

Parks, Recreation & Culture Advisory Committee
Agenda for Meeting to be held on
Wednesday, March 20, 2019 at 7pm at FJCC

The goal of the Parks, Recreation and Culture Advisory Committee is to provide advice and recommendations to Council regarding the establishment and implementation of Parks, Recreation and Culture priorities in the Town of Ladysmith.

1. Agenda Approval
2. Minutes
 - a. Minutes of the meeting held Feb 20, 2019
3. Referred by Council
 - a. Poet Laureate draft policy
 - b. Community Driven Capital Project Plan
4. New Business
 - a. Regional Sport Tourism committee representative
 - b. Lot 108 Fitness Trail
5. Old Business
 - a. Membership update
6. Master Plan Discussion

Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, February 20, 2019 at 7:00pm

COMMITTEE MEMBERS PRESENT:

Tim Richards, Chair
Tara Pollock
Councillor Tricia McKay

Gord Horth

STAFF PRESENT:

Clayton Postings
Robyn McAdam

REGRETS:

Councillor Duck Paterson
Bruce Mason

AGENDA

Moved and seconded:

2019-04: That Parks, Recreation and Culture Advisory Committee approve the agenda for the meeting as presented.

Motion carried.

MINUTES

Moved and seconded:

2019-05: That Parks, Recreation and Culture Advisory Committee approve the minutes of the January 16, 2019 meeting as presented.

Motion carried.

DELEGATION

Cowichan Trail Stewardship Society – Ladysmith Chapter – The group shared a presentation previously given to Council, outlining their new partnership with the Cowichan Trail Stewardship Society and their desire to improve and develop trails within the Ladysmith area.

Ladysmith Sportsmen Club – Glenn Popenko from the Ladysmith Sportsmen Club provided information on the groups efforts to plant native plantings in the ravine between the Dogwood Ball Park and the Ladysmith Golf Course. The group is meeting March 9th at 9:00am for a Tree Planting Day with the help of volunteers from the community.

OLD BUSINESS

Public Arts Strategy – Committee members discussed the strategy and agreed that there was strong engagement with the community and that in turn creates strong expectations. The Public Arts Strategy will go back to Council for approval March 4th.

Meeting adjourned at 8:38PM

Next Meeting will be held at 7:00pm, March 20, 2019 at the Frank Jameson Community Centre.

STAFF REPORT TO COUNCIL

From: Sue Glenn, Supervisor Programs and Services
 Meeting Date: March 4, 2019
 File No:
 RE: **TOWN OF LADYSMITH POET LAUREATE**

RECOMMENDATION:

That Council refer the Draft Poet Laureate Terms of Reference to the Parks, Recreation and Culture Advisory Committee for comment.

PURPOSE:

The purpose of this staff report is to outline a process for the nomination, assessment and selection of the Ladysmith Poet Laureate.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Council Resolution Details
CS 2018-461	2018-11-19	That Council refer to the Parks, Recreation and Culture Advisory Committee the recommendation by the Ladysmith and District Arts Council in their correspondence dated October 18, 2018, to appoint John Edwards as the first poet laureate for the Town of Ladysmith.
CS 2018-483	2018-12-03	That Council define the terms and formalize a process to select a candidate for Ladysmith's First Poet Laureate.
		PRCAC Recommendation Details
	2018-11-21	That the Parks, Recreation and Culture Advisory Committee supports this initiative and recommends that Council consider defining the terms and formalize a process to select the successful candidate.

INTRODUCTION/BACKGROUND:

A Poet Laureate provides an opportunity to recognize the importance of arts, culture and literature in the Town and enrich the life of the community members.

Through this process, Town Staff reviewed three current policies from other municipalities: City of Nanaimo, City of Victoria and City of Vancouver. The Town of Ladysmith Draft Policy – Poet Laureate and Terms of Reference is a consolidation of these three reviewed policies and highlights each applicable section, while also including local and regional specific terms.

