



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD ON
MONDAY, DECEMBER 7, 2015

Call to Order and Closed Meeting
3:00 p.m.
Council Chambers, Ladysmith City Hall

Regular Open Meeting and Public Hearing
7:00 p.m.
Ladysmith Eagles Hall, 921 First Avenue

A G E N D A

1. CALL TO ORDER (3:00 P.M.)

2. CLOSED SESSION

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

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- labour relations or other employee relations
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]

3. RISE AND REPORT

REGULAR MEETING (7:00 P.M.)

4. AGENDA APPROVAL

5. MINUTES

- 5.1. Minutes of the Regular Meeting of Council held November 16, 20151 - 6
- 5.2. Minutes of the Special Meeting of Council held November 23, 20157 - 8
- 5.3. Minutes of the Special Meeting of Council held November 30, 20159

6. PUBLIC HEARING – BYLAWS 1886 AND 1891

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488 Amendment Bylaw (No. 45) 2015, No. 1886

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891

6.1. Outline of Meeting Process – Mayor Stone

6.2. Introduction of Bylaw and Statutory Requirements – Director of Development Services

6.3. Call for Submissions to Council (Three Times)

6.4. Declaration that the Public Hearing is Closed

7. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)

7.1. Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886..... 10 - 11
May be read a third time and adopted.

The purpose of Bylaw 1886 is to designate in the Official Community Plan (OCP) lands within the Town as an area where Development Approval Information (DAI) may be required and under what circumstances.

Staff Recommendation (subject to any matters raised at tonight’s Public Hearing):

That Council proceed with third reading and final adoption of Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886.

7.2. Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891..... 12 - 15
May be read a third time and adopted.

The purpose of Bylaw 1891 is to amend the Official Community Plan to add new policies regarding subdivision approval, the Town’s Liquid Waste Management Plan, Temporary Use Permits, and to update the Development Permit Areas Map and Guidelines.

Staff Recommendation (subject to any matters raised at tonight’s Public Hearing):

That Council proceed with third reading and final adoption of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891.

7.3. Development Approval Information Bylaw 2015, No. 1887..... 16 - 23
May be adopted.

The purpose of Bylaw 1887 is to establish procedures and policies for requiring Development Approval Information.

Staff Recommendation (subject to the adoption of Bylaw 1886 which was earlier on the agenda):

That Council adopt Development Approval Information Bylaw 2015, No. 1887.

- 8. APPOINTMENTS**
- 8.1. **Deputy Mayor** By Mayor Stone
 - 8.2. **Parcel Tax Review Panel** By resolution
 - 8.3. **Cowichan Valley Regional District Director** By resolution
 - 8.4. **Cowichan Valley Regional District Alternate Director** By resolution
 - 8.5. **Vancouver Island Regional Library Board Director** By resolution
 - 8.6. **Vancouver Island Regional Library Board Alternate** By resolution
 - 8.7. **Cowichan Valley Regional District Community Safety Advisory Commission Representative** By resolution
 - 8.8. **Standing and Community Committee Representatives** By Mayor Stone
 - 8.9. **Bank Signing Authority** By resolution
All members of Council to have bank signing authority for the Town of Ladysmith
- 9. COMMITTEE REPORTS**
- 9.1. **Mayor A. Stone**
Cowichan Valley Regional District; Advisory Design Panel; Heritage Revitalization Advisory Commission; Stocking Lake Advisory Committee; Community Health Advisory Committee/Interagency Group
 - 9.2. **Councillor R. Hutchins**
Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee; Chamber of Commerce
 - 9.3. **Councillor C. Henderson**
Community Health Advisory Committee/Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan – Affordable Housing Directorate; Youth Advisory Committee

- 9.4. Councillor D. Paterson**
Parks, Recreation and Culture Commission; Protective Services Committee; Festival of Lights Committee
- 9.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Parks, Recreation and Culture Commission
- 9.6. Councillor C. Fradin**
Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association
- 9.7. Councillor S. Arnett**
Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee

10. REPORTS

- 10.1. 2016 Council Meeting Schedule 24 - 25**

Staff Recommendation:

That Council confirm the schedule of regular Council meetings for 2016 and direct staff to advertise the schedule in accordance with Section 127 of the *Community Charter*.

- 10.2. Parks, Recreation and Culture Master Plan Update..... 26 - 30**

Staff Recommendation:

Council has previously directed the completion of a Parks, Recreation and Culture Master Plan. It is recommended that, as the process includes extensive community consultation, Council receive the information relating to the Town of Ladysmith’s Parks, Recreation and Culture master plan project.

- 10.3. Gatacre Street Improvements Project Update..... 31 - 33**

Staff Recommendation:

That Council receive the report on the Gatacre Street Improvements from the Director of Infrastructure Services for information.

- 10.4. Replacement of Town Garbage Cans (presentation by the Director of Infrastructure Services)**

- 10.5. Town of Ladysmith Pavement Management Plan (presentation by the Director of Infrastructure Services) 34 - 59**

A full copy of the report with all data tables and appendices is available

for viewing at City Hall and on the town of Ladysmith website:
<http://www.ladysmith.ca/docs/reports/pavement-management-report-2015.pdf>

Staff Recommendation:
That Council receive the Pavement Management Plan.

10.6. Orcas Swim Club Pool Usage Review..... 60 - 65

Staff Recommendation:
That Council:

1. Approve a reduction of pool rental fees for the Orcas Swim Club at Frank Jameson Community Centre to \$36.97 per hour from January 1, 2016 to August 31, 2016.
2. Direct staff to continue to work with the Orcas Swim Club to develop a plan to ensure long term viability of the Club and report back to Council regarding possible opportunities.

11. BYLAWS

11.1. Town of Ladysmith Revenue Anticipation Bylaw 2015, No. 1898.....66
May be read a first, second and third time.

The purpose of Bylaw 1898 is to authorize the Town of Ladysmith to borrow up to \$5,200,000 in 2016, to cover expenses incurred prior to receipt of 2016 property taxes.

12. NEW BUSINESS

12.1. Notice of Motion: Live Video Streaming of Council Meetings

Mayor Stone has requested Council’s consideration of the following resolution at the next regular Council Meeting:
That Council direct staff to obtain an estimate of costs associated with implementing the necessary hardware and software to enable the live video streaming of Council meetings.

13. UNFINISHED BUSINESS

13.1. Music Hall Food Company

Application for a permanent change to a liquor licence: Addition of patron participation entertainment endorsement for a food primary licence.

Staff Comment:

At its meeting on Monday November 16, 2015 Council passed the following resolution regarding the application from Music Hall Food Incorporated to change their liquor licence by adding patron participation entertainment endorsement for a food primary licence:

“That Council advise the Liquor Control and Licensing Branch that:

- a) *An information letter was sent on October 14, 2015 to property owners within 60 metres of 18 Roberts Street to seek their views of the proposed change to the Music Hall liquor licence and was posted in the business window from October 15 to November 10, 2015; one email was received supporting the participation in music events and dancing at 18 Roberts Street; the addition of patron participation entertainment endorsement may create noise, however no concerns have been expressed to the Town for the proposed change to the liquor licence; and*
- b) *The Town of Ladysmith Council supports the addition of patron participation entertainment endorsement for a food primary licence for the Music Hall Food Company at 18 Roberts Street.”*

The Liquor Control and Licencing Branch has requested additional comments from Council.

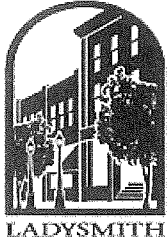
Staff Recommendation:

That Council advise the Liquor Control and Licensing Branch that the proposed addition of patron participation entertainment endorsement to the Music Hall liquor licence at 18 Roberts Street is expected to have minimal impact to the community; and it is expected that the amendment will not result in the establishment being operated in a manner that is contrary to its primary purpose.

14. QUESTION PERIOD

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

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, NOVEMBER 16, 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 5:31 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone

Councillor Joe Friesenhan

Councillor Duck Paterson

Councillor Steve Arnett

Councillor Carol Henderson

Councillor Cal Fradin

Councillor Rob Hutchins

STAFF PRESENT:

Ruth Malli

Felicity Adams

Joanna Winter

Sandy Bowden

John Manson

Erin Anderson

Clayton Postings

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 5:31 p.m.

CLOSED MEETING

CS 2015-374

Moved and seconded:

That Council retire into Closed Session at 5:32 p.m. in order to consider the following items:

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

Motion carried.

REGULAR MEETING

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

AGENDA

CS 2015-375

Moved and seconded:

That Council approve the agenda for the Regular Council meeting of November 16, 2015.

Motion carried.

MINUTES

CS 2015-376

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held November 2, 2015.

Motion carried.

DELEGATION

Sarah Bonar, Kathy Desaulniers

Proposed Sixth Avenue Location for Off-Leash Dog Park

Residents of properties adjoining the proposed site of an off-leash dog park in a BC Hydro right-of-way at Sixth Avenue and Methuen Street expressed concerns about the proposal and requested that the Town

withdraw its application to BC Hydro for use of the site as a dog park.

Council thanked Ms. Bonar and Ms. Desaulniers for bringing their concerns forward and indicated that there will be further opportunity for public input when Council considers the matter at a future meeting.

**George Hanson, Laurie Bienert
Nanaimo Foundation**

G. Hanson and L. Bienert spoke about the Nanaimo Foundation, which provides grants to charitable organizations throughout the area served by School District 68, including Ladysmith. Several Ladysmith organizations have received funds from the Foundation. The organization will be holding a community presentation on November 30 to raise local awareness and discuss the possibility of establishing a Ladysmith Endowment through the Foundation.

Council thanked the Foundation representatives and encouraged those present to attend the November 30 information meeting.

PROCLAMATIONS

Mayor Stone proclaimed the month of November 2015 as Adoption Awareness Month in the Town of Ladysmith, in recognition of the care, compassion and unselfish commitment of British Columbia adoptive families, and to remind citizens that there are currently many children and sibling groups in the province who are available for adoption.

Mayor Stone proclaimed December 3rd 2015 as the International Day of Persons with Diversabilities to help increase the inclusion of persons with disabilities, and to break down attitudinal barriers that exclude their full and effective participation as equal members of society.

**DEVELOPMENT
APPLICATIONS**

Buckingham's Browsersium Ltd. (918, 922, 928, 934, 940 Esplanade Avenue)

Moved and seconded:

CS 2015-377

That prior to the adoption of Zoning Bylaw Amendment Bylaw No. 1897 the following shall be completed to the satisfaction of the Director of Development Services:

Registration of a section 219 covenant on the title of Lot 5, Block 5, District Lot 24, Oyster District, Plan 703-A (934 Esplanade) and Lot 6, Block 5, District Lot 24, Oyster District, Plan 703-A (940 Esplanade) to secure the following voluntary commitment:

That if the lands are used for the purpose of motor vehicle sales or rentals, in any calendar month at least 20% of the motor vehicles displayed for sale or lease on the lands must be motor vehicles making use of low emission technology engines.

And that Council authorize the Mayor and Corporate Officer to execute the section 219 covenant.

Motion carried.

REPORTS

CS 2015-378

Smoking Regulations

Moved and seconded:

That Council direct staff to prepare:

1. A No Smoking/Clean Air Bylaw once Bill 14, the Tobacco Control Amendment Act, comes into force;
2. An amendment to the Ticket Utilization Bylaw to incorporate fines associated with the No Smoking/Clean Air Bylaw;
3. A Communications Strategy to ensure that the Town's position on smoking in public places is clearly communicated to the public; and
4. A report on the cost of signage and communications initiatives associated with the proposed No Smoking/Clean Air Bylaw

Motion carried.

BYLAWS

CS 2015-379

Ladysmith Road Closure and Dedication Removal Bylaw 2015, No. 1885

Moved and seconded:

That Ladysmith Road Closure and Dedication Removal Bylaw 2015, No. 1885 be adopted.

Motion carried.

CS 2015-380

Ladysmith Road Closure and Dedication Removal Bylaw 2015, No. 1896

Moved and seconded:

That Ladysmith Road Closure and Dedication Removal Bylaw 2015, No. 1896 be adopted.

Motion carried.

CORRESPONDENCE

CS 2015-381

C. Forrest, 410 Third Avenue Development Variance Permit – Request for Review

Moved and seconded:

That Council reconsider the Development Variance Permit application for 410 Third Avenue (C. Forrest) prior to the end of the 12 month waiting period.

Motion defeated (affirmative vote of at least two-thirds of Council members required).

OPPOSED:

Councillors Arnett, Fradin and Paterson.

CS 2015-382

Michael Smith, Ladysmith Golf Course Advisory Board - Greens Maintenance

Moved and seconded:

That Council direct staff to consult with the Ladysmith Golf Club

regarding various maintenance options for the golf course and that staff report back to Council in this regard.

Motion carried.

Jeffery Stubbington, Saltair Marine Services Ltd. - Return of Propeller from the Northern Light V

Moved and seconded:

CS 2015-383

That Council direct staff to waive the Purchasing Policy (specifically the requirement to dispose of assets by way of public auction) and return the propeller from the vessel *Northern Light V* to Saltair Marine Services Ltd. so that the propeller can be used in a waterfront project in Kelsey Bay.

Motion carried.

Mike Morgan, Ladysmith Baseball Association – Electronic Scoreboard at High Street Ball Park

Moved and seconded:

CS 2015-384

That Council direct staff to work with the Ladysmith Baseball Association regarding the possible installation of an electronic scoreboard at High Street Ball Park.

Motion carried.

**UNFINISHED
BUSINESS**

The Music Hall Food Company – Patron Participation Entertainment Endorsement

Moved and seconded:

CS 2015-385

That Council advise the Liquor Control and Licensing Branch that:

1. An information letter was sent on October 14, 2015 to property owners within 60 metres of 18 Roberts Street to seek their views of the proposed change to the Music Hall liquor licence and was posted in the business window from October 15 to November 10, 2015; one email was received supporting the participation in music events and dancing at 18 Roberts Street; the addition of patron participation entertainment endorsement may create noise, however no concerns have been expressed to the Town for the proposed change to the liquor licence; and
2. The Town of Ladysmith Council supports the addition of patron participation entertainment endorsement for a food primary licence for the Music Hall Food Company at 18 Roberts Street.

Motion carried.

Ron Legault, Kinsmen Club of Ladysmith – Storage Facility for Uniforms and Equipment at Forrest Field

Moved and seconded:

CS 2015-386

That Council direct staff to work with the Kinsmen Club of Ladysmith regarding the installation of a storage facility to be used for the storage of uniforms and equipment for the Mid Isle Soccer Association and the Ladysmith Steelers Junior Football at Forrest Field.

Motion carried.

Rotary Club of Ladysmith Memorandum of Understanding – Transfer Beach Park Improvement Project

Moved and seconded:

CS 2015-387

That Council:

1. Authorize the Mayor and Corporate Officer to sign the Memorandum of Understanding with the Rotary Club of Ladysmith for planned improvements at Transfer Beach Park.
2. Direct Staff to provide a letter of support to the Rotary Club of Ladysmith regarding Phase 2 of the Transfer Beach Park Improvement Project and the installation of a shelter in the picnic area, with final design approval to be presented to Council before construction.
3. Authorize the Kinsmen Club to purchase and install a water fountain at Transfer Beach Park.

Motion carried.

