

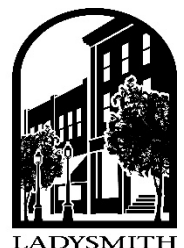
Parks, Recreation & Culture Advisory Committee  
Agenda for Meeting to be held on  
Wednesday, December 16, 2020 at 7pm via ZOOM

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*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.*

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1. Agenda Approval
2. Minutes
  - a. Minutes of the meeting held October 21, 2020
3. Select two nominees for the Official Community Plan (OCP) Steering Committee
4. PRC Department Update discussion



**Minutes of the Parks, Recreation & Culture Advisory Committee  
Wednesday, October 21, 2020 at 7:00pm**

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**COMMITTEE MEMBERS PRESENT:**

Tim Richards  
Mike Brocklebank  
Ava Smith  
Councillor Duck Paterson

Geoff Dean  
Brynn Dovey  
Lynda Baker

**STAFF PRESENT:**

Chris Barfoot  
Robyn McAdam  
Julie Tierney

**REGRETS:**

Lesley Lorenz  
Emily Weeks

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**AGENDA**

***Moved and seconded:***  
**2020-04: That Parks, Recreation and Culture Advisory Committee approve the agenda for the meeting as presented.**  
***Motion carried.***

**MINUTES**

***Moved and seconded:***  
**2020-05: That Parks, Recreation and Culture Advisory Committee approve the minutes of the September, 2020 meeting as presented.**  
***Motion carried.***

**NEW BUSINESS**

**Park Naming Policy** – The Committee reviewed the Park Naming Request and the Park Naming Policy. Staff supplied a staff report outlining the Rutti family’s history in Ladysmith.

***Moved and seconded:***  
**2020-06: That the Parks, Recreation and Culture Advisory Committee support this request and recommend that Council name the park on Russell Road “Rutti Park”.**  
***Motion carried.***

***Moved and seconded:***  
**2020-07: That the Parks, Recreation and Culture Advisory Committee formally recommend Council to direct Staff to add language to the Park Naming Policy to include indigenous history and culture .**  
***Motion carried.***

**Regional Recreation Overview** – A final draft of the Regional Recreation Strategic Plan has been developed and is now being shared with the public. Feedback is being collected on the draft and will be used to finalize the plan. The Committee discussed the challenges of working in collaboration with the School District and their fields and recreation facilities, as Ladysmith is

in SD 68 as opposed to SD 79 which includes the Cowichan Valley. Discussion also centered on funding and asset management within the CVRD.

**PRCAC Orientation Binder** – Committee members were given binders including copies of recent policies and plans for reference. New members have joined and these binders will help ensure that the entire committee has information available for reference when required.

**Meeting format going forward** – The Committee discussed meeting in person versus meeting virtually for upcoming meetings.

*Moved and seconded:*

**2020-08: That the Parks, Recreation and Culture Advisory Committee hold the November PRCAC meeting via ZOOM to help limit physical contact during this time.**

*Motion carried.*

## UPDATES

### Parks, Recreation and Culture

- Staff are applying for the following grants
  - Investing in Canada Infrastructure Program – Community, Culture and Recreation grant to bring the Machine Shop upgrades to completion.
  - Investing in Canada Infrastructure Program – Rural and Northern Communities grant for work on the Lot 108 Park Plan.
  - Tourism Dependent Communities Grant – for infrastructure upgrades at Transfer Beach.
- Staff are also working together with community stakeholders on the following grant applications
  - Community Economic Recovery Infrastructure Grant – in partnership with the Ladysmith Museum to complete accessibility upgrades to the museum.
  - BC Gaming Capital Project Grant – in partnership with the Lot 108 Stakeholder group to complete the accessibility walkway surrounding Forrest Field at Lot 108.
- The Pool at the Frank Jameson Community Centre is reopening November 2<sup>nd</sup>. Staff are busy preparing for the reopening and are holding a staff inservice on October 29<sup>th</sup> to ensure staff are trained on new safety precautions involved in opening the pool and the facility to additional patrons.
- Masks will be recommended in all common areas of the FJCC starting November 2<sup>nd</sup>.
- Julie Tierney is leaving PRC for a new position with Corporate Services.

