

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
AGENDA
7:00 P.M.

Monday, October 7, 2019
Council Chambers, City Hall

Pages

1. CALL TO ORDER

Call to Order at 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.

2. CLOSED SESSION

In accordance with section 90 of the Community Charter, this section of the meeting will be held *In Camera* to consider the following matters, for the reason as noted:

- Strategic Planning - section 90(1)(i)

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- Strategic Planing - section 90(1)(i)

3. REGULAR MEETING (7:00 p.m.)

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for October 7, 2019.

5. MINUTES

5.1 Minutes of the Regular Meeting of Council held September 16, 2019

Recommendation

That Council approve the minutes of the Regular Meeting of Council held September 16, 2019.

6. PROCLAMATIONS

6.1 Foster Family Month 13

Mayor Stone has proclaimed the month of October 2019 as Foster Family Month in the Town of Ladysmith, recognizing and celebrating the families who open their hearts and homes to our most vulnerable, and who play a vital role in helping children and families heal and reconnect.

6.2 Waste Reduction Week 14

Mayor Stone has proclaimed October 21 to 27, 2019 as Waste Reduction Week in the Town of Ladysmith. He encourages all citizens to commit to environmental sustainability by conserving resources.

7. DEVELOPMENT APPLICATIONS

7.1 Development Variance Permit 19-03: 305 Gill Road 15

Recommendation

That Council:

1. Issue Development Variance Permit 3090-19-03 to permit the construction of an accessory building in the front yard at 305 Gill Road.
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-03.

7.2 Development Variance Permit 19-08: 420 Gatacre Street 24

Recommendation

That Council:

1. Issue Development Variance Permit 3090-19-08 to vary the maximum height of a two-storey coach house from 6.6m to 7.8m, and the maximum gross floor area from 60m² to 63.5m².
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-08.

7.3 Development Permit 19-10: 420 Gatacre Street 32

Recommendation

That Council:

1. Issue Development Permit 3060-19-10 to permit the issuance of a building permit for the establishment of a coach house dwelling within the second storey of an existing accessory building on Lot 17, Block 95, District Lot 56, Oyster District, Plan 703A (420 Gatacre Street), subject to:
 - i. issuance of Development Variance Permit 3090-19-08.
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-10 once the subject condition has been met.

7.4 Development Permit 19-12: 230 Second Avenue

40

Recommendation

That Council:

1. Issue Development Permit 3060-19-12 to permit the issuance of a building permit for the construction of a two-storey coach house in the rear yard on Lot 3, Block 48, District Lot 56, Oyster District, Plan 703-A.
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-12.

8. REPORTS

8.1 Parks Operations - Budget Amendment

49

Recommendation

That Council:

1. Direct staff to utilize \$50,000 from prior year surplus funds for Parks Operations; and
2. Amend the 2019-2023 Financial Plan.

8.2 Interim Management and Co-licencees Agreement with Cowichan Valley Regional District

52

Recommendation

That Council:

1. Enter into an Interim Management and Co-Licencees Agreement with the Cowichan Valley Regional District for the Stocking Lake Dam describing the interests in the lands, responsibilities, and cost sharing as an interim step until such time as a joint works agreement can be formalized; and
2. Direct staff to submit a grant application to the Community Emergency Preparedness Fund (CEPF) Structural Mitigation Sub-stream for the jointly owned and operated Stocking Lake Dam Rehabilitation or Replacement Project.

Recommendation

That Council:

1. Receive the final report for Lot 108 Park Plan Update and direct staff to include the Lot 108 Park Plan recommendations in future capital plans;
2. Direct staff to work with the existing Lot 108 Service Group to construct the pathway based on the design and criteria identified within the Lot 108 Park Plan Update for a cost of \$20,000 with the funds to come from service group grants, donations and in-kind contributions; and
3. Amend the 2019-2023 Financial Plan accordingly.

9. CORRESPONDENCERecommendation

That Council direct staff to waive the fees for the use of the Town Trolley and driver for up to four hours on Friday, December 6, 2019 for the Old Time Christmas event, as requested by the Ladysmith Downtown Business Association in their correspondence dated September 11, 2019, subject to driver availability, with funds to come from the Grant in Aid budget.

9.1 Cowichan Valley Regional District: Invitation to Participate in the Housing Needs Report Grant Application

117

Recommendation

That Council support the proposal from the Cowichan Valley Regional District to apply for and administer grant funding from the Union of British Columbia Municipalities to prepare a Regional Housing Needs report on behalf of electoral areas and municipalities within the Cowichan Region.

9.2 Kathleen Hayden, Ladysmith Downtown Business Association: Request to Waive the Trolley and Driver Fees for the Old Time Christmas Event

131

10. NEW BUSINESS**10.1 Housing Central Conference**

133

Recommendation

That Council authorize Councillor Stevens to attend the 2019 Housing Central Conference in Vancouver, November 17-19, 2019 for a cost of \$600.00 plus expenses

Recommendation

That Council appoint Sue Bouma as Deputy Corporate Officer, and rescind the appointment of Guillermo Ferrero as Deputy Corporate Officer.

11. QUESTION PERIOD

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

12. CLOSED SESSION

In accordance with section 90 of the Community Charter, this section of the meeting will be held *In Camera* to consider the following matters, for the reason as noted:

- Personal information about an identifiable individual - section 90(1)(a)
- Negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k)

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- Personal information about an identifiable individual - section 90(1)(a)
- Negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k)

13. RISE AND REPORT- Items from Closed Session
14. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Monday, September 16, 2019

7:00 P.M.

Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone

Councillor Duck Paterson

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Marsh Stevens

Councillor Jeff Virtanen

Council Members Absent:

Councillor Amanda Jacobson

Staff Present:

Guillermo Ferrero

Erin Anderson

Jake Belobaba

Geoff Goodall

Clayton Postings

Joanna Winter

Mike Gregory

Sue Bouma

1. CALL TO ORDER (6:00 p.m.)

Mayor Stone called this meeting to order at 6:00 p.m. in order to retire immediately into closed session.

2. CLOSED SESSION

CS 2019-293

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 6:01 p.m. in order to consider items related to the following:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i)

Motion Carried

3. REGULAR MEETING (7:00 P.M.)

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus people.

4. AGENDA APPROVAL

CS 2019-294

That Council approve the agenda for this Regular Meeting of Council for September 16, 2019.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:51 p.m. without report.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held August 19, 2019

CS 2019-295

That Council approve the minutes of the Regular Meeting of Council held August 19, 2019.

Motion Carried

6.2 Minutes of the Special Meeting of Council held September 9, 2019

CS 2019-296

That Council approve the minutes of the Special Meeting of Council held September 9, 2019.

Motion Carried

7. DELEGATIONS

7.1 Quentin Goodbody, Ladysmith Historical Society

Quentin Goodbody, acting president of the Ladysmith and District Historical Society, made a presentation to Council regarding the vision, mission and activities of the society, as well as the management and financing of the Ladysmith Museum and Archives. He requested that the Town develop a Heritage Strategic Plan to enable effective protection and use of the Town's heritage.

Mr. Goodbody responded to Council's questions. Council thanked Mr. Goodbody and the Ladysmith and District Historical Society for the presentation.

8. DEVELOPMENT APPLICATIONS

8.1 Development Permit Application – 20 Gatacre Street

CS 2019-297

That Council:

1. Issue Development Permit 3060-19-13 for the form and character of building improvements at 20 Gatacre Street; and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.
3. Direct staff to remove Development Permit 3060-07-10 (FB177889) from the Certificate of Title as this permit is no longer relevant for the property.

Motion Carried

9. COMMITTEE REPORTS

9.1 Recommendations from the Municipal Services Committee Meeting Held September 9, 2019

CS 2019-298

That Council:

1. Direct staff to report back to Council on options for presenters and costs for hosting grant writing workshops this fall for local non-profit organizations.
2. Direct staff to prepare the necessary bylaw amendments to allow the retail sale of cannabis in a specified area of commercially zoned properties generally described as 1st Avenue and Esplanade between Ludlow and Baden-Powell Streets, as well as at Coronation Square.
3. Direct staff to include in the bylaw amendment to allow the retail sale of cannabis in a specified area of properties zoned light industrial in the area generally described as Ludlow Road and Rocky Creek Road.
4. Appoint Councillor Stevens to serve on the Regional Housing Service Community Advisory Committee.

Motion Carried

10. REPORTS

10.1 Licence of Occupation Request – G. Carey – Holland Creek

CS 2019-299

That Council:

1. Authorize the Town to issue a Licence of Occupation to allow a Holland Creek welcome sign to be located near the intersection of Dogwood Drive and Rollie Rose Drive, on the Town owned property legally described as Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP67741; and that the Licence of Occupation be for a period of 15 years (with the option of renewal) subject to the following conditions:
 - a. That the Licensee:
 - b. Be responsible to maintain and repair the sign as needed;
 - c. Provide proof of liability insurance;
 - d. That all costs and legal fees associated with the sign and Licence of Occupation be paid by the Licensee;
 - e. Obtain all required permits to install the sign;

And that the Mayor and Corporate Officer be authorized to sign the Licence of Occupation.

Direct staff to report back to Council with policy guidelines regarding requests for encroachment agreements and licence of occupations on Town owned land such that future requests can be reviewed and issued by staff.

Motion Carried

OPPOSED: Councillor Johnson

11. BYLAWS

11.1 PERMISSIVE TAX EXEMPTION BYLAW FOR 2020

CS 2019-300

That Council give first, second and third readings to the bylaw titled "2020 Permissive Tax Exemptions Bylaw 2019, No. 2017".

Motion Carried

12. CORRESPONDENCE

12.1 Alex Cook, Festival of Lights: Request to Waive the Trolley and Driver Fees for Light Up

Staff responded to Council's questions regarding the longevity of the trolley. Staff confirmed that this would be the final year of its availability.

Councillor Paterson noted that the Festival of Lights already received Grant in Aid funding as well as labour assistance from the Town. He

recommended that Council save grant funds for use of the trolley for other less well-funded groups.

CS 2019-301

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 28, 2019 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated August 19, 2019, subject to driver availability, with funds to come from the Grant in Aid budget.

Motion Carried

OPPOSED: Councillors Paterson and Johnson

12.2 United Way: Request to Enter into a Memorandum of Understanding regarding the "Reaching Home" Program

CS 2019-302

That Council approve entering into a Memorandum of Understanding with United Way Central and Northern Vancouver Island (UWCNVI) to support a federal funding application through the "Reaching Home" Program, with the goal of reducing homelessness in the Cowichan region.

Motion Carried

13. NEW BUSINESS

13.1 Installation of an Additional Five Bollards on 1st Avenue

CS 2019-303

That, in order to protect public safety and to realize cost efficiencies while installation work is underway, Council:

1. Approve the purchase and installation of an additional five bollards on 1st Avenue between Gatacre Street and High Street, at a cost of up to \$15,000, with the funds to come from Appropriated Equity; and
2. Amend the 2019 to 2022 Financial Plan accordingly.

Motion Carried

13.2 Rescheduling of October 8th Council Meeting

CS 2019-304

That, in recognition of the change in the Ladysmith arrival date of the Cops for Cancer Tour de Rock, Council reschedule the Tuesday, October 8th Council meeting to Monday, October 7th.

Motion Carried

14. QUESTION PERIOD

A member of the public enquired about the Town's plans for moving from Stage 3 Water Restrictions to Stage 2.

15. ADJOURNMENT

CS 2019-305

That this Regular Meeting of Council adjourn at 8:05 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (J. Winter)



TOWN OF LADYSMITH

PROCLAMATION

FOSTER FAMILY MONTH

- WHEREAS:** *The family is the very foundation of our community; and*
- WHEREAS** *Every child deserves to experience a safe, loving, supportive and stable home; and*
- WHEREAS:** *Foster families, who open their hearts and homes to children whose families are in crisis, play a vital role in helping children and families heal and reconnect; and*
- WHEREAS:** *Fostering is a community responsibility and provides opportunities for all community members to contribute to the support of children and youth; and*
- WHEREAS:** *We recognize the promise of children and youth in foster care, as well as former foster youth, and we celebrate the professionals and foster parents who demonstrate the depth and kindness of the human heart.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the month of October, 2019, as Foster Family Month in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

October 3, 2019



TOWN OF LADYSMITH

PROCLAMATION

WASTE REDUCTION WEEK

- WHEREAS:** *As a municipality, we are committed to conserving resources, protecting the environment and educating the community; and*
- WHEREAS:** *We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems; and*
- WHEREAS:** *We endeavour to take the lead in our community toward environmental sustainability;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim October 21st to 27th, 2019 as Waste Reduction Week in the Town of Ladysmith, British Columbia.*



Mayor A. Stone

October 2, 2019

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner

Date: September 26, 2019

Report Reviewed By: Jake Belobaba, Director of Development Services

Meeting Date: October 8, 2019

File No: DVP 3090-19-03

RE: DEVELOPMENT VARIANCE PERMIT – 305 GILL RD

RECOMMENDATION:

That Council:

1. Issue Development Variance Permit 3090-19-03 to permit the construction of an accessory building in the front yard at 305 Gill Road.
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-03.

PURPOSE:

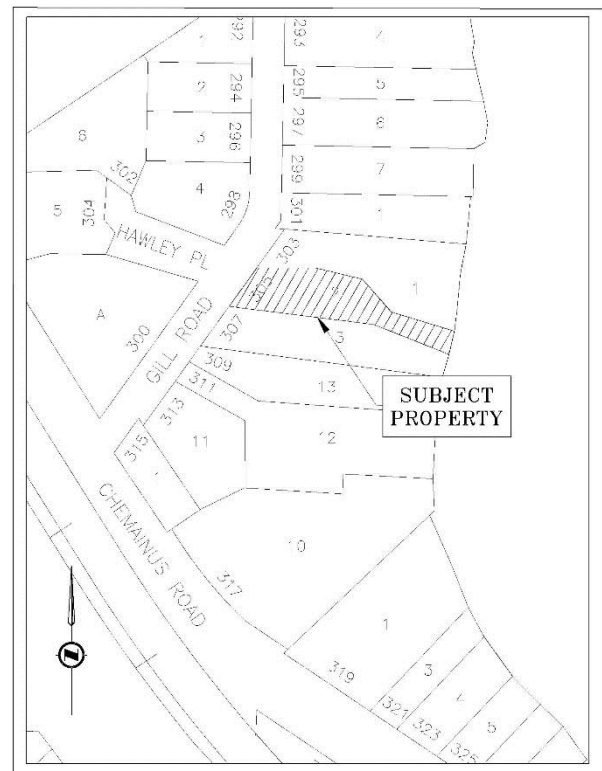
The purpose of this report is to present for Council's consideration a development variance permit (DVP) application for a proposed variance to allow the construction of a detached garage in the front yard at 305 Gill Road.

PREVIOUS COUNCIL DIRECTION

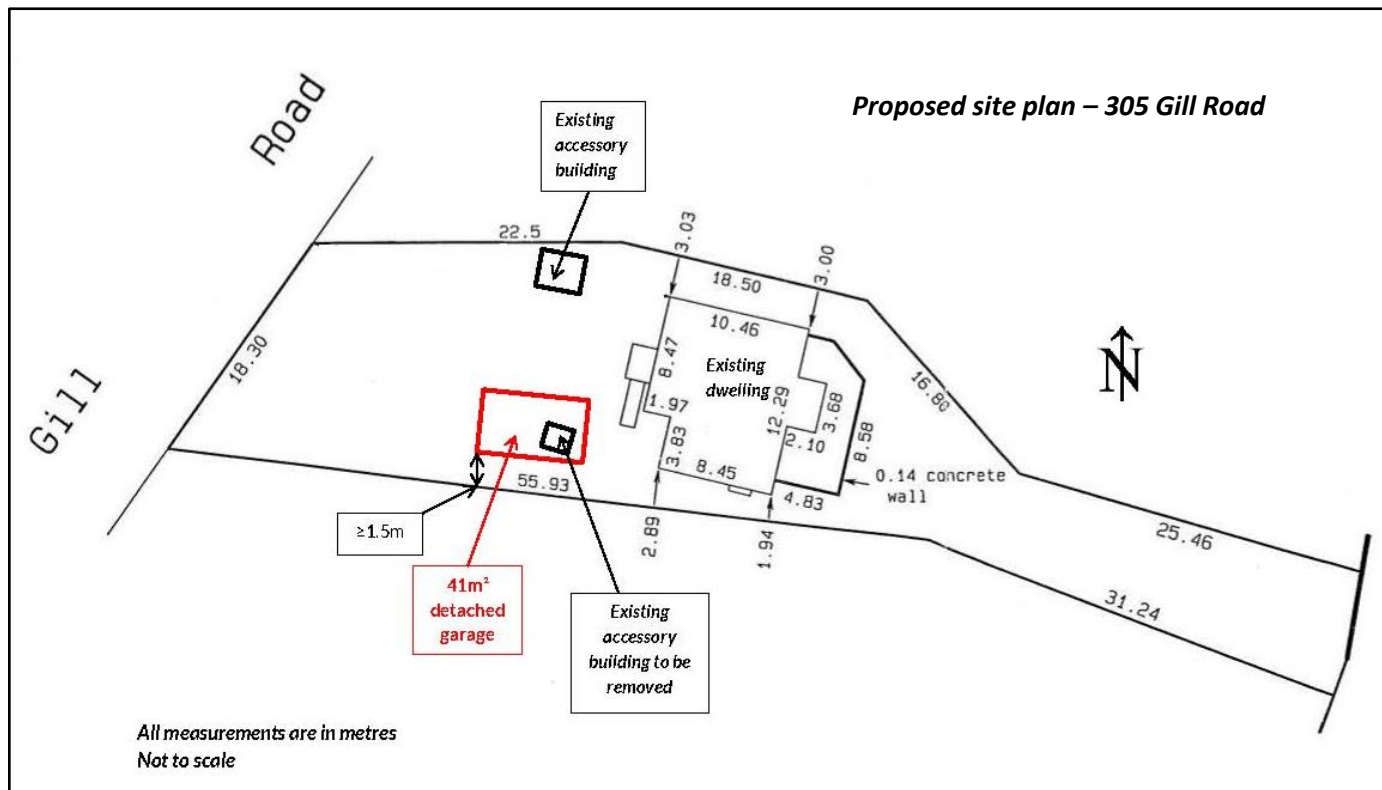
None.

INTRODUCTION/BACKGROUND:

The subject property currently contains a dwelling and a 16m² (172ft²) accessory building. The applicant is proposing to construct a 41m² (441ft²) detached garage in the front yard of the subject property, located between the dwelling and the road. The Zoning Bylaw does not allow accessory buildings to be located in a front yard thus a variance has been requested.

DISCUSSION:

The subject property is a narrow parcel located between Gill Road and Ladysmith Harbour. The area between road and the dwelling is flat and the lot is narrow and sloped between the rear of the dwelling and the harbour. Given the siting of the existing dwelling and the topography and shape of the parcel, the side or rear yards would not be suitable for the proposed accessory building. The proposed garage is situated greater than 6m from the front parcel line. According to the applicant, the proposed use of the garage is for vehicle storage. There are currently two small accessory buildings located on the subject property, one of which is situated in the location of the proposed garage which the applicants plan to remove prior to construction. The Zoning Bylaw allows a maximum of two accessory buildings on a parcel.



Summary of Proposed Variance:

Zoning Requirement	Proposed Variance
No accessory building or structure shall be located in any front yard.	To construct 41m² detached garage in a front yard.

Development Permit Area:

The subject property is within the Hazard Lands Development Permit Area (DPA 7) due to steep slope conditions. A geotechnical assessment of the proposed development will be required with the development permit (DP) application prior to building permit. The DP application will be considered by the Director of Development Services for issuance under Council's delegated authority.



ALTERNATIVES:

Council can choose to not support DVP 3090-19-03.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The *Local Government Act* enables Council to vary zoning siting regulations through the issuance of a DVP. This is a discretionary decision of Council. Public notification is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Procedures Bylaw No. 1667 provides that DVP applications may proceed directly to neighbourhood notice. The notice regarding DVP 3090-19-03 was delivered and sent to neighbouring properties within 60m of the subject property on May 16, 2019.

At the time of writing this report, the Town has received two written submissions from the public with no concerns regarding the proposed variance. Two inquiries were received, one of which with concerns that the existing garage attached to the house has been converted into living space. Upon receipt of this information the DVP application was placed on hold while the applicants submitted a complete building permit application to convert the attached garage to

living space. A building permit application has since been received and a building permit issued for this work.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department and Building Inspector for review. No concerns were noted from Infrastructure Services. Building requirements will be addressed at the time of building permit.

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

SUMMARY:

Council may consider approving DVP 3090-19-03.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

DVP 3090-19-03



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-19-03

DATE: October 8, 2019

Name of Owner(s) of Land (Permittee): Edward Yeo & Margaret Yeo

Applicant: Edward Yeo

Subject Property (Civic Address): 305 Gill Road

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 2
District Lots 42 and 43
Oyster District
Plan VIP69911
PID: 024-654-736
(305 Gill Road)

3. Section 5.2(c) in the "Number, Location and Siting of Buildings and Structures" regulations of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied as follows:

From:

- (c) No *Accessory Building* or *Structure* shall be located in any required front, side or rear *Setback* for *Accessory Buildings* or *Structures* or in any *Front Yard*.

To:

- (c) No *Accessory Building* or *Structure* shall be located in any required front, side or rear *Setback* for *Accessory Buildings* or *Structures* or in any *Front Yard*, except for a detached garage which is permitted in a *Front Yard* as shown on **Schedule A: Site Plan**.

4. The following plans and specifications are attached:
 - a) **Schedule A: Site Plan**

5. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3090-19-03** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

**AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY
OF , 2019.**

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Edward Yeo or Margaret Yeo** other than those contained in this Permit.

