



# 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, JULY 6, 2015  
Regular Open Meeting 7:00 p.m.  
Closed Meeting Immediately Following Regular Meeting

## A G E N D A

1. CALL TO ORDER
2. AGENDA APPROVAL
3. MINUTES
  - 3.1. Minutes of the Regular Meeting of Council held June 15, 2015.....1 - 4
  - 3.2. Minutes of the Special Meeting and Public Hearing June 22, 2015.....5 - 11
4. DELEGATIONS
  - 4.1. Sybille Sanderson, Cowichan Valley Regional District Emergency Services  
Legislated Responsibilities for Emergency Management and Planning
  - 4.2. Rosalie Sawrie, One Cowichan  
Proposal and Recommendations for Making the Cowichan Region the  
Solar Capital of British Columbia
5. DEVELOPMENT APPLICATIONS
  - 5.1. Development Permit Application 3060-15-06, 325 Gatacre Street  
(Marrington)..... 12 - 18  
Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A

### Staff Recommendation:

That Council issue Development Permit 3060-15-06 to permit the issuance of a building permit for the construction of a coach house dwelling in an existing accessory building on Lot 7, Block 73, Oyster District, Plan 703A 325 Gatacre Street), and authorize the Mayor and Corporate Officer to sign the Development Permit.

- 5.2. Development Variance Permit Application 3090-15-02, 509 French Street (Sedola) ..... 19 - 22  
Lot 5, Block 127 Oyster District, Plan 703A

**Staff Recommendation:**

That Council consider whether it wishes to direct staff to proceed with statutory notice for Development Variance Permit 3090-15-02 for Lot 5, Block 127, Oyster District, Plan 703A (509 French Street).

**6. COMMITTEE REPORTS**

**6.1. Mayor A. Stone**

Cowichan Valley Regional District; Advisory Design Panel; Heritage Revitalization Advisory Commission; Stocking Lake Advisory Committee; Community Health Advisory Committee/Interagency Group

**6.2. Councillor R. Hutchins**

Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee; Chamber of Commerce

**6.3. Councillor C. Henderson**

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

**6.4. Councillor D. Paterson**

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

- 6.4.1. Recommendation from the Parks, Recreation and Culture Commission (Permanent Carving at Transfer Beach).....23**

**Commission Recommendation:**

That Council adopt the following recommendation from the Parks, Recreation and Culture Commission:

*That Council approve the proposal for chainsaw artist Dan Richie to create a permanent carving for the Town, to be located at the Steam Donkey on Transfer Beach Boulevard, in conjunction with Logger Sports 2015.*

- 6.4.2. Recommendation from the Parks, Recreation and Culture Commission (Parks, Recreation and Culture Annual Fees and Charges Review) ..... 24 - 39**

**Commission Recommendation:**

That Council consider the following recommendations from the Parks, Recreation and Culture Commission:

*That Council approve the following proposed amendments to Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2014, No. 1846:*

- 1. Increase admission and pass fees by two per cent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017 for Adult, Youth, Child Family and Senior (and continue to no charge for children under three or seniors over eighty);*
- 2. Increase facility rental fees, park permit fees, and sport field lights by two percent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017; and*
- 3. Add “locker” fee rental to Fees & Charges Bylaw with a rate of fifty cents per use for full sized lockers and twenty-five cents for medium to small lockers.*

**6.5. Councillor J. Friesenhan**

Liquid Waste Management Committee; Parks, Recreation and Culture Commission

**6.6. Councillor C. Fradin**

Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association

**6.7. Councillor S. Arnett**

Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee

**6.7.1 Municipal Services Committee Recommendation (Meeting of June 15, 2015)..... 40**

Committee Recommendation:

That Council approve the request from the Ladysmith Golf Club to extend the current maintenance agreement with the Town of Ladysmith for the provision of maintenance services for the Ladysmith Golf Club with no associated fees for a further two-year period and authorize the Mayor and Corporate Officer to sign the renewal agreement.

**7. STAFF REPORTS**

**7.1. Bar Watch Program ..... 41 - 47**

Staff Recommendation:

That Council

1. Approve the Ladysmith Bar Watch Program as presented;
2. Direct staff to send letters to all Ladysmith liquor-primary establishments to advise them of the Town’s implementation of the Bar Watch Program and associated bylaw and request their participation in the program;
3. Appoint a member of Council to act as liaison to the Bar Watch Program; and,

4. Proceed with first three readings of “Town of Ladysmith Business License Bylaw No. 1513, 2003, Amendment Bylaw 2015 No. 1870” which appears under the Bylaws portion of tonight’s Council meeting agenda.

**7.2. Canada 150 Celebration..... 48 - 50**

Staff Recommendation:

That Council

1. Direct staff to submit an application for funding through the Canada 150 Fund to support a community event to celebrate Canada’s 150<sup>th</sup> anniversary of confederation (sesquicentennial) on Canada Day in 2017; and
2. Approve the establishment of a committee consisting of members of the Ladysmith community to assist with planning and community engagement for a sesquicentennial celebration event during the next two years;

**7.3. Financing the Purchase of Properties from Ladysmith and District Credit Union..... 51 - 54**

Staff Recommendation:

That Council:

1. Enter into a loan agreement with the Municipal Finance Authority for an amount up to \$920,000 for a maximum period of 5 years, ending in July 2020, to purchase the properties located at 721 First Avenue, 12 Buller Street, 20 Buller Street, and 26 Buller Street, Ladysmith, as authorised by section 175 of the *Community Charter*;
2. Acknowledge that, in accordance with section 175 of the *Community Charter*, the term of this loan may not be extended without the approval of the electors; and
3. Amend the Financial Plan accordingly.

**8. BYLAWS**

**8.1. Business License Bylaw 2003, No. 1513, Amendment Bylaw 2015, No. 1870..... 55 - 56**

May be read a first, second and third time.

Bylaw 1870 is the subject of a staff report under agenda item 7.1. The purpose of Bylaw 1870 is to amend the Town of Ladysmith Business License Bylaw in order to facilitate the establishment of a Bar Watch Program in the Town of Ladysmith.

**9. CORRESPONDENCE**

**9.1. Jane Ivens, Fox and Hounds  
Installation of British Telephone Box outside Fox and Hounds Restaurant..... 57 - 58**



Staff Recommendation:

That Council consider whether it wishes to direct staff to work with the owners of the Fox and Hounds Restaurant to place a British Telephone Box on the street outside the establishment in a manner that does not impede use of the sidewalk.

**9.2. Doryce and Jack Morrice  
Removal of Trees .....59**

Staff Recommendation:

That Council refer the correspondence from Doryce and Jack Morrice regarding the removal of trees in the vicinity of Steele Place to staff for consideration with respect to development applications by the property owner.

**9.3. Jim Allair, Ladysmith Trail Alliance  
Letter of Intent for the Establishment of a New Trail ..... 60 - 73**

Staff Recommendation:

The Council refer the request from the Ladysmith Trail Alliance for the establishment of a newly aligned single track trail (Type III\*) trail, built to Whistler Trail Standards, from the end of the newly built Holland Creek Trail Bridge heading in a southerly direction to the Holland Creek Loop / Heart Lake Loop trail sign location to staff for review and recommendation.

**10. NEW BUSINESS**

**10.1. Union of British Columbia Municipalities Delegates ..... 74 - 83**

The annual convention of the Union of British Columbia Municipalities is taking place in Vancouver from September 23 to September 25, 2015. The early registration deadline is August 7.

Staff Recommendation:

That Council appoint Town of Ladysmith delegates to the 2015 annual convention of the Union of British Columbia Municipalities in accordance with Town policy, which states that four Councillors and the Mayor may attend the Union of British Columbia Municipalities annual convention.

**10.2. Municipal Insurance Association of B.C. Service Provider Agreement with  
Kinsmen Club of Ladysmith .....84 - 85**

The Kinsmen Club of Ladysmith (the Club) has requested assistance from the Town in obtaining liability insurance for community events such as the Ladysmith Days Parade and the Festival of Lights Parade. This coverage is available through the Municipal Insurance Association under its Associate Member Program on the condition that the associate member is providing

a service for the local government. In this case, the Club provides promotional services by promoting the Town of Ladysmith in various publications and in the parades themselves, and also by attracting people to Ladysmith from out of town to the events. The Club must enter into a Service Provider Agreement with the Town (see attached). The annual fee for this additional insurance coverage is \$250 for which the Club is responsible. In order to proceed with this request, the Town is required to:

- Adopt a resolution authorizing the Town to enter into a Service Provider Agreement with the Club
- Execute a Service Provider Agreement signed by both parties
- Process payment of the \$250 annual premium

Staff Recommendation:

That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Kinsmen Club of Ladysmith for the provision of promotional services for Ladysmith, and that the Kinsmen Club of Ladysmith be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of B.C.

## **11. UNFINISHED BUSINESS**

### **11.1. Town of Ladysmith 2014 Annual Report**

The 2014 Annual Report was previously distributed to Council. Copies are available at City Hall and at [www.ladysmith.ca](http://www.ladysmith.ca). Members of the public will have an opportunity to ask questions about and provide input to the Annual Report at the meeting.

Staff Recommendation

That Council adopt the Town of Ladysmith Annual Report for 2014.

## **12. QUESTION PERIOD**

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

### **13. CLOSED SESSION**

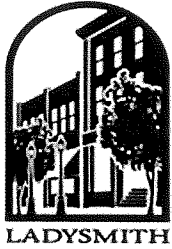
In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following item:

- 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

### **14. RISE AND REPORT**

### **ADJOURNMENT**





**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR MEETING OF COUNCIL**  
**MONDAY, JUNE 15, 2015**  
**COUNCIL CHAMBERS, CITY HALL**  
**CALL TO ORDER 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**STAFF PRESENT:**

Felicity Adams  
Joanna Winter

Erin Anderson

Clayton Postings

**CALL TO ORDER**

Mayor Stone called this Regular Council Meeting to order at 7:00 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation. Mayor Stone also reminded those present that Sunday, June 21 is National Aboriginal Day and encouraged Council and community members to join in the festivities taking place at Transfer Beach.

**AGENDA APPROVAL**

**CS 2015-216**

*Moved and seconded:*

That the agenda for the Regular Council Meeting of June 15, 2015 be approved as circulated.

*Motion carried.*

**MINUTES**

**CS 2015-217**

*Moved and seconded:*

That the minutes of the Regular Meeting of Council held June 1, 2015 be approved.

*Motion carried.*

**REPORTS**

**Recommendation from the Parks, Recreation and Culture Commission (Fees and Charges Review)**

**CS 2015-218**

*Moved and seconded:*

That Council refer to the Parks, Recreation and Culture Commission the following proposed amendments to Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2014, No, 1846 for review and comment:

- Increase admission and pass fees by two per cent effective September 1, 2015, September 1, 2016 and September 1, 2017 for Adult, Youth, Child, Family and Senior (and continue no charge for children under three or seniors over 80).
- Increase facility rental fees, park permit fees and sport field lights by two per cent effective September 1, 2015, September

- 1, 2016 and September 1, 2017, and
- Add “locker fee” rental to the Fees and Charges Bylaw with a rate of fifty cents per use for full sized lockers and twenty-five cents for medium to small lockers.

*Motion carried.*

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

## **CORRESPONDENCE**

**CS 2015-219**

**Duck Paterson, Ladysmith Cops for Cancer Tour de Rock Committee**  
*Moved and seconded:*

That Council support in principle the proposal for chainsaw artist Dan Richie to create a permanent carving for the Town at the Steam Donkey during Logger Sports 2015, as outlined in the correspondence from the Ladysmith Cops for Cancer Tour de Rock Committee, and that the matter be referred to the Parks, Recreation and Culture Commission for consideration at its June 17, 2015 meeting.

*Motion carried.*

Councillor Paterson returned to the meeting.

## **NEW BUSINESS**

**CS 2015-220**

**Grant Application – 2015/2016 Community to Community Forum**  
*Moved and seconded:*

That Council direct Staff to apply to the Community to Community Forum Program of the Union of British Columbia Municipalities for \$3,500 to support a joint event between the Town of Ladysmith and Stz'uminus First Nation, with matching funds to be provided by both organizations in the form of cash and in-kind contributions.

*Motion carried.*

## **UNFINISHED BUSINESS**

**CS 2015-221**

**Reconsideration of a Matter (Section 131, *Community Charter*)  
Development Variance Permit Application 3090-15-01 – Marrington  
(325 Gatacre Street) Lot 7, Block 73, District Lot 56, Oyster District,  
Plan 703A**

Mayor Stone requested reconsideration of Development Variance Permit 3090-15-01 in accordance with Section 131 of the *Community Charter*.

*Moved and seconded:*

That Council:

1. Grant a Development Variance Permit (3090-15-01) to vary the height, size and siting for a coach house dwelling located within an existing accessory building on Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A (325 Gatacre Street);
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit.

*Motion carried.*

**OPPOSED:**

Councillors Fradin, Friesenhan and Henderson.

**DEVELOPMENT  
APPLICATIONS**

**Development Permit Application 3060-15-06– Marrington (325 Gatacre Street) Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A**

*Moved and seconded:*

**CS 2015-222**

That prior to Council's consideration of Coach House Intensive Residential Development Permit 3060-15-06 (325 Gatacre Street) the applicant is required, pursuant to the Development Permit Area 10 Design Guidelines, to amend the application and provide a site plan that includes:

- Building Character and Design
  - Frosting or otherwise obscuring the windows on the east side (second storey) to discourage overlook.
- Accessibility and Livability
  - A continuous unobstructed pathway with a minimum width of 90cm from Gatacre Street to the coach house dwelling entrance.
  - Landscaping in the space between the side of the coach house dwelling and the lane to enhance the lane.
  - Motion detecting lighting on the building to increase the safety of the lane.
- Landscaping
  - A screened area or structure for on-site coach house dwelling garbage and recycling.
  - A cedar hedge to define the at-grade amenity area for the coach house dwelling resident (minimum 1.2 metres in height at installation).

*Motion carried.*

**QUESTION PERIOD**

Members of the audience asked questions of Council regarding previous reconsideration of matters, feedback to Council on the Gatacre Street Development Variance Permit, the possibility of offering shower-only fees during periods of drought; and expressed concern about precedent-setting by approval of Development Variance Permits.

**CLOSED SESSION**

**CS 2015-223**

*Moved and seconded:*

That Council retire into Closed Session at 7:38 p.m. in order to consider the following:

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

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 8:02 p.m. without report.

**ADJOURNMENT**

**CS 2015-224**

*Moved and seconded:*

That this meeting of Council adjourn at 8:03 p.m.

*Motion carried.*

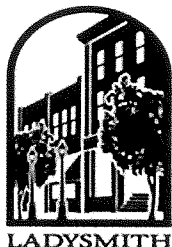
CERTIFIED CORRECT:

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

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

Subject to Adoption





**TOWN OF LADYSMITH  
MINUTES OF A PUBLIC HEARING AND SPECIAL  
MEETING OF COUNCIL  
MONDAY, JUNE 22 2015  
COUNCIL CHAMBERS, CITY HALL  
CALL TO ORDER 7:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**STAFF PRESENT:**

Ruth Malli  
Erin Anderson

Sandy Bowden  
John Manson

Felicity Adams  
Joanna Winter

**ALSO PRESENT:**

Susan Beach, Legal Counsel for the Town of Ladysmith

**CALL TO ORDER**

Mayor Stone called this Special Council Meeting and Public Hearing to order at 7:00 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.

**AGENDA APPROVAL**

**CS 2015-225**

*Moved and seconded:*

That the agenda for the Special Council Meeting of June 22, 2015 be approved as amended by the following addition:

3.1 Staff Report—Withholding of Building Permit that Conflicts with Bylaw in Preparation

*Motion carried.*

**PUBLIC HEARING**

**Town of Ladysmith Zoning Bylaw 1860, Amendment Bylaw (No. 2), 2015, No. 1881**

Public Attendance: 37

A Public Hearing for Bylaw 1881 was held at Town of Ladysmith City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, June 22, 2015 at 7:00 p.m.

Mayor Stone opened the Public Hearing, welcomed the members of the public and outlined the process for the Public Hearing. He explained that Bylaw 1875, which amended the Zoning Bylaw, was adopted by Council on April 27, 2015. An application for a Development Permit has been made by the owners of Lot A, District Lot 41, Oyster District, Plan VIP84543 except part in Strata Plan VIS6497 (Phase 1), and the Owner has filed a Petition which, amongst other allegations, alleges that the Owner did not receive notice of the Public Hearing after which Town of Ladysmith Zoning

Bylaw 2014, No. 1860 Amendment Bylaw (No. 1), 2015, No. 1875 was adopted.

To ensure that all persons whose interest in this property may be affected are provided with notice and the opportunity to attend the Public Hearing, the Town is undertaking a new bylaw amendment process.

Mayor Stone reminded those present that the focus of the Public Hearing is Bylaw 1881. Bylaw 1881 is about use and density of use, and that following the close of the public hearing, no further submissions or comments from the public or interested persons can be accepted by members of Council.

Felicity Adams, Director of Development Services, introduced Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 2), 2015, No. 1881.

The following properties located at 606 Farrell Road are the subject of the Bylaw amendment.

- Lot A, District Lot 41, Oyster District, Plan VIP84543 except part in Strata Plan VIS6497 (Phase 1);
- Strata Lot 1, District Lot 41, Oyster District, Strata Plan VIS6497 together with an interest in the Common Property in the Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V;
- Strata Lot 2, District Lot 41, Oyster District, Strata Plan VIS6497 together with an interest in the Common Property in the Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V;
- Strata Lot 3, District Lot 41, Oyster District, Strata Plan VIS6497 together with an interest in the Common Property in the Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V; and
- Common Property Strata Plan VIS6497.

Ms. Adams explained that Bylaw No. 1881 contains site-specific regulations for the subject properties. The subject properties are in the R-3-A Zone in the Town of Ladysmith Zoning Bylaw 2014, No. 1860. Bylaw No. 1881 states that the permitted principal uses of the subject properties are Townhouse Dwelling Use and Two Unit Dwelling Use to a total combined maximum of 15 units. Generally in the R-3-A Zone, Multiple Unit Dwelling is also a permitted use and a maximum of 37 units per hectare is permitted.

If adopted, Bylaw No. 1881 will repeal Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 1), 2015, No. 1875 and enact Bylaw No. 1881.

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on June 9, 2015 and June 16, 2015 and posted on community notice boards throughout Town, as well as on the Town's website. The Notice was mailed to the Owners and delivered to tenants of the subject properties and all properties located within 60 metres of the subject property.

A copy of the proposed Bylaw No. 1881, the Development Permit Application, the Petition, accompanying affidavits, s. 219 LTA Covenant EX060846, and other related information considered by Council was made available at City Hall for the Notice period. Ms. Adams noted that if the Public Hearing binder was reviewed prior to 12:45 p.m. on June 22, additional documents that were filed in Court, the revised Development Permit application, and information submitted about the covenant, had been added to the binder. The binder was available for review at the Public Hearing.

Staff responded to questions prior to the public hearing. Written submissions received prior to the Agenda deadline were been included in the Public Hearing agenda package.

Written submissions from the following individuals received prior to the Agenda deadline were included in the Public Hearing agenda package:

*Sonny C. Hockey and e. Ann Hockey*

*Don Snider and Sharron Haynes*

*James Russell*

*Liliane and Varner Nickle*

*Wendy Harding and Brian Kodric*

*Allan and Maureen Hook*

*Claire and Ron Voldeng*

*Brian and Carroll McLaurin*

*John Garstang*

*Dennis and Belinda Zarbock*

*Gerald Stasiuk*

*Cleve Carleton, Murray and Sandra Hanna, Adrian and Angie Salahub*

*Pauline Jones*

*Jane Vincent, on behalf of Cleve Carleton, C.A. Wallace. Belinda Zarbock, Paulette Lean, Greg DeFrance, Greg Durling, Pauline Jones, Cheryl and Tibor Milasin, S.C. and E. Ann Hockey, Doryce and Jack Morrice, Darl Read, Lucinda Read, Elaine Frank, Lynne McDermott, Carroll and Duncan Brian McLaurin, Wendy Harding, Brian Kodric, Ron Voldeng, Claire Voldeng, Angela Salahub*

Mayor Stone called for written submissions. The Corporate Officer read a written submission from Gary Burnside expressing support for Bylaw 1881 that was received after the agenda deadline and not included in the Public Hearing agenda package.

No further written submissions were received.

Mayor Stone called for verbal submissions to Council.

*James Russell, 626 Farrell Road* – Spoke in support of Bylaw 1881 on behalf of the other residents in the strata.

*Jane Vincent, #12, 626 Farrell Road* – Spoke in support of Bylaw 1881.

*Lynne McDermott, 606 Farrell Road* – Asked a question about the proposed development and was reminded that the purpose of this public hearing was Bylaw 1881.

*Cleve Carleton, 606 Farrell Road* – Spoke in support of Bylaw 1881.

Mayor Stone called for any further submissions about the bylaw amendment. Hearing no further comments, Mayor Stone declared the Public Hearing for Bylaw 1881 closed and stated that Council may further consider the Bylaw on tonight's Council meeting agenda.

**BYLAWS – OCP /  
ZONING**

**CS 2015-226**

**Staff Report – Withholding of Building Permit that Conflicts with Bylaw in Preparation**

*Moved and seconded:*

Whereas Natura Developments owner of Lot A, District Lot 41, Oyster District, Plan VIP84543 except part in Strata Plan VIS6497 (Phase 1) (the "Land") has applied for a building permit for 2 dwelling units on the Land;

And whereas Council has given first and second reading to Bylaw 1881 that would limit the density of use of the Land to 12 dwelling units and this application would conflict with the bylaw;

Now therefore Council resolves, under section 929(1) of the Local Government Act to withhold the building permit for the Land;

And this shall be without prejudice to the right of the Town to consider the building permit application pursuant to its rights under the land use covenant registered against the Land.

