

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

Tuesday, January 7, 2020
Council Chambers, City Hall

	Pages
1. CALL TO ORDER	
2. AGENDA APPROVAL	
<u>Recommendation</u>	
That Council approve the agenda for this Regular Meeting of Council for January 7, 2020.	
3. MINUTES	
3.1 Minutes of the Regular Meeting of Council held December 16, 2019	5
<u>Recommendation</u>	
That Council approve the minutes of the Regular Meeting of Council held December 16, 2019.	
4. DEVELOPMENT APPLICATIONS	
4.1 Development Variance Permit 3090-19-09, 830 Second Avenue	15
<u>Recommendation</u>	
That Council:	
<ul style="list-style-type: none"> 1. Issue Development Variance Permit 3090-19-09 to vary the rear parcel line setback , for a balcony at 830 Second Avenue. 2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-19-09. 	
5. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING	
5.1 Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021 and Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No.7, 2019, No. 2022 (Cannabis Retail)	23

Recommendation

That Council:

1. Adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021;
2. Adopt Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 7 , 2019, No. 2022; and
3. Approve Cannabis Retail Stores Public Notification Procedures Policy 13-6410-A.

5.2 Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2018 and Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2020 (336 Belaire)

39

Recommendation

That Council:

1. Adopt Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2018; and further
2. Adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2020;

6. COMMITTEE REPORTS

6.1 Council Remuneration Committee Presentation and Recommendations (report to be circulated separately)

7. REPORTS

7.1 Machine Shop Status Report

52

Recommendation

That Council receive for information the report by the Director of Parks, Recreation & Culture, dated December 27, 2019, regarding the Machine Shop restoration project.

7.2 Ladysmith Youth Task Group

56

Recommendation

That Council receive for information the report from the Recreation and Culture Coordinator, dated December 23rd, regarding the Ladysmith Youth Task Group (LYTG) activities for Fall 2019.

7.3 Park and Facility Naming Policy 59

Recommendation

That Council:

1. Refer the DRAFT Park and Facility Naming Policy to Committee of the Whole for discussion and review;
2. Direct staff to complete existing park and facility name inventory prior to Committee of the Whole meeting.

7.4 Poet Laureate Programs 68

Recommendation

That Council:

1. Approve the Poet Laureate Programs for both Youth and Adult;
2. Approve the Poet Laureate Programs Service Agreement with the Arts Council of Ladysmith and District and authorize the Mayor and Corporate Officer to sign this agreement; and
3. Authorize \$2,300 in funding from the 2020 Grant in Aid program to be allocated toward the Poet Laureate Program and administration of the program.

7.5 Community Banner Program 79

Recommendation

That Council:

1. Approve the Community Banner Program as presented and recommended by the Parks, Recreation and Culture Advisory Committee; and
2. Approve the Community Banner Program Service Agreement with the Arts Council of Ladysmith and District and authorize the Mayor and Corporate Officer to sign the agreement.

8. BYLAWS

8.1 Bylaw 2025: 2019 – 2023 Financial Plan Amendment 89

The purpose of Bylaw 2025 is to formalize the previously approved Financial Plan amendments.

Recommendation

That Council adopt the 2019 – 2023 Financial Plan Bylaw 2019, No. 2000, Amendment Bylaw 2019, No. 2025.

9. NEW BUSINESS

10. UNFINISHED BUSINESS

10.1 Alternative Approval Process – Water System Borrowing Bylaw 91

Recommendation

That Council receive for information the report by the Manager of Legislative Services, dated December 30, 2019, regarding the Alternative Approval Process for the Water System Borrowing Bylaw.

10.2 Council Effectiveness Assessment Policy 97

Recommendation

That Council:

1. Adopt the draft Council Effectiveness Assessment Policy as presented; and
2. Schedule an introductory Effectiveness Self-Assessment workshop for Tuesday, January 28.

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. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Monday, December 16, 2019
7:00 P.M.
Council Chambers, City Hall

Council Members Present:

Councillor Duck Paterson
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Council Members Absent:

Mayor Aaron Stone

Staff Present:

Guillermo Ferrero
Erin Anderson
Jake Belobaba
Geoff Goodall

Joanna Winter
Julie Thompson
Sue Bouma

Guests:

Ken Brooker and Mary Jo Beirnes, co-location managers for the *Resident Alien* Television series

1. CALL TO ORDER (7:00 p.m.)

Deputy Mayor McKay called this Regular Meeting of Council to order at 7:00 p.m., recognizing the traditional unceded territory of the Stz'uminus People and expressing gratitude to be here.

Deputy Mayor McKay shared Mayor Stone's regrets, stating that he was was at home with his family following the loss of his beloved dog.

2. AGENDA APPROVAL

CS 2019-404

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

Motion Carried

3. MINUTES

3.1 Minutes of the Regular Meeting of Council held December 2, 2019

CS 2019-405

That Council approve the minutes of the Regular Meeting of Council held December 2, 2019.

Motion Carried

3.2 Minutes of the Public Hearings and Special Meeting of Council held December 2, 2019

CS 2019-406

That Council approve the minutes of the Public Hearing and Special Meeting of Council held December 2, 2019.

Motion Carried

3.3 Minutes of the Special Meeting of Council held December 9, 2019

CS 2019-407

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

Motion Carried

4. BYLAWS - OFFICIAL COMMUNITY PLANNING AND ZONING

4.1 OCP & Zoning Bylaw Amendment Application – 202 and 204 Dogwood Drive

Councillor Stevens declared a conflict of interest with the following agenda item because he owns adjacent property and excused himself from the meeting.

Staff reviewed the application and responded to Council's questions.

CS 2019-408

That Council:

1. Proceed with first and second reading of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 60) 2019, No. 2027 and Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 61) 2019, No. 2028;
2. Consider Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 60) 2019, No. 2027 and Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 61) 2019, No. 2028 in

conjunction with the Town's Financial Plan and the Town's Liquid Waste Management Plan, pursuant to section 477(3)(a) of the *Local Government Act*;

3. Proceed with first and second reading of Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 30) 2019, No. 2029;
4. Direct staff to proceed with scheduling and notification of a public hearing for Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 60) 2019, No. 2027, Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 61) 2019, No. 2028, and Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 30) 2019, No. 2029 as required by section 464(1) of the *Local Government Act*; and
5. Require that the applicant, prior to final adoption of the proposed bylaw amendments, consolidate Lot 2 Suburban Lot 9 Oyster District Plan 1009, Lot 3 Suburban Lot 9 Oyster District Plan 1009, and Lot 4 Suburban Lot 9 Oyster District Plan 1009 (202/204 Dogwood Drive).

Motion Carried

Councillor Stevens returned to the meeting.

5. COMMITTEE REPORTS

5.1 Municipal Services Committee Recommendations to Council

CS 2019-409

That Council:

1. Refer the proposed Poet Laureate Programs to the Parks, Recreation and Culture Advisory Committee for comment.
2. Direct staff to commence discussion toward entering into a Service Agreement with the Arts Council of Ladysmith and District in relation to managing the Town's Poet Laureate. Programs, and that Council be provided with a Draft Service Agreement for consideration.

Motion Carried

6. REPORTS

6.1 Resident Alien Television Series – Street and Parking Closure Requests

Ken Brooker and Mary Jo Beirnes, co-location managers for the Resident Alien Television series, introduced the project and advised Council that the Town of Ladysmith had been chosen after an exhaustive location

search. They provided Council with background information to the filming process, noting that 9 episode elements would be filmed over 2 visits to Ladysmith, with the first visit occurring at the end of January and the second in mid-March. They advised that the majority of the filming for the series will take place in Vancouver, but Ladysmith will be used for external scene elements. Three key locations in the series are the Ladysmith and District Credit Union, Barnacle Barney's and the Traveller's Hotel. Mr. Brooker and Ms. Beirnes assured Council that they would make every effort to maintain as much parking as possible and presented their requests for access to Town parking spaces and parking lots to accommodate crew, equipment and filming.

Council thanked Mr. Brooker and Ms. Beirnes for selecting the Town as their filming location, and for considering the concerns of the residents in their plans.

CS 2019-410

That Council approve the request from the production company for the television series *Resident Alien* to close Roberts Street between the Trans Canada Highway and First Avenue between January 24 and February 2, on the condition that the company has a traffic management plan and highway use permit in place, with appropriate signage south of Coronation Square for northbound traffic, and north of 1st Avenue for southbound traffic.

Motion Carried

CS 2019-411

That Council approve the request from the *Resident Alien* production company for intermittent closure of parking spaces between January 25 and February 4 on both sides of:

- Roberts Street from the Trans Canada Highway to the west point of the Credit Union parking lot;
- First Avenue between Gatacre Street and Baden Powell Street
- High Street between 1st and 2nd Avenues;

With the condition that the production company provide staff to assist customers in accessing businesses in these areas, and offer delivery of prescriptions as required.

Motion Carried

CS 2019-412

That Council approve the request from the *Resident Alien* production company to close the Town's parking lot at 17 and 25 Roberts Street for staging and filming from January 20 to February 5.

Motion Carried

CS 2019-413

That Council approve the request from the *Resident Alien* production company to close the Town parking lot and spaces along the alley between Gatacre Street and High Street for work trucks and support vehicles from January 26 to February 2.

Motion Carried

CS 2019-414

That Council approve the request from the *Resident Alien* production company to use the gated area of Lot 4 off Transfer Beach Boulevard for overflow truck parking, on the condition that the company completes any necessary fill or other work required.

Motion Carried

CS 2019-415

That Council approve the request from the *Resident Alien* production company to close the gravel parking lot at Slack Point for truck parking.

Motion Carried

CS 2019-416

That Council approve the request from the *Resident Alien* production company to close parking along Oyster Bay Drive north of the Machine Shop from January 27 to January 31 for use by production crew and to use the Town's property at the southern half of the parking lot at Fishermen's Wharf and Rotary Boat Launch for the production 'circus'.

Motion Carried

CS 2019-417

That Council approve the request from the *Resident Alien* production company to use the Town's property on Buller Street east of 1st Avenue for parking, on the condition that the company completes and necessary fill or other work required.

Motion Carried

Councillors Johnson and Paterson requested that the production company consider alternatives to the parking spaces in the laneway to the west of 1st Avenue , and the gravel parking lot at Transfer Beach.

6.2 2020 Financial Plan Direction

CS 2019-418

That Council give early budget approval for the following projects:

• Activated Carbon Odor Control	140,000
• Edgewood Water Meter Replacement	50,000
• Fence – Transfer Beach	15,000
• Influent Wet Well Pump (Spare)	30,000
• Marine Signage for WWTP outfall line	30,000
• Mower Brush Cutter	15,000
• Screener Replacement – WWTP	100,000
• Sewer UV Pilot Study	60,000
• Shop Press	7,500
• Sign Upgrades (ICBC Cost Share)	24,000
• Sodium Hypo-Chlorite Arbutus Treatment Plant	50,000
• Soil Storage	100,000
• Spray Park upgrades	25,000
• Transfer Beach Lift Station	50,000
• Utility Box	30,000
• Utility Vehicle (ATV)	40,000
• Vehicle - Single Axle Dump Plow Truck	230,000
• Vehicle Replacement –Pickup Truck #69	45,000
• Vehicle Replacement - Pickup Truck #78	45,000
• Water Service Replacement - Transfer Beach	10,000
• Wood Chipper	62,000

Motion Carried

OPPOSED: Councillor Johnson

CS 2019-419

That Council direct staff to reduce the amount budgeted in 2020 for RCMP members from 8.0 to 7.5 members, resulting in a cost saving of \$68,821.

Motion Carried

6.3 Contract for Mobile Website Update

CS 2019-420

That Council waive the purchasing policy and award the contract for upgrading the Town's website design for mobile accessibility and home page improvements to Graphically Speaking, for an amount up to \$35,000 including applicable taxes.

Motion Carried

7. BYLAWS

7.1 Bylaw 2023: Adoption of Amendment to Council Procedure Bylaw and 2020 Council Meeting Schedule

CS 2019-421

That Council:

1. Adopt Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (# 3) 2019, No. 2023;
2. Following adoption of Bylaw 2023, direct staff to advertise the 2020 Council meeting schedule in accordance with the *Community Charter*:
 - January 7 Council
 - January 14 Committee of the Whole
 - January 21 Council
 - February 4 Council
 - February 18 Council
 - March 3 Council
 - March 10 Committee of the Whole
 - March 17 Council
 - April 7 Council
 - April 21 Council
 - May 5 Council
 - May 12 Committee of the Whole
 - May 19 Council
 - June 2 Council

- June 16 Council
- July 7 Council
- July 14 Committee of the Whole
- July 21 Council
- August 4 Council
- August 18 Council
- September 1 Council
- September 8 Committee of the Whole
- September 15 Council
- October 6 Council
- October 20 Council
- November 3 Council
- November 10 Committee of the Whole
- November 17 Council
- December 1 Council
- December 15 Council

Motion Carried

7.2 Bylaw 2025: 2019 – 2023 Financial Plan Amendment

CS 2019-422

That Council give first three readings to the 2019 – 2023 Financial Plan Bylaw 2019, No. 2000, Amendment Bylaw 2019, No. 2025.

Motion Carried

7.3 Bylaw 2030: Revenue Anticipation Bylaw for 2020

CS 2019-423

That Council adopt the 2020 Revenue Anticipation Borrowing Bylaw 2019, No. 2030.

Motion Carried

7.4 Bylaws 2032 and 2033: Water and Sewer Utility Rates Bylaws

CS 2019-424

That Council adopt:

1. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 2032; and
2. Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 2033.

Motion Carried

8. CORRESPONDENCE

8.1 Quentin Goodbody, Ladysmith and District Historical Society: Potential Return of Plymouth 107 Railway Shunting Engine

CS 2019-425

That Council defer consideration of the request from the Ladysmith and District Historical Society in their correspondence dated November 24, 2019, to return the Plymouth 107 railway shunting engine to the society, until further details about the Arts and Heritage Hub are confirmed.

Motion Defeated

OPPOSED: Councillors Paterson, Stevens, Virtanen and Johnson

Council resolved to invite Quentin Goodbody, President of the Ladysmith and District Historical Society, to address Council and answer questions.

CS 2019-426

That Council co-sign the letter of request to the WVIIHS Heritage Centre in Port Alberni as outlined by the Ladysmith and District Historical Society in their correspondence dated November 24, 2019 for the return of the Plymouth 107 railway shunting engine.

Motion Defeated

OPPOSED: Councillors Jacobson, Stevens, Virtanen and Paterson

CS 2019-427

That Council support in principle the request by the Ladysmith and District Historical Society for the return of the Plymouth 107 railway shunting engine from the WVIIHS Heritage Centre in Port Alberni in their correspondence dated November 24, 2019, and co-sign a letter to the WVIIHS Heritage Centre if required.

Motion Carried

9. QUESTION PERIOD

Members of the public enquired about timelines for the Arts and Heritage Hub project, thanked Council and staff for their service, and wished everyone a Merry Christmas and a Happy New Year.

10. ADJOURNMENT

CS 2019-428

That this Regular Meeting of Council adjourn at 8:52 p.m.

Motion Carried

Deputy Mayor (T. McKay)

Corporate Officer (J. Winter)

Subject to Adoption

STAFF REPORT TO COUNCIL

Report Prepared By: Christina Hovey
Meeting Date: January 7, 2020
File No: 3090-19-09
RE: DEVELOPMENT VARIANCE PERMIT, 830 Second Avenue

RECOMMENDATION:

That Council:

1. Issue Development Variance Permit 3090-19-09 to vary the rear parcel line setback , for a balcony at 830 Second Avenue.
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-19-09.

EXECUTIVE SUMMARY:

The applicant is proposing to construct a deck within the rear yard setback at 830 Second Avenue.

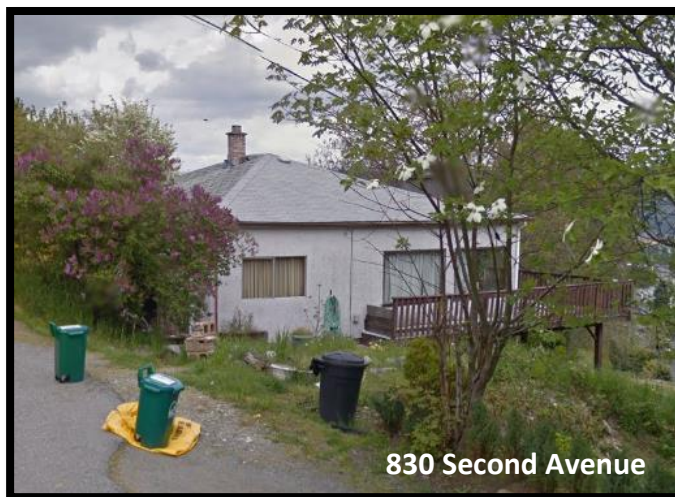
PREVIOUS COUNCIL DIRECTION:

None.

INTRODUCTION/ BACKGROUND:

The applicant is requesting a variance to allow for a deck (balcony) within the rear yard setbacks of a residential parcel.

There is an existing deck that crosses into the neighbouring parcel. The applicant is proposing to pull back the deck so that it is within their property boundaries.



The subject property is zoned R-2 (Old Town Residential). The zoning bylaw allows for decks to protrude into the setback by 1.5 or 2.0 m, as outlined in the table below.

Table: Zoning Bylaw Setback Requirements and Proposed Deck, 830 Second Avenue

Parcel Line	Required Setback for Deck ¹	Proposed Setback for Deck	Compliance of Proposed Deck
Front	4.5 m	6.58 m	Complies
Interior Side	1.5 m	1.75 m	Complies
Other Interior Side	0 m	0 m	Complies

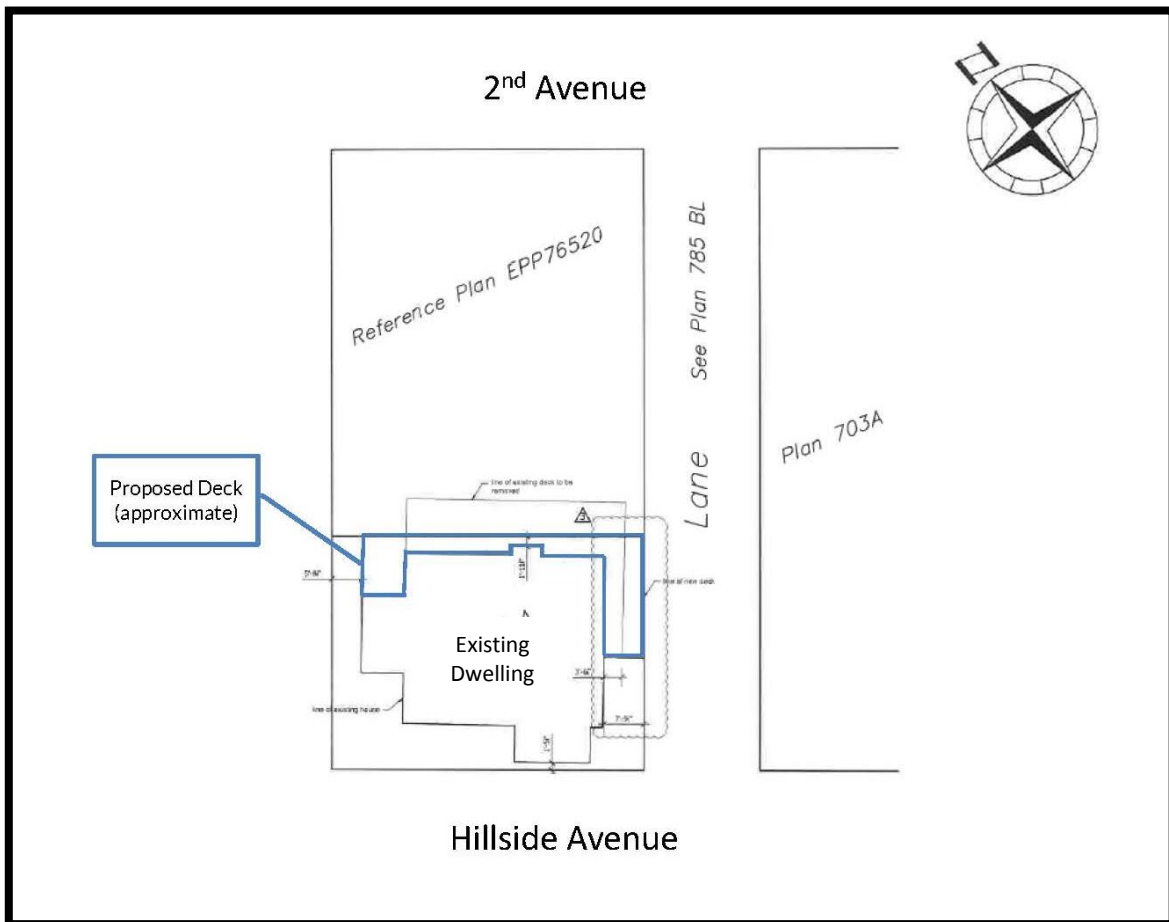
¹ Calculations for required setback of a balcony (Bylaw No. 1860, Section 10.6. d) and Section 5.8 a) vi)): Front Parcel Line: 6 m - 1.5 m = 4.5 m; Interior Side Parcel Line: 3 m less 1.5 m = 1.5 m; Other Interior Side Parcel Line: 1.5 m – 1.5 m = 0 m; Rear Parcel Line: 4.5 m – 2.0m = 2.5m.

