

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

**Tuesday, March 14, 2023
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

1.1 INFORMATION ON HOW TO VIEW / ATTEND THE MEETING

Members of the public may attend the meeting in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

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

2. AGENDA APPROVALRecommendation

That the agenda for this March 14, 2023 Committee of the Whole meeting be approved.

3. MINUTES**3.1 Minutes of the Committee of the Whole Meeting held January 17, 2023****4**Recommendation

That the minutes of the Committee of the Whole meeting held January 17, 2023 be approved.

4.	DELEGATION	
4.1	Every Child Matters Decal Initiative	8
	Councillor Paterson has requested that the Committee discuss the Every Child Matters Decal Initiative spearheaded by Fortis BC and Marwest, in cooperation with artist John Marston.	
	Carmen LeBlanc, Fortis BC Community and Indigenous Relations Manager, and John Marston, artist, will make a short presentation to the Committee.	
5.	REPORTS	
5.1	Replacing Flowers with Drought Resistant Plants on 1st Ave	15
	<u>Recommendation</u>	
	That the Committee recommend that Council direct staff to continue with status quo planting on 1 st Avenue based on recent past practice.	
5.2	2023 GRANT-IN-AID REQUESTS	18
	<u>Recommendation</u>	
	That the Committee:	
	1. Determine the amounts to allocate to various community groups based on their 2023 Grant-in-Aid requests;	
	2. Recommend that Council approve the allocated amounts; and	
	3. Recommend that Council includes \$3,000 in the 2023 budget to offer a grant writing consultation service provided by a specified consultant on a first come first served basis.	
6.	DISCUSSION	
6.1	Ladysmith Detachment Annual Policing Priorities for 2023 to 2024	27
	Wes Olsen, RCMP, has requested Council's feedback regarding the Ladysmith Detachment annual policing priorities for 2023/2024.	
7.	COUNCIL SUBMISSIONS	
7.1	Ladysmith Temporary Art Program	28
	Councillor McKay has requested that the Committee discuss the creation of a Temporary Art Program for the Town.	

8. NEW BUSINESS

9. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, January 17, 2023
6:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Amanda Jacobson, Chair
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Jake Belobaba

Ryan Bouma
Matt O'Halloran
Sue Bouma

Guests:

S/Sgt. Wes Olsen

1. **CALL TO ORDER AND ACKNOWLEDGEMENT**

Councillor Jacobson, Chair, called this Committee of the Whole meeting to order at 6:30 p.m. and acknowledged with gratitude that it was being held on the traditional, unceded territory of the Stz'uminus First Nation.

2. **AGENDA APPROVAL**

CW 2023-001

That the agenda for this January 17, 2023 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held November 8, 2022

CW 2023-002

That the minutes of the Committee of the Whole meeting held November 8, 2022 be approved.

Motion Carried

4. REPORTS

4.1 Building Inspector's Report to December 31, 2022

CW 2023-003

That the Committee receive the Building Inspector's Report for the months September to December 2022.

Motion Carried

4.2 Ladysmith Fire/Rescue Reports for September to December 2022

CW 2023-004

That the Committee receive the Ladysmith Fire/Rescue Reports for the months September to December 2022.

Motion Carried

4.3 Coastal Animal Control Services Reports for August to October 2022

CW 2023-005

That the Committee receive the Coastal Animal Control Services Reports for the months August to October 2022.

Motion Carried

4.4 RCMP Reports for July to September 2022

CW 2023-006

That the Committee receive the RCMP Reports for the months July to September 2022.

Motion Carried

4.5 “Noise Suppression Bylaw 2003, No. 1478”

CW 2023-007

That the Committee recommend that Council direct staff to prepare an amendment to “Noise Suppression Bylaw 2003, No. 1478”, Section 12 – Exempt Noise, as presented in the staff report dated January 17, 2023.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Cemetery Lands

CW 2023-008

That the Committee recommend that Council direct staff to consider the eligibility of the parcel around the cemetery lands, comprised of Town-owned and Crown-owned lands, for inclusion in a future Parks Master Plan.

Motion Carried

5.2 Backyard Chickens

CW 2023-009

That the Committee recommend that Council refer consideration of backyard chickens to a future meeting after the adoption of the Official Community Plan (OCP), when it can be considered as an OCP Implementation Policy.

Motion Carried

6. UNFINISHED BUSINESS

6.1 “Our Health, Our Community” Health and Wellness Survey

CW 2023-010

That the Committee recommend that Council approve the following questions and direct staff to forward them to Our Cowichan Communities Health Network for consideration and possible inclusion in the "Our Health, Our Community" Health and Wellness survey:

1. Do you live within five minutes of green space (park) or blue space (body of water) and how often do you use these assets?
2. Do you have access to your own personal doctor?
3. How often do you need to take advantage of the services at Urgent Care?
4. Have you had an asthma diagnosis?