*Motion carried.*

**Town of Ladysmith Zoning Bylaw 1860, Amendment Bylaw (No. 2), 2015, No. 1881**

*Moved and seconded:*

That Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 2) 2015, No. 1881 be read a third time and adopted.

*Motion carried.*

**CS 2015-227**

**REPORTS**

**CS 2015-228**

S. Beach and F. Adams left the meeting.

**Revitalization Tax Exemption Agreement**

*Moved and seconded:*

That Council approve entering into a Revitalization Tax Exemption

Agreement with 1639555 Alberta Ltd. 341 First Avenue, Folio 0126.000.

*Motion carried.*

#### **Statement of Financial Information for 2014**

Mayor Stone asked for comments or questions on the Statement of Financial Information. None were received.

*Moved and seconded:*

**CS 2015-229**

That Council approve the Statement of Financial Information for the fiscal year ended December 31, 2014.

*Motion carried.*

#### **2016/2017 Royal Canadian Mounted Police Municipal Policing Contract**

*Moved and seconded:*

**CS 2015-230**

That Council direct staff to include the calculations of the 2016/17 costs for the Royal Canadian Mounted Police in the 2016-2020 Financial Plan for budget planning purposes.

*Motion carried.*

#### **MOTION AMENDED BY CS 2015-232**

*Moved and seconded:*

**CS 2015-231**

That Council direct the City Manager to work with the local detachment to determine the appropriate level of Royal Canadian Mounted Police staffing within Ladysmith.

#### **AMENDMENT**

*Moved and seconded:*

**CS 2015-232**

That Resolution CS 2015-231, "That Council direct the City Manager to work with the local detachment to determine the appropriate level of Royal Canadian Mounted Police staffing within Ladysmith", be amended to read as follows:

That Council direct the City Manager to explore with the local detachment options for Royal Canadian Mounted Police staffing within Ladysmith and report back to Council.

*Motion as amended carried.*

Council requested that representatives of the Royal Canadian Mounted Police be in attendance when the City Manager reports back to Council on the matter.

#### **Draft Town of Ladysmith 2014 Annual Report**

*Moved and seconded:*

**CS 2015-233**

That Council receive the draft 2014 Annual Report for the Town of Ladysmith, direct staff to ensure it is available for public inspection, and schedule a review of public input and adoption of the report at

the July 6 Regular Meeting of Council.  
*Motion carried.*

**CORRESPONDENCE**

**Lynda Evans**  
**Donation of Artwork**

*Moved and seconded:*

**CS 2015-234**

That Council direct staff to review the offer from Lynda Evans to donate artwork in exchange for a memorial bench in memory of the former owner of the art, and report back to Council with a recommendation.  
*Motion carried.*

**NEW BUSINESS**

**Request for Grant-in-Aid – National Aboriginal Day Celebrations**

*Moved and seconded:*

**CS 2015-235**

That Council approve a grant-in-aid in the amount of \$750.00 to the Stz'uminus First Nation to support National Aboriginal Day celebrations on June 21, 2015.  
*Motion carried.*

**CLOSED SESSION**

*Moved and seconded:*

**CS 2015-236**

That Council retire into Closed Session at 7:54 p.m. in order to consider the following:

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

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 8:42 p.m. without report.

**ADJOURNMENT**

*Moved and seconded:*

**CS 2015-237**

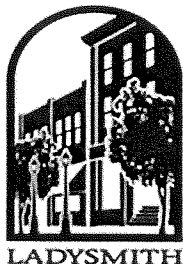
That this meeting of Council adjourn at 8:43 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

Corporate Officer (S. Bowden)

Subject to Adoption



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

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: June 30, 2015  
File No: 3060-15-06

**Re: Development Permit Application 3060-15-06, 325 Gatacre Street (Marrington)**  
**Subject Property: Lot 7, Block 73, District Lot 56, Oyster District, Plan 703A**

**RECOMMENDATION(S):**

That Council issue Development Permit 3060-15-06 to permit the issuance of a building permit for the construction of a coach house dwelling in an existing accessory building on Lot 7, Block 73, Oyster District, Plan 703A (325 Gatacre Street);

**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 325 Gatacre Street.

**INTRODUCTION/BACKGROUND:**

The applicant has submitted a development permit application to permit the issuance of a building permit for a coach house dwelling unit in the second storey of the accessory building at 325 Gatacre Street. At its meeting on June 15, 2015 Council passed the following motion:

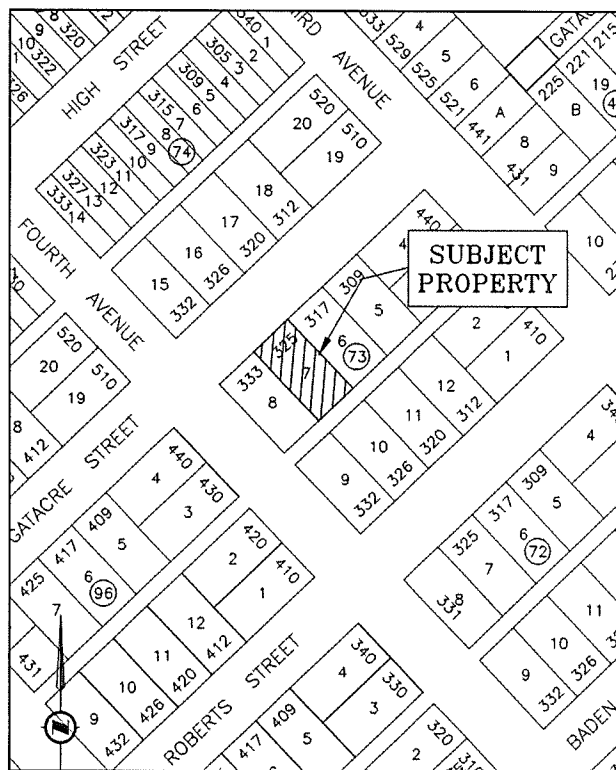
*"That prior to Council's consideration of Coach House Intensive Residential Development Permit 3060-15-06 (325 Gatacre Street) the applicant will be required, pursuant to the DPA 10 Design Guidelines, to amend the application and provide a site plan that includes:*

*Building Character and Design*

- *Frosting or otherwise obscuring the windows on the east side (second storey) to discourage overlook.*

*Accessibility and Livability*

- *A continuous unobstructed pathway with a minimum width of 90cm from Gatacre Street to the coach house dwelling entrance.*
- *Landscaping in the space between the side of the coach house dwelling and the lane to enhance the lane.*





- *Motion detecting lighting on the building to increase the safety of the lane.*

#### *Landscaping*

- *A screened area or structure for on-site coach house dwelling garbage and recycling.*
- *A cedar hedge to define the at-grade amenity area for the coach house dwelling resident (minimum 1.2 metres in height at installation)."*

At the June 15, 2015 meeting Council also supported a Development Variance Permit application for the proposed coach house to permit a variance for the siting, floor area, and height of the proposed coach house.

#### SCOPE OF WORK:

The current stage of this application is for Council to consider the Development Permit application for a proposed coach house at 325 Gatacre Street. In response to Council's request the applicant submitted a revised site plan on June 16, 2015 which is in the attached Development Permit 3060-15-06. The following is a summary of the applicant's response to Council's request:

#### *Building Character and Design*

*Frosting or otherwise obscuring the windows on the east side (second storey) to discourage overlook.*

- The applicant states that she would prefer to not screen or obscure the windows on the east side of the accessory building as she will be the coach house resident and also owns the adjacent property so overlook is not a concern at this time.

#### *Accessibility and Livability*

*A continuous unobstructed pathway with a minimum width of 90cm from Gatacre Street to the coach house dwelling entrance.*

- A path is provided from the Gatacre Street to the residence as shown in Photo 1 and the path to the coach house entrance extends from there within the gravel backyard.

*Landscaping in the space between the side of the coach house dwelling and the lane to enhance the lane.*

- The applicant has planted two pink dogwood trees in the rear yard area of the accessory building. See attached Development Permit 3060-15-06.

*Motion detecting lighting on the building to increase the safety of the lane.*

- Motion detecting lighting will be installed by the coach house entry door and at the rear of the accessory building.

### Landscaping

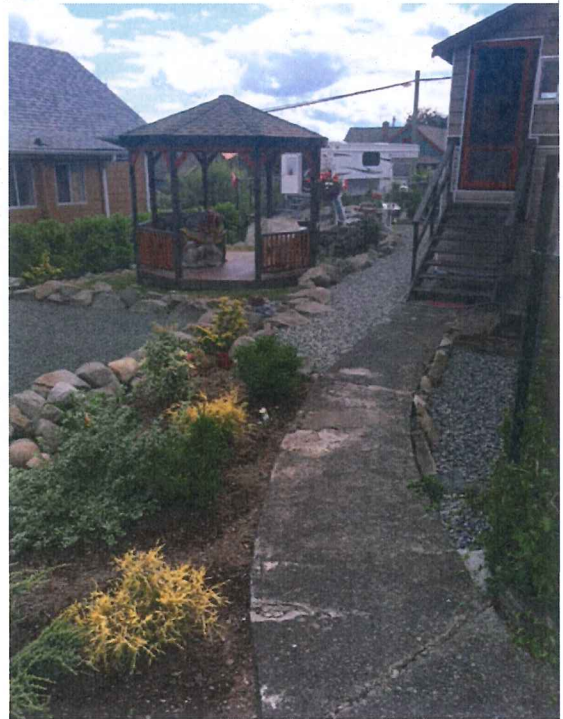
*A screened area or structure for on-site coach house dwelling garbage and recycling.*

- A screened area for garbage and recycling will be installed between the dwelling and the accessory building. See attached Development Permit 3060-15-06.

*A cedar hedge to define the at-grade amenity area for the coach house dwelling resident (minimum 1.2 metres in height at installation)."*

- Six cedar trees have been installed to define an at-grade amenity area for the coach house resident (1.2 metres in height at installation). See attached Development Permit 3060-15-06.

Photo 1: View of path to coach house from Gatacre St.



### ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 3060-15-06 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 existing accessory building.

### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. However, as a result of the statutory notice for the associated development variance permit application, input was received regarding the windows on the second storey of the rear wall causing overlook, and the character of the chain-link fencing. The DPA 10 guidelines encourage a window overlooking the lane. The applicant is not supportive of removing or replacing the chain link fencing.

### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The proposal for a coach house dwelling on the subject property 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 adds to the diversity of housing in the area, increases density in the Town's existing neighbourhoods, creates affordable housing, and states the accessory building was built to an Energuide 80 standard.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

**SUMMARY:**

The owners of 325 Gatacre Street have applied for a Coach House Intensive Residential Development Permit. The applicant has responded to Council's request to address certain DPA 10 guidelines. Council may choose to issue Development Permit 3060-15-06 to permit the issuance of a building permit for a coach house at 325 Gatacre Street.

I concur with the recommendation.

*R. Malli*

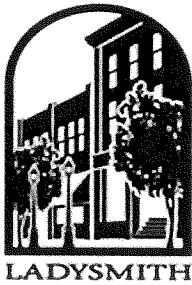
Ruth Malli, City Manager

**ATTACHMENTS**

Development Permit 3060-15-06



Photo 2: View of accessory building from the lane.



## TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 920 Local Government Act)

FILE NO: 3060-15-06

DATE: July 6, 2015

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**Name of Owner(s) of Land (Permittee):** April Marrington and Stephen Marrington

**Applicant:** April Marrington and Stephen Marrington

**Subject Property (Civic Address):** 325 Gatacre 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 7  
Block 73  
District Lot 56  
Oyster District  
Plan 703A  
PID# 008-700-168  
(referred to as the "Land")
3. This Permit has the effect of authorizing:
  - (a) the issuance of a building permit to install a coach house dwelling unit in an existing accessory building on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit; and 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:
  - i) Develop the land as shown in Schedule A including:
    - a) Creating a screened area or structure for coach house garbage and recycling;



- b) Placing address numbers for the coach house dwelling such that the address is clearly visible from Gatacre Street;
  - c) Installing motion detection lighting on the coach house building to light the coach house entry and lane;
  - d) Planting two pink dogwood trees in the rear yard of the accessory building; and
  - e) Planting six cedar trees (minimum 1.2 metres in height at installation) to create and define a screened outdoor area for the coach house resident.
- ii) 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 **(3060-15-06)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
  - iii) 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.
  - iv) The plans and specifications attached to this Permit are an integral part of this Permit.
  - v) This Permit prevails over the provisions of the Bylaw in the event of conflict.
  - vi) 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

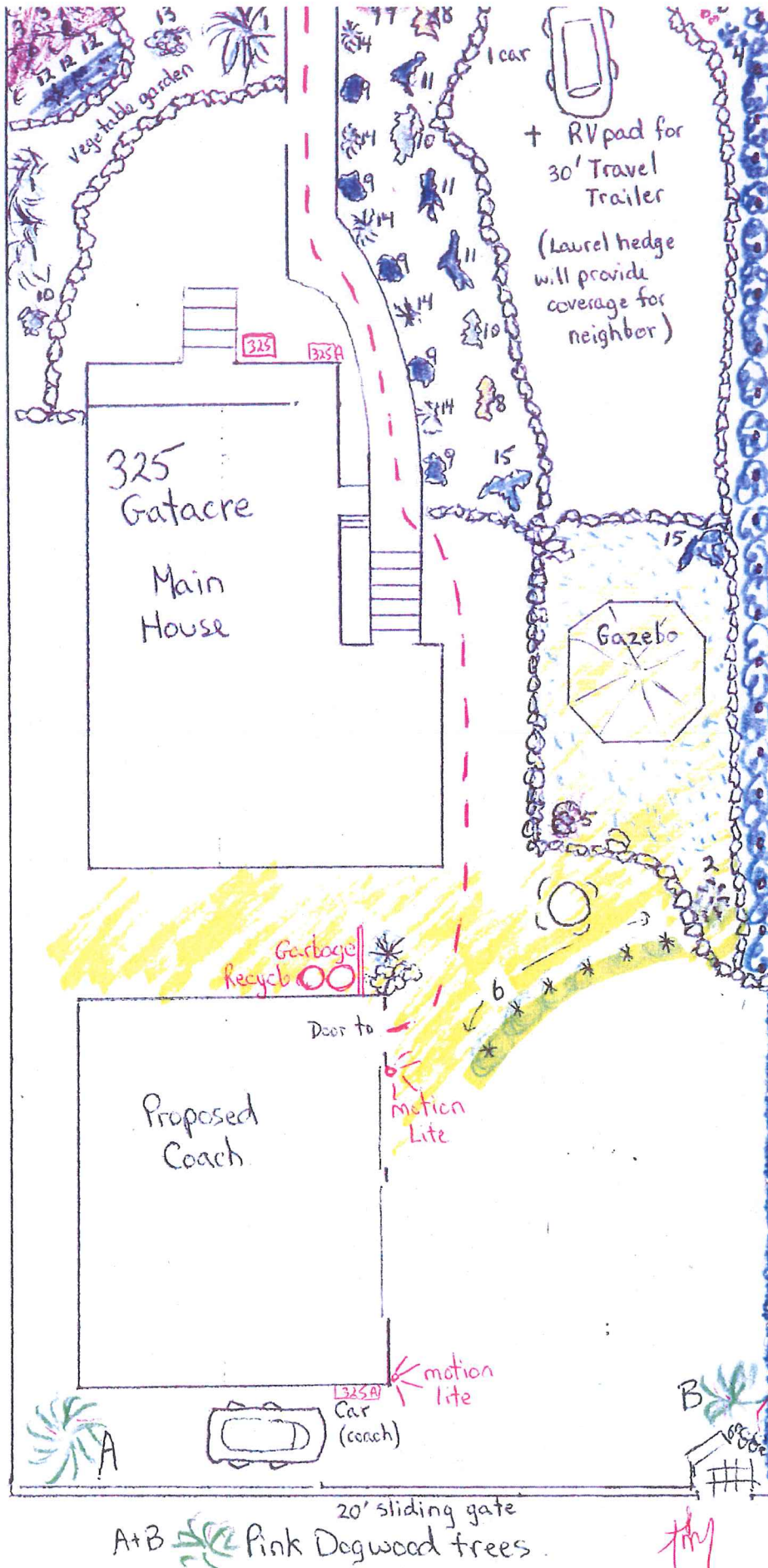
\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER

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

\_\_\_\_\_  
OWNER

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





Trees (Planted)

- 1 Western Red Cedar
- 2 Split leaf Maple
- 3 Lilac
- 4 Huckleberry
- 5 Tree Rose
- 6 Quince Japonica

Shrubs (Planted)

- 7 Pink Blueberry \*\*
- 8 Pieris Japonica
- 9 Box wood
- 10 Evonymus
- 11 Juniper
- 12 Rododendron
- 13 Nesting Spruce
- 14 Cypress
- 15 Varigated Juniper

### Hedging (Planted)

- 16 Laurel   
17 Ivy-variegated 

slow growth

slow grow  
Motion Light (2)  
Grass

- unobstructed path  
from Gatacre St.

Proposed for further privacy.

325A Sign front fence +  
on coach in back

6 Emerald green cedar

Would add privacy  
for at grade amenity  
area.

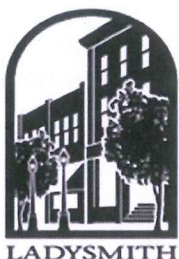
00 Garbage & Recycle  
Screened off (Wood)

Private Area for  
Proposed Coach  
house

$$14 \times 35 = 490 \frac{21}{4} / 45 \text{ m}^2$$

(80% or 7.5m required)





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: June 29, 2015  
File No: 3090-15-02

Re: Development Variance Permit Application – 509 French Street (Sedola)  
Lot 5, Block 127, Oyster District, Plan 703A

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

That Council consider whether it wishes to direct staff to proceed with statutory notice for Development Variance Permit application (3090-15-02) for Lot 5, Block 127, Oyster District, Plan 703A (509 French Street).

#### **PURPOSE:**

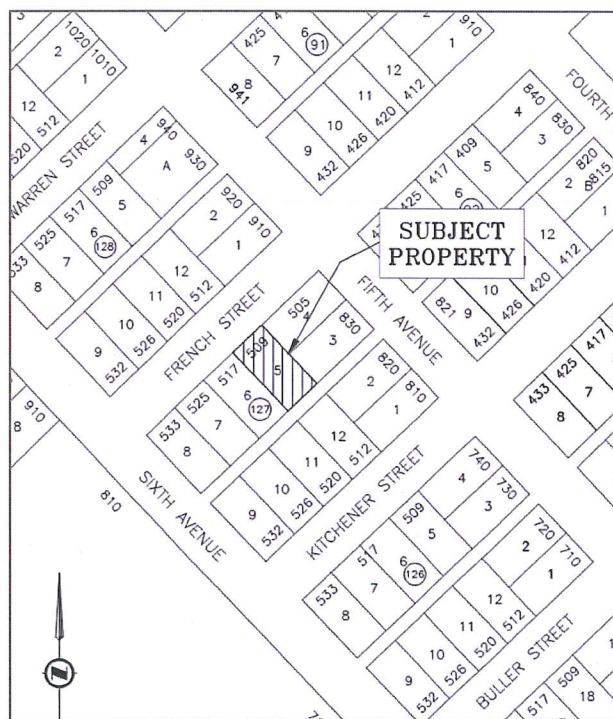
The purpose of this staff report is to obtain Council direction regarding statutory notification for a development variance permit application for a proposed single storey coach house dwelling in an existing single storey accessory building at 509 French Street.

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

The applicant, Gordon Sedola, is requesting a variance: 1) for the siting of a proposed single storey coach house in an existing accessory building; and 2) to legalize the siting of an existing garden shed. Currently a single unit dwelling, single storey detached garage, and garden shed are located on the property. See the attached site plan for 509 French Street.

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

The current stage of this application is to seek Council's direction to proceed with the statutory notice for the development variance permit application. The subject property is zoned Old Town Residential (R-2). The property is located on a lane and the parcel area is 668 square metres.



#### ***Variance request for Proposed Coach House***

The detached garage was constructed in 2003 and is 4.2 metres in height. It is primarily located in the rear yard and is 44.6m<sup>2</sup> in size. It is 3.8 metres from the rear property line and is 1.5 metres from the side property line. The applicant is requesting a variance for the required distance between the principal dwelling and the proposed coach house dwelling as shown in Table 1. The detached garage is located 1.5 metres from the principal dwelling and

six meters is required for a coach house building, thus a variance of 4.5 metres is requested for the distance between the two buildings. In addition, 9m<sup>2</sup> of the 44.6m<sup>2</sup> building is outside of the rear yard. The coach house zoning regulations require that the coach house building be in the rear yard.

Table 1: Proposed Coach House Variance – 509 French Street

	Required	Proposed	Proposed Variance
6.5(b)(v) Required distance between the principal dwelling and the coach house dwelling.	6 metres	1.5 metres	4.5 metres
6.5(b)(iv) Rear yard	Shall be located in the rear yard.	As shown on the attached site plan.	As shown on the attached site plan.

*Variance request for existing Garden Shed*

The existing garden shed is 8.92m<sup>2</sup> (96ft<sup>2</sup>) in size. The timing of its construction is unknown as a building permit would not have been required as it is less than 10m<sup>2</sup> in size. The applicant is seeking a variance to legalize the siting of the garden shed. The shed is located 0.3 metres from the side parcel line and 0 metres from the rear parcel line, the required side and rear parcel setback for an accessory building less than 10m<sup>2</sup> in size is 1 metre as shown in Table 2.