Signed

Title

Date

Witness

Occupation

Date

Signed

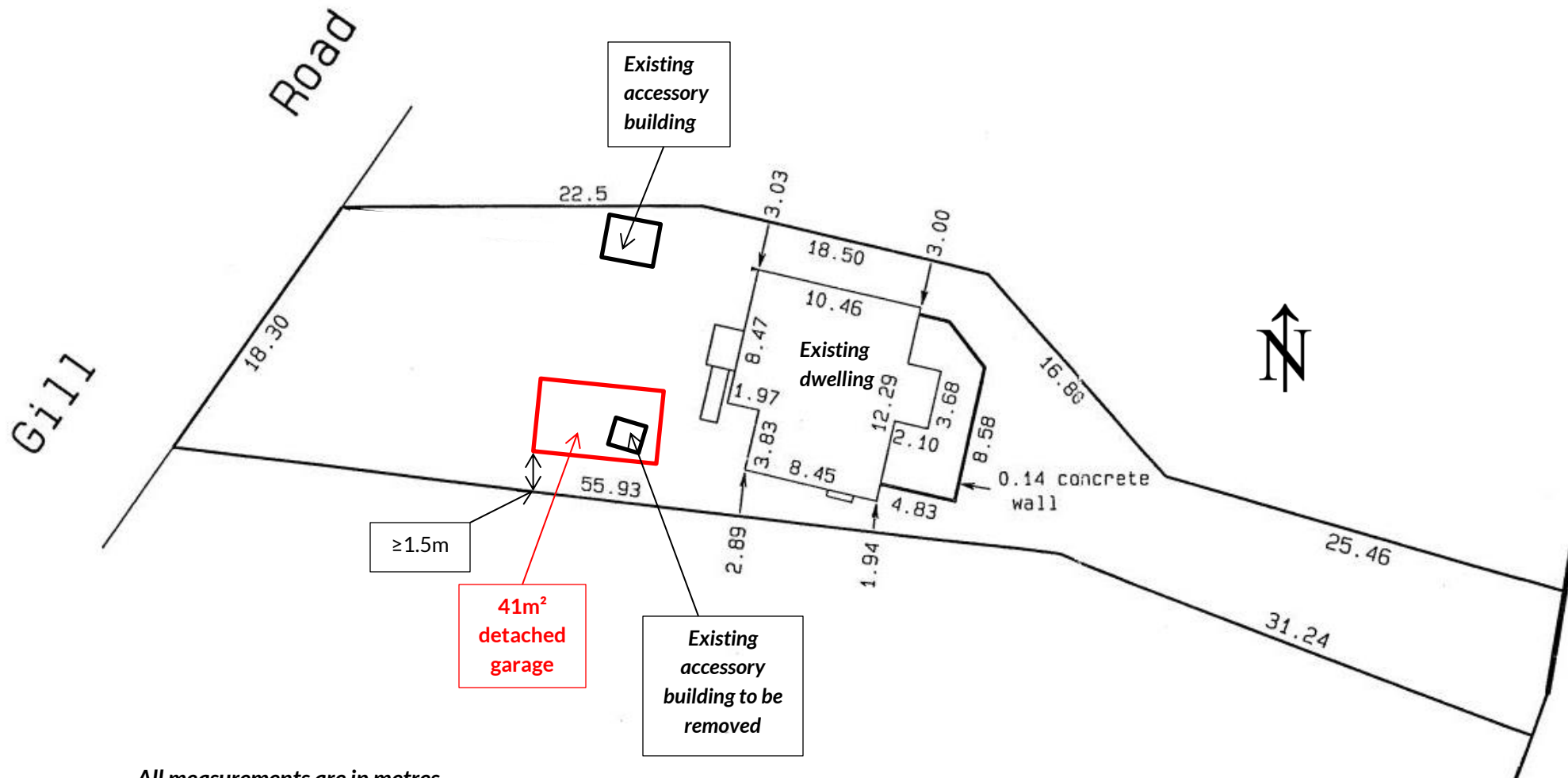
Title

Date

Witness

Occupation

Date



All measurements are in metres
Not to scale

Schedule A: Site Plan
DVP 3090-19-03
Edward & Margaret Yeo
305 Gill Road

Received May 24, 2019

Within Circulation Area

Sent: May 24, 2019 3:07 PM

To: Town of Ladysmith

Cc: Yeo, Margaret

Subject: attention Julie

Al and I live at 309 Gill Road and this email is to state that we have no problem with the variance for 305 Gill Road, home of Ed and Margaret Yeo. The variance is DVP 3090-19-03.

Sincerely,
Al and Irene Deschene

Received May 16, 2019

Within Circulation Area

From: Susan Williams
Sent: May 15, 2019 7:21 PM
To: Town of Ladysmith
Subject: Variance Permit

Re: 305 Gill Road Ladysmith,BC

In reply to your letter regarding the variance permit for the construction of a garage at the front of 305 Gill Road, I wish to state that we have no objection to our neighbour building a garage.

Susan and Clifford Williams

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson
Date: September 30, 2019
Report Reviewed By: Jake Belobaba, Director of Development Services
Meeting Date: October 8, 2019
File No: DVP 3090-19-08
RE: DEVELOPMENT VARIANCE PERMIT – 420 GATACRE ST.

RECOMMENDATION:

That Council:

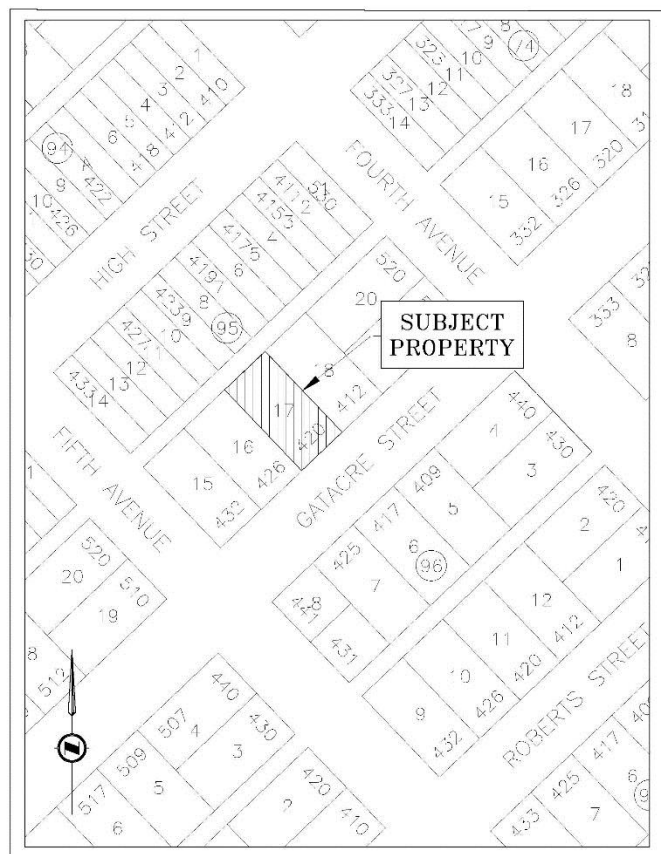
1. Issue Development Variance Permit 3090-19-08 to vary the maximum height of a two-storey coach house from 6.6m to 7.8m, and the maximum gross floor area from 60m² to 63.5m².
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-08.

PURPOSE:

The purpose of this report is to present for Council's consideration a development variance permit (DVP) application to permit a coach house dwelling within the second storey of an existing two-storey accessory building located in the rear yard at 420 Gatacre Street. The accessory building exceeds the maximum height and size requirements for coach houses, thus the applicant is seeking Council's approval to vary these requirements. Photos of the existing building are attached.

PREVIOUS COUNCIL DIRECTION:

None.

INTRODUCTION/BACKGROUND:

The subject property currently contains a dwelling, a greenhouse, a small shed and a two-storey accessory building containing a garage on the first storey, and a studio on the second storey. The accessory building received a building permit in 2004 and received final inspection in 2015. The applicant is now proposing to establish a legal coach house on the parcel within the second storey of the existing accessory building. Coach houses were not permitted in Ladysmith at the time the building



Street view of 420 Gatacre Street.

permit application was made in 2004 and the existing building does not conform to current Zoning Bylaw regulations for coach houses. As such, the applicant is seeking a variance to the maximum height of a two-storey coach house dwelling from 6.6m to 7.8m, and the maximum gross floor area of a coach house dwelling from 60m² to 63.5m².

DISCUSSION:

The subject property is within the Old Town Residential (R-2) zone under the Zoning Bylaw. The R-2 zone permits coach houses as an accessory use. The Zoning Bylaw Coach House regulations allow a maximum building height of 6.6m where the coach house dwelling is located in the second storey of an accessory building and the roof pitch is 4:12 or greater. Coach houses also have a maximum gross floor area of 60m². The existing accessory building is 7.8m tall with a 7:12 roof pitch, and the second storey is 63.5m² in size. As the applicant is planning to establish a legal coach house within the second storey of the accessory building, a variance has been requested to increase the maximum height of a two-storey coach house from 6.6m to 7.8m, and to increase the maximum gross floor area of a coach house dwelling from 60m² to 63.5m². The gross floor area variance only applies to the second storey which is proposed to contain the coach house dwelling.

Summary of Variances:

	Zoning Requirement	Proposed	Variance Request
Maximum height of a two-storey coach house	6.6m where the roof pitch is 4:12 or greater	7.8m where the roof pitch is 4:12 or greater	1.2m
Maximum gross floor area of a coach house dwelling	60m ²	63.5m ²	3.5m ²

Development Permit Area:

The subject property falls within the Coach House Development Permit Area (DPA 10). As such, a development permit (DP) is also required to establish the coach house within the existing accessory building. The applicant has submitted a DP application to seek Council's approval for the coach house. The proposed coach house has been evaluated in conjunction with the DPA 10 guidelines under the DP application.

ALTERNATIVES:

Council can choose to not approve DVP 3090-19-08. If Council chooses this option, Development Permit 3060-19-10 to establish the coach house should also not be issued.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Procedures Bylaw No. 1667 provides that DVP applications may proceed directly to neighbourhood notice. The notice regarding DVP 3090-19-08 was delivered and sent to neighbouring properties within 60m of the subject property on August 29, 2019.

At the time of writing this report, the Town has received one letter of support from a member of the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department, Building Inspector, and Bylaw Compliance Officer for review. Building and Engineering requirements will be addressed at the time of building permit. The Bylaw Compliance Officer has not received any complaints regarding the existing accessory building to date.

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 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:

- ☐ Employment & Tax Diversity
- ☐ Watershed Protection & Water Management
- ☐ Communications & Engagement

- ☐ Natural & Built Infrastructure
- ☐ Partnerships
- ☒ Not Applicable

SUMMARY:

Council may consider issuance of DVP 3090-19-08.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Accessory Building Photos
DVP 3090-19-08



1. Front Elevation – Facing rear lane
2. Left Elevation – Facing neighbouring side yard
3. Rear Elevation – Facing principal dwelling
4. Right Elevation – Facing neighbouring side yard



Photos of existing accessory building with studio (proposed coach house)



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-19-08

DATE: October 8, 2019

Name of Owner(s) of Land (Permittee): Duane Weaver

Applicant: Duane Weaver

Subject Property (Civic Address): 420 Gatacre Street

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 17
Block 95
District Lot 56
Oyster District
Plan 703A
PID: 008-562-580
(420 Gatacre Street)

3. Section 6.5(b)(ii) of the "Coach House Regulations" of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the subject property as follows:

From:

(ii) Shall not exceed a *Gross Floor Area* of 60 square metres.

To:

(ii) Shall not exceed a *Gross Floor Area* of 63.5 square metres.

4. Section 6.5(b)(iii)(1) of the "Coach House Regulations" of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the subject property as follows:

From:

(iii) Shall not exceed a *Height* of:

- (1) 6.6 metres where a *Coach House Dwelling* is located in the second storey of an *Accessory Building*; except where the roof pitch is less than 4:12, in which case the maximum *Height* shall be 5.7 metres; or
- (2) 5.0 metres where a *Coach House Dwelling* is located in a single storey *Accessory Building*.

To:

(iii) Shall not exceed a *Height* of:

- (1) 7.8 metres where a *Coach House Dwelling* is located in the second storey of an *Accessory Building*; except where the roof pitch is less than 4:12, the maximum *Height* shall be 5.7 metres; or
- (2) 5.0 metres where a *Coach House Dwelling* is located in a single storey *Accessory Building*.

5. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **(3090-19-08)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. THIS PERMIT IS NOT A BUILDING PERMIT.

AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY OF 20 .

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Duane Weaver** other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Received September 3, 2019

Within Circulation Area

RE: DVP 19-08 (420 Gatacre Street)

Hello,

We received the Notice of Development Variance Permit for 420 Gatacre Street and, from the alley, viewed the two-storey accessory building in the rear yard.

We support the variance - coach houses and other secondary suites are an important part of development in the Town of Ladysmith.

Chris Sunnus & Aimee Greenaway
owners of 417 Gatacre Street

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson
Date: September 9, 2019
Report Reviewed By: Jake Belobaba, Director of Development Services
Meeting Date: October 8, 2019
File No: DP 3060-19-10
RE: DEVELOPMENT PERMIT – 420 GATACRE STREET

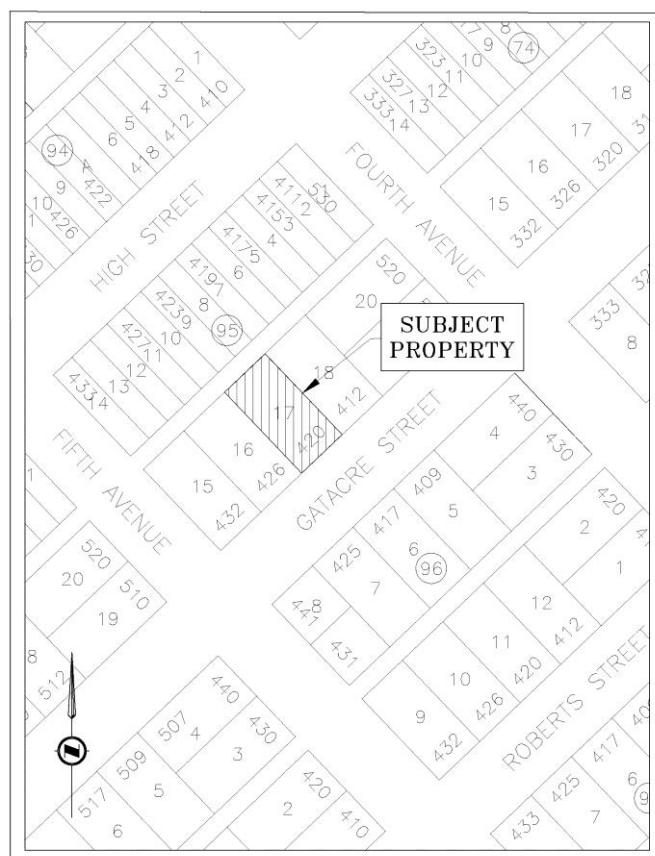
RECOMMENDATION:

That Council:

1. Issue Development Permit 3060-19-10 to permit the issuance of a building permit for the establishment of a coach house dwelling within the second storey of an existing accessory building on Lot 17, Block 95, District Lot 56, Oyster District, Plan 703A (420 Gatacre Street), subject to:
 - i. issuance of Development Variance Permit 3090-19-08.
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-10 once the subject condition has been met.

PURPOSE:

The purpose of this report is to present for Council's consideration a Coach House Intensive Residential Development Permit (DP) application for a proposed coach house dwelling to be established within the second storey of an existing two-storey accessory building located in the rear yard of 420 Gatacre Street.

PREVIOUS COUNCIL DIRECTION:

None.

INTRODUCTION/BACKGROUND:

The applicant has submitted a DP application for a coach house dwelling to be established within the second storey of an existing two-storey accessory building containing a garage on the first storey, and a studio on the second storey. The building was constructed with a building permit beginning in 2004 and given final inspection in 2015. The coach house dwelling is proposed to be 63.5m², the size of the existing second storey, with

an internal staircase, accessed by the first storey.



Street view of 420 Gatacre Street

The existing accessory building was constructed with a building permit; however, the coach house regulations were implemented after commencement of its construction and the existing accessory building does not comply with the height and size restrictions for coach houses. The applicant has therefore applied to vary these requirements through a Development Variance Permit (DVP) application in conjunction with this DP application.

SCOPE OF WORK:

The subject property falls within the Coach House Intensive Residential Development Permit Area (DPA 10), the objective of which is to provide guidance for the design and placement of coach houses on residential parcels. The proposed coach house has been reviewed for compliance with the DPA 10 guidelines below.

Building Character & Design:

- The coach house is proposed to be located within the second storey of an existing two-storey accessory building with a height of 7.8m, a 7:12 roof pitch, and 63.5m² in size on the second storey.
- The proposed coach house is located in the rear yard of the property.
- The accessory building/coach house exterior consists of yellow vinyl siding, matching that of the principal dwelling.
- The coach house entry is located on the rear lane and is accessed by an internal staircase to the second storey.
- The existing windows are modestly sized, respecting privacy of neighbouring properties.
- There are no existing upper level balconies nor are any proposed.

Accessibility & Livability:

- A continuous, permeable pathway from Gatacre Street to the coach house entrance is proposed.
- An address signpost next to the pathway is proposed, visible from Gatacre Street.
- The coach house is partially visible from Gatacre Street.
- The space between the coach house and the lane is permeable.
- The coach house entry faces the rear lane.
- Lighting is provided for at the coach house entry.
- Parking is provided for within the garage on the first storey of the coach house.

Landscaping:

- An existing tree will be retained.
- A screened garbage and recycling area for the coach house resident is proposed.
- A minimum 7.5m² permeable, at-grade amenity space is proposed for the coach house resident and will be screened with a minimum 1.2m high fence to provide privacy.

Rain Water Management:

- The proposed amenity space, pathway, and space between the coach house and the lane will consist of a permeable surface material.

The proposed coach house is consistent with the DPA 10 guidelines.

ALTERNATIVES:

While the issuance of a DP is not a completely discretionary decision of Council, Council may decide not to issue DP 3060-19-10 where the refusal is based upon determination that the DP application does not meet the Development Permit Area guidelines. If the DP is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable not arbitrary.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

A DP is required prior to issuance of a building permit to convert the existing second storey studio into a dwelling unit.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

DP applications do not require statutory notice. However, as the applicant has also applied for a DVP, a notice was delivered to neighbours within 60m of 420 Gatacre Street regarding the proposed height and size variances.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department, the Building Inspector and Bylaw Compliance Officer for review. Engineering and building requirements will be addressed at the time of building permit.

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

SUMMARY:

A DP application has been received for a coach house dwelling at 420 Gatacre Street. The proposed DP has been reviewed in conjunction with the DPA 10 guidelines and the Zoning Bylaw.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

DP 3060-19-10



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 *Local Government Act*)

FILE NO: 3060-19-10

DATE: October 8, 2019

Name of Owner(s) of Land (Permittee): Duane Weaver

Applicant: Duane Weaver

Subject Property (Civic Address): 420 Gatacre Street

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

Lot 17
Block 95
District Lot 56
Oyster District
Plan 703A
PID: 008-562-580
(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a coach house dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees:
 - a) To construct a 63.5m² coach house dwelling within the second storey of an existing 7.8m tall, two storey accessory building in accordance with the building photos as shown in **Schedule A – Elevation Plan**.
 - b) To develop the Land as shown in **Schedule B – Site Plan** including:

- i. Maintaining the existing tree to provide privacy between the coach house and the principal dwelling;
 - ii. A minimum 7.5m² permeable amenity space for the coach house resident that is screened with a minimum 1.2m tall fence;
 - iii. A screened garbage and recycling area for the coach house resident;
 - iv. A minimum 90cm wide permeable pathway from Gatacre Street to the coach house entry; and
 - v. An address signpost for the coach house, visible from Gatacre Street.
- 6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
- 7. The plans and specifications attached to this Permit are an integral part of this Permit.
- 8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **(3060-19-10)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH
ON THE ____ DAY OF _____ 201__.**

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Duane Weaver** other than those contained in this Permit.

Signed

Witness

Title

Occupation

Date

Date



1. Front Elevation – Facing rear lane
2. Left Elevation – Facing neighbouring side yard
3. Rear Elevation – Facing principal dwelling
4. Right Elevation – Facing neighbouring side yard



Coach House size specifications:

- 7.8m in height
- 7:12 roof pitch
- 63.5m² gross floor area

DRAFT Schedule A – Elevation Plan
DP 3060-19-10
420 Gatacre Street
Duane Weaver

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson
Date: September 25, 2019
Report Reviewed By: Jake Belobaba, Director of Development Services
Meeting Date: October 8, 2019
File No: DP 3060-19-12
RE: DEVELOPMENT PERMIT – 230 SECOND AVENUE

RECOMMENDATION:

That Council:

1. Issue Development Permit 3060-19-12 to permit the issuance of a building permit for the construction of a two-storey coach house in the rear yard on Lot 3, Block 48, District Lot 56, Oyster District, Plan 703-A.
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-12.

PURPOSE:

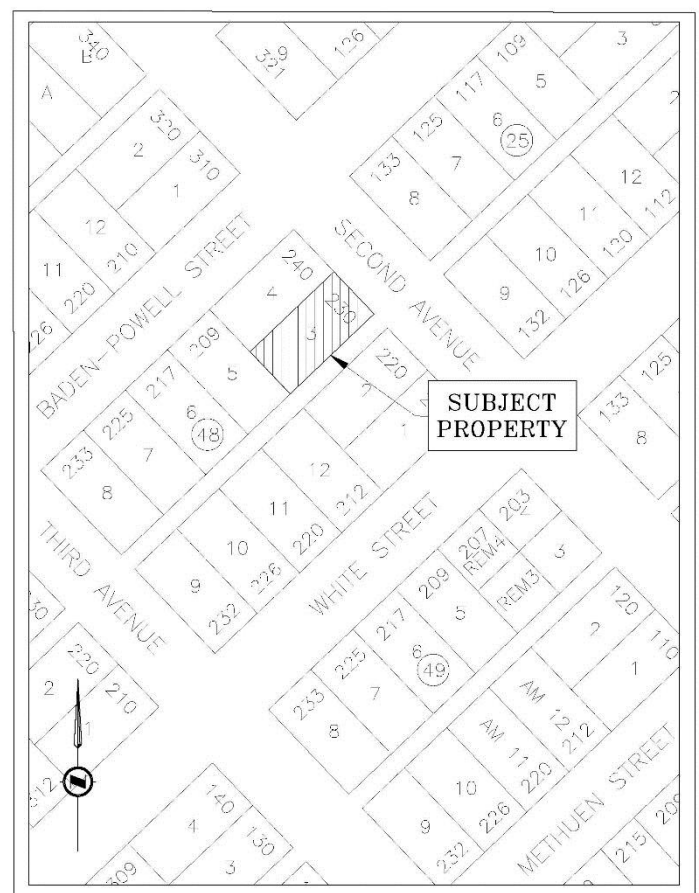
The purpose of this report is to present for Council's consideration a Coach House Intensive Residential Development Permit (DP) application for a proposed two-storey coach house dwelling in the rear yard of 230 Second Avenue.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The applicants have submitted a DP application for a 60m², two storey coach house. The dwelling unit is proposed to be on the first storey with a double car garage on the first storey. The subject property contains an existing dwelling, which fronts onto Second Avenue, and is



bordered by a lane along the south side property line.

SCOPE OF WORK:

The subject property falls within the Coach House Intensive Residential Development Permit Area (DPA 10), the objective of which is to provide guidance for the design and placement of coach houses on residential parcels. The proposed coach house has been reviewed for compliance with the DPA 10 guidelines, below.



Street view of 230 Second Ave.

Building Character & Design:

- The coach house is proposed to be two storeys and a maximum size of 60m².
- The coach house will be a maximum of 6.6m in height with a roof pitch of 4:12.
- The coach house will be located in the rear yard of the property.
- The coach house exterior is proposed to consist of horizontal and board & batten siding in grey with white accents.
- The windows facing neighbouring yards are modestly sized, respecting privacy.
- A small, 1.2m² upper level balcony is proposed to face the principal dwelling.
- The coach house is accessed from the side lane by an external staircase, with a 1.7m² stair landing.

Accessibility & Livability:

- Siting of the coach house makes it partially visible from Second Avenue.
- The coach house entrance is located on the laneway side of the property.
- The lane acts as a direct pathway from Second Avenue to the coach house entry.
- The space between the coach house and the lane will consist of a permeable driveway/parking space.
- Lighting is provided on the side of the coach house facing the lane.

Landscaping:

- A screened garbage and recycling area for the coach house resident is proposed.
- A permeable parking area for the coach house resident is proposed.
- A minimum 7.5m² permeable, outdoor amenity space for the coach house resident is proposed. An existing retaining wall will be utilized to screen the amenity space from the rear neighbour.

Rain Water Management:

- The proposed parking area and amenity space will consist of a permeable surface material.
- One rain barrel will be provided for to capture rain water from the coach house rooftop.

