2015 Courtenay, BC

DELEGATE REGISTRATION FORM

IMPORTANT: If completing by hand, please print. For electronic completion, download the Word form document from www.AVICC.ca and use only the tab key (not the return key) to move through the fields and a mouse click to check the boxes. Thank you.

Delegate Surname: _____ First Name: _____
(to appear on nametag)

Partner/Guest Surname: _____ First Name: _____
(to appear on nametag)

Delegate Title: _____
(e.g. Mayor, Councillor, Chair, Director, CAO)

		For AVICC Use	
Municipality/RD/Ministry/Org:	_____	Cheque #:	_____
Hotel/Motel/B&B Where Delegate is Staying:	_____	Date:	_____
Delegate Email Address:	_____	Amount:	_____

Can we add the delegate's email address to the AVICC Newsletter Distribution List? Yes No

Support Staff Email Address: _____

Food Allergies/Intolerances: _____

Delegate
 Partner

REGISTRATION FEES

	Postmarked by March 20, 2015	Postmarked after March 21, 2015	Amount Enclosed
<input type="checkbox"/> AVICC Member (Voting and Non-voting) Delegate Business Sessions	\$150	\$180	_____
<input type="checkbox"/> Non-Member Delegate Business Sessions	\$180	\$216	_____
<input type="checkbox"/> Delegate Banquet (Saturday evening)	\$47	\$56	_____
<input type="checkbox"/> Delegate Welcome Reception (Friday evening)	\$29	\$35	_____
<input type="checkbox"/> Pre-Conf. Visitor Centre & Hospitals Project Study Tour (Friday AM)	\$15	\$18	_____
<input type="checkbox"/> Or Pre-Conf. Reconciliation in Action Workshop (Friday AM)	\$35	\$42	_____
<input type="checkbox"/> Saturday Working Breakfast: Private Managed Forest Land Session*	Incl.	Incl.	Incl.
<input type="checkbox"/> Or Saturday Networking Breakfast *	Incl.	Incl.	Incl.
<input type="checkbox"/> Sunday Networking Hot Breakfast*	Incl.	Incl.	Incl.

* **IMPORTANT:** Please check only one breakfast for Saturday morning. If not planning to attend any breakfasts, leave boxes unchecked.

Partner or Guest:

<input type="checkbox"/> Partner/Guest Welcome Reception (Friday evening)	\$29	\$35	_____
<input type="checkbox"/> Partner/Guest Banquet (Saturday evening)	\$47	\$56	_____
<input type="checkbox"/> Partner/Guest Historic Walking Tour of Cumberland Village (Friday PM)	\$25	\$30	_____
<input type="checkbox"/> Partner/Guest Comox Valley Wine Tour & Lunch (Saturday Full Day)	\$50	\$60	_____

Registration Fees Sub-total _____

Registration forms can be scanned and emailed to avicc@ubcm.ca or faxed to 250-356-5119 advising that a cheque will follow. For efficiency, members can opt to submit one payment for all their delegates' registrations.

Add 5% GST (82945 4362)

TOTAL FEES ENCLOSED

(Payment must accompany registration.)

CANCELLATION POLICY

Full Refund: Notice of cancellation received **by March 20, 2015**.
 Non-Refundable: Notice of cancellation received **after March 20, 2015**.
 Note: Please forward notifications by email to avicc@ubcm.ca even if fees are non-refundable. Any refunds owing will be processed after the AGM & Convention.

PLEASE RETURN FORM AND MAKE CHEQUE PAYABLE TO:

Association of Vancouver Island and Coastal Communities (AVICC)
 525 Government Street
 Victoria, BC V8V 0A8

For program, registration or other information please see www.AVICC.ca, or email avicc@ubcm.ca or call 250-356-5122.

COMMUNITY TREE PLANTING PROGRAM

APPLICATION

BC Hydro and the Tree Canada are seeking tree planting and maintenance partners from municipalities, electoral areas, regional districts, the Islands Trust, community and local resident groups, stewardship and conservation organizations and First Nations communities across British Columbia.