Motion Carried

7. ADJOURNMENT

CW 2023-011

That this Committee of the Whole meeting adjourn at 7:42 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor A. Jacobson)

Corporate Officer (M. O'Halloran)

Subject to Adoption

EVERY CHILD MATTERS DECAL INITIATIVE

MARWEST AND FORTISBC CONNECTED WITH SALISH ARTIST JOHN MARSTON TO SUPPORT TRUTH AND RECONCILIATION AT THE WORKPLACE

In 2021, following the discovery of 215 unmarked and undocumented gravesites at the Kamloops Indian Residential School, BC Transit began hanging orange ribbons from the rearview mirrors of their public transit buses. A FortisBC employee noticed these tributes and inquired into whether a similar initiative could be started by FortisBC to represent their support for the Indigenous peoples of Canada.

As a result, Carmen Driechel, a Community and Indigenous Relations Manager for FortisBC, reached out to long-time friend and artist John Marston. John is a Salish artist from Stz'uminus First Nations. He takes active inspiration for his artwork from family, Coast Salish culture, and immersion in the nearby mountains and forest.

"IT'S A WAY OF CONNECTING TO WHAT OUR ANCESTORS HAD ALL THE TIME."

John received the BC Creative Achievement Award for Aboriginal Art in 2009, and has prominent artwork displayed at the National Gallery of Canada in Ottawa, the Vancouver Convention Centre, CFB Esquimalt, the Museum of Anthropology in Vancouver, and both the Vancouver and Nanaimo airports.

It was a heavy request, but over the course of a month John created the Every Child Matters design pictured above. It was subsequently turned into a decal featured on all current FortisBC vehicles.

When speaking on his creative process behind the design,

John reflected on both his own children and his hopes for how the affected children were received into the afterlife. The image within the design is representative of an eagle softly embracing a young child. Within Indigenous culture, the eagle is considered sacred as it flies closest to the Creator.

IT'S REPRESENTATIVE OF STRENGTH, COURAGE, AND RESPECT.

During an opportunity to strengthen the relationship between Marwest and FortisBC, the Every Child Matters decals were suggested to honour the Indigenous roots of Marwest as well as their continued engagement with and respect for the First nations people on whose traditional territory they work.

On January 19th, 2023, Carmen, John and the Marwest crew based out of Ladysmith, BC, met together to hear the story behind the designing of the decals, express their respect and support, and begin to place the decals on their available machinery and vehicles.

This was also an opportunity for FortisBC to echo the importance of the Chance Find Procedures, and their appreciation for the crews immediately halting work when ancestral remains were discovered during work being done in Cadboro Bay, BC, the previous year. Immediately halting work ensures no additional damage is incurred on the potential ancestral remains or artifacts and that they'll be treated respectfully by the appropriate parties.

Photos T: An Every Child Matters Decal on a Marwest Vehicle M: Salish Artist John Marston B: Marwest Crew Applying the Every Child Matters Decals





Every Child Matters

Fleet decal initiative with John Marston and Penelakut Elder Mike Charlie

Conversation with Town of Ladysmith

March 2023



Employee led initiative to demonstrate recognition of the findings at Tk'emlúps and Penelakut Residential Schools, the children who never returned from residential schools across Canada and the lasting impacts.



FortisBC fleet

Construction vehicles, operations managers and support fleet vehicles on Vancouver Island and the Sunshine Coast



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As a result, Carmen LeBlanc, a Community and Indigenous Relations Manager for FortisBC, reached out to long-time friend and artist John Marston. John is a Salish artist from Stz'minus First Nations. He takes active inspiration for his artwork from family, Coast Salish culture, and immersion in the nearby mountains and forest. John reflects that "it's a way of connecting to what our ancestors has all the time."

John received the BC Creative Achievement Award for Aboriginal Art in 2009, and has prominent artwork displayed at the National Gallery of Canada in Ottawa, the Vancouver Convention Centre, CFB Esquimalt, the Museum of Anthropology in Vancouver, and both the Vancouver and Nanaimo airports.

IT'S A WAY OF CONNECTING TO WHAT OUR ANCESTORS HAD ALL THE TIME.

It was a heavy request, but over the course of a month John created the Every Child Matters design pictured above. It was subsequently turned into a decal featured on all current FortisBC vehicles on Vancouver Island and the Sunshine Coast.

When speaking on his creative process behind the design, John reflected on both his own children and his hopes for how the affected children were received into the afterlife. The image within the design is representative of an eagle softly embracing a young child. Within Indigenous culture, the eagle is considered sacred as it flies closest to the Creator. The eagle represents strength, courage, and respect.

During an opportunity to strengthen the relationship between Marwest and FortisBC, the Every Child Matters decals were suggested to honour the Indigenous roots of Marwest as well as their continued engagement with and respect for the First Nations people on whose traditional territory they work.