The proposed coach house meets the Zoning Bylaw regulations and is consistent with the DPA 10 guidelines.

ALTERNATIVES:

While the issuance of a DP is not a completely discretionary decision of Council, Council may decide not to issue DP 3060-19-12 where the refusal is based upon determination that the DP application does not meet the Development Permit Area guidelines. If the DP is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable not arbitrary.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

A DP is required prior to issuance of a building permit to construct a coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

DP applications do not require statutory notice.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to Infrastructure Services Department and Building Inspector for review. Engineering and building requirements will be addressed at the time of building permit.

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

SUMMARY:

A DP application has been received for a coach house dwelling at 230 Second Avenue. The proposed DP has been reviewed in conjunction with the DPA 10 guidelines and the Zoning Bylaw.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

DP 3060-19-12



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 Local Government Act)

FILE NO: 3060-19-12

DATE: October 8, 2019

Name of Owner(s) of Land (Permittee): Heather Cooper & Carol Cooper

Applicant: Heather Cooper & Carol Cooper

Subject Property (Civic Address): 230 Second Avenue

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

Lot 3
Block 48
District Lot 56
Oyster District
Plan 703-A
PID: 000-592-447
(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a coach house dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees:
 - a) To construct a coach house dwelling that is a maximum of 60m² in size and 6.6m in height, in accordance with the building designs shown in **Schedule A – Elevation Plan**, including:

- i. Finishing the exterior of the coach house in grey horizontal and board & batten siding, with white accents;
- ii. A maximum 1.2m² upper level balcony, shown on the Right Elevation;
- iii. A maximum 1.7m² upper level stair landing, shown on the Front Elevation; and
- iv. Placing an exterior light on the Front Elevation of the coach house.

b) To develop the Land as shown in **Schedule B – Site Plan**, including:

- i. A minimum 7.5m² permeable amenity space for the coach house resident that is screened from the neighbouring property with the existing retaining wall;
- ii. A permeable parking area for the coach house resident; and
- iii. A screened garbage and recycling area for the coach house resident.

c) To provide a minimum of one rain barrel for the purpose of capturing rain water from the coach house rooftop.

6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (**3060-19-12**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH
ON THE ____ DAY OF _____ 201__.**

Mayor (A. Stone)

Corporate Officer (J. Winter)

I **HEREBY CERTIFY** that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Heather Cooper or Carol Cooper** other than those contained in this Permit.

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

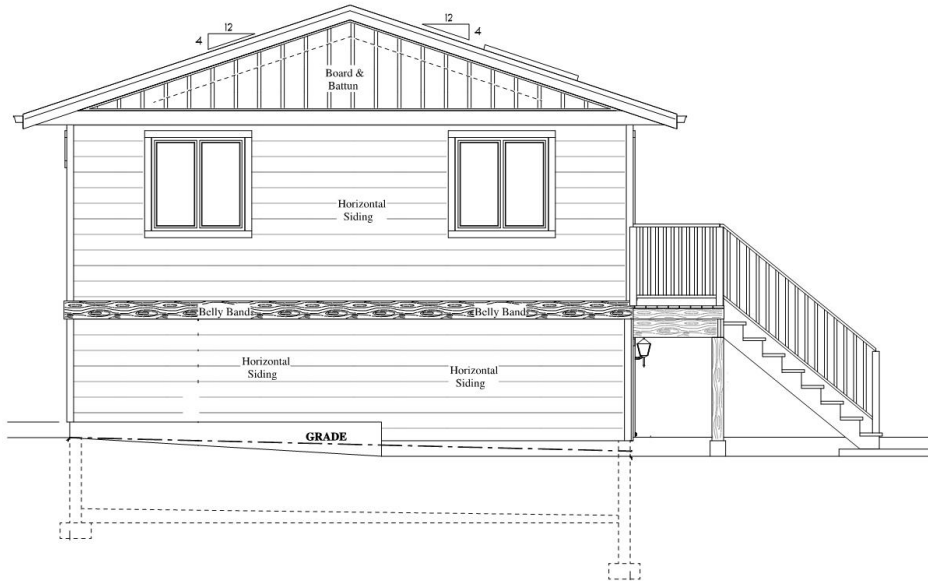
Title

Occupation

Date

Date

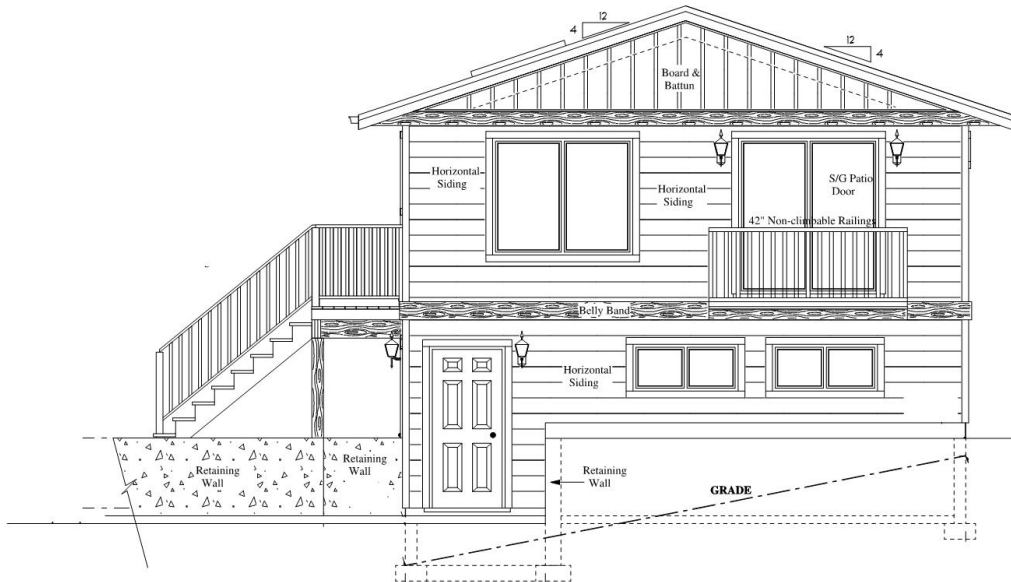
Left Elevation (facing rear neighbour)



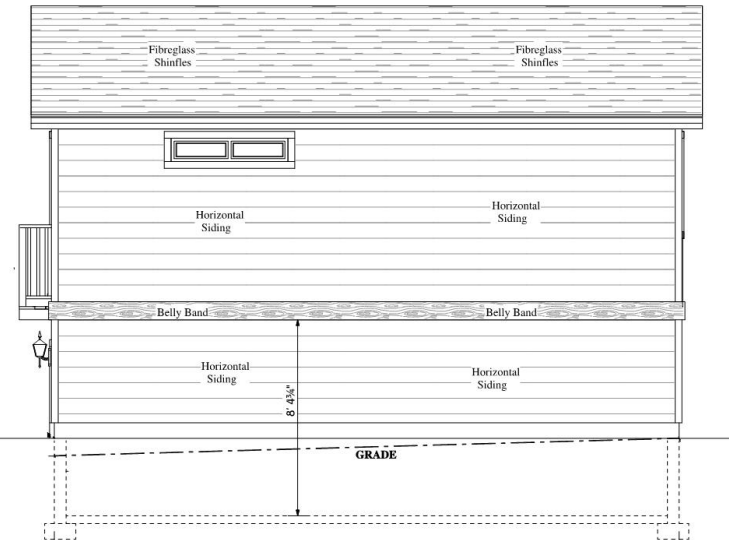
Front Elevation (facing side lane)



Right Elevation (facing principal dwelling)



Rear Elevation (facing side neighbour)



Schedule A - Elevation Plan
DP 3060-19-12
230 Second Avenue
Heather Cooper & Carol Cooper

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Date: September 16, 2019
Meeting Date: October 7, 2019
File No:
RE: **PARKS OPERATIONS-BUDGET AMENDMENT**

RECOMMENDATION:

That Council:

1. Direct staff to utilize \$50,000 from prior year surplus funds for Parks Operations; and
2. Amend the 2019-2023 Financial Plan.

PURPOSE:

To request additional funding of the contracted service, materials and supplies budget within the Parks Operations budget.

PREVIOUS COUNCIL DIRECTION

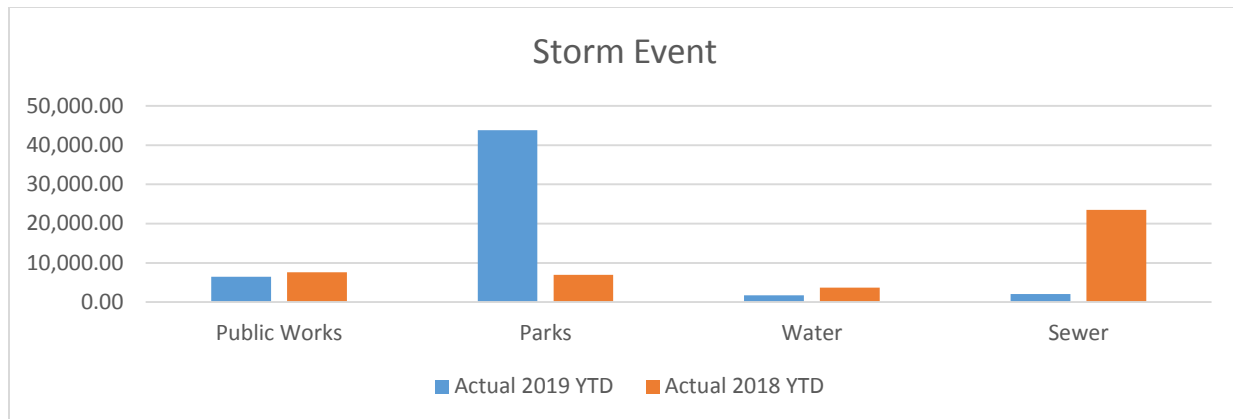
n/a

INTRODUCTION/BACKGROUND:

The wind event of December 2018 impacted the Town as follows:

Employee cost	40,526.62
Equipment	10,122.92
Contracted services	40,969.90
Materials	4,188.00
	<hr/>
	95,807.44

These costs occurred over two fiscal years. More than half of the costs occurred in the Parks Department. Much of the cost was due to the department utilizing the services of a tree removal company to deal with the dangerous trees throughout the parks and trails in Town.



The 2018 costs were absorbed within last year's expenses, though the 2019 expenses are putting pressures on the Parks operating budget.

As mentioned in Q2 Financial Update, Council was alerted to an anticipated overage in the Parks budget. Unlike many other departments, the Park department hires specifically for the summer months. Now that the temporary summer hires have completed, the budget has been stretched to its maximum.

Staff are requesting that \$50,000 is allocated from prior year surplus to fund the overage. Of the \$50,000 requested, \$10,000 is requested to refurbish the welcome signs at the two entrances to the Town.

ALTERNATIVES:

Council can choose to:

1. Not provide funds and all spending for Parks contracted services and materials and supplies will cease; or
2. Allocate funds from other departments, such as Public Works. Currently, Staff have the authority, via policy, to move \$2,500 between departments without the approval of Council. This threshold amount could be increased to reduce these types of requests.

FINANCIAL IMPLICATIONS:

The Parks Department would be within budget if the wind event costs were removed from the 2019 expenses. Normally, using surplus monies to fund ongoing operations is not fiscally prudent. As the wind event was a one-time item, using one-time funding to offset the costs is acceptable.

LEGAL IMPLICATIONS:

A budget amendment will be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public has probably seen the Parks crew and contractors out managing the dangerous trees throughout the Town's parks and trails. Parts of trails were closed at various times throughout the year so the crews and contractors could complete their tasks.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If approved, Finance will prepare the budget amendment bylaw; Parks will continue their duties.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input 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 type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The wind event in December of 2018 cost the Town nearly \$100k in expenses. Some of these expenses were absorbed within the 2018 fiscal year whereas the Parks clean up and dangerous tree removal has continued into 2019. These added costs have put pressure on the Parks budget resulting in the department expecting to be over budget. Staff is asking Council to authorize a budget amendment for \$50k from surplus to offset these costs.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

none

STAFF REPORT TO COUNCIL

Report Prepared By: Geoff Goodall
Meeting Date: October 7, 2019
File No:

**RE: INTERIM MANAGEMENT AND CO-LICENCEES AGREEMENT
WITH COWICHAN VALLEY REGIONAL DISTRICT**

RECOMMENDATION:

That Council:

1. Enter into an Interim Management and Co-Licencees Agreement with the Cowichan Valley Regional District for the Stocking Lake Dam describing the interests in the lands, responsibilities, and cost sharing as an interim step until such time as a joint works agreement can be formalized; and
2. Direct staff to submit a grant application to the Community Emergency Preparedness Fund (CEPF) Structural Mitigation Sub-stream for the jointly owned and operated Stocking Lake Dam Rehabilitation or Replacement Project.

EXECUTIVE SUMMARY:

At the request of the Dam Safety Officer of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, the Town and the Cowichan Valley Regional District have been negotiating a joint works agreement for management of shared responsibilities related to the two separate water licences held by each local government for storage of water in Stocking Lake, and diversion from the lake to Saltair residents. This shared provision of services has existed since the 1950s. The new agreement will formally allocate responsibilities and cost sharing between the two local governments for provision of water services and maintenance of the Stocking Lake Dam.

The recommended resolution supports a reliable essential service. Operational costs shared proportionally by both parties will provide sound fiscal management to local service delivery, asset management planning and financial planning for the Saltair Water System.

There is an opportunity for both local governments to apply for grant funding to support any needed upgrades to the Stocking Lake Dam. The grant, funded through the Community Emergency Preparedness Program, provides 100 per cent of funds, with no requirement for local governments to contribute their own share towards the grant.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The Saltair Water District was incorporated in 1954. In 1957 an agreement was made between Saltair Water District and Town of Ladysmith for the shared ownership of the Stocking Lake lands. The dam and a portion of one-third of the supply works were purchased by Saltair Water District. Following this agreement the Water Rights Branch issued water licence authorizations for storage and diversion from the Stocking Lake Dam to Saltair.

The Cowichan Valley Regional District (CVRD) acquired the Saltair Water District in the 1980's, taking on the existing agreement. The Dam Safety Officer from the Ministry of Forest, Lands, Natural Resources, Operations and Rural Development has recently requested a that the two local governments enter into a joint works agreement to identify the roles and responsibilities that support the current water licences held by each, together with the shared ownership of the dam.

A Joint Works Agreement under the Water Sustainability Act is termed as an agreement that describes how responsibilities and costs will be shared among two or more applicants or authorization holders for the construction and maintenance of works that are or are proposed to be jointly used under a water licence or use approval.

Note that any applicant or authorization holder still remains subject to the Water Sustainability Act, the Regulations under that Act and any term and condition in an authorization with respect to those works, even if a provision of a Joint Works Agreement might indicate otherwise.

There are two avenues for developing a joint works agreement: parties voluntarily agree to share works jointly in a manner consistent with their authorizations, or parties may be ordered to jointly construct and use works under section 36 of the Water Sustainability Act. Note also that the parties to a Joint Works Agreement may also be made subject to additional terms and conditions if so ordered by a Water Manager or the Comptroller of Water Rights.

The CVRD and the Town have enjoyed a good working relationship over the years in this area. Most recently, the CVRD gave approval to the Town to carry out work to repair the ruptured Stocking water main on its property. The attached draft interim management and co-licences agreement has been drafted as a result of ongoing discussions between the Town and the CVRD. It will act as a base document until a formal detailed joint works agreement can be developed.

The recommendation to enter into an interim agreement supports a reliable essential service. Operational costs shared proportionally by both parties proportionally under the agreement

will provide sound fiscal management to local service delivery, asset management planning and financial planning for the Saltair Water System.

The Stocking Lake Dam was built in 1902, and does not meet current dam standards. A recently completed comprehensive risk assessment resulted in the conclusion that the Stocking Lake dam requires extensive rehabilitation or replacement to meet current standards.

To support the necessary repairs to the dam, it is recommended that the CVRD and Town of Ladysmith apply separately for funds to support their share of repair costs. The Community Emergency Preparedness Fund grant is available to regional districts, municipalities and First Nation communities.

The program is designed to fund Flood Planning & Structural Flood Mitigation projects such as flood hazard assessments, flood mapping and flood mitigation planning, and structural mitigation projects like the proposed Stocking Lake Dam repairs.

The Structural Flood Mitigation funding stream can contribute a maximum of 100 per cent of the cost of eligible activities to a maximum of \$750,000. The Town and the CVRD can each apply for the maximum amount, for a total of \$1.5 million toward the project costs.

The grant application deadline is October 25, 2019. All approved activities are required to be completed within two years of approval.

ALTERNATIVES:

Council can choose:

1. To amend the proposed agreement; or
2. Not to enter into a join agreement at this time; or
3. Not to submit a grant application towards the costs of repairs to the Stocking Lake Dam.

FINANCIAL IMPLICATIONS:

Financial implications include adjustments in operational costs to coincide with the agreement, and future financial responsibility to proportionally contribute to any major maintenance and repair of the dam. These longer term costs are not known at this time.

The Town regularly inspects Stocking Lake Dam. This cost has been absorbed into the Town's operations budget.

Small repairs to Stocking Lake Dam were done in 2011. Most recently, this project was included in the 2018 Financial Plan and again in 2019 at a cost of \$250,000, with the CVRD splitting the funding. The Town has set aside its portion (\$125,000) of funding in the water reserve.

With respect to the grant funding, there is no requirement under this funding program for the applicants to contribute a portion of the costs – the program covers 100 per cent of eligible costs up to \$750,000 per applicant.

LEGAL IMPLICATIONS:

Legal counsel have assisted in drafting the attached interim management agreement, and will assist in drafting the final Joint Works Agreement.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This project is an important step in addressing possible impacts of climate change or other natural disaster. Working together, the Town and the CVRD will apply for funding to strengthen the Stocking Lake Dam as required, in order to provide protection from flooding in the event of a major storm event, significant heavy rains, or an earthquake.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Infrastructure Services will be the lead on this matter for day to day implementation of the agreement and associated projects. Financial Services will manage payments, while Corporate Services will maintain the agreement and assist in development of a formal water works agreement.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input 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 checked="" type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

I approve the report and recommendation(s).
Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Draft Interim Management Agreement and Co-Licencees Agreement

INTERIM MANAGEMENT AND CO-LICENCEES AGREEMENT

THIS AGREEMENT made this day of , 2019.

BETWEEN:

TOWN OF LADYSMITH

410 Esplanade
PO Box 220
Ladysmith, BC V9G 1A2

("Ladysmith")

OF THE FIRST PART

AND:

COWICHAN VALLEY REGIONAL DISTRICT

175 Ingram Street
Duncan, BC V9L 1N8

(the "**CVRD**")

OF THE SECOND PART

W H E R E A S:

- A. Ladysmith is the holder of a licence under the *Water Sustainability Act* (the "**Act**") for a waterworks purpose as defined in the Act (the "**Ladysmith Licence**").
- B. The CVRD is the holder of licences under the Act for storage purposes as defined in the Act and waterworks purposes as defined in the Act (the "**CVRD Licences**").
- C. Subject to the Act, the Dam Safety Reg, the terms and conditions of the Ladysmith Licence, the terms and conditions of the CVRD Licences and other applicable orders, the parties have the right to construct, maintain, use and operate certain works for waterworks and storage purposes including the dam located at Stocking Lake, and intake structure, break pressure reservoir and appurtenant pipelines (the "**Works**").
- D. The CVRD is the registered owner of the lands legally described as:

PID 026-313-031

LOT A BLOCKS 1 AND 731, DISTRICT LOT 121, AND PART OF THE UNNUMBERED PART, OYSTER DISTRICT, PLAN VIP7844 (SEE PLAN AS TO LIMITED ACCESS),

(the “**CVRD Lands**”).

- E. The CVRD is the 1/3 registered owner and Ladysmith is the 2/3 registered owner of lands legally described as:

PID 004-146-964

THAT PART OF BLOCK 1, OYSTER DISTRICT, PLAN 691, PART OUTLINED AND PARTLY COLOURED RED ON PLAN DEPOSITED UNDER DD 28902, AND CONTAINING 64.4 ACRES MORE OR LESS, EXCEPT THAT PARTS IN PLANS VIP53105 AND VIP78445

PID 008-933-952

THAT UNNUMBERED PART OF OYSTER DISTRICT SHOWN OUTLINED IN RED ON PLAN DEPOSITED UNDER DD 28901, EXCEPT PART IN PLAN VIP78445,

(the “**Joint Ownership Lands**”).

- F. The Works are located on the CVRD Lands and the Joint Ownership Lands;
- G. The CVRD and Ladysmith wish to provide for the management, operation and cost-sharing of the Works, CVRD Lands and Joint Ownership Lands, (the “**Water Licence Property**”) on a 50/50 basis.
- H. The CVRD and Ladysmith intend to use this Agreement on an interim basis until the long term management agreement is finalized.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises, the terms and conditions hereinafter contained, the sufficiency and receipt of which is hereby acknowledged, the parties covenant and agree each with the other as follows:

1.0 DEFINITIONS AND INTERPRETATION

- 1.1. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing a corporate entity include individuals and vice versa.

- 1.2. Unless otherwise stated, any reference to an enactment includes and is a reference to such enactment including amendments thereto and in force from time to time, and to any enactment that may be passed which supplements or supersedes such enactment.
- 1.3. The language in all parts of this Agreement shall in all cases be construed as a whole and neither strictly for nor strictly against either of the parties to this Agreement.
- 1.4. This Agreement shall be governed by and construed in accordance with the law of British Columbia and the law of Canada applicable therein and all disputes and claims whether for damages, specific performance, injunction, declaration or otherwise, both at law and equity, arising out of, or in anyway connected with this Agreement will be referred to the Courts of British Columbia and each of the parties hereby attorns to the jurisdiction of the Courts of British Columbia.
- 1.5. Unless otherwise stated, a reference in this Agreement to a designated article, section, subsection, paragraph or other subdivision or to a schedule is to the designated article, section, subsection, paragraph or other subdivision of, or schedule to this Agreement.
- 1.6. A requirement in this Agreement that a party provide approval or consent means that approval is not to be unreasonably withheld or delayed unless the paragraph specifies that the approval is to be in the sole discretion of a party, in which case approval is to be in the exclusive, complete and unfettered discretion of the party.
- 1.7. Definitions and Interpretation:
 - (a) **“Act”** has the meaning set forth in Recital A;
 - (b) **“Co-Licencees”** means collectively Ladysmith and the CVRD;
 - (c) **“Co-Licencee’s Proportion”** means 50% for Ladysmith and 50% for the CVRD;
 - (d) **“CVRD Lands”** has the meaning set forth in Recital D;
 - (e) **“CVRD Licence”** has the meaning set forth in Recital A;
 - (f) **“Dam Safety Officer”** is the dam safety officer designated under the Dam Safety Reg;
 - (g) **“Demand”** has the meaning set forth in section 9;

- (h) **“Emergency Plan”** means the Stocking Lake Dam Emergency Plan that was prepared by Ecora Engineering & Resource Group Ltd, dated May 2019, as amended or replaced from time to time in accordance with the Act and Dam Safety Reg;
- (i) **“Joint Ownership Lands”** has the meaning set forth in Recital E;
- (j) **“Ladysmith Licence”** has the meaning set forth in Recital A;
- (k) **“OMSM”** means Stocking Lake Dam Operation, Maintenance & Surveillance Manual that was prepared by Ecora Engineering & Resource Group Ltd, dated May 2019, as amended or replaced from time to time in accordance with the Act and Dam Safety Reg;
- (l) **“Water Licence Property”** has the meaning set forth in Recital G;
- (m) **“Works”** has the meaning set forth in Recital C.

