

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

**Tuesday, March 3, 2020
Council Chambers, City Hall**

Pages

1. CALL TO ORDER

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

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

2. CLOSED SESSION

Recommendation

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

- matters related to lease of Town property – section 90(1)(e)
- litigation or potential litigation - section 90(1)(g)
- legal advice - section 90 (1)(i)

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

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for March 3, 2020.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held February 18, 2020

Recommendation

That Council approve the minutes of the Regular Meeting of Council held February 18, 2020.

7. DELEGATIONS

7.1 Laurie Bienert, George Hanson and Daniel Martinez, Nanaimo Foundation: Ladysmith Community Fund and Neighbourhood Small Grants

7.2 Judy Stafford, Cowichan Green Community: 2019 Year in Review

8. REPORTS

8.1 Waterfront Area Plan Staffing

6

Recommendation

That Council direct staff to include the Waterfront Area Plan Implementation Coordinator position in each year of the 2020-2024 Financial Plan remunerating up to band 5, step 5 of the exempt staff salary grid plus benefits with the monies, where applicable, to be funded in the following order:

- First, to come from revenues generated through operating activities in the Waterfront Area as appropriate;
- Second, to come from the Real Property Reserve;
- Third, general reserves to fund the non-eligible portion of the real property reserve cost; and
- Finally, to come from taxation.

8.2 Appointment of Corporate Officer

10

Recommendation

That Council appoint Donna Smith as Corporate Officer, effective Thursday, April 9, 2020.

8.3 1st Ave Bollard Installation – Phase 2

13

Recommendation

That Council confirm that the Phase 2 bollard installation will start at 428 1st Ave and move toward Roberts Street.

Recommendation

That Council consider whether it wishes to direct staff to proceed with the installation of an electrical connection to the new memorial tree being planted at Aggie Hall, for a cost of \$4,800.

8.5 Resident Alien– Street and Parking Closure Requests for Second Round of Filming

Recommendation

That Council approve the following requests from the production company for the second round of filming for the television series *Resident Alien*, subject to negotiation of final schedules between staff and the production company:

1. Intermittent closures of Roberts Street between the Trans Canada Highway and First Avenue on Friday, March 13 and Saturday, March 14 for preparation and on Monday March 16 for shooting, 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;
2. Intermittent closures of parking spaces between March 13 and 17 on both sides of:
 - Roberts Street from the Trans Canada Highway to the southwest point of the Credit Union parking lot;
 - First Avenue between Gatacre Street and Baden Powell Street
 - High Street between the Trans Canada Highway and 1st Avenue; 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;
3. Closure of 1st Avenue between Roberts Street and High Street for filming a stunt scene on Sunday, March 15;
4. Closure of the Town's parking lot at 17 and 25 Roberts Street from March 13 to March 17;
5. Closure of the Town parking lot and spaces along the alley between Gatacre Street and Malone Road for work trucks and support vehicles from March 13 to March 17;
6. Closure of parking along Oyster Bay Drive north of the Machine Shop from March 13 to 17 for use by production crew;
7. Use of the Town's property at the southern half of the parking lot at Fishermen's Wharf and Rotary Boat Launch for the production

‘circus’;

8. Use of the Town’s property on Buller Street east of 1st Avenue for overflow parking, on the condition that the company completes and necessary fill or other work required

8.6 Public Art Banners Assessment Committee

23

Recommendation

That Council appoint one member of Council to the Community Banner Program – Public Art Banners Assessment Committee

8.7 Poverty Reduction in Ladysmith

26

Recommendation

That Council:

1. Direct staff to submit an application to the UBCM Poverty Reduction Planning & Action Program Funding Stream 1 for up to \$25, 000;
2. Confirm its willingness to provide overall grant management; and
3. Waive the purchasing policy in order to contract with Social Planning Cowichan to conduct the work, should the grant application be successful.

9. BYLAWS

9.1 Council Remuneration Bylaw Amendment

38

The purpose of Bylaw 2034 is to establish rates of remuneration for Council members.

Recommendation

That, having adopted the 2020 recommendations of the Select Committee on Council Remuneration, Council:

1. Give first, second and third readings to Town of Ladysmith Council Remuneration Bylaw 2018, No. 1986, Amendment Bylaw 2020, No. 2034; and
2. Adopt the amended Council Remuneration Policy.

10. CORRESPONDENCE

10.1 Scott Carey, Chief Executive Officer, Dad's Dial A Driver Service: Request for Ride Hailing Services Support Letter

57

Recommendation

That Council consider whether they wish to provide a letter of support for the ride hailing industry as requested by Scott Carey, Chief Executive Officer of Dad's Dial A Driver Service, in his correspondence dated February 18, 2020.

10.2 Cowichan Leadership Group: Proposal Related to Homelessness and Addiction in Ladysmith

58

Recommendation

That Council write to the Honorable Judy Darcy, BC Minister of Mental Health and Addictions, in support of the funding proposal from the Cowichan Leadership Group, providing details about growing issues related to homelessness and addiction in Ladysmith and area.

11. NEW BUSINESS

12. UNFINISHED BUSINESS

13. 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.

14. ADJOURNMENT

STAFF REPORT TO COUNCIL

Report Prepared By: Ian Paydli, Manager of Human Resources
Report Reviewed By: Erin Anderson, Director of Financial Services
Meeting Date: March 3, 2020
File No:
RE: **Waterfront Area Plan Staffing**

RECOMMENDATION:

That Council direct staff to include the Waterfront Area Plan Implementation Coordinator position in each year of the 2020-2024 Financial Plan remunerating up to band 5, step 5 of the exempt staff salary grid plus benefits with the monies, where applicable, to be funded in the following order:

- First, to come from revenues generated through operating activities in the Waterfront Area as appropriate;
- Second, to come from the Real Property Reserve;
- Third, general reserves to fund the non-eligible portion of the real property reserve cost; and
- Finally, to come from taxation.

EXECUTIVE SUMMARY:

Historically, waterfront area plan staffing has proven difficult as the result of short contract duration and inadequate remuneration. The purpose of this recommendation is to assist the Town in attracting and retaining qualified candidates necessary to move this project forward.

PREVIOUS COUNCIL DIRECTION

CS 2017-382: Approved funding of \$400,000 in each year of the 5-year Financial Plan 2018-2022 for contracted services, consulting fees, and a temporary exempt position to project manage the approved Waterfront Area Plan Project, including working with the WAP Implementation Project Leadership Committee.

CE 2020-012: Council confirmed that the position of Waterfront Area Plan Implementation Coordinator will be a five (5) year temporary term employment contract with remuneration at band 5 of the exempt staff salary grid plus benefits, and directed staff to prepare a report on options for funding the position, including reserves and other revenue sources.

INTRODUCTION/BACKGROUND:

December 4, 2017 council approved funding for a temporary exempt position to project manage the approved Waterfront Area Plan Project.

May 14, 2018 the Project Manager, Waterfront Area Implementation role was posted as a band four exempt one year temporary term position for a period of 39 calendar days. The competition received 25 distinct applications, of which; four were selected to interview, three of those selected withdrew as the result of term duration and/or remuneration. One candidate was interviewed, hired, and commenced on July 17, 2018.

May 1, 2018 the Project Manager, Waterfront Area Implementation incumbent resigned employment as the result of accepting a permanent management position with another local government.

November 4, 2019, the Project Coordinator, Waterfront Area Plan Implementation role was posted as a band 4, exempt, one year temporary term position for a period of 20 calendar days. To increase the candidate pool, this role held reduced accountability and lesser experience and credential requirements than the previous Manager iteration. The competition received 13 distinct applications, of which; two were selected to progress and interview. No applicant was deemed qualified within the interview process, and as such, no employment offer was made.

The position remains unfilled. Feedback from the applicant field is:

- Being a 1-year position, the term is too short;
- The funding for the position is uncertain, meaning continued employment is uncertain; and
- The pay is too low for the necessary requirements.

Staff is seeking Council's direction to increase the term of the position as well as the compensation.

ALTERNATIVES:

Council can choose to direct staff to:

- Seek an external consulting firm to assist in implementation of the Waterfront Area Plan.

FINANCIAL IMPLICATIONS:

This position is currently funded by the Real Property Reserve (~75%) and General Government Reserve (~25%). There will not be enough funds remaining in the Real Property Reserve to fund this position and the necessary waterfront work over the 5 year term. Additional sources of funding will be required.

Potential sources of revenue could include funds from the 2009 agreement between the Ladysmith Maritime Society (LMS) and DL2016 Holdings Corporation (DL2016), 5% of the gross moorage is required to be paid to DL2016 as licence fees "...to be used only for Town of Ladysmith waterfront improvements of a capital or operating nature...". Based on the latest LMS financial statements, there is approximately \$35,000 in licence fees payable to DL2016 on July 1, 2020.

There has been \$255k spent from the Real Property Reserve for Waterfront projects. The balance at December 31, 2019 of the Real Property Reserve was \$1.036 million, though some of these funds are allocated to other projects.

The cost estimate for the table below is based on the maximum estimated compensation at band 5, step5 plus benefits with an annual increase of 2% per annum (see Table 1)

Table 1 - Proposed 5 year costs and funding sources

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Salary & Benefits	161,045	164,265	167,551	170,902	174,320	838,083
Estimated Waterfront Development Studies	200,000	200,000	200,000	200,000	200,000	1,000,000
Total funding required	361,045	364,265	367,551	370,902	374,320	1,838,083

Potential Funding sources:

Other Waterfront revenues	35,000	35,000	35,000	35,000	35,000	175,000
Real Property Reserve	285,784	288,199	290,663	0	0	864,646
General Reserve	40,261	41,066	41,888	42,726	43,580	209,521
Taxation	0	0	0	293,177	295,740	588,916

As shown above, the Real Property Reserve is depleted by 2023. Selling portions of the waterfront is possible by 2023, though there are a number of issues and costs that must be address before the properties are subdivided and sold.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Tax-payers demand the Town operate with a high degree of transparency, fiscal responsibility, and prudence. A five year temporary term band 5 exempt role may trigger opposition within the community regarding the necessity of additional payroll costs. Despite this, the general public are keen to see movement on the waterfront project and an inability to recruit will present potential failures in moving the project forward.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Manager of HR resources are necessary in the facilitation of a staffing/recruitment campaign. Minor involvement of senior management will be required in the interview and selection 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 checked="" 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 checked="" type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

STAFF REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services
Date: February 26, 2020
Meeting Date: March 3, 2020
File No:
RE: **APPOINTMENT OF CORPORATE OFFICER**

RECOMMENDATION:

That Council appoint Donna Smith as Corporate Officer, effective Thursday, April 9, 2020.