On January 19th, 2023, Carmen, John and the Marwest crew based out of Ladysmith, BC, met together to hear the story behind the designing of the decals, express their respect and support, and begin to place the decals on their available machinery and vehicles.

This was also an opportunity for FortisBC to echo the importance of the Chance Find Procedures, and their appreciation for the crews

immediately halting work when ancestral remains were discovered during work being done in Cadboro Bay, BC, the previous year.

Immediately halting work ensures no additional damage is incurred on the potential ancestral remains or artifacts and that they'll be treated respectfully by the appropriate parties.

IT'S REPRESENTATIVE OF STRENGTH, COURAGE, AND RESPECT.

Photos T: Salish Artist John Marston
B: Marwest Crew Applying the Every Child Matters Decals



Expanding Participation

Marwest: FortisBC contractor working in service of mid-island and coastal communities

Thank you



For further information, please contact:

Carmen LeBlanc, Community & Indigenous Relations Manager

Carmen.LebLANC@fortisbc.com

250.380.5738

Find FortisBC at:

fortisbc.com

talkingenergy.ca

604-576-7000

Follow us @fortisbc



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Bob Simpson, Parks Supervisor
Reviewed By: Ryan Bouma, Director of Infrastructure Services
Meeting Date: March 14, 2023
File No:
Re: **Replacing Flowers with Drought Resistant Plants on 1st Ave**

RECOMMENDATION:

That the Committee recommend that Council direct staff to continue with status quo planting on 1st Avenue based on recent past practice.

EXECUTIVE SUMMARY:

The purpose of this report is to provide the Committee with information regarding replacing flowers in planter boxes on 1st Avenue with drought tolerant plants or vegetables.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CW 2022-027	2022-05-10	That the Committee direct staff to prepare a report for consideration at a future Committee of the Whole meeting that outlines the options and budget to replace flowers in planter boxes on 1st Avenue for the 2023 planting season with drought resistant plants and/or vegetables.

INTRODUCTION/BACKGROUND:

Planter boxes along 1st Avenue are planted and maintained by Parks staff in Infrastructure Services. Plant material is ordered in the late winter and received in the early spring to be planted in hanging baskets, garden beds, planters, and the round-about. A mixture of colourful annual type plants are used with an approximate cost of \$3,000 per year. Staff have actively worked towards decreasing the amount of plant material and watering required over the past 5 years.

Of the 39 planter boxes on 1st Avenue, 28 contain mature, drought-tolerant perennials and shrubs that require little maintenance. The annuals planted in the remaining 11 planters are watered using the Town’s metered irrigation system, which has been optimized over the years to use the least amount of water practically possible. Last year, the Town used approximately 55 m³ of water for the 3-month season to water the 1st Avenue planters. The average household



uses 67 m³ during this timeframe. In general, water consumption is not a significant portion of the irrigation needs when compared to sports fields and other water intensive park spaces.

If drought-tolerant perennials and shrubs were chosen for these 11 boxes, a one-time expense of approximately \$4,000-\$5,000 would be required, but staff time to prepare the planters and new plants would be similar to planting the annuals. Staff time for planting would be saved in future seasons. Watering in the order of 100 m³ would need to occur for the first two years with a decrease in the third year to develop new roots for drought tolerance. Drought-tolerant plants generally consist of imported species rather than native species due to the climate found on Vancouver Island. Although native plant species are adapted to our climate, they are accustomed to tree cover and forest floor material (decaying wood). Most drought-tolerant native species are large scale trees such as fir and arbutus trees.



Many plants have very specific growing needs and may not prosper in street-edge concrete containers due to road salt, snow storage, heat build up, and driving accidents. Permanent drought-tolerant plants may die despite their lower watering needs and are more difficult to replace. Other raised planters are conducive for growing a variety of plants and vegetables.

The new Official Community Plan has recommendations the Town plans to adopt including planting local and climate-adapted species in our parks and open spaces and limit non-native plantings in Town parkland to edible plants that support food security, which will continue to create a balance of plant types throughout the town. Container plantings and hanging baskets that add colour, texture, and fragrance to the streetscape add vibrancy and provide support to pollinators, which is particularly important in urban areas.



In summary, the majority of 1st Avenue planters contain drought-tolerate plants. The 11 remaining planters have relatively low maintenance costs, water needs, and are easily replaced if required. Staff recommend that status quo planting in the spring continue based on recent past practices.

ALTERNATIVES:

The Committee of the Whole can direct staff to provide alternatives which may include:

1. Planting more of 1st Avenue with drought-tolerant plants;
2. Recommendations to improve the aesthetics of the planters; and
3. Changing annual plants to a food based planting scheme.