PROGRAM OBJECTIVES

- Enhance urban open space.
- Restore and reclaim lands to a green state.
- Beautify parks and outdoor recreation areas.
- Create habitat and support stewardship actions.
- Diversify and enhance urban forests

Projects are evaluated on the following criteria:

- Number of trees to be planted.
- Project profile, visibility and community support.
- Multiple benefits e.g. recreation, wildlife habitat, site beautification, education etc.
- Education opportunity to share information and environmental benefits of trees.
- Site plans, land dedication and implementation capability.
- Sustainability and ongoing maintenance of vegetation.
- Other funding and community partners involved.

Projects that benefit an individual, private organization or company are not eligible, nor are projects that will be used for commercial purposes.

FUNDING

The program is intended for small-scale community projects. Matching funds or services-in-kind by other partners will be a strong consideration in awarding funding. Funds are only to be used for the purchase of trees and other plant materials. No funding may be used for the purchase of invasive species or ash (*Fraxinus spp*) which is subject to Emerald Ash Borer.

PROJECT APPLICATION

Interested groups should complete the attached application form and send to:

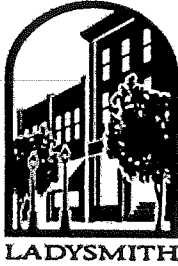
Christian Walli, R.P.F.

Tree Canada

520 Sharpe Street, New Westminster, BC V3M 4R2

Telephone: (604) 521-7771 Home: (604) 271- 1997 Fax: (604) 520-1968 Cell: (604) 816-7626

Email: cwalli@treecanada.ca



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: January 2, 2015
File No:

Re: Enrollment in UBCM Group Benefits Plan for Elected Officials

RECOMMENDATION(S):

That Council:

1. Determine whether three or more elected officials wish to enroll in the Union of British Columbia Municipalities Group Benefits Plan.
2. Determine whether the Town will contribute to the cost of group benefits premiums for elected officials and if so, to what level.
3. Direct staff to report back to Council regarding the estimated annual cost of group benefits premiums for elected officials to be included in the 2015-2019 Financial Plan.

PURPOSE:

To seek Council direction on including a benefits package provided by the Union of British Columbia Municipalities (UBCM) in the 2015-2019 Financial Plan.

INTRODUCTION/BACKGROUND:

UBCM offers a group insurance package, specifically for elected officials. Although it is offered through the same carrier as the Town's current provider (Pacific Blue Cross and BC Life), the package is slightly different from Town's current employee arrangements. This UCBM package provides for a basic plan that includes Extended Health Care and Dental.

The current cost for one elected official would be:

	<i>Monthly Premium - Single</i>	<i>Annual Premium - Single</i>	<i>Monthly Premium - Family</i>	<i>Annual Premium - Family</i>
Dental	\$ 46.48	\$ 557.76	\$ 120.59	\$ 1,447.08
Extended Health	37.89	454.68	85.25	1,023.00
Total	\$ 84.37	\$1,012.44	\$ 205.84	\$ 2,470.08

A minimum of three elected officials must sign up. Depending on the coverage and the number of elected officials participating, the annual cost will range from \$3,040 to \$17,300 for the available package:

	<i>Annual Premium - Single</i>	<i>Annual Premium - Family</i>
Minimum cost: Total for 3 elected officials	\$ 3,037.32	\$ 7,410.24
Maximum cost: Total for 7 elected officials	\$ 7,087.08	\$ 17,290.56

Enrollment into the Plan is for the full term in office. Additional packages are also available that include employee and family assistance plan, optional life insurance and optional accidental death and dismemberment coverage, though this is already covered under the Town's insurance. These additional costs are:

	Annual
Employee & Family Assistance	\$ 54.00
Optional Life Insurance	Depends of coverage, purchased in multiples of \$10k or \$25k

The deadline to enroll is March 31, 2015. Coverage information from the UCBM memo is attached.