2.0 TERM

2.1. This Agreement will continue in force and effect until the earlier of:

- (a) this Agreement being terminated by written agreement of the Co-Licencees following the execution of a new agreement; or

(b) _____, 20__.

3.0 OWNERSHIP

3.1. The Co-Licencees agree that despite how the interests of the Water Licence Property are legally and beneficially held, the Water Licence Property will be operated and maintained, and expenditures will be shared as if each Co-Licencee has a 50% interest in the Water Licence Property.

4.0 MANAGEMENT

4.1. The overall operation and maintenance of the Water Licence Property shall be the responsibility of the Co-Licencees collectively, subject to the terms of this Agreement. Except where otherwise provided in this Agreement, all decisions with respect to the operation and maintenance of the Water Licence Property, approved by the Co-Licencees shall be binding upon the Co-Licencees. Except where otherwise provided in this Agreement, all decisions of the Co-Licencees shall be unanimous.

5.0 DUTIES UNDER THE ACT

5.1. The Co-Licencees agree that the CVRD will:

- (a) be the party designated under section 22 of the Dam Safety Regulation 40/2016 for the purpose of receiving, providing and retaining information and records in relation to the Water Licence Property (the “**Dam Safety Reg**”);
- (b) be responsible for receiving, providing and retaining information and records in relation to the Water Licence Property as required by the Act and the Dam Safety Reg;
- (c) submit any records that the Dam Safety Officer requires in the format required by the Dam Safety Officer;
- (d) deliver the OMSM, Emergency Plan, and any other plan or report prepared as a requirement of the Act or Dam Safety Reg to all parties required by the Act or Dam Safety Reg;
- (e) review and revise the Emergency Plan in accordance with the requirements of the Act, Dam Safety Reg and Emergency Plan;
- (f) review and revise the OMSM in accordance with the requirements of the Act, Dam Safety Reg and the OMSM;
- (g) deliver any amendments to the OMSM, Emergency Plan and any other plan or report prepared as a requirement of the Act or Dam Safety Reg to all necessary parties;
- (h) arrange for an engineer to conduct a dam safety review and report, as required by the Act and Dam Safety Reg;
- (i) prepare any other plans or written reports that required by the Act and Dam Safety Reg, OMSM and Emergency Plan;
- (j) comply with the requirements of the OMSM;
- (k) comply with the requirements of the Emergency Plan.

5.2. The Co-Licencees agree that the Ladysmith will:

- (a) prepare and post any signage that is required by the Act and the Dam Safety Reg;

- (b) conduct site surveillance, inspections and testing of the Works, in accordance with the Act, Dam Safety Reg, Emergency Plan and OMSM;
- (c) be responsible for carrying out routine maintenance, as define in section 5.2 of the OMSM and major maintenance, as defined in section 5.3 of the OMSM;
- (d) be the emergency contact designated pursuant to section 9(5) of the Dam Safety Reg;
- (e) provide all information and records collected as required by the Act and the Dam Safety Reg in relation to the Water Licence Property to the CVRD;
- (f) comply with the requirements of the OMSM;
- (g) comply with the requirements of the Emergency Plan.

5.3. The Co-Licencees agree that:

- (a) any amendments to the OMSM, any amendments to the Emergency Plan, and any other plans or written reports that must be submitted to the Dam Safety Officer must be approved by both the CVRD and Ladysmith;
- (b) any maintenance that is required beyond the scope of section 5.2 (c) must be approved by both the CVRD and Ladysmith;
- (c) unless the comptroller designated under the Act approves of the arrangements made between the Co-Licencees, the Co-Licencees as owners of the Works are subject to the requirements of the Act and the Dam Safety Reg;
- (d) unless otherwise agreed to in writing, the Co-Licencees shall have use of the available water held in storage in the Works, as of June 30 of each year of this Agreement, in accordance with the Co-Licencee's Proportion.

6.0 EXPENDITURES

- 6.1. Each Co-Licencee will be directly responsible for paying its Co-Licencee's Proportion of all indebtedness, liabilities, obligations, costs, expenses, claims and judgments whatsoever arising from or incurred in connection with the Water Licence Property which have been approved by the Co-Licencees, otherwise incurred in accordance with this Agreement or that are unforeseen ("**Liabilities**"), and each Co-Licencee agrees with each other Co-Licencee to at all times, on demand, indemnify and save harmless the other Co-Licencees from all amounts

which those Co-Licencees have paid or incurred on account of any Liabilities in excess of that Co-Licencee's Proportion of such amounts.

- 6.2. For certainty, any expenditure in connection with the CVRD's obligations under sections 5.1 (a)-(i) and any expenditure in connection with Ladysmith's obligations under sections 5.2 (a)-(e) is deemed to be approved by the Co-Licencees.

7.0 DEMANDS

- 7.1. Each of the Co-Licencees agrees to contribute its Co-Licencee's Proportion of all funds required in respect of liabilities upon the receipt of a written demand from either of the Co-Licencees in accordance with the following:
- (a) the Demand will state the total amount of the funds required to be paid by all Co-Licencees, the purposes (in summary form) for which such funds are required and the portion of such funds to be paid by each Co-Licencee;
 - (b) the Demand will state the date (which will not be less than 30 days following the date of the delivery of the Demand to the Co-Licencees) on or before which the funds required to be paid by the Co-Licencees under the Demand are to be paid; and
 - (c) each of the Co-Licencees will pay to the other Co-Licencees' the funds required to be paid by such Co-Licencee under the Demand on or before the date specified in the Demand.

8.0 Indemnity

- 8.1. Each Co-Licencee (the "**Indemnifying Party**") agrees to indemnify and save harmless the other Party (the "**Indemnified Party**") from and against all actions, causes of action, claims, accounts, costs (including legal costs on a solicitor and own client basis), suits, demands, damages and injuries of any kind whatsoever, however arising, suffered or alleged by or on behalf of any third party, which the Indemnified Party may suffer or be held responsible of a wrongful act or omission of the Indemnifying Party.

9.0 DISPOSITIONS

- 9.1. Each Co-Licencee agrees that it shall not dispose of its Co-Licencee's interest in the Water Licence Property except strictly in accordance with this Agreement. A Co-Licencee may only dispose of its interest in the Water Licence Property after first obtaining the consent of the other Co-Licencee or offering such interest to the other in accordance with this Agreement.

10.0 NOTICES

- 10.1. All notices, demands, approvals, consents, or requests provided for in this Agreement will be in writing and will be delivered to the parties at their addresses set forth on page 1 of this Agreement.
- 10.2. Any notice, demand, approval, consent or request so delivered will be deemed to have been given and received on the next following business day after the date of delivery.
- 10.3. By giving to the other Co-Licencees at least five days' notice, any Co-Licencee may at any time and from time to time, change its address for delivery for purposes of this Article to any other address.

11.0 DISCLAIMER OF PARTNERSHIP

- 11.1. Each Co-Licencee expressly disclaims any intention to create a partnership or to constitute the other Co-Licencees as its agent (except as expressly provided in this Agreement) with respect to the Lands. Each Co-Licencee covenants with the other Co-Licencees that it will not, at any time, allege or claim that a relationship of partnership or agency has been created with respect to the subject matter of this Agreement. Except as specifically provided in this Agreement, no Co-Licencee will have any authority to act for or on behalf of the other Co-Licencees in respect of the lands or this Agreement.

12.0 OBLIGATIONS AS COVENANTS

- 12.1. Each obligation of a Co-Licencee in this Agreement, even though not expressed as a covenant, is considered for all purposes to be a covenant.

13.0 SEVERANCE

- 13.1. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.

14.0 SUCCESSORS AND ASSIGNS

- 14.1. All of the provisions of this Agreement will be binding upon the Co-Licencees and their respect successors and assigns and will enure to the benefit of and be enforceable by the Co-Licencees and the successors and assigns of any Co-Licencee only to the extent that they are permitted successors and assigns under this Agreement.

15.0 TIME

- 15.1. Time is of the essence of this Agreement.

16.0 NON-WAIVER

- 16.1. No consent or waiver of any breach or default by any Co-Licencee in the performance of its obligations under this Agreement constitute a consent to or waiver of any other breach or default in the performance by that Co-Licencee of the same or any other obligations of that Co-Licencee under this Agreement. Failure by any Co-Licencee to complain of any act or failure to act of any other Co-Licencee or to declare any other Co-Licencee in default, irrespective of how long such failure continues, will not constitute a waiver by that Co-Licencee.

17.0 GOVERNING LAW

- 17.1. This Agreement and all matters arising under it will be governed by and construed in accordance with the laws of British Columbia and the parties irrevocably agree to attorn exclusively to the courts of the Province of British Columbia in all matters respecting this Agreement.

18.0 RIGHTS OF CO-LICENCEES INDEPENDENT

- 18.1. The rights available to each Co-Licencee under this Agreement and at law will be deemed to be several and not dependent on each other and each such right will be accordingly constructed as complete in itself and not by reference to any other such right.

19.0 FURTHER ASSURANCES

- 19.1. Each of the Co-Licencees agrees from time to time and upon any reasonable request for any other Co-Licencee, to make or cause to be made all such further acts, deeds, assurances and things as may be required to more effectually implement the true intent of this Agreement.

20.0 ENTIRE AGREEMENT

- 20.1. This Agreement, where applicable, constitutes the entire agreement between the parties pertaining to its subject matter and supersede all prior agreements understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the parties in connection with its subject matter hereof except as specifically set forth in this Agreement.

21.0 COUNTERPARTS

- 21.1. This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be

an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have executed the within Agreement,

COWICHAN VALLEY REGIONAL)
DISTRICT, by its authorized signatories:)
)
)
_____)
Print Name:)
)
)
_____)
Print Name:)
)
)

THE TOWN OF LADYSMITH, by its)
authorized signatories:)
)
)
_____)
Print: Name:)
)
)
_____)
Print: Name:)
)
)

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Tierney, Administrative Supervisor, Parks, Recreation & Culture
 Date: October 1, 2019
 Report Reviewed By: Clayton Postings, Director of Parks, Recreation & Culture
 Meeting Date: October 7, 2019
 File No:
 RE: LOT 108 PARK PLAN UPDATE

RECOMMENDATION:

That Council:

1. Receive the final report for Lot 108 Park Plan Update and direct staff to include the Lot 108 Park Plan recommendations in future capital plans;
2. Direct staff to work with the existing Lot 108 Service Group to construct the pathway based on the design and criteria identified within the Lot 108 Park Plan Update for a cost of \$20,000 with the funds to come from service group grants, donations and in-kind contributions; and
3. Amend the 2019-2023 Financial Plan accordingly.

PURPOSE:

The purpose of this report is to present Council with the final report for the Lot 108 Park Plan Update and to obtain direction from Council regarding the future plans.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2019.280	19/08/2019	That Council receive the Draft Lot 108 Park Plan Report. <i>Motion Carried.</i>
CS 2019.203	06/3/2019	That Council: <ol style="list-style-type: none"> 1. Direct staff to include in the 2019-2023 Financial Plan a new 2019 project titled "Lot 108 Site Plan Concept Plan Update" for \$20,000, with the funds to come from the Parks Appropriated Equity Reserve; and 2. Amend the 2019-2023 Financial Plan accordingly; and 3. Waive the purchasing policy and award the contract as presented for the updated Lot 108 Site Plan to Lees and Associates Landscape Architects for up to \$20,000.

Resolution	Meeting Date	Resolution Details
CS 2019-172	05/06/2019	<p>That Council</p> <ul style="list-style-type: none"> • Receive the information update from the Lot 108 Working Committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) and refer the proposed revised plan to the Parks, Recreation & Culture Advisory Committee for comment and feedback. • Direct staff to report back to Council on the options related to developing an updated Lot 108 site plan and the process and costs associated with updating this concept plan.

INTRODUCTION/BACKGROUND:

As part of Council's decision to develop an updated site plan for Lot 108 Park, consultants from LEES+Associates facilitated three focused discussions in early July. Approximately 30 people attended with topics covering current community needs, priorities and timelines. Information gleaned from these discussions was used to develop the draft plan, list of priorities and site options.

Participating groups and members were invited to attend a follow-up engagement session to review the identified priorities and site plan options, staff were on-hand to gather feedback and questions for the development of the final park plan.

ALTERNATIVES:

Council may choose receive report as presented and determine next steps at a future date.

FINANCIAL IMPLICATIONS:

Much of the Lot 108 Park Plan Update recommendations are not identified or funded in the current 2019-2023 Financial Plan. Staff will follow the proposed implementation guide contained within the final report when presenting future budget considerations to Council.

The construction of the pathway will be funded through donations and in-kind contributions as works completed by the Lot 108 Service Group.

LEGAL IMPLICATIONS:

There are no legal implications at this time.

CITIZEN / PUBLIC RELATIONS IMPLICATIONS:

Extensive consultation took place multiple times and included members from local services groups; field users; sports clubs; Parks, Recreation & Culture Advisory Committee; and Council. This community input has been considered in the development of the Lot 108 Park Plan Update and it is anticipated that this updated plan will be met approval by the community at large

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Once the Lot 108 Park Plan Update is approved, there will be some interdepartmental involvement as the recommendations are developed and implemented.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|--|
| <input type="checkbox"/> Employment & Tax Diversity | <input checked="" 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:

The Lot 108 Park Plan Update has been completed as a result of extensive discussions with a variety of groups including Council and the Parks, Recreation & Culture Committee. The final plan includes recommendations, implementation, phasing and costings, which will be used to guide future capital projects.

The Lot 108 Service Group has the funds and are ready to commence construction of the pathway in a phased approach as outlined in the report.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Lot 108 Park Plan



Town of Ladysmith

Lot 108 Park Plan Update

Final Report

September 17, 2019

LEES
+
ASSOCIATES



This Park Plan Update could not have been completed without the vision and input of the following:

Town of Ladysmith Council
Town of Ladysmith Staff
Parks, Recreation, & Culture Advisory Committee
Residents and stakeholder organizations

Prepared by

LEES
+
ASSOCIATES

LEES+Associates Landscape Architects + Planners

509-318 Homer St, Vancouver BC Canada, V6B 2V2 | p: 604.899.3806

51 Wolseley St, Toronto ON Canada, M5T 1A4 | p: 416 645 7033

8 Boswell Crescent, Whitehorse YT Canada, Y1A 4T3 | p: 867.332.3806

info@elac.ca | www.elac.ca

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Executive Summary

Lot 108 Park is an important community park in the Town of Ladysmith that has a synthetic turf field with lights, temporary change rooms and washrooms, and a small play area. However, most amenities that were originally planned have not yet been developed. Through the engagement process for the Parks, Recreation and Culture Master Plan (2016), it was noted that the needs and aspirations of the community have changed since the original plans for the park and a review and update was warranted.

The objective of this park plan is to set the direction for the future development of Lot 108 Park and outline strategies for phasing development to take advantage of opportunities, as they arise. A key purpose of this plan is to enable the Town and community organizations to apply for grant funding. Order of magnitude costs are provided to support funding efforts.

The project was undertaken in five phases, including two rounds of engagement with stakeholders and updates to Council. The design team worked closely with Town of Ladysmith staff to ensure that all relevant information was accounted for and engagement input and feedback was considered.

While the original plan for the site aimed to create a destination athletic park, the current process revealed a new vision and approach:

Lot 108 Park Vision (2019)

Lot 108 Park is an inviting community park that offers something for everyone and contributes to the health and well-being of Ladysmith residents.

JUNE

PHASE 1

Project Initiation,
Site Review and
Engagement

JULY

PHASE 2

Draft Lot 108 Park
Plan Update

AUGUST

PHASE 3

Draft Plan Review

PHASE 4

Final Lot 108 Park Plan
Update

SEPTEMBER

PHASE 5

Presentation to
Council

Through the design and engagement process, the following key park amenities were determined as priorities for the community. Detailed descriptions of each and a plan for phased implementation are provided in this report. Additional recommendations are also included which take into account other parks and amenities in the Town and support amenities needed at any park. The Concept Design can be found in Appendix A.

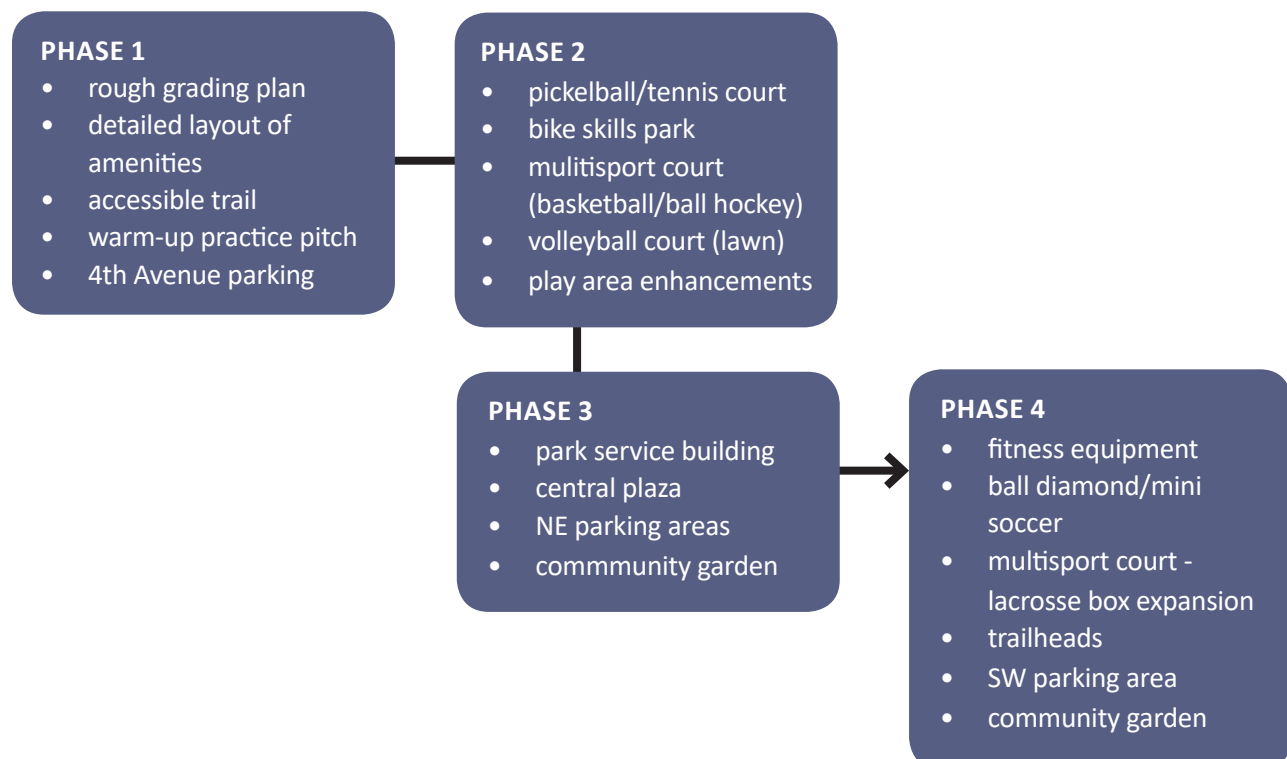
KEY PARK AMENITIES

- Walking trail/path with areas that may be accessible by people with varied levels of ability
- Outdoor Exercise Stations - self propelled
- Park Service Building
- Bike Skills Park, trailhead, and tool station
- Practice Pitch/ Warm-up area supporting users of Forrest Field
- Multisports courts for lacrosse, hockey, basketball, tennis and/or pickle ball
- Seasonal volleyball court (grass)
- Play area (expanded)
- Ball diamond / Soccer field
- Picnic area (tables, shelters, open space)
- Community Garden

ADDITIONAL RECOMMENDATIONS

- Park signage
- Park benches and informal seating
- Public Art
- Parking
- Transportation
- Lighting
- Drinking water stations
- Litter and recycling facilities
- Dog waste management stations
- Complete a joint use agreement with School District 68
- Review the field Allocation Policy
- Further Design Development
- Upgrade existing town facilities

The implementation and phasing plan outlines the priorities, costing, and a phasing plan. Overall, the cost for fully developing the park is approximately \$6 million, but a substantial amount of this is the park service building (~\$3.5million). The remainder will vary depending on the discretionary items, detailed design decisions, and the need for site grading and retaining walls.



Introduction

Lot 108 was acquired by the Town of Ladysmith with the intention to dedicate a large part of the site as parkland. From 2008-2011, a plan for the park was developed that focused on creating a destination athletic park with multiple sports fields and associated supporting amenities. Following the adoption of the initial park plan, a high-quality synthetic turf soccer/football field was built (Forrest Field) which has been well-used by the local community, as well as attracting use from the broader region. Other temporary amenities were developed to serve the field users until the remainder of the park could be developed, including parking, washrooms, change rooms, and storage. A small playground was also built adjacent to the field as a service club contribution.

Since the completion of Forrest Field and other amenities, the final park boundary has been established, neighbourhood development has progressed, and community needs have become more focused. Most of the park site remains undeveloped, and there are numerous community groups who are interested in enhancing the park, such as youth sports associations and community service clubs. In response to these factors, the Parks, Recreation and Culture Master Plan (2016) identified the need to update the park plan so that development of the park could proceed. This plan is a result of Council's initiation of that process.

By adopting an updated Park Plan, the Town will have a clear vision for future development of the park and will be able to support efforts by community organizations, take advantage of funding opportunities that may arise, and ensure that the park is developed carefully to meet the current and future needs of the community.

Project Objectives

This park plan will set the direction for the future development of Lot 108 Park and will outline strategies for phasing development to take advantage of opportunities, as they arise. A key purpose of this plan is to enable the Town and community organizations to apply for grant funding. Order of magnitude costs are provided to support funding efforts.

Project Process

The project process included the following phases and tasks in 2019:

Phase 1: Background Review and Stakeholder Engagement

Staff provided an initial long list of amenities based on feedback from the community during the Parks, Recreation and Culture Master Plan (2016), as well as input from ongoing communications with community organizations, user groups, and the public. The consulting team reviewed the “long list” of potential amenities in terms of site feasibility, opportunities and constraints, and community engagement input.

Stakeholder engagement included two sessions with user groups, community service clubs, and members of the Parks, Recreation and Culture Advisory Committee (PRCAC), including two youth committee members. Twenty two (22) people participated. The sessions included a brief presentation followed by an open discussion of the long list of potential amenities, priority elements, and project feasibility considerations.

Phase 2: Conceptual Designs and Draft Plan

Following community engagement, a draft vision and goals were developed to guide the site design approach. The potential amenities were reviewed based on the site opportunities and constraints, community input, and the draft vision and goals. The long list of amenities was divided into high medium and low priorities, although it should be noted that the intention of this plan is to allow for opportunistic development of amenities. Two conceptual site layout options were developed for consideration and review by Council, staff and stakeholders. A Draft Plan Report was also submitted with included additional details such as dimensions and design considerations, preliminary cost estimates, and a draft phasing plan.

Phase 3: Stakeholder Engagement

Town of Ladysmith staff undertook a second round of stakeholder engagement to gather feedback on the two conceptual site layout options. Two public open houses were held with invitations sent to key stakeholders, and 23 people participated. Each open house included full size prints of the



two conceptual site layout options, as well as precedent images. Attendees were able to discuss the options with staff and offer written comments. The written comments were compiled and thoroughly reviewed by staff and the consulting team. Option A was selected as the preferred conceptual site layout, and comments from stakeholders and the public were incorporated wherever feasible. Not all requests could be accommodated due to conflicting priorities, cost implications, and feasibility primarily resulting from the slopes of the site. All comments and the responses were recorded and are provided in Appendix B.