FINANCIAL IMPLICATIONS:

The plants for the 2023 growing season have been purchased; if the Committee wishes to plant drought-hardy perennials this year, the budget will need to be increased.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens may prefer either type of plantings as there are advantages to both.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Meeting Date: March 14, 2023
File No: 1850-01-2023
RE: **2023 GRANT-IN-AID REQUESTS**

RECOMMENDATION:

That the Committee:

1. Determine the amounts to allocate to various community groups based on their 2023 Grant-in-Aid requests;
2. Recommend that Council approve the allocated amounts; and
3. Recommend that Council includes \$3,000 in the 2023 budget to offer a grant writing consultation service provided by a specified consultant on a first come first served basis.

EXECUTIVE SUMMARY:

The Town provides Grant-in-Aid (GIA) funding to various community groups based on their eligibility and the existing policy. The 2023 Financial Plan includes \$58,670 for applications received, \$1,500 for waiving fees and \$3,500 for Council discretion, such as late applications, for a total budget of \$63,670. The total of requests received for 2023 amounts to \$122,380. An updated draft GIA Policy will be presented at a future Committee meeting for discussion.

PREVIOUS COUNCIL DIRECTION:

CS 2022-287	2022-11-15	That Council allocate up to \$1500 from the Grants in Aid budget in sponsorship of the Ladysmith Family and Friends 19th "Winter Celebration" fundraiser, as requested in their email dated November 9, 2022.
CE 2022-039	2022-06-21	That Council task the 2022-2026 Council with the review of the Grants-In-Aid Policy and service agreement procedures and that Council rise and report on this recommendation immediately.
CW 2022-026	2022-05-10	That the Committee direct staff to prepare a report on Grants-in-Aid Policy, including research from similar municipalities, for consideration at a future Committee of the Whole Meeting.
CW 2022-012	2022-03-08	That the Committee add to the next Committee of the Whole agenda a discussion regarding refinement of the Grants-in-Aid Policy and process
CS 2019-170	05/06/2019	That Council approve the amended Grant-in-Aid policy as presented.



INTRODUCTION/BACKGROUND:

Each year Council, on behalf of the Town of Ladysmith residents, provides grants for social, cultural, recreational, and special event services. The purpose of the GIA program is to assist organizations financially for a specific project, event, or service that benefits the Town of Ladysmith residents (see Appendix A – Grant-in-Aid Policy). Staff initially review the applications for completeness and follow up with the organization where necessary.

Council has expressed interest in changing the Grant-in-Aid Policy for the 2024 Grant-in-Aid intake program. A revised policy will be presented at a future Committee of the Whole meeting.

The following applications were received by the deadline of December 31:

Organization	2023 GIA Requested
Arts Council of Ladysmith and District	10,000
Cowichan Family Caregivers Support Society	2,500
Ladysmith and District Historical Society	7,500
Ladysmith and District Marine Rescue Society	2,500
Ladysmith Celebrations Society	13,000
Ladysmith Downtown Business Association	6,500
Ladysmith Family and Friends Society	2,500
Ladysmith Festival of Lights	15,000
Ladysmith Fire Rescue - Santa Parade	1,500
Ladysmith Little Theatre	2,500
Ladysmith Maritime Society	1,500
Ladysmith Show and Shine	2,000
Old English Car Club Central Island Branch	1,000
LSS – Frank Jameson Bursary	1,500
New Applications:	
Royal Canadian Legion Branch #171 Ladysmith	37,105
Big Brothers Big Sisters Central Vancouver Island	5,000
Cowichan Brain Injury Society	2,500
Take a Hike Foundation	2,500

Mid-Island Air Search and Rescue Society	2,500
Community Circles Restorative Justice Society	3,775
257 RCACS Parent Committee	1,000

One of the requirements to continue to receive GIA funding is to submit a short report detailing how the organization used the funds received. All the reports received for 2022 can be found on the Town’s website at: <http://www.ladysmith.ca/city-hall/funding-grants>.

The following organizations are new applicants for 2023:

Royal Canadian Legion Branch #171 Ladysmith

Request for \$37,105 to add a small kitchen to the lounge. A requirement of the GIA is to be a member of a society. The Legion states in their application that they are not a Society which could make their application ineligible. The lounge area at the Legion is not provided a Permissive Tax Exemption because it operates similarly to a business. Should the Committee provide funding, it may be considered assistance to business.

Big Brothers Big Sisters Central Vancouver Island

Request for \$5,000 to offer a Teen in-school mentoring program, serving North Oyster, Ladysmith Primary and Ladysmith Intermediate schools.

Cowichan Brain Injury Society

Request for \$2,500 to promote injury recovery and rehabilitation to those suffering from an acquired brain injury. Based in Duncan.

Take a Hike Youth at Risk Foundation (dbaTake a Hike Foundation)

Request for \$2,500 to provide early intervention and prevention mental health support in schools. Based in Vancouver, with notes for operating in Nanaimo.