EXECUTIVE SUMMARY:

Donna Smith has been appointed Manager of Corporate Services. This position is responsible for carrying out the duties of the Corporate Officer as stated in s. 148 of the *Community Charter*. Ms. Smith will be replacing the retiring Corporate Officer whose last day of work is April 9.

PREVIOUS COUNCIL DIRECTION

N/A/

INTRODUCTION/BACKGROUND:

The Corporate Officer is a statutory position in local government, under the *Community Charter*. The duties of the Corporate Officer are prescribed in section 148 of the *Community Charter*:

Corporate officer

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

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be

taken under this Act or any other Act relating to municipalities;

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

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

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

The Deputy Corporate Officers previously appointed by Council -- Erin Anderson (Director of Financial Services) and Sue Bouma (Administrative Coordinator, Corporate Services) will continue in their roles to support the new Corporate Officer.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☐ Economy ☐ Infrastructure
☐ Community ☐ Waterfront
☒ Not Applicable

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Infrastructure Services
Meeting Date: March 3, 2020
File No:
RE: 1 ST AVE BOLLARD INSTALLATION – PHASE 2

RECOMMENDATION:

That Council confirm that the Phase 2 bollard installation will start at 428 1st Ave and move toward Roberts Street.

EXECUTIVE SUMMARY:

In 2019 the first phase of the 1st Ave. bollard installation was completed. \$30,000 has been budgeted for 2020 to complete Phase 2. Staff are recommending to continue the installation from the end of the phase 1 installation and move towards Roberts Street.

PREVIOUS COUNCIL DIRECTION

CS 2018-497	That Council direct staff to review present plans for the installation of some 160 bollards along 1st Avenue in the downtown core. Motion carried. OPPOSED: Councillor McKay
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INTRODUCTION/BACKGROUND:

In 2019, 14 bollards were installed on the south west side of 1st Ave. between High Street and the Old Time Bakery (440 1st Ave). The cost of this work was approximately \$50,000. Council has budgeted \$30,000 for 2020, which based on what was encountered during last year's project should be enough to install eight additional bollards. The cost for the installation is dependent on what is encountered during the excavation work because very limited "as built" information is available for this area.

Staff have looked at previous accident locations along 1st Ave. and cannot determine what specific factors make one area more prone to accidents than others, making it difficult to prioritize installation locations. Therefore, staff are recommending that the Phase 2 bollard installation continue up 1st Ave towards Roberts Street starting at the end of the phase 1 installation.

Bollard installation is disruptive to the local businesses and residents of 1st Ave. and the hydro excavating is a particularly noisy part of the project. In order to minimize the negative impacts,

the Phase 1 construction commenced after the Labour Day weekend, which seemed to work well. It is proposed that the Phase 2 installation will follow the same construction schedule. As with Phase 1, staff will communicate with businesses between High Street and Roberts Street about the proposed construction.



ALTERNATIVES:

Council can choose to:

1. Select a different location for the Phase 2 bollard installation.
2. Decide not to move forward with the Phase 2 bollard installation in 2020.
3. Direct staff to increase the 2020 construction budget by approximately \$16,000 in order to complete the bollard installation all the way to Roberts Street (4 additional bollards).
The additional funds would have to come from capital surpluses.

FINANCIAL IMPLICATIONS:

The funding for Phase 2 is already included in the 2020 financial plan.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This type of work is disruptive to the community, particularly to businesses and residents along 1st Ave. Staff strive to minimize these impacts, scheduling the work after the busy summer season and speaking with affected business owners.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This project will have significant Public Works involvement.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input checked="" 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):

STAFF REPORT TO COUNCIL

Report Prepared By: Infrastructure Services
 Meeting Date: March 3, 2020
 File No:
 RE: **ELECTRICAL CONNECTION AGGIE HALL MEMORIAL TREE**

RECOMMENDATION:

That Council consider whether it wishes to direct staff to proceed with the installation of an electrical connection to the new memorial tree being planted at Aggie Hall, for a cost of \$4,800.

EXECUTIVE SUMMARY:

A memorial tree is being planted at the entrance to Aggie Hall. Council requested a cost estimate to provide an electrical connection to this location so the tree could be lit during the annual Festival of Lights event.

PREVIOUS COUNCIL DIRECTION

CS 2020-053	02/04/2020	That Council: 1. Approve the request from Ladysmith Family and Friends (LaFF) in their correspondence dated January 22, 2020 to plant a memorial tree in the Aggie Hall parking lot roundabout dedicated in memory of Jenny Van Horne; 2. Thank LaFF and the Ladysmith Secondary School class of 2019 for their donation; and 3. Direct staff to work with LaFF representatives with respect to the dedication of the tree.
CS 2020-054	02/04/2020	That Council direct staff to investigate options for providing power to the memorial tree in the Aggie Hall parking lot roundabout.

INTRODUCTION/BACKGROUND:

A memorial tree is being installed at the main entrance to Aggie Hall. The tree will be placed in the small circular island located at the west entrance to the facility. Council requested that staff investigate the possibility of providing power to this location so that the tree could receive lights during the annual Festival of Lights event. Currently there is no power outlet at this location and the nearest power is located on the exterior wall of Aggie Hall. Bringing power under the roadway to this location is estimated to cost \$4,800.



ALTERNATIVES:

Council can choose:

1. Not to provide an electrical outlet to this tree and not have it lit during the Festival of Lights event.
2. To bring this forward to the 2021 budget discussion process.

FINANCIAL IMPLICATIONS:

Providing an electrical outlet to this location has not been included in the 2020 budget. If Council wishes to move forward with this project the money will need to come from prior year surplus.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This work will involve public works staff as well as an electrical contractor.

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):

STAFF REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services
Meeting Date: March 3, 2020
File No:
**RE: RESIDENT ALIEN– STREET AND PARKING CLOSURE REQUESTS
FOR SECOND ROUND OF FILMING**

RECOMMENDATION:

That Council approve the following requests from the production company for the second round of filming for the television series *Resident Alien*, subject to negotiation of final schedules between staff and the production company:

1. Intermittent closures of Roberts Street between the Trans Canada Highway and First Avenue on Friday, March 13 and Saturday, March 14 for preparation and on Monday March 16 for shooting, 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;
2. Intermittent closures of parking spaces between March 13 and 17 on both sides of:
 - Roberts Street from the Trans Canada Highway to the southwest point of the Credit Union parking lot;
 - First Avenue between Gatacre Street and Baden Powell Street
 - High Street between the Trans Canada Highway and 1st Avenue;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;
3. Closure of 1st Avenue between Roberts Street and High Street for filming a stunt scene on Sunday, March 15;
4. Closure of the Town's parking lot at 17 and 25 Roberts Street from March 13 to March 17;
5. Closure of the Town parking lot and spaces along the alley between Gatacre Street and Malone Road for work trucks and support vehicles from March 13 to March 17;
6. Closure of parking along Oyster Bay Drive north of the Machine Shop from March 13 to 17 for use by production crew;
7. Use of the Town's property at the southern half of the parking lot at Fishermen's Wharf and Rotary Boat Launch for the production 'circus';
8. Use of the Town's property on Buller Street east of 1st Avenue for overflow parking, on the condition that the company completes and necessary fill or other work required

EXECUTIVE SUMMARY:

The television series *Resident Alien* will be on location again in Ladysmith between March 13 and 17 for shooting of more episodes. These dates incorporate pre- and post-production work, as well as actual filming. The production company has requested use of Town properties, as well as closure of a number of parking spaces and roads as outlined in the recommendation.

The requests are virtually the same as the areas used by the *Resident Alien* crew for the first round of filming in January.

PREVIOUS COUNCIL DIRECTION

N/A

INTRODUCTION/BACKGROUND:

Resident Alien is a slightly dark yet comedic fish-out-of-water story that follows a crash-landed alien named Dr. Harry, played by Alan Tudyk, who, after taking on the identity of a small town Colorado doctor, slowly begins to wrestle with the moral dilemma of his secret mission of destruction on Earth. This leads him to ponder the question: are human beings actually worth saving instead of obliterating?

In addition to filming in similar locations to the January episodes, there will be a series of interior shots taking place at High Street Hair, 23 High Street. To minimize disruption to customers and residents, filming is scheduled to take place on a Sunday (March 15.)

All filming for these episodes is scheduled to take place on March 15 and 16. Production staff will be in Ladysmith from March 13 for pre-production work and expect to be fully wrapped up by March 17.

The company is also proposing to place generators in various locations in the community.

The production company is already in touch with local businesses and residents that will be affected by the parking and street closures. The overall response from the community and those affected to the January filming and closures has been very positive.

ALTERNATIVES:

Council can choose to:

- Amend the requests
- Approve some or none of the requests
- Amend the fees charged

FINANCIAL IMPLICATIONS;

Parking lots, other property and parking spaces will be rented at the same day rate as charged to *Sonic*. Staff are developing an updated film policy for Council's consideration, which may increase these rates. However, as this is not in place yet, the previously used rates will apply to *Resident Alien*. Current rates are in the table below.