“The Town needs a place for youth to go, a place that’s fun, exciting, connects them social and is safe.”

- quote from Ladysmith Youth Plan (2018)

Phase 4: Final Plan

The Final Plan incorporated feedback from Phase 3 Stakeholder Engagement, as well as feedback from staff and additional functional and feasibility considerations. The Implementation Plan provides order of magnitude cost estimates for individual components. The Phasing Plan provides a framework for prioritizing the implementation of park amenities. However, the actual phasing schedule will be determined primarily by the availability of funding.

Policy Context

The project process included the following phases and tasks in 2019:

Several recent plans were reviewed that included recommendations relevant to this park plan. The key findings from these plans included:

- Parks, Recreation and Culture Master Plan 2016 – The Parks, Recreation and Culture Master Plan identified the need to update the park plan so that development of the park could proceed.
- Economic Development Strategy – The potential for mountain biking amenities as an economic development opportunity was included throughout this report, including in Strategy 4: Develop a funding-ready plan for mountain bike trail development. This strategy ranked high on the social/cultural/sense of place impact.
- Public Art Strategy 2018 - The Lot 108 Park Plan can link to the Public Art Strategy by including potential public art types and locations at the site. Things such as integrating artistic design into benches, pavement designs, murals, artistic shade structures or stand-alone art pieces could create an engaging park space.
- Youth Plan 2018 - In engagement sessions, youth suggested more offerings of existing sports, a greater variety of sports, more sports fields, more tournaments, and more drop-in casual sports, such as basketball or floor hockey, be provided. There was also interest in mountain biking and a bike skills park.

Site Analysis

The existing site is partially developed, with the main permanent feature being Forrest Field. An orthophoto of the existing site and amenities can be found in Appendix A. Key features are described below, highlighting the factors that will affect the park design and development.

Natural Features and Site Context

Topography

The site generally slopes from the northwest downward to the southeast. The existing area around Forrest Field and the temporary parking lots have been graded flat, but the north and west areas of the park have uneven, sloping terrain and large stockpiles of excavated material from previous site grading for Forrest Field and parking lots. This will have a significant impact on the cost of developing the remaining site, especially if large footprint sports amenities are desired. The site topography will also have an impact on access for those with mobility challenges, as terracing is likely needed.

Key Finding: *Cost of development of the site will be significantly impacted by the need for substantial regrading and the need for retaining walls to accommodate sports amenities. Grading and retaining wall structures, berms or embankments will impact the usable space on the site.*

Vegetation

Existing vegetation on the site includes pioneer trees and volunteer undergrowth covering most of the undeveloped areas in the northwest portion of the site. The parking area and zone around Forrest Field, Jim Cram Drive and 4th Avenue are primarily unirrigated grass with no landscape trees or planting areas. The land to the west of the site provides a forested backdrop to the park. There is no unique vegetation, habitats, or mature trees present at the site.



Existing conditions (LEES+Associates)



Existing conditions (LEES+Associates)

Key Findings: *The existing vegetation is primarily second growth and volunteer regeneration following land clearing operations. Existing vegetation should remain on site until such time as clearing and grading is required for park development. Invasive species management (particularly for blackberry) will likely be needed and a 10 meter buffer of vegetation along the west property line of the park is recommended where possible.*

Overall Parkland Availability

The park is approximately 4.9 hectares, with a portion already dedicated to Forrest Field. Considering perimeter areas, pathways, and parking requirements, the developable area of the site shrinks rapidly. With grading and terracing requirements, the functional area available at the park will be further reduced.

Key finding: *Carefully planning the site grading and making the most of the in-between areas and grade changes between large features will have a substantial impact on the functionality of the park and the ability to accommodate multiple amenities.*

Neighbourhood Context

The surrounding neighbourhood has been developing over the past 10 years and includes a mix of densities including single family homes, multifamily homes, and mobile homes. The multifamily and mobile homes have very little exterior space and so are likely to be frequent users of the park.

Key Finding: *Site design should offer a mix of amenities that benefit the local neighbourhood, as well as the broader community.*

Existing Amenities and Site Features

Forrest Field

The existing multipurpose synthetic turf field was opened in 2011 and has served the community well since then. The field was designed to accommodate senior and junior levels of soccer and football play and may be allocated for other organized field sports and special events. Synthetic field playing surfaces customarily have a 10 – 15 year life expectancy and the Forrest field surface appears to be performing well. The field is equipped with a high-performance, programmable night lighting system that is also expected to have a good lifespan. The field is entirely fenced for safety and security purposes and is well maintained by Town staff. Portable goals are available for a variety of allocated uses. A perimeter concrete walkway is provided outside the fence to accommodate standing spectators and pedestrian circulation.



Existing conditions (LEES+Associates)



Forrest Field (LEES+Associates)

Electrical Building

There is an existing electrical building currently located in the centre of the site, which was installed during the development of Forrest Field, with the anticipation of it being incorporated into a larger park service building with washrooms, change rooms, etc. It is a concrete block structure with a steel roof, fitted with several empty ducts and an electrical service sized to handle a variety of future park amenity additions. Once the service building is designed around it, the roof can be removed, and the walls incorporated into the new structure.

Key Finding: *Since moving this electrical building would be costly, it will dictate where a permanent park service building will go.*

Storage

There are two shipping containers at the park currently serving storage needs of the football and soccer clubs. Storage needs to be relatively close to Forrest Field.

Key Finding: *The current amount of storage space (~640 sq.ft) should continue to be provided, either in the storage containers or as part of the future park service building. If more user groups start using the site (such as lacrosse or baseball), there will be a need to provide additional storage space or adjust space allocations. Consider increasing the total storage space on site to 900-1,000 sq. ft.*

Temporary Washrooms/Change Rooms

There are two modular trailer units currently providing washrooms and change rooms, primarily serving the users of Forrest Field. These structures are nearing the end of their useful life and will need to be replaced, likely within the next 5 years (or less). The smaller structure provides men's, women's and universally accessible units. The men's washroom has two toilet stalls, two urinals and three sinks; the women's washroom has three toilet stalls and three sinks; and the universally accessible washroom has one toilet and one sink. The changeroom unit has two identical change rooms, each with a team room, three showers, and a washroom with a single toilet and sink.

Key Finding: *The temporary change rooms and washrooms will need to be replaced, likely in the next 5 years, as referenced in the Town's Facilities Condition Assessment. A permanent park service building that consolidates these amenities with storage would serve the community well.*

Playground

There is a playground located on the north side of Forrest Field, which is well used by the neighbourhood and family members of those who are playing games on Forrest Field. It was conceived and constructed with



Electrical Building (LEES+Associates)



Storage (LEES+Associates)



Temporary Washrooms (LEES+Associates)

assistance of a local service club shortly after the field was opened. The play area is surrounded by a concrete curb which hinders accessibility and doesn't provide an adequate safety barrier between the playground and adjacent road and parking areas. There are also no seating options or trees.

Key Finding: *The playground is functional, but could be enhanced with planting, seating, an expanded grass play area, and partial low fence to deter children from wandering into the adjacent vehicle areas. The area around Forrest Field would also benefit from picnic tables and some shelters.*

Parking + Access

There are two temporary parking areas on site, as well as parallel parking on Jim Cram Drive and informal parking on 4th Avenue. Located at the north end of town, not accessible by transit, and currently serving soccer and football teams, parking is an important consideration because most people drive to the park and they are often bringing sports equipment. The park is also located within a growing residential area, so there is the potential for parking and traffic conflicts with the adjacent neighbourhood. At the same time, there are many desired uses of the parkland, so maximizing space for amenities is critical to meeting current and future needs. There are also no designated accessible parking stalls currently.

As the Town of Ladysmith pursues enhanced transit, alternative transportation, and development of biking infrastructure as an economic development strategy, there is an opportunity to reduce the need for parking at Lot 108 Park.

Key Findings: *Adequate, convenient parking is needed to meet the needs of park users at regular peak use times and to provide access for those with disabilities. Keeping parking to the edges to preserve usable contiguous park space is essential to meeting the current and future needs of the community for park amenities. Parking should include EV charging stations, access for team buses, and a drop-off area. This location should be considered for transit and bike lane connectivity to key community destinations such as the secondary school.*



Playground (LEES+Associates)



Parking (LEES+Associates)



Parking (LEES+Associates)

Vision and Goals

Vision

Lot 108 Park is an inviting community park that offers something for everyone and contributes to the health and well-being of Ladysmith residents.

Goals

- Park amenities are multifunctional and have the flexibility to change over time to meet the needs of the community.
- The mix of park amenities includes features for all ages and all abilities, including plenty of amenities for casual use.
- The flexibility of the park is maximized by clustering amenities to ensure options are available for the long-term phased development of the park.
- Vehicle parking is provided through a series of parking lots at the perimeter of the site to minimize park area lost and to allow for phased development, as needed.
- Opportunities are provided for public art, trees, and landscaping that will help create a unique park character.
- The site can accommodate small community gatherings/festivals and includes space for pop-up tents, food trucks, and seating.
- The site plan will take advantage of the topography by introducing terraces and seating in between amenities and using excess fill for the bike skills park, play features, and grassy mounds

Lot 108 Park Concept Design

The Process

The final Lot 108 Park conceptual design was developed through an process of information gathering, defining parameters, conceptual drafting, and revising. Before any design work was undertaken, the design team met with Town staff, held two stakeholders sessions and met with Council. The initial round of engagement yielded the following list of desired amenities (not in priority order). Additional details on the input from the two stakeholder sessions is provided in Appendix B.

Preliminary List of Desired Amenities

- Walking path(s) and outdoor fitness stations
- Practice/warm-up pitch for soccer and football
- Bike skills park & pump track
- Multisport court lined for basketball, ball hockey, volleyball and lacrosse
- Pickleball/tennis court combo with pickleball being the primary use
- Ball diamond with 225' outfield – pending review of ball diamond needs and opportunities; soccer field in the outfield if possible
- Picnic tables, benches, 2-3 shelters & passive open space; seating around the play area; potential for expanded play area
- Park service building with washrooms, change rooms, field user storage, small office(s) for organized field user groups; second floor viewing area and indoor space, if possible
- Staging area for pop-up tents and food trucks with access to power and water
- Permanent on-site & street parking including handicap designated spaces
- Accessible pathways from Jim Cram Drive and/or 4th Avenue into the park; improved accessibility and amenities for all abilities
- Improved weather protection for spectators at Forrest Field and accessible viewing area for Forrest Field for wheelchairs and those with mobility aids
- Community gardens
- Proper park identification signage as soon as an official park name is adopted and opportunities for art and unique features creating an identify and character for the site.
- Trailhead and connections to future trail networks on private forestry to Bush Creek and Christie Falls

Draft Options

Two concept options were developed that explored some options for the layout and organization of the park amenities and explored the potential for phasing some elements, such as the multisport court. The two concept options and draft report were presented to Town staff, stakeholders and Council for consideration and discussion, primarily focused on further exploring the design requirements of specific elements (multisport court, warm-up/practice pitch), and setting priorities. Details on the feedback from stakeholders in the second round of engagement is provided in Appendix B.

Final Design - Key Decisions

Following from the feedback received, a preferred concept was chosen and then refined to reach the final conceptual site layout illustrated on page 17. The final conceptual site layout incorporates the amenities suggested and prioritized by the community, as well as incorporating site analysis, feasibility, phasing and costs

The following summarizes decision points that determined the final conceptual site layout.

- Pickleball and Tennis – Although an important goal of this plan was to create multifunctional and flexible spaces that can change to meet needs and demand over time, some community members suggested that tennis and pickleball courts should be separate. The final layout took this feedback into account by adding two dedicated pickleball courts. The court configuration now allows for the use of one tennis court and two pickleball courts simultaneously or use of six pickleball courts. There is also potential to set up pickleball on the multisport court, but there is potential for conflict with other court users there as well.
- Multisport Court Size – A large multisport court that includes boards for lacrosse and ball hockey is preferred in the long run. However, this amenity could be phased in, starting with a single basketball court. Given the priorities determined by the community, the sport court location is recommended adjacent to the proposed parking lot for visibility, to avoid putting the court in the “home run zone” of the ball diamond, and because it is likely to be built before additional fields.
- Ball Diamond – The recommended ball diamond size is a 225 ft outfield with a mini soccer field in the outfield. Some comments requested a full 300+ ft outfield, but given the site topography, demand for other amenities, and the provision of a 310 ft ball diamond at Holland Creek Park, the ball diamond outfield recommendation remains 225 ft.
- Park Service Building – The overall footprint of the park service building was increased to account for additional storage needs. A detailed design by an architect is needed to determine the appropriate allocation of spaces and to plan for a phased implementation of the ground level followed by the second level viewing area and indoor space.

Final Park Concept Design

The final recommended conceptual park layout is illustrated on the following page, with additional details on the individual amenities, implementation and priorities provided in the subsequent sections.

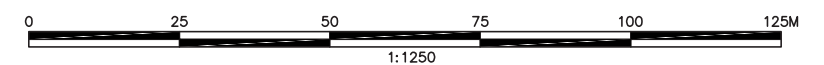


Legend

	Property line
	Ornamental trees
	Naturalistic plantings
	Pathway
	Accessible Exercise Loop
	Existing Side Walk
	Lighting

1. Entry sign
2. Expanded Play Area
3. Plaza/gathering space
4. Picnic Area
5. Park service building
6. Baseball + small soccer field
7. Viewing slope
8. Season volleyball court
9. Bike skills park + pump track
10. Multi-sport court
11. Outdoor fitness station
12. Practice Pitch 50m x 25m
13. Pickle ball + Tennis
14. Trail connection + information kiosk
15. Parking A- 51 stalls
16. Parking A- 54 stalls + 4 accessible stalls + 4 Ev stations
17. Drop off area
18. Parking B- 39 stalls, 13 parallel stalls
19. Parking C- 21 stalls + 2 accessible stalls
20. Improved existing spectator seating
21. Temporary seating areas
22. Ball diamond seating and scorekeeper building
23. Potential bus stop
24. Community Garden (location TBD)

TOTAL PARKING: 165 + 6 accessible stalls + 4 EV stalls



Proposed Site Amenities

The following is a description of the proposed site amenities that were suggested by the community through the 2016 Parks, Recreation and Culture Master Plan engagement process, ongoing communications between Town staff and community organizations, and through the stakeholder engagement process for this park plan update. Each includes the justification for the amenity and the site layout requirements. Precedent images for each of these are provided in Appendix A along with the conceptual layouts.

Walking trail/path with areas that may be accessible by people with varied levels of ability

Description

- A universally accessible looping path and a longer path around the site perimeter.

Demand/Benefits

- There is high demand, as well as agreement from many different stakeholders.
- People are already walking around Forrest Field.
- Some of the money has already been raised by community service orgs.
- It would expand the range of users, as it serves all ages and abilities.

Site Layout

- The accessible walking path is located around Forrest Field.
- The path should be a minimum of 2 meters wide to accommodate pairs of people, wheelchairs and other mobility aids.



*Accessible Park Path
(LEES+Associates)*

Outdoor Exercise Stations - self propelled

Description

- These stations should be low maintenance and accessible.
- Additional stations could be provided along the longer park perimeter path.

Demand/Benefits

- There is high demand indicated from stakeholders.
- This feature would enhance health and fitness opportunities for people using park pathways.
- This could draw people from across the whole community.

Site Layout

- Grouping the outdoor exercise stations is recommended due to the site constraints and potential to cover the area in the future.
- Consideration should be given to options for all ability levels, particularly seniors.



Outdoor Exercise Stations
(<https://thenewdaily.com.au/life/wellbeing/2018/03/15/dementia-risk-lowered-study/>)

Park Service Building

Description

- Temporary washrooms and change rooms will be removed and replaced with a permanent park service building.
- Required elements: washrooms, change rooms, storage.
- Optional elements, in order of priority: user group shared office space, concession window, rooftop viewing area, and meeting space

Demand/Benefits

- There is high demand from stakeholders.
- The existing temporary buildings are nearing the end of their useful life.
- Continued high use of Forrest Field is expected.

Site Layout

- The park service building should incorporate the existing electrical building to avoid the cost of moving that infrastructure.
- Cost is anticipated to be a significant consideration in terms of what is included in the building.
- Minimum Program: washrooms, change rooms, storage.
- Potential for incorporating public art / mural.



Park Service Building (carscdden.ca)

Bike Skills Park and Trailhead

Description

- Bike skills park for beginners to intermediate riders including obstacles and pump track with options for different skill levels.
- Potential to connect to off-site trails on Crown and forest license or private lands.

Demand/Benefits

- Demand was indicated by stakeholders and from the Ladysmigh Youth Plan.
- Mountain biking is a growing activity and many communities have a bike park now.
- Potential to expand the range of people using the site.
- Could help encourage more cycling in the community.

Site Layout

- The northwest corner of the park is recommended to take advantage of existing topography.
- The design should work around other potential site amenities such as the perimeter trail and sports fields.



Bike Skills Park (LEES+Associates)

Practice Pitch/ Warm-up area supporting users of Forrest Field

Description

- Stakeholders requested a warm-up/practice pitch for soccer and football, associated with Forrest Field.
- It should be synthetic turf to minimize tracking of mud onto Forrest Field.
- Should be useable for tot soccer or pick-up games.

Demand/Benefits

- There is strong demand indicated from stakeholders.
- Providing a warm-up area could potentially increase use of Forrest Field by reducing gaps in between games.

Site Layout

- Location should be immediately adjacent to Forrest Field.
- A 50 x 25 meter syntetic turf surface with a 4' chainlink fence is recommended. This size is adequate for a modest warm-up area or for tot soccer or pick-up games.



Practice Pitch / Warm-up area precedent: Gates Park, Port Coquitlam, BC (Google Maps)

Multisports courts for lacrosse, hockey, basketball, tennis and/or pickle ball

Description

- A configuration of sport courts to accommodate pickleball, tennis, basketball, ball hockey and lacrosse.

Demand/Benefits

- There are no outdoor pickleball courts in Ladysmith currently (pickleball is offered in the gymnasium at the community centre).
- There is demand indicated in the Ladysmith Youth Plan for basketball and other casual sports.
- Improvement of existing tennis courts elsewhere in the community should also be considered.
- Whether there is adequate demand for lacrosse at this location is uncertain

Site Layout

Two multisport courts are recommended:

- One (1) with 1 tennis court and 2 dedicated pickleball courts; Pickleball court lines should also be delineated on the tennis court, allowing the potential for 6 pickleball courts.
- One (1) to accommodate basketball, ball hockey, futsal and lacrosse, which could be phased in.



Multi Sport Court (LEES+Associates)



Tennis and Pick Ball Court (<https://nextdoor.com/events/276779/>)

Seasonal volleyball court (grass)

Description

- A grass volleyball court with permanent posts for seasonal net and court delineation.

Demand/Benefits

- Youth in the community are interested in volleyball, which was voiced at the initial stakeholder workshops and in the second round of engagement.

Site Layout

- A space for a seasonal volleyball court on grass is provided adjacent to the multisport court.



Lawn Volley ball (<https://vfsf.weebly.com/>)

Play area (expanded)

Description

- Expand existing play area with low cost hills, rocks and stumps, seating and low fencing or plantings to deter children from venturing into parking areas or roads.

Demand/Benefits

- There was some demand for more play indicated by stakeholders.
- Increasing demand is anticipated, given the growth in population in the surrounding neighbourhood.
- Play value could be enhanced with relatively inexpensive upgrades.

Site Layout

- Building off the existing play feature is recommended.
- There will likely be onsite material to create mounds.
- Rocks and logs are likely easy to source from logging operations.



Nature Play (<https://yoursay.amrshire.wa.gov.au/infrastructure/photos/46781>)

Ball diamond / Soccer field

Description

- 225' outfield ball diamond with mini soccer pitch accommodated in the outfield.
- Improvement of existing fields is likely to be a higher funding priority. The site should be designed such that it could be added in the future.

Demand/Benefits

- Baseball stakeholders indicated a 225' outfield ball diamond is needed to fill the gap in the existing field inventory.
- This location may be one of the only sites that can accommodate a ball diamond of that size

Site Layout

- Space should be allowed for the future addition of a 225' ball diamond on the north part of the site.
- Grading for the field will be significant, but some material can go toward the play area, picnic areas, and bike park.



Ball diamond and soccer field combined

Picnic area (tables, shelters, open space)

Description

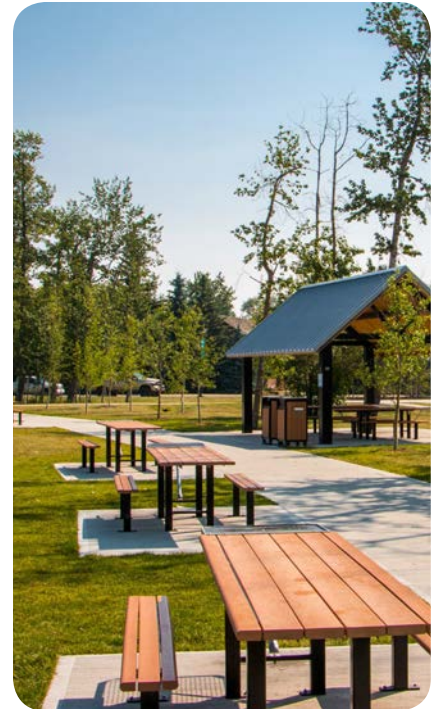
- Picnic areas would include gentle slopes, trees, picnic tables, picnic shelters (optional), and BBQ facilities (optional)

Demand/Benefits

- Picnic areas, seating and landscaping will help create a better community park that serves casual users and creates an atmosphere where people want to come and spend time.

Site Layout

- Several potential areas for picnic tables and seating have been identified. One area near Forrest Field and one area farther to the west where more trees can be accommodated.
- Excess site material could be used to create mounds that can also be used to view the sports fields and courts.



Picnic Area (sylvanlakenews.com)

Community Garden

Description

- A community garden could include individual allotments or collective planting areas, and would require a water source, deer fencing, signage, and a community group for day to day management.

Demand/Benefits

- No demand has been indicated directly from stakeholders, but the neighbourhood is growing and many in the area have little or no outdoor garden space.
- A community garden and other planting areas would enhance the character of the park.
- Community gardens were identified as a priority in the Parks, Recreation and Culture Master Plan.

Site Layout

- The community garden is best located toward the north end where multifamily and mobile home residential areas are located.
- The garden will need to be fenced to prevent wildlife damage.
- The size and number of plots should be determined through neighbourhood engagement.



Community Garden (<https://healthydurham.org>)

Additional Park Elements and Recommendations

Park signage

A park naming initiative should be undertaken by the Town. Following the selection of a name, a park entry sign is needed at the corner of 4th Avenue and Jim Cram Drive.

Wayfinding signage should indicate the direction for key amenities to help people find the appropriate parking areas. (i.e. Left arrow with a pickleball symbol, right arrow with a bike park symbol).

Regulatory signage should be placed at strategic locations such as at the main entrance to the bike park, court entrances, parking areas (if parking regulations), and at the park service building.

Park benches and informal seating

Benches and informal seating should be incorporated throughout the site. Material from site grading can be used to create some mounds and gently sloped areas for picnics and casual viewing of sports fields and courts.

