



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MARCH 16, 2015  
Call to order 4:00 p.m.  
Closed Session 4:01 p.m.  
Regular Open Meeting 7:00 p.m.

## A G E N D A

CALL TO ORDER 4:00 p.m. in order to retire immediately into Closed Session

### 1. CLOSED MEETING

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

- law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment
- litigation or potential litigation affecting the municipality

REGULAR MEETING OF COUNCIL RESUMES AT 7:00 P.M.

### 2. AGENDA APPROVAL

### 3. MINUTES

- 3.1. Minutes of the Special Meeting of Council held February 24, 2015..... 1  
3.2. Minutes of the Regular Meeting of Council held March 2, 2015 ..... 2 - 11

### 4. DELEGATIONS

- 4.1. Dr. Paul Hasselback, Medical Health Officer, Island Health  
Health at the Local Level – Local Health Area Profile Data for Ladysmith ..... 12 - 50
- 4.2. Clayton Postings, Director of Parks, Recreation and Culture; Sybille Sanderson, CVRD Manager of Public Safety  
Cowichan Valley Regional District Emergency Social Services Reception Centre Plan ..... 51 - 67

#### Staff Recommendation:

That Council approve in principle the proposed Emergency Social Services Reception Centre Plan for the Cowichan Valley Regional District as presented.

**5. 2015 – 2019 FINANCIAL PLAN DELIBERATIONS**

5.1. Presentation by Director of Infrastructure Services – Water System

5.2. Public Input and Questions

**6. PROCLAMATIONS – None**

**7. DEVELOPMENT APPLICATIONS**

7.1. Coach House Intensive Residential Development Permit Application – S. Perrault  
Lot 9, Block 129, District Lot 56, Oyster District, Plan 703-A (532 Warren Street)..... 68 - 74

Staff Recommendation

That Council issue Development Permit 3060-15-02, to permit the issuance of a building permit for the conversion of an existing accessory building to a single storey coach house dwelling on Lot 9, District Lot 56, Oyster District, Plan 703-A (532 Warren Street), and authorize the Mayor and Corporate Officer to sign the Development Permit.

7.2. Coach House Intensive Residential Development Permit Application – K. Mellson  
Lot 8, Block 91, of an unnumbered portion of Oyster District, Plan 703-A (941 Fifth Avenue)..... 75 - 81

Staff Recommendation

That Council issue Development Permit 3060-15-03 to permit the issuance of a building permit for the construction of a single storey coach house dwelling on Lot 8, Block 91, of an unnumbered portion of Oyster District, Plan 703-A (941 Fifth Avenue), and authorize the Mayor and Corporate Officer to sign the Development Permit.

**8. BYLAWS – OCP / ZONING – None**

**9. REPORTS**

9.1. Application for Asset Management Grant Funding ..... 82 - 89

Staff Recommendation

That Council:

1. Direct staff to apply for the 2015 UBCM Asset Management Planning Program
2. Endorse the application specifically to commence work on Phase 1 (Assessment) of the BC Asset Management Framework
3. If successful in obtaining the funding, support the Town administration with overseeing the management of this grant

4. Direct staff to include an Asset Management Phase 1 (Assessment) project in the 2015-2019 Financial Plan.

**9.2. Dogs in Town of Ladysmith Parks .....90 - 103**

Staff Recommendation

THAT Council consider the following recommendations:

1. That the Upper Transfer Beach off leash dog area be redefined to include only the area south of the entrance to the Horseshoe Club driveway, while dogs be permitted on leash in the remaining Upper Transfer Beach area and that Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) be amended accordingly;
2. That appropriate signage be installed showing the newly defined off leash area and on leash areas in the Upper Transfer Beach area, and further that signage, split wood fencing and landscaping material be used to maintain the open feeling of the park scape, and that all associated costs for this work be included in the 2015 financial plan discussions;
3. That staff be directed to investigate and develop plans including costs relating to developing a fenced dog park at either the BC Hydro property located at Sixth and Methuen (Lot 1, district lot 56, oyster land district, plan VIP2159), School District 68 Davis Road School playing field, as well as Lot 108.
4. That Council authorize an increase to dog licence fees of \$4.00 per licence effective 2016 and that the additional revenue be used for the development of a fenced dog park (i.e. construction/signage) and to offset the increase to the parks operations budget due to the addition of new parks facilities;
5. That staff be directed to amend the Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) as it relates to dogs in parks with the addition of fenced dog parks as follows:

**Section 2.2**

0. *Dogs are permitted on leash in all parks with exception of defined restricted areas.*

Dog restricted areas

*Dogs not permitted: All playgrounds, sport field playing areas, and Transfer Beach (below deKoninck Way, amphitheatre, beach front),*

*Dogs permitted in control off leash: Transfer Beach Park in defined off leash area (above deKoninck Way), Mackie Park and Holland Creek Trail, Gourlay-Janes Park.*

**10. BYLAWS – None**

**11. CORRESPONDENCE – None**

**12. NEW BUSINESS**

**13. UNFINISHED BUSINESS**

**13.1. Enrolment in Union of British Columbia Municipalities Group Benefits Plan for Elected Officials**

At the February 16, 2015 Regular Meeting, Council adopted the following resolution with respect to enrolment in the UBCM Group Benefits Plan for elected officials:

*That Council*

- 1. Advise Mayor Stone of their interest in participating in a benefits program for elected officials, in order to determine whether three or more elected officials wish to enroll in the Union of British Columbia Municipalities Group Benefits Plan;*
- 2. Determine whether the Town will contribute to the cost of group benefits premiums for elected officials and if so, to what level.*
- 3. Direct staff to report back to Council regarding the estimated annual cost of group benefits premiums for elected officials to be included in the 2015 to 2019 Financial Plan.*
- 4. Direct staff to determine the amount paid for benefit premiums for elected officials by the City of Duncan and Municipality of North Cowichan.*

Four members of Council have indicated their interest in participating in the UBCM Group Benefits Plan.

It is estimated that the annual cost is \$3,037 for a single elected official and \$7,410 for a family.

The City of Duncan and the Municipality of North Cowichan pay 100% of the benefit premiums; the amount varies with enrollment.

Staff Recommendation

That Council:

1. Confirm there are more than 3 members requesting benefit coverage through the Union of British Columbia Municipalities Group Benefits Plan for elected officials.
2. Determine whether the Town will contribute 100% of the Single Premium for elected officials wishing to participate.
3. Determine whether the Town will contribute 100% of the Family Premium for elected officials wishing to participate.

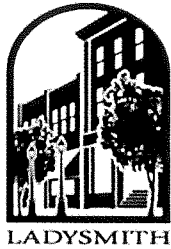


**14. QUESTION PERIOD**

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

**15. RISE AND REPORT**

**16. ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A SPECIAL MEETING OF COUNCIL**  
**MONDAY, FEBRUARY 24, 2015**  
**COUNCIL CHAMBERS, CITY HALL**  
**6:00 PM.**

**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  
Erin Anderson

Sandy Bowden  
John Manson

Felicity Adams  
Clayton Postings

**CALL TO ORDER**

Mayor Stone called this regular meeting of Council to order at 6:00 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.

**CLOSED MEETING**

**CS 2015-049**

*Moved and seconded:*

That Council retire into closed session at 6:01 p.m. in order to consider the following item in accordance with Community Charter Section 90(1):

- 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 arose from Closed Session without report.

**ADJOURNMENT**

**CS 2015-050**

*Moved and seconded:*

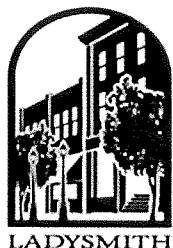
That this meeting of Council adjourn at 9:01 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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

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



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

**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone

Councillor Carol Henderson

Councillor Steve Arnett

Councillor Cal Fradin

Councillor Rob Hutchins

Councillor Joe Friesenhan

Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli

John Manson

Felicity Adams

Sandy Bowden

Sue Bouma

Erin Anderson

Clayton Postings

**CALL TO ORDER**

Mayor Stone called this regular meeting of Council to order at 4:00 p.m.

**CLOSED MEETING**

**CS 2015-060**

*Moved and seconded:*

That Council retire into closed session at 4:01 p.m. in order to consider the following item in accordance with *Community Charter* Section 90(1)(e): 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 arose from Closed Session without report.

**REGULAR MEETING**

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

**AGENDA APPROVAL**

**CS 2015-061**

*Moved and seconded:*

That the agenda for the Council Meeting of March 2, 2015 be approved with the following amendments:

- a) Move item 9.1, Request for Discharge of Covenant EX60846 from Lot A, DL 41, Oyster District, Plan VIP84543, except part in Strata Plan VIS6497 (Phase 1) – Natura Developments Ltd. (606 Farrell Road) to beginning of agenda
- b) Note amended page 12 of staff report associated with item 9.1
- c) Add the draft resolution to Item 4.1 Proposal for a Round Table on Watershed Management delegation
- d) Add Private Member's Bill - Derelict Vessels to Unfinished Business

*Motion carried.*

## STAFF REPORTS

**Request for Discharge of Covenant EX60846 from Lot A, DL 41, Oyster District, Plan VIP84543, except part in Strata Plan VIS6497 (Phase 1) – Natura Developments Ltd. (606 Farrell Road)**

*Moved and seconded:*

**CS 2015-062**

That Council deny the request to discharge covenant EX60846 from Lot A, DL 41, Oyster District, Plan VIP84543, except part in Strata Plan VIS6497 (Phase 1) (606 Farrell Road) received from Natura Developments Ltd.

*Motion carried.*

## MINUTES

*Moved and seconded:*

**CS 2015-063**

That the minutes of the Regular Meeting of Council held February 16, 2015 be approved.

*Motion carried.*

## DELEGATIONS

**Greg Roberts - Proposal for a Round Table on Watershed Management**

Mr. Roberts presented a proposal for a round table on watershed management, and outlined an interest-based approach which would provide a framework for the initiative. He provided a draft resolution for Council's consideration and urged Council to consider this initiative as a top planning priority. Mayor Stone thanked Mr. Roberts and his team for their proposal and reiterated that the protection of the watershed is a high priority for Council.

*Moved and seconded:*

**CS 2015-064**

That the presentation regarding the proposal for a round table on watershed management be received and Council provide support in principle for the draft resolution regarding this initiative, and further that the presentation materials and draft resolution be referred to the CVRD, the Stz'uminus First Nation and Town of Ladysmith staff for review and comment.

*Motion carried.*

## PROCLAMATIONS

Mayor Stone proclaimed the month of March, 2015 as "Probus Month" in the Town of Ladysmith, recognizing the role of the Ladysmith Probus Club in educating and encouraging citizens to enjoy the benefits of a connected and vibrant retirement.

## COMMITTEE REPORTS

Councillor Hutchins advised Council of the upcoming CVRD workshops on economic development.

*Moved and seconded:*

**CS 2015-065**

That Council request the CVRD to invite Town of Ladysmith staff, former members of the Ladysmith Economic Development Committee and members of Council to the upcoming Economic Development Workshops organized by the CVRD.

*Motion carried*

**CS 2015-066**      **Leisure Access Program**

*Moved and seconded:*

That Council direct staff to amend the Leisure Access Policy as follows:

- a) That the Administrative Supervisor will administer the Leisure Access Program;
- b) That the evaluation procedure will consist of a completed application with supporting documents (proof of income, proof of residency);
- c) That the monthly family income is within the most recent Statistics Canada Low Income Thresholds.

*Motion carried.*

**CS 2015-067**      *Moved and seconded:*

That Council direct staff to investigate further the inclusion of Cowichan Valley Regional District Area H in the Leisure Access Program, including a comparison of the operating costs in relation to the number of users from the Cowichan Valley Regional District and current funding contributions.

*Motion carried.*

**STAFF REPORTS**  
**(CONT'D)**

**CS 2015-068**      **Community Tourism Opportunity Program Funding Application**

*Moved and seconded:*

That Council direct staff to submit the signage initiatives project to the Destination BC Community Tourism Opportunity Program for funding of up to \$8,400 for the 2015-2016 fiscal year, and that the 2014-2018 Financial Plan be amended accordingly.

*Motion carried.*

**CS 2015-069**      **Council Remuneration/Provision of Benefits**

*Moved and seconded:*

That Council direct staff to establish a committee, consisting of three members of the Ladysmith community, to review and provide direction regarding Council remuneration rates and provision of benefits for 2015, 2016, 2017, and 2018.

*Motion carried.*

**CS 2015-070**      **Ladysmith Golf Course Creek Culvert Failure**

*Moved and seconded:*

1. That emergency repairs as a result of the Golf Course creek culvert failure be authorized to a maximum cost of \$75,000 and that the 2014-2018 Financial Plan be adjusted accordingly;
2. That Council direct staff to meet with the Executive of the Golf Course Society to review the creek crossing options contained within the staff report; and,
3. That the preferred options be referred to the 2015 Financial Plan for Council's consideration.

*Motion carried.*

**BYLAWS**

**Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2015, No. 1872**

*Moved and seconded*

**CS 2015-071**

That Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2015, No. 1872 be adopted.

*Motion carried.*

**CORRESPONDENCE**

**Nanaimo Airport Authority – Request for Letter of Support for Nanaimo Airport Expansion Project**

*Moved and seconded*

**CS 2015-072**

That the correspondence from the Nanaimo Airport Authority requesting a letter of support for the Nanaimo Airport Expansion Project be received and staff be directed to prepare a letter of support for the grant application for the Nanaimo Airport Expansion Project through the Building Canada Fund.

*Motion carried.*

**UNFINISHED**

**BUSINESS**

**Private Members Bill - Derelict Vessels**

*Moved and seconded:*

**CS 2015-073**

That a joint letter from the Town of Ladysmith and the Stz'uminus First Nation be sent to Nanaimo-Cowichan Member of Parliament Jean Crowder and the Federal government expressing strong support for private member's bill C-638, an Act to amend the Canada Shipping Act 2001 to address the specific concern regarding derelict and abandoned vessels on BC coastlines.

*Motion carried.*

**NEW BUSINESS**

**Encroachment Agreement to Accommodate the Construction of Stairs on Town Property Adjacent to 1140 Trans Canada Hwy**

*Moved and seconded:*

**CS 2015-074**

That Council authorize the execution of the encroachment agreement between the Town of Ladysmith, and David Lynwood Jenkins and Carole Jenkins and Barry John Hopper and Janet Hopper, to accommodate the construction of a set of stairs on Town property located adjacent to 1140 Trans Canada Hwy., and that the Mayor and Corporate Officer be authorized to sign the agreement on behalf of the Town.

*Motion carried.*

**QUESTION PERIOD**

Members of the audience asked questions of Council or commented on the following issues: the derelict vessel Bill, the Golf Course bridge, the benches downtown and the protocol of notification with 606 Farrell Road.

**CLOSED MEETING**

*Moved and seconded:*

**CS 2015-075**

That Council retire into closed session at 8:30 p.m. in order to consider two items in accordance with Community Charter Section

90(1):

- 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
- 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

## RISE AND REPORT

Council arose from the Closed Session with report on the following:

That Council rise and report in an open meeting on the following 2014 closed meeting resolutions:

- 2014-004 That a letter be sent to the Board of Trustees of School District 68 prior to the next meeting of the Board scheduled for January 29, 2014, requesting a meeting with representatives of the School District Board, School District staff, the Town of Ladysmith Council and Town staff, to be facilitated by David Gouthro, to discuss the school closure issue.
- 2014-005 That the Town enter into a contract with Jerry Berry to undertake a 360 degree performance review of the City Manager for a maximum contract price in the range of \$5,000 plus applicable taxes.
- 2014-011 That Council direct staff to:
1. Negotiate an extension of the existing solid waste collection contract with BFI, on a month-to-month basis for one year, generally in accordance with the terms of the current contract at a cost of \$11.90/household/month until April 1, 2014 and that an increase of 2% be implemented after April 1st and include a requirement to provide six months' notice of any proposed changes to the contract, with the Town receiving the MMBC rebate for recyclable materials.
- 2014-013 That the correspondence from the Vancouver Island Strata 2009 Oyster Cove be received, and staff be directed to negotiate, with the assistance of the Town's solicitor, an agreement that will address the residents' concerns and that a report be brought back to Council in this regard.
- 2014-016 That staff be directed to negotiate a legal agreement with Couverdon which prohibits Couverdon from harvesting timber on the four parcels of land known as the "watershed lands" prior to the completion of the transfer of these lands to the Town and that such title transfer could be phased-in.
- 2014-018 That the City Manager be authorized to accept the

- Fire/Rescue Department's request for duty pay.
- 2014-019 That Councillor Glenda Patterson be authorized to negotiate the acquisition of the Dominion Cup Trophy for a cost not to exceed \$2,100.
- 2014-023 That Council engage Jerry Berry to conduct a 360 degree performance assessment of the City Manager, including interviews with Council, management and members of the community, for a contract price not to exceed \$6,500 plus applicable taxes.
- 2014-024 That Councillor G. Patterson be authorized to offer up to \$2,400 to the Knight family for the acquisition of the Dominion Cup Trophy, with the Town's contribution remaining at \$1,000.
- 2014-030 That, subject to consultation with the District Municipality of North Cowichan regarding the resulting increase in honoraria, Council authorize the City Manager to negotiate a general increase in the honoraria for members of Ladysmith Fire Rescue of 2 per cent compounded for each of the years 2010, 2011, 2012 and 2013 with the new honoraria rate effective January 1, 2013, not to be paid retroactively to prior years;  
That all future increases in pay will be tied to the negotiated CUPE contract for Ladysmith employees; and  
That an additional honorarium increase of \$20 per month be authorized for the Chief Training Officer
- 2014-037 That Council approve as presented the four-year package of language changes, Letters of Understanding, benefits and equipment compensation resulting from the collective bargaining process between the Town of Ladysmith and Canadian Union of Public Employees Local 401.
- 2014-039 That the following changes to the compensation for Ladysmith Fire Rescue be approved:
- A general increase in compensation for fire calls and practices to all members of Ladysmith Fire Rescue of 2 per cent compounded for each of the years 2010, 2011, 2012 and 2013, effective January 1, 2013, not to be paid retroactively to prior years.
  - A general increase in the honoraria for elected officers of Ladysmith Fire Rescue of 2 per cent compounded for each of the years 2010, 2011, 2012 and 2013 with the new honorarium rate effective January 1, 2013, not to be paid retroactively to prior years;
  - All future increases in compensation to be tied to the negotiated CUPE contract for Ladysmith;



- An additional honorarium increase of \$20 per month for the Chief Training Officer; and
  - Duty pay of \$50 per person per week of on-call duty.
- 2014-040 That Council thank G.W. Donovan for his interest in the Comox Logging Locomotive #11 as outlined in his correspondence dated February 7, 2014, and advise him in response to his offer to purchase it that plans are underway to restore the locomotive and display it in Ladysmith.
- 2014-050 That Council direct the City Manager to have essential services designated by the British Columbia Labour Relations Board, in the event of a strike by CUPE Local 401 members.
- 2014-056 That the Town agree to enter into non-binding mediation through the BC Labour Relations Board with Canadian Union of Public Employees Local 401 in an effort to reach a wage settlement.
- 2014-058 That the correspondence from Aaron Stone regarding the acquisition of Ecole Davis Road and site for a community asset be referred to staff to explore options and to report back to Council.
- 2014-059 That the correspondence from the Hon. Mary Polak regarding the Town's concerns about possible hydrocarbon contamination in the vicinity of Forward Road be received.
- 2014-069 That Council tour the buildings at the Machine Shop site as soon as possible with a representative of Omicron Architecture Engineering Construction Ltd. to review the findings of the property condition assessment of the Town-owned buildings on Oyster Bay Drive (Machine Shop complex) carried out by Omicron.
- 2014-075 That Council approve the proposed wage and benefits package between the Town and the Canadian Union of Public Employees Local 401 as presented in the report from the mediator.
- 2014-079 That Council authorize the City Manager to negotiate an employment contract with Kevin Goldfuss for the position of Manager of Operations.
- 2014-090 That Council direct staff to prepare a business case analysis of options for carrying out repairs at the Machine Shop complex on Oyster Bay Drive, and that the report include recommendations for repair priorities and timelines, and options for raising funds to support the repairs.
- 2014-096 That Council write again to the Minister of Environment repeating its 2013 request that the Ministry declare the area in the vicinity of 201 Dogwood Drive/Forward Road a contaminated site due to the occurrence of

- hydrocarbons in the area and issue a remediation order.
- 2014-097 That Council direct the Town's legal counsel to write to the executor of the Gary Dalby estate requesting information as to how the estate intends to deal with the hydrocarbon contamination in the vicinity of 201 Dogwood Drive/Forward Road.
- 2014-107 That Council extend the deadline for replying to the Freedom of Information Request for Access to Records concerning hydrocarbon contamination in the vicinity of Forward Road for 30 days to August 26, 2014 or sooner, given the extent of the records contained in the records management system regarding this matter and in accordance with Section 10(1)(b) of the Freedom of Information and Protection of Privacy legislation.
- 2014-108 That Council receive the response from the Chair of the Board of Education regarding the reassignment of Ladysmith Secondary School Principal Dave Street dated June 17, 2014.
- 2014-115 That Council confirm the following assumptions for the purpose of preparing a business case for the Machine Shop complex on Oyster Bay Drive:
1. The primary use for the Machine Shop building is "Mixed Use";
  2. The primary use for the out-buildings is for light industrial or business/commercial;
  3. There is an expectation that tenants assist in fundraising for upgrades to the Machine Shop;
  4. Analysis of the businesses/societies currently occupying the spaces is not part of this business case; and
- That Council approve funding of \$10,000 for the removal of the vapor barrier and insulation in the Machine Shop and direct staff to amend the 2014-2018 Financial Plan accordingly.
- 2014-117 That Council confirm its previous direction regarding the legal matters at the Island Pacific Transport Ltd. site at 1140 Fourth Avenue (owner: Parhar) and that staff be directed to instruct the Town's solicitor to set the matter for a hearing by way of a summary trial on the removal of the Quonset hut only at this time.
- 2014-119 That Council receive the report from the City Manager on the Town's strategic planning process.
- 2014-120 That Council request proponents of a proposal to acquire floating Caisson platforms from Shell Canada to serve as a breakwater in the Ladysmith Harbour to prepare a written business case for Council's consideration.
- 2014-126 That Council receive the applications for renewal from

current members of various advisory bodies and reappoint the following members for two-year terms expiring June 30, 2016:

- Tamara Hutchinson (Heritage Revitalization Advisory Commission)
- Maureen Martin (Heritage Revitalization Advisory Commission)
- Allen McDermid (Heritage Revitalization Advisory Commission)
- Ann Rogers (Heritage Revitalization Advisory Commission)
- Bruce Laxdal (Advisory Planning Commission)
- Bryon Adams (Parks, Recreation and Culture Commission)
- Kathy Holmes (Parks, Recreation and Culture Commission)

2014-127 That Council receive the applications from external applicants for positions on Town Commissions and make the following appointments for terms ending June 30, 2016:

- Kimberley Judson (Parks, Recreation and Culture Commission)
- Mayo McDonough (Advisory Planning Commission)
- J. Harald Cowie (Advisory Planning Commission)

2014-129 That Council waive the Terms of Reference for the Advisory Design Panel and reappoint Ron Kinney and Brian Childs to serve an additional two-year term ending on June 30, 2016.

2014-136 That Council authorize payment of the contractual Canadian Union of Public Employees salary increase to relevant exempt staff as per current policy as of July 1, 2014.

2014-138 That Council direct staff to explore with the Nanaimo Regional District options for rezoning the Town-owned property at the end of Thomas Road in Cassidy for higher and better use.

2014-144 That Council refer the staff report dated October 14, 2014 on the Machine Shop Buildings on Oyster Bay Drive to a Regular Meeting of Council in November 2014, and to request staff to meet with Machine Shop tenants regarding proposed repairs to the buildings prior to that Council meeting.

2014-145 That Council waive the purchasing policy and engage IPDS Property Development Group to prepare a feasibility study on the development potential for the Town-owned property at 1251 Christie Road, for an amount not to exceed \$13,500, subject to a positive reference check of at least three references; and that the Financial Plan be amended accordingly.

2014-159 That Council approve the sale of That Part of District Lot 56, Oyster District (laneway between 320 and 300 First Avenue) shown as Closed Road on Plan EPP35319 to the Ladysmith and District Credit Union on the terms and conditions in the Agreement of Purchase and Sale for \$32,000.

**ADJOURNMENT**

**CS 2015-076**

*Moved and seconded:*

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

*Motion carried.*

CERTIFIED CORRECT:

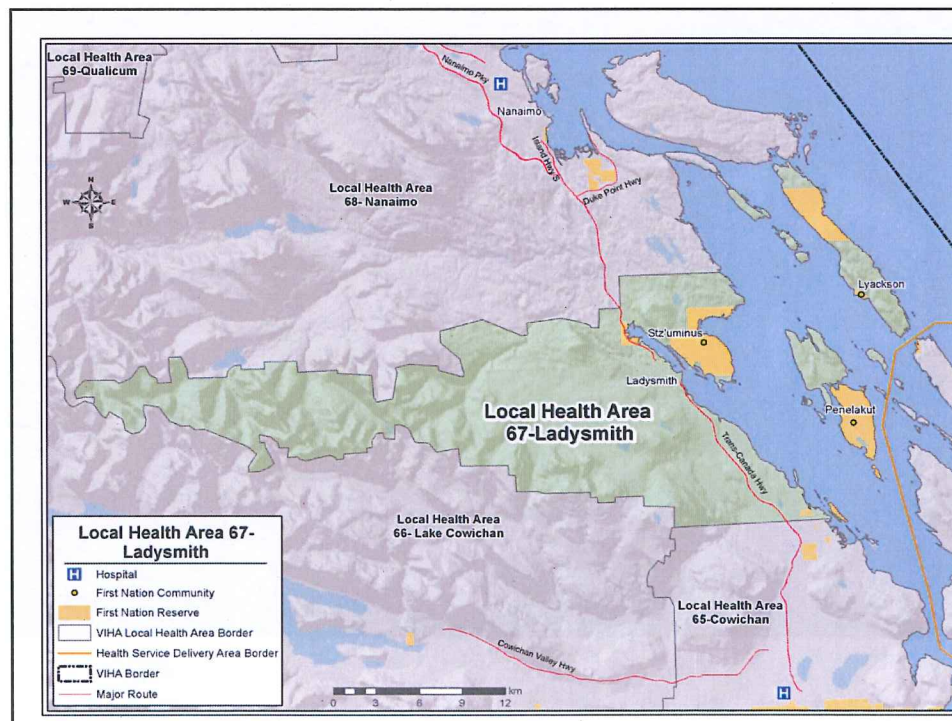
\_\_\_\_\_  
Mayor (A. Stone)

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

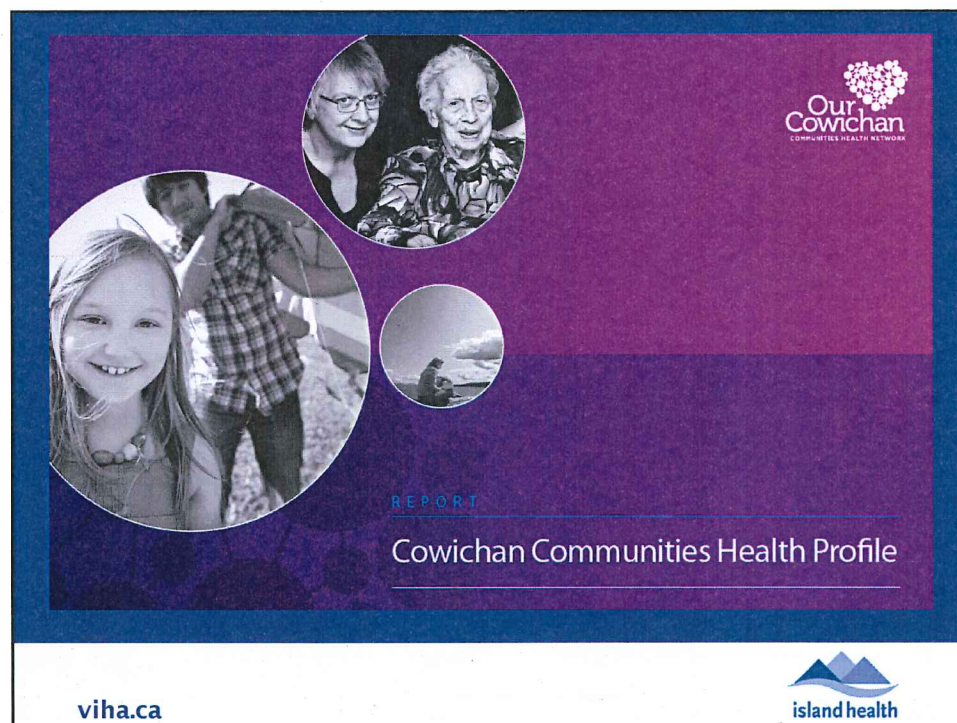
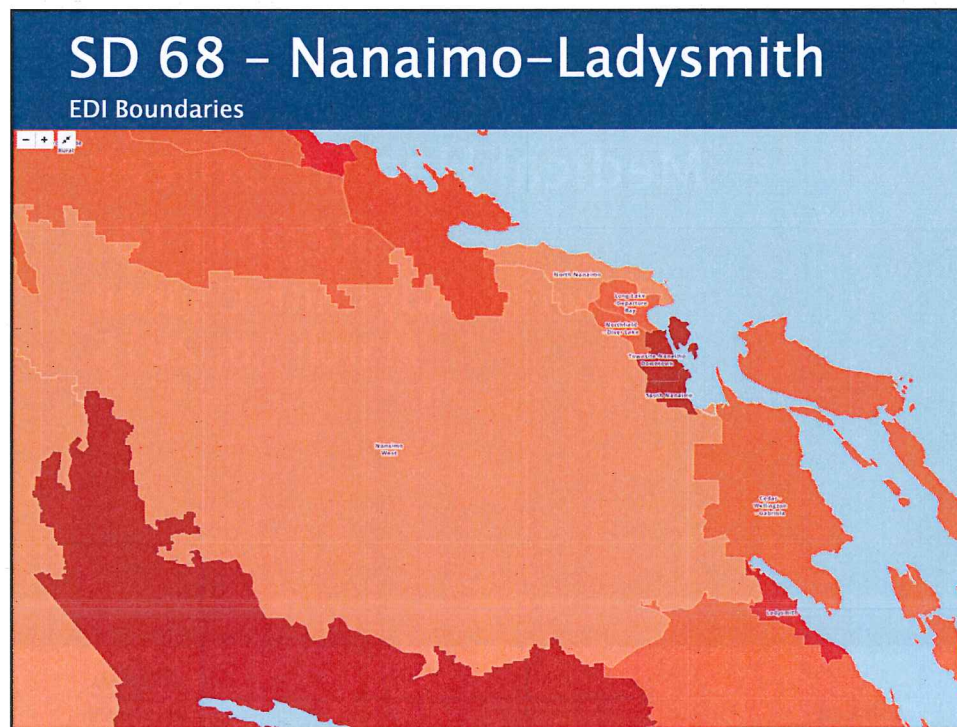
# Medical Health Officer Report to: Town of Ladysmith Council March 16, 2015