Item	Cost
Parking stalls	\$2.00/stall/day
Buller Street Vacant Lot	\$750 total rate
Gravel Waterfront Parking (Circus)	\$167.34/day
Gravel Transfer Beach Parking	\$167.34/day
Gated section, Lot 4	\$750 total rate
Policing	Reimbursed at cost
Town staff wages & Fire/Rescue call-out	Reimbursed at cost

LEGAL IMPLICATIONS;

The production company will sign the appropriate film permit and have necessary insurance and liability coverage in place.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that the filming will generate considerable excitement in the community, which will be offset by the inconvenience of loss of access to parking and the other disruptions created by a production of this size. The film company will continue to reach out to the community to address concerns and answer questions in advance of, and during, filming.

Staff will approve the film company's communications to residents prior to distribution.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Services takes the lead in film liaison and permit work. Legislative Services has responsibility for street closures and communications. Public Works will provide staff to remove banners, benches and other items as requested by the production company.

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 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 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):

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn
 Meeting Date: February 25, 2020
 File No:
 RE: **PUBLIC ART BANNERS ASSESSMENT COMMITTEE**

RECOMMENDATION:

That Council appoint one member of Council to the Community Banner Program – Public Art Banners Assessment Committee

EXECUTIVE SUMMARY:

Council approved the Community Banner Program, which is a partnership between the Town and the Arts Council of Ladysmith and District. A component of this program includes the creation of an assessment committee that will review all submissions and make a recommendation to Council for approval. The Terms of Reference for the Committee call for one member of Council to be appointed.

PREVIOUS COUNCIL DIRECTION

CS 2020-011	That Council approve the Community Banner Program as presented and recommended by the Parks, Recreation and Culture Advisory Committee.
CS 2020-012	That Council 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.
CS 2020-013	That Council confirm that the Community Banner Program, as and when appropriate in 2020, incorporate the theme of the United Nations International Year of Plant Health: Protecting Plants, Protecting Life. Motion Carried OPPOSED: Councillors Paterson and Jacobson

INTRODUCTION/BACKGROUND:

At the January 7, 2020 Council meeting, Council approved the Community Banner Program.

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

As part of the Community Banner Program, the Public Art Banner component includes the creation of an assessment committee that will review all submissions and make a recommendation to Council for approval.

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 staff (1)

Invitations have been sent to the following:

- Parks, Recreation and Culture Advisory Committee
- Ladysmith Youth Task Group
- Stz'uminus First Nation

The Assessment Meeting is taking place on Monday, March 9 from 5:30-6:30 pm at the Art Gallery's temporary location, 444 Parkhill Terrace.

ALTERNATIVES:

Council can choose not to appoint a member to the Community Banner Program - Public Art Banner Assessment Committee.

FINANCIAL IMPLICATIONS;

No financial implications.

LEGAL IMPLICATIONS;

No 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 checked="" 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 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):

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn, Parks, Recreation and Culture
Meeting Date: February 27, 2020
File No:
RE: POVERTY REDUCTION IN LADYSMITH

RECOMMENDATION:

That Council:

1. Direct staff to submit an application to the UBCM Poverty Reduction Planning & Action Program Funding Stream 1 for up to \$25, 000;
2. Confirm its willingness to provide overall grant management; and
3. Waive the purchasing policy in order to contract with Social Planning Cowichan to conduct the work, should the grant application be successful.

EXECUTIVE SUMMARY:

The intent of the Poverty Reduction Planning & Action funding program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

Social Planning Cowichan has approached the Town about this grant funding opportunity. Social Planning Cowichan will write the grant application and, if successful, will conduct the work with some support from Town staff. The Town is required to administer the grant funds, as this is a program for local governments through the Union of BC Municipalities.

PREVIOUS COUNCIL DIRECTION

N/A

INTRODUCTION/BACKGROUND:

In March 2019, the Province of BC released their poverty reduction strategy: TogetherBC: British Columbia's Poverty Reduction Strategy. Mandated through the Poverty Reduction Strategy Act, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. TogetherBC is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

In British Columbia, 1 in 5 children live in poverty. In the Cowichan Region, that number is 1 in 4. For children in lone parent families the poverty rate spikes to 58%. This amounts to approximately 4,040 children living in our neighbourhoods who don't have access to regular healthy food which can lead to physical, emotional and mental developmental delays. They may also have a higher chance of experiencing chronic illnesses and are more likely to drop out of school and/or not have access to a post-secondary education leading to low paying employment and continuing the poverty cycle.

The Ladysmith breakdown, according to the Island Health Local Health West Area Profile

- *Percent of Population with Low Income in 2015 based on after-tax low-income measure (2016 Census):*
 - *Low Income Children (<6 years): 14.3%*
 - *Low Income Children and Youth (<18): 14.9%*
 - *Low Income Adults (18 to 64): 11.3%*
 - *Low Income Seniors (65+): 11.6%*
- *Population Aged 25 to 64 with Post-Secondary Certificate, Diploma or Degree is 61.4%, approx. 2% below the BC and Island Health average (63.9% and 63.7% respectively)*
- *40.4% of rental households are spending more than 30% on housing*
 - *Owned households is 15.8%*
- *8.3% of the population aged 15 and over are unemployed*

In addition, at the latest Ladysmith Interagency Committee, the following top three issues related to poverty challenges were identified:

1. *Transportation - access to medical appointments in Nanaimo and/or Duncan identified as one of the biggest challenges.*
2. *Food security – decreasing access to healthy food especially with children in school. There is a continuing demand for the food bank. Monday evening has been added at the LRCA for families to have easier access. Stz'uminus also has trouble accessing healthy food and are working with the LRCA to access the food bank more easily.*
3. *Housing - increasing rental prices (\$1200-\$1400 for 1 bedroom is more commonly the norm) with a general lack of supply.*

The first step to accessing funding for addressing poverty in our communities is by creating a plan.

If successful, the Town will work with Social Planning Cowichan (SPC) in the creation of the poverty reduction plan.

ALTERNATIVES:

Council can choose not to apply for UBCM Poverty Reduction Planning & Action Program Funding.

FINANCIAL IMPLICATIONS:

This grant program is 100% funded up to \$25,000.

LEGAL IMPLICATIONS:

There are no legal implications identified that would limit this application.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The project would require assistance from Financial Services.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|---|
| <input type="checkbox"/> Complete Community Land Use | <input checked="" type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input checked="" 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 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):

Eliminating Poverty in the Cowichan Region - Ladysmith Background (Social Planning Cowichan Partnership Request Letter)

UBCM Poverty Reduction Planning & Action Program

Eliminating Poverty in the Cowichan Region – Ladysmith

Background

February 14, 2020

In British Columbia, 1 in 5 children live in poverty. In the Cowichan Region that number is 1 in 4. For children in lone parent families the poverty rate spikes to 58%. This amounts to approximately 4,040 children living in our neighbourhoods who don't have access to regular healthy food which can lead to physical, emotional and mental developmental delays. They may also have a higher chance of experiencing chronic illnesses and are more likely to drop out of school and/or not have access to a post-secondary education leading to low paying employment and continuing the poverty cycle.

The Ladysmith breakdown, according to the Island Health Local Health West Area Profile

- *Percent of Population with Low Income in 2015 based on after-tax low-income measure (2016 Census):*
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 - *Low Income Children and Youth (<18): 14.9%*
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 - *Low Income Seniors (65+): 11.6%*
- *Population Aged 25 to 64 with Post-Secondary Certificate, Diploma or Degree is 61.4%, approx. 2% below the BC and Island Health average (63.9% and 63.7% respectively)*
- *40.4% of rental households are spending more than 30% on housing*
 - *Owned households is 15.8%*
- *8.3% of the population aged 15 and over are unemployed*

In addition, at the latest Ladysmith Interagency Committee, the following top three issues related to poverty challenges were identified:

1. *Transportation - access to medical appointments in Nanaimo and/or Duncan identified as one of the biggest challenges.*
2. *Food security – decreasing access to healthy food especially with children in school. There is a continuing demand for the food bank. Monday evening has been added at the LRCA for families to have easier access. Stz'uminus also has trouble accessing healthy food and are working with the LRCA to access the food bank more easily.*
3. *Housing - increasing rental prices (\$1200-\$1400 for 1 bdrm is more commonly the norm) with a general lack of supply.*

The first step to accessing funding for addressing poverty in our communities is by creating a plan. In March 2019, the Province of BC released their poverty reduction strategy: *TogetherBC: British Columbia's Poverty Reduction Strategy*. Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024.

The Province has provided \$5 million over three years to support local governments in reducing poverty through the Poverty Reduction Planning & Action program to be administered by the Union of BC Municipalities (UBCM).

Developing the Plan

Social Planning Cowichan (SPC) researches, forms partnerships, creates strategies and informs the public about social planning issues. Based on input and feedback the community has identified regional poverty reduction as part of our board strategic plan for 2020. SPC has applied for funding to focus on a developing a Regional plan, outside of the UBCM funding as we had begun this process prior to their funding announcement.

There are however, specific and unique challenges and needs for Ladysmith due to a number of factors listed above and including the geographical distance from the major core centre services located in Duncan and Nanaimo. *“According to the Canadian Institute for Health Information (CIHI), “Access to prevention, early detection, treatment or support services... make good health status even more difficult to achieve in rural or remote areas... People living in rural communities generally need to travel longer distances, and often on more dangerous roads, for work, shopping and other reasons.”*

As a result, we are requesting to partner with the Town of Ladysmith to apply for “Stream 1: Poverty Reductions Plan and Assessment” UBCM funds of \$25,000 that will allow us to work closer with the community of Ladysmith, plus ensuring the scope of work is inclusive of Stz'uminus as a unique subsection of the regional report in order to develop a plan that both sets priority actions on poverty reduction and identifies actions specific to the needs of Ladysmith and Stz'uminus residents. Completing Stage One will provide the ability to apply for “Stream 2: Poverty Reduction Action” funds of an additional \$50,000 to be applied to an action or project that will directly benefit residents of Ladysmith and Stz'uminus and work towards the goals of poverty reduction.