The selection of a Poet Laureate is proposed to be coordinated through a partnership between the Town and the Arts Council of Ladysmith and District.

Subject to Council approval of the Term of Policy outlined in Appendix A of this report, a call for application or nomination will be issued. Nominations/applications will be invited from published poets who are currently residents in Ladysmith and the CVRD, and who have either an established body of work or who have been recognized for notable contributions early in their career.

Submissions will be evaluated by the Parks, Recreation and Culture Advisory Committee, two representatives from the Arts Council of Ladysmith and District and a representative from the Parks, Recreation and Culture Department. A recommendation will then be brought to Town Council. It is recommended that the successful Poet Laureate will be announced by the Town during National Poetry Week in April.

Submissions will include examples of past artistic work as well as specific proposals for how the poet will create, present or perform works of poetry relevant to civic events and lives of the citizens of Ladysmith and area.

It would not be recommended to create another committee to oversee this, rather utilize existing committees to manage the program.

ALTERNATIVES:

Council can choose to:

- Not proceed with the Poet Laureate program at this time;
- Seek another organization to lead the Poet Laureate program.

FINANCIAL IMPLICATIONS:

The costs associated with this program would be approximately \$1,200 annually, funded through the Town's Financial Plan. The funding is currently not included in the 2019 Financial plan and would need to be included if the program is to move forward.

LEGAL IMPLICATIONS:

None identified at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

None identified at this time.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None identified at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

☐ Complete Community Land Use

☐ Low Impact Transportation

- ☐ Green Buildings
- ☐ Innovative Infrastructure
- ☒ Healthy Community
- ☐ Not Applicable

- ☐ Multi-Use Landscapes
- ☐ Local Food Systems
- ☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☐ Employment & Tax Diversity
- ☐ Watershed Protection & Water Management
- ☒ Communications & Engagement
- ☐ Natural & Built Infrastructure
- ☒ Partnerships
- ☐ Not Applicable

SUMMARY:

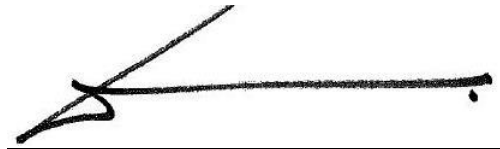
The Poet Laureate program was an idea presented to Council. The concept is currently in practice in other communities and the Town would be able to initiate the program by developing a policy which outlines a process for the nomination, assessment and selection of the Ladysmith Poet Laureate.



Clayton Postings,
Director of Parks, Recreation and Culture

February 23, 2019

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Appendix A – Draft Policy – Poet Laureate

Appendix A

Town of Ladysmith DRAFT Policy - Poet Laureate

Terms of Reference

1. Eligibility Criteria

- published poets who are currently residents in the Town of Ladysmith or CVRD;
- who have either an established body of work or been recognized for notable contributions in their career;
- have produced a minimum of two published works, as well as other publications that display literary excellence; and
- some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or region.

2. Selection Criteria

- excellence of the poet's work;
- publication of a significant number of works;
- have made a significant contribution to poetry and the literary life of Ladysmith;
- reputation as a poet of stature;
- have influenced other local writers and poets;
- viability of the proposed poetry/civic events; and
- potential impact on the community of the proposed poetry/civic events.

3. Selection Process

Eligible poets will be invited to submit proposals which should include the following materials:

- curriculum vitae;
- examples of past published work;
- proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life; and
- confirmation of place of residence.

Nominations will also be accepted where the nominee has agreed in writing and provided the materials outlined above.

The nomination/application deadline is DATE. Following the deadline, the Parks, Recreation and Culture Advisory Committee, in addition to two representatives from the Arts Council of Ladysmith and District as well as a representative from the Parks, Recreation and Culture Department will review all submissions and make a recommendation to Town Council. The successful Poet Laureate will be announced by the Town during National Poetry Week in April.