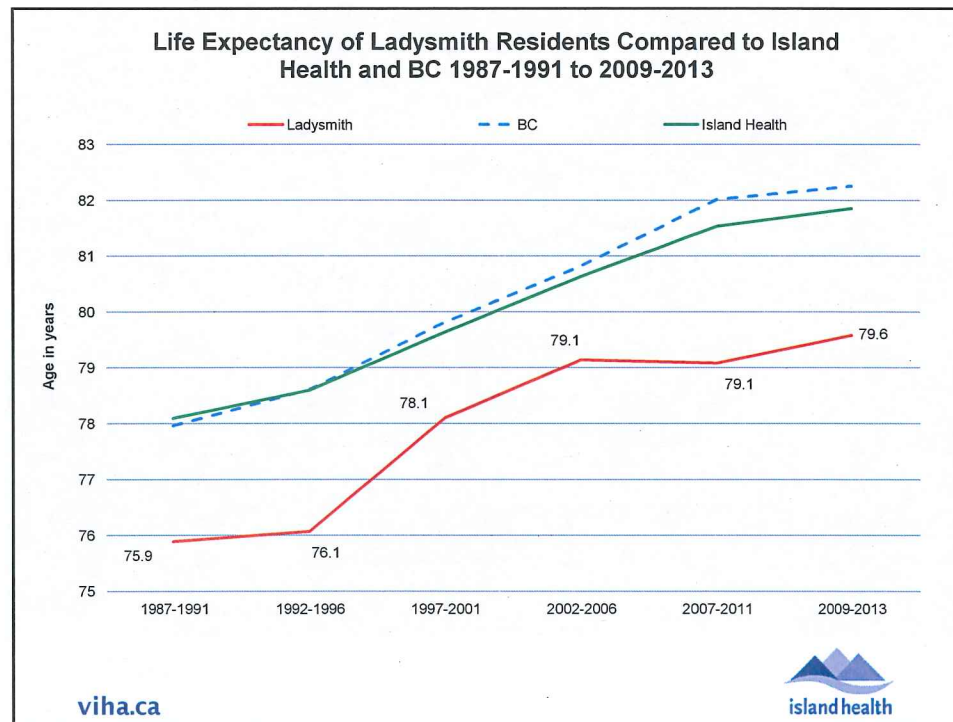
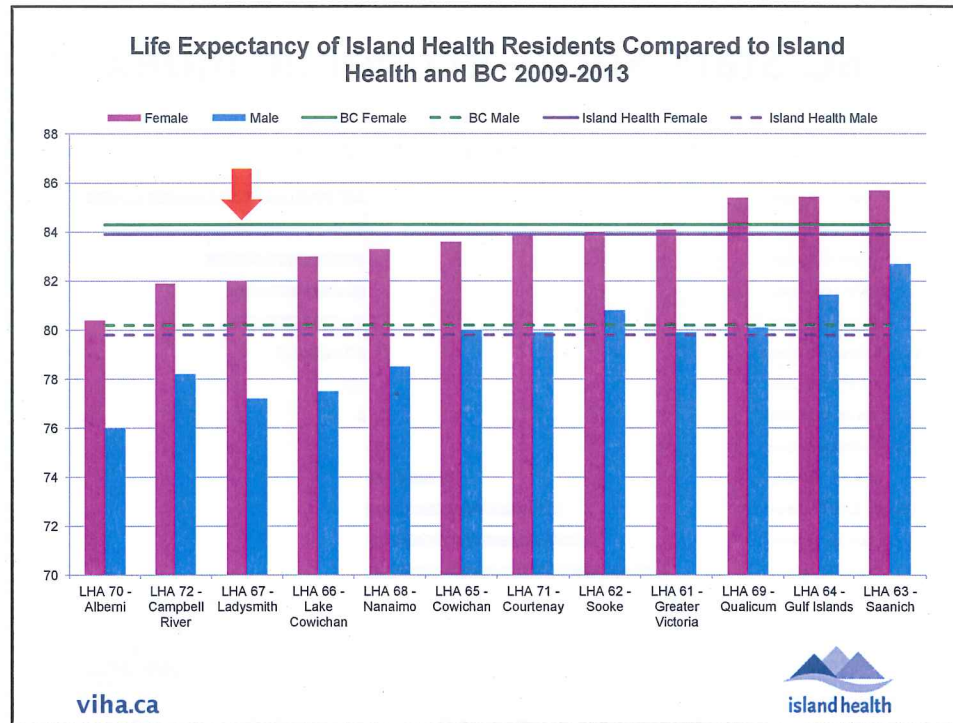
*Paul Hasselback MD MSc FCRPC  
Medical Health Officer  
Central Vancouver Island*

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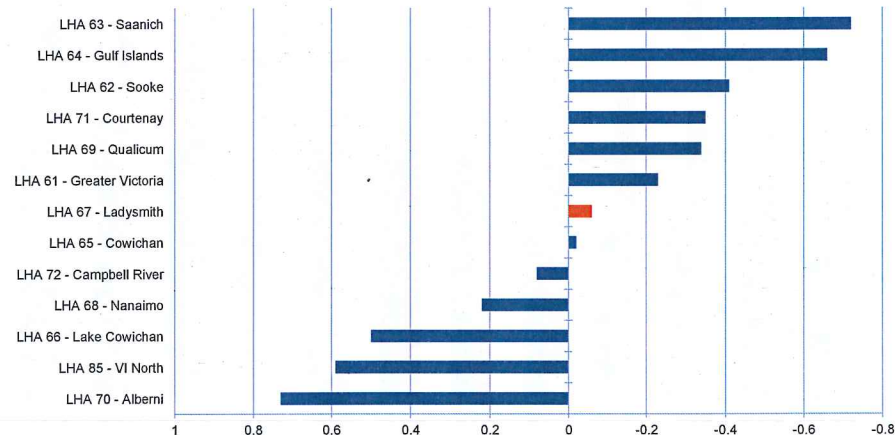






## BC Stats Socio-economic Index

Socio-Economic Index - 2012 BC Stats



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## Public Health Items for Council to Consider

- Consideration of clean air bylaw.
- Implementation of new water treatment system.
- Partnering with School District on education outcomes.
- Alignment of wood burning controls.

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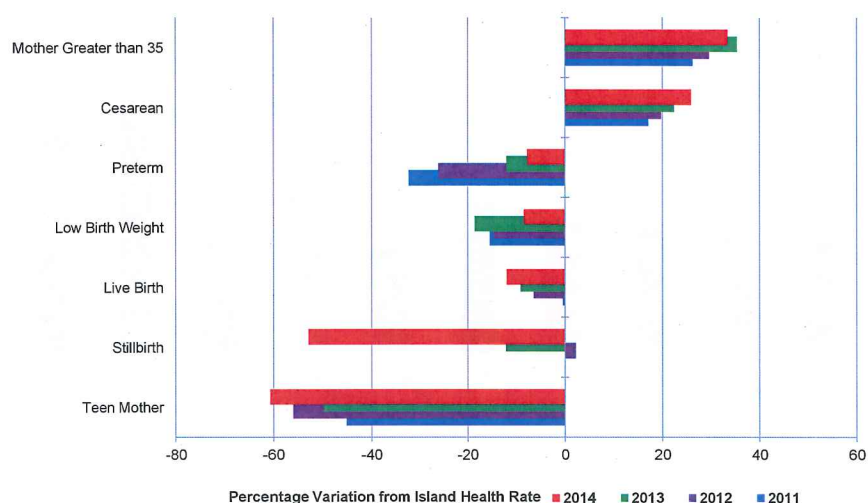
## 2011 National Household Survey (NHS)

- NHS non-response rate 26.9%
  - Underrepresentation in lower economic groups.
  - Underrepresentation by single parent families.
  - Underrepresentation by Aboriginal peoples.
  - Likely underrepresentation of other ethnic groups.
- Available in several geographic formats
  - LHA data presented.
  - “School community” boundaries as used by HELP.

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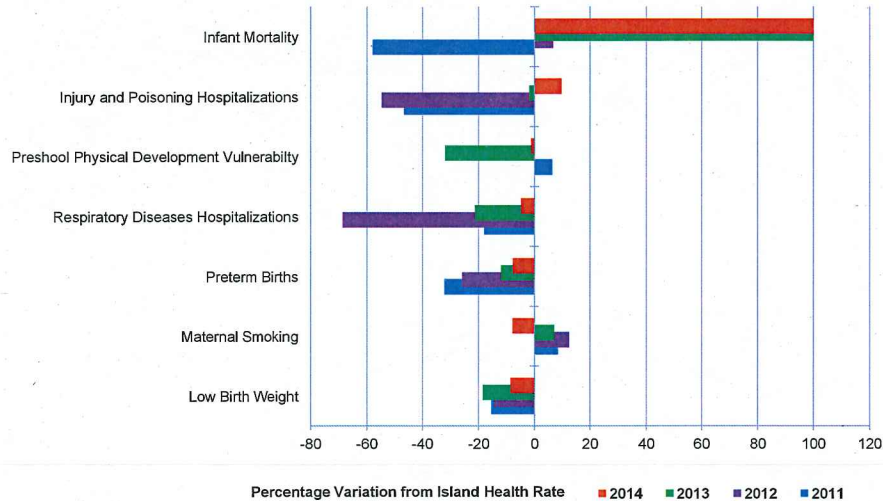
## Birth Statistics



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## Child Health

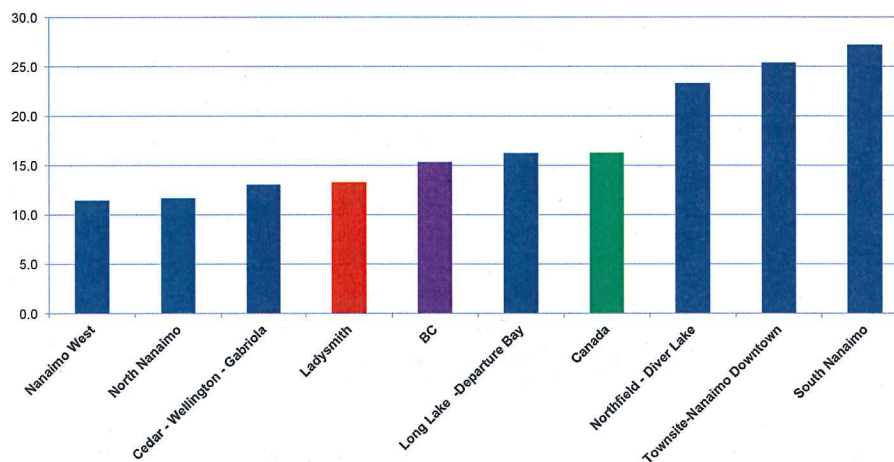


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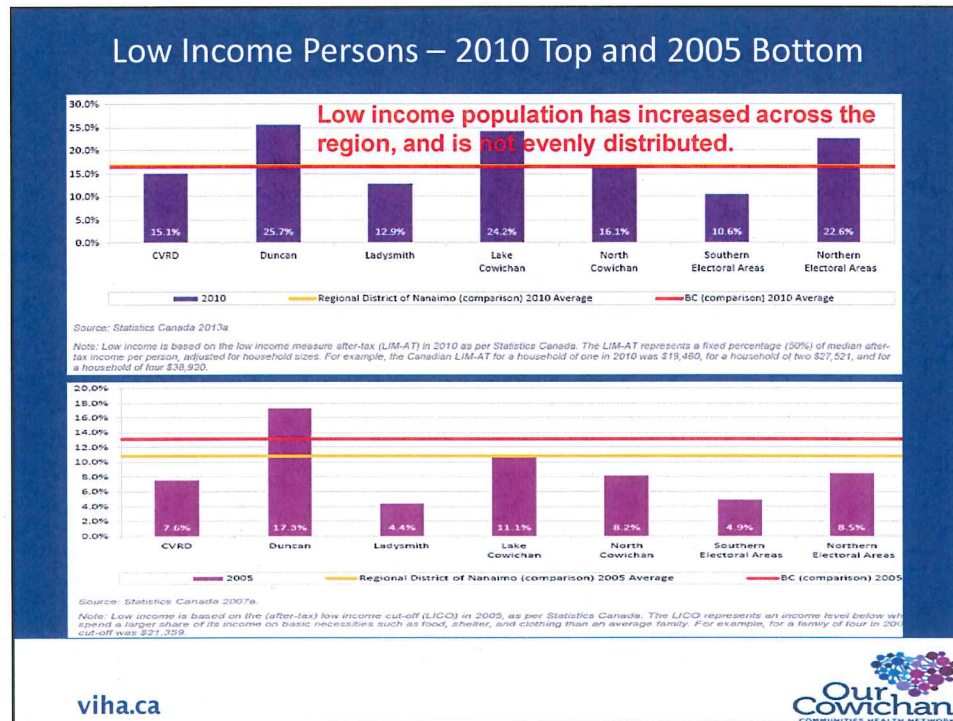
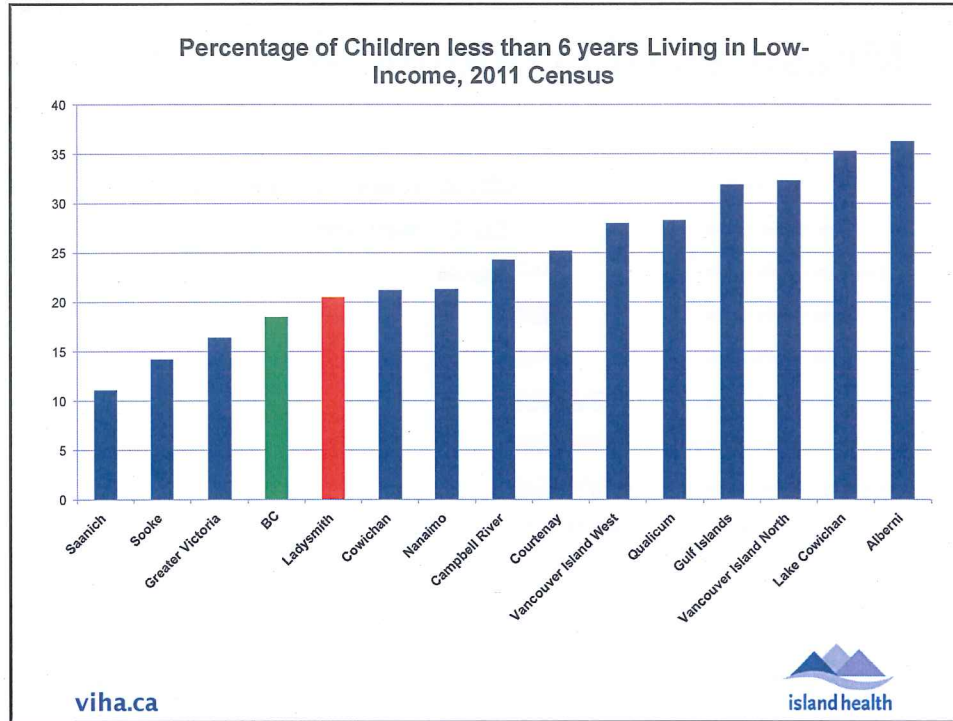
## % Lone Parent Families

About 50% of census families have children – all lone parent families have children



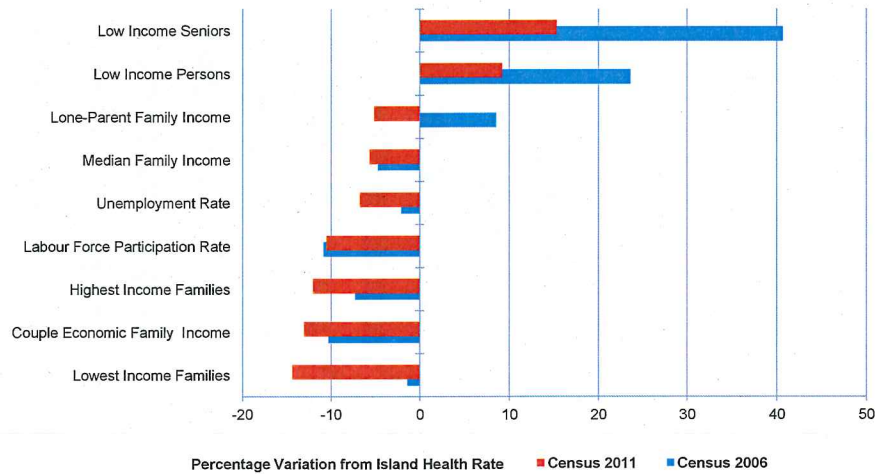
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## Measures of Economic Wellbeing -

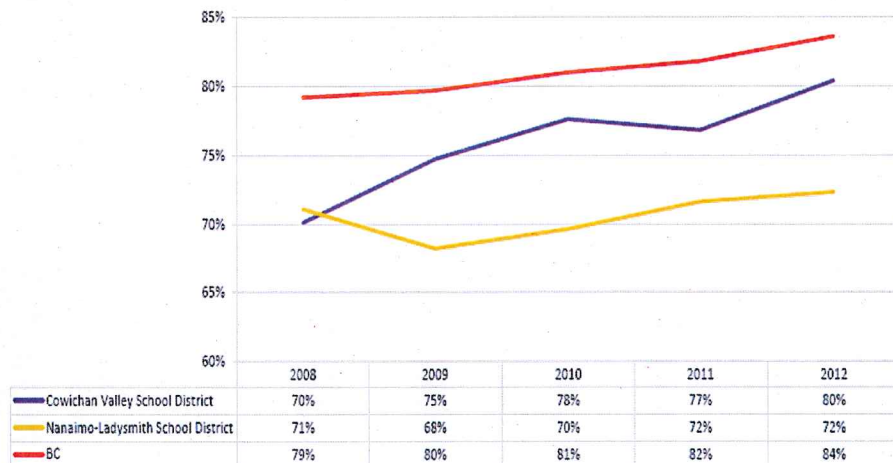
NHS Data



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## High School Six Year Graduation Rate



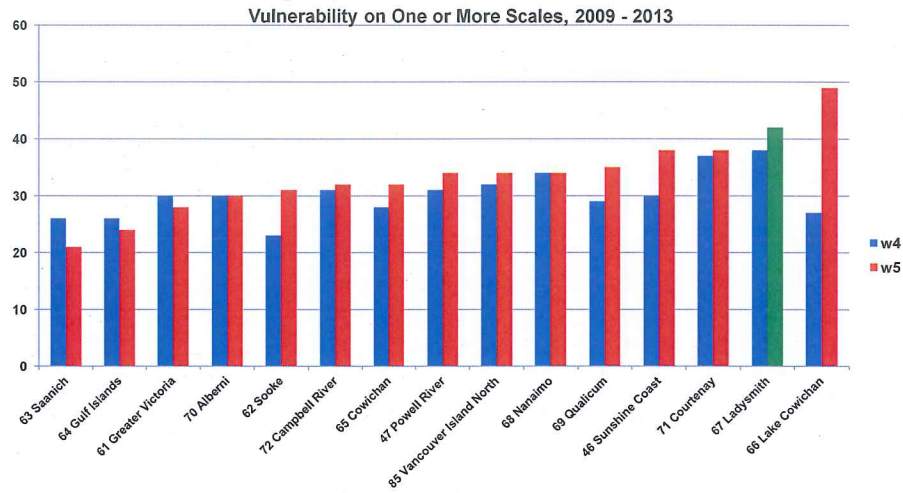
Source: BC Ministry of Education 2013a; BC Ministry of Education 2013b; BC Ministry of Education 2013c

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## EDI Vulnerability by LHA



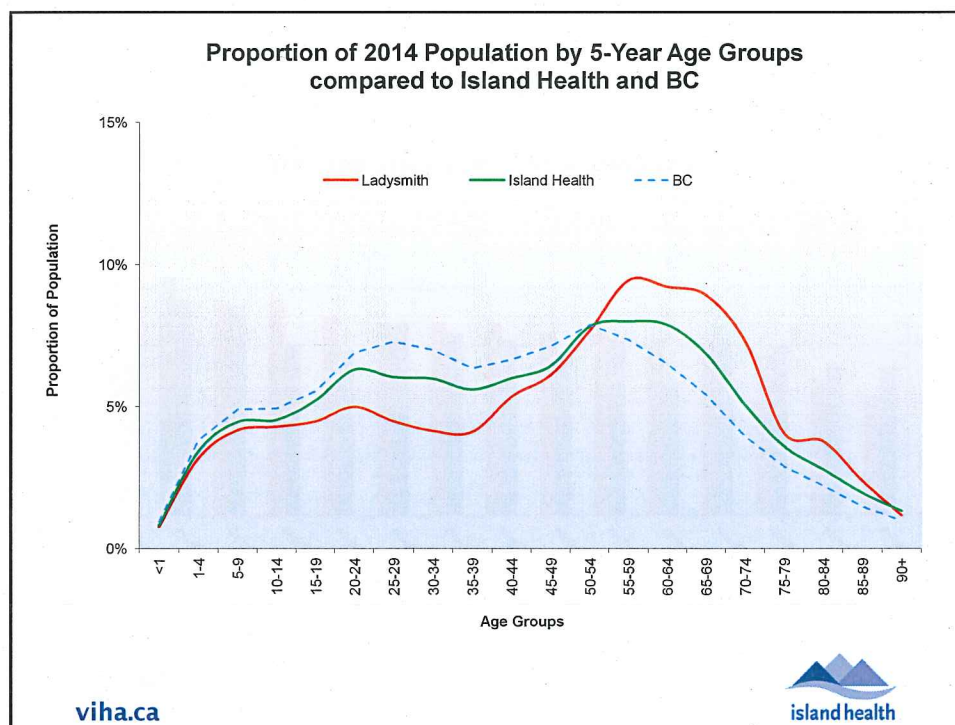
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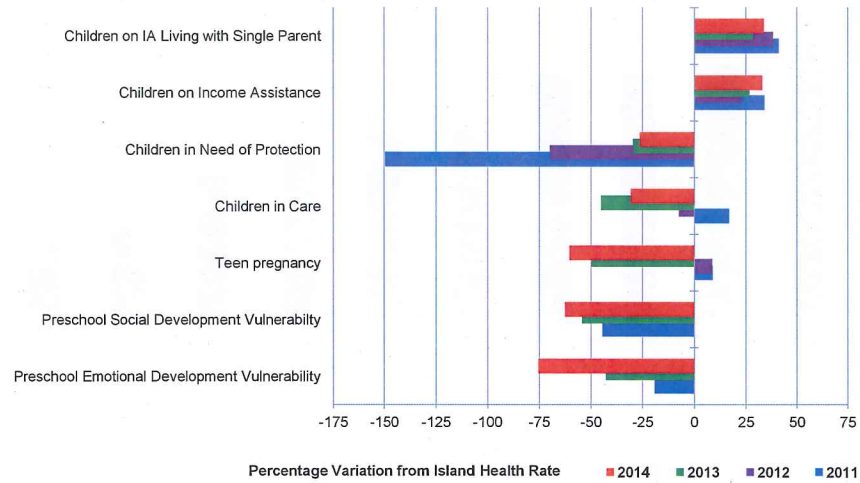




## LHA Profiles – Interpretive Notes

- Accessible on line - [http://www.viha.ca/mho/stats/lha\\_profiles.htm](http://www.viha.ca/mho/stats/lha_profiles.htm).
- Data in profiles are presented differently – important to carefully review data to understand.
- Generally measures to the right of zero show favourably when comparing Ladysmith to Island Health, measures to the left less favourably.
- Profile also compares LHA to BC as a whole.
- For most slides, Red is the most recent year, Green 2013, Purple 2012 and Blue 2011.

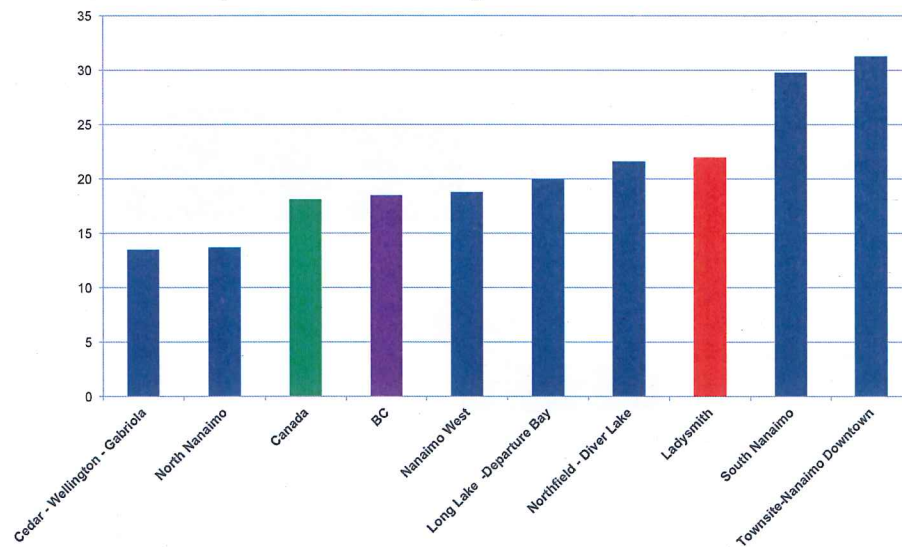
## Healthy Development



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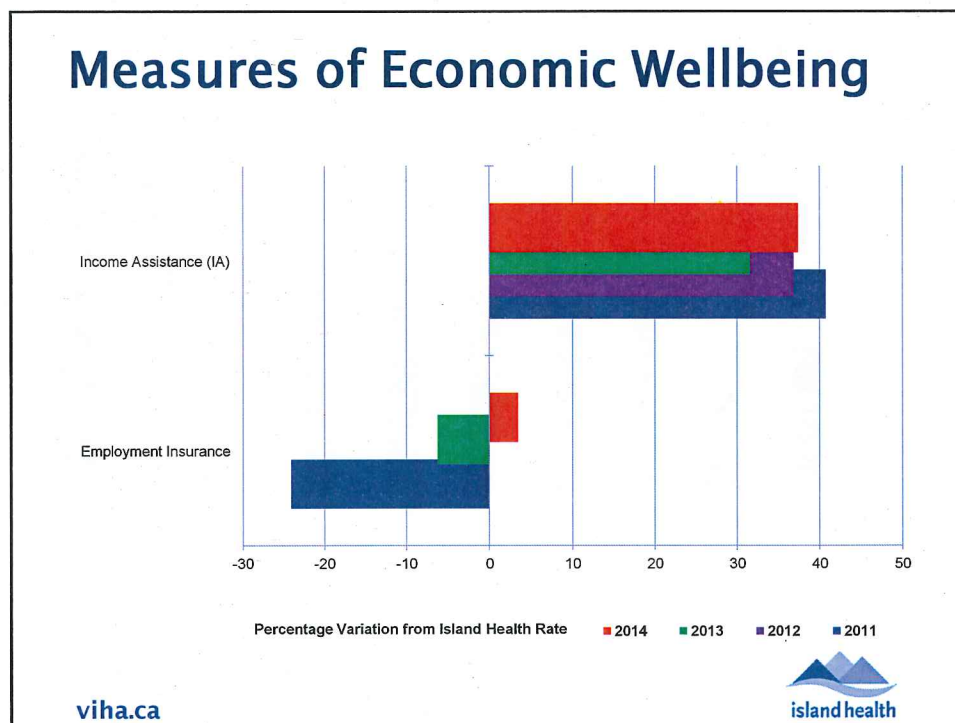
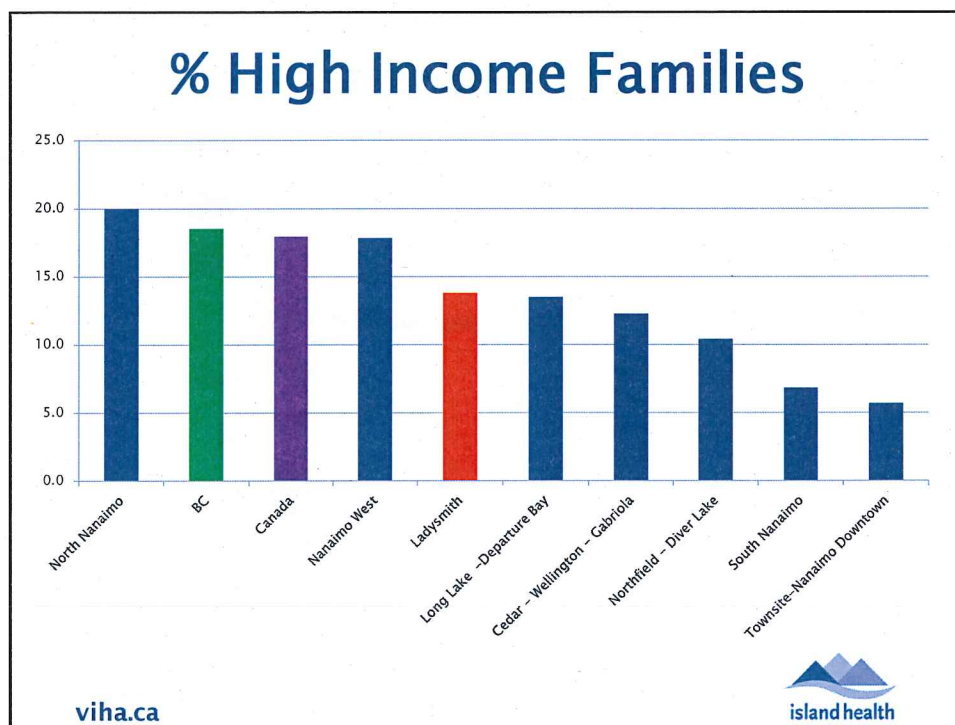


## Prevalence of Low-Income based on LIM (after tax) for Population under 6 Living in Private Households



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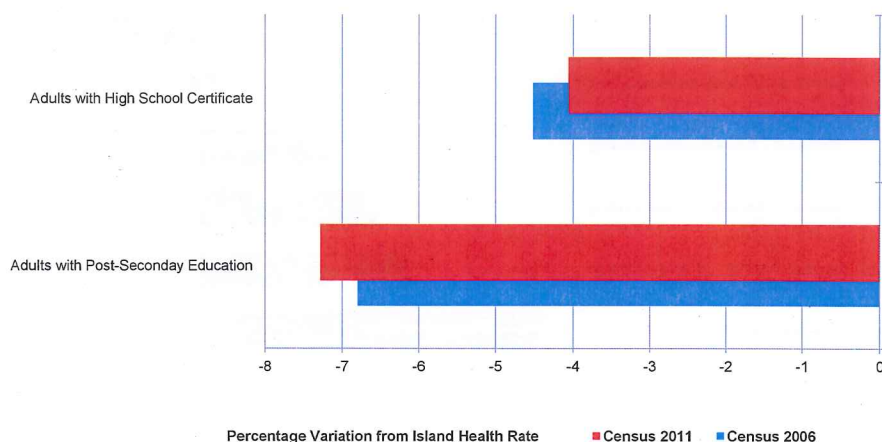