In developing the plan, we would coordinate efforts with the Ladysmith Resource Centre Association who is supportive of the grant application and has agreed to participate in principle. Part of the application to UBCM will include funding for the LRCA for their participation to this project as well as capacity funds for First Nations participating communities.

Focus Areas

We are proposing to look at the six priority action areas as identified in *TogetherBC* which include housing, families, children and youth, education and training, employment, income supports and social supports. We will also address how mental health and addictions, food security, transportation, and access to health care are inter-connected, while weaving in the impacts of our changing climate.

SPC believes part of the hurdle in beginning to reduce poverty is to address the stigma around it. A large emphasis during the consultation for developing the plan would include engaging Indigenous and non-Indigenous local leaders, seniors, families, children/youth, businesses, those with lived experience and others to participate in the process. The plan would include local research to understand where we are now, provide local case studies and stories of the real impacts, demonstrate how each focus area intersects with each other and identify actions and solutions to eliminate poverty including how to address some of the barriers to those solutions.

Next Steps

More information about this funding opportunity including the grant application can be found [here](#). In order to apply, the Town of Ladysmith is required to pass a resolution indicating support for the current proposed activities and willingness to provide overall grant management. With Council approval,



SPC will write the grant application including a detailed project budget that will be provided to your staff by February 21, 2020 for review and their submission to UBCM for the February 28, 2020 deadline.

Social Planning Cowichan would like to apologise for the late request to support this opportunity as we only recently learned that this was available and needed time to work through how this would best fit into the overarching regional plan being developed while providing specific direct benefit to your community.

Thank you for your consideration and look forward to your reply.

Sincerely,

Rosalie Sawrie

Project Director
Social Planning Cowichan
rosaliespcowichan@gmail.com
250-701-3134

Poverty Reduction Planning & Action Program

2020 Program & Application Guide

1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. The Province has provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM).

2. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
 - Housing
 - Education and training
 - Income supports
 - Families, children and youth
 - Employment
 - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;

- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
 - Official Community Plans or community or neighbourhood plans;
 - Zoning and other policies;
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency support services plans;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*.

Stream 2 of the 2020 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

Eligible Activities Applicable to Both Funding Streams

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community members that are direct participants in funded activities and who are living in poverty;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Infrastructure projects or new construction;
- Regular salaries of applicant staff or partners;

- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licences, or service subscriptions;
- Existing programs with established, designated funding from other partners;
- Fundraising.

5. Grant Maximum

The 2020 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is February 28, 2020.

Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lqps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All application materials will be shared with the Province of BC

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Anticipated outcomes;
- Demonstration of direct participation of people living in poverty or with a lived experience of poverty in the proposed activities;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).

INFORMATION REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services
Date: February 24, 2020
Meeting Date: March 3, 2020
File No:
RE: COUNCIL REMUNERATION BYLAW AMENDMENT

RECOMMENDATION:

That, having adopted the 2020 recommendations of the Select Committee on Council Remuneration, Council:

1. Give first, second and third readings to Town of Ladysmith Council Remuneration Bylaw 2018, No. 1986, Amendment Bylaw 2020, No. 2034; and
2. Adopt the amended Council Remuneration Policy.

EXECUTIVE SUMMARY:

In late 2019, Council appointed a Select Committee on Council Remuneration, composed of residents of the community and supported by staff. The role of the committee was to review Council remuneration and other policies related to compensation for the Town's elected officials.

The report of the Committee is attached for information.

Council approved the recommendations of the Committee. As Council remuneration must be established by bylaw, the bylaw to implement the new rates of pay for Council members is presented for first three readings.

In addition, the proposed benefit of free access/membership to the Frank Jameson Community Centre requires an amendment to the existing Council Remuneration Policy, which is attached for review and approval.

PREVIOUS COUNCIL DIRECTION:

CS 2020- 059	02/18/2020	<p>That Council:</p> <ol style="list-style-type: none"> 1. Investigate benefits coverage during the next remuneration review; 2. Approve an annual FJCC gym membership effective January 1, 2020, for all members of Council to utilize; and 3. Approve an annual remuneration, effective January 1, 2020: <ol style="list-style-type: none"> (a) to the Mayor in the amount of \$37,676; and (b) to the Councillors in the amount of \$15,552. 4. Approve an annual remuneration, effective January 1, 2021:
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		<p>(a) to the Mayor in the amount of \$40,294; and (b) to the Councillors in the amount of \$15,860.</p> <p>5. Approve an annual remuneration, effective January 1, 2022: (a) to the Mayor in the amount of \$42,912; and (b) to the Councillors in the amount of \$16,166.</p> <p>6. Confirm the annual remuneration adjustment, effective January 1, 2021, per Council Remuneration Policy 05-1920A where effective January 1st of each year the Finance Officer shall revise the base compensation for the Mayor and Councillors by applying the Victoria Consumer Price Index average for the preceding three years to the current compensation amount, to a maximum of 2 per cent. If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration amount.</p>
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DISCUSSION:

The Council Remuneration Committee, composed of members of the public and supported by staff, met in December and January to review the remuneration package provided to elected officials in Ladysmith and to compare it with those of a number of similar communities in British Columbia, as well as with other local governments in the Cowichan Valley Regional District. Committee members unanimously recommended a compensation package that is reflected in the resolution above.

The recommendation regarding the Cost of Living increase (to a maximum of two percent) was a recommendation from the previous Council Remuneration Committee (2018). The 2020 recommendation confirms that this policy is to continue.

The recommendation regarding access to the Frank Jameson Community Centre requires an amendment to the existing Council Remuneration policy. Staff also used this opportunity amend the wording in the current policy regarding attendance at conferences, as previously directed by Council.

The Committee's full report is attached for information.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Council Remuneration Committee Report and Recommendations
Bylaw 2034
Council Remuneration Policy (amended)

TOWN OF LADYSMITH

BYLAW NO. 2034

A Bylaw to amend Council Remuneration Bylaw 2018, No. 1986.

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

Remuneration

1. Replace section 1 a) with the following:
 - (a) Approve an annual remuneration, effective January 1, 2020:
 - (i) to the Mayor in the amount of \$37,676; and
 - (ii) to the Councillors in the amount of \$15,552.
 - (b) Approve an annual remuneration, effective January 1, 2021:
 - (i) to the Mayor in the amount of \$40,294; and
 - (ii) to the Councillors in the amount of \$15,860.
 - (c) Approve an annual remuneration, effective January 1, 2022:
 - (i) to the Mayor in the amount of \$42,912; and
 - (ii) to the Councillors in the amount of \$16,166.

And renumber all other sections accordingly.

Citation

2. This bylaw may be cited for all purposes as “Council Remuneration Bylaw 2018, No. 1986, Amendment Bylaw 2020, No. 2034.”

READ A FIRST TIME	on the	day of	,
READ A SECOND TIME	on the	day of	,
READ A THIRD TIME	on the	day of	,

ADOPTED

on the

day of

,

Mayor (A. Stone)

Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

Report Prepared By: Select Committee on Council Remuneration
Meeting Date: February 18, 2020
File No: 0540-20
RE: COMMITTEE RECOMMENDATIONS: 2020-2023 COUNCIL REMUNERATION

RECOMMENDATION:

That Council:

1. Investigate benefits coverage during the next remuneration review;
2. Approve an annual FJCC gym membership effective January 1, 2020, for all members of Council to utilize; and
3. Approve an annual remuneration, effective January 1, 2020:
(a) to the Mayor in the amount of \$37,676; and
(b) to the Councillors in the amount of \$15,552.
4. Approve an annual remuneration, effective January 1, 2021:
(a) to the Mayor in the amount of \$40,294; and
(b) to the Councillors in the amount of \$15,860.
5. Approve an annual remuneration, effective January 1, 2022:
(a) to the Mayor in the amount of \$42,912; and
(b) to the Councillors in the amount of \$16,166.
6. Confirm the annual remuneration adjustment, effective January 1, 2021, per Council Remuneration Policy 05-1920A where effective January 1st of each year The Finance Officer shall revise the base compensation for the Mayor and Councillors by applying the Victoria Consumer Price Index average for the preceding three years to the current compensation amount, to a maximum of 2 per cent. If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration amount.

EXECUTIVE SUMMARY:

To provide Council with the recommendations of the Select Committee on Council Remuneration.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2018-402	October 15, 2018	That Council reconvene a Select Committee on Council Remuneration in October 2019 to review Council remuneration in the municipalities used as a comparison basis, after the change in Canada Revenue Agency rules regarding the tax exemption on one third of the remuneration has been applied.

INTRODUCTION/BACKGROUND:

Council remuneration reviews are usually conducted once per term, and the Town performed a review in 2018, however, in anticipation of the 2019 Canada Revenue Agency (CRA) rules regarding tax exemption of one third of remuneration, Council requested that a select committee be reconvened in 2019. The committee were tasked with reviewing updated Council remuneration in the municipalities used as a comparison basis in 2018.

The Committee reviewed Council remuneration of the following municipalities used in 2018, based on the Town's Economic Development Strategy as well as CVRD municipalities:

- Castlegar
- Creston
- Lake Country
- Nelson
- Osoyoos
- Peachland
- Qualicum Beach
- Sidney
- Trail
- CVRD Board
- Duncan
- Lake Cowichan
- North Cowichan
- Parksville
- Powell River
- Sechelt
- Summerland

Wellness

As part of its wellness initiative, the Town provides all interested employees with annual FJCC gym memberships and the Committee recommends that this offer be extended to interested Council members. There would not be any additional cost to taxpayers if this was implemented.

Remuneration

The Committee discussed remuneration amounts and reviewed comparable municipalities including municipalities within the Cowichan Valley Regional District. The Committee recommended that Mayor and Council remuneration should be increased to reflect similar sized communities: the Mayor's remuneration should reflect the average rate of mayors within the CVRD; and Councillors' remuneration should match City of Duncan councillors.