Currently, elected officials are not part of the benefits package provided to the Town's employees.

SCOPE OF WORK:

Once direction has been provided, Staff will work with Council and UBCM to execute the arrangements.

ALTERNATIVES:

The following alternatives are available:

1. Elected officials source and pay for their own medical and dental coverage.
2. Elected officials choose medical and dental coverage at an annual cost between \$1,012 and \$2,470, with a minimum of 3 members enrolled, payable individually.
3. Elected officials choose medical and dental coverage at an annual cost between \$1,012 and \$2,470, with a minimum of 3 members enrolled, payable by the Town.
4. Elected officials choose a combination of medical, dental and optional coverages.
5. Request for Town's plan to be available for elected officials. This will be at a greater cost as elected official roles are voluntary resulting in lower premiums with the UBCM plan.

FINANCIAL IMPLICATIONS:

As noted in the report, there are a variety of financial implications depending on the levels of coverage and the decisions of Council. Property taxation will be the funding source.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Not applicable.

RESOURCE IMPLICATIONS:

Group benefits are administered under Human Resources and Payroll. No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy G – Supportive Corporate Governance.

SUMMARY:

The Town of Ladysmith currently does not offer a group benefits plan for elected officials. The Union of British Columbia Municipalities (UBCM) offers a Group Benefits Plan to elected officials for their four-year term, provided at least three elected officials sign on to the plan. The cost of this plan ranges from a minimum of \$3,040 to a maximum of \$17,300 annually depending on the number of Council members who sign up and the extent of coverage provided under the Plan. Staff are requesting direction as to whether the elected officials would like to enroll in this program and the extent of contribution by the Town to the premiums.

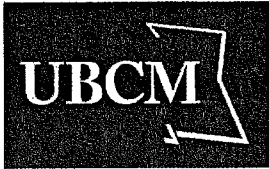
I concur with the recommendation.

Ruth Malli

Ruth Malli, City Manager

ATTACHMENTS:

UBCM Memo – November 3, 2014



MEMO
November 3, 2014

TO: Mayor/Chair and Council/Board
CC: Benefits Administrator

FROM: Anna-Maria Wijesinghe
Manager, Member and Association Services

RE: Group Insurance For Elected Officials

UBCM offers comprehensive group insurance coverage, which is available to all local governments in British Columbia and to elected officials.

BACKGROUND

Following previous local government elections, UBCM has offered group insurance benefits to elected officials. A number of our members have taken advantage of these benefits, which we are pleased to be able to extend again.

COVERAGE OFFERED TO ELECTED OFFICIALS

The following is information and procedures for enrollment in the UBCM Group Benefits Plan, which is offered by our current carrier, Pacific Blue Cross/ BC Life.

A) Available Benefits

Elected officials who meet the eligibility requirements may now participate in the following benefits:

- Extended Health Care
- Dental
- Employee and Family Assistance Plan (EFAP)
- Optional Life Insurance
- Optional Accidental Death and Dismemberment

B) Eligibility

There must be a minimum of three (3) elected official applicants in your local government to enroll. Applications made by local governments that **do not currently** have their staff benefit plans under the UBCM Group Benefits Plan may be reviewed.

C) Benefit Provisions & Costs**1. Extended Health and Dental**

For those local governments with existing staff contracts with us, the elected officials will be added as a **separate class to your existing contract/policy**.

You will need to fill out the attached group enrollment form so we can make the necessary amendments to your contract. The changes are needed to address the definition of employee and eligibility (hours of work), which are standard components of any group benefit contract (this change is needed as elected officials are not normally classified as "employees" nor do they work standard weekly hours).