## Measures of Educational Success

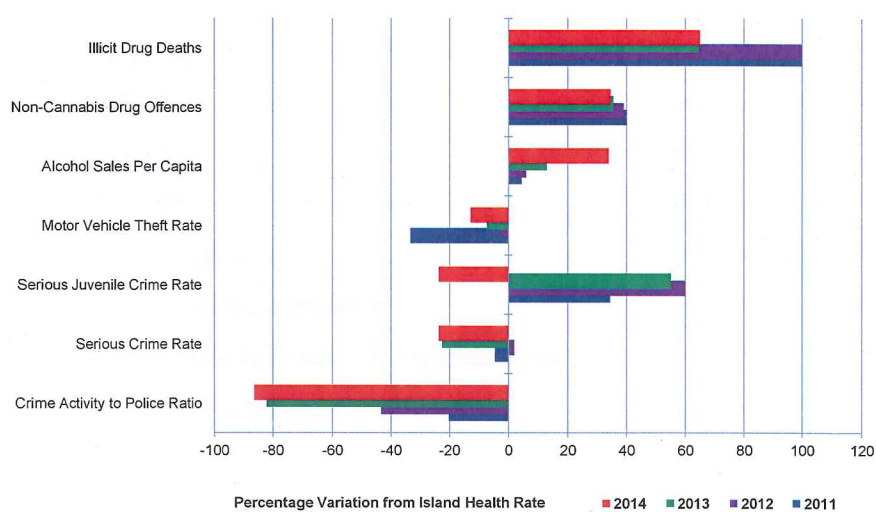
— NHS Data



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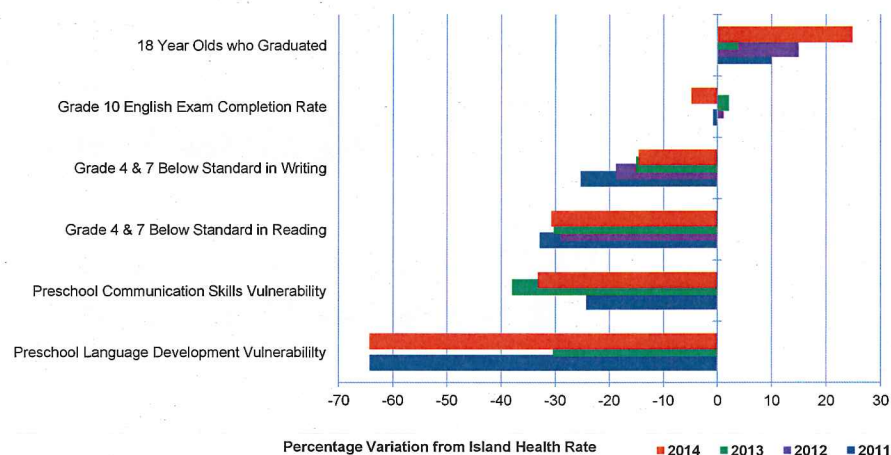
## Social Behaviours



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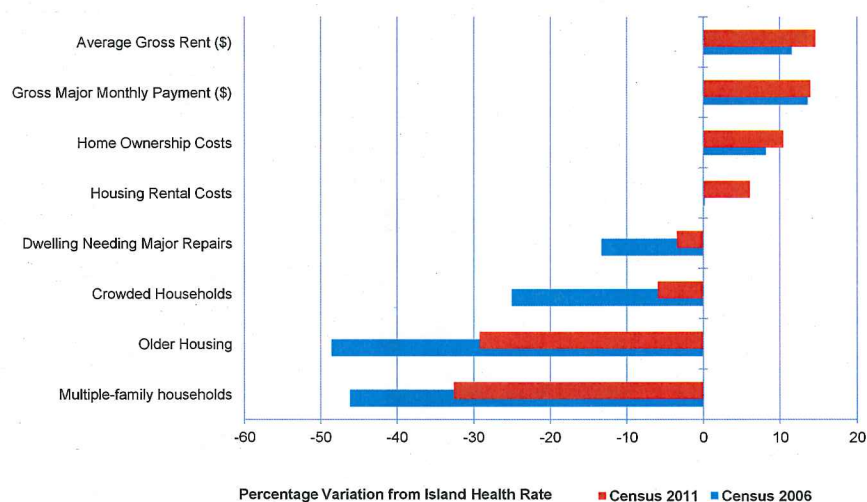
## Measures of Education Readiness and Success



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## Housing – NHS Data

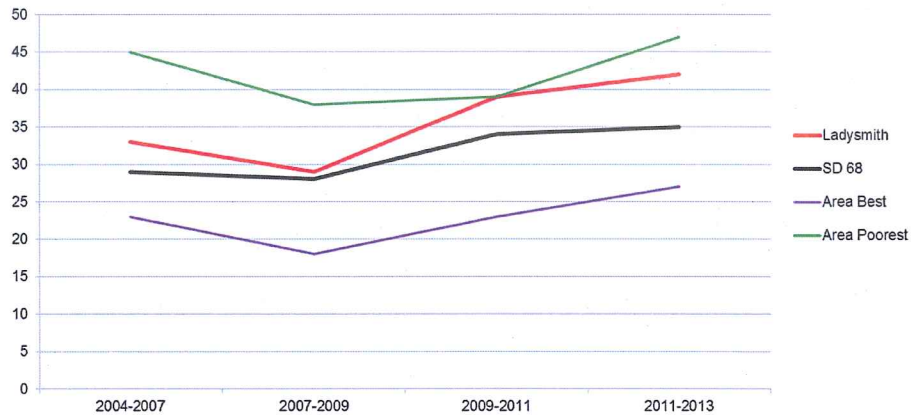


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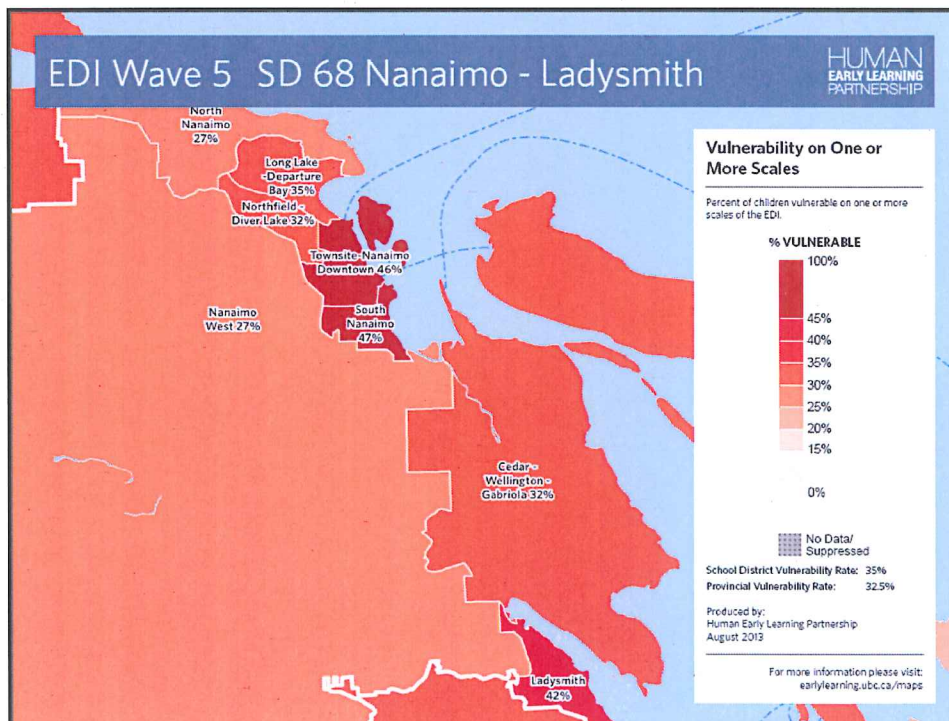


## Early Development Index 2004–2013

Vulnerability on One or More Scales, 2004 to 2013



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# 2013 Local Health Area Profile Ladysmith (67)

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Prepared by Planning and Community Engagement  
Island Health  
December 2014

An accompanying Interpretation Guide has been created to assist with the interpretation of indicators.  
**The Interpretation Guide should be read with the profiles.**

These profiles are not intended to be used for detailed planning or analysis. As they are updated on an annual basis, there may be more current data available. If you are intending to use these profiles for health planning purposes, or if you have questions or notice a discrepancy, please contact [Melanie Rusch](mailto:Melanie.Rusch@viha.ca) (Melanie.Rusch@viha.ca).

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## 1 Key notes

### Demographics

- On average, the population of Ladysmith is older than both the BC and Island Health population.
- As of 2013, Ladysmith made up 2.5% (19,000 people) of Island Health's total population of 771,660.
- As of 2011, 12.4% of people living in Ladysmith identified as Aboriginal<sup>1</sup> compared to 6.6% in Island Health and 5.4% in BC.
- The total Ladysmith population is expected to grow 20% by 2034, while the population 75+ is expected to grow 101% in the same period.

### Economic Wellbeing

- Ladysmith had a lower percentage of low income seniors (9.4%) than BC (13.9%) or Island Health (11.1%).
- Ladysmith had a lower average family income for couple economic families (\$82,405) compared to BC (\$94,632) and Island Health (\$94,769).
- A lower percentage of individuals in Ladysmith received income assistance (1.1%) than in BC (1.7%) and in Island Health (1.8%).

### Education

- A higher percentage of children in Ladysmith were rated as vulnerable for language development (16.0%) than in BC (9.0%) or Island Health (9.7%).
- Ladysmith had a higher percentage of grade 4 and 7 students who scored below standard in reading (29.3%) and writing (20.9%) than BC (20.5% and 14.2%) or Island Health (22.4% and 18.3%).
- A higher proportion of 18 year olds from Ladysmith graduated high school (90.0%) compared to BC (73.8%) and Island Health (72.1%).

### Housing

- Ladysmith had a higher percentage of older housing (26.1%) than BC (16.0%) or Island Health (20.2%).
- Ladysmith had lower average monthly rental costs (\$794) compared to BC (\$989) and Island Health (\$930).
- Ladysmith had a higher percentage of multiple-family households (2.0%) than Island Health (1.5%), but a lower percentage than BC (2.9%).

### Social Support

- Ladysmith had a higher percentage of widowers (7.5%) than BC (5.5%) or Island Health (6.4%).
- Ladysmith had a lower percentage of singles (19.0%) than BC (27.2%) or Island Health (24.5%).
- Ladysmith had a higher proportion of male lone-parent families (7.8%) compared to BC (5.7%) and Island Health (7.0%).

### Healthy Development

- There was a higher rate of children in need of protection in Ladysmith (15.3 per 1,000 children aged 0-18) than in BC (6.4 per 1,000) or Island Health (12.1 per 1,000).
- Ladysmith had a higher rate of births to teen mothers (64.8 births per 1,000 live births) than BC (29.0 per 1,000) or Island Health (40.4 per 1,000).
- A higher proportion of kindergarten children in Ladysmith were rated as vulnerable for social (25.0%) and emotional (27.0%) development compared to BC (15.6% and 14.9%) and Island Health (15.4% and 15.4%).

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<sup>1</sup> Statistics Canada, National Household Survey, 2011; Aboriginal refers to those persons who self identified with at least one Aboriginal group (North American Indian, Métis or Inuit, and/or those who reported being a Treaty Indian or a Registered Indian, as defined by the *Indian Act* of Canada, and/or those who reported they were members of an Indian band or First Nation).

### Child Health

- Ladysmith had a higher rate of children hospitalized due to respiratory diseases (11.2 per 1,000 children aged 0-14) than BC (9.0 per 1,000), but a similar rate as Island Health (10.7 per 1,000).
- There was a higher rate of maternal smoking in Ladysmith (12.8%) than in BC (8.6%), but a similar rate as Island Health (11.9%).

### Crime

- Ladysmith had a lower rate of deaths due to illicit drugs (3.0 per 100,000) than BC (7.7 per 100,000) or Island Health (8.5 per 100,000).
- Ladysmith had a lower rate of serious juvenile crime (2.5 per 1,000 youth aged 12-17) than in BC (3.5 per 1,000) or Island Health (4.5 per 1,000).
- Ladysmith had a higher crime activity to police ratio (10.7 serious crimes per police officer) than BC (7.0 per officer) or Island Health (5.7 per officer).

### Birth Statistics

- Ladysmith had the second highest rate of low birth weight babies in Island Health.

### Mortality Statistics

- Ladysmith ranked 1<sup>st</sup> for deaths due to disease related to the circulatory system, and 2<sup>nd</sup> for deaths due to diseases of the arteries/arterioles/capillaries, ischaemic heart disease and cerebrovascular disease/stroke.

### Chronic Disease Prevalence

- Ladysmith had a higher crude prevalence for several chronic conditions including hypertension (31.6%), depression/anxiety (31.2%) and osteoarthritis (14.2%) compared to BC (24.6%, 24.5% and 8.9%) and Island Health (26.5%, 27.0% and 10.8%).

### Hospital Admissions

- Of the 3,575 hospital admissions among Ladysmith residents in 2012/13:
  - 51.2% were day cases, while 48.8% were inpatient cases;
  - 52.7% were medical cases, while 47.3% were surgical cases;
  - 41% were received by Nanaimo Regional General Hospital and 39% were received by Cowichan District Hospital.
  - Vaginal delivery with no other intervention was responsible for the most inpatient cases (62).
  - Lens extraction/insertion, typically for cataracts, was responsible for the most day cases (246).
- Of the 12,653 inpatient days for Ladysmith residents in 2012/13:
  - 12.6% were for an alternate level of care (ALC);
  - Other reasons for hospitalization, such as follow-up treatment/examination, accounted for the most patient days (1,546 or 12.2%).
- The ambulatory care sensitive conditions (ACSC) rate for Ladysmith residents is 5.7% of cases, higher than the Island Health average of 4.5%.
- Similar to Island Health, the percentage of alternate level of care days (ALC) has been declining since 2010/11.

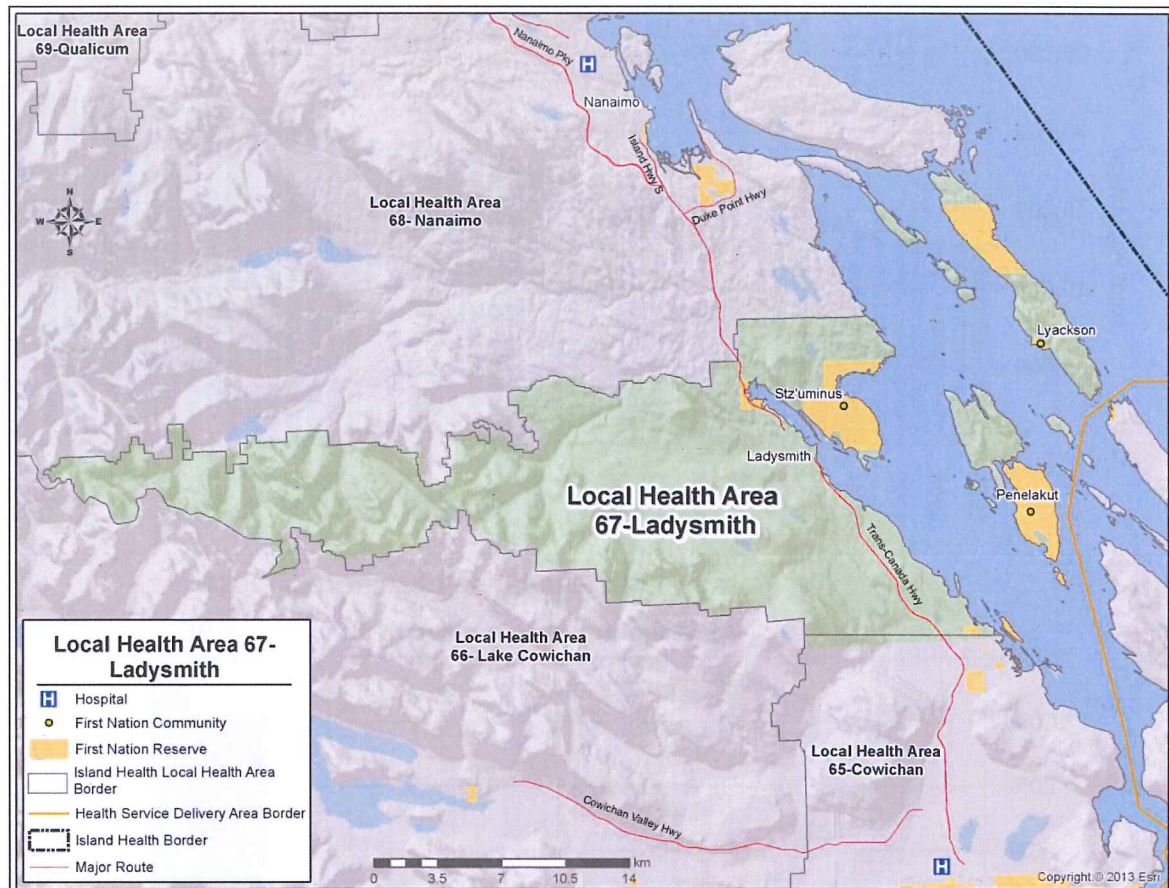
### Emergency Department Visits

- Of the 15,009 emergency visits by Ladysmith residents in 2012/13:
  - 52% were at the Ladysmith Community Health Centre;
  - 35% were for people over the age of 60.
- More visits occurred on Sundays and Mondays than on other days for Ladysmith residents.
- Ladysmith residents made more visits to emergency services per population (787 per 1,000) compared to Island Health as a whole (369 per 1,000).

## 2 Geography

### 2.1 Location Description

- Ladysmith LHA is one of 14 LHAs in Island Health and is located in Island Health's Central Health Service Delivery Area (HSDA).
- Situated in the southeastern region of the Central HSDA, Ladysmith covers approximately 442.2 square kilometers and includes the following communities: Ladysmith, and Chemainus.
- Ladysmith borders 3 other LHAs: Cowichan, Lake Cowichan, and Nanaimo.



### 2.2 Transportation

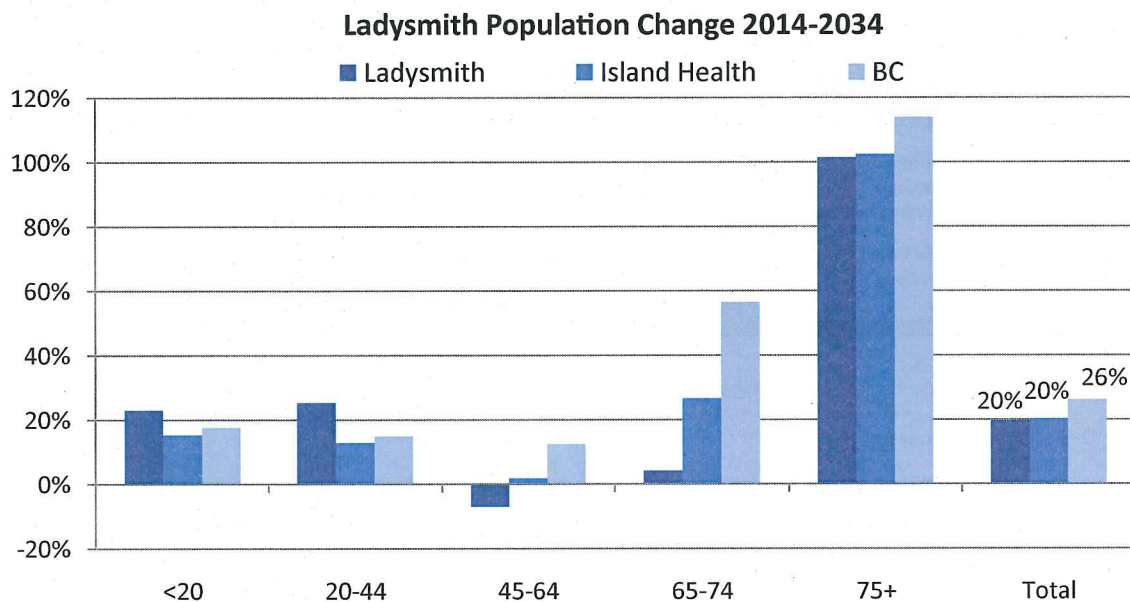
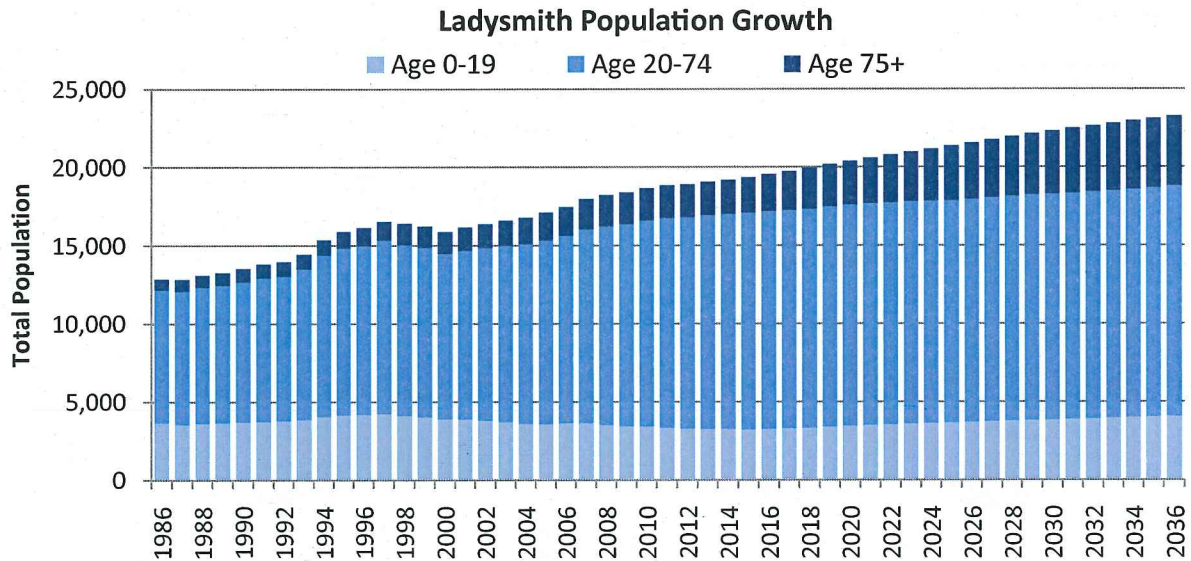
- Ladysmith is located on the Trans-Canada Highway, and is approximately one hour from Nanaimo and two hours from Victoria.
- There is no BC Transit service in Ladysmith; however handyDART service extends as far as Chemainus. The Ladysmith Trolley service runs six routes in the city of Ladysmith. Greyhound Bus lines run a service between Victoria and Nanaimo which stops in Ladysmith 6 times a day. There is a daily Via Rail train which runs between Victoria and Courtney and stops in Ladysmith upon request. There is a ferry service between Chemainus, Thetis Island and Penelakut Island.



### 3 Demographics<sup>2</sup>

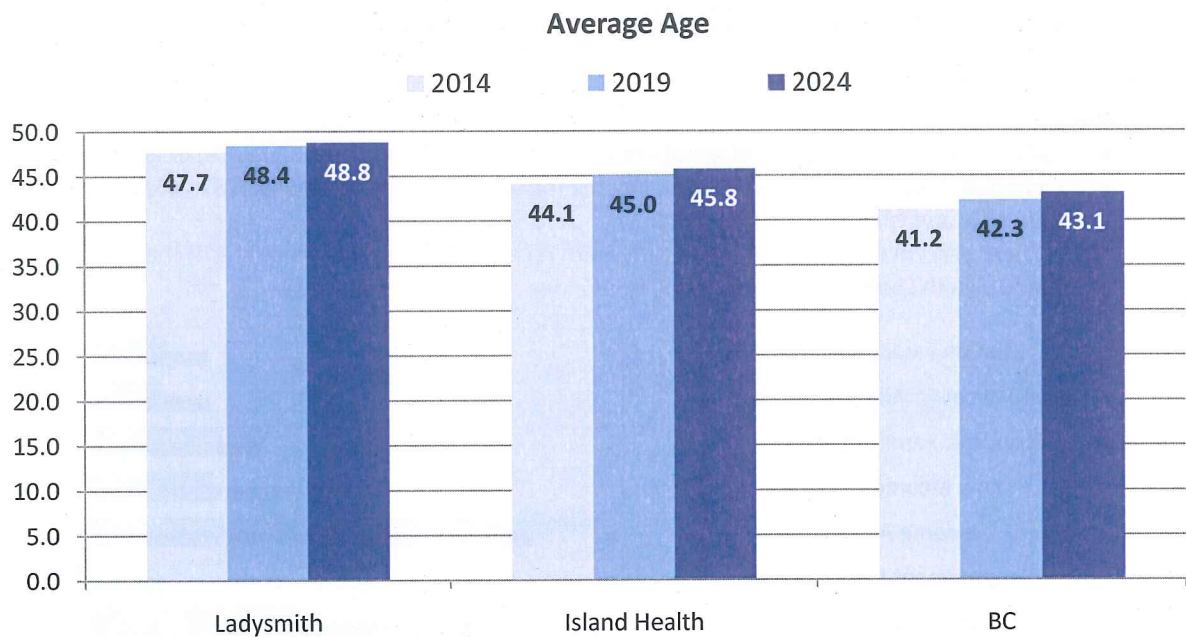
#### Key Notes:

- On average, the population of Ladysmith is older than both the BC and Island Health population.
- As of 2013, Ladysmith made up 2.5% (19,000 people) of Island Health's total population of 771,660.
- As of 2011, 12.4% of people living in Ladysmith identified as Aboriginal<sup>3</sup> compared to 6.6% in Island Health and 5.4% in BC.
- The total Ladysmith population is expected to grow 20% by 2034, while the population 75+ is expected to grow 101% in the same period.



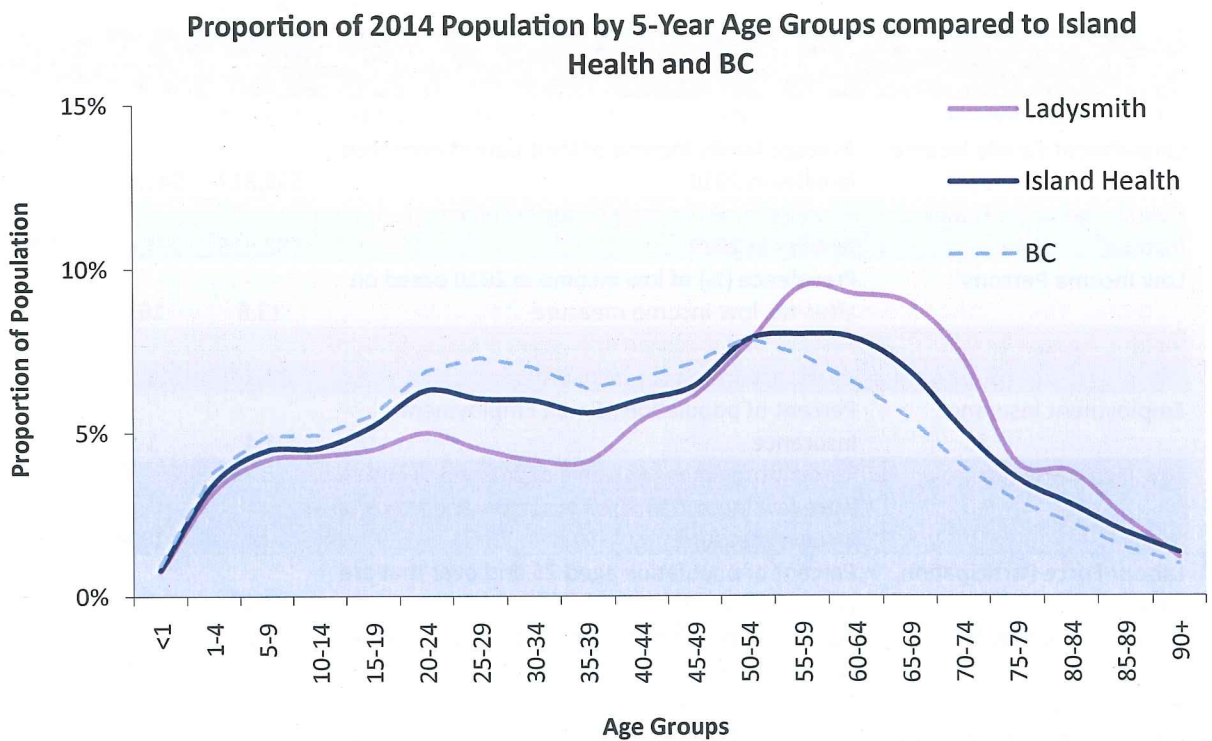
<sup>2</sup> Source: BC Statistics, PEOPLE 2013, unless otherwise specified.

<sup>3</sup> Statistics Canada, National Household Survey, 2011; Aboriginal refers to those persons who self identified with at least one Aboriginal group (North American Indian, Métis or Inuit, and/or those who reported being a Treaty Indian or a Registered Indian, as defined by the *Indian Act* of Canada, and/or those who reported they were members of an Indian band or First Nation).



Ladysmith's 2014 population profile is relatively similar to Island Health as a whole; it has:

- A lower percentage of people aged 15-39;
- A higher percentage of people aged 55-84; and
- A similar percentage of people aged 85+.



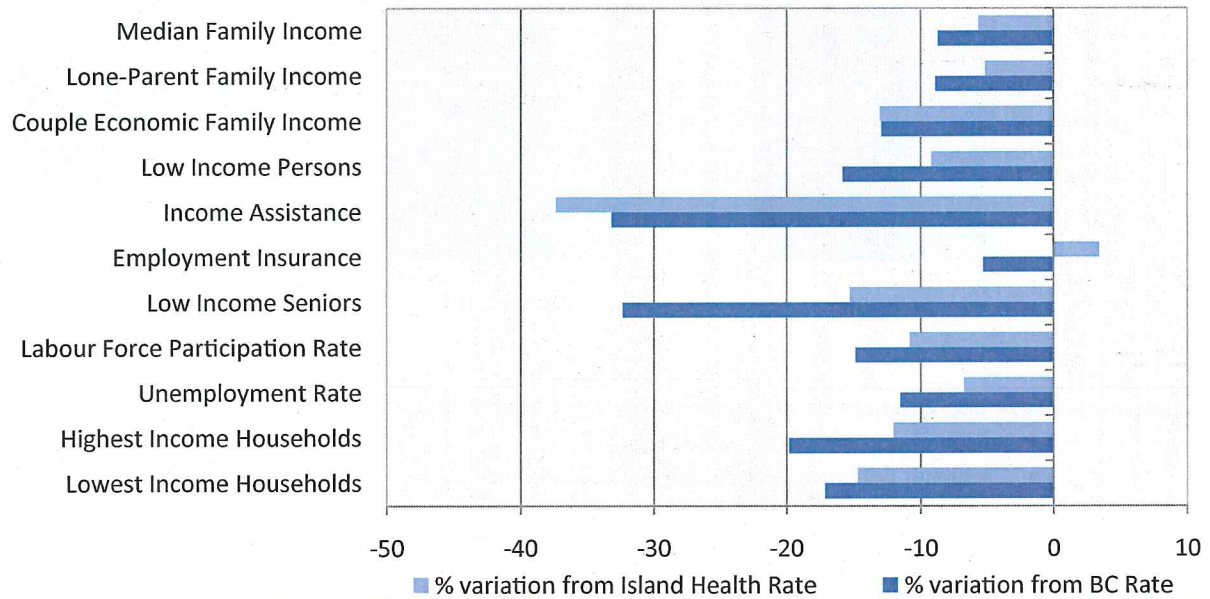


## 4 Social Determinants of Health and Wellbeing

### 4.1 Economic Wellbeing

#### Key Notes:

- Ladysmith had a lower percentage of low income seniors (9.4%) than BC (13.9%) or Island Health (11.1%).
- Ladysmith had a lower average family income for couple economic families (\$82,405) compared to BC (\$94,632) and Island Health (\$94,769).
- A lower percentage of individuals in Ladysmith received income assistance (1.1%) than in BC (1.7%) or Island Health (1.8%).