**Ron Legault, Kinsmen Club of Ladysmith
Request for Letter of Support**

Moved and seconded:

CS 2015-388

That Council provide a letter of support for the Kinsmen Club of Ladysmith to accompany the Club's application for B.C. Gaming Commission funding.

Motion carried.

QUESTION PERIOD

Members of the public enquired about the proposed off-leash dog park and the proposed storage facility at Forrest Field.

CLOSED SESSION

Moved and seconded:

CS 2015-389

That Council retire into Closed Session at 7:54 p.m.

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 8:51 p.m. with report on the following matter:

- That, subject to Council's direction to close the laneway at Sanderson Road and Stirling Drive, publication of the necessary statutory advertising related to the sale of the laneway, and Council approval of the necessary agreements of purchase and sale, Council
 1. Agree in principle to sell a 1.5 metre strip of the laneway adjacent to the property at 602 Sanderson Road to the owner of that property for \$11,300 plus taxes; and
 2. Agree in principle that in exchange for Zenn Developments Ltd. (Zenn) agreeing to dedicate a 3.0 metre wide walkway on a portion of Zenn's future development lands located at REM 1, Plan VIP 79202, Block 1399, Oyster District, to provide future public access to the adjacent park trail system, the Town will dispose of the remainder of the Laneway to Zenn and provide additional compensation to Zenn in the sum of \$11,300 as compensation for Zenn's costs to provide for the lane closure

and future lane dedication.

ADJOURNMENT

CS 2015-390

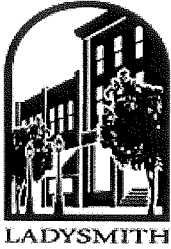
Moved and seconded:
That this meeting of Council adjourn at 8:52 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Subject to Adoption



**TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 23, 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 6:00 P.M.**

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS PRESENT VIA TELEPHONE:

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli

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

CS 2015-391

Moved and seconded:

That Council waive notice of the change in the start time of the meeting from 7:30 p.m. to 6:00 p.m.

Motion carried unanimously.

CLOSED MEETING

CS 2015-392

Moved and seconded:

That Council retire into Closed Session at 6:31 p.m. in order to consider the following items:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- labour relations or other employee relations
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 8:40 p.m. without report.

ADJOURNMENT

CS 2015-393

Moved and seconded:

That this meeting of Council adjourn at 8:41 p.m.

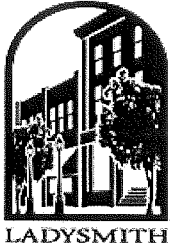
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Subject to Adoption



**TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 30, 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 4:03 P.M.**

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

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 4:03 p.m.

CLOSED MEETING

CS 2015-394

Moved and seconded:

That Council retire into Closed Session at 4:04 p.m. in order to consider the following items:

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 7:00 p.m. without report.

ADJOURNMENT

CS 2015-395

Moved and seconded:

That this special meeting of Council adjourn at 7:01 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1886

A Bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw 2003, No. 1488".

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

1. Schedule "A" – "Town of Ladysmith Community Plan" is hereby amended as set out in Schedule 1 to this Bylaw.

CITATION

2. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886".

READ A FIRST TIME on the 17th day of August, 2015

READ A SECOND TIME on the 17th day of August, 2015

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

on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Bylaw No. 1886 – Schedule 1

1. Schedule “A” – “Town of Ladysmith Community Plan” is amended as follows:
 - a) Adding the following policy to Section 3.1.4 “Growth Management Policies”:

“16. Consideration of the Town’s strategic directions and priorities in the review of development applications, including subdivision applications and boundary extension proposals, may include matters as outlined in the Town’s Development Approval Information Bylaw.”
 - b) Adding the following section to Section 4.4 “Implementation Tools” before the section “Other Municipal Plans”:

“Development Approval Information

All lands located within the boundaries of the Town are designated as the area within which Development Approval Information may be required. The purpose of requiring Development Approval Information is to ensure that applicable studies and relevant information are provided to the Town of Ladysmith to evaluate the impact of a development proposed within the Town.

The Town’s Development Approval Information Bylaw, specifies the procedures and policies for requiring such studies and information. For the purpose of Section 920.01 of the *Local Government Act*, development approval information may be required under the following circumstances:

1. The development proposal requires any of the following:
 - a) an amendment to the Zoning Bylaw;
 - b) the issuance of a development permit; and
 - c) the issuance of a temporary use permit.
2. The approval of the development proposal may impact the Town’s strategic directions and priorities for the following:
 - a) transportation patterns and network;
 - b) local infrastructure (sanitary sewer, water supply, stormwater management);
 - c) the natural environment;
 - d) public facilities including community services, recreation facilities, parks and schools;
 - e) economic and social development;
 - f) archaeology and heritage;
 - g) form and character; and
 - h) climate action including greenhouse gas reduction, energy conservation and water conservation,

as outlined in the Official Community Plan, A Community Vision for a Sustainable West Coast Town, Sustainability Action Plan, Strategic Plan, Liquid Waste Management Plan, and Financial Plan.“
- c) Adding the following definition to the “Glossary” before the definition of “Ecosystem”.

“Development Approval Information – as defined in the *Local Government Act* means information on the anticipated impact of the proposed activity on the community including, without limiting this, information regarding impact on such matters as

- (a) transportation patterns including traffic flow,
- (b) local infrastructure,
- (c) public facilities including schools and parks,
- (d) community services, and
- (e) the natural environment of the area affected.”

TOWN OF LADYSMITH

BYLAW NO. 1891

A Bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw 2003, No. 1488".

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

1. Town of Ladysmith Official Community Plan is hereby amended as set out in Schedule 1 to this Bylaw.

CITATION

2. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891".

READ A FIRST TIME on the 28th day of September, 2015

READ A SECOND TIME on the 28th day of September, 2015

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

on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Bylaw No. 1891 – Schedule 1

1. Schedule “A” – “Town of Ladysmith Community Plan” is amended as follows:
 - a) Section 3.1.4 – Growth Management Policies is amended by adding two new policies, as follows:
 - “17. The approval of infill or new subdivisions shall consider potential impacts on existing neighbours of the proposed development and new residents or users of the development.
 18. The Approving Officer shall consider the Official Community Plan and Area Plans in the review of subdivision applications.”
 - b) Section 3.3.3 - Environment Policies is amended by adding a new policy, as follows:
 - “24. The Town will commission an Environmental Impact Study (Stage 2) after completion of the upgrades to the secondary treatment at the Waste Water Treatment Plant in order to evaluate the need for advanced treatment and/or extension of the outfall beyond the embayed area of Ladysmith Harbour.”
 - c) Section 3.7.3 - Infrastructure Policies is amended, as follows:
 - (i) Deleting Policy 2 in its entirety and replacing it with:

“2. Water conservation measures to reduce demand on the Town’s water supply will include the adoption of a water use efficiency policy; education, awareness and incentive programs; a bylaw to require low-flush toilets for new construction; audits of large commercial/industrial/institutional water users; a program to retrofit low use water fixtures to existing buildings; and universal water metering.”
 - (ii) Deleting Policy 4 in its entirety and replacing it with:

“4. The Town will upgrade the existing central wastewater treatment facilities to provide secondary treatment to conserve the Town’s investment in the existing sewer collection system.”
 - (iii) Adding to the end of Policy 5 “and prepare a storm drainage bylaw” so that the policy reads:

“5. Incorporate a review of storm water retention / detention alternatives and erosion control practices for protection of fish-bearing watercourses, as well as reduction of property damage from rainfall events, into the Town’s engineering standards and prepare a storm drainage bylaw.”
 - (iv) Adding two new policies after Policy 9, as follows:

“10. The preferred long-term approach for bio-solids management is to transport waste primary and secondary solids produced at the Waste Water Treatment Plant to a regional composting facility to be constructed by others. Alternatively, the Town may construct its own composting facility.

11. A sanitary sewer protection bylaw will be developed to prevent the discharge of harmful contaminants to the sanitary sewer and storm drainage systems, as well as conducting an inventory of industrial/ commercial/ institutional discharges, a public education program, and a monitoring and enforcement program for the sanitary sewer protection bylaw.”
 - d) Section 3.8.3 - Temporary Use Permits is deleted in its entirety and replaced with:

“Temporary Use Permits are included in the Plan as an interim (short term) alternative for proposed new land uses that may not warrant a change to the land use designation or zoning of land. Temporary uses are typically of a trial/interim use nature, or are a seasonal/occasional use. Temporary use permits may be issued for new land uses on specific properties which are not otherwise allowed by a land use designation in this Plan or in a land use zone

in the Zoning Bylaw. Conditions may be specified by Council respecting any required changes to the property to allow the temporary use, and any restoration to the property following expiration of the permit. A temporary use permit can be issued for a maximum of three years, with one renewal of the permit for up to an additional three years.

- e) Section 4.4 Implementation Tools is amended by adding to the end of the section:
*“Liquid Waste Management Plan (2013):
 The Liquid Waste Management Plan (LWMP) provides the strategies for wastewater management and financial commitments and schedule for LWMP implementation over the next 20 to 30 years. The LWMP addresses existing and future development, including servicing of areas not yet connected to the central or other planned waste water collection systems, greenfield developments, and potential boundary expansions.”*
- f) OCP Map 2 - Development Permit Areas is amended by placing “Development Permit Area 4 - Multi-Unit Residential (DPA 4)” on the property legally described as Lot B, District Lot 56, Oyster District, Plan VIP65504 (340 Second Avenue).
2. Schedule “A.1” – “Town of Ladysmith Development Permit Areas” is amended as follows:
- a) The Introduction is amended by deleting section (3) in its entirety and replacing it with:
*“3. A development permit is required prior to the commencement of the following activities:
 a) Subdivision of land in Riparian (DPA 6), Hazard Lands (DPA 7), and Malone Road Multi-Unit Residential (DPA 8);
 b) Construction of, addition to or alteration of a building or other structure in all Development Permit Areas; and
 c) Alteration of land, or removal, alteration, disruption or destruction of vegetation or disturbance of soils in Waterfront (DPA 1), Multi-Unit Residential (DPA 4), Riparian (DPA 6), Hazard Lands (DPA 7), and Malone Road Multi-Unit Residential (DPA 8).”*
- b) Clarifying in Exemption (4)(a) that a coach house conversion requires a development permit, by adding the following to the end of clause (a):
“..., except that pursuant to section 3(b), the conversion of an accessory building for coach house dwelling use requires a development permit;”
- c) Amending Exemption (4)(h) such that a development permit is required where the proposed activity constitutes an alteration of land in Multi-Unit Residential DPA 4 by deleting the following from clause (g):
“..., Multi-Unit Residential (DPA 4)”
- d) Adding the following clauses to the list of development permit Exemptions in section (4):
*“j) removal of trees deemed to be hazardous by a qualified arborist;
 k) landscape maintenance and improvements that do not change the character of the landscaping; and
 l) demolition of buildings or structures.”*
- e) Amending Development Permit Area 2 - Downtown by:
- (i) Adding the following sentences about fence materials to Section 13 – Landscape after the first sentence in Guideline (c):
“Fence material should have a wrought iron appearance. Chain-link fencing is not an acceptable material, except for vinyl-wrapped fencing which may be considered for the interior fencing of outdoor storage areas. Solid masonry-style walls may be considered at a pedestrian friendly (low) scale for parking areas. “

- (ii) Adding the following sentence about the location of shade trees to Section 13 – Landscape at the end of Guideline (f):
“The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.”
- f) Amending Development Permit Area 3 – Commercial by adding the following sentence about the location of shade trees to Section 13 – Landscape at the end of Guideline (h):
“The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.”
- g) Amending Development Permit Area 4 - Multi-Unit Residential by:
- (i) Adding the following sentence to the end of the first paragraph:
“In DPA 4 a development permit is also required prior to the alteration of land or removal, alteration, disruption or destruction of vegetation or disturbance of soils.”
- (ii) Adding to Section 12 – Landscape the following sentence about the location of shade trees to the end of Guideline (k):
“The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.”
- h) Amending Development Permit Area 5 – Industrial by:
- (i) Deleting the words “...Ladysmith’s residential neighbourhoods.” and replacing them with “ the industrial area.” in Guideline 2(c).
- (ii) Adding to Section 11 – Landscape the following sentence about the location of shade trees to the end of Guideline (f):
“The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.”
- i) Amending Development Permit Area 10 - Coach House Intensive Residential by:
- (i) Adding the following sentence to the end of the first paragraph:
“In DPA 10 a development permit is also required prior to the conversion of an accessory building for coach house dwelling use.”
- (ii) Deleting Guideline (i) of Section 1 – Building Character and Design in its entirety and replacing it with the following:
“(i) Upper level balconies and decks shall be modest in size and not cause overlook. Juliet-style balconies are preferred. Flat roofs may not be used for roof deck areas.”

Town of Ladysmith

BYLAW NO. 1887

A Bylaw to establish procedures and policies for requiring development approval information.

WHEREAS under Section 920.01 of the *Local Government Act*, Council has specified in the Official Community Plan certain circumstances and designated areas for which development approval information may be required.

AND WHEREAS Council wishes to obtain information on the anticipated impact of proposed activities or proposed development on the community.

AND WHEREAS Section 920.1(2) of the *Local Government Act* requires the Town of Ladysmith to establish the procedures and policies on the process for requiring development approval information and the substance of the information that may be required.

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

INTERPRETATION

1. In this Bylaw:

“*Applicant*” means a person who applies for: a) an amendment to the Zoning Bylaw, under Section 903 of the *Local Government Act*; b) a development permit under Section 920 of the *Local Government Act*; or c) a temporary use permit under Section 921 of the *Local Government Act*.

“*Approving Officer*” means the person appointed by Council to that position, and includes their lawful deputy or a person designated by Council to act in their place.

“*Town*” means the Town of Ladysmith.

“*Council*” means the Council of the Town of Ladysmith.

“*Director of Development Services*” means the person appointed by Council to that position, and includes a person designated to act in their place.

“*Director of Infrastructure Services*” means the person appointed by Council to that position, and includes a person designated to act in their place.

“*Qualified Professional*” means a professional listed in the table provided in Section 9 in the subject matter about which an Applicant may be required to provide a Report under this Bylaw.

“*Report*” means any study or information containing development approval information that fulfils or is intended to fulfil the requirements of this Bylaw.

“*Terms of Reference*” means a document prepared by the Town having regard to the matters outlined in Schedule A that defines the scope of development approval information and the deliverables required to be provided by the Applicant.

PROCEDURES AND POLICIES

2. Where *Official Community Plan Bylaw 2003, No. 1488* identifies circumstances for which development approval information may be required, then the procedures and policies for requiring such information and the substance of that information are set out in this Bylaw.

3. An official referred to in section 4 may require that an Applicant provide development approval information in accordance with this Bylaw when considering the following types of applications:

- a) an amendment to the Zoning Bylaw;
- b) development permit; or
- c) temporary use permit.

