

AGENDA
MUNICIPAL SERVICES COMMITTEE MEETING
MONDAY, JANUARY 14, 2019
COUNCIL CHAMBERS, LADYSMITH CITY HALL
6:30 P.M.

Mandate – To advise Council on a broad spectrum of issues related to departmental matters

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Municipal Services Committee Meeting held
June 11, 2018 1 - 2

3. DELEGATIONS

- 3.1. Amy Melmock, Manager, Economic Development Cowichan: January 2019
Update
- 3.2. Mary Desprez, Transport Canada's Interim Protocol: Freighters in the
Harbour
- 3.3. Ladysmith Arts Council, Town of Ladysmith Public Arts Strategy: Caring for Every
Corner of Community 3 - 43

4. REPORTS

- 4.1. Cowichan Valley Regional District Transit Bylaw Amendment for
Ladysmith Approval..... 44 - 61

Staff Recommendation:

That the Committee recommend that Council consent to the adoption of
Cowichan Valley Regional District Bylaw 4237 -- Transit Service Amendment
Bylaw 2018.

4.2. Building Inspector’s Report to December 31, 2018 62

Staff Recommendation:

That the Committee receive the Building Inspector’s Report for 2018.

4.3. Ladysmith Fire/Rescue Reports for April to November 2018.....63 - 70

Staff Recommendation:

That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to November 2018.

4.4. Coastal Animal Control Services Reports for January to September 2018.....71 - 79

Staff Recommendation:

That the Committee receive the Coastal Animal Control Services Reports for the months January to September 2018.

5. CORRESPONDENCE - None

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS - None

ADJOURNMENT

**MINUTES OF A MEETING OF THE
MUNICIPAL SERVICES COMMITTEE****MONDAY, JUNE 11, 2018****CALL TO ORDER 6:30 P.M.****COUNCIL CHAMBERS, LADYSMITH CITY HALL**

COUNCIL MEMBERS PRESENT:

Councillor Rob Hutchins (Chair) Mayor Aaron Stone

Councillor Cal Fradin

Councillor Joe Friesenhan

Councillor Steve Arnett

Councillor Duck Paterson

Councillor Carol Henderson

STAFF PRESENT:

Guillermon Ferrero

Felicity Adams

Erin Anderson

Geoff Goodall

Clayton Postings

Sue Bouma

CALL TO ORDER

Councillor Hutchins called this Meeting of the Municipal Services Committee to order at 6:30 p.m.

AGENDA APPROVAL**MS 2018-026***Moved and seconded:*

That the agenda for this June 11, 2018 meeting of the Municipal Services Committee be approved with the following amendments:

- Add item 4.1., "Potential Affordable Housing Project for Habitat for Humanity at BC Hydro Property, 6th Avenue and Methuen Street"

*Motion carried.***MINUTES****MS 2018-027***Moved and seconded:*

That the minutes of the Municipal Services Committee meeting held April 9, 2018 be approved.

*Motion carried.***REPORTS****MS 2018-028****Proposed 'Wall of Lights' at Bob Stuart Park***Moved and seconded:*

That the Committee refer the request from the Festival of Lights Society to install a 'curtain of falling lights' in Bob Stuart Park to a future Municipal Services Committee meeting when more information, such as a video of a similar light system, is available from the Festival of Lights.

Motion carried.

First Quarter – Operating and Capital Budgets
Staff responded to questions from the committee.

MS 2018-029

Moved and seconded:

That the Committee receive the financial report, as amended, for the period ending March 2018 for information purposes.

Motion carried.

**UNFINISHED
BUSINESS**

Potential Affordable Housing Project for Habitat for Humanity at BC Hydro Property, 6th Avenue and Methuen Street

Councillor Paterson requested that the Committee reconsider a previous request by Habitat for Humanity Mid-Vancouver Island to provide a letter of support regarding the acquisition of property from BC Hydro to enable the construction of affordable housing in Ladysmith.

MS 2018-030

Moved and seconded:

That the Committee recommend that Council:

1. Request staff to complete an analysis of the BC Hydro property at 6th Avenue and Methuen Street, and
2. Pending the outcome of the analysis, send a letter of support to Habitat for Humanity Mid-Vancouver Island regarding the acquisition of the BC Hydro property at 6th Avenue and Methuen Street to enable the construction of affordable housing in Ladysmith.

Motion carried.

ADJOURNMENT

MS 2018-031

Moved and seconded:

That this meeting of the Municipal Services Committee adjourn at 6:50 p.m.

Motion carried.

CERTIFIED CORRECT:

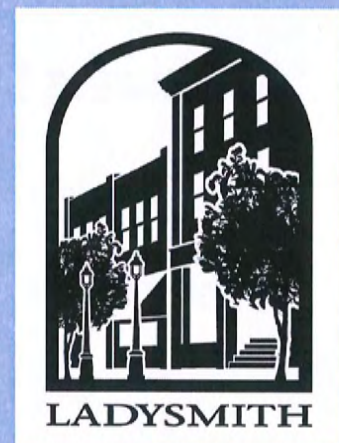
Chair (Councillor R. Hutchins)

Deputy Corporate Officer (E. Anderson)

DRAFT

Ladysmith Public Arts Strategy: **Caring for Every Corner of Community**

Report created for the Town of Ladysmith Parks,
Recreation & Culture by Thoughtful Place Design
January 2019



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- Selection, Funding, Donations, Maintenance

Part II: Towards Implementation

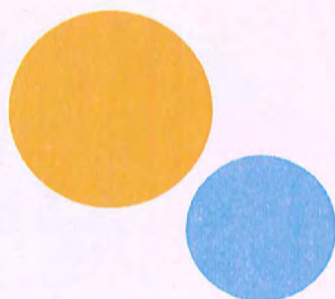
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Arts and culture make considerable and necessary contributions to the well-being of communities. Arts and culture are powerful tools with which to engage communities in various levels of change. They are a means to public dialogue, contribute to the development of a community's creative learning, create healthy communities capable of action, provide a powerful tool for community mobilization and activism, and help build community capacity and leadership.

”

- Creative City Network of Canada



ARTS COUNCIL OF
LADYSMITH & DISTRICT

THOUGHTFUL PLACE DESIGN

TOWN OF LADYSMITH PARKS,
RECREATION & CULTURE

Par

The Pr

at 1: process

Executive Summary

The Arts Council of Ladysmith & District was awarded a contract to complete the first ever Public Arts Strategy for the Town of Ladysmith.

The origins of this initiative were presented as a recommendation stemming from the Parks, Recreation and Culture Master Plan 2016. Through extensive community engagement and consultation it was identified that developing a Public Arts Strategy was a high priority for the community.

The Public Arts Strategy process began in September 2018 with community engagement and involvement being a top priority.

Creative grass roots community-based research has shaped and defined the outcomes of this

report with guiding principles, recommendations for next steps, and measuring success being tailored specifically to the Town of Ladysmith & District and its diverse population.

The Guiding Principles that will shape the implementation of public arts projects, programming and events for the future are:

- To **celebrate and commemorate** local stories of place
- To **create or select** works with genuine intentions to ensure authenticity
- To **showcase** a variety of art forms and creative methods including temporary & performance arts
- To **balance** local community-based projects with regional, national or international submissions
- To **support and enhance** the visual heritage and stories of Stz'uminus First Nation
- To **enhance** the public realm
- To **spark** conversation and gathering in public places
- To **promote** belonging, social cohesion, & inclusivity

“

Art is unquestionably one of the purest and highest elements in human happiness. It trains the mind through the eye, and the eye through the mind. As the sun colours the flowers, so does art colour life.

- John Lubbock, *The Pleasures of Life*

”

THIS PROJECT WAS MADE POSSIBLE DUE TO A PARTNERSHIP BETWEEN THE ARTS COUNCIL OF LADYSMITH & DISTRICT, PARKS, RECREATION & CULTURE AT THE TOWN OF LADYSMITH, AND CONSULTANT THOUGHTFUL PLACE DESIGN.

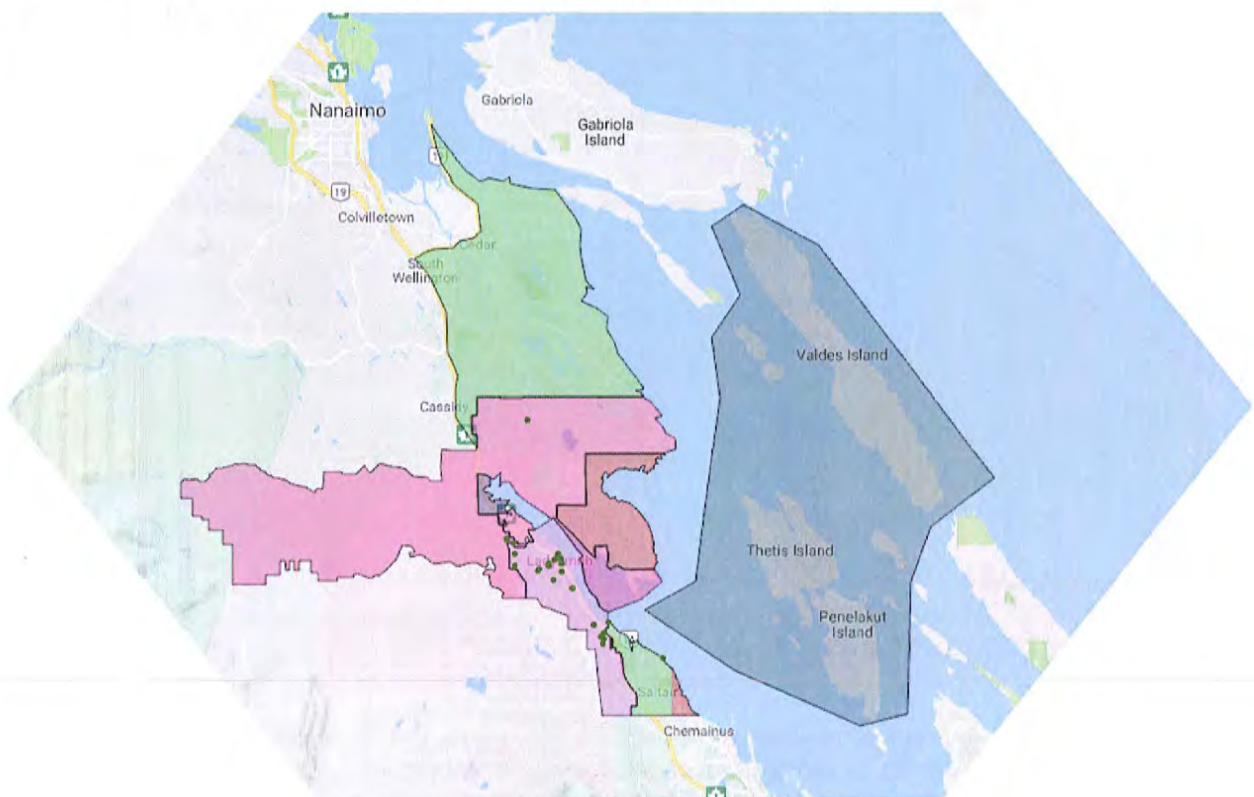
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Project Scope and Background

1.2.1 Defining Project Area

The project area is roughly defined to reflect the local community served by arts & cultural programs and facilities in the town of Ladysmith. The area is broadly defined as the space between Nanaimo and Chemainus. This area includes Cedar, Yellowpoint, Cassidy, current day Stz'uminus First Nation lands, the Diamond, Ladysmith, and Saltair.