**Meeting adjourned at 8:24PM**

**Next meeting will be held at 7:00pm, November 18, 2020 via ZOOM.**

## OFFICIAL COMMUNITY PLAN STEERING COMMITTEE

Type

Council Committee

Task Force

### Mandate

The Official Community Plan (OCP) Steering Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*. The mandate of the Committee is to consider and inquire into matters related to the OCP review process and to report its findings and opinions to:

1. Council, on matters to be considered by Council; and
2. Staff and consultants on the execution of tasks assigned by Council.

### Membership

The Committee will be comprised of the following members:

#### *Voting Members (17)*

- Two representatives appointed by the Stz'uminus First Nation.
- One member representing the heritage conservation sector, appointed by Council.
- One member representing the housing and homelessness sector, appointed by Council.
- One member representing the maritime sector, appointed by Council.
- One member representing the environmental stewardship sector, appointed by Council.
- One member representing the development sector, appointed by Council.
- Two members representing the business sector, appointed by Council.
- One member from the tourism, commercial recreation, outdoor recreation or emerging tourism markets sector, appointed by Council.
- Two members from the Community Planning Advisory Committee (CPAC) appointed by Council.
- One member from the Parks, Recreation and Culture Advisory Committee (PRCAC), appointed by Council.
- One youth representative, appointed by Council, who is between the ages of 15-19 and is currently enrolled in secondary school or recently graduated from secondary school.
- One seniors' representative, appointed by Council who is 60 years of age or older.
- Two members at large, appointed by Council.

Voting membership shall be diverse, with representation that reflects:

- Gender, age and racial diversity; and
- A broad cross section of stakeholder interests, such as neighborhood/community of residence, property and business ownership, and employment.

#### *Non-Voting Members (7)*

- One member of Council
- Director of Development Services
- Director of Infrastructure Services
- Director of Parks, Recreation and Culture
- Director of Financial Services (as needed)
- Recording Secretary
- Communications Specialist

### Nominations

The Director of Development Services shall issue a call for nominations for a period of at least one month from the date of adoption of these Terms of Reference. The nomination process shall be as follows:

- For the CPAC representatives, the Committee shall submit three nominees, from which Council will select two nominees.
- For the PRCAC representative, the Committee shall submit two nominees, from which Council will select one nominee.
- For the Stz'uminus First Nation representatives, the Stz'uminus First Nation shall appoint two members of its choosing.
- For all other member positions, a written letter from the nominee or from an organization to which the nominee belongs shall suffice for a nomination.

### Term

The term of each member shall be from the date of appointment to the date of the adoption of a new OCP.

### Membership Requirements and Expectations

The Advisory Group will operate under the following principles:

- **Respect and Integrity:** Members shall treat stakeholders, fellow committee members, Council, consultants, members of the public and staff with courtesy and respect at all times. Codes of conduct that apply to staff and members of Council also apply to members of the committee.
- **Accountability:** Members shall strive to attend meetings, read meeting materials in advance and participate in stakeholder engagement activities where necessary.
- **Collaboration:** Members shall at all times strive to support the successful adoption of an OCP and shall work together to carry out this objective. Members shall be open to alternatives and work to reconcile differing views in a professional and constructive manner.

These expectations apply to Committee members while attending Committee meetings, representing the Town or the Committee, and participating in OCP events and forums. Where a member breaks any of the principles, Council may revoke the membership of the Committee member.

### Reporting

Committee minutes will be provided to Council on a regular basis.

### Meetings

#### *Chair and Vice Chair*

- The Chair and Vice Chair will be elected at the first meeting of the Committee and as needed should the Chair or Vice Chair be unable to fulfill their respective duties.
- If the Chair is unable to attend a meeting, the Vice Chair shall chair the meeting.
- A non-voting member may not serve as Chair or Vice Chair of the Committee.