Instead of one-time increase, the Committee recommended that the increase be stepped over a 3 year period, as shown in the table below.

Mayor:

Year	Base	Additional	Annual CPI increase (max.2%)*	Total
2020	\$ 34,320	\$2,618	\$ 739	\$ 37,676
2021	\$ 37,676	\$2,618	<i>\$806*</i>	<i>\$41,100*</i>
2022	<i>\$41,100*</i>	\$2,618	<i>\$874*</i>	<i>\$44,592*</i>

Councillor:

Year	Base	Additional	Annual CPI increase (max.2%)*	Total
2020	\$ 14,940	\$307	\$ 305	\$ 15,552
2021	\$ 15,552	\$307	<i>\$317*</i>	<i>\$16,177*</i>
2022	<i>\$16,177*</i>	\$307	<i>\$330*</i>	<i>\$16,814*</i>

**As per Council's Remuneration Policy and Bylaw, an annual CPI increase up to a maximum of 2% is included in the annual budget. Council has approved a 2% CPI increase for 2020, however the CPI rates are unknown for 2021 and 2022, therefore the amounts provided in the above tables for those years are based on a 2% CPI increase, and could change if the CPI rate is lower than that.*

The 2020 Financial Plan included a 2% increase. This amounted to \$2,582 including benefits. The Committee's proposal would mean an additional \$8,684 for a total increase of \$11,266 over 2019 levels.

	Current 2019	Included in 2020 Financial Plan	Committee proposal for 2020
Mayor & 6 Councillors	\$ 123,960	\$ 126,439	\$ 130,988
Employee Costs	7,562	7,664	8,145
FJCC pass	0	0	3,655
Total	131,522	134,104	142,788

Electronics

The Committee agreed that the current electronics provision of a cell phone and tablet to each Council member was sufficient and did not need to be changed.

Benefits

The Committee recommended that Council investigate providing benefits coverage for Council members during its next remuneration review. Group insurance benefits coverage for Council is provided through the Union of BC Municipalities (UBCM) benefits program. Elected officials who meet the eligibility requirements may participate in the following benefits: extended health care, dental, employee and family assistance plan, optional life

insurance, and optional accidental death and dismemberment. Like Ladysmith, every municipal council makes a decision as to whether or not it wishes to provide benefits to elected officials. For the program to work, there must be a minimum of three elected officials interested in enrolling in the program and there are options for the types of coverage that Council as a whole would receive and that can be determined when the next remuneration review takes place. Benefits through UBCM are only offered at the beginning of each Council term (every four years) so making a decision closer to 2022 made sense to the Committee.

ALTERNATIVES:

Council can choose to:

1. Amend one or all of the recommendations of the Select Committee on Council Remuneration; or
2. Reject one or all of the recommendations of the Select Committee on Council Remuneration.

FINANCIAL IMPLICATIONS:

The proposed increases to Mayor and Council wages would be an additional \$8,684 over the 2020 Budget amounts as deliberated by Council through November and December of 2019.

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 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):

- 2019 Annual Council Remuneration Rates Comparison
- Town of Ladysmith Travel Expense Policy

Reviewed at a Previous Meeting

2019 Annual Council Remuneration Rates - Based on Ladysmith Economic Strategy - Populations

Local Government	Population	Mayor (2019)	Councillor (2019)	Electronics	Benefits	Other	Total Municipal Taxes (2019)	Taxation per capita (2019)
Castlegar	8,558	\$ 32,000	\$ 16,000	Laptops for Council. Mayor cell.	Incremental car insurance, lost wage compensation, childcare	Travel, per diem Mayor car allowance (\$400/month). Councillors \$1,500 grant/term.	\$ 8,364,937	977
Creston	5,660	\$ 31,433 (2020)	\$ 15,716 (2020)	iPads for Council.	None	Travel, per diem.	\$ 4,481,368	792
Duncan	5,241	\$ 31,031	\$ 15,862	iPads for Council.	Extended Health, Dental, AD&D, EFAP	Travel, per diem	\$ 4,285,141	818
Lake Country	14,027	\$ 50,566	\$ 20,225	Laptops for Council.	AD&D, UBCM optional coverage 50/50.	Travel, per diem.	\$14,223,715	1,014
Nelson	11,313	\$ 59,500	\$ 25,000	\$2,000/term	Medical, dental, extended health, AD&D.	Travel, per diem \$150/mo. dependent (if needed for Cncl mtgs.)	\$ 9,658,791	854
Osoyoos	5,073	\$ 31,023	\$ 18,908	Laptops for Council. Mayor cell.	Extended health, dental.	Travel, per diem for out of town meetings	\$ 3,845,636	758
Parksville	13,323	\$ 52,500	\$ 30,000	Up to \$1,000/term for laptop/iPad.	None	Travel, per diem. Acting Mayor pay.	\$14,359,927	1,078
Peachland	5,671	\$ 40,000	\$ 16,000	Mayor cell, iPads for Council.	None	Travel, per diem.	\$ 5,229,496	922
Powell River	13,874	\$ 56,000	\$ 23,300	None	None	Travel, per diem.	\$16,704,461	1204
Qualicum Beach	9,502	\$ 46,000	\$ 34,500	Laptop & printer for Council, Mayor cell \$30/mo.	Pacific Blue Cross benefits. Pay for own MSP.	Travel, per diem.	\$ 9,410,255	990
Sechelt	10,912	\$ 41,191 (2018 info - no response in 2019)	\$ 20,041 (2018 info - no response in 2019)	iPads for Council, Mayor cell (2018 info - no response in 2019)	Medical, dental, vision. (2018 info - no response in 2019)	Travel, per diem. Acting Mayor pay. Medical & dental or cash-in-lieu. (2018 info - no response in 2019)	\$ 9,374,356	859

Local Government	Population	Mayor (2019)	Councillor (2019)	Electronics	Benefits	Other	Total Municipal Taxes (2019)	Taxation per capita (2019)
Sidney	12,491	\$ 38,332	\$ 15,311	Tablet (iPad, surface pro) for Council	Extended health/dental, MSP, life, AD&D.	Travel, per diem.	\$12,749,637	1,021
Summerland	12,213	\$ 36,000	\$ 16,200	Mayor cell. Shared Council computer, tablets.	AD&D.	Travel, per diem.	\$ 9,463,247	775
Trail	8,186	\$ 33,940 <i>(2018 info – no response in 2019)</i>	\$ 15,470 <i>(2018 info – no response in 2019)</i>	Council monthly phone reimbursed. <i>(2018 info – no response in 2019)</i>		Travel, per diem. <i>(2018 info – no response in 2019)</i>	\$14,608,623	1,785
Average	9,717	\$ 41,393	\$ 20,181	--	--	--	\$9,768,542	989
Ladysmith	9,417	\$ 34,320	\$ 14,940	Mayor & Council cell phone, tablets	None*	Travel, per diem	\$ 8,866,544	942

Notes:

* Est. cost of benefits if provided to TOL Council: \$4,100/each Council member (\$28,700/year).

Information sources for all tables:

- CivicStats by CivicInfo BC, 2019 Statement of Financial Information Reports, confirmation by staff at each municipality
- 2018 Ladysmith Economic Development Strategy (same municipalities used for statistics)

CVRD Municipalities – Based on 2019 Statistics

CVRD Municipality	Population	Mayor	Councillor	Electronics	Benefits	Other	Total Municipal Taxes	Taxation per capita
CVRD	Areas A-H 36,118 Municipal 47,621	Chair \$ 47,887 (\$18,954 + \$28,933)	Elec.Area Dir. \$ 33,136 Muni Dir. \$ 18,954	Phone, tablet for Directors	Basic (UBCM pkg fr. Pac. Blue Cross)	Per diem, mileage for scheduled mtgs only).	--	--
Duncan	5,241	\$ 31,031	\$ 15,862	iPads for Council.	Extended Health, Dental, AD&D, EFAP	Travel, per diem	\$ 4,285,141	818
Town of Lake Cowichan	3,510	\$ 23,386	\$ 14,032	Mayor cell, iPad. \$30/month for Council for personal phone	None	Travel, per diem	\$ 2,278,447	649
District of North Cowichan	31,920	\$ 79,956	\$ 28,784	iPad.	Extended Health, Dental..	Dep.Mayor \$368/month when in role. Travel, per diem.	\$30,020,684	940
Average (municipalities only - does not include CVRD)	12,572	\$ 42,173	\$ 15,042	--	--	--	\$11,362,704	837
Ladysmith	9,417	\$ 34,320	\$ 14,940	Mayor & Council cell phone, tablets	None*	Travel, per diem	\$ 8,866,544	942

Notes:

* Est. cost of benefits if provided to TOL Council: \$4,100/each Council member (\$28,700/year).

Information sources for all tables:

- CivicStats by CivicInfo BC, 2019 Statement of Financial Information Reports, confirmation by staff at each municipality
- 2018 Ladysmith Economic Development Strategy (same municipalities used for statistics)

POLICIES AND PROCEDURES MANUAL

TOPIC: TRAVEL EXPENSES		
APPROVED BY: Council	ORIGINAL DATE:	June 6, 1988
	CURRENT AMENDMENT DATE:	September 18, 2017
RESOLUTION #: CS 2017-279		
Amended: October 15, 1990 October 04, 1993 (Res. #716) August 08, 1995 (Res. #495) November 20, 1995 (Res. #742) (Bylaw 1186/Council Remuneration) December 16, 1996 (Res. #767) August 16, 1999 (Res. #539) February 5, 2001 (Res. #01-045) January 21, 2002 (Res. #02-030) February 16, 2004 (Res.#04-072) August 5, 2008 (Res. #08-441) March 21, 2011 (Res. #2011-136) September 18, 2017 (Res. #2017-279)		

This policy applies to the reimbursement of allowable expenses for employees and Council members who attend conferences, meetings or workshops related to their role with the Town, or who travel on Town business.