If you provide benefits to your non-union staff through the UBCM Group Benefits Plan, you have the option to provide your elected officials with the **same** benefits or plan design that you provide to your non-union staff for Extended Health, EFAP and Dental (excluding Group Life, Dependent Life, Accidental Death and Dismemberment, Short Term and Long Term Disability, and Critical Illness). Under this approach, the existing group rates for the non-union staff plan would apply.

If you do not have staff benefits under the UBCM Group Benefits Plan, or you do not wish to provide the same level of benefits to Elected Officials, then you can choose a standard package. The standard package cost and benefit limits include:

- Extended Health:
 - ❖ 80% reimbursement of eligible expenses
 - ❖ Lifetime maximum of \$50,000
 - ❖ \$25.00 per year single or family deductible
 - ❖ Premium of \$37.89 per month for single coverage and \$85.25 per month for family coverage
- Dental:
 - ❖ 80% reimbursement of Plan A "Routine" expenses
 - ❖ 50% reimbursement of Plan B "Major Restorative" expenses
 - ❖ No annual maximum on Plan A or B
 - ❖ Premium of \$46.48 per month for single coverage and \$120.59 per month for family coverage
- Employee and Family Assistance Plan:
 - ❖ Premium of \$4.50 per month for single coverage and family coverage
 - ❖ Employee and Family Assistance plan, delivered through a partner, Shepell•fgi – Shepell•fgi's WorkLife Solutions & Well Being services provide telephone assessment, consultation, resources, support, advice and coaching on a full range of issues faced by individuals, parents, families, teens and young adults throughout their lives.
 - ❖ http://www.pac.bluecross.ca/pdf-bin/info/0601.01.012_EFAP.pdf

2. Optional Life Insurance

Optional Group Life may be purchased in multiples of \$10,000 or \$25,000. However, only one multiple can be chosen and will apply to everyone in the group purchasing the optional group life coverage. **A rate sheet is attached.**

3. Optional Accidental Death & Dismemberment (AD&D)

BC Life's Optional Accidental Death & Dismemberment provides added financial security should one be faced with accidental death, accidental dismemberment of part or all of a limb, or loss of sight, hearing or speech. This benefit would pay an additional amount equal to the Optional Group Life Insurance benefit in the event of death and fractions of the total benefit for other loss or dismemberment.

The monthly cost of this benefit is \$0.055 per \$1,000 of coverage.

It would be our preference that the payment of premiums follows the same structure as your non-union staff plans. That is, if your non-union staff plans are 100% employer paid then that arrangement should continue for Elected Officials, understanding that each local government may have different policies.

D) Enrollment

Once you have three Elected Officials, then all enrolled accredited members must register as a group and choose the following combinations of coverage:

- Option 1. Extended health/dental benefits (must make application for both)
- Option 2. Extended health/dental benefits and Employee and Family Assistance Plan (must make application for all three)
- Option 3. Either the optional life and/or optional accidental death and dismemberment benefits (applications can be made independent of one another)
- Option 4. A combination of option (1) and (3)
- Option 5. A combination of option (2) and (3)

Enrollment for benefits must be within four (4) months of appointment to council, therefore, the deadline for enrollment is March 31, 2015. Failure to apply within the required timeline will elicit PBC late-applicant rules (which may include providing evidence of insurability, back-billing of premiums, and/or coverage restrictions). We strongly recommended having all elected officials who do not wish to participate complete the enclosed waiver of group benefits form to indicate the benefits have been offered to them.

Enrollment in the UBCM Group Benefit Plan must be for the **full term of office**; this is to protect against abuse of the Plan.

To join, regardless if you are already covered under the UBCM Group Benefits plan, please fill out the applicable attached forms:

- 1. Application for Group Benefits; and/or
- 2. For optional life - "Application for Optional Life"
- 3. For optional AD&D - "Voluntary Accidental Death & Dismemberment"

When the forms are completed please attach all the documents and include a covering letter summarizing the elected officials that are applying for these benefits.