4. The following officials of the Town of Ladysmith may require development approval information by writing a letter to the Applicant that outlines the Terms of Reference for the Report:
 - a) Director of Development Services,
 - b) Director of Infrastructure Services, or
 - c) Approving Officer
5. The development approval information must be provided by the Applicant at the Applicant's expense, in the form of a Report certified by a Qualified Professional.
6. A Report provided under section 5 must comply with and fully address the Terms of Reference that are provided.
7. A Report provided under section 5 must be prepared by a Qualified Professional as outlined in the table below:

	SUBJECT	QUALIFIED PROFESSIONAL
A	Transportation	Traffic Engineer (P. Eng.)
B	Local Infrastructure	Civil Engineer (P. Eng.)
C	Natural Environment	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
D	Public facilities (including community services, parks and schools)	Certified Planner (MCIP, RPP) Architect (MAIBC) Civil Engineer (P. Eng.) Registered Social Worker (BCCSW) Chartered Professional Accountant (CPA)
E	Economic and Social Development	Certified Planner (MCIP, RPP) Chartered Professional Accountant (CPA) Economist Appraiser (AIC) Land Economist (DULE)
F	Archaeology	Registered Professional Archaeologist (BCAPA)
	Heritage	Qualified Heritage Conservation Professional
G	Form and Character/Built Environment	Certified Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Approved Professional (AP)
H	Climate Action	Certified Planner (MCIP, RPP) Architect (MAIBC) Electrical and/or Mechanical Engineer (P. Eng.) Landscape Architect (BCSLA) Certified Energy Advisor LEED Approved Professional (AP) Graduate Degree in Climate Science Professional Hydrologist

8. The Report must include a quality assurance statement with the signatures and seals of the Qualified Professional involved in its creation.
9. The Town may distribute the Report and publicize the results of any Report.

TERMS OF REFERENCE

10. The Terms of Reference may require one or more Reports related to one or more of the following subject areas:
 - A. Transportation
 - B. Local Infrastructure
 - C. Natural Environment
 - D. Public Facilities (including community services, parks, recreation and schools)
 - E. Economic and Social Development
 - F. Archaeology and Heritage
 - G. Form and Character
 - H. Climate Action (greenhouse gas reduction, energy conservation, and water conservation)
11. The Terms of Reference may require that Report provide all or part of the information contained in 'Schedule A' attached to this bylaw.
12. In general, a Report must contain the following:
 - a) The legal description and property identifier (PID) for the property;
 - b) A description of all relevant land use covenants, easements, statutory rights of way or other charges that affect the use and development of the property registered on title for the subject property;
 - c) A location and context map for the property;
 - d) A description of the methodology and assumptions used to undertake the Report or sufficient detail regarding assessment and the methodology to facilitate a professional peer review, if required under section 14;
 - e) Identification and definition of the context, interaction, scope, magnitude and significance of the anticipated impacts of the proposed activity or development, as well as the data and methodological accuracy, assumptions, uncertainties, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing risks, stressors, and threats; and
 - f) Recommendations for conditions or requirements that Council, the Director of Development Services, Director of Infrastructure Services or the Approving Officer may impose to mitigate the anticipated impacts.

REPORT REVIEW

13. If the Town determines that a Report is incomplete or deficient it will notify the Applicant in writing of the nature of the deficiencies. The Applicant will be required to submit a new Report to address the deficiencies.
14. (a) Without limiting Section 13, the Director of Development Services, Director of Infrastructure Services, or the Approving Officer may, after receiving and reviewing a Report under this Bylaw, require a peer review of a Report, at the expense of the Applicant, if such person considers that the initial Report fails to satisfy the requirements of this Bylaw, including by failing to satisfy a standard, guideline, policy or other matter set out in or incorporated by reference in this Bylaw.
 - (b) If a peer review of a Report is required under this section, one peer of the class of applicable professionals referred to in the Section 7 list, as agreed to by the Town and the Applicant, shall be selected to conduct the review.

RECONSIDERATION

15. An Applicant may apply to Council for the reconsideration of an administrative decision to require development approval information under this Bylaw by delivering to the Town a written application for reconsideration within 30 days after the decision is communicated in writing to the Applicant.
16. An application for reconsideration must set out the grounds upon which the Applicant considers the decision inappropriate and what, if any, decision the Applicant considers

the Council ought to substitute, and must include a copy of any materials considered by the Applicant to be relevant to the reconsideration by Council.

17. The Town must place each application for reconsideration on the agenda of a regular meeting of Council as soon as reasonable practicable after delivery of the application for reconsideration, and must notify the Applicant of the date of the meeting at which the reconsideration will occur.
18. At the meeting, Council may hear from the Applicant and any other person interested in the matter under reconsideration who wishes to be heard, and may either confirm the decision or substitute its own decision.

SEVERABILITY

19. If any section, subsection, sentence, clause, definition, or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the Bylaw.

CITATION

This Bylaw may be cited for all purposes as “Development Approval Information Bylaw 2015, No. 1887”.

READ A FIRST TIME	on the 17 th day of	August, 2015
READ A SECOND TIME	on the 17 th day of	August, 2015
READ A THIRD TIME	on the 17 th day of	August, 2015
THIRD READING RESCINDED	on the 28 th day of	September, 2015
READ A THIRD TIME AS AMENDED	on the 28 th day of	September, 2015
ADOPTED on the	day of	,

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Bylaw No. 1887

Schedule A

A. Transportation

If the Town requires development approval information relating to transportation patterns the following information may be required:

- Provide a traffic impact assessment for the proposed development considering any and all growth areas identified in the Town's OCP and other potential growth areas adjacent to the Town, including Town facilities and the Provincial highway.
- Provide an analysis of the proposed development's impact on the public right of way which could include Town roads and the Provincial highway (i.e. traffic circulation, vehicular capacity of the road, size and configuration of intersections, turning lanes, traffic lights, bike lanes, sidewalks, etc.).
- Provide a breakdown of traffic flows (i.e. weekday, weekend, peak morning and evening) and estimate the number of additional vehicle trips per day to be generated by the proposed development, including origin-destination analysis, and an analysis of the impact on nearby uses of land and intersection points (i.e. sidewalks, cycling paths, train crossings).
- Identify any public right-of-way upgrading, reconstruction, reconfiguration, or expansion that may be necessary to accommodate the additional pedestrian, bicycle and vehicle trips per day to be generated by the proposed development, including Town facilities and the Provincial highway.
- Identify pedestrian sidewalks, paths and cycling infrastructure that will be provided to accommodate the proposed development and increase in usage and how they will be integrated into the overall transportation network (including access points).
- Identify opportunities and improvements required for facilitating transit use.
- Provide an analysis of any future safety concerns for the planned road network such as the horizontal and vertical profiles, intersection geometrics, pedestrian crossing locations, truck routes, emergency routes and sight visibility.
- Provide a context map to illustrate connections to the existing Town network of roads, pedestrian routes, bicycle route, and trails.

B. Local Infrastructure

If the Town requires development approval information in the form of a Report relating to the impact of development on local infrastructure, the following information may be required:

- Identify the possible deficiencies as well as the impact that the proposed development may have on the existing local infrastructure and site servicing including drainage, water, sewer, and other utilities.
- Provide a conceptual site servicing plan showing the proposed water-main network, water pressure zones, and associated pumping stations if applicable.
- Estimate the water demand to be generated by the proposed development and conservation measures and impacts.
- Provide an analysis of the existing public water system and the options available for the supply and delivery of water to the proposed development including an analysis of the impact of the development on the Town's water pressure zones and water reservoir.
- Provide an analysis of the existing system for disposal and treatment of sewage and the options available for the treatment and disposal of sewage from the proposed development.
- Estimate the amount of surface drainage waters that would be generated by the proposed development and the options available for collection, storage and dispersal of such drainages using best practices.

- Identify the new capital works required for the proposed development for water, sewer and drainage systems and their cost and the potential funding sources for these expenditures.
- Estimate the life-cycle costs of new infrastructure.

C. Natural Environment / Hazardous Conditions

If the Town requires development approval information that relates to the impact of development on the natural environment or for the protection of development from hazardous conditions, the following information may be required:

- Provide an analysis and Report on the natural environment including ecosystems, biological diversity, species at risk, regionally significant species, and riparian ecosystems.
- Provide a 'Bio-Inventary' utilizing the most recent edition of the '*Develop with Care: Bio-Inventary Terms of Reference*' Ministry of Environment, Province of British Columbia.
- Provide recommendations for protecting, retaining and restoring environmentally valuable resources.
- Provide an analysis of the environmental impacts such as noise, vibration, glare, and electrical interference.
- Provide a tree analysis and detailed tree retention strategy for the site and any potential impacts on adjacent property from tree removal.
- Provide a hydrological or hydrogeological assessment of the site, or both, including infiltration, interception, groundwater, aquifers, overland flow, accretion, and erosion.
- Provide an analysis of the proposed development's impact on fish habitat as well as ground (i.e. aquifer) and surface water quality including pollution, nutrients, silts, and pathogens.
- Provide an analysis of the geotechnical conditions of the site including, but not limited to, soil composition, profiles, agricultural suitability and capability, geologic process and/or terrain stability and subsidence, and slopes greater than 30 degrees at one metre contours.
- Provide an analysis of the hazardous conditions of the site including, but not limited to, mud flow, debris torrents, erosion, land slip, rock fails, and avalanche and specify required setback distances from a natural boundary, property boundary or feature, ecosystem or hazard area and state that the lands are safe for the intended building(s) and use(s), in accordance the Association of Professional Engineers and Geoscientists of British Columbia.
- At a suitable scale, map and overly onto the site plan for the proposed development the findings from the required Natural Environment / Hazardous Conditions analysis.
- Provide a soil removal and soil deposit plan for the proposed development.
- Provide wildfire interface planning recommendations for the proposed development.

D. Public Facilities and Services

If the Town requires development approval information relating to public facilities (including community services, parks and schools) the following information may be required:

- Identify services within a five minute walking distance of the proposed development.
- Identify the local community services that would be affected by the proposed development including, without limitation, any of the following: the provision of current or future school services, protective services such as fire and police, health care, parks, and recreational services.
- Examine the potential financial impacts of the proposed development on the existing community public facilities such as schools, fire halls, police detachments, recreation

facilities and parks; and examine the impact on the number of users of existing community services and public facilities.

- Outline any potential costs and identify possible strategies to mitigate against the potential impacts including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the proposed development.
- Provide recommendations for the location of proposed trails within environmental sensitive areas.

E. Economic and Social Development

If the Town requires development approval information relating to economic and social development the following information may be required:

- Provide an analysis of the economic impacts of the proposed development and how it may affect the day to day quality of life of residents, visitors and the community, including direct and indirect economic impacts, demographics, housing, local services and sociocultural issues.
- Provide an analysis of the retail impacts of a proposed commercial development, including but not limited to, the effects of additional competition, traffic impacts, the effects on tenancy, and the impacts on neighbourhood or sector stability.
- Provide an analysis of the proposed development's impact on the supply, use and quality of industrial land.
- Provide a market analysis and project pro forma to evaluate and demonstrate the viability of the proposed development.
- Provide a community amenity contribution policy analysis where community amenities are proposed.
- Provide an analysis of the affordability of the dwelling units in the proposed development, and/or an analysis of the loss of affordable housing as a result of the proposed development.
- Provide information about how the proposed development meets adaptable housing needs, elder care needs, and/or child care needs.
- Provide an analysis of the proposed development's impact on the diversity of residential unit sizes and types in the community.
- Provide an analysis of the proposed development's impact on the supply, use and quality of agricultural land.

F. Archaeology and Heritage

If the Town requires development approval information relating to archaeology and/or heritage the following information may be required:

- Identify potential heritage and archaeological features on the development site, including First Nations sites that are protected under the *'Heritage Conservation Act'*.
- Complete an archaeological impact assessment and impact mitigation study that provides an analysis of the proposed development's impact on historical, cultural and archaeological buildings, sites or assets.
- Complete a heritage impact assessment and impact mitigation study that provides an analysis of the proposed development's impact on historical, cultural and heritage buildings, sites or assets.
- Demonstrate how the proposal responds to the most recent edition of the 'Standards and Guidelines for the Conservation of Historic Places in Canada' (Parks Canada)
- Provide an analysis of how a building or site design reflects, preserves or enhances the heritage of the area.

- For all of the above demonstrate how the applicable First Nation(s) for the area was involved in the heritage or archaeology study.

G. Form and Character and Built Environment

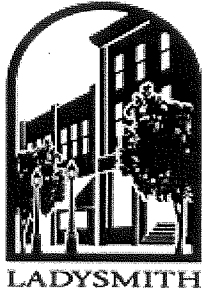
If the Town requires development approval information relating to the form and character or built environment of a development the following information may be required:

- Provide an analysis of the proposed development's compatibility with adjacent and community land uses, functions, form, character, aesthetic, grade, and scale of development;
- Provide an analysis of landscape and visual impacts, including the impact on view corridors, the creation of shadows, prominent features, experiential characteristics, and landscape character (including grade) considering views to and from the proposed development.
- Provide information about the phasing and timing of the activity or development and how this may impact the surrounding neighbourhood.
- Provide a Vision context statement explaining how the proposal meets the "Community Vision for a Sustainable West Coast Town".

H. Climate Action

If the Town requires development approval information relating to climate action the following information may be required:

- Identify in detail how the proposed project will contribute to community greenhouse gas emission reduction targets, energy conservation, and/or water conservation.
- Provide a climate change risk and vulnerability assessment of the development site and adaptation measures for the proposed development (i.e. wildfire, flooding, sea level rise, extreme storm events).
- Provide an energy audit of the proposed buildings and/or of the proposed development.
- Provide an analysis of the proposed development on air quality impacts including, but not limited to, pollution, dust, fumes, smoke and odours.
- Provide the following information with respect to the proposed development:
 - renewable energy technologies being utilized;
 - water efficiency;
 - materials and resources to be used;
 - the indoor environmental quality;
 - innovation in design; and
 - alternative transportation options supported in the development.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: December 1, 2015
File No: 0550-01

Re: 2016 COUNCIL MEETING SCHEDULE

RECOMMENDATION(S):

That Council confirm the following schedule of regular Council meetings for 2016 and that Staff be directed to advertise the schedule in accordance with Section 127 of the *Community Charter*:

January 4	April 4	July 4	November 7
January 18	April 18	July 18	November 21
February 1	May 2	August 15	December 5
February 15	May 16	September 19	December 19
March 7	June 6	October 3	
March 21	June 20	October 17	

PURPOSE:

The purpose of this Staff report is to seek Council's consideration of the proposed schedule of regular Council meetings for 2016 and to notify the public of the schedule in accordance with the *Community Charter*.

INTRODUCTION/BACKGROUND:

In accordance with the Town's Procedure Bylaw No. 1666, regular Council meetings are held on the first and third Monday of each month. The *Community Charter* requires a local government to notify the public of the schedule of meetings of regular Council meetings annually. The notice will be published in the December 15th and December 22nd editions of The Chronicle newspaper in accordance with the legislation and posted on notice boards throughout the community as well as on the Town's website and Facebook page. The notice will include reference to Municipal Services Committee meetings which are held on the third Monday of each month. Meetings may be cancelled or re-scheduled throughout the year as required provided that sufficient notice of the change in schedule is issued.

SCOPE OF WORK:

Staff will process the 2016 schedule of Council meetings as directed.

ALTERNATIVES:

- 1) Council could approve the 2016 schedule of Council meetings as presented in this report.
- 2) Council could propose other meeting schedule options as deemed appropriate.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

As noted, the *Community Charter* requires a local government to notify the public of the schedule of regular Council meeting annually.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

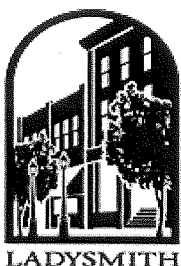
SUMMARY:

The *Community Charter* requires that local governments notify the public of the schedule of regular Council meetings on an annual basis. The Town's Procedures Bylaw No. 1666 requires that regular Council meetings take place on the first and third Monday of each month. The proposed schedule is in accordance with the *Community Charter* and Procedures Bylaw No. 1666 and will be published in two consecutive editions of The Chronicle newspaper as statutorily required.