Rear	2.5 m	0 m	2.5 m Variance Required
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ANALYSIS:

The proposed deck is appropriately scaled and designed to be compatible with the existing dwelling. The area of the subject property is approximately 250 m², compared to the typical residential parcel size in the old town area which is 668 m². Given the parcel size and the location of the existing dwelling, it would be difficult to construct any deck without a variance to the setback requirements. The deck will be built up to the rear parcel line adjacent to a vacant parcel. The deck has the potential to be close to a future dwelling, however, the deck only protrudes approximately 1 m beyond the rear wall of the existing dwelling. The largest portion of the deck is along the eastern side parcel line which adjoins an unconstructed laneway.

Staff are recommending that this variance to the zoning setback be issued, based on an assessment of the potential impacts of the proposed deck and the siting challenges of the subject property.



ALTERNATIVES:

Council can choose to refuse development variance permit number 3060-19-09.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

The *Local Government Act* allows for Council to vary zoning regulations excluding regulations of use, density, and rental tenure, through issuance of a Development Variance Permit (DVP). Council may vary setback provisions as is proposed in this application.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notice of the proposed variance was issued in accordance with the requirements of the *Local Government Act* and Development Procedures Bylaw No. 1667. On December, 2019, a letter was sent to the property owners/residents within 60 m of the subject property. At the time of writing no submissions had been received from members of the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to Infrastructure Services and the Building Inspector for review. No concerns were raised.

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 |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

DVP 3090-19-09



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 Local Government Act)

FILE NO: 3090-19-09

DATE: January 7, 2020

Name of Owner(s) of Land (Permittee): John Brian Williamson and Mary Madoline Williamson

Subject Property (Civic Address): 830 Second Avenue

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:

**Parcel A (DD 3537N) of Lot 3, Block 44, District Lot 56, Oyster District, Plan 703A
PID: 008-590-044 (830 Second Avenue)**

3. Section 10.6.5.d) Old Town Residential (R-2) (Parcel Line Setbacks) of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied as follows to allow for construction of a balcony on the subject property:

From:

- d) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Other Interior or Exterior Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	4.5 metres

To:

- d) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Other Interior or Exterior Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	2.0 metres

4. 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.
5. The following plans and specifications are attached:
 - a) **Schedule A – Elevation Plan**
 - b) **Schedule B – Site Plan**
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 (**3090-19-09**) 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. 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 2020.

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 **John or Mary Williamson** other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

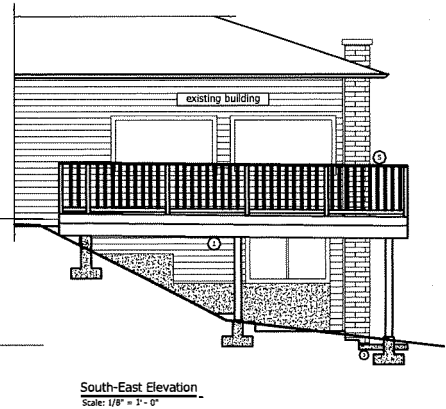
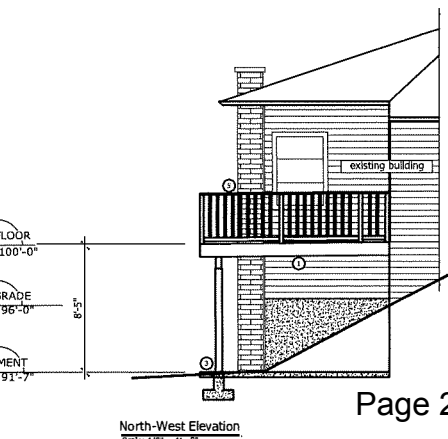
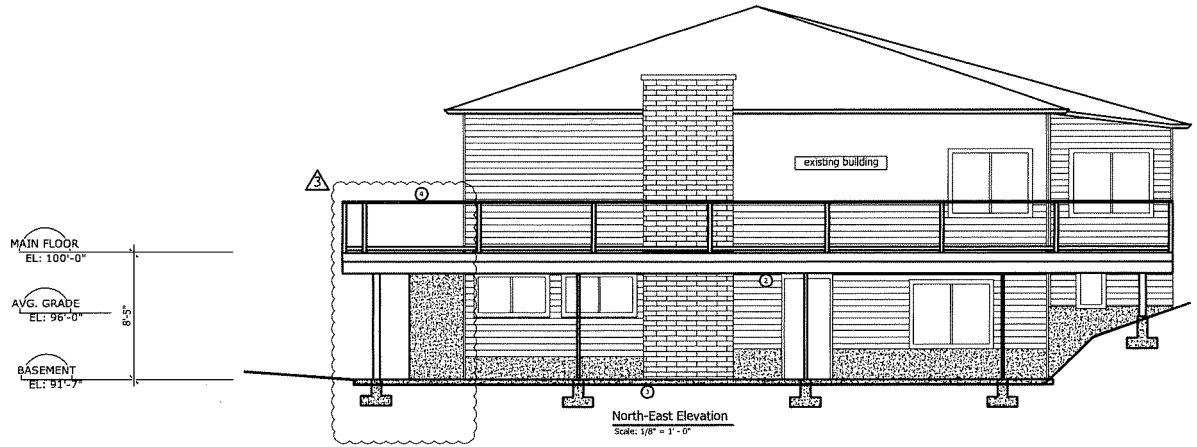
Title

Occupation

Date

Date

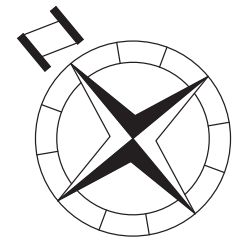
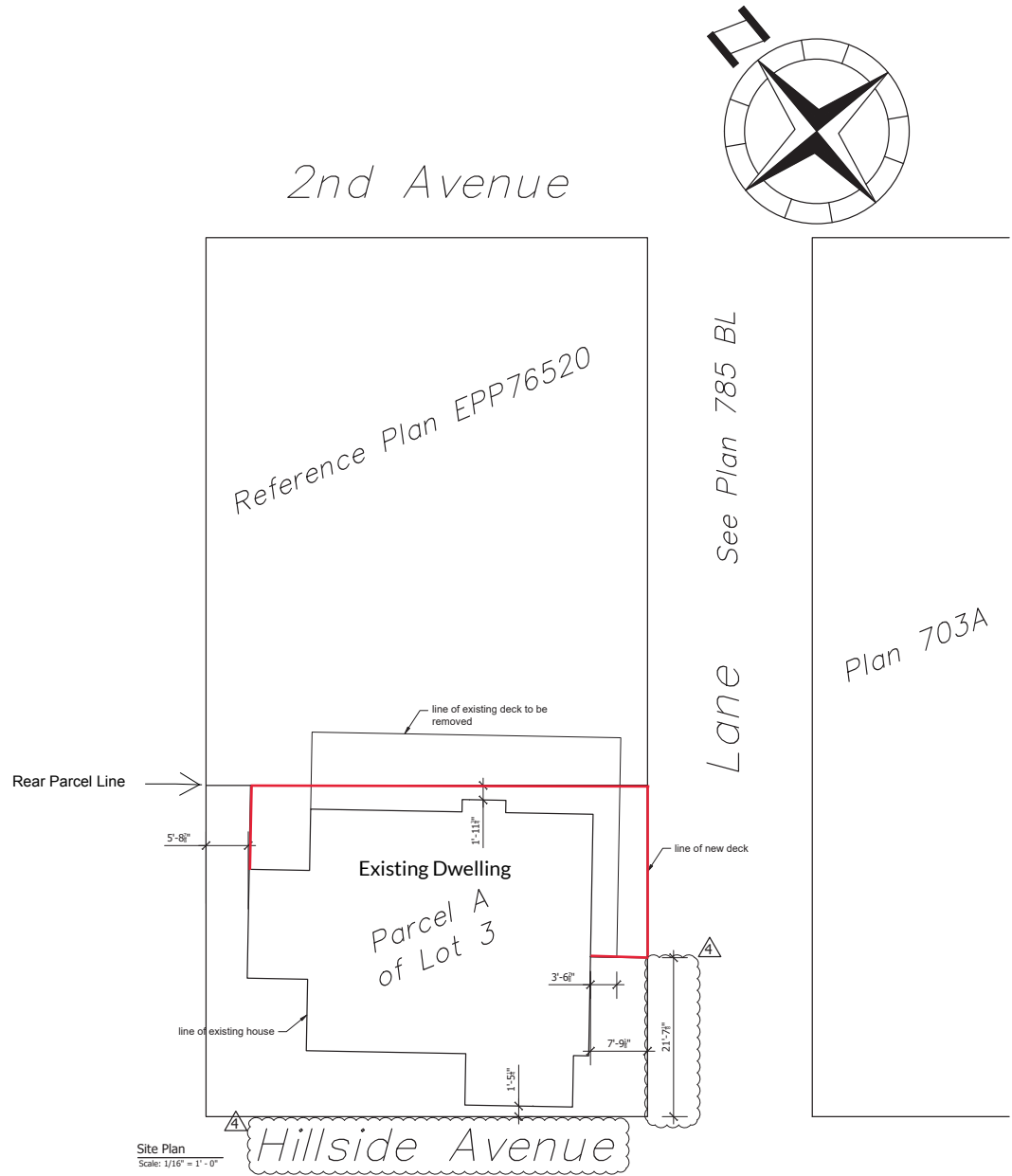
Schedule A - Elevation Plan
DVP 3090-19-09
830 Second Avenue



BUILDING SPECS.

- ① - vinyl decking
- ① - membrane
- ① - 3/4" plywood floor sheathing
- ① - refer to framing plan for joists
- ② - shortened section of existing deck
- ② - refer to framing plan for joists and sheathing
- ③ - existing patio slab
- ③ - (see foundation plan)
- ④ - new aluminum railing with glass insets by supplier per BCBC2012
- ⑤ - new aluminum picket railing by supplier per BCBC2012


Schedule B - Site Plan
DVP 3090-19-09
830 Second Avenue



Site Plan
 Scale: 1/16" = 1'-0"

REVISIONS:

4	Added dimension	2019.12.04
3	Revised deck extension	2019.10.21
2	Issued for Construction	2018.10.26
1	Issued for Review	2018.10.16



structural engineering and design services

5386 Miller Rd, Duncan, BC V9L 6R2
 (250) 597 2296
 engineering@buepoint.com

SEAL:

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 CONTRACTOR SHALL VERIFY AND BE
 RESPONSIBLE FOR ALL DIMENSIONS AND
 CONDITIONS ON PROJECT AND THIS OFFICE SHALL
 BE INFORMED OF ANY VARIATIONS FROM
 DIMENSIONS AND CONDITIONS SHOWN ON THE
 DRAWING. DO NOT SCALE DRAWING

PROJECT TITLE:
 Deck Renovation at:
 830 2nd Avenue,
 Ladysmith, BC

DRAWING TITLE:
 Site Plan

DESIGNED BY: TK
CHECKED BY: MB
DRAWN BY: TK
PROJECT NO.: 10539
DATE: 2018.09.27
SCALE: AS SHOWN

DRAWING NO.:
A2

STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Date: December 23, 2019
Report Reviewed By: Guillermo Ferrero, CAO
Meeting Date: January 7, 2020
File No: 3360-02-19
RE: **Zoning Amendments to Allow Cannabis Retail**

RECOMMENDATION:

That Council:

1. Adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021;
2. Adopt Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 7 , 2019, No. 2022; and
3. Approve Cannabis Retail Stores Public Notification Procedures Policy 13-6410-A.

EXECUTIVE SUMMARY:

This report presents to Council for consideration and approval the necessary bylaws and policy required to implement Council’s direction to legalize cannabis retail in select areas of Ladysmith.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2019-398	2019/12/02	That Council: 1. Proceed with third reading of Bylaw 2021, cited as Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2019, No. 2021. 2. Direct staff to refer Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2019, No. 2021 to the Ministry of Transportation and Infrastructure, pursuant to the <i>Transportation Act</i> .
CS 2019-357	2019/11/04	That Council: 1. Proceed with first and second reading of Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021; 2. Direct staff to proceed with scheduling and notification of a public hearing for Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021 as required by section 464(1) of the Local Government Act; 3. Proceed with first, second and third reading of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 7 , 2019, No. 2022; and 4. Endorse Cannabis Retail Stores Public Notification Procedures Policy 13-6410-



Resolution	Meeting Date	Resolution Details
CS 2019-298	2019/09/16	That Council: 1. ... 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.
MS 2019-049	2019/09/09	That the Committee recommend to Council that staff be directed to prepare the necessary bylaw amendments to allow the retail sale of cannabis in a specified area of commercially zoned properties including 1st Avenue and Esplanade between Ludlow and Baden-Powell Streets, as well as at Coronation Square.
CS 2019-278	08/19/2019	That Council: 1. Receive the report "Community Survey on Retail Sale of Cannabis" May 2019 (Mustel Group) and summary of social media and PlaceSpeak public engagement regarding the retail sale of cannabis; and 2. Direct staff to review best practices from other municipalities in B.C. and utilize the public engagement results, to report back to Council with recommendations to permit the retail sale of cannabis in Ladysmith.
CS 2019-279	08/19/2019	That Council refer discussion of the results of the survey on the retail sale of cannabis to the next meeting of the Municipal Services Committee.
CS 2019-118	04/01/2019	That Council: 1. Continue with the proposed community consultation on the retail sale of cannabis in Ladysmith.
MS 2019-010	02/25/2019	That the Committee recommend that Council continue with the proposed community consultation on the retail sale of cannabis in Ladysmith.
CS 2018-346	09/17/2018	That Council: 1. Approve the proposed public survey on the retail sale of cannabis in Ladysmith 2. Direct that the survey be mailed to every household in Ladysmith
CS 2018-347	09/17/2018	That Council direct staff to investigate recent regulations regarding cannabis cultivation restrictions and adjust the public survey accordingly if necessary.
CS 2018-113	04/16/2018	That Council establish a budget of \$20,000 to support public consultation on the retail sale of non-medical cannabis in Ladysmith, with the funds to come from surplus, and direct staff to amend the Financial Plan accordingly.
CS 2018-114	04/16/2018	That the Mayor appoint three members of Council, including the Mayor, to an ad hoc Committee of Council to support the public consultation process on the retail sale of non-medical cannabis in the Town of Ladysmith.
CS 2018-115	04/16/2018	That Council direct the ad hoc Committee to use the 'Municipal Guide to Cannabis Legislation' - the framework provided by the Federation of Canadian Municipalities - to develop recommendations on locational or other criteria and a desired public input strategy and scope for Council's consideration with respect to the retail sale of non-medical cannabis in the Town of Ladysmith prior to embarking on a public consultation on the matter.

INTRODUCTION/BACKGROUND:

On September 16, 2019, Council directed staff to bring forward zoning amendments to allow cannabis retail in the Downtown (in the area between Esplanade, First Avenue, Ludlow Road and Baden-Powell Street), Coronation Square and Rocky Creek Road. Zoning Amendment Bylaw 2021, if approved, would execute these proposed amendments. Companion bylaw amendments and a policy are also required to ensure cannabis retailers can obtain provincial licenses in Ladysmith and to ensure the Town does not bear the cost of processing license referrals.

Under the provincial *Cannabis Control and Licensing Act* and the *Cannabis License Regulation*, cannabis retailers must obtain a provincial retail license to operate. This license cannot be issued without a positive recommendation from the local government. A local government can charge a fee to the applicant for processing and considering a provincial license referral. The proposed Cannabis Retail Stores Public Notification Procedures policy, would establish the process required to comply with provincial license referral requirements and Bylaw 2022 establishes a fee for this process.

Each bylaw and policy before Council for consideration is described in greater detail below.

Proposed Zoning Amendment Bylaw

Pursuant to Council resolution CS 2019-298, Zoning Amendment Bylaw 2021 will establish the three areas specified by Council as areas where cannabis retail may be permitted; hereafter referred to as the “designated areas”. Bylaw 2021 will establish a two part requirement for cannabis retail:

1. it must be zoned C-2 (in the Downtown), C-5 (in Coronation Square) I-1 (Rocky Creek Road); and
2. it must be located in a designated area.

Proposed Public Notification Procedures

The proposed policy establishes a procedure for considering provincial license referrals that complies with legislated requirements. The policy requires:

1. Notice on the subject property at least 14 days prior to Council’s consideration of the license referral.
2. Mail notification to all owners and tenants of land within 60m of the boundary of the subject property.
3. Two consecutive advertisements in a local newspaper.

Under the proposed policy the applicant would be required to post the sign. Staff will carry out the mail and newspaper notification, however, the applicant is required to pay the mailing and newspaper costs. Generally speaking, the notification requirements are similar those required for public hearings, although a public hearing is not required under the policy. The proposed

policy allows public feedback to be submitted in writing pursuant to Section 33(3)(a) of the *Cannabis Control and Licensing Act*.

Proposed Fees and Charges

Fees and Charges Amendment Bylaw 2022 establishes a base fee of \$2,000 for considering provincial license referrals. Mailing and advertising costs will be charged on top of this fee. This fee is the same as the fee for rezoning applications. Although quite different in process and requirements, the average cost to the Town (e.g. staff time, legal etc.) of processing both applications is expected to be similar, hence the same fee.

DISCUSSION:

Pursuant to Council's direction, staff have prepared the necessary zoning bylaw amendments and companion bylaw and policy changes to allow cannabis retail to occur in the designated areas. The proposed bylaws and policy are in keeping with Council's instructions and will allow retailers to begin applying for provincial licenses in the areas defined by Council. The OCP predates the legalization of cannabis retail in Canada, however, the proposed regulations would not be inconsistent with the policies of the OCP. Staff recommend adopting these new rules as drafted.

ALTERNATIVES:

Council can choose to:

1. Amend Bylaw 2021 and adopt the bylaw as amended (if an additional public hearing is not required)
2. Amend Bylaw 2021 and schedule another public hearing (if an additional hearing is required)
3. Not approve the proposed bylaws and policy.
4. Refer the proposed regulations back to staff for further review, as specified by Council.