Public Art

Opportunities for public art include the park service building, the court surfaces and fencing, the play space, and the central walkway and plaza space. Artists could also be called on to design creative park seating and features

Parking

Parking is recommended at approximately the same capacity that is currently provided. Future expansion of parking options will likely be needed to support new amenities. Improvement of a bike route from the secondary school to the park could reduce the need for parents to drive youth to the park.

A phased approach to parking is recommended to allow for consideration of what is needed to accommodate new amenities.

A setup area for food trucks should be provided for special events and community festivals, including access to power.

Transportation

Improve opportunities to support active transportation from central Ladysmith and key community destinations, Ladysmith Secondary School for example, to Lot 108 Park. Improvements could include painted bike lanes, sidewalk improvements, cross walks, and signage.

Consider the addition of a bus stop at the park in the future, if feasible.



Park Signage (<https://www.studiobinocular.com>)



Mural (<https://urbanyvr.com/okuda-san-miguel-vancouver>)

Lighting

A lighting plan is needed to serve the parking lot, accessible pathway, park entrances, signage, and some of the new amenities, including the sport court and future ball diamond.

Field lighting should be remotely controlled and adequate time is needed following the end of a field or court booking for participants to pack up and get to the parking areas (15 minutes, minimum).

Capacity for future additions was provided in the initial site servicing design.

Drinking water stations

Additional drinking water stations should include a drinking fountain and a water bottle filling station. Access to drinking water is recommended externally at the park service building, at a minimum, with potential secondary location at the north end of the park. Water taps will also be needed at the community garden.

Litter and recycling facilities

Litter and recycling stations are recommended at the park service building, near the play area, near the sport courts, and at the bike park. Accommodation of service vehicles will be needed to provide pick-ups at each location.

Dog waste management stations

There is a bylaw already in place to manage dog owner use of parks, but on-site signage would be beneficial. Dog waste management stations along the looping pathways should be considered. New technologies that separate dog waste from other park garbage for on-site composting is possible.

Complete a joint use agreement with School District 68

There is potential to expand the use of school fields by improving the quality and design. This would likely be a higher priority than building new fields and could also reduce the need for additional fields at Lot 108 Park. Improvements to the tennis courts at Ladysmith Secondary School, for example, would reduce the potential conflicts between tennis and pickleball at Lot 108 Park.

Further Design Development

Before embarking on development of the park, further design development is recommended including a rough grading plan to define where retaining elements will be required, determine the exact locations of future amenities, and to ensure that accessibility is provided throughout the site to the greatest extent possible. This will also determine realistic budgets for future park development.

Upgrading existing park amenities should be a priority before additional features are added.



Dog Waste Management Station (<https://www.propetdistributors.com/product/pet-waste-station-aluminumsteel/>)



Pathway Bollard Lighting (<https://marylandlighting.com/what-are-bollard-lights/>)

Implementation Plan

Overview

Establishing short and long-term capital budgets is the responsibility of Council, and as such all recommendations and priorities in this report are provided to support that planning process. They do not represent a commitment to spend.

The anticipated process for park development is to proceed in phases as funding becomes available through grants, partnerships, or the Town's capital budget. Funding may come through grants directly applicable to park development, or there may be grants secured for other projects that are currently Town priorities, allowing funding to be shifted to park development. Partnerships will be an important component of this park development.

A key purpose of this plan is to enable the Town and community organizations to apply for grant funding. It is noted that, while there is no current capital budget for implementation of this park plan, there is some money that has been raised by community service organizations already through fundraising efforts – specifically, the accessible walking loop and fitness stations.

Park Amenity Priorities and Costing

The following amenities are included in the Final Park Plan, with each identified as a high, medium or low priority and with an estimated timeline and order of magnitude cost. Some items are a high priority, but due to the cost are not likely to be feasible in the short term.

Overall, the cost for fully developing the park is in the range of \$3-3.5 million, but this will vary depending on the discretionary items, detailed design decisions, and the need for retaining walls.

	Amenity	Priority	Timeline	Cost
1	A rough grading plan and detailed layout of amenities	High	Phase 1	\$10,000-15,000 not including survey of sport court areas at 0.25 m contours Grading and site preparation: \$100,000
2	Accessible looping pathways - 1 small, 1 park perimeter	High	Phase 1	Accessible loop around Forrest Field: 400-450m Gravel @ 2m wide \$64,000 Asphalt @ 2m wide \$100,000 Park perimeter loop: 500m gravel @ 2m wide \$80,000
3	Warm-up/practice pitch to support users of Forrest Field	High	Phase 1	\$250,000 for synthetic turf + lighting
4	Play area enhancement	Medium	Phase 2	\$50,000 for grading, log and boulder placement, reseeding, benches, etc.
5	Bike skills park and pump track	Medium	Phase 2	\$50,000 for design-build (assumes preliminary grading is done for the site as a whole)
6	Pickleball courts with tennis	Medium	Phase 2	\$200,000 (could be phased; 1 tennis/2 pickleball initially, 2 more pickleball added in a future phase)
7	Multisport court- Basketball, ball hockey	Medium	Phase 2	\$150,000 for asphalt with no boards and low chain link to accommodate ball hockey + lighting
8	Volleyball court (lawn)	Medium	Phase 2	\$5,000 for net posts and net
9	Park Service Building 1,840 s.f. (approximate size) Design sizing assumptions: <ul style="list-style-type: none"> ▪ Washrooms: 600 s.f. ▪ Mechanical: 100 s.f. ▪ Change rooms: 500 s.f. ▪ Storage: 640 s.f. minimum (replacement of existing storage containers) ▪ Electrical (already built) (see Appendix C for additional costing information)	Medium	Phase 3	Design and construction cost: \$828,000 - \$1,288,000 assuming 1,840 s.f. building at \$450-700 per sq. ft. Complimentary plaza areas, power for food trucks, etc: \$200,000

10	Parking	Medium	Phase 1 Phase 3 Phase 4	\$30,000 4th avenue (#18) \$300,000 NE area (#15/16) \$50,000 SW corner (#19) EV Stations: \$20,000 (\$10,000 per 2 stall station)
11	Outdoor exercise stations	Medium	Phase 4	~6 stations @ \$1,000-3,000 per station including foundations and installation \$6,000 - 18,000
12	Multisport court- lacrosse expansion	Medium	Phase 4	\$650,000 for asphalt with boards, chain link, and 4 rotatable basketball hoops
13	Community Garden	Low	Phase 4	\$20,000 for water access, raised beds, paths, gate and deer fence
14	Lighting	Low	As needed	\$50,000 for key pathway lighting
15	Picnic areas, seating, landscaping, signage, water stations, etc.	High	Phase in over time	\$9,000 per water station \$7,500 per picnic table \$3,000 per waste bin \$5,500 per bench \$15,000 entry sign

Phasing Plan

The following is a general outline of how phased development of the site might unfold, although it is noted that flexibility and an opportunistic approach will be needed. There are some park amenities that can be initiated at any point along this project timeline, including the addition of picnic tables (movable, not on a foundation), a park entry sign, and waste receptacles.

Phase 1

- A rough grading plan and detailed layout is recommended to establish the space requirements for those amenities that require foundations, such as the park service building, sport courts, practice pitch, and parking areas. There may be retaining walls required, additional perimeter space, or accessibility considerations that could impact the final layout. Features such as the community garden, bike skills park, and picnic areas are more flexible and can be arranged around other park amenities, but will still need adequate space allocated to be functional.
- Community service clubs have already fundraised for an accessible trail, which is planned to encircle Forrest Field. This is a relatively low cost and high value amenity. There may be a temporary alignment of this pathway along the north side of Forrest Field that avoids the existing washrooms and changerooms until the park service building is built.
- A warm-up / practice pitch is needed as a complementary space for sports groups using Forrest Field. This space could also be used for tot soccer or other casual recreational activities.
- Complete the parking enhancements along 4th Avenue.

Phase 2

- Pickleball courts are not available elsewhere in Ladysmith and has well-established demand.
- The bike skills park is also not available elsewhere in Ladysmith and is complimentary to Economic Development Strategy initiatives.
- The multisport court could be implemented in phases, starting with at least one basketball court or a double court with low chain link. A double court configuration would be suitable for basketball and casual ball hockey until the need for a full lacrosse box at this location is established. Design of the basketball hoops (i.e. type and foundation location) should consider future expansion of the sport court.
- Youth in the community are interested in volleyball, so in addition to accommodating it on the multisport court, a volleyball court on an adjacent lawn area with temporary or permanent net posts and net would be easily added.

PHASE 1

- rough grading plan
- detailed layout of amenities
- accessible trail
- warm-up practice pitch
- 4th Avenue parking



PHASE 2

- pickleball/tennis court
- bike skills park
- multisport court (basketball/ball hockey)
- volleyball court (lawn)
- play area enhancements



PHASE 3

- park service building
- central plaza
- NE parking areas



PHASE 4

- fitness equipment
- ball diamond/mini soccer
- multisport court - lacrosse box expansion
- trailheads
- SW parking area
- community garden

- Play area enhancements are recommended for Phase 2 because they are relatively low cost and will enhance the park for daily users, sports groups, and trail users.

Phase 3

- The park service building is a high priority due to the limited life span of the existing temporary washrooms and change rooms, and the entry plaza is tightly intertwined with the design and construction of that amenity.
- Completing the central plaza will also contribute significantly to the overall character of the park and will bring opportunities for public art and landscaping.
- The existing temporary parking area will need to be moved in order to accommodate the central park building and plaza area, so this is a good opportunity to formalize parking in the NE area.

PHASE 4

- Outdoor fitness stations are recommended to be clustered in between the park service building, picnic area, and warm-up pitch. Clustering provides the option of future installation of a shelter.
- The ball diamond with small soccer field in the outfield is suggested for a late phase because there are existing ball diamonds in the Town that need upgrades, as well as potential for field improvements in partnership with the School District.
- The multisport court could be expanded to a full size lacrosse box with boards, fencing, and other support features.
- Creating trailheads is a relatively low-cost action, but a plan, mapping, and access to off-site trails is required.
- Additional parking could be added in the SW corner of the park, depending on the ongoing assessment of parking capacity and need.
- The community garden is not suggested in an earlier phase because interest from the local neighbourhood is unknown. However, this is a relatively easy amenity to install in a temporary location and configuration if users of the garden understand it may be moved in the future (i.e. trees and shrubs should be planted in pots only). A water source would be the most expensive aspect of a community garden.

APPENDIX A

Site Analysis, Site Plan, and Precedent Images



Site Images



⑧ View north on Jim Cram Way



② Temporary user group storage



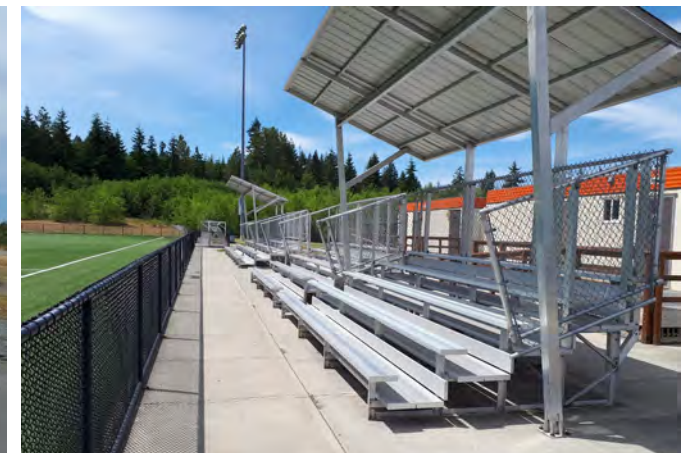
⑦ Existing temporary parking area



⑥ Existing play area






③ ④ Existing temporary washrooms and change rooms



⑤ Existing spectator seating and Forrest Field

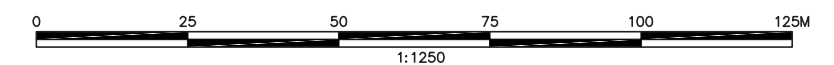


Legend

- Property line
-  Ornamental trees
-  Naturalistic plantings
- Pathway
- Accessible Exercise Loop
- Existing Side Walk
-  Lighting

1. Entry sign
2. Expanded Play Area
3. Plaza/gathering space
4. Picnic Area
5. Park service building
6. Baseball + small soccer field
7. Viewing slope
8. Season volleyball court
9. Bike skills park + pump track
10. Multi-sport court
11. Outdoor fitness station
12. Practice Pitch 50m x 25m
13. Pickle ball + Tennis
14. Trail connection + information kiosk
15. Parking A- 51 stalls
16. Parking A- 54 stalls + 4 accessible stalls + 4 Ev stations
17. Drop off area
18. Parking B- 39 stalls, 13 parallel stalls
19. Parking C- 21 stalls + 2 accessible stalls
20. Improved existing spectator seating
21. Temporary seating areas
22. Ball diamond seating and scorekeeper building
23. Potential bus stop
24. Community Garden (location TBD)

TOTAL PARKING: 165 + 6 accessible stalls + 4 EV stalls





1 Park Signage



2 Expanded Play Area



3 Plaza/Gathering Space



4 Picnic Area



5 Park Service Building



6 Baseball + Soccer



8 Community Garden



9 Bike Skills Park



10 Multi-sport Court



11 Outdoor Fitness



12 Practice Pitch



13 Pickleball + Tennis

APPENDIX B

Stakeholder Engagement

TOWN OF LADYSMITH – LOT 108 PARK PLAN UPDATE

STAKEHOLDER ENGAGEMENT ROUND 1

Engagement Events:

2019 July 8 3:00-4:30pm and 7:00-8:30pm Frank Jameson Community Centre

Attending:

- Lot 108 Advisory Group
- Ladysmith Lions
- Ladysmith Rotary
- Ladysmith Baseball Association
- Mid-Isle Soccer
- Vancouver Island University
- Ladysmith Chapter, Cowichan Trail Stewardship Society
- Parks, Recreation & Culture Advisory Committee (PRCAC)
- Ladysmith Softball Association
- Ladysmith Women's Soccer
- Ladysmith Football
- Mid-Isle Soccer

Purpose of Meeting:

Provide information about the project process and an opportunity for input and discussion regarding the overall vision for the site and establish priorities for development of site amenities.

KEY THEMES:

Parking

- Parking is challenging at times, but currently there are roughly enough spaces.
- The existing temporary parking lots have more capacity than shown on the original concept
- There is a need to consider whether adding significantly to the destination amenities makes sense at Lot 108 Park due to the fact that the majority of park users will likely drive there.
- Suggested that parking be considered at the north end of the park.

Accessibility

- Permanent parking should be designed to provide universal access, with better connection to the field.
- Universal access should be provided to viewing areas for those in wheelchairs.
- The park should have features for all ages and all abilities for participation and viewing.

Vision / Character

- Time to choose a new name for the park.
- Support for artful design elements and more character.
- LSS students could be invited take in an art project.
- Currently many people just come for their game and then leave. There is support for a wider array of amenities at Lot 108 Park to attract more people from the community and give people a reason to stay longer.
- There seems to be a trend toward more variety and more flexible amenities and activities.
- Would like to see amenities that support “Active for Life”, all ages and abilities, accessible features for seniors.
- Youth need more spaces to just hang out.

Sports fields

- Need was expressed for a warm-up area associated with Forrest field for both soccer and football.
- There was Interest in a mid-size ball diamond for baseball (200-250’ outfield for <13 year olds). This would compliment Holland Park that currently has one 175’ and one 310’ field. Softball could also use this as a practice field, as existing fields are basically fully booked.
- There was only mild interest in another Little League field.
- There was strong support for sports fields and courts being multifunctional, such as a soccer pitch in the outfield.
- Football association representatives pointed out Goudy Field in Langford as an example.

Sport courts

- There is demand for pickleball courts. Pickleball players currently use the gymnasium at the community centre but would prefer outdoor courts in good weather. This could open up more capacity at the community centre for other programs.
- Pickleball players and tennis players often prefer not to share court space, but there is overall support for building multi-functional courts. At least some dedicated pickleball courts should be considered.
- The existing tennis courts at LSS that are in poor condition but could be upgraded.
- A multisport court for basketball, volleyball, ball hockey, and box lacrosse would be well-used. Youth are interested in volleyball and basketball, in particular.

Trails

- There is interest in a bike park and pump track as well as support for a beginner-intermediate level amenity.
- Noted that Merle Logan Field in Nanaimo has a BMX pump track.
- It was suggested that it may be possible to connect to a larger trail network with access to Bush Creek and Christy Falls, if agreements can be established with private land owners (Mosaic).

- There is strong support for universally accessible walking trail around the flat portion of the site (i.e. around Forrest Field and the parking area).
- There is strong support for a bigger walking/exercise loop around the rest of the site as well.

Outdoor Fitness

- There is strong support for some kind of outdoor exercise stations. Some suggested stations at intervals along a trail while others liked the idea of a hub with multiple stations together.
- Suggested examples included Courtenay's fitness station trail, the Cowichan Valley Athletic Complex outdoor fitness circuit
- Fitness stations should be low-maintenance, body-weight oriented
- Vandalism is a concern (citing vandalism incidents at Courtenay and Parksville)

Play spaces

- The existing playground is very well used, particularly when games are. In progress.
- There was interest in expanding the playground, but it did not appear to be a top priority.
- Seating is needed around the play area for caregivers.

Park Service Building

- There is still strong interest in a permanent park service building.
- High priority features were washrooms, changerooms, storage for user groups, and an office space for soccer and football.
- Noted that it is becoming increasingly difficult to find volunteers from user groups to run food concessions.
- Providing space for pop-up tents and temporary concession and/or food trucks is the preferred approach.
- Food trucks are very popular and are working well at Transfer Beach. Could be at Lot 108 Park during events.
- There was consensus that a full concession stand is not needed, although some space to sell prepackaged food items and coffee might be useful. A space that is easy to maintain and adequate for basic BBQ, coffee, drinks, snacks.
- There may be gaming grants available to help with development of a permanent park service building
- There should be more places to sit, either benches or picnic tables, so if people do buy food they have some where to eat it. Currently this is not a park where people linger.
- There is a desire for a second level or rooftop viewing deck on the park service building.

Other locations and amenities

- Consider what could be accommodated at Brown Drive – lacrosse and/or pump track? Is that a better location?

- Potential for improved fields at schools should be explored, particularly at LSS, including ball diamonds, soccer, football, basketball, and tennis.
- Aggie fields need upgrading for softball.
- Frisbee golf was mentioned. LSS students currently go to Bowen Park to use the disc golf course.
- Noted that Transfer beach needs a better basketball court.

Notes by: Megan Turnock + Dave Gibbon, LEES+Associates.

Distribution: by email

TOWN OF LADYSMITH – LOT 108 PARK PLAN UPDATE

STAKEHOLDER ENGAGEMENT ROUND 2

Engagement Events:

2019 August 14 and 19 at Frank Jameson Community Centre

Attending:

- | | |
|---|----------------------------------|
| ▪ Eagles Club | ▪ Ladysmith Rotary |
| ▪ Kinsmen | ▪ Ladysmith Softball Association |
| ▪ Ladysmith Baseball Association | ▪ Lot 108 Advisory Group |
| ▪ Ladysmith Chapter, Cowichan Trail Stewardship Society | ▪ LRCA |
| ▪ Ladysmith Eagles | ▪ Mid-Isle Soccer |
| ▪ Ladysmith Football | ▪ Pickleball |
| ▪ Ladysmith Lions | ▪ PRCAC |
| | ▪ Vancouver Island University |

Purpose of Meeting:

Provide an opportunity for review of the Draft Park Plan Concept Options and to gather feedback to guide refinement of the final site plan and establish priorities.

QUESTION: WHAT FEATURES OF THIS DRAFT CONCEPT PLAN MAKE IT YOUR OPTION?

Answers & Comments:

- Option A – I like the multisport area closer to parking. Both are good options though
- Option A – I prefer option A because I think that the proximity of the multisport court to parking lot A is desired because people will most likely just drop off their kids and see them walk on court versus option B where court is behind baseball field. I also prefer location of park service building in option A because it is closer to baseball field which would require maintenance and a location to store tools for field. But is also equally close to multisport soccer field & court which require maintenance as well.
- Option A – multisport court is not in the home run travel area.
- Option B – no comment
- Option B – no comment
- Option A – no comment
- Option B – no comment

- Option B – the ball diamond is closer to the parking area. I hope in option B a multicourt (sport) will be included. It is imperative to have a big central club house with covered deck area.
- Option A – You have done a great job listening to the community and fitting the thoughts into the space. Thanks!
- Option A – layout-I see the bike trail and ball diamond as long term, so the undeveloped area would be together.
- Option A – (option B for building) – ball field away from parking.
- Option A – I like the ball fields further away from the parking lot, leaved room to make the field bigger.
- Option B – make inside larger and omit the fitness. Both are so close.
- Option A – I preferred the placement of the ball field in plan A. I think the exercise stations would be better used if they were in once place, covered.
- Option A – make sure there is adequate power for future tournaments for score boards/food trucks (no generators).
- Option B (field) – I’d like Pickleball moved over to MSC area. Area #19 not a great space for “events” parents can’t watch kids. A larger practice field would be nice.
- Option B (Park Service Building) – Easier to Phase. Viewing Space.
- Option B (For Both) - Spacing of amenities, layout of viewing slope.
- Option B (Building) – Do lower floor first.
- Option B (Building)
- Option B - It seems more realistic option, both are good though. I like the baseball park being close to parking lot.

Question: How could the draft concept plan be improved?

Answers & Comments:

- Timeline and budgets attached to the various components once completed – within the Master Plan.
- Teenagers are really into volleyball! Would it be possible to include volleyball nets anywhere on the draft?
- Well thought out.
- Transit station drop off/pick up.
- Separate Pickle & Tennis courts.
- Bigger ball field.
- The location of the picnic area in option A provides better viewing. Additional kid’s playground.
- 1st level and grass the baseball & small soccer field right away, kids would be able to play sooner than later.

- Option B allows for more green space and ability to grow food as natural food forest. Will help build food security.
- I think a roundabout parking area would be a great idea for safety. Is there a plan for lighting the access areas?

Other Comments

- I like Option B on the park service building. Town is only going to grow.
- Really love the walking pathway around both drafts. Great route.
- A great community asset. Something for everyone and all aspects are done.
- Proposed park service building – I prefer Option B main floor only constructed with option to add second floor.
- On plan A I would make the ball field bigger. Current plan is showing a 225 ft field. That length is for “men’s fastball”. No slo-pitch teams would use a field less than 300 ft. I would say more recreational slo-pitch players would use the ball fields over men’s fastball teams.
- Also really like the multisport courts, kids will ride bike to use.
- Park service building – would prefer to see option B. like the change rooms/bathrooms/concession.
- Use health care grounds for community gardens and spot 8 can be used for ball storage or other uses.
- Option B for building but smaller outdoor viewing area and larger event area. *Eliminate* the fitness so event area can be more useful and rentable. Have small bar, etc.
- Have other communities been consulted about outdoor fitness station?
- I think a paved ball support building would work just as well. Omit the showers from changing rooms and put in washrooms in the other building (plan A) elevations so that plumbing is not needed in both buildings. Make change rooms an open floor plan, no stalls. Ensure adequate storage for sports clubs.
- Park service option A is preferred.
- There is lots of amenities, will it be possible to grade the lot? Retaining walls?
- I like the plan, lots of good options.
- Drop-off area.
- Thinking about emergency planning storage.
- If this is tied to a larger project, is it an idea to get the turf serviced? Site cameras, especially on the turf.