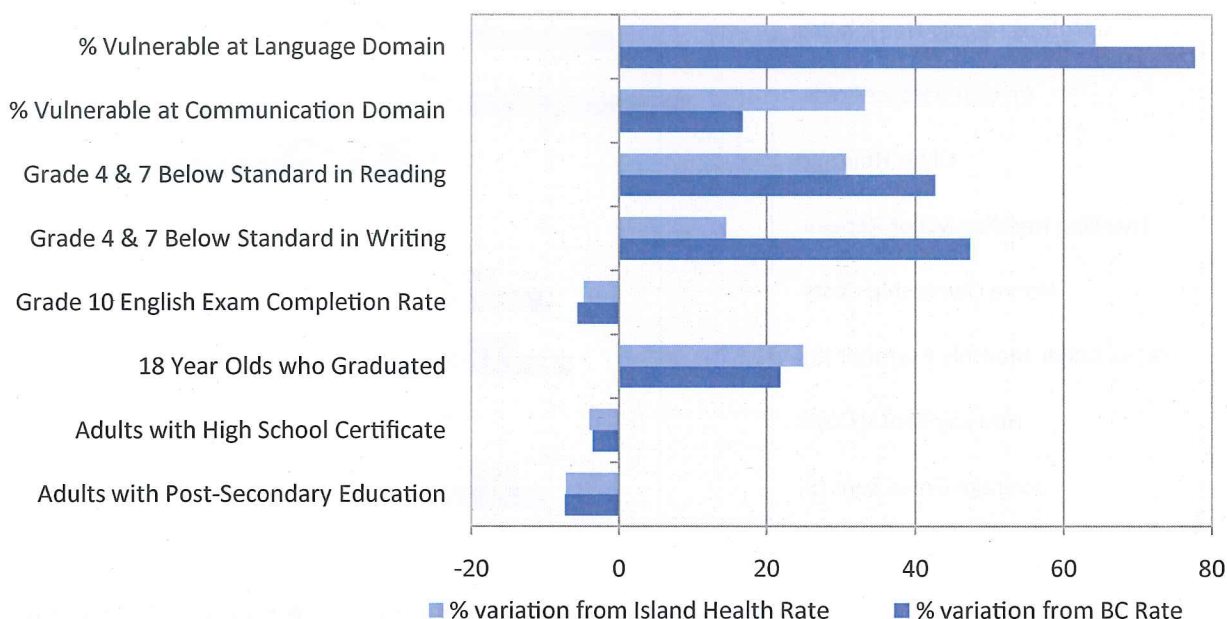
Indicator	Definition	Ladysmith	BC	Island Health
Median Family Income <sup>1</sup>	Median family income from all sources in 2010	\$69,208	\$75,797	\$73,358
Lone-Parent Family Income <sup>1</sup>	Average family income of lone-parent economic families in 2010	\$38,817	\$42,610	\$40,914
Couple Economic Family Income <sup>1</sup>	Average family income of couple economic families in 2010	\$82,405	\$94,632	\$94,769
Low Income Persons <sup>1</sup>	Prevalence (%) of low income in 2010 based on after-tax low-income measure	13.8	16.4	15.2
Income Assistance (IA) <sup>2</sup>	Percent of population aged 15+ receiving income assistance from provincial program	1.1	1.7	1.8
Employment Insurance <sup>2</sup>	Percent of population 15+ on Employment Insurance	1.4	1.5	1.4
Low Income Seniors <sup>1</sup>	Percent of persons 65 years of age and over that were low income in 2010 based on after-tax low-income measure	9.4	13.9	11.1
Labour Force Participation Rate <sup>1</sup>	Percent of population aged 25 and over that are participating in the labour force	55.8	65.6	62.6
Unemployment Rate <sup>1</sup>	Percent of population aged 25 and over that are unemployed	6.9	7.8	7.4
Highest Income Households <sup>1</sup>	Percent of private households earning >\$80,000	29.1	36.3	33.1
Lowest Income Households <sup>1</sup>	Percent of private households earning <\$20,000	11.9	14.3	13.9

Source: <sup>1</sup>Statistics Canada (2011 Census); <sup>2</sup>BC Statistics Agency, Employment Insurance Statistics and Statistics Canada (4 Quarter Average Dec 2011-Sep 2012)

## 4.2 Education

### Key Notes:

- A higher percentage of children in Ladysmith were rated as vulnerable for language development (16.0%) than in BC (9.0%) or Island Health (9.7%).
- Ladysmith had a higher percentage of grade 4 and 7 students who scored below standard in reading (29.3%) and writing (20.9%) than BC (20.5% and 14.2%) or Island Health (22.4% and 18.3%).
- A higher proportion of 18 year olds from Ladysmith graduated high school (90.0%) compared to BC (73.8%) and Island Health (72.1%).



Indicator	Definition	Ladysmith	BC	Island Health
Preschool Language Development Vulnerability <sup>2</sup>	Percent of kindergarten children rated as vulnerable for language and cognitive development (problems in reading, writing and numeracy)	16.0	9.0	9.7
Preschool Communication Skills Vulnerability <sup>2</sup>	Percent of kindergarten children rated as vulnerable in communication and general knowledge skills	16.0	13.7	12.0
Grade 4 & 7 Below Standard in Reading <sup>3</sup>	Percent of students scoring below standards on standardized test	29.3	20.5	22.4
Grade 4 & 7 Below Standard in Writing <sup>3</sup>	Percent of students scoring below standards on standardized test	20.9	14.2	18.3
Grade 10 English Exam Completion Rate <sup>3</sup>	Percent of students who did write or pass Grade 10 provincial English exam	78.2	83.0	82.2
18 Year Olds who Graduated <sup>3</sup>	Percent of 18 year olds who did graduate high school	90.0	73.8	72.1
Adults with High School Certificate <sup>1</sup>	Percent of population aged 25 to 64 with high school certificate or equivalent	86.7	89.9	90.3
Adults with Post-Secondary Education <sup>1</sup>	Percent of population aged 25 to 64 with post-secondary education (apprenticeship or trades certificate or diploma, college, CEGEP or other non-university certificate or diploma, or university certificate, diploma or degree)	60.0	64.8	64.8

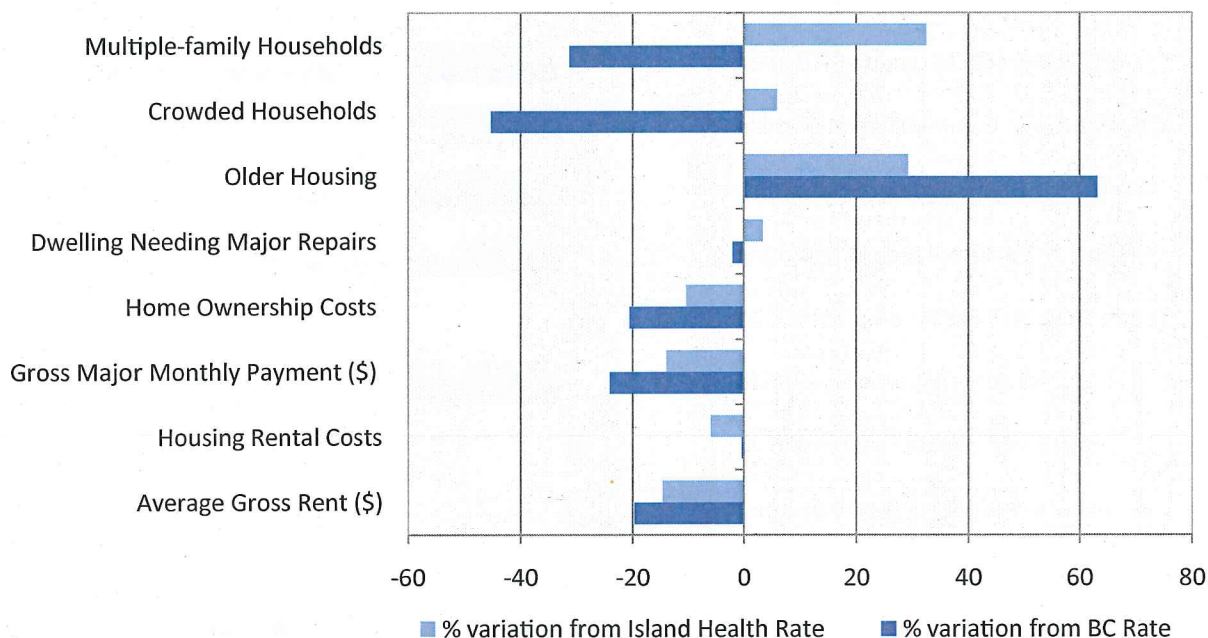
<sup>1</sup>Statistics Canada (2011 Census), <sup>2</sup>Human Early Learning Partnership (2011-2013); <sup>3</sup>BC Statistics Agency and Ministry of Education (2009/2010-2011/2012)



### 4.3 Housing

#### Key Notes:

- Ladysmith had a higher percentage of older housing (26.1%) than BC (16.0%) or Island Health (20.2%).
- Ladysmith had lower average monthly rental costs (\$794) compared to BC (\$989) and Island Health (\$930).
- Ladysmith had a higher percentage of multiple-family households (2.0%) than Island Health (1.5%), but a lower percentage than BC (2.9%).



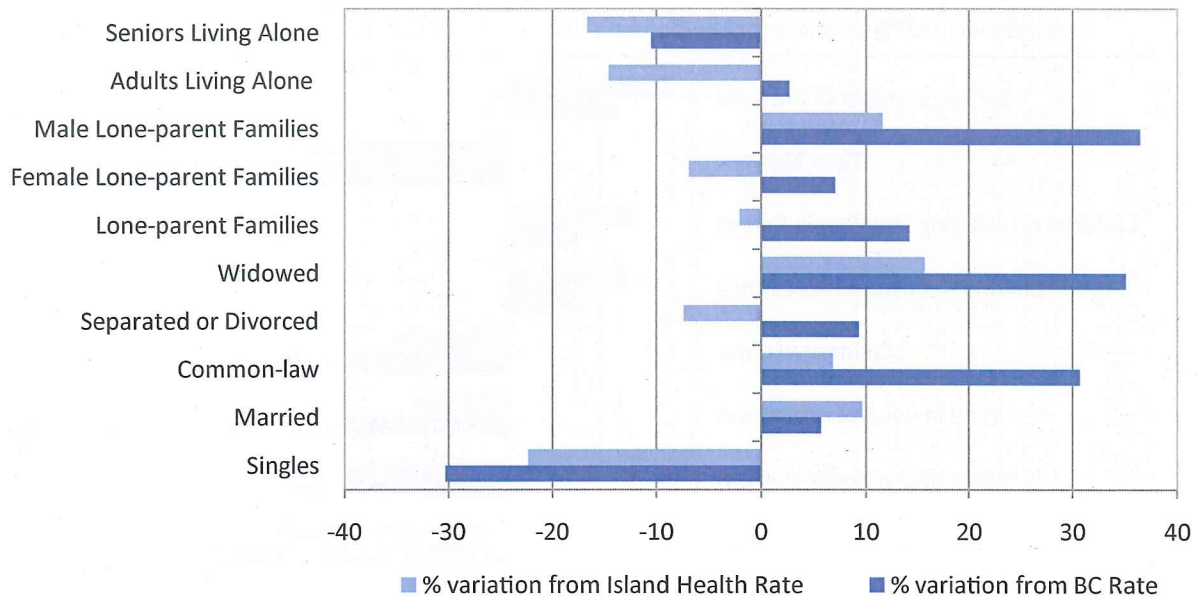
Indicator	Definition	Ladysmith	BC	Island Health
Multiple-family Households	Percent of private households with multiple families	2.0	2.9	1.5
Crowded Households	Percent of private households with 6 or more persons	1.8	3.3	1.7
Older Housing	Percent of dwellings built prior to 1961	26.1	16.0	20.2
Dwelling Needing Major Repairs	Percent of dwellings rated as needing major repairs by renter or owner	7.1	7.2	6.9
Home Ownership Costs	Percent of home owners spending more than 30% of income on housing	18.9	23.8	21.1
Gross Major Monthly Payment (\$)	Average gross major monthly payment of owner-occupied private non-farm, non-reserve dwellings	\$932	\$1,228	\$1,083
Housing Rental Costs	Percent of renters spending more than 30% of income on rent	45.1	45.3	48.0
Average Gross Rent (\$)	Average gross rent of tenant-occupied private non-farm, non-reserve dwellings	\$794	\$989	\$930

Source: Statistics Canada (2011 Census)

## 4.4 Social Support

### Key Notes:

- Ladysmith had a higher percentage of widowers (7.5%) than BC (5.5%) or Island Health (6.4%).
- Ladysmith had a lower percentage of singles (19.0%) than BC (27.2%) or Island Health (24.5%).
- Ladysmith had a higher proportion of male lone-parent families (7.8%) compared to BC (5.7%) and Island Health (7.0%).



Indicator	Definition	Ladysmith	BC	Island Health
Seniors Living Alone	Percent of persons aged 65 and over that are not in census families and are living alone	23.0	25.7	27.6
Adults Living Alone	Percent of persons in private households that are not in census families and are living alone	11.8	11.5	13.9
Male Lone-parent Families	Percent of census families with children in private households that are male lone-parent families	7.8	5.7	7.0
Female Lone-parent Families	Percent of census families with children in private households that are female lone-parent families	22.5	21.0	24.1
Lone-parent Families	Percent of census families with children in private households that are lone-parent families	30.5	26.7	31.1
Widowed	Percent of population aged 15 and over that are widowed	7.5	5.5	6.4
Separated or Divorced	Percent of population aged 15 and over that are legally married but are separated, or are divorced	10.2	9.4	11.1
Common-law	Percent of population aged 15 and over that are in a common-law relationship	11.3	8.6	10.6
Married	Percent of population aged 15 and over that are legally married (not separated)	52.1	49.2	47.5
Singles	Percent of population aged 15 and over that have never legally married	19.0	27.2	24.5

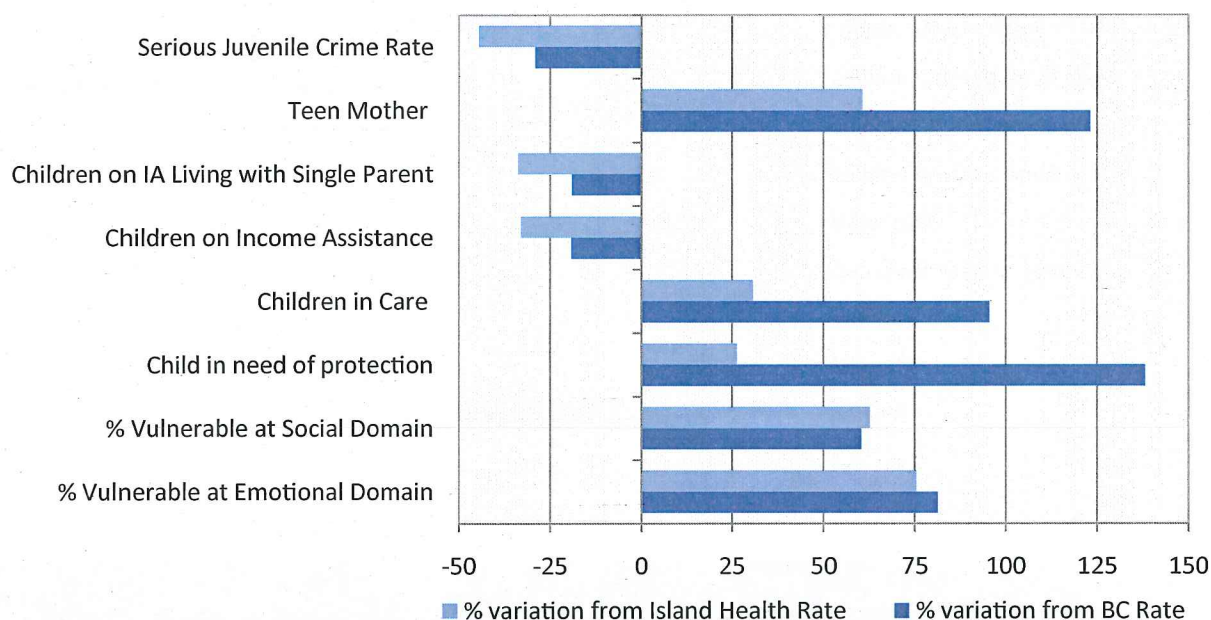
Source: Statistics Canada (2011 Census)



## 4.5 Healthy Development (Child and Youth)

### Key Notes:

- There was a higher rate of children in need of protection in Ladysmith (15.3 per 1,000 children aged 0-18) than in BC (6.4 per 1,000) or Island Health (12.1 per 1,000).
- Ladysmith had a higher rate of births to teen mothers (64.8 births per 1,000 live births) than BC (29.0 per 1,000) or Island Health (40.4 per 1,000).
- A higher proportion of kindergarten children in Ladysmith were rated as vulnerable for social (25.0%) and emotional (27.0%) development compared to BC (15.6% and 14.9%) and Island Health (15.4% and 15.4%).



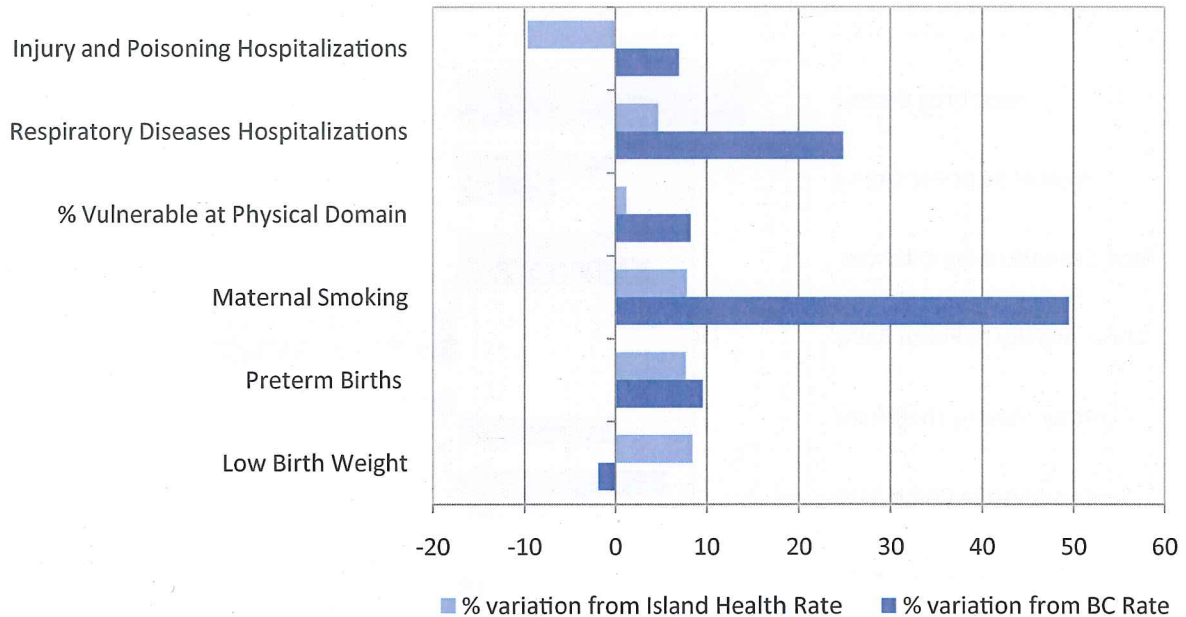
Indicator	Definition	Ladysmith	BC	Island Health
Serious Juvenile Crime Rate <sup>1</sup>	Juvenile crime rate per 1,000 population aged 12 to 17 (B&E, crimes with weapons and assaults with serious injury)	2.5	3.5	4.5
Teen Mothers <sup>2</sup>	Live births to mothers under 20 years of age per 1,000 live births	64.8	29.0	40.4
Children on IA Living with Single Parent <sup>3</sup>	Percent of children less than 15 years of age receiving income assistance and living with a single parent	2.2	2.7	3.3
Children on Income Assistance <sup>3</sup>	Percent of children less than 15 years of age receiving income assistance	2.5	3.1	3.8
Children in Care <sup>4</sup>	Children in care per 1,000 children aged 0 to 18 years	17.7	9.1	13.5
Children in Need of Protection <sup>5</sup>	Reported children in need of protection rate per 1,000 children aged 0 to 18 years	15.3	6.4	12.1
Preschool Social Development Vulnerability <sup>6</sup>	Percent of kindergarten children rated as having problems forming friendships, accepting rules and showing respect for adults	25.0	15.6	15.4
Preschool Emotional Development Vulnerability <sup>6</sup>	Percent of kindergarten children rated as having problems with aggressive behaviour, impulsivity, disobedience and inattentiveness	27.0	14.9	15.4

<sup>1</sup>BC Statistics Agency, Statistics Canada and Canadian Centre for Justice Statistics (2009-2011); <sup>2</sup>BC Vital Statistics Agency (2008-2012) <sup>3</sup>BC Statistics Agency, Statistics Canada Census 2006 and Ministry of Social Development (Sep 2012), <sup>4</sup>BC Statistics Agency and Ministry of Children and Family Development (Dec 2012); <sup>5</sup>BC Statistics Agency and Ministry of Children and Family Development (Dec 2011); <sup>6</sup>Human Early Learning Partnership (2011-2013)

## 4.6 Child Health

### Key Notes:

- Ladysmith had a higher rate of children hospitalized due to respiratory diseases (11.2 per 1,000 children aged 0-14) than BC (9.0 per 1,000), but a similar rate as Island Health (10.7).
- There was a higher rate of maternal smoking in Ladysmith (12.8%) than in BC (8.6%), but a similar rate as Island Health (11.9%).



Indicator	Definition	Ladysmith	BC	Island Health
Injury and Poisoning Hospitalizations <sup>1</sup>	Hospitalization rate per 1,000 children aged 0 to 14	4.7	4.4	5.3
Respiratory Diseases Hospitalizations <sup>1</sup>	Hospitalization rate per 1,000 children aged 0 to 14	11.2	9.0	10.7
Preschool Physical Development Vulnerability <sup>2</sup>	Percent of kindergarten children rated as having problems with fine and gross motor skills, daily preparedness for school, washroom skills, and handedness	17.0	15.7	16.8
Maternal Smoking <sup>4</sup>	Percent of pregnant women who reported smoking at any time during their current pregnancy	12.8	8.6	11.9
Infant Mortality <sup>4</sup>	Deaths of children under 1 year of age per 1,000 live births	--	3.7	3.7
Preterm Births <sup>3</sup>	Newborns with a gestational age < 37 weeks per 1,000 live births	82.1	75.0	76.2
Low Birth Weight <sup>3</sup>	Births weighing less than 2,500 grams per 1,000 live births	54.8	55.8	50.5

<sup>1</sup>BC Statistics Agency and Ministry of Health (2011-2012); <sup>2</sup>Human Early Learning Partnership (2011-2013); <sup>3</sup>BC Vital Statistics (2008-2012); <sup>4</sup>BC Perinatal Health Program (2008/2009-2012/2013)

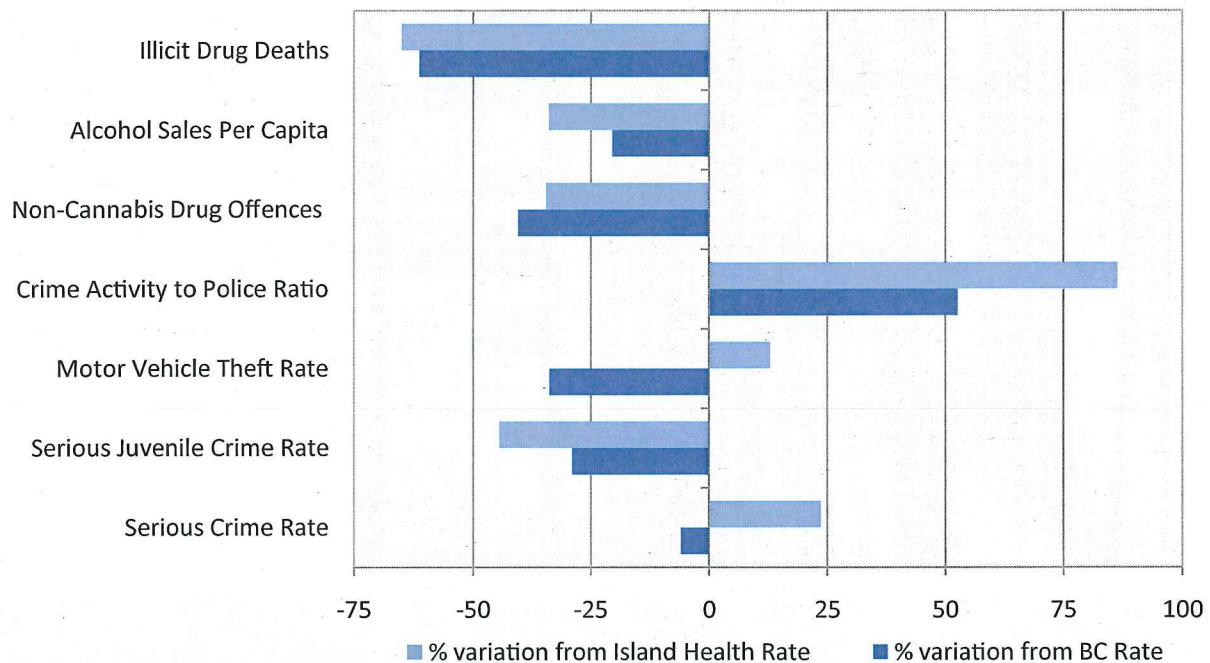
<sup>4</sup> Numbers too small for accurate reporting.



## 4.7 Crime

### Key Notes:

- Ladysmith had a lower rate of deaths due to illicit drugs (3.0 per 100,000) than BC (7.7 per 100,000) or Island Health (8.5 per 100,000).
- Ladysmith had a lower rate of serious juvenile crime (2.5 per 1,000 youth aged 12-17) than in BC (3.5 per 1,000) or Island Health (4.5 per 1,000).
- Ladysmith had a higher crime activity to police ratio (10.7 serious crimes per police officer) than BC (7.0 per officer) or Island Health (5.7 per officer).



Indicator	Definition	Ladysmith	BC	Island Health
Illicit Drug Deaths <sup>1</sup>	Deaths per 100,000 population aged 19 to 64	3.0	7.7	8.5
Alcohol Sales Per Capita <sup>2, 5</sup>	Litres of alcohol sold per resident population aged 19 and older	82.1	103.2	124.3
Non-Cannabis Drug Offences <sup>3</sup>	Non-cannabis drug offences per 100,000 population	101.3	170.3	154.8
Crime Activity to Police Ratio <sup>3</sup>	Number of serious crimes per police officer	10.7	7.0	5.7
Motor Vehicle Theft Rate <sup>3</sup>	Motor vehicle theft rate per 1,000 population	2.4	3.6	2.1
Serious Juvenile Crime Rate <sup>3</sup>	Juvenile crime rate per 1,000 population aged 12 to 17 (B&E, crimes with weapons and assaults with serious injury)	2.5	3.5	4.5
Serious Crime Rate <sup>3</sup>	Total violent and property crime rate per 1,000 population	9.5	10.1	7.7

<sup>1</sup>BC Statistics Agency, Coroner's Office, Ministry of Public Safety & Solicitor General (Avg. 2008-2010), <sup>2</sup>BC Statistics Agency, Liquor Distribution Branch (2012), <sup>3</sup>BC Statistics Agency, Statistics Canada, Canadian Centre for Justice Statistics (Avg. 2009-2011)

<sup>5</sup> Alcohol sales per capita, is based on total volume sold in a local health area and does not consider the impact of tourist volume or non-resident alcohol purchases in that area.

## 5 Health Status

### 5.1 Birth Statistics

#### Key Notes:

- Ladysmith had the second highest rate of low birth weight babies in Island Health.

Birth Rates	Ladysmith	Island Health	% Difference	Rank in Island Health	BC	% Difference
Elderly Gravida	134.01	201.52	-34%	11	230.60	-42%
Low Birth Weight	54.76	50.50	8%	2	55.82	-2%
Infant Death <sup>6</sup>	-	3.69	-	-	3.68	-
Teen Mother	64.84	40.37	61%	4	29.05	123%
Cesarean	211.82	286.01	-26%	13	311.97	-32%
Pre-term	82.13	76.21	8%	6	74.96	10%
Stillbirth	12.80	8.37	53%	2	9.81	31%
Live Birth	7.46	8.47	-12%	10	9.77	-24%

Source: BC Vital Statistics, 2008-2012

### 5.2 Mortality Statistics

#### Key Notes:

- Ladysmith ranked 1<sup>st</sup> for deaths due to disease related to the circulatory system, and 2<sup>nd</sup> for deaths due to diseases of the arteries/arterioles/capillaries, ischaemic heart disease and cerebrovascular disease/stroke.

Indicator	Ladysmith SMR Value	Island Health SMR Value	% Difference	Rank <sup>3</sup> in Island Health	PYLLI
Drug Induced Deaths	0.46	1.14	-60%	13	0.64
Medically Treatable Diseases	1.13	0.93	21%	5	1.09
Circulatory System	1.33	1.03	29%	1	1.14
Digestive System	1.25	1.08	16%	5	1.56
Alcohol Related Deaths	1.33	1.31	1%	8	1.74
Falls	1.32	1.19	11%	5	0.51
Cancer	1.20	1.06	13%	3	1.18
Respiratory	1.10	0.93	19%	3	1.02
Suicide	1.39	1.19	16%	5	2.01
Motor Vehicle	1.28	0.92	39%	7	1.54
End/Nut/Met Diseases	1.25	1.01	24%	4	1.19
Diabetes	1.18	1.01	17%	5	1.27
Arteries/Arterioles/Capillaries	1.81	1.02	78%	2	0.87
Pneumonia and Influenza	1.15	0.83	38%	3	0.76
Lung Cancer	1.30	1.04	26%	5	1.38
Ischaemic Heart Disease	1.26	0.99	27%	2	0.92
Chronic Lung Disease	1.06	0.99	8%	5	0.97
Cerebrovascular Disease/Stroke	1.35	1.03	32%	2	1.32
<b>Total Deaths</b>	<b>1.26</b>	<b>1.03</b>	<b>22%</b>	<b>3</b>	<b>1.23</b>

Source: BC Vital Statistics Annual Report, 2011 (Aggregate 2007-2011)

<sup>6</sup> Numbers too small for accurate reporting.



### 5.3 Chronic Disease Prevalence<sup>7</sup>

#### Key Notes:

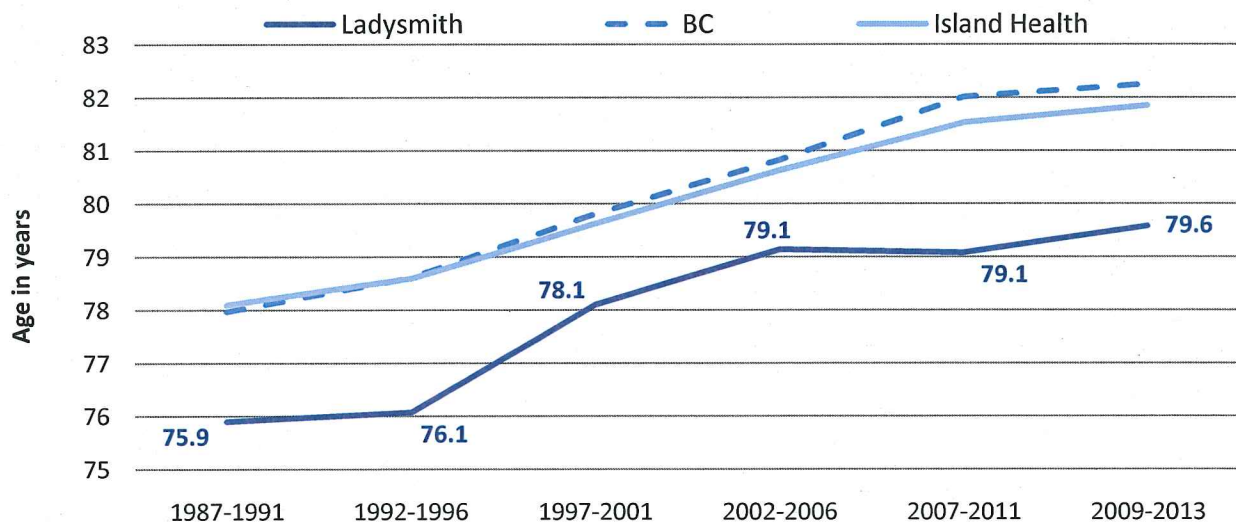
- Ladysmith had a higher crude prevalence for several chronic conditions including hypertension (31.6%), depression/anxiety (31.2%) and osteoarthritis (14.2%) compared to BC (24.6%, 24.5% and 8.9%) and Island Health (26.5%, 27.0% and 10.8%).