FINANCIAL IMPLICATIONS:

Bylaw 2022 will establish a fee of \$2,000 for processing provincial license referrals which is expected to cover the average cost of processing provincial license referrals.

LEGAL IMPLICATIONS:

The bylaws have been developed with the support of legal counsel to meet legislative requirements. The proposed zoning amendments apply to areas within 800 meters of a controlled access highway and were referred to the Ministry of Transportation and Infrastructure for approval. The ministry has approved the bylaw with no conditions.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A public hearing was held on December 2, 2019. Only one verbal submission was received which expressed support for the proposed amendments.

If the proposed zoning amendment bylaw is approved, the Town will begin receiving referrals from the Province for retail licenses. Collecting and considering public feedback is a provincial requirement for each license application. As noted above, Cannabis Retail Stores Public Notification Procedures Policy 13-6410-A meets these requirements.

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 |
| <input checked="" 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 |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2021
Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 7 , 2019, No. 2022
Cannabis Retail Stores Public Notification Procedures Policy 13-6410-A

TOWN OF LADYSMITH

BYLAW NO. 2021

A Bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Ladysmith is empowered to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860" (the "Zoning Bylaw");

AND WHEREAS Council considers it advisable to amend the Zoning Bylaw to permit the retail sale of cannabis in certain zones;

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

1. Schedule A of the Zoning Bylaw is amended as follows:

(a) Part 4: Definitions is amended by:

- i. deleting the defined term "Sales, Marihuana Retail";
- ii. adding the following definitions in alphabetical order:

"Cannabis Control and Licensing Act" means the Cannabis Control and Licensing Act [S.B.C. 2018] c.29, as amended or replaced from time to time;

"Sales, Cannabis Retail means the sale of Cannabis or products containing Cannabis from a retail store licensed under the Cannabis Control and Licensing Act, to persons who attend at the premises but do not consume Cannabis at the premises;

- iii. in the definition of "Sales, Retail", replacing the phrase "Marihuana Retail Sales" with "Cannabis Retail Sales";

(b) Part 6, section 6.3 is amended by deleting section 6.3(a)(vii);

(c) Part 8: Parking and Loading is amended by adding to the Commercial section of Table 8.1 "Cannabis Retail Sales" in Column 1 and "1 per 30 square metres of Gross Floor Area" in Column 2;

(d) Part 11: Commercial Zones is amended by:

- i. adding "Cannabis Retail Sales but only in the Parcels that are zoned C-2 and contained within the shaded area identified in Figure 11.2" to the list of Principal Uses in section 11.2.1 of the Downtown Commercial (C-2) zone;
- ii. adding the following as Figure 11.2 following section 11.2.10:

READ a first time this 4th day of November, 2019.

READ a second time this 4th day of November, 2019.

PUBLIC HEARING held pursuant to the provisions of the Local Government Act

On the 2nd day of December, 2019.

READ a third time this 2nd day of December, 2019.

APPROVED pursuant to s.52(3) of the *Transportation Act*

On the _____ day of _____ 2019.

ADOPTED this _____ day of _____ 2019.

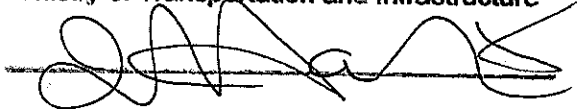
Aaron Stone, Mayor

Joanna Winter, Corporate Officer

Approved pursuant to section 52(3)(a) of
the *Transportation Act*

this 17 day of December 20, 19

Ministry of Transportation and Infrastructure



JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Labieux Road, Nanaimo BC V9T 6E9

TOWN OF LADYSMITH

BYLAW NO. 2022

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

The Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Delete Schedule "1" of "Ladysmith Fees and Charges Bylaw 2008, No. 1644" and replace it with the attached Schedule "1";
2. Citation

This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 7, 2019, No. 2022"

READ A FIRST TIME	on the	4 th	day of November	, 2019
READ A SECOND TIME	on the	4 th	day of November	, 2019
READ A THIRD TIME	on the	4 th	day of November	, 2019
ADOPTED	on the		day of	, 2019

Mayor (Name)

Corporate Officer (Name)

SCHEDULE "1"

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

<i>Item:</i>	<i>Fee:</i>
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$10.00
Holland Creek Area Plan	\$10.00
South Ladysmith Area Plan	\$10.00
Official Community Plan (including Schedule A.I - DPAs)	\$35.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$3,200.00
Zoning Bylaw	\$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size)	\$15.00/map
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount up to \$25.00
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies - Vancouver Island Real Estate Board	\$450.00
Current year property tax notice after tax due date (for owner)	No charge
Previous years' property tax notice on year-specific paper (for owner)	\$25.00 per copy
Subdivision trees	\$750.00/tree
Application Fees:	
Official Community Plan Amendment	\$2,000.00 +Advertising and Delivery Costs

Zoning Bylaw Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment - Coach House (R-1 Zone)	\$1000.00 + Advertising and Delivery Costs
Combined OCP/Zoning Bylaw Amendment	\$3,000.00+ Advertising and Delivery Costs
Subdivision - PLA	\$500.00 + \$250.00/lot
Subdivision- Approval, Extension, Form P	\$500.00
Development Permit - Multi-Unit, Commercial, Downtown, Industrial	\$1,000.00
Development Permit - High Street Intensive Residential	\$750.00
Development Permit - Riparian, Hazard Lands	\$250.00
Development Permit - Coach House Intensive Residential	\$250.00
Development Permit - Façade Improvement	\$100.00
Development Permit - Amendment	\$100.00
Development Variance Permit	\$750.00 + Delivery Costs
Board of Variance	\$750.00 + Delivery Costs
Temporary Use Permit	\$1,500.00 + Advertising and Delivery Costs
Strata Conversion	\$500.00 + \$250.00/unit
Boundary Extension Proposal	\$2,000.00 + \$50.00/hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review Community Consultation	\$250.00 + \$1,500.00 + Advertising Costs
ALR Application - Subdivision/Non-Farm Use	\$600.00 + ALR Fees
ALR Application - Exclusion	\$2,000.00 + ALR Fees
Film Permit	\$250.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00/agency
Temporary Sign/Banner Deposit	\$10.00 + \$100.00 performance bond per

	sign/banner
Ladysmith Visioning Report	\$25.00
Application for Recommendation of Cannabis Retail Licence Application/Amendment	\$2,000.00 + Advertising and Delivery Costs
Note: All fees are subject to applicable taxes	

Council Policy 13-6410-A

Approval date:

Resolution No.:

Subject: Cannabis Retail Stores Public Notification Procedures

Purpose

The purpose of this policy is to establish the procedure that the Town of Ladysmith will use to gather the views of residents when Council is determining whether to recommend that a cannabis retail store licence be issued or amended under the *Cannabis Control and Licensing Act*, RSBC 2018 c. 29 ("CCLA").

Background

Under the CCLA, a cannabis retail store licence cannot be issued by the Province unless the relevant local government provides a recommendation that the licence be issued. Similarly, an amendment to a cannabis retail store licence that permanently changes the location of the store cannot be issued unless the local government provides a recommendation that the licence be amended.

If a local government decides to give comments and recommendations on the issuance or amendment of a licence, it must first gather the views of residents of an area determined by the local government using one or more methods described in the CCLA. One of the methods of gathering views contained in the CCLA is to receive written comments in response to a public notice of the application.

Interpretation

In this Policy, the following words have the following meanings:

"Applicant" means a person who has made an application under the CCLA for a cannabis retail store licence or an application to amend an existing cannabis retail store licence to permanently change the location of a store;

"General Manager" means the general manager of the LCRB; and

"LCRB" means the Liquor and Cannabis Regulation Branch;

Policy

The Town will use the following notification procedure when it receives notice of an application from the General Manager for a cannabis retail store licence or an amendment to a cannabis retail store licence from an Applicant:

1. Public notification and processing of the application will not occur until: the Applicant has:

- a. the Applicant has paid the processing fee established under Ladysmith Fee and Charges Bylaw 2008, No. 1644; and
 - b. the Applicant has provided:
 - i. a copy of their completed LCRB application;
 - ii. a title search for the subject property (dated within 30 days of submission), including copies of any charges on title, and a corporate registry search (if applicable);
 - iii. if the Applicant is not the registered owner of the subject property, a letter of consent from the registered owner; and
 - iv. a description of the proposed store, including size, proposed hours of operation, and proposed target market.
2. Public notification of the application shall be required as follows:
- a. Upon the receipt of a complete application, the Town will direct the Applicant to post a notice on the subject property in the form and size prescribed by the Director of Planning that contains the information listed in section 2(d) of this Policy. The sign will be placed on the property, in a conspicuous location, for a minimum of 14 days prior to the Council meeting at which Council is to consider whether to provide a recommendation to the LCRB. In the case where the property is double fronting or a corner lot, additional signs may be required, at the Applicant's cost.
 - b. The Town will send notification of the application to all owners and tenants of land within 60m of the boundary of the subject property.
 - c. The Town will place two consecutive advertisements in a local newspaper, advising the public of the application and the opportunity to provide written submissions to Council. The advertisements must appear not less than 3 and not more than 10 days before the date that Council will determine whether or provide a recommendation
 - d. The public notice sign, written notification, and newspaper advertisements shall state:
 - i. In general terms, the purpose of the application;
 - ii. The land that is subject to the application;
 - iii. The place and times where information on the application are available for viewing by the public;
 - iv. That Council is inviting written comments on the application; and
 - v. The deadline for submission of written comments.
 - e. Comments from the public will be directed to the Planning Department.
3. Applications will processed as they are received.

STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Meeting Date: January 7, 2020
File No: 3360-19-07
RE: OCP and Zoning Amendment 336 Belaire

RECOMMENDATION:

That Council:

1. Adopt Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2018; and further
2. Adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2020;

EXECUTIVE SUMMARY:

The purpose of this report is to submit for Council's approval, OCP Amendment Bylaw 2018 and Zoning Amendment Bylaw, No. 2020 which would allow a proposed mixed-use building at 336 Belaire Street.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2019-396	2019/12/02	That Council: <ol style="list-style-type: none"> 1. Proceed with third reading and final adoption of Bylaw 2018, cited as Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2019, No. 2018. 2. Proceed with third reading and final adoption of Bylaw 2020, cited as Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2019, No. 2020, as amended. 3. Direct staff to refer Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2019, No. 2020 to the Ministry of Transportation and Infrastructure, pursuant to the Transportation Act. Main Motion as Amended Carried.
CS 2019-356	2019-11-04	That Council: <ol style="list-style-type: none"> 1. Proceed with first and second reading of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2018; 2. Proceed with first and second reading of Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2020; 3. Direct staff to proceed with scheduling and notification of a public hearing for Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2018 and Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2020 as required by section 464(1) of the Local Government Act.
CS 2019-273	2019/08/19	<ol style="list-style-type: none"> 1. Receive summary reports for the March 8/19 and June 1/19 neighbourhood information meetings held by AYPQ Architecture and Fred Green regarding the property at 336

Resolution	Meeting Date	Resolution Details
		<p>Belaire Street.</p> <ol style="list-style-type: none"> 2. Receive the letters submitted to date regarding the property at 336 Belaire Street. 3. Consider the application to amend the: <ol style="list-style-type: none"> a. Official Community Plan (OCP) by supporting residential use in combination with local commercial use in the 'Local Commercial' designation; and by adding the Multi-Unit Residential Development Permit Area (DPA 4) to the property at 336 Belaire Street; and b. Zoning Bylaw by rezoning the property at 336 Belaire Street from 'Local Commercial (C-1)' to a new zone 'Comprehensive Development 6 (CD-6)' to accommodate the proposed three storey mixed use building; 4. Having given consideration to s.475 of the Local Government Act (consultation during OCP development), direct staff to: <ol style="list-style-type: none"> a. Refer OCP amendment application 3360-19-07 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and b. Refer application 3360-19-07 to the Community Planning Advisory Committee. 5. Direct that the applicant retain professional Engineer(s) to submit the following (pursuant to the Development Approval Information Bylaw 1887): <ol style="list-style-type: none"> a. Concept drawings for Rigby Place and Belaire Street improvements, including proposed parking spaces, sidewalks, crosswalks, and cost estimates for work in Town streets; and b. A traffic impact assessment that identifies the traffic impacts of the proposed development to the neighbourhood (including pedestrian and vehicle circulation, and safety considerations). 6. Direct that staff: <ol style="list-style-type: none"> a. Remove DP 08-16 (FB248768) from the certificate of title of 336 Belaire Street (PID 002-221-349) as this development permit has expired. b. Work with the applicant regarding an amenity contribution and/or land use matters (i.e. traffic impacts, parking matters, patio location, patio hours, and lighting) and report back to Council; and c. Commence the preparation of an OCP amending bylaw and Zoning amending bylaw for the proposed mixed use development at 336 Belaire Street.

INTRODUCTION/BACKGROUND:

An application has been received to amend the OCP and Zoning Bylaw for a proposed three storey mixed-use building at 336 Belaire Street. The applicant has expressed interest in a restaurant with a

micro-brewery and a coffee shop for the first storey and a maximum of eight residential units for the second storey.

Official Community Plan (OCP)

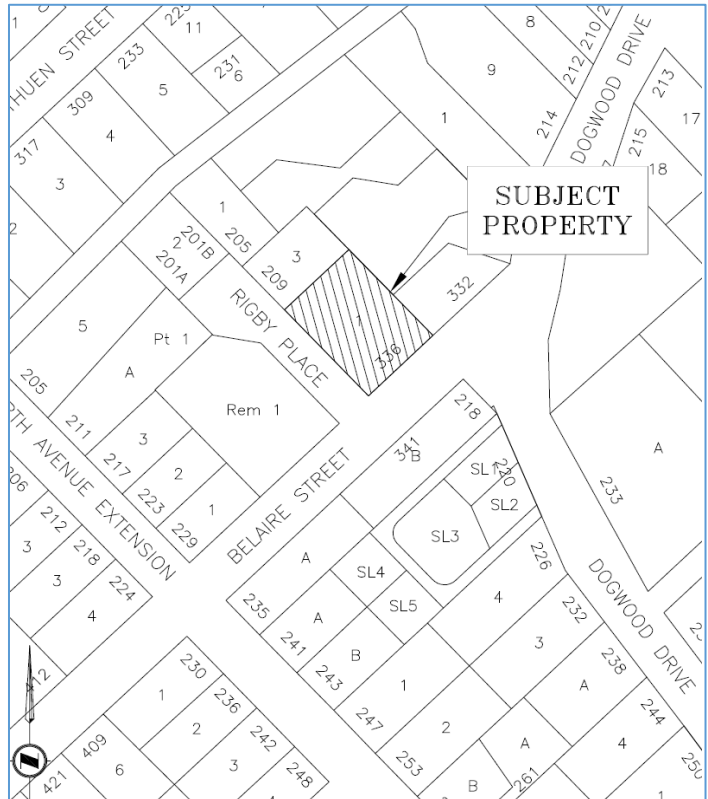
The property is designated as 'Local Commercial' in the Official Community Plan (OCP).

A new policy is proposed for the 'Local Commercial' designation to state that residential use is supported in combination with local commercial uses.

The property falls within Development Permit Area 3 'Commercial' (DPA 3). The proposed OCP amendments would also apply Development Permit Area 4 'Multi-Unit Residential' (DPA 4) to the subject property; which contains design guidelines for multi-unit development. Prior to improvements to the existing building or construction of a new building, a development permit will be required. At that time, a more detailed form and character review will occur.

Zoning Bylaw

The property is currently zoned Local Commercial (C-1), with a site specific clause limiting commercial uses to coffee shop, personal service establishment (i.e. hairdresser, yoga studio, florist, aesthetician), office and artist studio. A dwelling and secondary suite are also permitted. The maximum permitted height in the C-1 zone is 9m.



To accommodate the proposed development a comprehensive development zone is proposed. The applicant is requesting zoning allowing a maximum building height of 11m (3 storeys), 613m² of allowable ground floor commercial space, and up to eight residential units above the first storey.

Traffic and Parking

Pursuant to the Development Approval Information Bylaw 1887, the applicant was required by Council to retain a professional engineer to submit concept drawings for street improvements on Rigby Place and Belaire Street and a traffic impact assessment.

The streetscape design concepts indicate that five public street parking spaces would be created adjacent to the property (two on Belaire and three on Rigby). The concept also shows that five spaces could be added along Rigby Place adjacent to the park. The proposed CD Zone requires the spaces adjacent to the park to be constructed as an amenity contribution when the residential units are constructed (described in greater detail below). The Town's Engineering Department found no issues with the streetscape concepts and the findings of the traffic impact assessment.

Under current zoning regulations approximately 20-21 off-street parking spaces and two off-street loading spaces would be required for the proposed commercial use. A loading space is proposed adjacent to the property along Belaire Street and one is shown near the northeast corner of the building. Like parking spaces, loading spaces must be located on the same property as the uses they serve. The proposed zone contains a clause reducing the on-site loading requirement for the property to one. Approximately 9-10 off-street parking spaces would be required for residential use. Two of the required off-street parking spaces must be designed for persons with disabilities and bicycle parking must also be provided.

In total, approximately 31 off-street parking spaces will be required when the site is fully developed as proposed. The current design concepts show only 20 off-street spaces. However, there are a number of options to address parking when the site is fully developed, not all of which require additional off-street parking. These include:

- Constructing additional parking on site.
- Obtaining a variance through DP guidelines that support variances to parking standards in favor of form and character.
- Shared parking and/or off-site parking configurations encouraged in DP guidelines.
- Utilizing shared parking arrangements, small car and motorcycle/scooter parking authorized under Part 8 of the Zoning Bylaw to free up parking spaces for residential uses.
- A development variance permit.

A more detailed description of the proposed development is provided in the in November 4, 2019 staff report to Council.

PROPOSED BYLAWS:

Official Community Plan Amendment Bylaw 2018

Bylaw 2018 will add the subject property to DPA #4 for multi-family residential. If approved, the subject property will be subject to both DPA #3 and DPA#4, meaning future development of the site will be subject to form and character requirements for both residential and commercial uses.

Bylaw 2018 also amends section 3.8.1 of the OCP to state that residential use is supported in combination with local commercial uses. This is a general amendment that will apply to all areas designed Local Commercial throughout the Town.

Zoning Amendment Bylaw No. 2020

Bylaw 2020 will establish a Comprehensive Development zone for the subject property; with site-specific setbacks, height, land use, lot coverage and density regulations. The proposed zone will limit individual commercial uses to a floor area of 250m² and set a total commercial FSR of 0.5. The proposed zone also includes a clause pursuant to section 482 of the *Local Government Act*. The clause allows up to eight residential units, provided the owner provides street parking and drainage works along Rigby Street fronting Wickham Park. The zone contains only two special parking and loading conditions: a reduction in required on-site loading spaces to one, and an increase in the allowable percentage of small car parking spaces from 25% to 50%. Landscaping standards have not been reduced under the proposed zone.

ALTERNATIVES:

Council can choose to:

1. Amend one or both of the bylaws and approve the bylaws as amended; if a second public hearing is not required under the *Local Government Act*.
2. Amend one or both of the bylaws and schedule a second public hearing, if a second public hearing is required under the *Local Government Act*.
3. Not approve the proposed bylaws.
4. Refer the proposal back to staff for further review, as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The proposed zoning amendments apply to areas within 800 meters of a controlled access highway and were referred to the Ministry of Transportation and Infrastructure (M.O.T.I) for approval following third reading. M.O.T.I has approved the bylaw with no conditions.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Two neighbourhood information meetings were held by the applicant. The applicant’s summary reports of these meetings are attached to the November 4, 2019 staff report to Council. A public hearing was held on December 2, 2019. Four verbal submissions were received at the hearing and one written submission was received (a petition signed by 26 neighbours of the property). Questions and concerns raised at the public related to:

- Parking demands of the proposed development and the amount of parking provided.
- Traffic increases resulting from the proposed development.
- The obstruction of views from the proposed building.
- Shading of adjacent properties from the proposed building.
- The proposed height of the building.
- Existing site-specific restrictions for the property.
- The form and character of the development and its consistency with the surrounding neighborhood.
- The development’s compliance with building and fire code regulations.