Table 2: Proposed Shed Variances – 509 French Street

	Required	Proposed	Proposed Variance
10.6 (e) Exterior side parcel line	1 metre (3.2ft)	0.3 metres (1ft)	0.7 metre (2.3ft)
10.6 (e) Rear parcel line	1 metre	0 metres	1 metre

If the development variance permit application is successful a Coach House Intensive Residential Development Permit (DPA10) will be required prior to issuance of a building permit. Staff wish to bring to Council's attention that the existing garage is not oriented to the lane, and the applicant proposes to locate the coach house entry at the front of the accessory building facing French Street.

ALTERNATIVES:

To not support Development Variance Permit application 3090-15-02.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

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



CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-15-02.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-15-02 has been referred to the Infrastructure Services Department.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning report calls for increasing the diversity of housing across the community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-15-02.

I concur with the recommendation.

*R. Malli*

Ruth Malli, City Manager

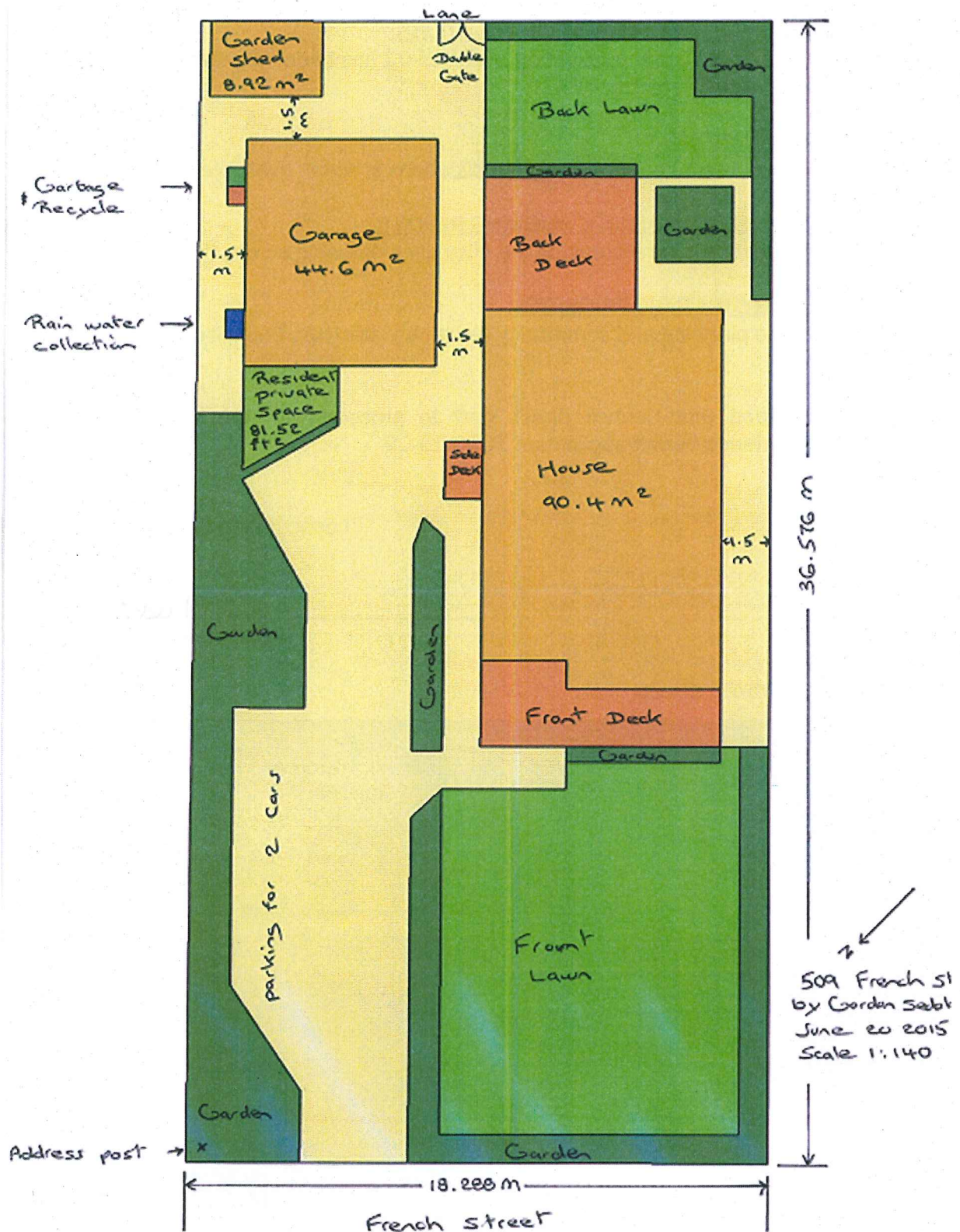
ATTACHMENT:

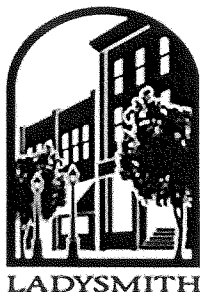
Site Plan - 509 French Street



Photo 1: Accessory building at 509 French St. (view from French St.)

Site Plan - 509 French Street - File No. 3090-15-02





## Town of Ladysmith

### **COMMISSION REPORT**

To: Council  
From: Parks, Recreation and Culture Commission  
Date: June 18, 2015  
File No:

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Re: **PERMANENT CARVING AT TRANSFER BEACH**

#### **RECOMMENDATION:**

That Council adopt the following recommendation from the Parks, Recreation and Culture Commission:

*That Council approve the proposal for chainsaw artist Dan Richie to create a permanent carving for the Town, to be located at the Steam Donkey on Transfer Beach Boulevard, in conjunction with Logger Sports 2015.*

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

Council will recall that at its meeting held June 15, 2015, it referred the matter of Permanent Carving for the Steam Donkey to the Parks, Recreation and Culture Commission for consideration and to make a recommendation to Council.

#### **ANALYSIS:**

At its meeting of June 17, 2015, the Parks, Recreation and Culture Commission reviewed and supported this proposal in principle.

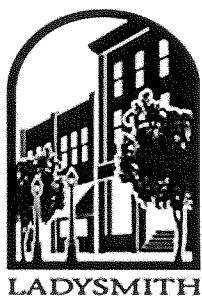
#### **STAFF COMMENTS:**

N/A

#### **ATTACHMENTS:**

None





## Town of Ladysmith

### **COMMISSION REPORT**

To: Council  
From: Parks, Recreation and Culture Commission  
Date: June 18, 2015  
File No:

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Re: **PARKS RECREATION AND CULTURE ANNUAL FEES AND CHARGES REVIEW**

#### **RECOMMENDATION:**

THAT Council consider the following recommendations from the Parks, Recreation and Culture Commission:

*That Council approve the following proposed amendments to Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2014, No. 1846:*

- 1. Increase admission and pass fees by two per cent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017 for Adult, Youth, Child Family and Senior (and continue to no charge for children under three or seniors over eighty);*
- 2. Increase facility rental fees, park permit fees, and sport field lights by two percent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017; and*
- 3. Add "locker" fee rental to Fees & Charges Bylaw with a rate of fifty cents per use for full sized lockers and twenty-five cents for medium to small lockers.*

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

Council will recall that at the Municipal Services Committee meeting held June 15, 2015, it referred the matter of Parks, Recreation and Culture Annual Fees and Charges Review to the Parks, Recreation and Culture Commission for consideration and to make a recommendation to Council.

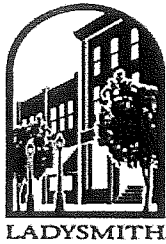
#### **ANALYSIS:**

At its meeting of June 17, 2015, the Parks, Recreation and Culture Commission reviewed and supported the proposed fees and charges.

#### **STAFF COMMENTS:**

In regards to the Locker Rental Fee, further staff review has determined that a rate of \$0.25 should be charged for all locker rentals.

**ATTACHMENTS:** Fees & Charges report from June 15<sup>th</sup>, 2015 Council meeting



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

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: June 9, 2015  
File No:

RE: PARKS, RECREATION AND CULTURE - ANNUAL FEES AND CHARGES REVIEW

RECOMMENDATIONS:

THAT the Municipal Services Committee recommends that Council refer to the Parks, Recreation and Culture Commission meeting of June 17, 2015 the following proposed amendments to Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2014, No. 1846 for review and comment.

- Increase admission and pass fees by two percent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017 for Adult, Youth, Child Family and Senior (and continue to no charge for children under three or seniors over eighty);
- Increase facility rental fees, park permit fees, and sport field lights by two percent effective September 1<sup>st</sup>, 2015, September 1<sup>st</sup>, 2016 and September 1<sup>st</sup>, 2017;
- Add "locker" fee rental to Fees & Charges Bylaw with a rate of fifty cents per use for full sized lockers and twenty five cents for medium to small lockers.

INTRODUCTION/BACKGROUND:

In August 2014, Council authorized a three percent increase in Admission and Pass fees for adult, youth and senior passes. Child rates did not increase. Seniors over aged 80 were designated as free and the family rate was adjusted to be two adult admissions, with a family pass option added to the schedule.

At that time Council directed staff to report back with recommendations for a plan to make Town of Ladysmith Parks & Recreation fees and charges consistent with neighbouring communities along with outlining a two to three year plan for fees and charges.

Each year staff conducts a comprehensive review of existing Fees and Charges. During this review staff base the recommendations on guidelines outlined in the existing Fees and Charges policy, which includes market analysis, inflationary costs, and ensuring fees are neither too high (which may deter participation), nor too low which may be viewed as not honouring the user pay principle.

With direction from Council in 2014 to investigate a multi-year Fees & Charges plan, staff has prepared a three year plan, which will cover Fees & Charges for recreational facilities through until August 31<sup>st</sup> 2018. The three year plan allows staff to include approved increases into the annual budget; as well community usage and fees will be set for upcoming years allowing sport groups such as the swim club and soccer association the ability to incorporate the defined fees into their registration fees. The multi-year plan is similar to those currently in place in both the City of Nanaimo and the Regional District of

Nanaimo; both organizations have successfully implemented a multi-year fees and charges plan.

### **Facility Fees & Charges**

The last facility rental fee increase was three percent in September 2014. In determining appropriate rental rates staff compared neighbouring communities and similar facilities such as those found in the school district. Due to various facility sizes, amenities offered and rental requirements, an overall average was used for rental fee comparison. This comparison confirmed that Ladysmith fees for facility rentals are comparable in the region.

In the past, Ladysmith rental fees only moderately reflected increased costs associated with the delivery of services. Many increases relating to wages, utilities, contracted services, equipment and building repair increased two to five percent over the past year, with others such as hydro increasing more than fifteen percent over the next two years.

Increasing facility rental fees by two percent will ensure that the operation maintains budgeted recovery percentages, and continue to allow access for community usage. All facility rentals are based on full charges, with non-profit groups receiving a 50% discount on fees associated with rentals.

### **Admissions and Passes:**

Similar to the facility rental fees, Admission and Passes fees have been reviewed in the context of the costs required to offer services, cost recovery targets established in the departmental annual budget along with marketplace comparison for like services, programs and amenities within the region. The proposed increase of two percent is consistent with the market and is not expected to impact users of the facilities.

### **ALTERNATIVES:**

- 1) Council could choose to maintain the current fees structure recognizing possible negative budgetary impact on future operations.
- 2) Council could choose to change the proposed fees and charges to another percentage increase.

### **FINANCIAL IMPLICATIONS:**

The financial impact resulting from the proposed two percent increase annually for passes and admissions is anticipated to increase revenues by approximately \$5,500.00. While facility rental fee increases for the same period would result in a projected revenue gain of approximately \$1,000.00.

Included in the 2014-2018 Financial Plan is the following objective:

*The Town will increase the proportion of revenue that is received from user fees and charges by at least 3 percent over the current levels.*

The recommended fees and charges increase of two percent along with the anticipated increase in usage relating to facility visits and facility rentals will support the defined Financial Plan objective. .

Staff will continue to identify areas for increased revenue and/or initiatives to deliver services at an affordable cost to enable increased participation and rental activity.

LEGAL IMPLICATIONS:

There is no legal implication identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that the proposed fee increase will have minimal impact on user participation.

In addition, Ladysmith residents who have a limited income may apply for a Leisure Access Pass, which provides a fifty percent discount on admissions. As well many user groups and community organizations are considered not-for-profit and therefore are entitled to a fifty percent reduction on most rental fees.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services will assist with processing the amendment to the Fees & Charges Bylaw.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with Sustainability Pillar #7, A Healthy Community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction A, Wise Financial Management.

SUMMARY:

Recreation facility user fees and rental fees are required to maintain, or reduce where possible, the current level of subsidy by the taxpayer. It is important to ensure that user fees allow for the recovery of costs associated with the delivery of services and programs, and for the ongoing maintenance of the facilities and equipment. Staff recommend a two percent increase for admissions, passes and facility rentals in each of the next three years concluding on August 31<sup>st</sup> 2018.

I concur with the recommendation

  
for: Ruth Malli, City Manager

ATTACHMENTS:

Appendix A – Proposed Admission Rates (September 2015, September 2016, September 2017)

Appendix B – Proposed Facility Rental Rates (September 2015, September 2016, September 2017)

Appendix C – Regional Single Admission Comparison

Appendix D – Regional Current Regional Pass Comparison

Appendix E – Regional Current Facility Rental Comparison

Appendix F – Regional Aquatic Rental Comparison

Appendix G - Fees & Charges Policy - Dept. Parks, Recreation & Culture



## Appendix A

### Proposed Fees 2015-2018

#### No GST

Single Admissions				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	2.68	2.73	2.79	2.84
Youth 13-18 yrs	3.66	3.73	3.81	3.88
Adult 19-59 yrs	5.25	5.36	5.46	5.57
Senior 60-79 yrs	3.66	3.73	3.81	3.88
Senior 80 & up	FREE	FREE	FREE	FREE
Family	10.51	10.71	10.92	11.14
10 X Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	22.70	23.15	23.62	24.09
Youth 13-18 yrs	31.31	31.94	32.57	33.23
Adult 19-59 yrs	44.34	45.23	46.13	47.05
Senior 60-79 yrs	31.31	31.94	32.57	33.23
Senior 80 & up	FREE	FREE	FREE	FREE
Family	88.68	90.45	92.26	94.11
30 X Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	54.49	55.58	56.69	57.83
Youth 13-18 yrs	83.07	84.73	86.43	88.15
Adult 19-59 yrs	117.01	119.35	121.74	124.17
Senior 60-79 yrs	83.09	84.75	86.45	88.18
Senior 80 & up	FREE	FREE	FREE	FREE
Family	234.02	238.70	243.47	248.34

Residents with a limited income have the opportunity to apply for a Leisure Access Card, which entitles card holders to a 50-percent discount for all admissions and passes.

1-Month Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A	N/A
Youth 13-18 yrs	37.08	37.82	38.58	39.35
Adult 19-59 yrs	46.40	47.33	48.27	49.24
Senior 60-79 yrs	37.08	37.82	38.58	39.35
Senior 80 & up	FREE	FREE	FREE	FREE
Family	92.80	94.66	96.55	98.48
3-Month Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A	N/A
Youth 13-18 yrs	100.27	102.28	104.32	106.41
Adult 19-59 yrs	125.35	127.86	130.41	133.02
Senior 60-79 yrs	100.27	102.28	104.32	106.41
Senior 80 & up	FREE	FREE	FREE	FREE
Family	250.70	255.71	260.83	266.04
6-Month Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A	N/A
Youth 13-18 yrs	189.37	193.16	197.02	200.96
Adult 19-59 yrs	236.75	241.49	246.31	251.24
Senior 60-79 yrs	189.37	193.16	197.02	200.96
Senior 80 & up	FREE	FREE	FREE	FREE
Family	473.49	482.97	492.63	502.48
12-Month Pass				
Type	Current	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A	N/A
Youth 13-18 yrs	359.21	366.39	373.72	381.20
Adult 19-59 yrs	450.37	459.38	468.56	477.94
Senior 60-79 yrs	359.21	366.39	373.72	381.20
Senior 80 & up	FREE	FREE	FREE	FREE
Family	900.74	918.75	937.13	955.87



## Appendix B

### Proposed Facility Rental Fees

Facility	Current	2015/16	2016/17	2017/18
<b>Frank Jameson Community Centre</b>				
Meeting Room Hourly Rate	21.60	22.03	22.47	23.38
Meeting Room Hourly with Pool	19.90	20.30	20.70	21.54
Meeting Room Daily Rate	86.30	88.03	89.79	93.41
Gymnasium Hourly Rate	38.90	39.68	40.47	42.11
Gymnasium Daily Rate	335.20	341.90	348.74	362.83
Lower Program Room Hourly Rate	38.35	39.12	39.90	41.51
Lower Program Room with Pool	19.90	20.30	20.70	21.54
Lower Program Room Daily Rate	153.40	156.47	159.60	166.05
Locker Rental - small		0.25	0.25	0.25
Locker Rental - large	0.25	0.50	0.50	0.50
One Pool	72.50	73.95	75.43	78.48
Two Pools	106.50	108.63	110.80	115.28
<b>Aggie Hall</b>				
Aggie Hall Hourly Rate (no kitchen)	38.90	39.68	40.47	42.11
Aggie Hall Hourly Rate (with kitchen)	65.70	67.01	68.35	71.12
Aggie Hall Daily Rate (includes kitchen)	179.30	182.89	186.54	194.08
Aggie Hall Receptions Party, Dance	352.45	359.50	366.69	381.50
<b>Transfer Beach</b>				
Transfer Beach Kin Shelter per Day	48.20	49.16	50.15	52.17
Transfer Beach Amphitheatre – Full Day Private Family Function	88.75	90.53	92.34	96.07
Transfer Beach Amphitheatre – Half Day Private Family Function	50.70	51.71	52.75	54.88
Transfer Beach Amphitheatre – Full Day Public Special Event	342.35	349.20	356.18	370.57
Transfer Beach Amphitheatre – Performances per Hour	24.25	24.74	25.23	26.25
Park Permit (parking lot, upper beach, or lower beach) Full Day	88.75	90.53	92.34	96.07
Park Permit (parking lot, upper beach, or lower beach) Half Day	50.70	51.71	52.75	54.88
Park Permit (parking lot, upper beach, or lower beach) per Hour	24.25	24.74	25.23	26.25
<b>Sports Fields</b>				
Aggie Ball Diamonds per Hour Youth	-	-	-	-
Aggie Ball Diamonds per Hour Adult	2.50	2.55	2.60	2.71
Aggie Ball Diamonds Tournament per Day	126.30	128.83	131.40	136.71
High Street Little League Diamonds per Hour	-	-	-	-
High Street Little League Diamonds Tournament per Day	126.30	128.83	131.40	136.71
Holland Creek Ball Diamonds per Hour	-	-	-	-
Holland Creek Ball Diamonds Tournament per Day	126.30	128.83	131.40	136.71
Forrest Field per Hour Youth	6.50	6.63	6.76	7.04
Forrest Field per Hour Adult	23.25	23.72	24.19	25.17
Forrest Field per Day Youth	42.20	43.04	43.90	45.68
Forrest Field per Day Adult	156.90	160.04	163.24	169.83
<b>Miscellaneous</b>				
Chairs (25)	20.55	20.96	21.38	22.24
Forrest Field Half Lights per Hour	10.90	11.12	11.34	11.80
Forrest Field Full Lights per Hour	14.15	14.43	14.72	15.32
Aggie Field Lights	5.45	5.56	5.67	5.90
FJCC Field Lights	5.45	5.56	5.67	5.90

## Appendix C

### Current - Regional Single Admission Comparison Fees include GST

COMMUNITY	CHILDREN	YOUTH	SENIORS	ADULTS	FAMILY
Campbell River	3.00	4.00	4.25	5.75	11.50
Comox Valley Aquatic Centre	3.00	3.55	4.70	5.60	11.90
Cowichan Aquatic Centre	2.75	4.25	4.25	5.75	12.00
Esquimalt	2.75	3.00	4.25	5.75	11.50
Gold River	3.25	3.60	3.70	4.75	10.20
Lake Cowichan	3.00	4.00	4.00	5.00	11.00
Mill Bay (Kerry Park)	3.00	4.00	4.00	5.00	11.00
Nanaimo	3.50	5.00	5.00	6.75	13.50
Oak Bay	3.40	5.25	5.25	6.75	13.50
RDN (Ravensong Aquatic Centre)	3.07	4.10	4.57	5.85	11.87
Port Alberni	3.00	5.00	3.00	5.00	12.00
Port Hardy	3.05	3.65	3.05	4.80	10.45
Port McNeill	2.50	3.00	3.00	4.00	9.00
Powell River	3.30	4.50	5.00	5.90	12.30
Sidney/North & Central/Saanich	3.50	6.75	5.50	6.75	13.50
Saanich CW Place	3.25	5.50	5.50	6.50	13.00
City of Victoria (Crystal Pool & Fitness)	2.95	3.40	4.40	5.60	11.20
Westshore Parks and Rec	3.15	4.50	4.50	6.25	12.50
<b>AVERAGE</b>	<b>3.08</b>	<b>4.28</b>	<b>4.33</b>	<b>5.65</b>	<b>11.77</b>

Ladysmith - Current	2.80	3.85	3.85	5.50	11.05
Ladysmith - Proposed	2.86	3.93	3.93	5.61	11.27