Chronic Conditions	Ladysmith		Island Health		BC	
	# of Patients	% of Pop	# of Patients	% of Pop	# of Patients	% of Pop
Hypertension	4,907	31.6%	163,139	26.5%	886,638	24.6%
Depression/Anxiety	5,829	31.2%	203,669	27.0%	1,110,914	24.5%
Osteoarthritis	2,651	14.2%	81,779	10.8%	404,772	8.9%
Asthma	1,375	13.6%	52,017	11.1%	317,750	10.5%
Diabetes	1,705	9.1%	61,423	8.1%	371,563	8.2%
Chronic Obstructive Pulmonary Disease	814	7.3%	23,648	6.2%	123,153	6.0%
Ischaemic Heart Disease	923	4.9%	28,812	3.8%	158,074	3.5%
Osteoporosis	847	4.5%	36,176	4.8%	193,577	4.3%
Dementia	403	3.6%	15,109	3.9%	66,519	3.3%
Congestive Heart Failure	592	3.2%	18,135	2.4%	100,559	2.2%
Chronic Kidney Disease	410	2.2%	18,181	2.4%	91,517	2.0%
Rheumatoid Arthritis	256	1.4%	10,584	1.4%	54,141	1.2%
Hospital Stroke	201	1.1%	5,991	0.8%	33,597	0.7%

Source: BC Ministry of Health Services Primary Health Care Chronic Disease Registries 2011/12

### 5.4 Life Expectancy at Birth

**Life Expectancy of Ladysmith Residents Compared to Island Health and BC  
1987-1991 to 2009-2013**



Life Expectancy by Gender, 2009-2013			
	Ladysmith	Island Health	BC
<b>MALES</b>	77.2	79.8	80.2
<b>FEMALES</b>	82.0	83.9	84.3

<sup>7</sup> This reflects the lifetime prevalence of these diseases in 2011/2012, not the 2011/12 prevalence. If a resident has had one of these diseases in their life it will appear in this data. These rates are not age-standardized.

## 6 Health Service Utilization

### 6.1 Hospital Admissions<sup>8</sup>

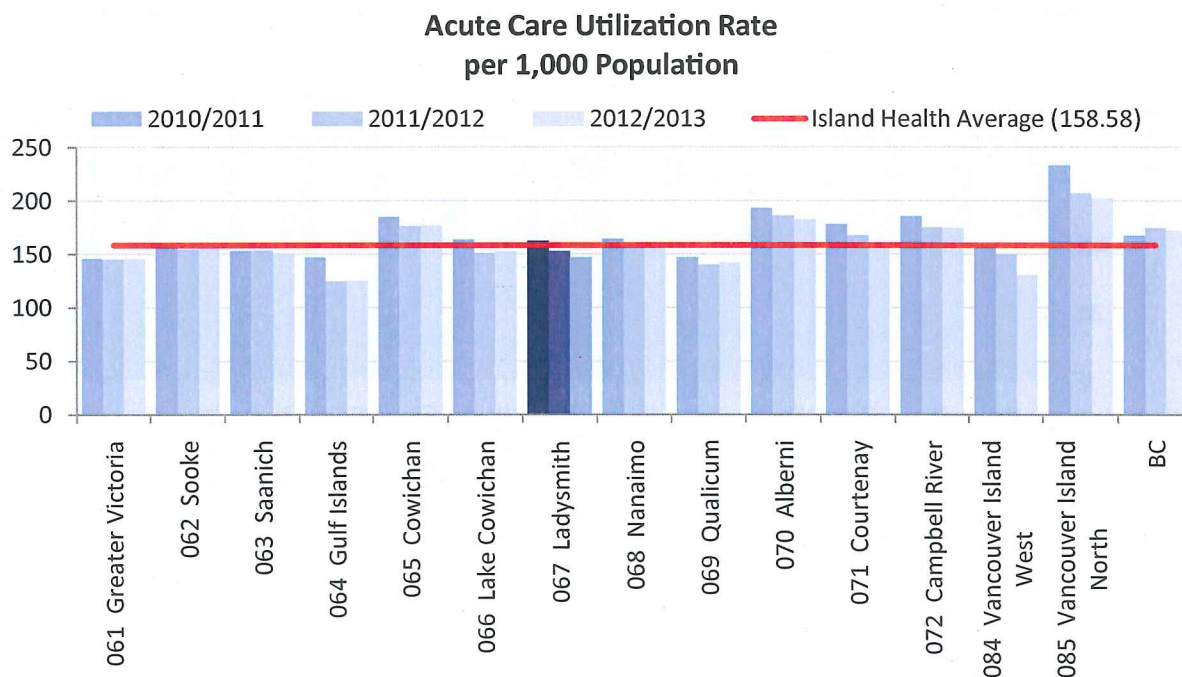
#### Key Notes:

- Of the 3,575 hospital admissions among Ladysmith residents in 2012/13:
  - 51.2% were day cases, while 48.8% were inpatient cases;
  - 52.7% were medical cases, while 47.3% were surgical cases;
  - 41% were received by Nanaimo Regional General Hospital and 39% were received by Cowichan District Hospital.
  - Vaginal delivery with no other intervention was responsible for the most inpatient cases (62).
  - Lens extraction/insertion, typically for cataracts, was responsible for the most day cases (246).
- Of the 12,653 inpatient days for Ladysmith residents in 2012/13:
  - 12.6% were for an alternate level of care (ALC);
  - Other reasons for hospitalization, such as follow-up treatment/examination, accounted for the most patient days (1,546 or 12.2%).
- The ambulatory care sensitive conditions (ACSC) rate for Ladysmith residents is 5.7% of cases, higher than the Island Health average of 4.5%.
- Similar to Island Health, the percentage of alternate level of care days (ALC) has been declining since 2010/11.

#### Total Hospital Cases and Days for Ladysmith Residents

2012/13	Day Cases	Inpatient Cases	Inpatient Days	% Days ALC	Total Cases
Medical	734	1149	9171	15.1%	1883
Surgical	1095	597	3482	6.2%	1692
<b>Total</b>	<b>1829</b>	<b>1746</b>	<b>12653</b>	<b>12.6%</b>	<b>3575</b>

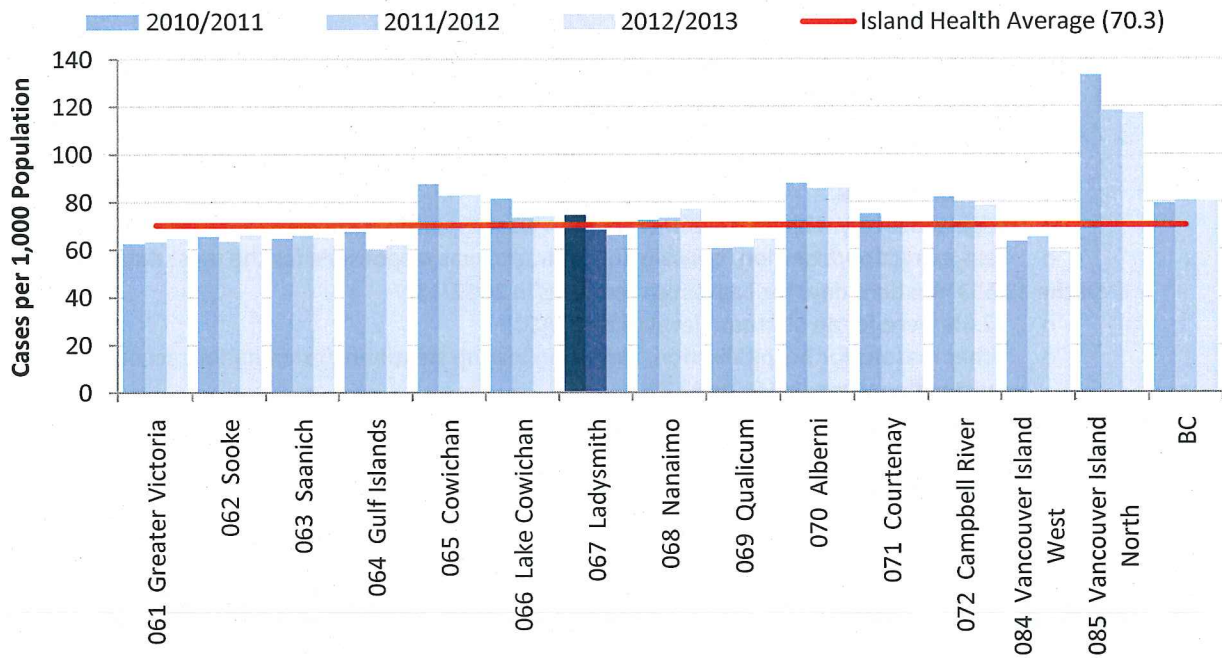
#### Acute Utilization Rates overall and by category:



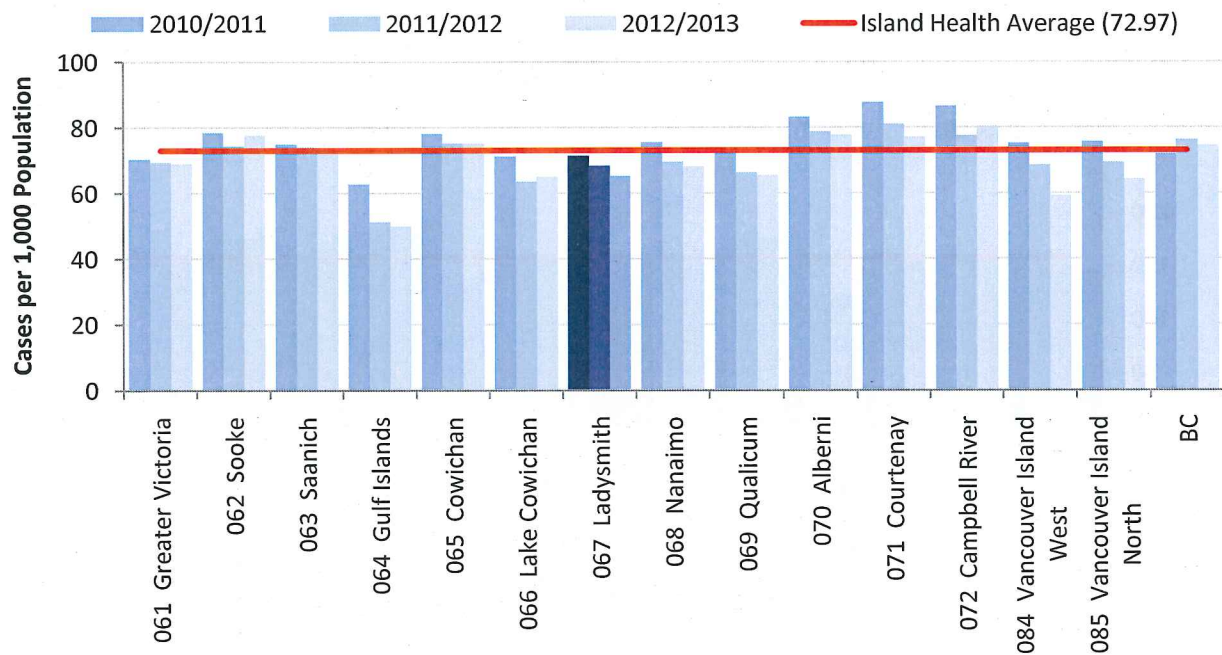
<sup>8</sup> Source: 2012/13 Discharge Abstract Database; excludes newborn records.



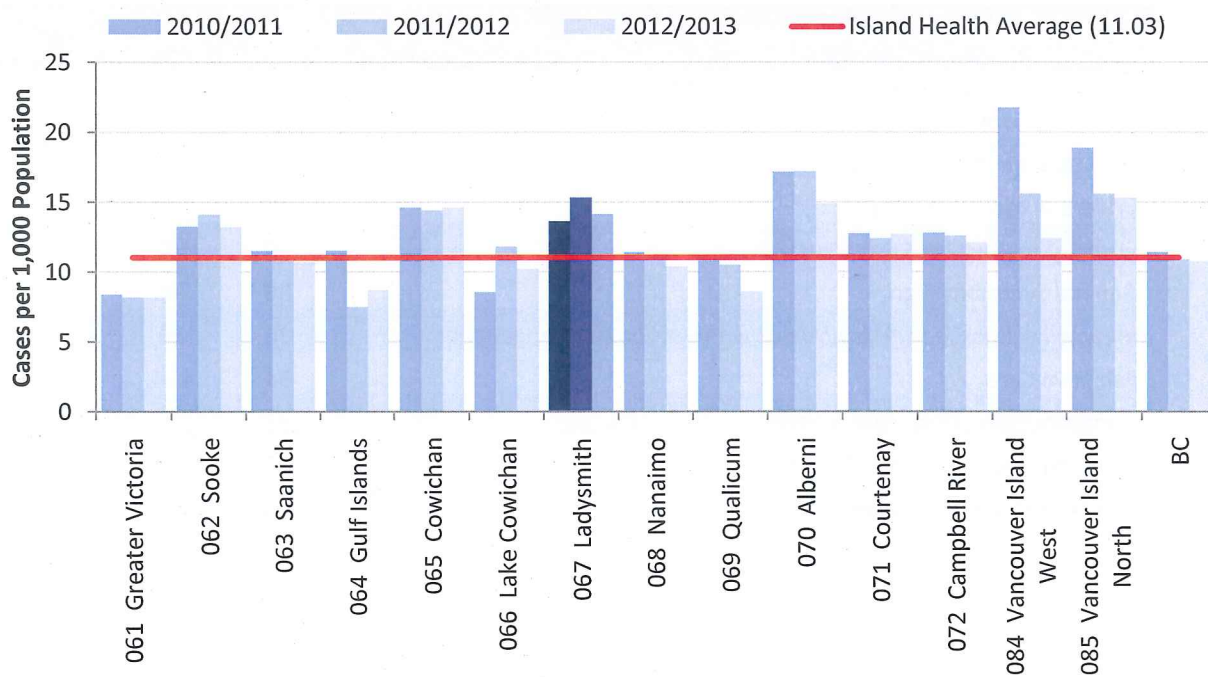
### Medical Acute Care Utilization Rate per 1,000 Population



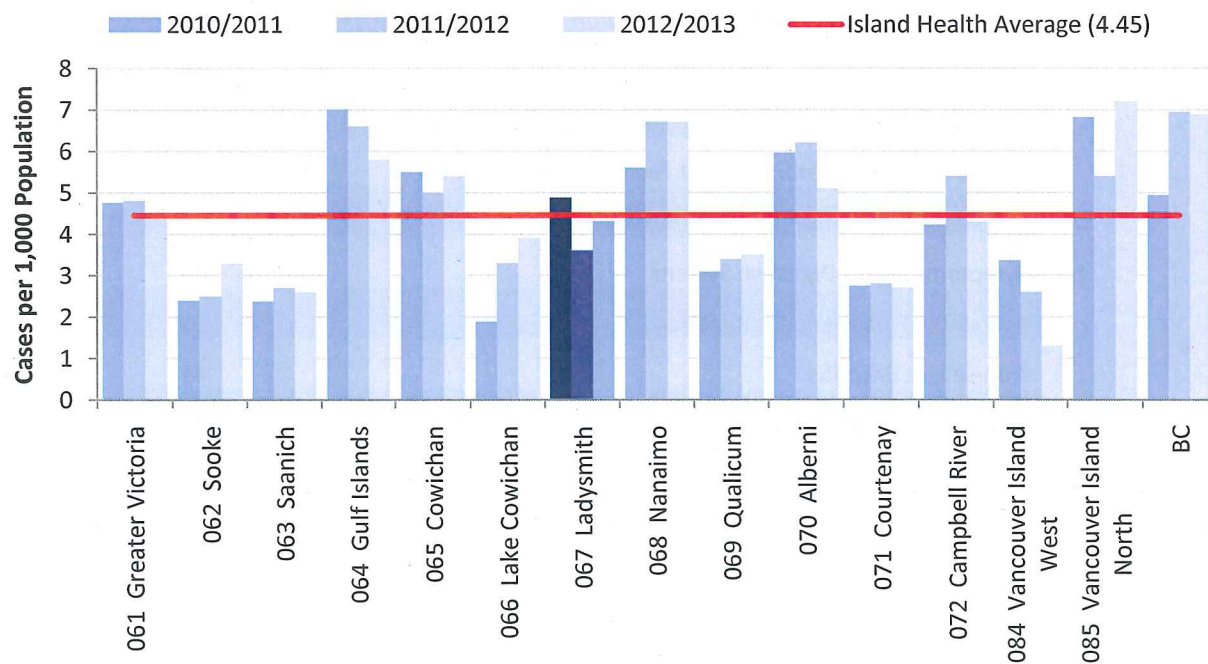
### Surgical Acute Care Utilization Rate per 1,000 Population



### Maternity Acute Care Utilization Rate per 1,000 Population



### Psychiatry Acute Care Utilization Rate per 1,000 Population



**Leading reasons for Inpatient and Day cases for Ladysmith Residences by Case Mix Group, 2012/13:****Top 10 Inpatient Cases for Residents by Case Mix Group**

Top 10 Inpatient Case Mix Groups	Cases	Days	ALC Days
Vaginal Birth without Anaesthetic without Non-Major Obstetric/Gynecologic Intervention	62	128	0
Unilateral Knee Replacement	53	169	0
Unilateral Hip Replacement	40	139	0
Chronic Obstructive Pulmonary Disease	40	403	71
General Symptom/Sign	36	245	62
Myocardial Infarction/Shock/Arrest without Coronary Angiogram	35	89	0
Palliative Care	34	434	23
Symptom/Sign of Digestive System	33	102	0
Arrhythmia without Coronary Angiogram	28	124	12
Viral/Unspecified Pneumonia	28	237	52

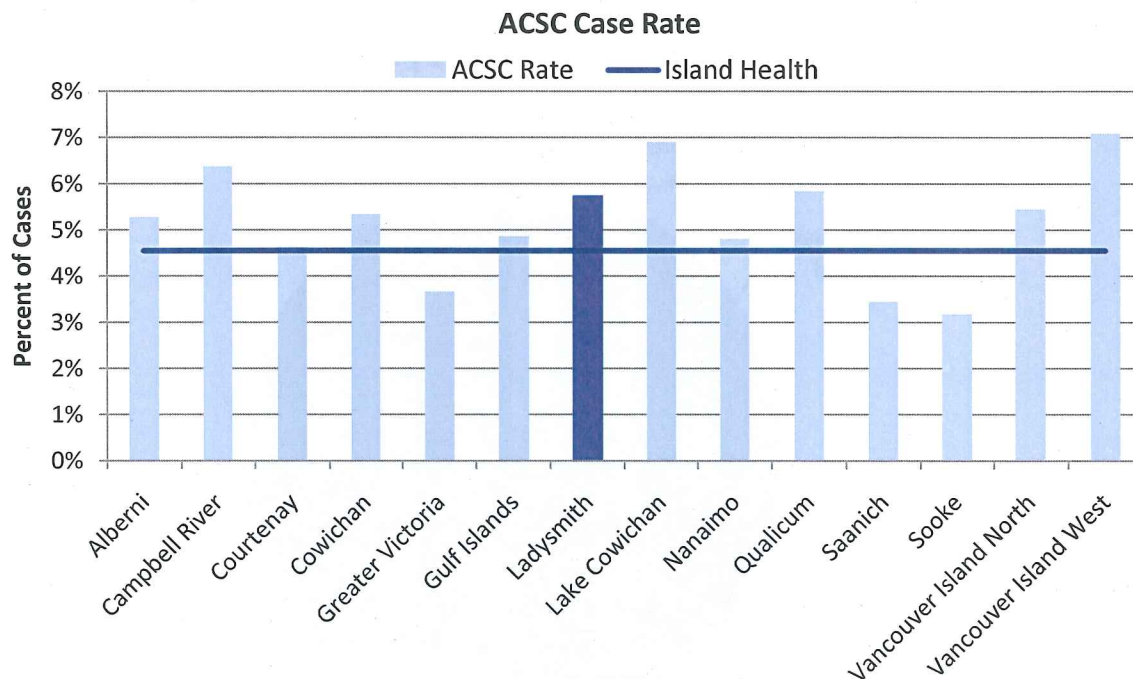
**Top 10 Day Cases for Residents by Case Mix Groups**

Top 10 Day Case Mix Groups	Cases
Lens Extraction/Insertion	246
Minor Lower Gastrointestinal Intervention	134
Other Chemotherapy	102
Diagnosis Not Generally Hospitalized	88
Closed Knee Intervention except Fixation without Infection	71
Esophagitis/Gastritis/Miscellaneous Digestive Disease	66
Symptom/Sign of Digestive System	59
Follow-Up Treatment/Examination	55
Non-severe Enteritis	44
Non-Complex Hernia Repair	42

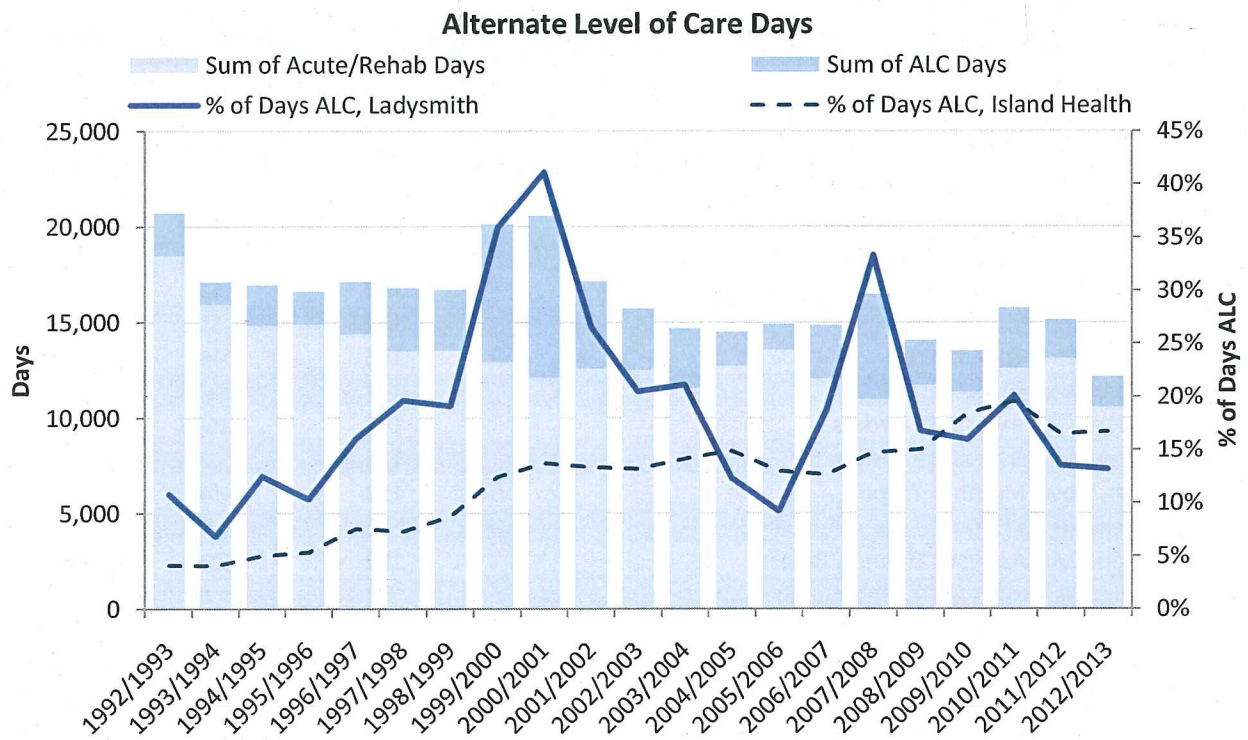


**Total Cases and Days for Ladysmith Residents by Major Clinical Category, 2012/13:**

Major Clinical Categories	Cases	Days	ALC Days
Digestive System	695	1088	37
Circulatory System	326	1158	95
Musculoskeletal System & Connective Tissue	323	744	30
Diseases & Disorders of the Eye	288	4	0
Other Reasons for Hospitalization	195	1546	194
Trauma, Injury, Poisoning & Toxic Effects of Drugs	191	1361	165
Kidney, Urinary Tract & Male Reproductive System	189	324	9
Blood & Lymphatic System	187	333	0
Pregnancy & Childbirth	166	442	0
Respiratory System	147	1228	202
Mental Diseases & Disorders	137	1505	484
Female Reproductive System	135	123	0
Ear, Nose, Mouth & Throat	129	143	0
Nervous System	103	1425	260
Skin, Subcutaneous Tissue & Breast	102	244	71
Miscellaneous CMG & Ungroupable Data	88	0	0
Hepatobiliary System & Pancreas	87	282	0
Endocrine System, Nutrition & Metabolism	47	184	0
Multisystemic or Unspecified Site Infections	26	389	50
Other categories (grouped due to small numbers)	14	130	0
<b>Grand Total</b>	<b>3575</b>	<b>12653</b>	<b>1597</b>

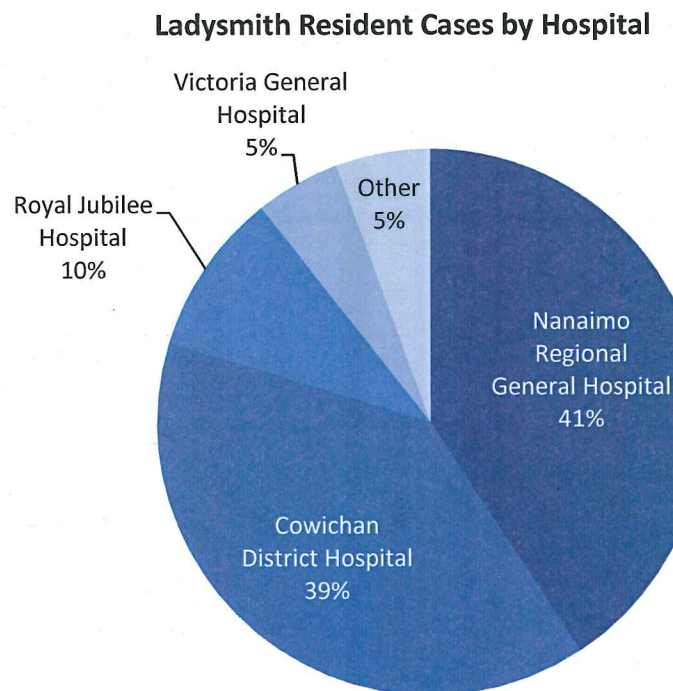
**Ambulatory Care Sensitive Conditions (ACSC) Case Rate and Alternative Level of Care (ALC) Days, 2012/13:**





Source: Quantum Analyzer, Discharge Abstract Database

#### Where Residents Receive Hospital Care:



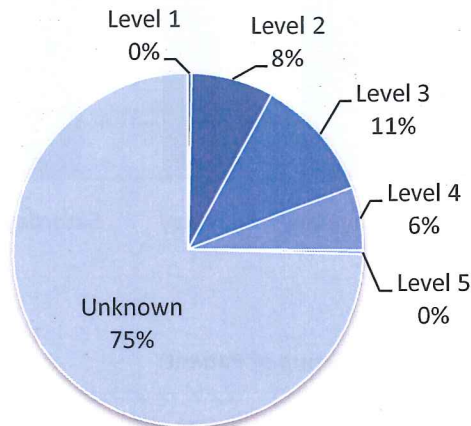
## 6.2 Emergency Visits by Residents, 2012/ 13

### Key Notes:

- Of the 15,009 emergency visits by Ladysmith residents in 2012/13:
  - 52% were at the Ladysmith Community Health Centre;
  - 35% were for people over the age of 60.
- As CTAS<sup>9</sup> reporting is only done at selected site, most emergency visits by Ladysmith residents do not have associated CTAS scores.
- More visits occurred on Sundays and Mondays than on other days for Ladysmith residents.
- Ladysmith residents made more visits to emergency services per population (787 per 1,000) compared to Island Health as a whole (369 per 1,000).

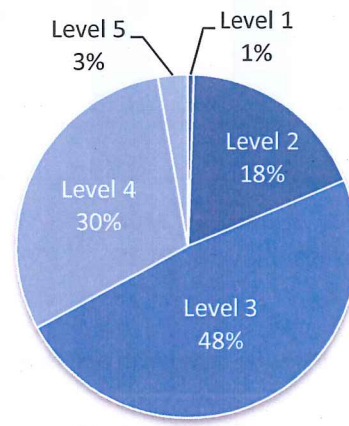
### Emergency Visits by Ladysmith and Island Health Residents by CTAS Level

**Ladysmith Residents' Emergency Visits by CTAS**



Source: Island Health IDEAS

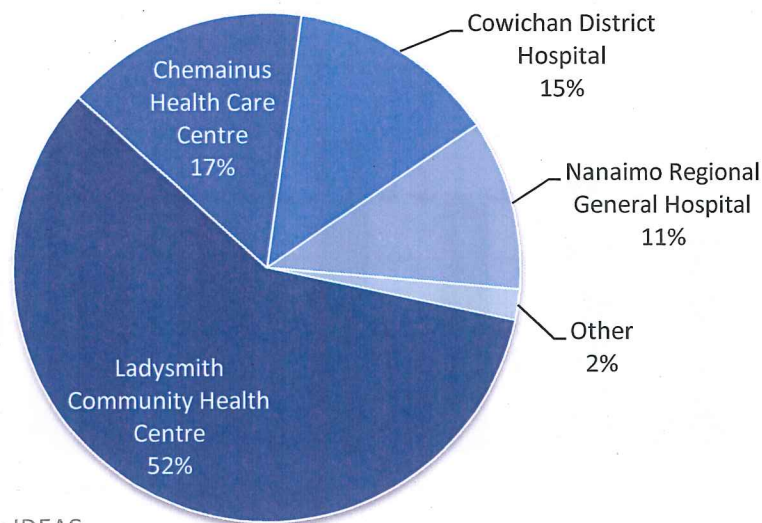
**Island Health Residents' Emergency Visits by CTAS**



Source: Island Health IDEAS

### Where Residents go for Emergency Visits:

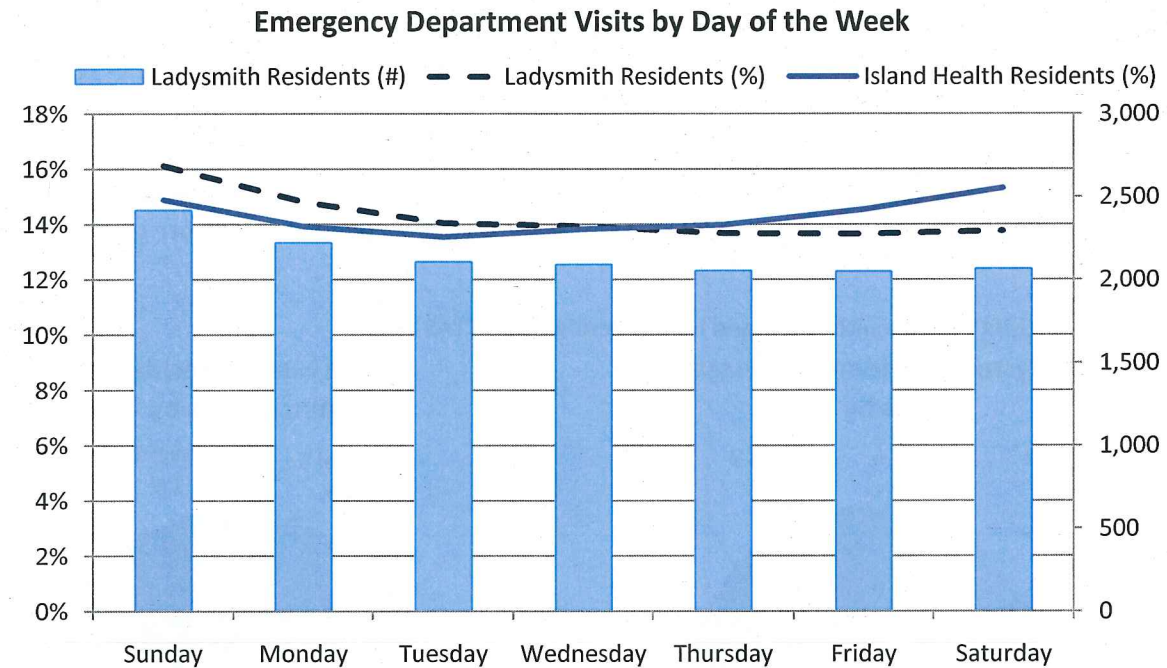
**Ladysmith Emergency Visits by Island Health Facility**



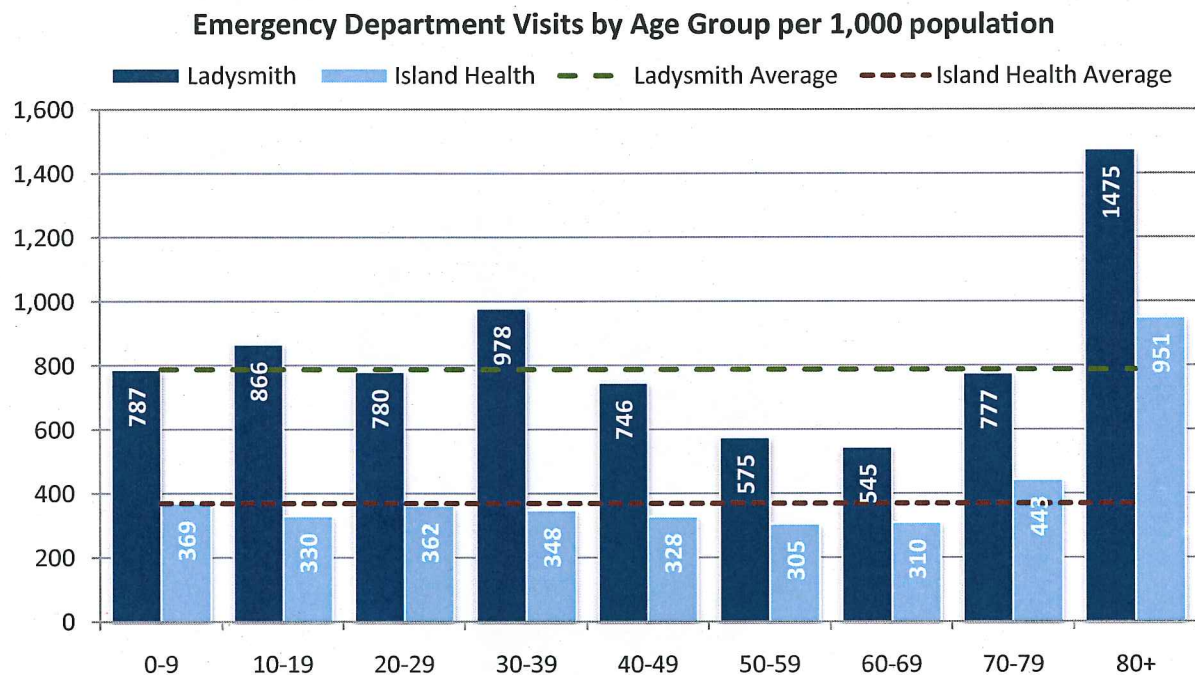
Source: Island Health IDEAS

<sup>9</sup> Canadian Emergency Department Triage & Acuity Scale. Level 1 is the most severe and categorized as resuscitation, Level 5 is the least severe and categorized as non urgent.

