

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

**Tuesday, November 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 unceded territory of the Stz'uminus First Nation.

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

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

**2. AGENDA APPROVAL**Recommendation

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

**3. MINUTES****3.1 Minutes of the Committee of the Whole Meeting held September 12, 2023 4**Recommendation

That the minutes of the Committee of the Whole Meeting held September 12, 2023 be approved.

**4. REPORTS****4.1 Protective Services Department Report 8**Recommendation

That the Committee receive the report dated November 14, 2023 from the Manager of Protective Services regarding the activities of the Protective Services Department.

**4.2 Street Naming Guidelines Policy 18**

Recommendation

That the Committee recommend that Council:

1. Rescind Street Naming Policy 11 5450 A; and,
2. Adopt Street Naming Guidelines Policy 11 5450 A.

**4.3 2023 Q3 (Jul- Sep) Financial Update 40**

Recommendation

That the Committee receive the staff report dated November 14, 2023, regarding the 2023 Q3 (July to September) Financial Update from the Director of Financial Services.

**4.4 1st Avenue and Gatacre Dedication 52**

Recommendation

That the Committee recommend that Council dedicate the 1<sup>st</sup> Avenue and Gatacre Street intersection as Harmony Square.

**5. COUNCIL SUBMISSIONS**

**5.1 Ladysmith Flag Redesign**

Councillor Virtanen has requested that the Committee discuss the possibility of redesigning the Ladysmith flag.

**5.2 Fireworks Permits 54**

Mayor Stone has requested that the Committee discuss the issuance of fireworks permits in Ladysmith.

**5.3 Traffic Calming on Colonia Drive**

Councillor Jacobson has requested that the Committee discuss traffic calming measures on Colonia Drive.

**5.4 Culvert on Holland Creek Trail 55**

Mayor Stone and Councillors Paterson and Virtanen have requested that the Committee discuss the possibility of inviting Ladysmith Secondary Art Students to create art for the culvert on Holland Creek Trail.

**5.5 Public Hearings 56**

Councillor Stevens has requested that Public Hearings be discussed.

6. NEW BUSINESS

7. ADJOURNMENT



## COMMITTEE OF THE WHOLE MEETING MINUTES

**Tuesday, September 12, 2023  
6:30 P.M.  
Ladysmith Seniors Centre  
630 2nd Avenue**

### **Council Members Present:**

Councillor Duck Paterson, Chair  
Mayor Aaron Stone  
Councillor Ray Gourlay  
Councillor Amanda Jacobson

Councillor Tricia McKay  
Councillor Marsh Stevens  
Councillor Jeff Virtanen

### **Staff Present:**

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba

Ryan Bouma  
Chris Geiger  
Matt O'Halloran  
Andrea Hainrich

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### **1. CALL TO ORDER AND ACKNOWLEDGEMENT**

Councillor Paterson, 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 unceded territory of the Stz'uminus First Nation.

### **2. AGENDA APPROVAL**

#### **CW 2023-061**

That the agenda for this September 12, 2023 Committee of the Whole meeting be approved.

*Motion Carried*

### **3. MINUTES**

#### **3.1 Minutes of the Committee of the Whole Meeting held July 11, 2023**

##### **CW 2023-062**

That the minutes of the Committee of the Whole meeting held July 11, 2023 be approved.

*Motion Carried*

#### **4. REPORTS**

##### **4.1 Building Inspector's Report to August 31, 2023**

###### **CW 2023-063**

That the Committee receive the Building Inspector's Report for the months May to August 2023.

*Motion Carried*

##### **4.2 Ladysmith Fire/Rescue Reports for April to August 2023**

###### **CW 2023-064**

That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to August 2023.

*Motion Carried*

##### **4.3 Coastal Animal Control Services Reports for April and June 2023**

###### **CW 2023-065**

That the Committee receive the Coastal Animal Control Services Reports for the months April and June 2023.

*Motion Carried*

##### **4.4 RCMP Reports for January to June 2023**

###### **CW 2023-066**

That the Committee receive the RCMP Reports for the months January to March, and April to June 2023.

*Motion Carried*

##### **4.5 2023 Q2 (April - June) Financial Update**

###### **CW 2023-067**

That the Committee receive the staff report dated September 12, 2023, regarding the 2023 Q2 (April - June) Financial Update and direct staff to prepare an amendment to the "Town of Ladysmith 2023-2027 Financial Plan Bylaw, 2023 No. 2141" to reflect the changes.

*Motion Carried*

#### **4.6 Establishment of Electric Vehicle Charging rates**

##### **CW 2023-068**

That the Committee recommend that Council direct staff to amend the “Town of Ladysmith Fees & Charges Bylaw 2008, No.1644” to include a charge of \$1 per hour for the first two hours and \$2 per hour thereafter for Electric Vehicle Charging.

*Motion Carried*

#### **4.7 Rain Barrel Program**

##### **CW 2023-069**

That the Committee recommend that Council:

1. Establish a Rain Barrel Rebate program starting in 2024 to rebate 50 percent to the maximum of \$75 of the cost of one new rain barrel purchased after January 1, 2024, manufactured from a BPA-free Polyethylene material and with the minimum barrel size of 189 litres; and
2. Create an annual Rain Barrel Rebate budget of \$7,500 by cancelling and redirecting the budgeted funds from the Low Flow Toilet Rebate program.

*Motion Carried*

#### **4.8 Aggie Hall – Wi-Fi Internet Service**

##### **CW 2023-070**

That the Committee recommend that Council not provide Wi-Fi at Aggie Hall.

*Motion Carried*

### **5. COUNCIL SUBMISSIONS**

#### **5.1 Per Diem Rates**

##### **CW 2023-071**

That the Town’s Per Diem policy be amended to align the rates with the Provincial Government and to escalate as per the Provincial rates for Council, Staff and Fire Department members.

*Motion Carried*

**5.2 Ladysmith Days Grant in Aid as a Budget Line Item**

**CW 2023-072**

That the Committee defer item 5.2., "Ladysmith Days Grant in Aid" to a Closed Meeting of Council.

*Motion Carried*

**5.3 Allowing Goats or Sheep Under Permit for Plant or Weed Control**

**CW 2023-073**

That the Committee direct staff to return to a future Committee of the Whole meeting with policy options for allowing livestock, under permit, for plant or weed control.

*Motion Carried*

**6. ADJOURNMENT**

**CW 2023-074**

That this Committee of the Whole meeting adjourn at 7:24 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Chair (Councillor D. Paterson)

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Corporate Officer

**INFORMATION REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Chris Geiger, Manager of Protective Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 14, 2023  
**File No:** 0640-20  
**Re:** Protective Services Department Report

**RECOMMENDATION:**

That the Committee receive the report dated November 14, 2023 from the Manager of Protective Services regarding the activities of the Protective Services Department.

**EXECUTIVE SUMMARY:**

This report captures the activities of the Protective Services Committee under the new format of the Protective Services Department.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	ResolutionDetails
CW 2023-038	That the Committee recommend that Council: <ol style="list-style-type: none"> <li>1. Dissolve the Protective Services Committee;</li> <li>2. Direct the Manager of Protective Services to regularly liaise with the community safety partner agencies on reports and concerns in order to address issues efficiently and rapidly; and</li> <li>3. Direct the Manager of Protective Services to conduct annual or semi-annual emergency management and planning exercises with the community safety partner agencies</li> </ol>

**DISCUSSION:**

The new format of the Protective Services Department has realigned the members of the Protective Services Committee, Ladysmith Fire/Rescue Department and Bylaw Compliance under one department. This report is coming ‘off cycle’ to bring the Committee of the Whole up to date on activities since the last report.

**Bylaw Compliance (Attachment A):**

Bylaw Compliance has seen 93 new cases this year. Eleven (11) cases are active as of October 31, and 97 have been closed, which includes some carryover from 2022. Cases are concluded according to the following results:

- Compliance – subject of complaint has complied with bylaw.
- Enforcement – subject of complaint has not voluntarily complied, and further action was required, which may include letters and tickets.





- Legal Action – subject of complaint has not voluntarily complied, and file has been referred to legal firm for action.
- No more action – inspection indicated that there are no infractions.
- Referred – the file was referred to another department for action.

**Protective Services Committee (Attachment B):**

A tabletop exercise was held with members of the Protective Services Committee and other agencies on October 16, 2023. The topic was the Festival of Lights, Light Up Night event. Discussion was held regarding tasks and actions that would need to be conducted should a major incident occur during the event. Areas of note for development: traffic control plans, parking control plans, and communications plans.

**Fire Department Report (Attachment C):**

In general, incident responses to date are trending similar to 2022 overall, although there is an increase in First Responder incidents over 2022 (22 incidents or a 36% increase), which does not seem to be attributable to any one category.

The overall increase in “Special Operations/Rescue” reflects a change in reporting categories, as Hydro, Hazmat, and Public Service have been moved out of “Fire Related” and into “Special Operations/Rescue”.

**Royal Canadian Marine – Search and Rescue (Attachment D)**

Royal Canadian Marine Search and Rescue have responded to 27 missions thus far in 2023. They report 29 active members with six new recruit students this year.

**Ground SAR**

Nothing to report.

**Citizens on Patrol**

Nothing to report.

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Bylaw Enforcement Report – Oct 31 YTD
- B. 2023.10.16 PSC Exercise Minutes
- C. Fire Department Report – Oct 31 YTD
- D. RCM – SAR Report – Nov 1 YTD



## BYLAW COMPLIANCE - STATISTICS

2023-01-01 - 2023-10-31

Total active cases **11**

#### New cases - by file type

Building and Plumbing 1119	2
Business Licence 1513	1
Fire Prevention 1815	4
Noise Suppression 1478	6
Nuisance Abatement 1893	2
Other (e.g. neighbour issue, illegal dumping)	8
Parks Usage 1933	2
Property Maintenance 1894	15
Sign and Canopy 1176	1
Streets and Traffic 1309	32
Unattached trailer	3
Waterworks 1298	2
Zoning 1860	15
	<b>93</b>

#### New cases - by source

BCO	2
Outside Agency	4
Public	77
Staff	10
	<b>93</b>

#### Cases concluded - by result

Compliance	52
Enforcement	2
NoMoreAction	43
	<b>97</b>

BYLAW OFFICER

DIRECTOR

**MINUTES OF THE PROTECTIVE SERVICES COMMITTEE EXERCISE**  
**MONDAY, OCTOBER 16, 2023**  
**2:00 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**

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**MEMBERS PRESENT**

Councillor Tricia McKay (Chair)	Harald Cowie (Citizens on Patrol, alt.)
Shauneen Nicholls (Ladysmith Search & Rescue, alt.)	April Diver (CVRD Emergency Program Coordinator)
Sue Wisely (Ladysmith Marine Search & Rescue)	Barry Davidson (Ladysmith Fire/Rescue)
Ross Davis (Ladysmith Marine Search & Rescue)	Duck Paterson (Kinsmen, Risk Management)
Cpl. David Motley (RCMP)	Al Cook (Ladysmith Festival of Lights)
Steven Van Der Minne (BC Ambulance Service)	Stephen Cochrane, (Stz'uminus First Nation)
	Ryan Wainwright (CVRD Emergency Cowichan)

**STAFF PRESENT**

Chris Geiger, Fire Chief/Manager of Protective Services  
Allison McCarrick (CAO)  
Ryan Bouma (Director of Infrastructure Services)  
Mike Greory (Communications)  
Andrea Hainrich (Minute Taker)

**MEMBERS ABSENT**

Robb Schoular (Fire/Rescue Coordinator, Cowichan Valley Regional District)	Sergeant Tim Desaulniers (RCMP)
Krista Perrault (Emergency Program Coordinator, Stz'uminus First Nation)	Jim Hall (Citizens on Patrol)

**WELCOME & INTRODUCTIONS**

Chief Geiger called the meeting to order at 1:55 p.m.. Members of the committee introduced themselves and provided a bit of information about the agency they are representing.

**DISCUSSION**

Chief Geiger introduced the Festival of Lights Light Up Night event as the topic of the meeting and held a discussion of tasks and actions that would need to be conducted if a major incident occurred.

Attendance at Light Up Night averages between 15,000-30,000 + people. Considerations identified if a major event took place are:

- Crowd Management Plan
- Communication
- Establishing a Unified Command Centre
- Having an Incident Command Centre

**TASKS IDENTIFIED****1. COMMAND CENTRE**

It was determined that the Command Centre should include:

- Tri-Services (Police, Fire, Ambulance)

- Ground Search & Rescue
- Kinsmen

Location of Command Centre is **to be determined**.

Ground Search & Rescue is able to bring their repeater for radio if needed to aid in communication at the Incident Command Centre.

Two teams are necessary on the night of:

- 1) Ground Search & Rescue,
- 2) Kinsmen.

Both teams to include a LFR Crew member as a first responder

## 2. COMMUNICATIONS

A Communications network needs to be established, including directions on how it is to be combined and handled.

To include Cowichan Valley Amateur Radio Group.

## 3. TRAFFIC CONTROL PLAN

It was established that a traffic control plan will be established by the following agencies:

- RCMP
- Ladysmith Fire/Rescue
- Festival of Lights

Areas to consider:

- 4<sup>th</sup> & Symonds, and 2<sup>nd</sup> Ave.
- 2<sup>nd</sup> Avenue (parking) – possible tow area discussed
- Rocky Creek Rd (float parking) – allowing enough room for large truck exiting businesses, e.g. mill, to be able to exit their worksites safely.

Traffic Control to include:

- Good radios to keep traffic control connected with event
- Contacts for parking plan – e.g. Mill
- Strong consistent Communications plan prior to event so the public is aware of parking areas
- Shuttles to alleviate some parking congestion downtown
- Consider areas for shuttle pickup – 2 Churches, Ladysmith Secondary

Build out teams' location, based on Communications Requirements

## ACTION ITEMS

### 1. SECONDARY MEETINGS

Secondary Meetings were identified that needed to take place:

1. Traffic Control Plan
2. Parking Plan
3. Communications Plan

Chief Geiger to arrange meetings for each.

### 2. CONTACTS

Make a list of stakeholders' contact information and cell phone numbers, to inform them of Light Up.

- Fortis
- Telus
- BC Hydro

### 3. COMMANDERS

4 Commanders are required for the event – Chief Geiger to determine.

- |   |  |
|---|--|
| <b>4. RCMP OPERATIONS PLAN</b>              | RCMP to develop their own Operations Plan (Ops Plan). <ul style="list-style-type: none"> <li>• CPL. Motley on duty on Light up, and to attend at Command Centre</li> <li>• RCMP possibly bringing in more officers for the event, so that there's adequate members for the night. Eg. Quads, UTV, motorbike, ETV, etc.</li> <li>• CPL. Motley would like to meet with committee to discuss RCMP services for Light Up</li> </ul> |
| <b>5. COMMUNICATIONS</b>                    | <ul style="list-style-type: none"> <li>• Establish a plan on how agencies will communicate.</li> <li>• Meet 1-2 weeks prior to share communications plan with all agencies</li> </ul>  |
| <b>6. TRAFFIC PLAN</b>                      | Traffic Control Plan to be established.<br>Chief Geiger to contact groups to arrange the meeting.  |
| <b>7. PARKING PLAN</b>                      | Parking Plan to be established.<br>Chief Geiger to contact groups to arrange the meeting.  |
| <b>8. INCIDENT COMMAND POST</b>             | Location of Incident Command Post needs to be established.<br>Possible locations identified include: Ladysmith Seniors Centre, Tent at Ladysmith Secondary.  |
| <b>9. EMERGENCY OPERATIONS CENTRE (EOC)</b> | In the event an EOC is required on Light Up night, it is to be held at City Hall   |
| <b>NEXT MEETING</b>                         | Next meeting(s) to be held, as determined by Chief Geiger.   |
| <b>ADJOURNMENT</b>                          | The meeting was adjourned at 3:02p.m.  |

RECEIVED:

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Councillor Tricia McKay  
Council Representative

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Corporate Officer

# ATTACHMENT C



## *Ladysmith Fire /Rescue*

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



### FIRE CHIEF'S REPORT

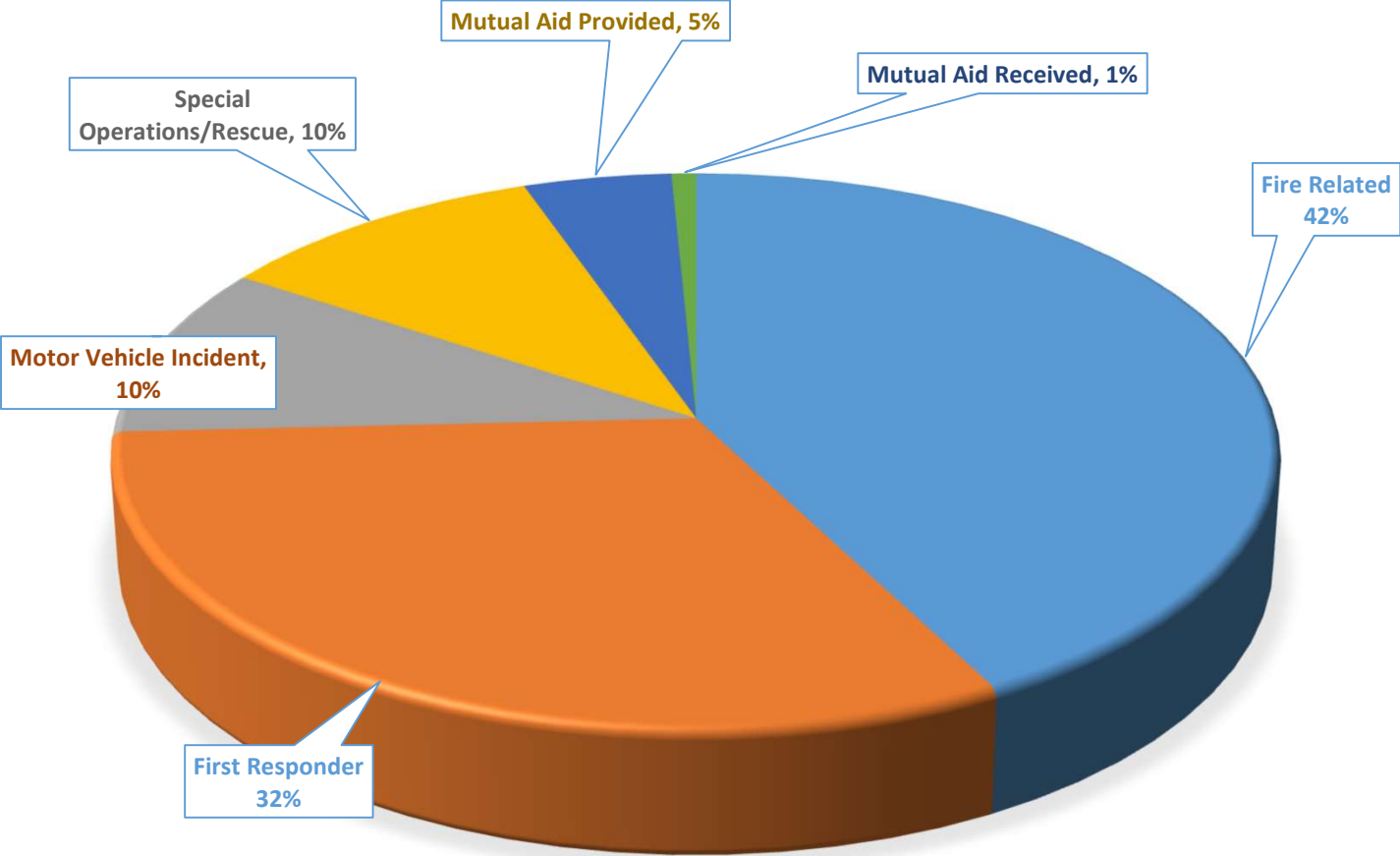
**MONTH: October 2023**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	12	15	13	20	0	0	110	142
Alarms Activated	7	2	3	6	4	3	5	6	6	9			51	
Burning Complaint / Duty Officer	1	1	2	5	4	4	6	6	5	6			40	
Outdoor Fire		1						3		2			6	
Structure/Chimney		1	1	1		1	1		1	3			9	
Vehicle Fire	2	1							1				4	
First Responder	6	8	7	8	9	8	12	12	9	4			83	61
Motor Vehicle Incident	2	5	2	1	3	2	4	2	2	3			26	38
Special Operations/Rescue	2	3	1	4	2	1		6	2	6			27	7
Mutual Aid Provided	1			2	4		3	2					12	15
Mutual Aid Received							1			1			2	5
<b>MONTH TOTALS (exc.. Practices)</b>	<b>21</b>	<b>22</b>	<b>16</b>	<b>27</b>	<b>26</b>	<b>19</b>	<b>32</b>	<b>37</b>	<b>26</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>259</b>	<b>263</b>
Practices (Totals for each Month )	5	4	4	4	5	4	4	5	4	5			44	
Training Hours	288	218	200	478	216	170	154	134	461	199			2518	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

# OCTOBER 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received

**Protective Services Committee  
Sue Wisely, Station Leader  
RCMSAR Station 29 - Ladysmith**

Statistics YTD, Jan 2023 – November 1, 2023:

Member Roster – currently 29 active members  
5 Coxswains (one coxswain retired Oct 1, 2023)  
8 advanced crew members / full crew members  
2 almost fully qualified new crew  
6 new crew students (3 spring & 3 fall 2023 recruits)  
8 supporting members

Total Missions – 27, with the majority of the calls between May & September.  
Call outs are from JRCC & EMCR.  
The occasional call out was stood down before arrival on scene.

2023 missions of note (Maydays) since last report in April:

**May 19<sup>th</sup>** – *30ft vessel with engine fire reported in near Kulleet Bay, fire was extinguished on arrival, SAR 29 escorted the vessel and assisted the master with docking at OBMG.*

**June 11<sup>th</sup>** – *SAR 29 towed a SV with fouled prop (SV crew had just rescued a kayaker from the water) to boat harbour. Considerable wind and seas.*

**July 4<sup>th</sup>** – *43ft Grand Banks anchored – patient medivac.*

**July 18<sup>th</sup>** – *60ft MV in Ruxton Pass reported a passenger possibly having a heart attack. SAR 29 met SAR 27 & Gabriola Fire EMRs on scene. SAR 29 transported patient along with GFD EMRs to LMS to meet EMS at dock.*

**July 19<sup>th</sup>** – *20ft Bayliner in Porlier Pass with 7 POB, water ingress, met the CCG hover craft, plugged hole and towed vessel, with passengers on SAR 29 to Ladysmith boat ramp.*

**July 26<sup>th</sup>** – *Five stranded kayakers on Miami Islet, wind & seas were above the ability of a mom and 4 children, SAR 29 returned them to Inn by the Tilicum Resort in Yellow Point.*

**August 4<sup>th</sup>** – *35ft MV with 2 POB taking on water near Coffin Is. SAR 29 assisted CCG to escort tow vessel and hand over to Sea Tow Nanaimo.*

**August 14<sup>th</sup>** – *Search for possible PIW from floundered kayak, person found ashore on Gabriola Is.*

**Sept 2<sup>nd</sup>** – *Medivac from Bulk Carrier south of Pylades Is. SAR 29 transported two EMT/paramedics on scene and assisted in EMT transfer to CCG hovercraft, transit to Ladysmith Public Boat ramp to meet BC EMS helicopter*



ATTACHMENT D

Station 29 is now part of an **Environmental Response pilot project partnered with CCG/ROC** to be tasked to observe, assess, record & report possible oil/fuel spills within our response area.

The hope is that SAR 29 can get the crucial on scene information needed quickly to ER teams so that there is quicker more efficient cleanup in spill events.

This endeavor is new to Station 29, starting fall 2023, crew members have undergone special training recently in spill recognition, estimating size, and damage control for reporting. We have had two ER taskings during the month of October 2023.

On the Water Training – 271.25 hours, divided among 85 sessions, each involving 3-5 crew members at a time.

Class Instruction - 46 classroom sessions, involving total 92 hours of instruction. Plus regular station monthly meetings and weekly vessel maintenance.

Station 29 has participated in 2023 Public Education & Community Events:

Emergency Preparedness Expo

Pleasure Craft Safety Check service (9 newly trained PCSC members)

LYC Sail Past

July 31<sup>st</sup> fireworks display supervision

Parks & Recreation Kids Camps

Pirates Day

Heritage Boat Festival

Summer Info & Demonstration @Transfer Beach

Kids Don't Float program & Loaner Stations (children's PFDs) @ Ladysmith Marina & LMS

Added two new loaner stations:

@ The Ladysmith Fisherman's Wharf/Public boat Ramp

@ Raven Point Marina

Also, plans and ordering underway to add two new KDF Loaner Stations on Thetis Island.

**STAFF REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Julie Tierney, Executive Liaison  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 14, 2023  
**File No:** 5450-00  
**Re:** **Street Naming Guidelines Policy**

**RECOMMENDATION:**

That the Committee recommend that Council:

1. Rescind Street Naming Policy 11 5450 A; and,
2. Adopt Street Naming Guidelines Policy 11 5450 A.

**EXECUTIVE SUMMARY:**

At a previous, Committee of the Whole meeting, the relevance, and appropriateness of the guidelines contained within the Street Naming Policy 11 5450 A, was questioned by members of Council. Based on feedback collected at this meeting, as well as examples from other municipalities, staff have provided a proposed policy that establishes a framework for naming and renaming of streets that reflects current best practice while allowing the capacity to continually adapt.