## Appendix D

### Current Fees - Regional Pass Comparison

GST included in rates

	Nanaimo	RDN	North Cowichan	CVRD	Ladysmith
10 X Pass					
Child (0-36 mos)	Under 2 Free	0-47mos Free	38.00	2-6yrs 19.00	FREE
Child (3-12yrs)	28.00	26.88	52.20	26.10	23.80
Youth (13-18yrs)	40.00	35.81	80.80	40.40	32.90
Adult (19-59yrs)	54.00	51.14	109.20	54.60	46.50
Senior*	40.00	40.01	80.80	40.40	32.90
Family	N/A	103.74		N/A	93.10
30 X Pass					
Child (0-36 mos)	N/A				FREE
Child (3-12yrs)					N/A
Youth (13-18yrs)					87.00
Adult (19-59yrs)					122.70
Senior*					87.00
Family					245.70
1 Month Pass					
Child (0-36 mos)	N/A	N/A	48.00	2-6yrs 24.00	N/A
Child (3-12yrs)			66.00	33.00	
Youth (13-18yrs)			102.00	51.00	38.95
Adult (19-59yrs)			138.00	69.00	48.70
Senior*			102.00	51.00	38.95
Family			N/A	N/A	97.45
3 Month Pass					
Child (0-36 mos)	Under 2 Free	Free	144.00	2-6 yrs 72.00	N/A
Child (3-12yrs)	95.50	77.53	198.00	99.00	
Youth (13-18yrs)	135.00	103.47	306.00	153.00	105.30
Adult (19-59yrs)	182.25	147.69	414.00	207.00	131.60
Senior*	135.00	115.48	306.00	153.00	105.30
Family	364.50	299.75	N/A	N/A	263.25
6 Month Pass					
Child (0-36 mos)	Under 2 Free	Free	240.00	2-6 yrs 120.00	N/A
Child (3-12yrs)	168.00	139.56	330.00	165.00	
Youth (13-18yrs)	240.00	186.24	510.00	255.00	198.85
Adult (19-59yrs)	324.00	265.85	690.00	345.00	248.60
Senior*	240.00	207.86	510.00	255.00	198.85
Family	648.00	539.55	N/A	N/A	497.15
12 Month Pass					
Child (0-36 mos)	Under 2 Free	N/A	480.00	2-6 yrs 240.00	N/A
Child (3-12yrs)	252.00	209.34	660.00	330.00	
Youth (13-18yrs)	360.00	279.36	1,020.00	510.00	366.20
Adult (19-59yrs)	486.00	398.78	1,380.00	690.00	459.10
Senior*	360.00	311.79	1,020.00	510.00	*366.20
Family	972.00	809.33	N/A	N/A	918.20

\*Ladysmith Seniors aged 80 and over have free use

## Appendix E

### Current Regional Facility Rental Fees Comparison

Facility Type	Ladysmith	Nanaimo	CVRD N Cowichan	SD68	RDN	
Fair or trade show/day	322.97	485.26	425.00	N/A	N/A	
Large meeting room or program space/day	126.39	171.47	136.38	11.24/hr	40.74/hr	
Meeting room/hour	20.75	30.55	20.53	7.64	6.48/hr	
Large hall/day	179.30	324.46	183.75	N/A	N/A	
Reception dance party/event	352.45	485.26	360.50			
Amphitheatre public event/day	342.35	25.00	N/A			
Amphitheatre private events all day	88.75	N/A				
Amphitheatre family half (up to 4 hours)	50.70	100.00				
Picnic shelter/up to eight hours	48.20	96.00				
Picnic shelter/up to four hours	48.20	58.00				
Public event at large park	No Charge	150.00				
Camping Permit/night/group	No Charge	n/a				
Ball field/tournament adult	126.30	82.00	N/A			210.12
Ball field/tournament youth	No Charge	35.00	N/A	N/A		
Ball diamond adult/hour	15.00	12.50			16.50	
Ball diamond youth/hour	No Charge	2.75			10.01	
Grass youth/day		82.00			N/A	
Grass youth/hour		34.00			10.01	2.50
Grass adult/day		12.50			N/A	N/A
Grass adult/hour		2.75			16.50	12.00
Turf adult/day		156.90			198.00	30.00
Turf adult/hour	23.25	32.00			13.00	
Turf youth/day	42.20	108.00			93.00	
Turf youth/hour	6.50	14.00			189.00	
Lights full	14.50	16.00			16.00	
Lights half	10.90	13.00			13.00	
Gymnasium/hour youth	38.90	20.23	N/A	25.47		
Gymnasium/hour		61.80		49.67		
Small therapy pool/hour	72.50	84.27	N/A	N/A	95.95	
Main pool/hour	72.50	121.73	151.33		191.89	
All pools/hour	106.50	N/A	N/A		9.00	

## Appendix F

### POOL HOURLY LANE RENTALS - SWIM CLUBS

COMMUNITY	SWIM MEET RATE PER HOUR 2015	FULL POOL RATE PER HOUR 2015	PER LANE PER HOUR 2015
Campbell River	133.88	161.70	10.50
Comox Valley Sports Centre (SC)	119.20	74.97	12.50
Comox Valley Aquatic Centre (AC)	158.93	99.96	12.50
Cowichan Aquatic Centre	129.71	113.50	14.59
Esquimalt	113.00	165.00	13.75/non profit 21.75/commercial
Ladysmith	N/A	48.83	N/A
Nanaimo	Private/Adult = 20.29/lane Youth=10.14/lane	NAC=789.66 Beban=390.15	Private/Adult = 20.29 Youth=10.14
Port Alberni	6 lanes - 81.90	162.75	13.65
Sidney/North & Centre Saanich	Youth 115.00	Youth 115.00	Youth 14.39
Gold River	52.50	119.91	19.69
Saanich Commonwealth Place	non profit 14.70/lane	Leisure Lap Pools Only 131.51 After	27.56
Saanich (Gordon Head)	non profit 14.70/lane	189.79	27.56
Nanaimo Regional District	131.19	87.43	14.14 / 20.81
City of Victoria - Crystal Pool	n/a	n/a	8.97/25 meters minor; 13.46/50 meter minor; 11.21/25 meter adult; 16.83/50 meters adult
Sunshine Coast Non Profit GDAF/SAC	75.00 / 133.50	75.00 / 133.50	18.75
Sunshine Coast Commercial GDAF/SAC	80.00 / 266.75	80.00 / 266.75	
Westshore Parks & Rec.	n/a	100.80 210.00	12.60 26.25

Note: You will notice that the rental rates charged to community swim clubs vary significantly between the aquatic facilities listed above. It should be noted that staffing requirements and charge outs are a major reason for the wide

**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

<b>TOPIC: FEES &amp; CHARGES – Dept. Parks Recreation &amp; Culture</b>			
<b>APPROVED BY:</b> Council		<b>DATE:</b> Oct. 07, 2002	
<b>RESOLUTION #:</b> 02-344			
<i>(Amended from)</i>			

**Criteria to Use When Considering Grant Requests**  
**1 (low) through 5 (high)**

- Indirect benefit to residents of the community.  
i.e. Youth Event. Proactive approach to policing / social services  
Event designed to encourage positive behaviour amongst youth.
- Socially worthwhile  
i.e. Contributes to sense of community
- Immediate Economic impact within the community
- Long term economic impact / exposure to the community
- Contributes to the quality of life experience for all residents

\* Minimum score of 15 to be advanced for resolution.

**FEES AND CHARGES POLICY**

The following policy pertains to the Department's three major service areas of pre-registered programs, general admissions and facility rentals. This policy is consistent with, and derived from, the preceding Fees and Charges principles and Leisure Services justification. It will provide the guidelines for the development of the additional policy, which may be necessary to address specific and at times, changing community needs. e.g. employee wellness, economically disadvantaged, etc.

Fees and charges policy development, implementation and evaluation is a dynamic process. Regular policy review and adjustment will occur to ensure that the policy addresses current community needs.

**A. PRE-REGISTERED PROGRAMS**

*Principles:*  
Fees for programs sponsored directly by the Department will be based on the following principles:

- The fees will be partially based on recovery of direct cost.
- The fees will encourage maximum public participation and at the same time, minimize, within reason, the tax subsidy.
- Users will be responsible for financially contributing to their recreation activity.

*Direct Cost Recovery:*

Registered programs are to recover the direct costs of the program. Direct program costs include:

- **Materials:** Includes all items necessary to ensure the program meets recognized standards. This includes items such as arts and crafts supplies, balls and nets, camping equipment, vehicle and equipment rental, tools and parts, stationary and printing, program cards and badges, candidate fees, etc.
- **Leadership:** Includes all persons directly involved in the teaching, coaching and immediate supervision of a program or activity. This category refers to all leaders, instructors and activity supervisors, whether paid by wage, honorarium (and/or contract).
- **Transportation:** Includes vehicle lease, rentals, tolls, fuel and labour costs.
- **Facilities:** Includes admission rates or rentals of non-district recreation facilities.
- **Administrative Surcharge:** A 10% surcharge, (15% for aquatic programs) based on the total amount of all other direct program costs, will be included as part of the Direct Program Cost. The surcharge is to compensate for other indirect costs associated with the program production, e.g. administration / supervision, facility fixed charges, advertising, etc.

Pricing for programs will reflect fees based on staff and material costs and contribute a portion to administrative services.

*Target margin:*Dryland Programs

Preschool programs – 5%

Youth programs – 10%

Adult programs – 20%

Aquatic Programs

Beginners – 15%

Advanced – 25%

Fees will be determined through a program cost analysis to be reviewed annually.

*Factors for Consideration:*

Other factors which may be taken into account when establishing program fees are:

- Program fees charged by other agencies and municipalities for similar services.
- Grants: If the Department is successful in obtaining provincial or federal grant funding or funding from corporate sponsors, the standard program fees may be decreased in order to encourage greater participation, e.g. summer playgrounds, community special events, special interest programs, etc.
- Developmental Programs: May not initially recover costs but are continued at a loss in order to encourage and promote interest. It is expected however, that over a period of time, these programs will break even.
- "Loss Leader" or "Service" programs are programs which provide service to

patrons of other functions within the operation. These "Loss Leaders" are considered necessary for the success of other "profitable" operations within the facility, e.g. child minding, free introductory sessions, etc.

## B. GENERAL ADMISSION PROGRAMS

The Town of Ladysmith is one of several leisure delivery agencies operating within the geographic region of the CVRD. If one organization is not price consistent with other agencies providing comparable service, the demand for their service will vary accordingly.

Consistent with the principle outlined in this policy, general admission fees should not be so high as to prohibit the participation of the majority of the public, but not so low as to ignore the obligation of the user to pay for service and minimize the cost to the taxpayer.

In consideration of the above, and within the principles and rational of the Fees and Charges policy, the following General Admission pricing policy will apply.

### *User Classifications:*

Adult	-	People 19 years of age or older
Senior Citizens	-	People 60 years of age or older
Children	-	Boy and Girls 5 to 12 years of age
Students	-	Youth between 13 and 18 years of age
Pre-school	-	Less than 5 years of age

Family -- Parent(s) or guardian(s) with dependent children aged 18 or under.

\*Family rate pays for one or both parents/guardians plus up to four (4) children, whether related or not, or all the children in the same family even if there are more than four.

General Admission Programs will include but not necessarily be limited to: swimming, aerobics and recreational sports. A base rate for all General Admission Programs which will be equal to the adult admission rate and will be determined by:

- a) a market analysis of comparable services in the CVRD and
- b) consideration of inflationary costs providing the service.

### *Degree of Subsidy:*

The fee structure as a percentage of the base rate for the respective user classification will be as follows:

0%      Adult

05 - 1810 - E



25%	Seniors	→
50%	Children	
25%	Students	
100%	Pre-school Families	
		The rate equal to 2 adults

Strip or multiple admission tickets may be available for up to 20% off applicable single rates for multiple admissions.

Other passes may be developed where appropriate to facilitate long term use. e.g. three to twelve month passes may be available at 24 and 75 times their respective single admission rates.

The Director of Parks, Recreation and Culture will have the authority to waive or reduce set fees for programs and services not identified in the Fees and Charges scheduled to provide for unusual, promotional and /or experimental purposes.

#### C. FACILITY RENTALS

##### *Principles:*

Fees for facilities run by the Department will be consistent with the rational and principles described in this policy and with specific consideration given to:

- CVRD market rate for facility services of same or similar nature.
- Users contribution to the voluntary provision of recreation opportunities for the Ladysmith community.
- Users ability to pay
- The encouragement of responsible and efficient use of facilities.
- Maximize revenue potential to recover maintenance, capital and labour costs and minimize financial burden to the taxpayer.
- Ensure fee equity to facilities of same or similar size and quality.

The base rate for all facility rentals will be established and be consistent with the rate of same or comparable facilities in the CVRD market. Variations of the base rate in consideration of the aforementioned principles will be designated to various categories of use. The categories are as follows:

##### *User Categories:*

- 1.) Official Town functions and special status groups/events sanctioned by the Town of Ladysmith.
- 2.) Registered non-profit volunteer groups that use facilities for the provision of leisure oriented activities that are open to all citizens or the neighbourhood and/or community.
- 3.) Private, educational, religious, labour, government, political and social service agencies, social/sports clubs, groups, and/or individuals.
- 4.) Commercial / Business

*Degree of Subsidy:*

Facility subsidy will increase with the degree to which the user group generally supports and/or contributes to the Municipality's mandate of providing public leisure services and are as follows (figures shown reflect percentage subsidy of regular rate):

Users		Percentage of Subsidy
1	Town	100
2	Registered non-profit volunteer community leisure groups/service clubs	50
3	Private, Religious, Political, Government	0
4	Commercial/Business	(20)

The above subsidies apply to the rental fees only of general purpose program spaces within the Department's Community Recreation Facilities. Additional direct costs such as materials, custodial services, etc., will be born 100% by the renter. The subsidies do not apply to major specialized facilities such as the pools. Subsidies for those facilities may be considered on an individual basis and in the context of the CVRD market and the principles provided in this policy. Reductions in fees may be made for groups and low priority times to facilitate maximum use of facilities in conjunction with other section managers.

*Requests for Waiving of Fees:*

The Department cannot waive fees but it can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives will be addressed to the Director of Parks, Recreation & Culture and forwarded to the Parks and Recreation Commission for their consideration.

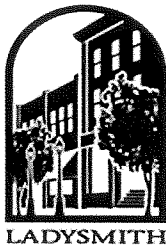
Council will not waive the fee but will provide a grant to the group to cover all, or a portion of the fee.

The following items should be considered in recommending whether Council provides a grant:

- a) Parks, Recreation & Culture Dept. recommendation
- b) grants will be limited to fund raising events
- c) grants will only be considered for Ladysmith based non-profit organizations.
- d) only one grant per organization will be considered in one calendar year and
- e) rating form.

NOTE\* Volunteer non-profit groups will be provided space at no charge for public service functions such as registrations, equipment swaps, etc. Each group would be limited to three per year and provided only on availability of the facility.

Reviewed at a Previous Meeting



Town of Ladysmith  
**COMMITTEE REPORT**

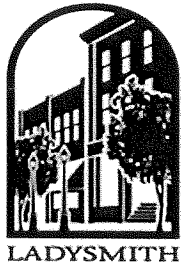
To: Mayor and Council  
From: Councillor Steve Arnett  
Chair, Municipal Services Committee  
Date: June 17, 2015  
File No:

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**Re: MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS**

At its June 15, 2015 meeting, the Municipal Services Committee recommended that Council:

1. Approve the request from the Ladysmith Golf Club to extend the current maintenance agreement with the Town of Ladysmith for the provision of maintenance services for the Ladysmith Golf Club with no associated fees for a further two-year period and authorize the Mayor and Corporate Officer to sign the renewal agreement.



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: June 23, 2015  
File No:

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**Re: Bar Watch Program**

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

That Council:

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

#### **PURPOSE:**

The purpose of this staff report is to provide Council with information regarding the Bar Watch Program as requested at the April 20, 2015 Council meeting.

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

Council will recall that at the meeting held on April 20, 2015 the following resolutions were adopted regarding the proposed Bar Watch Program:

1. *That Council request that staff seek advice from legal counsel regarding options for restricting the wearing of Outlaw Motorcycle Gang colours in licenced establishments and at community events such as Ladysmith Days and Remembrance Day.*
2. *That Council direct staff to investigate actions by other communities, including Campbell River, to control the presence of Outlaw Motorcycle Gangs in local licensed establishments through wording and protocols in liquor licences.*
3. *That Council direct staff to investigate whether any of the communities who have implemented the Bar Watch program assisted any licenced establishments to join the program.*

Staff has been advised by the Town's solicitor that prohibiting the wearing of gang colours in a licensed establishment is an infringement of basic human rights and is therefore not recommended for inclusion in the Bar Watch Program documentation. As Council is aware, such restrictions have been imposed in a licensed establishment in Campbell River. Staff discussed this issue with the Victoria Liquor Inspector who confirmed that there are a few liquor licenses in the Province that prohibit the wearing of gang colours (notably one in Victoria, two in Nanaimo, a few in Kelowna, one in Campbell River). The Liquor Licensing Branch (LLB) will only consider recommending imposing such restrictions if presented with compelling evidence by the local RCMP in support of such restrictions. The LLB does not impose these restrictions lightly and such a stipulation in the license must be approved by the Assistant Deputy Minister. The Liquor Inspector is not currently aware of any issues in Ladysmith to warrant restricting wearing gang colours in any establishment and as such is not optimistic that including restrictions related to OMG's (Organized Motorcycle Gangs) will be approved in any Ladysmith establishments. The following is an excerpt from a current liquor license which addresses this matter:

### **Gang Affiliations**

- a) *Licensee must ensure that no patron or employee will be allowed entry into the establishment at any time with any apparel or jewellery of any kind with gang affiliated identification.*
- b) *Where any person (employee or patron or entertainer) who removes a garment inside the establishment that reveals any gang affiliated identification or support for any gang or gang activities – including tattoos and all types of apparel – that person will be required to leave immediately.*

Staff has discussed this matter with the Ladysmith RCMP Staff Sergeant who supports proceeding with the implementation of the Bar Watch Program, which is modelled after the Nanaimo program, as presented, and not pursue prohibiting wearing gang colours in licensed establishments at this time.

In response to resolution no. 3 noted on page 1 of this report, of the three communities contacted regarding the Bar Watch Program, none provide financial assistance to liquor primary establishments for the acquisition or installation of the required closed circuit video equipment.

The staff recommendations outlined on page 1 of this report were presented to Council at the February 2, 2015 meeting for Council's consideration. Staff request Council's consideration of these recommendations at this time in order to proceed with the Bar Watch Program.

### **SCOPE OF WORK:**

The scope of work is outlined in the recommendations noted on page 1 of this staff report. Once the Bar Watch Program is approved by Council the RCMP will administer the Program as appropriate.

### **ALTERNATIVES:**

Council could proceed with the implementation of the Bar Watch Program and Business License Bylaw amendments or refer the matter back to staff for further review.

#### FINANCIAL IMPLICATIONS:

There are no financial implications associated with the Bar Watch Program identified at this time.

#### LEGAL IMPLICATIONS:

The proposed Good Neighbour Agreement and amendment to the Business License Bylaw have been reviewed by the Town's solicitor.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The proposed Ladysmith Bar Watch Program will address public safety concerns associated with local liquor-primary establishments and will assist with decreasing the occurrence of illegal activity in the Town.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Implementation of the Bar Watch Program involves Bylaw Enforcement and Corporate Services, as well as the Ladysmith RCMP Detachment.

#### RESOURCE IMPLICATIONS:

No additional resources are required at this time.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative aligns with Sustainability Goal No. 8, Create healthy communities and individuals, and Pillar of Sustainability No. 7, Healthy Community.

#### ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Strategic Direction F, A Safe and Healthy Community.

#### SUMMARY:

It may be possible to address the issue of patrons wearing gang related "colours" in liquor-primary establishments through the liquor licensing process. However, both staff and the Ladysmith RCMP recommend that Council proceed with the implementation of the Bar Watch Program as presented and, if required, address the wearing of gang colours issue at a later date.

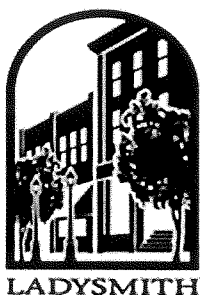
I concur with the recommendation.



Ruth Malli, City Manager

#### ATTACHMENTS:

Good Neighbour Agreement



## GOOD NEIGHBOUR AGREEMENT

**WHEREAS** the Town of Ladysmith ("the Town"), the RCMP Ladysmith Detachment ("the RCMP") and the Owners of \_\_\_\_\_ ("the Licensed Establishment") (collectively "the Parties") recognize that liquor licensed establishments have a civic responsibility, beyond the requirements of the Liquor Control and Licensing Act, to control the conduct of their patrons; and

**WHEREAS** the Licensed Establishment wishes to demonstrate to the citizens of Ladysmith its desire to be a responsible corporate citizen; and

**WHEREAS** the Parties wish to promote Ladysmith as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

**NOW THEREFORE** the Licensed Establishment agrees with the Town and the RCMP to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

### Noise and Disorder

1. The Licensed Establishment shall undertake to ensure that noise emissions from the Establishment do not disturb surrounding residential developments, businesses and neighbourhoods, as provided by the Town of Ladysmith Noise Bylaw.
2. The Licensed Establishment shall undertake to monitor and promote the orderly conduct of patrons immediately outside of the Establishment, particularly those congregating outside during open hours as well as at closing time, and to discourage patrons from engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.
  - 2.1 In cases where the presence of employees does not facilitate the orderly conduct of patrons, staff shall contact the RCMP to request assistance in dealing with any persons or crowds.

### Criminal Activity

3. The Licensed Establishment shall not tolerate any criminal activity within the Establishment.



- 3.1 The Establishment shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises.

### **Minors**

4. The Licensed Establishment shall not allow any person under the age of 19 into the Establishment.
  - 4.1 The Establishment shall check two pieces of identification for any person who appears to be under the age of 25; one piece must be picture identification and may be a driver's licence, a government identification card or a passport.