Mid-Island Air Search and Rescue Society

Request for 2,500 for operations, training and equipment needs for air search and rescue. Based at Nanaimo Airport.

Community Circles Restorative Justice Society

Request for \$3,775 for peacemaker circle training. Did not provide externally verified financial statements.

257 RCACS Parent Committee (Sponsoring Committee of the Ladysmith Air Cadets)

Request for \$1,000. One-time event funding to commemorate 80 years of continuous programming in Ladysmith.

Workshop

There is currently \$3,000 set aside for a Grant -in-Aid workshop. The Grant-in-Aid user groups are very diverse, making it difficult to offer an all-encompassing workshop. Instead, staff recommend partnering with a selected consultant to provide specific consultation services on a first come, first served basis.

ALTERNATIVES:

The Committee could recommend that Council:

1. Choose to approve the amounts requested, modify the amount requested or deny the amount requested.
2. Amend the Grants-in-Aid Policy to:
 - Restrict the number of years an organization may receive funding;
 - Provide funding only to Town events (i.e., not to support the ongoing operations of the organization);
 - Restrict the organizations to solely reside within the Town of Ladysmith;
 - Make organizations choose between a Grant-in-Aid or a Permissive Tax Exemption (See Appendix A).

FINANCIAL IMPLICATIONS:

The 2023 proposed GIA budget is:

GIA applications received by cutoff date	\$ 58,670
Waiving Fees	1,500
Late Applications	<u>3,500</u>
	\$ 63,670

The total amount of GIA requested for 2023 is \$122,380. Staff allotted a further \$3,500 for late requests and \$1,500 waiving of rental fees, leaving the total requested amount as \$127,380. Should Council approve all the requested funds, an additional \$63,710 will need to be added to the Financial Plan, increasing the taxes by a further 0.80%.

In a separate budget, also funded by municipal taxation, are servicing agreements. These include the Ladysmith Resources Centre Association (LRCA) for \$45,611 and the Ladysmith District Historical Society (LDHS) for \$26,465.

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

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

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

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

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

Infrastructure

Economy

Community

Not Applicable

Waterfront

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

A. Grants-in-Aid Policy

B. Listing of 2023 Requests and 2022 Approvals



TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC: Grants-in-Aid		
APPROVED BY:	Council	DATE: May 6, 2019
RESOLUTION #: CS 2019-170		
<i>Previous Version: 2013-266, 2016-373</i>		
Purpose: To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.		
Policy: In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives: <ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.		
Procedure: <ol style="list-style-type: none">1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:<ul style="list-style-type: none">• Name of the organization• Name of the individual making the application• Description of the project or event for which funding is requested• Indicate whether or not the project or event or service is already provided in the community• Identify the beneficiaries of the project or event or service• Indicate the total cost of the project or event or service• Indicate other sources of funding for the project or event or service• Indicate whether the application to other local governments has been made• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization• Specify the amount of financial assistance required; and• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.		

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TOPIC: Grants-in-Aid

APPROVED BY:

Council

DATE: May 6, 2019

RESOLUTION #: CS 2019-170

Previous Version: 2013-266, 2016-373

2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31st in order to be considered by the Council of the Town of Ladysmith for funding in the following year.
3. Grant in Aid applications received after December 31st may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
5. Council will consider only one (1) application per Organization per year.
6. Applications for funding will be considered at an open Council Meeting prior to the adoption of the Financial Plan. All decisions are final following ratification at the next Regular Meeting of Council.
7. An organization must, using the form provided, report back to Council by December 31st of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available.

Conditions of Funding:

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

Applications may be mailed to the following address:

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

Or dropped off at City Hall:

**410 Esplanade
Ladysmith, BC**

05 – 1850 - A

APPENDIX B

Organization	2023 GIA Requested	2022 GIA Received
Art Council of Ladysmith and District (Arts on Avenue)	10,000	5,000
Cowichan Family Caregivers Support Society	2,500	1,000
Ladysmith and District Historical Society	7,500	7,500
Ladysmith and District Marine Rescue Society	2,500	2,500
Ladysmith Celebrations Society	13,000	10,000
Ladysmith Downtown Business Association	6,500	5,000
Ladysmith Family and Friends Society	2,500	2500+1500
Ladysmith Festival Of Lights	15,000	15,000
Ladysmith Fire Rescue	1,500	1,500
Ladysmith Little Theater	2,500	2,500
Ladysmith Maritime Society	1,500	1,500
Ladysmith Show and Shine	2,000	2,000
Old English Car Club Central Island Branch	1,000	600
Royal Canadian Legion Branch #171 Ladysmith	37,105	New Applicant
Big Brothers Big Sisters Central Vancouver Island	5,000	New Applicant
Cowichan Brain Injury Society	2,500	New Applicant
Take a Hike Foundation	2,500	New Applicant
Mid-Island Air Search and Rescue Society	2,500	New Applicant
Community Circles Restorative Justice Society	3,775	New Applicant
257 RCACS Parent Committee (Sponsoring Committee of the Ladysmith Air Cadets)	1,000	New Applicant

From: Olsen, Wes <
Sent: March 2, 2023 9:57 AM
To: Allison McCarrick <AMcCarrick@ladysmith.ca>
Subject: Upcoming Annual Policing Policing Priorities for 2023/24

Good Morning Allison,

As a follow up to our discussion on February 6th I am looking for some feedback from the Town of Ladysmith regarding the Ladysmith Detachment's Annual Policing Priorities (APP). The new fiscal year begins April 1, 2023 which necessitates a new APP cycle.