I concur with the recommendation.



Ruth Malli, City Manager



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: November 24, 2015
File No:

Re: PARKS, RECREATION AND CULTURE MASTER PLAN UPDATE

RECOMMENDATION(S):

Council has previously directed the completion of a Parks, Recreation and Culture Master Plan. It is recommended that, as the process includes extensive community consultation, Council receive the information relating to the Town of Ladysmith's Parks, Recreation and Culture master plan project.

PURPOSE:

Provide Council with an update on the Parks, Recreation and Culture master plan project.

INTRODUCTION/BACKGROUND:

Council approved in the 2015 financial plan resources for the Town to complete a Parks, Recreation and Culture master plan. The last master plan was completed in 2001, and with many changes over 15 years the plan required an update, to provide direction as it relates to services and facilities which the town operates.

In September 2015 the department issued a request from qualified consultants to assist the Town in developing a new Parks, Recreation and Culture master plan. The Town reviewed the submissions and awarded the contract to GDH Solutions. GDH Solutions has completed many Parks and Recreation master plan reports in the province as well as Arts and Culture master plans, Facility master plans, and Needs Assessments. GDH Solutions is supported by Outland Design Landscape Architecture, a firm very experienced in parks planning and design.

GDH began work on our master plan in mid-November, with the initial phase being review of relevant plans, data collection and a site visit. The objective during the coming months for GDH along with Town staff, will be to connect with stakeholders and various community groups and individuals to gain a better understanding of the community needs relating to Parks, Recreation and Culture.

Department staff will provide Council with regular updates as this project proceeds.

SCOPE OF WORK:

Parks, Recreation and Culture staff will be working with the consultant to assist them in gathering information from the community over the next few months. This process will coincide with staff providing the consultant information that will allow the consultant to conduct a complete review of all aspects of department's services and facilities.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

Funding for the project is identified in the 2015 capital plan.

LEGAL IMPLICATIONS:

None identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Community and stakeholder engagement will commence in early 2016, and will include but is not limited to focus groups, stakeholder interviews and online surveys.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Some information requests from other Town departments may be required.

RESOURCE IMPLICATIONS:

The funding for this project is allocated in the 2015 financial plan.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The plan will review many areas which are defined in the sustainability visioning report

ALIGNMENT WITH STRATEGIC PRIORITIES:

The main area of focus which this plan will relate to Safe and Healthy community priorities.

SUMMARY:

The Parks, Recreation and Culture master plan project will be underway for a number of months, and will likely conclude in April 2016. Included in this process will be an in-depth community consultation, service review along with providing recommendations which will assist Council in the future direction of the Town of Ladysmith's Parks, Recreation and Culture service delivery.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

November 2015 Update – Parks, Recreation and Culture master plan project
GDH Solutions Profile

Town of Ladysmith Parks Recreation & Culture Master Plan Project
Update: November 2015

#	Activity	Timing	Status	Responsibility
1	Project commencement & start-up meeting	November. 12	Complete	Clayton Postings & GDH Solutions
2	Review of background documents - studies, plans, policies, budgets etc.	November 12 to December 15	90% complete	GDH Solutions & Outland Design
3	Site visits and inventory of parks and facilities system, recreation and cultural facilities	November 16 to 18	Complete	GDH Solutions & Outland Design
4	Summary of inventory findings and mapping	November-January	Ongoing	Outland & GDH
5	Introduction meetings with Ladysmith Parks & Recreation Staff	November 16 & 17	Complete	GDH & Outland
6	Develop Communications Plan	November 19/20	Complete	Staff & GDH
7	Review of demographics and projections	November-December	50% complete	GDH
8	Review & analysis of trend and best practices in parks, recreation & culture	November-January	Ongoing	GDH & Outland
9	Create key informant and focus group contact list	November/December	90 % complete	Staff & GDH
10	Develop On-line Survey	November/December	75% complete	GDH, Outland, Staff
11	Create web page for Master Plan and post on Facebook and Twitter	December	Ongoing	Staff
12	Prepare for Stakeholder engagement - set focus groups dates and locations, set interviews, promote sessions	December/January	Ongoing	GDH, Outland & Staff

Gabriele D. Haas, President - GDH Solutions

www.gdhsolutions.com



Education

Hon. B.A. Recreation, University of Waterloo

Masters of Business Administration, York University (Schulich School of Business)

Honourary Diploma in Hospitality, Recreation and Tourism (Humber College)

CMM III designation – Ontario Municipal Management Institute

Senior Management and Leadership Positions

President, GDH Solutions (2006-present):

Sole proprietor in planning and management consulting firm specializing in providing services to government, not-for-profit, and private sector organizations engaged in the parks, recreation, sport, active living, and culture sectors.

Director of the Sport and Recreation Branch, Ministry of Tourism and Recreation and Ministry of Health Promotion, Ontario (2003-2006):

- Responsible for policy development and major funding programs for all matters relating to sport and recreation at the provincial government level
- Led the development of Cabinet Submissions for several major initiatives including:
 - a new recreation infrastructure funding program
 - ACTIVE2010 the Strategy for Sport and Physical Activity in Ontario
 - a new lottery to support high performance athletes
 - Community Use of Schools initiative
 - Ontario Trails Strategy
 - Sport Hosting Policy

Commissioner of Community Services, City of Vaughan (1985-2003):

- Provided leadership for all aspects of parks, recreation, municipal facilities, arts & culture, heritage, and non-profit housing for seniors
- From 2000-2003 had responsibility for public works and transit as well as parks & recreation
- Had responsibility for the development, construction, and operation of seven multi-use community centres including arenas, fitness centres, pools, and a theatre; as well as numerous regional and local parks, sports fields and trail systems
- Initiated, oversaw, and directed the implementation of the parks, recreation and culture master plan; several facility feasibility studies; departmental reviews and re-structuring of parks and facilities operations.
- Conceptualized and played a key role in the negotiation of a significant public private partnership, the Vaughan Sports Village(a four pad state of the art ice complex)
- Facilitated the development of the Ontario Soccer Association's Indoor Soccer Centre in the City of Vaughan as a public/public partnership.

Manager, Recreation Centres, City of Toronto (1980-1985)

- Responsible for the operation of 23 community recreation centres

Project Management Experience

- Strathcona Regional District Facility Needs Assessment
- City of Penticton Facilities Master Plan
- City of Kelowna Special Events Plan
- City of Trail All Wheel Park Study

Gabriele D. Haas, President - GDH Solutions

www.gdhsolutions.com

- Major Lakes Recreational Marine Facilities Study (Regional District Central Okanagan)
- Boat Launch Study Kalamalka Lake and Okanagan Lake (Regional District North Okanagan)
- The Ontario Trails Strategy (Ministry of Tourism and Recreation)
- ACTIVE 2010, Ontario's Sport and Physical Activity Plan; Community Use of Schools Initiative

Master Plans

- Parks, Recreation & Culture Master Plans: City of Revelstoke and Columbia Shuswap Regional District
- Parks & Recreation Master Plans: District of West Kelowna, City of Port Moody
- Arts & Culture Plans: Township of Langley; Monashee Arts Council/RDNO; City of Revelstoke/Revelstoke Arts Council

Strategic and Business Planning

- Completed an Outdoor Events Strategic Plan for the City of Kelowna
- Led the Peachland Chamber of Commerce and the Peachland Economic Development Committee in the development of their first Strategic Plans
- Undertook Marine Facility studies and provided recommendations and implementation strategies
- Led the development of the City of Vaughan's Strategic Plan (the Vaughan Vision), and coordinated the implementation of the Business Plan.
- Updated and enhanced the Business Plan for BCRPA
- Prepared a Business Plan for the new Hillside Community Centre - pre Olympics, with the JF Group for the Vancouver Parks Board

Research and Evaluation

- Research on trends and promising practices in parks, recreation, and culture
- Reviewed the level of federal and provincial infrastructure funding for parks and recreation in Ontario, in relation to identified needs
- Environmental scan, review and analysis of parks and recreation organizational structures across Canada
- Conducted research and evaluation of municipal Special Event Plans and Festivals
- Conducted extensive research, evaluation and analysis of marine recreation facilities

Professional Associations, Boards and Committees

- Chair – Leisure Information Network (National Organization)
- Canadian Parks and Recreation Association and the British Columbia Recreation and Parks Association
- Board Member – Kelowna Yacht Club
- Central Okanagan Foundation Grants Committee (Arts and Culture)
- Chair, Peachland Economic Development Committee - (2012-2014)
- Vice-President Peachland Chamber of Commerce – (2010-2013)
- Vice Chair, Board of Directors, Canadian Fitness and Lifestyle Research Institute (2008-2013)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, PEng, Director of Infrastructure Services
Date: Dec 7, 2015
File No:

RE: GATACRE STREET IMPROVEMENTS - CONSTRUCTION COST REVIEW

RECOMMENDATION:

That Council receive this report for information.

INTRODUCTION/BACKGROUND:

Council has previously requested a summary and a breakdown of costs for the Gatacre Street project.

SUMMARY:

The Gatacre Improvement project was a project included in the 2015 Capital Program. The project consisted of the replacement of a steel storm drain and water main on Gatacre Street. The infrastructure had reached its useful lifetime and was in need of replacement. The project also included the extension of storm drainage along the frontage of the Pharmacy. This portion of the project was to alleviate flooding problems along that section of sidewalk.

The original project budget was set at \$317,000, with \$117,000 to come from the Water Utility, and \$200,000 from General Revenue. The breakdown of the budget was as follows:

Utility	Amount	Estimated Budget
Watermain Replacement	130 Meters, 200mm Diameter	\$117,000
Storm Drain Replacement	120 Meters, 200mm Diameter	\$65,000
Sidewalk/Curb Repair	100 meters	\$36,000
Paving	2,070 sq meters	\$99,000
Total Budget		\$317,000

The original budget included replacement of the storm and water main along Gatacre Street, and pavement of the street. The curbs and sidewalks were not included in the original scope of work (except for local repairs around service replacements).



The project was approved in late April and construction commenced May 4th. The estimated construction period was 8 weeks. The timing of the project was brought forward to minimise construction disruption to local businesses during the summer months.

When work was started on the storm drainage replacement (specifically, the removal of the old storm drain), it was noted that the condition of the ground under the existing sidewalks was in poor condition – a large portion of the ground under the sidewalk was not supported (see photo, Appendix “A”). It was also noted that water services were also going to require complete replacement. Based on the condition of the curbs and sidewalks, a decision was made to replace, rather than repair the sidewalks and curbs along Gatacre. This significantly changed the scope of the curb/sidewalk portions of the work. Funds had already been allocated separately in 2015 for general sidewalk replacements and repairs, and it was earmarked to fund this additional work. The

The final costs for the total project, including the change in scope of the pavement, was \$399,801. Details of final costs are as follows:

Utility	Amount	Final Cost
Watermains	128 Meters, 200mm Diameter	\$39,000
Storm Drainage	152 Meters, 200mm Diameter	\$15,000
Curb/Sidewalks	240 meters	\$82,000
Paving	2,100 sq meters	\$107,000
Labour		\$137,000
Testing/Engineering/Misc		\$19,000
Total		\$399,000

The original project and the additional scope of work were within the budgets approved by Council. To compare value on this work, using typical construction costs estimates (2013 City of Nanaimo based Municipal Tender prices + 10%), the updated budget for the project with the revised scope would be \$430,000, allowing for 20% Engineering and Contingencies.

I concur with the recommendation.

Ruth Malli, City Manager

ATTACHMENTS:
Sidewalk Photo



Appendix "A"

Gatacre Street Improvement Project

Photo of ground under sidewalk



PAVEMENT MANAGEMENT PLAN

(FINAL REPORT)



PRESENTED TO
Town of Ladysmith

AUGUST 21, 2015
ISSUED FOR USE
FILE: V33303118-01

EXECUTIVE SUMMARY

Tetra Tech EBA Inc. (Tetra Tech EBA) was retained by the Town of Ladysmith (Town) to provide data collection services and a Pavement Management Program for the Town's paved road network including Collector and Local roads. The Town required the services of an engineering consultant to conduct pavement data collection, perform data analysis and to propose a comprehensive ten year pavement rehabilitation plan that includes remedial maintenance and funding strategies. This is the first comprehensive pavement evaluation and analysis since 1998.

The pavement condition of each of the Town's roads was assessed in April 2015 and included measurement of pavement surface distresses, roughness and rutting measurements, and collection of digital images at regular intervals. The road network was found to generally be in good condition with an average PCI of 82.3 and an average ACA of 6.3%. The PCI is the Pavement Condition Index as defined by ASTM on a scale from 100 to 0 where 100 represents a new road and zero represents a failed road surface. The ACA is used for life-cycle cost analysis and represents the percentage of the road surface with cracking. ACA is also used to compare to other municipalities.

There has been an increase in the length of the road network since 1998. The 1998 study included a total of 42.8 km of roads and the current study includes 57 km. This represents growth of 14.2 km, or 33%. In 1998, the roads were measured to have an average Surface Distress Index (SDI) of 8.51. The SDI scale is from 10 to 0 (new or recently resurfaced to very poor). The detailed determination of SDI is not known, however, many of the same distresses were inventoried in 1998. The PCI in 1998 can then be estimated as 85.1. The overall PCI has deteriorated slightly since 1998. The lack of significant deterioration in the average condition may be attributed to growth that has added new roads and resurfacing of a few other roads since 1998 which improve the average condition.

Roads that are deteriorated beyond the condition where they would be repaired if funding was available are referred to as backlog. These backlog roads begin to require increased reactive maintenance for patching and pothole filling. The backlog, in 2015, is 13% of the road network. The backlog is increased from 2% of the road network in 1998. This is consistent with changes in the Town's road network where growth has increased the average condition and older roads have deteriorated which increased the backlog.

Life-cycle cost analysis was conducted for each road segment so that the overall condition of the network could be forecast with alternative budget scenarios. Scenarios investigated were \$250,000 per year, \$500,000 per year, \$750,000 per year, and \$800,000 per year; these scenarios include both rehabilitation and routine maintenance. Funding of \$750,000 per year was found to be necessary to maintain the average condition of the road network over the next ten years. The deterioration that can be expected with lower funding levels was quantified as well as the improvement that can be expected at funding above \$750,000 per year.

A rehabilitation program for ten years based on the \$750,000 budget scenario is provided along with a map of the first five years of the program.

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APPENDIX SECTIONS

APPENDICES

Appendix A	Tetra Tech EBA's General Conditions
Appendix B	2015 Pavement Condition
Appendix C	Rehabilitation Program
Appendix D	Inventory Data

ACRONYMS & ABBREVIATIONS

APEGBC	Association of Professional Engineers & Geoscientists of British Columbia
dTIMS	Deighton Total Infrastructure Management System
FWD	FWD Falling Weight Deflectometer
HDM	Highway Development and Management
IFR	Issue For Review
IFU	Issue For Use
IRI	International Roughness Index
LCC	Life Cycle Cost
LCCA	Life Cycle Cost Analysis
LOS	Level of Service
PAVI	Pavement Asset Value Index
PCI	Pavement Condition Index
PMS	Pavement Management System
PSAB	Public Sector Accounting Board
PSP	Pavement Surface Profiler
QA	Quality Assurance
QC	Quality Control

LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of Town of Ladysmith and their agents. Tetra Tech EBA Inc. (Tetra Tech EBA) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than Town of Ladysmith, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this report is subject to the terms and conditions stated in Tetra Tech EBA's Services Agreement. Tetra Tech EBA's General Conditions are provided in Appendix A of this report.