### **Sale and Consumption of Alcohol**

5. While it is recognized that there may be occasional price reductions or promotions for specific alcoholic beverages, the Licensed Establishment shall offer no deep discounts (i.e., "cheap drinks") or across-the-board discounts.
  - 5.1 When offering price reductions and promotions, the Establishment shall be particularly mindful of its legal and moral obligation to refuse service to persons who may, based on appearance or amount of alcohol consumed, be intoxicated.
6. The Licensed Establishment shall not allow patrons to carry or consume open beverages in areas that are not licensed for such purposes, including areas outside of the Establishment.

### **Entertainment**

7. Stripping and exotic dancing shall only be permitted as forms of entertainment in the Licensed Establishment if the Establishment's zoning allows for such forms.
8. If stripping and exotic dancing are permitted, as per the Establishment's zoning, the Establishment shall ensure that advertisements are not offensive to the community.

### **On-Duty Employees**

9. Each on-duty employee of the Licensed Establishment shall wear a clearly visible nameplate showing his or her first name and/or employee number.
10. The Licensed Establishment shall maintain a work schedule showing each on-duty employee and shall make the work schedule available to the RCMP, upon request.

### **Cleanliness**

11. The Licensed Establishment shall assign staff to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage, broken glass or other foreign objects associated with the Establishment left within the general area of the Establishment.

12. The Licensed Establishment shall undertake to remove, as soon as is practicable, any graffiti from the building's exterior.
13. The Licensed Establishment agrees to work with the Town and its departments, including the RCMP, to resolve any concerns that arise with respect to the operation of the Establishment.
  - 13.1 The Licensed Establishment agrees to attend a formal meeting, as required, with the Town and the RCMP to discuss issues and concerns.
14. The Licensed Establishment shall demonstrate complete support for the RCMP and its members.
  - 14.1 When incidents occur which require RCMP involvement, all staff of the Licensed Establishment shall cooperate fully with RCMP members, and shall not impede or obstruct members in performing their duties.
15. The Licensed Establishment shall participate as an active member in the local Hospitality Industry Liquor Licensing Advisory Committee (HILLAC).
16. If the Licensed Establishment is a nightclub located within the downtown core, the Establishment will be strongly encouraged to participate in the Ladysmith Bar Watch Program.
17. The Licensed Establishment shall support programs which aim to eliminate occurrences of drinking and driving.
  - 17.1 A free telephone shall be available to patrons for the purpose of contacting a taxi or arranging other transportation from the Establishment.
  - 17.2 Non-alcoholic beverages shall be provided at prices which are below those set for alcoholic beverages.

#### **Amendment and Transferability**

18. Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties.

#### **Enforcement**

19. Any failure on the part of the Licensed Establishment to comply with the terms outlined herein will result in the following:
  - 19.1 The Town will attempt to resolve the matter by requesting a meeting with the licensee.
  - 19.2 If the matter is not satisfactorily resolved during a meeting, the Town will provide a written warning. The letter will clarify what action is needed in order for the

licensee to comply with the terms of the agreement. The letter will also specify how much time will be provided for the licensee to comply. The length of time will depend on the nature of the infraction.

19.3 Continued non-compliance may be brought to the attention of Town Council, which may in turn require the owners of the Establishment to attend a "show cause" hearing related to the possible suspension of their Business Licence.

19.4 It should be noted that a "show cause" hearing would only be used when all other reasonable attempts to gain compliance have failed.

20. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the Town's rights and authorities in the exercise of its functions pursuant to the Community Charter and Local Government Act, as amended, and the rights and powers of the Town and the RCMP under provincial and federal statutes and regulations, and Town bylaws.

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in  
Ladysmith, British Columbia.

\_\_\_\_\_  
[name of Principal]

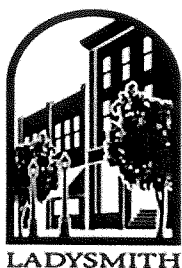
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
[signature of Principal]

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
[name of Licensed Establishment]

\_\_\_\_\_  
[rank and name of Officer in Charge]  
Ladysmith Detachment, RCMP



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

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation and Culture  
Date: June 22, 2015  
File No:

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**Re: CANADA 150 CELEBRATION**

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**RECOMMENDATION(S):**

That Council:

1. Direct staff to submit an application for funding through the Canada 150 Fund to support a community event to celebrate Canada's 150<sup>th</sup> anniversary of confederation (sesquicentennial) on Canada Day in 2017; and
2. Approve the establishment of a committee consisting of members of the Ladysmith community to assist with planning and community engagement for a sesquicentennial celebration event during the next two years;

**PURPOSE:**

The purpose of this staff report is to seek Council's support for a Ladysmith celebration as part of a nation-wide celebration of Canada's 150<sup>th</sup> anniversary of Confederation at the community level, and to encourage community involvement in the event.

**INTRODUCTION/BACKGROUND:**

Heritage Canada has established the "Canada 150 Fund" to create opportunities for Canadians to participate in activities celebrating the 150<sup>th</sup> anniversary of confederation and to contribute to building a heightened sense of pride in Canada.

The overarching theme of this event is "Strong.Proud.Free.", and community projects are encouraged to reflect this theme, to recognize exceptional people, places, achievements, and events, and to encourage citizens to give back to their communities in ways that leave a legacy for the future.

**SCOPE OF WORK:**

Staff will plan and implement this project in collaboration with a community-based committee consisting of diverse participants from a cross-section of community organizations.

**ALTERNATIVES:**

Council may choose not to apply for the grant, or not to host a local sesquicentennial event and maintain the usual "Celebrate Canada Day" event.

**FINANCIAL IMPLICATIONS:**

The next funding intake for the Canada 150 Celebration program is scheduled to begin in late 2015. At this point, the specific grant funding requirements are not known. However, past grant funds for similar community celebrations have been used to offset the costs of the event such as hiring musicians, paying for equipment, and supplies.

**LEGAL IMPLICATIONS:**

Not Applicable

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Ladysmith Canada 150 event would be enjoyed by Ladysmith citizens and visitors alike; the creation of a community committee to assist in the planning will assist in developing community engagement and support for this and future events.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Public Works staff and other Town of Ladysmith departments would be invited to participate in this project.

**RESOURCE IMPLICATIONS:**

Staff time is committed to supporting planning and hosting these events. No additional resources are required.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

This event is consistent with Priority Actions # 6 "Culture and Identity – support and promote Ladysmith's arts and cultural events and facilities", and # 8 "Economic Development – increase tourist visits and spending".

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This event is consistent with Strategic Directions A, "Wise Financial Management" and F, "A Safe and Healthy Community".

**SUMMARY:**

It is recommended that Council give approval in principle to hosting a Canada 150 event in Ladysmith, support the establishment of a planning committee, and approve application for a grant through the federal government's Canada 150 Fund.

I concur with the recommendation.

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

**ATTACHMENT:**

"Canada 150" information sheet



Canadian  
Heritage

Patrimoine  
canadien

Canada



## ***Canada 150 Fund - backgrounder***

Canada's 150<sup>th</sup> anniversary of Confederation in 2017 is a pivotal milestone for our country that allows us to connect with our past, celebrate who we are, honour our exceptional achievements, and build a legacy for tomorrow.

The principal theme for Canada 150 is **Strong, Proud, and Free** – three words that define and characterize Canada.

The Department of Canadian Heritage is the lead department for the celebrations of Canada 150 and has created the *Canada 150 Fund*; a funding initiative that aims to promote Canadian values, culture and history, generate national pride and bring citizens together to celebrate Canada 150.

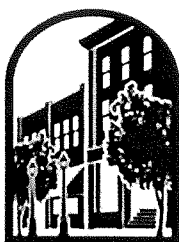
Funding is available for projects that support the objectives below. The goal of the *Canada 150 Fund* is to create opportunities for Canadians to participate in activities that contribute to building a sense of pride and attachment to Canada. *The Canada 150 Fund* will support activities that:

- Encourage participants to give back to Canada through gifts of time and energy, in ways that leave a legacy for the future;
- Provide Canadians with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people and what it means to be Canadian; and
- Recognize and promote exceptional Canadian people, places, achievements and events that continue to shape our country.

Eligible funding applicants under the *Canada 150 Fund* include Canadian municipal governments and their institutions. Organizations can apply either individually or as partners in a joint project. In the case of partnerships, one organization must assume the lead role and responsibility for the project.

While the *Canada 150 Fund* can support up to 100% of eligible expenses, applicants are strongly encouraged to secure other cash or in-kind sources of funding. The level of cash or in-kind support from other sources will be taken into consideration during the assessment process.

All funding recipients are required to submit a Final Activity Report once their project is complete.



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: June 25, 2015  
File No:

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**Re: FINANCING THE PURCHASE OF THE LDCU PROPERTIES**

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

That Council:

1. Enter into a loan agreement with the Municipal Finance Authority for an amount up to \$920,000 for a maximum period of 5 years, ending in July 2020, to purchase the properties located at 721 First Avenue, 12 Buller Street, 20 Buller Street, and 26 Buller Street, Ladysmith, as authorised by section 175 of the *Community Charter*;
2. Acknowledge that, in accordance with section 175 of the *Community Charter*, the term of this loan may not be extended without the approval of the electors; and
3. Amend the Financial Plan accordingly.

#### **PURPOSE:**

To seek Council approval to obtain funding to purchase the above-noted properties from the Ladysmith and District Credit Union.

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

The properties located at 721 First Avenue, 12, 20 and 26 Buller Street have been discussed as a possible location for a new City Hall for a number of years. Council has a desire for a city hall in the downtown core and the previous Council directed staff to obtain a right of first refusal on the properties from the Ladysmith and District Credit Union. Council also directed staff to investigate the potential of a partnership with the Vancouver Island Regional Library at the same location. In March 2015, staff were directed to revisit acquisition of the properties, obtain up-to-date appraisals and analyze funding options. In May 2015, Council directed staff to negotiate the purchase of the properties.

The lots are assessed (BC Assessment) and appraised (independent appraisals) at the following rates:

	Assessed	Appraised
20 Buller Street	311,400	210,000
12 Buller Street	202,400	190,000
26 Buller Street	270,300	170,000
721 First Avenue	289,000	310,000
<b>Total</b>	<b>\$ 1,073,100</b>	<b>\$ 880,000</b>

The final negotiated price was \$920,000.

The Town must borrow funds to purchase the properties. The Town initially discussed financing through a mortgage, although only 75% of the appraised value could be financed.



There was also a penalty built into the rate for an early payment option. The Town intends to partially fund the purchase of these properties with proceeds from the sale (currently pending) of another Town-owned property, making a flexible, non-penalty financing rate necessary.

Staff consulted the Municipal Finance Authority (MFA) to determine the feasibility of financing the purchase. A favourable rate was offered for a larger amount, with no penalty for early payment and the title of the property would remain with the Town (i.e., it is not a mortgage). Staff have received "approval in principle" from the MFA for up to \$920,000 of borrowing over 5 years at 1.49%. This is variable, short-term funding based on the Bank of Canada rate. If the Bank of Canada rate increases, the Town would be required to pay more interest. All indications are that Bank of Canada rate will not increase the overnight rate until at least the second quarter of 2016.

Normally, borrowing beyond 5 years requires the approval of the electorate; borrowing for less than 5 years does not require approval. Ladysmith currently has 4 active loans and 1 pending loan (Waste Water Treatment Plant) that require principal and interest payments. Two of these loans (First Avenue and Sewer Capital) will complete by the end of 2015. The Town also has additional obligations (leases) for fire vehicles, office equipment and exercise equipment. The total estimated amount of active debt servicing is \$1.17 million. Based on the Town's 2013 financial information (the latest that is permitted to be used at this time) per the *Municipal Liabilities Regulation*, the total amount of liability servicing cannot exceed \$2.854 million.

The two debts retiring at the end of 2015 will release approximately \$175,000 in borrowing capacity. It should be noted that these debts were mainly funded by the sewer fund and development cost charges, leaving virtually no impact on taxes when the debt retires.

The purchase of these properties would require repayment within five years, making the annual debt servicing costs approximately \$195,000 per year if the full purchase price is borrowed. As other listed and Town owned properties sell, this figure would be reduced, but it represents a municipal tax increase of more than 3 per cent if properties do not sell.

Debt servicing for the new properties will increase the total liability servicing to nearly \$1.37 million for fiscal year 2015. There is a pending borrowing for \$10 million for the Water Filtration Plant Project on the horizon which will increase the annual debt servicing by approximately \$600,000 per year. The Water Parcel Tax has been increasing each year in anticipation of the additional expense.

The properties on Buller Street and First Avenue are being purchased for the eventual construction of a new City Hall with the potential for co-location of a library. Building construction is estimated at \$3.6 million, parking and site construction of \$1.7 million, other construction costs increase the total estimated completed cost to \$7.5 m in 2014 dollars. Council has directed funds to be set aside in anticipation of the construction, but borrowing will still be required. In addition to the capital projects described above, additional borrowing is anticipated for the Fire Hall upgrade and a new fire truck. Council is advised that the borrowing capacity of the Town could be reached. In the event of a major unanticipated incident, borrowing may be required and funding could be limited.

#### SCOPE OF WORK:

Upon Council's approval of the financing with MFA, Staff will forward the appropriate paperwork to MFA for acceptance.

#### ALTERNATIVES:

Council could work with the LDCU to secure financing at a different rate through a mortgage-type lending.

Council could choose to use reserves to fund the purchase which would limit the cash-flow for other projects and operations.

Council could choose not to secure funding and in essence forfeit the purchase.

#### FINANCIAL IMPLICATIONS:

There will be a required tax increase to pay for the cost of borrowing.

#### LEGAL IMPLICATIONS:

Negotiations for the purchase of the property have concluded pending the removal of the subjects (such as financing).

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The current immediate decision is for purchasing the property in the downtown core. Planning for construction and financing of a new City Hall and possible library partnership will take place over the coming years, with public input during that time.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services and Finance will work together on the financing contract.

#### RESOURCE IMPLICATIONS:

The eventual construction and relocation of a new building will have resource implications.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns with vibrant downtown.

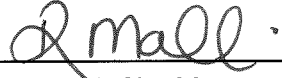
#### ALIGNMENT WITH STRATEGIC PRIORITIES:

The purchase of land to eventually build a new City Hall supports Strategy 'G' – Supportive Corporate Governance. Financing the purchase through MFA supports Strategy 'A' – Wise Financial Management.

SUMMARY:

Council's approval is required to enter into an agreement with the Municipal Finance Authority to fund the purchase of the properties located at 12, 20 and 26 Buller Street and 721 First Avenue for the purchase price of \$920,000. This agreement would qualify for this form of financing under section 175 of the *Community Charter*.

I concur with the recommendation.

  
Ruth Malli, City Manager

## TOWN OF LADYSMITH

### BYLAW NO. 1870

A bylaw to amend "Town of Ladysmith Business License Bylaw No. 1513, 2003"

**WHEREAS** the Local Government Act empowers Council to require an owner or operator of a business to hold a valid and subsisting license for the business, to fix and impose license fees for businesses and to provide for the collection of license fees and the granting, issuance and transfer of licenses;

**AND WHEREAS** a Council may, from time to time, amend such a bylaw as deemed appropriate;

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

1. Add the following new Section 11 to Bylaw No. 1513:

#### **11. Liquor Licenced Establishments**

11.1 Despite section 7.1, in the case of a business licence for a business licensed under the *Liquor Control and Licensing Act* (British Columbia), the business licence shall be considered by Council under this section prior to issuance.

11.2 Council is hereby authorized to impose such terms and conditions as it considers reasonable on a licence under this Bylaw for a business licenced under the *Liquor Control and Licensing Act* (British Columbia), in the nature of:

- (a) controlling patron behaviour both inside and outside a licenced establishment, including but not limited to one or more of the following:
  - (i) maintaining orderly entrance and dispersal of patrons,
  - (ii) suppression of noise,
  - (iii) discouraging vandalism,
  - (iv) discouraging unlawful activities, and
  - (v) suppression of other nuisance behaviour.
- (b) safety and security of patrons and the public both inside and outside the licenced establishment, including one or more of the following:
  - (i) patron screening and door control,
  - (ii) provision of security staff and monitoring conduct of patrons,
  - (iii) installation and operation of closed circuit video cameras at all entrances and exits of the licenced establishment,
  - (iv) full cooperation with the R.C.M.P. and Town Staff in the performance of their duties and in resolving concerns related to the establishment that may arise,
  - (v) the wearing of identification nameplates by on-duty staff,
  - (vi) maintaining a list showing the full identification of on-duty staff and making the list available to the R.C.M.P. and Town Staff upon request.
- (c) responsible serving of alcoholic beverages including one or more of the following:
  - (i) over-service of patrons,
  - (ii) patron capacity,
  - (iii) price reductions and promotions,
  - (iv) free telephone available for making transportation arrangements,
  - (v) Designated Driver Program, including the sale of non-alcoholic beverages at prices which are below those set for alcoholic beverages.

(d) condition of premises and nearby surrounding area including but not limited to:

- (i) exterior condition and appearance of premises,
- (ii) inspection and cleanup of litter.

2. Renumber Section 11 to Section 12, Section 12 to Section 13, Section 13 to Section 14, and Section 14 to Section 15.

**CITATION**

3. This bylaw shall be cited for all purposes as "Town of Ladysmith Business License Bylaw No. 1513, 2003, Amendment Bylaw 2015, No. 1870".

**READ A FIRST TIME**      on the                      day of                      ,

**READ A SECOND TIME**      on the                      day of                      ,

**READ A THIRD TIME**      on the                      day of                      ,

**ADOPTED**                      on the                      day of                      ,

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

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

RECEIVED

JUN 12 2015

From: **Jane Ivens** <[foxandhoundsbc@gmail.com](mailto:foxandhoundsbc@gmail.com)>

Date: Tue, Apr 14, 2015 at 3:37 PM

Subject: BRITISH TELEPHONE BOX/FOX & HOUNDS

To: [info@ladysmith.ca](mailto:info@ladysmith.ca)

To the Mayor and Council

We are writing to seek permission for our heritage British Telephone Box to be placed on the sidewalk outside the current Fox & Hounds location at 11 High Street, Ladysmith. We have approached Tom from the Building Works and he has advised us to the best positioning for the Box. It is approximately 3 feet square and stands around 7 feet high. It is the traditional red colour seen on the streets of London. It is manufactured of cast iron and is extremely heavy. We would propose to seat it on a levelled concrete base. The Box would be padlocked at all times but it would be possible to gain entry if necessary by asking for a key from a member of staff inside the Fox & Hounds.

The Box was previously located at 247 Milton Street and was often used for prom and graduation photos, wedding photos, etc by the general public. It was a great landmark for the building.

We feel that the addition of the Box on High Street would be welcomed locals and tourists and it really does fit into the Heritage style of the town.

I am attaching some photographs of the positioning. The snow plough is still able to get through easily and pedestrians have full access around the base of the Box.

Photographs of the Box can be seen easily online. Perhaps you could give this your earliest consideration.

Many thanks

Jane and Trevor Ivens





RE- 606 Darrell Rd.

June 12, 2015

To Mayor Stone and Council,

Aside from losing all the beautiful trees in the property behind us, the ground will be losing all the tree roots that hold the rain from cascading down the ravine.

There would be potential for a mud slide, which could be troublesome if it landed on the Island Way.

And what happens to unstable earth fill if we have an earthquake.

Our concern is that if neighbouring homes and/or property is damaged due to the felling of trees or blasting, that there will not be a bond in place to cover costs.

We feel it's imperative to protect neighbouring property from any damage that may occur.

We would like to see a bond in place in case of damage to neighbours existing homes and property.

Sincerely,

Harvey & Jack Morrice

Ladysmith, B.C.

Jackmorrice@telus.net

RECEIVED

JUN 12 2015

JUN 12 2015

Sent via e-mail to Clayton Postings  
Friday, June 19, 2015

Clayton;

Please find below our letter of intent in respect to the aforementioned project:

**Project Overview**

Creation of a newly aligned single track trail (Type III\*), built to Whistler Trail Standards, from the end of the newly built Holland Creek Trail Bridge heading in a southerly direction to the Holland Creek Loop / Heart Lake Loop trail sign location.

*\*refer to attachment page 7*

**Project Purpose**

To create an improved recreational trail experience for walkers, hikers and bikers in this greenspace, without interrupting the current double track (Type I\*) access for town equipment. As well, using the project as an opportunity for Trail Adoption to occur, thereby increasing community engagement and the opportunity for increased capacity building with respect to our community through recreational trail building and learning activities.

*\*refer to attachment page 6*

**Project Timeline**

Upon approval of our letter of intent, the Ladysmith Trail Alliance will complete a survey of the area to provide detailed placement of the trail and features within the current greenspace in relation to erosion, sensitive plants and trees and watershed (anticipated End of June to Mid-July) and report back to the appropriate stakeholders (liaised through yourself) in regards to a detailed plan for construction. It is anticipated that the ideal construction time of this project would be in late fall (subject to weather) so that all design criteria related to the specific trail placement (especially erosion/watershed related) can be appropriately considered.

**Project Opportunities**

It is anticipated that the project construction practices will result in minimal disruption to the current greenspace and more so result in a significant improvement to the flow of the current Holland Creek Trail Loop. As well, an opportunity will exist for updating the trail network (en route) signage and landmark (trailhead sign) signage through the addition and updating of mapping information for the recreational trail users.

Community volunteers from the Ladysmith Trail Alliance look forward to working with the community and your team on this project and many future projects moving forward.

