

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

Tuesday, January 19, 2021

This meeting will be held electronically as per Ministerial Order No. M192

Pages

1. CALL TO ORDER

Residents are encouraged to "virtually" attend the meeting by registering here:

https://zoom.us/webinar/register/WN_MAX2GUc8QUmFXMNMGnF1XQ

Instructions on how to join the meeting will be sent immediately after you register.

View the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for January 19, 2021.

3. MINUTES

3.1. Minutes of the Regular Meeting of Council held January 5, 2021

5

Recommendation

That Council approve the minutes of the Regular Meeting of Council held January 5, 2021.

3.2. Minutes of the Special Meeting of Council held January 12, 2021

11

Recommendation

That Council approve the minutes of the Special Meeting of Council held January 12, 2021.

4. COMMITTEE MINUTES

4.1. January 12, 2021 Committee of the Whole Recommendations

13

Recommendation

That Council amend “Town of Ladysmith Bylaw Enforcement Policy 09-4020-B” to include housekeeping amendments and wording stating that bylaw enforcement will be on a complaint-driven basis unless there is a safety, hazard or liability issue to the Town.

Recommendation

That Council amend the Corporate Flag Protocol Policy No. 01-0340-A as follows:

1. Remove the requirement that a Council member or former Council member must have served at least 10 years prior to the flag being flown at half-mast;
2. Replace Infrastructure Services with Parks, Recreation & Culture as the department responsible for maintenance of the flags flown at all Town-owned sites;
3. Add new wording that recognizes that Ladysmith Fire/Rescue may lower their flag to half-mast for any ‘Line of Duty Deaths’ of an emergency responder; and
4. Add new wording to state that the following guest flags shall be flown annually at City Hall:
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16

Recommendation

That Council amend the existing Town of Ladysmith Park Bench Donation Guidelines Policy 12-5810-A as follows:

1. Update the guidelines to include Town benches, trees and other amenities;
2. All costs associated with installation of the bench, tree or amenity being borne by the donor;
3. Maintain in perpetuity formerly dedicated benches ; and
4. Any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs being borne by the Town.

Recommendation

That Council direct staff to set up an electronic meeting between Council and the Board of School District No. 68, including senior staff, to discuss the Long Range Facilities Plan and other items of mutual interest prior to the end of March 2021.

4.2. December 2, 2020 Community Planning Advisory Committee Minutes

40

Recommendation

That Council receive for information minutes of the December 2, 2020 meeting of the Community Planning Advisory Committee.

5. REPORTS

5.1. Ladysmith Marina Retaining Wall Analysis

42

Recommendation

That Council:

1. Direct staff to retain Tetra Tech to complete geotechnical drilling at the Ladysmith Marina retaining wall site for a cost of approximately \$25,000; and
2. Give early budget approval for this project so that this work can be completed as soon as possible.

6. CORRESPONDENCE

6.1. Union of BC Municipalities Community Emergency Support Services Grant

78

Recommendation

That Council support the Cowichan Valley Regional District proposal to apply for, receive and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of the Town of Ladysmith.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

8.1. Referred Council Resolution CS 2021-011 - Council attendance at the 2021 UBCM Convention

81

Recommendation

CONSIDERATION OF REFERRED RESOLUTION CS 2021-011 (from January 5, 2021):

No Mover or Secunder required (the motion is on the floor)

That those Council members authorized to attend the 2020 Union of BC Municipalities Annual Convention (Mayor Stone and Councillors Johnson, McKay, Paterson and Virtanen) which was cancelled due to COVID-19, be authorized to attend the 2021 Convention in Vancouver from September 13-17, 2021.

9. QUESTION PERIOD

Residents are encouraged to "virtually" attend the meeting and ask their questions live by registering here:

https://zoom.us/webinar/register/WN_MAX2GUc8QUmFXMNMGnF1XQ

Instructions on how to join the meeting will be sent immediately after you register.

Alternately, questions can be submitted via email at info@ladysmith.ca during the meeting.

- Persons wishing to address Council must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must include 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.
- 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

10. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, January 5, 2021

7:00 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Geoff Goodall

Donna Smith
Chris Geiger
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 6:31 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2021-001

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

- personal information about an identifiable individual who holds or is being considered for a position - section 90(1)(a).

Motion Carried

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

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing that it was taking place on the traditional unceded territory of the Stz'uminus First Nation, and expressing gratitude to be here.

Mayor Stone briefly discussed the Holland Creek Bridge Crossing project and directed all those interested in the project to access the Town's website, which contains further information on the project, including "Frequently Asked Questions".

4. AGENDA APPROVAL

CS 2021-002

That Council approve the agenda for this Regular Meeting of Council for January 5, 2021.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:52 p.m. without report.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held December 15, 2020

CS 2021-003

That Council approve the minutes of the Regular Meeting of Council held December 15, 2020.

Motion Carried

7. COMMITTEE MINUTES

7.1 Minutes of the Community Planning Advisory Committee Meeting held October 7, 2020

CS 2021-004

That Council receive for information the minutes of the October 7, 2020 meeting of the Community Planning Advisory Committee.

Motion Carried

7.2 Minutes of the Parks, Recreation & Culture Advisory Committee Meeting held October 21, 2020

CS 2021-005

That Council receive for information the minutes of the October 21, 2020 meeting of the Parks, Recreation & Culture Advisory Committee.

Motion Carried

8. REPORTS

8.1 2021 Utility Due Dates

CS 2021-006

That Council approve the following utility billing due dates:

- February 26, 2021 for the period October to December, 2020;
- May 28, 2021 for the period January to March, 2021;
- August 27, 2021 for the period April to June, 2021; and
- November 26, 2021 for the period July to September, 2021.

Motion Carried

8.2 Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream - Adaptation Resilience and Disaster Mitigation

CS 2021-007

That Council:

1. Direct staff to submit an application for grant funding for the Dogwood Culvert Replacement Project through the Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream – Adaptation Resilience and Disaster Mitigation; and
2. Support the project and commit to any associated ineligible costs and cost overruns.

Motion Carried

8.3 Fire Services Automatic Aid Agreement – Cowichan Valley Regional District (North Oyster Volunteer Fire Department) and Town of Ladysmith (Ladysmith Fire Rescue)

CS 2021-008

That Council authorize the Mayor and the Corporate Officer to sign the Fire Services Automatic Aid Agreement between the Town of Ladysmith and the Cowichan Valley Regional District (North Oyster Volunteer Fire Department).

Motion Carried

8.4 Park Naming Request “Rutti Park”

CS 2021-009

That Council name the parkland located on Russell Road and designated as ‘Park’ on Plan EPP93777 as Rutti Park.

Motion Carried

9. CORRESPONDENCE

9.1 Correspondence from the Girl Guides Dated December 13, 2020

CS 2021-010

That Council direct staff to investigate options to light up local landmarks with blue lights (and/or colour changeable lights) on World Thinking Day, Monday, February 22, 2021, in support of the Girl Guides "Guiding Lights Across British Columbia" initiative, which celebrates the sisterhood of Guiding and promotes girl empowerment.

Motion Carried

10. NEW BUSINESS

10.1 2021 Conference Attendance

10.1.1 Association of Vancouver Island Coastal Communities

Due to ongoing concerns about COVID-19, the in-person AVICC conference has been cancelled. Staff affirmed that any information received from AVICC about a possible virtual convention would be added to a future Council agenda.

10.1.2 Union of British Columbia Municipalities

CS 2021-011

That those Council members authorized to attend the 2020 Union of British Columbia Municipalities annual convention, which was cancelled due to COVID-19, be authorized to attend the 2021 convention in Vancouver from September 13-17, 2021.

CS 2021-012

That Council refer consideration of Resolution CS 2021-011 to the January 19, 2021 Council meeting.

Motion Carried

Staff committed to bring to the January 19, 2021 Council meeting the names of the Council members who were to attend the 2020 Convention as well as the amount remaining in Council's 2020 professional development budget.

10.1.3 Federation of Canadian Municipalities

CS 2021-013

That Council approve Mayor Stone's and Councillor McKay's attendance at the Federation of Canadian Municipalities 2021 Convention to be held June 3-6, 2021, in Montreal, QC, at an estimated cost of \$6,000.

Motion Carried

10.1.4 Vancouver Island Economic Alliance

CS 2021-014

That Council authorize Mayor Stone, Councillors Jacobson, Johnson, McKay and Stevens to attend the Vancouver Island Economic Alliance annual convention to be held October 26-28, 2021 in Nanaimo.

Motion Carried

11. QUESTION PERIOD

A member of the public submitted questions regarding whether final permits had been received by the developer of the Holland Creek Crossing, and whether the current Council felt the crossing was appropriate. Another member of the public submitted a question regarding accessibility to the Holland Creek Riparian report.

12. ADJOURNMENT

CS 2021-015

That this Regular Meeting of Council adjourn at 7:48 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (D. Smith)



MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, January 12, 2021

5:00 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Chris Barfoot
Jake Belobaba

Donna Smith
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:00 p.m., in order to retire immediately into Closed Session.

2. AGENDA APPROVAL

CS 2021-016

That Council approve the agenda for this Special Meeting of Council for January 12, 2021.

Motion Carried

3. CLOSED SESSION

CS 2021-017

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

- personal information about an identifiable individual being considered for a position as an officer, employee or agent of the municipality - section 90(1)(a)

Motion Carried

4. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:21 p.m. without report.

5. ADJOURNMENT

This Special Meeting of Council was adjourned at 6:22 p.m. by unanimous consent.

Mayor (A. Stone)

Corporate Officer (D. Smith)

Subject to Adoption

Committee of the Whole Recommendations to Council January 19, 2021

At its January 12, 2021 meeting, the Committee of the Whole recommended that Council:

1. Amend "Town of Ladysmith Bylaw Enforcement Policy 09-4020-B" to include housekeeping amendments and wording stating that bylaw enforcement will be on a complaint-driven basis unless there is a safety, hazard or liability issue to the Town.
2. Amend the Corporate Flag Protocol Policy No. 01-0340-A as follows:
 - a) Remove the requirement that a Council member or former Council member must have served at least 10 years prior to the flag being flown at half-mast;
 - b) Replace Infrastructure Services with Parks, Recreation & Culture as the department responsible for maintenance of the flags flown at all Town-owned sites;
 - c) Add new wording that recognizes that Ladysmith Fire/Rescue may lower their flag to half-mast for any 'Line of Duty Deaths' of an emergency responder; and
 - d) Add new wording to state that the following guest flags shall be flown annually at City Hall:
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16
3. Amend the existing Town of Ladysmith Park Bench Donation Guidelines Policy 12-5810-A as follows:
 - a) Update the guidelines to include Town benches, trees and other amenities;
 - b) All costs associated with installation of the bench, tree or amenity being borne by the donor;
 - c) Maintain in perpetuity formerly dedicated benches ; and
 - d) Any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs being borne by the Town.
4. Direct staff to set up an electronic meeting between Council and the Board of School District No. 68, including senior staff, to discuss the Long Range Facilities Plan and other items of mutual interest prior to the end of March 2021.



MINUTES OF A MEETING OF THE COMMITTEE OF THE WHOLE

Tuesday, January 12, 2021

6:30 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Councillor Tricia McKay, Chair
Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba

Geoff Goodall
Donna Smith
Chris Geiger
Sue Bouma

1. AGENDA APPROVAL

CW 2021-001

That the agenda for this January 12, 2021 Committee of the Whole meeting be approved as amended to include the following:

- Item 7.1., "Request to Delay Removal of Holiday Street Level Lights"

Motion Carried

2. MINUTES

2.1 Minutes of the Committee of the Whole Meeting held November 10, 2020

CW 2021-002

That the minutes of the Committee of the Whole meeting held November 10, 2020 be approved.

Motion Carried

3. REPORTS

3.1 Building Inspector's Reports for October to December 2020

CW 2021-003

That the Committee receive the Building Inspector's Report for the months October to December 2020.

Motion Carried

3.2 Ladysmith Fire/Rescue Reports for November to December 2020

CW 2021-004

That the Committee receive the Ladysmith Fire/Rescue Reports for the months November to December 2020.

Motion Carried

3.3 Coastal Animal Control Services Reports for August to October 2020

CW 2021-005

That the Committee receive the Coastal Animal Control Services Reports for the months August to October 2020.

Motion Carried

3.4 Bylaw Compliance Statistics for July to December 2020

CW 2021-006

That the Committee receive the Bylaw compliance statistics for the period of July to December, 2020.

Motion Carried

3.5 RCMP Reports for Quarter 4, 2020

CW 2021-007

That the Committee receive the RCMP Reports for the fourth quarter of 2020.

Motion Carried

3.6 Costs Associated with the Provision of Lifeguarding at Transfer Beach

CW 2021-008

That the Committee receive for information the report dated January 12, 2021 regarding costs and considerations associated to the provision of lifeguarding services at Transfer Beach.

Motion Carried

3.7 Proposed Amendments to Town of Ladysmith Bylaw Enforcement Policy

CW 2021-009

That the Committee recommend that Council amend “Town of Ladysmith Bylaw Enforcement Policy 09-4020-B” to include housekeeping amendments and wording stating that bylaw enforcement will be on a complaint-driven basis unless there is a safety, hazard or liability issue to the Town.

Motion Carried

3.8 Proposed Amendments to Corporate Flag Protocol Policy No. 01-0340-A

CW 2021-010

That the Committee recommend that Council amend the Corporate Flag Protocol Policy No. 01-0340-A as follows:

1. Remove the requirement that a Council member or former Council member must have served at least 10 years prior to the flag being flown at half-mast;
2. Replace Infrastructure Services with Parks, Recreation & Culture as the department responsible for maintenance of the flags flown at all Town-owned sites;
3. Add new wording that recognizes that Ladysmith Fire/Rescue may lower their flag to half-mast for any ‘Line of Duty Deaths’ of an emergency responder; and
4. Add new wording to state that the following guest flags shall be flown annually at City Hall:
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16

Motion Carried

CW 2021-011

That the Committee request staff to investigate options to incorporate permanent flag placement of the Stz'uminus First Nation flag at all Town-owned facilities for consideration at a future Committee of the Whole meeting.

Motion Carried

3.9 Park Bench Donation Guidelines Policy**CW 2021-012**

That the Committee recommend that Council amend the existing Town of Ladysmith Park Bench Donation Guidelines Policy 12-5810-A as follows:

1. Update the guidelines to include Town benches, trees and other amenities;
2. All costs associated with installation of the bench, tree or amenity being borne by the donor;
3. Maintain in perpetuity formerly dedicated benches ; and
4. Any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs being borne by the Town.

Motion Carried

3.10 2020-2023 Strategic Priorities Update**CW 2021-013**

That the Committee receive for information the strategic priorities update entitled "2020-2023 Strategic Plan" dated January 12, 2021.

Motion Carried

4. COUNCIL SUBMISSIONS**4.1 Alternate Water Billing Structure(s) Discussion****CW 2021-014**

That the Committee direct staff to investigate potential alternate water billing structure options for consideration at a future Committee of the Whole meeting.

Motion Carried

4.2 School District No. 68 Facilities Plan Status

CW 2021-015

That the Committee recommend that Council direct staff to set up an electronic meeting between Council and the Board of School District No. 68, including senior staff, to discuss the Long Range Facilities Plan and other items of mutual interest prior to the end of March 2021.

Motion Carried

5. NEW BUSINESS

5.1 Request to Delay Removal of Holiday Street Level Lights

The Committee discussed the importance of decorative lighting in the downtown core during the pandemic. Staff advised that the Edison light bulb light strings purchased in 2020 will be reinstalled once the Festival of Lights lighting has been removed.

6. ADJOURNMENT

CW 2021-016

That this meeting of the Committee of the Whole be adjourned at 8:03 p.m.