## Emergency Visits by Ladysmith and Island Health Residents by Day of the Week:



## Emergency Visits by Ladysmith and Island Health Residents by Age Group of Patient:







## **EMERGENCY SOCIAL SERVICES RECEPTION CENTRE PLAN**



## Acknowledgement:

The following individuals worked together to develop the Cowichan Valley Regional District's Emergency Social Services (ESS) Reception Centre Plan:

Ron Austen, General Manager, CVRD Parks, Recreation and Culture  
Linda Blatchford, Manager, Cowichan Lake Recreation  
John Elzinga, Manager, Island Savings Centre  
Kate Glenn, Programmer, Frank Jameson Recreation Centre  
Kim Liddle, Manager, South Cowichan Recreation  
Alana Plunet, Administrative Assistant, Island Savings Centre  
Sybille Sanderson, Manager, Public Safety  
Kirsten Schrader, Manager, CVRD Arts & Culture  
John Van Horne, Manager, CVRD Human Resources

## ESS Reception Centre Plan Overview

The Provincial Emergency Program Act states: "the board of a Regional District must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters".

On November 20, 2009, the Cowichan Valley experienced a large scale flood, which resulted in a State of Local Emergency activating an Emergency Operations Centre (EOC), an ESS Reception Centre and a Resilience Centre for evacuee support. In the months following, key action items were identified as requiring improvement including clear definition of the role of the Reception Centres.

The ESS Reception Centre Plan is a direct result of those recommendations.

An effective ESS Reception Centre Plan is a 'living' document that will need revision and updating on a continuing basis. This document is intended to be the basis from which to build an effective and coordinated process for the facilities that have been identified as possible Reception Centres.

For information regarding the ESS Reception Centre Plan, please contact:

Cowichan Valley Regional District  
Public Safety Division  
Phone: 746-2560  
Toll Free: 1-800-665-3955  
Fax: 746-2563  
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## Introduction

### Situation and Assumptions

Emergency Social Services (ESS) is a community-based program facilitated by the CVRD and supported with training & response funding by Emergency Management BC (EMBC). ESS provides essential services to restore dignity and preserve well-being of people affected by emergencies, ranging from house fires to catastrophic events involving mass evacuation.

The goal of the ESS Program is to empower people to re-establish themselves as quickly as possible after a disaster. ESS is typically available for 72 hours immediately following the start of an event. ESS Reception Centres are set up to provide:

- Emotional support;
- Accurate and up-to-date information regarding the disaster and recovery efforts;
- Reunification assistance for families separated by disaster;
- Referrals for food, clothing and lodging as required; and
- Specialized services as required.

The purpose of the ESS Reception Centre Plan is to set out the concepts, policies and operational guidelines. The intent is to provide realistic expectations with transparency, and to clarify the framework for collaboration among the Reception Centres identified in the plan.

### ESS Activation Levels

There are three levels of ESS response:

**Level 1** - A small localized event such as a fire affecting one or two households; usually less than 12 people. This service is provided by the Public Safety Division.

**Level 2** - A significant event affecting more than 12 people, such as an apartment fire. A Reception Centre/Group Lodging is established – usually for a short duration. An EOC may be established to support ESS needs. Informal Community Recovery processes may be initiated.

**Level 3** - A major emergency, such as large scale flooding or interface wild fires, involving large scale evacuation. More than one Reception Centre/Group Lodging may be established. Duration of operation may last days or weeks. An EOC will be established. Formal Community Recovery may be initiated.

### Reception Centres

A Reception Centre typically is operational for up to 72 hours, depending on the severity of the situation. When the emergency consists of numerous evacuees requiring more time to move into recovery, Reception Centres may be open longer.

Following the ESS response, formal or informal Community Recovery may be implemented and will be the responsibility of the Public Safety Division and Recovery/Resilience Centre team. The Resilience Centre may be co-located at the ESS Reception Centre.

For Resilience Centres, Recreation Centre staff is responsible for:

- Anticipating that the facility part that is hosting the Resilience Centre will likely be unavailable for other rentals during the Resilience Centre activation that could last from several weeks to several months or more.
- Other than facility maintenance, no other staffing requirements are anticipated.



## Reception Centres

### Reception Centres by Zones

Primary Reception Centres		
Facility	Address	Zone
Kerry Park Recreation Centre	1035 Shawnigan-Mill Bay Road, Mill Bay	1
Island Savings Centre	2687 James Street, Duncan	2
Frank Jameson Community Centre	810 - 6th Avenue, Ladysmith	3
Cowichan Lake Sports Arena	311 South Shore Road, Lake Cowichan	4
Secondary Reception Centres		
Facility	Address	Zone
Camp Pringle	2520 W Shawnigan Lake Rd, Shawnigan Lake	1
Cobble Hill Farmer's Institute	3550 Watson Avenue, Cobble Hill	1
Coverdale Watson Park	Wilmot Rd, Cowichan Bay	1
Shawnigan Lake Community Centre	2804 Shawnigan Lake Rd, Shawnigan Lake	1
Chemainus Seniors Centre	9824 Willow Street, Chemainus	2
Siem Leium Gym – Cowichan Tribes	5574 River Road, Duncan	2
Crofton Community Centre	8104 Musgrave Street, Crofton	2
Glenora Community Hall	3660 Glenora Road, Duncan	2
Bethel Tabernacle	1149 - 4 <sup>th</sup> Avenue, Ladysmith	3
Ladysmith Eagles Hall	921 - 1 <sup>st</sup> Avenue, Ladysmith	3
North Oyster School	13470 Cedar Road, Ladysmith	3
Saltair Centennial Park	3826 South Oyster School Road, Ladysmith	3
Thetis Island Forbes Hall	270 Forbes Drive, Thetis Island	3
Honeymoon Bay Community Hall	10022 Park Drive, Honeymoon Bay	4
Mesachie Lake Community Hall	9315 South Shore Road, Mesachie Lake	4
Youbou Community Hall	8550 Hemlock Street, Youbou	4

## Reception Centre Staff Guidelines

The following Reception Centre Guidelines are provided for staff, with the understanding that situations will require flexibility to accommodate the needs of those that have been evacuated.

### Facilities

- Although Primary Reception Centres are generally the first choice facility, the Reception Centre has the ability to move to a Secondary facility if needed.
- Primary Reception Centre Managers have the discretion to suggest another reception centre be used if their facilities are booked for a pre-planned large event. The rotating shifts will continue at the alternate location, either until after the booked event has been cleared or for the duration of the ESS response.
- At least one diagram of each floor plan will be included in the Reception Centre Plan.
- No rent will be charged for facility use as a Reception Centre, Resilience Centre or Emergency Operations Centre as these charges are not reimbursable.

### Staffing

- The designated ESS Director becomes the ESS Branch Coordinator in the EOC and is the direct contact for the Reception Centre Manager.
- ESS Director trained exempt staff may be called upon to act as the Emergency Social Services Branch Coordinator in the Emergency Operations Centre when and if activated.
- In the event of an emergency, community recreation and facility staff may be called upon to work in any of the primary Reception Centres. The location for the Reception Centre cannot be determined in advance and as a result staff may be asked to change their regular work location to assist at any of the primary Reception Centres.
- To activate a reception centre, the ESSD or ESS Branch Coordinator on duty will call the manager of the identified facility with a description of the event and what type of ESS coverage will be needed. The manager will then proceed to call out their teams taking into account their availability.
- It is acknowledged that staff may have to adjust their normal work schedules and may be called out at unusual hours.
- If additional staff is needed for a response, consideration will be given to seniority principles but only if this works operationally as the facility generally will be expected to continue functioning with normal programs.
- In addition, recreation staff duties while involved in an emergency event may have to be adjusted. An example is that in an emergency they may be in charge of pet care or managing refreshments which most likely have not been identified in their job description.



- When manageable, the shifts will consist of 6 hours with an overlap of .5 hour on either side to accommodate for transfer of information during the shift change.
- Staff identified on the rotation schedule will not be called back from vacation unless deemed absolutely necessary.
- Night Shifts may be asked to stand down or manpower decreased if not required (i.e. no Group Lodging required). Determinations are made with the Reception Centre Manager and the ESS Director or the ESS Branch Coordinator.

### Scheduling

- In the reciprocal schedule agreement (over a 72-hour ESS activation) each 24-hour period will be 4 – 6 hour shifts. Each shift will be filled by designated teams from Island Savings Centre, South Cowichan Recreation, Cowichan Lake Recreation and Ladysmith Frank Jameson Community Centre and will rotate on a daily basis.
- Each Recreation Centre will provide 24 trained ESS personnel as 21 are necessary for the first shift with three spares to accommodate average staff unavailability.

### Example – 6 hour shifts / operational periods:

- The host facility at the Island Savings Centre is activated as a Reception Centre.
- Host Team 1 consisting of 12 people begins the first shift and depending on the number of evacuees, requests 3 personnel from each of the other 3 Recreation Centres.
- Bolded team provides the Reception Centre Manager for that shift

Shift	Day 1	Day 2	Day 3
1	Island Savings (12) South Cowichan Rec. (3) Cowichan Lake Rec. (3) Frank Jameson (3)	Island Savings (3) <b>South Cowichan Rec. (3)</b> Cowichan Lake Rec. (3) Frank Jameson (3)	Island Savings (3) South Cowichan Rec. (3) <b>Cowichan Lake Rec. (3)</b> Frank Jameson (3)
2	Island Savings (3) <b>South Cowichan Rec. (3)</b> Cowichan Lake Rec. (3) Frank Jameson (3)	Island Savings (3) South Cowichan Rec. (3) <b>Cowichan Lake Rec. (3)</b> Frank Jameson (3)	Island Savings (3) South Cowichan Rec. (3) Cowichan Lake Rec. (3) <b>Frank Jameson (3)</b>
3	Island Savings (3) South Cowichan Rec. (3) <b>Cowichan Lake Rec. (3)</b> Frank Jameson (3)	Island Savings (3) South Cowichan Rec. (3) Cowichan Lake Rec. (3) <b>Frank Jameson (3)</b>	<b>Island Savings (3)</b> South Cowichan Rec. (3) Cowichan Lake Rec. (3) Frank Jameson (3)
4	Island Savings (3) South Cowichan Rec. (3) Cowichan Lake Rec. (3) <b>Frank Jameson (3)</b>	<b>Island Savings (3)</b> South Cowichan Rec. (3) Cowichan Lake Rec. (3) Frank Jameson (3)	Island Savings (3) <b>South Cowichan Rec. (3)</b> Cowichan Lake Rec. (3) Frank Jameson (3)



## Compensation

- If activated, staff will be paid through their regular wage budgets at their current rate of pay. Overtime, backfilling regular positions and ESS Reception Centre expenses (meals, supplies, etc.) will be paid by Public Safety Division. Consistent with past practices, overtime will be paid versus banked, so that reimbursement can be obtained from Emergency Management BC.
- In the case of an extraordinary event with longevity, the CVRD has included information in the Overtime Policy that states:  
 “An exception may be made when an emergency response requires exempt employees to work more than eight (8) hours of overtime during an emergency response event. In such cases, and provided that the overtime is reimbursable by the Province, the Employer may consider the payment of overtime worked above the eight (8) hour threshold while a Primary Reception Centre is open or an Emergency Operations Centre is active.”
- Staff in the ESS rotational schedule will be paid from regular wages and budget accounts.

## Mileage

- Staff and volunteers may claim mileage at the current government rate when using a privately owned vehicle on an operational task that is not at their normal work location. For staff, mileage will be calculated as the lesser amount of travel, either from home to the reception centre or from work to the reception centre. Assistance with mileage is not to be a lucrative decision but a best case scenario. Mileage claims for a training task must be pre-authorized by the Public Safety Manager.

## Training

- The ESS Site Management course replaces the Reception Centre Managers course.
- Each facility will have at least 24 trained personnel including recreation centre and operations staff (full-time, part-time and regular casuals). Each facility must have three (3) individuals trained and designated as Reception Centre Managers, with Site Management Training.
- General ESS training should occur annually for 1 full day with training in the morning and an exercise in the afternoon. Emergency Preparedness Week (1<sup>st</sup> full week of May) is the target time for training. Personnel are expected to attend training once every two years.

## Recommended training:

ESS Workers		ESS Leaders
Introduction to ESS	Reception Centre Support Essentials	Intro to Emergency Management
Psychological First Aid	Group Lodging Essentials	ESS Site Management
Reception Centre Essentials	Family Reunification Essentials	

## Reception Centre Set-up / Activation

All staff should know where Reception Centre supplies are stored and be able to access them.

1. Receive briefing from Reception Centre Manager regarding evacuee numbers and arrival ETA.
2. Determine which facility area will be used for Reception Centre / Group Lodging if needed.
3. Set up waiting area within the facility with chairs for the number of evacuees expected
4. Set up Registration & Referrals workstations (1 admin kit, 1 goods kit, 1 table, 2 chairs for 2 workers for each workstation on wall side, 2-3 chairs for evacuees on waiting area side)
  - a. 20-100 evacuees = 3 workstations (2 - Registration & Referrals, 1 – Registrations Only)
  - b. 100-200 evacuees = 6 workstations (4 - Registration & Referrals, 2 – Registrations Only)
5. Set up 1 workstation for Documentation (1 ESS File kit, 1 admin kit, 1 table and 1-2 chairs)
6. Set up 1-2 tables for Comfort Food/Refreshments near waiting area
7. Set up kits with clothing, comfort kits & teddy bears behind Registration & Referrals tables
8. Set up a separate area for Emotional Support with 5-10 chairs as needed

Once workers arrive, they pick up their function box and set up their workstations. Post sample forms and Task Number on each Registration & Referrals workstation. Keep forms in function box and pull out as needed to keep them secure.

Documentation distributes and accounts for all Referral forms to the Registration & Referrals workers. Other forms can be in function boxes or distributed as needed. Documentation tracks resources used and files evacuee records as they are received.

Resource Acquisition (Public Safety provides annually updated list of suppliers) determines availability of commercial lodging to be distributed by Registration & Referrals workers.

Registration & Referrals workers register individuals and use ESS Rates Sheet / Needs Assessment Matrix to determine evacuee needs and refer them to appropriate resources.

Registration & Referrals supervisor carries a backpack (provided by PSD) to secure all "confidential" files. Supervisor provides guidance to workers and checks forms for completion.

**Note: The Initial callout requires additional resources up to a maximum of 21:**

- 1 Reception Centre Manager
- 1 Safety Officer (ideally Facility staff)
- 1 Documentation Worker
- 2 Facility Support (set up RC & GL as needed & ramp up increased facility maintenance)
- 2 Onsite Goods Distribution (comfort foods, meals, if needed)
- 1 Registration & Referrals Supervisor
- 3 Meet & Greet Workers
- 2 Registration Only (i.e. for those not wanting referrals or to gather prescription needs etc.)
- 8 Registration & Referrals Worker

This ensures enough workers to meet the most demanding first shift requirements and allows teams to work together and gain confidence in their respective roles. This also ensures that the evacuees are served promptly and not required to wait for long periods of time.



Evacuee meetings often generate significant additional paperwork so it is recommended that teams ramp up again for this process to ensure prompt service for evacuees.

DRAFT

## **Reception Centre Management**

### **Reception Centre Manager**

**Responsibilities:**

- Overall responsibility for the Reception Centre/Group Lodging
- Ensure required services are provided as available
- Reception Centre Manager supported by ESSD/EPC

**Process:**

1. Receive call from ESS Director or Emergency Program Coordinator regarding need to activate ESS Reception Centre
2. Refer to ESS Reception Centre Plan (in Reception Centre Operational Guidelines binder)
3. Call out teams as needed for potential number of evacuees
4. Refer to Reception Centre Manager Checklist (in Reception Centre Operational Guidelines binder)

### **Safety Officer**

**Responsibilities:**

- Ensures safety of workers and evacuees
- Ensures worker care is implemented (food, water, breaks)
- Ensures WorkSafeBC requirements are met

**Process:**

1. Receive call from Reception Centre Manager or Call Out Tree regarding need to activate ESS Reception Centre
2. Refer to Safety Officer Checklist (in Reception Centre Operational Guidelines binder)

### **Liaison Officer / Information Officer**

**Responsibilities:**

- Work with outside agencies and media
- Generally provided through the ESSD/EPC/EOC

**Process:**

1. Receive call from Reception Centre Manager or Call Out Tree regarding need to activate ESS Reception Centre
2. Refer to Liaison or Information Officer Checklist (in Reception Centre Operational Guidelines binder)



## Operations (Doers)

### Responsibilities:

- Provide services directly to evacuees (Meet & Greet, Registration & Referrals, Onsite Goods Distribution, etc. as needed)

### Meet & Greet

#### Responsibilities:

- Provide services directly to evacuees by initiating conversations and providing basic triage (what services does this person or family need first)

#### Process:

1. Invite evacuees to sit down in the waiting area
2. Walk around greeting the evacuees and identifying potential needs and priorities
  - a. Does anyone need first aid?
  - b. Does anyone need medications? (refer to Registration table to get medication needs identified and resolved)
  - c. Do individuals need to get to work? (refer to Registration table for quick registration)
3. Respond to questions and answer to the best of your ability, seek input from Supervisor or Reception Centre Manager as needed
4. Prioritize Registration & Referrals for those with small children or with disabilities

### Registration & Referrals

#### Responsibilities:

- Provide services directly to evacuees by taking evacuees through the registration and referrals process.

#### Process:

1. Tell me what happened? (provides an opportunity for them to tell their story, helps begin the healing process and gives you understanding of their situation)
2. Do you have family and friends that you can stay with? (this is ideal as it ensures that they have support to help them deal with the situation)
3. Do you have insurance? (encourage them to contact insurer as soon as possible to start claim process)
4. Register the evacuee and family members as applicable
5. Referrals based on Referrals Matrix as **expressly needed**

## Referrals Matrix

Situation	Lodging	Food	Clothing	Transportation	Incidentals
Family & Friends available	1 Referral for Billeting	1 Referral for Groceries	Provide clothing as needed	\$50 fuel for car or 1 Day PASS or sheet of 10 bus tickets if needed	Comfort Kit
Group Lodging required	1 Referral for Meals and Group Lodging		1 Referral as needed		1 Referral for Incidentals (can be included with Referral for food or clothing)
Hotel Required (physical constraints)	Hotel or Bed & Breakfast	Restaurant Meals or Groceries if dietary issues	(Extreme weather if coat or boots needed)		

## Planning (Thinkers)

### Responsibilities:

- Documentation Unit manages all RC/GL documentation (ESS Files, Referrals & Statistics)
- Develop Action Plans and Situation Reports as needed

### Process:

1. Receive call from Reception Centre Manager or Call Out Tree regarding need to activate ESS Reception Centre
2. Refer to Documentation Unit Checklist in function kit or Reception Centre Operational Guidelines

## Logistics (Getters)

### Responsibilities:

- Resource Acquisition determines the resources available (i.e. # of hotel rooms available)
- Locates facilities, services, personnel, equipment and materials

### Process:

1. Receive call from Reception Centre Manager or Call Out Tree regarding need to activate ESS Reception Centre
2. Refer to Resource Acquisition Unit Checklist in function kit or Reception Centre Operational Guidelines
3. In larger events, work through EOC to ensure resource sharing

## Finance / Administration (Payers)

### Responsibilities:

- Arranges purchasing and payment options
- **Generally provided through the ESSD/ EPC/EOC**

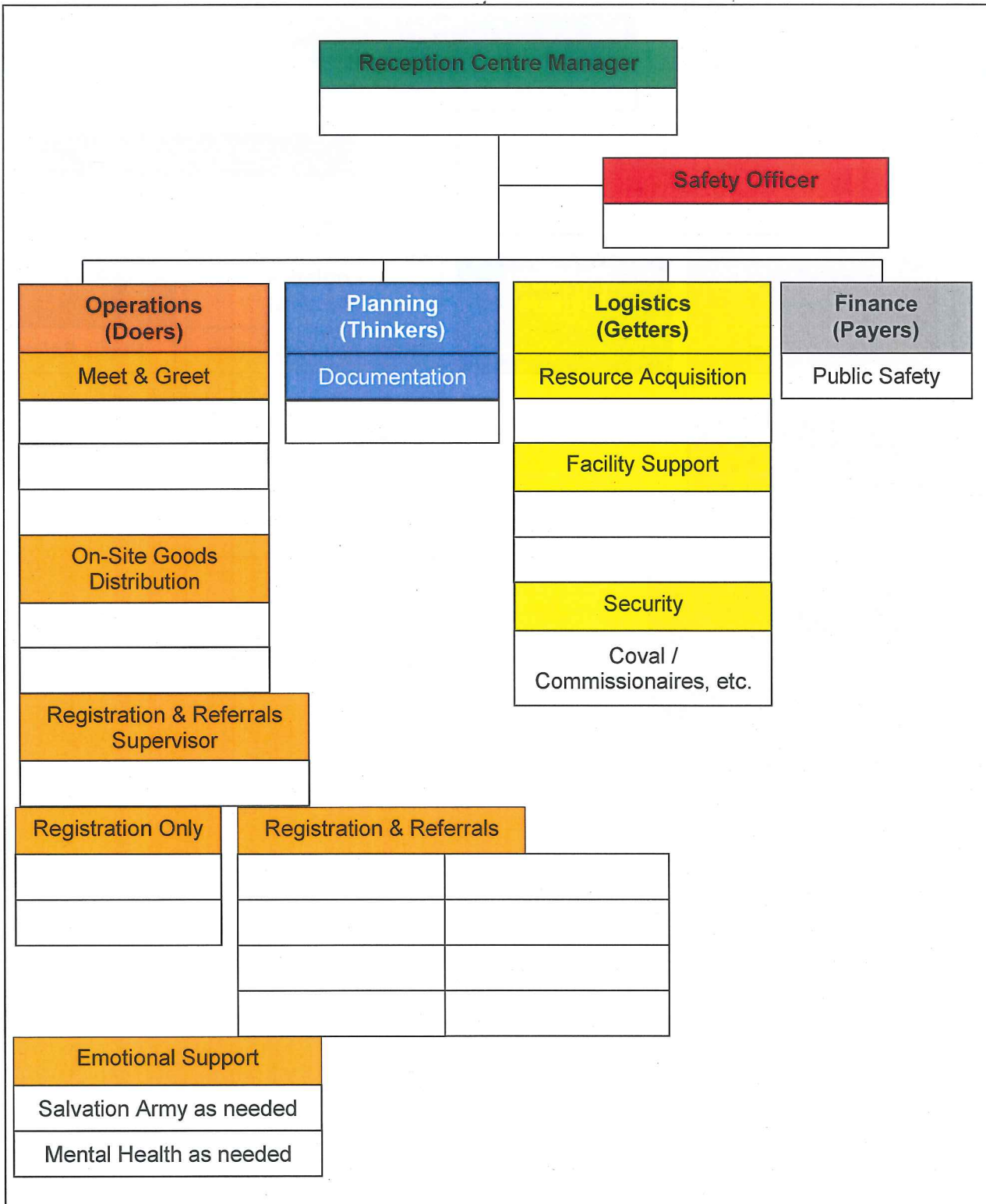
### Process:

1. Refer to Finance / Admin Section Chief Checklist in function kit or Reception Centre Operational Guidelines

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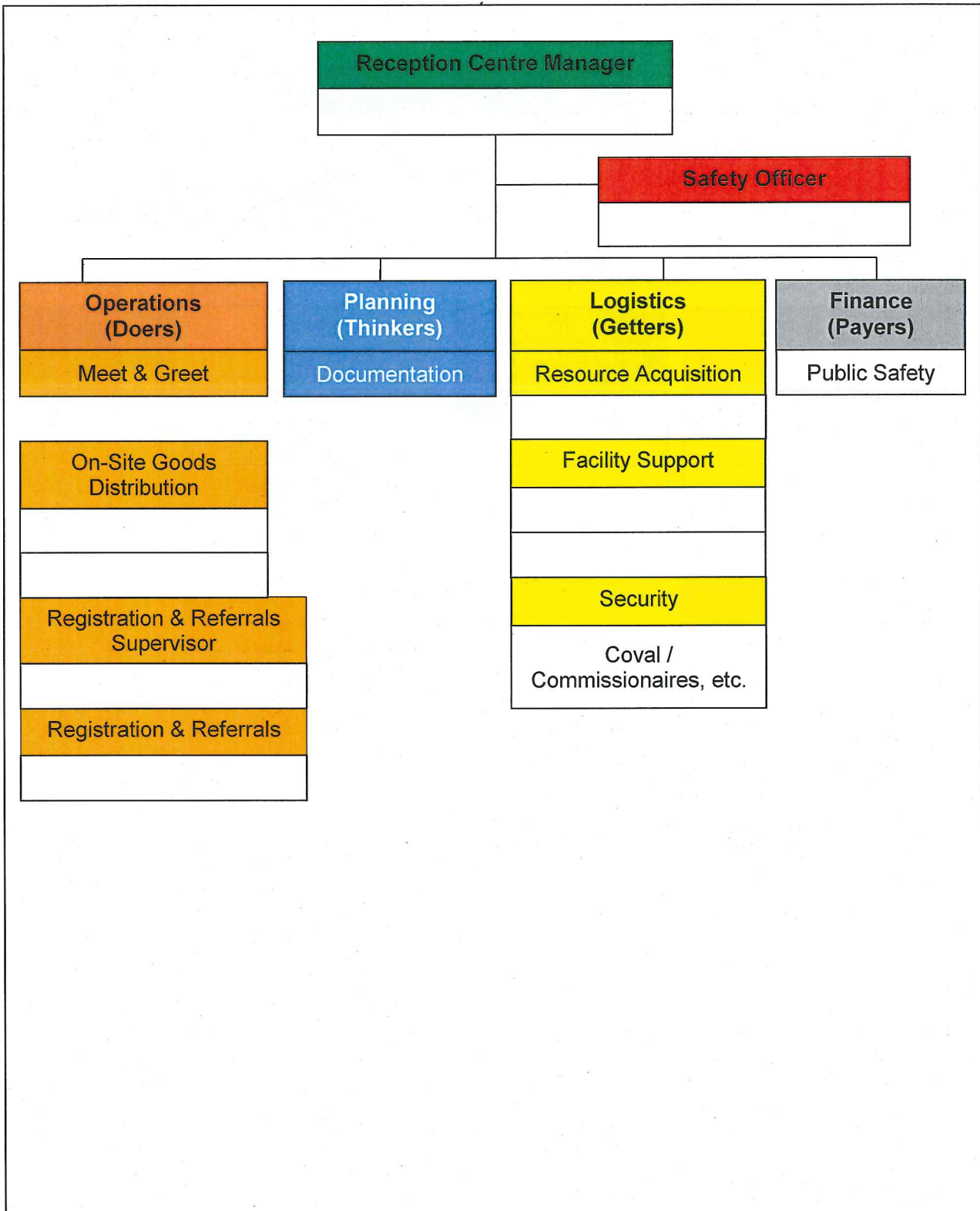