4. Duties

The Poet Laureate will be expected to:

- participate in the literary life of the Town;
- produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith;
- present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

5. Term and Remuneration

The Poet Laureate will be selected for a period of two years commencing in April. An annual stipend of \$1,200 will be provided.

6. Intellectual Property

All writing, notes and original materials produced during the tenure of the Poet Laureate will remain the property of the Poet Laureate.

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture
Meeting Date: March 18, 2019
File No:
RE: **Community-Driven Capital Project Policy**

RECOMMENDATION:

That Council refer the Community-Driven Capital Project Policy to the Parks, Recreation and Culture Advisory Committee to allow the committee to provide Council with comments and feedback.

PURPOSE:

The purpose of this staff report is to present for Council's consideration a draft Community-Driven Capital Project Policy.

PREVIOUS COUNCIL DIRECTION

CS2018-34 Moved and seconded:

That Council direct staff to draft a Community Driven Capital Project Policy for Council's approval that will provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and manage expectations of the parties involved if projects are supported.

Motion carried.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith supports the development of community-driven capital projects and has a strong history of partnering with the community groups to deliver capital projects to enhance parks, recreation, sport and culture experiences. Some past examples include: picnic shelters, playgrounds, score boards, batting cage etc. In these cases, community groups contributed to the capital projects and in some cases assist in maintaining the assets. Generally all capital assets on municipal lands are owned by the Town of Ladysmith regardless of who established and manages the asset.

The development of a policy with clear guidelines will provide clarity for community groups, staff and the public regarding the process and aid in the determination and feasibility of a community-driven capital project while managing expectations of the parties involved if projects are supported.

ALTERNATIVES:

Council may choose not to support this Policy as presented.

FINANCIAL IMPLICATIONS:

There are no financial implications at this time.

LEGAL IMPLICATIONS:

There are no legal implications identified at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen / public relation implications identified at this time.

As part of the 2016 Parks, Recreation and Culture Master Plan, a number of recommendations referenced the importance of a clear process for community organizations wishing to present capital projects to Council for consideration.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Parks, Recreation and Culture, Development Services, and Finance may all play a role dependent on the project.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The Town of Ladysmith has supported the development of community-driven capital projects and has a strong history of partnering with the community groups to deliver capital projects to enhance parks, recreation, sport and culture experiences. The development of a policy with clear guidelines will provide clarity for community groups, staff and the public regarding the process and aid in the determination and feasibility of a community-driven capital project while managing expectations of the parties involved if projects are supported.



Clayton Postings, Director Parks, Recreation and Culture

March 7, 2019

I concur with the recommendation.

Guillermo Ferrero, City Manager

ATTACHMENTS:

Draft Community-Driven Capital Project Policy

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	DRAFT – COMMUNITY-DRIVEN CAPITAL PROJECT POLICY		
APPROVED BY:	Council	DATE:	November 19, 2018
RESOLUTION #:	CS 2018-457		
(Amended from)			

Purpose

The purpose of this policy is to establish guidelines for partnering with the community groups to deliver capital projects to enhance parks, recreation, sport and culture experiences.

These guidelines will provide clarity for community groups, staff and the public regarding the process and aid in the determination and feasibility of a community-driven capital project while managing expectations of the parties involved if projects are supported.

Principles

The following principles will be applied to projects:

- Facilities developed with Town funding and / or on Town land must be open and accessible to all residents of Ladysmith
- Projects will only be considered for approval where they are supported by a business plan that indicates that the completed project is sustainable over the long term
- Any projects that require capital funding from the Town are subject to the availability of funding within the Department's capital budget.

The following items are eligible for requested cost sharing:

- Concept and detailed design costs
- Construction costs including contingencies
- Site development costs
- Development and building permits
- Fixed equipment

Community partners must be legally constituted, incorporated non-profit organizations such as, but not limited to community associations, sports organizations, or clubs. Due to capital budgets being developed in the summer and fall of the previous year with Council approvals in April/May it will be recommended that projects are best proposed in the winter/spring one year prior to budget approvals by Council.