For the 2022/23 APP Cycle the Ladysmith Detachment priorities were Police Community Relations as they related to Reconciliation, Employee Wellness and Crime Reduction related to Impaired Driving and Curfew Checks for Repeat Offenders residing within our jurisdiction.

Consultation with our local governing bodies is an integral part of the process in creating a new APP. Could you please canvas Mayor and Council to determine what policing priorities the Town of Ladysmith would like the Detachment to focus on for this new fiscal year. The new plan is created to begin on April 1, 2023. If you have any questions please let me know.

Regards,

Wes



W.W. OLSEN, S/Sgt
Non-Commissioned Officer in Charge
Ladysmith Detachment
PO Box 260, 320 6th Ave
Ladysmith, BC V9G 1A2

TOPIC:	PUBLIC ART POLICY		
POLICY No:	15-7710-B		
APPROVED BY:	Council	RESOLUTION NO: CS2020-027	
DATE:	January 21, 2020		
AMENDED:	March 21, 2023		

1. CONTEXT

In February 2019, the Ladysmith Public Arts Strategy was completed. Public art is a highly visible, accessible, and engaging way of telling stories on a community-wide scale. Through mixed media artistic platforms, public art can make us stop, re-examine, and spark conversation about the ideas that art brings to our lives and communities.

2. PURPOSE

This policy will direct the integration of artwork into public spaces and capital projects in the Town of Ladysmith, through a well-administered, transparent process and appropriately funded public arts program.

Public art reflects the identity of our Town, gives voice to community and builds relationships between diverse groups. Public art gives meaning to place by interpreting the natural, social, cultural and built environment.

The purpose of this policy is to:

- Increase the liveability and artistic richness of the municipality by making art a permanent part of our environment and a legacy for future generations.
- Provide opportunities for the public to engage with and increase their awareness, appreciation, knowledge and education of public art.
- Develop a sense of place, community pride and identity through the creation of new works.
- Integrate art and artists into a variety of public settings.
- Create art that inspires people and is an expression of the time.
- Enhance the attractiveness of the Town and promote cultural tourism.
- Provide opportunities for artists at all levels and career stages.
- Serve as an act of public trust and stewardship for public art.
- Establish a sustainable funding mechanism to support the Town's commitment to public art.

3. GUIDING PRINCIPLES

The Public Arts Policy ensures that public art is:

- To celebrate and commemorate local stories of place; contributing to the Town's character and is demonstrating the significance of art in community life.

- To create or select works with genuine intentions to ensure transparency through an informed, open and fair public art competition process.
- To showcase a variety of art forms and creative methods including temporary & performance arts; reflective of a wide range of professional artistic expression and practice, demonstrating excellence, quality and innovation.
- A catalyst for creativity by providing opportunities for community engagement, development and partnerships.
- To represent local community-based projects; and considers regional, national or international submissions when appropriate.
- To support and enhance the visual heritage and stories of Stz'uminus First Nation.
- To enhance the public realm; ensuring the public shall have free and unobstructed access.
- To spark conversation and gathering in public places.
- Integrated into the planning, design and execution of applicable civic development.
- To promote belonging, social cohesion, and inclusivity.

4. **ROLES**

Council will:

- Approve the Public Arts Policy and any changes to the Public Arts Policy, as needed.
- Approve expenditures through the budget process.
- Approve public art expenditures for capital projects through the budget process.
- Approve the annual public art maintenance budget through the budget process.
- Approve members of the Public Art **Committee (PAC)**.
- Appoint a member of Council to the Public Art **Committee** as a 'Council Liaison'.
- Approve **PAC** Terms of Reference.

Staff will:

- Recommend project budgets through the Town's annual budget process.
- Develop scope and terms of reference for each new proposed public art project.
- Prepare the Call to Artists and submit to the Public Art **Committee** for review.
- Coordinate the acquisition or de-accession of artistic works in accordance with this policy.
- Coordinate the review and selection process for a given project.
- Administer project budgets.
- Establish and maintain a public art inventory.
- Coordinate conservation of the Town's public art as required.
- Coordinate the animation of the Town's public art as required.
- Liaise with artists, arts professionals and arts organizations as required.
- Coordinate regular Public Art **Committee** meetings, circulating information, providing guidance and arranging for the recording of minutes.
- Complete other duties that may be required to manage the program.