**PREVIOUS COUNCIL DIRECTION:**

CW 2021-051	2021-07-13	That the Committee request staff to recommend amendments to the Road Name Guidelines contained in Town of Ladysmith Street Naming Policy 11-5450-A for consideration at a future Committee of the Whole Meeting.
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**INTRODUCTION/BACKGROUND:**

In 1987, Council adopted “Street Naming Policy, 11 5450 A” (Attachment A) to establish a list of names for naming new streets compiled from a list of veterans received from the Royal Canadian Legion, Branch 171.

The policy was amended in 1994 to ensure that veterans from World War I, World War II and the Korean War were included as well as long-term residents or citizens who have provided services to the Town as approved by Council. That same year, the policy was amended further to include street naming guidelines received from the Cowichan Valley Regional District in respect to implementation of the new 9-1-1 emergency program.



Many municipalities in Canada are preparing for Next Generation 911 (NG911); this modernization of 911 networks and infrastructure will be implemented soon. NG911 will enable important improvements to public safety, including better caller location information as geographic information service (GIS) will be used.

NG911 will eliminate concerns highlighted in the past guidelines regarding length of name, and the use of Unicode characters such as apostrophes and hyphens, which will allow for foreign-sounding or Hul'q'umi'num language to be incorporated into street names.

The proposed Street Naming Guidelines Policy (Attachment B) incorporates these changes and identifies criteria for adding names to this list while providing a street name database that will be maintained as the list grows.

**ALTERNATIVES:**

Council can choose to:

1. Not amend the policy at this time.
2. Refer this item back to staff for further information and review as specified by Council.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership                |
| <input type="checkbox"/> Waterfront Area Plan                   | <input checked="" type="checkbox"/> Not Applicable |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

- A. Street Naming Policy 11 5450 A
- B. Proposed Street Naming Guidelines Policy 11 5450 A

**TOWN OF LADYSMITH  
POLICIES AND PROCEDURE MANUAL**

TOPIC: **STREET NAMING**

APPROVED BY: **COUNCIL** DATE: **FEBRUARY 23, 1987**

RESOLUTION #: N/A (for amendments see page 11)

That Council establish a policy whereby the lists of veterans names as received from the Royal Canadian Legion, Branch #171, would be considered when naming any new roads in the Town of Ladysmith.

MOTION CARRIED.

Amendment: April 5, 1994  
Resolution # 369

That in naming any new roads in the Town of Ladysmith the following names shall be utilized:

- Vets of World War I
- Vets of World War II
- Vets of the Korean War  
(see attached)
- Names of long term residents and/or names of citizens who have provided service to the Town which have been submitted and approved by Council.

MOTION CARRIED.

Amendment: July 4, 1994  
Resolution #761

That the road name guidelines received from the Cowichan Valley Regional District, with respect to the 9-1-1 implementation, be incorporated into Council's policy regarding suggested street names.

MOTION CARRIED.

(see attached)

## ROAD NAME GUIDELINES

- We support a Notice of Intent format to follow when road names are being proposed, so that all concerned can have an opportunity to review proposed names, and suggest a checklist be created on the bottom of a form which includes all parties to be included in the review.
- The length of a road name shall not exceed eighteen (18) characters inclusive of spaces and suffix.
- The road name shall not include hyphens nor an apostrophe.
- That a strict interpretation of the various terms be formulated, such that common usage is intended for “Road, Way, Lane, Street, Place, Terrace, Avenue, Crescent, Boulevard, Highway, Trail, Route, Path, Alley”. Also that standard abbreviations be adopted for the above.

We interpret “drive” to be relatively long roads, “lane and alley” to be secondary accesses, “road, street, avenue, and passable terrace” to be generic terms, “place or way” to be used on smaller dead end roads. “Crescent” to be used on a road that loops from one street back to the same street in another location, and “trail, route and path” as inappropriate for new names. “Highway” should only be used on a provincially designated basis.

- Where numbers are used for road names, then they shall appear numerically: 4<sup>th</sup> St.
- We support using theme names in areas such as “Scotchtown” having roads such as McKay, Maxwell, Robertson Cochrane Crescent, and downtown Chemainus having tree names such as Cedar, Oak, Pine, Willow etc., and Crofton having names such as Robert, Joan, Bertha, Pauline, Charlotte etc.

We do not support confusing names such as Wildwood, Woodland, Woodgrove, Highwood, Oakwood, on various roads not necessarily near each other, and with developments known as Woodmere nearby.

- No road name shall be approved that is similar in spelling or similar phonetically to any other road name within an area as described below for each jurisdiction.
- We do not support development names that differ from the main street into the development. For instance, Park Meadows does not relate to any of the streets within nor does Harmony Estates, while Garth Way is an obvious for “The Garth” as is Stonehouse Way for Stonehouse Estates. A subdivision should not be named in any way similar to an existing street (e.g. park meadows subdivision where we have a Meadow Park Road).
- We do not support “foreign language” names, where both the words and the pronunciation are unfamiliar to users.
- We support historical names where there may be some relationship with the history of property with the proposed road names.
- Avoid duplicate road names with different suffixes, e.g. Arbutus Road, Arbutus Drive. Do not

use directional terms East, West, etc.

- We do not support allowing private roads (i.e. driveways) to be named with signs in public right of ways.
- The terms of this guideline shall apply, to public roads, and wherever possible, private roads and common property.
- Roads that cross or span jurisdictional boundaries shall have the same name as determined by each jurisdiction.
- This guideline applies to the naming of new roads and the renaming and respelling of existing roads.
- We support names such as mountain, lakes, flowers, historical names, etc. as opposed to obscure names that are not easily remembered.
- Frontage roads should be named.

**AIR FORCE**

ADAMS, W.H.  
ARBUTHNOT, L.E  
ARMSTRONG, J.  
AUTY, C.  
BAILLIE, T.  
**BALLLOU, H.E.**  
BERKEY, L.C.  
BERTO, H.  
BISS, F.  
**BROWN, J.B.**  
**BROWN, J.T.**  
**BROWN, L.**  
BUBRICK, J.  
BURNS, R.  
BURRILL, F.  
BURRILL, J.  
CAMPBELL, J.  
CULLUM, A.J.  
CULLUM, P.E.  
DADY, A.  
**DAVIS, D.J.**  
DOW, W.  
EXELL, F.L.  
FERGUSON, D.C.  
FERRERO, G.  
**GILL, D.R.**  
**GILL, J.**  
**GOURLAY, C.**  
**GOURLAY, J.L.**  
GRANTHAM, R.  
GREGSON, D.A.R.  
**GROUHEL, J.**  
HAROLD, T.C. YOUNG, W.A.

McDONALD, C.  
McLEOD, W.  
McMILLAN, I.C.  
McMURTRIE, I.  
MATSON, D.H.  
MICHAEL, T.B.  
MILLAR, W.  
MILROY, R.J.  
NONN, J.  
PELTER, G.  
POPOVICH, M.  
QUAYLE, D.A.  
ROGERSON, J.  
ROGERSON, R.  
**RYAN, P.L.**  
**SCHUBERT, G.**  
**SHARP, D.D.**  
SMITH, J.W.  
**SPURLING, F.**  
**SPURLING, R.**  
STEVENS, K.E.  
**SYMONDS, E.**  
**THICKE, A.J.**  
**THICKE, D.A.**  
VANDECASTEYEN, L.  
**WALKER, G.B.**  
WATTS, T.  
WEIR, F.D.P.  
WILLIAMS, L.  
WILLIAMS, M.G.  
WILSON, J.A.  
WREAN, J.H.

**MERCHANT NAVY**

AITKEN, D.  
ANSCOMB, F.  
DeWILDE, E.  
POLLOCK, G.  
POLLOCK, J.  
**RUSSELL, C.**  
TELFORD, W.

**WOMENS SERVICES**

BARRETT, M  
BRANCH, B.  
DOW, G.  
GALLAGHER, L.  
**GILSON, R.**  
GOIA, H.  
GOIA, M.  
GOLOBAR, A.  
GUILHAMOULIE, A.  
JADOSH, A.  
**KING, C.**  
McADAM, A.  
MILLAR, G.  
MILLAR, M.  
**MORGAN, E.**  
MORLEY M.  
PARKS, F.  
QUAYLE, L.  
**SANDERSON, S.M.**  
**SELINGER, R.**  
WILSON, E.



**ARMY**

ADDISON, J.  
 ALLSOP, W.J.  
 ANDREWS, J.J.  
 ANDRULONIS, F.  
 ASCHACKER, P.  
**ASHWELL, G.**  
**BATTIE, J.**  
 BERKEY, R.R.  
**BROWN, D.**  
 BROWN, D. Jnr.  
 BROWN, W. Snr.  
 BROWN, W. Jnr.  
 BROWN, W.T.  
 BURNETT, T.D.  
 BUXTON, L.B.  
 CAMPELL, G.A.  
 CAMPELL, R.  
 COLE, G.E.  
 COMLEY, H.E.  
 CARMICHAEL, B.  
 CARMICHAEL, G.  
 CARMICHAEL, R.  
 COTTON, G.E.  
**DAVIDSON, J.**  
**DAVIDSON, R.**  
 DICK, J.  
**DOUGLAS, J.**  
 DOW, W.  
 DUNCAN, R.J.  
 EVANHOFF, R.  
 FERGUSON, W.H.  
 GALLOWAY, J.  
 GEORGESON, W.A.  
**GOURLAY, K.**  
**GOURLAY, W.B.**  
 SMITH, T.H.  
**STIRLING, J.**  
**TAYLOR, F.**  
 TOMCZYK, G.K.  
 WEAVER, J.R.  
 WOOD, J.H.

**GREENHORN, D.**  
 HALHED, B.  
**HALLIDAY, J.**  
**HALLIDAY, R.**  
**HAWLEY, C.**  
 HAWRYLUK, P.  
 HEYES, H.  
 HILL, D.O.  
 HOGGAN, N.  
 HUNTER, A.  
 HUNTER, J.  
 JACKSON, W.  
 JAMES, J.  
 JAMES, L.  
 KENNEY, F.  
**KENYON, J.**  
 KERR, G.H.  
 KERR, M.S.  
 KILPATRICK, A.  
 KULAI, G.  
 LAFLEUR, G.S.  
 LAUNCHBURY, H.W.  
 LEANDER, A.F.  
 LIPTAK, J.W.  
 LOVELL, J.H.  
 LOVELL, W.H.  
 McDONALD, A.  
 McDONALD, E.R.  
 McDONALD, J.M.  
 McINNES, M.D.  
**McKINLEY, A.H.**  
 McLEOD, J.B.  
 McMILLAN, A.  
 MAINWARING, A.J.  
 MASON, J.C.  
**STEELE, H.G.**  
**SWETTENHAM, J.**  
 TIMOTHY, E.  
 TORHJELM, C.C.  
 WILKINSON, C.B.G.  
 WOOD, J.M.

MATHESON, N.  
 METCALFE, F.  
 MILLER, A.H.  
**MORGAN, W.T.**  
 MORRIS, J.  
 MULLEN, H.  
 MULLEN, J.  
 NISBETT, H.O.  
**OLIVER, F.R.**  
 OMAN, R.  
 ORR, D.  
 PALMERLEY, W.H.  
**PEERLESS, E.H.**  
**PEERLESS, J.H.**  
 POPOVICH, J.  
 PORTER, F.R.  
**POULAIN, A.L.**  
 PROVIS, L.  
 RAINFORTH, W.J.  
 RALLISON, J.  
 RAYER, K.  
 RICKARD, J.J.  
**RIDGWAY, C.H.**  
 ROLLISTON, W.F.  
 ROSS, H.F.  
**RUSSELL, J.H..**  
**RUSSELL, W.**  
**RYAN, C.O.**  
**SANDERSON, R.S.**  
 SCHOONARTS, G.R.  
**SHARP, G.M.**  
 SIMPSON, H.  
 SMILLIE, A.  
 (continued..)  
 SMITH, J.P.  
**STILLIN, R.**  
**TASSIN, V.**  
 TIMOTHY G.  
 WATSON, A.  
 WILLIAMS, A.  
 WROTNOWSKY, P.

**NAVY**

BERTO, J.  
**BROWN, D.E.**  
BROWN, J.E.  
BUCKNER, J.  
**CAREY, A.**  
**CLOKE, J.R.**  
COPP, A.  
CULLUM, W.  
DALBY, R.  
**DAVIS, J.**  
**DEFRANE, A.**  
DEWILDE, E.  
DICK, L.J.  
**DOUGLAS, S.**  
FERRARD, A.  
FRANCIS, S.J.  
GALLAGHER, G.  
GALLAGHER, J.G.  
GRAHAM, S.  
**GROUHEL, W.**  
**HALBERG, R.**  
**HALLIDAY, A.**  
HAYDEN, H.  
HERLINVEAUX, D.  
TOMPKINS, D.  
**WALKER, D.A.**  
WRIGHT, A.

HERLINVEAUX, K.  
HEYES, E.  
HINDMARCH, R.  
HOUSTON, J.  
**JAMESON, F.E.**  
JOHNSON, L.  
KENT, E.  
KERR, J.B.  
KILPATRICK, A. Jnr  
LEAF, A.  
LAVANDUSKY, W.  
McADAM, J.  
McADAM, T.H.  
McCARTNEY, L.  
McDONALD, J.  
McKAY, P.S.  
McMURTRIE, L.E.  
McMURTRIE, V.R.  
MAHAFFEY, L.  
MALLI, V.  
MILLAR, J.  
MILLAR, R.  
MITCHELL, H.  
**MORGAN, D.R.**  
TRUDELL, N.  
WANLESS, J.H.  
WRIGHT, E.G.

**MORGAN, R.**  
NOVELLI, G.  
O'BRIEN, J.  
**OLIVER, J.R.**  
PATRICK, A.  
**PEERLESS, E.G.**  
PLATT, V.  
PLANT, R.B.  
PLANT, W.A.  
POPOVICH, R.M.  
PORTER, H.A.  
RADOVICH, W.  
REID, A.  
ROBERTSON, J.K.  
ROSS, W.  
ROZANNO, J.  
SMILLIE, W.  
SMITH, A.H.  
**SNAITH, L.**  
**SWETTENHAM, J.**  
**TASSIN, P.**  
**TAYLOR, G.**  
TIMOTHY, T.  
THOMSON, A.  
TWENTYMAN, T.B.  
WILSON, F.

**Continued...(Amendments to Street Names by Council Resolution)**

**NAMES OF CITIZENS WHO HAVE PROVIDED SERVICE TO THE TOWN  
WHICH HAVE BEEN SUBMITTED AND APPROVED BY COUNCIL**

<u>DATE</u>	<u>RES.#</u>	<u>MOTION</u>
JUN.20.94	754	That the name " <b>LOUISE</b> " be added to the suggested street name policy. (Motion Carried)
FEB.19.96	120	That due to long term residency (since 1900) and involvement in the community, the name Ira E. Lowe be recognized by adding " <b>LOWE</b> " to the suggested street name policy.
APR.15.96	241	That the name " <b>VERCHERE</b> " be added to the suggested street name policy.
JAN.18.99	064	That the name " <b>HANINGTON</b> " be added to our street name list.
FEB.15.99	138	That the name " <b>ULINDER</b> " be added to our street name list.
MAR.01.99	163	That the name " <b>KNIGHT</b> " be added in recognition of the family's contribution to the community through volunteer activities and for the long-standing association of Ray Knight and his efforts to preserve the history of Ladysmith.
JUL.19.99	491	That the " <b>KINSMEN</b> " name be added to the street naming policy.
SEP.20.99	590 a.	That the name " <b>HARTLEY</b> " be added to the street naming policy.
SEP.20.99	597	That the Waterfront Road "A" is to be called " <b>OYSTER BAY DRIVE</b> ".
JAN. 20.2003	034	That the name " <b>NETTLETON</b> " be added to the street naming policy.
<b>AUG. 16.2004</b>	<b>415</b>	That the name " <b>HAWORTH</b> " be added to the list of approved street names...
<b>AUG. 31.2004</b>	<b>(exec)</b>	... That the name " <b>FOURMEAUX</b> " be added to the list of approved street names...

MAR. 21, 2005	#125	That the name "JOSEPH MAIRS" be added to the list of approved street names..
OCT. 17, 2005	#466	That the name "HOLLAND CREEK" be added to the list of approved street names.
NOV. 7, 2005	#484	That the name "GILSON" be added to the list of approved street names.
APR. 18, 2006	#174	That the name "FLO FOSTER" be added to the list of approved street names in honour of the first Ladysmith-born centurion for her respective contributions to our community.
OCT. 03, 2006	#433	That the street naming policy be amended to include the name "ERSKINE" on the list of approved street names.
JUNE 18, 2007	#306	That the names "TIMOTHY" and "LOWE" be added to the approved list of names in the street naming policy. (NOTE: staff noted that Timothy is already listed under both the Navy and Army name lists.)
MARCH 3, 2008	#116	That the name "EDWARDS" be added to the approved list of street names for the Town of Ladysmith.
MAY 5, 2008	#234	That the name "MCINTYRE" be added to the approved list of street names for the Town of Ladysmith.
SEPTEMBER 2008		Add the name "CONTI" to the official list of street names
NOV. 3, 2008	#579	That "GIOVANDO WAY" be added to the official list of street names for the Town of Ladysmith.
SEPT. 15, 2009	#473	That the name "OUELLETTE" be added to the approved list of street names for the Town of Ladysmith.
FEB. 16, 2015	#010	That Council direct staff to update the Town's list of street names by including "ROLLIE ROSE" on the list in honour of the Town's former Mayor.

<b>FEB. 13, 2018</b>	<b>#046</b>	That Council direct staff to add the name "DABB" to the list of approved street names as per Policy 5450 A.
<b>JUL. 6, 2021</b>	<b>CE#104</b>	That Council direct staff to amend the Town of Ladysmith Street Naming Policy 11-5450-A to include "ANDERSON" on the approved list of street names, in recognition of the history and contributions to Ladysmith made by the Anderson family.
<b>APR. 18, 2023</b>	<b>CE#023</b>	That Council direct staff to amend the Town of Ladysmith Street Naming Policy 11-5450-A to include "STRINGER" on the approved list of street names.

TOPIC:	<b>Street Naming Guidelines Policy</b>		
POLICY No:	<b>11 5450 A</b>		
APPROVED BY:	Council	RESOLUTION No:	
DATE:			

**PURPOSE**

The Street Naming Guidelines Policy provides guidelines for the naming and renaming of streets in the Town of Ladysmith through the traditional practice of recognizing, on an exceptional basis, significant people who are no longer living, places, events, and things related to the geographical area.

**POLICY**

Street names in the Town of Ladysmith shall reflect the Town and area’s history, culture, languages, and the Town’s goal of establishing a welcoming, diverse, and inclusive community. This Policy is intended to allow residents and persons having a substantial connection with the area, an opportunity to suggest names that reflect their histories, cultures, languages, and values.

To that end, this Policy establishes a framework for naming and renaming of streets that reflects current best practices while allowing the capacity to continually adapt.

**PROCEDURE / GUIDELINES**

The Town will maintain a database of names intended to be used for new and unnamed streets in the Town of Ladysmith (Attachment A). This database will be referenced as the Street Name Database. The names from this list will be selected when naming or renaming streets.

The Town will comply with the NENA (National Emergency Number Association) standard for NG911 (Next Generation 911) and GIS (Geographic Information System) data model for street name prefix, suffix or road types, which will be assigned by the Town’s Engineering Department.

Members of the public may submit a written request to add a name to the Street Name Database by emailing a proposal to [cs@ladysmith.ca](mailto:cs@ladysmith.ca). The proposal must include, at a minimum:

- The significance of the proposed name.
- The relevance of the proposed name to the area.

Council will make the final determination for adding a proposed name to the Street Name Database.

**Criteria for Street Names**

Names must portray a strong positive image; have a historical, cultural, Indigenous or social

significance; or recognize the local community, region, British Columbia, or Canada.

Proposed names that portray Indigenous significance or are after an Indigenous individual, area or event will require consultation with the Stz'uminus First Nation Council, or their designate, and adherence to appropriate Indigenous practices or protocols.

**Names honoring a person must meet at least one of the following criteria:**

- Exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the community, the region, or nationally.
- The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
- The person risked his or her life to save or protect others.

**Names commemorating local history, places, events, or culture criteria:**

- Names must promote pride or reflect something of significance locally.

**Names recognizing Native Wildlife, Flora, Fauna, or Natural Features criteria:**

- Names should be a geographical or topographical feature in the local area.

**Names that will not be added to the Street Name Database**

Any name suggestion that meets any one of these criteria will not be considered:

- Duplicates an existing street name within the Town or region.
- Is similar sounding to other streets.
- Is discriminatory or derogatory.

**Renaming Streets**

Members of the public may submit a written request to rename an existing street by emailing a proposal to [cs@ladysmith.ca](mailto:cs@ladysmith.ca). The proposal must include, at a minimum:

- The rationale for changing the name and significance of the proposed name.
- The relevance of the proposed name.
- Documented support, including but not limited to petitions and support letters, from at least 75% of property or business owners abutting the street.
- A map or an illustration, including major intersections of a street to be renamed.

Proposed renaming of streets will be considered using the same process as is used for names for new and unnamed streets, including public consultation if necessary.

11 5450 A

STREET NAME	BY RESOLUTION	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
1ST AVE							
2ND AVE							
3RD AVE							
4TH AVE							
5TH AVE							
6TH AVE							
ADAMS		X					
ADDISON			X				
AITKEN					X		
ALDERWOOD DR							
ALLSOP			X				
ANDERSON	X						
ANDREWS			X				
ANDRULONIS			X				
ANSCOMB					X		
ARBUTHNOT		X					
ARBUTUS CRES							
ARMSTRONG		X					
ASCHACKER			X				
ASHWELL PL			X				
AUTY		X					
BADEN POWELL ST							
BAILLIE		X					
BAKER RD							
BALLOU PL							
BARRETT						X	
BATTIE DR			X				
BAYVIEW AVE							
BELAIRE ST							
BERKEY		X	X				
BERTO		X		X			
BERTRAM PL							
BICKLE DR							
BIRCHWOOD RD							
BISS		X					
BLAIR PL							
BRANCH						X	
BROWN DR		X	X	X			

\*Shaded Row indicate Name in Use



STREET NAME	BY RESOLUTION	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
BUBRICK		X					
BUCKNER				X			
BULLER ST							
BURNETT			X				
BURNS PL		X					
BURRILL		X					
BUXTON			X				
CAMERON WAY							
CAMPBELL		X	X				
CAPT TRISTAN DEKONINCK WAY							
CAREY PL				X			
CARMICHAEL			X				
CEDARWOOD RD							
CHEMAINUS RD							
CHRISTIE RD							
CHURCHILL PL							
CLARKE RD							
CLOKE RD				X			
COBURN PL							
COLE			X				
COLONIA DR							
COMLEY			X				
CONTI							
COOK ST							
COPP				X			
COTTON			X				
CRAIG RD							
CULLUM		X		X			
DABB	X						
DADY		X					
DALBY				X			
DAVIDSON RD			X				
DAVIS RD		X					
DEFRANE COURT				X			
DELCOURT AVE				X			
DEWILDE				X	X		
DICK			X	X			
DOGWOOD DR							
DOUGLAS PL			X	X			
DOW		X	X			X	
DUNCAN			X				

\*Shaded Row indicate Name in Use

STREET NAME	RESOLUTION BY	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
DUNSMUIR CRES							
EDWARDS	X						
ERSKINE	X						
ESPLANADE AVE							
EVANOFF			X				
EXELL		X					
FARRELL RD							
FERGUSON		X	X				
FERRARD				X			
FERRERO		X					
FLO FOSTER	X						
FORREST PL							
FORWARD RD							
FOURMEAUX CRES							
FRANCIS PL				X			
FRENCH ST							
GALLAGHER				X		X	
GALLOWAY			X				
GATACRE ST							
GEORGESON			X				
GIFFORD RD							
GILL RD		X					
GILSON PL	X					X	
GIOVANDO WAY	X						
GLADDEN RD							
GLEN AVE							
GOIA						X	
GOLOBAR						X	
GOURLAY PL		X	X	X			
GRAHAM				X			
GRANTHAM		X					
GREENHORN PL			X				
GREGSON		X					
GROUHEL RD		X		X			
GUILHAMOULIE						X	
HALBERG				X			X
HALHED			X				
HALL RD							
HALLIDAY PL			X	X			
HAMBROOK ST							
HANINGTON RD	X						

\*Shaded Row indicate Name in Use

STREET NAME	RESOLUTION BY	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
HAROLD		X					
HARTLEY PL	X						
HAWLEY PL			X				
HAWORTH	X						
HAWRYLUK			X				
HAYDEN PL				X			
HERLINVEAUX				X			
HEYES			X	X			
HIGH ST							
HILL			X				X
HILLCREST AVE							
HILLSIDE AVE							
HILLVIEW AVE							
HINDMARCH				X			
HOGGAN			X				
HOLLAND CREEK PL	X						
HOOPER PL							
HOUSTON				X			
HUNTER			X				
JACKSON			X				
JADOSH						X	
JAMES PL			X				
JAMESON				X			X
JAMISON RD							
JOHNSON							
JOSEPH MAIRS	X						
KENYON			X				X
KENNEY			X				
KENT				X			
KERR			X	X			
KILPATRICK			X	X			
KING RD						X	
KINSMEN PL	X						
KITCHENER ST							
KNIGHT	X						
KULAI			X				
LAFLEUR			X				
LAUNCHBURY			X				
LAVANDUSKY				X			
LEAF				X			
LEANDER			X				
LIONS WAY							