1.0 INTRODUCTION

1.1 General

Tetra Tech EBA Inc. (Tetra Tech EBA) was retained by the Town of Ladysmith (Town) to provide data collection services and Pavement Management Program for the Town’s road network including collector and Local roads. The Town required the services of an engineering consultant to conduct pavement data collection, perform data analysis and to propose a comprehensive ten year pavement rehabilitation plan that includes remedial maintenance and funding strategies.

This report documents the methodology followed to collect and analyze the road network data, and reports the existing network pavement condition and determines the funding required to maintain the network at current service levels. The report also provides a suggested treatment alternative for each management section as appropriate.

1.2 Authorization to Proceed

Authorization to proceed with this work was received from the Town. This work was completed under a Services Agreement, executed by the Town on March 26, 2015.

1.3 Project Definition

The Town of Ladysmith has approximately 57 centreline-km or 114.4 lane kilometers of streets consisting of collector and local roads (not including laneways and Provincial Highways). The extent of roadway is described in Table 1.

Table 1: Extent of Roadway

Road Class	Road centreline-km			Road lane-km
	Asphalt	Gravel	Total	Total
Collector	22.5	0.13	22.6	45.4
Local	33.7	0.75	34.4	69.0
Network	56.2	0.88	57	114.4

There is about 0.88 km gravel roads in the network as shown in Table 1, and, therefore, it was excluded in the analysis process and treatment recommendation.

1.4 Background

In 1998 the Town of Ladysmith, under the services of a consulting firm, developed a report which included a system condition summary of its entire paved road network. The 1998 study included a total of 42.8 km of roads; 12.6 km of collector roads and 30.2 km local roads. Compared to current centreline length, this represents growth of 14.1 km, or 33%.

The 1998 study used Surface Distress Index (SDI) on a scale from 10 to 0 (new or recently resurfaced to very poor). The method of determining SDI cannot be duplicated in the current study, however, very similar distresses were inventoried. The Town’s SDI in 1998 was an average of 8.51 which the report indicates as ‘generally very good condition’ (Uma Engineering Ltd., 1999). The report also states that over 90% of the network was above an SDI of 7, and 8% was between 6 and 7, a range in which maintenance or minor rehabilitation is required. The remaining 2% was stated as requiring some type of rehabilitation. This 2% can be compared to backlog in the current study.

2.0 PAVEMENT DATA COLLECTION PLATFORM

Tetra Tech EBA collected pavement condition data in April 2015 on 78.7 lane-km of the Town's network. Georeferenced pavement condition assessments were conducted with the Pavement Surface Profiler (PSP-6000) vehicle. This vehicle was used to collect roughness (IRI), rutting, pavement surface distress and digital image log for the roadway.

The survey lane included a single lane on local roads and two lanes (one lane per direction) on collector roads and roads divided by a physical barrier. Table 2 shows length of lane-km collected for the road network.

Table 2: Extent of Pavement Data Collection

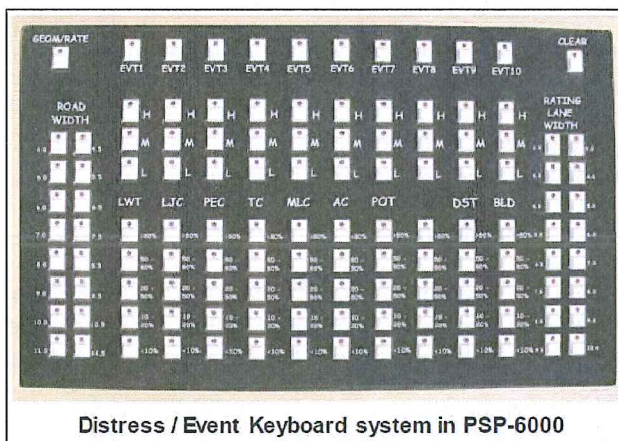
Road Class	Survey lane-km
Collector	45
Local	33.6
Network	78.6



2.1 Surface Distress Ratings

Tetra Tech EBA performed semi-automated pavement surface condition surveys using a Distress / Event Keyboard system in the PSP-6000 consistent to the most recent ASTM D6433 methodology. The PSP-6000 collects continuously and referencing is achieved through linear referencing by a vehicle based Distance Measuring Instrument (DMI) and high precision and inertial aided GPS locations. Tetra Tech EBA provided the data at a maximum interval of 50 m. This raw data was processed and loaded into the GIS. For this assignment, the set of distresses that were collected are:

- Alligator cracking (including longitudinal fatigue cracking);
- Transverse cracking;
- Longitudinal cracking (excluding fatigue cracking);
- Edge cracking;
- Block cracking;
- Patching and utility cut patching;
- Potholes;
- Weathering; and
- Ravelling;



According with ASTM D6433-11, each surface distress was measured for three severity classifications in each sample interval. Surface distresses were inventoried for the entire width of the surveyed lane.

2.2 Road Profile Measurements

The PSP-6000 vehicle's longitudinal profile, roughness (IRI), transverse rut and cross-slope capabilities are provided by an inertial profiling system, which exceeds the industry standard ASTM E950 specifications.

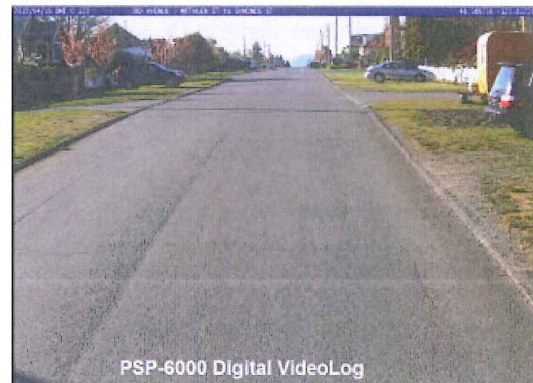
The IRI and rutting data were collected only for collector roads on a continuous basis and reported at 50 m intervals during the 2015 pavement condition survey. Minimum survey speed of 25 km/hour is required for valid IRI/rut measurements and it is usually difficult to maintain or achieve on local roadways due to control section length or traffic control signage.

Transverse profile rut measurements were calculated much like manual rut measurements - using a straight edge and gauge block across each wheelpath. Rut measurements were calculated for the left and right wheelpath using a multi-point measurement, incorporating sensors near the centre of the vehicle, the wheelpath, and sensors outside the wheelpath.

2.3 Digital Right-of-Way Imagery

Tetra Tech EBA collected digital images using our integrated Digital Imaging System. This system provides a forward looking, full roadway view (the image spans from left side ROW to right side ROW) and is a permanent and fully referenced record of the roadway corridor at the time of survey.

For the Town, the image system captured images every 5 m. Digital imagery was collected on all local and collector routes surveyed.



2.4 Roadside Inventory Data Collection

To collect inventory data, Tetra Tech EBA developed a methodology using Thiessen polygons. The polygon segmentations were created based on the following rules:

- Intersections – Block to block segments based on distinct intersection locations.
- Pavement Homogeneity – Locations of obvious changes in roadway width and existence of concrete curb.
- Pavement Type – Changes in pavement surface type (Asphalt vs. Gravel or etc.).

For each pavement segment, attributes of surface type, road edge (existence of curb and sidewalk) and number of lanes were added to each polygon using the GIS Orthophotos and videolog imagery. In addition, the area and width of each polygon were calculated automatically by the GIS tools. Detailed tabular of 2015 Inventory data is provided in Appendix D.

2.5 Town's Historical Construction Data

It is understood that the Town of Ladysmith has not completed any new pavement resurfacing projects in the past 10 years (since 2005) except for few segments.

In addition, there was some information regarding traffic volumes provided by the Town. Where information on traffic and pavement layer thickness was not available, assumptions were made based on road classification and standard pavement sections provided by the Town. Table 3 shows default values assumed for the road segments

without available data. The assumption of five times more volume on Collector than Local roads is consistent with the 1998 Study.

Table 3: Assumed Historical Construction Data

Road Class	Pavement Layer Thickness (mm)			Traffic
	Asphalt	Base	Subbase	AADT (vehicle/day)
Collector	75	100	250	2500
Local	50	100	250	500

3.0 PAVEMENT CONDITION INDICES

A pavement condition index is a value which expresses the overall condition of pavement by considering various factors such as surface distresses, structural defects, and ride quality. The proper pavement condition index depends upon the objectives of whatever system is used to manage a particular pavement network. The following indices were used in this project:

- World Bank’s HDM Indices;
- The Pavement Condition Index (PCI);
- Roughness and Rutting indices; and
- Overall Pavement Condition Index.

For the Town, these indices can help to determine the existing level of service (LOS) and can be used in the treatment selection process and pavement performance modeling.

3.1 World Bank’s HDM Indices

Tetra Tech EBA uses indices as defined by the World Bank’s Highway Development and Management (HDM 4) models. Cracking is one of the most important distress in bituminous pavements. There are two types of cracking considered in HMD 4: Fatigue cracking and Thermal cracking. For each type of crack, separate index is given as described in below:

The fatigue crack index is defined as the percent area with load related fatigue cracks including alligator cracking; edge cracking; block cracking; potholes and patching (excluding low severity). The fatigue cracking is modelled as (Paterson, 1987):

- AFCL (%): Narrow Fatigue Cracking Area;
- AFCW (%): Wide Fatigue Cracking Area; and
- AFCA (%): All Fatigue Cracking Area (AFCL+ AFCW).

The thermal crack index is defined as the percent area with cracks that are affected by temperature including transverse cracking and Non-wheel path longitudinal cracking. It is defined as: (Paterson, 1987):

- TCL (%): Narrow Thermal Cracking Area;
- TCW (%): Wide Thermal Cracking Area; and
- TCA (%): All Thermal Cracking Area (TCL+ TCW).

The ACA Index is defined as total area of cracking including all fatigue cracks and thermal cracks:

- ACA (%): AFCA+ TCA.

Raveling can be related to poor mixture quality and inadequate compaction. The weathering distress is the wearing away of the asphalt binder and fine aggregate matrix primarily through oxidization of the bitumen due to age and environment. Since 2009, ASTM has treated these two distresses separately, because the mechanism causing these distresses is different. They have therefore also been recorded and analyzed separately in this report:

- RVL (%): Low severity Ravelling Area;
- RVH (%): Moderate to High severity Ravelling Area;
- WRL (%): Low severity Weathering Area; and
- WRH (%): Moderate to High severity Weathering Area.

3.2 Pavement Condition Index (PCI)

The Pavement Condition Index (PCI) is used to express the overall condition of the pavement surface as a function of the severity and extent of the observed surface distresses. The PCI is a numerical rating of the pavement condition that ranges from 0 to 100 with 0 being the worst possible condition and 100 being the best. The PCI is an indication of the overall health of the pavement segment and includes all of the measured surface distresses. The PCI was determined using the methodology documented in the ASTM-D6433 standard. The PCI is used to indicate the general condition of a pavement, however, it does not take into account pavement roughness or structural adequacy.

3.3 Pavement Roughness and Rutting Indices

Pavement roughness is a measure of the irregularities in the surface of a pavement that adversely affects the ride quality from a vehicle or user standpoint. The roughness is attributed to deviations of the surface from a true planar surface with characteristic dimensions that affect vehicle dynamics, ride quality, dynamic loads and drainage, expressed in the International Roughness Index (IRI). The IRI is the roughness index in millimeters per meter (mm /m) which is derived from measured longitudinal road profiles. Since its introduction in 1986, IRI has become the road roughness index most commonly used worldwide for evaluating and managing road systems.

Pavement surface ruts can pose a major safety concern and they affect the handling characteristics of a vehicle. The Rut index in millimetres (mm) is defined as average of inner and outer wheel path rutting depths.

3.4 Overall Pavement Condition Index

It is often desired to represent the overall condition of the pavement using one combined index that includes all of the pavement surface, roughness and structural integrity parameters. Tetra Tech has developed an overall index

called the Pavement Asset Value Index (PAVI). The PAVI is expressed as a percentage or ratio of the pavement asset's remaining value.

A pavement's asset value is considered to be comprised of the following components:

- The cost of excavation and subgrade preparation;
- The cost of sub-base placement and compaction;
- The cost of granular base placement and compaction; and
- The cost of the in-place wearing surface.

The value of the pavement structure is reduced by cracks, raveling, weathering, ride quality and structural adequacy. Therefore, the repair cost is defined as follows for this project:

Repair Cost (\$) =

$$\begin{aligned} & AFCL \text{ *(50 mm Mill and fill Cost) + AFCW *(Reconstruction Cost)} \\ & + TCL \text{ *(Crack seal Cost) + TCW *(50 mm Mill and fill Cost)} \\ & + WRH \text{ *(Micro surfacing Cost) + RVH *(Patching Cost)} \\ & + \{ \text{Segment Area* 50 mm Mill and fill Cost ; IF (IRI > 3.5 mm/m or RUT > 12)} \} \end{aligned}$$

The Pavement Asset Value Index (PAVI) is derived by following formula:


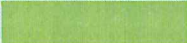





$$PAVI = 100 * \left(1 - \frac{\text{Repair Cost}}{\text{pavement's asset value}} \right)$$

A PAVI of 100 represents an as-new pavement while a PAVI of 0 indicates a pavement structure with no remaining value; needing complete reconstruction.

3.5 Pavement Condition Classification

According to the ASTM 6433 standard, a verbal description of pavement condition as a function of the PCI value that varies from "Failed" to "Good" as shown in Table 4.

Table 4: PCI Ranges for Condition Descriptions According to ASTM standard

Condition Description	Colour Code	PCI Pavement Index Range
Good		85 < PCI ≤ 100
Satisfactory		70 < PCI ≤ 85
Fair		55 < PCI ≤ 70
Poor		40 < PCI ≤ 55
Very Poor		25 < PCI ≤ 40
Serious		10 < PCI ≤ 25
Failed		0 < PCI ≤ 10

Pavement condition represented by AFCA, IRI, Rut and PAVI can be classified into five categories as very good, good, fair, poor or very poor. Table 5 provides the range of values used for each condition description.

Table 5: Index Ranges for Condition Descriptions

Rating	AFCA Index Range (%)	IRI Index Range (mm/m)	Rut (mm)	PAVI	Colour Code
Very Good	0-1	< 1.8	< 3	99-100	Green
Good	1-5	1.8 - 2.5	3-6	94-99	Blue
Fair	5-10	2.5 -3.5	6-12	83-94	Pink
Poor	10-30	3.5 - 6.5	12-25	60-83	Yellow
Very Poor	30-100	> 6.5	>25	< 60	Red

4.0 2015 PAVEMENT CONDITION PRESENT STATUS

As described in Section 3, the pavement condition indices including HDM Indices, PCI, IRI, RUT and PAVI are used to report pavement condition status. Detailed tabular of 2015 pavement condition indices is provided in Appendix B.

4.1 Road Network PCI Condition

The distribution of PCI values for the network and for each roadway classification is shown below in Figure 1.