The Infrastructure Services department reviewed the application including the traffic impact assessment and street design concepts. Infrastructure Services found no issues with the assessment or the street design.

The density benefit provision for the proposed CD zone was supported by the parks and recreation department.

COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW

The application was reviewed by CPAC on October 30, 2019. The committee endorsed the application with no recommended conditions or changes.

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 |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Bylaw 2018
Bylaw 2020

TOWN OF LADYSMITH

BYLAW NO. 2018

A bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS pursuant to section 488 (1)(f) of the *Local Government Act*, an official community plan may designate development permit areas for the establishment of objectives for the form and character of commercial, industrial or multi-family residential development;

AND WHEREAS the Municipal Council considers it advisable to amend " Official Community Plan Bylaw 2003, No. 1488";

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

1. Schedule A – Zoning Bylaw Text of “Official Community Plan Bylaw 2003, No. 1488” is hereby amended as follows:
 - a. by deleting the following from section 3.8.1
“The Local Commercial designation is applied to small scale commercial centres located within and serving the daily needs of the surrounding residential population in neighbourhoods. It provides for a limited range of retail, office, and service uses, which do not compete with the commercial uses in the downtown core. The maximum density allowed in a Local Commercial designation is up to 0.5 FSR for commercial uses. The maximum floor area for any one commercial use is limited to 200 square metres. Development within a Local Commercial designation is subject to the Section 3.8.5 Development Permit Area Guidelines in this Plan”,
 - b. and replacing with the following
“The Local Commercial designation is applied to small scale commercial centres located within and serving the daily needs of the surrounding residential population in neighbourhoods. It provides for a limited range retail, office, and service uses, which do not compete with the commercial uses in the downtown core. The maximum density allowed in a Local Commercial designation is up to 0.5 FSR for commercial uses. The maximum floor area for any one commercial use is limited to 200 square metres. Residential uses in conjunction with commercial uses may be supported, provided they are consistent with the scale, form and character of the surrounding neighbourhood. Development within a Local Commercial designation is subject to the Section 3.8.5 Development Permit Area Guidelines in this Plan”.
2. Map 2 – Development Permit Areas of " Official Community Plan Bylaw 2003, No. 1488" is hereby amended as follows:
 - a. By designating the subject property legally described as, Lot 1, District Lot 56, Oyster District, Plan 27861 (336 Belair Street) as shown in **Schedule I** which is attached to and forms part of this Bylaw as, DPA 4 –Multi-Unit Residential.

CITATION

- (3) This bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw, No. 2018”

READ A FIRST TIME on the 4th day of November 2019

READ A SECOND TIME on the 4th day of November 2019

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the 2nd day of December, 2019

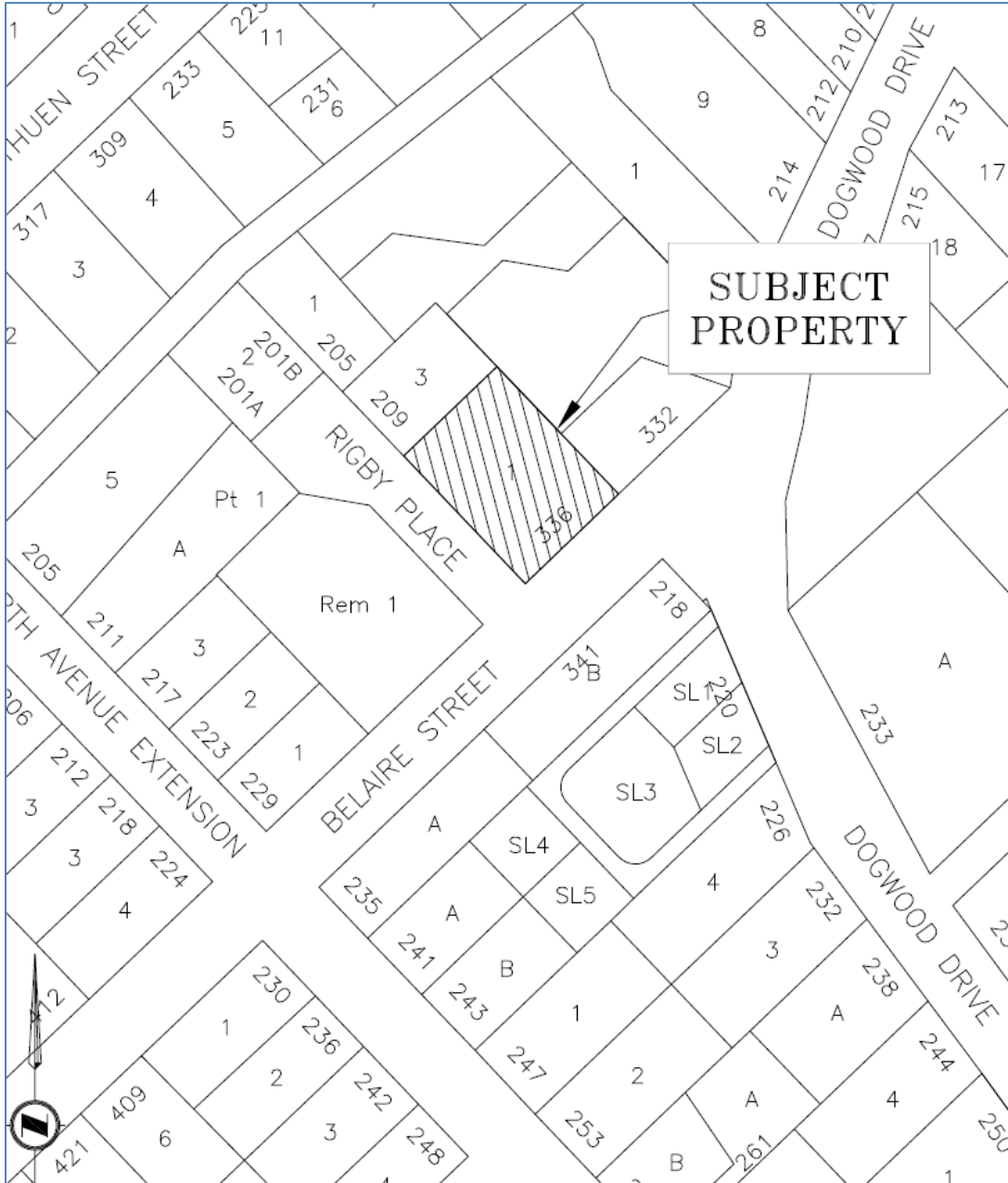
READ A THIRD TIME on the day of , 2019

ADOPTED on the th day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

Schedule I – Bylaw 2018



TOWN OF LADYSMITH

BYLAW NO. 2020

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

AND WHEREAS pursuant to section 482 of the *Local Government Act* a zoning bylaw may establish different density rules for a zone, one generally applicable for the zone and the other or others to apply if the applicable conditions are met;

AND WHEREAS the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) Schedule A – Zoning Bylaw Text of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is hereby amended as follows:
 - (a) The table in Section 9.1 ‘Creation of Zones’ is amended by adding the following at the end of the Table:
“Belaire Mixed-Use CD-6”
 - (b) Part 17: Comprehensive Development Zones is amended by adding a new zone as “17.6 Comprehensive Development 6 – Belaire Mixed-Use (CD-6)” as shown in **Schedule I** which is attached to and forms part of this Bylaw.
- (2) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
 - (a) By adding the following comprehensive development zone to the end of the ‘Zoning Designations’ list:
“CD-6 Belaire Mixed-Use”
 - (b) By placing “Comprehensive Development 6 – Belaire Mixed-Use (CD-6)” on the subject property legally described as: Lot 1, District Lot 56, Oyster District, Plan 27861 (336 Belair Street) as shown in **Schedule II** which is attached to and forms part of this Bylaw.

CITATION

- (3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2020"

READ A FIRST TIME on the 4th day of November, 2019

READ A SECOND TIME on the 4th day of November 2019

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*
on the 2nd day of December, 2019

READ as amended A THIRD TIME on the 2nd day of December, 2019

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*
on the _____ day of _____ ,

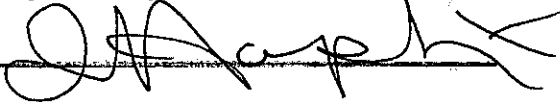
ADOPTED _____ on the _____ day of _____ ,

Approved pursuant to section 52(3)(a) of
the *Transportation Act*

Mayor (A. Stone)

this 17 day of December 20, 19
Ministry of Transportation and Infrastructure

Corporate Officer (J. Winter)



JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Labieux Road, Nanaimo BC V9T 6E9

Schedule I – Bylaw 2020

17.6 COMPREHENSIVE DEVELOPMENT 6 – BELAIRE MIXED-USE (CD-6)

The purpose of the CD-6 Belaire Mixed-Use is to accommodate a three-storey mixed-use development containing ground floor commercial and second and third floor multi-family residential development.

1. Principal Uses

- a) *Coffee shop*
- b) *Community care facility*
- c) *Media production studio*
- d) *Multiple-Unit Dwellings.*
- e) *Neighbourhood pub*
- f) *Office*
- g) *Personal service establishment*
- h) *Restaurant*
- i) *Retail sales*
- j) *Veterinary clinic*

2. Accessory Uses

- a) *Home Based Business*, subject to Part 6, Section 6.8.

3. Sizing and Dimension of Parcels

- a) No *Parcel* shall be created which has a *Parcel Area* less than 1,500 square metres.
- b) No *Parcel* shall be created which has a *Frontage* less than 30 metres.

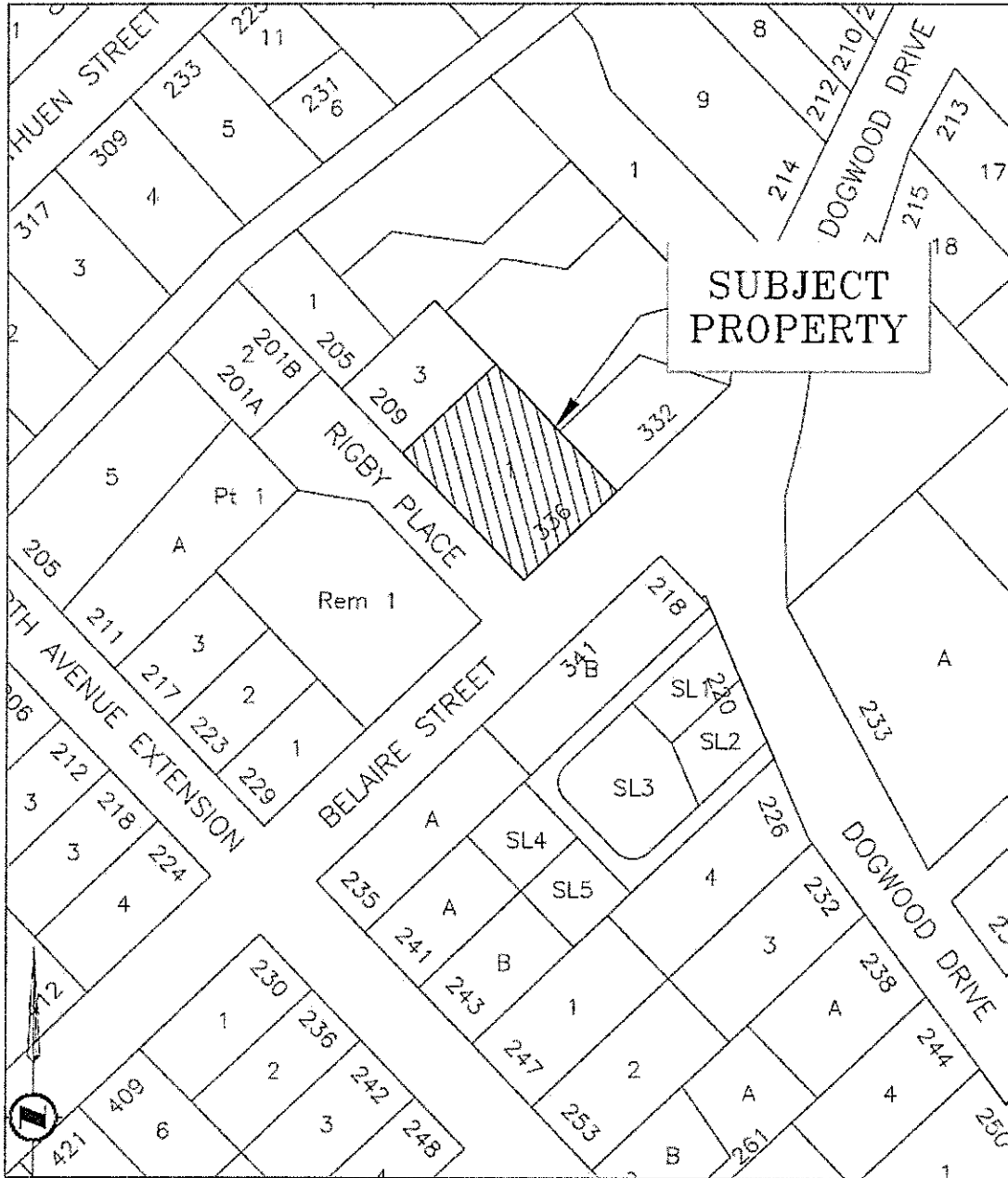
4. Size and Density of the Use of Land, Buildings and Structures

- a) The *Floor Space Ratio* shall not exceed 0.9
- b) The maximum number of Dwelling Units permitted in this Zone is one.
- c) Notwithstanding Section 17.6(4)(b), the owner shall be entitled to a maximum residential density of 53.5 units per hectare, to a maximum of 8 units, provided that:
 - i) the owner constructs, at their cost, street parking and drainage improvements , in accordance with the standards established by the Town, on that portion of Rigby Place immediately adjacent to Wickham Park; and
 - ii) prior to obtaining a building permit for the dwelling units under this section, the owner provides a bond or other surety satisfactory to the Town from which the Town may draw upon if the owner fails to complete the works under (i).
- d) No commercial use on the parcel shall have a *Gross Floor Area* greater than 250 square meters
- e) The combined *Floor Space Ratio* for all commercial uses on the property shall not exceed 0.5.
- f) No *Building or Structures* shall exceed a *Parcel Coverage* of 40.0 percent.
- g) A *Parcel* may contain more than one *Principal Building*.

5. Siting, Sizing and Dimension of Uses, Buildings and Structures

- a) No *Principal Building or Structure* shall exceed a *Height* of 11.0 metres.
No *Accessory Building or Structure* shall exceed a *Height* of 7.5 metres; except where the roof pitch is less than 4:12, in which case the maximum *Height* shall be 5.0 metres.

Schedule II – Bylaw 2020



INFORMATION REPORT TO COUNCIL

Report Prepared By: Clayton Postings, Director of Parks, Recreation and Culture
Date: December 27, 2019
Meeting Date: January 7, 2020
File No:
RE: MACHINE SHOP STATUS REPORT

RECOMMENDATION:

That Council receive this report.

EXECUTIVE SUMMARY:

The project has progressed slowly with many successes; however it is currently approximately three months behind schedule. Because this project has been funded primarily by grants, the Town applied for and received approval for an extension to the project time-line.

The roof of the Machine Shop has been completed with minor deficiencies corrected, as well structural improvements occurring.

Foundation work is ongoing and with required geotechnical and structural engineers finalizing updated designs, as each grid is independent and requires different plans.

The defined scope of work continues to be within budget relating to the structural, code and accessibility upgrades, however due to potential further unknowns and the need for contingencies additional improvements will not be considered at this point.

PREVIOUS COUNCIL DIRECTION:

N/A

DISCUSSION:

As part of the Machine Shop restoration project, the roof replacement was completed including some minor deficiencies. The roof replacement was both part of the structural upgrades as well as the insurance claim. To complete this portion of the project, new eaves and gutters have been installed.

Delays have occurred in the construction of this project due to unforeseen site conditions beneath the building. Initially, it was determined that to meet the requirements of a seismic upgrade, the foundations under Grids 2 (middle) and 3 (west) needed to be upgraded, however, once Grid 1 (east) was exposed, major deficiencies were identified.

In order to complete this foundation work, Grid 1, with the least amount of disturbance and cost, the walkway in front of the building will need to be removed. Once this is completed, each grid foundation will be built in four to five sections to ensure the building as the necessary supports in place.

Tenants have been informed of the changes to timeline as well as other project information through regular updates.

Staff are awaiting further costing updates which should be available early January, this will allow for a clear understanding of the remaining project scope and costs associated.

This project is funded completely by grants. The grant reporting on spending and project summary is due June 30, 2020.

Project oversight as on January 13th will be handled by Jake Belobaba. This will cover off the interim period while the PRC Director is hired.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Machine Shop Project update – December 2019

Machine Shop Restoration project update – December 2019

Tenants:

- 3 C-cans were provided on-site for the three tenants to store items from the building during construction
- The town entered a lease with the school division for Davis Road School and the Arts Council has moved into it during construction
- LHS museum closed for the season and have been permitted to keep their items in that area as we will work around them. A temporary fence was provided to secure the Humdinger further north away from the work area. All other items within the north fence were moved within the area to accommodate the worksite
- LMS office staff have continued to work out of their offices but can relocate to the Marina office if needed
- John Marston moved his materials to his home during construction

Completed To Date:

- Removed the supports on the west side of the building and excavated the west bank for access to the foundation (Pilings and supports were rotten in many areas)
- The timbers were purchased for supporting the span across the back section of the building
- Concrete along Grids 2 and 3 was cut out and removed for access to the foundations
- 6 steel supports were purchased to support the building during the undermining of the current foundations. These are moved along after each section is completed
- Wooden floor on main level (northeast side) removed as wood was rotten and floor had collapsed. The center stairwell was also partially removed during this process. Soil was sprayed for the presence of termites
- Roof
 - Old gutters on east side of the building replaced with new
 - Plywood and 5 inch layer of insulation added to roof
 - New torch on membrane installed as well as new flashing
 - Roof hatch installed for access from interior mechanical room
- Engineering/geotechnical drawings hit a standstill when it was determined after excavation along grid 3 (west) found that the building sits on top of pilings which have deteriorated in many areas. Also in order to install proper footings to meet today's standards required going down to bedrock which in some areas is over 2 meters deep. This created many challenges for the group in regards to how the foundations are to be built. We now have drawings from the engineer to complete all 3 grids and have completed half of grid 3
- Ground water has also been a challenge with excavating the soil and pouring concrete
- The challenges with the foundations have slowed the project and added significant costs to the overall project
- With the large amount of soil being removed from the building and stored to the south of the building a soil management plan was provided by WSP to reduce the risk of possible containments leaving the site and entering the ocean

Moving Forward:

- Grid 3 foundations are expected to be completed by the middle of January at which time they will move onto grid 2 (centre)
- During the planning stages of the project there was no plan to complete the foundations under grid 1 (east) but due to the significant deterioration of the pilings it must be completed to allow the building to re-open to the public. Due to this we have had to scale back the work planned for this phase and as such provided the following priority list to the architect and the contractor with a list of priorities so that we could get a more accurate budget and prioritize how we proceed.

Priority

- Completion of the foundations under grid 3
- Installing perimeter drains for gutters and groundwater along the west side of building including gravel to grade
- Installation of the foundations under grid 2 (main water line coming into the building will need to be re-routed)
- Installation of the foundations under grid 1 (price to include stacking paving stones/retaining wall blocks on pallets and railing for town to remove to another site)
- Installation of the sheer walls
- Installation of the new stairs and flooring in the center of the building
- Installation of the Timbers braces between grids 2 and 3
- Re-installing floor to concrete where wooden floor was removed

Second Priority – funding available

- Installation of the mechanical room with access from second floor (furnaces to be re-installed)
- Installation of sanitary lines from center of building out to the road (capped on both ends)
- Installing retaining wall around South west corner of building
- Removal of North stairs and installation of new stairs on South end

Third Priority – Funding available

- Installing new “barn doors” on north and south end of building
- Installing temporary steps and wheelchair ramps where east walkway was (depending on further funding for phase 2 of waterfront plan)
- Electrical, lighting, emergency lights/signs
- Walls that were removed re-installed

Ongoing communications:

- Tenants are provided updates through email and in person
- Activity reports are provided on an as needed basis

INFORMATION REPORT TO COUNCIL

Report Prepared By: Shannon Wilson, Recreation and Culture Coordinator
Date: December 23, 2019
Meeting Date: January 7, 2020
File No:
RE: LADYSMITH YOUTH TASK GROUP

RECOMMENDATION:

That Council receive for information this report on the Ladysmith Youth Task Group (LYTG) activities for Fall 2019.

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on the implementation of the Youth Strategy.

PREVIOUS COUNCIL DIRECTION:

CS 2019-006

That Council:

- 1) *Appoint the existing Ladysmith Youth Strategy Core+ Community Partners as the Ladysmith Youth Task Group to commence implementation of Youth Strategy;*
- 2) *Direct staff to work with the Ladysmith Youth Task Group toward the implementation of the Youth Strategy recommendations.*

DISCUSSION:

The Ladysmith Youth Task Group has been meeting monthly throughout the fall and is excited to be moving forward on the recommendations of the Ladysmith Youth Plan.

Highlights from the fall include:

- Organizing presenters for the Environmental Stewardship Day at LSS in September. Mayor Stone and staff member, Shane Lassam presented on the Town's Green Initiatives and Composting.
- PRC Staff participated in Youth-a-palooza; a youth event bringing awareness to Mental Wellness
- PRC staff made improvements to the Rec Room Space including the purchase of new tables and chairs. The youth have noticed and appreciated the changes.
- Being awarded two community grants to advance the implementation of the 9 Youth Plan themes.

RBC Future Launch Community Challenge Grant

We have received an RBC Future Launch Community Challenge Grant in the amount of \$5,000 to support the initial implementation of several key projects identified in the Ladysmith Youth Plan.

The Ladysmith Youth Task Group aims to support youth in Ladysmith through activities and programs that are intentional and meaningful. Four specific goals that are a priority for the group include: 1) to create a robust Youth Advisory Council that will serve as the voice of the youth in our community ; 2) to create a communication hub that will serve to inform youth of opportunities and agencies aimed to support youth and the 9 themes; 3) to create new programs that at the core encourage and support relationships with youth and between youth, including indigenous youth living in the Stz'uminus First Nation Community; and 4) to host a youth led forum on the ill effects of screen time.

Two youth reps, Ava Smith and Bryn Dovey, attended the cheque presentation with staff members, Sue Glenn and Shannon Wilson.

Screen Time Presentations

In fulfilling one of the youth goals, the Ladysmith Youth Task Group has begun planning a youth-led presentation on the ill effects of screen time. White Hatter will be presenting two workshops on internet safety to Ladysmith Secondary School and a community evening presentation on Feb 20th, 2020. <https://www.thewhitehatter.ca/internet-safety-high-school>

Ladysmith Youth Physically LIT

Parks, Recreation & Culture has been awarded a \$2,000 Small Community Grant from Our Cowichan Health Network to provide certification for up to 12 youth ages 14-18 in Ladysmith and Stz'uminus First Nation in the Physical Literacy Instructor Program. As part of the training, the youth will commit to providing new physical literacy opportunities for Ladysmith Intermediate School and Ladysmith Primary School children. At the core, Ladysmith Youth LIT will encourage and support relationships with youth and between youth.

New Horizons Grant

The New Horizons grant is pending and we anticipate hearing about the grant by February 2020. This grant will support an intergenerational Mentorship Program and communication hub identified in the Strategic Priorities. The intent is to create mentorship opportunities between local Seniors Groups and Service Clubs matched with local youth. One example is a new cooking class called "Cooking with Tradition".

PRCAC

The two Youth Representatives on the PRCAC continue to actively participate in their appointment and recently participated and gave valuable feedback during workshops on the Publics Arts Policy and Community Banner Program.

Safe Spaces

From September to December, 2019 every Grade 8 at LSS participated in a rotation at FJCC where the Career Education Class came to the Rec Room every Thursday for their class. This helped bring awareness to the Rec Room, Youth Services and resulted in a significant increase to participant numbers on Friday evening programs.

We are excited about opening the Rec Room on Tuesday at lunch (12 – 12:30 p.m.) starting in February, semester 2. This will include staff from PRC and the Youth Team at the LRCA.

Youth Council/ Advisory Structures

This fall, the Youth Task Group has been exploring different models related to Youth Advisory Councils, such as those implemented in Parksville, Duncan, Nanaimo, Chilliwack and Surrey.

The LYTG will be hosting 2 open houses at lunch at LSS on January 15th and 20th. These “Food for Thought” open houses will include 2 exercises (community mapping and dot-mocracy) designed to invite feedback about their vision of Youth Council/Advisory Structures that would represent youth voice and bring awareness to the Council and the activities of the LYTG.

Winter Training for Youth

PRC staff created a special training series for three days between Semester 1 & 2 (Jan 22-26th) that will help youth develop practical job-readiness skills. Topics include: Food Safe, Red Cross Babysitters Training, High Five: Principles of Healthy Child Development, and Standard First Aid.

Outdoors & Trails

PRC staff has been partnering with Cowichan Trail Stewardship Society and the LSS Mountain Bike Crew and the Outdoor Education Class to confirm trail building workshops and work days this coming Spring.

There is a lot of excitement about these initiatives and momentum continues to grow with our enhanced partnerships.

There are many new and exciting opportunities being planned in 2020!

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Tierney, Administrative Services Supervisor (PRC)
Meeting Date: January 7, 2020
File No:
RE: **PARK AND FACILITY NAMING POLICY**

RECOMMENDATION:

That Council

- 1) Refer the DRAFT Park and Facility Naming Policy to Committee of the Whole for discussion and review;
- 2) Direct staff to complete existing park and facility name inventory prior to Committee of the Whole meeting.

EXECUTIVE SUMMARY:

The purpose of this report is to recommend the implementation of a Town Park and Facility Naming Policy, which will provide a clear set of guidelines and a decision-making framework for Council and staff to consider naming requests for parks, recreation facilities, and park amenities and features.

PREVIOUS COUNCIL DIRECTION

CS 2019-212	That Council refer to the Parks, Recreation & Culture Advisory Committee the request by Bill and Sheila Andreychuk, in their correspondence dated May 27, 2019, to name the Russell Road Park "Oiva Rutti Park".
CS 2019-387	That Council direct staff to develop a draft Park Naming Policy and application process for Council’s consideration.

INTRODUCTION/BACKGROUND:

Following a recent park naming request, Council directed staff to draft a policy and application process for Council’s consideration. The policy would provide direction when receiving naming requests. Staff undertook an extensive review of policies from neighbouring jurisdictions and communities of similar size.

Previously, the Town has relied on a variety of rationale and process while naming or renaming parks, trails, amenities and facilities. This past practice has seen naming based on: events at the time; geographic indicators; historical factors; significant contributions by individuals or organizations; and significant gifts.

The draft policy includes many of the above-noted criteria used in decision-making and sets out



criteria with approval process for considering naming of a park or facility in a commemorative manner. This includes the approval process for obtaining consent, and the manner in which to rename a municipal park or facility in the event that a name does not support the best interests of the community. The draft policy also incorporates the inclusion of the Parks, Recreation and Culture Advisory Committee to review and provide recommendations to Council for proposals.

ALTERNATIVES:

- 1) Council may choose to approve the policy as presented at this time.
- 2) Council may refer the DRAFT policy to Parks, Recreation and Culture Advisory Committee for comment and feedback.

FINANCIAL IMPLICATIONS;

There are no financial implications indicated at this time.

LEGAL IMPLICATIONS;

There are no legal implications indicated at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There is certainly sensitivity relating to any existing or future Park and Facility Naming processes. It is recommended this process is reviewed carefully thus ensuring all existing names are identified and confirmed.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate services would be required to implement policy.

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 |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Draft Park and Facility Naming Policy
Park and Facility Naming Application



**TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL**

TOPIC: **PARK AND FACILITY NAMING POLICY**

APPROVED BY: **COUNCIL**

DATE: **xx**

RESOLUTION #:

Purpose:

The Town of Ladysmith is committed to providing a fair, consistent and efficient process with respect to naming, renaming or dedication of Town assets such as parks, trails and facilities.

The purpose of this policy is to establish a systematic and consistent approach for the official naming or renaming of municipal parks, recreational areas, amenities and facilities within the Town of Ladysmith.

Definition of Terms:

- **Component Feature/Facility** - means all substantial structures or recreational aspects of a park, which includes, but is not limited to, such things as: sport fields, ball diamonds, hard surface courts, playgrounds, tennis courts, pickle ball courts, gardens, washrooms/change rooms/fieldhouses and skateboard park facilities, etc.
- **Commemorative Naming** - naming rights granted to honour outstanding achievement, distinctive service, or significant community contribution. Commemorative naming will not include a financial contribution.
- **Individual and Community Organization Commemorative Naming** - naming rights granted to an individual, group of individuals, family foundation, or a non-profit community organization in recognition of significant philanthropy.
- **Open Space** - includes, but is not limited to, trails, pathway systems, and green spaces under the jurisdiction of the Town of Ladysmith.
- **Parkland** - means all parkland designations including, but not limited to, dedicated parkland, parks, community parks, neighbourhood parks, etc. owned by and/or under the jurisdiction of the Town of Ladysmith.
- **Significant Financial Gifts** - means a monetary donation reflective of the total capital cost or appraised value of the amenity being considered for naming.

Criteria

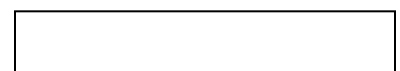
1. **Commemorative Name Designation Associated with Functional Use or Location**

Policy #

- 1.1. This is based on geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.
 - Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance.
 - Chosen names within this designation shall be assigned by Staff and may remain unchanged until Council has approved a formal request for name change.

2. Commemorative Name Designation Associated in Honour of Individuals or Groups

- 2.1. This section applies to any request for naming renaming a park/open space, or component feature in honour of individuals or groups. All requests for naming, designating or renaming in honour of individuals or groups shall be submitted in writing to the Director of Parks, Recreation and Culture, and will include a supporting application, explanation and/or justification;
- 2.2. Staff to conduct a historical review prior to referring to Parks, Recreation and Culture Advisory Committee or Council
- 2.3. The Director will forward the letter of request and or accompanied application to the PRCAC for recommendation to Council;
- 2.4. The Director will forward the PRCAC recommendation(s) to Council for consideration.
- 2.5. Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or families:
 - where there has been significant contribution to the quality of life or well-being of the citizens of the Town of Ladysmith;
 - where the person/group is perceived as a role model and open to close scrutiny relative to their character, integrity and values;
 - demonstrated excellence, courage or exceptional service to the citizens of the Town of Ladysmith;
 - to memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the Town;
 - where there is a strong historical or cultural connection to the Town and has a major contribution to the historical or cultural preservation of the Town;
 - where there is a strong contribution toward environmental preservation, conservation or enhancement of the Town;
 - where there is a major contribution made to the acquisition, development or conveyance of land or building in question and/or its subsequent development; or
 - where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility/park to be named.
- 2.6. Naming in honour of elected or appointed public officials, Town of Ladysmith officials, or staff shall normally occur only after the public service or Town employment has concluded.



2.7. Notwithstanding the above, Council, by resolution, may approve a name or name change in honour of individuals or groups when circumstances justify such action. Council may also remove the original name designation when circumstances justify such action.

3. Commemorative Names of Provincial, National or International Significance

- 3.1. Council may approve a name or name change in honour of individuals or groups who have made an outstanding contribution provincially, nationally, or internationally.
- 3.2. In such instances, and prior to approving the use of any name of individuals or group, staff shall investigate any protocol and/or requirements of any provincial, national or international agency or organization.

4. Names Derived from Significant Financial Contributions

- 4.1. In selected instances where a naming request has been proposed as a result of receiving a unique and extraordinary financial, or other significant contribution, towards the acquisition, creation or redevelopment of a property or park consideration will be given to the sponsorship contribution being provided. The merits and value of each such naming will be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a park is named after the service club/business/individual/organization.

5. Renaming Existing Parks

- 5.1. Renaming of parks and open spaces carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not automatically ensure renaming. Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming a park/open space, or component feature.
- 5.2. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- 5.3. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- 5.4. Existing names will not be changed without the consideration of:
 - the historical significance of the existing name;
 - the impact on the individual or organization associated with the existing name; and
 - the cost and impact of changing existing signage, rebuilding community recognition and updating records (data bases, maps, promotional materials, etc.).



5.5. Only nominations having a direct relevance to the park/open space, or a component feature within the space in question will be considered for renaming.

5.6. Renaming of a park/open space, or component feature may occur if:

- the policy criteria are met;
- a valid justification for renaming the facility is provided;
- changing the name will not cause undue confusion within the community; and
- an appropriate level of community support exists.

6. Approval Process

6.1. Staff to forward proposal to local stakeholders or community group for comments if applicable.

6.2. Staff to forward proposal to donor for comment (if land or facility was gifted to the Town).

6.3. Staff to conduct historical review prior to recommendation of approval.

6.4. Staff to ensure nominee (or legal representative / family if nominee is deceased) is in agreement with naming proposal.

6.5. Naming proposal placed on website for 30 calendar days seeking written comments from the public.

6.6. Staff to circulate to all municipal departments for comment.

6.7. Director of Parks, Recreation and Culture to submit report including application, historical background and comments received to the Parks, Recreation and Culture Advisory Committee for recommendation for Council's consideration.

7. Inventory of Names

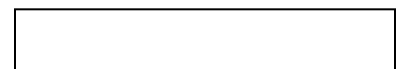
7.1. The Parks, Recreation and Culture Department shall be responsible for maintaining an inventory of names for parks/open spaces, and component features/facilities.

7.2. Practices to be avoided include:

- naming a park after a nearby, but not immediately adjacent, school or institution that may lead to confusion regarding their respective locations;
- use of existing (or similar) names of parks within the Town, to avoid duplication and confusion;
- names that are meaningful only to a few members of the community;
- proposed request that a specific builder, developer or real estate company be used in the name; and,
- chosen names reflect streets not adjacent to park to ensure continuity and minimize conflicts for emergency services.

8. Signage

8.1. The Town will be responsible for coordinating the public presentation of signage to acknowledge the naming/renaming designation. Costs associated with naming/renaming of a park/open space or component feature as outlined in this policy will be assumed by the Town of Ladysmith.



8.2. The Town will have final approval for the selection and location of any signage, including text and design.

8.3. The Town will bear the responsibility of ongoing maintenance for the signage.

DRAFT



STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn
Meeting Date: January 7, 2020
File No:
RE: **POET LAUREATE PROGRAMS**

RECOMMENDATION:

That Council:

1. Approve the Poet Laureate Programs for both Youth and Adult;
2. Approve the Poet Laureate Programs Service Agreement with the Arts Council of Ladysmith and District and authorize the Mayor and Corporate Officer to sign this agreement; and
3. Authorize \$2,300 in funding from the 2020 Grant in Aid program to be allocated toward the Poet Laureate Program and administration of the program.

EXECUTIVE SUMMARY:

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

The coordination of the Poet Laureate Programs is proposed through a partnership between the Town and the Arts Council of Ladysmith and District.

PREVIOUS COUNCIL DIRECTION**CS 2019-151**

That Council refer discussion of the proposed Poet Laureate Programs to the next meeting of the Municipal Services Committee.

MS 2019-058

That the Committee:

1. Refer the proposed Poet Laureate Programs to the Parks, Recreation & Culture Advisory Committee for comment;
2. Direct staff to commence discussion toward entering into a Service Agreement with the Arts Council of Ladysmith and District in relation to managing the Town's Poet Laureate Programs, and that Council be provided with a Draft Service Agreement for consideration.

INTRODUCTION/BACKGROUND:

The Town’s Poet Laureate Program is recommended to commence January 2020, with the Poet Laureate being appointed for a term of two years on January 27, 2020 during National Literacy Day. The Youth Poet Laureate Program would see the youth filling a single year term and commence in May 2020.

Administration responsibilities managed by the Arts Council of Ladysmith and District are outlined in the attached service agreement. Terms of the Service Agreement include a \$500 annual administrative fee payable to the Arts Council of Ladysmith and District, starting January 1, 2020. The Terms of the Service Agreement will be reviewed annually in June.

ALTERNATIVES:

Council can choose to not to proceed with the Poet Laureate program at this time.

FINANCIAL IMPLICATIONS:

The proposed budget for the program is \$2,300. There are no additional funds included in the 2020 Financial Plan. Council could allocate the funds from the Grant in Aid program.

The proposed program budget would include:

\$600 Youth Poet Laureate (13-24 years)

\$1,200 Adult Poet Laureate

\$500 Administration

LEGAL IMPLICATIONS:

None Identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Community feedback has not been sought regarding this program to this point. Literacy was identified during the Public Art Strategy as an aspect to be explored.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services would be involved in the development and administration of a Service 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 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:

- Infrastructure
- Community
- Waterfront

- Economy
- Not Applicable

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Poet Laureate Program Service Agreement
Poet Laureate Program
Youth Poet Laureate Program

Town of Ladysmith Poet Laureate Programs**Terms of Service Agreement****Introduction**

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

The coordination of the Poet Laureate Programs is a partnership between the Town and the Arts Council of Ladysmith and District.

Service Agreement Details

The Town's Poet Laureate Program is recommended to commence January 2020, with the Poet Laureate being appointed on January 27, 2020 during National Literacy Day for a term of two years. The Youth Poet Laureate Program would see the youth filling a single year term and commence in May 2020.

Administration responsibilities managed by the Ladysmith and District Arts Council would include:

1. Call for submissions;
2. Coordinate the selection process;
3. Implementation, monitoring and evaluation of Poet Laureate Programs;
4. Ongoing communication with Parks, Recreation and Culture staff representative;
5. Joint marketing and promotions with Parks, Recreation and Culture staff representative;
6. Required Timelines:
 - a. June – Parks, Recreation and Culture staff to meet with Arts Council of Ladysmith and District to discuss Poet Laureate themes for upcoming year, as well as to confirm civic events and official functions that the Poet Laureates will attend;
 - b. September – Council presented and approval of upcoming years' themes;
 - c. October – call for submissions (bi-annual for Poet Laureate and annual for Youth Poet Laureate);
 - d. November – Assessment Committee Selection;
 - e. January – announcements of Poet Laureate(s).



Terms of Service Agreement Details

Terms of the Service Agreement include a \$500 annual administrative fee payable to Arts Council of Ladysmith and District, starting January 1, 2020. The Terms of the Service Agreement will be reviewed annually in June.

Town of Ladysmith Poet Laureate Program**1. Eligibility Criteria**

- Reside in the Town of Ladysmith and/or CVRD;
- Be a print or spoken word poet who is active in his/her/their field;
- Have either an established body of work or been recognized for notable contributions in their career;
- Have produced a minimum of two published works, as well as other publications that display literary excellence; and
- Some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or region.

2. Selection Criteria

- Excellence of the poet's work;
- Publication of a significant number of works;
- Have made a significant contribution to poetry and the literary life of Ladysmith;
- Reputation as a poet of stature;
- Have influenced other local writers and poets;
- Viability of the proposed poetry/civic events; and
- Potential impact on the community of the proposed poetry/civic events.

3. Selection Process

Candidates for Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions will include the following:

- Letter from the nominator outlining the reasons for nomination;
- Letter from the nominee agreeing to be nominated (not-required if self-nominated);
- Curriculum vitae;
- Examples of past published work;
- Proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life; and
- Confirmation of place of residence.



The application deadline is October 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council through the Parks, Recreation and Culture representative. The successful Poet Laureate will be announced by the Town in January. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Youth representative (1)
- Stz'uminus representative or Elder (1)
- Parks, Recreation and Culture representative (1)

4. Duties

The Poet Laureate will be expected to:

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

5. Term and Remuneration

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

6. Intellectual Property

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

Town of Ladysmith Youth Poet Laureate Program**1. Eligibility Criteria**

- Reside in the Town of Ladysmith and/or CVRD;
- Youth ages 13-24; and
- Be a print or spoken word poet.

2. Selection Criteria

- Clear and innovative ideas regarding the vision for the position of Youth Poet Laureate;
- Demonstrated ability to engage the community; and
- Ease and skill at presenting and performing their work to the public.

3. Selection Process

Candidates for Youth Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions will include the following:

- Letter of intent including an outline of the youth's vision for the Youth Poet Laureate position and three sample ideas of projects the youth would like to undertake as Youth Poet Laureate
- A resume outlining your community engagement experience;
- Examples of original poems; and
- Confirmation of place of residence.

The application deadline is February 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council through the Parks, Recreation and Culture representative. The successful Youth Poet Laureate will be announced by the Town in May. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)



- Youth representative (1)
- Stz'uminus representative or Elder (1)
- Parks, Recreation and Culture representative (1)

4. Duties

The Youth Poet Laureate will be expected to:

- Participate in the literary life of the Town;
- Undertake a community engagement project that will engage youth;
- Create three new works of poetry;
- Present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- Such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

5. Term and Remuneration

The Youth Poet Laureate will be selected for a period of one year commencing in May. An annual stipend of \$600 will be provided.

6. Intellectual Property

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

Poet Laureate Program Comparison

	<u>Ladysmith - Draft</u>	<u>Nanaimo</u>	<u>Victoria</u>	<u>Vancouver</u>	<u>Tofino</u>
Eligibility Criteria					
1	Published poets who are currently residents in the Town of Ladysmith or Have either an established body of work or been recognized for notable contributions in their career	1 Demonstrate excellence of work	1 Reside in the Capital Region	1 Published poets who are currently resident in the City of Vancouver	1 Information requested
2	Have produced a minimum of two published works, as well as other publications that display literary	2 Reside within the Regional District of Nanaimo	2 Be a print poet or spoken word poet who is active in his or her field	2 Established body of work or been recognized for notable contributions	
3	Some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or	3 Supply following documentation: curriculum vitae, examples of published work, letter of intent, references.	3 Have an established body of work that demonstrates poetic richness and flexibility (i.e. be more than one style) Have made contributions to the literary community and be recognized as a professional in the field by his or her	3 Have produced a minimum of two published works	
4			4 Print poets must provide a minimum of two published works that display literary	4 Some of their work should be relevant to Vancouver and/or subjects that comment on the life of the city	
			5 Spoken word poets must have clearly demonstrated excellence in poetry and the literary arts through competitions, awards and public events		
			6		
Selection Criteria					
1	Excellence of the poet's work	1 Demonstrated ability to engage and inspire the community	1 Excellence of the poet's work (quality and artistic merit of work)	1 Excellence	1 Information requested
2	Publication of a significant number of works	2 Clear and innovative ideas regarding the vision for the position of PL	2 Publication of at least two volumes (digital or print) which may include self-published work for print poets	2 Publications	
3	Have made a significant contribution to poetry and the literary life of Ladysmith	3 Ease and skill at presenting and performing work to the public	3 History of poetry performance through competitions and public events for spoken word poets	3 Significant contribution	
4	Reputation as a poet of stature		4 Significance of contribution to poetry and the literary life of Greater Victoria	4 Reputation as a poet of stature	
5	Have influenced other local writers and poets		5 Reputation as a poet of stature within his or her peer community	5 Have influenced other local writers and poets	
6	Viability of the proposed poetry/civic events		6 Influence on other poets and writers	6 Viability of the proposed poetry/civic events	
7	Potential impact on the community of the proposed poetry/civic events		7 Viability of his/her proposed projects or activities	7 Potential impact on the community of the proposed poetry/civic events	
Selection Process					
1	Curriculum vitae	1 Undertaken by a selection committee consisting of:	1 Candidates for Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a City of Victoria employee or an elected official of	1 Curriculum vitae	1 Information requested
2	Examples of past published work	- x2 members of the Culture & Heritage Committee	2 Nominees agree to participate in a review process that may include a reading and interview in front of the Selection	2 Examples of past published work	
3	Proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life	- x2 peer representative from the literary community		3 Proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life	
4	Confirmation of place of residence	- x1 representative from VIU Creative Writing Faculty		4 Confirmation of place of residence	
		2 Will be recommended to City Council for final approval			

	<u>Ladysmith - Draft</u>	<u>Nanaimo</u>	<u>Victoria</u>	<u>Vancouver</u>	<u>Tofino</u>
Duties	<p>1 Participate in the literary life of the Town</p> <p>2 Produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith</p> <p>3 Present, in person, works of significance at civic events, Town Council meetings, or official functions Such other duties as are proposed in their submission and are deemed viable by the Committee</p> <p>4</p>	<p>1 Participate in the cultural life of the city and serve as an ambassador</p> <p>2 Participate in at least 5 important civic cultural events</p> <p>3 Plan activities or events to celebrate National Poetry Month (April)</p> <p>4 Produce at least 1 original work each year of the term</p> <p>5 Collaborate with City Staff</p> <p>6 Work with Nanaimo's Youth Poet Laureate</p>	<p>1 Participate in the literary life of the City of Victoria</p> <p>2 Assume the role of literary and cultural ambassador for the City of Victoria</p> <p>3 Produce at least three new original works each year of the four-year term that reflect or represent ideas and issues of importance to the people of Victoria</p> <p>4 Present, in person, at significant City events, read bi-monthly at City Council meetings and other official functions</p> <p>5 Propose one project or activity per year that engages the community in poetry during Poetry Month in April</p> <p>6 Provide year-long mentorship to the Youth Poet Laureate</p> <p>7 Schedule 4-6 poetry events/programs in collaboration with the Greater Victoria Public Library. One event to be held in Poetry Month (April).</p>	<p>1 Participate in the literary life of the Town</p> <p>2 Produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith</p> <p>3 Present, in person, works of significance at civic events, Town Council meetings, or official functions</p> <p>4 read from their work at the annual City Vancouver Arts Awards and other civic cultural events</p> <p>5 Such other duties as are proposed in their submission and are deemed viable by the Committee</p>	<p>1 Is to give voice to community events, issues and values through a minimum of 3 poems annually;</p> <p>2 Present poetry at a minimum of 2 civic events and promote the literary arts through a minimum of 3 public events.</p>
Term and Remuneration	<p>1 \$1,200/year - adult (2yr term)</p> <p>2 \$600/year - youth (1yr term)</p>	<p>1 \$1,300 + \$200 project funding/year</p> <p>2 3 year term</p>	<p>1 \$4,500/year + \$1,000 poetry month event</p> <p>2 4 year term</p>	<p>1 \$5,000/year</p> <p>2 2-3 year term</p>	<p>1 Information requested</p>
Intellectual Property	<p>1 All writing, notes and original materials produced during the tenure of the Poet Laureate will remain the property of the</p>	<p>Property of the Poet Laureate</p>	<p>Property of the Poet Laureate</p>		<p>1 Information requested</p>
Administration & Partnership	<p>1 Town of Ladysmith</p> <p>2 Ladysmith and District Arts Council</p>	<p>1 City of Nanaimo</p> <p>2 Vancouver Island University Creative Writing Faculty</p>	<p>1 Greater Victoria Public Library</p> <p>2 City of Victoria</p>	<p>1 City of Vancouver</p> <p>2 Vancouver Public Library</p> <p>3 Vancouver Writers Fest</p>	<p>1 Pacific Rim Art Society</p> <p>2 Tofino Arts Council</p> <p>3 Clayoquot Writers Group</p> <p>4 District of Tofino</p>
Funding Provided By	<p>1 Town of Ladysmith</p>	<p>1 City of Nanaimo</p>	<p>1 City of Victoria</p>	<p>1 Established endowment</p>	<p>1 Community Donations 50%</p> <p>2 District of Tofino 50%</p>

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn
Meeting Date: January 7, 2020
File No:
RE: **COMMUNITY BANNER PROGRAM**

RECOMMENDATION:

That Council:

1. Approve the Community Banner Program as presented and recommended by the Parks, Recreation and Culture Advisory Committee; and
2. Approve the Community Banner Program Service Agreement with the Arts Council of Ladysmith and District and authorize the Mayor and Corporate Officer to sign the agreement.

EXECUTIVE SUMMARY:

The main purpose of the Community Banner Program is beautification and community identity promotion. Community banners add vibrancy and community spirit throughout Ladysmith and will represent Ladysmith’s small town charm, coastal community life and diverse cultural heritage.

The Community Banner Program will develop and showcase the downtown core, and the Transfer Beach Boulevard.

The coordination of the Community Banner Program – Public Art Banners is a partnership between the Town and the Arts Council of Ladysmith and District.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2019-360	11/04/2019	That Council: 1. Direct staff to commence discussions on a Service Agreement with the Arts Council of Ladysmith and District for management of Community Public Art Banner Program; 2. Refer the proposed Community Public Art Banner Program to the Parks, Recreation and Culture Advisory Committee (PRCAC) for comment; and 3. Direct staff to report back to Council with a draft Service Agreement for the Community Public Art Banner Program for consideration.



INTRODUCTION/BACKGROUND:

There are approximately 160 banners throughout Ladysmith. Current locations of the banners are in the downtown core and Transfer Beach Boulevard.

It is recommended the Town implement a phased-in approach to the Community Banner Program. This will allow the Town to review the program on a regular basis, in addition to allowing the Town the flexibility to modify and/or change up the Town and Public Art Categories. The Public Art Banner Category for Phase 1 would include three distinct zones in the downtown core. Each zone would feature a different design, for a total of three Public Art Banner designs.

The biennial Public Art Banner themes would be recommended, presented to and approved by Council. Once these themes are confirmed, the call for submissions process would start.

Each year, banners are displayed from May to October. Typical banner life is two years due to wind and sun damage, and wear and tear. The budget allocated is for replacing banners every other year.

2020	2021	2022	2023
Public Art Banner 1 st year implementation	Town Banner replacement	Public Art Banner replacement	Town Banner replacement

The Town’s Community Banner Program is recommended to commence January 2020 once the theme has been approved by Council.

Administration responsibilities managed by the Arts Council of Ladysmith and District are outlined in the attached service agreement. Terms of the Service Agreement include a \$500 annual administrative fee payable to the Arts Council of Ladysmith and District, starting January 1, 2020. The Terms of the Service Agreement will be reviewed annually in June.

ALTERNATIVES:

Council can choose to:

- Not to proceed with the Community Banner Program at this time;
- Maintain the existing banner program; or
- Include the banner program in future discussions relating to a Tourism function.

FINANCIAL IMPLICATIONS:

The existing annual operational funding for the banners would be used for the new Community Banner Program. It is not anticipated that additional funding would be required. Existing funding would continue to cover design and production. The budget will also be used to cover program administration and artist costs.

Cost breakdown includes:

- Artist Fee - \$1,500 for up to 3 designs
- Ladysmith And District Arts Council Administration Fee - \$500/year
- Town Banners and Production Costs - \$14,000/year
- Annual Budget approved by Council - \$16,000/year

LEGAL IMPLICATIONS:

None identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Currently the banners are installed annually and removed by Public Works staff.

Corporate Services would be involved in the development of the Service Agreement with the Arts Council of Ladysmith and District

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 checked="" type="checkbox"/> Healthy Community | <input checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Town of Ladysmith Community Banner Program

Introduction

The main purpose of the Community Banner Program is beautification and community identity promotion. Community banners add vibrancy and community spirit throughout Ladysmith and will represent Ladysmith's small town charm, coastal community life and diverse cultural heritage.

The Community Banner Program will develop and showcase the downtown core, and the Transfer Beach Boulevard.

The coordination of the Community Banner Program – Public Art Banners is a partnership between the Town and the Arts Council of Ladysmith and District.

Strategic Links

The Community Banner Program makes direct links to:

- Public Arts Strategy – identified in the strategic priorities
 - Enhancing partnership with local arts community
 - Showcase existing public arts projects in the public realm
- Town of Ladysmith Strategic Plan
 - Community; strengthening meaningful partnerships
 - Economics; 1) supporting local job creation, 2) Implement and support projects to maintain a vibrant downtown, and 3) collaborative partnerships that enhance tourism attraction.

Program Details

Current Locations

Current locations of the banners are in the Downtown Core and Transfer Beach Boulevard. The number of banners include: 112 in the Downtown Core and 46 on the Transfer Beach Boulevard.

The banners can be separated into the following categories:



1. Town Banners

- Phase 1 - current
 - Directional (i.e.: parking)
 - Community Recognition – Pride & Veterans
 - Community Seasonal – Transfer Beach
 - Community Celebrations – John Marston design (for 2020 only)
 - Other – Organizational/Tourism Directional
- Phase 2 – future considerations
 - Special Events
 - Gateway
 - Business
 - Sections/Blocks Identity

2. Public Art Banners

- Phase 1
 - Artist commissioned banners through the coordination of the Community Banner Program; a partnership between the Town and the Arts Council of Ladysmith and District.

Inventory and Allocation of Banners

Town Banners – Phase 1	Location	Description & Number of Banners
Directional	Downtown	Parking – 8 Banners
	Transfer Beach	Parking – 6 Banners
Community Recognition	Downtown	Pride – 4 Banners
		Veteran – 4 Banners
Community Seasonal	Transfer Beach	Outdoor Nature Seasonal – 32 Banners
Community Celebrations	Zone 1 – Downtown Core	John Marston Design – Canada 150 – 18 Banners
Other	Transfer Beach Boulevard	Organizational/Tourism Directional – 8 Banners

Total number of Town Banners		80 Banners
Public Art Banners – Phase 1		
PA Theme	Zone 2 – Downtown Core	23 Banners
PA Theme	Zone 3 – Downtown Core	18 Banners
PA Theme	Zone 4 – Downtown Core	37 Banners
Total number of PA Banners		78 Banners

Town & Public Art Banners - Phase 1

It is recommended the Town implement a phased-in approach to the Community Banner Program. This will allow the Town to review the Program on a regular basis, in addition to allowing the Town the flexibility to modify and/or change up the Town and Public Art Categories.

The Public Art Banner Category for Phase 1 would include three distinct zones in the Downtown Core. Each zone would feature a different design, for a total of three Public Art Banner designs.

Themes

The biennial Public Art Banner themes would be recommended, presented to and approved by Council. Once these themes are confirmed, the call for submissions process would start.

Banner Lifespan and Rotation

Typical banner life is 2-years due to wind and sun damage, and wear and tear. The budget allocated is for replacing banners every other year.

2020	2021	2022	2023
Public Art Banner 1 st year implementation	Town Banner replacement	Public Art Banner replacement	Town Banner replacement

Timelines

Each year, banners are displayed from May to October.

Maintenance, Cleaning and Storage

Maintenance, Cleaning and Storage will be taken care of by Town staff. The costs associated with this is within existing budgets.

Budget

- Artist Fee - \$1500 for up to 3 designs
- LAC Admin Fee - \$500/year
- Town Banners and Production Costs - \$14,000/year
- Annual Budget approved by Council - \$16,000/year

Service Agreement Details

The Town's Community Banner Program is recommended to commence January 2020.

Administration responsibilities managed by the Ladysmith and District Arts Council would include:

- Call for submissions;
- Coordinate the selection process;
- Implementation, monitoring and evaluation of Community Banner Program – Public Art Banners;
- Ongoing communication with Parks, Recreation and Culture staff representative;
- Joint marketing and promotions with Parks, Recreation and Culture staff representative;
- Timelines for 2020:
 - January – Parks, Recreation and Culture staff to meet with Arts Council of Ladysmith and District to discuss Community Banner Program – Public Art Banner themes for upcoming years;
 - January – Council to approve Community Banner – Public Art Banner theme
 - February – call for submissions;
 - March – Assessment Committee Selection;
 - Mid-March – announcements of Community Banner Program – Public Art Banner artists;
 - April banner production;
 - June - Review timelines for 2021-2023.

Terms of Service Agreement Details

Terms of the Service Agreement include a \$500 annual administrative fee payable to Arts Council of Ladysmith and District, starting January 1, 2020. The Terms of the Service Agreement will be reviewed annually in June.

Town of Ladysmith Community Banner Program – Public Art Banners**Terms of Service Agreement****Introduction**

The main purpose of the Community Banner Program is beautification and community identity promotion. Community banners add vibrancy and community spirit throughout Ladysmith and will represent Ladysmith’s small town charm, coastal community life and diverse cultural heritage.

The Community Banner Program will develop and showcase the downtown core, and the Transfer Beach Boulevard.

The coordination of the Community Banner Program – Public Art Banners is a partnership between the Town and the Arts Council of Ladysmith and District.

Service Agreement Details

The Town’s Community Banner Program is recommended to commence January 2020. Administration responsibilities managed by the Ladysmith and District Arts Council would include:

- Call for submissions;
- Coordinate the selection process;
- Implementation, monitoring and evaluation of Community Banner Program – Public Art Banners;
- Ongoing communication with Parks, Recreation and Culture staff representative;
- Joint marketing and promotions with Parks, Recreation and Culture staff representative;
- Timelines:
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 - February – call submissions;
 - March – Assessment Committee Selection;
 - Mid-March – announcements of Community Banner Program – Public Art Banner artists;
 - April banner production.



Terms of Service Agreement Details

Terms of the Service Agreement include a \$500 annual administrative fee payable to Arts Council of Ladysmith and District, starting January 1, 2020. The Terms of the Service Agreement will be reviewed annually in June.

SCHEDULE "A"

TOWN OF LADYSMITH

2019 – 2023 Financial Plan Bylaw 2019, No. 2000, Amendment Bylaw 2019, No. 2025

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUES:					
Revenue From Property Tax Values	8,451,130	8,916,854	9,146,735	9,352,873	9,667,818
Revenue From Grants In Lieu	170,901	170,979	171,064	171,158	171,243
Revenue From Parcel Taxes	2,975,882	2,997,702	3,009,612	3,021,522	3,033,432
Revenue From Fees & Charges	4,755,265	4,886,252	5,051,450	5,194,022	5,224,366
Revenue From Other Sources	41,389,187	1,180,068	1,022,423	828,039	825,339
	<u>57,742,365</u>	<u>18,151,855</u>	<u>18,401,284</u>	<u>18,567,614</u>	<u>18,922,198</u>
EXPENSES:					
General Operating Expense	11,004,451	10,544,869	10,776,168	10,981,665	11,174,013
Sanitary Sewer Operating Expenses	2,062,140	1,551,054	1,582,074	1,613,717	1,645,986
Water Operating Expenses	1,395,319	1,427,452	1,456,002	1,485,121	1,514,822
Interest Payments	498,353	656,705	643,705	609,705	899,705
Amortization	3,436,284	3,505,010	3,575,110	3,407,608	3,475,760
	<u>39,345,818</u>	<u>466,765</u>	<u>368,225</u>	<u>469,798</u>	<u>211,912</u>
Annual Surplus/Deficit					
Add back:					
Amortization	3,436,284	3,505,010	3,575,110	3,407,608	3,475,760
Capital Expenditures					
General Capital	14,290,377	2,476,100	1,311,300	1,640,433	1,618,050
Sanitary Sewer Capital	1,361,994	925,000	1,810,000	525,000	890,750
Water Capital	52,355,239	1,300,000	680,000	10,150,000	1,260,000
Proceeds from New Debt	(15,111,952)	0	0	(5,500,000)	0
Principal Payments	659,187	945,476	945,476	1,945,476	1,030,476
Transfers from Reserves	(2,684,804)	(1,722,575)	(1,005,500)	(4,461,477)	(712,272)
Transfer to (from) Own Funds	(8,087,939)	47,774	202,059	(422,026)	(399,332)
	<u>(15,111,952)</u>	<u>0</u>	<u>0</u>	<u>(5,500,000)</u>	<u>0</u>
Financial Plan Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

INFORMATION REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services
Date: December 30, 2019
Meeting Date: January 7, 2020
File No:
RE: ALTERNATIVE APPROVAL PROCESS – WATER SYSTEM BORROWING BYLAW

RECOMMENDATION:

That Council receive this report for information.

EXECUTIVE SUMMARY:

Council has previously directed staff to apply for grant funding of up to \$23,220,000 to support a series of upgrades to the Town’s water supply system. In order to support the grant application, the funder strongly recommends that voter approval to borrow the Town’s share of the funds (\$6.2 million) is confirmed prior to making the application.

Borrowing funds for a period of more than five years requires the Town to pass a borrowing bylaw. In accordance with the *Community Charter*, before the bylaw can be adopted, it must receive approval from the Inspector of Municipalities, and then receive the approval of the Town’s electors. Council has previously given first three readings to Bylaw 2031, and the required approval from the Inspector of Municipalities was received on December 23, 2019. Council has directed that the elector approval be secured through an Alternative Approval Process (AAP).

PREVIOUS COUNCIL DIRECTION:

Resolution	MeetingDate	ResolutionDetails
CS 2019-400	12/09/2019	That Council: 1. Give first, second and third readings for Town of Ladysmith Water Supply Works Loan Authorization Bylaw 2019, No. 2031; 2. Refer Bylaw 2031 to the Inspector of Municipalities; and 3. Direct staff to seek approval of the electors for Bylaw 2031 through an Alternative Approval Process. Motion Carried OPPOSED: Councillor Johnson



DISCUSSION:

The proposed timeline for the alternative approval process is as follows:

1. Public Notice published in two consecutive editions of the Ladysmith Chronicle, January 9 and 16
2. First day of the minimum 30 day Alternative Approval period is Friday, January 17
3. Last day of the Alternative Approval period is Tuesday, February 18, with the results declared after the closing time of 4:00 p.m.

The grant application deadline is Wednesday, February 26

For the purposes of this AAP, the number of eligible voters in the Town of Ladysmith is estimated to be 6,881. This estimated was arrived at by taking the number of eligible voters on the 2018 local government voters list (6,642) and multiplying it by the population growth projection of 3.5 per cent (BC Stats). In order for the approval of the electors to be obtained, fewer than 10 per cent (688) must submit a response form to the Town of Ladysmith by 4:00 p.m. on Tuesday, February 18, 2020.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

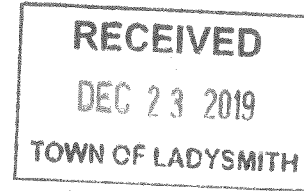
ATTACHMENT(S):

None.



T12-27

December 20, 2019



Chief Administrative Officer
Town of Ladysmith
BOX 220
Ladysmith BC, V0R 2E0

Re: "Town of Ladysmith Water Supply Works Loan Authorization Bylaw 2019, No. 2031".

Enclosed is one copy of the above bylaw approved under the provisions of section 179 of the *Community Charter* (Charter).

Council may now proceed with the alternative approval process in accordance with section 86 of the Charter. Council must establish the deadline for receiving elector response forms.

The notice of the alternative approval process must be published in at least two issues of a newspaper, with the second publication at least 30 days before the deadline for receiving elector response forms. As per the *Interpretation Act* **the last newspaper publication date, or last issuance of notice by alternative means, and the deadline date are not included as part of the 30 days.** The notice must meet the requirements of section 86 and 94 of the Charter.

Additionally, if the proposed borrowing will cause an increase in fees, charges or taxes, it is recommended the reason(s) for the increase and the impact on the average residential property are included in the notice.

If the number of elector response forms received is less than 10% of the number of electors of the area to which the approval process applies, Council may proceed with adoption of the bylaw.

Upon expiration of the statutory quashing period, which extends for one month commencing after the date of adoption, application may be made for a Certificate of Approval. At the time of submission, one adopted copy of the bylaw, a completed copy of the Corporate Officer's Certificate and the AAP notice are required.

Sincerely,

Madeline Dams



Statutory Approval

Under the provisions of section _____ **179** _____

of the _____ **Community Charter** _____

I hereby approve Bylaw No. _____ **2031** _____

of the _____ **Town of Ladysmith** _____,

a copy of which is attached hereto.

Dated this 19 **day**

of December **, 2019**

Deputy Inspector of Municipalities

TOWN OF LADYSMITH

BYLAW NO. 2031

A bylaw to authorize the borrowing for Water Supply Works

WHEREAS it is deemed desirable and expedient to carry out works to increase capacity and security of the water supply system servicing the Town of Ladysmith, including increasing the storage capacity of Holland Lake, constructing a water supply interconnection between Holland Lake and Stocking Lake and twinning the Stocking Lake Water Main.

AND WHEREAS the estimated cost of the works including expenses incidental thereto is the sum of \$23,220,000.00 of which the sum of \$6,200,000.00 is the amount of debt intended to be borrowed by this bylaw;

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


1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out works for the water supply system generally in accordance with general plans on file in the municipal office and the Town of Ladysmith Council Strategic Plan for 2020 to 2023, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$6,200,000.00.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements to the water supply system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

Citation

3. This bylaw may be cited as "Town of Ladysmith Water Supply Works Loan Authorization Bylaw 2019, No. 2031".

READ A FIRST TIME	on the	9 th day of	December, 2019
READ A SECOND TIME	on the	9 th day of	December, 2019
READ A THIRD TIME	on the	9 th day of	December, 2019
RECEIVED the approval of the Inspector of Municipalities	on the	day of	
RECEIVED the approval of the electors of the Town of Ladysmith	on the	day of	
RECONSIDERED AND FINALLY PASSED AND ADOPTED	on the	day of	

CERTIFIED TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL



 JOANNA WINTER
 COMMISSIONER FOR TAKING AFFIDAVITS
 FOR BRITISH COLUMBIA

 Mayor (A. Stone)

 Corporate Officer (J. Winter)

TOWN OF LADYSMITH

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READ A SECOND TIME	on the	9 th day of	December, 2019
READ A THIRD TIME	on the	9 th day of	December, 2019
RECEIVED the approval of the Inspector of Municipalities	on the	19 th day of	December, 2019
RECEIVED the approval of the electors of the Town of Ladysmith	on the	day of	
RECONSIDERED AND FINALLY PASSED AND ADOPTED	on the	day of	

Mayor (A. Stone)

Corporate Officer (J. Winter)

INFORMATION REPORT TO COUNCIL

Report Prepared By: Councillor Tricia McKay
Date: December 20, 2019
Meeting Date: January 7, 2020
File No:
RE: COUNCIL EFFECTIVENESS ASSESSMENT POLICY

RECOMMENDATION:

That Council:

1. Adopt the draft Council Effectiveness Assessment Policy as presented; and
2. Schedule an introductory Effectiveness Self-Assessment workshop for Tuesday, January 28

EXECUTIVE SUMMARY:

Council previously reviewed a draft Council Self-Assessment policy and conducted a self-assessment as practice in the summer of 2019. The intent of the policy is to enable Council to jointly and collectively develop goals, objectives and best practices that support effective governance and operation of the Town of Ladysmith. This is in direct support of the ‘Governance’ priority in the 2020 to 2024 Strategic Plan.

PREVIOUS COUNCIL DIRECTION:

Resolution	MeetingDate	ResolutionDetails
CS 2019-345	10/21/2019	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct staff to draft a policy to guide the practice of effectiveness assessment at both the Council and individual member levels, to include: <ol style="list-style-type: none"> a) Council group evaluations will occur once a year, in the fall, to be reviewed by Council as a group b) The goals and objectives resulting from the group effectiveness assessment review will be revisited at the next annual evaluation c) Individual Council member evaluations will occur twice a year, in the summer and winter, and will be discussed as a group d) The goals and objectives resulting from the individual effectiveness assessments are the responsibility of individual Councillors 2. Amend the Council Effectiveness document to incorporate the following: <ol style="list-style-type: none"> a) Add a Meeting Assessment to ensure Council is maximizing its effectiveness and time management without losing the integrity of the process b) Add a goal setting framework c) Change or add questions from time to time <p>Motion Carried Motion as amended by CS 2019-346 carried.</p>

DISCUSSION:

The attached draft policy reflects the outcome of discussions between staff and Coun. McKay.

Council will note that all of the items in the previous direction from Council dated October 21, 2019 are incorporated in the attached policy, with the exception of item 1.c). It is recommended that Council members discuss the results of the individual self-assessment with one or more other members of Council, but on an individual basis, not as a group, as the self-reflection in an individual assessment is highly personal and members may not wish to share their findings in a group setting.

As a first step, it is also recommended that Council schedule a workshop for the fourth Tuesday in January 2020 to review the entire Effectiveness Assessment package with all three modules. This workshop, to be facilitated by a senior staff member, will also be an opportunity for an introductory workshop on the group Council Effectiveness Assessment tool. Although the policy calls for Council to carry out a Group Effectiveness Assessment in fall each year, for this first year, it is strongly recommended that Council conduct a self-assessment in January during and shortly after this introductory workshop, and another in October. This approach will support all of Council to learn and commit to the process.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Council Effectiveness Assessment Policy.

TOPIC:	COUNCIL EFFECTIVENESS ASSESSMENT
POLICY No:	
APPROVED BY:	
AMENDED BY:	
DATE:	DATE xx, 2019

1. GUIDING PRINCIPLES

- 1.1. Council plays a significant role in the in the creation and maintenance of a safe, caring, and vibrant community. It is believed that all Council members strive to achieve to their highest abilities and seek and deserve feedback on their effectiveness.
- 1.2. Council Effectiveness Self-Assessment at the Town of Ladysmith is intended to be a constructive and positive experience. It is to be viewed as an opportunity for Council members to understand their effectiveness relative to their responsibilities, goals, and objectives as elected officials.
- 1.3. The Town of Ladysmith strives to ensure that all Council members have the opportunity to grow, develop, and achieve their goals as elected officials. The Council Effectiveness Self-Assessment assists Council in evaluating its effectiveness as a governing body, becoming aware of individual and collective strengths and limits, ensuring members are fulfilling their respective roles as elected and, ensuring members are taking responsibility for themselves, their feelings, emotions, and the modes of behaviour that result.

2. POLICY OBJECTIVES

- 2.1. Enable Council to jointly develop individual and collective goals, objectives, and expectations that support the effective and efficient governance and operation of the Town of Ladysmith.
- 2.2. Support the Town's values of leading with courage, respect, and integrity by assisting Council in the areas of building leadership capacity, cultivating strong relationships, driving operational excellence, inspiring courage and innovation, and leading transformation.
- 2.3. Assess Council progress against governance goals and enhance mutual feedback and communication between members with a focus that will:
 - Recognize and celebrate achievements and successes.
 - Implement solutions to improve performance where goals and performance expectations are not being met.
 - Identify gaps in skill, knowledge, and abilities and to identify tools, support and development opportunities to close these gaps.
- 2.4. Provide a framework for Council effectiveness assessment and review.
- 2.5. Formal General Council Effectiveness Assessment shall be completed annually in September and Council will discuss the results as a group (see Appendix A for procedure.)

- 2.6. Individual Council Member Self-Assessments shall be completed twice annually, in May and November.
- 2.7. Council members are encouraged to discuss individual performance and governance goals on an informal, regular basis with other member(s) of Council following completion of the Council Member Self Assessments.

3. SCOPE

- 3.1. This policy applies to all officials elected to Town of Ladysmith Council.

4. PROCEDURE

- 4.1. Effectiveness assessment is a reflective learning process involving some or all of the following tools outlined in 'Appendix A'.

5. RESPONSIBILITIES

- 5.1. Collectively, all Council members have responsibility to assist in the development of goals and objectives, perform the work required and to contribute insight and ideas into how the Town of Ladysmith can best be served efficiently and effectively, and to ask for support when needed.
- 5.2. Completing the annual General Council Effectiveness Self-Assessment is a shared responsibility of all Council members.
- 5.3. Completing the twice yearly Individual Council Member Self-Assessment is the responsibility of each Council member.
- 5.4. Human Resources is responsible for providing the framework for and support to Council on the Effectiveness Assessment program including timely reminders and tools, forms and training support.

6. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- 6.1. The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia's Freedom of Information and Protection of Privacy Act. Personal information will be treated in a confidential manner, in compliance with the Act and Town of Ladysmith policies.

PURPOSE

To support the Council Effectiveness Assessment Policy.

PROCEDURE

MODULE 1: GENERAL COUNCIL EFFECTIVENESS SELF-ASSESSMENT

Module 1 has been designed to assist Council in assessing its effectiveness as a governing body. The self-assessment consists of a guide and a survey. The guide will help members understand the survey questions and the choice of responses provided. The survey is to be undertaken by Council members as a group effort. Members should read the guide first, before commencing completion of the survey.

1. GENERAL COUNCIL SELF-ASSESSMENT PROCEDURE

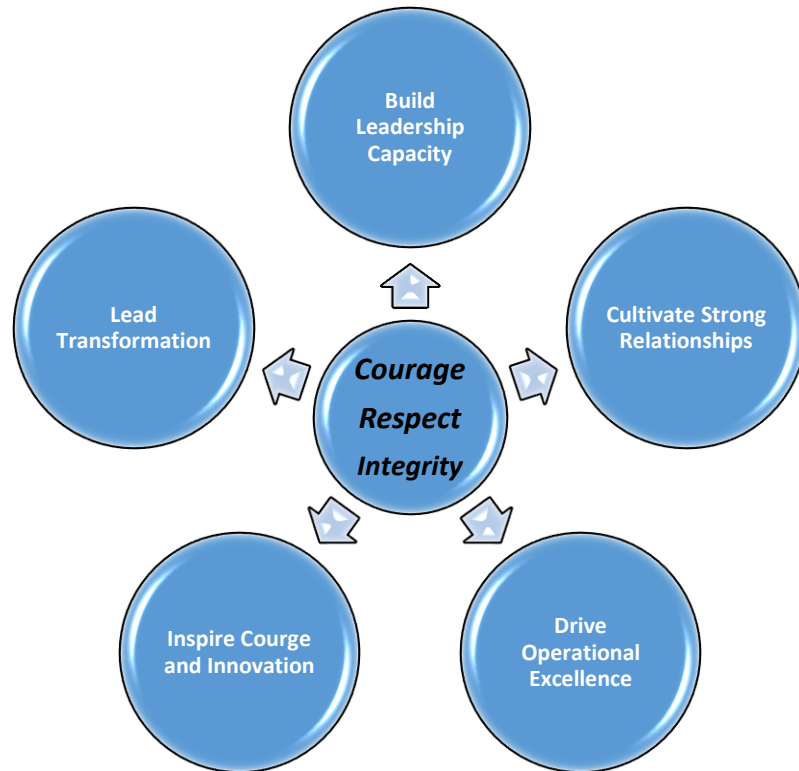
- 1.1. The Council Self-Assessment is to be carried out once each year, and to be completed by October.
- 1.2. Copies of the Self-Assessment Form and Guide will be distributed by Human Resources to all members of Council in early September
- 1.3. Council members will complete the Self-Assessment Form either online or on paper, and return it to the Manager of Human Resources. Human Resources will compile the results of all forms returned, and develop a an anonymous summary report for discussion and as the basis for any required action plan for improvement
- 1.4. Staff (Chief Administrative Officer, Manager of Human Resources or Corporate Officer) will facilitate a Council workshop to present the summary of responses to the Council Self-Assessment and to guide action planning and goal setting to address findings of the self-assessment
- 1.5. The desired outcome of this process is a Council Governance Action Plan containing two to three governance-related goals for Council to achieve over the coming year.

2. GENERAL COUNCIL SELF-ASSESSMENT GUIDE

2.1. Components of effective governance

To support our values of leading with courage, respect, and integrity, Council members and Administration should strive to build leadership capacity, cultivate strong relationships, drive operational excellence, inspire courage and innovation, and lead transformation. These key competencies are necessary to the effective and efficient governance and operation of the Town of Ladysmith.

The following pages will define each competency and provide primary anchors on a leadership continuum as examples of how each behaviour is modeled. This guide is designed to provide a framework to each competency across the entire scope of leadership and is intended to create context for aiding the user(s) in completion of the general council effectiveness self-assessment.



2.1.1. Build Leadership Capacity

The ability to utilize transparency and accountability to develop leadership effectiveness in Council, various committees, administration, and our culture.

Why it's important: We must invest in fostering a strong leadership culture to execute our strategic plan and ensure continued success.

Leadership Continuum			
Managers	Directors	Chief Administrative Officer	Council
<ul style="list-style-type: none"> • Models and reinforces the positive attributes of our culture and supports cultural evolution. • Enables, empowers, and develops others through regular coaching, constructive feedback, career planning, and proactive performance management. • Actively engages others through listening, open and transparent communication, and involvement. • Displays ability to lead self and others through self- 	<ul style="list-style-type: none"> • Builds and protects the positive attributes of our culture and supports cultural evolution. • Models leadership via empowering and developing others through regular coaching, constructive feedback, career planning, and proactive performance management. • Actively engages others through listening, open and transparent communication, and involvement. 	<ul style="list-style-type: none"> • Holds self and other leaders accountable for building and protecting the positive attributes of our culture and supports cultural evolution. • Champions leadership capacity and effectiveness through regular coaching, constructive feedback, career planning, and proactive performance management. • Acts as an ambassador to engage others through listening, open and transparent 	<ul style="list-style-type: none"> • Holds self and other Council members and the CAO accountable for building and protecting the positive attributes of our culture and supports cultural evolution. • Champions leadership capacity and effectiveness through constructive feedback, and proactive CAO performance management. • Acts as an ambassador to the community via listening, open and transparent

<p>awareness, self-management, self-development, and relationship building.</p> <ul style="list-style-type: none"> • Manages employee development processes to build capacity within their team for the future. • Builds and updates organization-wide talent processes to build talent capacity for the future and mitigate succession risks. 	<ul style="list-style-type: none"> • Demonstrates and coaches others to embrace self-awareness, self-management, self-development and relationship building. • Visions organization-wide talent processes to build talent capacity for the future and mitigate succession risks. 	<p>communication, and involvement.</p> <ul style="list-style-type: none"> • Models and creates an environment that supports self-awareness, self-management, self-development, and relationship building. • Champion's organization-wide talent processes to build talent capacity for the future and mitigate succession risks. 	<p>communication, and involvement.</p> <ul style="list-style-type: none"> • Models and creates a Council environment that supports self-awareness, self-management, self-development, and relationship building.
<p>Potential Impediments</p> <ul style="list-style-type: none"> • Fails to set objective measures of success. • Ignores people issues and does not hold others accountable. • Fails to demonstrate actions and commitment to developing others and self. • Avoids difficult decisions and conversations. 			