Sincerely;  
Jim Allair



# WHISTLER

TRAIL STANDARDS

ENVIRONMENTAL AND TECHNICAL TRAIL FEATURES



4325 BLACKCOMB WAY, WHISTLER BC CANADA V0N 1B4  
TELEPHONE (604) 932-5535 FACSIMILE (604) 935-8109

[www.whistler.com/rmow](http://www.whistler.com/rmow)

RESORT MUNICIPALITY OF WHISTLER | FIRST EDITION

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## AUTHOR'S NOTES

As planners, we must not lose sight of the fact that guests are here to have a good time, avoid injury and not get lost.

The evolution of mountain bike trails, recreational equipment, and environmental issues require that this document be amendable.

Thanks to North Shore Mountain Bike Association (NSMBA) and the Whistler Off-Road Cycling Association (WORCA) for reviewing the document and providing feedback. Also thanks to Channa Pelipola, Ken Neave and Jim Richardson for their feedback and insight. Special thanks to Keith Bennett for his feedback, insight and proactive approach to mountain biking.

Cover photos were provided by Bonnie Makarewicz Photography and David Diplock, Director of the North Shore Mountain Bike Association. Trail Type drawings by Jensen Resort Planning.

Andrew DeBoer  
Whistler Cycling Committee  
Summer 2003



DAVID DIPLOCK PHOTO

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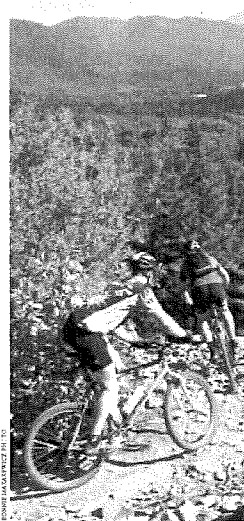
DAVID SPENCE PHOTO

## INTRODUCTION

Whistler, British Columbia has been recognized as a premier destination resort for mountain biking. For the most part, this can be credited to the Whistler Mountain Bike Park and a network of valley and offroad trails that provide a recreational and commuter experience for a wide range of residents and visitors. To sustain this experience, the Resort Municipality of Whistler (RMOW) proposes to review, sign, maintain and manage this network of trails throughout the Whistler Valley. This document is not a "how-to" on building or maintaining trails; rather it is the standard by which the trails will be managed within the Whistler Valley.

The Resort Municipality of Whistler's Trail Standards, Environmental and Technical Trail Features was drafted in support of two initiatives identified by Volume One of Whistler 2002: Charting a Course for the Future. The first and foremost initiative described under the priority of Moving Toward Environmental Sustainability, states "We've established a trail hierarchy and environmental standards to ensure the type of trail and its maintenance is appropriate to the setting." A land use compatibility matrix was developed to address this objective. The matrix outlines the Trail Type and Trail Difficulty Level acceptable in distinct land-use classes. As well, environmental guidelines were established to minimize the placement of trails in sensitive environments. The second initiative described under the priority of Enhancing the Whistler Experience states "Whistler is one of the top bike towns in North America, with world-class trails..." Whistler's trails must continue to provide exciting experiences for all levels of riders from families to advanced riders. Attention to providing a challenging experience, maintenance, a seamless network and an easy-to-use trail system will help position Whistler as one of the top bike towns in North America.

Appropriate management of our on- and off-road trail network is intended to elevate Whistler's status as a cycling destination with minimal environmental impact.



DAVID SPENCE PHOTO

## TRAILS AND LAND USE

This section is a macroscopic view of the trails, the environment and where trails may be placed. This section outlines the levels of land protection, trail type descriptions and trail difficulty levels. These three classifications interact together as defined by a compatibility matrix.

### LAND USE DIRECTIONS

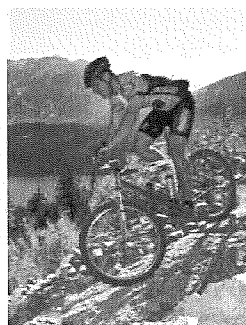
Whistler's environmental values and principles direct us to address land use as an important environmental consideration. Whistler's principle of an ecosystem-based approach advises us to mesh our human purposes with the larger patterns and flows of the natural world, and to study these to inform and guide our activities on the land.

From the draft Whistler Environmental Strategy, six land use directions are defined for the Whistler Valley. Each land use direction has a different level of environmental protection. For the purpose of this document, the LRUP and PAN 3 are given the same level of conservation.

**DEVELOPED AREAS** – This land use designation includes industrial, commercial and residential areas.

**RECREATIONAL GREENWAYS** – An important means for creating linkages between the built and natural environments, and between the needs of human communities and natural ecological systems. Incorporating opportunities for both recreational activities and the maintenance of natural features and wildlife habitat, Recreational Greenways are a vital part of environmentally responsible land use planning.<sup>1</sup>

**LRUP** – The Local Resource Use Plan was developed in response to public concerns over logging effects on the visual quality of landscapes and the recreation uses of the land in and near the RMOW. It was a joint effort from the Ministry of Forests, Squamish Forest District, and the RMOW. The LRUP boundaries extend from Brandywine Falls in the south to Cougar Mountain in the north. LRUP land contains rare and unique species or unique habitat features not found in other ecosystems and are therefore important to protect.<sup>2</sup>



<sup>1</sup>The Whistler Environmental Strategy, Discussion Paper, September 21, 1999, Executive Summary, Page 2.  
<sup>2</sup>Id., Section 6.2, Page 35.  
<sup>3</sup>Forest Recreation Plan, Whistler Local Resource Use Plan, June, 1991, Page 1.  
<sup>4</sup>The Whistler Environmental Strategy, Section 4.6, Page 23.

**PAN PROTECTED AREA NETWORK** – Divided into the following three subcategories of protection.<sup>3</sup>

**PAN 3 – RESERVE LANDS** Large tracts of relatively natural land, which could be subject to recreational or other development provided an Environmental Impact Assessment is done. PAN 3 protection is generally used for second growth forests and other natural areas not included in PAN 1 and 2. In cases of development, key ecological components of reserve lands may be subject to PAN 1 or 2 protection after development. Most trail types are acceptable with the exception of paved Type 1 trails.

**PAN 2 – SPECIAL MANAGEMENT ZONES** Well protected and allow some low-impact human activities or development (creation of trails). Priorities for PAN 2 protection include significant streams and riparian areas, significant old growth forests and wildlife corridors. Only low impact trails such as Trail Type III, IV or V are acceptable to be built in PAN 2 areas.

**PAN 1 – KEY PROTECTED AREAS** Preserved to protect unique and sensitive ecosystems from any human development or use, with the possible exception in individual cases of very low-impact nature trails, boardwalks or wildlife viewing platforms for the specific purpose of habitat protection. Priorities for PAN 1 protection include streams, wetlands, riparian areas, old growth forests, key wildlife corridors and unique or threatened habitat types. No cycling trails are to be built in these areas.

## COMPATIBILITY MATRIX

The Whistler Valley effectively has five land use directions. These land use directions relate to the five trail types (reference to page 6-7) and the first four trail difficulty levels (reference to page 8-9) in the following compatibility matrix. The RMOW will construct new trails only in environments compatible with trails.

Mountain Bike TRAIL DIFFICULTY	LAND USE DIRECTION				
	Developed Areas	Greenways	PAN 3 include LRUP	PAN 2	PAN 1
I	✓	✓	✓	✓	✓
II	✓	✓	✓	✓	✓
III	✓	✓	✓	✓	✓
IV	✓	✓	✓	✓	✓
V	✓	✓	✓	✓	G G

✓ = Compatible   ✗ = Incompatible   G = Grandfather Clause<sup>4</sup>

TABLE 1 COMPATIBILITY MATRIX

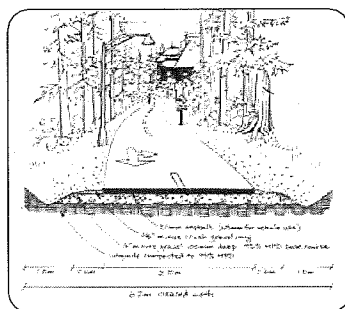
<sup>1</sup>The Whistler Environmental Strategy, Section 4.4, Page 29.

<sup>2</sup>Only hiking trails, in individual cases, on very low-impact nature trails, boardwalks or wildlife platforms for the specific purpose of habitat protection are permitted to be constructed in PAN 1.

<sup>3</sup>Refer to page 18, this document.

## TRAIL TYPES

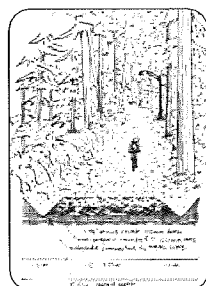
'Trail Types' are a description of non-motorized trail tread characteristics. Trail Type I has the highest amount of traffic and the most impact on the environment of the trail types. Conversely, Trail Type V has little traffic and the trail tread is minimal.



TRAIL TYPE I

### TYPE I

- plan as paved double-track trail for smooth, all-weather use to provide access to village, parks and subdivisions
- use asphalt or chip-seal coat surfacing
- clear width to tread width plus 0.6 m gravel shoulder and adequate drainage on each side
- clear height to 3.0 m
- provide 2-3 m tread width
- provide illumination for night use if appropriate
- provide interpretive and directional signs, benches, viewing areas where appropriate



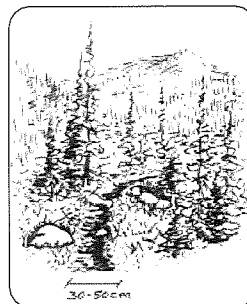
TRAIL TYPE II

### TYPE II

- plan as surfaced double-track or single-track trail
- machine built
- remove all embedded trail obstacles
- use crushed limestone with fines, well-compacted gravel, or existing old roadbeds
- clear width to 5.0 m for double-track and 1.6 m for single-track trails
- clear height to 2.4 m
- provide 2-3 m tread width for double-track trails, 1 m for single-track trails
- provide illumination for night use if appropriate

### TYPE III

- plan as unsurfaced single-track trail
- may be machine built
- clear width to 1.1-1.3 m
- clear height to 2.4 m
- provide 50-70 cm tread width on native soil



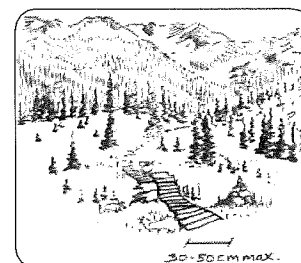
TRAIL TYPE III



TRAIL TYPE III

### TYPE IV

- plan as unsurfaced single-track trail
- clear width to 1 m
- clear height to 2.4 m
- provide 30-50 cm width tread on native soil, sometimes rough terrain



TRAIL TYPE IV

### TYPE V

- plan as low-impact nature trail or lightly used wilderness trail
- no high impact users, such as motorized vehicles or horses
- clear height to 2.4 m
- provide 30-50 cm tread maximum, avoid tread grubbing, sections of very rough terrain
- in the case of low-impact nature trails use boardwalks to traverse sensitive areas

\* Sources for these classifications are: BC Parks, BC Forest Service and RMOW P-4 Risk Management, Trail Classifications, Schedule C



## MOUNTAIN BIKE TRAIL DIFFICULTY LEVELS

The following identify all the levels of trail technical difficulty as they apply to mountain bikes, starting with easiest and moving up to expert unlimited. Included are general and detailed description of trails and Technical Trail Features (TTFs). This section quantifies what characteristics compose the trail difficulty for mountain bikes.

**NAME:** Easiest **SYMBOL:** White circle

**GENERAL**

- Fairly flat, wide and paved. Suitable for all users.<sup>3</sup>

**DETAILED**

- Maximum grade: 10%
- Preferred average grade: no more than 5%
- Maintain a minimum 2.5 m curve radius
- Usually associated with Trail Type I

**EXPECTED TECHNICAL TRAIL FEATURES**

TTFs are not appropriate for this trail level.

**NAME:** Easy **SYMBOL:** Green circle

**GENERAL**

- Gentle climbs and easily avoidable obstacles such as rocks, roots and pot-holes.<sup>4</sup>

**DETAILED**

- Maximum grade: 15%
- Maximum sustained climbing grade: 8%
- Curve radius: 2.4 m minimum
- Usually associated with Trail Type II or III

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- Small roots & logs to cross
- Embedded rocks to avoid
- Wide bridges

**DETAILED**

- Embedded trail obstacles: up to 10 cm,
- Logs and roots perpendicular to direction of travel (15°)
- Bridge minimum 90 cm wide, handrail required if height of bridge above surface exceeds 60 cm
- Rack face descents not to exceed 25%
- No drops
- No jumps

<sup>3</sup> Paul Kenner: Classic New Zealand Mountain Bike Rider, 1995  
<sup>4</sup> Paul Kenner  
<sup>5</sup> Paul Kenner

**NAME:** More Difficult **SYMBOL:** Blue Square

**GENERAL**

- Challenging riding with steep slopes and/or obstacles, possibly on a narrow trail with poor traction. Requires riding experience.

**DETAILED**

- Maximum climbing grade: 25%
- Maximum sustained climbing grade: 10%
- Maximum descent grade on non-rock surface: 35%
- Curve radius: 1.8 m minimum
- Usually associated with Trail Type III or IV

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- TTF width to height ratio of 1:2
- Small bridges (flat, wide, low and rollable from section to section)
- Smallrollable drops
- Small teeter-totters
- Small jumps
- Medium sized logs

**DETAILED**

- Embedded trail obstacles: up to 20 cm high
- Elevated bridges: less than 1.8 m (6') high above surface
  - Minimum width of flat decking is one-half the height above surface
  - For connected sections, the bisecting angle between each connected section must be large enough to allow the bicycle to complete transition without requiring any wheel lifting techniques
- Teeter-totter: maximum pivot height, less than 60 cm (2') high above the surface
  - Minimum width of flat decking is one-half the height above surface at pivot point
- Rock or ramp descents not to exceed 45%
- Drop-offs not exceeding 30 cm high with exit cleared of all obstacles
- Jumps
  - No jumps with consequences for lack of speed (for example, coffin jumps or gap jumps)
  - Table top jumps maximum height 60 cm (2')
  - Jumps maximum height 45 cm (18")

**NAME:** Most Difficult **SYMBOL:** Black Diamond

**GENERAL**

- A mixture of long steep climbs, loose trail surfaces, numerous difficult obstacles to avoid or jump over, drop-offs and sharp corners. Some sections are definitely easier to walk.<sup>5</sup>

**DETAILED**

- Maximum climbing grade: 30%
- Maximum sustained climbing grade: 15%
- Usually associated with Trail Type III, IV or V

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- TTF width to height ratio of 1:4
- Elevated bridges and teeter-totters with maximum deck height
- Connected bridges
- Mandatory air
- Larger jumps
- Steep descents with sharp transitions

**DETAILED**

- Elevated bridges: less than 3 m (10') high above surface
  - Minimum width of flat decking is one-quarter the height above surface
- Teeter-totter: maximum pivot height less than 1.8 m (6') above surface
  - Minimum width of flat decking is one-quarter the height above surface at pivot point
- Mandatory air less than 1.0 m (3.3') vertical
- Rock or ramp descents not to exceed 120%
- Jumps
  - Table tops, no maximum height
  - No gap jumps or rhythm sections

<sup>5</sup> Paul Kenner  
<sup>6</sup> WCB requires "... that a fall protection system is used when work is being done at a place (a fall of 90 centimetres or more may occur, or (b) where a fall from a lesser height involves an unusual risk of injury." Occupational Health & Safety Regulation Book 2, section 11.2, page 11-2

**NAME:** Expert Unlimited **SYMBOL:** Double Black Diamond

**GENERAL**

- Exceptional bike control skills and balance essential to clear many challenging obstacles. High-risk level. Only a handful of riders will enjoy these rides.
- The RMOW recognizes Expert Unlimited as a difficulty level but due to the small size of the user group, the RMOW will not pursue ownership of these trails, however there may be some of these elements on a trail provided there is a clearly defined alternate route around.

**DETAILED**

- Similar to Most Difficult
- Usually associated with Trail Type III or IV

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- Risk exceeds Most Difficult due to height, width and exposure
- Fall zones may not meet fall zone standards
- The consequences of errors may be severe and rescue may be difficult

**DETAILED**

- Exceeding Most Difficult

## SUPPORTING GUIDELINES AND STANDARDS

This section is a microscopic view of trails. It contains guidelines and standards about the placement of trails, construction and strength of technical trail features and the signing of trails.

### ENVIRONMENTAL GUIDELINES

The benefits of a trail for recreational purposes must be balanced with the desire to protect the environment. All intrusions into the environment have some degree of impact. However, these impacts can be minimized to balance the objective of a recreational experience with minimal impact on the surrounding environment. Trails that adversely impact the environment will deteriorate in time, have a low aesthetic value and incur a high maintenance cost. Trail construction must strive for minimal impact on their surroundings and be designed with consideration for the specific environment and the intended use of the trails.<sup>14</sup>

#### TRAIL PLACEMENT GUIDELINES

- Trail placement should avoid hazard areas such as unstable slopes, soil prone to erosion, cliffs, embankments and undercut stream banks, etc.
- Avoid shallow rooted trees with high windthrow potential and snags.
- Avoid routes that impact on wildlife species.
- Avoid critical habitat of rare or fragile plant species. If there are fragile plant communities next to the trail, delineate the trail edges by using logs or rocks.
- Avoid sensitive or fragile archaeological or historic sites.
- Avoid building trails in community watersheds.
- Avoid trail routing that encourages users to take shortcuts where an easier route or interesting feature is visible. If an interesting feature exists, locate the trail to provide the desired access to the trail user. Use landforms or vegetation to block potential shortcut routes.
- Avoid routing a trail too close to another trail section to prevent trail proliferation or shortcuts between the two trails.
- Route trailbeds on bedrock or hard packed surfaces and avoid organic materials.
- Use placed stones in sensitive areas and steep descents to minimize trail erosion.

<sup>14</sup> Sources for these standards are: Ministry of Forest, Recreation Trail Management, Access New Aquatic Areas, A Guide to Sensitive Planning, Design and Management, Province of BC.



PHOTO: MICHAEL HARRIS

### AQUATIC ENVIRONMENTS

- Trail construction of Trail Types III-V near an aquatic area within 30 m of streams and within management zones as per Forest Practice Codes must minimize vegetation removal and soil disturbance. Construction standards should be consistent with trail use, thereby minimizing trail width requirements.
- Structures in direct contact with water should be inert (for example, natural untreated cedar, precast concrete or steel) to avoid water quality impacts associated with chemical leaching from treated wood. Pile supported structures are preferred over slabs or floats for bridges requiring supports in contact with streams.
- Locate bridge crossings to minimize disturbance to streambeds and banks. Sections of the waterway that are straight and where banks are stable are preferred for crossing.
- Construct bridges across streams to top-of-the-bank. This minimizes erosion of stream banks and sedimentation of streams.

### GENERAL

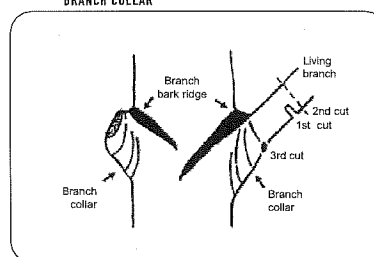
- Avoid cutting down live trees.
- Tree branches must be cut at the collar, both longer or shorter are likely to cause infection to the tree (Figure 1).
- Cover exposed roots.
- If pretreated wood has been selected for structures being placed in the ground, the structure should be isolated in poly wrap below grade.

### USE OF MACHINERY

- Limited access trails that penetrate sensitive areas should be constructed manually with materials and equipment that can be easily transported by small work crews.
- If machinery is required, minimum standards as per Forest Practices

Code should be adopted (i.e. no machinery within 5 m of any water-body.) Low impact construction techniques should be employed such as small underinflated, rubber tired vehicles, and construction pads, platforms or cranes. Prefabricated structures that can be manually assembled on site should be used, if possible.

FIGURE 1 BRANCH BARK RIDGE AND BRANCH COLLAR



<sup>15</sup> "Pruning Basics and Tools" (<http://www.ext.nv.edu/publications/430-432/430-432.pdf>) (April 7, 2005)

## TTF CONSTRUCTION STANDARDS

Trails with constructed Technical Trail Features (TTF) must exceed a minimum standard to protect the trail user.

### SAFETY

TTFs must exceed the minimum strength and stability standard. Also, the finish must be such that if a rider were to fall, the structure or other protrusions would not increase the degree of the injury.

### STRENGTH AND STABILITY

Each span of the TTF must be capable of withstanding a centered vertical load of 225 kg (495 lb, 2 times heaviest rider/bike and gear). Every single rung should be capable of holding a rider/bike and gear's weight.

### TTF DESIGN PHILOSOPHY

- Gateways:
  - By placing a narrow section or difficult turn early while the TTF is still close to the ground (known as a gateway), inexperienced riders may dismount prior to the TTF getting too high above the ground where the rider is more likely to be injured should a fall occur. For example, place a 10 cm wide gateway 40 cm off the ground as a gateway to a 30 cm wide section 1.2 m off the ground.
- Make the highest difficulty section visible from the entry:
  - By placing the difficult section in view, the rider can make an informed decision before they may get into trouble with a TTF that may be beyond their ability.
  - Avoid wide, easy entrances leading to high, narrow exposed features

### TTF HEIGHT AND WIDTH

As outlined in the Technical Trail Difficulty section, maximum height and minimum width are dependent on the TTFs difficulty. As the height above the ground increases, the consequence of injury in the case of a fall increases.

Height is measured vertically to the lowest point within 1.0 m adjacent to TTF (figure 2). Tread width is the amount of flat tread (figure 3).