1.2.2 Deliverables

The Public Arts Strategy was born out of the Parks, Recreation & Culture Master Plan, 2016. Town Council approved the deliverables presented by the PRC department in 2018 with a project timeline of approximately four months. The draft report strategy set out to include the following:

- community engagement process
- define public art
- identify key stakeholders
- create an inventory of existing public art in Ladysmith
- background research and document review
- best practices
- process for receiving donations and gifts
- report on community engagement process
- implementation strategy including long-term budget
- draft public arts strategy to present to community for feedback
- draft public arts strategy to present to Council for review and feedback
- recommendations for next steps



1.3

10

Defining Public Arts



Public arts or art in public places are creative works, programs, or events that are accessible and original that enrich the community as it evokes meaning in the public realm. It can be of a variety of forms and takes into consideration the site, its location and context, and the audience. Public art may possess functional as well as aesthetic qualities. Public art can be related to the site in three different ways: integrated, semi-integrated and discrete.

- adapted from *City of North Vancouver Public Art Program 2009*

“Public art” refers to an artistic work that is created and located for public accessibility. The defining principle of public art is that the work has been designed by an artist for enhancement of a particular public realm.

Integrated Public Art:

Public Art that becomes part of the urban infrastructure of a City or a community. It reflects the social, cultural, architectural and historic nuances of the space thereby creating a sense of place.



Semi Integrated:

Public art that derives to some degree its conceptual inspiration from some aspect of the site and displays a heightened degree of physical and conceptual integration. These works may exist in a number of locations provided that all possess the same requisite physical and conceptual conditions, i.e. a piece which must be located in a windy open field condition could be located in any windy open field anywhere.



Discrete:

Public art that is not integrated with the site either in a physical or conceptual manner. Usually this type of public artwork only relates to the site from a location and scale point of view and is often created off site and moved into the place.



“Each public art piece is an original, one-of-a-kind work that creatively reflects North Vancouver’s unique culture, heritage and natural environment. A distinctive cultural asset, public art provides a deep-rooted sense of place and serves as an artistic legacy for future generations.”

Art Trails & Parks



Art & Infrastructure

Interactive Art



Indigenous Art & Stories



“Public art is a reflection of how we see the world – the artist’s response to our time and place combined with our own sense of who we are.”

Performance Art



Community-based art



unexpected art



1.4

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Community & Key Stakeholder Engagement

Through varied and rigorous engagement tools diverse community groups within Ladysmith & surrounding area were invited to participate in the Public Arts Strategy process.

In addition to public presentations, workshops, walking tours, online surveys, and social media engagement this process included over 30 individual interviews with local emerging and professional artists, arts and culture not-for-profits, service clubs and other non-profit organizations, local business owners, storytellers, Elders, primary and secondary students, post-secondary educators, local arts teachers and principals, development planners, former and current members of Town Council, current members of Stz'uminus First Nation Band Council, and other community members who had been involved in public art projects prior to this initiative.

Mixed & Rigorous Engagement Tools



2

platforms

Online Surveys

LIVE from Oct 26th- Nov. 23rd

18 PlaceSpeak
59 SurveyMonkey

= 77 completed surveys



120 subscribers

eNewsletter

October 8th
Sign up began

Oct 10
1st eNewsletter sent
to the first 7 subscribers
TODAY!



Email

September 1st
ladysmithartsstrategy@gmail.com



Postcard Project

Share your ideas on public arts for
Ladysmith.

38 postcards returned



Webpage

<http://www.ladysmithwaterfrontgallery.com/ladysmith-arts-strategy/>
Over 97 page views



eventbrite

Eventbrite

a event listing page created
for all events
A non social media outlet

Other

Advertising

Ladysmith Chronicle
Chamber of Commerce
Ladysmith PRC
Harbour Living
Cowichan Culture
Whats on Digest
Stz'uminus Newsletter
Word of Mouth

Social Media: Totals to Date



44 views
3 videos

Video



68 likes
71 followers

Facebook
Created November 14



663 people reached

Instagram
Sept 14 to present



11 new followers

Twitter

Milestones & Key Events

SEPT 14 Facebook live	SEPT 17 Project Kick-Off & Walk at Aggie Hall	SEPT 28 Meet with Stz'uminus First Nation
OCT 10 1st eNewsletter sent to 7 subscribers	OCT 11 update at Interagency meeting	OCT 13 250 postcards
OCT 17 presentation to Service Clubs & local business	OCT 18/19 presentation & walk: Back Alleys	OCT 24 presentation to PRC committee
OCT 26 both online surveys go live	NOV 6 LSS highschool workshops	NOV 8 Pop-Up Booths at FJCC & LSS
NOV 15 presentation to Heritage Committee	NOV 20 Pop-Up Booth at LAFF for Child Day	NOV 20 Key Stakeholder Workshop
NOV 22 Community Workshop	NOV 25 Presentation to Newcomers & Probus	DEC 5, 6, 9 Public Open Houses



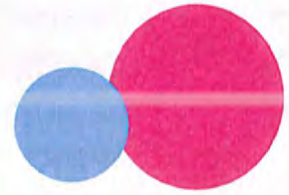
Key Findings & Community Priorities

1.5.1 Defining Public Arts from the ground up

This section sets out the input and common themes shared by key stakeholders and the greater community. Here, we will review how the **community** defines public art; which items they consider public art in Ladysmith and District; and what types of public arts they would enjoy, and in which locations. These findings were sourced from the SurveyMonkey and PlaceSpeak surveys, the postcard project, workshops, pop-up booths, and individual interviews as well as any comments received through social media or via email.

Below are some comments from community members who completed the survey and their definitions of public arts.

- Outside and accessible to everyone
- Public Art is accessible to the general public by way of sculpture, paintings, photographs or items of historical/community importance.
- Public art can also be performance art.
- Art in the public realm (streets, parks, marinas, community buildings) lend voice to the community identity, give residents a sense of ownership and pride and visitors a sense of what the community is.
- Art exhibited in unexpected locations. Art that encourages touching, feeling texture. Art that makes you think & why here
- Sharing creativity. To inspire others. To beautify the place we live with art. To showcase, enjoy and appreciate local talent. To express thoughts and opinions through art.
- Sculptures, historical signage, pictorial displays, historical artifacts displayed outdoors.
- Art displays, concerts, theatre productions.
- The purposeful display of art installations and historical artifacts (i.e. steam train, statues,



1.5.2 Existing Public Arts as recognised by the community









1.5.3 Key Stakeholder Response

The following six key stakeholder groups were identified throughout the process:

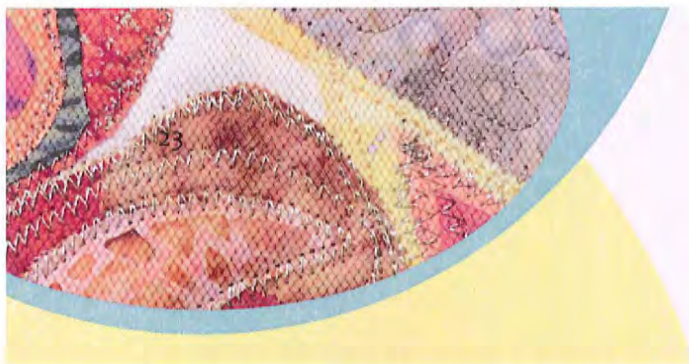
- **youth** attending schools within the project area including Stz'uminus First Nation primary and community school, North Oyster, Ladysmith Primary School, Ladysmith Intermediate School, Ladysmith Secondary School
- **emerging and established artists** working and/or living within Ladysmith and district
- **Stz'uminus First Nation Chief and Council**, community members, artists, arts educators
- **local businesses**
- **arts and culture non-profits**
- **service clubs and non-profit organizations** within the project area

Through a series of workshops, surveys, and individual interviews key findings were drawn out from

each of the groups. Although each group has a diverse set of interests and stake in the success of a public arts program in Ladysmith & District, these groups brainstormed on how to leverage resources and form partnerships to ensure that public arts program could benefit all in the future.

Youth wished for the following:

- creative public places to gather and hang out
- a place to sell and showcase their work - ie. A student art sale/market in the community
- an area where they could experiment with public arts outdoors - there is a desire to take pride and ownership in an outdoor creative space for youth (murals, street art, temporary stage for improv)
- the freedom for Grade 12s to paint their parking stalls
- continued involvement in the process and opportunities for mentorship and development



- a desire to see socially reflexive art that inspires, makes one feel good, and is interactive and fun!

Local professional artists wanted to ensure that:

- the Public Art Selection Committee would be unbiased in their selection of art and would step down if there presented a conflict of interest;
- the artists' rights would be a top priority during the process;
- the artists would have freedom to create to their vision;
- the Town would provide a contract for the artist to complete, install, and sign-over the work;
- the Town and artist would enter into;
- the artists shortlisted would receive an adequate honorarium for their time and concept designs;
- the artists would receive fair compensation for to create their work from concept to implementation;
- the Town would support artists in their submissions and provide a clear and succinct application process;
- the Town would respect current copyright laws;
- that works selected reflected the local community;
- that works selected were regarded as having high quality of artistic merit, excellence, authenticity and integrity.

Stz'uminus First Nation Council and community members recommended that:

- oral stories of Stz'uminus First Nation are shared visually throughout the territory to foster a sense of welcoming and belonging from members;
- Hul'qu'min'um place name projects get off the ground;
- public arts and visual storytelling has a way to show the community collaboration at a grass-roots level;
- romanticizing first contact only repeats harms of the past;
- truth-telling through visual stories are imperative;
- there is a sense of urgency to create a space to support and welcome public works from local First Nations artists;

- pole raising and ceremony must be differentiated from public art;
- food can be a form of art;
- there is a willingness to come together to heal both communities in visual way;
- mapping project sharing local First Nations culturally significant places;
- Elders and artists wishes must be respected and upheld on every project from concept to installation.
- liked the idea of public arts and gathering places;
- liked the idea of community marketing rebranding combined with public art, wayfinding, and signage in the downtown core and edges;
- stated that businesses are always asked for money but pockets aren't that deep - can provide resources such as space, marketing and promotions and bodies;
- some were open to a business tax to fund public art in the downtown that animates the street and encourages tourists to gather and shop for longer periods of time;

Local business owners, Ladysmith Chamber of Commerce board and the Ladysmith Downtown Business Association:

- understood the economic benefits of arts and culture in a community;
- wished for large-scale photo opportunities for tourists and residents alike to drive business;
- like the idea of creative and more prominent gateways into the community from the north and south exit off the highway and from the waters edge;
- encouraged public arts programming, works, and events to increase tourism and relocation of business and residential to the area;
- some were opposed to the idea of development cost charges as to not deter new development to the area;
- the film was mentioned as a great project that beautified the downtown - this is what public art can do;
- local businesses were already creating partnerships with artists to paint a large wall on their building, or create a temporary window display;
- vacant buildings are wonderful opportunities for pop-up



public arts displays until building changes hands.