Eligible expenses must not be extravagant or unnecessary. All travel, entertainment and like expenses incurred by authorized Town employees or elected representatives must have prior approval and budget provisions.

Reimbursement will be provided for reasonable out-of-pocket expenses incurred including reasonable expenses for the entertainment of municipal guests as approved by the Financial Officer, on Town business upon submission of itemized expense accounts, duly approved and supported by receipts.

Authorization for approval of expenses is the responsibility of the Department Heads or their authorized delegate, who must sign all expense claims as approved and in order prior to any payment or reimbursement being issued.

The Department of Financial Services will review all expense accounts after Department Head (or delegate) approval and prior to payment to ensure conformity with regulations. Any items open to question will be referred back to the Department Head for clarification.

1. NON-ALLOWABLE EXPENSES

The Town will not provide reimbursement for non-allowable expenses included but not limited to:

- Alcohol
- Reading material
- Personal care items
- Personal entertainment that is not directly related to Town business (including but not limited to, movie rentals, meals that are otherwise included in meeting registration)
- Personal phone calls
- Air Travel Insurance

- Expenses for travelling companions, included but not limited to any expenses of spouses accompanying employees and Council members. Council may waive this exception before travelling commences under special circumstances.

2. ALLOWABLE EXPENSES

The Town will provide reimbursement for allowable expenses included but not limited to:

Travel

- 2.1 Fares for transportation by rental car, railroad, plane, bus, taxi or other public conveyance. Type of carrier and accommodation shall be chosen to effect early completion of the trip and at the most reasonable cost. Taxi fares where great distances are involved or where other transportation is provided such as airline limousines will not be reimbursed except under exceptional circumstances, and with the approval of the Director of Financial Services.
- 2.2 Where possible, hotel accommodations shall be booked based on the Business Travel Accommodation Listing. Reasonable accommodation will be reimbursed, with standard, single accommodation as the preference.
- 2.3. Public transportation should be used where clearly this is less expensive and circumstances permit. When travelling by vehicle, the first priority is to use a Town vehicle.
- 2.4 Use of a personal vehicle is authorized when necessary. The automobile allowance rate, as set by the Canada Revenue Agency, shall apply. Reimbursement shall be calculated based on distance from City Hall or from another location (i.e. home), whichever is less.

Conventions & Conferences

- 3.1 Employees will be reimbursed for expenses for attending conventions or similar conferences upon approval of the Department Head or their delegate.
- 3.2 Members of Council will be reimbursed for expenses for attending conventions or similar conferences, when attendance has been authorized by Council:
 - A. Attendance at Union of BC Municipalities annual convention – the Mayor and up to four Councillors are authorized to attend.
 - B. Attendance at Association of Vancouver Island and Coastal Communities annual convention - the Mayor and up to four Councillors are authorized to attend.
 - C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVICC are authorized to attend in addition to the number of delegates authorized above.
 - D. The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

Cash Advance

- 4.1 A cash advance may be made if necessary, for authorized travel to a maximum of \$50.00 per day. Receipts must be submitted for all expenses. Any portion of the advance not supported by proper receipts must be returned to the Town of Ladysmith within five (5) working days following completion of travel.

Meal Allowances

- 5.1 Meals will be reimbursed, based on reasonable departure time or return time, for the authorized traveller when the meal is not included in the organized event or program, up to the maximum amounts:

Breakfast	\$ 15.00
Lunch	20.00
Dinner	30.00

FULL DAY: \$ 65.00

- 5.2 Meals should not be charged to Town visas.

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	COUNCIL REMUNERATION POLICY		
APPROVED BY:	Council	DATE:	November 19, 2018
RESOLUTION #:	CS 2018-457		
(Amended from)			

Purpose

The purpose of this policy is to establish guidelines for Council remuneration and the procedure for providing remuneration, including but not limited to financial compensation and related services and benefits.

Persons Affected

The following people are affected by this policy: Mayor, Council, Financial Services & Corporate Services staff.

Policy

1. Annual Remuneration Adjustment

Effective January 1st of each year, the Finance Officer shall revise the base compensation for the Mayor and Councilors by applying the Victoria Consumer Price Index average for the preceding three years to the current compensation amount, to a maximum of 2 per cent.

If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration amount.

2. Health Benefits for Council Members

The Town will not provide health benefits to members of Council.

Members of Council may elect to join the Union of British Columbia Municipalities (UBCM) Benefits Plan with the full costs borne by the individuals. Membership eligibility and requirements will be decided by the UBCM.

3. Conventions & Conferences

- 3.1 Approved conventions/conferences as well as the authorized attendees is as follows:

Convention/Conference	Attendance	Decided by
Federation of Canadian Municipalities (FCM)	Mayor	Council Remuneration Policy
	1 Council member	Council Resolution
Union of British Columbia Municipalities (UBCM)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution
Association of Vancouver Island Coastal Communities (AVICC)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution
Vancouver Island Economic Alliance (VIEA)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution

- 3.2 Subject to sufficient budget, the Mayor may approval reimbursement of conference fees and travel expenses for Council members to attend additional conferences.
- 3.3 The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.
- 3.4 Council members are authorized for reimbursement of travel expenses incurred on matters related to their Council duties in accordance with Policy #05 1790 Travel Expenses.

4 Meals

While conducting Town business, meals of the guests of the Mayor or Council members shall be reimbursed at cost including applicable taxes and gratuities.

5 Cell Phones

Each member of Council will receive a corporate cell phone and belong to the applicable Town of Ladysmith data and cellular minutes plan, for the sole purpose of conducting Town business.

6 Tablets

Each member of Council will receive a corporate tablet for the sole purpose of conducting Town business.

7 Access to Frank Jameson Community Centre

Effective January 1, 2020, each member of Council will be granted free access to the pool and fitness centre located at the Frank Jameson Community Centre. This includes all drop-in fitness and pool classes, but does not apply to classes and programs for which registration is required. This access will continue for the time that the elected official holds office.

8 Review of Policy

This policy shall be reviewed six months before the end of each Council term.

Procedure

Council

1. Should a member of Council choose not to accept all or part of his or her remuneration, he or she must:
 - (a) advise the Director of Financial Services in writing;
 - (b) specify the requested amount of remuneration; and
 - (c) specify the date this request will come into effectSuch a request cannot be retroactive
2. At the beginning of the Council term, newly elected Council members shall provide the requested relevant information to the Payroll department within the first two weeks following the inaugural meeting.

Finance

1. The net remuneration shall be paid via electronic funds transfer monthly to each Council member.
2. The Finance Officer shall calculate the annual remuneration adjustment once the CPI figures are available and apply any retroactive increases on the next remuneration payment.
3. The Payroll department shall administer the applicable UBCM Health Benefits deductions per the UBCM agreement to facilitate premium payments.

4. Financial Services shall administer the procurement of the corporate tablet for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.

A designated member of Staff shall administer the procurement of the corporate cell phone and protective case for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.

Presented to the City of Ladysmith Councilmembers' respectfully,

We are very pleased to announce we will soon be offering ride hailing in your area! We would like to take this opportunity and assert our intentions to focus on bringing exceptional ride hailing services to the rural areas that need it most.

Rides being app based are subject to availability and are perfect for small and uprisng communities, ride hailing provides leisure and access to recreational activities that would not normally be accessible by all people (such as the elderly) which includes but is not limited to various local based amenities', business services, essential services, accommodations, restaurants, parks and recreations, RV resorts, camp grounds and other leisurely activities.

As a main attraction on Vancouver Island and an important Hub for the upper most regions between Nanaimo and Duncan, getting out to the far reaches throughout the Cowichan Valley Regional District can be difficult to arrange if you do not have a vehicle. We believe Ladysmith and the surrounding communities would mutually benefit from access to more transportation connectivity to and from the more outreached communities.


Many community-based business' in the local area would increase sales, revenues and clientele if more people had access to reliable transport to and from amenities such as local esthetics, spas, barbers, childcare or therapy services. In turn this extends quality of living and enjoyment for the members of the community!

It is important that regulatory bodies show their support for all new TNS's and TNSA's as they entire Province of British Columbia makes the imminent transition to Ride hailing and its parallel nature to the Modernized Taxi Association. A level playing field is crucial to the ability to support both industries.

Ride hailing creates active jobs for people who need flexibility due to numerous lifestyle and possible barriers preventing them from holding full time jobs such as parents, persons with disabilities, students or interns. Anyone who needs to supplement their income could greatly benefit from ride hailing implementation.

We are looking for a letter of support for ride hailing as an industry to show it is a needed support mechanism for the Taxi Industry. Not for the business' but for the outer reach communities that desperately need the services, jobs and accessible supports.

Kind Regards,



Scott Carey, Chief Executive Officer, Dad's Dial a Driver Services Inc.

BRIEFING NOTE

FOR DECISION

ISSUE: Emergency request for funding for addictions and homelessness in the Cowichan Valley

BACKGROUND:

- The Cowichan Valley is in crisis due to the growing use of illegal opioids. While deaths due to overdose have reduced significantly due to the Overdose Prevention Site (OPS), the number of overdoses have increased and the congregation of users in the downtown core is drastically affecting the business community and citizens due to theft and destruction of private property.
- Over the past two years, a Collective Impact approach has been used to involve over 300 participants across 60 organizations to design a community response to this crisis. However, the situation has now reached a point where community members are taking dangerous action to protect their property and families.
- Observational data collected through the OPS, open 6 hours a day 7 days a week, suggests the following profile for fiscal year 2018/19:
 - 26,683 client visits, representing 316 unique individuals; with 170 overdoses recorded
 - Over one third of total unique users are youth 15-24 years of age; 75% of this group are Indigenous and 20% of this group have complex needs with challenging behaviours posing serious harm to themselves and others (i.e. theft, destruction of property, and assaults)
 - The remaining two thirds is comprised of adults who use substances. Approximately 20% of adults using substances are responsible for most of the challenging behaviours
- Through Cowichan's peer-led 'Street School' over 180 individuals of all ages, who use substances have met and identified their pathways to hope: having a voice in their health and wellbeing; access to stigma-free health care when needed; safe drug supply; local treatment coinciding with housing/ recovery housing; mental health support and treatment to deal with ongoing trauma, anxiety and depression and opportunities to be reintegrated into work and community
- Individuals who have completed local treatment and supportive recovery programs who transition into market housing sometimes find that their sobriety/recovery is at risk due to the nature of the residential settings these individuals are able to obtain. Housing that is explicitly oriented to sobriety and wellness is a strong factor in preventing relapse and would need to be a component of a holistic response.
- On October 16, 2019 Minister Darcy met with stakeholders affected by the crisis and heard Cowichan's vision to trial a **"whole community design for a whole community collective impact"**

REQUEST: Invest \$2.8M in Cowichan each year over five years to trial and evaluate a multi-pronged approach that augments the existing system of health services, promotes cultural safety, and is trauma and LGBTQS informed. The strategy is to: simultaneously remove the market for a poisoned drug supply; create a supportive recovery environment; and disrupt the current pattern of crime and addiction that is impacting Cowichan's residential and business communities.

This investment in health services will contribute to a whole system approach to stabilization and healing aligned with other investments in variety of affordable and low barrier housing options, and a review of policing policies or bylaws.

Key components of this request include:

- **Four, peer informed temporary treatment & recovery centres (2 Indigenous):** temporary sites (e.g. modular, small homes dispersed across the region) to house up to 10 individuals each and immediately activate local treatment and supportive recovery programs (e.g. Opioid Agonist Therapy OAT, individualized counselling, and connection to integrated health/social services)
- **Youth Prevention (indigenous):** co-develop pathways of connection with Cowichan Tribes for marginalized youth to return to community, culture, traditional healing and well-being
- **Safe drug supply:** a clearly identified subset of people who use drugs will be provided supervised access to a safe drug supply such as injectable hydromorphone and/or injectable diacetylmorphine (iOAT) for the treatment of moderate to severe opioid use.
- **Expanded OAT offered at a central clinic and via mobile outreach teams:** the services will support individuals using substances, focused on youth, Indigenous, and clients with challenging behaviours where they are at (e.g. rural, remote, home, streets, and mental health services)
- **Research Partnership:** evaluate alternative sources of heroin such as heroin compassion clubs or cultivating Asian poppy for seeds; and the effectiveness of culturally appropriate brief intervention counseling in support of youth, Indigenous and clients with challenging behaviours
- **Community restoration:** Continued collaboration with community partners to reduce stigma, fear, address compassion fatigue, and involvement in design, implementation, and evaluation
- **Coordination and Evaluation of the project** – ensuring successful implementation, continuous tracking and quality improvement, and project modifications if required. A partnership with academic institutions and the Province to increase the rigour of the evaluation, and contribute to scalability and the current shallow body of literature on effective programs and practices.
(Please see Appendix 1 Outcomes and Appendix 2 Partnerships)

SUMMARY:

Cowichan is uniquely positioned to trial an innovative community-led approach to the opioid crisis

- **Community Readiness:** Cowichan is ready to put this plan into action. The foundation for an integrated and interdisciplinary system of care is in place; ongoing community dialogues with individuals who use drugs and stakeholders have identified system gaps; and community leaders are committed to collectively build out the details of this project
- **Cost efficient:** the solution will leverage existing community capital to create temporary treatment and recovery centres, and build on existing support systems and services
- **Cost effective:** partners are committed to aligning with best evidence for care and redirecting resources to prevention from the current crisis response

- **Design Efficiency of Proof of Concept:** Cowichan Valley is big enough to experience the direct impact of the crisis and small enough to track outcomes and mitigate confounding variables

APPENDIX 1

OUTCOMES

- **Short Term (within 12 months of detailed design) –Stabilize the Community**
 - Reduction in overdoses, hospital visits and infections amongst those individuals using substances; and improved initiation and retention in OAT
 - Feedback from business and residential community that instances of crime and disruptive behaviours are reduced
 - Improved inter-agency collaboration resulting in enhanced services and improved integration with existing services
 - The development of new pathways of care for the most vulnerable and highest need individuals using substances, and youth at risk for addiction
- **Medium Term (within 24 months of detailed design) –Restoring Hope**
 - 30% – 60% of individuals currently using street drugs are using safe drug options
 - New pathways of care are established for the most vulnerable youth and youth at risk for addiction with a focus on Indigenous youth
 - Increase in community wide collaboration as seen in greater degree of participation in the Cowichan Collective Impact approach
 - Individual clients of the expanded OAT offered at a central clinic and via mobile outreach teams will report that they have hope in the future, their lives are stable and less chaotic, that they don't have to do crime or hustle for money, and the money they do have is being used for things like food, or rent – not drugs

Upon approval of this proposal it will take approximately three months for the Cowichan Community Action Team to develop the service model, governance structure and detailed budget.

APPENDIX 2

Under the Cowichan Collective Impact Model, the following partners are engaged, informed and connected to activities to ensure that all citizens of the Cowichan Communities enjoy good health. These partners will promote and align efforts with the Cowichan Vision for Community Wellbeing for Enhancing the Community Wide Substance Use Model.

Cowichan Community Partners

Cowichan Community Leadership Table:

Mayors-City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan, Cowichan Valley Regional District; Chief, Cowichan Tribes; MLA, MP, Superintendent RCMP, Chair School District 79, Island Health (Cowichan) Medical Health Officer

Community Action Team Leadership:

Our Cowichan Communities Health Network, Medical Health Officer Island Health, Kwun'atsustul Cowichan Tribes, Canadian Mental Health Association, Business Representatives, Community Member at Large

Community Action Team:

Our Cowichan Communities Health Network, Municipality of North Cowichan, , City of Duncan, Town of Lake Cowichan, Cowichan Tribes Ts'ewulthun Health, Cowichan Tribes Kwun'atsustul, Cowichan Valley Regional District, Primary Care Network Leaders, British Columbia Ambulance Service, RCMP, Canadian Mental Health Association Cowichan Valley Branch, Island Health- (Medical Health Officer, communications, MHSU Manager and Director, Harm Reduction services, Project Director for Overdose Response, Public Health management, Public Health Director) ,Peers and those with lived experience, Cowichan Overdose Prevention Site, Cowichan Division of Family Practice, Physicians, Nurse Practitioner, Social Planning Cowichan, School District 79, Discovery Youth and Family Services, Ministry of Children and Family Development, MLA Sonia Furstenau and Doug Routley, MP Alistair Macgregor, First Nations Health Authority, Ladysmith Resource Centre Association, Phoenix Wellness Centre, House of Friendship, NARSF, Bylaw officers, Cowichan Highway Business Corridor Association, Chamber of Commerce, Duncan Business Improvement Association, Cowichan Housing Association, Cowichan Valley Basket Society, Cowichan Women Against Violence, Cowichan Lake Community Services, Open Door Youth Outreach, Ministry of Social Development and Poverty Reduction, Warmland Shelter, CVRD Child and Youth Programming, Cowichan District Hospital Social Work and Emergency Physician

Our Cowichan Communities Health Network:

43 members comprised of federal, provincial and local governments, Health, First Nations, education, community organizations and individuals

Cowichan Housing and Homeless Coalition:

103 members comprised of federal, provincial and local governments, First Nations, education, Health, community organizations, business and individuals

APPENDIX 3

The creation of housing that supports sobriety and recovery will be a key success factor in addressing the impacts of substance use in the Cowichan Region. Based on the proposed investment in health services parallel efforts would be undertaken to develop a sober living residential function. As such it is anticipated that two pathways would be contemplated;

1. Use of existing rental stock in the community that would be available to people emerging from the **“Four, peer informed temporary treatment & recovery centres”**. This housing would be supported by a staff function during the weekdays, 9:00 – 5:00, and would be predicated on the principle that residents support each other in maintaining sobriety and achieving wellness. Typically this kind of program would have 4 – 8 individuals living in a single family home supported by an in-reach part time staffing function. To serve the outflow from the proposed treatment and recovery centres it is anticipated that 40 “beds” would be required, meaning that approximately 5 – 10 houses would be needed. That number may not be realistic in terms of availability of housing stock in the current rental environment in the Cowichan region.
2. That a purpose built residential option of 40 self contained dwelling units be developed, with the goal of creating an intentional community that is founded on sobriety, wellness and mutual support. This development would be a transitional facility, with individuals staying for no longer than two years before they move on to other residential options in the community.

Investing in supported recovery services is an important part of addressing the substance use issues faced by the community, but for most people maintaining sobriety is the biggest challenge, especially in the first two years.

Cowichan Leadership Group

Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Victoria, BC, V8V 1X4

February 16, 2020

Dear Minister:

Thank you for your response to our letter dated November 1, 2019, in which we provided a proposal from our Cowichan Valley region to address the myriad issues related to addictions in our community. Our proposal represented a collective approach to dealing with the health outcomes for people with addictions, and the escalating conflict and security concerns for our residents, service providers, and the business community.

We were sorry to hear that our funding request couldn't be met, but we support your efforts to expand the Foundry centres and funding to schools for student mental health. We were pleased to learn that Cowichan Valley Youth Services is being considered for Foundry funding, and that Cowichan Tribes is receiving mental health and substance use funding. We will continue to work together in a good way to support their initiatives.

We remain concerned for the safety of our residents and service providers. At the end of December, we had two violent deaths in Duncan and then another unrelated stabbing a week later. Our community is not accustomed to violent deaths on our streets. Our homeless outreach staff is fearful of their safety at work. Other front-line workers express despair about the outlook of an epidemic that only shows signs of growing. Our residents are frustrated and angry.

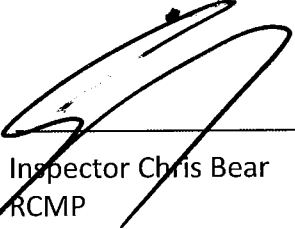
We remain focused and determined to work collaboratively with you and each other to find solutions, and we will continue to advocate for greater support and coordination from our provincial government on this issue.

It is going to take all of us—all levels of government, businesses, residents, service organizations—to take on the amount of additional work that is required to solve this problem. We need support for Cowichan from the higher levels of government. We hope you and your colleagues will support our proposal.


Sincerely,
Cowichan Leadership Group
Cc: Honourable Adrian Dix, Minister of Health

Cowichan Leadership Group

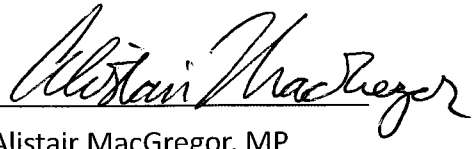
Sincerely,




Inspector Chris Bear
RCMP



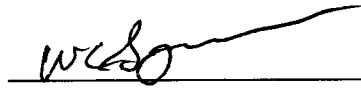
Sonia Furstenuau, MLA
Cowichan Valley



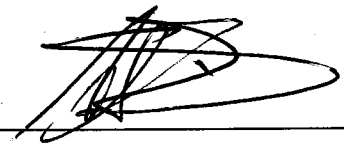
Alistair MacGregor, MP
Cowichan - Malahat -
Langford



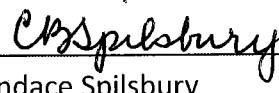
Rod Peters
Mayor, Lake Cowichan



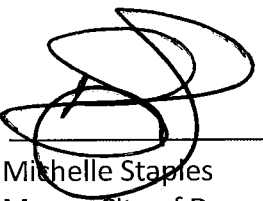
Chief William Seymour
Cowichan Tribes



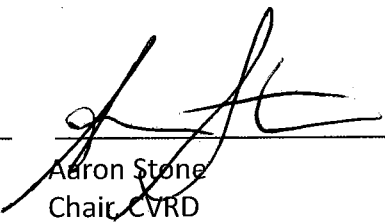
Al Siebring
Mayor, Municipality of North
Cowichan



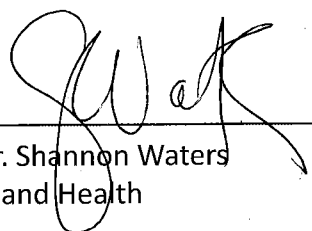
Candace Spilsbury
Chair, SD79



Michelle Staples
Mayor, City of Duncan



Aaron Stone
Chair, CVRD



Dr. Shannon Waters
Island Health

FOR IMMEDIATE RELEASE

Cowichan Leadership Group Seeks Support From Provincial Government

Cowichan Valley, BC — February 24, 2020 - The Cowichan Leadership Group is asking the provincial government for urgent funding and support for escalating addictions and housing challenges.

The Cowichan Leadership Group has written to 10 separate provincial ministries, outlining the escalating problems in the Cowichan Valley that are arising from substance use and homelessness, and the associated increase in crime and pressure Cowichan's public safety. They have requested urgent meetings with each of these ministers to see how their ministry can support our community's need to fund solutions in treatment, housing, and safety.

In October 2019, the Cowichan Leadership Group invited Minister Judy Darcy to visit the Cowichan Valley, specifically the area along the highway encompassing the school board office, Warmland Shelter, Corridor Safety Office, and Cowichan Tribes Kwun'atsustul Mental Health. During that visit, service providers outlined their concerns for the safety and wellbeing of Cowichan residents and those living on the street, and community advocates presented a proposal to Minister Darcy to fund temporary treatment facilities and a safe drug supply pilot in Cowichan. This proposal was denied.

The Cowichan Leadership Group formed in response to increasing need for leaders from different levels of government and organizations in the community to coordinate actions and communications on cross-jurisdictional issues. The group was established in June 2019. The group includes:

- William Seymour, Chief, Cowichan Tribes
- Michelle Staples, Mayor, City of Duncan
- Al Siebring, Mayor, Municipality of North Cowichan
- Rod Peters, Mayor, Lake Cowichan
- Aaron Stone, Chair, CVRD
- Sonia Furstenau, MLA
- Alistair MacGregor, MP
- Candace Spilsbury, Chair, School Board for SD79
- Dr. Shannon Waters, Medical Health Officer, Island Health
- Inspector Chris Bear, RCMP for Duncan/North Cowichan

Quotes:

Mayor Michelle Staples: "We are a community in crisis, I'm fairly positive this is the obvious and something we can all agree on. This is our community, we all belong here, while we appreciate

and support the prevention services the province is working on, we are in a community in crisis. Prevention is great to build for our future, but we need a response that addresses the reality of our current situation. This will take all of us working together, accepting solutions, taking the time to learn and understand. We can not afford to let this divide us, our only way through it is working together.”

Mayor Al Siebring: “Our addictions/mental health/homelessness problems cannot be fixed by simply adding more housing to the mix. I have long said that while housing is a critical component moving forward, it must be accompanied by the social support services needed to address these problems in a comprehensive way. Providing more housing in isolation of those support services won’t fix anything. That’s why we need multiple provincial ministries and agencies to get out of their silos, come to the table, and create a truly holistic solution to these deep-rooted problems.”

SD79 Board Chair Candace Spilsbury: "Children, youth, and families in our school communities are feeling tension and struggles around them; tension and struggles caused by the health and social foundation of our community being un-well. Our students are seeing and hearing about drug injections and deaths by overdose or crime. They find needles on our playgrounds, school grounds and parks, and see the effects of rampant homelessness on our streets and around our schools. They also experience crimes of property theft and vandalism. I know the anger and frustration of our parents, businesses, and citizens who feel unsafe and hopeless. Our community is in crisis and we need your support."

MLA Sonia Furstenau: “Our service providers are no longer able to maintain a service level that can keep up with the escalating issues arising from substance abuse and homelessness. All of us — all levels of government, community organizations, and residents — need to act on solutions together so that our service providers, business owners, residents, and those most vulnerable to addictions can find a good way forward.”

Media contact: Maeve Maguire, Constituency Assistant to Sonia Furstenau, MLA for Cowichan Valley

Office: 164 Station St, Duncan, BC

Email: Maeve.Maguire@leg.bc.ca

Telephone: 250 510 4846

Cowichan Leadership Group

Honourable XXX
Minister of XXX
Room XXX Parliament Buildings
Victoria, BC, V8V 1X4

February 16, 2020

Dear Minister:

We are writing to you because our community is in crisis. The impact of substance-use addiction on our community members has reached a fever pitch. We are no longer able to manage on our own, and we are seeking your help in finding solutions.

Our region is unique in its composition: we have the social issues of a city but all the appearances of a rural community. Of the nearly 84,000 residents, approximately 55% live in an urban environment. Cowichan Tribes is the largest First Nation in British Columbia. The Cowichan Overdose Prevention Site has received over 54,000 visits to date, averaging over the last 12 weeks at 622 visits per week. These numbers are second only to the Harbour and Rock Bay Landing in Victoria and thus **higher than all other rural/suburban OPS sites on the island**. We are a smaller centre dealing with numbers of people seeking services for harm reduction and addiction that no one expected. Yet, the response from higher levels of government has not been commensurate with this data.

We are concerned for the safety of our residents and service providers. At the end of December, we had two violent deaths in Duncan and then another unrelated stabbing a week later. Our community is not accustomed to violent deaths on our streets. Our homeless outreach staff is fearful of their safety at work. Other front-line workers express despair about the outlook of an epidemic that only shows signs of growing. Residents have grown tired and are angry that nothing appears to be working.

At the suggestion of the RCMP, the mental health workers are considering hiring security staff to help them move the most aggressive clients off the Warmland shelter's property. But where will they go? The RCMP is inundated with calls for service and is overburdened with the investigative requirements of a judicial system that isn't able to adequately contain drug offenders.

Cowichan Tribes members are struggling on reserve. Members are concerned for their safety because of homeless camps near their residences. Campers are getting more aggressive — some are walking into people's homes and taking whatever they want.

Cowichan Leadership Group

What is the fate of our community if we continue to receive no additional support from the provincial government? In fact, we have received less funding from the province. In 2018/2019, our community action team received approximately \$100,000 of overdose emergency response funding; last year they received \$66,000. Funding is going in a direction counter to the increasing demand for programs to support everyone along the addiction spectrum.

We were optimistic when your government announced that it would make mental health and addictions a priority. In the Cowichan Valley, it has been the issue that most negatively impacts our community. This is a crisis that is only deepening. We are on a trajectory for a consistent requirement for more resources, not fewer.

This issue did not start yesterday. The Cowichan region is a perfect representation of how the problem will continue to grow if only band-aids continue to be put on the problem. We need temporary treatment facilities and outreach-based treatment services. We need transitional housing. We need a safe-supply program. We need them now before more tragedies occur, and more local funds are spent on cleaning up and providing security in our neighbourhoods for a problem that has grown beyond our community's ability to afford.

We request a meeting with you and your ministry staff as soon as possible to see how we can work together on finding a way forward for Cowichan. There are many individuals and organizations that are asking questions and trying to find solutions for how to respond to the opioid crisis in rural/suburban communities. As a community that is reeling from this crisis, we offer the attached proposal as a local solution for a rural response.

We remain focused and determined to work collaboratively with you and each other to find solutions, and we will continue to advocate for greater support and coordination from our provincial government on this issue.

It is going to take all of us—all levels of government, businesses, residents, service organizations—to take on the amount of additional work that is required to solve this problem. At the moment, there is a gap in support for Cowichan from the higher levels of government. We hope you and your colleagues will find a way to support our urgent request.

Sincerely,

Cowichan Leadership Group