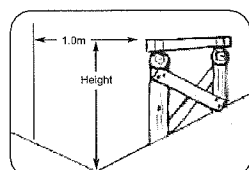
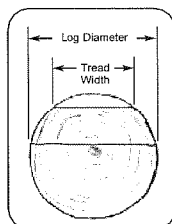


FIGURE 2 MEASUREMENT OF TTF HEIGHT

FIGURE 3  
TREAD WIDTH  
MEASUREMENT



### CONSTRUCTION PRACTICES

- Cross bracing of vertical members is required (figure 4). Also, TTFs should not be mounted to living trees for the following reasons:
  - The tree will continue to grow, compromising the integrity of the TTF.
  - The tree may sway due to wind, weakening the TTF.
  - Nailing to live trees is harmful to the tree.

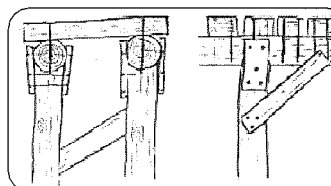


FIGURE 4 BRIDGE STRINGER SUPPORT AND CROSS BRACING

### CONNECTED MEMBERS

The methods for joining members in order of preference is: nuts and bolts, lag bolts, wood screws or ardux nails. Ensure two-thirds of nail or screw's length penetrates the stringer. Loading on a member should be done in such a way as not to rely exclusively on the shear strength of the joining method.

### BRIDGE RUNG SPACING

Deck rungs must be placed tightly so that children will not catch their feet between rungs, arms will not fit between rungs and all users including dogs will use bridges as opposed to walking adjacent to the bridge, compromising the sensitive area the bridge was intended to protect. An appropriate spacing between rungs is 3 cm to promote drainage of water and mud. Overhang rungs past stringers by less than 5 cm (2 in) (figure 5).

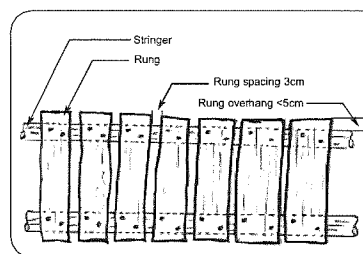


FIGURE 5 BRIDGE RUNG SPACING. RUNG OVERHANG

### BRIDGE SURFACING

It is recommended that wood surfaces with a slope exceeding 10°, with the exception of split wood having a rough surface finish, have an applied anti-slip surface. One recommended material is expanded diamond lath. Chicken wire and rolled roofing material, although popular, are not durable and roofing material traps moisture promoting premature rotting. Note: TTFs must be reinforced to withstand the additional loading of anti-slip surfaces against the direction of the braking forces.

### WOOD PREPARATION

Bark must be stripped off and wood in contact with the earth should be isolated to minimize rotting. For natural rot resistant wood, use cedar.

## FALL ZONE GUIDELINES

Riding a mountain bike on trails and technical trail features involves challenging oneself and with that challenge comes risk of injury. Challenges come from terrain that contains many natural and man made features. Risk is relative to riders skill level in relation to the difficulty of the trail.

### FALL ZONE

The fall zone is the area adjacent to the technical trail feature, bottom of descents and the outside of corners that the rider may deviate into. To help reduce the incidence and severity of injuries, fall zones should be reviewed for hazards. Hazard mitigation efforts can be limited to those items that can be reasonably expected to be reshaped or removed using hand tools while maintaining the natural characteristics of the terrain surrounding the trail.

### METHODS

Methods to reduce risk in fall zones (1.5 m to each side of the trail) include but are not limited to:

- Cutting or digging out any sharp objects
- Trimming tree branches to branch shoulder (see figure 4)
- Covering of hazards is another option if material such as rotten logs, bark, mulch, dirt, etc. is available
  - Areas where falls are frequent may need periodic re-covering
- Dulling of sharp points or edges of exposed rocks

**NOTE** The fall zone need not be cleared of all foliage; the purpose of fall zone guidelines is to reduce the chance of injury should a fall occur. Replanting of the fall zone with a durable locally occurring species may be considered.

### FOCUS

The primary focus for fall zone clearing should be on trails rated 'More Difficult'. Riders may be learning to ride TTFs and their fall recovery may not be perfected.



PHOTO COURTESY OF THE WHISTLER TRAIL STATION

## SIGN GUIDELINES

Signs are a necessary component of trail management. They provide the user with information that will allow them to make an informed and educated choice. The hierarchy of signs in Whistler will be comprised of three levels. The first is a Trail Network Sign kiosk that contains a map, general information about the area and safety suggestions. The second level is a Trailhead Sign that would contain information specific to the trail. Third, En Route Signs along the trail to promote confidence in the user that they are following the correct route and to be posted on features that are a higher difficulty rating than the trail rating.

### TRAIL NETWORK SIGN

Located at a parking lot or similar entrance to a network of trails. Information for trail network signs may contain a combination of the following:

- Topographical map of area
- IMBA rules of the trail
  1. Ride on open trails only
  2. Leave no trace
  3. Control your bicycle
  4. Always yield trail
  5. Never spook animals
  6. Plan ahead
- Trail etiquette
  1. Stay on trail, no ride-a-rounds
  2. Do not alter trail
  3. Ride don't slide
  4. Avoid riding in muddy conditions
  5. Know your limits
  6. Support trail maintenance
- Safety
  1. Ride in 3's
  2. Carry a flashlight
  3. Carry a foil emergency blanket
  4. Let someone know your route, time of return and carry a two-way communication device.
  5. Wear a helmet
- Notes about keeping dogs out of fish bearing streams and educational components
- Information on who to contact with trail maintenance concerns or how to get involved
- Acceptable trail user groups
- Emergency contact phone numbers
- Description of cell phone coverage
- Background information on the surrounding area and trails
- Trail maps for distribution
- Bulletin board
- Reference to web or other resource

### TRAILHEAD SIGN

These signs are to be located at the entrance(s) of a particular trail to provide the user with the information necessary to make an informed and educated decision whether to proceed or not.

#### SUGGESTED INFORMATION

- Trail name
- Topographical map of trail
- Trail length
- Elevation gain and loss
- Use at own risk disclaimer

#### DETAILS

Sign size 140 mm X 370 mm. Selected to be mounted without overhang on 150 mm X 150 mm posts (figure 6).

#### OPTIONAL INFORMATION

- Trail difficulty rating and a written explanation of what the user may encounter on the trail
- Warning and quantity of higher difficulty TTFs if present
- Conditions subject to change
- Inspect TTFs prior to riding
- Time range to complete
- Trail profile
- Disclaimer – most trails will be a level or two harder to ride when slippery

### EN ROUTE SIGN

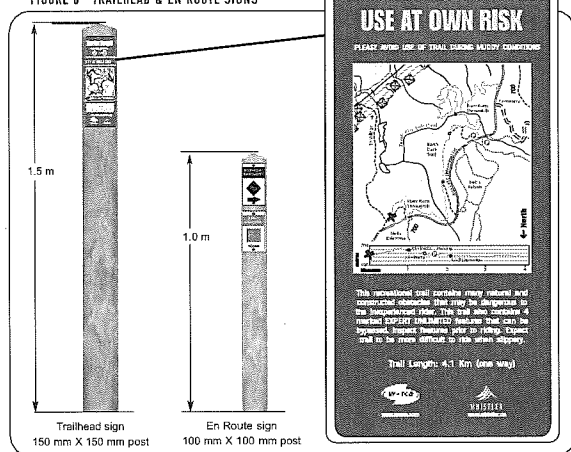
Located along the trail indicating to the user they are still on the desired trail and/or give warning of the higher difficulty of an upcoming TTF. En route signs express difficulty in three ways: shape of sign, color of sign and trail profile symbol on the sign. The signs are labeled with the trail name to distinguish between different trails.

- En route signs to be placed at junctions with alternate trails giving clear indication of each trail's direction. Use difficulty symbol and trail name with a reflective white border.
- For TTFs rated a higher difficulty than the trail rating, en route signs to be posted as warning. Use difficulty symbol and trail name with a reflective yellow border. If feature can not be safely walked, an easier signed bypass route must be provided (figure 6).
- If appropriate, signs may be placed at intervals to guide user.
- Consider reflective signs for night use.

#### DETAILS

For en route signs marking higher difficulty features, it is important for the sign to be highly visible. Place sign approximately 1.0-1.5 m above tread.

FIGURE 6 TRAILHEAD & EN ROUTE SIGNS



## MANAGEMENT GUIDELINES

### CONSTRUCTION

For new trails, the RMOW will use an experienced trail builder for the trail alignment and follow the supporting guidelines and standards.

### TRAIL RATING

The trail and each feature along the trail is reviewed and measured to determine its difficulty. The details and difficulty level of each feature need to be recorded. The trail may be rated as low as the average feature difficulty or as high as the highest feature's difficulty, bearing in mind all features rated at a higher difficulty than the trail's rating must be individually signed. If the feature can not be safely walked, the feature must have an easier, signed bypass route. The trailhead sign must also inform the user that there are higher difficulty features.

### TRAIL MAINTENANCE

Trail maintenance is an integral part of managing trails. In general, high use trails and trails in environmentally sensitive areas require a greater level of maintenance and an expedited response to trail deterioration. Trails with man-made TTFs also require more frequent inspection.

### MAINTENANCE PRIORITIES

The RMOW will inspect municipal trails as follows:

- **HIGH PRIORITY TRAILS** will be inspected twice a year (April and July). These include all Type I trails, all trails in PAN 1 environments and trails with known constructed TTFs.
- **MEDIUM PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all trails in PAN 2 and PAN 3 environments and all Type II trails.
- **LOW PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all remaining mountain bike trails.

All inspections and maintenance must be documented.

### INSPECTION TO INCLUDE

- Review of the trail:
  - for safety;
  - to verify difficulty designation.
- Review of signs:
  - for presence and condition.
- Review of constructed features:
  - for structural integrity.

## MAINTENANCE TRIGGERS

Triggers for trails requiring additional maintenance:

- TTFs deteriorating.
- Short-cutting of climbing turns and/or switchbacks.
- Trail drifting or sliding down the hill.
- Vegetation cover loss.
- Trail proliferation (widening or braiding).
- Trail incision and soil loss (ruts exceeding 15 cm depth).

## GRANDFATHER CLAUSE

In the case of valued existing trails in protected areas when trail deactivation is unlikely to succeed, trail management becomes the preferred option. When considering the Grandfather Clause as an option, evaluate the continuing cost of maintenance to manage the trail. A trail deactivation/closure may not be successful if the trail has been established, is well used, and no alternative route is proposed. The resulting damage may be worse than had the trail remained open and effectively managed.

## TRAIL DEACTIVATION

There may be a number of reasons for deactivating an existing trail.

When considering deactivation of a trail, take into account:

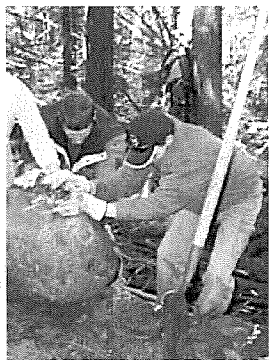
- Is the trail popular?
- Is the level of impact acceptable or can it be made acceptable by management?
- Can the trail or part of the trail be rerouted to improve the situation?
- Are there suitable alternatives for users if the trail was deactivated?
- Is the trail historically significant?

Alternates to trail deactivation:

- Management of trail use.
  - Temporary closures
  - Reroute sections of trail
  - Exclusion of damaging users
- Education of users with signs or other education initiatives.

When considering deactivation of trails, steps must include the following:

- Consult user groups.
- Public notice.
- Monitoring to ensure trail remains deactivated.
- And may include:
  - Signs informing users of reasons for closure.
  - Fences.



Source: Wikimedia Commons

# TERMINOLOGY

**A-FRAME** – two ramps (approach and exit) placed together with no level section at the apex. Typically used to bridge deadfall across the trail.

**BERM** – built up bank on the outside of a corner to improve cornering.

**BOARDWALK** – a raised walkway made of boards, used to traverse sensitive areas; similar to bridge.

**BRIDGE** – a structure that is built above and across a river or other obstacle allowing passage across or over obstacle.

**DANGER** – likely to cause harm or result in injury.

**DROP-OFF** – a drop in the trail, possibly at the end of a log or off a rock; may require a technique depending on the vertical drop and/or the angle of descent.

**EN ROUTE** – on the way.

**EXPOSURE** – placing a rider in the position or location that an error in balance or maneuvering may result in an injury; for example, a narrow bridge above rocks would be exposure and the greater the elevation of the bridge above the rocks, the greater the level of exposure.

**FACE** – the steep exposed side of a rock.

**FALL-AWAY** – a drop-off which incorporates a turn in the trail.

**GAP JUMP** – two ramps placed back to back with a space between them, the rider must travel with enough velocity to cross the space and land on the second ramp.

**GATEWAY** – a qualifier placed before a trail or TTF, for example, a 3x4 placed before an elevated bridge or a difficult corner. If the rider can successfully negotiate the more difficult gateway, then they will likely be able to negotiate the TTF.

**GRANDFATHER CLAUSE** – provision exempting certain pre-existing trails from the requirements of a new regulation.

**JUMP** – a wedge shaped feature built with the intention of sending the rider airborne.

**LADDER** – a TTF with rungs attached to sides (stringers) made of metal, wood or rope, used for climbing up or down.

**LOGJAM** – a pile of logs placed near perpendicular to trail to make a ramp, usually placed in front of and behind deadfall to ease passage.

**MACHINE BUILT** – constructed with the use of an excavator.

**MANDATORY AIR** – a TTF requiring a wheeled drop or other advanced technique to exit due to a steep or undercut exit.

**MANUAL** – technique used to lift the front end of a bike up without the use of a pedal stroke; can be used off mandatory airs, etc.; generally requires more forward momentum than a wheeled drop.

**PAN** – Protected Area Network, sometimes known worldwide as greenways, environmental corridors, landscape linkages, wildlife corridors or riparian buffers.

**RAMP** – any inclined structure, typically used as an approach to or exit from a TTF. A ramp can also be a jump.

**RHYTHM SECTION** – series of gap jumps placed end to end. Most technical form of jumping due to skill, timing, technique and failure consequence.

**RIPARIAN ZONE/AREA** – land between the water and the high water mark on the riverbanks. Riparian areas typically exemplify a rich and diverse vegetative mosaic reflecting the influence of water.

**ROLLABLE** – a section that can be ridden without requiring higher-level rider skills; for example, an elevated bridge intersection/corner that can be ridden without having to hop and rotate.

**ROLL OVER** – usually a rock that gets steeper the further the rider advances, to the point where stopping may not be an option and the rider must continue despite not being prepared for what's ahead.

**TABLETOP** – two jumps back to back with the void between the jumps filled in with dirt, creating the tabletop.

**TEETER-TOTTER** – a TTF consisting of a long plank balanced on a central support for riders to cross over, providing an down motion as the rider passes over the pivot.

**TONGUE** – a steep ramp on the exit of a TTF, often as an easier alternative to mandatory air.

**TOP-OF-THE-BANK** – the highest elevation of land, which confines to their channel waters flowing in an intermittent or perennial stream or river.

**TREAD** – the traveled surface of the trail.

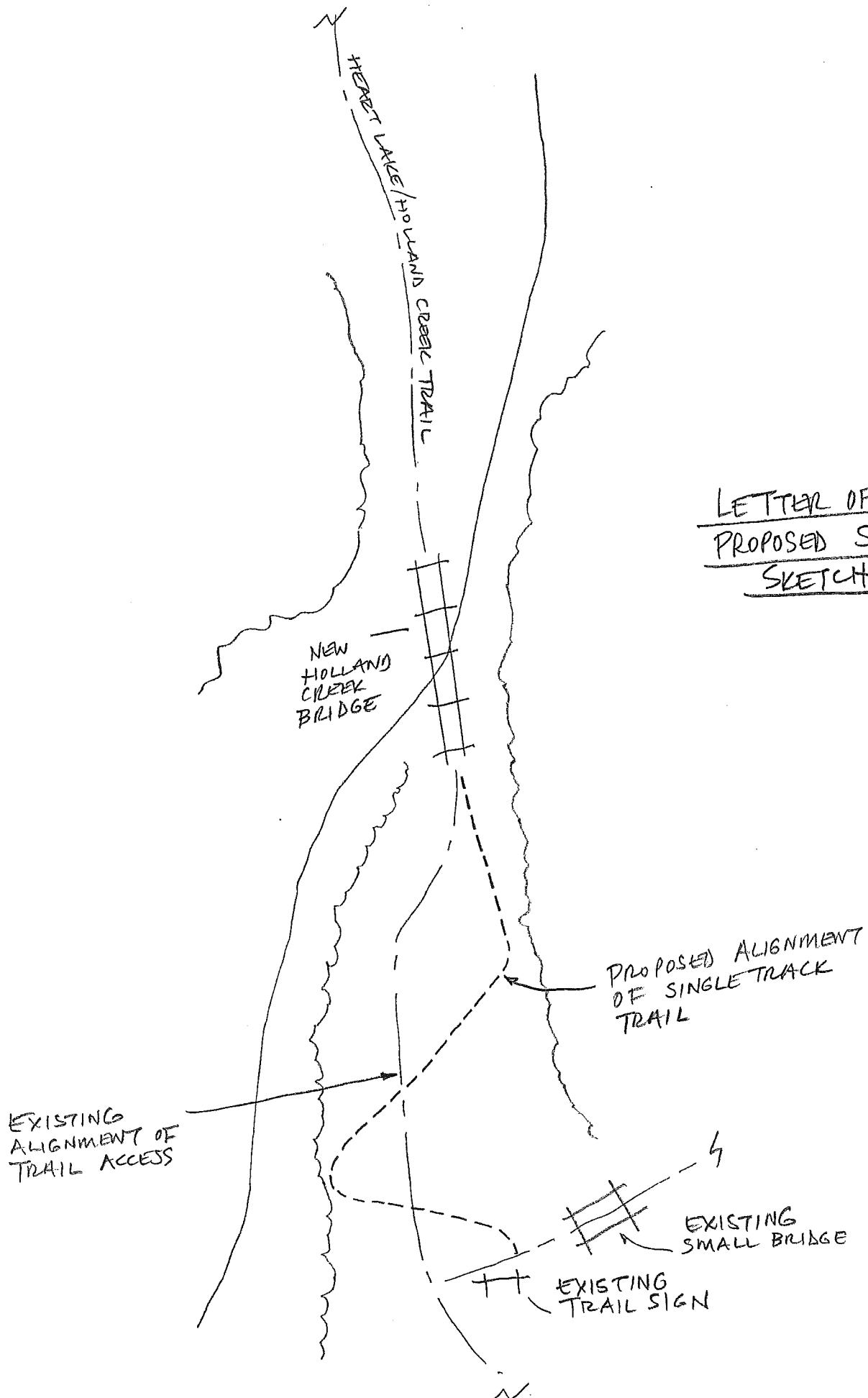
**TTF** – Technical Trail Feature – an obstacle on the trail requiring negotiation, the feature can be either man made or natural, such as an elevated bridge or a rock face respectively.

**WHEELIE DROP** – technique used to pedal off drops-off or logs with the back wheel landing before the front wheel.

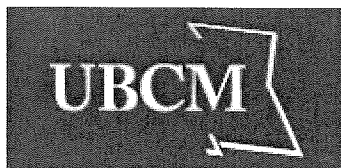
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## NOTES

LETTER OF INTENT  
PROPOSED SITE  
SKETCH







## Convention Information

Below are links to more detailed information for the 2015 Convention.

[Convention Program \(available in September\)](#)

[General Registration Information](#)

[Resolutions](#)

[Nominations & Elections](#)

[Theme](#)

[Venues](#)

[Accommodations](#)

[Special Assistance](#)

[Keynote: Dr. Roberta Bondar](#)

[Monday Pre-Convention Sessions/Tours](#)

[Tuesday Forums](#)

[Provincial Participation](#)

[Additional Functions](#)

[Partners Program](#)

[Convention Clinics & Workshops](#)

[Preliminary Program in Brief](#)

## General Registration Information

The following are included with the delegate registration fee:

- Welcome Reception (Tuesday)
- Coffee Services (Wednesday - Friday)
- Continental Breakfast (Wednesday - Friday)
- Workshops (Thursday)
- Convention Clinics (Tuesday - Thursday)

The following events have additional fees:

- Pre-Convention Sessions / Tours (Monday)
- Forums and Forum Lunches (Tuesday)
- Partners and Guests attending Welcome Reception (Tuesday)
- Area Association Lunches (Wednesday)
- Delegates' Lunch (Thursday)
- Annual Banquet (Thursday)
- Partners Program (Wednesday - Thursday)

## Registration Policies

Pre-conference workshops and forums will be held on September 21 and 22 and are not included in the registration fee. Please register for these events separately.

The refund policy is as follows:

- **100% refund** if cancelled in writing by **August 7**
- **50% refund** if cancelled in writing by **August 21**
- **No refund** after 4:30 pm on **August 22**

Registration closes **September 11** at 4:30 pm. There will be on-site registration as space permits.

Local Governments may pay with a cheque, but all other registration payments must be made with a credit card.

If you have any questions regarding Convention Registration, please contact [convention@ubcm.ca](mailto:convention@ubcm.ca).