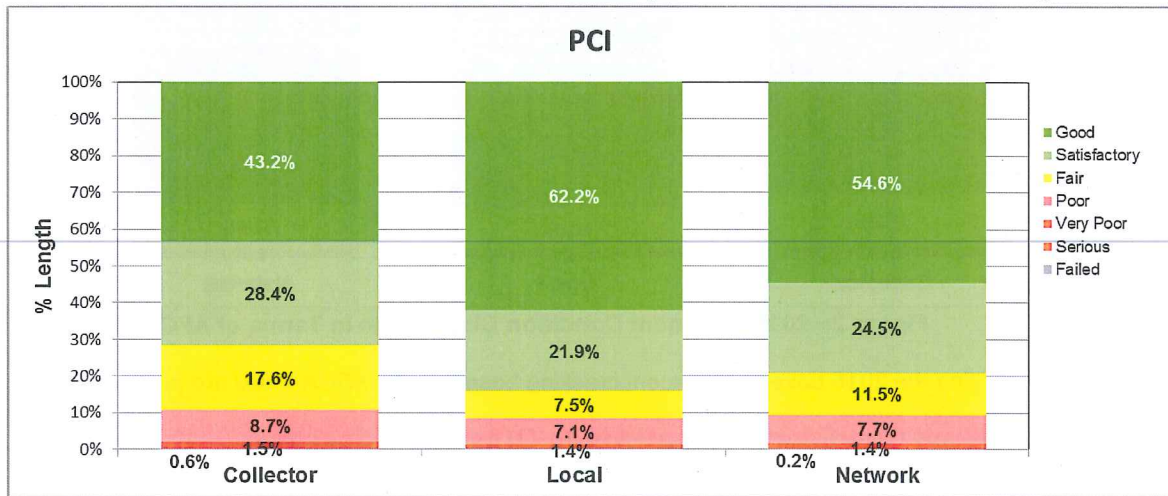


Figure 1: 2015 Pavement Condition Distribution in Terms of PCI

The 2015 paved network was found to have a mean PCI of 82.3 indicating that, on average, the surface is in Satisfactory condition (PCI from 70 to 85) overall. Approximately 9.4 % of the road network has PCI < 55. Pavements in poor condition more often result in citizen complaints and increased user maintenance costs for vehicle wear and tear.

A GIS map displaying the 2015 pavement condition index of the road network based on PCI is presented in Appendix B.

4.2 Pavement Percent Cracking

Table 6 provides a breakdown of the average pavement percent cracking (AFCA, TCA and ACA) in 2015 for each roadway classification.

Table 6: Average 2015 Pavement Percent Cracking for Road Classes

Road Class	AFCA (%)	TCA (%)	ACA (%) (AFCA+ TCA)
Collector	4.9	2.1	7.1
Local	3.8	2.0	5.8
Network	4.3	2.1	6.3

The distribution of AFCA values for the network and for each roadway classification is shown below in Figure 2. The figure indicates that 13.5% of the network was in poor or very poor condition in 2015.

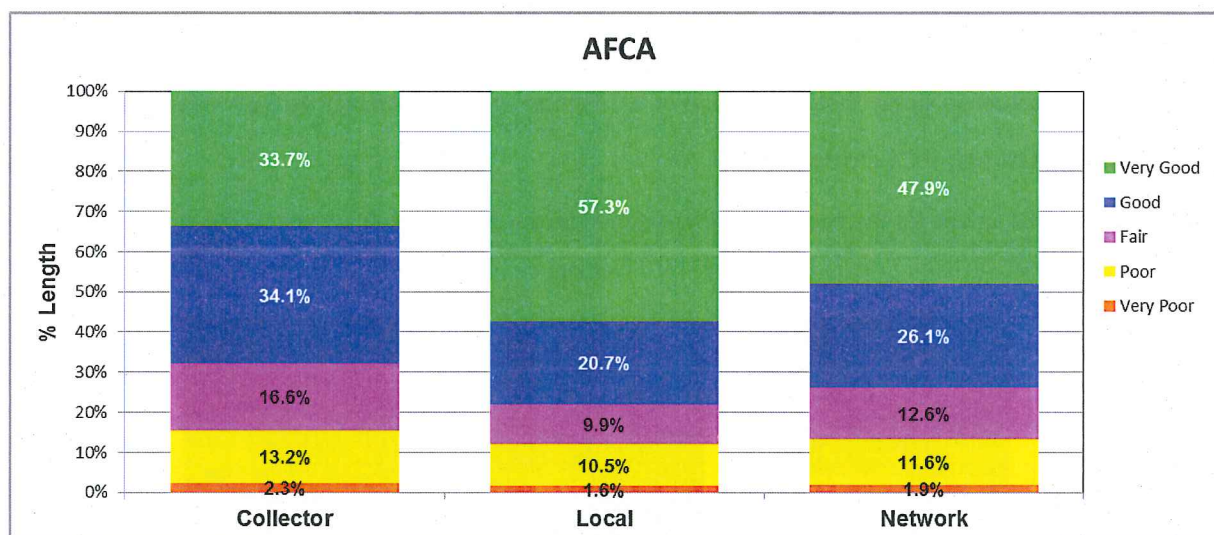


Figure 2: 2015 Pavement Condition Distribution in Terms of AFCA

GIS maps displaying the 2015 pavement percent cracking based on the AFCA Index are presented in Appendix B.

4.2.1 Pavement Condition Comparison to Other Municipalities

Table 7 shows a comparison of the Town's roadway network (Collector) to the roads of other municipalities in British Columbia in terms of ACA. Local roads have been excluded for the purposes of comparison with agencies because this list is for major roads only.

Table 7: Pavement Condition Comparison in terms of ACA (Collector)

Municipality	% Cracking	Length (km)
Hope (2006)	13.7	20
Fernie (2007)	13.6	11
Coquitlam (2010)	10.0	135
Maple Ridge (2008)	8.8	154
Surrey (2014)	8.7	538
North Vancouver (2009)	8.4	129
New Westminster (2011)	8.3	40
Langley City (2008)	8.2	50
Gibsons (2014)	8.1	11
Pitt Meadows (2011)	7.3	46
Ladysmith (2015)	7.1	23
Coquitlam (2014)	5.7	140
Delta (2011)	5.6	113
Langley Township (2008)	5.0	328
Oak Bay (2012)	5.0	37
Richmond (2004)	3.7	98
Victoria (2012)	2.1	106

4.3 Road Network Roughness and Rut Condition (Collector Roads)

As discussed previously, The IRI and Rut were collected only for collector roads. The average IRI and Rut values were 3.6 mm/m and 2.6 mm respectively in 2015.

The distribution of IRI and RUT values for collector roads is shown in Figure 3. The figure indicates that in 2015, a high percentage of the Collector roads was above the IRI threshold value of 3.5 mm/m (poor or very poor condition).

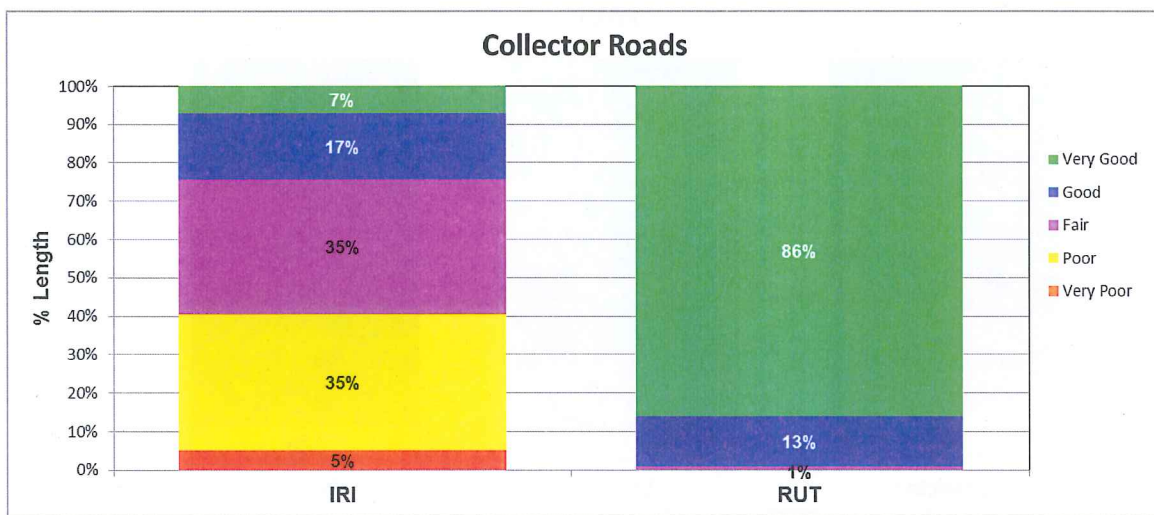


Figure 3: 2015 Pavement Condition Distribution in Terms of IRI and RUT for Collector Roads

The IRI that roadway users will consider to be above acceptable limits is a function of roadway operating speed and user expectations. The limit between fair and poor is therefore different in urban areas compared to high speed highways. The IRI threshold of 3.5 mm/m is consistent with a limit used by the South Coast British Columbia Transportation Authority (TransLink) which has a requirement that no more than 20% of the lower mainland's designated Major Road Network be above 3.5 mm/m. The MRN roads are regional roads that are not maintained by the Province of BC.

Urban networks generally have shorter segments with curbed cross-sections, lower operating speed, frequent intersections, and numerous interfaces with utility access boxes which causes the IRI to increase. An IRI greater than 3.5 mm/m is relatively high but does not necessarily indicate that it is unacceptable or that the pavement surface has defects in need of repair. The high roughness may be in a location where vehicle speeds are generally low, such as the downtown. Because of this, roadways are not considered to be in backlog simply because of relatively high IRI.

GIS map displaying the 2015 pavement roughness and rutting are presented in Appendix B.

4.4 Pavement Overall Condition (PAVI)

Table 8 provides a breakdown of the average PAVI for each roadway classification. The 2015 paved network was found to have a mean PAVI of 94.3 indicating that the surface is in good condition (PAVI from 94 to 99) overall.

Table 8: Average 2015 PAVI for Road Classes

Road Class	PAVI
Collector	93.6
Local	94.8
Network	94.3

The distribution of PAVI values for the network and for each roadway classification is shown below in Figure 4. The figure shows that approximately 9.1% of the road network was in poor or very poor condition in 2015.

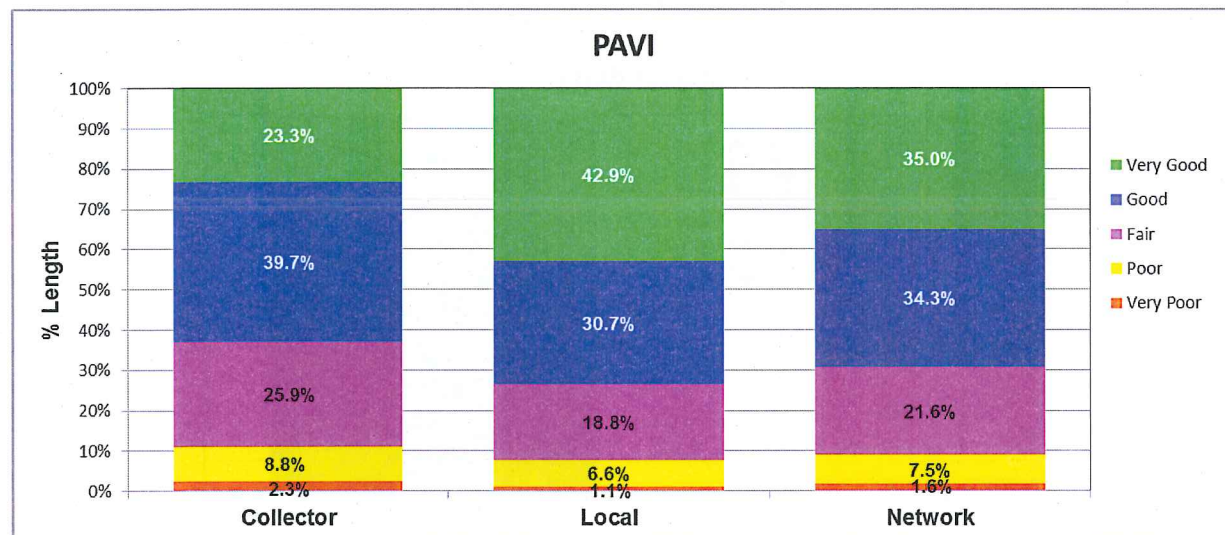


Figure 4: 2015 Pavement Condition Distribution in Terms of PAVI

A GIS map displaying the 2015 overall pavement condition of the road network based on PAVI Index is presented in Appendix B.

4.5 Length of Backlog Roads

The road segments in poor to very poor condition that have not yet been rehabilitated, are defined as “backlog roads”. A road is said to be in backlog when its AFCA is greater than 10% or RUT is greater than 12 mm indicating poor to very poor condition. As discussed, roughness (IRI) was excluded from the determination of backlog and there were no roadway sections with average RUT greater than 12 mm. Table 9 shows length of backlog roads in 2015 based on the AFCA index. This backlog represents approximately 13% of the road network and is an increase from the 2% inferred from discussion in the 1998 study.

Table 9: Length of Backlog Roads in 2015

Road Class	Centre-line Length of Backlog Roads (m)
Collector	3,494
Local	4,060
Network	7,554

5.0 ANALYSIS METHODOLOGY

5.1 Data Analysis Software

Tetra Tech EBA used Deighton’s Total Infrastructure Management System (dTIMS) software for data analysis and reporting. The software is unique in its ability to model pavement performance by any possible method including user-defined models and indices, which can be tailored to meet the Town’s specific needs with local conditions.

5.2 Pavement Performance Modeling

Tetra Tech EBA used the World Bank’s Highway Development and Management (HDM IV) models that have been developed and updated by a worldwide team of experts over the past 20 years. These models are able to predict the propagation of individual distresses such as cracking, rutting, and roughness. Figure 5 illustrates the progression of these models from required inputs through to predicted condition.

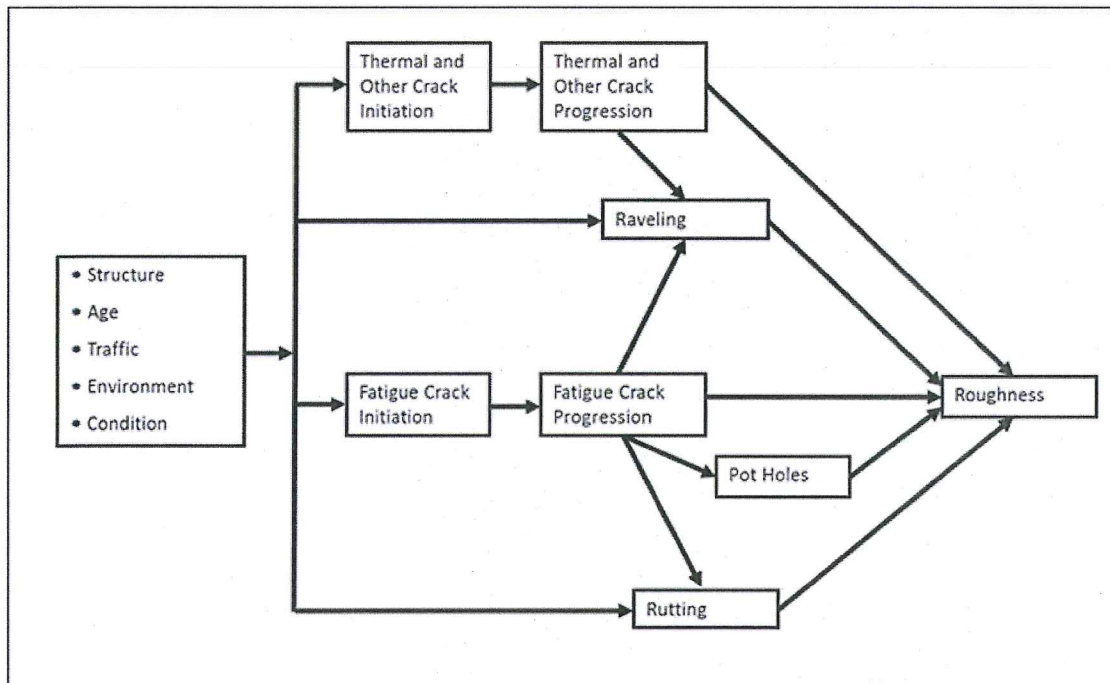


Figure 5: Predicting Pavement Performance

This enables systems using these models to select appropriate treatments, and to accurately assess current condition and value.