5. **PUBLIC ART COMMITTEE**

PAC will advise the Town on the implementation of specific Public Arts projects, including selection processes, acceptance of grants, gifts, donations, and bequests.

A Terms of Reference for PAC, approved by Council, outlines their roles and responsibilities in relation to the implementation of the Policy.

The Public Art Committee has two functions:

- To advise the Town on public art issues and trends relevant to public art initiatives in the town.
- To advise on specific issues, such as donations and commissions of work.

Composition of the Public Art Committee may include, but is not limited to:

- Parks, Recreation and Culture Advisory Committee (1) *was previously 2*
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Parks, Recreation and Culture Staff representative (1)
- A member of Stz'uminus, or elder (1) *as appropriate/project specific*
- A community representative (1)
- Organizational representative (1)

6. **FUNDING**

The Town of Ladysmith, through the annual budget process, will allocate funds toward the creation and maintenance for art in public places. As part of the annual budgeting process and approval of the annual financial plan, PRC Staff submits an annual budget for the Department.

Additional funding sources may include:

- Gift and Donations; cash and artworks.
- Bequeathment Program; cash and artworks.
- Endowment Program.
- Grants.

Future consideration may include:

- Public Arts Reserve Fund – phased in approach. The Public Arts Reserve Fund provides a funding source for the planning, design, fabrication, acquisition, installation and maintenance of art in public places. Project funds may be pooled to establish community, neighbourhood and/or Town Centre public arts initiatives, or to enhance selected project budgets.
- Civic Capital Projects - % of total project costs allocated to funding art in public places for a capital project – phased in approach. Applicable projects include new building construction, major additions to existing buildings, park development projects and new engineering structures.

7. **PUBLIC ART SITING**

Applicable projects may include new municipal building construction, major additions to existing buildings, park development projects and new engineering structures and should consider the following criteria:

- Visibility for pedestrians and/or motorists.

- Proximity to high pedestrian activity areas, places of public gathering, public open spaces and recognized pedestrian routes.
- Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork concept.
- Places of special heritage or community significance.

8. CONFLICT OF INTEREST

Staff of the Town of Ladysmith, all members of the Public Art **Committee** shall declare a conflict of interest and remove themselves from a selection process where a project comes before the Committee in which he or she is involved either directly or indirectly.

9. ACQUISITION

Public Art

The Town may purchase, commission or receive donations/bequeathment of public art. Each acquisition will follow the procedures outlined within this policy and related guidelines. Each acquisition will be accompanied by a maintenance and de-accession plan that is supplied by the artist or donor. The Town of Ladysmith retains the ownership of all artwork purchased or donated through the Public Arts Policy.

Donations

The Town of Ladysmith may consider the offer of artwork donation for placement in a public space. Given the scope of a proposed donation, staff may decide to invite the PAC to join the review process to ensure that all subject matter areas are addressed when reviewing the proposal. All donations must be unencumbered. The Town may decline to accept any gift, bequest or donation of art.

Consideration of a proposal to gift an artwork shall be made on the understanding that: No civic funds shall be required for production or installation of the artwork, including all engineering and design costs, construction, site preparation and installation as well as the production of interpretive information and signage.

If the fair market value is estimated to be more than \$1,000, an appraisal of the artwork must be conducted by an independent, qualified arts professional and submitted to the Town. The name and address of the appraiser must be included on the official donation letter. The Town must be satisfied that the appraised amount is an accurate determination of the fair market value of the artwork.

All sections of this policy apply to considerations of art proposed as gifts to the Town.

Public Art On Loan

The Town may secure public art on loan for display on a temporary basis.

Copyright of Artwork

The Town of Ladysmith will uphold the Government of Canada's copyright guidelines as outlined by the Canadian Intellectual Property Office.

10. PROCESS

The process for selecting a project and/or an artist for an art in public places project is informed by expertise and community input, including advice from the Public Art **Committee**.

Subject to the nature of the project, the Town shall establish one of the following:

- Open competition, wherein a public call to artists is made within a stipulated geographical area (e.g., local, regional, provincial, national, international).
- Invitational competition, wherein specific artists, chosen on the basis of consultation with the Public Arts Task Group, are invited to enter a competition.
- Commissioning, wherein a specific artist is commissioned to do the artwork.
- Design team appointment, wherein, as part of an infrastructure project, the project team invites an artist(s) to participate in a design collaboration process as a design team member.

11. DE-ACCESSION

The Town of Ladysmith may de-access public art when necessary. All reasonable efforts will first be made to resolve problems or re-site the public art, in consultation with the artist and/or donor, where appropriate. If a work is scheduled to be de-accessioned, the Town will make every effort to inform the artist or artist's family. In all cases, the rights of the artist must be upheld in accordance with the Canadian Copyright Act.