Notes by: Town of Ladysmith Staff.

APPENDIX C

Additional Cost Information

Park Service Building Cost Analysis

Overall cost is ultimately determined by the level of service desired. At a location such as Lot 108 Park, a durable and vandalism-resistant design and finishes are essential to make sure the washroom remains functional and that maintenance and operations costs do not escalate. At a minimum, commercial grade quality components are needed. A cost of \$800 per sq. ft. has been recommended to accommodate the construction, but also the soft costs and pre-construction requirements such as architectural services, geotechnical investigations, and utility connections.

REFERENCE COSTS

Reference	Cost Information
Centennial Park Public Washrooms, CRD/PARC on Salt Spring Island	Approx. \$400,000 (approx. \$667 per sq.ft.)
BC Parks Campground New Service Building in Revelstoke, BC	Bids received ranged from \$418,000-549,000 (approximately \$425-\$550 per sq. ft.)
Esquimalt Veterans Cemetery Service Building in Esquimalt, BC	Approx. \$375,000 (approx. \$670 per sq.ft.)
City of Kelowna new washroom building at Boyce-Gyro Park	Estimated at \$675,000
City of Coquitlam washroom strategy cited a destination park washroom building	\$750,000 and up, depending on optional additional features such as change rooms, concession, storage, etc.
City of Coquitlam washroom strategy operating costs	Washroom strategy noted an expected operational cost of \$45,000-55,000 annually for enhanced and destination park service buildings

DESIGN CONSIDERATIONS/OPTIONS FOR PARK SERVICE BUILDING:

- The electrical room is already constructed; this will be an overall cost savings.
- Sewer & water connections will need to be extended/connected.
- No significant re grading is anticipated in the vicinity of the proposed building. Geotechnical assessment will be required, as none was carried out for the service building site in the first phase of construction.
- Storage portion of the building could be built to a lower standard and reduced s.f. cost.
- Design a simple building form to keep costs down.
- Identify the optimum number of stalls required – enough but not too many. Lot 108 Park will potentially serve 2-4 sports teams, spectators, as well as casual users simultaneously. The Town could plan to bring in portable toilets for large events on an as-needed basis.
- Best practice is to include at least one universal/family washroom (an entirely universal washroom design could also be considered). This could replace a universal stall for each gender.
- The changeroom design should be simple with perimeter benches and hooks, but no plumbing. However, this would be subject to sports league/association regulations. Some organizations require at least one toilet/lavatory per changeroom and/or separate changerooms/facilities for game officials.

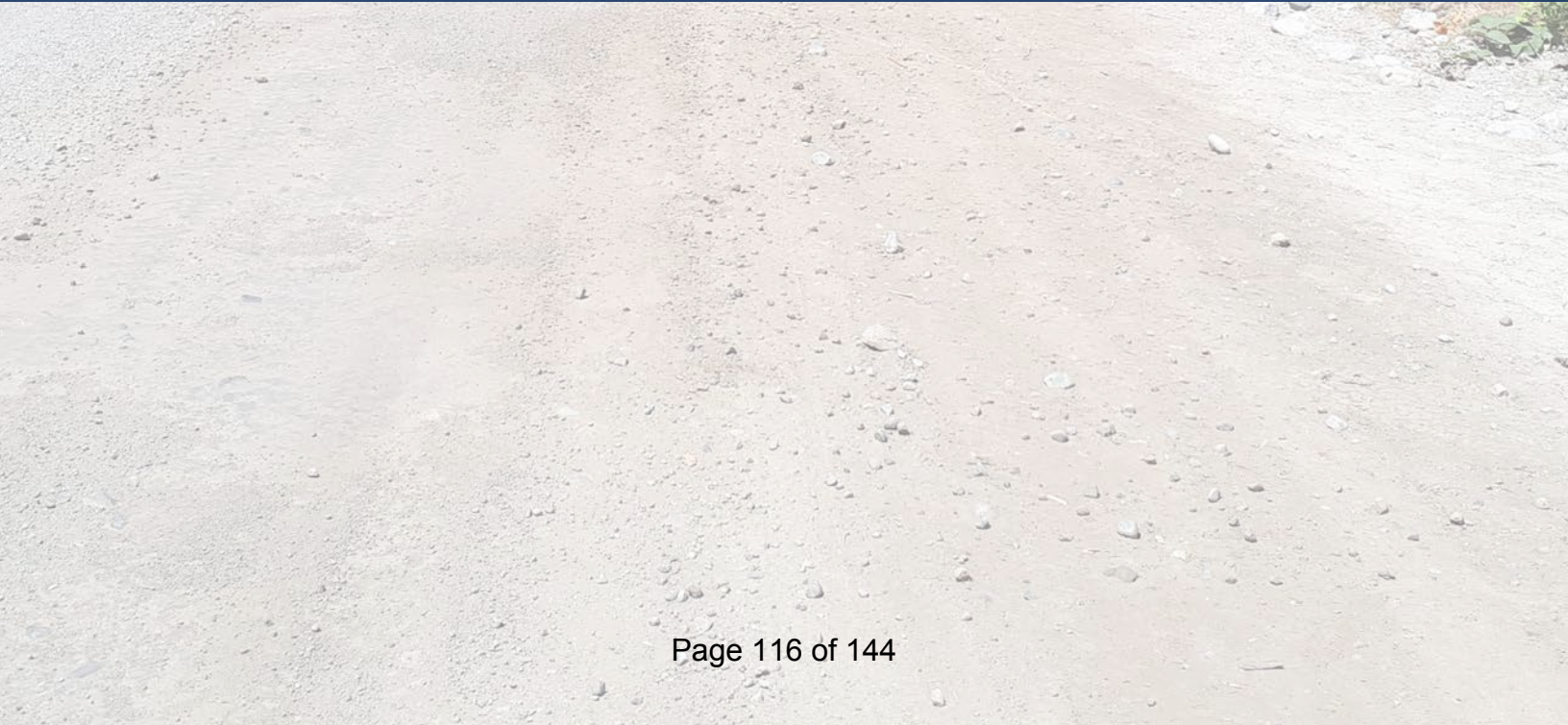
In addition, potential requirements for separate gender facilities for mixed teams should be considered.

- Access keypads should be used for changerooms with codes provided to organizations who book the field on a regular basis.

OTHER COST CONSIDERATIONS INCLUDE:

- Lifecycle costs of fixtures and finishes (upfront capital costs vs how long will they last and how much will they cost to replace)
- Cost of maintenance: dependent on the design, quality, and intensity of use

OVERALL PARK COST SUMMARY	Low	High
A rough grading plan and detailed layout of amenities	\$ 110,000	\$ 115,000
Accessible looping pathways- 1 small, 1 park perimeter	\$ 64,000	\$ 100,000
Warm-up/practice pitch to support users of Forrest Field	\$ 250,000	\$ 350,000
Play area enhancement	\$ 30,000	\$ 50,000
Bike skills park and pump track	\$ 50,000	\$ 50,000
Pickleball courts with tennis	\$ 200,000	\$ 200,000
Multisport court- Basketball, ball hockey	\$ 150,000	
Volleyball court (lawn)	\$ 5,000	
Park Service Building	\$ 828,000	\$ 1,288,000
Parking	\$ 400,000	\$ 400,000
Outdoor exercise stations	\$ 6,000	\$ 18,000
Multisport court- lacrosse expansion	\$ 650,000	\$ 650,000
Community Garden	\$ 20,000	\$ 20,000
Lighting	\$ 50,000	\$ 50,000
water stations	\$ 9,000	\$ 18,000
picnic tables	\$ 45,000	\$ 75,000
waste bins	\$ 12,000	\$ 18,000
benches	\$ 33,000	\$ 55,000
entry sign	\$ 15,000	\$ 15,000
TOTAL	\$ 2,927,000	\$ 3,472,000





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September 17, 2019

File No.: 6520-02/LADY

Mayor Stone and Council
Town of Ladysmith
PO Box 220
LADYSMITH BC V9G 1A2

via email: towncouncil@ladysmith.ca

Dear Mayor and Council:

Re: Housing Needs Report Grant Application: Invitation to Participate

Local governments in BC are required by legislation to complete housing needs reports by April 2022 and every five years thereafter. A funding opportunity through the Union of BC Municipalities (UBCM) exists to cover costs associated with the project. Applications with Council and Board Resolutions indicating support for the proposed projects are due by November 29, 2019. One combined application for Cowichan Valley local governments could realize potential benefits and efficiencies.

At its September 11, 2019 Regular Board meeting, the following resolution was passed:

"That a letter be sent to the City of Duncan, Town of Ladysmith, Town of Lake Cowichan, and Municipality of North Cowichan Councils requesting support for the Cowichan Valley Regional District to apply for and administer grant funding from the Union of BC Municipalities to prepare a Regional Housing Needs Report on behalf of electoral areas and municipalities within the region."

This coordinated approach is recommended on behalf of CVRD electoral and incorporated areas to maximize funding opportunities and additionally provide consistent data collection to inform multiple areas of common concern. Further information is reflected in the attached September 4, 2019, Electoral Area Services Committee meeting Staff Report.

Please submit your resolution and/or any queries to Coralie Breen, Senior Planner – Strategic Initiatives at coralie.breen@cvrd.bc.ca or 250.746.2526 by October 15, 2019. Following receipt of your resolution, CVRD staff will report back to the Board to obtain overall direction prior to submission of the grant application. A joint Request for Proposals (RFP) will be co-developed by all participants.

On behalf of the Board, we look forward to your consideration and participation.

Yours truly,

Ian Morrison
Chair

Attachment

CB/IM/lw



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 19, 2019

MEETING TYPE & DATE Electoral Area Services Committee Meeting of September 4, 2019

FROM: Community Planning Division
Land Use Services Department

SUBJECT: Housing Needs Report Request for Resolution
to Include Incorporated Areas

FILE: 6480 – 20 Official Community Plans
6520 – 02 DUN Community Planning – Other Jurisdictions Duncan
6520 – 02 DNC/OCP Community Planning – Other Jurisdictions
District of North Cowichan
6520 – 02 LADY Community Planning – Other Jurisdictions Ladysmith
6520 – 02 LAK/OCP Community Planning – Other Jurisdictions Lake
Cowichan Official Community Plan

PURPOSE/INTRODUCTION

Local governments in BC are required by legislation to complete housing needs reports by April 2022 and every five years thereafter. A funding opportunity through the Union of BC Municipalities exists to cover costs associated with the project. Applications with Council and Board Resolutions indicating support for the proposed projects are due by November 29, 2019. One combined application for Cowichan Valley Regional District (CVRD) electoral areas and incorporated areas could offer potential benefits and efficiencies.

RECOMMENDED RESOLUTIONS

That it be recommended to the Board that a letter be sent to the City of Duncan, Town of Ladysmith, Town of Lake Cowichan, and Municipality of North Cowichan Councils requesting support, in the form of a resolution, for the Cowichan Valley Regional District to apply for and administer grant funding from the Union of BC Municipalities to prepare a Regional Housing Needs Report on behalf of electoral areas and municipalities within the region.

BACKGROUND

BC local governments are required to complete the housing needs reports by April 2022 under and every five years thereafter. The requirements related to housing needs reports are detailed in legislation and associated regulations: *Local Government Act* (Section 585.31) and Housing Needs Reports Regulation. Together, the housing needs reports legislation and regulations specify requirements for:

Information Collection - As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data.

Report Content - All housing needs reports are required to contain certain content, based on analysis of the information collected, and a standardized summary form.

Local governments are required in the development of Official Community Plans (*Local Government Act*, Section 473) to consider a housing needs report including statistical information about current and projected population; household income, significant economic sectors, currently available

housing units and housing units that are anticipated to be available, including information about types of housing unit.

Housing Needs Report – Requirements Data Met

In order to assist efforts related to various long-range planning objectives, including the modernization of its harmonized Official Community Plan, the CVRD contracted rennie to produce projections of population, housing, and employment (to the year 2050) for the Cowichan Valley Regional District, as well as for individual census subdivisions ("CSDs") within the region. These CSDs include nine electoral areas (A through I) and four incorporated municipalities (Duncan, Ladysmith, Lake Cowichan, and North Cowichan). Individual Indian Reserves ("IRs"), of which there are 16 throughout the region, have not been explicitly considered but have been implicitly accounted for, in aggregate, within the projection framework. Ryan Berlin, Senior Economist/Intelligence Division, rennie, provided a presentation on the interim long range projections population, employment and housing to Regional Services on June 26, 2019. These regional projections would form the basis of the CVRD electoral area and incorporated areas housing need report.

Housing Needs Report – Requirements Data & Consultation Unmet

The rennie projections do not meet all 50 distinct kinds of data required by the Province for the Housing Needs Report. Incorporated areas and CVRD electoral areas would be required to produce a housing report including a summary of the required data, housing policies in OCPs, community consultation, and consultation with First Nations, other local governments and agencies. See **Attachment A, Table 1.0**, attached to this staff report (August 19, 2019).

Funding Opportunity Cowichan Valley Regional District Electoral Areas & Incorporated Areas

A funding opportunity is available through the Union of BC Municipalities to assist with the costs associated with the project. Funding is allocated based on population, however up to \$150 000 is available for regional projects. Eligible costs include:

- Project management and coordination
- Data collection, compilation, and analysis
- Research specific to the development of housing needs reports
- Community engagement
- Consultant costs
- Incremental staff and administration costs

In order to apply for the funding, governments are required to submit the following documents:

- An application form detailing the plan for the project
- Council, Board, or Local Trust Committee Resolution indicating local government support for the proposed project and a willingness to provide overall grant management
- Detailed project budget
- For regional projects only: Council, Board, or Local Trust Committee Resolutions from each partnering local government indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf

ANALYSIS

Cowichan Valley Regional District coordination of the project and grant management would offer benefits and efficiencies. The CVRD will contract for the collection of additional information requirements for the housing reports for the electoral areas and incorporated area. Community engagement and research specific to the development of housing needs reports would reside with each incorporated area. The CVRD will coordinate community engagement with the electoral areas

as part of the modernization of the electoral area Official Community Plan. Summary statements are required for each local governments including:

- Affordable housing
- Rental housing
- Special needs housing
- Housing for seniors
- Housing for families
- Key contextual information (e.g.: location, population, median age, unemployment rate, etc.)
- Summary of all the required content (tables above)
- Summary of housing policies in OCPs and RGSs (if available)
- Summary of community consultation, and consultation with First Nations, other local governments and agencies
- Other key housing issues or needs not identified in the required content
- Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness

Staff recommends Board approval of a partnership application on behalf of all CVRD electoral and incorporated areas to maximize benefits and efficiencies including consistent data collection to inform Official Community Plans and financial leverage through one data analyst.

FINANCIAL CONSIDERATIONS

The Provincial funds allocation for the Cowichan Valley Regional District are itemized in **Attachment B, Table 2.0**, attached to this staff report (August 19, 2019). If the CVRD application proceeds and is approved, part of these funds would be allocated towards the collection of the additional data requirements and the remaining portion would be distributed to respective incorporated areas for the development of the standardized Housing Needs Report including community-specific information. A quote for the additional data requirements is forthcoming and it is anticipated that there would be funding remaining from the CVRD allocation to support each incorporated area's completion of the community-specific information.

COMMUNICATION CONSIDERATIONS

The Housing Needs Report requires community consultation and consultation with First Nations, other local governments and agencies.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The Housing Needs Report project is consistent with the Corporate Strategic (2014-2018) goals:

Supporting sustainable and coordinated growth and development in the region.

Enhancing the capacity for OCP reviews and updates as well as harmonizing regulation for common land uses objectives and policies, where possible, while respecting the character and aspirations of each community.

GENERAL MANAGER COMMENTS

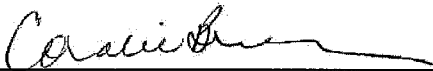
☐ Not Applicable

A coordinated approach to the preparation of a Regional Housing Needs Report will allow for the maximum leveraging of provincial grant funding, coordinated research and public consultation, and opportunity to produce a document for the shared benefit of the CVRD, member municipalities and housing providers.

Referred to (upon completion):

- ☐ Communications & Engagement
- ☐ Community Services (Cowichan Community 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)

Prepared by:

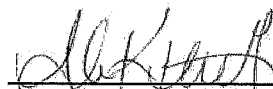


Coralie Breen, PhD, MCIP, RPP
Senior Planner - Special Projects

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



Ann Kjerulf, MCIP, RPP
General Manager

Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Manager, Legislative Services

Financial Considerations:

☒ Manager, Finance

ATTACHMENTS:

Attachment A – Table 1.0 – Housing Needs Report Data Requirements (Met/Not Met)
and References

Attachment B – Table 2.0 – Provincial Funds Allocation to the Cowichan Valley Regional District

Attachment A

Attachment A (Staff Report August 19, 2019)

Table 1.0 Housing Needs Report Data Requirements Met and Not Met

Population Time Frame: Previous 3 Census reports, except marked * Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Total Population	√	
Age – average		√
Age – median		√
Age – age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	√	
Mobility – number of non-movers, non-migrants, migrants	√	
Number of individuals experiencing homelessness* (if available)		√
Number of students enrolled in post-secondary institutions* (if applicable)		√

Households Time Frame: Previous 3 Census reports Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Total number of households	√	
Average household size		√
Total number of households by size (1, 2, 3, 4, 5+ people) [# and %]		√
Renter and owner households [# and %]		√
Renter households in subsidized housing [# and %]		√

Anticipated Population Time Frame: Next 5 years Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Anticipated population	√	
Anticipated population growth [# and %]	√	
Anticipated age – average		√
Anticipated age – median		√
Anticipated age – age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	√	

Anticipated Households Time Frame: For next 5 years Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Anticipated number of households	√	
Anticipated average household size (# of people)		√

Household Income Time Frame: Previous 3 Census reports Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Average and median household income (if available)		√
Households in specified income brackets [# and %] (if available)		√
Renter household income – average (if available)		√
Renter household income – median (if available)		√
Renter households in specified income brackets [# and %] (if available)		√
Owner household income – average (if available)		√
Owner household income – median (if available)		√
Owner households in specified income brackets [# and %] (if available)		√

Economic Sector & Labour Force Time Frame: Previous 3 Census reports. Except for * Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Total number of workers	√	
Number of workers by industry (North American Industry Classification System – NAICS)	√	
Unemployment rate		√
Participation rate		√
Commuting destination* (within census subdivision; to different census subdivision; to different census division; to another Province/Territory)	√	

Housing Units – Currently Occupied/Available Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Total number of housing units		√
Breakdown by structural type of units [# and %]		√
Breakdown by size – # of units with 0 bedrooms (bachelor); 1 bedroom; 2 bedrooms; 3+ bedrooms		√
Breakdown by date built (pre-1960; 1961-80; 1981-90; 1991-00; 2001-10; 2011-16; 2017) [# and %]		√
Number of housing units that are subsidized housing		√
Rental vacancy rate – overall and for each type of unit (if available)		√
Number of primary and secondary rental units (if available)		√
Number of short-term rental units (if available)		√
Number of units in cooperative housing (if applicable)		√
Number of Post-secondary housing (number of beds) (if applicable)		√
Shelter beds and housing units for people experiencing or at risk of homelessness (if applicable)		√

Housing Units – Change in housing stocks Time Frame: Past 10 years Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Demolished – overall and breakdown for each structural type and by tenure (if available)	Not compiled	
Substantially completed - overall and breakdown for each structural type and by tenure (if available)	Not compiled	
Registered new homes - overall and breakdown for each structural type and for purpose-built rental		√

Housing Values Time Frame: 2005 onward for the first report; past 10 years for subsequent reports Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Assessed values - Average and median for all units		√
Assessed values - Average and median by structural type (e.g. single detached, apartment, etc.)		√
Assessed values - Average and median by unit size (0, 1, 2, 3+ bedrooms)		√
Sale Prices – Average and median for all units and for each structural type		√
Sale Prices – Average and median by structural type (e.g. single detached, apartment, etc.)		√
Sale Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)		√
Rental Prices – Average and median for all units and for unit size (# of bedrooms) (if available)		√
Rental Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)		√

Households in Core Housing Need Time Frame: Previous 3 Census reports Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Affordability – households spending 30%+ of income on shelter costs (overall # and % of households)		√
Affordability – households spending 30%+ of income on shelter costs (# and % of renter and owner households)		√
Adequacy – households in dwellings requiring major repairs (overall # and % of households)		√
Adequacy – households in dwellings requiring major repairs (# and % of renter and owner households)		√
Suitability – households in overcrowded dwellings (overall # and % of households)		√
Suitability – households in overcrowded dwellings (# and % of renter and owner households)		√

Required Analysis Based on Required Data Collection

Housing Units Required Current and Anticipated (5 years) Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Number of units needed by “type” (unit size): 0 bedrooms (bachelor); 1 bedrooms; 2 bedrooms; and 3+ bedrooms		√

Households in Core Housing Need Time Frame: Previous 3 Census reports Data required for each Electoral Area and municipality individually.	Data Requirement Met?	
	Yes	No
Core housing need, overall and breakdown by tenure (# and %)		√
Extreme core housing need, overall and breakdown by tenure (# and %)		√

Statements About Key Areas of Local Need
<ul style="list-style-type: none"> • Affordable housing • Rental housing • Special needs housing • Housing for seniors • Housing for families • Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness

Summary Form (Fillable form to be provided by the Ministry of Municipal Affairs and Housing)

- Key contextual information (e.g.: location, population, median age, unemployment rate, etc.)
- Summary of all the required content (tables above)
- Summary of housing policies in OCPs and RGSs (if available)
- Summary of community consultation, and consultation with First nations, other local governments and agencies
- Other key housing issues or needs not identified in the required content

Methodology

The following reports and files were reviewed in the context of the Housing Needs Report in order to complete a data gap analysis.

- Cowichan Attainable Housing Strategy Background Report (Cowichan Housing Association, 2019)
- Long-Range Projections of Population, Housing, and Employment in the Cowichan Valley Regional District report (rennie intelligence, 2019) were reviewed in the context of the Housing Needs Report in order to complete a data gap analysis.
- CVRD Building Register files
- CVRD Building Permit files

Data Sources

The sources for the data that already meets the Provincial requirements are the rennie intelligence report and the CVRD files. The Cowichan Attainable Housing Strategy Background Report did not provide data that fully met the Housing Needs Report requirements, however there is valuable contextual information that can be used to inform the analysis section of the Housing Needs Report.

With the exception of Housing Units Demolished and Housing Units Substantially Completed (sourced from CVRD records), all of the already-collected data is from rennie's 2019 report.

References

Cowichan Housing Association & Social Planning Cowichan. (2019). *Background Report: Cowichan Attainable Housing Strategy*. Retrieved from http://www.cowichanhousing.com/uploads/4/9/6/0/49605357/cowichan_region_housing_background_report_final_april_17_2019.pdf. (August 19, 2019).

Cowichan Valley Regional District. (2019). *Long-Range Projections of Population, Housing, and Employment in the Cowichan Valley Regional District* [PDF file]. Duncan, BC: rennie intelligence.

Province of BC (2019). Housing Needs Report. Retrieve from <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports> (August 19, 2019).

For CVRD records, see Building Register and Building Permits files (accessible by request only).