Please forward all completed forms to:

Elected Officials' Benefits
Scott Holmes, Account Executive, PBC
c/o Anna-Maria Wijesinghe
Union of BC Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond, B.C. V6X 2W9

For further details regarding coverage or if your local government is not covered under the UBCM Group Benefits Plan, please contact:

Scott Holmes, Account Executive
Ph: +1 604.419.2107
Email: jsholmes@pac.bluecross.ca

Please keep us informed if you are interested in this program or contact myself (Anna-Maria) if you would like assistance with the enrollment of your elected officials:

Ph: 604.270.8226 ext. 111
Email: amwijesinghe@ubcm.ca

If you are not currently with the UBCM Group Benefits Plan, we would encourage you to request a quote. We can provide you with available savings on costs, as well as the other advantages of participation that many local government staff are already enjoying!

E) Retiring Council Members or Elected Officials Not In Office

Please note that retiring council members or elected officials not currently in office should **not** remain on your benefits plans. You must inform Pacific Blue Cross/BC Life that coverage is to be terminated. **The effective date of termination will be at the end of December.** Retiring council members and elected officials no longer in office have the option of converting to individual policies (within 60 days for PBC benefits and 31 days for BC Life).

For information on individual **health and dental benefits** available to those members (retiring councillors or retiring officials), we would encourage you to provide the following link: <http://www.pac.bluecross.ca/individual/> Conversion options are available for 60 days.

Those retiring council members and elected officials wishing to convert to an individual life insurance policy, have the option of converting to **benefits with BC Life**. This can be done without the need for medical evidence, providing this is within **31 days** after terminating the group coverage and if they are under the age of 65. For more information regarding conversion, members may contact BC Life at:

Claims Services, British Columbia Life & Casualty Company
PO Box 7000, Vancouver, BC V6B 4E1
Email: BCLClaimsServices@pac.bluecross.ca

Declaration of the Right to a Healthy Environment

WHEREAS municipalities and regional districts are the governments nearest to people and the natural environment, and therefore share a deep concern for the welfare of the natural environment and understand that a healthy environment is inextricably linked to the health of individuals, families, future generations and communities;

AND WHEREAS fostering the environmental well-being of the community is a municipal purpose under section 7(d) of the *Community Charter* and a regional district purpose under section 2(d) of the *Local Government Act* ;

The Council of the Town of Ladysmith declares that:

1. Every resident has the right to live in a healthy environment, including the right to:
 - a. breathe clean air,
 - b. drink clean water,
 - c. consume safe food,
 - d. access nature,
 - e. know about pollutants and contaminants released into the local environment, and
 - f. participate in decision making that will affect the environment;
2. The Town of Ladysmith has the authority, within its jurisdiction, to respect, protect, fulfill and promote these rights;
3. The Town of Ladysmith will consider the precautionary principle when making decisions: where threats of serious or irreversible damage to human health or the environment exist, the Town of Ladysmith will consider cost effective measures to prevent the degradation of the environment and protect the health of its citizens, and the absence of full scientific certainty will not be viewed as sufficient reason for the Town of Ladysmith to postpone such measures;
4. The Town of Ladysmith will apply full cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the Town of Ladysmith will consider costs to human health and the environment;
5. By 2016, the Town of Ladysmith will specify objectives, targets, timelines and actions the Town of Ladysmith will take, within its jurisdiction, to address the residents' right to a healthy environment under section 1, including priority actions to:
 - a. distribute environmental benefits and burdens equitably within the municipality, preventing the development of pollution "hot spots";

- b. ensure infrastructure and development projects of the Town of Ladysmith and private sector respect the objective of protecting the environment, including air quality;
 - c. address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
 - d. responsibly increase density in accordance with growth and servicing strategies that respect the objective of a healthy environment;
 - e. prioritize walking, cycling and public transit as preferred modes of transportation;
 - f. prioritize infrastructure and protected water sources for the provision of safe and accessible drinking water;
 - g. promote the availability of safe food;
 - h. reduce solid waste and promote recycling, re-use and composting;
 - i. establish and maintain accessible green spaces in all residential neighbourhoods, and protect and conserve nature in public open spaces;
6. The Town of Ladysmith will review the objectives, targets, timelines and actions of its healthy environment policy every five (5) years, and measure progress toward fulfilling this Declaration; and
7. The Town of Ladysmith will consult with residents as part of this process.