5.3 PCI Prediction Based on HDM Indices

In order to predict PCI during the analysis period, a relationship between 2015 PCI and HDM indices was developed as shown in the following formula:

$$PCI = e^{(-0.0208 \times AFCL - 0.0312 \times AFCW - 0.0144 \times TCA - 0.0106 \times RVH - 0.0692 \times RUT + 4.5536)}$$

A graphical comparison between the predicted and actual PCI values in 2015 is depicted in Figure 6. The purpose of this correlation is to be able to calculate PCI in future years using modelled HDM distresses. The figure indicates that PCI can be estimated from HDM indices with good accuracy.

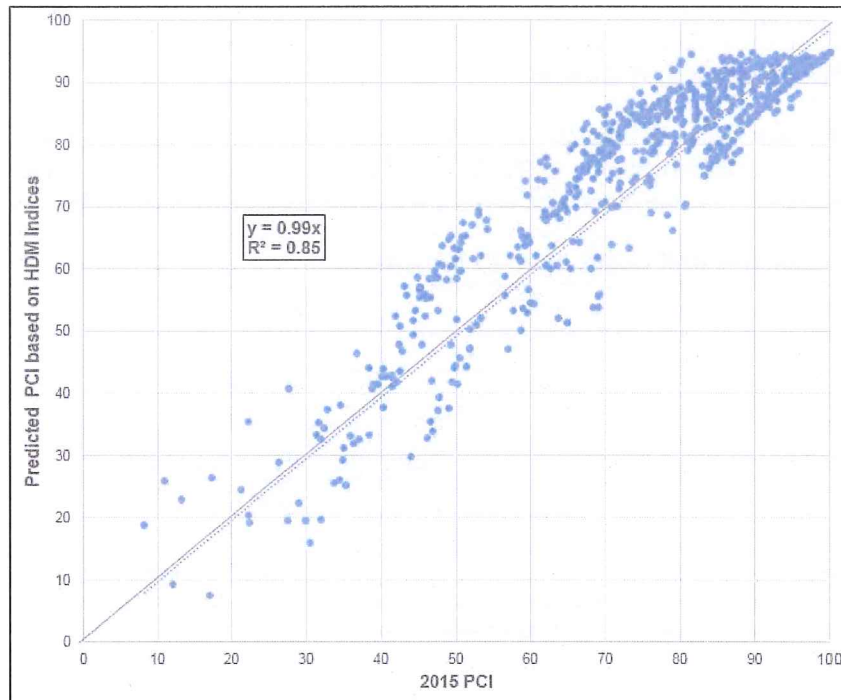


Figure 6: Relationship between 2015 PCI (ASTM methodology) and predicted PCI using HDM Indices

5.4 Parametric Data

In addition to the inventory sections and condition data, additional data was required to define the parameters of potential improvements and interventions. The analysis required the following parametric data to be established:

- Analysis Sets;
- Treatments Types and Costs;
- Treatment Triggers;
- Treatment Resets; and
- Budget Scenarios.

A brief description of each of the parametric datasets is provided in the following sections.

5.4.1 Analysis Sets

The analysis constraints are the centre of a life cycle cost analysis. They define the boundary conditions for the analysis. Analysis constraints are parameters such as:

- How long the analysis will go into the future (the analysis period of 20 years was used);

- Which elements are being analyzed;
- Which list of treatments is involved; and
- Discount rate to be used to establish present value (Discount rate of 4% was used).

5.4.2 Treatments Types and Costs

A number of maintenance and rehabilitation treatments were established, based on input from Town. The treatments and their unit costs are shown in Table 10. Typically crack sealing and patching are considered maintenance treatments whereas the other treatments are considered rehabilitation treatments.

Table 10: Treatments and unit costs used in the analysis

Treatment	Unit Cost
Crack Sealing	\$5/L-m
Shallow Patching	\$15/m ²
Overlay (50 mm)	\$22/m ² +(Crack Area Patching Cost*)
Mill and Fill (50 mm)	\$30/m ² + (Crack Area Patching Cost*)
Reclaim	\$50/m ²
Reconstruction	\$100/m ²
Subsequent Rehabilitations	\$22/m ² (no curb) or \$30/m ² (with curb)

* Crack Area Patching Cost = \$30/m²* AFCL + \$100/m²* AFCW ,where:
 AFCL= Narrow fatigue crack (%); AFCW= Wide fatigue cracking (%);

5.4.3 Treatment Triggers

The feasibility of applying a treatment on a given performance section is usually limited by physical or other constraints. For example, thick overlays cannot be directly applied to sections with curb and gutter. Similarly, a treatment should never be applied in the absence of any surface distress and an overlay should not be considered if the pavement is too severely distressed. A set of “triggers” are developed so that only feasible strategies are explored. The triggers (shown in Table 11) limit the number of strategies to those that can feasibly be applied.

Table 13: Maintenance and Rehabilitation Triggers

Treatment	Trigger Criteria	Variable
Crack Sealing	AFCL >1% Or TCL > 1%	AFCL: Narrow fatigue crack (%) AFCW: Wide fatigue cracking (%) AFCA: All fatigue cracking (%) TCL: Narrow thermal cracking (%) TCW: Wide thermal cracking (%)
Patching	AFCW + TCW > 1%	
Overlay (50 mm)	AFCA > 9% and AFCA < 30% and (No Curb)	
Mill and Fill (50 mm)	AFCA > 9% and AFCA < 30% and (Curb Exists)	
Reconstruction	AFCA >= 30% and (Curb Exists)	
Reclamation	AFCA >= 30% and (No Curb)	

5.4.4 Treatment Resets

With the selection and application of any given treatment, the performance of a road will improve. For example with a 50 mm overlay, ruts would be filled, cracking would be overlaid, roughness would decrease, and strength would increase. Therefore, to predict performance over time and account for and compare possible interventions, the performance models have to adjust the individual distress data to reflect the application of the treatment. These changes to the value of the analysis variables as a result of the application of a treatment are called resets. Some heavy rehabilitation treatments, such as reconstruction, might reset virtually all of the analysis variables.

5.4.5 Method to Measure Benefit

One method to derive the benefit is to multiply the area under the pavement performance curve and the length of the pavement section. The Area under the Curve was calculated by summing the present value of the difference between the condition index (such as AFCA) resulting from a strategy and the condition index for the do-nothing strategy for each year in the analysis period. A strategy is a collection of treatments over time that addresses the deficiency of the road segment. Figure 7 shows an example of calculating the benefit based on AFCA Index, for an overlay strategy during the 20 year analysis period.

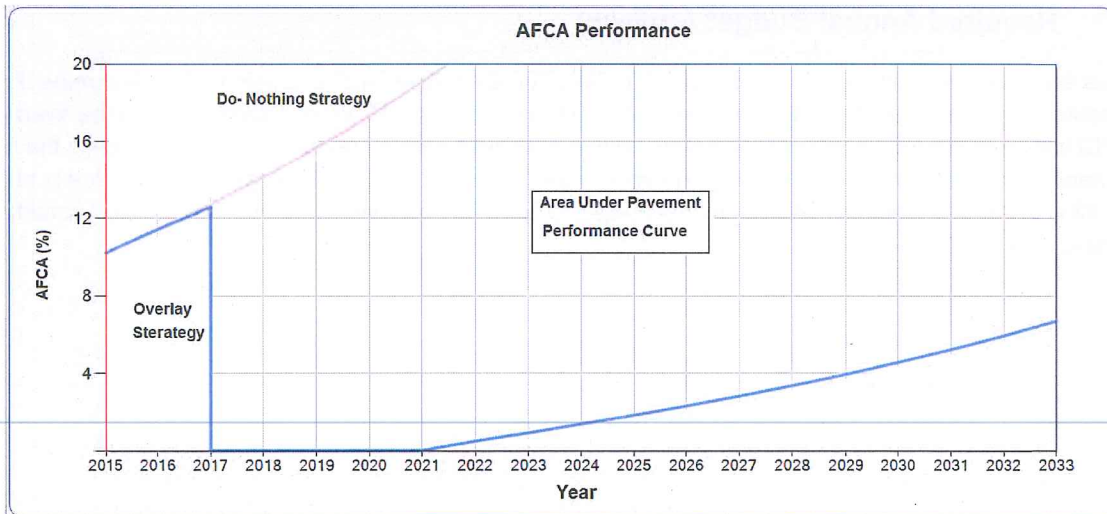


Figure 7: Example of calculating the benefit for an Overlay Strategy

Traffic (i.e. AADT) as a customer criteria could be considered in the benefit definition. For this project, the benefit was defined combining both condition and traffic, as shown in the following formula:

$$Benefit = Present\ Value\ of\ Area\ under\ Pavement\ Performance\ Curve \times \sqrt{AADT}$$

5.4.6 Budget Scenarios

For the purposes of this study, four funding level were used as budget constraint in order to assist the Town with its decision making process. The budget levels used are given in Table 12. Routine maintenance (Crack seal and Patching) costs were included in the total budgets.

Table 14: Budget Scenarios used in the 2015 Analysis

Budget Scenario	Average Annual Funding Average Over 10-Years	
	Rehabilitation	Maintenance
\$250,000	\$130,000	\$120,000
\$500,000	\$400,000	\$100,000
\$750,000	\$670,000	\$80,000
\$800,000	\$730,000	\$70,000

6.0 ANALYSIS RESULTS

6.1 Priority List

Regardless of the budget constraints, a priority listing of road segments indicating the pavement condition in order of worst-to-best is provided Appendix C using only the pavement condition (i.e. PCI). A second priority listing combining both condition and traffic to establish user-benefit is also provided in Appendix C.

6.2 Required Annual Budget Analysis

Various scenarios were analyzed to measure the effects of alternative funding levels and to determine the funding needed keep current condition of the road network or improve it during 10 years. Figure 8 shows the average AFCA and PCI values of the road network for different budget scenarios over a 10-year period. As shown in the figure, the pavement percent cracking is expected to remain about 4.3% with \$750,000 per year. The PCI value is also remain about 82 with this scenario. Considering higher budget of \$800,000 per year could improve the road condition during 10 years.

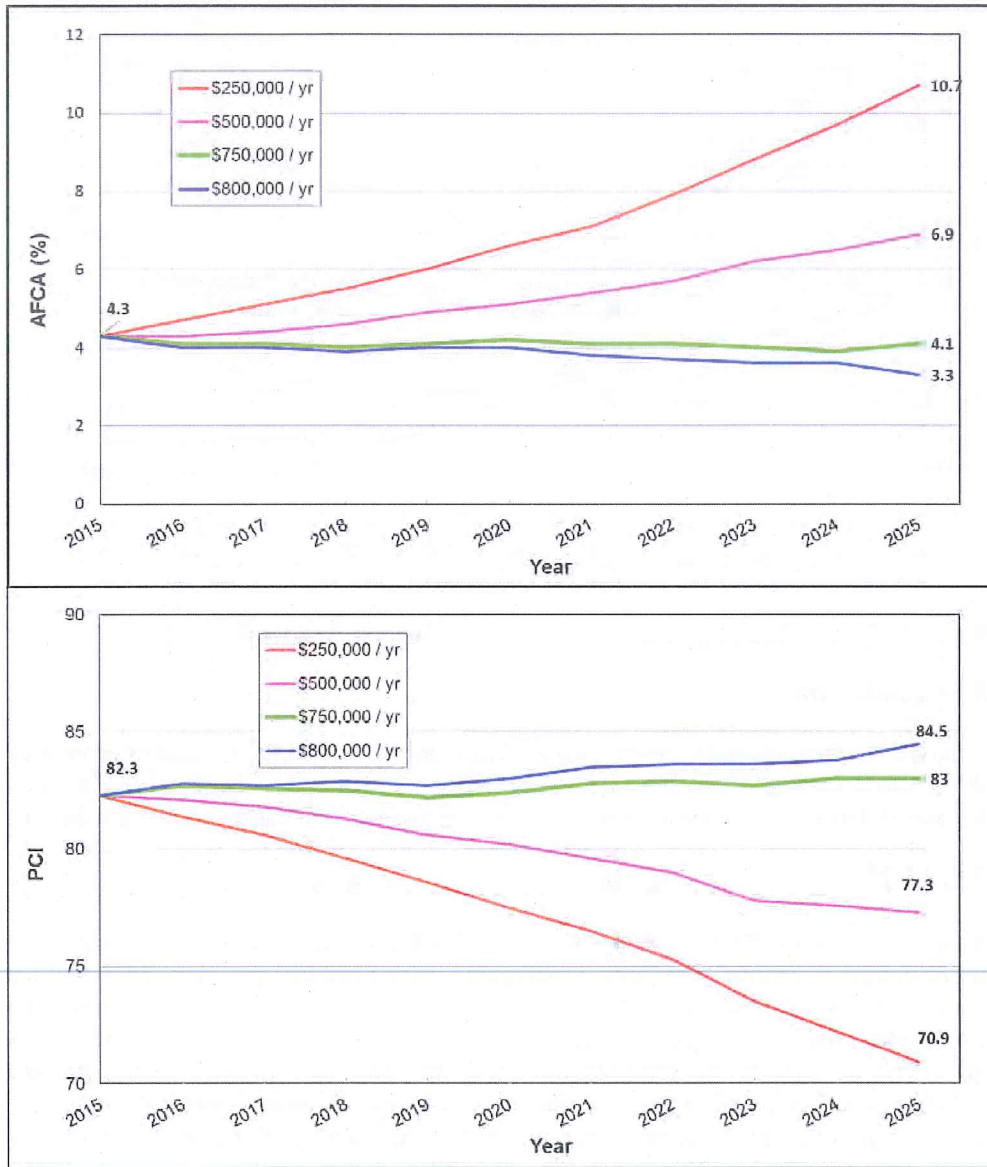


Figure 8: Predicting AFCA and PCI for different Budget Scenarios

The effect of various funding levels in terms of backlog roads length is also shown in Figure 9. The figure indicates that the backlog length is reduced from 7.554 km in 2015 to 2.734 km in 2025 with \$750,000 annual budget. The figure also indicates that the backlog roads would be increased with lower funding.