## Organizational Chart – Maximum - 21 Workers for First Shift

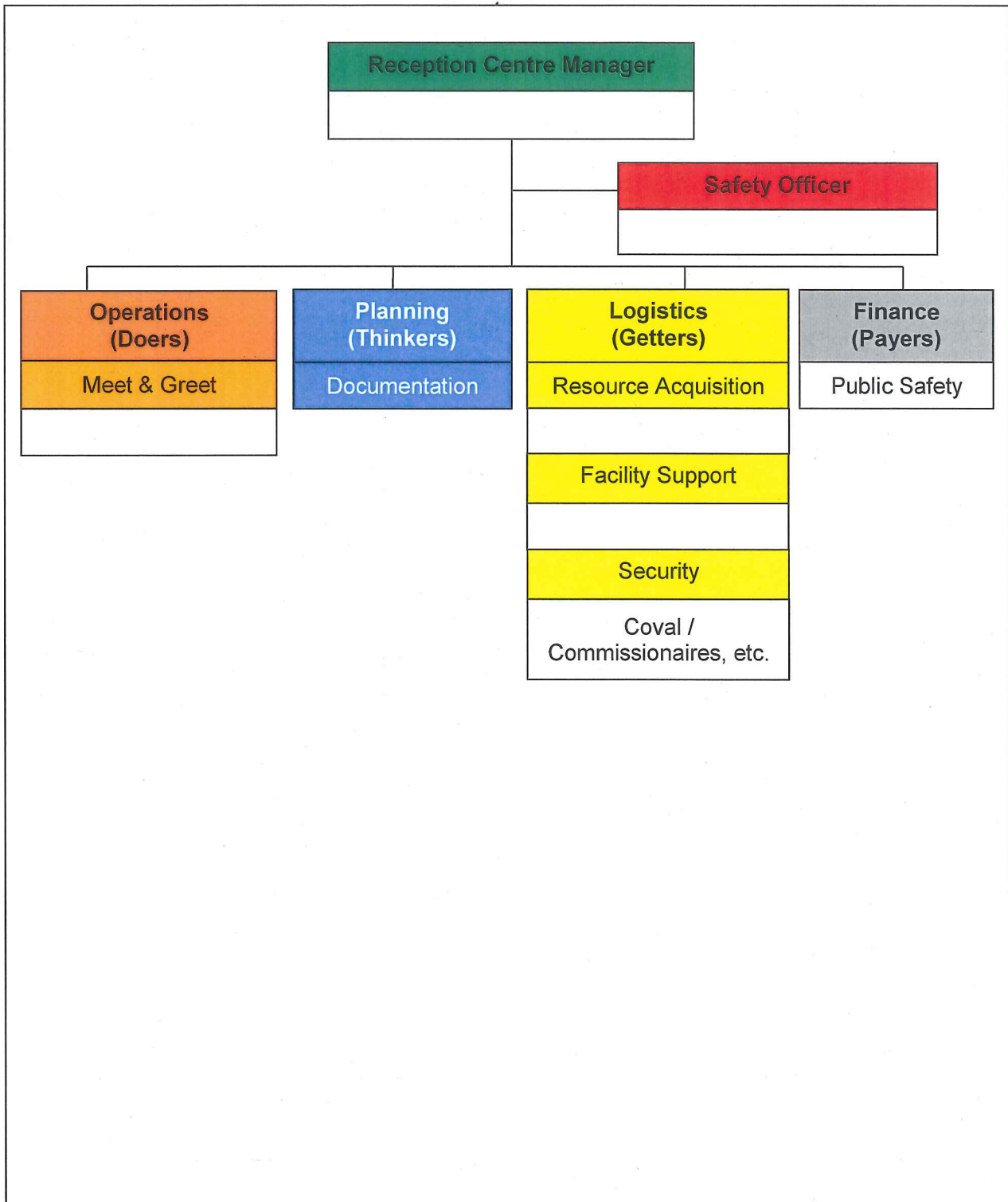




## Organizational Chart – Minimum Day Shift – 8 Workers



## Organizational Chart – Minimum Night Shift – 4 Workers





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: March 9, 2015  
File No: 3060-15-02

**Re: Coach House Intensive Residential Development Permit Application - S. Perreault**  
**Lot 9, Block 129, District Lot 56, Oyster District, Plan 703-A (532 Warren St.)**

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

That Council issue Development Permit 3060-15-02 to permit the issuance of a building permit for the conversion of an existing accessory building to a single storey coach house dwelling on Lot 9, Block 129, District Lot 56, Oyster District, Plan 703-A (532 Warren St.);

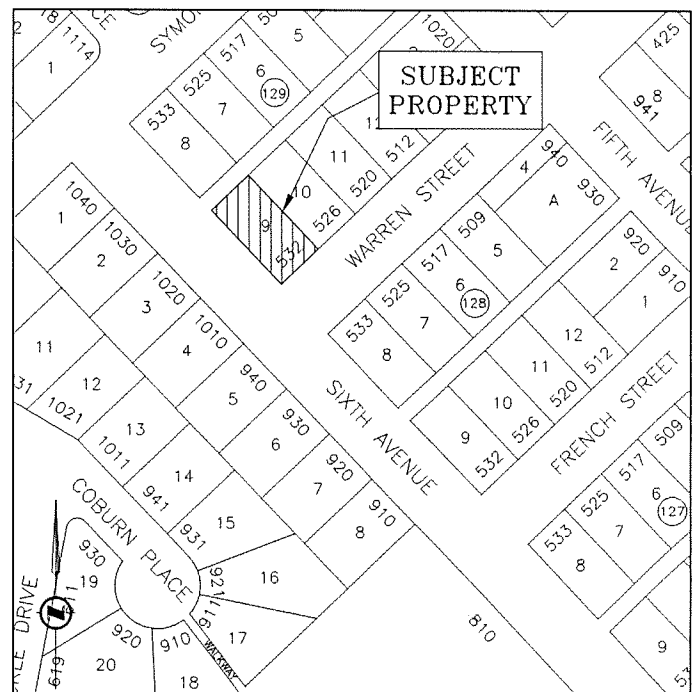
**AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.**

#### **PURPOSE:**

The purpose of this staff report is to present for Council's consideration a Coach House Intensive Residential Development Permit application for a proposed coach house at 532 Warren Street.

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

Currently a single unit dwelling and accessory building are located on the property. The applicant has submitted a development permit application to permit the issuance of a building permit for a single storey coach house dwelling unit, 27.13m<sup>2</sup> (292ft<sup>2</sup>) in size, in the existing accessory building located in the rear yard. The subject property is a corner lot, 668.9m<sup>2</sup> in size, and is located on a lane. The property also contains a small garden shed which will remain, and a greenhouse which will be removed.



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

The subject property falls within the 'Coach House Intensive Residential Development Permit Area' (DPA 10). The objective of DPA 10 is to establish good neighbour design standards, as well as encourage building character and sustainable design for coach homes. The proposed coach house design has been reviewed in relation to the DPA 10 guidelines:



BC CLIMATE ACTION  
COMMUNITY 2013

cowichan



### *Building Character and Design Guidelines*

- It is proposed that the accessory building size, height and pitched roof will not change when converted to a coach house. The accessory building is 27.13m<sup>2</sup> (292ft<sup>2</sup>) in size, 3.7 metres in height, and is located in the rear yard.
- The massing of the proposed single storey coach house is an appropriate proportion to the buildings on neighbouring properties and does not overpower the principal dwelling.
- The wood siding on the accessory building exterior will remain and will be painted to match the principal dwelling. Dark grey trim around the windows will be installed on the dwelling and coach house so that the two buildings have a coordinated unity.
- The coach house design respects neighbour privacy, as no dormers, balconies, or upper level windows are proposed.

### *Accessibility and Livability Guidelines*

- The coach house building is located 12 metres from the primary dwelling.
- A continuous unobstructed pathway, with a minimum width of 90cm, will be provided from the fronting street to the primary coach house entrance. The length of the pathway is less than 45m.
- An address for the coach house dwelling will be placed so that it is visible from Warren Street.
- A safe entry to the coach house unit will be accessible from the parking stall.
- The area between the lane and coach house will contain a permeable parking space that is the required 7m x 2.5m for parallel parking spaces.
- The rear property line will be fenced.
- Motion detecting lighting will be provided to light the parking stall and the entry to the coach house.

### *Landscaping Guidelines*

- Existing mature landscaping will remain in place in the rear yard and provides privacy.
- Fencing is provided to provide privacy along the rear and side yards.
- Fencing will be installed to create a 48m<sup>2</sup> private yard/amenity space for the coach house resident adjacent to the coach house entry.
- A location for garbage and recycling will be provided and will be screened from view.

### *Energy and Water Conservation Guidelines*

- A permeable parking area will be provided for the coach house resident and existing landscaping will be maintained in the rear yard.

### ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 15-02 where the refusal is based upon a determination that the development permit application does not meet the Development Permit Area guidelines. If the Development Permit is refused then reasons



must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

A Development Permit is required prior to issuance of a building permit to construct the coach house dwelling in the accessory building.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. Public input was received during the preparation of the coach house development permit guidelines.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Permit application was referred to the Infrastructure Services Department for review. They have no servicing issues with the proposal.

RESOURCE IMPLICATIONS:

Processing Development Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a Sustainable Development Checklist and indicates that the proposed coach house dwelling meets the Town's objective to provide affordable housing options.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The owner of 532 Warren Street has submitted an application for a Coach House Intensive Residential Development Permit. The proposal has been reviewed utilizing the DPA 10 guidelines.

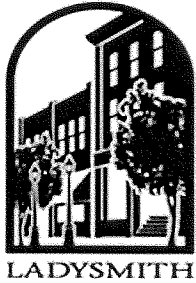
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Development Permit 3060-15-02



## TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 920 Local Government Act)

FILE NO: 3060-15-02

DATE: March 16, 2015

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Name of Owner(s) of Land (Permittee): Sara Perreault

Applicant: Sara Perreault

Subject Property (Civic Address): 532 Warren Street

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1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:  
  
**Lot 9**  
**Block 129**  
**District Lot 56**  
**Oyster District**  
**Plan 703-A**  
**PID#000-957-101**  
(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the alteration of the accessory building on the Land to a single storey coach house dwelling in accordance with the plans and specifications attached to this Permit, subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - a) To develop the Land as shown in **Schedule A** including:
    - i. An amenity area for coach house resident, 48m<sup>2</sup> in size, and screened with a fence 1.2m in height;

- ii. An onsite permeable parking space for the coach house resident that meets the required parking space dimensions of Zoning Bylaw 2014, No.1860;
  - iii. An unobstructed pathway, 90cm in width, from Warren Street to the coach house entry;
  - iv. Placing an address such that it is visible from Warren Street;
  - v. A screened area for garbage and recycling; and
  - vi. Maintaining existing mature trees and shrubs in the rear yard.
- b) To convert the existing accessory building on the Land to a single storey coach house dwelling unit in accordance with the building designs shown in **Schedule B**.
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.927 of the *Local Government Act*, and upon such filing, the terms of this Permit **(3060-15-02)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
8. The plans and specifications attached to this Permit are an integral part of this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

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

\_\_\_\_\_  
MAYOR

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

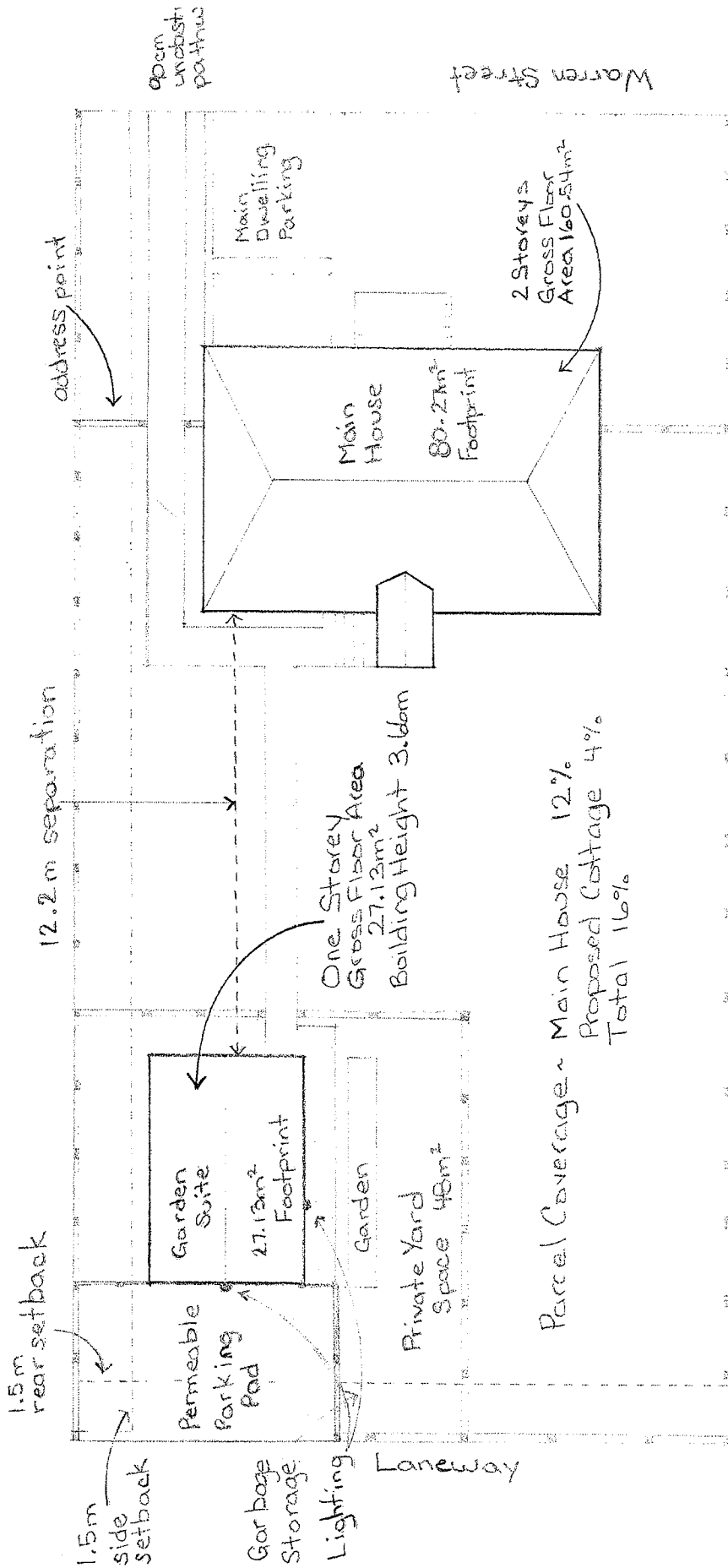
\_\_\_\_\_  
OWNER

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

\_\_\_\_\_  
OWNER

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





6<sup>th</sup> Avenue

532 Warren Street

Drawn By: Sara Perreault  
sara.perreault@mortgagegroup.com  
250.954.5517

January 2015

scale 3/32

Registered Owner: Sara Perreault  
Lot 9, Block 129, DL 516, Oyster District, Plan 10  
PID 000-957-101 Development Permit Area  
DPA 10

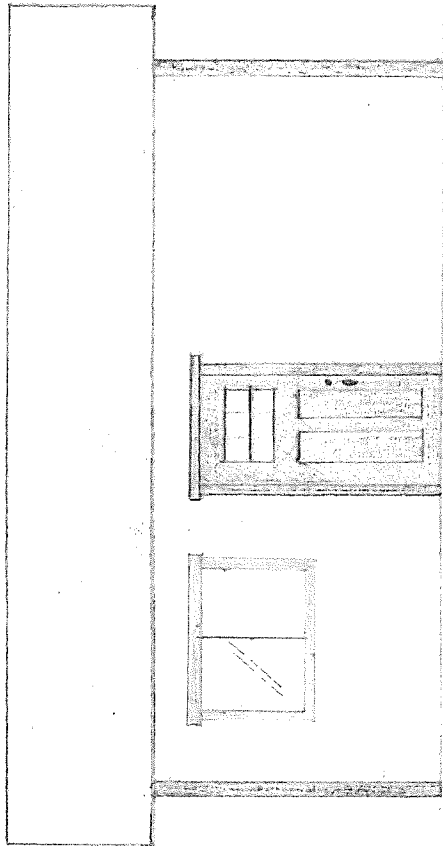
Schedule A

Development Permit 3060-15-02

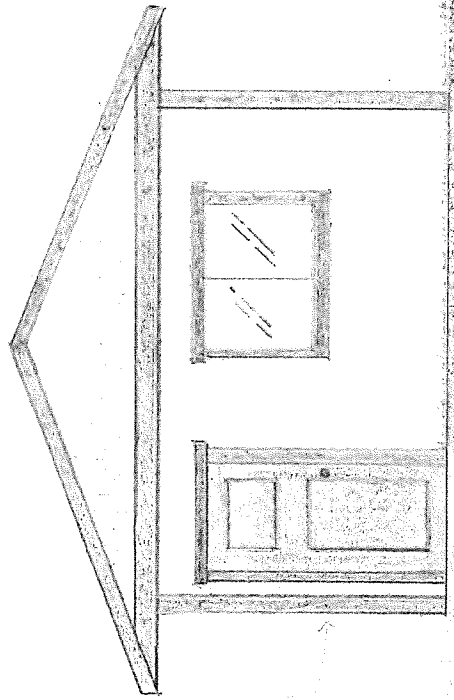
Sarah Perreault, March 16, 2015

532 Warren Street

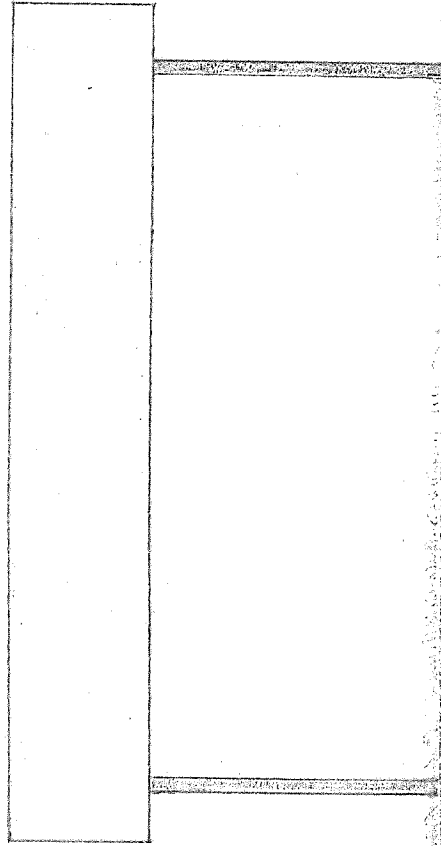
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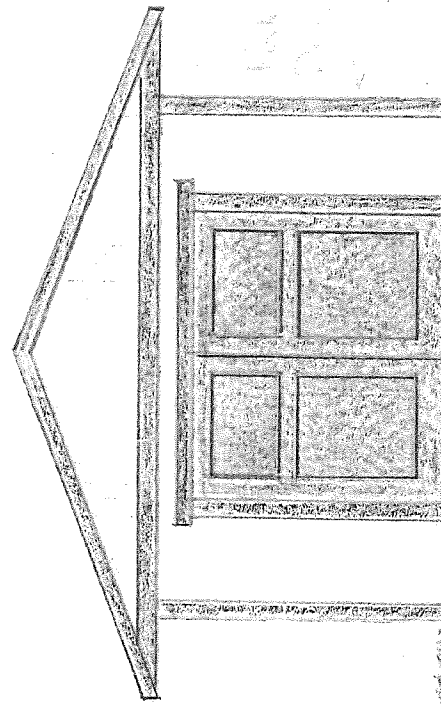
Front Elevation



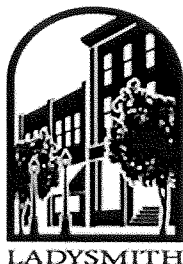
Back Elevation



Side Elevation



Other Side Elevation



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: March 9, 2015  
File No: 3060-15-03

**Re: Coach House Intensive Residential Development Permit Application - K. Mellson**  
Lot 8, Block 91, of an unnumbered portion of Oyster District, Plan 703-A (941 Fifth Ave.)

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

That Council issue Development Permit 3060-15-03 to permit the issuance of a building permit for the construction of a single storey coach house dwelling on Lot 8, Block 91, of an unnumbered portion of Oyster District, Plan 703-A (941 Fifth Ave.);

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

#### **PURPOSE:**

The purpose of this staff report is to present for Council's consideration a Coach House Intensive Residential Development Permit application for a proposed coach house dwelling at 941 Fifth Avenue.

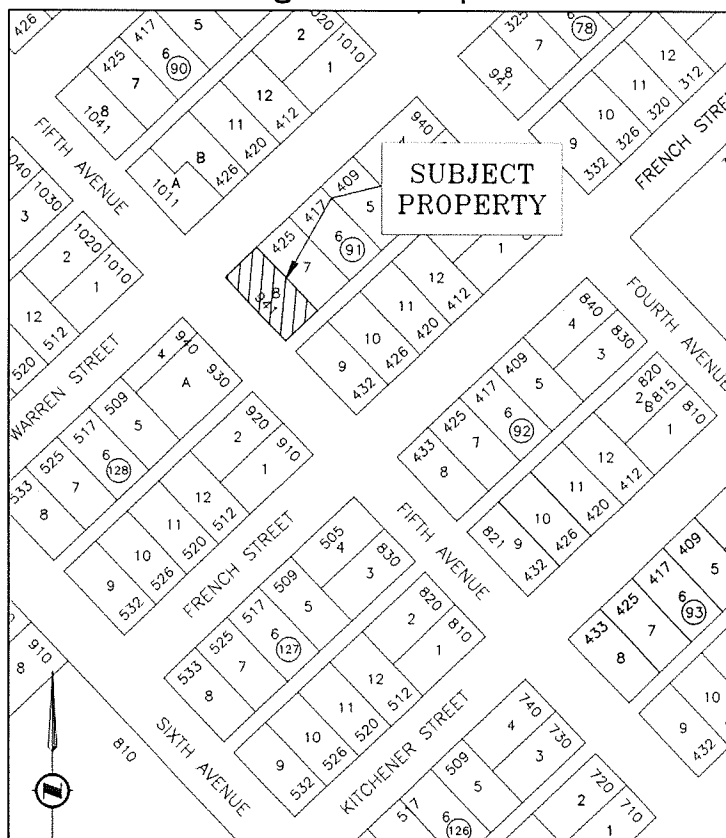
#### **INTRODUCTION/BACKGROUND:**

Currently a single unit dwelling is located on the property. The applicant has submitted a development permit application to permit the issuance of a building permit for a single storey coach house dwelling unit, 35.6m<sup>2</sup> (384ft<sup>2</sup>) in size, in the rear yard. The subject property is a corner lot, 668.9m<sup>2</sup> in size, and is located on a lane.

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

The subject property falls within the 'Coach House Intensive Residential Development Permit Area' (DPA 10).

The objective of DPA 10 is to establish good neighbour design standards, as well as encourage building character and sustainable design for coach homes. The proposed coach house design has been reviewed in relation to the DPA 10 guidelines:



### *Building Character and Design Guidelines*

- The coach house is proposed to be 35.6m<sup>2</sup> (384ft<sup>2</sup>) in size, 3.81 metres in height with a pitched roof, and is located in the rear yard.
- The massing of the proposed single storey coach house is an appropriate proportion to the buildings on neighbouring properties and does not overpower the principal dwelling.
- The coach house design respects neighbour privacy, as no dormers, balconies, or upper level windows are proposed.
- Hardiplank will be used for exterior siding and will be yellow to match the house.

### *Accessibility and Livability Guidelines*

- The coach house building is located 8.8 metres from the primary dwelling.
- An address for the coach house dwelling will be placed so that it is visible from Fifth Avenue.
- One window and door are facing the lane/alley. Sliding glass doors will face Fifth Avenue.
- The space between the lane and coach house will contain grass and a permeable pathway.
- Motion detecting lighting will be provided to light the entry to the coach house.
- A pathway from Fifth Avenue to the entry of the coach house will be provided.

### *Landscaping Guidelines*

- Fruit trees will be planted strategically to increase privacy for the coach house resident.
- A location for garbage and recycling will be provided and will be screened from view.
- A permeable parking stall will be provided adjacent to the coach house and will be 5.8 m x 2.6 m in size as required in the Zoning Bylaw.
- A permeable outdoor amenity space (40m<sup>2</sup> in size) will be provided and delineated with a fence 1.2 metres in height. The amenity space is adjacent to the patio door.

### *Energy and Water Conservation Guidelines*

- A permeable parking area will be provided for the coach house resident.

### ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 15-03 where the refusal is based upon a determination that the development permit application does not meet the Development Permit Area guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

### FINANCIAL IMPLICATIONS:

None.



LEGAL IMPLICATIONS:

A Development Permit is required prior to the issuance of a building permit to construct the coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. Public input was received during the preparation of the coach house development permit guidelines.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Permit application was referred to the Infrastructure Services Department for review. They have no servicing issues with the proposal.

RESOURCE IMPLICATIONS:

Processing Development Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a Sustainable Development Checklist and indicates that the proposal:

- Provides affordable housing and adds to the diversity of housing in the neighbourhood;
- Fronts onto a public street and allows for interaction between the building and people on the street;
- Includes fruit trees to offer songbird habitat and food sustainability;
- Is located near public transit and schools; and
- Does not cause shadow or shade to adjacent properties.

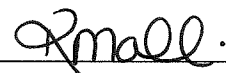
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The owner of 941 Fifth Avenue has submitted an application for a Coach House Intensive Residential Development Permit. The proposal has been reviewed utilizing the DPA 10 guidelines.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

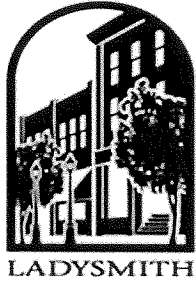
Development Permit 3060-15-03



B.C. CLIMATE ACTION  
COMMUNITY 2013

The word "cowichan" in a stylized, lowercase font with a small graphic element above the 'i'.





## TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 920 Local Government Act)

FILE NO: 3060-15-03

DATE: March 16, 2015

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Name of Owner(s) of Land (Permittee): Kyla Mellson and Dennis Mellson

Applicant: Kyla Mellson

Subject Property (Civic Address): 941 Fifth Avenue

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1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:  
  
**Lot 8**  
**Block 91**  
**Of an unnumbered portion of Oyster District**  
**Plan 703-A**  
**PID#002-469-669**  
(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a single storey coach house dwelling in accordance with the plans and specifications attached to this Permit, subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - a) To develop the Land as shown in **Schedule A** including:
    - i. A 40m<sup>2</sup> outdoor amenity area delineated on two sides with a fence 1.2 metres in height.
    - ii. A permeable parking stall onsite for the coach house resident, 5.8m x 2.6m in size;
    - iii. Placing an address so that it is visible from Fifth Avenue; and

- iv. A screened area for garbage and recycling.
- b) To construct a single storey coach house dwelling on the Land in accordance with the building designs shown in **Schedule B**.
- 6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.927 of the *Local Government Act*, and upon such filing, the terms of this Permit **(3060-15-03)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 7. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
- 8. The plans and specifications attached to this Permit are an integral part of this Permit.
- 9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

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

\_\_\_\_\_  
MAYOR

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

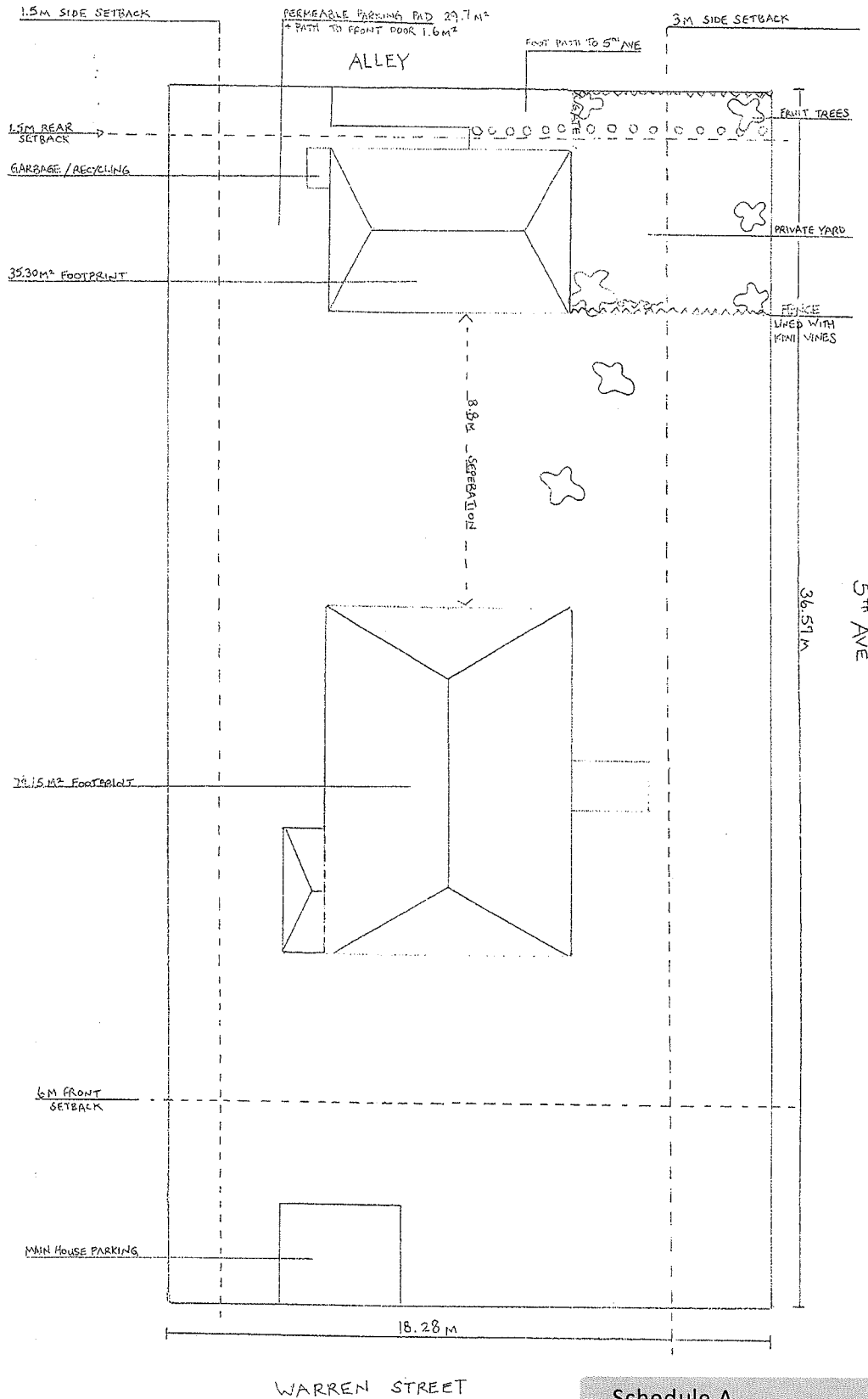
\_\_\_\_\_  
OWNER

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

\_\_\_\_\_  
OWNER

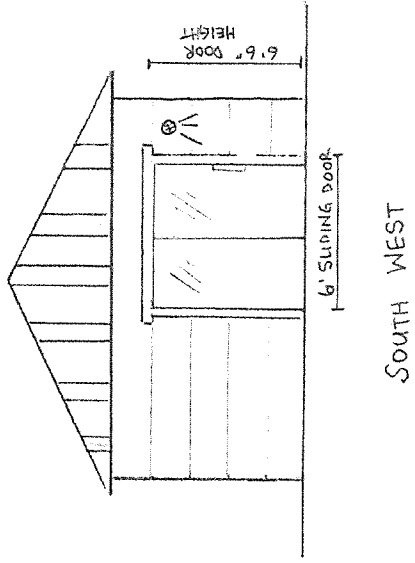
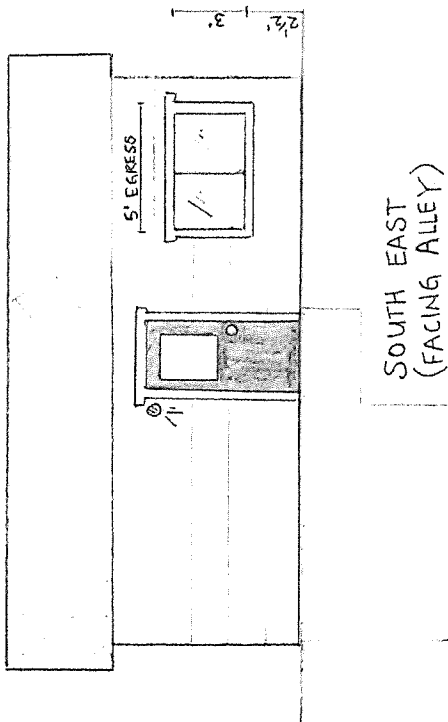
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SITE PROFILE  
SCALE: 3/32"  
FEBRUARY 2015

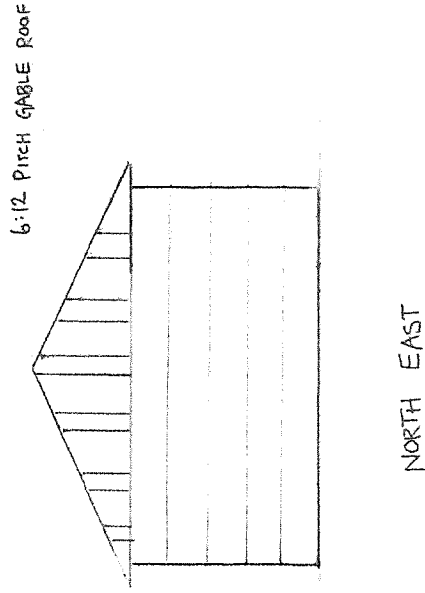
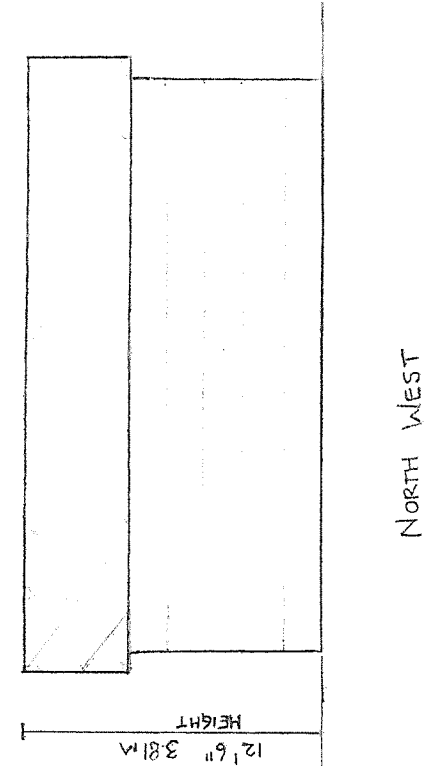


Schedule A  
Development Permit 3060-15-03  
Kyla Mellson, March 16, 2015  
941 Fifth Avenue





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Schedule B  
Development Permit 3060-15-03  
Kyla Mellson, March 16, 2015  
941 Fifth Avenue

## Town of Ladysmith

### **STAFF REPORT**



To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Erin Anderson, Director of Financial Services  
Date: March 6, 2015  
File No: 1855

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**Re:** Application for Asset Management Grant Funding

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

That Council:

1. Direct staff to apply for the 2015 UBCM Asset Management Planning Program
2. Endorse the application specifically to commence work on Phase 1 (Assessment) of the BC Asset Management Framework
3. If successful, support the Town administration with overseeing the management of this grant, and
4. Direct staff to include an Asset Management Phase 1 (Assessment) project in the 2015-2019 Financial Plan.