Governance and Priorities Committee Report For the Meeting of January 22, 2015

To: Governance and Priorities Committee **Date:** January 9, 2015
From: Rob Woodland, Director, Legislative and
Regulatory Services
Subject: Resolution Deadlines for FCM and AVICC/UBCM

Purpose

The purpose of this report is to identify Resolutions Council may wish to forward to the Federation of Canadian Municipalities (FCM) and the Association of Vancouver Island and Coastal Communities (AVICC) in advance of the deadlines for consideration at their respective Annual General Meetings.

Background

Federation of Canadian Municipalities (FCM)

FCM is a national advocacy group that works on behalf of over 2,000 municipalities across Canada. The organization represents the interests of local governments on policy and program matters that fall within federal jurisdiction, such as broad social and infrastructure issues affecting communities.

Each year at the FCM conference members set the policy that guides the organization's advocacy work. The deadline for submitting Resolutions for the March board meeting and Annual Conference is **January 25, 2015**. Appropriate Resolutions passed on January 22 should be forwarded to the Council meeting for ratification that same night before being provided to FCM.

Union of British Columbia Municipalities (UBCM) / Association of Vancouver Island and Coastal Communities (AVICC)

The UBCM is the provincial advocacy group for local governments in BC. The organization addresses issues that fall under the legislative jurisdiction of the Province, with a focus on policy development and implementation. As local governments derive their authorities from the Province, the issues dealt with by UBCM tend to be aligned and relevant to the operational interests of a municipality.

The AVICC is the UBCM area association for the City of Victoria. Resolutions are generally considered at the AVICC AGM in early April where they can be endorsed and forwarded to the UBCM Convention in September for consideration by the entire membership. The UBCM urges members to submit their resolutions first to Area Associations for consideration. Resolutions passed at convention guide the organizations policy and advocacy work.

The deadline for submitting Resolutions for the AVICC meeting is **February 23, 2015**. Should other Resolutions be identified after February 23, the deadline for submission directly to UBCM is **June 30, 2015**. Resolutions received after this date may be accepted as emergency resolutions if the topic has arisen since the June 30 deadline.

Issues & Analysis

Council has adopted one Resolution for consideration by FCM and AVICC/UBCM on the Right to a Healthy Environment. The Resolution has been reframed and reformatted to adhere to the format and style required by FCM, and is attached as Appendix B.

Council may consider additional Resolutions. In the past, time has been allocated on the agenda of a regularly scheduled GPC meeting to review potential Resolutions for submission to FCM and AVICC/UBCM. Even though the FCM deadline will have passed, time could be set aside at the February 12 GPC meeting if Council wished to have another opportunity to bring forward new Resolutions for AVICC/UBCM.

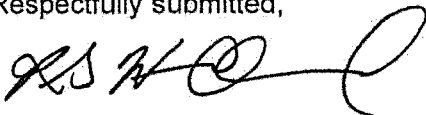
Resolutions proposed for FCM or AVICC/UBCM should be brought up as new business and considered and adopted by Council. Staff are available to assist with the formatting of the motion to ensure it meets the required standard.

Recommendation

That Council:


1. Adopt the proposed Resolution "Declaration of the Right to a Healthy Environment", as presented in Appendix B, and direct that the motion be sent to Council for consideration at the January 22 meeting.
2. Direct staff to forward the Resolution "Declaration of the Right to a Healthy Environment" to the FCM and AVICC/UBCM.