\*Shaded Row indicate Name in Use

STREET NAME	BY RESOLUTION	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
LOUISE RD	X						
LOVELL			X				
LOWE	X						
LUDLOW RD							
MACKIE RD							
MAHAFFEY							
MAINWARING			X				
MALLI							
MALONE RD							
MAPLEWOOD WAY							
MASON			X				
MATHESON			X				
MATSON		X					
MCADAM				X		X	
MCCARTNEY							
MCDONALD		X	X	X			
MCINNES			X				
MCINTYRE	X						
MCKAY				X			
MCKINLEY RD			X				
MCLEOD		X	X				
MCMILLAN		X	X	X			
MCMURTRIE		X					
MCNIVEN RD							
METCALFE			X				
METHUEN ST							
MICHAEL		X					
MILLAR		X				X	
MILLER			X				
MILROY		X					
MITCHELL				X			
MORGAN RD			X	X		X	
MORLEY						X	
MORRIS			X				
MULLEN			X				
MYLENE CRES							
NASH PL							
NETTLETON	X						
NEVILLE ST							
NISBETT			X				
NONN		X					

\*Shaded Row indicate Name in Use

STREET NAME	RESOLUTION BY	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
NOVELLI				X			
OAKWOOD ROAD							
O'BRIEN				X			
OLIVER TER			X				
OMAN			X				
ORR			X				
OUELLETTE	X						
OYSTER BAY DR	X						
OYSTER COVE RD							
PALMERLEY			X				
PARKHILL TER							
PARKS						X	
PATRICK				X			
PEERLESS RD			X	X			
PELTER		X					
PLANT				X			X
PLATT				X			X
POLLOCK					X		
POPOVICH		X	X	X			
PORTER			X	X			
POULAIN PL			X				
PROVIS			X				
QUAYLE		X				X	
RADOVICH							
RAINFORTH			X				
RALLISON			X				
RAYER			X				
REID				X			
RESOLUTION PL							
RICKARD			X				
RIDGWAY PL			X				
RIGBY PL							
ROBERTS ST							
ROBERTSON				X			
ROCKY CREEK RD							
ROGERSON		X					
ROLAND RD							
ROLLIE ROSE DR	X						
ROLLISTON			X				
ROOT ST							
ROSS			X	X			

\*Shaded Row indicate Name in Use

STREET NAME	BY RESOLUTION	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
ROTHDALE RD							
ROZANNO PL				X			
RUSSELL RD			X		X		
RYAN PL		X	X				
SANDERSON RD			X			X	
SCHOONHARTS			X				
SCHUBERT PL		X					
SELINGER PL						X	
SHARP PL		X	X				
SHORT CLOSE							
SIMPSON			X				
SIVERS PL							
SMILLIE			X	X			
SMITH		X	X	X			
SNAITH PL				X			
SOUTH WATTS RD							
SPURLING CRES		X					
STEELE PL			X				
STEPHENSON ST							
STEVENS PL		X					
STILLIN DR			X				
STIRLING DR			X				
STRANG DR							
STRATHCONA RD							
STRINGER WAY	X						
STUART PL							
SWETTENHAM PL			X	X			
SYMONDS ST		X					
TASSIN PL			X	X			
TAYLOR PL			X	X			
TELFORD					X		
THERRES CRES							
THETIS DR							
THICKE RD		X					
THOMSON				X			
TIMOTHY	X		X	X			
TOMCZYK			X				
TOMPKINS				X			
TORHJELM			X				
TRANSFER BEACH BLVD							
TRUDELL				X			

\*Shaded Row indicate Name in Use

STREET NAME	BY RESOLUTION	AIRFORCE	ARMY	NAVY	MERCH NAVY	WOMEN SERVICES	DO NOT USE CVRD / RDN
TWENTYMAN				X			
TYRREL RD							
ULINDER	X						
UPTAK			X				X
VANDECASTEYEN		X					
VERCHERE	X						
WALKEM RD							
WALKER AVE		X		X			
WALLACE PL							
WANLESS				X			
WARREN ST							
WATSON							
WATTS		X					
WEAVER			X				
WEIR		X					
WESTDOWN RD							
WHITE ST							
WILKINSON			X				
WILLIAMS		X	X				
WILROSE PL							
WILSON		X				X	
WOOD			X	X			
WOODLEY RD							
WREAN		X		X			
WRIGHT				X			
WROTNOWSKY			X				
YOUNG		X					

## INFORMATION REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 14, 2023  
**File No:** 1880-20  
**RE:** 2023 Q3 (Jul- Sep) Financial Update

### RECOMMENDATION:

That the Committee receive the staff report dated November 14, 2023, regarding the 2023 Q3 (July to September) Financial Update from the Director of Financial Services.

### EXECUTIVE SUMMARY:

Overall the Town is expected to have a surplus at the end of the year. Much of this is due to greater revenues received in the Parks & Recreation Department, greater revenues made on investments, multiple partial vacancies in most departments throughout the Town and un-executed borrowing.

### PREVIOUS DIRECTION:

N/A

### INTRODUCTION/BACKGROUND:

This is the third and final quarterly financial report to the Committee for 2023. The next reporting will be the audited financial statements presented in April of 2024.

Table 1: Actuals to September 30<sup>th</sup>, 2023

Area	Jan - Sep 2023	Jan - Sep 2022	Amended Budget 2023	Projected to Dec 31, 2023	Variance	at year end
Taxes & Other Revenues	- 9,521,258	- 8,870,282	-9,212,363	- 9,763,977	551,614	<i>Will receive more revenue</i>
General Government Services	1,550,476	1,239,014	2,222,501	2,222,605	-104	<i>Will be close to budget</i>
Fire/Rescue	418,413	238,666	677,310	635,175	42,135	<i>Will be under budget</i>
Bylaw	77,067	60,192	113,329	105,884	7,445	<i>Will be under budget</i>
Policing	-722,657	-784,890	- 112,421	-162,412	49,991	<i>Will be under budget</i>
Public Works	1,179,927	894,546	1,816,213	1,697,626	118,587	<i>Will be under budget</i>
Solid Waste Services	-157,316	-165,973	-	-85,415	85,415	<i>Will receive more revenue</i>
Cemetery Operations	-70	10,382	709	-6,255	6,964	<i>Will be under budget</i>
Development Services	276,505	137,407	446,956	339,449	107,507	<i>Will be under budget</i>
Parks	659,152	621,571	811,319	813,496	- 2,177	<i>Will be close to budget</i>
Recreation & Cultural Services	327,972	660,681	815,416	645,925	169,491	<i>Will be under budget</i>
Facility Maintenance	863,390	1,045,923	1,298,032	1,292,330	5,702	<i>Will be under budget</i>
Sewer Services	- 1,206,814	-993,888	-1,061,595	- 1,132,765	71,170	<i>Will be under budget</i>
Water Services	- 1,441,119	- 1,160,008	- 723,439	- 1,221,557	498,118	<i>Will be under budget</i>
Transfer to Capital/Reserve	2,155,453	2,069,531	2,908,033	2,908,033	-	



**General Revenues – Taxes & Other Revenues****Projected to be \$552k more in revenue**

The 2023 property taxes were levied in mid-May based on budget.

The Town's Return on Investment is significantly greater than this period in 2022 due to the Bank of Canada's interest rates increasing (2023 - \$1,256,174, 2022 - \$496,760). Most of the Town's funds are invested with the LDCU.

Both property tax due dates have now passed. It is expected that the tax penalty amount will be approximately on budget, though the tax interest accrued will be greater than budgeted. The Province sets the interest rate that is charged on arrears and delinquent taxes. It is currently set at 10.3%<sup>1</sup>.

**General Government****Projected to be on budget**

There was greater spending in this area for the first nine months of 2023 (\$1,451,372) versus 2022 (\$1,238,996). Some of this can be attributed to employment costs, insurance increases as well as the additional public engagement software approved in the budget. Additional funds were re-allocated to this area to cover the legal costs.

Revenues in this area are not expected to meet projections. The Small Communities Protection grant received was \$10k less than expected, though Climate Action Plan funds received are similar to last year's amount (\$98,082). This amount has been placed into a reserve as the spending of these funds are prescribed by the Province.

The Waterfront coordinator continues to be a vacant position, though as it is funded by reserves, there is no impact on the Town's operating budget.

***Fire/Rescue*****Projected to be \$42k under budget**

The Fire/Rescue training hours continue to be greater compared to last year, though all other hours (fire calls, false alarms, etc.) are similar to the previous year.

The Town has been reimbursed for the costs of sending our crew and vehicle to assist at various wildfires throughout the Province. Staff time is paid to the crew at the compensation rate, though the equipment reimbursement rate is expected to result in a surplus of \$57k.

The variable interest rate continues to affect the budget for the fire vehicles. There is already a \$15k budget overage due to the rising interest rate, though it is expected that other surpluses within the department will be reallocated to cover any deficits by the end of the year.

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/requisition-taxation/arrears-or-delinquent-taxes-due-to-local-governments> - October 1, 2023-Dec 31, 2023

*Bylaw*

**Projected to be \$7k under budget**

Bylaw services have transitioned to Protective Services and Building Inspection is now reported under Development Services.

Animal license revenue continues to be less in 2023 than in 2022. Some of these licenses were the result of the 2022 door-to-door canvassing and were not renewed in 2023. The Contractor is aware of all licenses that were purchased in 2022 but not renewed in 2023. This decrease will result in a budget revenue shortfall of approximately \$10k.

*Policing*

**Projected to be \$50k under budget**

The Town has recently received the latest bill from the RCMP. The last two bills showed the Town's member strength at 7.97 - which is an increase from the usual ~6.1 members and a deviation from the budgeted 7.5 members - resulting in a budget overage for this line item, though this will be offset with the expected surplus of \$99k for the future E-Comm expense.

*Public Works & Engineering*

**Projected to be \$118k under budget**

Engineering permits (subdivision) revenue are expected to be \$30k more than originally expected by year-end. There have also been vacancies in this area. Both of these items resulted in an engineering surplus of approximately \$58k.

Storm manhole replacement (\$40k) work did not get completed as expected and there has been some additional revenue due to the Public Works crews performing bill-able work. This amounted to \$33k in recovery work.

Overall, Public Works Operations is estimated to be underbudget, though inflationary costs (such as fuel and materials) impact this area substantially. Additionally, this savings could be used up depending on cost for snow & ice clearing.

*Solid Waste*

**Projected to be \$85k under budget**

Revenues from Solid Waste services are at 77% of the budget. There are additional units added to the Town which has resulted in \$11k more in revenue. Also, the MMBC rebate is greater than expected by \$15k. This, coupled with the decrease in tipping fees and reduced recycling initiative, has resulted in a budget surplus. These funds will be reserved for future changes in solid waste services. It is expected that there will be over \$1 million dollars in this reserve at the end of the year, with the expectation that should the Town be required to move to an automated solid waste collection system, the initial purchase of the bins will have minimal financial impact on the property owner.

*Cemetery Operations*

**Projected to be \$7k under budget**

Spending within the Cemetery operations is similar to last year at this time (2023 - \$39,915, 2022 \$37,137). There is \$13k more in revenue at this time, though not all of the services have been performed to offset this revenue.

*Development Services*

**Projected to be \$108k under budget**

There is an additional \$3k in Business Licenses for 2023.

Though the expenses in Planning are greater than last year (2023 - \$330,905, 2022 - \$352,798), the budget was adjusted to reflect the additional approved temporary personnel. Overall, there is expected to be a \$19k surplus in Planning. Some of the revenues received are due to deposits for works to be performed.

Building Inspection revenue continues to be lower than in 2022, though the budgeted revenues have been achieved and are expected to exceed projections by \$63k. This area is also now fully staffed, though the vacancy has resulted in a savings of \$32k.

*Parks*

**Projected to be \$2k over budget**

The Parks department now includes the fourth full-time employee. The total expenses for the first half of 2023 are greater than in 2022 (2023 - \$659,152, 2022 - \$621,571) though this area is still expected to be close to budget. Fuel costs are affecting this budget.

*Recreation & Culture Services*

**Projected to be \$169k under budget**

Most revenues continue to return to historical (pre-Covid) levels. It is expected that COVID funds will not be required to offset the loss in revenues in 2023.

This is for all of the Recreation & Culture programs offered – not just the ones that are offered at the FJCC facility which would be part of the regional recreation funding.

Aquatics: Revenues are nearly \$44k greater than this period in 2022 and are expected to be \$38k more than anticipated at year end with admissions and passes making up the majority of the expected surplus. This will be offset by some additional expenses in this area as more programs are being offered. Overall, it is expected that the Aquatics area will be under budget by \$29k.

Fitness: Revenues are \$65k greater than this period in 2022 and are expected to be \$58k more at year-end, with Passes being most of the surplus. Expenses are lower than previous years by \$21k and are expected to continue to be lower for the remainder of the year. Overall, it is expected that this section will be under budget by \$83k.

Recreation: Revenues in this area continue to be less than previous years and are not expected to meet budget projections. This is offset by the saving in contract instructors for some of

these programs. There was a vacancy in this area resulting in less expenses in this half compared to last year. Overall, it is expected that this section will be under budget by \$46k.

Administration: There are more rentals at FJCC than in the previous year by \$11k, though expenses are expected to be over budget by \$2k. All tourism advertising funds were not spent this year, resulting in an overall savings of \$8k.

<i>Facility Maintenance</i>
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<b>Projected to be \$6k under budget</b>
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Regional Recreation taxation for FJCC has been applied to this area for the first time. The impact of this can be seen between the current year net amount versus the same period last year.

Facility rental revenue has already exceeded budget revenues. As bookings increase, so does the offsetting cost of managing the facilities. This area is expected to be slightly under budget by year end.

<i>Expenses –Sewer &amp; Water Services</i>
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<b>Projected to be \$569k under budget</b>
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There continues to be various vacancies in the utility department which adds \$177k to the surplus. Additionally, there are some savings from the unexecuted water borrowing.

All water revenues are expected to meet budget projections by the end of the year. Adjustments for water leaks continue to exceed the budget amounts estimated, though this is offset by the revenue received from parcel taxes and water connects. Sewer revenues are at 76% of budget and are projected to slightly exceed budget by year-end.

The third quarter utility bills are due November 29<sup>th</sup>.

This report keeps Council informed of the financial state of the organization and is a snapshot of the Town’s finances for a point in time. Payments and deposits continue to be received, which will change the financial figures. These statements are not audited.

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Consolidated Statement of Operations September 30, 2023
- B. Consolidated Statement of Financial Position – as of September 30, 2023
- C. Listing of Vendor Payments over \$25,000 January 1 – September 30, 2023
- D. January – September 2023 Capital

Attachment A

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT September 30, 2023**

	Actuals 2023	Budget 2023	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	7,855,039	7,851,469	100%
Policing taxation	1,594,379	1,593,713	100%
Parcel taxes	3,234,785	3,248,283	100%
Grants in Lieu	194,031	193,872	100%
Sale of Services:			
General - other	68,338	20,600	332%
Recreation	458,216	514,958	89%
Protective Services	162,278	121,762	133%
Cemetery	39,985	34,140	117%
Solid Waste	538,054	692,492	78%
Sewer	1,341,010	1,751,960	77%
Water	1,228,558	1,620,200	76%
Investment Income	1,284,660	1,079,162	119%
Licence, Permits, Rentals & Penalties	916,693	907,475	101%
Grants	5,995,329	20,043,976	30%
Donations and contributed property	155,064	3,647,598	4%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital assets	2,675	12,000	
Development Cost Charges utilized	257,100	3,396,165	8%
Gas tax funds utilized	726,005	1,221,299	59%
	<u>26,052,198</u>	<u>47,951,124</u>	54%
Expenses: (excluding amortization)			
General government services	2,005,623	2,999,903	67%
Protective services	1,597,303	2,661,400	60%
Transportation services	1,240,387	2,460,010	50%
Garbage services	386,542	619,271	62%
Cemetery services	36,379	33,513	109%
Development services	603,106	999,389	60%
Recreation and cultural services	2,273,537	3,490,407	65%
Parks operation services	635,014	789,430	80%
Sewer	1,166,866	2,309,861	51%
Water	1,446,979	2,769,921	52%
Operating Expenses	<u>11,391,735</u>	<u>19,133,105</u>	60%
General Capital Projects	5,610,712	17,329,846	32%
Water Capital Projects	420,661	17,741,102	2%
Sewer Capital Projects	54,255	3,018,420	2%
Proceeds from New debt (capital financing)	-	4,088,725	0%
Principal Payments	820,974	1,015,717	81%
Internal Funding	2,156,750	6,198,341	-35%
	<u>5,597,109.76</u>	<u>-</u>	
BALANCE			

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT September 30, 2023**

	2023
<b>Financial Assets</b>	
Cash and short term deposits	46,379,240
Accounts receivable:	
Property Taxes	1,148,231
User Fees	1,389,067
Other	517,670
	<u>49,434,208</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	1,612,707
Taxes payable to other agencies	121,943
Post-employment benefits	288,800
Deferred revenue	1,649,466
Refundable deposits and other	2,295,214
Restricted reserves - other	531,446
Development cost charge reserve	8,804,856
Federal gas tax reserve	1,545,450
Obligations under capital lease	-
Equipment Financing	2,773,822
Short term debt (financing)	-
Debenture debt	13,751,694
	<u>33,375,398</u>
<b>Net Financial Assets</b>	<b>16,058,809</b>
<b>Non-Financial Assets</b>	
Tangible Capital Assets	116,279,171
Capital Projects in Current Year	6,085,629
Prepays	48,814
Inventory	95,018
	<u>122,508,632</u>
<b>Accumulated Surplus</b>	<b><u>138,567,442</u></b>



Supplier Code From : 000003  
To : WORL001

Categories From : EO - ELECTED OFFICIAL  
To : W - WCB - CONTRACTOR/INSTRUCTOI

Sequence : By Name Date Range From :01-Jan-2023  
To : 30-Sep-2023

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
7462500	COWICHAN VALLEY REGIONAL DISTRICT	3,721,601.31
002605	HAZELWOOD CONSTRUCTION SERVICES INC	2,148,382.99
000255	RECEIVER GENERAL (Payroll only)	1,505,310.57
7482095	STONE PACIFIC CONTRACTING LTD	1,272,981.23
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	1,212,992.21
000094	COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	1,144,067.00
001507A	RECEIVER GENERAL FOR CANADA	1,009,970.35
000224	MUNICIPAL PENSION FUND	726,916.08
5944494	MKM PROJECTS LTD	545,838.43
000027	BC HYDRO	377,620.70
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	364,805.25
7518558	HEROLD ENGINEERING LTD	283,872.83
7531214B	FMC HOLDINGS LTD	264,801.50
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	258,337.31
004675	ATLAS SHRUGGED HOLDINGS LTD	252,361.97
000318	WORKSAFE BC	251,013.59
2488101A	WASTE CONNECTIONS OF CANADA INC	236,459.65
7461515	P & R TRUCK CENTRE LTD	232,897.01
001419	PACIFIC BLUE CROSS	222,058.64
9516659	MILESTONE EQUIPMENT CONTRACTING INC	215,735.89
000223	MUNICIPAL FINANCE AUTHORITY	181,211.11
6642522	CLEARTECH INDUSTRIES INC	177,701.82
3327461	US BANK	173,143.37
2457157	DAVID STALKER EXCAVATING LTD	172,623.32
6693444	CHECKWITCH POIRON ARCHITECTS INC	158,475.77
4192165	BC LIFE & CASUALTY COMPANY	144,221.05
7542195	HUB CITY PAVING LTD	136,078.89
4660600	JAC INC	133,028.00
000150	MINISTER OF FINANCE	126,541.19
7536621	BC ASSESSMENT AUTHORITY	121,025.80
3611231	RUSHWORTH ELECTRICAL SERVICES INC	113,926.58
9570050	MLT AIKINS LLP IN TRUST	85,000.00
7531077C	WSP CANADA INC	82,931.36
2453079	LADYSMITH RESOURCES CENTRE ASSOCIATION	76,608.00
7464511	COWICHAN PETROLEUM SALES (2007) LTD	74,164.69
2330247	FORESEESON EVSE TECHNOLOGY INC	70,352.24
8155775	C3 MAINLINE INSPECTIONS INC	68,547.29
7297557	CUPE LOCAL 401	68,244.97
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	65,802.33
2483151	KOERS & ASSOCIATES ENGINEERING LTD	64,671.82
000664	STEWART MCDANNOLD STUART	62,999.78
005066	BEAVER ELECTRICAL MACHINERY LTD	60,701.76
8843381	DRAKENSBURG DEVELOPMENT CORP	58,974.70
3901200	FITNESS EXPERIENCE	58,959.28
2931411	ASSOCIATED ENGINEERING (BC) LTD	58,262.44
2452112	LADYSMITH CHAMBER OF COMMERCE	51,377.50
3245645	MARSTON JOHN	50,535.00
2734987	ICONIX WATERWORKS LIMITED PARTNERSHIP	47,317.58
004913	LIDSTONE & COMPANY	46,914.12
000362	ICBC	42,268.00
3901475	HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	41,369.40
7328731	RBS MANAGED IT SERVICES INC	40,052.35
7092300	WEST COAST PRE FAB LTD	39,293.77
8353533	MONARCH NA STRUCTURES LTD	39,207.41

**TOWN OF LADYSMITH**  
**YTD Paid Report**



AP5070

Date : Nov 02, 2023

Page : 2

Time : 10:57 am

**Supplier Code** From : 000003  
 To : WORL001

**Categories** From : EO - ELECTED OFFICIAL  
 To : W - WCB - CONTRACTOR/INSTRUCTOI

**Sequence :** By Name **Date Range From :** 01-Jan-2023  
 To : 30-Sep-2023

**Suppress Printing for \$ Under** 25,000.00

Supplier Code	Name	Total
9213317	ALUMICHEM CANADA INC	38,943.96
002337	COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	38,477.25
6655244	BUNZL	36,468.44
003038	LADYSMITH & DISTRICT HISTORICAL SOCIETY	35,626.92
002001	TELUS MOBILITY	31,199.95
8000710	AARTECH CANADA INC	30,382.67
8847669	BULLET SECURITY	28,675.50
001507	RECEIVER GENERAL FOR CANADA	27,696.75
4160212	PROFAB MANUFACTURING LTD	27,563.88
001989	MICROSERVE	27,075.09
4573400	TROJAN UV	26,114.75
2464831	JEMICO ENTERPRISES LTD	26,078.14
2242710	FORTISBC - NATURAL GAS	25,427.65
002444	IVORY TOWER INVESTMENTS LTD	25,418.16
<b>Total Suppliers Equal and Over</b>		25,000.00
<b>Other Suppliers Under</b>		25,000.00
<b>Total Of Printed Suppliers :</b>		<b>19,665,706.31</b>
		<b>1,839,697.07</b>
		<b>21,505,403.38</b>



## Attachment D

	Actuals + Commitments	Budget	% spent
Arts & Heritage Hub	229,188	4,515,341	5%
Geotechnical Study for Road Alignment	-	50,000	0%
Legal Survey of Development Parcels	-	17,934	0%
Storm Drainage Relocation	-	15,000	0%
Audio-Visual System at Seniors Centre	2,485	10,849	23%
Community to Community	-	10,000	0%
Aerial Fire Truck	9,946	14,031	71%
Mobile Computer Aided Dispatch	25,413	29,846	85%
Turnout Gear Dryer	14,363	15,000	96%
Fire Department Printer	6,090	6,090	100%
4th Ave Improvements (Root St-White St)	2,770,329	2,752,768	101%
Holland Creek Crossing (Traffic)	-	3,200,000	0%
Ludlow/Rocky Cr Roundabout	-	1,616,702	0%
Storm Master Plan	232,715	281,865	83%
Colonia/Delcourt Active Transportation	880,003	863,500	102%
Electric Vehicle Charging Station	13,470	19,966	67%
GIS Stage 3 Implementation	235	68,655	0%
Dogwood Drive Bike Lanes Design	8,244	25,752	32%
Tree Grating, Curbs, & Painting	35,319	52,556	67%
Bike Racks	6,306	15,000	42%
2nd Ave Slope Stability Study	-	35,000	0%
Marina Access (LMS Wall)	146,739	381,635	38%
Wayfinding Signs	163,746	219,554	75%
Diversity Square	9,581	75,000	13%
Level 2 Charger	76,881	109,273	70%
Decorative Streetlights & Lighting	55,705	65,000	86%
Replace Tractor Unit 66	4,437	75,000	6%
Alley Chip Sealing	15,696	20,000	78%
Replace Elgin Sweeper Unit 47	-	400,000	0%
Firehall Front Apron Paving	-	30,000	0%
Single Area Traffic Study	-	50,000	0%
Radar Speed Signs	-	35,000	0%
Farrell Rd Sidewalk; Stirling-Gales	-	46,050	0%
Dump Site Survey & Study	6,420	20,000	32%
Scaffolding Equipment	-	10,000	0%
Compost Vehicle	-	12,000	0%
Oyster Bay Rd Boat Ramp Stairs	-	12,000	0%
Forrest Field Phase 1	460,598	704,436	65%
Trail Kiosk/Maps/Markers	144	5,457	3%
Paved Food Truck Pad & Walkway	144,732	148,731	97%
Transfer Beach Park Amenities	18,822	18,822	100%
Electronic Scoreboards	23,993	37,295	64%
Kay Grouhel Recognition	-	8,000	0%
Commercial Rotary Tri-Mower	142,432	145,000	98%
Aggie Field Drainage Improvements	-	125,000	0%
Harbourview Park Improvements	-	75,000	0%
Waterfront Zoning Update	-	10,000	0%
OCP Review Phase 1	37,251	40,864	91%
Waterfront Stage 1 Remediation	115,148	145,891	79%