The de-accessioned artwork may be moved, sold, returned to the artist or destroyed, with any monies received through a sale allocated to the Public Arts Reserve Fund.

12. COLLECTION MANAGEMENT

The Town of Ladysmith, through the department of Parks, Recreation & Culture, shall maintain the integrity and security of works of art through:

- Professional standards for art documentation.
- Instructions on maintenance and de-accessioning from the artist as a part of the acquisition process.
- Instituting management systems for cleaning, maintenance, repair, and de-accessioning.
- Maintaining a database of artworks.

13. PRIVATE DEVELOPMENTS and OTHER ORGANIZATIONS

Although outside the definition of public art, Staff recognizes that the private sector plays a significant role in the provision of art on private lands throughout Ladysmith.

The Town encourages developers to provide artwork located on private property. Town Staff is available to liaise with and provide resources to private developers who are interested in exploring a public art project.

Private artworks may be incorporated into architecture and landscape designs of private infrastructure, or the layout of private open spaces, including private connections to adjacent public features such as parks and open spaces.

Considerations for integration of art into projects on private-held land that are subject to Development Permit Area and Heritage Conservation Area requirements, should also be discussed with Town Staff to ensure proposals are sited and integrated in an appropriate manner.

REVIEW OF POLICY

The Public Arts Policy, and related implementation procedures, guidelines, and financial contribution levels, will be reviewed by the inter-departmental staff team in consultation with the Public Art **Committee** to ensure ongoing viability and relevancy.

PUBLIC ART COMMITTEE**Purpose**

The Public Art **Committee** is a select Committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the Public Art **Committee** is to assist the Town with:

- Providing advice and recommendations to Council on specific Public Art projects, including selection processes, acceptance of grants, gifts, donations, bequests and deaccession **as referred by Council**.

Functions

The Public Art **Committee** has two functions:

- (a) To advise the Town on public art issues and trends relevant to public art initiative in Town.
- (b) To advise on specific issues, such **acquisition** as donations, deaccession, and commissions of work.

Authority

The **Committee** will review matters as outlined within the purpose of the Public Art **Committee** and make recommendations to Council. **(removed 'through the PRCAC'.**

Membership and Terms

The **Committee** may be comprised of the following:

- Parks, Recreation and Culture Advisory Committee (1)
- Arts Council of Ladysmith & District (2)
- Town Council representative (and alternate) (1)
- Parks, Recreation & Culture Staff representative (1)
- A member of Stz'uminus, or elder (1) **as appropriate/project specific**
- A Community representative (1)
- A Community youth representative (1)
- Organizational representative (1) - where required, such as Developer

Members are appointed for 2-year terms. The Council appointment is made annually by the Mayor.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

Members of the **Committee** will represent the diversity of the community.

The citizen members of the **Committee** will represent a broad range of skills and/or experience related to the **Committee**'s mandate; including but not limited to art, culture, planning, community development, finance.

Staff Support

The **Committee** will be supported by one Parks, Recreation & Culture Department staff liaison (This is an *ex-officio* or non-voting role.)

Reporting

Committee minutes will be circulated to Council when the **Committee** meets.

Meeting Management

(a) Chairperson

- The Chairperson will be selected annually by the members.
- The first Chairperson will be selected at the first meeting of the **Committee**, and annually thereafter at the first meeting following July 1st.
- If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.
- An ex-officio member may not serve as Chairperson of the **Committee**.

(b) Meeting Times and Location

- The **Committee** will meet as called upon for special projects or if there are referrals to consider.
- Meetings will take place at the FJCC.
- The Procedure Bylaw of the Town applies to meetings of this **Committee**.

(c) Agendas and Minutes

- Staff in the Parks, Recreation and Culture Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the **Committee** one week prior to the meeting date.
- Recording of the meeting will be assigned to the staff person in attendance. Draft minutes will be reviewed by the Chairperson for accuracy only.
- Draft minutes will be distributed with the agenda package for the next meeting.

Code of Conduct

- The members are expected to be respectful and work cooperatively to achieve the common goals of the Public Art **Committee**.
- The **Committee** is drawn from a spectrum of art and culture interests. The expectation is that each member will conduct him/herself in the best interest of the community and the **Committee**.
- Conflict of interest – A **Committee** member who is sitting on a selection panel for specific art projects must ensure there is no potential conflict of interest (i.e: there is no personal gain or personal relationship with artists selected for commissions or shortlisted for artist calls).
- Members that serve on the **Committee** that are artists are not allowed to enter any Town public art competitions during their tenure on the **Committee**.

Alignment with Council Strategic Priorities

- Infrastructure
- Community
- Waterfront
- Economy
- Not Applicable

Terms of Reference adopted by Council: 2020.07.21