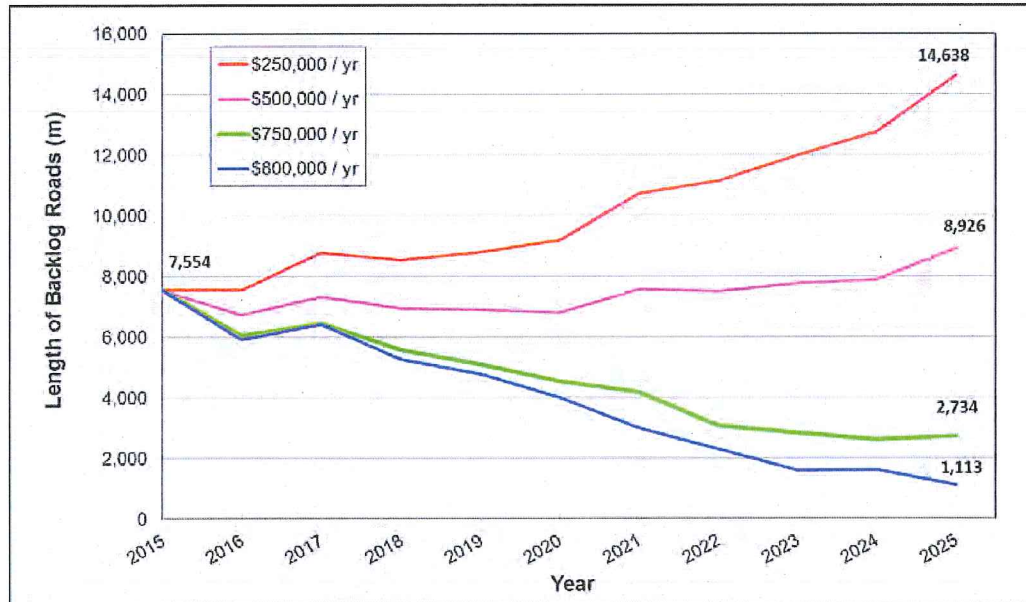


Figure 9: Future Backlog Projection based on Various Budget Scenarios

6.3 5-year Rehabilitation Program

GIS maps showing a five year paving program based upon \$750,000 annual budget for the road network is provided in Appendix C. This program includes only the major rehabilitation treatments chosen by the analysis. The rehabilitation program suggested should be confirmed by completing project level assessments and designs.

7.0 CONCLUSION

Life-cycle cost analysis was conducted for each road segment so that the overall condition of the network could be forecast with alternative budget scenarios. Scenarios investigated were \$250,000 per year, \$500,000 per year, \$750,000 per year, and \$800,000 per year; these scenarios include both rehabilitation and routine maintenance. Funding of \$750,000 per year was found to be necessary to maintain the average condition of the road network over the next ten years. This is based on the principle that the overall long-term life cycle cost of the network is minimized by rehabilitating pavements before reconstruction and/or extensive deep patching is required. This is achieved by setting the budget at a level that minimizes the cost of maintaining the network’s asset value. The deterioration that can be expected with lower funding levels was quantified as well as the improvement that can be expected at funding above \$750,000 per year.

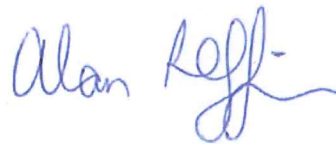
8.0 CLOSURE

We trust this report meets your present requirements. If you have any questions or comments, please contact the undersigned.

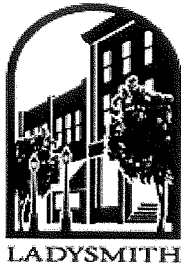
Respectfully submitted,
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Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: November 24, 2015
File No:

Re: **ORCAS SWIM CLUB POOL USAGE REVIEW**

RECOMMENDATION(S):

That Council:

- a) approve a reduction of pool rental fees for the Orcas Swim Club at Frank Jameson Community Centre to \$36.97 per hour from January 1, 2016 to August 31, 2016, and
- b) direct Staff to continue to work with the Orcas Swim Club to develop a plan to ensure long term viability of the club and report back to Council regarding possible opportunities.

PURPOSE:

This report is provided in response to the request from the Orcas Swim Club for a reduction in pool rental rates for pool time used by the swim club.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on November, 2, 2015 the Orcas Swim Club made a presentation to Council regarding the club's financial situation. The Club has experienced a decline in swimmer registrations over the past few years from approximately 65 swimmers in 2013-2014 to 25 swimmers in 2015-2016. This reduction has negatively impacted the finances of the Club.

In 2010 the Club was paying \$41.95 per hour for the pool usage. The Club made a similar request to Council at that time and asked that Council reduce the fees it was paying for pool usage. At that time Council approved a reduction in the fees to \$25.64 per hour with the objective that the club would reduce the number of hours at the pool and would return to the 2010 rates within 5 years. It was also anticipated that the Club would develop a plan to ensure the Club's long term sustainability.

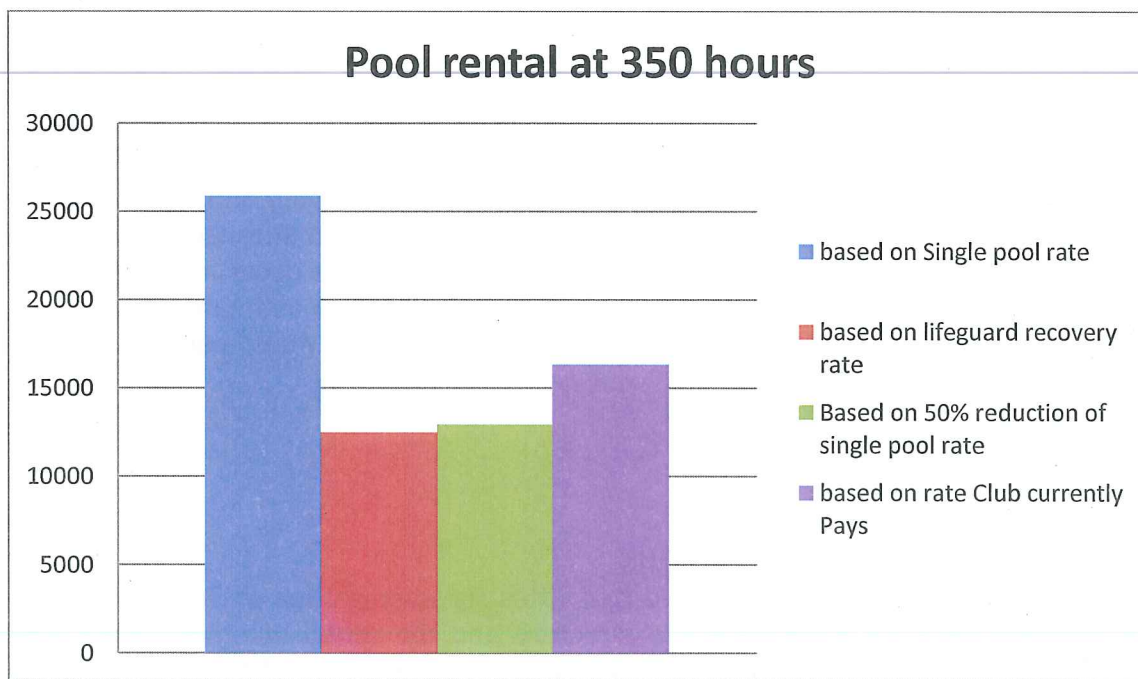
In January 2015 the Club returned to a rate of \$46.71 per hour which was part of the long term plan to bring the Club back to a level of reasonable subsidy while also ensuring the Club was viable. The challenge that the Club faced this year, which has impacted this plan, is the significant reduction in registrations, which was not anticipated.

Currently the approved hourly pool rental rate for use of the single pool is \$73.95. The Club is receiving a discount of \$27.24 per hour, which equals approximately \$9,000.00 annually. Over the past few years the Club has averaged 350 hours annually of pool usage with the annual pool rental costs for the club being approximately \$15,000.00 to \$16,000.00.

In reviewing the current costs the Orcas Swim Club pays for pool rental in comparison with other similar clubs in other jurisdictions, the Club pays significantly less than other regional swim clubs. It should be noted that there are many variables in pool rates from one pool to another, as each pool has different requirements for lifeguarding and staffing. As well many pools remain open for other programs which off sets operating costs. In this case, due to the size of this pool, it is not possible to generate significant additional revenue while the Club is using the pool as they occupy the entire main pool. When the swimming pool is in operation two lifeguards are required to be on deck. To reduce the rental costs of the Club they have historically provided one qualified lifeguard as part of the rental. The Town staffs the other lifeguard. This additional guard monitors the Club's swimmers. If, in the future, the Town was required to pay for two lifeguards, costs would increase significantly and the Club would be required to cover these additional costs.

Currently the cost for one lifeguard, plus benefits, per hour is \$35.00. There are additional costs associated with the swimming pool hourly rental rates such as administration, maintenance and utilities. Each of these cost have been factored into the fees and charges bylaw. As an example, the School District pays \$44.36 per hour per lifeguard for the pool rental.

If the club paid the single pool rate	350 hours x \$ 73.95	\$ 25,882
Cost recovery rate (single lifeguard)	350 hours x \$ 35.00	\$ 12,500
50% reduction of bylaw rate	350 hours x \$ 36.97	\$ 12,939
Club currently pays	350 hours x \$ 46.71	\$ 16,348



The Club has requested a 50% reduction in the rates. They have also advised that a reduction in pool hours to reduce the overall cost to the club is not possible as they continue to be working toward adding swimmers for this season. The Club indicated that it has been investigating other operating models, including a partnership with a larger club such as the Nanaimo Swim Club. The Club is hopeful that it will find some benefits with combining programs, or even working with the Parks and Recreation Department to look at operating more on a program model, which was the case a number of years ago. It is anticipated that this review will result in the club becoming more sustainable for the long term; however the earliest this will occur is September 2016.

In reviewing the overall swimming pool operations, it is important to offer a balanced program for both drop in and registered swimming, as well rentals. By ensuring all revenue opportunities are established and sustainable, long term financial stability is possible. The Swim Club is one of those aspects which is important in maintaining a healthy balance to the swimming pool operation. The benefits for the community are also important.

SCOPE OF WORK:

To determine an acceptable arrangement, which is affordable and sustainable.

ALTERNATIVES:

Reduce the rate for the Swim Club to a rate which covers the cost of the single lifeguard, this rate would be \$35.00 per hour.

Provide a lesser or greater reduction in pool fees than what is recommended.

Continue to provide the Orcas Swim Club with the existing arrangement and rates for usage of the swimming pool at FJCC.

FINANCIAL IMPLICATIONS:

Currently the Town is subsidizing the Orcas Swim Club to a fairly significant level and further reducing the rental rate would be increasing this subsidy.

Any adjustments to the current pool rental rates for the Club will impact the Community Centre's operating budget. At this point the existing usage estimates and fees collected are included in the 2015 annual budget for the centre. If a reduction in revenue occurs due to reducing rental rates, it is recommended that these adjustments occur in relation to 2016 pool usage, which can then be included in the 2016 budget. The estimated savings for the club would be approximately \$4,000 and this revenue reduction would need to be included in the 2016 operating budget.

LEGAL IMPLICATIONS:

None identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are a number of examples of reduced rates for user groups at Town facilities. The major facilities have an established fee structure and the rental revenues offset ongoing maintenance of these facilities. In most cases a reduction would not be greater than 50% of

the rental rates. Any adjustment to these rates may impact other groups and possible further requests for a reduction in rates may be brought forward.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

None

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

The main area of focus which this plan will explore is building on a Safe and Healthy community priorities.

SUMMARY:

The Orcas Swim Club is currently experiencing financial difficulties due to lower than expected swimmer registrations. With these challenges the Club has requested that the Town reduce the swimming pool rental fees.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Regional Swim Club Swimming Pool rates
Orcas Annual pool usage summary

2015 Survey of fees and charges for swim clubs on Vancouver Island

NO	COMMUNITY	FULL POOL	PER LANE
		RATE PER HOUR	PER HOUR
		2015	2015
1	Campbell River	161.70	10.50
2	Comox Valley Sports Centre (SC)	158.80	12.50
3	Comox Valley Aquatic Centre (AC)	212.99	12.50
4	Cowichan Aquatic Centre	113.50	14.59
5	Esquimalt	165.00	13.75
6	Ladysmith	46.71	11.58
7	Nanaimo	NAC 829.14	10.66
		Beban 409.66	
8	Port Alberni	156.45	staff rate \$39 + \$4
9	Panarama Sidney/Saanich	112.88	14.39
10	Gold River	119.91	1969.00
11	Saanich Commonwealth Place	N/A	14.18
12	Saanich (Gordon Head)	149.36	14.18
13	Ravensong (Parks/Qualicum)	131.19	14.14
14	Powell River	100.22	12.98
15	Port Hardy	75.00	18.40
16	Oak Bay	n/a	14.18
17	City of Victoria - Crystal Pool	N/A	8.97
18	Sunshine Coast	133.50	18.75
19	Westshore Parks & Rec.	100.80	12.60

NOTE: The rental rates charged to community swim clubs vary significantly between the aquatic facilities listed above. It should be noted that staffing requirements and charge outs are a major reason for the wide range in fees.

Yearly Comparison -- Orca Swim Club Rental Frank Jameson Community Centre

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
September						
Hours	24.5	24	24	25.5	32.25	19.25
Fees	905.20	970.71	990.00	1,005.18	1,441.43	949.34
October						
Hours	42	30.5	33.5	27	37.75	32
Fees	1,334.36	1,234.36	1,381.00	1,227.24	1,655.69	1,481.99
November						
Hours	49.5	31.5	32.5	37	38	36.5
Fees	1,358.28	1,270.31	1,344.45	1,414.30	1,516.76	1,690.41
December						
Hours	31	31.5	22	30	29.75	27
Fees	969.90	1,306.25	904.44	1,168.84	1,343.03	1,250.44
January						
Hours	47	33.5	30	41	39.75	0
Fees	1,446.00	1,381.11	1,259.28	1,870.31	1,771.42	0
February						
Hours	47	33.5	32	33.5	37.75	
Fees	1,474.18	1,381.11	1,346.56	1,519.68	1,696.18	
March						
Hours	30	27.5	32	33.25	37.25	
Fees	1,126.51	1,136.67	1,359.03	1,507.96	1,725.12	
April						
Hours	30.5	29.5	32	31.5	30	
Fees	1,234.36	1,234.44	1,320.76	1,472.91	1,458.85	
May						
Hours	41	35	35.5	34	33	
Fees	1,444.10	1,442.22	1,320.76	1,589.79	1,505.10	
June						
Hours	44.5	34	32.5	34	27.5	
Fees	1,683.22	1,405.56	1,320.76	1,572.55	1,574.62	
July (1 lane only)						
Hours			12	16	24.5	
Fees			467.52	794.92	283.78	
Total Hours	387	310.5	318	342.75	367.5	114.75
Total Fees	12,976.11	12,762.74	13,014.56	15,143.68	15,971.98	5,372.18

TOWN OF LADYSMITH

BYLAW NO. 1898

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

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

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

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

AND WHEREAS the total amount of liability that Council may incur is five million and three hundred thousand dollars (\$5,300,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 1898, 2015."
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of five million three hundred thousand dollars (\$5,300,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor
(A. Stone)

Director of Corporate Services
(S. Bowden)