Waterfront Projects	-	250,000	0%
Waterfront Area Plan: Business Plan	-	30,000	0%
Waterfront Park Master Plan	-	75,000	0%
Community Profile Update	-	10,000	0%
Parks Bench/Pavers Program	20,262	-	#DIV/0!
Art in Accordance with Art Strategy	-	4,187	0%
Childcare Space Creation	407,179	405,865	100%
RCMP Interview Soundproofing	-	11,500	0%
Fire Hall Exhaust System	14,816	20,812	71%
Fitness Cardio Equipment	54,312	51,698	105%
Seniors Strategy	-	25,000	0%
Car Shop Repairs	-	15,610	0%
Loci Shop Roof	11,446	49,551	23%
Poverty Reduction Planning - Stream 2	13,070	25,000	52%
Flag Poles	12,814	12,000	107%
FJCC Security Camera System	24,905	26,000	96%
FJCC Pool Condition Assessment	12,199	50,000	24%
FJCC Aquatic Wheelchair Replacement	-	6,000	0%
RCMP Building HVAC	9,352	12,000	78%
Fire Monitoring System (220 High St)	36,739	55,000	67%
Poverty Reduction Stream 3	-	50,000	0%
Museum Accessibiity Ramp Replacement	3,708	15,000	25%
FJCC Gym Chairs Replacement	-	9,000	0%
FJCC Rec Room Play Equip Replacement	-	10,000	0%
City Hall Main HVAC Replacement	8,382	90,000	9%
Oasis Pool & Hot Tub Resurfacing	127,089	150,000	85%
Firehall HVAC Engineering	-	15,000	0%
Comprehensive Roof Assessments	4,950	14,000	35%
RCMP Interior Repairs & Painting	31,215	30,000	104%
City Hall Meeting Room Alterations	-	75,000	0%
City Hall Roof	4,357	150,000	3%
RCMP Chairs & Desks	-	45,000	0%
City Hall Windows	13,508	120,000	11%
Archives Fire Suppression Engineering	-	20,000	0%
Ampitheatre Enhancement (Tent)	-	50,000	0%
Water Projects			
Edgewood Estates Water Meter Replacement	-	125,000	0%
Oyster Bay Dr Watermain	-	207,505	0%
Chicken Ladder Flood Hardening	37,200	375,470	10%
Diamond Meter & Vault Replacement	-	125,000	0%
Diamond Meter Replacement	-	40,000	0%
Holland Dam Inspection Report	-	30,135	0%
High St (1st-TCH) Watermain Replacement	262,295	275,740	95%
Water Filtration Plant Deficiencies	22,209	600,000	4%
6th Ave & Dead Ends Watermain Repl	-	385,000	0%
Stocking Lake Dam Emergency Repair	125,308	150,000	84%
Holland Dam Storage Upgrade	-	15,547,387	0%
Rocky Creek PRV & Vault Removal	-	50,000	0%
Holland Creek Dam Assessment	107,000	125,000	86%
Davis Rd PRV Replacement Design	-	25,000	0%

Sewer Projects			
Stage 2 Environmental Study	126,260	179,957	70%
Inflow & Infiltration Connections	2,511	184,097	1%
Sandy Beach Lift Station Generator	-	232,420	0%
Ludlow Pump Station Upgrade	68,800	750,000	9%
Ludlow Lift Station Generator	-	100,000	0%
Holland Cr Dev Downstream (offsite imp)	-	443,000	0%
Compost Curing Building	13,375	150,500	9%
Rocky Cr Sewer Upgrade (Boundary-Ludlow)	-	750,000	0%
Artist Studio Sewer Main Connection	-	100,000	0%
Swettenham Lift Station Pump	32,068	35,000	92%
UV Phase 2 Design	-	100,000	0%
WWTP Servers	-	50,000	0%
Compost Facility Odour Reducing Improv	17,843	187,500	10%
Sandy Beach Inflow & Infiltration	-	75,000	0%
Centrifuge Rebuild	26,945	40,000	67%
MBBR Blower	311	30,000	1%
Spirogester Condition Assessment	-	35,000	0%
Sandy Beach Lift Station Upgrade	-	75,000	0%

## STAFF REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Mike Gregory, Communications and Engagement Specialist  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 14, 2023  
**File No:**  
**Re:** **1st Avenue and Gatacre Dedication**

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### **RECOMMENDATION:**

That the Committee recommend that Council dedicate the 1<sup>st</sup> Avenue and Gatacre Street intersection as Harmony Square.

### **EXECUTIVE SUMMARY:**

Downtown Ladysmith represents a defined/natural gathering place for the community due to the commercial sector and many events organized along 1<sup>st</sup> Avenue throughout the year.

The proposed naming of a downtown square at 1<sup>st</sup> Avenue and Gatacre Street as ‘Harmony Square’ is an opportunity to build upon inclusivity initiatives completed thus far and further create a defined space where everyone feels acknowledged, appreciated, safe and welcome.

### **PREVIOUS COUNCIL DIRECTION:**

N/A

### **INTRODUCTION/BACKGROUND:**

The downtown is a popular gathering space for our residents during community events, while also serving as a commercial centre and offering essential civic amenities. Similarly, for the thousands of visitors to our town, 1<sup>st</sup> Avenue represents both an introduction and gateway to Ladysmith and area.

The intersection at 1<sup>st</sup> Avenue and Gatacre Street is at the heart of the downtown and as such has many defining streetscape features supporting public gatherings, such as concrete picnic tables and umbrellas, benches, bike racks, downtown lights, and a chessboard.

In 2017, a rainbow crosswalk was added on Gatacre Street at 1<sup>st</sup> Avenue to acknowledge the LGBTQ community. A dedicated bench that had previously been installed on the south-east corner was painted in rainbow colours at the same time. Subsequently, the Town added rainbow banners in the immediate area, once again celebrating inclusivity and diversity.

More recently during the summer, Every Child Matters and Ladysmith Remembers crosswalks were both installed in the same junction/intersection. The crosswalks were an opportunity to raise awareness on the impacts of residential schools and to honour our Veterans. The Pride Crosswalk was updated at the same time to the updated design recognizing the LGBTQIA2-S community.

An official naming of the intersection will provide an overarching meaning to this unique place.

The 1<sup>st</sup> Avenue and Gatacre Street junction is unofficially referred to as 'Diversity Square.' However, official recognition as 'Harmony Square' may be considered as more inclusive language and symbolically representative of a space where all are welcome, whether they identify as part of a certain group or not.

**ALTERNATIVES:**

Council can choose to:

1. Not name this junction/intersection.
2. Council to provide a different name for this junction/intersection.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The dedication of the civic square creates a welcoming place for all and may encourage the further use of the space for events and community gatherings.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy               |
| <input type="checkbox"/> Official Community Plan Implementation | <input checked="" type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan                   | <input type="checkbox"/> Not Applicable        |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

Good Morning

I know this is a touchy subject with the residents of Ladysmith but after last night, I cannot ignore what happened.

We all know permits are issued for fireworks, some have them, some do not. Some are responsible while the majority are not.

Yesterday starting at 4pm at Forrest Field, firecrackers were being set off on the field, in the parking lot, and on the street. I live across from the field and unfortunately was working but could not believe what I was seeing. Town office was closed and I wasn't bothering the RCMP.

Then of course more were being set off by people at their residences and in particular, two of my neighbors. I was outside handing out candy when they were going off right over my house! I could feel the firework debris! But what can I do, I assume they have a permit.

For the next two hours there were firecrackers and fireworks being set off by Forrest Field. In the trees behind it and the parking lot. I called the RCMP twice and they acted very quickly. Not a great use of their time and I was not happy to have to call them but enough was enough. The RCMP dispatcher and the RCMP member both asked me to keep my eye on the forest in case of fire. Seriously? They realized the dangers and so did we. Again our personal safety was put at risk and so was the Town's property.

Why do we continue to let this go on, besides the fact that my dog peed on the floor twice because of the closeness of the fireworks, was under the bed for hours and is scared to go outside today. This is my place of residence too and I'm tired of this nonsense year after year.

Fireworks over houses in a residential area, in a treed area or over a beautiful multi million dollar sports field, not safe nor does it make any sense at all. How much money was just spent at the field on upgrading the turf? It looks fantastic and seeing how much use that field gets is an asset to the Town. Maybe the Town staff should be at the field to make sure no one sets any off? Another waste of resources.

I urge you Mr. Mayor and council to please consider to ban fireworks and not issue permits any longer for within the Town. Instead maybe there could be a town sponsored Halloween event where they are set off safely. Pet owners can deal with their pet's anxiety if they know when and where they are being set off but our personal property and safety are being compromised by irresponsible residents on one day a year. It may not stop people from setting them off, I realize that, but setting them off in backyards just does not make any sense at all.

Thank you for your time.  
Anne Crossfield

**From:** Brian Bancroft

**Sent:** Friday, October 13, 2023 4:32 PM

**To:** Council <[towncouncil@ladysmith.ca](mailto:towncouncil@ladysmith.ca)>

**Subject:** Question: On the newish Culvert on Holland Creek Trail

Hi all,

The new Culvert Bridge that extends Colonia over Holland Creek has been up for a few months, and I like it. The two pedestrian tunnels on either side seem fine, but I can't help but think that they make an excellent canvas for some inspiring graffiti artist, much like the tunnel that goes under the highway at Niagara Creek in Goldstream Park. The walls in those tunnels are dry, easy-to-reach and present a lot of surface area.

Has anyone considered offering that space to the art class in the High School to do with as they see fit as a way of mitigating something less wholesome from finding its way to those sections of corrugated metal?

Best wishes. No response required.

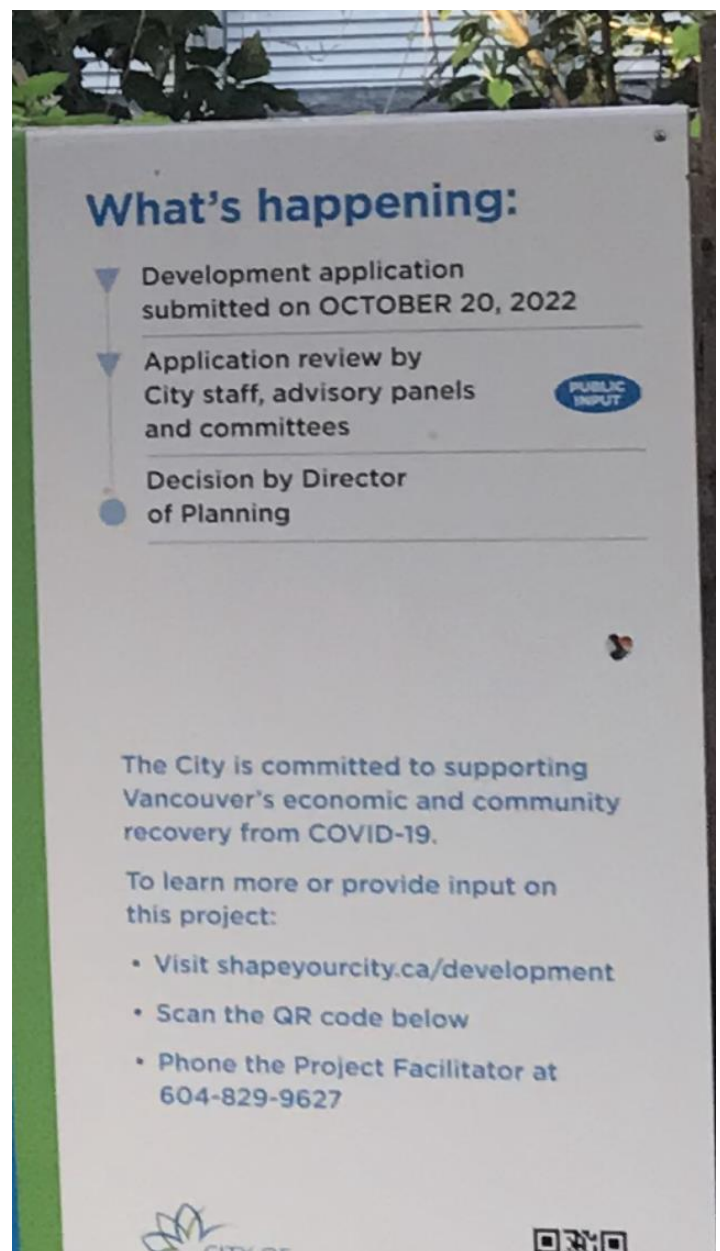
Brian Bancroft

## Councillor Stevens Submission: Public Hearings Discussion: COW November 14, 2023

Rationale: As mentioned at a previous Council meeting, I attended a UBCM Learning Session on Public Hearings in September. The presenters were from the *Morris J. Wosk Centre for Dialogue* at Simon Fraser University. Three documents produced by the Centre are attached.

In reviewing the documents it occurred to me that Ladysmith's Public Hearing policy does a good job of meeting the best practices outlined in these documents, but could do a better one. In particular, in the areas of Trauma-informed process, and 'when-to-deploy' guidelines for Public Hearings.

It is my hope that, based on a Committee of the Whole Discussion (and in light of coming Provincial Legislation) a recommendation to Council could be made that directs Staff to incorporate best practices flagged by the Committee into Ladysmith's Public Hearings Policy.





# RENOVATE THE PUBLIC HEARING

## WORKSHOP REPORT THE FUTURE OF PUBLIC HEARINGS IN BRITISH COLUMBIA

May 2022



# ACKNOWLEDGEMENTS

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This report was prepared by Susanna Haas Lyons Consulting and drafted by Anson Ching, and Susanna Haas Lyons.

This publication does not necessarily reflect the opinions of the Simon Fraser University Morris J. Wosk Centre for Dialogue. Any works referring to this report should cite:

Susanna Haas Lyons, Anson Ching, and Jennifer Wolowic. (2022). *Renovate the Public Hearing: Report on 2022 Workshop on the Future of Public Hearings in British Columbia*. Vancouver, Canada: Simon Fraser University Morris J. Wosk Centre for Dialogue.

Support for the workshop was provided by members of the SFU Morris J. Wosk Centre for Dialogue Strengthening Canadian Democracy Initiative and social enterprise teams, as well as students of Simon Fraser University.

The British Columbia Ministry of Municipal Affairs and the Union of British Columbia Municipality staff provided input on the design of the workshop.

Illustrations were completed by Anna Fong.

The report layout was designed by Hanna Stefan.

The Simon Fraser University Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative acknowledges the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skuwxwú7mesh Úxwumixw (Squamish), səliłwətaʔt (Tsleil-Waututh), qícəy (Katzie), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem), Qayqayt, Kwantlen, Semiahmoo, and Tsawwassen peoples, on whose unceded traditional territories the university campuses are located.



# ABOUT THE RENOVATE THE PUBLIC HEARING PROJECT

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*Renovate the Public Hearing* is a collaborative initiative to explore potential improvements to the British Columbia (BC) provincial local government land-use public hearing requirements as a means to enhance social justice, community building, and strengthen democratic culture.

The Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative (the Initiative) developed this project. The project received CMHC *Housing Supply Challenge* incubation funding for project development, to allow for collaboration building and to develop ways to identify evidence-based solutions.

Exploring any change requires a solid understanding of the status quo, current critiques, and alternatives. Starting from August 2021, the project team built relationships across British Columbia and internationally to inform the project’s approaches and how to evaluate these efforts.

The Initiative researched the history and critiques of public hearings, global examples of alternative public engagement practices, and best practices for evaluating public participation. The project also held focus groups and conducted interviews to better understand the benefits and costs of public hearings for cities, developers, and residents.

This report summarizes a generative workshop convened in spring 2022 by the *Renovate the Public Hearing* project. The workshop aimed to identify what is valued about current public hearing procedures and what criteria should be used to evaluate any alternatives.



## EXECUTIVE SUMMARY

Public hearings in BC were established as a mechanism for ascertaining the “desires of the majority of owners of property in a neighbourhood,” to be used alongside studies and recommendations from experts in land use and planning.<sup>1</sup> One hundred years later, many voices are asking to revisit the purpose and process of public hearings for local governments.

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### PUBLIC HEARINGS IN BRITISH COLUMBIA TODAY

Public hearings are often residents’ first or only direct, face-to-face interaction with local government decision-making. Held with the right complementary measures and astute initiatives, this legal requirement can function as an important mechanism of democracy. Yet, BC’s Local Government Act legislated public hearing is often viewed as a performative battleground exercise that leaves people angry and apathetic towards their local government. In some cases—such as hearings over affordable housing projects—the open microphone format invites speeches that can raise racial and class tensions and increase polarization.

Both the BC government’s Development Approvals Process Review (2019) and Opening Doors: Unlocking Housing Supply For Affordability (2022) final reports identified “a Provincial review of public hearings and consideration of alternative options for more meaningful, earlier public input and in different formats” as priority areas.

### RENOVATE THE PUBLIC HEARING WORKSHOP

SFU Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative hosted a workshop to bring together a range of perspectives on public hearings to better understand current tensions and opportunities for alternative options. The April 2022 province-wide workshop convened 36 BC elected officials, local government staff, community organizations, and policy/industry experts to share their opinions and ideas on local government land use public hearings.

Renovate the Public Hearing workshop participants shared ideas through brainstorming exercises. Participants were asked to share their experiences and opinions but were not asked to deliberate, rank outcomes, or come to an agreement. Together, they identified various benefits and challenges related to how current public hearings are held. They also explored options for improving public hearings and the more extensive public input process for local government land use decision-making.

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<sup>1</sup> Chairman Secretary. (1926). Letter to City Clerk of Vancouver from Chairman Secretary. Vancouver, BC. Vancouver City Archives (COV S20 013 E 07 fld 2).

## HIGHLIGHTS OF PARTICIPANT INPUT

**Belief in the importance of public input in land use decisions.** Public hearings and notification requirements are the only provincially required opportunity for the public to directly share their land use opinions with elected officials and local government staff. Public input processes can also help inform developers, foster transparency in land use decisions, and enable decision-makers to learn what matters to communities - all of which are important elements of local planning and democracy.

**Strong consensus on the challenges of BC's public hearings.** Participants from different backgrounds agreed that BC's local government public hearing mechanism, as legally required, needs substantial improvement. Concerns included procedural fairness, timeline and capacity constraints, social impacts and harm, and the inability—at times—to host productive public discussions.

**Strong interest in improving the public input process.** For fairer outcomes, participants agreed on the need to go beyond the requirement of a public hearing late in the land use decision-making process. The required baseline standards need to be raised or expanded upon. Some participants found value in public hearings as part of more comprehensive engagement processes and others suggested removing the public hearing mechanism altogether.

**Interest in a range of options for improving BC public hearing requirements.** Participants offered many options for how to improve public hearings by building on the overall public input process for local land use decisions. Some of the most common suggestions include mandating preliminary hearings earlier in the pre-development approval process, offering online engagement methods, and strengthening the relationship between public hearings and official community plans through clearer engagement requirements.

**Innovation is already happening.** Some local governments extend engagement beyond the requirements to compensate for the public hearing's limitations. Approaches already being used in BC include early public information sessions, requiring developers to do preliminary engagement, involving advisory groups or resident associations, using online engagement to increase accessibility, being selective on what warrants a public hearing, and more. Participants supported experimenting with multiple ways for the public to be consulted and engaged beyond public hearings.



**Support for stronger requirements for First Nations engagement.**

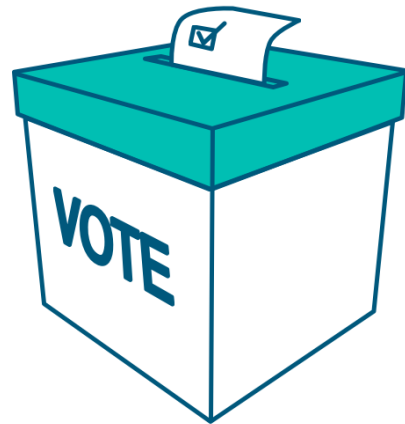
Participants recognized that engagement with Indigenous communities has needs beyond the requirements of a public hearing. Recognizing the importance of land use to reconciliation efforts, many participants suggested legislative guidance to support early and responsive engagement approaches with Indigenous communities and First Nations governments.

**Interest in rethinking the purpose and approach of public hearings.**

Some participants advocated for a re-considering the main philosophy and purpose behind public hearings. Many participants were interested in exploring how to move away from site-specific public input and toward engagement on directions or values that can guide future land use projects.

**Think beyond one size fits all.**

Participants stressed the importance of considering the range of capacities among local governments across the province when exploring alternatives to the public hearing. Any required changes must be just as reasonable for rural regional districts and electoral areas as for large urban municipalities.



**NEXT STEPS**

Following the spring 2022 generative workshop, a post-workshop survey was widely distributed across the BC. The survey gathered further public input related to the themes generated by workshop participants. The survey also helped rank some workshop outcomes to identify priority areas for future work related to land use public input processes. Visit [democracydialogue.ca/publichearings](https://democracydialogue.ca/publichearings) for results.

The materials and results of this workshop, including the public survey, will be shared with the Province and other interested parties. In addition, the outcomes of the workshop and related materials will also inform a potential second stage of the project.

# ABOUT THE WORKSHOP ON THE FUTURE OF PUBLIC HEARINGS, SPRING 2022

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Meeting via Zoom on April 7 and 8, 2022, participants explored the current and desired future state of the BC public hearing process to guide local government partnerships—led by the *Renovate the Public Hearing* project—and inform future policy analysis.

At the workshop, participants identified the current rationale, challenges, and opportunities created by public hearing requirements in the BC Local Government Act. They also generated ideas about alternative approaches for gathering input and criteria that could be used to evaluate those alternatives.

The workshop was hosted by the SFU Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative and funded by the Canadian Housing and Mortgage Corporation’s Housing Supply Challenge. The workshop was designed and facilitated by civic engagement specialist, Susanna Haas Lyons, with the help of a team of small group facilitators.

## PARTICIPANTS

Over the two half-days of the workshop, 36 people represented various groups, including local government, for-profit and non-profit developers, service providers, residents, youth, and consultants working in planning, community relations, and civil engineering.

Participants joined from the North Central, Lower Mainland, Kootenay and Boundary, Southern Interior, and Vancouver Island and Coastal areas of BC. See the appendices for a complete list of participating organizations.



# CURRENT STATE OF BC PUBLIC HEARINGS

A range of perspectives exists about the strengths and limitations of BC’s current public hearing process. Several BC communities are applying innovations to address the public hearing’s challenges and leverage its strengths. During the workshop, participants shared their experiences and knowledge to identify the following:

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## BENEFITS OF BC’S PUBLIC HEARING PROCESS

Participants at the workshop were asked to reflect on the current state of BC’s public hearing process. In small groups, they explored: What benefits do public hearings offer the land use decision-making process?

The following is a summary of their input:

- **Direct public engagement.** Public hearings give an opportunity for the public to directly voice their concerns and opinions to elected officials and local government staff.
- **Temperature reading of the community.** Public hearings can help decision-makers get a sense of where support and opposition is clustered in communities.
- **Legitimacy building.** When done well, public hearings and notification requirements can enhance legitimacy or add some transparency to land use decisions.
- **Citizen-to-citizen relationships.** Public hearings help facilitate grassroots political engagement where like-minded folks can rally.
- **Educational opportunity.** Public hearings can help educate the public on a project’s benefits and impacts as well as some processes of local government. They can also be learning opportunities for councils, local governments, and developers and non-profit organizations.
- **Compatible with new technologies.** With recent shifts to remote technologies, there are now more options for people to access and participate in public hearings.
- **Can be somewhat improved with small changes.** With additional procedural rules or guidelines emphasized at the start of a public hearing, there are ways to direct comments to focus on land use considerations instead of people; reducing harm.
- **Standard baselines.** Legislation around public hearings sets basic public expectations, such as notifications and what kind of input can be submitted.



## CHALLENGES OF BC'S PUBLIC HEARING PROCESS

These same small groups also explored: What are the typical challenges of a public hearing?

The following is a summary of their input:

- **Timing does not allow for meaningful input.** Since public hearings are held relatively late in a project's pre-development approval process, it is often too late for community input on development projects to impact project decisions.
- **Not conducive for reconciliation efforts.** For projects impacting First Nations communities, meaningful relationships and trust need to be built in an ongoing way, and this is not in alignment with the public hearing process. Many municipalities want to invest in government-to-government relationships, while aware of capacity and timeline challenges.
- **Some land use decisions are not well served by public debate.** Some land use decisions, such as affordable housing developments, are critically needed yet are often unpopular. Bringing these types of decisions to public hearing can favour hyper-local residents while reducing opportunities to achieve policy priorities designed to achieve a broader public good.
- **Legislation for public hearings is vague.** There is much variation in how local governments across British Columbia govern their public hearings, partially due to some vague elements of the public hearing legislation. Many of the procedures and requirements have been established through decades of court cases. This can lead to logistical obstacles or confusion for all those involved.
- **Obstacles to accessibility and equity.** The public hearing process features many barriers to participation for people like non-English speakers, lower-income, Indigenous folks, rural folks, younger people, parents, and those with constraining work schedules.
- **Public hearings can divide a community.** Though public hearings can also be places to network, they can also create strong divisiveness within communities, especially because its nature is adversarial. The public often interprets outcomes as having winners and losers.
- **Can create incorrect expectations.** Members of the public often misunderstand what they can achieve or expect from public hearings. They may expect their submitted ideas will be adopted or acted upon or that the public hearing is a public referendum-style vote.