Attachment B

Attachment B (Staff Report, August 19, 2019)

Table 2.0 Provincial Funds Allocation to the Cowichan Valley Regional District

Planning Area	Net Population	Funding Maximum
Cowichan Valley A	4,733	\$15,000
Cowichan Valley B	8,558	\$20,000
Cowichan Valley C	5,019	\$20,000
Cowichan Valley D	3,243	\$15,000
Cowichan Valley E	4,121	\$15,000
Cowichan Valley F	1,629	\$15,000
Cowichan Valley G	1,936	\$15,000
Cowichan Valley H	2,446	\$15,000
Cowichan Valley I	1,206	\$15,000
Duncan, City of	4,944	\$15,000
Ladysmith, Town of	8,537	\$20,000
Lake Cowichan, Town of	3,226	\$15,000
North Cowichan, District of	29,676	\$30,000

From: Neck of the Woods GS [<mailto:neckofthewoodsgs@gmail.com>]
Sent: September 11, 2019 5:38 PM
To: Town of Ladysmith
Cc: Andrea Rosato-Taylor
Subject: Trolley Rental - Request for Waiver

Dear Mayor and Council,

My name is Kathleen Hayden and I am one of the Directors with the Ladysmith Downtown Business Association (LDBA), and I also own Neck of the Woods General Store on Roberts Street. I am extremely proud to be part of this wonderful community!

I am managing the Old Time Christmas event on Dec 6th along with my fellow committee members. Old Time Christmas is a family friendly community event that takes place in downtown Ladysmith. It was created to encourage the community to shop locally and enjoy the Festival of Lights and other activities. Some of the activities we have planned for this evening are Horse & Buggy rides, Santa in his house, photo booths, Elf on the Shelf treasure hunt, music, caroling, candlelight workshop, and more! This event brings approximately 3,000 people to our downtown core!

Because activities take place at 49th Parallel all the way down 1st Avenue and onto Roberts Street, we thought the use of a Trolley would make things easier for our community members since this can be a great distance for some people to walk, especially if the weather is not ideal. It would also be fun and add to the ambiance of the night! I understand that there is a discounted rate for Not for Profit organizations like us, however, we were hoping that the Trolley fee could be waived for this event. I've attached the Application Form that includes information about the event.

Please feel free to contact me if you have any questions. We thank you for your support and look forward to your reply!

Kind regards,
Kathleen Hayden, Director LDBA
Store: 250-924-1282
Cell: 778-788-4010
@neckofthewoodsgs

Stay Connected - Buy Local

TROLLEY RENTAL APPLICATION

Date: Sept 11, 2019	Date of Rental: Dec 6, 2019
Rental Time (from/to): 4:30pm - 8:30pm	Total number of hours: 4 hours
Name/Organization: Ladysmith Downtown Business Association	Not for Profit: Yes
Contact Name: Kathleen Hayden	Contact Phone #: (778) 788-4010
Pick up location Aggie Hall Parking Lot	
Drop off location Aggie Hall Parking Lot	
Event: Old Time Christmas	

THE FOLLOWING ARE THE TERMS OF THE RENTAL AGREEMENT:

1. The licensee confirms it is an individual or organization located within the Town of Ladysmith.
2. The trolley is permitted to travel outside the Town boundaries.
3. The consumption of alcohol is strictly prohibited on the trolley.
4. Smoking is strictly prohibited on the trolley.
5. The trolley may only be operated by a qualified Town of Ladysmith trolley operator.
6. The Trolley Rental rate is \$100 per hour for a minimum of four hours. Plus applicable taxes.
7. If the licensee is a registered not-for-profit organization, licensee is eligible to receive a 25% rental discount (i.e. \$75 per hour). Plus applicable taxes
8. The licensee confirms that it will comply with all Town bylaws and other regulations during the period of this rental agreement.
9. The licensee confirms that the event for which the trolley is being rented will not disrupt or disturb Town residents or businesses.
10. At least 24 hours notice is required to cancel the trolley rental contract.

Internal	
Driver Booked:	
Approved By:	Date:
Rental Agreement Completed and signed by licensee & Town:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee: \$	Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>



2019 HOUSING CENTRAL CONFERENCE – SAVE THE DATE AND COMPLIMENTARY REGISTRATION

November 17-19th will see Canada's largest affordable housing conference taking place in November and we would love to see you there. In that regard, we are providing one complimentary registration for an elected official in your municipality. To learn more about the conference and its amazing programming, head over to https://housingcentral.ca/SITES/HousingCentral/Housing_Central_Conference/HousingCentral/Conference.aspx?hkey=bab30610-1a99-4f19-bd87-d1c4e664a341

To take advantage of your complimentary registration, please have your municipality contact me directly with the name of your representative.

Looking forward to catching up with you at UBCM!

~ Diana

Diana Dilworth

Manager, Government Relations

BC Non-Profit Housing Association

220–1651 Commercial Drive, Vancouver, BC V5L 3Y3

DIRECT 778.945.2170

FAX 604.291.2636

TOLL-FREE (BC) 1.800.494.8859

About BCNPHA:

BCNPHA is the industry association for the social housing sector in BC. It represents, educates and provides service to approximately 600 non-profit housing providers that operate more than 60,000 units of long and short-term affordable housing across the province. www.bcnpha.ca

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ACCOMMODATION

SHERATON VANCOUVER WALL CENTRE

1088 Burrard St, Vancouver, BC V6Z 2R9 | 604.331.1000

The Sheraton Vancouver Wall Centre Hotel is located in downtown Vancouver, and is a short walk to business and entertainment neighbourhoods including Robson Street, Yaletown, the Vancouver Art Gallery, Granville Island and Stanley Park.

Delegates are responsible for making their own hotel arrangements. A block of rooms is being held at the Sheraton Wall Centre at the conference rate of **\$169 + taxes**, valid from November 16 to 22, **depending on availability**.

Visit this [webpage](#) or call the hotel at **1.800.325.3535** and mention you are booking for the Housing Central Conference. Be sure to book your room today before it's too late!

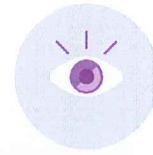
Accessibility

The Sheraton Vancouver Wall Centre is fully wheelchair accessible. Please note that the Sheraton is a large hotel and workshops rooms are not all located in one area. Delegates who require mobility assistance should coordinate arrangements with their respective organizations prior to the conference. BCNPHA is not responsible for any costs related to mobility assistance for delegates. Please contact us at events@bcnpha.ca if you need additional information.

Parking

Delegates receive a discounted parking rate of \$15/day or \$20/overnight. Valet parking is also available at an additional cost. Please click [here](#) for full details.

CONFERENCE AT A GLANCE




		DAY 1 SUNDAY, NOV 17	DAY 2 MONDAY, NOV 18	DAY 3 TUESDAY, NOV 19
AM	7:30–8:30	Breakfast, Networking & Tradeshow	Breakfast, Networking & Tradeshow	Breakfast, Networking & Art Expo
	8:30–10:00	Morning Plenary Premier John Horgan Minister Selina Robinson	Morning Plenary Senator Murray Sinclair Mayor Kennedy Stewart	Morning Plenary Dr. Brian Goldman
	10:00–10:30	Tradeshow & Networking Break	Tradeshow & Networking Break	Art Expo & Networking Break
	10:30–12:00	Breakout Sessions	Breakout Sessions	Breakout Sessions BCNPHA AGM
PM	12:00–12:45	Lunch	Lunch	Lunch
	12:45–1:30	Lunch Plenary Mark Joseph	Lunch Plenary Shachi Kurl	Lunch Plenary Panel: Youth Aging Out of Care
	1:30–2:00	Tradeshow & Networking Break	Tradeshow & Networking Break	Art Expo & Networking Break
	2:00–3:15	Breakout Sessions CHF BC AGM	Breakout Sessions	Breakout Sessions
	3:15–3:45	Tradeshow & Networking Break	Tradeshow & Networking Break	Art Expo & Networking Break
	3:45–5:00	Breakout Sessions CHF BC AGM	Breakout Sessions	Breakout Sessions
	5:30–7:00		BC Housing Meet 'n' Mingle	
	7:00–10:00	Sector Supper (Doors open at 6:30)	Young Professionals Social	

DAY 1


SUNDAY

NOV

17



JAM SESSION
Express your musical side in our informal jam sessions! Bring your instruments and share some acoustic sound, sing along, or enjoy the show and cheer your colleagues on.



ART EXPO
Discover a selection of our Art Expo pieces during the conference kick-off activities and leading up to the Marketplace on Tuesday.

STREAMS:

LEADERSHIP

OPERATIONS

ASSET MANAGEMENT

APPLICABLE TO ALL

AM				PM	
7:30 – 8:30	8:30 – 10:00	10:00 – 10:30	10:30 – 12:00 Breakout Sessions	12:00 – 1:30	1:30 – 2:00
Breakfast, Networking and Tradeshow	Morning Plenary Guest Speakers: PREMIER JOHN HORGAN • MINISTER SELINA ROBINSON	Tradeshow and Networking Break	S01 Proven Strategies for Developing Affordable Housing	Lunch and Plenary Keynote: MARK JOSEPH SPONSORED BY VANCITY	Tradeshow and Networking Break
			S02 Stories that Serve: People-Centred Communications		
			S03 Sustainably Managing Changing Organizations		
			S04 Data and the Demand for Inclusive Housing – CLBC		
			S05 Sector Regeneration Dialogue		
			S06 Innovative Housing for Indigenous Children and Youth		
			S07 PHRN: Social Inclusion & Housing		
			S08 Co-op Governance Challenge		
			S09 Waste Reduction Strategies and Challenges		
			S10 Reducing Vulnerability to Isolation Among Seniors		
			S11 Immigrants and Refugees: Cultural Competency		
			S12 Hoarding: A Harm Reduction Approach		
			S13 LGBTQ2S+ Qmunity		
			S14 Affordable Housing Renewal – Energiesprong for BC		
			S15 Tools for Collaborative & Sustainable Project Management		
			S16 Capital Planning Coaching		
			S17 One-on-One With CMHC		



TRADESHOW

Learn about the latest products and services to help boost your society's bottom line, connect with exhibitors and relax in the new Connection Zone to keep the networking going!



SECTOR SUPPER

Don't miss the exciting Sector Supper - always a conference favourite! Enjoy live music, a creatively inspired menu and a chance to catch up with colleagues after an action-packed day.

PM					
2:00–3:15 Breakout Sessions		3:15–3:45	3:45–5:00 Breakout Sessions		7:00–10:00
S18	Thought Leaders' Dialogue: Social Inclusion in Mixed-Income Communities	Tradeshow and Networking Break	S36	Planning Affordable Housing in Rural Communities	Housing Central Sector Supper SPONSORED BY ENCASA
S19	Developing Housing On Reserve With BC Housing		S37	Building BC: Affordable Housing Program Update	
S20	Creating Affordable Housing Through Collaboration		S38	Growing Your Housing Career	
S21	Housing in Boom and Bust Economies		S39	Board Governance: Strengthening Your Board	
S22	The Housing System Explained		S40	Youth Homelessness Prevention Framework	
S23	The Role of Municipal Housing Corporations		S41	Business Transformation	
S24	PHRN: Rental Housing and Affordability		S42	Succession Planning for Non-Profits	
S25	Dismantling While Building: Tackling Racial Exclusion		S43	I'm New Here, What Do I Do?	
S26	Recordkeeping and Privacy Under the New Societies Act		S44	Directors, Officers & Employment Practices Liability	
S27	Building Capacity to Support Tenants with Complex Needs		S45	Updates and Changes to the Residential Tenancy Act	
S28	Cultivating Resilient and Creative Teams		S46	Trauma & Concurrent Disorders	
S29	Operations Dialogue		S47	Impacts of Occupancy Standards on Women Fleeing Violence	
S30	Collect Data, Save Money, Help the Sector		S48	Success Stories from Housing Tenants with Complex Needs	
S31	Capital Planning 101		S49	Pan-Canadian Voice for Women's Housing	
S32	Who's in Charge? Control Assets Before They Control You		S50	Non-Profit Property Manager Forum	
S33	Capital Planning Coaching		S51	Capital Planning Coaching	
S34	One-on-One With CMHC		S52	One-on-One With CMHC	
S35	Housing Walking Tour		CHF BC AGM - 2:00 pm to 4:30 pm		
CHF BC AGM - 2:00 pm to 4:30 pm					

DAY 2

MONDAY

NOV 18



SENATOR MURRAY SINCLAIR
Learn about issues in Indigenous housing and reconciliation with Senator Murray Sinclair, one of Canada's first Indigenous judges and Chief Commissioner of the Truth and Reconciliation Commission.



INDIGENOUS CAUCUS
This discussion explores how we can better support our Indigenous children and youth through housing and within our communities.

STREAMS:

LEADERSHIP

OPERATIONS

ASSET MANAGEMENT

APPLICABLE TO ALL

AM				PM	
7:30–8:30	8:30–10:00	10:00–10:30	10:30–12:00 Breakout Sessions	12:00–1:30	1:30–2:00
Breakfast, Networking and Tradeshow	Morning Plenary Keynote: SENATOR MURRAY SINCLAIR SPONSORED BY AHMA	Tradeshow and Networking Break	M01 Thought Leaders' Dialogue with Murray Sinclair: Building Meaningful Partnerships	Lunch and Plenary Keynote: SHAGHI KURL SPONSORED BY METRO VANCOUVER	Tradeshow and Networking Break
			M02 Coordinated Responses to Homelessness		
			M03 Aging Housing: Redevelop or Renovate?		
			M04 Engage Your Association!		
			M05 Financial Strategy for Non-Profit Leaders: Part 1		
			M06 PHRN: Metrics and Measurements for Understanding Housing		
			M07 Local Applications of the New Rental Tenure Zoning		
			M08 Community Housing Transformation Centre		
			M09 CRA Tax Benefits and Credits for Low-Income Individuals		
			M10 Ask a Lawyer!		
			M11 Supporting First Responders and Frontline Workers		
			M12 Extreme Heat Response in Social Housing		
			M13 Powering Up: Non-Profit Support for Energy Retrofits		
			M14 Asset Management in First Nations Communities		
			M15 Step Code Projects & GHG Reductions for Renovations		
			M16 Capital Planning Coaching		
			M17 One-on-One With CMHC		
			M18 Housing Bus Tour: Innovative Housing in the Lower Mainland <i>Tour runs 10:15 am to 3:15 pm</i>		
			M19 Housing Walking Tour <i>Tour runs 10:15 am to 3:15 pm</i>		



BC HOUSING MEET 'N' MINGLE

Catch up with fellow housing stakeholders and make new connections while enjoying refreshments and a chance to network with senior staff from BC Housing.



YOUNG PROFESSIONALS SOCIAL

This mixer is for the 35-and-under crowd to meet others who are new to the housing sector. Kick back with refreshments, some trivia fun, and prizes!

PM						
2:00–3:15 Breakout Sessions		3:15– 3:45	3:45–5:00 Breakout Sessions	5:30– 7:00	7:00– 9:00	
M20	Thought Leaders' Dialogue: Post-Election Housing Panel	Tradeshow and Networking Break	M37	Community Living CEO Dialogue	BC Housing Meet 'n' Mingle	Young Professionals Social
M21	Deal/No Deal: Are You Ready for the Next Funding Call?		M38	Creating Community Support: Build Homes, Not Barriers		
M22	Homelessness Systems Planning Through Data		M39	Information Technology: Ask the Experts		
M23	BC Housing Dialogue		M40	Impact Investing for Affordable Housing Projects		
M24	Financial Strategy for Non-Profit Leaders: Part 2		M41	Increase Returns on Your Capital Reserves		
M25	PHRN: Impactful Responses to Homelessness		M42	Using Data to Make Informed Housing Decisions		
M26	Indigenous Caucus Session runs 2:00 to 5:00 pm		M43	Establishing a Privacy Program		
M27	BC Housing's New Non-Profit Housing Portal		M44	Renting it Right: Free Online Course for Tenants		
M28	Peer-to-Peer Support in Supportive Housing		M45	Empowering Consultation: Intro to World Café & Open Space		
M29	Risk Mitigation		M46	Understanding Property Assessments		
M30	Cannabis Law for Housing Providers		M47	Effectively Preparing People for Tenancies		
M18	Housing Bus Tour - continued		M48	Making Affordable, High-Performance Housing a Reality		
M19	Housing Walking Tour - continued		M49	Risk Management Assets		
M31	Women Working in Male-dominated Fields		M50	Energy Recovery and Lighting Retrofit Technologies		
M32	The Power of a Region: Kootenay Retrofit Success		M51	Capital Planning Coaching		
M33	Capital Planning: Project Prioritization		M52	One-on-One With CMHC		
M34	What Owners Need to Know: Building Commissioning					
M35	Capital Planning Coaching					
M36	One-on-One With CMHC					

DAY 3

TUESDAY

NOV 19



BCNPHA AGM

BCNPHA members are invited to learn about the organization's achievements over the past year, vote on resolutions to guide the organization in the year to come, and vote for six vacant board positions.



HOUSING TOURS

See housing innovations first hand! Choose from bus tours exploring housing across the Lower Mainland and walking tours through downtown Vancouver to discover strategies you can bring home to your organization. These book up quickly!

STREAMS:

LEADERSHIP

OPERATIONS

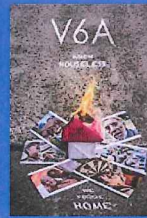
ASSET MANAGEMENT

APPLICABLE TO ALL

AM			PM				
7:30 – 8:30	8:30 – 10:00	10:00 – 10:30	10:30–12:00 Breakout Sessions		12:00 – 1:30	1:30 – 2:00	
Breakfast, Networking and Tradeshow	Morning Plenary Keynote: DR. BRIAN GOLDMAN SPONSORED BY MARSH	Art Expo and Networking Break	BCNPHA AGM - 10:30 am to 12:00 pm SPONSORED BY ENCASA FINANCIAL			Lunch and Plenary Keynote: YOUTH AGING OUT OF CARE PANEL SPONSORED BY BC HOUSING	Art Expo and Networking Break
			T01	Using Modular Construction to Develop Affordable Housing			
			T02	Housing First & Youth in Care: Innovations at Aunt Leah's			
			T03	CMHC Funding Products, Partnerships, Lands Initiatives			
			T04	Working with Existing Residents During Redevelopment			
			T05	Ready, Set, Build! Session runs 10:30 am to 5:00 pm			
			T06	Transit-Oriented Affordable Housing Strategy			
			T07	What Inclusive Housing Means to Me - CLBC			
			T08	Resilient, Adaptive Buildings, Organizations and Tenants			
			T09	Trustee Services and Financial Security			
			T10	Recruitment and Retention in Tight Labour Markets			
			T11	Serving Indigenous Tenants Through Lived Experiences			
			T12	Orientation to Conflict Resolution			
			T13	CPR/First Aid			
			T14	HVACs: Building Mechanical Systems for a Better Climate			
			T15	Paper-Free Property Management: Non-Profit's Experience			
			T16	Energy Savings & GHG Reductions: A Partnered Approach			
			T17	Capital Planning Coaching			
			T18	Housing Bus Tour 2: Innovative Housing in the Lower Mainland Tour runs 10:15 am to 3:15 pm			



ART EXPO: MARKETPLACE
See the housing crisis through a new lens in the full Art Expo, featuring works by professional artists and those with lived experience of homelessness. Check out the Marketplace for outstanding artworks available for purchase.



FILM SCREENINGS
Learn about housing issues via the big screen during film showings alternating at different times on Monday and Tuesday.

PM				
2:00–3:15 Breakout Sessions		3:15– 3:45	3:45–5:00 Breakout Sessions	
T19	Thought Leaders' Dialogue: Youth Leaving Care	Art Expo and Networking Break	T36	A Better Way to Build Affordable Housing
T20	Inspired Leadership SPONSORED BY BC HOUSING		T20	Inspired Leadership - continued
T21	Maximizing Impact With a Developer-Oriented Approach		T37	Leading Change from the Ground Up - CLBC
T22	Mergers & Acquisitions in the Non-Profit Housing Sector		T38	Intentional Communities with Therapeutic Objectives
T05	Ready, Set, Build! - continued		T39	Addressing Seniors Homelessness
T23	Healthier Homes for People Living with Chronic Illness		T05	Ready, Set, Build! - continued
T24	IAP2 Public Participation for Decision Makers Session runs 12:00 to 5:00 pm		T40	Tiny Housing in BC
T25	Beyond Housing: Creating Inclusive Homes & Communities - CLBC		T24	IAP2 Public Participation - continued
T26	Bringing Accessibility Within Reach		T12	Orientation to Conflict Resolution - continued
T12	Orientation to Conflict Resolution - continued		T13	CPR/First Aid - continued
T13	CPR/First Aid - continued			
T27	Dispute Resolution & the Civil Resolution Tribunal			
T28	Burning the Candle at Both Ends: How to Reduce Burnout			
T29	Social Justice Through Housing for LGBTQ2+			
T30	Technical Safety BC Support for Asset Managers			
T18	Housing Bus Tour 2 - continued			
T31	Heat Pumps			
T32	Reading Architectural (Technical) Drawings 101			
T33	Capital Planning Coaching			
T34	Partnerships Make Housing Happen! Session runs 2:00 to 3:30 pm			

CONFIDENTIAL STAFF REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services
Date: September 24, 2019
Meeting Date: October 7, 2019
File No:
RE: **APPOINTMENT OF DEPUTY CORPORATE OFFICER**

RECOMMENDATION:

That Council appoint Sue Bouma as Deputy Corporate Officer, and rescind the appointment of Guillermo Ferrero as Deputy Corporate Officer.

PURPOSE:

The purpose of this report is to seek Council's approval to appoint Sue Bouma as Deputy Corporate Officer, to replace Guillermo Ferrero in the position.

PREVIOUS COUNCIL DIRECTION

N/A/

INTRODUCTION/BACKGROUND:

The Corporate Officer is a statutory position in local government, under the *Community Charter*. A local government may appoint one or more Deputy Corporate Officers to fulfill the duties of the Corporate Officer in his or her absence.

The duties of the Corporate Officer are prescribed in section 148 of the *Community Charter*:

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

(a)ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;

(b)ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;

(c)administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;

(d)certifying copies of bylaws and other documents, as required or requested;

(e)accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;

(f)keeping the corporate seal, if any, and having it affixed to documents as required.

In 2016, Council appointed Joanna Winter as Corporate Officer, with Guillermo Ferrero and Erin Anderson as Deputy Corporate Officers. Ms. Bouma, in her position as Corporate Services Administrator, works closely with the Corporate Officer and has developed a thorough understanding of the requirements of the position. From an organizational perspective, it is more effective to have a staff member other than the Chief Administrative Officer serve as Deputy Corporate Officer. This is also an excellent opportunity for staff cross training to increase the depth of statutory knowledge and experience in the Legislative Services department. Erin Anderson will continue to serve as a second Deputy Corporate Officer.

ALTERNATIVES:

Council can choose to keep the existing appointment of Guillermo Ferrero as Deputy Corporate Officer.

FINANCIAL IMPLICATIONS:

The increase in responsibility for Ms. Bouma will require a new job evaluation for her position. This could result in a wage increase commensurate with the new responsibilities. The budget for 2020 will reflect this possibility.

LEGAL IMPLICATIONS:

Council is legislated to appoint a Corporate Officer and one or more deputies.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input 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 |

☒ 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 type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input checked="" type="checkbox"/> Not Applicable |

SUMMARY:

To achieve greater organizational efficiency and provide an opportunity for employee growth, it is recommended that Council appoint Sue Bouma to serve as Deputy Corporate Officer, and rescind the appointment of Guillermo Ferrero as Deputy Corporate Officer.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer