

**THE COMMITTEE OF THE WHOLE  
AGENDA  
6:30 P.M.**

Tuesday, January 28, 2020  
6:30 P.M.

Council Chambers, City Hall  
Pages

**1. CALL TO ORDER****2. AGENDA APPROVAL**Recommendation

That the agenda for this January 28, 2020 meeting of the Committee of the Whole be approved.

**3. MINUTES****3.1 Minutes of the Municipal Services Committee Meeting held December 9, 2019****5**Recommendation

That the minutes of the Municipal Services Committee meeting held December 9, 2019 be approved.

**4. DELEGATION****4.1 Jane Kiltnei and Marilyn Swallow, One Cowichan Community Education Society: Climate Emergency****5. REPORTS****5.1 Churchill Property Development – Progress Report****10**Recommendation

That the Committee:

1. Receive the progress report by the Director of Infrastructure Services dated January 14, 2019, on options for potential development of the Town-owned property at 1260 Churchill Place; and
2. Recommend that Council authorize an additional \$15,000 to fund a geotechnical survey of the property with the funds to come from the real property reserve.

**5.2 2020 Grants in Aid Requests 16**

Recommendation

That Council determine the amounts to allocate to the various community groups based on their 2020 Grant in Aid requests.

**5.3 Park and Facility Naming Policy 23**

Recommendation

That the Committee refer the draft Park and Facility Naming Policy, application process, with accompanied park and facility naming inventory, to Council for consideration.

**5.4 Building Inspector's Report to December 31, 2019 34**

Recommendation

That the Committee receive the Building Inspector's Report for the month of December, 2019.

**5.5 Ladysmith Fire/Rescue Reports for November and December 2019 35**

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months November and December, 2019.

**6. COUNCIL SUBMISSIONS**

**6.1 Climate Declaration 37**

The following Climate Declaration is submitted for discussion (Mayor Stone, Councillor Stevens).

Recommendation

That the Committee recommend that Council adopt the following resolution:

Whereas: Climate change creates risks to our economic, social and physical environments.

Whereas: The overwhelming scientific consensus is that human activities are causing climate change.

Whereas: A response to climate change will consist of mitigation and adaptation.

Whereas: Mitigation of climate change will necessarily include a transition to a low carbon society.

Whereas: The transition to a low carbon society could effect the economic and social environments negatively for a period of time, and those negative effects on the lives of citizens must be minimized.

Whereas: Adaptation to climate change will involve the 'hardening' of public assets

Whereas: The Town of Ladysmith exists to provide: good government; services, laws and other matters for the benefit of the community; stewardship of public assets AND to foster the economic, social, and environmental well being of the community.

Therefore Be It Resolved That:

\* The Town of Ladysmith acknowledges the emergent risks posed by climate change to our economic, social and physical environments. And further, the Town of Ladysmith has adopted and will continue to adopt plans, bylaws, policies and spending that: facilitate the smoothest possible socio-economic transition to a low carbon community; mitigate the carbon footprint of the Town and its citizens; and adapt/build public assets to withstand and/or overcome the effects of climate change.

## **6.2 Budget Transfer Policy**

The following budget transfer policy recommendation is submitted for discussion (Councillor Stevens):

\* Please note, for 2019, the maximum transfer between projects would amount to \$21,392.

### Recommendation

That the Committee direct staff to bring back to the Committee amendments to the existing budget transfer policy which would allow staff to reallocate up to 0.3% of the current year municipal tax levy between projects, providing funds are available, and advise the Committee of such transfers in a future financial report.

## **7. UNFINISHED BUSINESS**

8. NEW BUSINESS

9. ADJOURNMENT



**MINUTES OF A MEETING OF THE  
MUNICIPAL SERVICES COMMITTEE**

**Monday, December 9, 2019  
6:30 P.M.  
Council Chambers, City Hall**

**Committee Members Present:**

Councillor Jeff Virtanen (chair)  
Mayor Aaron Stone  
Councillor Duck Paterson  
Councillor Amanda Jacobson

Councillor Rob Johnson  
Councillor Tricia McKay  
Councillor Marsh Stevens

**Staff Present:**

Erin Anderson  
Jake Belobaba  
Geoff Goodall  
Clayton Postings  
Joanna Winter

Mike Gregory  
Sue Bouma  
Sue Glenn  
Shannon Wilson

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**1. CALL TO ORDER**

Councillor Virtanen called this meeting of the Municipal Services Committee to order at 6:30 p.m., recognizing the traditional unceded territory of the Stz'uminus People.

**2. AGENDA APPROVAL**

**MS 2019-053**

That the agenda for this December 9, 2019 meeting of the Municipal Services Committee be approved.

*Motion Carried*

**3. MINUTES**

**3.1 Minutes of the Municipal Services Committee Meeting held  
September 9, 2019**

**MS 2019-054**

That the minutes of the Municipal Services Committee meeting held September 9, 2019 be approved.

*Motion Carried*

**4. REPORTS**

**4.1 Building Inspector's Report to November 30, 2019**

**MS 2019-055**

That the Committee receive the Building Inspector's Report for the months August to November 2019.

*Motion Carried*

**4.2 Ladysmith Fire/Rescue Reports for August to October, 2019**

**MS 2019-056**

That the Committee receive the Ladysmith Fire/Rescue Reports for the months August to October 2019.

*Motion Carried*

**4.3 Coastal Animal Control Services Reports for July to September 2019**

**MS 2019-057**

That the Committee receive the Coastal Animal Control Services Reports for the months July to September 2019.

*Motion Carried*

**4.4 Poet Laureate Program**

**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.

*Motion Carried*

OPPOSED: Councillor Paterson

The Committee requested that staff bring a revised budget for the Town's Poet Laureate Programs to the next meeting of Council.

#### **4.5 2019 Third Quarter Financial Report**

##### **MS 2019-059**

That the Committee receive for information the 2019 Third Quarter Financial Report from the Director of Financial Services.

*Motion Carried*

### **5. COUNCIL SUBMISSIONS**

#### **5.1 Downtown Planters and Hanging Baskets**

##### **5.1.1 Hanging Baskets between High Street and Roberts Street**

Councillor Johnson requested that the Committee discuss the possibility of adding hanging baskets with irrigation watering systems on 1st Avenue, between High Street and Roberts Street. The Committee expressed greater interest in exploring lower maintenance plant options.

##### **5.1.2 Lower Maintenance Plants**

Councillor Jacobson requested that the Committee discuss the possibility of changing the Town's public floral displays to a more drought-resistant and natural species theme. Committee members also recommended the possibility of adding public art to the more natural flora, but cautioned that plants would still be necessary to soften the environment.

##### **MS 2019-060**

That the Committee request staff to research drought-tolerant alternatives to downtown plantings, flower beds, hanging baskets and shrubbery, including potential public art options to reduce water use.

*Motion Carried*

## **5.2 Transit Review**

### **MS 2019-061**

That the Committee request that CVRD and BC Transit give a presentation to the Committee of the Whole regarding plans for connections between the Cowichan Valley and Nanaimo Regional District transit systems, service expansion, subsidized bus passes for youth, and the potential for increased route services in Ladysmith.

*Motion Carried*

## **5.4 Videotaping Closed Council Meetings**

The Committee discussed the possibility of videotaping Closed Sessions of Council for Council members to refer to. The majority of Committee members were not in favour of pursuing the matter, noting legal, financial and privacy concerns.

## **5.5 Other Users of South Davis Road School**

Councillor Jacobson expressed her support of the Arts Council's temporary use of the South Davis School, noting that the community group had brought a new spark to that area of town. She enquired whether there was a plan for other groups and organizations to make use of South Davis Road School once the Arts Council returned to the Machine Shop. Staff noted that the licence agreement with the School District can be extended and adjusted to accommodate other users, but this would be dependent on the readiness of the Machine Shop. Staff responded to the Committee's questions regarding the licence for the exterior of the South Davis Road School, as well as the operating costs involved with leasing the building.

## **6. CORRESPONDENCE**

### **6.1 Garth Gilroy: Bicycle Safety and Future Street Design Projects for Ladysmith**

#### **MS 2019-062**



That the Committee refer the correspondence from Garth Gilroy regarding cycling infrastructure, together with other matters related to active transportation, to the upcoming Official Community Plan update process.

*Motion Carried*

**8. NEW BUSINESS**

**8.1 Public Art Policy**

Staff made a presentation to the Committee outlining the key components of the Draft Public Art Policy and responded to Council's questions.

**MS 2019-063**

That the Committee refer the Draft Public Arts Policy to Council for consideration.

*Motion Carried*

**9. ADJOURNMENT**

**MS 2019-064**

That this meeting of the Municipal Services Committee adjourn at 8:00 p.m.

*Motion Carried*

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Chair (Councillor J. Virtanen)

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Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

**Report Prepared By:** Geoff Goodall, Director of Infrastructure Services  
**Meeting Date:** January 14, 2020  
**File No:**  
**RE:** **CHURCHILL PROPERTY DEVELOPMENT – PROGRESS REPORT**

**RECOMMENDATION:**

That the Committee:

1. Receive this progress report on options for potential development of the Town-owned property at 1260 Churchill Place; and
2. Recommend that Council authorize an additional \$15,000 to fund a geotechnical survey of the property with the funds to come from the real property reserve.

**EXECUTIVE SUMMARY:**

In 2017, Council purchased the property at 1260 Churchill Place in order to establish an access route during the construction of the culvert over Rocky Creek on 4<sup>th</sup> Avenue. The 4<sup>th</sup> Avenue culvert project is now complete and staff have developed some development options for the Committee’s consideration.

**PREVIOUS COUNCIL DIRECTION**

Resolution	MeetingDate	ResolutionDetails
CS 2019-187	05/13/2019	That Council: 1. Direct staff to retain: a. Turner Surveying to complete a survey of 1260 Churchill Place as well as develop two lot layout proposals, one based on the existing zoning (R-1) and the other on R-1-B zoning; and b. Aquaparian Environmental Consulting to complete a Riparian Areas Regulation Assessment for 1260 Churchill; and c. The services of a real-estate firm to estimate the value of lots as proposed in the two options that will be generated by Turner Surveying and an engineering consultant to assist with construction cost estimating. 2. Direct staff to amend the 2019-2023 Financial Plan in the amount of \$15,000 to complete the work at 1260 Churchill Place with funds to come from the Real Property Reserve. 3. Direct staff to bring back the results of this work program to Council for further direction.



## **INTRODUCTION/BACKGROUND:**

Work completed

- Property Survey
- 2 development options
- Environmental review
- Preliminary construction cost estimate.

Future Works Required

- Geotechnical Survey
- Pro forma
- Engineering design
- PLA
- Zoning consideration

Staff have been advised that it will be difficult to determine the layout and value of lots until a geotechnical survey has been completed. It is therefore recommended that the Committee authorize staff to conduct the geotechnical survey for a cost up to \$15,000.

## **ALTERNATIVES:**

Council has a number of decisions to make regarding this project including the following.

1. Develop the project with the existing zoning or seek more density.
2. Sell the property prior to subdivision or after works and services are constructed, individual lots.
3. Open or close connection between Churchill and McKinley

## **FINANCIAL IMPLICATIONS;**

The Churchill property was purchased for \$900,000. The Town borrowed \$952,700 which covered the purchase price as well as temporary road construction and fencing.

Borrowing was from the Municipal Finance Authority with a five year term ending in 2023, with no rights of renewal. The Town currently pays interest only, budgeted at \$24,000 annually.

To date, staff have spent approximately \$10,800.

## **LEGAL IMPLICATIONS;**

## **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

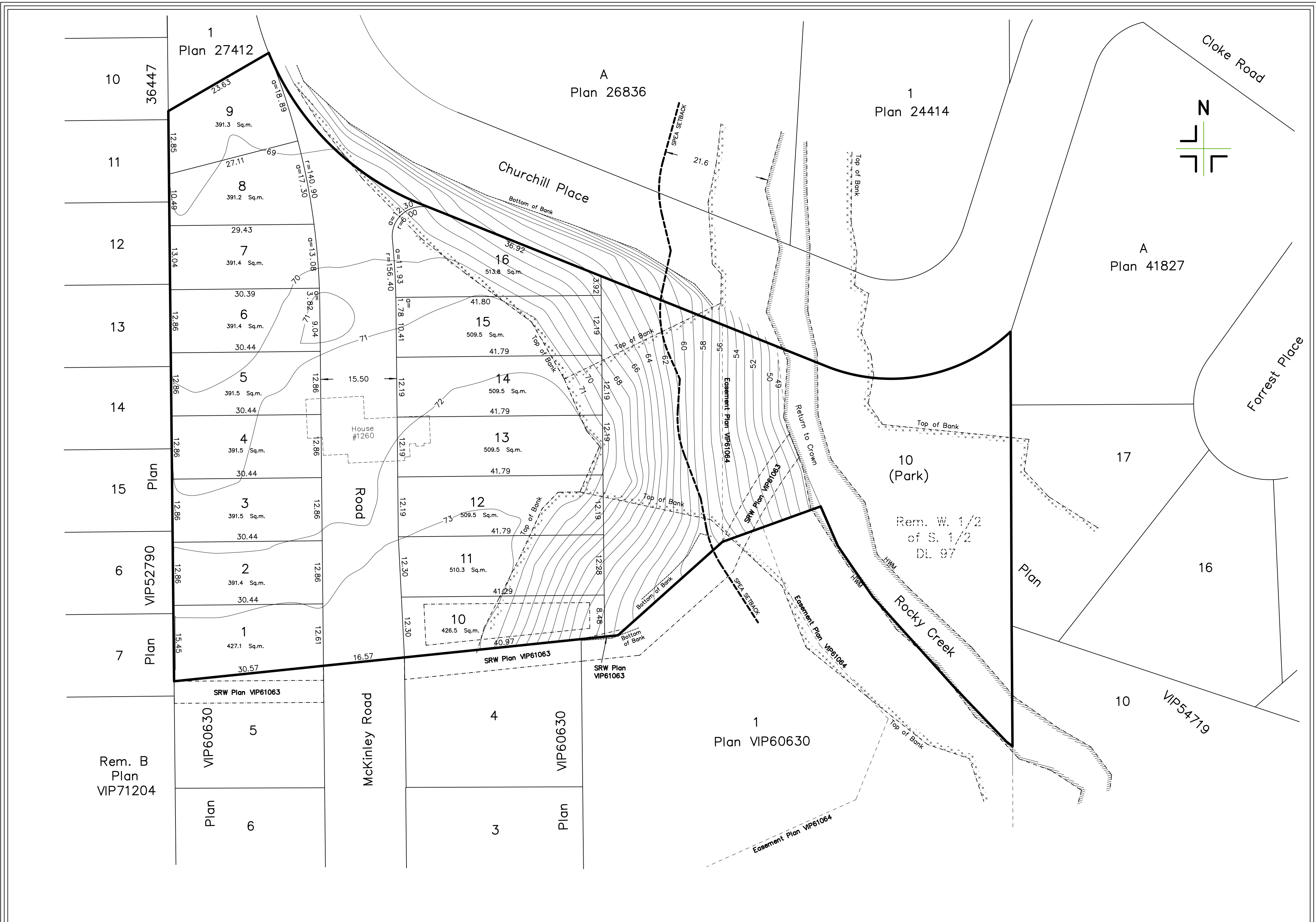
- |   |   |
|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy        |
| <input type="checkbox"/> Community      | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront     |   |

***I approve the report and recommendation(s).***

**Guillermo Ferrero, Chief Administrative Officer**

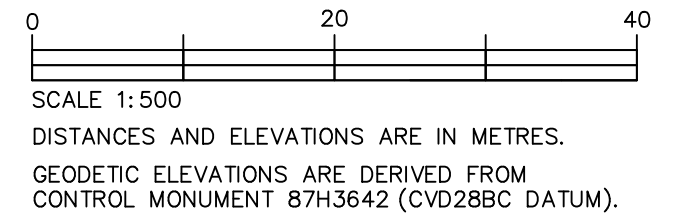
**ATTACHMENT(S):**

- Option A – 16 lot subdivision
- Option B – 9 lot subdivision
- Cost estimates



**SITE PLAN SHOWING PROPOSED SUBDIVISION OF:**  
**THE WEST 1/2 OF THE SOUTH 1/2 OF DISTRICT LOT 97, OYSTER DISTRICT, EXCEPT PARTS IN PLANS 24414, 26836, 27412 AND VIP60630.**

Client: TOWN OF LADYSMITH      Civic Address: 1260 CHURCHILL PLACE, LADYSMITH  
 File: 19-090      Scale: 1:500      Drawn by: DRW      Property Zoning: R1

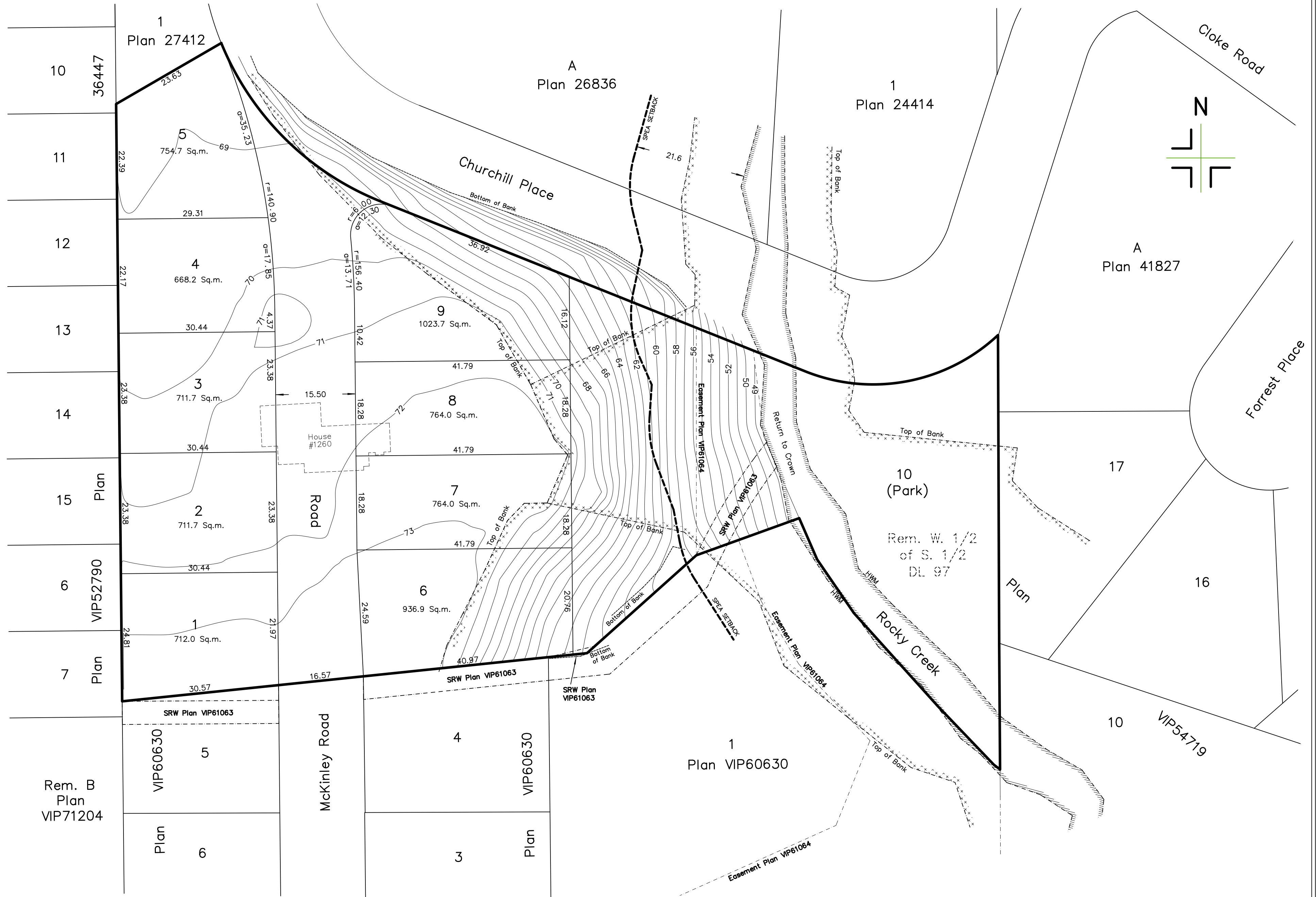


**NOTE:**  
 THIS PROPERTY IS AFFECTED BY THE FOLLOWING REGISTERED DOCUMENTS: M76300, EF87178, EJ36041 & EJ36043.

DATE:	REVISION:
July 31, 2019	First Draft
October 30, 2019	Revise Road Alignment/Lot layout

SITE SUMMARY	
CURRENT ZONING	R-1
PROPOSED ZONING	R-1B
TOTAL SITE AREA	1.30 ha

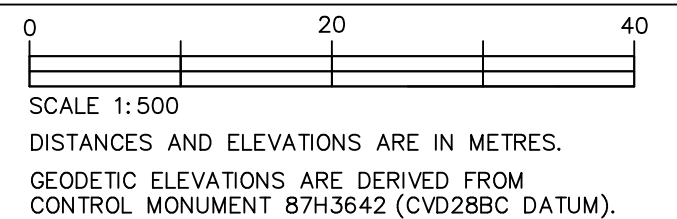
**Turner & Associates**  
 land surveying inc.  
 250.753.9778  
 435 Terminal Avenue North  
 Nanaimo, BC V9S 4J8  
 www.turnersurveys.ca



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	Unit	\$/unit	Total
<b>WATER</b>			
200 PVC	235	\$225	\$52,875
Services	19	\$1,750	\$33,250
Valves	6	\$2,000	\$12,000
Hydrant	2	\$5,000	\$10,000
Tie in 1	1	\$10,000	\$10,000
Tie in 2	1	\$20,000	\$20,000
			\$138,125
<b>SANITARY</b>			
200 PVC	235	\$150	\$35,250
Services	18	\$1,250	\$22,500
Manhole	3	\$5,000	\$15,000
			\$72,750
<b>STORM</b>			
250 PVC	235	\$150	\$35,250
Services	18	\$1,250	\$22,500
Manhole	3	\$5,000	\$15,000
CB	8	\$2,000	\$16,000
Rockpits	16	\$2,000	\$32,000
			\$120,750
<b>STREETS</b>			
Curb	470	\$100	\$47,000
Sidewalk	235	\$150	\$35,250
Road base	1900	\$35	\$66,500
Pavement	1900	\$45	\$85,500
Lights	10	\$5,000	\$50,000
			\$284,250
<b>GAS/HYDRO/TEL</b>			
Installation and Services	3	\$50,000	\$150,000
<b>TOTAL</b>			\$765,875
Soft costs (engineering, survey, etc.)			\$150,000
Contingency			20%
			\$183,175
<b>GRAND TOTAL</b>			\$1,099,050

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Meeting Date:** January 21, 2020  
**File No:**  
**RE:** **2020 GRANTS IN AID REQUESTS**

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### **RECOMMENDATION:**

That Council determine the amounts to allocate to the various community groups based on their 2020 Grant in Aid requests.

### **EXECUTIVE SUMMARY:**

The Town provides Grant in Aid funding to various community groups based on their eligibility and policy. The 2020 Financial Plan includes \$61,129. The total request received for 2020 amounts to \$67,050 plus funds allotted for waiving of fees.

### **PREVIOUS COUNCIL DIRECTION**

Council approved an amendment to the Grants in Aid Policy in May of 2019.

### **INTRODUCTION/BACKGROUND:**

Each year Town Council, on behalf of residents of the Town of Ladysmith, provides grants for social, cultural, recreational, special events services. The purpose of the grant-in-aid program is to assist citizens, financially, to organize themselves around community issues and projects (see Appendix B – Grant in Aid Policy).

One of the requirements to continue to receive Grant in Aid funding is to submit a short report detailing how the funds were used in the prior year. All of these reports for 2019 can be found on the Town's website at: <http://www.ladysmith.ca/city-hall/funding-grants>

The new deadline to receive the Grant in Aid requests is December 31<sup>st</sup> (previously it was February 28<sup>th</sup>). Also, new for 2020 is the limit of one application per organization.

The Town received the following applications by the deadline:



Organization	2020 Requested	Approved 2019	Difference
Ladysmith Fire Rescue - Santa Parade	1,500	1,200	+ 300
Ladysmith Golf Club Society	5,000	5,000	-
Ladysmith Show and Shine	2,000	1,000	+ 1,000
Ladysmith & District Historical Society	7,500	7,000	+ 500
Ladysmith Festival Of Lights	15,000	10,000	+ 5,000
Ladysmith Downtown Business Association	1,500	1,500	-
Art Council of Ladysmith and District	1,500	1,500	-
Stz'uminus First Nation	2,500	2,500	-
Ladysmith and District Marine Rescue Society	2,500	2,500	-
Ladysmith Ambassador Program	2,500	1,000	+ 1,500
Old English Car Club Central Island Branch	600	250	+ 350
Ladysmith Maritime Society	1,500	1,500	-
Ladysmith Celebrations Society	10,000	8,000	+ 2,000
Ladysmith Family and Friends Society	2,500	2,500	-
Cowichan Family Caregivers Support Society	1,000	750	+ 250
Cowichan Trail Stewardship Society - Ladysmith Chapter	1,950		+ 1,950
Ladysmith Community Gardens Society	2,000	650	+ 1,350
Ladysmith Little Theater	4,000	2,000	+ 2,000
St Philips Church - Open Table	500	500	-
LSS - Frank Jameson Bursary	1,500	1,500	-
Ladysmith Citizens on Patrol	-	1,500	- 1,500
Waiving Fees	4,000	4,000	-
	<b>71,050</b>	<b>56,350</b>	<b>+ 14,700</b>

In 2019, there was approximately \$3,070 in fees waived. Also included in the budget, though unspent, was approximately \$3,500 set aside for grants in aid requests received after the deadline.

#### New Applications

The Town received a new request from the Cowichan Trail Stewardship Society. Their request is to partially fund trail maintenance on a portion of the Stocking Lake Trail.

#### Not Reapplying

Ladysmith Citizens on Patrol (COP) did not reapply as the Town has taken over maintenance of the COP vehicle, leaving them group in a sustainable financial position for the upcoming year.

#### **ALTERNATIVES:**

Council may choose to approve the amounts requested, modify the amount requested or deny the amount requested.

Council could amend the Grants in Aid Policy to:

- Restrict the number of years an organization may receive funding;
- Provide funding only to Town events (i.e. not to support the ongoing operations of the organization);
- Restrict the organizations to solely reside within the Town of Ladysmith;
- Make organizations choose between a Grant-in-Aid or a Permissive Tax Exemption.

**FINANCIAL IMPLICATIONS:**

Included in the draft Financial Plan is \$61,129. The Grant in Aid requests for 2020 totals \$71,050.

There is an additional \$113,686 allocated to Service Agreements with the Ladysmith Resources Centre Association (\$42,979), Ladysmith and District Historical Society (\$26,439 including an additional \$1,500 to promote heritage in Ladysmith), Ladysmith Chamber of Commerce & Visitor Centre (\$35,000 and \$8,400), Ladysmith Visitor Centre and \$868 for additional tourism services.

Grant in Aid monies come directly from property taxation funds; any increase/decrease in funding is an increase/decrease in taxation.

**LEGAL IMPLICATIONS:**

Authority to provide Grants-in-Aid is derived from the Local Government Act s.176 (c).

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Many community groups rely on this funding. Any changes to the funding could impact the services those organizations deliver.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

With direction from Council, the Finance Department leads the GIA process.

**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 type="checkbox"/> Not Applicable              |  |

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy        |
| <input 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):**

Appendix A – Additional benefits received from the Town  
Grant in Aid Policy

Appendix A - Additional benefits received by the Town

Organization	2020 Requested	Additional benefits received from the Town
Ladysmith Fire Rescue - Santa Parade	\$ 1,500.00	<i>Volunteers run Town Equipment</i>
Ladysmith Golf Club Society	\$ 5,000.00	<i>Permissive Tax Exemption; Service Agreement</i>
Ladysmith Show and Shine	\$ 2,000.00	<i>Road Closure</i>
Ladysmith & District Historical Society	\$ 7,500.00	<i>Service Agreement; Subsidized Rent; Permissive Tax Exemption</i>
Ladysmith Festival Of Lights	\$ 15,000.00	<i>Permissive Tax Exemption; Electrical upgrades</i>
Ladysmith Downtown Business Association	\$ 1,500.00	
Art Council of Ladysmith and District	\$ 1,500.00	<i>Subsidized Rent; Permissive Tax Exemption</i>
Stz'uminus First Nation	\$ 2,500.00	<i>Use of Town Facilities</i>
Ladysmith and District Marine Rescue Society	\$ 2,500.00	
Ladysmith Ambassador Program	\$ 2,500.00	<i>Use of Town Facilities</i>
Old English Car Club Central Island Branch	\$ 600.00	<i>Use of Town Facilities</i>
Ladysmith Maritime Society	\$ 1,500.00	<i>Permissive Tax Exemptions; Subsidized Rent;</i>
Ladysmith Celebrations Society	\$ 10,000.00	<i>Use of Town Facilities</i>
Ladysmith Family and Friends Society	\$ 2,500.00	<i>Subsidized Rent;</i>
Cowichan Family Caregivers Support Society	\$ 1,000.00	
Cowichan Trail Stewardship Society - Ladysmith Chapter	\$ 1,950.00	
Ladysmith Community Gardens Society	\$ 2,000.00	<i>Use of Town Facilities</i>
Ladysmith Little Theatre	\$ 4,000.00	
St Philips Church - Open Table	\$ 500.00	
LSS - Frank Jameson Bursary	\$ 1,500.00	



**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

**TOPIC: Grants-in-Aid**

**APPROVED BY:**

**Council**

**DATE: May 6, 2019**

**RESOLUTION #: CS 2019-170**

*Previous Version: 2013-266, 2016-371*

**Purpose:**

To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.

**Policy:**

In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives:

1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.

**Procedure:**

1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:
  - Name of the organization
  - Name of the individual making the application
  - Description of the project or event for which funding is requested
  - Indicate whether or not the project or event or service is already provided in the community
  - Identify the beneficiaries of the project or event or service
  - Indicate the total cost of the project or event or service
  - Indicate other sources of funding for the project or event or service
  - Indicate whether the application to other local governments has been made
  - Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization
  - Specify the amount of financial assistance required; and
  - Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.
2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31<sup>st</sup> in order to be considered by the Council of the Town of Ladysmith for funding in the following year.
3. Grant in Aid applications received after December 31<sup>st</sup> may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their

**TOPIC: Grants-in-Aid**

**APPROVED BY:**

**Council**

**DATE: May 6, 2019**

**RESOLUTION #: CS 2019-170**

*Previous Version: 2013-266, 2016-371*

application should they still be requesting financial assistance for the subsequent year.

4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
5. Council will considered only one (1) application per Organization per year.
6. Applications for funding will be considered at an open Council Meeting prior to the adoption of the Financial Plan. All decisions are final following ratification at the next Regular Meeting of Council.
7. An organization must, using the form provided, report back to Council by December 31<sup>st</sup> of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available.

**Conditions of Funding:**

1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested.
3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received.

Applications may be mailed to the following address:

**Town of Ladysmith  
PO Box 220  
Ladysmith, BC V9G 1A2**

Or picked up at City Hall at:

**410 Esplanade  
Ladysmith, BC**

**05 – 1850 - A**

## STAFF REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Julie Tierney, Administrative Supervisor (PRC)  
**Meeting Date:** January 28, 2020  
**File No:**  
**RE:** **PARK AND FACILITY NAMING POLICY**

### **RECOMMENDATION:**

That the Committee refer the draft Park and Facility Naming Policy, application process, with accompanied park and facility naming inventory, to Council for consideration.

### **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 2020-008	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.
CS 2019-387	That Council direct staff to develop a draft Park Naming Policy and application process for Council's consideration.
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".

### **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) Committee may choose to approve the policy as presented at this time.
- 2) Committee 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 sensitively 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  
Park and Facility Inventory



**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 neighbourhood association 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



**DRAFT**

PARK NAME	NAMED FOR	FACILITIES/STRUCTURES	CLASSIFICATION	AMENITIES
6TH AVENUE PARK (TRAILHEAD)	LOCATION	SHELTER	ACCESS POINT	BENCH
		KIOSK		
		WASHROOMS		
ARBORETUM	COLLECTION OF TREES	NONE	COMMUNITY PARK	PICNIC TABLES, BENCH
AGGIE SPORTS FIELDS	LOCATION	BALL DIAMOND 1	ATHLETIC PARK	BENCHES, BLEACHERS
		BALL DIAMOND 2		
AGGIE PLAYGROUND	LOCATION	NATURE-BASED PLAY EQUIPMENT	COMMUNITY PARK	BENCHES, BOOK KIOSK
BOB STUART PARK	FORMER MAYOR RW STUART	NONE	COMMUNITY PARK	LANDSCAPED GREENSPACE, BENCHES
COMMUNITY GARDEN	FEATURE	STORAGE FACILITY	COMMUNITY PARK	BENCH
		GARDEN BOXES		
		GAZEBO		
DAVIS ROAD PARK	LOCATION	NONE	ACCESS POINT	BENCH
DAVIS ROAD SCHOOL PARK	LOCATION	FENCED DOG PARK	COMMUNITY PARK	BENCH, DOG FOUNTAIN
		SMALL BALL DIAMOND		
		PLAYGROUND		
GOURLAY-JANES PARK	DONOR	BREAKWATER, STAIRS	COMMUNITY PARK	BEACH, BENCHES, PICNIC AREA
HARBOURVIEW PARK	DEVELOPER NAMED	PLAYGROUND EQUIPMENT	NEIGHBOURHOOD PARK	PICNIC TABLE
HOLLAND CREEK BALL FIELDS	LOCATION	BALL DIAMOND 1	ATHLETIC PARK	PICNIC AREA, BLEACHERS
		BALL DIAMOND 2		
		WASHROOMS/ CHANGEROOMS		
		CONCESSION BUILDING		
KINSMEN PARK AND PLAYGROUND	SERVICE CLUB	PLAYGROUND EQUIPMENT	COMMUNITY PARK	PICNIC TABLES
		WASHROOM		
		FIELD		
LIONS BALL FIELD	SERVICE CLUB	BALL DIAMOND	ATHLETIC PARK	FOUNTAIN
		CONCESSION		
		WASHROOMS		
LOT 108	LOCATION/LOT NAME	(FORREST) TURF FIELD	ATHLETIC PARK	BENCHES, BLEACHERS, SHELTER, FOUNTAIN
		TEMP CHANGEROOM/ WASHROOMS		
		PLAYGROUND		
		STORAGE CONTAINERS		
QUEEN'S PARK	THE QUEEN'S JUBILEE	NONE	NEIGHBOURHOOD PARK	GARDEN, BENCHES,
ROOT STREET PARK	LOCATION	PLAYGROUND	NEIGHBOURHOOD PARK	PICNIC TABLES
		SPORTS COURT		



ROTARY MEMORIAL PEACE GARDEN & CENOTAPH	SERVICE CLUB	CENOTAPH	DESTINATION, COMMUNITY	GARDENS, BENCHES
RUSSELL ROAD PARK	LOCATION	NONE	NEIGHBOURHOOD PARK	
SKATEBOARD PARK	ACTIVITY	VARIETY OF BOARDING STRUCTURES	COMMUNITY PARK	BENCHES
SPIRIT SQUARE	GRANT CRITERIA		COMMUNITY PARK	BENCHES
STONEWALL PARK	DEVELOPER NAMED		NEIGHBOURHOOD PARK	BENCH
STUART PARK	LOCATION		NEIGHBOURHOOD PARK	BENCH
TRANSFER BEACH PARK	HISTORICAL	AMPHITHEATRE	COMMUNITY PARK	BENCHES, PICNIC TABLES, FOUNTAIN, DOG WATER FOUNTAIN,
		(KIN) SHELTER		
		(SPORTSMAN) SHELTER		
		RETAIL BUILDING		
		WASHROOM/ CHANGEROOM		
		SAND VOLLEYBALL COURT		
		BASKETBALL COURT		
		HORSESHOE PITCH		
		ACCESSIBLE PICNIC AREA		
		SPRAY PARK		
		PLAYGROUND		
		HISTORICAL ARTIFACTS		
		FOOD TRUCK PADS		
DOG-OFF LEASH AREA				
WICKHAM PARK	DONOR	FIELD	NEIGHBOURHOOD PARK	BENCH



**TOWN OF LADYSMITH**  
**Quarterly Building Permit Summary - YTD DECEMBER 2019**

Year to Date	Commercial		Industrial		Institutional		Residential (NEW)		Residential		Dwelling Units	Total Permits	Bldg & Pldg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2019
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (New res)	Values	Renov/Add/Suite/CH	Values					
DEC	-	\$0	-	\$0	-	\$0	3	\$1,383,285	1	\$40,000	5	4	\$16,568	\$1,423,285	\$14,189,549

1 BP could = more than 1 DU (e.g., Suite)

JAN	1	\$100,000	-	\$0	-	\$0	-	\$0	2	\$31,000	-	3	\$1,441	\$131,000	\$131,000
FEB	1	\$48,000	-	\$0	-	\$0	3	\$845,785	1	\$10,000	3	5	\$10,506	\$903,785	\$1,034,785
MAR	-	-	1	\$20,000	-	-	4	\$1,005,268	1	\$150,000	6	6	\$13,876	\$1,175,268	\$2,210,053
APR	1	\$50,000	1	\$15,000	-	\$0	4	\$680,630	3	\$65,400	3	9	\$9,437	\$811,030	\$3,021,083
MAY	1	\$15,000	1	\$735,825	-	\$0	3	\$1,152,744	4	\$59,000	5	9	\$22,835	\$1,962,569	\$4,983,652
JUN	1	\$27,000	-	\$0	-	\$0	6	\$1,760,883	6	\$125,600	8	13	\$22,349	\$1,913,483	\$6,897,135
JUL	1	\$25,000	-	\$0	-	\$0	3	\$723,444	7	\$228,440	3	11	\$11,354	\$976,894	\$7,874,019
AUG	-	\$0	-	\$0	1	\$0	1	\$270,000	4	\$120,000	2	6	\$4,518	\$390,000	\$8,264,019
SEP	-	\$0	1	\$0	1	\$1,300,000	5	\$1,520,000	5	\$204,620	6	12	\$34,230	\$3,024,620	\$11,288,639
OCT	-	\$0	0	\$0	1	\$0	3	\$1,018,405	4	\$155,720	7	8	\$13,817	\$1,174,125	\$12,462,764
NOV	1	\$2,000	0	-	0	-	1	\$256,000	3	\$45,500	1	5	\$3,693	\$303,500	\$12,766,264
DEC	-	\$0	-	\$0	-	\$0	3	\$1,383,285	1	\$40,000	5	4	\$16,568	\$1,423,285	\$14,189,549
<b>TOTAL</b>	<b>7</b>	<b>\$267,000</b>	<b>4</b>	<b>\$770,825</b>	<b>3</b>	<b>\$1,300,000</b>	<b>36</b>	<b>\$10,616,444</b>	<b>41</b>	<b>\$41,235,280</b>	<b>49</b>	<b>91</b>	<b>\$164,623</b>	<b>\$14,189,549</b>	

Demos Mth	0	Demos YTD	2
-----------	---	-----------	---

4 BP = 5 DUs (1 SFD + 1 SFD+Suite + 1 Duplex)

Comparison	#DU	Value	#BP	Value
YTD 2019	49	\$10,616,444	91	\$14,189,549
YTD 2018	49	\$7,436,484	100	\$11,048,503
YTD 2017	73	\$9,913,306	102	\$11,056,230

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	1	0	0	2
YTD	27	7	2	3	5

27 SFD  
 14 SFD+Suite (7 x2)  
 2 Suite added to existing  
 3 Coach House  
 5 Multi-Family  
 -2Demos  
**Total 49**



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

**MONTH: November 2019**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1		1		2
By mistake	1								1	1	1		4
Electrical problem		1				1		1		3			6
Due to cooking		1		1		1	3	1	1	1			9
Assistance	2			2		2				2	1		9
Burning Complaint				2	2	1	3	1	2	3			14
Fire: Structure	1	1	1			2			1	1	1		8
Chimney	1	1											2
Interface / Bush								2					2
Vehicle													0
Other				3		3	2		1	4	1		14
Hazardous Materials			1			1		2	1				5
Hydro Lines: Down / Fire		2									1		3
Medical Aid	2	7	2	1	2	2	2	2	5	5	2		32
MVI	4	3	1	4	8	1	4	4	3	2	4		38
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1			3	0		14
<b>MONTH TOTALS</b> (exc.. Practises)	13	18	8	13	12	17	15	16	16	25	12		165
Practises (Totals for each Month)	5	4	4	5	4	4	5	4	4	4	4		47
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2	1	0		8

### ALARMS ACTIVATED (Location/Owner)

- 1) 1152 TCH Ladysmith Car Care - key pad mistake
- 2) 1127 4th Ave Oyster Harbour Senior Community

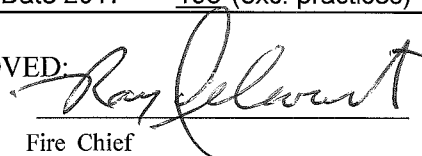
### MVI LOCATION

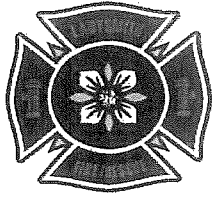
- 1) TCH & Davis Road North
- 2) TCH & Grouhel Road
- 3) Esplanade & Roberts Street
- 4) TCH & Davis Road North

### COMPARISONS:

Year to Date 2019	<u>165</u> (exc. practices)
Year to Date 2018	<u>183</u> (exc. practices)
Year to Date 2017	<u>193</u> (exc. practices)

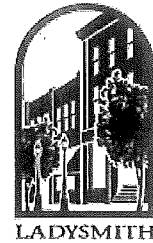
APPROVED:

  
 Fire Chief



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

MONTH: **December 2019**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1		1		2
By mistake	1								1	1	1	2	6
Electrical problem		1				1		1		3			6
Due to cooking		1		1		1	3	1	1	1		4	13
Assistance	2			2		2				2	1	2	11
Burning Complaint				2	2	1	3	1	2	3		1	15
Fire: Structure	1	1	1			2			1	1	1		8
Chimney	1	1										1	3
Interface / Bush								2					2
Vehicle												1	1
Other				3		3	2		1	4	1	1	15
Hazardous Materials			1			1		2	1			2	7
Hydro Lines: Down / Fire		2									1		3
Medical Aid	2	7	2	1	2	2	2	2	5	5	2	2	34
MVI	4	3	1	4	8	1	4	4	3	2	4	4	42
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1			3	0	0	14
<b>MONTH TOTALS (exc.. Practises)</b>	<b>13</b>	<b>18</b>	<b>8</b>	<b>13</b>	<b>12</b>	<b>17</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>25</b>	<b>12</b>	<b>20</b>	<b>185</b>
Practises (Totals for each Month )	5	4	4	5	4	4	5	4	4	4	4	5	52
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2	1	0	0	8

### ALARMS ACTIVATED (Location/Owner)

- 1) 472 Davis Rd - cooking
- 2) 640 1st Ave - Ladysmith Inn - work around sensor
- 3) 1211 Cloke Rd - La Rosa - cooking toast
- 4) 217 French St - cooking
- 5) 432 Blair Place - cooking
- 6) 120 4th Ave - fire response hit on alarm control pad

### MVI LOCATIONS

- 1) 328 Esplanade
- 2) 1st Ave & Roberts St
- 3) TCH & South Davis Rd
- 4) TCH & Chemainus Rd

### COMPARISONS:

Year to Date 2019	<u>185</u> (exc. practices)
Year to Date 2018	<u>213</u> (exc. practices)
Year to Date 2017	<u>215</u> (exc. practices)

APPROVED:

*Ray Delmont*  
 Fire Chief



## TOWN OF LADYSMITH COUNCIL

### CLIMATE DECLARATION

WHEREAS: Climate change creates risks to our economic, social and physical environments.

WHEREAS: The overwhelming scientific consensus is that human activities are causing climate change.<sup>1</sup>

WHEREAS: A response to climate change will consist of mitigation and adaptation.<sup>2</sup>

WHEREAS: Mitigation of climate change will necessarily include a transition to a low carbon society.

WHEREAS: The transition to a low carbon society could effect the economic and social environments negatively for a period of time, and those negative effects on the lives of citizens must be minimized.<sup>3 4</sup>

WHEREAS: Adaptation to climate change will involve the 'hardening' of public assets

WHEREAS: The Town of Ladysmith exists to provide: good government; services, laws and other matters for the benefit of the community; stewardship of public assets AND to foster the economic, social, and environmental well being of the community.<sup>5</sup>

#### **THEREFORE BE IT RESOLVED THAT:**

The Town of Ladysmith acknowledges the emergent risks posed by climate change to our economic, social and physical environments. And further, the Town of Ladysmith has adopted and will continue to adopt plans, bylaws, policies and spending that: facilitate the smoothest possible socio-economic transition to a low carbon community; mitigate the carbon footprint of the Town and its citizens; and adapt/build public assets to withstand and/or overcome the effects of climate change.

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<sup>1</sup> <https://climate.nasa.gov/faq/17/do-scientists-agree-on-climate-change/>

<sup>2</sup> <https://climate.nasa.gov/solutions/adaptation-mitigation/>

<sup>3</sup> <https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/prelim-strat-climate-risk-assessment.pdf>

<sup>4</sup> <https://www.cvrld.bc.ca/DocumentCenter/View/81884/Climate-Projections-Report?bidId=>

<sup>5</sup> [http://www.bclaws.ca/civix/document/id/consol28/consol28/03026\\_02#section8](http://www.bclaws.ca/civix/document/id/consol28/consol28/03026_02#section8)