Arts and culture non-profits wished for:

- arts and culture to be taken seriously with sustainable funding measures in place similar to other Town programs;
- a fund for the arts that people can contribute to;
- make community arts and culture a priority and understand the incredible benefits of arts and culture for a community;
- pay artists adequately for their work;
- matching funding from the Town and region to assist with current arts and culture programming;
- assistance from the Town's grant writer to apply to arts and culture grants annually or more frequently;
- increased and adequate space for growing program needs.

Local service clubs and non-arts volunteer organizations thought that:

- they could use public arts as a tool to fundraise for park and public space improvements;
- they could provide a host of volunteer services to support any public art event, program or public work;
- this is an exciting time and they could see themselves benefitting greatly from collaborating on public artst initiatives;
- this would give fresh take to common fundraising efforts;
- they can partner with local businesses or artists on grant writing to secure funding through their organization;
- animating places and enhancing public parks and streets would be a great idea.

1.5.4 Broad Community Response

The broader community was able to share their voices a number of ways. Two surveys were created in partnership with the Town of Ladysmith and the Arts Council of Ladysmith and District, using Survey Monkey and PlaceSpeak; 250 pre-paid postcards were distributed throughout local businesses in the community;

Of the questions posed to the community we found the most significant in terms of shaping future public art planning to be:

- what types of public art would the community enjoy?; and,
- where would they like to experience these art forms?

By combining the survey responses with input from comment cards at pop-up booths and comments received from the postcard project as well as input from the community workshop it was noted that the community would most enjoy the following types of public art:

- street art
- music or sound installations, events, programming or performances
- First Nations art
- theatre or performance art
- and sculptural or three dimensional works of art

In terms of locating or experiencing these works, the majority of respondents would prefer they take place:

- in public spaces, places, parks, trails, gardens;
- in or near public buildings or public building sites;
- unexpected places such as back alleys, sidewalk corners, in a tree, under a tunnel, etc; and,
- by the waterfront or Transfer Beach area.



1.6

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Local Opportunities & Challenges

This section outlines a number of opportunities and challenges presented by key stakeholders, the broader community, and existing planning framework and context. The local planning documents that were reference for this section were:

- *The Parks, Recreation & Culture Master Plan 2016*
- *The Ladysmith Economic Development Strategy 2018*
- *The Ladysmith Youth Plan 2018*
- *The Naut'sa mawt Community Accord: Joint Community Report 2016*
- *The Official Community Plan 2016*
- *The Waterfront Area Master Plan 2018*
- *The 2018 Community Profile*
- *Council Strategic Priorities 2016-2019*

Opportunities

The existing planning framework and local context is readily awaiting a boost to its public arts and culture scene.

The *Economic Development Strategy* included the Arts and Heritage Hub on the waterfront as an *Immediate Priority Project*.

Under Section 8.6.2 of the *Ladysmith Youth Plan* the youth in the community identified arts and culture as having a significant positive impact on their daily lives and they wished for more

opportunities to be involved in arts and cultural opportunities in the community.

As the *Waterfront Area Master Plan* continues towards implementation, the Arts, Culture & Heritage Hub was identified as a priority area providing a heart and vibrancy to the surrounding plan. The public arts can be incorporated into walking trails, open space planning, wayfinding, and programming of performance spaces.

The Naut'sa mawt Community Accord mentions a number of priority joint initiatives that have yet to

be implemented, specifically a Stz'uminus First Nation place names project.

Two out of the four objectives from *The Parks, Recreation & Culture Master Plan* are centred around arts and culture. These objectives are to encourage greater participation and appreciation of Ladysmith's arts and cultural events and facilities, and enhance support to Ladysmith's diverse arts, cultural and heritage venues and events. The indicators recognized the need for more funding for arts and cultural activities, organizations, and programming in the community.

Local businesses, youth, local professional artists, Stz'uminus First Nation, arts and culture organizations and other non-profits are excited about the possible benefits public art can bring to the community and are willing to be involved in supporting projects along the way.

Challenges

Some challenges that were identified during the community engagement process were:

- funding projects - long-term annual funding
- gaining consensus from community on projects
- positioning the artworks appropriately throughout the Town - north and south
- showcasing the artworks properly so not lost in space
- forming a diverse and unbiased selection committee
- lack of community organizing to deliver next steps of project
- competing priorities at Town level
- lack of understanding on the positive impacts of public art for a community
- breaking down status quo thinking to understand the variety of forms of public arts.

Best Practices

In this section we will review best practices for selection, funding, maintenance, deaccessioning, and receiving donations or gifts of artworks. The following public art documents have been referenced - *City of Sydney Acquisition and Deaccession Guidelines 2010*, *City of North Vancouver Public Art Policy Procedures 2009*, *City of North Vancouver Public Art Policy Procedures Manual 2009*, *City of Nanaimo Community Plan for Public Art 2010*, and *City of Victoria Art in Public Places Policy and Guidelines 2011*

1.7.1 Selection

Municipalities that have successful and sustainable Public Art Programs form a Public Art Advisory Committee to select public art works, programming and events to occur annually. These committees are typically comprised of one or more local professional public artist(s), an architect, a landscape designer/architect, a member of Town Council, a cultural planner/coordinator, a representative from the local arts council, one or more community members.

These committees develop a set of criteria for public arts submissions based on the local community priorities set out in a public arts strategy, policy, or plan. The guiding principles within the public arts strategy assist in determining the criteria for selecting successful works.

Some communities distinguish between annual public art calls for large-scale projects and community public arts programming for small to medium-scale projects with specific application guidelines for each. This ensures that the Public Art Advisory Committee selects a balance of community-generated works as well as professional artists submissions.

1.7.2 Funding

In order to fund public arts projects, programs and events a Public Arts Reserve Fund is typically created.

Some municipalities create a Public Arts Reserve Fund and a Community Arts Fund to differentiate between types and scales of projects. This is not necessary however; and is possible to implement once the public arts program is becoming established and growing.

Councils will allocate funds to the Public Arts Reserve fund on an annual basis - this forms the base of the funding to implement public arts projects.

A large-scale professional work can cost anywhere from \$50,000 to \$500,000 while community-based arts projects could be awarded between \$1000 to \$15,000 depending on scale and magnitude.

In order to ensure sustainable funding, especially in a smaller town with less development cost charge opportunities, a variety of funding sources are necessary to review such as:

- Community Amenity Fund contributions;
- parkland and trail upgrades and improvements;
- public realm upgrades and improvements;
- civic building expansions, developments and retrofits;
- local area plan development and implementation;
- density bonusing and transfer;
- infrastructure improvements;
- a local tax - business, residential, commercial, industrial;
- external event donation such as film or other large privately-run event;
- regional opportunities; and
- local, regional, national grants received through partnerships with local non-profit organizations.

In addition to locating the potential for existing funding in the current town planning and operating framework many municipalities are able to receive cash gifts to the Public Arts Reserve Fund.

1.7.3 Maintenance & De-accessioning

Maintenance

At the submission phase, the artist must provide a rough estimate of the cost to be incurred by the Town to maintain a public artwork annually.

In larger municipalities with rapid private development, there is typically a 1% development cost charge that goes towards maintaining public artworks.

In other municipalities, the public works and/or infrastructure budget covers the cost of maintaining public art projects.

In other cases, depending on location and creation of the work, a business owner, service club, or non-profit organisation may be responsible for maintaining the project.

Temporary public arts programming can significantly reduce the cost of maintaining works longterm.

Deaccessions

In order to minimize controversy, best practice is to have a clear and transparent procedure for deaccessioning public artworks.

This procedure should clearly state the reasons for deaccessioning an artwork and should make reasonable attempts to contact the artist and inform the community prior to removal.

A report for deaccessioning an artwork is typically referred to the Public Art Advisory Committee with a clear rationale stating the reason for removal, relocation, or demolition.

Municipalities that act in good faith with the artist and the community are faced with less consequences by maintaining a transparent process.

In cases where the project was temporary, the initial contract between the artist and municipality will determine the time and process for removal or return to the artist.

1.7.4 Donations & Offers

Some municipalities are able to receive donations of public art or art that is considered fine art that is to be on public display. The process for receiving these donations, bequests, or gifts is the same as receiving a public arts submission through an open call.

There is typically no funding or resources provided by the municipality to receive donations. All donations are required to complete a donation application form which will be reviewed by the Public Arts Advisory Committee and the Town.

In order for an offer to be accepted it must meet a set of criteria that is reflective of the local communities priorities and interests. It must also incur no cost to the Town nor its staff for placement, installation, development, etc.

If the donation does not meet the requirements as set out in the application form, the donation may be refused.

The donation may also be refused if it does not represent the local community context, is offensive or harmful to any potential public audience, is unsafe, or if there is no meaningful benefits to the local community.

Municipalities may also wish to temporarily close the donation program if they so choose. This could be due to lack of resources, lack of funding for maintenance of donated items, lack of storage, or other reason.



Part 2: T Impleme

owards entation

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Guiding Principles

This section provides an overarching framework to assist in selecting public works of art, programming, events, and performances. These guiding principles should be referenced by the Town and the Public Arts Advisory Committee prior to selecting a work of public art for the community. These principles have been distilled from the community input in combination with best practices, current planning framework and local context.

“

During my 30 years at Americans for the Arts, I have had the great privilege to visit and learn about a different community nearly every week. While they differ vastly from one another, there is one common strength I have observed: the arts have made a profound impact on the health of each community.

”

~ Robert L. Lynch, President, Americans for the Arts

- To **celebrate and commemorate** local stories of place



- To **create or select** works with genuine intentions to ensure authenticity

- To **showcase** a variety of art forms and creative methods including temporary & performance arts



- To **balance** local community-based projects with regional, national or international submissions



- To **support and enhance** the visual heritage and stories of Stz'uminus First Nation

- To **enhance** the public realm



- To **spark** conversation and gathering in public places



- To **promote** belonging, social cohesion, & inclusivity



“

If art is to nourish the roots of our culture, society must set the artist free to follow his vision wherever it takes him... We must never forget that art is not a form of propaganda; it is a form of truth.

~ John F. Kennedy

”

2.2

40

Recommendations for Next Steps

These recommendations form a flexible working document that will adapt, shift, depending on local context and regional or national best practices.