Motion Carried

Chair (Councillor T. McKay)

Corporate Officer (D. Smith)

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Donna Smith, Manager of Corporate Services
Meeting Date: January 12, 2021
File No:
Re: **Proposed Amendments to Town of Ladysmith Bylaw Enforcement Policy**

RECOMMENDATION:

That the Committee recommend that Council amend “Town of Ladysmith Bylaw Enforcement Policy 09-4020-B” to include housekeeping amendments and wording stating that bylaw enforcement will be on a complaint-driven basis unless there is a safety, hazard or liability issue to the Town.

EXECUTIVE SUMMARY:

Further to Council direction at its Regular Meeting held October 20, 2020, staff have reviewed the “Town of Ladysmith Bylaw Enforcement Policy 09-4020-B” and are in the process of reviewing “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309”. Recommended changes to the Policy are found in Attachment A and shown in red underline. Staff will return with recommended changes to Bylaw No. 1309 at a future Committee of the Whole Meeting.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2020-310	10/20/2020	That Council direct staff to: 1. Prepare a report for consideration at a future Committee of the Whole meeting with proposed amendments to “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” to ensure it is current and balances best practices with the realities faced in our community; and 2. Proceed with enforcement of the bylaw on a complaint-driven basis until such time as “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” is updated.

INTRODUCTION/BACKGROUND:

The Town’s current Bylaw Enforcement Policy was created in 2018 and reflects Council’s direction at the time to investigate bylaw enforcement issues on a proactive basis. During this initial two-year period, Council has determined that it prefers that staff follow a complaint-driven process.

A summary of the recommended amendments to the policy are summarized in the table below as well as shown in redline in the Policy included as Attachment A.

Section	Amendment
Guiding Principles	Reword to reflect that enforcement will be on a complaints received basis unless a duty to enforce is established through legislation or the Provincial or Federal Court system.
General Provisions	Add wording to Item 1 to formalize the existing practice that anonymous complaints will not be investigated.
Bylaw Compliance Priorities	Amend Priority #3 to reflect enforcement will be on a complaints basis unless there is a safety, hazard or liability issue to the Town.

ALTERNATIVES:

The Committee can choose to recommend that Council:

1. Include additional amendments to the Bylaw Enforcement Policy.
2. Not amend the Bylaw Enforcement Policy at this time.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The updated policy provides the public with clarity as to how bylaw enforcement issues in Ladysmith are handled.

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).
Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- Attachment A – Bylaw Enforcement Policy proposed amendments (redline version)

Previously Reviewed



TOWN OF LADYSMITH POLICIES AND PROCEDURE MANUAL

TOPIC: Bylaw Compliance Policy

APPROVED BY: COUNCIL

DATE: August 20, 2018

RESOLUTION #: CS 2018-286

Purpose:

The purpose of the Bylaw Compliance Policy is to establish Council's priorities for bylaw compliance and to provide guidance to staff in the enforcement of Town bylaws.

Guiding Principles:

The Town promotes an enforcement philosophy that seeks voluntary compliance, which is often achieved through education, information and non-penalty enforcement, including providing a reasonable timeframe to comply. Enforcing the Town's bylaws is discretionary and not mandatory. For those bylaw infractions where there is no other reasonable means of the Town being made aware of bylaw infractions that disturb the rest, peace, quiet and enjoyment of other residents; and unless a duty to enforce a specific bylaw is established through legislation or the Provincial or Federal Court system; bylaws in the Town of Ladysmith shall be enforced on the basis of complaints received.

General Provisions:

Complaints will be addressed as promptly as resources permit. Note: All complaints received regarding animals are to be referred to the Town's contractor for animal services for investigation and action.

1. Complaints received in writing from Town residents or business owners will be investigated by the Bylaw Compliance Officer. Anonymous complaints will not be investigated.
2. During the regular course of their duties, the Bylaw Compliance Officer may identify bylaw infractions for issues of public health and/or safety or other bylaw violations.
3. Compliance may be obtained through education and information, notification of fines and other enforcement measures associated with the offence.
4. The first step in achieving compliance with local bylaws is voluntary compliance.

09-4020-B

5. The Town will not accept frivolous or vexatious complaints which means multiple complaints from the same person on the same issue submitted in response to bylaw compliance action on the same or a similar matter.
6. The Secondary Suites enforcement policy is outlined in policy # 09-4020-A.
7. Watering complaints will be dealt with proactively at Stage 2 and beyond of the watering restrictions.

Bylaw Compliance Priorities:

As a means to manage potential demand within available resources, Council has established the priority for bylaw compliance as follows:

Priority #1 – Public Land, Public Resources, Public Safety

Violations will be investigated and enforced as soon as possible, given the availability of staff and other resources. Examples include, misuse of or damage to Town-owned land or parkland, parking of unattached trailers on the public road or boulevard, hazardous conditions on a property, not following water restrictions.

Priority #2 – Negative Impact on adjacent properties / neighbourhood

Investigation and enforcement is initiated due to a valid complaint from a Town of Ladysmith resident living in proximity to the address of the complaint. The first step will be seeking voluntary compliance.

Priority #3 – Parking

Priority emphasis is to be placed on parking at fire hydrants, parking in a space designated for persons with disabilities without appropriate authorization, parking in a bus stop, parking over-time in a 15-minute space, parking in a loading zone, parking over-time in a timed space. All other parking issues will be dealt with on a complaint basis only unless there is a hazard or a liability to the Town of Ladysmith. On-street parking will be monitored proactively by the Bylaw Compliance Officer.

Procedures:

1. The bylaw violation report is received in writing and date stamped.
2. The complainant's identity will not be disclosed unless the Town is required to do so under the *Freedom of Information and Protection of Privacy* laws or the complainant's testimony is required as part of a legal proceeding.
3. The complaint is entered into the Town's tracking system and acknowledged.
4. The complaint is investigated.
5. Action taken, as needed, if there is a bylaw infraction using various compliance tools.

6. In the following circumstances, the Bylaw Officer is authorized to take action to undertake the clean-up of a Property Maintenance Bylaw complaint when the required work remains in default following the delivery of a letter to the Owner and Occupier by registered mail or hand delivery and the Owner has not submitted a request for a hearing before Council within fourteen (14) days of the date of the letter:
 - a. Removal of Refuse as defined in the Property Maintenance Bylaw with a contractor's cost estimate of up to \$750.
 - b. Removal of Weeds and other growths when the Weeds and other growths are in excess of ten (10) inches in height with a contractor's cost estimate of up to \$750.
7. Compliance achieved.
8. Other follow-up as needed.

Compliance tools:

Compliance tools range from education to enforcement and the process is generally intended to be progressive in nature. The initial focus is on gaining voluntary compliance except where, in the opinion of the Town, health, safety or liability concerns necessitate more immediate and significant action(s).

1. Education, including information on the Town's website
2. Telephone calls, meeting(s) with the property owners, letters of expectation, issuing parking ticket
3. Providing a reasonable timeframe to comply
4. Notice to cease infraction, including Stop Work Order
5. Compliance through a Town approval such as a rezoning or development variance permit.
6. Town or contractor clean up pursuant to Ladysmith Property Maintenance Bylaw.
7. Municipal Ticket Information.
8. Section 72-74 Community Charter - Remedial Action
9. Section 57 Community Charter - Notice on Title (unauthorized construction)
10. Injunction or Court Order

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Donna Smith, Manager of Corporate Services
 Meeting Date: January 12, 2021
 File No:
 RE: **Proposed Amendments to Corporate Flag Protocol Policy No. 01-0340-A**

RECOMMENDATION:

That the Committee recommend that Council amend the Corporate Flag Protocol Policy No. 01-0340-A as follows:

1. Remove the requirement that a Council member or former Council member must have served at least 10 years prior to the flag being flown at half-mast;
2. Replace Infrastructure Services with Parks, Recreation & Culture as the department responsible for maintenance of the flags flown at all Town-owned sites;
3. Add new wording that recognizes that Ladysmith Fire/Rescue may lower their flag to half-mast for any 'Line of Duty Deaths' of an emergency responder; and
4. Add new wording to state that the following guest flags shall be flown annually at City Hall:
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16.

EXECUTIVE SUMMARY:

At Council's request, staff have reviewed the Corporate Flag Policy to include a provision to fly the Pride Flag annually for the month of June. Staff are also recommending that the Committee consider recommending to Council that other existing practices be formalized.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2020-172	06/02/2020	That Council direct staff to review the Town's Flag Protocol Policy to ascertain whether there are provisions to annually fly the Pride Flag in June and if not, report back to Council with a revised policy.
CS 2018-364	09/17/2018	That the Town honour Louis Riel Day on November 16 by publishing a proclamation and by raising the Metis flag.

INTRODUCTION/BACKGROUND:

At its meeting held June 2, 2020, Council requested that staff review the Corporate Flag Policy to include a provision to fly the Pride Flag annually for the month of June. The current Flag Policy

provides Council with the discretion to direct staff to fly guest flags at City Hall and lower flags on occasions other than those identified in the policy.

Staff have reviewed other parts of the policy and are recommending that the Committee consider recommending to Council that the following existing practices be formalized:

Section	Amendment	Reason
Amend 2.2	Remove the requirement that a Council member or former Council member must have served at least 10 years prior to the flag being flown at half-mast. Remove reference to the 11:00am time of the lowering of flags on Remembrance Day.	It has been the practice of councils throughout the years to lower the flags at various Town facilities in recognition of a council member or former council member no matter how long they served on council. The 11:00am time was set by the Federal Government to lower the flag during the Remembrance Day ceremony. Residents expect to see the flags lowered on Remembrance Day so to avoid confusion, staff will lower flags on November 11 at the beginning of the work day in the morning and raise again in the evening.
Amend 2.6, 4.2, 4.3, 4.4	To reflect that maintenance of the flags flown at all sites throughout the Town is the responsibility of the Parks, Recreation & Culture (Facilities) Department. Also to clarify that for operational reasons, lowering and raising of flags will occur during regular work hours of the Facilities Department.	The current policy is outdated in its references regarding responsibility for flag maintenance. Facilities staff work 7 days a week, so they are available to raise and lower flags on all days.
Add 2.7	Lowering of the flag to half-mast at Ladysmith Fire/Rescue for any 'Line of Duty Death'.	Fire/Rescue requested that this item be included in the Flag Policy so that Council and the public are aware that their flag may be lowered at different times than ours.
Amend 3.8	To reflect that the Manager of Facilities should be notified of flag raising ceremonies.	The Manager of Facilities is the appropriate person to ensure staff are available for flag raising ceremonies at City Hall.
Add 3.9	Annually flying the Pride flag June 1-30 and the Metis flag on Louis Riel Day on November 16.	For several years it has been the practice to annually fly the Pride flag and, more recently, the Metis flag.

ALTERNATIVES:

Council can choose to:

1. Not amend the Policy at this time.
2. Approve only certain changes to the Policy.
3. Request that staff include other amendments to the Policy.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Flying guest flags and lowering flags to half-mast for significant events is a way for the Town to recognize and honour events that impact our residents and, at times, our country. The policy continues to follow the Government of Canada's rules for flying the National Flag of Canada.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters. Parks, Recreation & Culture (Facilities) raise and lower the flags and ensure the inventory of flags flown throughout the Town is maintained.

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).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- Corporate Flag Protocol Policy No. 01-0340-A including proposed amendments



TOWN OF LADYSMITH.
POLICIES AND PROCEDURES MANUAL

TOPIC:	CORPORATE FLAG PROTOCOL		
APPROVED BY:	COUNCIL	DATE:	August 18, 2014
RESOLUTION #: 2014-292			
<p>PURPOSE</p> <p>This policy sets out the Town of Ladysmith's policies and procedures for flying flags on all Town-owned buildings and structures.</p> <p>POLICY</p> <p>1. General Flag Etiquette</p> <p>1.1. The Canadian Flag shall always be displayed in the position of priority.</p> <ul style="list-style-type: none"> When flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer of the flags. In a line of three flags, the Canadian flag should be in the centre. When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre. <p>1.2. It is acceptable to fly the Canadian flag at night.</p> <p>2. Half-masting</p> <p>2.1. Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.</p> <p>2.2. All Canadian flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions:</p> <ul style="list-style-type: none"> On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister; On the death of the Lieutenant Governor or the Premier; On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Town of Ladysmith; 			

TOPIC:	CORPORATE FLAG PROTOCOL		
APPROVED BY:	COUNCIL	DATE:	August 18, 2014
RESOLUTION #: 2014-292			
<ul style="list-style-type: none"> On the death of the Mayor, former Mayor, a current Town of Ladysmith Councillor or a former Town Councillor that has served at least 10 years; On the death of a Town of Ladysmith employee when their death has occurred as a direct result of performing their duties; On Remembrance Day (November 11) from 11 a.m. until sunset; On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset; On the National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset; and, On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize. <p>2.3. In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral or the seventh day following the death, whichever occurs first.</p> <p>2.4. The flags to be flown at half-mast will include all flags flown on Town-owned properties and all of the flags flown on the Town's flag islands.</p> <p>2.5. In the event of a death not specified in this policy, the Town of Ladysmith will follow the direction of the Federal Department of Canadian Heritage.</p> <p>2.6. When half-masting has been deemed appropriate based on 2.2 or 2.5 above, the Corporate Officer or designate will notify the following by e-mail:</p> <ul style="list-style-type: none"> Town Council Senior Management Team Manager of Operations-Facilities (to arrange for lowering the flags) Ladysmith Fire/Rescue Department Ladysmith Detachment of the RCMP <p><u>2.7. Ladysmith Fire/Rescue may lower their flag to half-mast for any "Line of Duty Death" of an emergency responder (Fire, Police or Ambulance).</u></p> <p>3. Guest Flags</p> <p>3.1. At the direction of the Council, the Town will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.</p>			

TOPIC:	CORPORATE FLAG PROTOCOL		
APPROVED BY:	COUNCIL	DATE:	August 18, 2014
RESOLUTION #: 2014-292			
<p>3.2. Flags of other sovereign nations will be displayed at City Hall. In these cases, the flags normally flown will be removed so that only the guest flag will be flown in that location.</p> <p>3.3. In the event of an overlap, more than one guest flag may be flown. All guest flags will be displayed at City Hall.</p> <p>3.4. The Town reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.</p> <p>3.5. Flags or banners of non-profit organizations may be displayed at City Hall or on other flag stations throughout the Town.</p> <p>3.6. Parties wishing to have their flags displayed by the Town are required to supply the flag(s). These flags must be in good condition.</p> <p>3.7. Events involving flag raising ceremonies may be held at City Hall upon request and at the Town's discretion. Corporate Services should be contacted to make arrangements for such events.</p> <p><u>3.8.</u> The Corporate Officer or designate shall notify the Manager of Operations <u>Facilities</u> of all flag raising ceremonies pertaining to City Hall.</p> <p><u>3.9. The following guest flags shall be flown annually at City Hall:</u></p> <ul style="list-style-type: none"> • <u>Pride Flag – June 1-30</u> • <u>Metis Flag (Louis Riel Day) – November 16</u> <p>3.8. —</p> <p>4. Responsibility and Maintenance of Flags</p> <p>4.1. The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters.</p> <p>4.2. Maintenance of the flags flown at City Hall is the responsibility of the Corporate Services Department.</p> <p>4.3. <u>4.2.</u> Maintenance of the flags flown at other all <u>all</u> Town-owned sites throughout the Town is the responsibility of the Infrastructure Services <u>Parks, Recreation & Culture (Facilities)</u> Department.</p>			

TOPIC:	CORPORATE FLAG PROTOCOL		
APPROVED BY:	COUNCIL	DATE:	August 18, 2014
RESOLUTION #: 2014-292			
<p>4.4.4.3. Maintenance of the flags flown at other work sites is delegated within each department as appropriate.For operational reasons, the raising and lowering of flags will occur during the regular work hours of the Parks, Recreation & Culture (Facilities) Department.</p>			

01 – 0340 - A

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Chris Barfoot, Director of Parks, Recreation & Culture
Meeting Date: January 12, 2021
File No:
Re: **Park Bench Donation Guidelines Policy**

RECOMMENDATION:

That the Committee recommend that Council amend the existing Town of Ladysmith Park Bench Donation Guidelines Policy 12-5810-A as follows:

1. Update the guidelines to include Town benches, trees and other amenities;
2. All costs associated with installation of the bench, tree or amenity being borne by the donor;
3. Maintain in perpetuity formerly dedicated benches ; and
4. Any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs being borne by the Town.

EXECUTIVE SUMMARY:

Staff presented options for a revised Park Bench Donations Policy to the Committee at its September 8, 2020 meeting. The report included five options with varying conditions, costs, advantages and disadvantages. Staff reviewed the most recent request from the Committee and have made provisions to ensure existing donors will continue to have their bench and dedication in perpetuity, and that the policy stipulates future donor's dedications will be maintained and monitored for safety and condition. Any dedicated bench, tree or amenity will only be removed at the end of its useful life with no replacement. Proposed amendments to the existing policy are shown in Attachment A.

PREVIOUS COUNCIL DIRECTION:

CW-2020-042	09/08/2020	That the Committee refer Park Bench Donation Guidelines Policy 12-5810-A back to staff to prepare a report for a future Committee of the Whole meeting that includes the following provisions: <ol style="list-style-type: none"> 1. The Town maintain the status quo for the donors to date; 2. Future donors as long as possible for the benches; 3. Investigate the other options for memorializing loved ones as well as options for alternate materials for memorialization.
CS 2020-215	07/21/2020	That Council refer the issue of the Park Bench Donations Policy to the September 8, 2020 Committee of the Whole Meeting for further discussion.
CS 2019-123	04/01/2019	That Council refer the matter of a tree and bench dedication process to staff for consideration and clarification, and report back to Council.
2000-324	06/19/2000	That the Park Bench Program policy be ratified and implemented.

INTRODUCTION/BACKGROUND:

Residents have dedicated benches in memory of significant others for many years, and the original formalized program was first introduced in June of 2000. Since then, there have been over 91 park benches installed. There are also trees and other amenities such as picnic tables that have been recently installed throughout the Town.

The existing policy facilitates the dedication or memorialization of individuals through plaques placed on park benches and amenities such as trees in select parks and boulevards, however, it does not cover other amenities such as picnic tables and shelters. It states that the dedicated amenities would be guaranteed for 5 years, yet the participants receive a letter acknowledging their everlasting gift as seen in Attachment B, which has been cause for confusion and unmet expectations from the program participants. Attachment C contains an amended letter that more accurately reflects the proposed policy.

A program review was recently conducted to assess long-term sustainability and community access to the program providing access to as many community members as possible. Staff have previously proposed the Committee consider discontinuing dedications in perpetuity, but rather introduce a renewable term. A renewable term would allow those who would like to continue funding a dedication the opportunity to do so, or, if requested, to withdraw from the program, thereby providing an opportunity for others, should space for these amenities become limited in the future.

At the September 8th meeting, staff provided the Committee following five options:

- Option 1 – 10 year term with renewal fee (as presented)
- Option 2 – 20 year term guarantee
- Option 3 - Establish a “Dedication Care Fund” – no renewal fee
- Option 4 - No changes to the existing Park Bench Donations Guidelines Policy
- Option 5 – Discontinue Dedication Program

The Committee requested that staff prepare a report for a future Committee of the Whole meeting that includes the following provisions:

1. The Town maintain the status quo for the donors to date;
2. Future donors as long as possible for the benches;
3. Investigate the other options for memorializing loved ones as well as options for alternate materials for memorialization.

Staff have since reviewed the request from the Committee and have made provisions to ensure existing donors will continue to have their bench and dedication in perpetuity, and that the policy stipulates future donor’s benches will continue to be maintained and monitored for safety. They will only be removed at the end of its useful life with no replacement. It has been noted that with the exception to minor vandalism or plaque oxidation, the majority of the existing Ipe wooden benches have held up extremely well, some of which are already 20 years old. Ipe wood, also called Brazilian walnut, is a dense and resilient wood that weathers extremely well.

In order to maintain consistency and to ensure the longest life possible with the minimum amount of maintenance required, an Ipe wooden bench has been pre-selected and would be the only bench made available for purchase. Ipe wood is over 3 times harder than other hardwoods and has superior resistance to decay, fungi, and mold and requires only minimal maintenance.

Providing the Town with a close to cost neutral program, all initial costs for the installation will be borne by the donor with ongoing maintenance being covered by the Town through the applicable operational maintenance budget. Although the use of the Ipe wooden benches have had low maintenance costs, the costs to replace the bench are higher than other alternatives.

Alternative Material for Benches

Fir - An alternative to Ipe wood is Fir. Although the price is considerably less for a Fir bench in the same style (\$1,320 includes delivery) the life-span of the Fir benches are known to be approximately a fourth of an Ipe wooden bench and requires a more vigorous maintenance schedule.

Composite (Plastic Lumber) – A secondary alternative to the Ipe is plastic lumber (\$1200 includes delivery). Cost and long-term maintenance would be less than that of Fir, however, this material is subject to issues with the material sagging or bending under warmer temperatures and is still subject to vandalism and damage.

Staff have completed an extensive inventory review and condition assessment of the existing park, cemetery and town benches. Notes have been made capturing installation dates, condition, exact location and when these assets are maintained. This list will also include all other Town of Ladysmith dedicated amenities providing staff the ability to monitor and schedule regular maintenance. Each bench and amenity will be assigned an asset number with coordinates marking the specific locations.

ALTERNATIVES:

1. The Committee can recommend that Council continue with the status quo, however, choose to lower the costs to the donor with costs associated to labour and administration being borne by the Town.
2. The Committee can refer the Park Bench Donations Policy to the Parks, Recreation and Culture Advisory Committee for further review and alternative considerations.
3. The Committee can recommend that Council continue with the status quo, however, choose to lower the costs to the donor by selecting an alternative bench material.
4. The Committee can recommend that Council discontinue the dedication program for amenities such as benches and continue to maintain the existing benches and establish suitable locations for future park benches and amenities. This has been done in other jurisdictions.

FINANCIAL IMPLICATIONS:

The current costs associated with the bench program are as follows:

ITEM	COST
IPE WOOD BENCH (delivered)	\$ 2,850
CUSTOMIZED PLAQUE (delivered)	\$ 250
CONCRETE	\$ 200
LABOUR & ADMINISTRATION	\$ 650
TOTAL COSTS	\$ 3,950

The Ipe wood has proven to require minimal maintenance over the past 20 years. On occasion, the benches require graffiti removal or parts replacement due to vandalism with costs that run from \$100 to \$800, though the higher range costs are very rare.

LEGAL IMPLICATIONS:

There are no legal implications identified at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens who purchased the existing benches urged Council to reconsider the term, as many believed they were purchasing an in-perpetuity memorial. However, the original policy limited the guaranteed term to only 5-years of maintenance. The proposed changes address this with the goal to eliminate this confusion.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is no interdepartmental involvement identified at this time, Financial Services will continue to collect and process application fees and Parks Operations will continue to maintain the amenities.

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- Attachment A –Proposed Amendments to Park Bench Donation Policy 12-5810-A
- Attachment B – Existing TOL letter sent to program participants
- Attachment C – Draft TOL letter to program participants

TOWN OF LADYSMITH

POLICIES AND PROCEDURE MANUAL

TOPIC: PARK BENCH, TREE AND AMENITY DONATIONS GUIDELINES	
APPROVED BY: COUNCIL	DATE: JUNE 19, 2000
RESOLUTION #: 00-324	
(Amended from)	
<p>This program allows a donor to contribute to the cost of installing a park bench, tree or amenity at one of the Town's parks, the beach or on a boulevard.</p> <p><u>Bench-Location:</u> The Parks Department and donor will determine a mutually acceptable location for the bench, tree or amenity. A final or deciding choice will be the responsibility of the Parks Department.</p> <p><u>Bench-Ownership:</u> Donations to the Town in no way constitute ownership of the item, the land upon which it is situated or the surrounding lands. The Town retains the right to use lands adjacent to these donated items as it deems appropriate and if necessitated, to relocate the item if redevelopment of the area warrants that action.</p> <p><u>Tax Receipts</u> Tax receipts will be issued, as donations to Canadian Municipalities may be tax deductible.</p> <p><u>Bench-Memorial Plaque</u> Up to 34 letters on three lines are permissible on a memorial plaque.</p> <p><u>Bench-Maintenance:</u> The Town will provide normal maintenance for <u>the bench, tree or amenity</u> a minimum period of 5 years <u>as long as reasonably possible. Existing benches will be maintained in perpetuity and any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs borne by the Town.</u> If, through vandalism or accident, for example, a bench, tree or amenity is extensively damaged, the Town will, at the discretion of the Parks Department, repair the damage, replace the bench, or relocate the donor plaque to a suitable location. <u>A reasonable effort will be made to notify the donor that the dedication bench, tree or amenity has been affected and discuss with the donor possible solutions.</u> However, the Town is not obligated to replace the bench, tree or amenity.</p> <p><u>Bench-Styles and Costs</u> The following are examples of bench styles and costs. Actual costs will depend on Market quotation at time of order. <u>All costs associated with the installation of the bench, tree or amenity will be borne by the donor.</u></p>	
<u>Style</u>	<u>Cost to Donor</u>

Dumor Bench 105 6' long, backless, IPE-Ipe (hard wood)	as per bylaw
Shaughnessy BT3-B, (front city hall, H.C Trail) 6' long Clear Cedar	as per bylaw

A permanent memorial registry will be kept at City Hall.

(ADDED COMMENT: For each ~~bench~~-memorial/donation an application form should be completed and fwd to City Hall for the Memorial Registry. As this form may change from time to time it is not incl. as part of this policy)

12 – 5810 - A

June 16, 2020

Our File: 1770-20



Dear Ms. [REDACTED]

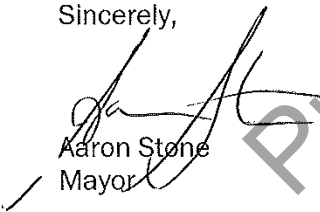
RE: EVERLASTING GIFT: WOODEN BENCH AND PLAQUE

On behalf of the Town of Ladysmith, I would like to express our sincere appreciation for your gift to our community through the "Everlasting Gift" program.

The park bench and plaque will be installed at Transfer Beach according to your wishes and will serve to memorialize [REDACTED], as well as provide a resting place for old and young alike.

Thank you for choosing this unique way to remember [REDACTED]

Sincerely,


Aaron Stone
Mayor

c.c. Parks Supervisor
(Donation receipt # 1061)

(Insert Date)

Our File:

(Insert Name of Donor and Address)

Dear (Insert Name of Donor):

RE: **DONATION : (Insert Amenity Type) AND PLAQUE**

On behalf of the Town of Ladysmith, I would like to express our sincere appreciation for your gift to our community through the park bench, tree and amenity program.

The (Insert Amenity Type) and plaque will be installed at (Insert Location) according to your wishes and will serve to memorialize (Insert Name(s)).

Thank you for choosing this unique way to remember (Insert Name(s)).

Sincerely,

Aaron Stone
Mayor

c.c. Parks Supervisor
(Donation receipt # (insert number))



MINUTES

Community Planning Advisory Committee

Wednesday, December 2, 2020 at 7:00 p.m.
via Zoom

PRESENT: Acting Chair – Jason Harrison; Members – Tamara Hutchinson, Jennifer Sibbald, Steve Frankel, Brian Childs; Council Liaison – Tricia McKay; Director of Development Services – Jake Belobaba; Senior Planner & Recorder - Julie Thompson

ABSENT: Members - Tony Beckett

The meeting was called to order at 7:02 p.m.

1. SELECTION OF AN ACTING CHAIR

In the absence of a Chair, it was moved, seconded and carried that Jason Harrison act as the meeting chair. Jason Harrison opened the meeting by recognizing the traditional territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of December 2, 2020 be approved.

3. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of October 7, 2020 be approved.

4. COUNCIL REFERRALS

None.

5. NEW BUSINESS

a. Official Community Plan Steering Committee

The Director of Development Services, Jake Belobaba, provided a brief presentation regarding the purpose of the Official Community Plan (OCP) Steering Committee. Mr. Belobaba noted that CPAC is being asked to nominate three of its members for the OCP Steering Committee, two of whom will be selected by Council to serve on the Committee.

CPAC asked questions regarding the OCP Steering Committee and discussed the nominations.

It was moved, seconded and carried that the Community Planning Advisory Committee nominates Brian Childs, Tamara Hutchinson and Jennifer Sibbald for the OCP Steering Committee.

6. MONTHLY BRIEFING

None.

7. NEXT MEETING – TBD

8. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 7:46 pm.

Jason Harrison

_ Acting Chair (J. Harrison)

RECEIVED:

Donna Smith

Corporate Officer (D. Smith)

REPORT TO COUNCIL

Report Prepared By: Infrastructure Services
Meeting Date: January 19, 2021
File No:
Re: Ladysmith Marina Retaining Wall Analysis

RECOMMENDATION:

That Council

1. Direct staff to retain Tetra Tech to complete geotechnical drilling at the Ladysmith Marina retaining wall site for a cost of approximately \$25,000; and
2. Give early budget approval for this project so that this work can be completed as soon as possible.

EXECUTIVE SUMMARY:

A retaining wall located adjacent to the Ladysmith Marina parking lot is beginning to fail and is very close to impacting the existing electrical/water service building. Staff have had Tetra Tech complete a preliminary assessment report to provide options for the remediation or replacement of the wall. The options are all dependent on the depth to bedrock behind the wall. Geotechnical drilling is required to make this determination.

PREVIOUS COUNCIL DIRECTION:

N/A.

INTRODUCTION/BACKGROUND:

The retaining wall, adjacent to the Ladysmith Marina parking lot, is very old and constructed out of cedar logs that have been tied back into the slope with cables. The logs are in an advanced stage of rot, and have begun to outwardly rotate at the top. The wall is approximately 1 inch from impacting the eavestroughs of the existing block electrical/water service building that services the marina.

The initial investigation completed by Tetra Tech included visual inspections and some test pitting completed with a backhoe. Based on this work, Tetra Tech was able to develop 4 potential options which are presented in Figures 2 through 5 of Attachment A to this report. In order to confirm the practicality of these options and develop cost estimates, it is necessary to determine the location of bedrock behind the retaining wall. This will be accomplished by drilling through the wall with a sonic drill rig. The cost to complete this work is estimated at \$25,000.

ALTERNATIVES:

Council can choose to:

1. Not complete the geotechnical drilling work, however this will make it difficult to select or assess remediation options.

FINANCIAL IMPLICATIONS:

The 2021 Budget allocates \$100,000 towards the retaining wall remediation, including engineering. This geotechnical work falls within that budget. The budget has not received early approval, so at this point funds are not available.

LEGAL IMPLICATIONS:

At this point no legal implications have been identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Ladysmith Maritime Society has indicated to staff its concerns about the failing retaining wall.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Engineering is managing this project.

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).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- Attachment A: Preliminary Assessment and Remediation Recommendations for a Failing Log Retaining Wall within the Town of Ladysmith Marina Parking Lot, December 7, 2020.

To:	Mr. Ryan Bouma, P.Eng.	Date:	December 7, 2020
c:		Memo No.:	001
From:	Ms. Casey Watamaniuk EIT, GIT Mr. Andrew Walker, P.Eng.	File:	704-ENG.VGEO03929-01
Subject:	Preliminary Assessment and Remediation Recommendations for a Failing Log Retaining Wall within the Town of Ladysmith Marina Parking Lot		

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) has been retained by the Town of Ladysmith (the Town) to conduct a preliminary geotechnical assessment and provide preliminary remediation recommendations for a failing log retaining wall located within the Town Marina parking lot. On August 28, 2020, Mr. Andrew Walker of Tetra Tech and Messrs. Ryan Bouma and Geoff Goodall of the Town visited the site. Mr. Andrew Walker provided an email to Ryan Bouma and Geoff Goodall on September 1, 2020 to outline some initial thoughts for geotechnical assessment and remediation.

Tetra Tech's scope of work was outlined in our proposal dated October 2, 2020 and is subject to our Services Agreement (PO# 35190) signed on October 6, 2020. This document presents our understanding of the project, summarizes information obtained during a background review and site exploration, presents a preliminary slope stability analysis, and discusses preliminary recommendations for remediation. This document is subject to our Limitations on the Use of This Document, provided in Appendix A.

1.1 Site Description

The failing log retaining wall is in the Town marina parking lot, located at 611 Oyster Bay Drive (Figure 1). The slope retained by the wall rises to the southwest and is benched by Oyster Bay Drive. An approximately 12 m wide gravel parking lot exists to the northeast of the retaining wall before the slope descends to the beach of the Ladysmith Harbour.

The slowly failing retaining wall is composed of rotting timbers that are tied back into the slope with cables. No direct measurements have been made, but the Town has indicated that the wall has moved in the last few years. The retaining wall is leaning towards a relatively new building that provides power to the local marina. A BC Hydro distribution line runs to the building. One power pole located in front of the retaining wall has a timber support beam founded in the slope retained by the failing wall.

2.0 SCOPE OF WORK

Tetra Tech's scope of work was to assess the slope retained by the failing retaining structure and provide the Town with conceptual options for remediating the slope. Our work plan, as outlined in our proposal dated October 2, 2020, included:

- Carry out a background review of readily available geotechnical information and aerial photographs;
- Test pit and/or hand probe along the slope (crest and base) with a backhoe provided by the Town;

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- Carry out a site reconnaissance to measure the slope and existing retaining structure, record outcropping bedrock and any other features deemed relevant to the exploration;
- Conduct preliminary slope stability analyses and provide up to three concepts for remediation of the slope in a short technical memo; and,
- Follow up conversations with the Town to discuss the remediation options presented and if further geotechnical exploration / assessment is required.

3.0 BACKGROUND REVIEW

Tetra Tech has conducted a background review of the readily available geotechnical information summarized in the following sections. References are provided in detail at the end of this document.

3.1 Site History

The Town and others provided Tetra Tech with anecdotal evidence that the Town marina in the vicinity of Transfer Beach Park currently exists on reclaimed land. The mixed fill used to reclaim the land likely included available natural materials and may have included coal slag. The BC Ministry of Energy, Mines and Petroleum Resources “Coal Map” indicates that the Nanaimo Coal Field exists across the Ladysmith harbour, to the northeast.

Mr. Bouma indicated that the failing retaining structure is likely over 80 years old. The age of the power building impacted by the failing retaining wall is estimated to be around 10 years. Google Street View images from 2009 do not show the building.

3.2 Geological Setting

Geology Victoria West of the Sixth Meridian (Map 1553A, GSC 1983) indicates that the site is generally characterized by:

Qc – Capilano Sediments: sand, gravel; silt, clay; overlying; and

KH – Upper Cretaceous Nanaimo Group (Haslam Formation): shale, siltstone; minor sandstone.

3.3 Seismicity

Tetra Tech has obtained seismic data for the site from Natural Resources Canada online seismic hazard calculator. Seismic hazard levels corresponding to the 475-year and 2475-year return period seismic events were obtained, as specified in the EGBC (2005) “Retaining Wall Design” Professional Practice Guidelines. The seismic values included in Tables 1 and 2 are based on the 2015 National Building Code of Canada (NBCC) and have been used in preliminary slope stability analysis.

Table 1: Spectral Acceleration Values for Site Class C 1:475 Year Seismic Event (NBCC, 2015)

PGA (g)	PGV (m/s)	S _a (0.2)	S _a (0.5)	S _a (1.0)	S _a (2.0)	S _a (5.0)	S _a (10.0)
0.254	0.349	0.583	0.519	0.272	0.152	0.034	0.012

Table 2: Spectral Acceleration Values for Site Class C 1:2,475 Year Seismic Event (NBCC, 2015)

PGA (g)	PGV (m/s)	S _a (0.2)	S _a (0.5)	S _a (1.0)	S _a (2.0)	S _a (5.0)	S _a (10.0)
0.479	0.740	1.098	1.019	0.585	0.350	0.109	0.039

Based on the subsurface conditions encountered during previous site explorations, this site would be classified as Site Class C, in accordance with the provisions of NBCC 2015. The design of the slope remediation works should be based on a PGA factored by seismic coefficient F(PGA) as per Table 4.1.8.4.-H in NBCC 2015 and summarized in Table 3.

Table 3: Factored PGA Values for the 1:2,475 Year Seismic Event (NBCC, 2015)

Design Seismic Event	F(PGA) Table 4.1.8.4.H	Design PGA (Site Class C) (g)
1:475	1.0	0.254
1:2475	1.0	0.479

According to FHWA (U.S. DoTFHA, 2009), if an MSE wall system can tolerate 25 mm to 50 mm of movement, then smaller PGA's than defined in Table 3 may be used. This can be addressed in detailed design, if required.

4.0 SITE EXPLORATION

Mr. Andrew Walker, P.Eng., and Ms. Casey Watamaniuk, EIT, GIT of Tetra Tech's Nanaimo office were on site on October 15, 2020 to conduct the site reconnaissance and supervise the test pit subsurface exploration. They were met onsite by Mr. Ryan Bouma and two other representatives from the Town. The site exploration was conducted in overcast weather and temperatures of 8°C to 15°C.

4.1 Site Reconnaissance

On October 15, 2020 Tetra Tech conducted a site reconnaissance which included hand probing the slope, obtaining approximate measurements of the slope and retaining wall, recording the location of bedrock outcrops, and general visual observation of the slope conditions.

Several key field observations are described below (dimensions are visual estimates and should be considered approximate and indicative only). Select field photographs are included at the end of this document.

- The upslope shoulder of the lowest switchback of Oyster Bay Drive is characterized by large near-vertical rock bluffs consistent with the description of the Haslam Formation in Section 3.2. The rock face appears to be a near-vertical bedding plane. Near-vertically bedded bedrock was also observed in the shallow ditch upslope of the road. Ditch water appears to be running along bedrock.

- The failing retaining wall varies from 1.5 m to 3.0 m high and is approximately 17 m – 20 m long. It is constructed of rotting timber tied back into the slope with cable and strikes in a northwest to southeast direction.
- The slope above the retaining wall is inclined at approximately 43°, and has a total height (including the retaining wall) of approximately 6 m. The slope height rises to 9 m to the northwest of the failing retaining wall.
- The fill behind the retaining wall appears to be primarily composed of large ballast rock fill. The rock fill is described as large, angular boulders of similar composition to the rock observed upslope of Oyster Bay Drive. There appears to be voids of varying size between the boulders.
- A thin veneer of organic topsoil and / or old sand and gravel fill was observed mixed in with the ballast rock.
- The retained slope is vegetated by young maple trees and a thin understory of blackberries, ivy and various grasses.
- Thin erosion protection matting, or geotextile, was observed at various points on the slope to the northwest of the failing retaining wall, beneath the understory vegetation and topsoil. It is likely that the slope surface is blanketed in this material.
- No seepage was observed on or within the slope retained by the failing wall.
- No bulging of the parking lot subgrade was observed at the toe of the failing wall.
- Near-vertically bedded bedrock consistent with the description of the Haslam Formation (Section 3.2) was observed in an outcrop at the beach, on both sides of the existing pier.

4.2 Test Pit Subsurface Exploration

A total of three test pits were advanced using a 14' JCB 3CX backhoe, owned and operated by the Town. A BC One Call was conducted by the Town and utility lines were located and marked by a third-party utility locator prior to the subsurface exploration. Test pit locations were recorded using a handheld GPS.

Tetra Tech provided preferred locations for the test pits, completed on-site logging of the material encountered, and directed termination depths and backfilling. No soil samples were obtained for further testing. Two test pits were advanced to refusal on inferred bedrock (3.5 m – 3.7 m) in the gravel parking lot at the base of the failing retaining wall. One test pit uncovered an abandoned utility line at approximately 1.2 m and was relocated away from the old trench backfill. The backhoe was also used to scrub an area of the slope above the retaining wall to observe the existing backfill conditions.

Upon completion of each test pit, the excavations were backfilled to grade with the excavated soil and bucket tamped. The Town indicated they would return to reinstate the compact gravel surface of the parking lot at the test pit locations.

A plan view showing the test pit locations in relation to the wall location is provided in Figure 1. Detailed descriptions of the soil conditions encountered are presented on the logs in Appendix B.

4.2.1 Interpreted Subsurface Conditions

A summary of the stratigraphy encountered in the test pits excavated at the base of the retaining wall is provided in Table 4.

Groundwater seepage was observed at approximately 3.0 m depth in TP20-01 and TP20-02B. Groundwater depth generally corresponds with sea level and groundwater encountered had a briny odour. TH20-02A did not encounter groundwater.

Table 4: Interpreted Stratigraphy Summary

Unit	Unit Name	Start Depth (mbgs)	Thickness (m)	Unit Description
F1	GRAVEL PARKING LOT SURFACE	Surface	0.1	3" minus gravel parking lot surface.
F2	ROAD BASE FILL (SAND AND GRAVEL)	0.1	0.1 – 0.4	Silty sand and gravel fill with a slight organic odour, some roots, and rounded cobbles.
F3	TRENCH BACKFILL (SAND)	0.5	0.7	Silty, poorly graded sand fill used to backfill an old utility line. Only encountered in TP20-02A.
F4	MIXED FILL (SAND, GRAVEL, COBBLES, BOULDERS, ORGANICS, METAL DEBRIS)	0.2 – 0.5	2.8 – 3.0	Silty sand to sand and gravel fill mixed with angular cobbles and boulders up to 1.5 m. Includes roots, wood debris, and metal cable debris. Some disturbed clumps of sandy, organic silt observed at depth.
F5	GRAVEL FILL	3.0	0.7	Sub-rounded gravel fill with some sand, wet with a briny odour and slight hydrocarbon sheen. Mixed with some metal and wood debris. Only encountered in TP20-02B.
A	INFERRED BEDROCK	3.5 – 3.7	Terminus depth	Test pits refused on inferred bedrock surface. The surface appeared to be horizontal. Likely sedimentary rock similar to mudstone / shale bedrock observed in outcrop at the beach.

5.0 PRELIMINARY SLOPE STABILITY ANALYSIS

Tetra Tech has undertaken a preliminary slope stability analysis to assess the global stability of slope under existing conditions and for various slope remediation options. This analysis helped to select the three conceptual slope remediation options presented in Section 6.0 by ensuring they met or exceeded the minimum Factors of Safety (FoS) established in the EGBC Retaining Wall Design Professional Practice Guidelines (EGBC, 2019). These FoS values are summarized in Table 5.

Table 5: Minimum Factors of Safety for Long-term Global Stability (EGBC, 2019)

Loading Condition	Minimum Factor of Safety
Static	1.5
1-in-475-Year Seismic Event	1.2
1-in-2,475-Year Seismic Event	1.1

The analysis of the global stability of the slope was conducted using a 2-dimensional limit equilibrium slope stability analysis software, Slope/W 2019 by Geo-Slope International Ltd. FoS values were found using the Morgenstern Price, limit equilibrium analysis technique. Each analysis area was defined using a slip surface entry and exit range. Engineering judgement was exercised to evaluate the appropriateness of critical slip surfaces identified by the software.

As bedrock depth beneath the road is uncertain, two bedrock interface scenarios were examined: deep bedrock surface and shallow bedrock surface.

Tetra Tech has made the following assumptions for the preliminary analysis:

- 0.5 m existing wall embedment depth (did not confirm this with a test pit for fear of disturbing the wall);
- Rock is impenetrable, as weathering condition of the rock behind the slope could not be observed; and,
- Groundwater located at or near the bedrock interface.

The results of the preliminary slope stability analysis, including the material parameters used for each model, are provided in Appendix C.

5.1 Seismic Slope Deformation Assessment: Bray-Travasrou Method

Where seismic slope stability analyses resulted in FoS values less than unity (1.0) for the 1-in-2,475-year seismic event, performance of conceptual remediation options was assessed based on deformation criteria using Method 1 in the EGBC Legislated Landslide Assessments, after Bray and Travasarou (2007). EGBC specifies a maximum seismic deformation of 150 mm (15 cm) in residential area slopes.

The figures presented in Appendix C for seismic loading conditions show the horizontal seismic coefficient (k_h) required for stability (FoS = 1.0) of the slope and the estimated deformations under the 1:2,475 year design seismic event loading.

6.0 DISCUSSION AND PRELIMINARY RECOMMENDATIONS

Based on our field observations and the results of the preliminary slope stability analysis, we judge that the existing retaining wall is likely experiencing external, overturning failure due to the lateral pressures of the retained fill. As a result, the slope behind the wall has begun to move. During the site reconnaissance, we did not observe indications of slope instability, such as tension cracking or toe bulging, other than the overturning wall at the toe of the slope.

Table 6 summarizes three conceptual options for remediation of the slope. The figures provided in Appendix C show slope stability analyses results and global stability FoS values (EGBC, 2019).

Our preliminary assessment does not assess internal or external (sliding, overturning, bearing) stability of the presented conceptual slope remediation options. This will be undertaken in detailed design of the chosen option.

Table 6: Conceptual Slope Remediation Options

Bedrock Case behind Existing Wall	Slope Remediation Concept	Comments
Near Surface	Reshape and Rockery Wall (Figure 2)	<ul style="list-style-type: none"> Clear existing fill from bedrock surface; Protect bedrock surface with Rockery Protection Wall or other support; Would likely require runoff control; Protection wall must be < 3.7 m without geogrid and < 4.2 m with geogrid reinforcement; May need to relocate existing utility lines within Oyster Bay Drive; A structural retaining wall may be required to maintain the existing road surface; and, Not modelled in Slope/W.
Any	Anchored MSE Wall (Figures 3 and 4)	<ul style="list-style-type: none"> Lock block or Vegetated SierraScape facing; Depth to bedrock would influence anchor requirement and length; If bedrock is deep, large vertical excavation (~6.5 m) required to keep Oyster Bay Road accessible during construction – may be difficult/expensive to stabilize during construction; May need to relocate existing utility lines within Oyster Bay Drive; Can tolerate some movement if founded on existing mixed fill; and, Meets EGBC minimum FoS values and / or minimum displacement criteria (Table 5).
	Anchored Soldier Pile and Lagging or Secant Pile Wall (Figure 5)	<ul style="list-style-type: none"> Top down construction allows equipment to work from parking lot, keeping Oyster Bay Road accessible and leaving existing road fill and utilities in place; Piles socketed and anchored into rock would minimize deformation and provide long term stability; Lagging could be concrete panels with architectural finish or steel plating; May need a drainage course to control seepage, depending on groundwater profile; Selected pile and lagging material must be resistant to excessive weathering from marine environment; Relatively expensive; and, Meets EGBC minimum FoS values (Table 5).

The existing power building may need to be removed to complete remediation of the slope. However, this should be discussed with the selected contractor. The requirement to remove the building depends on the contractor's equipment capabilities, space requirements, and planned construction sequencing. We anticipate that a pile wall is the only remediation option that may not require the removal of the power building.

6.1 Approximate Cost Comparison

Approximate costs associated with the remedial options discussed in Table 6 are presented in the sections below. It should be noted that construction cost estimation is not Tetra Tech's area of expertise and that this is a general estimation that is provided for comparison purposes only. For more accurate cost estimates, the preliminary designs should be reviewed by an experienced earthworks or piling contractor who would develop a better estimate. Costs are highly reliant on the bedrock profile, which would be better delineated with further geotechnical exploration. Costs do not consider any contaminated soils or their removal.

6.1.1 Reshaping the Slope and Rockery Wall

As previously discussed, this remediation option is only viable with shallow near surface bedrock that extends along the road and down the slope. A small rockery wall or other support may also be required to maintain the road.

The estimated cost of works to excavate the slope and build a small rockery wall is approximately \$80,000 - \$150,000. This estimate includes removal of existing soils, construction of a short rockery wall and re-profiling the remaining slope.

6.1.2 Anchored MSE Wall

This remediation method will vary considerably depending on the bedrock profile. The estimated cost of works to construct an MSE wall is approximately \$200,000 - \$350,000. This estimate includes removal of existing soils, construction of the MSE wall, potential anchoring (depending on depth of bedrock) and re-profiling the remaining slope.

6.1.3 Anchored Soldier Pile and Lagging Wall or Secant Pile Wall

This remediation method will vary considerably depending on the bedrock profile. The estimated cost of works to construct an Anchored Soldier Pile and Lagging Wall or Secant Pile Wall is approximately \$400,000 - \$700,000. This estimate includes either installation of soldier piles with lagging or a secant pile wall (i.e., a retaining wall consisting entirely of piles). Anchors will likely be required but their length and number will depend on the underlying bedrock consistency and profile.

6.2 Recommendations for Further Work

The selection of a slope remediation concept and the associated construction costs to replace the failing retaining wall strongly depend on the depth to bedrock behind the existing wall. Therefore, we recommend that at least one geotechnical borehole is advanced in the surface of Oyster Bay Drive, above the failing retaining wall. The purpose of this borehole would be to better understand the bedrock profile behind the wall.

Due to the presence of ballast rock fill and large cobbles and boulders onsite, we recommend retaining a sonic drill rig for additional drilling. Sonic drill rigs are also able to core into rock to depths up to 3 m in moderately strong rock, which would be deep enough to proof any bedrock surface encountered.

A third-party utility locator and hydrovacuum truck contractor will also be required to locate and expose the utility line located within Oyster Bay Drive prior to drilling.

Following additional site exploration, Tetra Tech can prepare a preliminary design of the selected slope remediation concept. Specific detailed design scope and fees can be discussed with the Town but will depend on the selected slope remediation option and the involvement of a civil engineering consultant. Tetra Tech will prepare an additional scope of work and cost estimate separate from this report.

7.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the Town of Ladysmith and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the Town of Ladysmith, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

The conceptual design options discussed herein have not undergone detailed design methodologies and requirements outlined in the Canadian Highway Bridge Design Code and/or the "Design and Construction of Mechanically Stabilized Earth Wall and Reinforced Soil Slopes – Volume I and II" No. FHWA-NHI-10-024 published by the U.S. Department of Transportation, Federal Highway Administration.

8.0 CLOSURE

We trust this technical memo meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.



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/dr

Attachments: References
 Figures
 Photographs
 Appendix A – Tetra Tech's Limitations of the Use of this Document
 Appendix B – Testpit Logs
 Appendix C – Slope stability Analyses Results

REFERENCES

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FIGURES

Figure 1 – Testhole Plan

Figure 2 – Slope Retention Concept Sketches: Slope Reshape and Rockery Protection Wall

Figure 3 – Slope Retention Concept Sketches: MSE Wall

Figure 4 - Slope Retention Concept Sketches: Anchored MSE Wall

Figure 5 - Slope Retention Concept Sketches: Anchored Soldier Pile Wall



LEGEND
■ Testpit locations
— Approximate retaining wall location

NOTES
1. Conceptual stage sketch only. Not to be used for detailed design.
2. Image from Google Earth Pro.

ISSUED FOR USE



Scale: 1:500 @ 11"x17"

CLIENT



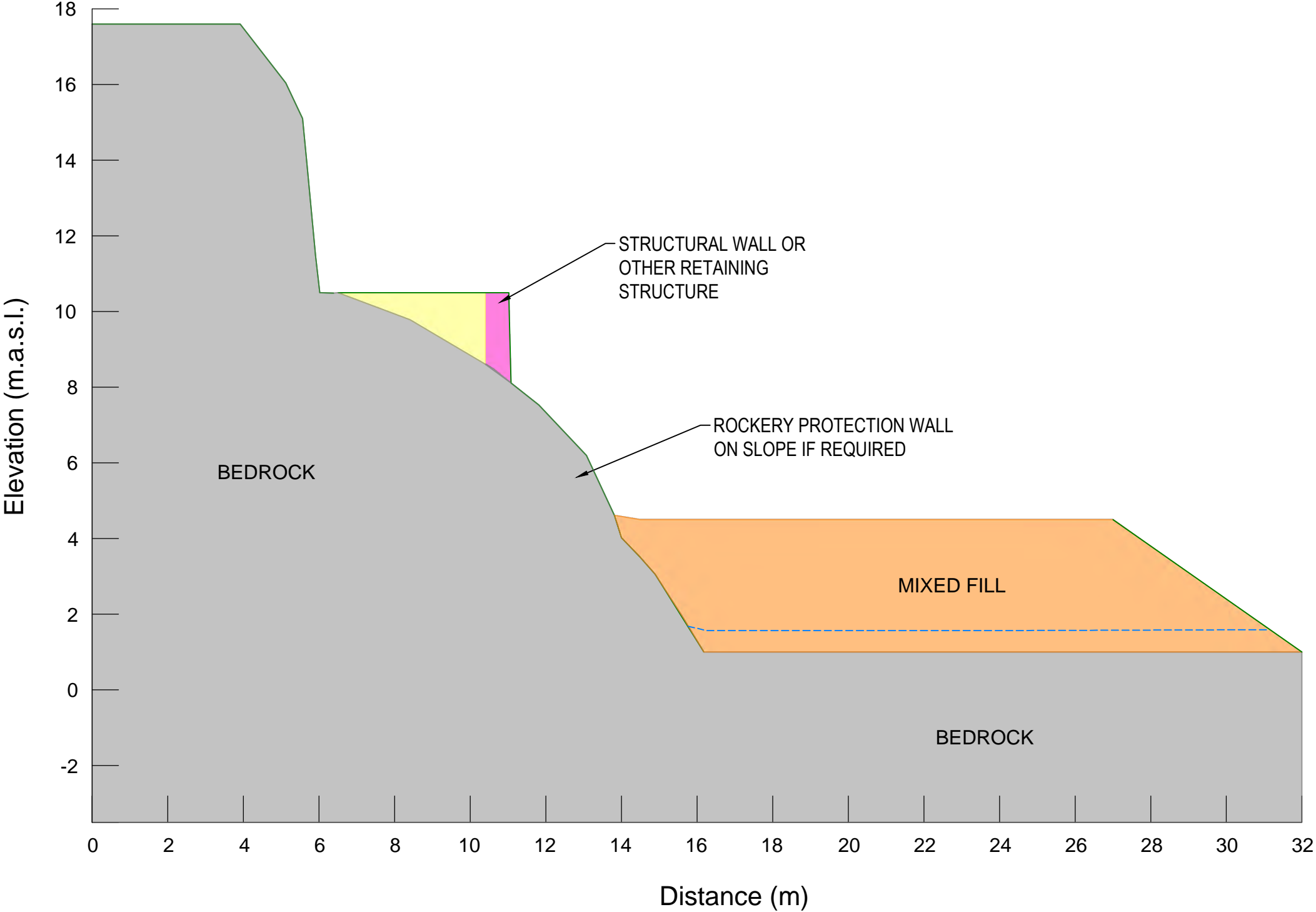
TOWN OF LADYSMITH
FAILING LOG RETAINING WALL

TESTHOLE PLAN

PROJECT NO. ENG.VGEO03929-01	DWN RH	CKD CW	REV 0
OFFICE VANC	DATE December 4, 2020		

Figure 1

Q:\Vancouver\Drafting\Engineering\GEO\ENG.VGEO03929-01 Failing Log Wall R0b.dwg [FIGURE 2] December 04, 2020 - 8:48:04 am (BY: HALL, ROBERT J)



LEGEND

- Bedrock
- Granular fill
- Mixed fill
- Concrete
- Approximate groundwater table

NOTES

1. Conceptual stage sketch only. Not to be used for detailed design.

ISSUED FOR USE

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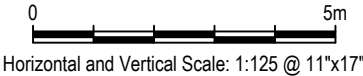


TOWN OF LADYSMITH
FAILING LOG RETAINING WALL

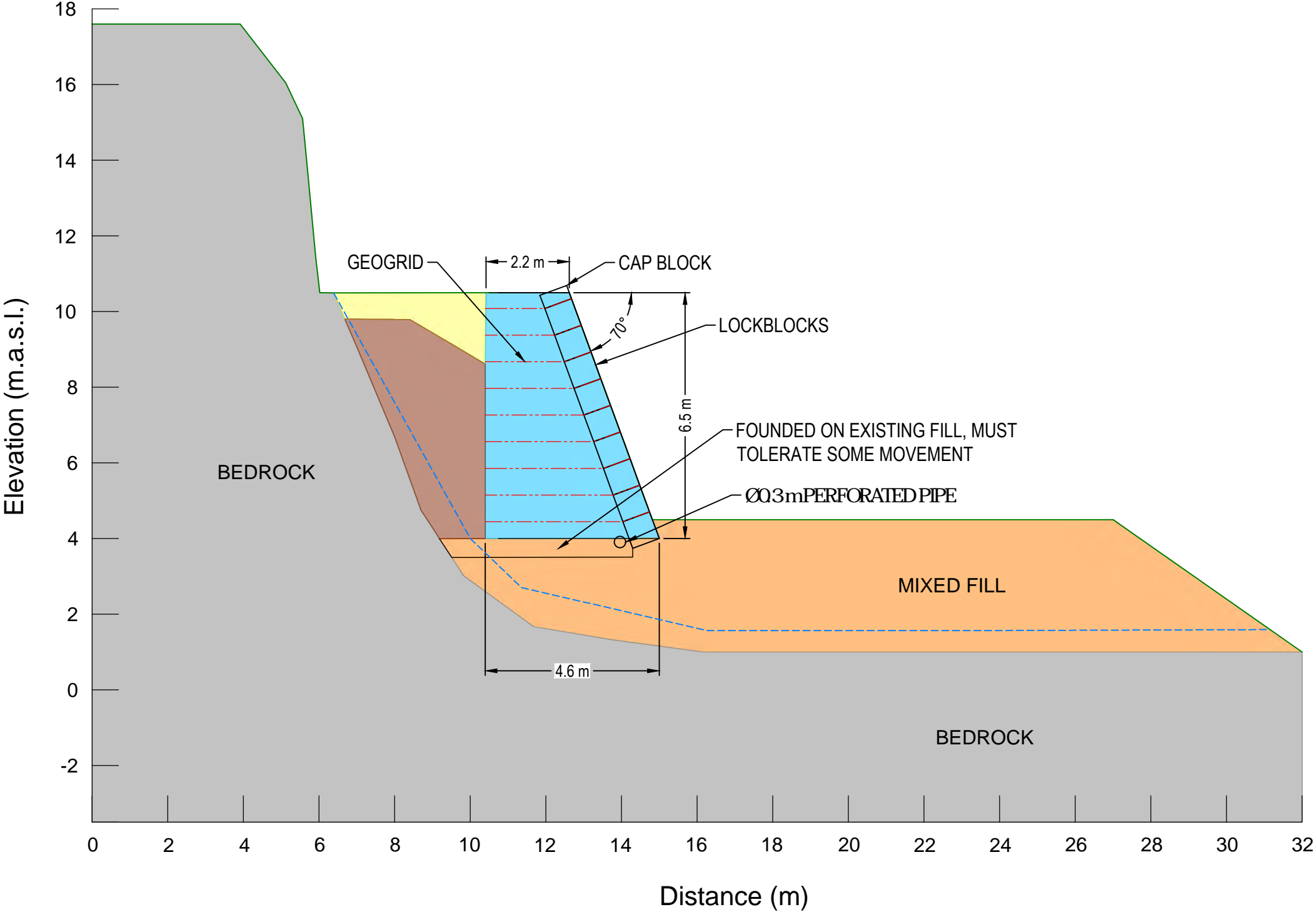
SLOPE RETENTION CONCEPT SKETCHES
SLOPE RESHAPE AND ROCKERY PROTECTION WALL

PROJECT NO. ENG.VGEO03929-01	DWN RH	CKD CW	REV 0
OFFICE VANC	DATE December 4, 2020		

Figure 2



Q:\Vancouver\Drafting\Engineering\GEO\ENG.VGEO03929-01 Failing Log Wall R0b.dwg [FIGURE 3] December 04, 2020 - 8:48:06 am (BY: HALL, ROBERT J)

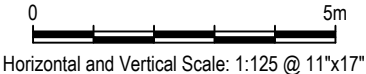


- LEGEND**
- Bedrock
 - Granular fill
 - Mixed fill
 - MSE
 - Rock fill
 - Approximate groundwater table

NOTES

1. Conceptual stage sketch only. Not to be used for detailed design.

ISSUED FOR USE



CLIENT



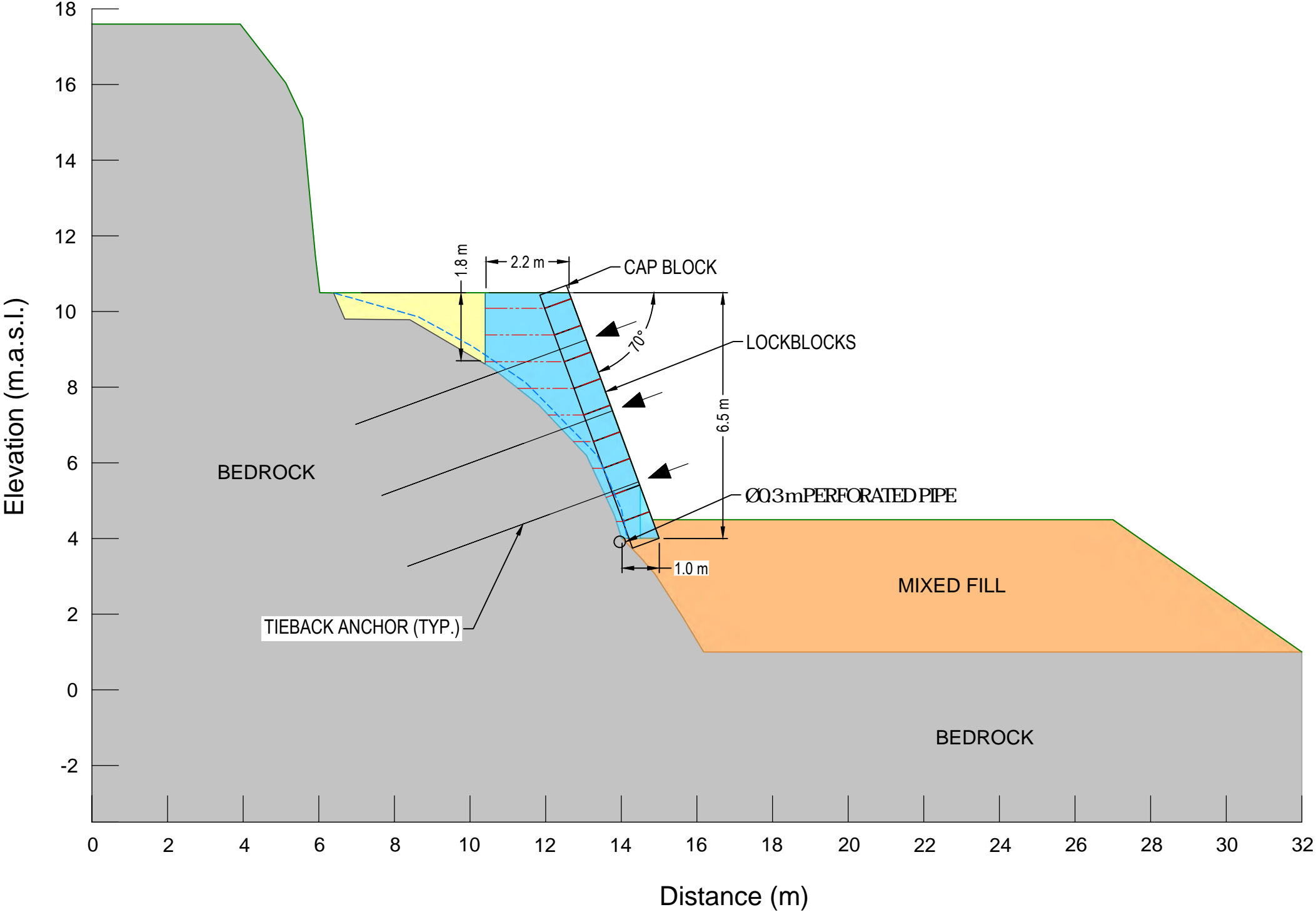
TOWN OF LADYSMITH
FAILING LOG RETAINING WALL

SLOPE RETENTION CONCEPT SKETCHES
MSE WALL

PROJECT NO. ENG.VGEO03929-01	DWN RH	CKD CW	REV 0
OFFICE VANC	DATE December 4, 2020		

Figure 3

Q:\Vancouver\Drafting\Engineering\GEO\ENG.VGEO03929-01 Failing Log Wall R0b.dwg [FIGURE 4] December 04, 2020 - 8:48:09 am (BY: HALL, ROBERT J)

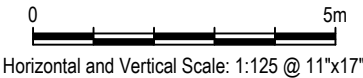


- LEGEND**
- Bedrock
 - Granular fill
 - Mixed fill
 - MSE
 - Approximate groundwater table

NOTES

1. Conceptual stage sketch only. Not to be used for detailed design.

ISSUED FOR USE



CLIENT



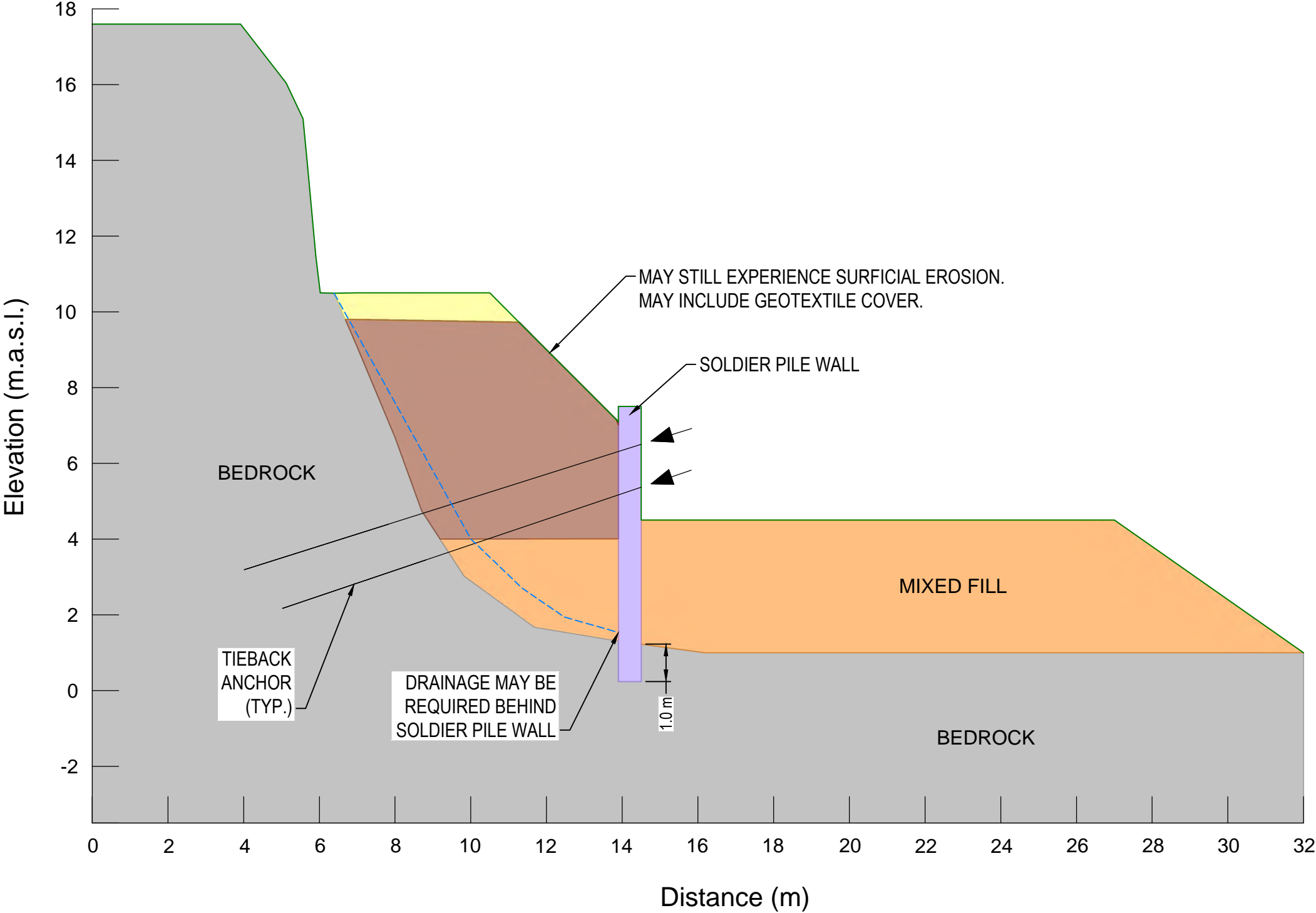
TOWN OF LADYSMITH
FAILING LOG RETAINING WALL

SLOPE RETENTION CONCEPT SKETCHES
ANCHORED MSE WALL

PROJECT NO. ENG.VGEO03929-01	DWN RH	CKD CW	REV 0
OFFICE VANC	DATE December 4, 2020		

Figure 4

Q:\Vancouver\Drafting\Engineering\VGEO\ENG.VGEO03929-01\ENG.VGEO03929-01 Failing Log Wall R0b.dwg [FIGURE 5] December 04, 2020 - 8:48:12 am (BY: HALL, ROBERT J)

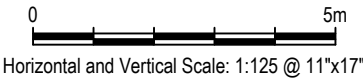


- LEGEND**
- Bedrock
 - Granular fill
 - Mixed fill
 - Rock fill
 - Soldier pile
 - Approximate groundwater table

NOTES

1. Conceptual stage sketch only. Not to be used for detailed design.

ISSUED FOR USE



CLIENT



TOWN OF LADYSMITH
FAILING LOG RETAINING WALL

SLOPE RETENTION CONCEPT SKETCHES
ANCHORED SOLDIER PILE WALL

PROJECT NO. ENG.VGEO03929-01	DWN RH	CKD CW	REV 0
OFFICE VANC	DATE December 4, 2020		

Figure 5

PHOTOGRAPHS

Photograph 1 – Failing Log Retaining Wall Behind Existing Power Building

Photograph 2 – Failing Log Retaining Wall, Looking Behind the Existing Power Building

Photograph 3 – Slope Northwest of Failing Retaining Wall

Photograph 4 – Erosion Protection Matting / Geotextile on Slope Northwest of Failing Retaining Wall

Photograph 5 – Oyster Bay Drive, Above Failing Retaining Wall, looking Southeast

Photograph 6 – Bedrock Upslope of Oyster Bay Drive

Photograph 7 – Bedrock Exposed in Upslope Ditch of Oyster Bay Drive



Photo 1: Failing Log Retaining Wall behind existing Power Building



Photo 2: Failing Log Retaining Wall, Looking behind the exiting Power Building



Photo 3: Slope Northwest of Failing Retaining Wall



Photo 4: Erosion Protection Matting / Geotextile on Slope Northwest of Failing Retaining



Photo 5: Oyster Bay Drive, above Failing Retaining Wall, Looking Southeast



Photo 6: Bedrock Upslope of Oyster Bay Drive



Photo 7: Bedrock Exposed in Upslope Ditch of Oyster Bay Drive

APPENDIX A

TETRA TECH'S LIMITATIONS ON THE USE OF THIS DOCUMENT

LIMITATIONS ON USE OF THIS DOCUMENT

GEOTECHNICAL

1.1 USE OF DOCUMENT AND OWNERSHIP

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1.3 STANDARD OF CARE

Services performed by TETRA TECH for the Professional Document have been conducted in accordance with the Contract, in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Professional judgment has been applied in developing the conclusions and/or recommendations provided in this Professional Document. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of the Professional Document.

If any error or omission is detected by the Client or an Authorized Party, the error or omission must be immediately brought to the attention of TETRA TECH.

1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by third parties other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

1.6 GENERAL LIMITATIONS OF DOCUMENT

This Professional Document is based solely on the conditions presented and the data available to TETRA TECH at the time the data were collected in the field or gathered from available databases.

The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this document, at or on the development proposed as of the date of the Professional Document requires a supplementary exploration, investigation, and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

1.7 ENVIRONMENTAL AND REGULATORY ISSUES

Unless stipulated in the report, TETRA TECH has not been retained to explore, address or consider and has not explored, addressed or considered any environmental or regulatory issues associated with development on the subject site.

1.8 NATURE AND EXACTNESS OF SOIL AND ROCK DESCRIPTIONS

Classification and identification of soils and rocks are based upon commonly accepted systems, methods and standards employed in professional geotechnical practice. This report contains descriptions of the systems and methods used. Where deviations from the system or method prevail, they are specifically mentioned.

Classification and identification of geological units are judgmental in nature as to both type and condition. TETRA TECH does not warrant conditions represented herein as exact, but infers accuracy only to the extent that is common in practice.

Where subsurface conditions encountered during development are different from those described in this report, qualified geotechnical personnel should revisit the site and review recommendations in light of the actual conditions encountered.

1.9 LOGS OF TESTHOLES

The testhole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance which requires precise definition of soil or rock zone transition elevations may require further investigation and review.

1.10 STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from logs of test holes and/or soil/rock exposures. Stratigraphy is known only at the locations of the test hole or exposure. Actual geology and stratigraphy between test holes and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historical environment. TETRA TECH does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional exploration and review may be necessary.

1.11 PROTECTION OF EXPOSED GROUND

Excavation and construction operations expose geological materials to climatic elements (freeze/thaw, wet/dry) and/or mechanical disturbance which can cause severe deterioration. Unless otherwise specifically indicated in this report, the walls and floors of excavations must be protected from the elements, particularly moisture, desiccation, frost action and construction traffic.

1.12 SUPPORT OF ADJACENT GROUND AND STRUCTURES

Unless otherwise specifically advised, support of ground and structures adjacent to the anticipated construction and preservation of adjacent ground and structures from the adverse impact of construction activity is required.

1.13 INFLUENCE OF CONSTRUCTION ACTIVITY

Construction activity can impact structural performance of adjacent buildings and other installations. The influence of all anticipated construction activities should be considered by the contractor, owner, architect and prime engineer in consultation with a geotechnical engineer when the final design and construction techniques, and construction sequence are known.

1.14 OBSERVATIONS DURING CONSTRUCTION

Because of the nature of geological deposits, the judgmental nature of geotechnical engineering, and the potential of adverse circumstances arising from construction activity, observations during site preparation, excavation and construction should be carried out by a geotechnical engineer. These observations may then serve as the basis for confirmation and/or alteration of geotechnical recommendations or design guidelines presented herein.

1.15 DRAINAGE SYSTEMS

Unless otherwise specified, it is a condition of this report that effective temporary and permanent drainage systems are required and that they must be considered in relation to project purpose and function. Where temporary or permanent drainage systems are installed within or around a structure, these systems must protect the structure from loss of ground due to mechanisms such as internal erosion and must be designed so as to assure continued satisfactory performance of the drains. Specific design details regarding the geotechnical aspects of such systems (e.g. bedding material, surrounding soil, soil cover, geotextile type) should be reviewed by the geotechnical engineer to confirm the performance of the system is consistent with the conditions used in the geotechnical design.

1.16 DESIGN PARAMETERS

Bearing capacities for Limit States or Allowable Stress Design, strength/stiffness properties and similar geotechnical design parameters quoted in this report relate to a specific soil or rock type and condition. Construction activity and environmental circumstances can materially change the condition of soil or rock. The elevation at which a soil or rock type occurs is variable. It is a requirement of this report that structural elements be founded in and/or upon geological materials of the type and in the condition used in this report. Sufficient observations should be made by qualified geotechnical personnel during construction to assure that the soil and/or rock conditions considered in this report in fact exist at the site.

1.17 SAMPLES

TETRA TECH will retain all soil and rock samples for 30 days after this report is issued. Further storage or transfer of samples can be made at the Client's expense upon written request, otherwise samples will be discarded.

1.18 APPLICABLE CODES, STANDARDS, GUIDELINES & BEST PRACTICE

This document has been prepared based on the applicable codes, standards, guidelines or best practice as identified in the report. Some mandated codes, standards and guidelines (such as ASTM, AASHTO Bridge Design/Construction Codes, Canadian Highway Bridge Design Code, National/Provincial Building Codes) are routinely updated and corrections made. TETRA TECH cannot predict nor be held liable for any such future changes, amendments, errors or omissions in these documents that may have a bearing on the assessment, design or analyses included in this report.

APPENDIX B

TEST PIT LOGS

Town of Ladysmith			Testpit No: TP20-01		
			Project: Ladysmith Marina Log Retaining Wall		Project No: 704-ENG.VGEO03929-01
			Location: 611 Oyster Bay Drive		Ground Elev: 4.5 m
			Ladysmith, BC		UTM: 440377 E; 5427260 N; Z 10
Depth (m)	Method	Core Diameter (mm)	Soil Description	Graphical Representation	Elevation (m)
0				Field Vane (kPa) Post-Peak Peak 10 20 30 40 Plastic Limit Moisture Content Liquid Limit 20 40 60 80	
0 to 3.5	Backhoe		GRAVEL PARKING LOT (100 mm) SAND and GRAVEL (FILL), silty to some silt, some to trace cobbles, well-graded, damp, brown, slight organic odour, trace roots; fine to coarse sand, fine to coarse sub-rounded gravel, rounded cobbles up to 120 mm ~ 50 mm thick crush coarse gravel layer GRAVEL (MIXED FILL), sandy, cobbly, some boulders, trace silt (as isolated clumps), well-graded, damp, brown, trace rootlets and wood debris, some metal cable debris; fine to coarse angular gravel, fine to coarse sand, angular cobbles and boulders up to 1 ~ 0.3 m thick, wet orange-brown, sandy silt lens with organic odour and significant wood debris; seepage observed in testpit wall		4 3 2 1 0
3.5 to 5			Testpit terminated at 3.5 m (refusal on inferred bedrock). - Upon completion, the testpit was backfilled with excavated soil and bucket-packed. - Testpit location and elevation estimated based on field measurements with a hand-held GPS and are approximate (+/- 5 m). - Soil descriptions were interpreted from visual classification of recovered samples. These estimates are based on engineering judgement.		1 0



TETRA TECH

Contractor: Town of Ladysmith

Drilling Rig Type: JCB 3Cx 14' Backhoe

Logged By: CW



Reviewed By: [Signature]

Completion Depth: 3.5 m


Start Date: October 15, 2020


Completion Date: October 15, 2020

Page 1 of 1

Town of Ladysmith			Testpit No: TP20-02A			
			Project: Ladysmith Marina Log Retaining Wall		Project No: 704-ENG.VGEO03929-01	
			Location: 611 Oyster Bay Drive		Ground Elev: 4.5 m	
			Ladysmith, BC		UTM: 440385 E; 5427253 N; Z 10	
Depth (m)	Method Core Diameter (mm)	Soil Description	Graphical Representation	Field Vane (kPa)		Elevation (m)
				Post-Peak	Peak	
0				10	20 30 40	
	Backhoe	GRAVEL PARKING LOT (100 mm)		Plastic Limit	Moisture Content	Liquid Limit
		SAND and GRAVEL (FILL), silty to some silt, some to trace cobbles, well-graded, damp, brown, slight organic odour, trace roots; fine to coarse sand, fine to coarse sub-rounded gravel, rounded cobbles up to 120 mm				
1		SAND (TRENCH BACKFILL), silty, poorly graded, damp, orange-brown, odourless; fine to medium sand				4
2		Testpit terminated at 1.2 m (encountered abandoned buried utility). - Upon completion, the testpit was backfilled with excavated soil and bucket-packed. - Testpit location and elevation estimated based on field measurements with a hand-held GPS and are approximate (+/- 5 m). - Soil descriptions were interpreted from visual classification of recovered samples. These estimates are based on engineering judgement.				3
3						2
4						1
5						0
 TETRA TECH			Contractor: Town of Ladysmith		Completion Depth: 1.2 m	
			Drilling Rig Type: JCB 3Cx 14' Backhoe		Start Date: October 15, 2020	
			Logged By: CW		Completion Date: October 15, 2020	
			Reviewed By: [Signature]		Page 1 of 1	

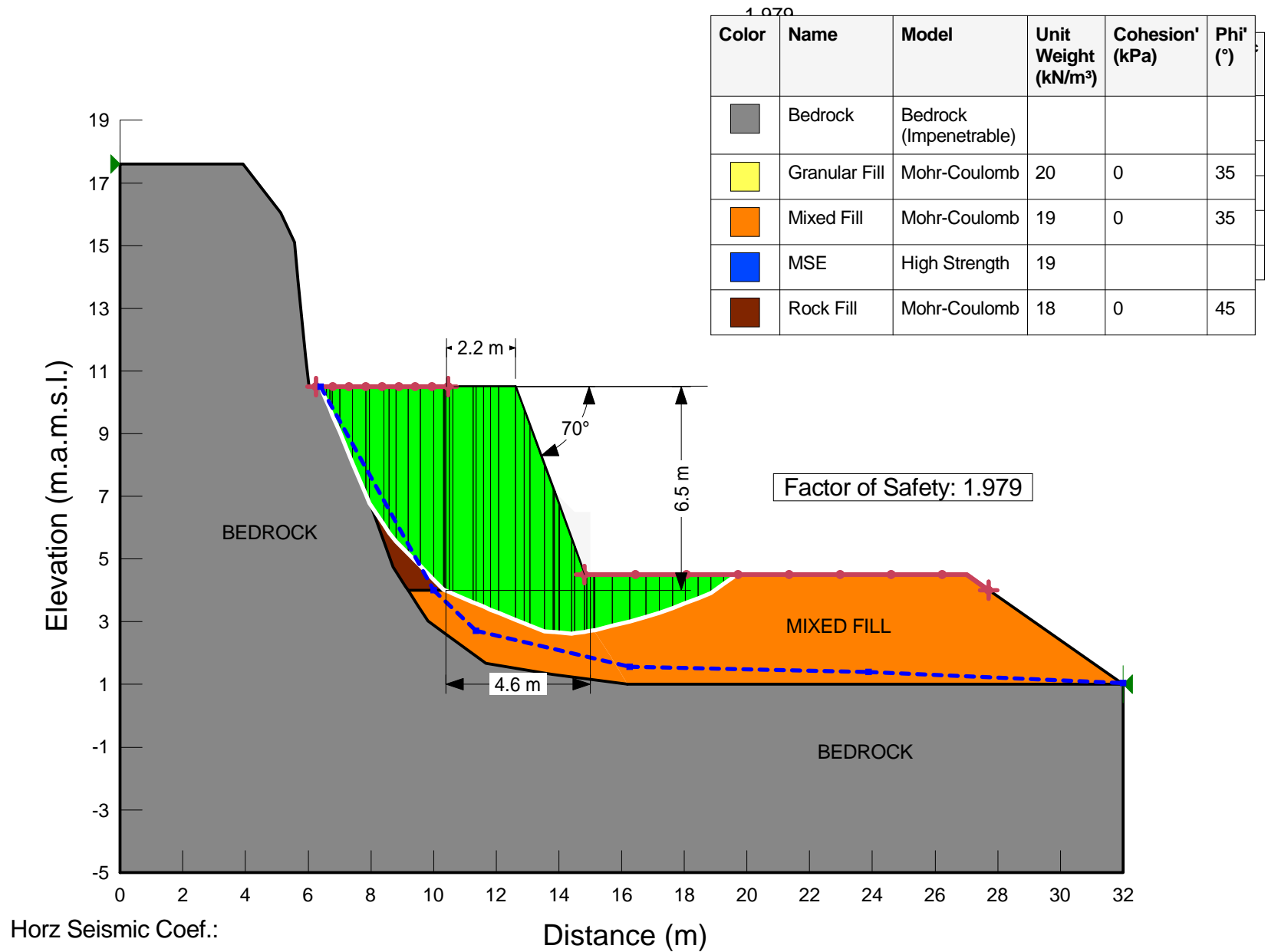
Town of Ladysmith			Testpit No: TP20-02B		
			Project: Ladysmith Marina Log Retaining Wall		Project No: 704-ENG.VGEO03929-01
			Location: 611 Oyster Bay Drive		Ground Elev: 4.5 m
			Ladysmith, BC		UTM: 440386 E; 5427254 N; Z 10
Depth (m)	Method Core Diameter (mm)	Soil Description	Graphical Representation	Field Vane (kPa) Post-Peak Peak 10 20 30 40 Plastic Limit Moisture Content Liquid Limit 20 40 60 80	Elevation (m)
0					
1	Backhoe	GRAVEL PARKING LOT (100 mm) SAND and GRAVEL (FILL), silty to some silt, some to trace cobbles, well-graded, damp, brown, slight organic odour, trace roots; fine to coarse sand, fine to coarse sub-rounded gravel, rounded cobbles up to 120 mm 50 mm thick crush coarse gravel layer SAND (MIXED FILL), silty (as isolated clumps), gravelly, some cobbles and boulders, well-graded, damp, mottled brown, odourless, some metal cable debris, trace roots and rootlets; fine to coarse sand, fine to coarse sub-angular to angular gravel, angular cobbles and boulders up to 1.5 m			4
3		wet, dark brown, sandy silt lens with organics; seepage observed in test pit wall GRAVEL (MIXED FILL), sandy to some sand, some silt, well-graded, wet, grey-brown, briney odour and slight hydrocarbon sheen, some metal and wood debris; fine to medium sub-rounded gravel, fine to coarse sand			10/15/2020 1
4		Testpit terminated at 3.7 m (refusal on inferred bedrock). - Upon completion, the testpit was backfilled with excavated soil and bucket-packed. - Testpit location and elevation estimated based on field measurements with a hand-held GPS and are approximate (+/- 5 m). - Soil descriptions were interpreted from visual classification of recovered samples. These estimates are based on engineering judgement.			0
5					



 TETRA TECH	Contractor: Town of Ladysmith	Completion Depth: 3.7 m
	Drilling Rig Type: JCB 3Cx 14' Backhoe	Start Date: October 15, 2020
	Logged By: CW	Completion Date: October 15, 2020
	Reviewed By: [Signature]	Page 1 of 1

APPENDIX C

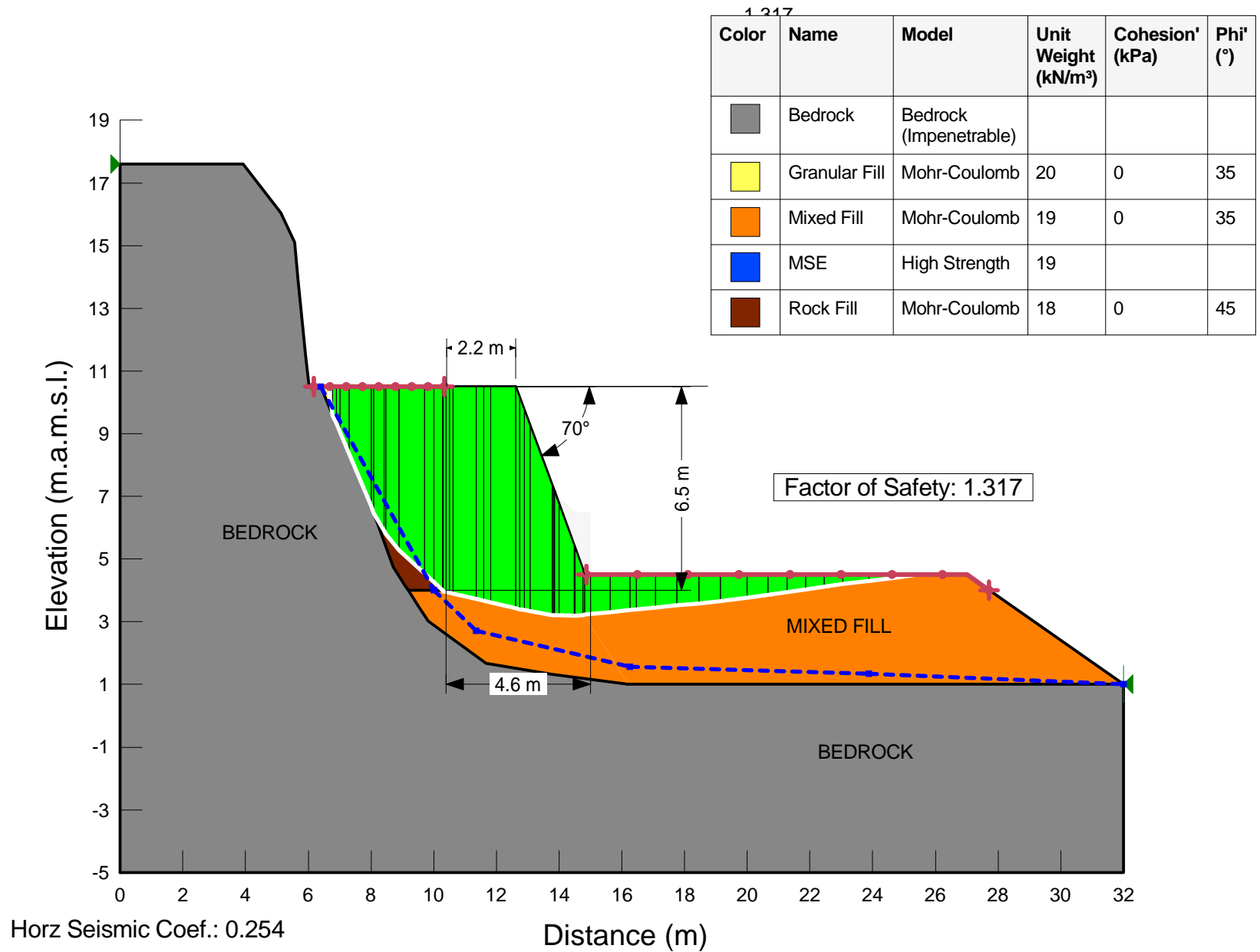
SLOPE STABILITY ANALYSES RESULTS



MSE Wall.gsz Name: Deep Bedrock_Static

11/25/2020

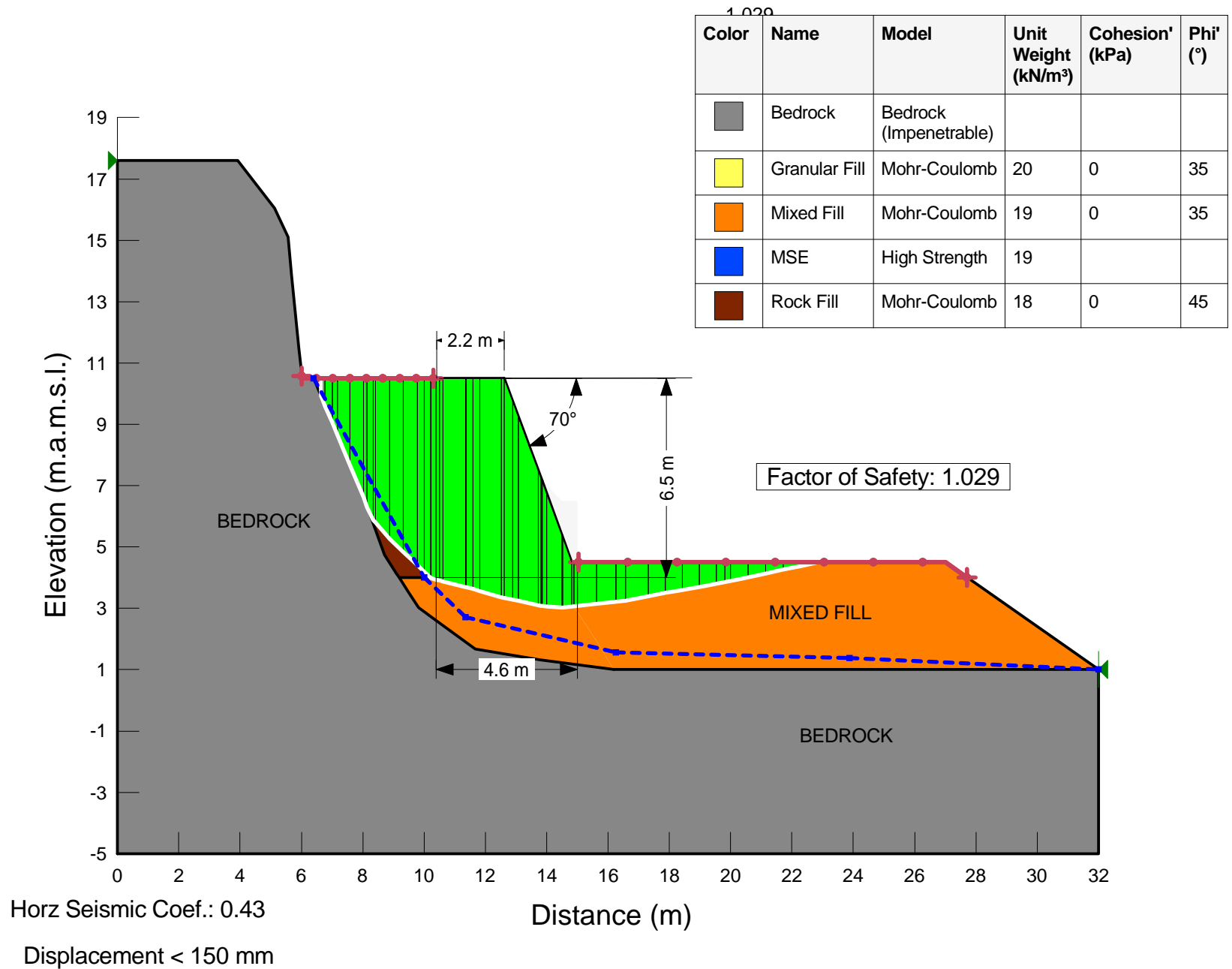
1:185



MSE Wall.gsz Name: Deep Bedrock_475 Seismic

11/25/2020

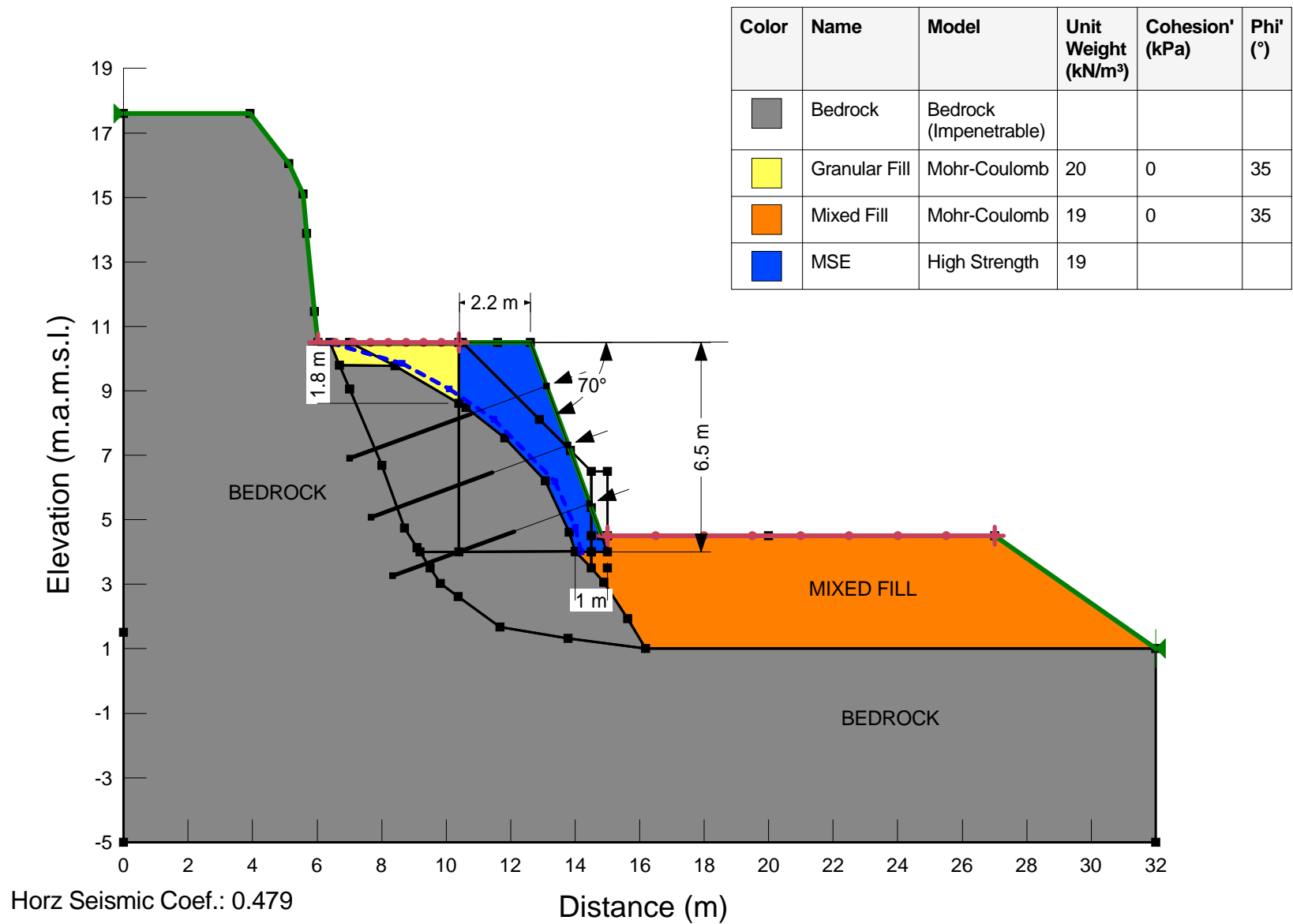
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MSE Wall.gsz Name: Deep Bedrock_2475 Seismic

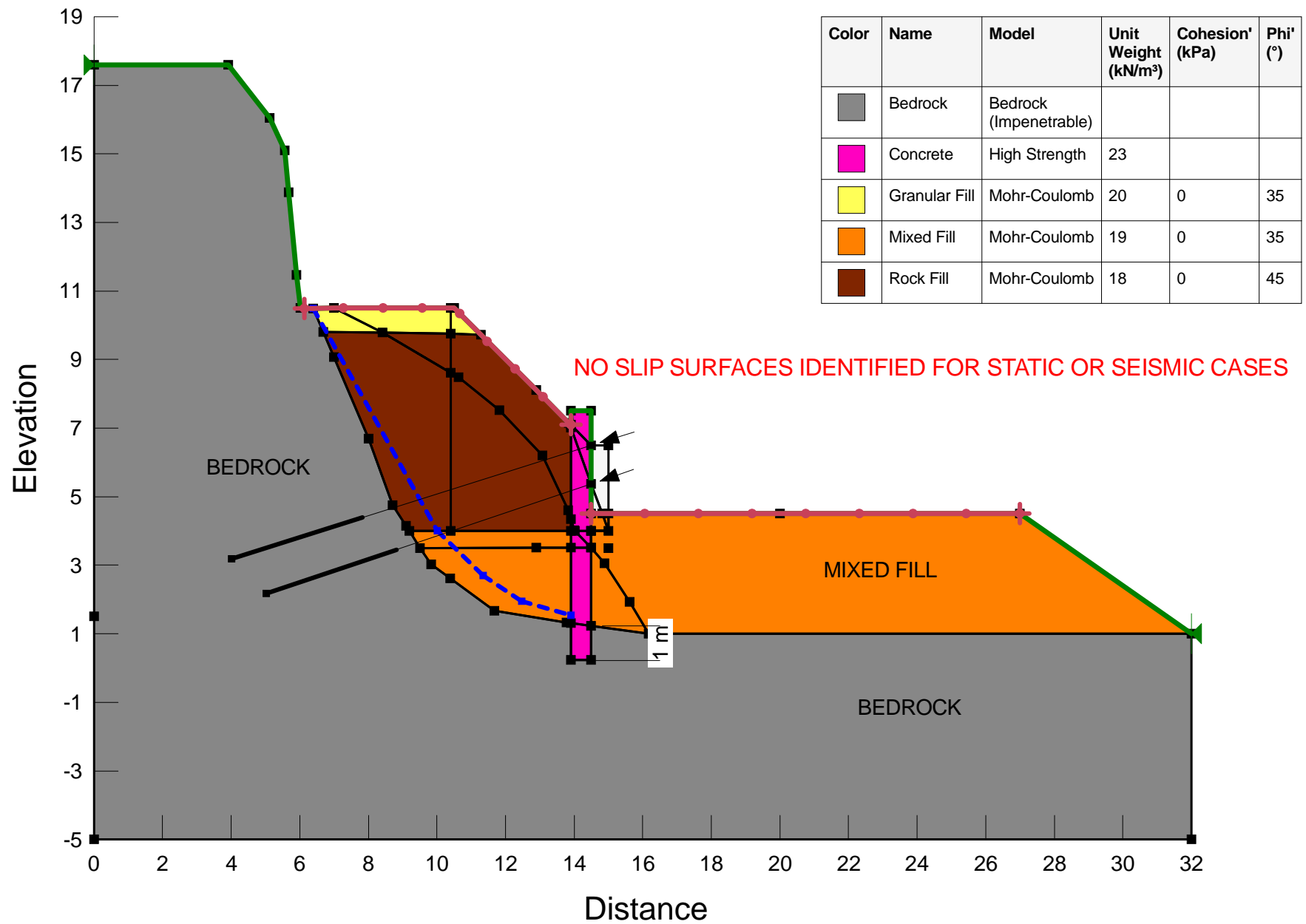
11/25/2020

1:185



NO SLIP SURFACES IDENTIFIED FOR STATIC OR SEISMIC CASES

MSE Wall.gsz	Name: Shallow Bedrock_2475 Seismic
11/25/2020	1:185



Soldier Pile Wall.gsz

11/25/2020

1:163

UBCM Community Emergency Preparedness Fund - Emergency Support Services (ESS) Grant

What is ESS: Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing Emergency Support Services (ESS). ESS are services provided on a short-term basis (generally 72 hours) to preserve the emotional and physical well-being of evacuees in an emergency or disaster. ESS includes such services as food, lodging, clothing, reuniting families, emotional support and other specialized services as required.

The current Cowichan ESS Program: Level 1 ESS (less than 12 people impacted, e.g. house fire) is activated by the 24/7 CVRD Emergency Duty Manager and delivered by a dedicated team volunteers located throughout the region. Level 2/3 ESS responses (more than 12 people) are guided by the ESS Reception Centre Plan which identifies four locations staffed by CVRD and Ladysmith staff. Volunteers will also support these reception centres to deliver the program.

Intent of the UBCM funding: To support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. The focus of the ESS funding stream for the 2021 intake continues to be support of the modernization of local ESS programs in order to move toward digital registration and reporting through the Evacuee Registration & Assistance (ERA) Tool.

Regional approach: Each applicant is eligible for up to \$25,000, however the CEPF ESS grant allows for a regional approach whereby the maximum funding available is based on the number of eligible applicants included in the regional application.

Cowichan ESS grant proposal: A regional grant would be used to modernize reception centre delivery (for the digital ESS system and ERA tool), develop and implement a mobile unit to manage evacuee interviews and initial needs, and continue to increase volunteer team capacity (recruitment, training, grab and go kits). The objectives would be as follows:

1. To increase volunteer team capacity by recruiting, training, and outfitting ten (10) volunteers.
2. To enhance volunteer capacity by developing and implementing a second mobile unit to support evacuee interviews and initial needs, as well as provide communication support.
3. To increase the capacity of remote reception centres by purchasing, installing and stocking two reception centre storage containers.
4. To enable use of online Evacuee Registration and Assistance (ERA) tool by providing electronic equipment (printers, tablets, laptops and peripherals) in all designated primary Reception Centres, mobile units (two trailers) and the Cowichan ESS Volunteer Team.
5. To increase ESS responder knowledge by providing training to staff and volunteers in each primary Reception Centre on the use of ERA through a functional exercise.

FOR ACTION: Each interested municipality and First Nation must resolve ***“for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of insert Municipality or First Nation name”***.

2021 ESS Regional Modernization
Proposed Project Budget

Project Phase	Description	North Zone		South Zone		West Zone		Central Zone		ALL ZONES				TOTAL (net of tax)	CEPF Portion	CVRD In-Kind	Comments	
		(Jameson Centre)		(Kerry Park)		(Lake Cowichan Arena)		(Cowichan Community Centre)		Volunteer Team		Mobile Support Units (CESS RC/GL Supply Trailer & New Trailer)						
	Quantity & Cost	#	Cost	#	Cost	#	Cost	#	Cost	#	Cost	#	Cost					
Digitization – to support online ERA system	Laptop / Chromebooks	5	\$4,000	5	\$4,000	5	\$4,000	5	\$4,000	8	\$6,400	8	\$6,400	\$28,800	\$28,800	-		
	Printer/Scanner/Copier	1	\$1,000	1	\$1,000	1	\$1,000	1	\$1,000	1	\$1,000	2	\$2,000	\$7,000	\$7,000	-		
	Mice	5	\$150	5	\$150	5	\$150	5	\$150	n/a	n/a	8	\$240	\$840	\$840	-		
	Power bars, temporary wiring, cord channels	n/a	\$300	n/a	\$300	n/a	\$300	n/a	\$300	n/a	\$500	n/a	\$500	\$2,200	\$2,200	-		
	LTE internet – Modem	1	\$1,000	1	\$1,000	1	\$1,000	1	\$1,000	1	\$1,000	n/a	n/a	1	\$1,000	\$5,000	\$5,000	-
Training	ERA Training and Reception Centre Exercise (set-up, materials, delivery, refreshments)	1	\$1,250	1	\$1,250	1	\$1,250	1	\$1,250	2	\$2,500	n/a	n/a	\$7,500	\$1,500	\$6,000	CVRD staff time to set-up and deliver the exercise, provide some printed materials, room rental fees. Also includes CVRD staff time/recreation staff time (other partners) to attend the exercise.	
Volunteer Kits (recruitment of ten volunteers to regional team)	Supply kit (jacket, high visibility vest, masks, gloves, headlamp, umbrella, etc.)	-	-	-	-	-	-	-	-	-	-	10	\$4,000	\$4,000	\$3,500	\$500	CVRD to provide manuals, printed forms, quick guides	
Additional Storage for Reception Centres	Concrete Pads X 3	-	-	1	\$10,000	1	\$10,000	-	-	-	-	-	-	\$20,000	\$20,000	-		
	Containers 40' with shelving	-	-	1	\$15,000	1	\$15,000	-	-	-	-	-	-	\$30,000	\$30,000	-		
	Contents (air mattresses, sheets, clothing, ESS signage, tables, chairs, tents)	-	-	n/a	\$3,000	n/a	\$3,000	-	-	-	-	-	-	\$6,000	\$3,000	\$3,000	CVRD to provide some ESS supplies	

Service Trailer for Volunteer Team	ESS Service Trailer – purchase unit	-	-	-	-	-	-	-	-	-	-	1	\$15,000	\$15,000	\$15,000	-	
	COVID barriers, two rooms (upgrade/modify into mobile office and interview room/comms interior outfitting)	-	-	-	-	-	-	-	-	-	-	-	\$8,000	\$8,000	\$8,000	-	
	Operational Manuals & Training	-	-	-	-	-	-	-	-	-	-	-	\$1,000	\$1,000	-	\$1,000	CVRD to develop the operational manual and provide training to volunteers
	TOTAL		9,450		34,450		34,450		9,450		13,900		35,140	\$135,340	\$124,840	\$10,500	

STAFF REPORT TO COUNCIL

Report Prepared By: Donna Smith, Manager of Corporate Services
Erin Anderson, Director of Financial Services

Meeting Date: January 19, 2021

File No:

Re: Referred Council Resolution CS 2021-011 - Council attendance at the 2021 UBCM Convention

CONSIDERATION OF REFERRED RESOLUTION CS 2021-011 (from January 5, 2021):

That those Council members authorized to attend the 2020 Union of BC Municipalities Annual Convention (Mayor Stone and Councillors Johnson, McKay, Paterson and Virtanen) which was cancelled due to COVID-19, be authorized to attend the 2021 Convention in Vancouver from September 13-17, 2021.

EXECUTIVE SUMMARY:

At its Regular Meeting held January 5, 2021, Council referred consideration of a resolution authorizing those Council members scheduled to attend the 2020 Union of BC Municipalities (UBCM) Convention in Victoria, to attend the 2021 Convention. Staff committed to provide additional information regarding any budget savings from 2020.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2021-012	01/05/2021	That Council refer consideration of Resolution CS 2021-011 to the January 19, 2021 Council meeting: <i>That those Council members authorized to attend the 2020 Union of British Columbia Municipalities Annual Convention, which was cancelled due to COVID-19, be authorized to attend the 2021 convention in Vancouver from September 13-17, 2021.</i>
CS 2020-218	07/21/2020	That Council waive Town of Ladysmith Council Remuneration Policy 5-1920-A and authorize all members of Council to attend the 2020 Union of BC Municipalities Convention to be held electronically from September 21-25, 2020.
CS 2020-032	01/21/2020	That Council authorize Mayor Stone and Councillors Johnson, McKay, Paterson, and Virtanen to attend the Union of British Columbia Municipalities annual convention to be held September 21-25, 2020, in Victoria.

DISCUSSION:

In early 2020, Council authorized Mayor Stone and Councillors Johnson, McKay, Paterson and Virtanen to attend the Union of British Columbia Municipalities (UBCM) Annual Convention. Due to COVID-19, the convention format changed to online. Council waived policy and permitted all members of Council to attend the virtual convention, though only Mayor Stone, Councilors Johnson, McKay, and Virtanen registered.

The original 2020 cost for Council to attend the UBCM convention was \$13,770, though only approximately \$1,450 was spent attending the virtual convention. The proposed 2021 budget includes \$14,240 for the UBCM Convention set to take place in Vancouver. This amount covers registration, hotel, transportation and travel-related expenses. Council could choose to utilize an additional \$5,700 from prior year professional development savings and permit additional members of Council to attend the UBCM convention in 2021. If Council wishes to do this, the Council Remuneration Policy would need to be waived and a proposed resolution is provided under “Alternatives”.

ALTERNATIVES:

Council can choose to:

1. Waive Town of Ladysmith Council Remuneration Policy 5-1920-A and authorize additional members of Council to attend the 2021 Union of BC Municipalities Convention from September 13-17, 2021 and direct staff to include \$19,936 into the 2021-2025 Financial Plan for the UBCM Convention with \$5,696 to come from prior year surplus.

FINANCIAL IMPLICATIONS:

The proposed 2021 budget includes \$14,240 for the UBCM Convention. If Council chooses to utilize an additional \$5,700 from prior year professional development savings and permit all members of Council to attend, a resolution is required.

LEGAL IMPLICATIONS:

N/A

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).

Allison McCarrick, Chief Administrative Officer