### **On-site Registration Information**

Lobby, Vancouver Convention Centre - East

### **Convention Registration Services**

Monday 7:00 am - 5:00 pm

Tuesday 7:00 am - 5:00 pm

Wednesday 7:00 am - 4:30 pm

*(and thereafter as required)*

### **Partners Program Registration**

Tuesday 8:30 am - 4:30 pm

Wednesday 8:30 am - 4:30 pm

### **Venues**

#### **Vancouver Convention Centre - East**

All UBCM Convention events unless otherwise indicated

#### **Monday**

Study Sessions and Tour departures (**Waterfront**)

Provincial Government Staff Appointments Desk

#### **Tuesday**

Clinics

Policy Sessions

Provincial Government Staff Appointments Desk

Provincial Government Staff Meetings (**Pan Pacific Hotel - Cypress Suite**)

Forums and Lunches: Electoral Area Directors (**Waterfront**), Small Talk, Mid-Sized Communities, Large Urban Communities

Municipal Finance Authority Semi-Annual AGM (**Waterfront**)

Municipal Insurance Association of BC AGM and Reception

Welcome Reception (**VCC West**)

#### **Wednesday**

Clinics

Policy Sessions

Provincial Government Staff Appointments Desk (**Exhibition Hall C, VCC East**)

Provincial Government Staff Meetings (**Pan Pacific Hotel - Cypress Suite**)

#### Cabinet Panel Sessions

Area Association Lunches: AVICC, LMLGA, SILGA (**Waterfront**), AKBLG (**Waterfront**), NCLGA

BC Government Reception (**VCC West**)

Consulate-General of the People's Republic of China in Vancouver Reception (**Waterfront Hotel Ballroom**)

CUPE Reception (**Hyatt Regency**)

#### Thursday

Excellence Awards Breakfast

Clinics

Workshops

Provincial Government Staff Appointments Desk (**Exhibition Hall C, VCC East**)

Delegates' Lunch

Port Metro Vancouver Harbour Tour (**Meet at Registration Desk in VCC**)

UBCM Reception and Annual Banquet

#### Special Assistance

UBCM staff will do their best to assist with any special needs that delegates may have during Convention week. Please send requests via email to [convention@ubcm.ca](mailto:convention@ubcm.ca). Our main Convention venues are wheelchair accessible.

#### Keynote: Dr. Roberta Bondar

Named one of Canada's Greatest Explorers by *Canadian Geographic*, Dr. Roberta Bondar is the world's first neurologist in space, Canada's first female astronaut, and a true renaissance woman. With innovative ideas about how to navigate in uncharted territory, Bondar demonstrates the adaptive thinking necessary for changing perspectives in our contemporary world.

As a noted NASA astronaut, Dr. Bondar has experience in working with cross-functional teams, disaster management, disorientation and adaptive decisions. As a space scientist and neurologist, she explains the connections between how our brains adapt in space and how we can adapt to the constantly changing corporate environments here on Earth.

A recipient of the NASA Space Medal, she is currently Chancellor of Trent University. She is also an acclaimed photographer whose massive pictures of the Earth have shown us the majestic beauty—but also the fragility and utter uniqueness—of the planet we all call home.

Roberta Bondar will be addressing the UBCM delegates on **Wednesday, September 23 at 9:25 am**.

#### Monday Pre-Convention Sessions/Tours

##### Overview

#### Monday, September 21

*Locations and times subject to change.*

#### Full-Day Session 8:30 am - 4:30 pm

Agricultural Study Tour

#### Morning Sessions 9:00 am - 12:00 pm

Moving Forward with First Nations  
 Oil Spill Prevention and Preparedness  
 Tools, Funding and Resources

### **Afternoon Sessions 1:30 pm - 4:30 pm**

Designing Communities for Better Health - Walking Tour  
 Making the Most of the Back Country  
 Marijuana: Legalization, Legislation and Access

### **Descriptions**

### **Full-Day Session 8:30 am - 4:30 pm**

#### **Agricultural Study Tour**

Join the BC Ministry of Agriculture on a trip to the scenic Eastern Fraser Valley for a tour showcasing the latest in livestock production. You'll learn about how farmers are adapting to shifting markets and consumer concerns about animal welfare, and how your local government can ensure the success of livestock operations in your community by planning for agriculture. We will visit a variety of innovative farm operations and meet producers of all ages. Examples may include:

- The UBC dairy education and research centre;
- A new layer barn incorporating the latest in chicken comfort;
- BC's largest goat dairy complete with a rotary milking parlour;
- An organic farm utilizing heritage breeds, with a processing facility and farm store that produces and sells award-winning artisanal cheese and other value added products.

Lunch will be provided and there will be opportunities to purchase local farm products. Light snacks will be available on the bus, but breakfast will not be provided. Please dress for the weather and wear farm-appropriate footwear. Stops will be close together, but please be prepared for a longer drive at the beginning and end of the day. Partners/spouses are welcome and must formally register for the tour.

*Please note: The Agricultural Study Tour is not wheelchair accessible and attendees should be able to navigate stairs.*

### **Morning Sessions 9:00 am - 12:00 pm**

#### **Moving Forward with First Nations**

The relationship between First Nations and federal, provincial and local governments has evolved considerably in the past several years. Legal outcomes such as the Tsilqhot'in decision, findings from the Truth and Reconciliation Commission and Eyford Report, and declarations such as UBCM's 2013 resolution calling for a "Year of Reconciliation with First Nations", have contributed to create an increased awareness and commitment towards reconciliation with First Nations.

This half-day session will explore several ways in which this relationship is evolving, beginning with the reaffirmed commitment by the Province to conclude treaties and other agreements with First Nations. Presenters representing First Nations and federal, provincial and local government will discuss the benefits to local government derived through the timely conclusion of treaties and agreements.

The second half of this session will look at the importance of relationship building. Presenters will discuss elements for advancing relationships between local governments and First Nations, highlighting current initiatives taking place throughout British Columbia.

#### **Oil Spill Prevention and Preparedness**

Local governments have identified oil spill prevention and preparedness as a key priority for UBCM. This half-day session will explore this issue in detail, including the role of the National Energy Board, the Environmental Assessment Office, and the provincial government. Attendees will also hear from a range of officials who have recently experienced spills in their communities.

## **Tools, Funding and Resources**

This half-day session will provide opportunities for delegates to meet with representatives from agencies that provide tools, resources, funding or other supports that help local governments to increase capacity and undertake local planning, projects and development. Using a "marketplace" format, delegates will be able to meet face-to-face with representatives of agencies that are of most benefit to their community and take away information and resources. Participants will be provided with a directory of the contact people, purpose and resources of all the organizations that are at the session and will be encouraged to meet with numerous agencies by way of a session "passport" which, once completed, will be entered to win a prize.

## **Afternoon Sessions 1:30 pm - 4:30 pm**

### **Designing Communities for Better Health - Walking Tour**

Join us for a walking tour workshop that will provide participants with an understanding about the specific elements and attributes of community design that are linked with health outcomes. Participants will attend a short plenary presentation, followed by a tour of a Vancouver neighbourhood where they will see and hear about the emerging links in research, evidence and action on specific planning issues. Topics will include the health implications of transportation, food systems, neighbourhood design, natural environments and housing. While the workshop takes place in Vancouver, the workshop material will cover implications and examples from suburban, rural and remote communities. Registrants should be able to walk a minimum of 1 km. Bus passes will be provided if required.

### **Making the Most of the Back Country**

More and more outdoor recreationists are taking to the back country to get away from it all and enjoy the natural beauty of our province. Whether it is off road vehicle riders, hikers, campers or snowmobilers, access to the rural and remote regions of our province are in high demand. What actions are being taken to ensure that our natural environment is maintained as we continue to open up more of BC to adventure tourism opportunities? How can we manage the diverse and often competing user groups that seek that outdoor experience? And, who will be responsible for ensuring trails and pathways are safe and accessible to a variety of users?

This session will profile three initiatives that will impact access to the back country. First, an overview of the new *Off Road Vehicle Act* will be provided; then a discussion of Natural Resource Roads legislation; and finally, an update on the actions taken to implement Provincial Trails Strategy recommendations will be highlighted. Representatives from the Province, user groups and local government will discuss challenges and opportunities as we endeavour to make the most of BC's back country.

### **Marijuana: Legalization, Legislation, and Access**

With the recent growth in the number of medical marijuana retailers, many local governments are challenged as to how to best to regulate these operations to effectively address concerns around public health and safety. This session will explore Canada's current legislative environment including the recent federal court case. It will also examine how the larger questions related to legalization, jurisdiction, and organized crime play into the marijuana debate. Delegates will hear from Tonia Winchester, Deputy Campaign Director, Washington State Initiative 502, who will discuss the legalization of marijuana in Washington, and answer questions about what communities should consider as this issue continues to evolve in Canada.

## **Tuesday Forums**

The primary purpose of UBCM is to serve the common interests of all local governments. However, we also recognize the diversity within our membership and have set aside the Tuesday forums as an opportunity to bring similar-sized communities together to promote problem-solving.

Choose to attend **one** of the following:

### **Electoral Area Directors Forum**

A general-interest session based on interests of Electoral Area directors.

**Small Talk Forum**

Designed to interest small communities under 5,000 population.

**Mid-Sized Communities Forum**

This is for communities in the 5,000 to 20,000 population range. Bring your ideas and make this a great session.

**Large Urban Communities Forum**

This session is designed for larger municipalities with particular urban issues.

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**Provincial Participation**

For local government elected officials or senior staff who wish to request a meeting with provincial government staff at Convention, visit the Provincial Appointments Desk at the following locations listed.

**Provincial Appointments Desk:****Monday, September 21 to Tuesday, September 22**

Lobby, Vancouver Convention Centre - East

8:30 am - 4:00 pm

**Wednesday, September 23 to Thursday, September 24**

Exhibition Hall C, Vancouver Convention Centre - East

8:30 am - 4:00 pm

The provincial meeting process is coordinated directly by provincial staff. For more information, please contact Doreen Brydges at 250.387.4013 or via email at [UBCM.MeetingRequests@gov.bc.ca](mailto:UBCM.MeetingRequests@gov.bc.ca)

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**Additional Functions**

*All events are subject to additional fees for Delegates, Partners and Guests.*

**Tuesday, September 22****Welcome Reception**

Ballrooms C/D Vancouver Convention Centre - West

6:00 pm - 8:00 pm

*Please note: There is no additional fee for registered Delegates to attend the Welcome Reception.*

**Wednesday, September 23****Area Association Lunches**

12:00 pm - 1:30 pm

- AKBLG
- AVICC
- LMLGA
- NCLGA
- SILGA

**Thursday, September 24****Delegates' Lunch**

Vancouver Convention Centre - East

12:00 pm - 1:30 pm

1:30 pm - 2:30 pm Dessert served in Trade Show

### **Port Metro Vancouver Harbour Tour**

Meet in Lobby, Vancouver Convention Centre - East

2:30 pm - 4:30 pm

As Canada's largest port, every day, Port Metro Vancouver enables the trade of nearly 20% of Canada's total trade of goods by value. Join us for a Port Metro Vancouver tour of the Burrard Inlet aboard a chartered vessel to learn more about the operations of the port to ensure safe and efficient trade of Canada's import and export goods.

Throughout the tour, guests will have an up-close view of Port Metro Vancouver's major marine terminals operating in Burrard Inlet, from the Lions Gate Bridge, passing by the Ironworkers Memorial Bridge en route to Kinder Morgan Westridge. Narration will be provided about the Port's five business sectors (four of which operate in Burrard Inlet) and key infrastructure and landmarks along the way. You will also hear about the Port's air, land, and water protection initiatives and how we continue to work as leaders in port Sustainability.

*Please note: The Port Metro Vancouver Harbour Tour is not wheelchair accessible and has a capacity of 200 attendees.*

### **Annual Banquet**

Vancouver Convention Centre - East

6:30 pm Reception

7:30 pm Dinner

### **Partners Program**

Participants in the following events are required to check-in at the Partners Program Desk to receive specific instructions and updated information. Pre-registration is strongly encouraged. Registrations will be accepted on-site, space permitting only. All programs meet 30 minutes prior to departure in the Lobby of Vancouver Convention Centre.

*Please note: All Partners Program activities are not wheelchair accessible.*

### **Wednesday, September 23**

#### **Vancouver City Tour**

9:00 am - 12:00 pm

An enjoyable tour aboard a deluxe motorcoach that promises a diverse and interesting sampling of the city sights

The adventure begins with a drive through world famous Stanley Park, a 1,000 acre forest set in the heart of downtown. The Park's scenic drive includes a stop at Totem Poles and Prospect Point, providing excellent views of the North Shore and Lions Gate Bridge.

The guests will pass by the beautiful English Bay area, one of Vancouver's most diverse neighborhoods. Other tour highlights include, Yaletown, Granville Island and exotic Chinatown, the second largest such community in North America with stops at Queen Elizabeth Park and Gastown with its quaint cobblestone streets, steam clock and unique shops all housed in turn-of-the-century buildings.

#### **Sea to Sky Tour**

10:30 am - 3:00 pm

Experience the spectacular views of Howe Sound, where the ocean meets the mountains in the Sea to Sky country.

The adventure starts with a picture stop at the Totem Poles and Brockton Oval in Stanley Park, and then proceeds along the coastal highway to Shannon Falls, one of North America's highest waterfalls with a vertical of over 1000 feet.

The motor coach will then head to the spectacular Sea to Sky Gondola, located in Squamish, which is the heart of the world famous Sea to Sky Corridor. When you reach the summit of the gondola ascending Mount Habrich, you are greeted with breathtaking panoramic views of the coastal mountain range, the Stawamus Chief, and Howe Sound.

On the return trip, the tour will have a picture stop at Prospect Point in Stanley Park and then pass by the beautiful beach area of English Bay before returning to the hotel.

A box lunch is included in this tour.

### **Walking Tour of Gastown/Chinatown**

1:30 pm - 4:30 pm

Enjoy a private guided walking tour of historic Gastown with its cobbled streets, lampposts, unique shops and restaurants. Next you will be guided by a local historian on a visit to a "behind the scenes" Chinese Heritage Society building while enjoying an excellent overview of the history of Chinatown. This informative walking tour will culminate in a visit to Steamworks Brew Pub situated on the waterfront in Gastown.

For nearly 20 years, beer aficionados have been migrating to Steamworks Brew Pub for a taste of these unconventional beers. Now, with the advent of their bottled beers, you can take the brewpub experience home with you.

You will be treated to a flight of their famous craft beers (4 samples) while enjoying a mixture of delicious canapes and learning the history of the beers and brewery. An experience not to be missed!

### **Thursday, September 24**

#### **Visit to Lonsdale Quay Market**

9:00 am - 12:30 pm

Guests will board the SeaBus for a scenic crossing of Burrard Inlet to Lonsdale Quay, North Vancouver's waterfront public market.

There will be time for shopping at their many unique stores as well as a stroll through the exciting market place. Then the tour guide will escort the guests back to the hotel.

#### **Indian Arm Luncheon Cruise**

10:30 am - 2:00 pm

Experience this magnificent coastal mountain fjord right in Vancouver's backyard! Old growth forests, pristine waterfalls, various wildlife and large waterfront homes are some of the highlights while sailing through the calm blue waters of Indian Arm.

While onboard your 4 hour scenic cruise, enjoy a delicious catered lunch featuring fresh BC salmon.

#### **Vancouver City Tour**

1:30 pm - 4:30 pm

An enjoyable tour aboard a deluxe motorcoach that promises a diverse and interesting sampling of the city sights

The adventure begins with a drive through world famous Stanley Park, a 1,000 acre forest set in the heart of downtown. The Park's scenic drive includes a stop at Totem Poles and Prospect Point, providing excellent views of the North Shore and Lions Gate Bridge.

The guests will pass by the beautiful English Bay area, one of Vancouver's most diverse neighborhoods. Other tour highlights include, Yaletown, Granville Island and exotic Chinatown, the second largest such community in North America with stops at Queen Elizabeth Park and Gastown with its quaint cobblestone streets, steam clock and unique shops all housed in turn-of-the-century buildings.

### **Convention Clinics & Workshops**

Pre-registration is **not** required for these sessions.



The early-morning clinics are always popular stops for those attending UBCM Convention who want information on more specific topics. This year clinics will be held as follows:

**Tuesday: 7:30 am - 8:30 am**

**Wednesday & Thursday: 7:30 am - 8:15 am**

To find out how clinic and workshop topics are selected, visit the Session Proposal Process section.

## **Preliminary Program in Brief**

*The final detailed agenda will be contained in the Convention Program.*

### **Monday, September 21**

7:00 am - 5:00 pm	Registration
8:35 am - 4:30 pm	<b>Study Sessions / Tours</b>
5:30 pm - 6:30 pm	Young Elected Officials Meet & Greet
7:00 pm - 8:00 pm	Electoral Area Directors Meet & Greet

### **Tuesday, September 22**

7:00 am - 5:00 pm	Registration
7:00 am - 8:30 am	Clinic Continental Breakfast
7:30 am - 8:30 am	<b>Clinics</b>
9:00 am - 12:00 pm	<b>Forums:</b> <i>Electoral Area Directors Forum</i> <i>Small Talk Forum</i> <i>Mid-Sized Communities Forum</i> <i>Large Urban Forum</i>
12:00 pm - 1:30 pm	Forum Lunches
1:45 pm - 2:45 pm	<b>Plenary Session</b>
3:15 pm - 4:45 pm	<b>Provincial Policy Sessions</b>
3:00 pm - 5:00 pm	Municipal Insurance Association of BC AGM
4:00 pm - 5:00 pm	Municipal Finance Authority of BC Semi-Annual Meeting
5:00 pm - 6:00 pm	Municipal Insurance Association of BC Reception
6:00 pm - 8:00 pm	Welcome Reception

### **Wednesday, September 23**

7:00 am - 4:30 pm	Registration
7:00 am - 8:30 am	Continental Breakfast
7:30 am - 8:15 am	<b>Clinics</b>
8:30 am	<b>Convention Opening Session</b> <i>O Canada</i> <i>Invocation</i> <i>Welcome from the Host Community</i>
9:00 am	<b>Annual Meeting</b> <i>President's Opening Address</i> <i>Adoption of Conference Rules and Procedures</i> <i>Adoption of Minutes of 2014 Convention</i> <i>Annual Report</i> <i>Question-and-Answer Period</i> <i>Adoption of Financial Statements</i> <i>Appointment of Auditors</i> <i>Appointment of Convention Committees</i>
9:20 am	First Report of the Nominating Committee for the Positions of Table Officers
9:25 am - 10:25 am	<b>Keynote Address: Roberta Bondar</b>
10:30 am	UBCM Trade Show opens
10:30 am - 11:55 am	<b>Principal Policy Session: Resolutions</b>
11:55 am	Nominations from the floor for Table Officer positions
12:00 pm - 1:45 pm	Area Association Lunches (optional)
1:45 pm - 2:00 pm	Address by FCM President
2:00 pm - 2:30 pm	Address by the Minister of Community, Sport and Cultural Development

2:30 pm - 2:45 pm	Candidate speeches (as necessary)
2:45 pm - 5:00 pm	Election of Table Officers (opens as necessary)
3:00 pm - 4:15 pm	<b>Provincial Cabinet Panels</b>
4:15 pm - 4:30 pm	Presentation of 2015 Climate & Energy Action Awards
4:30 pm - 5:30 pm	FCM - Election 2016 Session
5:30 pm - 7:00 pm	BC Government Reception
6:30 pm - 8:00 pm	Consulate-General of the People's Republic of China in Vancouver Reception
8:00 pm - 12:00 am	CUPE BC Reception

#### Thursday, September 24

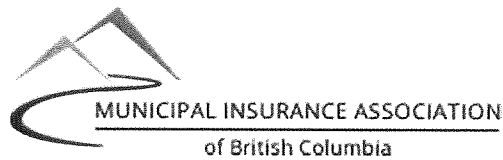
7:00 am - 8:30 am	Continental Breakfast Community Excellence Awards Breakfast (invite only)
7:30 am - 8:15 am	<b>Clinics</b>
8:00 am - 9:00 am	Election of Table Officers continues (as necessary)
8:30 am - 8:35 am	Second Report of the Nominating Committee for Executive positions
8:35 am - 8:55 am	Address by Leader of the Opposition
8:55 am - 11:25 am	Resolutions Session Continues
11:25 am - 11:30 am	Nominations from the Floor for Executive Positions
11:30 am - 11:55 am	Candidate speeches (as necessary)
11:55 am - 12:00 pm	Address by Leader of the Green Party
12:00 pm - 1:30 pm	Delegates' Lunch
1:30 pm - 2:30 pm	Delegates' Lunch Dessert served in the Trade Show
2:30 pm - 5:00 pm	Election of Remaining Executive Positions (as necessary)
3:00 pm	UBCM Trade Show closes
3:00 pm - 4:30 pm	<b>Workshops</b>
6:30 pm	UBCM Annual Reception
7:30 pm	UBCM Annual Banquet Presentation of Long-Service Awards and Life Memberships

#### Friday, September 25

7:00 am - 8:30 am	Continental Breakfast
7:30 am - 8:30 am	Election for Executive Positions continues (as necessary)
8:00 am - 9:00 am	<b>Resolutions Session Continues</b> <i>Consideration of:</i> <i>Report on Resolutions Received after the Deadline</i> <i>Remaining Section "B" Resolutions</i>
9:00 am - 9:30 am	Federal Address
9:30 am - 10:45 am	<b>Resolutions Session Continue</b>
10:45 am - 11:00 am	Installation of President Elect
11:00 am	Address by the Premier
12:00 pm	Adjourn

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## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and in between:

The **Town of Ladysmith** (the "Local Government") and  
The **Kinsmen Club of Ladysmith** (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- Promote the Town of Ladysmith through the hosting of community events, such as the Ladysmith Days Parade and the Festival of Lights Parade.

The term of the Agreement is perpetual commencing the 7<sup>th</sup> day of July, 2015.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF THE TOWN OF LADYSMITH

<u>Aaron Stone</u>	<u>Sandy Bowden</u>
Name	Name
<u>Mayor</u>	<u>Director of Corporate Services</u>
Title	Title
<u></u>	<u></u>
Signature	Signature
<u></u>	<u></u>
Date	Date

ON BEHALF OF THE KINSMEN CLUB OF LADYSMITH

<u></u>
Name
<u></u>
Title
<u></u>
Signature
<u></u>
Date