Recommendation

- **Create a Public Art Reserve Fund including percentage for maintenance:** identify all possible revenue streams - local and regional grants, partnerships, sponsorships, community amenity fund contributions, density bonusing, density transfer, rezoning, variance, donations, etc
- **Create a walking/cycling/rolling tour and brochure of Public Art Icons in Ladysmith & District:** to be available on Town's website
- **Select members to a Public Arts Advisory Task Force Working Group:** to begin review of Public Arts Strategy, creating calls for artists, and/or developing a plan to implement the first project
- **Create a Public Arts FAQ sheet:** to be available on Town's website addressing key contacts, and general questions about the Public Arts process in Ladysmith
- **Create toolkits tailored to key stakeholder groups:** available on Town's website with instructions for local business, artists, developers, not-for-profits to foster ease and clarity of implementing public arts projects

- **Review funding options to hire an arts and culture coordinator:** This could be a partnership between the local arts council and the Town or an independent contractor
- **Draft Community Public Arts Policy to direct and guide implementation:** based on character areas and local area plans, including a detailed phased approach for implementation - build-in two-year review
- **Amend current planning policy to explicitly incorporate public arts:** Waterfront Area Plan, Official Community Plan, PRC Master Plan, etc
- **Harness momentum from existing community events and build partnerships to kick-start public arts spin-off projects and programming:** Light Up, Arts on the Avenue, Student Art Show, Spring Art Tour, Little Theatre events
- **Showcase existing projects that have yet to be implemented:** Hul'qum'in'um Signage Project, Project Reel Life, youth and community projects, other
- **Further develop a maintenance plan:** banners rotated seasonally, murals change annually, % from capital public works budget, PRC budget, adequate storage for rotating community projects
- **Build-in a review process:** monitoring the ongoing achievements of the program, keeping current with best practices, and updating the Town and greater community on the annual state of the arts

STAFF REPORT TO MUNICIPAL SERVICES COMMITTEE

From: Joanna Winter, Manager of Legislative Services
 Meeting Date: January 14, 2019
 File No:
 RE: **CVRD TRANSIT BYLAW AMENDMENT FOR LADYSMITH APPROVAL**

RECOMMENDATION:

That the Committee recommend that Council consent to the adoption of Cowichan Valley Regional District Bylaw 4237-- Transit Service Amendment Bylaw 2018.

PURPOSE:

The purpose of this staff report is to convey the request from the Cowichan Valley Regional District that the Town of Ladysmith consent to adoption of a Transit Service Bylaw amendment that would add the Town of Ladysmith to the funding structure for the Cowichan Valley commuter service.

PREVIOUS COUNCIL DIRECTION

Resolution	MeetingDate	ResolutionDetails
CS 2013-030	02/04/2013	It was moved, seconded and carried that the Town of Ladysmith consents to the adoption of Cowichan Valley Regional District Bylaw No. 3670 – CVRD Transit Service Establishment Amendment Bylaw, 2013.
CE 2012-198	11/19/2012	It was moved, seconded and carried that the Town of Ladysmith request to join the Cowichan Valley Regional Transit Service as a full partner, with 3,000 hours per year allocated to Ladysmith internal services, provided that 1,100 hours are allocated concurrently to connecting Ladysmith to Chemainus as proposed by the Cowichan Valley Regional District in its transit service proposal letter dated March 1, 2012.
CE 2012-199	11/19/2012	It was moved, seconded and carried that it be formally requested that the Cowichan Valley Regional District Transit Service Future Plan be amended to change the proposed connection from Ladysmith to Nanaimo from medium term (six to 15 years) to short term (one to five years).
CE 2012-190	11/05/2012	It was moved and seconded that: <ul style="list-style-type: none"> • The Cowichan Valley Regional District (CVRD) be requested to amend its Transit Service Bylaw to establish transit service

Resolution	MeetingDate	ResolutionDetails
		<p>in the Town of Ladysmith on a five-year term basis;</p> <ul style="list-style-type: none"> • All costs of the Regional Transit Service be borne through a CVRD requisition to Ladysmith taxpayers; • Staff be directed to investigate options to share in the spare bus costs with neighbouring transit areas; and • Staff be directed to meet with the Regional District of Nanaimo with respect to a possible future service extension between Ladysmith and the Nanaimo Airport, together with routing changes in the Nanaimo system to provide transit connectivity to Nanaimo and Vancouver Island University.

INTRODUCTION/BACKGROUND:

The Cowichan Valley Regional District board has developed a transit service bylaw amendment that would add the Town of Ladysmith to the funding formula for its commuter service. Although Ladysmith has contributed to the overall funding of the transit service since signing on to it in 2013, the commuter service to Victoria is subject to a separate funding process and Ladysmith has never contributed to it.

Ladysmith must consent to this bylaw before it can be adopted by the Regional District Board.

According to the attached staff report from the Cowichan Valley Regional District, the impetus for this bylaw amendment to include Ladysmith in the requisition came from a survey of commuter service users. The 2018 ridership survey showed that Ladysmith daily commuters make up two per cent of the total ridership.

The funding model for determining each community's contribution to the commuter service is assessment-based, meaning that the contribution to the service is determined by calculating a percentage of the total tax roll assessment for the community.

Although there is a general consensus that Ladysmith residents would prefer to see commuter service north to Nanaimo, this involves connecting with a separate transit service, run by the Regional District of Nanaimo (RDN) and is therefore beyond the scope of the current bylaw amendment. However, the transit plan for the region includes plans to commence talks with the RDN to establish transit service between Ladysmith, the Nanaimo Airport, and Nanaimo within the next five years.

All other affected communities in the CVRD have consented to the adoption of this bylaw with the proposed assessment based funding model.

ALTERNATIVES:

Council can choose:

1. To consent to the adoption of Bylaw 4237 as requested by the Cowichan Valley Regional District
2. Not to support the adoption of Bylaw 4237
3. To request consideration of a different funding model.

FINANCIAL IMPLICATIONS:

There is no direct cost to the town of Ladysmith. The increase in transit funding fees will be passed along to Ladysmith taxpayers through the annual Cowichan Valley Regional District tax requisition. The total estimated cost of the commuter service in Ladysmith is \$20,607, or approximately \$1.20 per \$100,000 of assessed value (2018 estimates).

Ladysmith's total contribution to the transit service in 2018 was \$225,984.

LEGAL IMPLICATIONS:

The amendment bylaw cannot be adopted by the CVRD without Ladysmith consent. Withholding this consent could mean that the commuter service would not be extended to our community, thus affecting the Ladysmith residents who use the service for their daily commute to Victoria.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Ladysmith should pay its share of transit services used by community members. In the short term, the Town's share will be disproportionate to the current number of users. However, an increase in ridership will not affect the tax requisition as long as it is assessment based. It will be important to remind residents that Council and the Regional District are actively seeking to establish a commuter service to Nanaimo within the next five years.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|---|
| <input type="checkbox"/> Complete Community Land Use | <input checked="" type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

Council is requested to consent to the adoption of Cowichan Valley Regional District Bylaw 4237, -- Transit Service Amendment Bylaw 2018, which imposes a new requisition for Ladysmith use of the CVRD commuter service to Ladysmith. Ladysmith currently does not contribute to this service, although two per cent of service users are residents of the Town of Ladysmith, based on a 2018 ridership survey.



Joanna Winter, Manager of Legislative Services

January 8, 2019

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Correspondence from CVRD
CVRD Staff Report
Consolidated Transit Service Bylaw
Bylaw 4237
Funding Options



175 Ingram Street
Duncan, BC V9L 1N8
www.cvrld.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

October 16, 2018

File No.: Bylaw No. 4237

via email:
jwinter@ladysmith.ca

Town of Ladysmith
PO Box 220, Stn Main
LADYSMITH BC V9G 1A2

Attention: Joanna Winter, Manager Legislative Services/Corporate Officer

Dear Ms. Winter:

Re: "CVRD Bylaw No. 4237 – Transit Service Amendment Bylaw, 2018"

The Board of Directors, at their meeting of October 10, 2018, granted first three readings to the attached Transit Service Amendment Bylaw.

If adopted by the Board, Bylaw No. 4237 will add the Town of Ladysmith as a Commuter Transit Service participating area; change the apportionment of costs for the Commuter Transit Service to assessment based; remove out of date apportionment calculations; and update the language in the whereas clauses.

In order to consider adoption of Bylaw No. 4237, written consent must be obtained from at least 2/3 of the service area participants. Accordingly, the CVRD requests that the following resolution be considered and adopted by Council:

That the Town of Ladysmith consents to the adoption of "CVRD Bylaw No. 4237 – Transit Service Amendment Bylaw, 2018".

Please do not hesitate to contact the undersigned should you have any questions regarding this process.

Sincerely,

Joe Barry
Corporate Secretary

td
Enclosures

pc: Natalie Wehner, Manager, Finance Division
Jim Wakeham, Manager, Facilities & Transit Division



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4237

A Bylaw to Amend Transit Service Establishment Bylaw No. 1450

WHEREAS the Board of the Cowichan Valley Regional District established the *Cowichan Valley Regional Transit System* under the provisions of Bylaw No. 1450, cited as "CVRD Bylaw No. 1450 - Transit Service Establishment Bylaw, 1993";

AND WHEREAS the Board deems it desirable to add the Town of Ladysmith as a Commuter Transit Service participating area; change the apportionment of costs for the Commuter Transit Service to assessment based; remove out of date apportionment calculations; and to update the language in the whereas clauses;

AND WHEREAS, pursuant to Section 349 of the *Local Government Act*, consent for adoption of this bylaw has been received from at least 2/3 of the participants;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4237 – Transit Service Amendment Bylaw, 2018**".

2. AMENDMENTS

1. The five WHEREAS clauses are hereby deleted and replaced with the following:

WHEREAS pursuant to Sections 332 and 338 of the *Local Government Act*, a Regional District may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish and operate a transit service and a commuter transit service;

2. Section 6 of Bylaw No. 1450 is hereby deleted and replaced with the following:

6. The annual cost of providing the service established under Section 2 shall be recovered by:

- a) Property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area.
- b) Revenues raised by other means authorized by the *Local Government Act*, or any other *Act*.

3. Section 7 of Bylaw No. 1450 is hereby deleted and replaced with the following:

7. A Commuter Transit Service is hereby established between the Cowichan Valley Regional District and the Greater Victoria metropolitan area in partnership with the Victoria Regional Transit System and BC Transit and with City of Duncan, Town of Ladysmith, Town of Lake Cowichan, District of North Cowichan, and Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay, E – Cowichan Station/Sahtlam/Glenora, F – Cowichan Lake South/Skutz Falls, and I – Youbou/Meade Creek as participating areas.

4. Section 8 of Bylaw No. 1450 is hereby deleted and replaced with the following:

8. The annual cost of providing the service established under Section 7 shall be recovered by:
- a) Property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area.
 - b) Revenues raised by other means authorized by the *Local Government Act*, or any other *Act*.