Application Guidelines for Major Capital Projects (exceeds \$10,000)

These guidelines apply to major capital projects for new facilities and expansions on Ladysmith owned or leased property that result in a fixed asset (renovations or additions to existing facilities may be exempt if they do not create significant change in use and no significant impacts to park users and neighbours).

Step 1 – Determining Project Feasibility

A community organization or group considering a community driven capital project that would be constructed on Town land and/or require the Town's financial assistance, is to present its idea to the Director of Parks, Recreation and Culture. The Director will provide advice and guidance on the process.

The proposal would then be submitted to Council for consideration. If Council determines that the project is in the community's and Town's interest and helps achieve the goals of the Town, staff will be directed to work with the community group to develop a project agreement outlining the proposed public process, preliminary budget, and alignment with Parks, Recreation and Culture Master Plan.

Step 2 – Approval in Principle

The community may be required to present a project business plan to Council for approval in principle. The presentation may include any of the following or other information requested by Council:

1. A description of the project, its benefit to the community including reference to community master plans if applicable, and any potential environmental impacts
2. A conceptual drawing and a site plan
3. An estimated project budget including all funding sources (cash, grants, loans, donations and volunteer hours) and any financial assistance that is being requested from the Town
4. An estimated operating budget and how the project will be operated and/or maintained
5. A detailed fundraising plan
6. An estimated project timeline
7. A public engagement plan

Step 3 – Approval to Proceed

If Council approves the project, the organization may then initiate the public engagement process, a fundraising campaign and develop more detailed project plans. Before the project proceeds, the community organization must present to Council:

1. Results of public engagement
2. Construction drawings and specifications
3. A detailed site plan
4. A project budget including written quotes for all work
5. A construction plan and schedule
6. An operating plan and budget