#### *Meetings Schedule and Procedures*

- Meetings will be on an as-needed basis, but shall not be more than twice per month.
- Meetings may take place in any suitable venue or electronically.
- The Council Procedure Bylaw of the Town applies to meetings of the Committee.
- A quorum is required.
- Meetings of the Committee will be open meetings pursuant to section 89 of the *Community*

*Charter.*

- The Committee may meet in-camera pursuant to section 90(1)(i) of the *Community Charter* to receive legal advice related to the development of the OCP.

*Agendas and Minutes*

- The Director of Development Services will prepare meeting agendas.
- The Recording Secretary will distribute the meeting agenda to the members of the Committee at least one week prior to the meeting date.
- The Recording Secretary will record the minutes. The Director of Development Services may direct that audio and video recordings of a Committee meeting be made, provided that the Committee is advised that the meeting will be recorded prior to the start of the meeting.
- Draft minutes of the previous meeting will be distributed with the meeting agenda package.
- Minutes of the Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.

2020.10.15 - PR&C Department Update

### ***Lot 108 Plan – Implementation Update***

Cascara Engineering was selected to complete the Slope and Grading Study for the LOT 108 Plan. This work began on Dec 6<sup>th</sup> with the necessary surveying and topography work.

The main considerations to be examined are as follows:

- Overall, site grading.
- Utility servicing capacity for site washrooms, irrigation, fire protection and storm
- Drainage.
- Overall storm water design flows, volumes, and ultimate destination via site infiltration,
- Possible storm water pond, and piping to the Town infrastructure.

### ***Arts and Heritage Hub Update:***

The Town recently put out an RFP to select an architect firm for the Arts and Heritage Hub. The selected architect firm will be working with the Arts and Heritage Hub Design Steering Committee that will consist of identified key stakeholders.

The Arts and Heritage Hub Steering Committee will be comprised of the following members:

#### ***Voting Members (9)***

- Up to three members representing the Stz'uminus First Nation or local indigenous artists, appointed by Council;
- One member representing the Arts Council of Ladysmith and District, appointed by Council;
- One member representing the Ladysmith and District Historical Society, appointed by Council;
- One member representing the Ladysmith Maritime Society, appointed by Council; and
- Up to three members representing existing and prospective tenants of the Arts & Heritage Hub, appointed by Council.

#### ***Non-Voting Members (3)***

- One member of Council;
- Director of Development Services; and
- Director of Parks, Recreation and Culture.

### ***Recreation Services Update***

All dryland fitness classes and aquatic fitness programs have been suspended due to the latest Provincial Health Order from B.C.'s Provincial Health Officer (PHO). New guidelines are expected to be released to restart low intensity programs and aquatic related programs by the middle of December. Currently the fitness centre and the swimming pool remain open for pre-registered drop-in programs as these are individual based programs and are still permitted under the latest restrictions.

Masks – Masks are now mandatory in all public spaces with specific exemptions. One of the exemptions permitted is during exercise, which is in the order from the PHO. We have received complaints from some patrons that we should not be permitting this flexibility however, we are doing our best to follow the orders, guidelines and restrictions from the PHO.

The current order and restrictions are in place until Jan 8<sup>th</sup>. The Department will continue to monitor these and adjust the service delivery model accordingly.

### ***Facility Maintenance Operations Update***

The Town has recently hired a new Facilities Operations Manager. The position will involve developing strategic planning around Town owned assets including Asset Management, Preventative Maintenance and Capital Planning among the general supervision of operations. They will play a key role in the communications with existing tenants and lease holders of many of our spaces. We are excited to welcome Richard Frost to the Team.

Richard will join the Town on December 14, 2020 after serving over 27 years in the K-12 school system, most recently as Director of Facilities and Transportation at School District 64 Gulf Islands. Since embarking on a career in facilities in 1994, he's worked his way up through the ranks, starting out as a custodian, progressing to carpenter/glazier, then manager of operations and finally as director.

Richard is a graduate of the British Columbia Institute of Technology and holds a journeyman glazier trades qualification, LEED training, as well as building service worker and playground inspector certifications.

A family man married for 30 years with two sons, one daughter-in-law, and one granddaughter, Richard enjoys building cars, boating, fishing, and just generally being outdoors.