READ A FIRST TIME this 10th day of October 2018.

READ A SECOND TIME this 10th day of October 2018.

READ A THIRD TIME this 10th day of October 2018.

I hereby certify this to be a true and correct copy of Bylaw No. 4237 as given Third Reading on the 10th day of October, 2018.


Corporate Secretary

OCTOBER 12, 2018
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Chairperson

Corporate Secretary



STAFF REPORT TO COMMITTEE

DATE OF REPORT July 20, 2018
MEETING TYPE & DATE Transit Committee of August 8, 2018
FROM: Facilities & Transit Division
Community Services Department
SUBJECT: Commuter Transit Service Funding Apportionment Models
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide options and a recommendation for a change to the Cowichan Valley Commuter Transit service Funding method used in Function 106, and to include the Town of Ladysmith as a participating area.

RECOMMENDED RESOLUTION

That it be recommended to the Board that a bylaw be prepared to amend the Transit Service Establishment Bylaw No. 1450 by:

1. Adding the Town of Ladysmith to Sections 7 and 8 which pertain to the Commuter Transit Service; and
2. Changing the apportionment of costs in Section 8 to assessment based.

BACKGROUND

The Cowichan Valley Commuter (CVC) transit service was implemented in October 2008. Local funding for this service was established in Function 106 through Bylaw 1450 and apportionment by participating area is set out in Section 8 (see Attachment A). Funding percentages by area were based on projected use of this service and premised on the assumption that the South Cowichan areas (Electoral Areas A, B, C, and D respectively) would be the highest users. The current commuter funding formula also does not include any financial contribution by the Town of Ladysmith who joined the Cowichan Valley transit system with localized routing in 2013 and with handyDART services in 2014 respectively. Now that the Town of Ladysmith is part of the transit service and some residents are using the commuter service, along with upcoming long-term expenditures including annual lease payments for the Cowichan Valley transit operations and maintenance facility, potential future park and ride expansion, and review of operating contracts and associated costs, it is timely to review the funding formula for Function 106 and make adjustments.

General information about CVC use by area was collected in a 2017 broad survey regarding use of park and ride sites but was not detailed enough to reliably determine service use. As such, in April 2018, specific address data for commuter customers was collected to help review and validate current use of the service by participating areas.

It should be noted that the conventional and handyDART transit systems under Function 107 went through a thorough review of funding options in 2014 that concluded with the funding method being based on a 100% assessment method. Prior to that time, the model used was a combination of: % of population, total assessment, and number of funding partners, which was very different than most CVRD service functions. The move to adopt a 100% assessment-based method was phased in over three years (2015-2017) to minimize the impacts to areas whose contribution amount was fairly significant (Area B and North Cowichan respectively).

ANALYSIS

The on-board ridership survey done in April 2018 confirmed that the existing funding by area in Bylaw 1450 does not correlate to current use of this service. The table below shows the bylaw percentages vs. estimated ridership by area based on a sample size of 115 respondents (approximately 75% of daily CVC riders).

Participating Areas	Current Bylaw 1450 Funding % (Section 8)	April 2018 using Ridership %
Municipality of North Cowichan	17	28
City of Duncan	8	9
Town of Lake Cowichan	1	1
Town of Ladysmith	0	2
Area A (Mill Bay / Malahat)	17	11
Area B (Shawnigan Lake)	17	20
Area C (Cobble Hill)	17	14
Area D (Cowichan Bay)	12	5
Area E (Cowichan Station / Sahtlam / Glenora)	9	6
Area F (Cowichan Lake South / Skutz Falls)	1	3
Area I (Youbou / Meade Creek)	1	1

Commuter use by residents of the core areas (i.e. North Cowichan and Duncan) is higher than was projected in 2008, and 3 of the 4 south Cowichan areas is considerably less. There are also daily users from the Town of Ladysmith who do not currently contribute funding to this service.

Three potential funding models are presented in Attachment B alongside the current apportionment method in Bylaw 1450 for consideration of new funding options along with their projected financial impacts based on the 2018 tax requisition amount of \$228,971 for Function 106. As with any new model there are some areas that financially benefit and some that do not, and no model is perfect. The Town of Ladysmith will incur an increase in all 3 models as they currently are not funding the service. The summary table below provides a comparative of the existing funding allocations by area compared to allocations under the three models included in Attachment B. Figures in brackets represent the net change from current apportionment percentages established in Bylaw 1450.

Funding Area	Current % (Bylaw 1450)	Model 1 Assessment	Model 2 Population	Model 3 Estimated Ridership
North Cowichan	17%	36%, (+19%)	40%, (+23%)	28%, (+11%)
City of Duncan	8%	6%, (-2%)	7%, (-1%)	9%, (+1%)
Town of Lake Cowichan	1%	3%, (+2%)	4%, (+3%)	1%, (0)
Town of Ladysmith	0	9%, (+9%)	11%, (+11%)	2%, (+2%)
Area A	17%	8%, (-9%)	6%, (-11%)	11%, (-8%)
Area B	17%	12%, (-5%)	11%, (-6%)	20%, (+3%)
Area C	17%	7%, (-10%)	7%, (-10%)	14%, (-3%)
Area D	12%	4%, (-8%)	4%, (-8%)	5%, (-7%)

Area E	9%	5%, (-4%)	6%, (-3%)	6%, (-3%)
Area F	1%	5%, (+4%)	2%, (+1%)	3%, (+2%)
Area I	1%	5%, (+4%)	2%, (+1%)	1%, (0)

Information on the projected financial impacts associated with each model is discussed below.

Model 1: Assessment

Under an assessment-based model, Areas A, B, C, D and E see a decline in their funding amounts as does the City of Duncan:

2018 cost per \$100,000:

Area A – Changes from \$2.88 to \$1.35 (-\$1.53);
Area B – Changes from \$1.82 to 1.29 (-\$0.53);
Area C – Changes from \$3.08 to \$1.27 (-\$1.81);
Area D – Changes from \$3.45 to \$1.15 (-\$2.30);
Area E – Changes from \$2.17 to \$1.20 (-\$0.97); and
City of Duncan – Changes from \$1.79 to \$1.34 (-\$0.45)

The Municipality of North Cowichan, Town of Lake Cowichan, Town of Ladysmith, Area F, and Area I would experience an increase in funding contributions under this model:

Municipality of North Cowichan – Changes from \$0.60 to \$1.26 (+\$0.66);
Town of Lake Cowichan – Changes from \$0.44 to \$1.32 (+\$0.88);
Town of Ladysmith – Changes from \$0 to \$1.20 (+\$1.20);
Area F – Changes from \$0.26 to \$1.30 (+\$1.04); and
Area I – Changes from \$0.26 to \$1.30 (+\$1.04)

This method is the same as the one used for Function 107, as well as almost all other CVRD Functions. However, the assessment-based method is not related to actual service use and could be questioned by some of the outlying areas as being unfair based on the lack of direct access to commuter transit services which start in Duncan.

Model 2: Population (Per Capita)

Similar to an assessment-based model, Areas A, B, C, D, and E along with the City of Duncan see a decrease in their funding amounts under a population based model:

2018 Cost per \$100,000:

Area A – Changes from \$2.88 to \$1.02 (-\$1.86);
Area B - Changes from \$1.82 to \$1.18 (-\$0.64);
Area C – Changes from \$3.08 to \$1.27 (-\$1.81);
Area D – Changes from \$3.45 to \$1.15 (-\$2.30);
Area E – Changes from \$2.17 to \$1.44 (-\$0.73); and
City of Duncan – Changes from \$1.79 to \$1.56 (-\$0.23)

The Municipality of North Cowichan, Town of Lake Cowichan, and the Town of Ladysmith all see a significant increase. Area F and Area I see smaller increases than they would under the assessment model:

Municipality of North Cowichan – Changes from \$0.60 to \$1.40 (+\$0.80);
Town of Lake Cowichan – Changes from \$0.44 to \$1.76 (+\$1.32);
Town of Ladysmith – Changes from \$0 to \$1.47 (+\$1.47);
Area F – Changes from \$0.26 to \$0.52 (+\$0.26); and
Area I – Changes from \$0.26 to \$0.52 (+\$0.26)

This funding method would change as population changes over time and is not really correlated to use of the service in any way.

Model 3: Service use by Area (Estimated Ridership)

Areas A, C, D, and E would see a decrease in commuter funding amounts under a ridership based model and there would be no change to funding contributions by the Town of Lake Cowichan or Area I:

2018 Cost per \$100,000:

Area A – Changes from \$2.88 to \$1.86 (-\$1.02);
Area C – Changes from \$3.08 to \$2.54 (-\$0.54);
Area D – Changes from \$3.45 to \$1.44 (-\$2.01);
Area E – Changes from \$2.17 to \$1.44 (-\$0.73);
Town of Lake Cowichan – No change, stays at \$0.44; and
Area I – No change, stays at \$0.26

The Municipality of North Cowichan, the City of Duncan, Town of Ladysmith, Area B, and Area F would see small increases to their contributions.

Municipality of North Cowichan – Changes from \$0.60 to \$0.98 (+\$0.38);
City of Duncan – Changes from \$1.79 to \$2.01 (+\$0.22);
Town of Ladysmith – Changes from 0 to \$0.27 (+\$0.27);
Area B – Changes from \$1.82 to \$2.15 (+\$0.33); and
Area F – Changes from \$0.26 to \$0.78 (+\$0.52)

Based on the most recent ridership survey, this model correlates the use of the service to funding by area, which is comparable to a user pay method and is easier to rationalize but would be subject to change and would require validation through ridership surveys done every few years. This method involves the most amount of administrative work and will likely involve going through the process of changing the bylaw depending on how often the ridership should be reviewed, as ridership will change somewhat in each area over time for a number of reasons. There is also a certain margin of error within the samples dependent on the survey time frame and the rate of response.

Transit systems around the province employ different models for defining local funding contributions. In regards to a commuter type service, the Regional District of North Okanagan uses a ridership model (Model 3) for funding Route 90 (the UBCO Connector) which provides service connections between the City of Vernon and the UBC-Okanagan campus in Kelowna. A two week ridership survey collecting postal codes is done to account for changes in ridership with results used to determine percentages of tax requisition by area applied to funding for that transit service. This model is determined to be equitable and the most representative but takes time to administer and does change from time to time.

Other systems like the Fraser Valley Regional District operating the Fraser Valley Express (FVX) between Chilliwack, Abbotsford, and Langley use an assessment-based model (Model 1) so

there is precedent for this option elsewhere as well.

Recommendation: Model 1

It is recommended that Model 1 (Assessment) be endorsed for approval commencing January 1, 2019. If the Committee feels the change is significant enough for the areas that see increases, the committee may consider phasing the change in over 2 or 3 years. The assessment model is consistent with the Conventional and handyDART systems in Function 107 and is easiest to understand and administer.