#### **PURPOSE:**

To obtain Council's endorsement to apply for funding from the UBCM Asset Management Planning Program as it relates to the development of a Town of Ladysmith Asset Management Plan.

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

The Union of British Columbia Municipalities is offering a grant program to support Asset Management. The funding is provided by the Provincial Ministry of Community, Sport and Cultural Development and offers matching funds up to \$10,000. The deadline to apply for the grant is March 20<sup>th</sup>, 2015 with confirmation of grant funding expected by May 2015.

The eligible activities for grant funding include assessing, planning and implementing asset management. As the Town of Ladysmith is currently in the early stages of overall asset management, this grant funding could further support the development of the program.

It is recommended that the preliminary stages of asset management are completed with this grant. This includes conducting organizational and corporate capacity assessment and detailing risk assessments.

It is estimated that a condition assessment would cost \$20,000. This could be funded with maximum grant funding of \$10,000 and the remaining funding to be from Community Works Gas Tax for \$10,000.

SCOPE OF WORK:

The application for the grant program requires support of Council.

ALTERNATIVES:

Council can choose not to support the grant application, though a commitment to Asset Management is required through the new Community Works Gas Tax Agreement, signed in June of 2014.

An additional UBCM grant program where Asset Management Planning could be applied for under the Gas Tax Capacity Building Program. The program states that both grants should not be applied for the exact same component. Staff will be recommending that Council support another facet of Asset Management for this grant program.

FINANCIAL IMPLICATIONS:

Assessment of the Town's assets is required to building an asset management plan. Grant funding for this assessment will reduce the need for other funding sources.

LEGAL IMPLICATIONS:

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Not applicable at this point.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

As with all grants, the lead department oversees the program while Finance ensures the administration and financial reporting is completed. For this grant, Parks, Recreation & Culture and Public Works will be overseeing the condition assessment.

RESOURCE IMPLICATIONS:

A consultant will be utilized to perform the assessment.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Priority D - Enhance Standard of Infrastructure and Strategic Priority A – Wise Financial Management

SUMMARY:

The Town is working towards an Asset Management Plan. One of the foundational steps towards building a Plan is to inventory and assess the condition of the assets the Town currently owns.

It is recommended that Council direct staff to apply for a 2015 UBCM Asset Management Planning Grant to fund up to \$10,000 in matching funding to begin an asset management plan. It is also recommended that Council support staff in overseeing the management of the grant.

I concur with the recommendation.

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

**ATTACHMENTS:**

UBCM 2015 Asset Management Planning Program





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## Local Government Program Services

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
525 Government Street, Victoria, BC V8V 0A8



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# 2015 Asset Management Planning Program

## Program & Application Guide

### 1. Introduction

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#### Background

The *Asset Management Planning Program* was created in 2014 through a \$1.5 million grant from the Ministry of Community, Sport & Cultural Development. The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.

Matching grants of up to \$10,000.00 are available to support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.

#### Program Goals & Objectives

All local governments in British Columbia own, operate and maintain a wide array of infrastructure assets. These assets include, but are not limited to, transportation networks, water distribution networks, sewage collection systems, information technology systems, vehicle and equipment fleets, parks and civic facilities.

Communities build infrastructure to provide services. These services enable our quality of life, protect health and safety, and promote social and economic prosperity. These assets are expected to function effectively and efficiently for many years.

Asset Management is defined as an integrated process bringing together planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally and economically sustainable manner.

Asset management brings together the skills, expertise and activities of people with information about a community's physical assets and financial resources so that informed decisions can be made to ensure the sustainable service delivery for citizens today and in the future.

Each local government is different in its scale and chosen approach to asset management. Each local government will define their own activities based on their unique context, starting point and priorities. Asset management is a continuous quality improvement process that is ongoing and scalable.

The program seeks to support local governments to take next steps on the path to better asset management practices. A further objective of the program is to support local governments in meeting their asset management commitments under the Gas Tax Fund.

## 2. Key Resources

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The following resources are recommended to assist local governments advance asset management within their organizations. These will help guide communities through the stages of ongoing asset management practice: assessment, planning and implementation.

- **Asset Management for Sustainable Service Delivery: A BC Framework, 2014**

Designed to reflect best practices and with the diversity of BC's communities in mind, the Framework establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process. The Framework is dedicated to helping local governments understand what asset management is, why it is important and how it can be implemented.

The Framework has been approved as a key reference document providing guidance to local governments on meeting their asset management commitments under the Gas Tax Fund.

The following tools support implementation of the Framework. All are available on the Asset Management B.C. website.

- Asset Management Roadmap
- AssetSmart
- Asset Management Policy Template
- Asset Management Policy Model Bylaw
- National Asset Management Strategy (NAMS)
- International Infrastructure Management Manual (IIMM)
- ISO 55000

- **Other Funding Programs**

The following funding programs offer complementary resources supporting asset management:

- Gas Tax Agreement: Strategic Priorities Fund – Capacity Building
- Gas Tax Fund: Community Works Fund – Capacity Building
- Federation of Canadian Municipalities: Green Municipal Fund – Leadership in Asset Management Program (to be announced early in 2015)
- BC Ministry of Community, Sport & Cultural Development: Infrastructure Planning Grant Program

## 3. Eligible Applicants

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Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 6 for other important information on applicant responsibilities.

## 4. Funding Priorities, Eligible Activities & Costs

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As described in the Framework, asset management activities fall broadly under the categories of Assess, Plan and Implement. The focus of the Program is capacity building, supporting initial and improved assessment and planning activities.

Matching grants of up to \$10,000 are available to support eligible asset management activities. Priority will be given to applications that demonstrate cost-effective progress in asset management policy and/or practice.

See Table 1 for examples of eligible activities.

<b>Table 1: Eligible Activities</b>	
<b>Eligible Activity</b>	<b>Examples</b>
Assessing	<ul style="list-style-type: none"> <li>• <i>Conducting organizational/corporate capacity assessments</i></li> <li>• <i>Risk assessments</i></li> </ul>
Planning	<ul style="list-style-type: none"> <li>• <i>Development of an Asset Management Policy</i></li> <li>• <i>Development of an Asset Management Plan</i></li> <li>• <i>Development of an Asset Management Plan component</i> <ul style="list-style-type: none"> <li>◦ <i>i.e. Condition Assessment Framework or Level of Service Framework</i></li> </ul> </li> <li>• <i>Development of an Asset Management Strategy</i></li> <li>• <i>Development of a Long Term Financial Plan</i></li> </ul>
Implementing	<ul style="list-style-type: none"> <li>• <i>Providing Asset Management Training</i></li> <li>• <i>Outcome reporting</i></li> <li>• <i>Performance measurement</i></li> </ul>

### **Eligible costs & Required Community Contribution**

Eligible costs can only be incurred from the date of application submission until the final report is submitted.

The Program can provide up to 50% of total project costs to the grant maximum (\$10,000). The remainder (50%) is required to be funded through community contributions. The community contribution for a project must be directly related to activities approved in the application and can come from a number of sources, including:

- Cash contribution from local government
- In-kind contribution from local government
- Third-party contribution
- Other grant funding.

### **Ineligible activities**

Ineligible activities include:

- Feasibility studies
- Using funding to acquire a tangible capital asset
- Any activity which is considered general operation and maintenance
- Activities required to meet PSAB standards
- Development of Asset Inventories/Registers

**Please note:** For a defined project, communities may either be approved for funding under the Strategic Priority Fund (under the Gas Tax Agreement) **or** the Asset Management Planning program, **but not both**. It is recommended that the same project not be applied for under both programs. Projects that have been submitted under the Asset Management Planning program are deemed ineligible projects under the SPF-Capacity Building Stream, unless they are identified as a distinct or phased component of the overall project.

## 5. Application Process

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All applicants are required to complete the application form. A Council or Board resolution, as well as a detailed budget, is required with the application form. The Council/Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

Applications are due by March 20, 2015. Applicants will be notified of the status of their application by May 1, 2015.

Applications will be assessed based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Align with the Asset Management Framework
- Complement priorities and commitments under provincial and federal programs
- Include collaboration or partnering with one or more other local governments (regional opportunities, training, etc.)
- Transferability: the potential of the deliverable to transfer and add value to other local governments
- Current status of Asset Management Practices (Beginner, Intermediate or Advanced, as per the Asset Management Roadmap)

Please note the following important points when preparing your application:

- The maximum grant is \$10,000 and is to be matched by local government contributions
- Only one application per municipality will be accepted. Reflecting differences in service delivery, regional districts may submit up to three applications
- Funds are for activities that support asset management and are not for capital costs or for on-going operations
- All funded activities are to take place within a year of notification of approved funding, and the final report will be due within 30 days of project completion and no later than May 30, 2016
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form
- Council/Board resolutions must indicate support by the local government for the proposed project as well as a willingness to provide overall grant management

## 6. Grant Management & Applicant Responsibilities

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### Notice of Approval

All applicants will receive written notice of the funding decision as well as the terms and conditions of any grant that is awarded. Grant payments are issued when the approved project is complete and UBCM has received and approved the required final report and a financial summary.



## **Applicant Responsibilities**

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant. Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, local governments are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs.

## **Final Reports**

All funded activities are to take place within one year of notification of funding approval and the final report will be due within 30 days of project completion and no later than May 30, 2016. Applicants are required to complete the final report form, which will be made available on the UBCM website.

The certification of costs on the final report must identify community contribution amounts and sources and be signed by the local government Chief Financial Officer.

## **Changes to Funded Activities**

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM may be required in advance for such changes.

## **Extensions**

Please note that any requests for extensions beyond the stated reporting deadline must be in writing and be approved by UBCM.

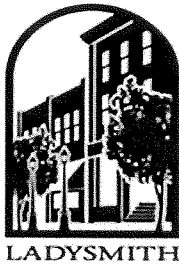
## **7. Additional Information & Where to Apply**

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All application materials should be addressed to Local Government Program Services. For enquiries about the application process or general enquiries about the program, please contact

Local Government Program Services  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947  
Fax: (250) 356-5119



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

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: March 6, 2015  
File No:

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RE: DOGS IN PARKS

**RECOMMENDATION:**

THAT Council consider the following recommendations:

1. That the Upper Transfer Beach off leash dog area be redefined to include only the area south of the entrance to the Horseshoe Club driveway, while dogs be permitted on leash in the remaining Upper Transfer Beach area and that Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) be amended accordingly;
2. That appropriate signage be installed showing the newly defined off leash area and on leash areas in the Upper Transfer Beach area, and further that signage, split wood fencing and landscaping material be used to maintain the open feeling of the park scape, and that all associated costs for this work be included in the 2015 financial plan discussions;
3. That staff be directed to investigate and develop plans including costs relating to developing a fenced dog park at either the BC Hydro property located at Sixth and Methuen (Lot 1, district lot 56, oyster land district, plan VIP2159), School District 68 Davis Road School playing field, as well as Lot 108.
4. That Council authorize an increase to dog licence fees of \$4.00 per licence effective 2016 and that the additional revenue be used for the development of a fenced dog park (i.e. construction/signage) and to offset the increase to the parks operations budget due to the addition of new parks facilities;
5. That staff be directed to amend the Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) as it relates to dogs in parks with the addition of fenced dog parks as follows:

**Section 2.2**

0. Dogs are permitted on leash in all parks with exception of defined restricted areas.

Dog restricted areas

Dogs not permitted: All playgrounds, sport field playing areas, and Transfer Beach (below deKoninck Way, amphitheatre, beach front),

Dogs permitted in control off leash: Transfer Beach Park in defined off leash area (above deKoninck Way), Mackie Park and Holland Creek Trail, Gourlay-Janes Park.

## PURPOSE

The purpose of this staff report is to provide Council with information on the development of a fenced dog park in Ladysmith, including potential locations, as well as recommended updates to the Parks Usage Bylaw as it relates to dogs in parks.

## INTRODUCTION/BACKGROUND:

### FENCED DOG PARK

Over the years, there has been a desire by many dog owners in the community for a fenced dog park. Council and staff has reviewed various site locations and considered each location's advantages and disadvantages.

The challenge of finding the most suitable location for such a park is not unique to Ladysmith. Other municipalities throughout the province have been challenged by this process. Communities which have been successful in creating fenced dog parks have implemented governing guidelines to regulate the operation of off-leash areas in parks, greenspaces and waterfront areas.

A fenced dog park in Ladysmith would provide a facility that complements the current off-leash areas in the town's parks system. Design elements may include a special surface for adequate drainage and ease of cleaning, shade, benches, double gates for entry, dog water fountain, covered trash receptacles and dog waste bag dispensers. Such features are not essential as even the most basic fenced dog parks are found to be well used.

At its meeting of February 2, 2015, Council passed the following resolution, in response to a presentation by Mr. Robin Maxted, who presented a petition calling for a long-term, off-leash dog park in the community:

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

The Parks, Recreation and Culture Commission meeting held on February 18, 2015 was attended by the above-mentioned residents, who made it clear that the location is not critical. Their focus is establishing a fenced dog park in the community to provide dog owners and their dogs with an opportunity to interact and socialize in a low-risk environment.

The Commission reviewed several site options and recommended the following to council.

*It was moved, seconded and carried that the Commission recommend that staff investigate the following options for location as well as costs to develop for Council's consideration:*

*1. Transfer Beach Park; 2. Oyster Bay Road; 3. Sixth Street and Methuen Street hydro right-of-way; 4. Davis Road School; 5. Brown Drive Park;*

*AND THAT staff recommend that Council considers increasing dog licence fees by \$2 to be allocated the fenced dog park.*

Parks Staff have initiated a review of the proposed site options identified by the Commission and provided the following information on costs and advantages/disadvantages of each. (See Appendix A).

Staff considers that it is now appropriate to commence work to update the current off leash area at the current Transfer Beach site, with a plan to develop a fenced dog park at one of the three alternative sites noted in recommendation no. 3, as these sites are the most cost effective to develop and meet the needs of the users.

As part of any future updating of the Parks, Recreation and Culture Master Plan it should be noted that long term sites and plans for a fenced dog park should be included in this process and review of park facilities.

## **PARKS BYLAW CHANGES**

A recent review of Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) and subsequent discussions with dog owners, parks users, bylaw and animal control officers indicated significant confusion about where dogs are permitted on and off leash and where dogs are not permitted in Town of Ladysmith parks. The proposed amendments to Bylaw No. 1158, as well as the installation of appropriate signage, will clarify these matters for the community.

### **SCOPE OF WORK:**

In addition to the work associated with the creation of a fenced dog park, fenced dog parks are susceptible to significant damage caused by dog traffic. Durable materials coupled with a management plan for the disposal of dog waste and repair of degraded areas must be in place for the long term success and sustainability of any park space.

Guidelines should be developed for off-leash and fenced dog park areas to ensure the safety of all users. When rules are in place and acceptable behaviours are communicated and understood by all users, the dog community will take ownership of a park and the park will often become self-regulating.

### **ALTERNATIVES:**

1. Council may choose to direct staff to look at alternate fenced dog park options.
2. Council may choose not to proceed with a fenced dog park.
3. Council may choose to not consider the proposed changes to the Parks Usage Bylaw.



BC CLIMATE ACTION  
COMMUNITY 2013

**cowichan**





#### FINANCIAL IMPLICATIONS:

Currently there is \$14,000 in reserves for the development of a dog park. If costs associated with the development of a dog park exceed the current budget, Council may consider allocating a portion of dog licence revenues for a period until the dog park capital cost is paid. By increasing the dog licence fee by \$4.00 per license \$2.00 of this will go toward annual maintenance and operation and \$2.00 will be directed toward capital improvements.

Municipalities throughout the region have successfully created fenced dog parks both municipally funded and through partnerships with dog owners and service clubs. It is believed a fenced dog park could be developed in part with some funds coming from partnerships.

Upgrades to the Transfer Beach off leash area would cost approximately \$5,000.00.

Dog restricted signage in parks will require updating to ensure the public is aware of the bylaw requirements. The estimated cost of this is \$3,000.00.

#### LEGAL IMPLICATIONS:

The Municipal Insurance Association (MIA) has indicated that legal or liability implications are the responsibility of the dog owner not the Town. MIA did indicate that the Town must ensure adequate signage is posted stating where dogs must be on leash.

The MIA recommended several improvements to the Transfer Beach off leash area to create control points so that dogs can exercise and socialize in a safe environment.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Due to the sensitive nature of dogs in parks, it may be advisable to ensure public awareness and/or public consultation on this matter. Currently there are approximately 1,000 dog licenses issued each year in Ladysmith.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Bylaw Enforcement Officers (Public Works Department) and Animal Control Officers (Coastal Animal Control) will be involved.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategies:

- Strategy 7 – A Healthy Community: Continuing to enhance the quality of the public realm; increasing community facilities including health and medical facilities

#### ALIGNMENT WITH STRATEGIC PRIORITIES:

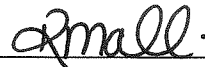
This aligns with the following Priorities:

- Priority E - Responsible Stewardship of the Environment
- Priority F - Safe and Healthy Community

SUMMARY:

There have been ongoing questions and discussions about fenced dog parks as well as the general access of dogs in parks in Ladysmith. With more than 1,000 licensed dogs in the community it is important to consider the best options to help make the parks enjoyable for all residents both with dogs and those without.

I concur with the recommendation.



Ruth Mall, City Manager

ATTACHMENTS:

- Appendix A. Review of proposed Dog Parks
- Appendix B. Proposed fenced dog park maps
- Appendix C. Parks Usage Bylaw
- Appendix D. MIA report
- Appendix E. Dog in Parks Sign Samples

## Appendix A

Proposed Locations	Total Acres	Site Preparation (inc. parking)	Fencing	Substrate	Total Basic Park	Water Connection	Irrigation	Fountain	Benches 3/site	Shelter	Total (amenities included)	Portable Toilet Annual Cost	Annual Maintenance
Transfer Beach (A1 fully fenced)	0.94	\$0	\$17,840	\$5,000	\$22,840	\$2,500	\$8,000	\$3,000	\$3,000	\$10,000	\$49,340	\$0	\$0
Transfer Beach (A2 no back fence)	0.94	\$0	\$11,480	\$5,000	\$16,480	\$2,500	\$8,000	\$3,000	\$3,000	\$10,000	\$42,980	\$0	\$0
Brown Drive	1.01	\$5,000	\$17,440	\$5,000	\$27,440	\$1,500	\$8,000	\$3,000	\$3,000	\$10,000	\$52,940	\$0	\$0
Methuen & Sixth Ave	0.62	\$10,000	\$14,840	\$5,000	\$29,840	\$2,500	\$15,000	\$3,000	\$3,000	\$10,000	\$63,340	\$0	\$3,000
Oyster Bay Road	1.64	\$30,000	\$26,300	\$10,000	\$66,300	\$2,500	\$20,000	\$3,000	\$3,000	\$10,000	\$104,800	\$1,440	\$3,000
Lot 108	1.00	\$5,000	\$12,000	\$5,000	\$22,000	\$2,500	\$8,000	\$3,000	\$3,000	\$10,000	\$48,500	\$0	\$3,000
Davis Rd School	1.05	\$0	\$14,480	\$0	\$14,480	\$1,500	\$0	\$3,000	\$3,000	\$10,000	\$31,980	\$1,440	\$3,000

Proposed Location	Advantages	Disadvantages
Transfer Beach (A1 fully fenced)	Existing off leash area; year-round toilets; parking; high usage area, added facilities benefit visitors; deals with liability issues	Defining space for single use; unlevel surface
Transfer Beach (A2 no back fence)	Existing off leash area; year-round toilets; parking; high usage area, added facilities benefit visitors; deals with liability issues	Defining space for single use; unlevel surface
Brown Drive	Open area; no user conflict; seasonal toilets	Limited parking; neighboring homes
Methuen & Sixth Avenue	Up town facility Seasonal toilet; parking; Holland Creek trail access, Proximity to Transfer Beach; currently unused	Hydro lease required (BC Hydro has indicated willingness
Oyster Bay Road	Open Area, no user conflict, parking, year round toilets, added facilities benefit visitors, town property	Major site preparation; unknown long-term plan
Lot 108	South end of town facility, Large open space; parking, would compliment TB facility	unknown long-term plan, may need to be relocated
Davis Rd School		No toilet, not Town property; would require SD68 approval

### Additional Information

Amenities may be donated or added to future plans  
SD68 & BC Hydro annual lease under \$500, possible option to purchase on Hydro property.  
Annual Maintenance \$2000-\$4000 for new park, existing parks no additional costs

## Appendix B - Transfer Beach





## Appendix B - Oyster Bay Road



## Appendix B - Sixth & Methuen





## Appendix B - Brown Drive

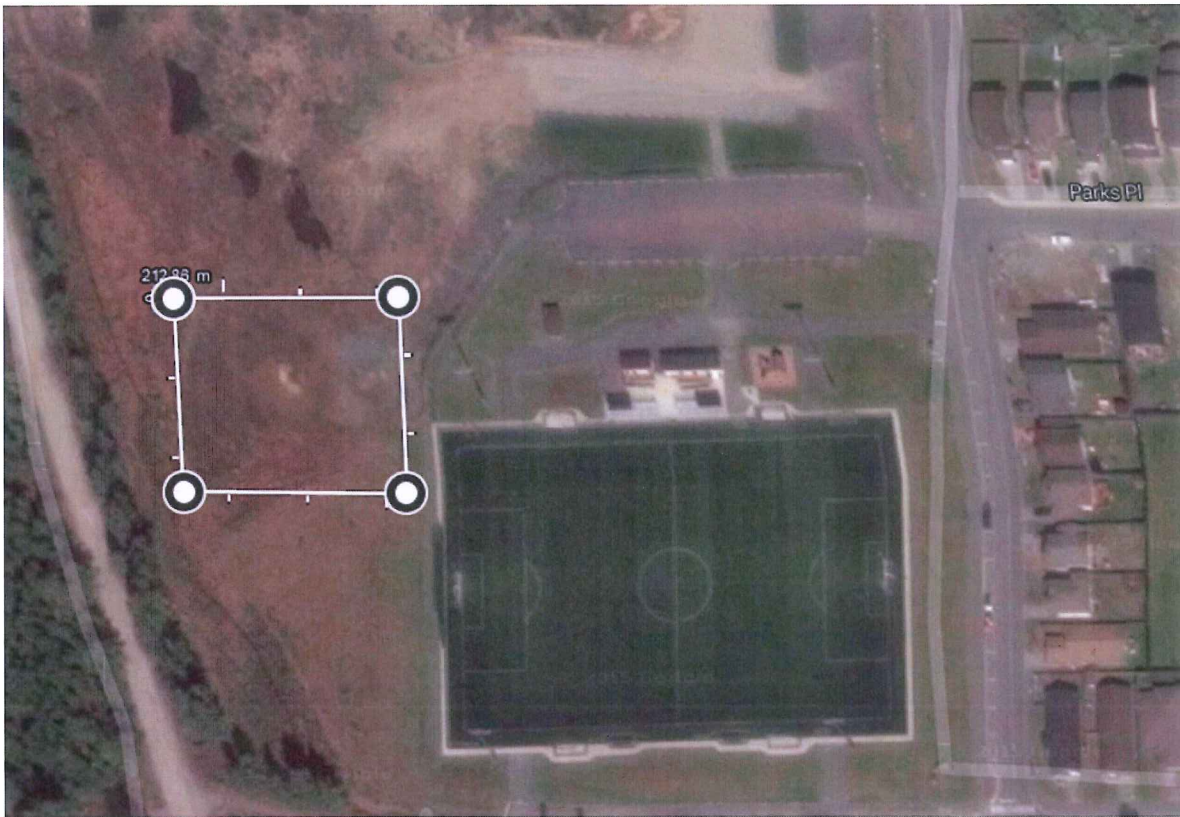


## Appendix B - Davis Road





## Appendix B – Lot 108



## Appendix C



### 2.11 RECOMMENDATION

	<p><b>Hazard Description</b></p> <p>The dog park area is not well defined and comes into contact with the Horseshoe play area.</p> <p><b>Cause and Effect</b></p> <p>There have been ongoing incidents of dogs running into the roadways and into the line of path of pedestrians walking along sidewalks and to the Horseshoe Pit area leading to liability issues.</p> <p><b>Hazard Location</b></p> <p>Dog Park</p>
<p>RECOMMENDATION REFERENCE ID</p>	<p>2014-11</p>
<p>RECOMMENDATION SUB-TYPE</p>	<p><input checked="" type="checkbox"/> RISK MGMT GENERAL</p>
<p><b>RECOMMENDATION</b></p> <p>In order to reduce possible liability exposure from users of the dog park and the general public the following recommendations were made. It is recommended that the Dog Park area be officially defined with installed fencing and entrance and exit points along the fence that limit possible exposures between non-dog-park pedestrians and dogs leaving the dog park area. In addition, the fencing should allow for a pathway for users of the Horseshoe Pit to walk through the park without too much interference from the dogs in the park. These precautions may limit exposures between not only the general public, but also vehicle (as well as bikes) and the animals in the dog park area.</p>	
<p>ADEQUACY OF EXISTING CONTROLS</p>	<p><input checked="" type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH</p>
<p>CONSEQUENCE RATING</p>	<p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5</p>
<p>LIKELIHOOD RATING</p>	<p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>
<p>RISK SCORE-LEVEL OF RISK</p>	<p><input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 5-10 MEDIUM <input checked="" type="checkbox"/> 10-15 HIGH <input type="checkbox"/> 15-25 EXTREME</p>
<p>RECOMMENDATION STATUS</p>	<p><input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> REPEAT <input type="checkbox"/> PENDING <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> CLOSED</p>
<p>CODE REFERENCE</p>	<p>Good loss control practice</p>



## Appendix D -Sign Samples

**Welcome!**

**You Are Entering The Shoreview Park  
Off-Leash Area (OLA)**

-  **DO** keep your dog under voice control
-  **DO** respect other park users  
Stop bothersome behavior immediately
-  **DO** use the plastic bags to clean up  
after your dog
-  **DO** keep your dog on leash unless  
in the designated off-leash area

Public opinion relies upon the behavior of you and your dog.  
The success of this OLA depends on what you do.



**Paws in Parks**

**Dallas Road Off-Leash Area  
Douglas to Clover Point  
YEAR ROUND**




**Rules to Paws for:**

- Pick up after your dog and dispose of waste in a bag/bagster
- Assume you have custody of your dog at all times - leash is 6' or less
- Keep your dog from barking towards or jumping up on people
- Do not allow your dog to dig holes
- Check with owner before allowing your dog to approach another dog
- Dogs must wear a current year's license tag on their collar
- Report all dog bite incidents

For more information about dogs in parks, [www.cityofshoreline.com/dogs](http://www.cityofshoreline.com/dogs)

**Rules for Dog Owners/Handlers**

- Handlers must carry a leash at all times
- Use of dog park at your own risk.
- Owners are responsible for damage or injury inflicted by their dogs.
- Children under the age of 12 must have adult supervision.
- Children should not run within the dog park
- Stay alert for traffic on the adjacent trails and restrain your dog from trail users with leashed dogs.
- Always clean up after your dog. Bag and dispose pet waste in containers provided.
- No dog food, no human food or glass containers in dog parks

**Rules for Dogs**

- Dogs must be licensed, have up to date vaccinations and have tags displayed on a collar.
- Dogs may be off-leash only within the boundaries of designated off-leash parks.
- Dogs must be on-leash at all other times.
- Dogs must not be left unattended. Handlers must keep dogs within eyesight and under verbal control.
- No aggressive dogs allowed. Handlers must remove aggressive dog from the park immediately.
- No puppies younger than 4 months old.
- No dogs in heat allowed in or near the dog parks.
- No excessive or uncontrolled barking.
- No chasing wildlife

 **Welcome to the  
Somenos Creek Dog Park**

Please follow this standard of etiquette for this park

- Park users and dog owners assume all risks related to park use.
- Scoop up the poop! Baggie station is available on-site. Please use designated doggie doo trash cans for disposal.
- Dog owners must remain in the fenced area with their dog(s).
- Leash your dog prior to entering and upon leaving the dog park.
- Owners must remove dogs at first signs of aggression.
- For safety reasons children must be at least 10 years old and supervised by an adult to use the park. Dog handlers must be 15 years of age or older.
- No more than two dogs per person on any one visit.
- Dogs in heat are prohibited from using the park.
- Dogs must display current licenses on their collars.
- Choke, prong, pinch and spike collars must be removed inside park area.
- Dogs that have been cited for being a "dangerous or aggressive dog" are prohibited.
- All significant incidents and injuries must be reported to the Municipal Dog Pound by calling 748-3395.

Be advised that this dog park is unsupervised. The use of the dog park is at your own risk. Dog owners are responsible for, and liable with respect to, the actions of their dogs and any damage or injury to person or property caused by same.

Hours of Operation: 7:30 am to dusk everyday except Wednesday  
Wednesday 11:00 am to dusk  
Wednesday park closed 8:00 am-11:00 am for Maintenance.

District of North Cowichan 746-3100