Respectfully submitted,



Robert Woodland
Director, Legislative and Regulatory Services

Report accepted and recommended by the City Manager:



Date:

January 14, 2015

Attachments:

- Appendix A: Declaration of the Right to a Healthy Environment – *passed by Council*
- Appendix B: Declaration of the Right to a Healthy Environment – *proposed for FCM*

Appendix A (Council's Resolution)

Declaration of the Right to a Healthy Environment

WHEREAS the David Suzuki Foundation Blue Dot Tour has inspired many Canadians to request that the right to a healthy environment be enshrined in the Charter of Rights and Freedom through support of the following motion;

AND WHEREAS the City of Victoria understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

AND WHEREAS the City of Victoria's Official Community Plan (2012) provides a strong policy foundation to pursue actions and initiatives that contribute toward a healthy environment;

AND WHEREAS the City of Victoria has the opportunity to be the first jurisdiction on Vancouver Island to endorse the Declaration of the Right to a Healthy Environment, joining other Canadian cities in re-affirming our commitment to social, environmental and economic sustainability;

THEREFORE BE IT RESOLVED THAT the City of Victoria endorses the following declaration:

"All people have the right to live in a healthy environment, including:

The right to breathe clean air;

The right to drink clean water;

The right to consume safe food;

The right to access nature;

The right to know about pollutants and contaminants released into the local environment;

The right to participate in decision-making that will affect the environment.

The City of Victoria has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.

The City of Victoria shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the City of Victoria shall take cost-effective measures to prevent the degradation of the environment and protect the health of its citizens. Lack of full scientific certainty shall not be viewed as sufficient reason for the City of Victoria to postpone such measures.

The City of Victoria shall apply full-cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the City of Victoria will consider costs to human health and the environment.

By December 31st, 2015, the City of Victoria will consider objectives, targets, timelines and actions within its jurisdiction to fulfill residents' right to a healthy environment, including options to:

- Ensure equitable distribution of environmental benefits and burdens within the municipality, preventing the development of pollution "hot spots";
- Ensure infrastructure and development projects protect the environment, including air quality;
- Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
- Responsibly increase density;
- Prioritize walking, cycling and public transit as preferred modes of transportation;
- Ensure adequate infrastructure for the provision of safe and accessible drinking water;
- Promote the availability of safe foods;

- Reduce solid waste and promote recycling and composting;
- Establish and maintain accessible green spaces in all residential neighbourhoods.

The City of Victoria shall review these objectives, targets, timelines and actions every five (5) years, and evaluate progress towards fulfilling this declaration.

The City of Victoria shall consult with residents as part of this process."

AND BE IT FURTHER RESOLVED THAT Council forward this resolution to the annual meeting of the Association of Vancouver Island and Coastal Communities, the Union of British Columbia Municipalities, the Federation of Canadian Municipalities and member local governments, requesting favourable consideration by local councils and by delegates at the 2015 annual meetings of these associations.

Appendix B (Proposed Resolution for FCM)

Declaration of the Right to a Healthy Environment

City of Victoria

WHEREAS, The environment and its protection are important aspects and cause for pride for all Canadians; and

WHEREAS, We see ourselves as world leaders when it comes to social justice and the environment but the reality is we're falling behind the rest of the world; and

WHEREAS, All levels of government have the responsibility, within their own jurisdictions, to respect, protect, fulfill and promote these rights; and

WHEREAS, The David Suzuki Foundation Blue Dot Tour has inspired many Canadians to request that the right to a healthy environment be enshrined in the Charter of Rights and Freedom; therefore be it

RESOLVED, That the Federation of Canadian Municipalities endorses the following declaration and supports it being adopted by all member municipalities

"All people have the right to live in a healthy environment, including:

The right to breathe clean air;

The right to drink clean water;

The right to consume safe food;

The right to access nature;

The right to know about pollutants and contaminants released into the local environment; and

The right to participate in decision-making that will affect the environment."; and be it further

RESOLVED, That the FCM campaign to amend the Charter of Rights and Freedom to include the right to a healthy environment.