FINANCIAL CONSIDERATIONS

Financial impacts are dependent on the model selected by the Committee and approved by the Board. In general terms, it is likely that annual financial contributions for the South Cowichan areas will decline and that funding contributions for North Cowichan, Town of Lake Cowichan, Town of Ladysmith, Area F, and Area I will increase. The assessment model recommended for adoption equates to the following cost impacts by area based on the 2018 tax requisition amount of \$228,971 for Function 106:

Participating Area	Total Estimated 2018 Cost Impact (Model 1 Assessment)
Municipality of North Cowichan	\$43,505
City of Duncan	(\$4,580)
Town of Lake Cowichan	\$4,579
Town of Ladysmith	\$20,607
Area A	(\$20,607)
Area B	(\$11,448)
Area C	(\$22,897)
Area D	(\$18,318)
Area E	(\$9,518)
Area F	\$9,159
Area I	\$9,159

COMMUNICATION CONSIDERATIONS

Bylaw readings and associated communication processes for municipal councils and electoral area directors.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This report supports the Service Delivery Review element of the Strategic Plan.

Referred to (upon completion):

- ☐ Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- ☒ Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- ☐ Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- ☐ Land Use Services *(Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- ☐ Strategic Services

Prepared by:



Erin Annis
Transit Analyst

Reviewed by:



Jim Wakeham
Manager



John Elzinga
General Manager

ATTACHMENTS:

Attachment A - Transit Service Establishment Bylaw 1450

Attachment B - Commuter Transit Service Funding Models Table



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 1450

(As Amended by Bylaw Nos. 1627, 1677, 1856, 2065, 2152, 2305, 2752, 3192, 3670, 3882 and 4035)

CVRD BYLAW NO. 1450 –TRANSIT SERVICE ESTABLISHMENT BYLAW, 1993

**CONSOLIDATED FOR CONVENIENCE ONLY
(DECEMBER 21, 2016)**

The amendment bylaws listed below have been incorporated into enactment bylaw No. 1450 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 1450 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaws must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's Office.

AMENDMENT BYLAW

EFFECTIVE DATE

Bylaw No. 1627	November 9, 1994
Bylaw No. 1677	April 12, 1995
Bylaw No. 1856	February 25, 1998
Bylaw No. 2065	March 22, 2000
Bylaw No. 2152	January 24, 2001
Bylaw No. 2305	March 27, 2002
Bylaw No. 2752	March 8, 2006
Bylaw No. 3192	September 30, 2008
Bylaw No. 3670	May 8, 2013
Bylaw No. 3882	February 11, 2015
Bylaw No. 4035	December 14, 2016



COWICHAN VALLEY REGIONAL DISTRICT

**BYLAW No. 1450 - Consolidated for Convenience with
Amending Bylaw Nos. 1627, 1677, 1856, 2065, 2152, 2305, 2752,
3192, 3670, 3882 and 4035**

**A Bylaw To Establish A Transit Service Within The
Cowichan Valley Regional District**

WHEREAS the Regional District may, pursuant to the new Part 24 of the "Municipal Act", establish and operate such services as may be authorized by the Lieutenant Governor in Council;

AND WHEREAS, pursuant to Section 790 of the "Municipal Act" the Cowichan Valley Regional District has been granted the authority, by B.C. Regulation No. 287/91, to establish and operate a Transit Service within the Cowichan Valley Regional District;

AND WHEREAS the Board of Directors of the Cowichan Valley Regional District deems it desirable and expedient to establish and operate a Transit Service with the City of Duncan, Village of Lake Cowichan and Electoral Areas A, C, F and I as participating areas;

AND WHEREAS Section 8(2) and (6) of the "British Columbia Transit Act" authorizes the Cowichan Valley Regional District to establish a public transportation service and to enter into agreements for the purpose of that Act, without the assent of the electors;

AND WHEREAS Section II of the "*British Columbia Transit Act*" authorizes the Cowichan Valley Regional District to levy a tax sufficient to meet the annual cost to provide transit service to the participating areas;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 1450 - Transit Service Establishment Bylaw, 1993**".
2. A Transit Service is hereby established within the Cowichan Valley Regional District with the City of Duncan, Town of Ladysmith, Town of Lake Cowichan, District of North Cowichan, and Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay, E – Cowichan Station/Sahtlam/Glenora, F – Cowichan Lake South/Skutz Falls, and I – Youbou/Meade Creek as participating areas.
3. The Cowichan Valley Regional District may undertake and carry out, or cause to be carried out, provision of a Transit Service in and for the CVRD Transit Service Area and do all things necessary or convenient in connection therewith, including, without limiting the generality of the foregoing, equipping and operating such facilities and equipment as may be considered necessary for the purpose of providing Transit Service.
4. The maximum amount of money that may be requisitioned annually in support of this service shall be the greater of \$3,450,043 or an amount that equal to the amount that could be raised by a property value tax of \$0.28584 per \$1,000 of net taxable value of land and improvements within the service area.

5. The annual costs for the service established under Section 2 of this Bylaw shall be recovered by:
- a) the requisition of money to be collected by a property value tax to be levied and collected on the net taxable value of land and improvements for hospital purposes within the service area.
 - b) the imposition of fees transit fares that may be fixed from time to time for the purpose of recovering these costs.

6. The annual costs of providing the service established under Section 2 shall be apportioned in the following manner:

- a) In year 2015, one third (1/3) of the annual costs shall be recovered from property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area and two thirds (2/3) of the annual costs shall be apportioned among the participating areas on the basis of:

City of Duncan	7.26%
Town of Ladysmith	9.72%
Town of Lake Cowichan	5.42%
District of North Cowichan	29.05%
Electoral Area A – Mill Bay/Malahat	7.43%
Electoral Area B – Shawnigan Lake	10.88%
Electoral Area C – Cobble Hill	7.64%
Electoral Area D – Cowichan Bay	5.87%
Electoral Area E – Cowichan Station/Sahtlam/Glenora	6.48%
Electoral Area F – Cowichan Lake South/Skutz Falls	5.26%
Electoral Area I – Youbou/Meade Creek	<u>4.99%</u>
	100%

- b) In year 2016, two thirds (2/3) of the annual costs shall be recovered from property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area and one third (1/3) of the annual costs shall be apportioned among the participating areas on the basis of:

City of Duncan	7.26%
Town of Ladysmith	9.72%
Town of Lake Cowichan	5.42%
District of North Cowichan	29.05%
Electoral Area A – Mill Bay/Malahat	7.43%
Electoral Area B – Shawnigan Lake	10.88%
Electoral Area C – Cobble Hill	7.64%
Electoral Area D – Cowichan Bay	5.87%
Electoral Area E – Cowichan Station/Sahtlam/Glenora	6.48%
Electoral Area F – Cowichan Lake South/Skutz Falls	5.26%
Electoral Area I – Youbou/Meade Creek	<u>4.99%</u>
	100%

- c) In year 2017 and future years, the annual cost of providing this service shall be recovered by property value taxes requisitioned and collected on the basis of the converted value of land and improvements within the service area;

- d) In any year, the annual cost of providing this service may also be recovered by revenues raised by other means authorized by the Local Government Act, or any other Act.
7. A Commuter Transit Service is hereby established between the Cowichan Valley Regional District and the Greater Victoria metropolitan area in partnership with the Victoria Regional Transit System and BC Transit and with City of Duncan, Town of Lake Cowichan, District of North Cowichan, and Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay, E – Cowichan Station/Sahtlam/Glenora, F – Cowichan Lake South/Skutz Falls, and I – Youbou/Meade Creek as participating areas.
8. The annual costs of providing the service established under Section 7 shall be apportioned among the participating areas on the basis of:

City of Duncan	8.0%
Town of Lake Cowichan	1.0%
District of North Cowichan	17.0%
Electoral Area A – Mill Bay/Malahat	17.0%
Electoral Area B – Shawnigan Lake	17.0%
Electoral Area C – Cobble Hill	17.0%
Electoral Area D – Cowichan Bay	12.0%
Electoral Area E – Cowichan Station/Sahtlam/Glenora	9.0%
Electoral Area F – Cowichan Lake South/Skutz Falls	1.0%
Electoral Area I – Youbou/Meade Creek	1.0%
	100%

READ A FIRST TIME this 27th day of January, 1993.

READ A SECOND TIME this 27th day of January, 1993.

READ A THIRD TIME this 27th day of January, 1993.

Certified a true and correct copy of Bylaw No. 1450 as given Third Reading on the 27th day of January, 1993.

February 3, 1993
Date

M. J. Caufield
Secretary

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 23rd day of March, 1993.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 24th day of March, 1993.

J. Barker
Chairperson

M. J. Caufield
Secretary

ATTACHMENT B

Transit Service - Commuter (F106)

Options for New Funding Models

Costs below are based on the 2018 tax requisition amount of

\$228,971

Transit Funding Partners	Current Funding Allocation	2018 Cost per \$100,000	Model 1 Assessment RECOMMENDED			Model 2 Population (per Capita) *			Model 3 Estimated Service use by Area **		
			New Funding Allocation based on Assessment	Revised 2018 Cost per \$100,000	Impact per \$100,000 Model 1 vs Current	New Funding Allocation based on Population *	Revised 2018 Cost per \$100,000	Impact Per \$100,000 Model 2 vs Current	New Funding Allocated based on Estimated Service Use by Area **	Revised 2018 Cost per \$100,000	Impact per \$100,000 Model 3 vs Current
North Cowichan	17%	\$0.60	36%	\$1.26	\$0.66	40%	\$1.40	\$0.80	28%	\$0.98	\$0.38
City of Duncan	8%	\$1.79	6%	\$1.34	-\$0.45	7%	\$1.56	-\$0.23	9%	\$2.01	\$0.22
Lake Cowichan	1%	\$0.44	3%	\$1.32	\$0.88	4%	\$1.76	\$1.32	1%	\$0.44	\$0.00
Ladysmith	0%	\$0.00	9%	\$1.20	\$1.20	11%	\$1.47	\$1.47	2%	\$0.27	\$0.27
Area A	17%	\$2.88	8%	\$1.35	-\$1.53	6%	\$1.02	-\$1.86	11%	\$1.86	-\$1.02
Area B	17%	\$1.82	12%	\$1.29	-\$0.53	11%	\$1.18	-\$0.64	20%	\$2.15	\$0.33
Area C	17%	\$3.08	7%	\$1.27	-\$1.81	7%	\$1.27	-\$1.81	14%	\$2.54	-\$0.54
Area D	12%	\$3.45	4%	\$1.15	-\$2.30	4%	\$1.15	-\$2.30	5%	\$1.44	-\$2.01
Area E	9%	\$2.17	5%	\$1.20	-\$0.97	6%	\$1.44	-\$0.73	6%	\$1.44	-\$0.73
Area F	1%	\$0.26	5%	\$1.30	\$1.04	2%	\$0.52	\$0.26	3%	\$0.78	\$0.52
Area I	1%	\$0.26	5%	\$1.30	\$1.04	2%	\$0.52	\$0.26	1%	\$0.26	\$0.00
Totals	100%		100%			100%			100%		

Notes:

Ladysmith is currently not a participating funding partner in the F106 Commuter service.