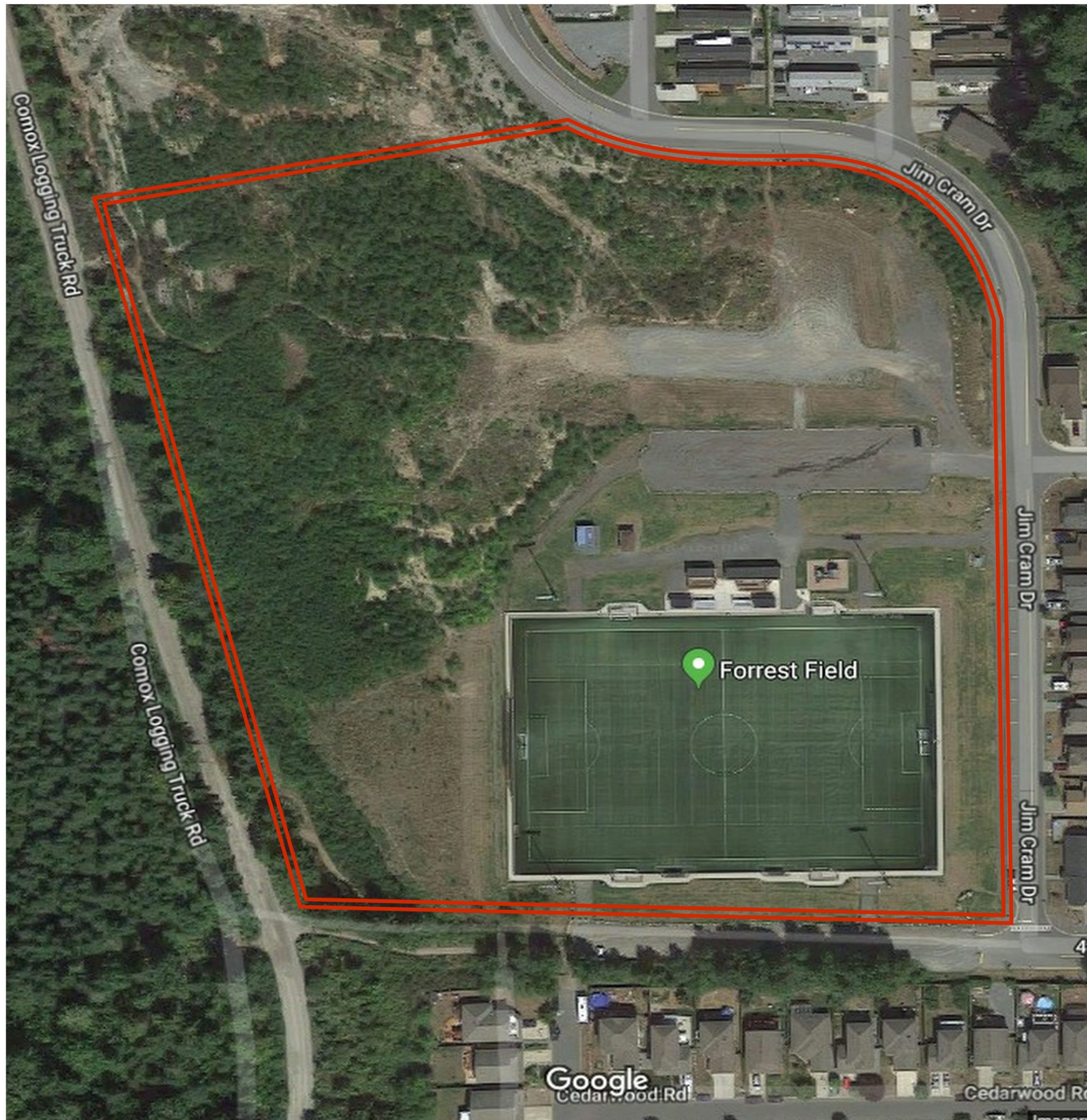
Based on these items, a partnership agreement stating the intentions of each party, shared project objectives and outcomes will be developed and signed off prior to project start up. All capital projects built on Town property become the property of the Town of Ladysmith.

Minor Capital Projects

In cases where the project is deemed to be minor capital project and where it aligns with existing department plans and does not require Town funding or resources. The Director may be assigned the responsibility to work with the organization presenting the project to confirm all requirements are in place and the Director has the authority to approve the project.

Proposed Fitness Trail

A Ladysmith Community Project



Approximate location of the proposed Lot 108 Fitness Trail

A project supported by the Service Clubs of Ladysmith, Stz'uminus First Nation and the Town of Ladysmith

- Designed for people of all abilities
- Designed for running, walking, cycling, wheeling
- Approximately 1 kilometre from start to finish
- Minimum width is 2 metres (6 ft)
- Top finish will be crushed gravel
- Fitness stations will be placed at strategic positions along the trail at a later date



Mar 13, 2019

To Mayor and Council

Ladysmith service clubs including Rotary, Lions, Kinsmen and Eagles along with the Town of Ladysmith, Stz'uminus First Nation and Mid-Isle Soccer Association are pleased to be working together to fund and construct a multi-purpose foot path along the perimeter Lot 108.

The committee, which includes representatives from all groups noted above, meet regularly to discuss progress including funding opportunities, site plans, and construction timelines. At this time, the committee has reached its funding goal of \$14,000, surveyed the area, developed preliminary timelines and investigated an opportunity to partner with Vancouver Island University Trades Program.

In order to apply to VIU and become a project partner, which if successful, will permit students to complete some of the works required for the trail, the committee requests that Council consider supporting in principle the committee's application to the VIU sponsorship program.

It is anticipated that if successful, this may lead into an ongoing relationship with VIU for future construction projects at Lot 108 as VIU instructors have shown an interest in the potential learning opportunities for students at this location.

Sincerely,
Gerry Beltgens
Rotary Club of Ladysmith