2.1.2. Cultivate Strong Relationships

Building strong and trusting relationships and bringing a taxpayer-centric mindset and focus to all elements of the organization.

Why it's important: Influencing and building strong relationships amongst Council, and with administration, partners, and the community is fundamental to the continued growth and success of the Town.


Leadership Continuum			
Managers	Directors	Chief Administrative Officer	Council
<ul style="list-style-type: none"> • Builds a network of internal and external contacts to support their team, department, and division. • Demonstrates influence and professionalism in creating key relationships, with an emphasis on the department. • Leads individuals and builds a cohesive, collaborative, and cooperative team. 	<ul style="list-style-type: none"> • Builds a personal network of internal and external contacts. • Demonstrates influence and professionalism in creating key relationships, with an emphasis on the department. • Builds strong, cohesive teams and healthy team dynamics. • Engages self and team in cross-organization collaboration, honest relationship building, and 	<ul style="list-style-type: none"> • Builds a strategic network of external contacts, including key decision makers and influencers at local and provincial levels. • Models influence and professionalism in creating strategic partnerships and key relationships. • Champions consistent engagement with employees, Council, strategic partners, and the community. 	<ul style="list-style-type: none"> • Builds a strategic network of external contacts, including key decision makers and influencers at local and provincial levels. • Models influence and professionalism in creating strategic partnerships and key relationships. • Champions consistent engagement with Senior Leadership, strategic partners, and the community.

<ul style="list-style-type: none"> • Models cross-organization collaboration, honest relationship building, and a respectful understanding of one another. • Applies respect and integrity to all relationships. 	<p>a respectful understanding of one another.</p> <ul style="list-style-type: none"> • Applies respect and integrity to all relationships. 	<ul style="list-style-type: none"> • Models cross-organization collaboration, open and honest relationships, and a respectful understanding of one another. • Applies respect and integrity to all relationships. 	<ul style="list-style-type: none"> • Models collaboration, open and honest relationships, and a respectful understanding of one another. • Applies respect and integrity to all relationships.
<p>Potential Impediments</p> <ul style="list-style-type: none"> • Lacks confidence to proactively build external relationships. • Maintains silos and lacks collaboration skills. • More concerned about own interests instead of the Town’s interests. • Avoids difficult decisions and conversations. • Supports external stakeholders at the expense of our people and values. 			

2.1.3. Drive Operational Excellence

Leverage business insight, financial acumen, and operational rigor to maximize resources, productivity, and build long-term, sustainable success.

Why it’s important: Bringing a business mindset to the organization is critical for maintaining the appropriate use of resources, ensuring strong productivity and solid operations while navigating change.

 Leadership Continuum			
Managers	Directors	Chief Administrative Officer	Council
<ul style="list-style-type: none"> • Demonstrates sound judgement, business and financial acumen, and evidence-based decision making at the managerial level. • Maximizes productivity and effectively leads strategy execution. • Highlights areas where resources are required, barriers need to be removed and processes require revision. • Supports and maintains key business processes to 	<ul style="list-style-type: none"> • Demonstrates and builds capacity in others for sound judgement, business and financial acumen, and evidence based decision making. • Removes barriers and enables leaders to maximize productivity and effectively execute strategies. • Creates and updates key business processes and utilizes best practice to reduce unnecessary risk and enhance 	<ul style="list-style-type: none"> • Exemplifies exceptional judgement, business and financial acumen, and evidence-based decision making. • Ensures that strategies are executed with the interests of the entire organization in mind. • Champion’s key business processes to reduce unnecessary risk and enhance operational and business performance. • Ensures continuity and effective operations 	<ul style="list-style-type: none"> • Exemplifies exceptional judgement, business and financial acumen, and evidence-based decision making. • Ensures that strategies are executed with the interests of the entire organization in mind. • Supports key business processes to reduce unnecessary risk and enhance operational and business performance.

<p>reduce unnecessary risk and enhance performance in own operations.</p> <ul style="list-style-type: none"> • Ensures self and team members drive continuity and effective operations through everyday operations and continuous improvement. 	<p>performance in own operations and across the organization.</p> <ul style="list-style-type: none"> • Enables other leaders to ensure continuity and effective operations through transformational change. 	<p>through transformational change.</p>	<ul style="list-style-type: none"> • Supports Senior Leadership through transformational change.
<p>Potential Impediments</p> <ul style="list-style-type: none"> • Lacks financial acumen • Lacks professional maturity and fails to support leadership decisions • Fails to bring the right balance of strategic and operational leadership • Works in a silo and does not bring a holistic understanding of the organization. 			

2.1.4. Inspire Courage & Innovation

Model and enable creative thinking, curiosity, and calculated risk taking to create new solutions.

Why it's important: We will require courage in everything we do to challenge the status quo, and find bold and creative new ideas. Innovative thinking will continue to proactively build on the Towns' many successes and address changing community needs.


Leadership Continuum			
Managers	Directors	Chief Administrative Officer	Council
<ul style="list-style-type: none"> • Applies diversity and inclusiveness principles through our values and daily work. • Demonstrates open-mindedness and brings forward new ideas that continually enhance their area of responsibility. • Seizes opportunities to leverage and share expertise with senior leadership. • Exhibits a willingness to take calculated risks, asking for help and learning from mistakes in daily work. 	<ul style="list-style-type: none"> • Holds self and others accountable for embedding diversity and inclusiveness principles through the Towns' values and strategies. • Enables and encourages open-mindedness bold thinking and new ideas that continually enhance the organization. • Creates a safe environment and psychological safety for risk taking, learning, and supporting others through mistakes. • Removes barriers and builds or revises systems 	<ul style="list-style-type: none"> • Models and integrates diversity and inclusiveness principles into our values, strategies and expectations. • Champions bold thinking and new ideas that continually enhance the organization and address community needs. • Champions the creation of a safe environment and psychological safety for risk taking, learning, and supporting others through mistakes. • Exemplifies courage to challenge the status quo 	<ul style="list-style-type: none"> • Models and integrates diversity and inclusiveness principles into our values, strategies and expectations. • Champions bold thinking and new ideas that continually enhance the organization and address community needs. • Champions the creation of a safe Council environment and psychological safety for risk taking, learning, and supporting others. • Exemplifies courage to challenge the status quo

<ul style="list-style-type: none"> • Encourages the sharing of innovative ideas and resolutions. 	<ul style="list-style-type: none"> and processes to encourage innovative ideas. 	<ul style="list-style-type: none"> and bring new ideas forward. 	<ul style="list-style-type: none"> and bring new ideas forward.
<p>Potential Impediments</p> <ul style="list-style-type: none"> • Stifles creativity and the exploration of new approaches. • Too comfortable with the status quo and exhibits a fear of change. • Does not engage or encourage calculated risk taking. • Makes decisions without considering the appropriate level of risk. • Lacks curiosity and openness to new ideas. • Holds on too rigidly to the status quo. • Shows a lack of courage in making unpopular or difficult decisions. 			

2.1.5. Lead Transformation

Anticipate emerging trends and create opportunities that continue to improve the Town of Ladysmith.

Why it's important: the Town of Ladysmith is rapidly growing and leaders will need to capitalize on opportunities to continue to fulfill its mandate of service excellence and its mission to provide a safe, caring, and vibrant community.

 Leadership Continuum			
Managers	Directors	Chief Administrative Officer	Council
<ul style="list-style-type: none"> • Highlights areas of risk in own operations. • Demonstrates courage and sound decision-making to execute strategies and plans. • Understands and supports decisions and enables others through change. • Communicates how strategies and plans connect to the Town services with clarity and transparency and generates commitment. • Cultivates a strong team, coaches staff through 	<ul style="list-style-type: none"> • Identifies trends, risks, and opportunities within own area. • Demonstrates courage and sound decision-making to execute divisional and functional strategies and plans. • Promotes and supports decisions and enables others through change. • Communicates strategies and plans with clarity and transparency and creates buy in. • Builds a strong team and coaches others to manage 	<ul style="list-style-type: none"> • Anticipates and identifies trends, risks, and opportunities for the Town. • Demonstrates courage and sound decision-making to create divisional and functional strategies. • Creates organization-wide systems and practices to enable change. • Demonstrates transparency and effectively communicates strategies and plans that 	<ul style="list-style-type: none"> • Envisions a new frontier and new strategies based on trends, risks, and opportunities. • Supports courageous and sound decisions for new strategies and approaches. • Supports organization-wide systems and practices to enable change. • Instills a sense of community purpose, communicates a compelling vision for

<p>change/transition and seeks support where needed.</p> <ul style="list-style-type: none"> • Models the ability to embrace perseverance and resilience in the face of adversity. • Demonstrates a positive and forward thinking approach to leading. • Models and encourages others to embrace a “One Team” approach. 	<p>through change and seek support when needed.</p> <ul style="list-style-type: none"> • Demonstrates and empowers the team to embrace perseverance and resilience in the face of adversity. • Demonstrates a positive and forward thinking management approach. • Contributes and enables others to embrace a “One Team” approach. 	<p>support a vision for change.</p> <ul style="list-style-type: none"> • Enables and empowers others to manage through change. • Instills confidence in self and others to lead with perseverance and resilience in the face of adversity. • Champions and enables others to embrace a “One Team” approach. 	<p>change, and champions transparency.</p> <ul style="list-style-type: none"> • Models perseverance and resilience in the face of adversity. • Champions a “One Team” mindset.
<p>Potential Impediments</p> <ul style="list-style-type: none"> • Waits for change to happen. • Focuses on the past and status quo – fails to look to the future. • Fails to clearly articulate compelling reasons for change. • Fails to demonstrate and leverage big-picture thinking. • Complains instead of bringing solutions and instigating change. 			

3. GENERAL COUNCIL SELF-ASSESSMENT SURVEY

There is real benefit to be gained from an in-depth review of all areas of Council activity. This review encompasses Council processes, activities, and behaviours. The tool takes the form of a series of assertions which should be awarded a rating on a scale of one (1) to five (5). These assertions are split between Council processes and behaviours. As a group, Council should rate their response to each assertion by marking the relevant box. Respectful group discussion and context provided via competencies outlined in the guide, will assist Council in determining the appropriate ranking.

Rating Scale

- 1 = Hardly ever/Poor/Strongly disagree
- 2 = Occasionally/Below Average/Disagree
- 3 = Sometimes/Average/Neutral
- 4 = Most of the time/Above average/Agree
- 5 = All of the time/Fully satisfactory/Strongly agree

A – Processes	N/A	1	2	3	4	5
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1. Meetings

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.1. The number of Council and committee meetings are appropriate, including ad-hoc meetings when necessary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2. Council members regularly attend and actively contribute at meeting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3. Council meetings are well run and productive. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Council Committees

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.1. Council committees are properly constituted and perform their delegated roles under clear terms of reference; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2. Are subject to revision as appropriate; and, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3. Report back effectively and promptly to Council with sufficient time for Council to consider matters arising. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Time Commitment

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3.1. Council members are able to commit sufficient time to the Town to discharge their responsibilities effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2. Council members regularly attend special community events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Orientation and Training

4.1. Council members receive proper orientation on commencement and ongoing training is available to meet individual development needs.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Timeliness and quality of information

5.1. Reports provided to Council are;

5.1.1. Provided on a timely basis; and

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

5.1.2. Of a quality that enables Council to determine whether the Town is on track to meet its strategic objectives and is acting within its risk appetite.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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B – Behaviours and Activities	N/A	1	2	3	4	5
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6. Council culture

6.1. The vision, mission, and values statements clearly communicate Council’s objectives and define the desired results in both the short and long-term.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6.2. Council creates a performance culture that drives value creation without exposing the Town to unnecessary risk.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6.3. Council sets an appropriate tone that permeates through the entire organization

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Council discussions

7.1. Council meetings are characterized by a high quality of debate with robust and probing discussions – consistent with the guidance that an effective Council should not necessarily be a comfortable place, challenge, as well as teamwork are an essential feature.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

7.2. Conflict among Council members do not interfere with Council’s work.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Understanding priorities

8.1. All Council members have a clear understanding of the Town’s vision, mission, values and strategic direction.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Setting strategy

- 9.1. Council holds a strategic plan that outlines the priorities, goals, and objectives that guide Council and staff.
- 9.2. Council sets the Town's strategic plan robustly and effectively, with appropriate challenge from the Chief Administrative Officer and Senior Leadership team.
- 9.3. Council ensures that the necessary financial and human resources are in place to implement the strategic plan.

10. Risk appetite and risk management

- 10.1. Council is sufficiently involved in establishing the Town's appetite for risk in respect of its strategic aims; and,
- 10.2. Satisfies itself that the integrity of the financial controls and systems of risk management are robust and resilient.

11. Monitoring organizational performance

- 11.1. Council has the appropriate data to monitor the Town's performance, including financial and non-financial information and peer and comparator local government information; and,
- 11.2. Uses the available data effectively.
- 11.3. The quality and quantity of services provided by the Town are consistent with the financial and human resources available, and are supported by measureable public satisfaction levels.

12. Crisis management

- 12.1. Council responds positively and constructively in the event of a crisis, and has well-established management plans to protect the Town's reputation.

13. Quality of decision making

- 13.1. Council makes well-informed high quality decisions based on its strategic priorities; and,
 - 13.2. Appropriate processes are used to facilitate complex decisions – for example obtaining information from subject matter experts and allowing time for additional debate and decision making.
-

14. Demonstrating Council stewardship

- 14.1. Council communicates effectively with all community members and takes into account their interests; and,

 - 14.2. Ensures that the standard of external reporting is high and that the annual report, is fair, balanced and understandable.
-

15. Role of the Mayor

- 15.1. The Mayor has sufficient time to commit to the role; and

 - 15.2. The Mayor exhibits a leadership style and tone that promotes effective decision making, constructive debate and ensures that Council works as a team.
-

16. Relationship with Town Administration

- 16.1. Council’s relationship with the Chief Administrative Officer and the Senior Leadership Team is one of mutual respect and trust.

 - 16.2. The Mayor and Chief Administrative Officer work well together and their different skills and experience complement each other.

 - 16.3. The mayor represents an effective link through to the Chief Administrative Officer and Senior Leadership Team.

 - 16.4. The roles of Council and Town staff complement each other and do not conflict.
-

17. Performance evaluation

- 17.1. Council sets itself objectives and carries out an annual evaluation of its own performance.

- 17.2. Council evaluates the Chief Administrative Officer’s performance annually on the basis of clear and objective requirements/expectations.

MODULE 2: INDIVIDUAL COUNCIL MEMBER SELF-ASSESSMENT

Individuals with good personal governance are masters of self-reflection, self-assessment and self-regulation. Self-reflection applies to how we think, communicate and act. Being aware of our thinking and behavioral models means we can self-evaluate in a personal and situational way. Self-regulation means knowing when we have reached our limits, and need help. Reflecting on thinking at the moment of acting is a characteristic of outstanding leadership. The purpose of module 2 is; to assist Council members in becoming aware of their strengths and limits, to act as a personal ‘check-in’ ensuring members are fulfilling their respective roles as elected and, to assist members in taking responsibility for themselves, their feelings, emotions, and the modes of behaviour that result.

This evaluation tool aims to support the development of individual Council members by helping enhance their contribution to the Town and also to encourage a positive experience.

1. INDIVIDUAL COUNCIL MEMBER SELF-ASSESSMENT PROCEDURE

- 1.1. The Individual Council Member Self-Assessment is to be carried out twice each year, in June and November
- 1.2. Copies of the Individual Self-Assessment Form and Guide will be distributed by Human Resources to all members of Council at the beginning of each June and November.
- 1.3. Council members will have three weeks to complete the Self-Assessment.
- 1.4. Council members are not required to return the completed for review or compilation. This is intended to be a personal self-improvement tool.
- 1.5. Council members are encouraged to review the findings of their individual self-assessment with one or more fellow Council members in one-on-one discussions, assisting them in setting individual performance goals.

Rating Scale

- 1 = Hardly ever/Poor/Strongly disagree
- 2 = Occasionally/Below Average/Disagree
- 3 = Sometimes/Average/Neutral
- 4 = Most of the time/Above average/Agree
- 5 = All of the time/Fully satisfactory/Strongly agree

	N/A	1	2	3	4	5
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1. Governance

- 1.1. I’m familiar with the Town of Ladysmith’s by-laws and policies.
- 1.2. I maintain confidentiality and comply with all applicable bylaws, policies, and legislation.

- 1.3. I support Council decisions once they are made.
- 1.4. I understand the distinction between Council's role to set direction and provide general oversight and Administration's role to lead and direct operations.
- 1.5. I understand Council's role in overseeing the Chief Administrative Officer's annual performance.
- 1.6. I commit the time required to fulfill my Council responsibilities.

2. Knowledge of the organization and environment

- 1.7. I understand the Town's strategic plan, including mission, vision, and values statements, and take these into account when making decisions.
- 1.8. While not necessarily an expert, I have a good understanding of the Town's;
 (a) Financial performance and condition
 (b) Key areas of risk and associated risk mitigation strategies.
- 1.9. I understand and take into account the Town's accountability to residents and taxpayers of the community.
- 1.10. I keep current of issues and trends that may have an impact on the Town or the needs of the community.
- 1.11. I effectively apply my knowledge, experience, and expertise to matters before Council.
- 1.12. I ask questions or request information to help me make informed decisions.
- 1.13. I exercise sound and balanced judgement considering all aspects presented before Council.
- 1.14. I bring a strategic focus in assessing issues and reaching resolutions.
- 1.15. I am satisfied with my level of contribution as a Council member.

2. Effective behaviour and relationships

- | | | | | | | | |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2.1. | I read necessary materials in advance and come prepared for meetings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2. | I listen well and respect others ideas and perspectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3. | I communicate effectively with my fellow Council members. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4. | I am comfortable and constructive when expressing a minority opinion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5. | I develop and maintain positive, collaborative relationships with fellow Council members and Administration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6. | I respect the contribution of Council committees, being careful at Council meetings to build-on, not re-do, the work already completed by committees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7. | While maintaining my independence as a Council Member, I interact respectfully, cooperatively and appropriately with the Chief Administrative Officer and the Senior Leadership Team. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.8. | I take advantage of Council education opportunities to increase my effectiveness as a council member. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Development Questions

- a) In terms of furthering your professional development as a Council member and contributing more to the Town, please identify two or three areas that you would like to personally focus on this year.

b) Looking ahead, what supports or educational opportunities would be beneficial to your development as a Council member.



MODULE 3: MEETING ASSESSMENT

Effective meetings are those in which all members feel that the process of considering the matters on the agenda and arriving at a decision on each one has been fair and that all participants have been heard, and all sides of the issues considered.

Module 3 has been designed to assist Council in working together to ensure that meetings are effective and work well to conduct the business of Council and the Town.

1. MEETING ASSESSMENT PROCEDURE

- 1.1. An online Meeting Assessment survey will be sent out after randomly selected Council meetings throughout the year
- 1.2. Hard copies of the survey will also be available to Council members
- 1.3. Council members will be given one week to complete the survey.
- 1.4. The survey results will be returned anonymously to staff (Chief Administrative Officer, Corporate Officer or Manager of Human Resources) who will compile a summary of responses and circulate it to Council
- 1.5. Any Council member can request that the subject of effective meetings be placed on an agenda in a Closed Session for further discussion by all members of Council
- 1.6. Any member of Council can request that Meeting Assessment surveys be distributed after any given meeting and request follow-up discussion of the survey results if desired.

Open Questions:

What worked well?

What did not work well?

What I would like to see changed?