* 2016 Stats Canada Census population figures for the CVRD (excluding the non-participating areas in the transit function).

** Results are based on a survey of existing CVC customers done in April 2018. Sample of 115 respondents collected (~75% of users).



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER 2018

1 BP could = more than 1 DU (e.g. suite)
3 BP = 5 DU
(1 SFD + 1 SFD + suite + 1 Duplex = 5 DU)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Addis, Renos, Other		Dwelling Units	Total Permits	Bldg & Pbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2018
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	1	\$ 25,000	-	-	-	-	3	\$ 1,023,066	1	\$ 20,000	5	5	\$ 12,745	\$ 1,068,066	\$ 11,048,503

Y+6, 17 Year to Date

JAN	-	-	-	-	-	-	4	\$662,787	5	\$134,520	4	9	\$9,538	\$797,307	\$797,307
FEB	1	\$10,000	1	\$650,000	-	-	2	\$549,299	4	\$204,580	3	8	\$16,165	\$1,413,879	\$2,211,186
MAR	3	\$111,500	-	-	-	-	1	\$195,260	3	\$64,024	2	7	\$4,391	\$370,784	\$2,581,970
APR	3	\$540,000	-	-	-	-	3	\$704,650	5	\$69,250	4	11	\$14,783	\$1,283,900	\$3,865,870
MAY	1	\$175,000	-	-	-	-	4	\$1,008,476	7	\$191,893	6	12	\$16,137	\$1,375,369	\$5,241,239
JUN	1	\$13,000	-	-	-	-	1	\$110,000	5	\$47,192	2	7	\$1,908	\$170,192	\$5,411,431
JUL	1	\$211,000	-	-	-	-	6	\$959,622	4	\$251,080	8	11	\$17,007	\$1,421,702	\$6,833,133
AUG	-	-	-	-	-	-	2	\$501,274	5	\$91,260	3	7	\$7,106	\$592,534	\$7,425,667
SEP	-	-	-	-	-	-	6	\$908,180	2	\$7,920	5	8	\$11,025	\$916,100	\$8,341,767
OCT	4	\$775,000	-	-	-	-	3	\$473,930	3	\$33,500	6	10	\$15,103	\$1,282,430	\$9,624,197
NOV	-	-	-	-	-	-	2	\$339,940	3	\$16,300	5	5	\$4,303	\$356,240	\$9,980,437
DEC	1	\$25,000	-	-	-	-	3	\$1,023,066	1	\$20,000	5	5	\$12,745	\$1,068,066	\$11,048,503
TOTAL	15	\$1,860,500	1	\$650,000	0	\$0	37	\$7,436,484	47	\$1,131,519	49	100	\$130,209	\$11,048,503	

D.U. DEMOS THIS MONTH	#DU	Value	#BP	Value	D.U. DEMOS YTD
	49	\$7,436,484	100	\$11,048,503	5

Comparison	#DU	Value	#BP	Value
YTD 2018	49	\$7,436,484	100	\$11,048,503
YTD 2017	73	\$9,913,306	102	\$11,056,230
YTD 2016	62	\$9,424,418	94	\$10,995,533

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	1	-	-	2
YTD	24	9	2	2	8

Colin Bollinger, Building Inspector

Felicity Adams, Director of Development Services



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **April 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1										3
By mistake		1		1									
Electrical problem	3												
Due to cooking	1	2	1	3									
Assistance		1		3									
Burning Complaint			1	1									
Fire: Structure	1												
Chimney	1												
Interface / Bush				1									
Vehicle													
Other													
Hazardous Materials	1												
Hydro Lines: Down / Fire	1		1										
Medical Aid	4		5	3									
MVI	3	4	4	7									
Rescue													
Mutual Aid provided by Ladysmith to outside areas	1	5		1									
MONTH TOTALS (exc.. Practises)	17	14	13	20									64
Practises (Totals for each Month)		4	4	4									12
Mutual Aid requested by Ladysmith from outside areas	1	1		2									4

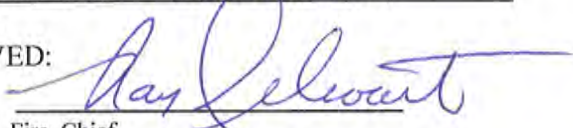
ALARMS ACTIVATED (Location/Owner)

1. 412 White St. - cooking
2. 621 Maplewood - cooking
3. 533 Kitchener St. - cooking
4. 533 Kitchener St. - working around sensor

COMPARISONS:

Year to Date 2018 64 (exc. practices)
Year to Date 2017 66 (exc. practices)
Year to Date 2016 60 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

MONTH: **May 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1										3
By mistake		1		1									2
Electrical problem	3				2								5
Due to cooking	1	2	1	3	3								10
Assistance		1		3									4
Burning Complaint			1	1	1								3
Fire: Structure	1				2								3
Chimney	1												1
Interface / Bush				1	1								2
Vehicle					1								1
Other					1								1
Hazardous Materials	1				1								2
Hydro Lines: Down / Fire	1		1										2
Medical Aid	4		5	3	1								13
MVI	3	4	4	7	3								21
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1								8
MONTH TOTALS (exc.. Practises)	17	14	13	20	17								81
Practises (Totals for each Month)		4	4	4	4								16
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1								5

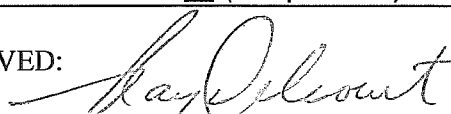
ALARMS ACTIVATED (Location/Owner)

1. 710 - 6th Ave - LSS - Sensor Problem
2. 11193 Chemainus Road - Sensor Problem
3. 1127 - 4th Ave - Lodge on 4th Ave - Burnt toast
4. 10980 Westdowne Road, Unit 36 - Cooking
5. 10980 Westdowne Road Unit 35 - Cooking

COMPARISONS:

Year to Date 2018 81 (exc. practices)
Year to Date 2017 74 (exc. practices)
Year to Date 2016 70 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire / Rescue

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FIRE CHIEF'S REPORT

MONTH: **June 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1										3
By mistake		1		1		1							3
Electrical problem	3				2								5
Due to cooking	1	2	1	3	3	1							11
Assistance		1		3		1							5
Burning Complaint			1	1	1								3
Fire: Structure	1				2								3
Chimney	1												1
Interface / Bush				1	1								2
Vehicle					1								1
Other					1								1
Hazardous Materials	1				1								2
Hydro Lines: Down / Fire	1		1										2
Medical Aid	4		5	3	1	2							15
MVI	3	4	4	7	3	2							23
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0							8
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7							88
Practises (Totals for each Month)		4	4	4	4	4							20
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0							5

ALARMS ACTIVATED (Location/Owner)

1. Coronation Mall - Working on System
2. 10980 Westdown Road, Unit 25 - Cooking

COMPARISONS:

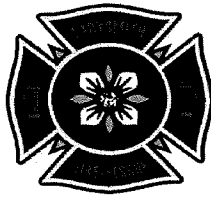
Year to Date 2018 88 (exc. practices)

Year to Date 2017 91 (exc. practices)

Year to Date 2016 88 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
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FIRE CHIEF'S REPORT

MONTH: **July 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1										3
By mistake		1		1		1							3
Electrical problem	3				2		2						7
Due to cooking	1	2	1	3	3	1							11
Assistance		1		3		1	4						9
Burning Complaint			1	1	1		2						5
Fire: Structure	1				2		1						4
Chimney	1												1
Interface / Bush				1	1		1						3
Vehicle					1								1
Other					1								1
Hazardous Materials	1				1		1						3
Hydro Lines: Down / Fire	1		1										2
Medical Aid	4		5	3	1	2	4						19
MVI	3	4	4	7	3	2	4						27
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0							8
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7	19						107
Practises (Totals for each Month)		4	4	4	4	4	5						25
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0	3						8

ALARMS ACTIVATED (Location/Owner)

1. 17 Roberts St. - sensor problem
2. 1111 4th Ave (LS Community Health Centre)
- water line break causing sensor to activate

COMPARISONS:

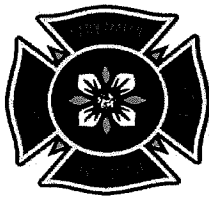
Year to Date 2018 107 (exc. practices)

Year to Date 2017 121 (exc. practices)

Year to Date 2016 111 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

MONTH: **August 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1					1					4
By mistake		1		1		1							3
Electrical problem	3				2		2	6					13
Due to cooking	1	2	1	3	3	1							11
Assistance		1		3		1	4	3					12
Burning Complaint			1	1	1		2						5
Fire: Structure	1				2		1	2					6
Chimney	1												1
Interface / Bush				1	1		1	2					5
Vehicle					1								1
Other					1			1					2
Hazardous Materials	1				1		1	1					4
Hydro Lines: Down / Fire	1		1										2
Medical Aid	4		5	3	1	2	4	4					23
MVI	3	4	4	7	3	2	4	1					28
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0		7					15
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7	19	28					135
Practises (Totals for each Month)		4	4	4	4	4	5	4					29
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0	3	1					9

ALARMS ACTIVATED (Location/Owner)

1. 220 High St. (Boys & Girls Club) - pull station
2. 779 Mackie Rd - low battery
3. 410 5th Ave - faulty smoke alarm
4. 510 1st Ave (Old Time Bakery) - sensor problem
5. 510 1st Ave (Old Time Bakery) - sensor problem
6. 805 Swettenham Pl - low battery sensor problem
7. 385 Davis Rd (Gulf View Estates) - water leaking into hallway smoke alarm, activating fire alarm

COMPARISONS:

Year to Date 2018 135 (exc. practices)

Year to Date 2017 140 (exc. practices)

Year to Date 2016 135 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
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FIRE CHIEF'S REPORT

MONTH: **September 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1					1					4
By mistake		1		1		1							3
Electrical problem	3				2		2	6					13
Due to cooking	1	2	1	3	3	1			1				12
Assistance		1		3		1	4	3					12
Burning Complaint			1	1	1		2						5
Fire: Structure	1				2		1	2	1				7
Chimney	1												1
Interface / Bush				1	1		1	2					5
Vehicle					1				1				2
Other					1			1	1				3
Hazardous Materials	1				1		1	1	1				5
Hydro Lines: Down / Fire	1		1										2
Medical Aid	4		5	3	1	2	4	4	5				28
MVI	3	4	4	7	3	2	4	1	4				32
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0		7					15
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7	19	28	14				149
Practises (Totals for each Month)		4	4	4	4	4	5	4					29
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0	3	1	1				10

ALARMS ACTIVATED (Location/Owner)

1. 1195 Stuart Place - cooking

COMPARISONS:

Year to Date 2018 149 (exc. practices)

Year to Date 2017 156 (exc. practices)

Year to Date 2016 149 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **October 2018**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1					1					4
By mistake		1		1		1				1			4
Electrical problem	3				2		2	6		3			16
Due to cooking	1	2	1	3	3	1			1	1			13
Assistance		1		3		1	4	3		2			14
Burning Complaint			1	1	1		2			1			6
Fire: Structure	1				2		1	2	1				7
Chimney	1									1			2
Interface / Bush				1	1		1	2					5
Vehicle					1				1				2
Other					1			1	1	2			5
Hazardous Materials	1				1		1	1	1				5
Hydro Lines: Down / Fire	1		1							1			3
Medical Aid	4		5	3	1	2	4	4	5	3			31
MVI	3	4	4	7	3	2	4	1	4	2			34
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0		7		1			16
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7	19	28	14	18			167
Practises (Totals for each Month)		4	4	4	4	4	5	4		5			34
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0	3	1	1	1			11

ALARMS ACTIVATED (Location/Owner)

1. 1211 Cloke Road (La Rosa) - Cooking
2. 210 Bayview Apartments - Low Battery
3. 4230 Skye Road - Sensor
4. 1211 Cloke Road - Sprinkler Malfunction
5. 370 TCH/Davis Road (Save-on Foods)

COMPARISONS:

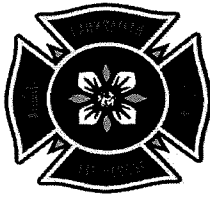
Year to Date 2018 167 (exc. practices)

Year to Date 2017 171 (exc. practices)

Year to Date 2016 163 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: November 2018

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	1					1					4
By mistake		1		1		1				1			4
Electrical problem	3				2		2	6		3			16
Due to cooking	1	2	1	3	3	1			1	1	2		15
Assistance		1		3		1	4	3		2	2		16
Burning Complaint			1	1	1		2			1	2		8
Fire: Structure	1				2		1	2	1				7
Chimney	1									1			2
Interface / Bush				1	1		1	2					5
Vehicle					1				1				2
Other					1			1	1	2			5
Hazardous Materials	1				1		1	1	1				5
Hydro Lines: Down / Fire	1		1							1	1		4
Medical Aid	4		5	3	1	2	4	4	5	3	3		34
MVI	3	4	4	7	3	2	4	1	4	2	4		38
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	1	5		1	1	0		7		1	2		18
MONTH TOTALS (exc.. Practises)	17	14	13	20	17	7	19	28	14	18	16		183
Practises (Totals for each Month)		4	4	4	4	4	5	4		5	4		38
Mutual Aid requested by Ladysmith from outside areas	1	1		2	1	0	3	1	1	1			11

ALARMS ACTIVATED (Location/Owner)

1. 11049 N. Watts Rd - Cooking
2. 472 Davis Road - Cooking


COMPARISONS:

Year to Date 2018 183 (exc. practices)

Year to Date 2017 193 (exc. practices)

Year to Date 2016 177 (exc. practices)

APPROVED:


Fire Chief

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COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

January 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	1	1
Stray dogs claimed	1	1
Stray dogs put up for adoption	0	0
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	0	0
Dogs at large	4	4
Confined dog	1	1
Noise (barking) complaints	0	0
Other non specific dog related calls	1	1
Wildlife / livestock / cats	0	0
Unlicensed	0	0
Park patrols (see attached patrol sheets)		
After hour call outs	0	0
Pick Up fees	\$00.00	\$00.00
Impound fees	\$50.00	\$50.00
Daily board fees	\$10.00	\$10.00
Monthly Pound and Board Fees Collected	\$60.00	\$60.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	0
	Revenue	\$00.00
		\$00.00

Judi Burnett

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TOWN OF LADYSMITH POUND REPORT

February 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	1	2
Stray dogs claimed	1	2
Stray dogs put up for adoption	0	0
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	0	0
Dogs at large	1	5
Confined dog	1	2
Noise (barking) complaints	0	0
Other non specific dog related calls	2	3
Wildlife / livestock / cats	0	0
Unlicensed	0	0
Park patrols (see attached patrol sheets)		
After hour call outs	1	1
Pick Up fees	\$50.00	\$50.00
Impound fees	\$50.00	\$100.00
Daily board fees	\$20.00	\$30.00
Monthly Pound and Board Fees Collected	\$120.00	\$180.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	1
	Revenue	\$36.00

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COASTAL ANIMAL CONTROL SERVICES OF BC LTD

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TOWN OF LADYSMITH POUND REPORT

March 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	1	3
Stray dogs claimed	1	3
Stray dogs put up for adoption	0	0
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	2	2
Dogs at large	2	7
Confined dog	1	3
Noise (barking) complaints	2	2
Other non specific dog related calls	0	3
Wildlife / livestock / cats	0	0
Unlicensed	0	0
Park patrols (see attached patrol sheets)		
After hour call outs	0	1
Pick Up fees	\$00.00	\$50.00
Impound fees	\$100.00	\$200.00
Daily board fees	\$00.00	\$30.00
Monthly Pound and Board Fees Collected	\$100.00	\$280.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	2
	Revenue	\$72.00

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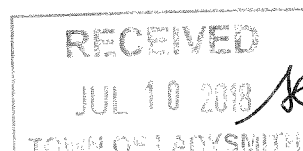
TOWN OF LADYSMITH POUND REPORT

April 2018

Disposition of Impounded Dogs		Current Month	2018 Totals
Stray dogs impounded		1	4
Stray dogs claimed		1	4
Stray dogs put up for adoption		0	0
Stray dogs pending		0	0
Stray dogs euthanized		0	0
Stray livestock / cats		0	0
Other		0	0
Calls Received and Investigated			
Aggressive dogs		1	3
Dogs at large		3	10
Confined dog		0	3
Noise (barking) complaints		0	2
Other non specific dog related calls		0	3
Wildlife / livestock / cats		0	0
Unlicensed		0	0
Park patrols (see attached patrol sheets)			
After hour call outs		0	1
Pick Up fees		\$00.00	\$50.00
Impound fees		\$100.00	\$300.00
Daily board fees		\$30.00	\$60.00
Monthly Pound and Board Fees Collected		\$130.00	\$410.00
Tickets issued			YTD
Over 3 dog limit		0	0
Unlicenced dog		0	0
Restricted dog at large		0	0
Restricted dog not muzzled or leashed		0	0
Dangerous dog not securely confined		0	0
Habitually noisy		0	0
Failure to clean up after dog		0	0
Licencing Statistics	Tags	0	2
	Revenue	\$00.00	\$72.00

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TOWN OF LADYSMITH POUND REPORT

May 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	1	5
Stray dogs claimed	1	5
Stray dogs put up for adoption	0	0
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	1	4
Dogs at large	1	11
Confined dog	1	4
Noise (barking) complaints	2	4
Other non specific dog related calls	1	4
Wildlife / livestock / cats	0	0
Unlicensed	2	2
Park patrols (see attached patrol sheets)		
After hour call outs	0	1
Pick Up fees	\$00.00	\$50.00
Impound fees	\$50.00	\$350.00
Daily board fees	\$10.00	\$70.00
Monthly Pound and Board Fees Collected	\$60.00	\$470.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	4
	Revenue	\$162.00

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Coastal Animal Control Services of BC Ltd



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2202 Herd Rd. Duncan, BC. V9L 6A6

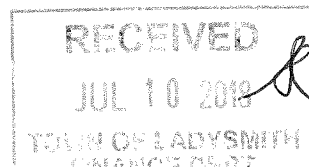
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TOWN OF LADYSMITH POUND REPORT

June 2018

Disposition of Impounded Dogs		Current Month	2018 Totals
Stray dogs impounded		2	7
Stray dogs claimed		1	6
Stray dogs put up for adoption		1	1
Stray dogs pending		0	0
Stray dogs euthanized		0	0
Stray livestock / cats		0	0
Other		0	0
Calls Received and Investigated			
Aggressive dogs		4	8
Dogs at large		3	14
Confined dog		1	5
Noise (barking) complaints		3	7
Other non specific dog related calls		0	4
Wildlife / livestock / cats		0	0
Unlicensed		0	2
Park patrols (see attached patrol sheets)			
After hour call outs		0	1
Pick Up fees		\$00.00	\$50.00
Impound fees		\$50.00	\$400.00
Daily board fees		\$10.00	\$80.00
Monthly Pound and Board Fees Collected		\$60.00	\$530.00
Tickets issued			
			YTD
Over 3 dog limit		0	0
Unlicenced dog		0	0
Restricted dog at large		0	0
Restricted dog not muzzled or leashed		0	0
Dangerous dog not securely confined		0	0
Habitually noisy		0	0
Failure to clean up after dog		0	0
Licencing Statistics			
		Tags	8
		Revenue	\$306.00

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TOWN OF LADYSMITH POUND REPORT

July 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	1	8
Stray dogs claimed	1	7
Stray dogs put up for adoption	0	1
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	2	10
Dogs at large	0	14
Confined dog	1	6
Noise (barking) complaints	5	12
Other non specific dog related calls	1	5
Wildlife / livestock / cats	0	0
Unlicensed	0	2
Park patrols (see attached patrol sheets)		
After hour call outs	1	2
Pick Up fees	\$50.00	\$100.00
Impound fees	\$50.00	\$450.00
Daily board fees	\$20.00	\$100.00
Monthly Pound and Board Fees Collected	\$120.00	\$650.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	9
	Revenue	\$360.00

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TOWN OF LADYSMITH POUND REPORT

August 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	4	12
Stray dogs claimed	4	11
Stray dogs put up for adoption	0	1
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	3	13
Dogs at large	1	15
Confined dog	2	8
Noise (barking) complaints	3	15
Other non specific dog related calls	4	9
Wildlife / livestock / cats	0	0
Unlicensed	0	2
Park patrols (see attached patrol sheets)		
After hour call outs	0	2
Pick Up fees	\$00.00	\$100.00
Impound fees	\$400.00	\$850.00
Daily board fees	\$10.00	\$110.00
Monthly Pound and Board Fees Collected	\$410.00	\$1060.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	13
	Revenue	\$540.00

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TOWN OF LADYSMITH POUND REPORT

September 2018

Disposition of Impounded Dogs	Current Month	2018 Totals
Stray dogs impounded	0	12
Stray dogs claimed	0	11
Stray dogs put up for adoption	0	1
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated		
Aggressive dogs	1	14
Dogs at large	1	16
Confined dog	0	8
Noise (barking) complaints	6	21
Other non specific dog related calls	0	9
Wildlife / livestock / cats	0	0
Unlicensed	0	2
Park patrols (see attached patrol sheets)		
After hour call outs	0	2
Pick Up fees	\$00.00	\$100.00
Impound fees	\$00.00	\$850.00
Daily board fees	\$00.00	\$110.00
Monthly Pound and Board Fees Collected	\$000.00	\$1060.00
Tickets issued		YTD
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
Licencing Statistics	Tags	14
	Revenue	\$576.00