- **Erodes trust in local governments.** The public hearing format constrains the capacity or flexibility of municipal staff and planners to respond to public comments; it can seem like the decision has already been made prior to consultation. Some of this may be linked to misalignment of expectations.
- **Limited awareness.** The default public notice requirement for a public hearing has a limited range of mediums, making it harder to attract diverse attendees, including those who may impact the result. Recent changes to notification legislation may help.
- **Favours those who oppose.** Those opposing a land use decision are often highly motivated to participate in a public hearing. Conversely, those who may be positively-impacted or even neutral are less likely to attend a public hearing.
- **Consideration of future residents is often overlooked.** Public hearings typically gather input on specific land use decisions from current residents of an area. This can encourage not-in-my-backyard attitudes, perhaps to the detriment of potential future residents.
- **Can do harm to individuals.** Public hearings can be intimidating places, where comments can attack or have an unwarranted focus on specific groups of people instead of the land use of the project in question.
- **Can be the wrong point of engagement.** Some concerns raised by speakers may be outside of a public hearing's scope, and instead relate to decisions made in the area's official community plan (OCP). More frequent engagement and education about official community plans are needed.
- **Tension with contemporary values.** The original intent of public hearings was about acknowledging landowners' rights, often in a colonial context. Participants questioned whether the philosophical basis of the public hearing reflects contemporary values.
- **Requires additional initiatives or institutions.** As a public hearing is considered a bare minimum for public engagement, participants agreed additional proactive engagement and initiatives create the best kinds of public consultation. Without legislative requirements, though, additional initiatives must have the political support of elected officials to be enacted and may be revoked by subsequent councils.

## PUBLIC INPUT INNOVATIONS

The Renovate the Public Hearing Discussion Guide and an introductory presentation shared alternative public input approaches with workshop participants.

Participants were then asked to share their own knowledge and experience of public input innovations for land use decision-making. Participants also discussed some of their opinions related to each.

Below is a summary of innovations and comments shared by workshop participants. Many are examples from local governments with larger population sizes:

- **Planning advisory groups.** Planning advisory committees and town planning commissions are helpful for providing recommendations, but there needs to be better and more transparent ways for people to join such groups. Members are often hard to recruit or selected at elected officials' discretion.
- **Virtual public hearings.** Virtual or hybrid public hearings can be more accessible and attract less disrespectful behaviour. Many have found virtual public hearings have improved the diversity of speakers choosing to attend and made it easier to manage behaviours.
- **Online methods.** Using online options for public input such as surveys, emails, or video submissions can allow for a broader range of public input. Many municipalities are now using their own public engagement websites to share project information and key dates, give updates, receive comments and public input, and provide questions and answers.
- **Being selective on what warrants a public hearing.** Some local governments are being more selective in holding public hearings. Not having a public hearing for projects that align with official community plans can help circumvent challenges and speed up approval processes.
- **Delegating decisions to local government staff.** Bill 26: Municipal Affairs Statutes Amendment Act (No. 2), 2021 allows local government staff to issue development variance permits for minor projects, but most councils have not adopted these delegations because they want to retain oversight or control, or do not have capacity to do so.



- **Including Indigenous views.** The BC Local Government Act requires local governments to consider gathering input from First Nations when developing official community plans, but not for zoning bylaws or amendments. To support meaningful government-to-government relations and Indigenous community input, some local governments are emphasizing early and culturally appropriate engagement.
- **Resident associations.** Resident or neighbourhood associations can add value to a land use project by educating and organizing input around a land use decision. Local governments maintain a contact list of active neighbourhood associations and gathering their feedback may be incorporated into pre-development approval processes.
- **Early information sessions.** Many larger local governments hold earlier in-person information sessions like open houses or semi-formal town hall meetings outside of City Hall to build a dialogue with residents and gather early input.
- **Providing clear expectations.** Local governments are experimenting with ways to set clear expectations, uphold community guidelines, and distribute educational materials. This can be done on the website, sent in early notices, and at the beginning of a public hearing.
- **Requiring developers to do preliminary public engagement and track public feedback.** Some local governments have incorporated public input requirements into their application requirements for developers. Some require initial public engagement as part of the application submission and others require developers to document public comments and how they are responding to public feedback as part of the pre-development approval process.



# OPPORTUNITIES FOR IMPROVING PUBLIC INPUT PROCESSES FOR LOCAL LAND USE DECISIONS

## ELEMENTS OF AN IDEAL PUBLIC INPUT PROCESS

What would be an ideal public input process on local land use decisions? To answer this question, workshop participants participated in a systems mapping exercise in small groups. First, each person was asked to draw their ideal public input process on local land use decisions, which may or may not feature a public hearing. Then workshop participants came together in small groups to discuss commonalities and differences between their sketches. Their discussions included what they might do differently compared to current practice. They were also asked to consider what advice they would give to someone considering the design of alternatives.

The following is a summary of shared ideas that emerged from the small group discussions about what might be done differently compared to the current practice of public hearings in BC.

**Offer multiple ways for the public to be consulted and engaged.** Beyond the public hearing, additional public input opportunities would benefit the land use decision-making process across the province. Example methods to consider include advisory groups, focus groups with specific populations or on particular needs, information sessions, polls, and other online input methods. These changes might be more accessible to the public than the current public hearing approach, thereby enabling more equitable input gathering.

**Explore the interface of official community plans and public input.** Some concerns about land use planning are addressed in official community plans, and may be better addressed in that context instead of at a public hearing on a specific development opportunity. Explore the role of engagement sessions to interpret or amend official community plans.

**Make legislative change, with care.** Any effort to change the public hearing or public input processes must be mandated, otherwise local governments with lower budgets, less capacity or interest will struggle to adopt new processes. However, the requirements must be carefully designed in consideration of capacity differences across local governments in BC.

**Move away from site-specific public input to values-based input.** Some workshop participants called for doing away with site-specific or zoning-based public hearings. Instead, the public could be involved in land use decisions only at the broad area-wide level, where discussions are values-based. For example, public hearings would be replaced by engagement on official community plans, which could possibly reduce not-in-my-backyard attitudes.

**Employ liaison assistance.** Consultants with experience in civil engineering, planning, and engagement and could help applicants liaise with relevant approving authorities, the community, and stakeholders.

**Explore the interface of official community plans and public input.** Some concerns about land use planning are addressed in official community plans, and may be better addressed in that context instead of at a public hearing on a specific development opportunity. Explore the role of engagement sessions to interpret or amend official community plans.

**Emphasize public input at early stages.** Early collaboration among the public and other involved groups, developers, and local officials can guide land use directions before resources have been spent in design and planning. Input at conceptual and visioning stages allows developers to understand community needs and desires while also supporting the community to consider the broader context, such as the needs of future residents.

**Require informational sessions by developers.** Support public understanding of a proposed project early on and throughout the decision-making process, perhaps in the form of early information sessions or community engagement opportunities. Developers should have to identify public benefits in their projects and gather information from the public.

**Before a public hearing, require complementary engagement.** To support better outcomes at a public hearing, mandate a preparatory informational open-house or divide the public hearing into two stages. For example, a first-pass public hearing would invite residents of the immediately affected community to share their views, followed by a first-pass meeting with council; then, the wider public would be notified about a more traditional public hearing.

**Formalize roles for resident-led advisory planning commissions.** Advisory groups should be transparently recruited from the community, and would benefit from formally defined roles beyond the discretion of currently elected officials. Encourage these groups to give their own feedback, and/or help analyze public input before bringing feedback to council.

**Adopt models that encourage deliberation and consensus-seeking.** Many participants described the adversarial nature of traditional public hearings. Adopt public input methods where consensus-seeking between diverse viewpoints is the goal. Even though full consensus is not likely, deliberative processes build stronger mutual understanding, more transparency, and higher levels of buy-in from the public. If public input is solicited in this way, public hearings could be the exception rather than the rule.

**Offer support to participants.** Many community members experience barriers to participation in public hearings. Offer services and compensation to deepen equity and accessibility, including providing childcare options, reimbursing transit expenses, sharing accessible project information, and information about the process, etc.

**Use virtual engagement technologies.** Members of the public can feel intimidated at an in-person public hearing, and in-person sessions are inaccessible for many people’s schedules and travel options. Offer the option of providing an online submission or joining meetings virtually to allow for greater accessibility. Live stream and share meeting recordings to increase the number of people engaged.

**Incentivize innovation and foster a competitive spirit between local governments.** Instead of mandating specific public input models or tools, outline objectives and indicators of success to allow local governments to experiment with different forms of public input.

**Support and mandate First Nations engagement.** Engagement with Indigenous communities should be required for land use decisions that affect Indigenous folks, including the majority of BC First Nations people who live off-reserve. These consultations should occur early in the land use decision-making process.

**Manage expectations at the outset.** With every form of public input, clearly and transparently define the purpose and intended outcomes. Participants need to understand what they can expect from their participation and local governments need to communicate the type of input that will help make the decision.

**Specifically outline land use decisions that do not need public hearings.** Suggested examples include: when an affordable housing development is based on the maximum allowances in an official community plan, when development is deemed a crisis response, or a land use project that overwhelmingly impacts First Nations people—including those living off-reserve—who are consulted through a different mechanism.

**Use contemporary notification technologies.** Leverage up-to-date technologies to meet digitally oriented people’s needs by using phone apps, text notifications, etc. Continue to offer print and mail notifications to meet the needs of diverse community members.

**Allow a customizable process.** Encourage innovation and adaptability by identifying and legislating shared principles of public engagement on land use decision-making, rather than legislating specific processes.

# EVALUATING CHANGE

After identifying elements of an ideal public input process, workshop participants came together in a plenary discussion to explore ways to measure whether a change is better than the current state. Workshop participants were encouraged to consider measuring impacts on a range of roles, such as participant, elected official, staff, developer, etc.

Below is a summary of some of the ideas suggested for ways to measure the impact of any change to the public hearing process:

## Verify demographics:

- Determine if all those affected have been notified
- Determine if a wide range of opinions were shared, instead of just a few loud voices
- Compare the demographics of those giving input to the community's demographics

## Ask participants if they:

- Believe they have been heard
- Felt safe expressing their concerns or ideas
- Understand how the process works and what the next steps will be
- Had easy access to information in order to participate
- Think adequate responses or reasons were given in response to their concerns
- Believe outcomes were already decided beforehand
- Believe there were enough snacks, provisions, or services provided to support their involvement



## Ask decision-makers if:

- Their views changed because of the public input process
- The same speakers have been showing up to multiple sessions
- The input allowed them to understand the competing interests and priorities among various segments of the community

## Ask local government staff if:

- The public input is applicable or actionable
- There were voices or people that should have participated but weren't there
- The public showed up well informed or with misguided expectations

## Ask developers if:

- Public input is applicable or actionable
- They learned something new or heard from a new perspective
- They believe outcomes were already decided beforehand
- They felt they were able to communicate their challenges with financing and market risks
- They would have changed their proposal if the feedback were received earlier



## NEXT STEPS

The Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative of Simon Fraser University is committed to furthering the results of this workshop by sharing all materials with the Province and other interested parties.

These materials include the workshop discussion guide, this report, and the results of a public post-workshop survey. The outcomes of the workshop and related materials will also inform a potential second stage of the project.

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### POST-WORKSHOP SURVEY

Following the spring 2022 generative workshop, a post-workshop survey designed by the Initiative and hosted by Ethelo Decisions Inc. was widely distributed via online channels throughout British Columbia.

Local government staff, elected officials, for-profit and non-profit developers, housing-related associations, and service providers, as well as residents who have and who have not attended public hearings, were invited to participate.

The survey gathered further public input related to the themes generated by workshop participants. The survey also helped rank some of the components identified in the workshop and in this report to inform priority areas for future work related to land use public input processes. Visit [democracydialogue.ca/publichearings](https://democracydialogue.ca/publichearings) for survey results.

### SECOND STAGE OF THE PROJECT

Renovate the Public Hearing project is funded by the Canadian Mortgage and Housing Corporation. The first funding stage allowed for project development, collaboration building, and research to identify options to pursue evidence-based solutions.

If funding is approved for a second stage, the Initiative will partner with the BC Law Institute (BCLI) to engage in a law review and reform process.

Goals for the second stage of the Initiative include:

- **Project committee.** BC Law Institute to form an expert project committee to consider leading options for reform and public input and to guide BCLI in making recommendations for legislative reforms in British Columbia.
- **Learning cycle.** Partnership with local governments to create a feedback and learning cycle among residents, local government staff, and elected officials to inform the law reform process.
- **Public engagement and education.** Public engagement to help validate recommendations.

# APPENDICES

This province-wide workshop convened a combined total of 36 British Columbia elected officials, local government staff, community organizations, and policy/industry experts associated with the following organizations:

## LIST OF PARTICIPATING ORGANIZATIONS

- Aboriginal Housing Management Association
- BC Ministry of Municipal Affairs
- BC Non-Profit Housing Association
- BC Law Institute
- Canadian Home Builders' Association of BC
- Capital Regional District
- City of Burnaby
- City of Castlegar
- City of Kamloops
- City of New Westminster
- City of Rossland
- City of Terrace
- City of Victoria
- CityHive
- Co-operative Housing Federation of BC
- District of Saanich
- Electoral Area E, Cariboo Regional District
- Ethelo Decisions Inc.
- KLO Neighbourhood Association
- Lu'ma Development Management
- Metro Vancouver Regional District
- MOSAIC
- Nanaimo Neighbourhood Network
- Peace River Regional District
- Planning Institute of British Columbia
- Pooni Group
- Pottinger Bird Community Relations
- Regional District of Okanagan-Similkameen
- San Diego State University
- Simon Fraser University's Morris J. Wosk Centre for Dialogue
- Thompson-Nicola Regional District
- University of British Columbia, School of Community and Regional Planning
- Urban Development Institute
- Yes in New West



# WORKSHOP AGENDA

## RENOVATE THE PUBLIC HEARING

April 7 & 8, 2022 | On Zoom

### Purpose

This workshop will collaboratively explore the current and desired future state of the BC public hearing process, to guide pilot projects led by the *Renovate the Public Hearing* project, and inform future policy analysis.

### Workshop outcomes

- Explore benefits and challenges of public hearings in the planning process
- Capture innovations currently being applied
- Explore ideal “public hearing” or alternative procedures/process
- Brainstorm characteristics to judge the efficacy of possible alternative processes

### Results

The results of this dialogue will be published in a community-friendly report that will be shared with the Province and will directly inform the next steps of the SFU Morris J. Wosk Centre for Dialogue’s project to Renovate the Public Hearing.

### Preparation

- Complete (and share) the [presurvey](#)
- Read the [discussion guide](#)
- Bring a dark marker and a few sheets of paper to the second day

### APRIL 7

#### 9:00AM Welcome & Introductions

##### About BC Public Hearings

Presentation and plenary discussion. Jennifer Wolowic, Project Manager, Strengthening Canadian Democracy, Simon Fraser University

##### Benefits and challenges of public hearings

Small group discussion

*What benefits do public hearings offer the land-use decision-making process?*

*What are the typical challenges of a public hearing?*

##### Break

##### Benefits and challenges of public hearings

Plenary discussion

##### Innovations within the current legislation

*Given the challenges, how are you responding within current legislation?*

*What have you observed about how others are responding?*

#### 12:00PM Adjourn

## APRIL 8

Please bring a bold marker and a few pieces of white paper to this session.

### 9:00AM Welcome & Overview of the Day

#### Design options for public input and land-use decision-making

Presentation

#### Designing the ideal “public hearing” or alternative procedures/process

Individual reflection

*If you were starting from scratch, or designing for a newly established democracy, what would be an optimal public input process on land use decisions?*

#### Break

#### Designing the ideal “public hearing” or alternative process

Small group discussion

#### Evaluating changes

Plenary exercise

*How would we know if a change to public hearings is better than the current state?*

#### Project Next Steps

### 12:00PM Adjourn



## What to Expect

This interactive online workshop will involve you in helping to shape pilot projects to explore adjustments or alternative processes to BC public hearings. Please plan to share your ideas, listen to others and use a mix of online technologies.

### To engage fully, you will need:

- A laptop or computer is preferred. While you can participate via smartphone, you may find it more difficult to fully participate
- A webcam (optional)
- A microphone
- Speakers or headphones
- Avoid multi-tasking; close other windows and application

## MURAL

This workshop will use **MURAL**, an online whiteboard, to support collaboration. If you’re not familiar with MURAL, please consider getting oriented in advance. As is useful to you:

- TRY: a [test MURAL board](#)
- WATCH:
  1. [Tutorial video](#) (1 min)
  2. [3 things you need to know in a MURAL](#) (2 min)
  3. [A quick introduction to MURAL](#) (5 min)
- Or READ: [MURAL quick guide slides](#)

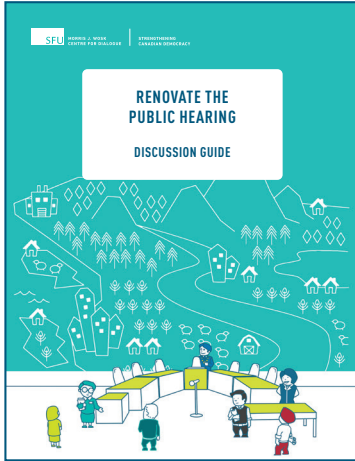
## Zoom

### We will meet on Zoom:

- For the best user experience, please upgrade your Zoom app
- If you are not familiar with Zoom, you are invited to join a test meeting prior to the workshop at [zoom.us/test](https://zoom.us/test)

# FURTHER READING AND RESOURCES

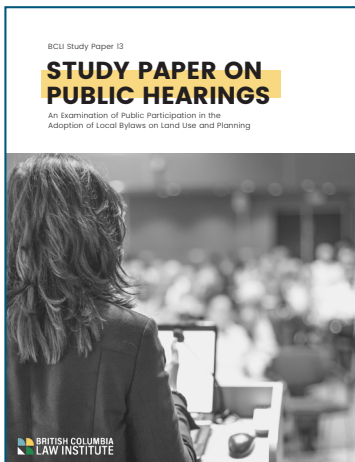
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## Renovate the Public Hearing Workshop Discussion Guide, SFU Morris J. Wosk Centre for Dialogue

This Discussion Guide presents an overview of public hearing legislation in BC, its origins, current practice, and some considerations for adjustments and alternatives. The appendices also lists 72 relevant research, legal, historical, and contemporary commentary resources related to public hearings.

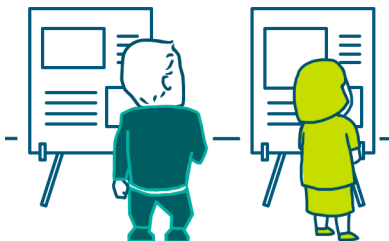
[Click here to read the Discussion Guide Discussion Guide.](#)



## Study Paper on Public Hearings: An Examination of Public Participation in the Adoption of Local Bylaws on Land Use and Planning, British Columbia Law Institute

The study paper addresses the origins of this requirement in the Local Government Act and the use of public hearings in land use regulation, how this legislation has been interpreted and developed in the case law, and the goals and purposes of this legislation. This study paper was published on April 6, 2022.

[Click here to read the Study Paper](#)



## Slide decks of workshop presentations

All slide decks and presentation materials can be made available upon request. Please contact [dialogue@sfu.ca](mailto:dialogue@sfu.ca) for more information.



# RENOVATE THE PUBLIC HEARING

## Innovators Forum Report

March 2023



# ACKNOWLEDGEMENTS

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This report was prepared by the SFU Morris J. Wosk Centre for Dialogue's Renovate the Public Hearing Initiative (RPHI) to encompass the opinions shared at the Innovators Forum held via Zoom on March 30 and 31, 2023.

This publication does not necessarily reflect the opinions of the Centre for Dialogue. Any works referring to this material should cite:

Renovate the Public Hearing Initiative. (2023). *Renovate the Public Hearing: Innovators Forum Report*. Vancouver, Canada: Simon Fraser University Morris J. Wosk Centre for Dialogue.

This report was authored by Amina Yasin, Ayaan Ismail, Jocelyn Wong and Trudi Goels.

Illustrations were created by Trevar Fox.

The report layout was completed by Karis Chitty.

We also acknowledge the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skuwxwú7mesh Úxwumixw (Squamish), səliłwətaʔt (Tsleil-Waututh), áíćəy (Katzie), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo, and Tsawwassen peoples, on whose unceded traditional territories Simon Fraser University's campuses are located. By acknowledging the historical and ongoing presence, displacement and dispossession of these Nations, we are reminded of the inherent relationship between land and the decisions we make regarding its use. We acknowledge that the process of enhancing land use decision making processes requires a collective effort and a commitment to respectful and equitable engagement.



## INTRODUCTION

# RENOVATE THE PUBLIC HEARING INITIATIVE

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The Renovate the Public Hearing Initiative (RPHI) is a \$2.5 million CMHC-funded program led by Simon Fraser University's Morris J. Wosk Centre for Dialogue (the Centre). This initiative is a response to the national and provincial housing crisis as part of CMHC's Housing Supply Challenge and provincial calls for systems change. The goal is to create a scalable community-involved and policy-informed process to pilot and evaluate reforms to the British Columbia Local Government Act's public hearing requirements, legislated under Section 464-470. In addition to this, we aim to enhance social equity and community-building, and to strengthen democratic culture. The Renovate the Public Hearing Initiative completed an exploratory phase of work in spring 2022 with major outputs now available. The current phase of work includes providing resources to support local governments that wish to experiment with new solutions that could augment, replace or streamline land use public hearings. In parallel, the initiative's collaborative partner, the British Columbia Law Institute (BCLI), is leading a legal reform study to support potential legislative change to enable these reforms.



*RPHI partners (from left to right): Morris J. Wosk Centre for Dialogue, BCLI, CMHC's Housing Supply Challenge*

## INNOVATORS FORUM SUMMARY

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On Thursday, March 30th and Friday, March 31st, 2023, the Renovate the Public Hearing Initiative virtually hosted an Innovators Forum to bring together people and organizations most impacted by the public hearing process to discuss what works, what doesn't and, more importantly, what can be done to reform elements of the public hearing process. The intention of the event was to convene folks for a dialogue about their experiences and points of view on the public hearing process across municipalities in BC. Each day focused on a specific target audience, taking into consideration conditions that support a successful dialogue, including power dynamics, virtual accessibility (including closed captioning), a focus on learning, and balancing inquiry and advocacy. The two separate forums served slightly different purposes. The first included 39 individuals from local governments, industry, urban planners, architects, social and co-operative housing providers, and academia, who discussed policy and legal decisions and identified local solutions to public hearings and alternative outcomes. The second forum was comprised of 28 community organizers, non-profit social service providers, tenants' unions, youth-based organizations, active transportation coalitions, and other city and rural-based advocates to raise awareness about the local government public hearing process and discuss the impacts, barriers and solutions that could be tested and developed.

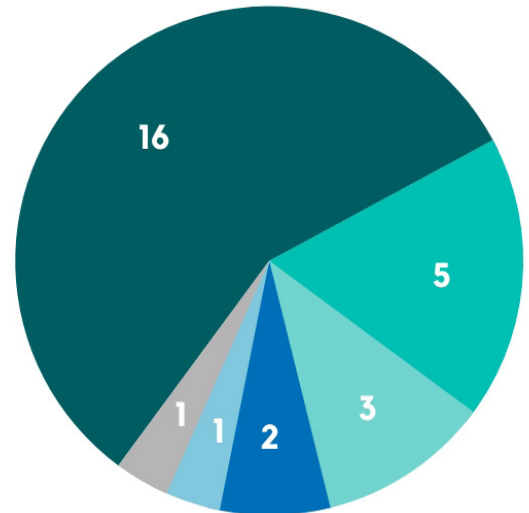
# Participant Demographics

## FORUM PARTICIPANTS | DAY 1



Number of participants from each demographic

## FORUM PARTICIPANTS | DAY 2



Number of participants from each demographic

## INTRODUCTION

On March 30 and 31, 2023, discussions were held in four or five breakout sessions with six to eight attendees in each room. These participants were led through discussion questions relating to the public hearing process to identify common issues and potential solutions for reform. Five trained forum facilitators and notetakers from the Centre guided the discussions using a dialogue-based format, supporting participants in talking about the public hearing process as it procedurally takes place across municipalities in British Columbia and how it is currently legislated under Section 464-470 of the provincial Local Government Act.

The dialogue-based format was established with participant agreements that were sent out to attendees prior to the Innovators Forum. Other frameworks and prompts included in the workbook that helped set the tone for the dialogue included having participants focus on the following methods of dialogue:

- 1. Dialogue not debate:** Dialogue is to be distinguished from debate. Dialogue is a collaborative vehicle that runs on curiosity, transparency and equity. Dialogue encourages inquiry, outlines a path toward awareness, engages in an exchange of perspectives, seeks understanding and knowledge, and investigates shared connection toward the goal of identifying potential solutions. In contrast, debate is about power over the other, and takes on a combative and victory-seeking method of exchange that may bulldoze through discussions to get to the finish line.
- 2. Story Telling:** Attendees were encouraged to talk about their personal and professional experiences, and how they shape their thoughts and actions.
- 3. Ask follow-up questions:** Attendees were encouraged to participate during the entirety of the forum workshop, and facilitators led discussions in a way that encouraged participants to help everyone feel heard. One method was encouraging participants to ask a follow-up question before sharing an immediate response; for example, "I think you said [insert your summary of what you heard] – did I get that right?"
- 4. Identify shared values:** Facilitators encouraged participants to inject shared values into the conversation if they found the conversation stalling; for example, "It sounds like we disagree on X but can we confirm we both believe Y is valuable?"

The objectives for the forum included having participants share their experiences about the public hearing process in BC, including urban and rural distinctions. Other objectives were to identify current local government practices, as well as common challenges and issues, and to brainstorm and discuss potential solutions that would inform the RPHI demonstration pilots. These breakout session dialogues also served to inform the demonstration pilot portion of the Renovate the Public Hearing Initiative, where the project will work with municipalities, academics, tenants' unions, non-profit organizations, and other groups marginalized by the process as it currently exists to pilot some of the suggested solutions and evaluate their effectiveness in raising awareness about the public hearing process and working toward reforming it.

# INNOVATORS FORUM: WHAT WE HEARD

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Below is a summary of the discussions at the Innovators Forum, categorized into main themes:

## 1. Moving Toward a Culture of Care

Participants shared that they often perceive public hearings as a means for people with ties to private and personal property interests, including elected officials and others within communities who often hold immense societal and material power, to further marginalize and disempower equity-denied and minoritized communities. Colonialism, structural ableism, racism and classism are identified as issues that intersect with the public hearing process and contribute to exclusion and inequity.

Accordingly, public hearing processes need to be more broadly accessible, transparent and equitable. Flexibility and customization in current and future processes is required to accommodate marginalized voices and diverse perspectives, particularly those of Indigenous peoples, disabled people, renters, and those from historically and presently systemically marginalized racialized communities, who are disproportionately impacted by land use decisions, housing issues and discrimination premised on race and further compounded by income status.

Colonial and racial trauma and the impacts of land use decision-making on structurally neglected communities needs to be acknowledged and addressed. Participants highlighted the overlays of different forms of oppression, including disability, race, class and immigration status, as a crucial lens through which to approach considerations for reconsidering the public hearing process. Many participants shared experiences where classism was on display at public hearings, particularly when it comes to unhoused residents, renters, and those living with disabilities. An “undeserving poor” rhetoric was referenced as well as the role these sentiments play in preventing the delivery of housing solutions.

There are calls for a multi-human rights lens that intentionally considers the diverse needs and experiences of participants in public hearings. It was also mentioned that currently the B.C. Human Rights Code does not cover social condition or class as a code for protection – instead, in British Columbia, protection against discrimination in housing extends only to source of income during tenancies. There are also calls for creating a culture of care in decision-making processes, where all voices are prioritized and weighed equitably, and where support and inclusion are fundamental principles. The main question that came up was how can we better design public hearings and land-use legislation based on models of community support?

## 2. Inaccessibility and Privacy Concerns

Participants described public hearings as difficult to access for many people, including those who do not have the time, cultural familiarity or physical accessibility required to participate effectively. Inaccessible venues, debate-oriented formal settings, the requirement to disclose personal information such as full name and address, and the lack of advance notice, preparation time, and supports during the process were identified as barriers to participation.

## SUMMARY

Additional accessibility and privacy barriers include citizenship status concerns, access to legible and accessible resources, including notifications such as development notification signage and mailouts, transit inaccessibility, lack of caregiving supports, internet access for online participation, lack of familiarity with the process and both lack of and excess amounts of anonymity (that either makes participants susceptible to exposure or allows for them to incite potential harm with the protection of anonymity). This creates increased risks to participants and inequities in participation, and limits the ability of individuals to speak up confidently.

Power dynamics and imbalances were identified as significant issues in public hearings, with concerns about unequal opportunities for participation and decision-making. There is a recognition of power imbalances in decision-making processes, with specific characteristics that reference historic and systemic privileges identified, such as older homeowners with greater access to wealth, predominantly racialized as white, who understand how to navigate local government processes and other systems having more influence and greater societal power compared to others.

This can result in marginalized voices being ignored or dismissed, and decision-makers prioritizing certain perspectives over others. Consequently, a recognition of the need for nuance and a deeper understanding of complex issues beyond simplistic binary categories of 'for or against' is required. Decision-makers and other participants should be more willing to engage in dialogue, engage with diverse perspectives, and remain curious while being open to learning and growth. The debate style of the public hearing process was also mentioned as a barrier to participation, with Mayor and Councilors in some municipalities being able to challenge public speakers and inundate them with questions.

The role of social media and its wider cultural context in shaping conversations around democracy, land-use and planning decisions, particularly in relation to public hearing experiences was also mentioned, with concerns about live streaming, fear-mongering, racist and other offensive coded speech, and "poor bashing."

### 3. Trust, Legitimacy and Accountability

The issue of trust in public hearings was brought up by participants, with concerns about the perceived lack of legitimacy and fairness in the process. There are calls for trust building between participants and decision-makers to ensure that public hearings are perceived as legitimate and meaningful avenues for public input. There are also concerns that decisions in public hearings are often made beforehand, and that the solutions to concerns and issues up for discussion are predetermined. Lack of transparency and meaningful opportunities for input were identified as issues, and calls for greater facilitation and respectful dialogue were suggested.

Additionally, there are concerns about the lack of consequences for decision-makers who do not adequately address public input, or permit targeted and/or coded speech that would be in contravention of the Human Rights Code, hence, calls for ensuring that decision-makers are accountable for their actions or inactions and decisions based on public hearing feedback were reiterated during the forum.

## SUMMARY

### 4. Safety Concerns and Trauma-informed Processes

Participants critiqued the concept of “safety” and mentioned that it can be viewed as a source of surveillance and enforcement against marginalized people, specifically against disabled people with mental illness, as well as poor people and racialized people. The use of personal information in public hearings, including full name and image, is seen as violating and potentially harmful. There are calls for greater protection of identity and privacy for participants in public hearings, and concerns about vitriolic language and disrespectful behavior against already targeted and vulnerable groups.

Participants shared that there is a need for more trauma-informed processes in public hearings to create a supportive environment for all people involved, from staff to participants. This may involve the use of third-party facilitators or capacity building among council and existing staff. Additionally, Council and staff should receive trauma-informed and human rights-centered training to be better equipped for public hearings, but also for their own care and wellness throughout the process.

The current public hearing process can be trauma-inducing, with high levels of stress and emotional tolls on individuals – particularly those who have experienced trauma in the past. Participants shared that the lack of trauma-informed approaches in land-use decision-making processes exacerbates the negative impacts on community well-being.

### 5. Repeal Versus “Renovation” of the Public Hearing Process

Participants questioned if “renovation” is the appropriate term to use if systemic change is the outcome required to effectively tackle the concerns identified within the public hearing process. They noted that current processes can be contentious, but it ranges depending on what the public hearing is for. Therefore, they suggested that reforms should include changes in norms, notifications, civic education, more streamlined engagements and accessible resources and timelines before hearings.

The role of courts and litigation in shaping public hearings should also be examined further. Participants also mentioned that there is confusion regarding the difference between a local government public hearing and a regular council meeting. Additional clarity and awareness should be provided by local governments to better differentiate between regular council meetings and the public hearing process with an emphasis on public hearings as an opportunity to gather public input on a particular land-use proposal, decision or update.

Comments were also shared regarding public hearing reform focusing on matters that mostly deal with the housing crisis. Participants suggested dialogue and recommendations should be expanded to consider impacts to other land-use decisions including commercial and industrial land-uses.

### 6. Structural and Systemic Change

Suggestions were made for addressing the structural and systemic issues that contribute to difficulties in public hearings, including addressing colonialism and reconciliation attempts, broader societal inequities, power imbalances, and oppressive systems that impact marginalized communities. There is a recognition of the need for collective action to challenge the status quo and advocate for more transparent, equitable, and inclusive public planning processes that prioritize the needs and interests of rightsholders and stakeholders, including marginalized communities.

### 7. Structural Complicity and Collusion

Participants shared that there is a perception that local government institutions along with elected officials, city staff, and other decision-makers conspire to push for predetermined outcomes and limit meaningful, transparent and accountable dialogue with the public. This perception can continue to lead to a lack of faith in democratic processes, particularly the public hearing process, as some participants noted that they viewed decision-makers as operating in their own interests or to serve the powerful in society, rather than the public interest and the needs of the larger community.

### 8. Human Rights-Centered Approach

Participants noted that enhanced and streamlined engagement through localized interactions or small group dialogues would be beneficial. The impact of public hearings on people, including the human rights dynamics need to be further considered and evaluated.

Participants made it clear that it is important to focus on policy and systemic concerns rather than personal judgment. For example, public hearings that apply to residential uses should not permit remarks regarding who deserves access to a neighborhood and dignified housing, but rather about the land-use components and an understanding of the role that a human rights-centered approach can play in finding short-term and long-term solutions toward addressing the historic and present-day inequities in participating in land-use decision making processes, including the public hearing process.

### 9. Community Engagement

There was an initial sense of despair and disillusionment with the current state of the public hearing process as shared by participants, with perceived predetermined outcomes, lack of genuine consultation, and limited opportunities for meaningful engagement.

The importance of community engagement in the public hearing process was emphasized, with suggestions for fostering meaningful community participation, advancing dialogue, building and sustaining relationships with marginalized communities, and incorporating local, place-based knowledge and perspectives into decision-making. This includes acknowledging regional inequities across the province, considering the diversity among municipalities and communities as well as the need for emphasis on customization and flexibility in the process to better accommodate local contexts.

## SUMMARY

Furthermore, with regards to the timeline of the process, data collection and advocacy, participants stated that there is need for more open data and data collection before, during and after the public hearing process to better understand representation in public hearings in order to advocate for appropriate changes.

### 10. Role of Education

Lack of education and awareness about the public hearing process, including how to participate, was identified as a barrier to meaningful engagement by participants. There is a need for earlier and advanced civic education, including how input will be used, and addressing the role of legal systems. The burden of educating others should be recognized, with community support highlighted in the process.

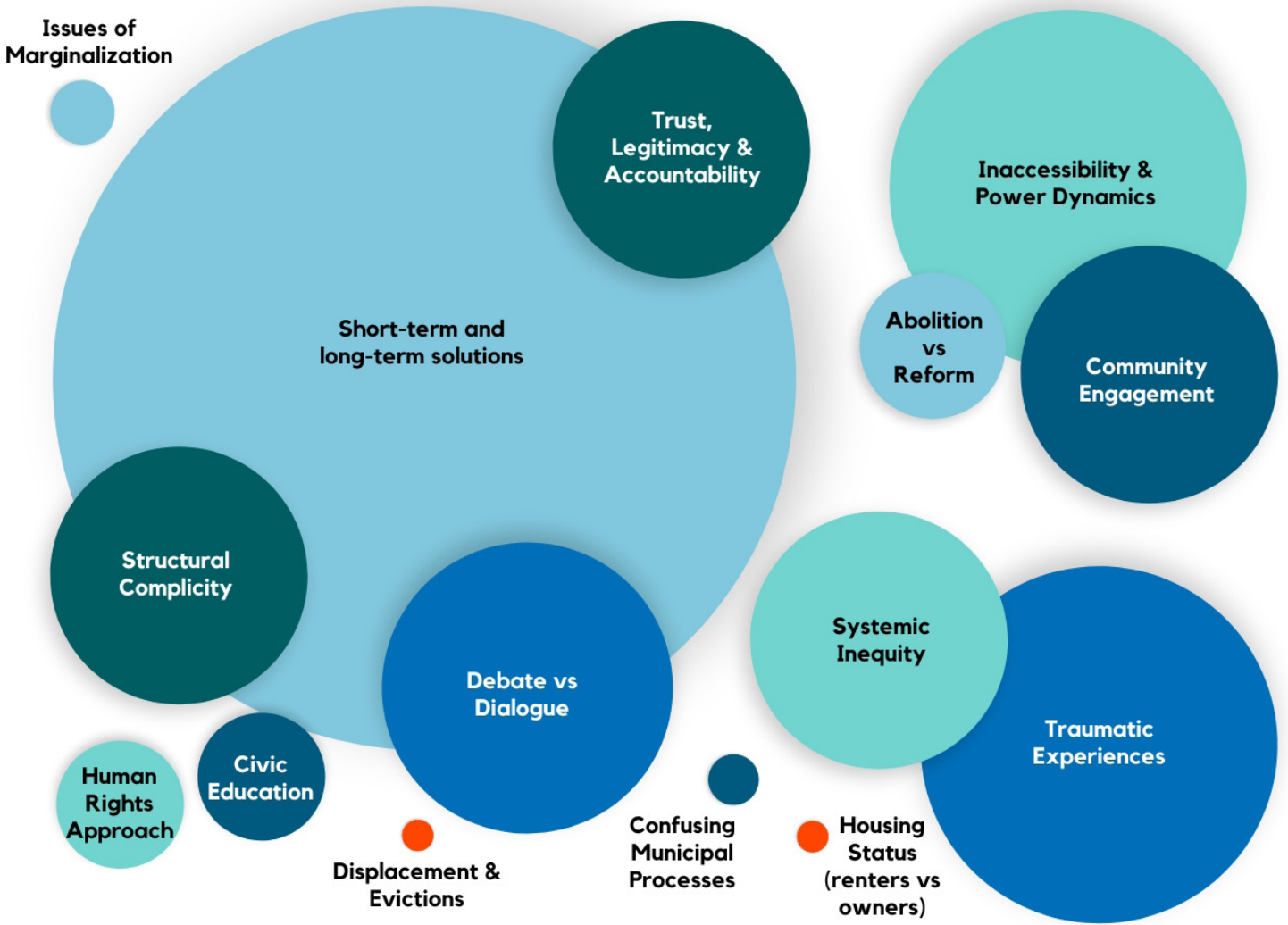
Participants made suggestions for providing education, resources and support to participants to ensure they are better equipped to engage in the public hearing process, given the limitations on access to information, such as legal, financial, and real estate departments, which may have significant input into decision-making processes. This lack of access can hinder meaningful participation and result in one-sided debates or limited understanding of the issues at hand.

### 11. Short-term and Long-term Solutions

Participants shared that improvements and reforms can be made in the public hearing process at the local government level even before a full process of reforming legislation is achieved. Short-term solutions can be implemented to address some of the barriers and challenges, while also working towards long-term provincial legislative reforms.



SUMMARY OF KEY THEMES



Key themes that emerged through forum discussions; the size of each circle represents the number of times a theme was mentioned

## SELECTED QUOTES FROM FORUM DISCUSSIONS

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"Outreach groups doing canvassing in the affected communities could help better the public hearing process. Go to the people rather than ask them to come to you. Having one-on-one conversations would be more beneficial."

"You can't help but carry your hope with you when you enter a public hearing."

"Engagement fatigue is a huge phenomenon when we require it for everything."

"We are requiring that people who are in acute situations have to come and beg for these kinds of projects to be able to go through...it's not fair, it's not accessible, and it becomes a kind of an arbitration on their life, and their life decisions. So, it's no wonder that they don't show up."

"I'm very suited to the public hearing process - middle aged, white, educated, former lawyer, lots of flexible time - but I still don't like public hearings. If I feel intimidated/uncomfortable, I can't imagine what it's like for others."

## QUOTES

"Public hearings are being used to deny people their right to housing. Every single person has that right, and yet we're doing nothing to activate it."

"Public hearings are polarization by design."

"When we are designing solutions, we need to be cognizant of the reality of our municipal politics. A lot of people don't do the job to do what's right, but to get re-elected. Even for those who don't as often privilege re-election."



# NEXT STEPS

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The Morris J. Wosk Center for Dialogue's Renovate the Public Hearing Initiative of Simon Fraser University is committed to furthering the results of this innovators forum and workshop by sharing all materials with the Province, our partner organizations and other interested parties.

The outcomes of the innovators forum and related materials will also inform the next stages of the project which include awareness raising, demonstration projects, visioning dialogues with community organizations and a financial analysis of the impacts of public hearings.

# APPENDICES

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The province-wide forum convened a combined total of 47 British Columbia elected officials, local government staff, tenants unions, community organizations and housing and land use policy/industry experts associated with the following organizations or consultants:

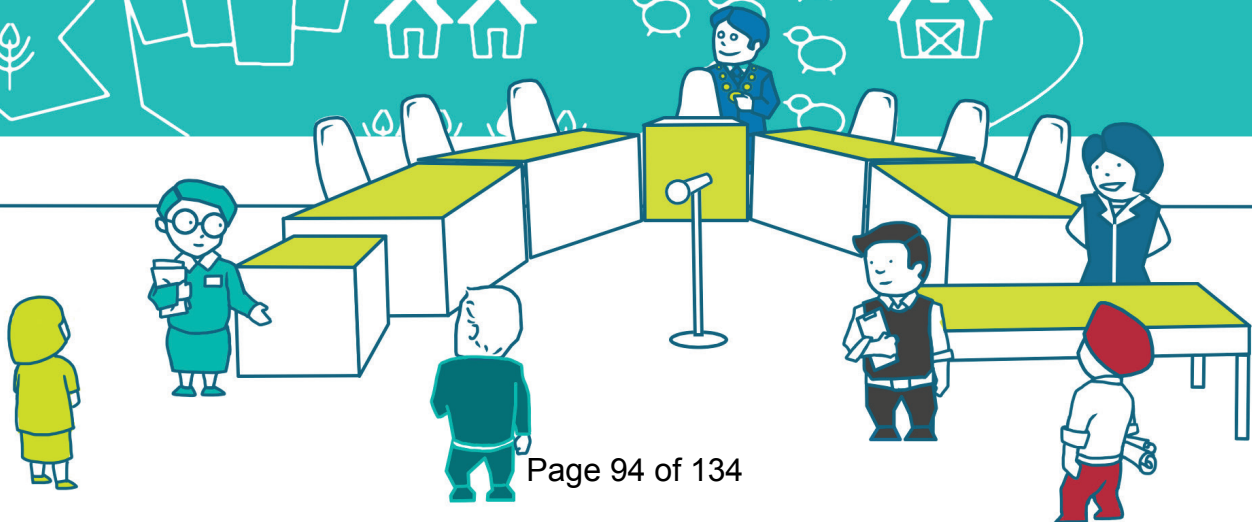
## List of Participating Organizations

- Aboriginal Housing Management Association
- Abundant Housing
- Atira Women's Resource Society
- BC Non-Profit Housing Association
- Brightside Community Homes Foundation
- British Columbia Law Institute
- Century Group
- City Hive
- City of Burnaby
- City of Kimberly
- City of New Westminster
- City of North Vancouver
- City of Powell River
- City of Terrace
- City of Vancouver
- Co-operative Housing Federation of BC
- Domus Homes Group
- Douglas College
- Entre Nous Femmes Housing Society
- Gabrielle Peters Consultant
- Government of British Columbia
- HUB Cycling
- JTA Development Consultants
- Luna Aixin Consultant
- Municipality of North Cowichan
- New Westminster Tenants Union
- Nisa Homes
- Metro Vancouver
- Municipality of North Cowichan
- Parker Johnson, Organizational Change Consultant
- Regional District of Okanagan-Similkameen
- Rent Strike Bargain
- Sacha Investments
- Salt Spring Housing Council / Salt Spring Solutions
- Simon Fraser University
- Shagufta Pasta Consultant
- Terra Housing
- Town of Gibsons
- University of British Columbia
- UBC Peter A. Allard School of Law
- University of Northern British Columbia
- Urban Strategy
- Vancouver Tenants Union
- Victoria Tenant Action Group
- Women Transforming Cities
- Young Anderson Barristers & Solicitors
- YWCA - City Shift



# RENOVATE THE PUBLIC HEARING

## DISCUSSION GUIDE



# ACKNOWLEDGEMENTS

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We also acknowledge that Simon Fraser University is on traditional unceded Coast Salish Lands including the Squamish (Sḵuwxwú7mesh Úxwumixw), Tsleil-Waututh (səlilwəta) and Musqueam (xʷməθkʷəyʷəm) Nations.



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# WELCOME

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Welcome to a workshop on the future of public hearings, hosted by the SFU Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative and funded by the Canadian Housing and Mortgage Corporation’s Housing Supply Challenge.

Public hearings in British Columbia (BC) were established to provide a public voice in the land use decision-making process. One hundred years later, many voices are asking to revisit its purpose and process for local governments.

This Discussion Guide presents an overview of public hearing legislation in BC, its origins, current practice, and some considerations for adjustments and alternatives.

## AS A PARTICIPANT IN THE APRIL 7 & 8, 2022 WORKSHOP, YOUR CONTRIBUTIONS WILL HELP TO:

- Identify current rationale, challenges and opportunities created by public hearing requirements in the BC Local Government Act (LGA);
- Generate ideas about alternative approaches for gathering public input, as well as criteria that could be used to evaluate those alternatives.



The results of this dialogue will be published in a community-friendly report that will be shared with the Province and will directly inform the next steps of the SFU Morris J. Wosk Centre for Dialogue’s project to *Renovate the Public Hearing*.



*To learn more about the project and the SFU Morris J. Wosk Centre for Dialogue see “About Renovate the Public Hearing” on page 27.*

## A DIALOGUE-BASED WORKSHOP

Public hearings are one of the tools local governments use to practice core elements of democracy (ie. fact sharing, public participation, transparent decision-making). They are also spaces where many of the current challenges that threaten our democracy – such as polarization and an erosion of trust in institutions – are sometimes visible.

In a world filled with complex challenges, strong democratic practices are needed now more than ever.

This workshop brings together people from a spectrum of perspectives related to local government and the housing crisis.

*“In dialogue, the intention is not to advocate, but to enquire; not to argue but to explore; not to convince but to discover.”*

— Louise Diamond

---

Given your personal experiences and pre-existing relationships, some parts of the discussion may be familiar and agreeable, and others less so. Use these tips to guide you:

### Tell Stories

Talk about your experiences and how they shape your thoughts. Try saying things like:

- *“I think this topic is important, let me tell you a story about the other day...”*
- *“I am concerned about this issue because...”*

### Don't Get Flustered; Take a Breath

Often, when we disagree, we start to interrupt, speak louder, or repeat ourselves. If this happens, use a question to ease the tension:

- *“Okay, I want to be sure I understand. What exactly about what I am saying do you find frustrating?”*

### Ask a Follow-Up Question

Help everyone feel heard. Try asking a follow-up question before you share your response:

- *“I think you said [insert your summary of what you heard], did I get that right?”*

### Identify Shared Values

If you find the conversation stalling, think about injecting some shared values:

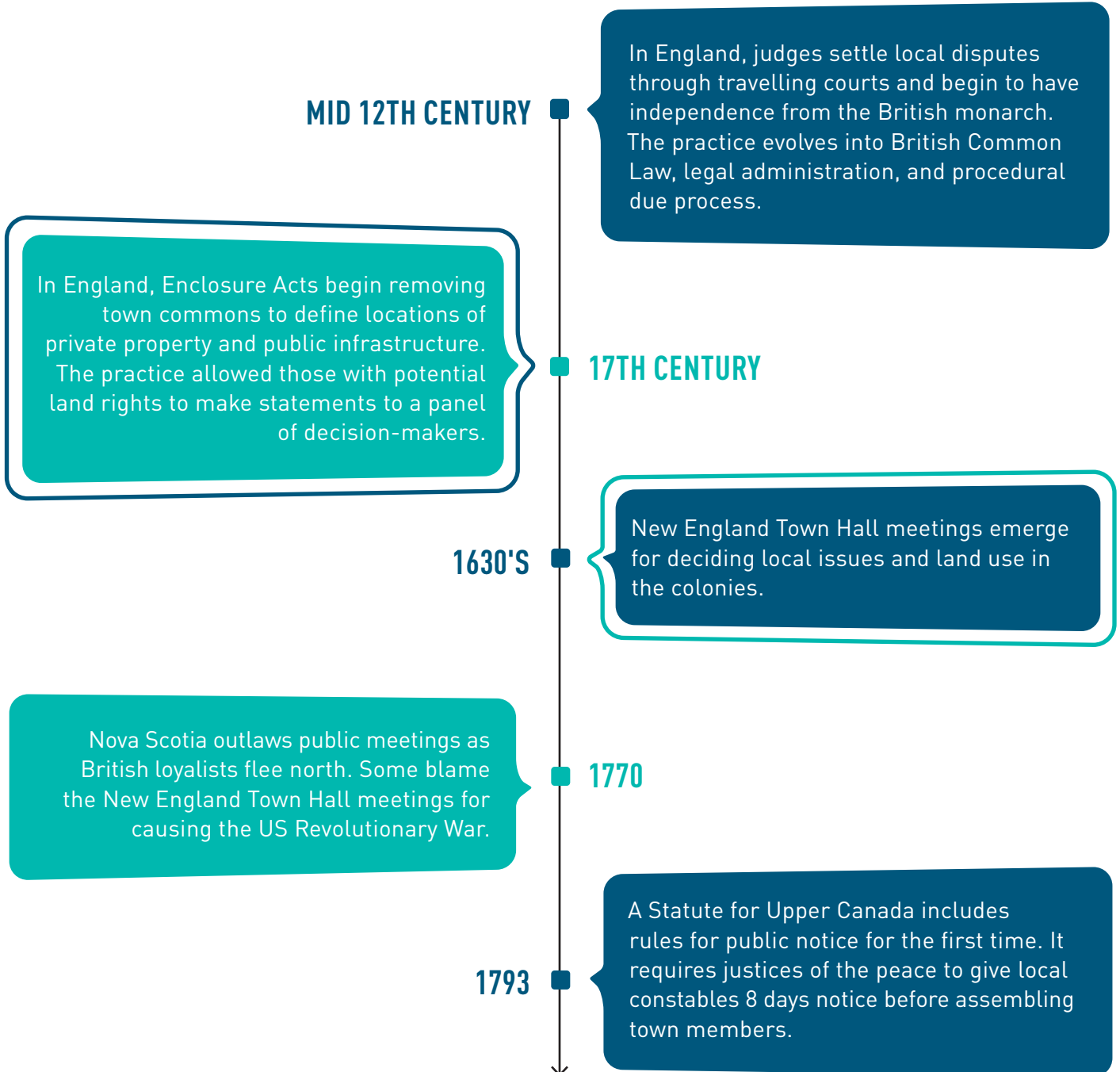
- *“It sounds like we disagree on X but can we confirm we both believe Y is valuable?”*

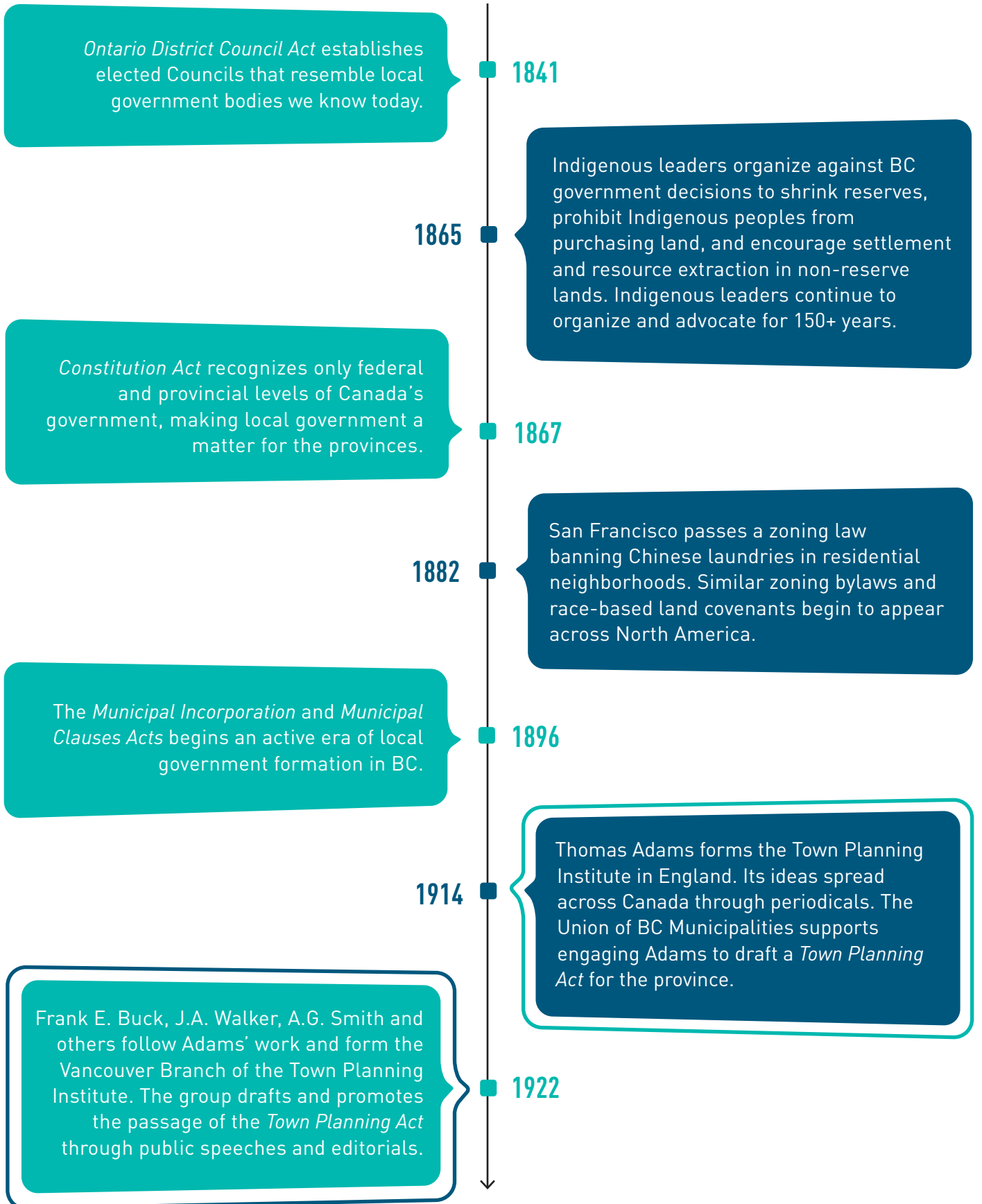


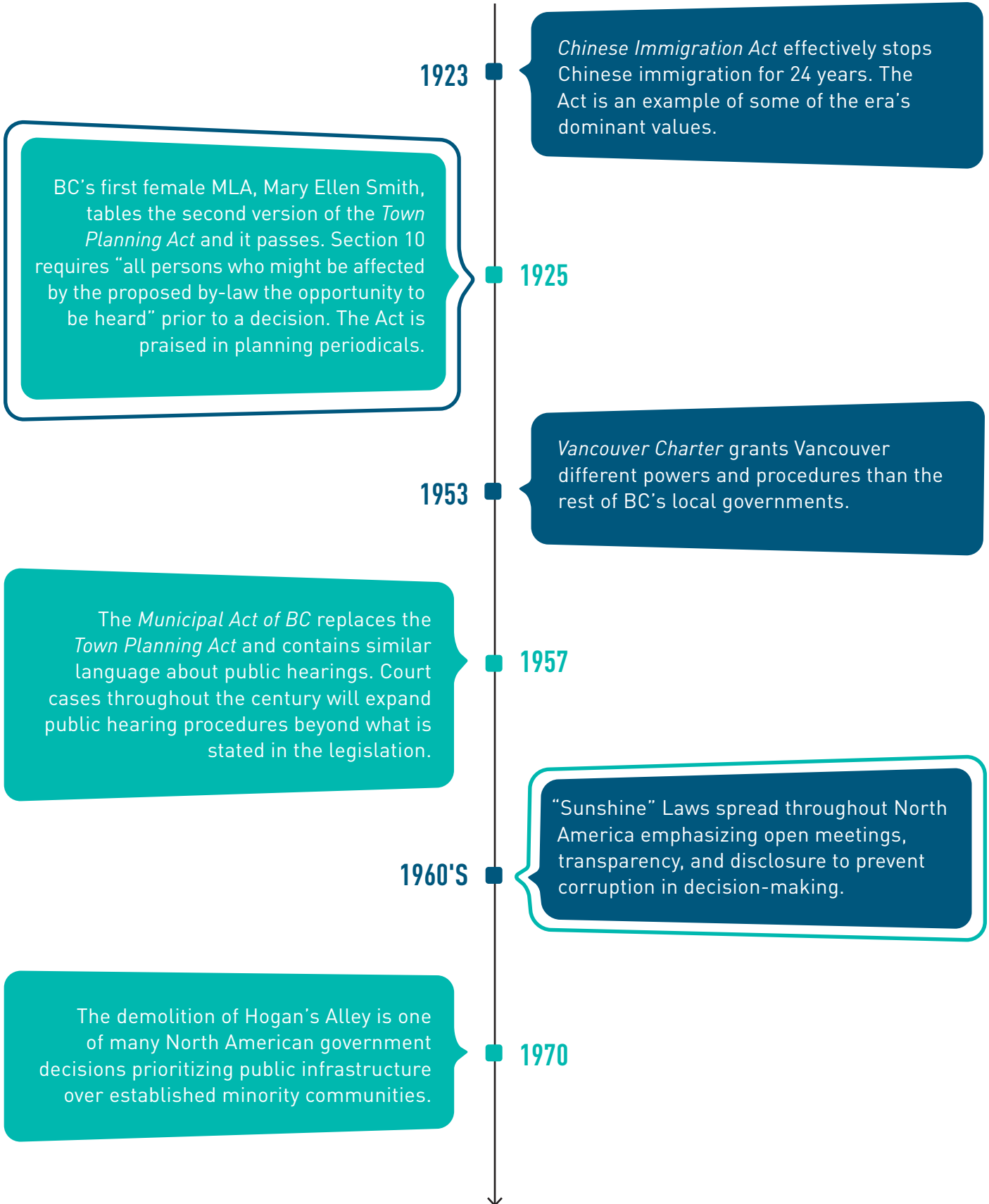
# HISTORY OF BC PUBLIC HEARINGS

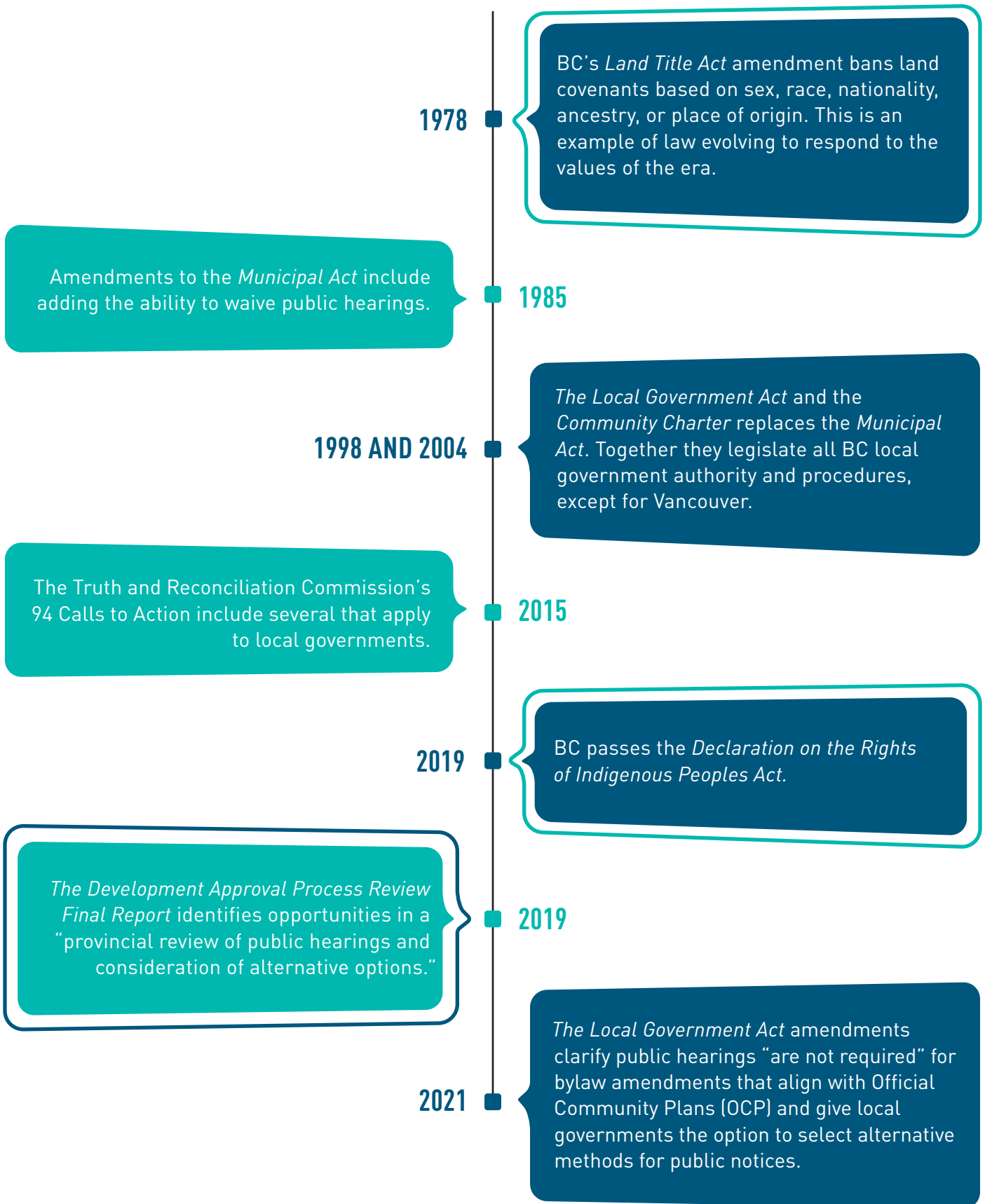
Local government public hearings are a result of:

- The evolution of British legal practice
- The shifts in governing values
- The actions of individuals









# A SNAPSHOT OF THE CURRENT LAW ON PUBLIC HEARINGS

The Local Government Act (LGA) and case law define the requirements for public hearings.

In 2022, the BC Law institute (BCLI) will publish a *Study Paper on Public Hearings* as part of their involvement in the *Renovate the Public Hearing* project. The following is from the BCLI and summarizes a section of their paper.

## What notice of the public hearing must be given?

Local governments are required to notify the public in advance of public hearings. The LGA requires that the content of the notice contain specific information about the hearing and the bylaw that is the subject of the hearing. As a default, the notice must be published in at least 2 consecutive issues of a newspaper, the last publication to appear not less than 3 days and at most 10 days before the hearing. Local governments are now allowed to create a bylaw for alternative methods of notice.

## When must the public hearing be held?

Public hearing must be held after the first reading of one of the three types of bylaws and before the third reading.

## What must be disclosed in advance of the public hearing?

The courts obligate local governments to provide the advance disclosure of relevant documents for the hearing. To be fair to public-hearing participants, the baseline requirement appears to entail:

1. Disclosing the documents that the local government will rely on in reaching its decisions about the proposed bylaw that has triggered the public hearing.
2. Making that disclosure sufficiently in advance of the hearing to allow members of the public to read the documents, reflect on their contents, and formulate their responses to them.

The courts' approach has led to a standard that can be somewhat ambiguous about what and when documents should be disclosed, because the answers to these questions can vary from case to case.



### What triggers the requirement to hold a public hearing?

Local governments hold a public hearing in connection with certain types of land use bylaws. The most common of these bylaws are:

- An official community plan bylaw
- A zoning bylaw

The public-hearing requirement applies both when a new land use bylaw is adopted and when an existing land use bylaw is amended.

### What can be discussed at a public hearing?

The LGA outlines that public hearing presentations must be based on matters contained in the proposed bylaw. Notions of relevance in land use matters have been argued by some to be very subjective. According to Bill Buholzer, “it is preferable, from the local government’s point of view, for the chair to establish a time limit on submissions and thereby give members of the public an incentive to use their speaking time wisely, rather than attempting to rule questionable submissions out of order or irrelevant.”

### What happens after the public hearing?

The LGA also enables the municipal council or regional-district board, “without further notice or hearing,” to “adopt or defeat the bylaw, or alter and then adopt the bylaw.”

After a public hearing, local governments are required to provide a written report summarizing the nature of the representations at the hearing. While case law gives local governments some scope to prepare further reports and advice on issues raised in the public hearing, relying on these new documents to make decisions on a proposed bylaw risks flouting the rule requiring public disclosure of relevant documents.

### Who can appear at the public hearing?

Everyone who believes that their interest in property is affected by a proposed bylaw is afforded reasonable opportunity to be heard at the public hearing or to present written submissions regarding the bylaw. As this provision is framed in terms of a person’s belief, courts are reluctant to recognize significant restrictions on those who seek to be heard.





## ONLINE PUBLIC HEARINGS

The Covid-19 pandemic presented new challenges for the procedures used by local governments to make sure those who might be affected by their decisions are treated fairly. BC Ministerial Order No M192 provided relief by allowing local governments to hold public hearings using electronic means such as an online video meeting or by telephone.

Anecdotal evidence suggests the shift to electronic meetings has been positive, resulting in a greater diversity of speakers in attendance and the ability to more easily mute speakers who are out of order. In some cases, lower attendance barriers have also meant longer speakers lists and lengthier public hearings.

### What is the nature of the duty of impartiality owed by councillors and board members at the public hearing?

Court cases have made it clear that municipal councillors and regional-district board members must be receptive and impartial to the arguments presented at a public hearing. Courts have recognized that it would be inappropriate to impose the same high duty of impartiality that applies to judges on councillors and board members. While these officials play an adjudicative role in the public hearing, their roles also have political and legislative functions. As land use makes up a major part of local politics, it is unrealistic to expect a councillor or board member to come to a public hearing with no political stance on land use issues.

### When is a local government not required to hold a public hearing on a land use bylaw?

A local government isn't required to hold a public hearing if the proposed zoning bylaw meets two conditions:

- “(a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and
- (b) the bylaw is consistent with the official community plan.”

The local government must still give notice to the public outlining such things as the purpose of the bylaw, the lands affected by it, and the date on which first reading of the bylaw at a council meeting will be held.



## VARIATIONS OF PUBLIC HEARINGS

There is variation in how local governments across BC govern their public hearings. For example, they give different amounts of time to speakers. Some have also created preambles to set community guidelines. Some only allow the public to speak and keep staff and Council in a listening mode, while others encourage Council to ask questions related to comments and interact with speakers. And some may direct questions they hear to the project stakeholders during the meeting.

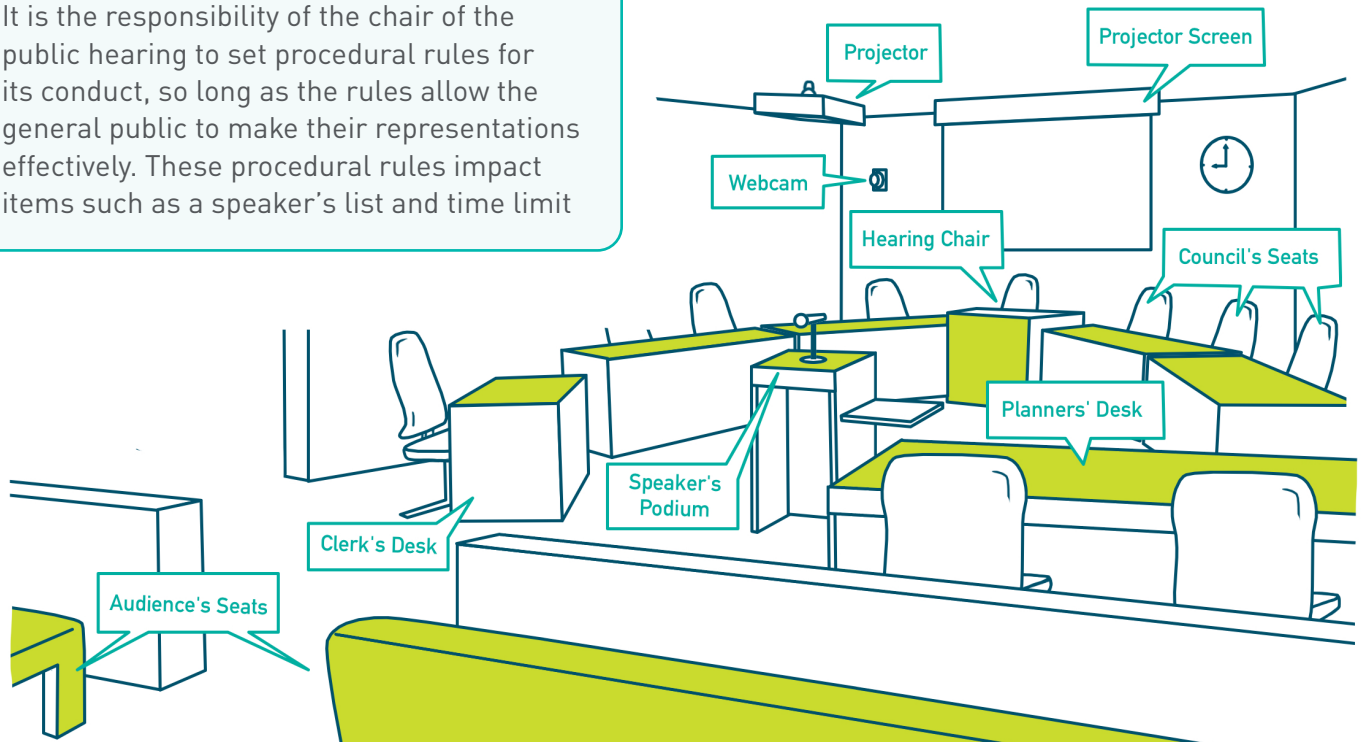
Many local governments also go above and beyond the minimum engagement defined by public hearings in the LGA.

### What is the procedure at the public hearing?

Hearings are usually held as meetings of the municipal council or regional district board or meetings of the committee of the whole of these bodies, though this is not a requirement of the LGA or the common law.

It is the responsibility of the chair of the public hearing to set procedural rules for its conduct, so long as the rules allow the general public to make their representations effectively. These procedural rules impact items such as a speaker's list and time limit

on submissions. The chair cannot adopt a rule which case law finds procedurally unfair or inconsistent with the legislation, but there is plenty of room for personal judgement on issues that don't engage either case-law precedents or legislative provisions.

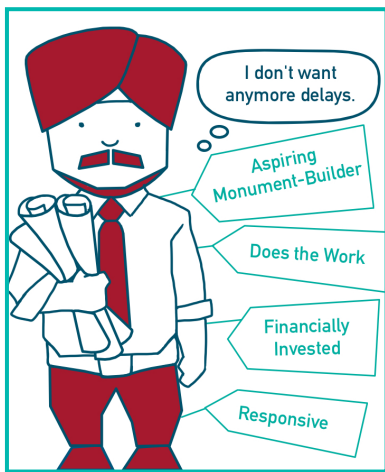


# PARTICIPANTS IN A PUBLIC HEARING

Public hearings involve several different kinds of participants. Varying opinions about public hearings exist among each type of participant, but everyone cares deeply about communities and neighbourhoods.

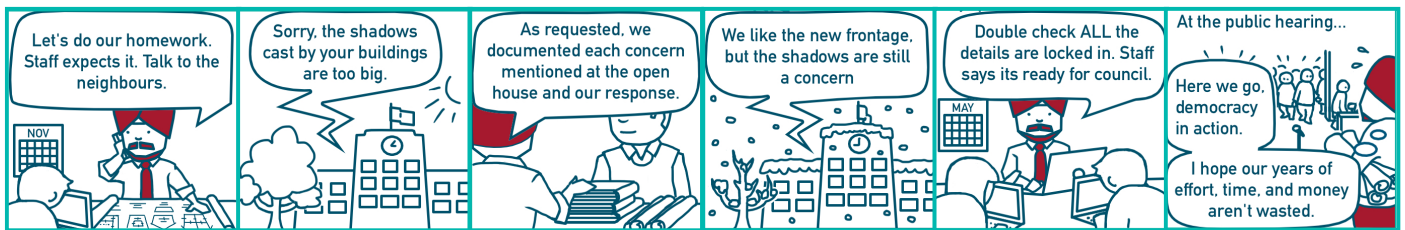
Most public hearings are important but benign. Some are contentious.

Below is a series of user stories to describe some shared emotional experiences of participants in contentious public hearings. Each element is taken directly from published research or scoping interviews and are illustrated to build empathy.



## DEVELOPERS

Developers can be for-profit businesses, non-profit organizations, or individual home owners seeking changes like a Heritage Revitalization Agreement. The developer must follow the local government’s pre-approval process and provide all required information. Applications require significant amounts of work for the developer and the process may include additional public engagement, negotiations with staff, or revising their designs. Public hearings can be high stakes for developers since they have invested significant time and money during the application process and can’t fully predict how public comments will influence the decision.



## WHO IS MISSING?

These personas provide a sample of experiences in public hearings to prompt workshop thinking. As you read, think about whose perspective you think we are missing.

Who would you add? \_\_\_\_\_

## LOCAL GOVERNMENT DEVELOPMENT AND PLANNING STAFF



Before public hearings, local government staff review the application, clarify required changes, and work with applicants to agree on relevant conditions for rezoning. They may organize and attend open houses, review community comments and work with Development or Planning Advisory Committees. Staff decide if and when an application is ready for Council consideration. When it is ready for consideration, they prepare a report with their recommendation to Council and present the project. At the public hearing, most of their time is spent listening quietly to comments. Depending on the chair's rules, they may have to answer questions with little notice.



## LOCAL GOVERNMENT CORPORATE OFFICERS



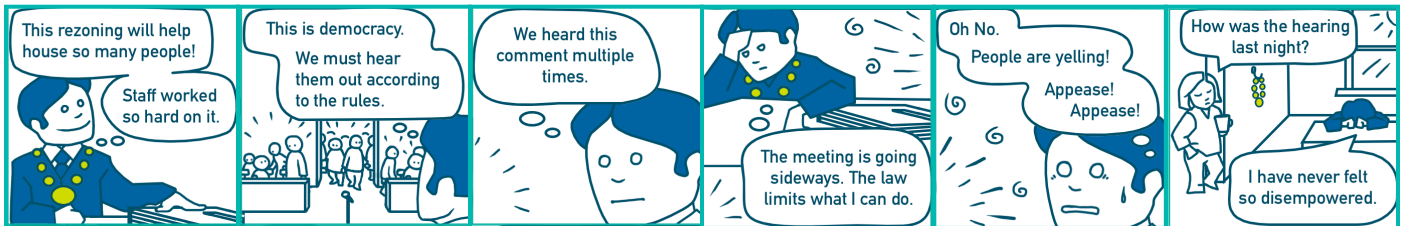
Corporate Officers are responsible for all meeting logistics, including public notices, public packages, speakers lists, and ensuring elected officials see all written submissions. In addition to taking minutes during the meeting, they also aid the chair by supporting crowd management and compliance with administrative law. They are responsible for ensuring the correct legal process, but the chair has control of the process. After the meeting, they have more work to do including compiling the public record to comply with the law.





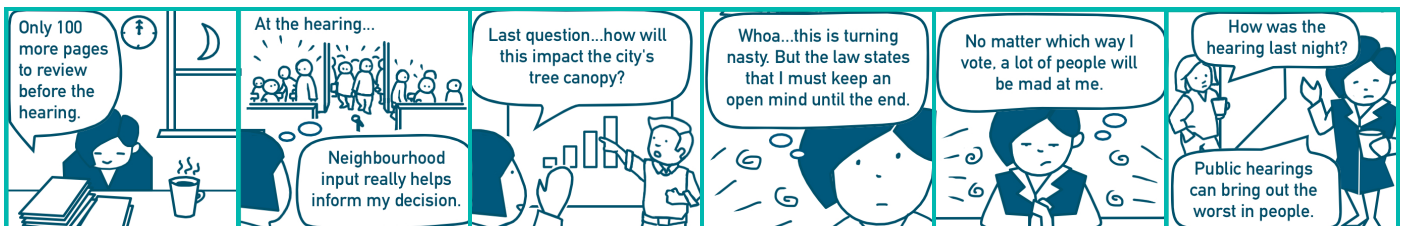
## CHAIR OF THE PUBLIC HEARING

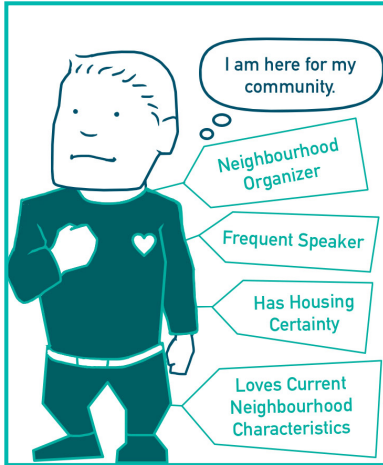
Although the Local Government Act (LGA) allows Councils to delegate hearings, Mayors, Electoral Area and Regional District Directors usually chair public hearings. The LGA allows chairs to establish procedural rules for the conduct of the hearing, and they play a central facilitation role throughout the meeting. They call each speaker and are responsible for maintaining order throughout the proceeding. As elected officials, they also vote on the proposal after the meeting and have a broader relationship with their constituents.



## ELECTED OFFICIALS

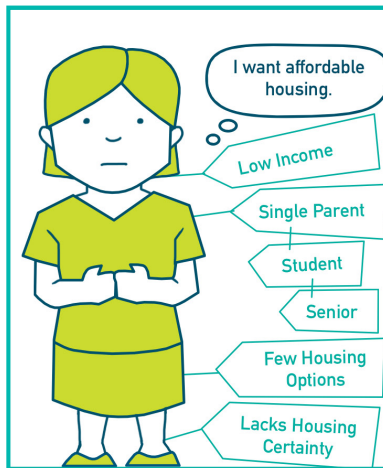
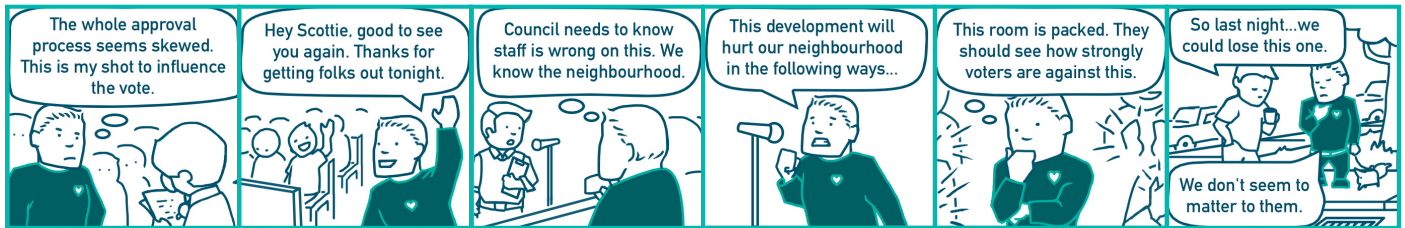
Elected officials are members of local communities who often have jobs outside their elected office. Before a public hearing, they read lengthy staff reports on the proposal and may meet with residents. The elected official's role at the public hearing is to listen with an open mind to the speakers. They often ask staff questions, seeking clarity in response to staff reports or public comments. Following the hearing, they vote on the bylaw amendment or direct staff to provide further information. They may be held accountable for their decisions in the next election.





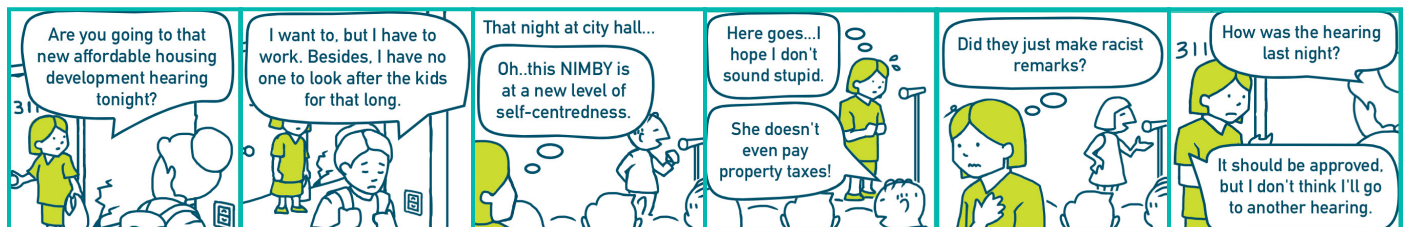
## NEIGHBOURHOOD DEFENDERS

At the hearing, speakers say their name and if they are for or against the proposal for the public record. Some welcome their chance to speak while others find it intimidating. Some organize petitions or rally other speakers for the public hearing to help shape the decision. Comments often revolve around the current or future of their community or the effects a proposal may make on the livability of their neighbourhood. They may also use the hearing to cheer on or shame elected officials to influence the vote. Repeated attendance at public hearings can also strengthen a network of residents with similar perspectives.



## HOUSING AFFORDABILITY-CHAMPION

There is a growing movement to organize and encourage those who might move into new developments to speak at public hearings. “Yes in my backyard” (YIMBY) groups, student groups, tenant union members, or other community organizations may organize and encourage potential speakers. Yet, it remains difficult for those with less financial resources or who do not already live in the community to make presentations at public hearings. Experiences in public hearings can also turn them away from future participation.



# EVALUATING PUBLIC HEARINGS

A realistic evaluation of the current law is largely a matter of determining the extent to which legal and democratic practices are currently achieved compared to alternative options that could be adopted within BC's land use planning and regulations.

The workshop will invite you to build on this list from your own experience and knowledge.

The following is from the BCLI. It summarizes a section of their *Study Paper on Public Hearings*.

## LEGAL PRACTICE OF PUBLIC HEARINGS

Case law and commentary from law professors and lawyers has told us that laws on public hearings are meant to serve a range of legal purposes.

### To provide a forum at which all aspects of the bylaw might be reviewed

In *Karamanian v Richmond (Township)*, the court made an influential statement, explaining that the purpose of enacting the law on public hearings "was to provide a forum at which all aspects of the by-law might be reviewed." The court further explained that the legislation would allow members of the public to make representations to their local government on the bylaw.

### To create a tool for information gathering about local conditions in the area affected by the bylaw

The public hearing can be seen either as an effective way to transmit facts and opinions from the local community to the local government or as a tool for uncovering information, which would otherwise be overlooked if the decision-making process were only informed by expert technical analysis.

### To create public confidence in and enhance the quality of local government decision-making on land use regulation

In a 1999 case about rezoning in Pitt Meadows, the court made the point that a public hearing "gives the decision-maker the benefit of public examination and discussion of the issues surrounding the adoption or rejection of the proposed bylaw." In short, by creating a space to hear opinions and document those opinions, better decisions are made and public confidence in decisions is enhanced.

### To give notice to affected people about the bylaw

Tying the notice provisions in the legislation to a public hearing communicates the importance of the bylaw better than simply giving notice that the local government is contemplating a land use bylaw. A notice gives people an avenue to act, and hearings provide an opportunity for the general public to be heard before a decision is made.

### To perform an educative function for residents about the operations of local government

Public hearings may also have an educational purpose for the general public. As James B. Milner puts it, "[p]erhaps the most important function of citizen participation in planning [is] . . . the education of the citizen to a greater understanding of his city's growth and change and his possible contribution."

## DEMOCRATIC PRACTICE OF PUBLIC HEARINGS

Public hearings are opportunities for elected officials, public servants and residents to demonstrate values and skills that support democracy.

The Council of Europe published a framework of 20 democratic competences identifying the “psychological resources (such as attitudes, skills and knowledge) that need to be mobilized and deployed to meet the demands and challenges of democratic and intercultural situations.”

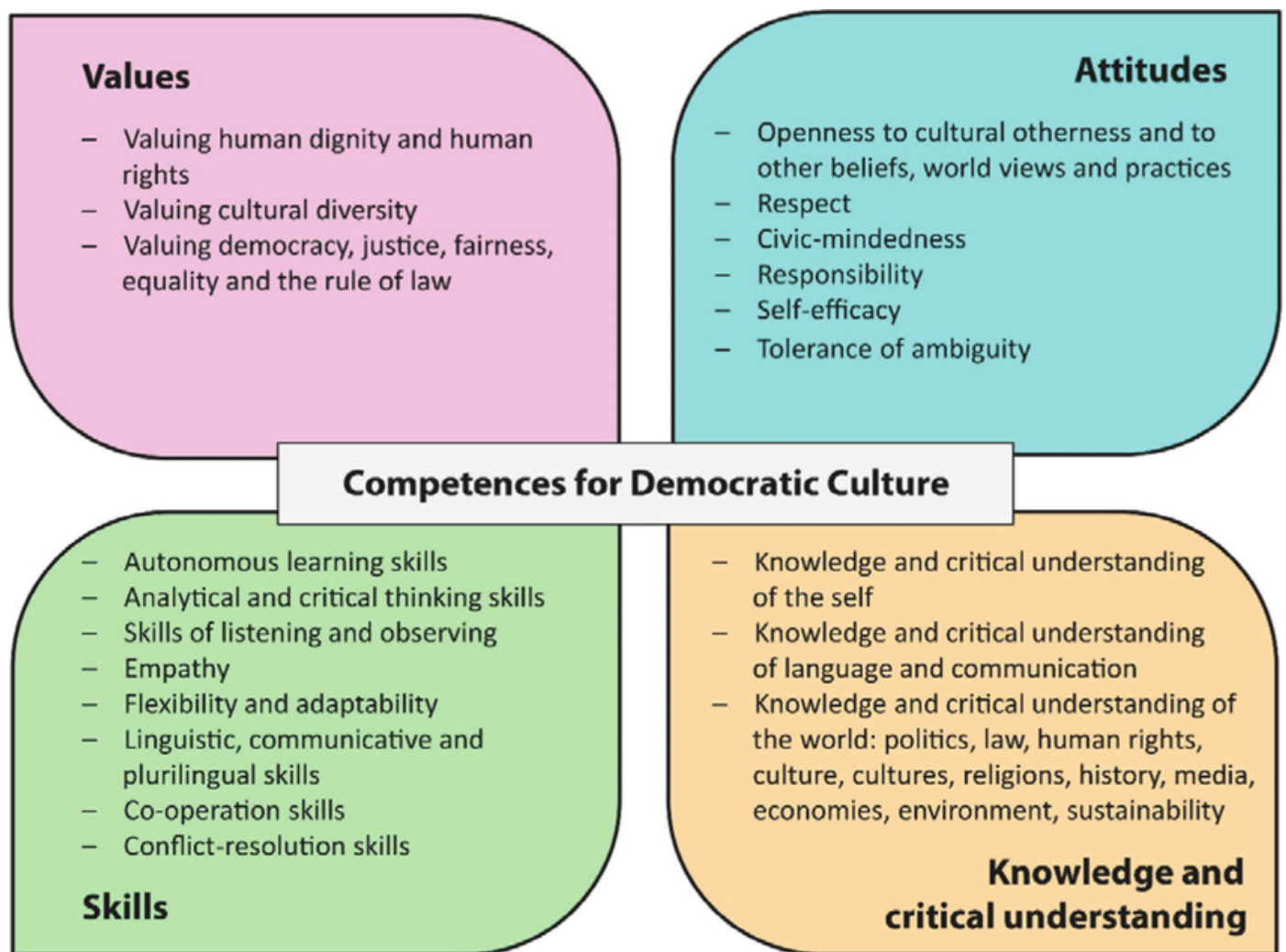


Figure reproduced from Barrett, M. (2016a) *Competences for Democratic Culture: Living together as equals in culturally diverse democratic societies*. Strasbourg: Council of Europe Publishing. Online. <https://rm.coe.int/16806ccc07> (accessed March 9, 2022). © Council of Europe. Reproduced with Permission.



# BC EXAMPLES OF PUBLIC ENGAGEMENT APPROACHES

Many of the local governments in BC go above and beyond the legislated public hearing requirements.

In 2020, Barrie Nicholls completed a “comparative jurisdictional review of guidance and practices for public participation in development approval process for all local governments in BC with populations greater than 50,000.” The following table is an excerpt from the thesis.

## What does your local government do to support public input?

	Prince George	Chilliwack	Burnaby	Coquitlam	Delta	Maple Ridge	North Vancouver	Port Coquitlam	Richmond	Vancouver	Nanaimo	Victoria	Saanich	Kelowna	Abbotsford	New Westminster	Surrey	Langley	Kamloops	
<b>CITIZEN ENGAGEMENT FRAMEWORK</b> <i>guiding principles, policies or strategies</i>	•	•	•	•	•	•	•	•	•	•	•	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>PUBLIC ENGAGEMENT FRAMEWORK</b> <i>regular use of workshops, surveys, open houses, and/or social media</i>	•	•	•	•	•	•	•	•	•	✓	•	✓	✓	✓	✓	✓	•	✓	✓	✓
<b>CITIZEN ENGAGEMENT WEBSITE</b> <i>online pages with information on projects and engagement opportunities</i>	✓	•	✓	•	✓	•	✓	•	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>DEVELOPMENT COMMITTEE</b> <i>formally appointed panel who provides advice to Council</i>	•	✓	✓	•	✓	•	✓	✓	✓	✓	✓	✓	✓	•	✓	✓	✓	•	✓	✓

\*Note there may be changes since 2020

Figure reproduced from Nicholls, B. (2020). *Public input processes for development approvals: a comparative policy review of leading practices in BC’s local governments*. Masters Thesis: University of Victoria. Reproduced with Permission.

## EXAMPLES OF ALTERNATIVE APPROACHES

Jurisdictions around the world have different approaches for land-use decision-making and related public engagement.

### Committee Model

Many local governments worldwide have some form of a development advisory committee to inform land-use decision-making. While the terms of reference are unique to each local government and committee, their general purpose is to advise decision-makers regarding local issues and individual applications. Committees often include combinations of elected officials, public servants, and public members with professional and lived experience who apply and are appointed by local government. For example, as per the previous table, several local governments in BC use committees in their pre-development approval process.

### No Public Hearings

Not all local governments require neighbour notifications or an opportunity for public comments when making individual land-use decisions. *Planning Control in Western Europe* (1989) compared planning control systems in five countries (UK, Germany, France, Denmark, Netherlands). While the report is several decades old, it notes the five countries share similar processes for application intake and evaluation (i.e. consultations, negotiations with applicants, commission review etc.). And none require notification of applications to neighbours before decision-making, nor are open forums like the public hearing widely used.

The report identified that these countries view individual development approvals as an administrative function performed in the context of an overall plan. However, some countries require public participation in creating overall plans, while others rely on extensive public service consultation.

### The Deliberative Wave

A growing number of governments worldwide are embracing engagement models that incorporate expert-informed resident deliberation into consultation— a method known as deliberative democracy. For example, Scotland is funding participatory budgeting programs as part of its *Community Empowerment Act*, allowing residents to say how local money is spent. Vancouver's Citizen Assembly on the Grandview-Woodland Community Plan (2015) is another example that puts residents at the centre of the planning process.

**Citizens' Assembly:** The government invites randomly selected citizens to convene in an "assembly" to learn and discuss a tricky policy topic. Their goal is to weigh different options and recommend a set of policies to the government. This can also be known as a citizens jury or panel.

### Principle-Based Legislation

Some governments are embracing legislation that identifies principles that must be met rather than specific rules. For example, the province of Victoria in Australia recently shifted their *Local Government Act* (2020) for legislating community engagement. The Act now tasks local governments to create their own community engagement policy that identifies “deliberative engagement practices” that will be applied to develop their key strategic documents. These practices must give effect to five community engagement principles.

Recent changes to the requirements of public notice in *BC’s Community Charter* could be considered another example. Section 94 now provides local governments with an option to adopt a public notice bylaw to specify the means that will be used to publish public notice in their community. Before adopting the bylaw, local governments must consider three principles defined through regulation. For communities that are happy with the status quo the default remains publishing in a newspaper once each week for two consecutive weeks.

### Analysis-forward model

Led by local government staff, analysis-forward models use specific analytical processes to identify how different groups of people may experience policy, programs or initiatives. For example, in the City of Surrey, a needs analysis conducted by city staff and external consultants identified gaps in existing parks, recreation, and cultural facilities, programs, and services. The Canadian governments’ Gender-based Analysis Plus (GBA+) implementation is another example. Within analysis-forward models, staff may use public engagement consultations to gather data for their analysis.



*Part 3, Section 56 of Victoria Australia’s Local Government Act:*

### COMMUNITY ENGAGEMENT PRINCIPLES

- a community engagement process must have a clearly defined objective and scope;
- participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

### Visioning exercises

Many jurisdictions engage residents in visioning exercises as part of their overall land use plan development. These exercises invite residents to envision the ideal future of their community by providing a creative and collaborative forum. Many of BC’s local governments use visioning exercises such as design charrettes, micro-utopias, and future workshops to draft Official Community Plans (OCP). For example, the City of Prince George’s OCP (updated 2022) explains, “engagement began by asking people about their vision of the future and how to get there using a survey and ‘kitchen table’ workbooks.”

### Arts-forward model

Arts-forward models can be led by communities, researchers, organizations, and in some cases, local government staff. Their goal is to center lived experiences using creative mediums such as video, writing, or photography. For example, Theatre of the Oppressed organises groups worldwide and uses particular kinds of theatre games to help translate “the law into practice.” Closer to home, the City of New Westminster in collaboration with Douglas College, recently posted an RFP for a photovoice project with tenants of affordable housing developments. These approaches often focus on generating compassion and empathy for others. Outcomes can influence public discourse and priorities in decision-making.

**GBA+:** This is an analytical tool and process that assesses how diverse groups of women, men, and people with varying gender identities may be impacted by policies, programs, services, and other initiatives.

**Design Charrettes:** These are workshops that bring together members of the community alongside local government staff and artists to prompt community members to envision their ideas for the future of the community so that artists can visualize them through a series of sketches.

**Micro-utopias:** A visioning technique that seeks to help participants envision and enact an impossible or aspirational concept for their community. These have manifested as micro-libraries, free stores, and digital platforms for collaborative decision-making.



# ELEMENTS OF GOOD PUBLIC ENGAGEMENT

Public hearings are a common form of engagement in BC. What does it mean for public engagement activities to be conducted well?

Several organizations have ideas, including the International Association for Public Participation, the National Coalition for Dialogue and Deliberation, and the SFU Morris J. Wosk Centre for Dialogue. Here are some of the elements of good public engagement to think about.

## Planning and transparency

Organizers should think through the engagement plan from beginning to end to ensure the process meets participants' needs and the objectives of the project. This plan should be accessible to the public.

## Inclusion of all demographics

For an outcome to represent the needs of many people in the community- and for it to have democratic legitimacy- it's important that the engagement process includes many people, voices, and ideas. It recognizes that there is significant diversity of opinion within communities like there is across communities.

## Informed public

Both participants and the public deserve to be informed about the issues that will be discussed in the engagement process. Information and education can empower everyone to be better stewards of their community and more capable contributors to decision-making.



## Listening

An engagement process needs to carve out ample time for listening: this means facilitators listening to participants, and participants listening to each other. Listening is key to generating new ideas and creating an environment of mutual understanding.

## Impact

It's respectful to participants to communicate how their input will be incorporated into decision-making! Let participants and the public know from the outset how their contribution will feed into the final product.

## Tailor a plan to the context

Engagement plans don't have to be one-size-fits-all! Approaches can be tailored to fit the topic, objectives, location, and available resources.

## Advance equity

Power inequalities, colonialism, and systems of discrimination and oppression present in modern society and can hinder the participation of affected groups. Ensure that any project and its engagement process is mindful of these power structures and works to advance equity rather than perpetuating inequalities.

## ELEMENTS OF GOOD PLANNING

Public hearings are one of the last steps in a lengthy planning process. And good land use and urban planning require decisions that balance several interests. What does it mean to do this work well?

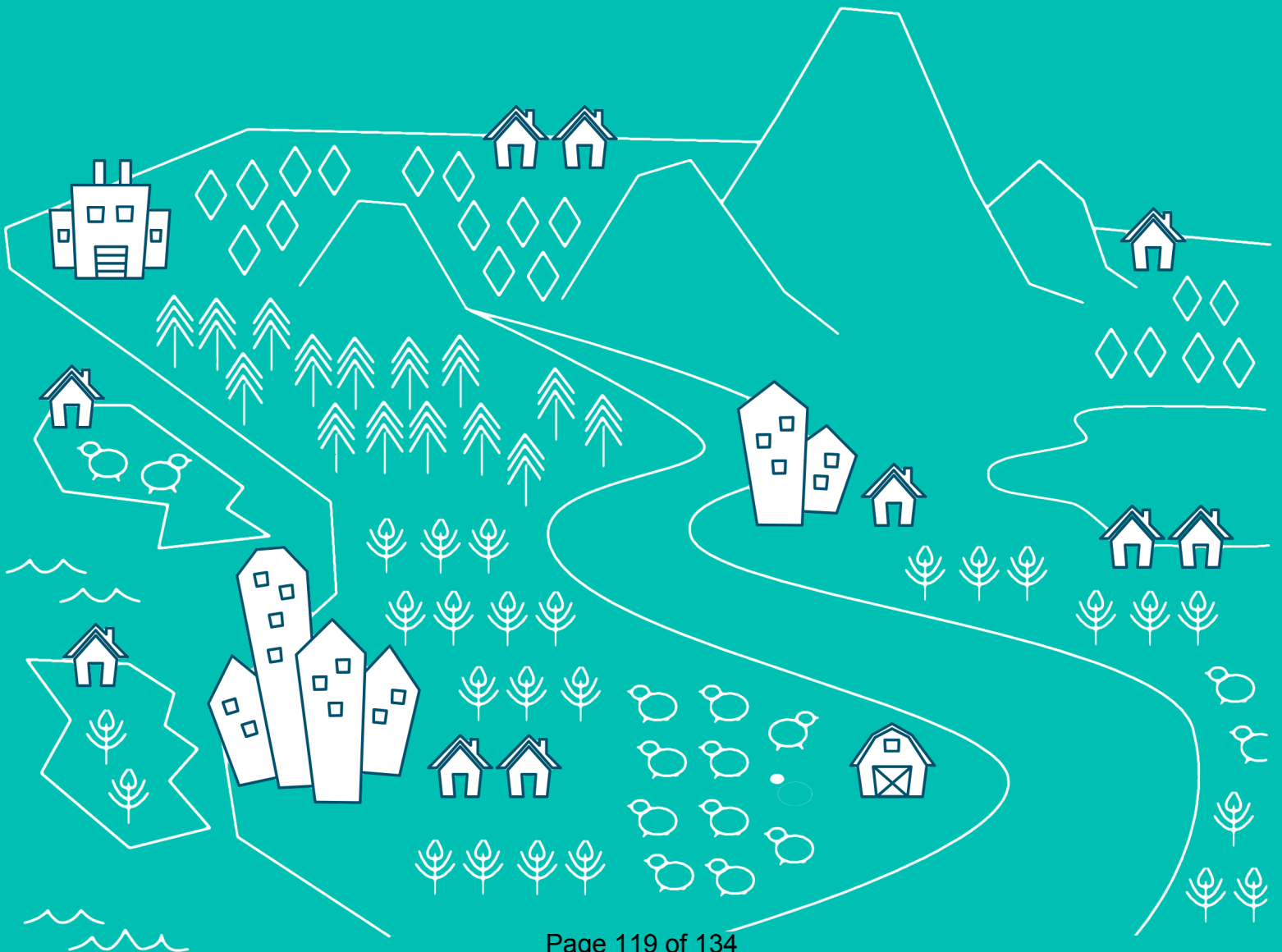
The following is an Excerpt from: *Planning Institute of British Columbia. (2012). PIBC code of ethics and professional conduct. Planning Institute of British Columbia - Bylaws. <https://www.cip-icu.ca/Files/Provincial-Codes-of-Conduct/PIBC-Code-of-Ethics.aspx>*

Professional organizations offer some guidance. For example, the Planning Institute of British Columbia has a *Code of Ethics and Professional Conduct* that directs planners to:

- **Practice sustainable planning that considers the use of society’s resources and the needs of future generations**
- **Value both the natural and human environments and understand their interrelationships**
- **Acknowledge that planning decisions can have effects that cross jurisdictional boundaries**
- **Balance the interests of communities with the interests of individuals**
- **Strive to continuously improve their knowledge of applicable planning theory and practice**
- **Foster meaningful public participation by all segments of society**



# FURTHER READING



# ABOUT RENOVATE THE PUBLIC HEARING

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## PROJECT FUNDERS

*Renovate the Public Hearing* is a project developed by the Morris J. Wosk Centre for Dialogue's Strengthening Canadian Democracy Initiative.

*Renovate the Public Hearing* was shortlisted in the CMHC Housing Supply Challenge's second-round competition focused on improving pre-development approval processes. As a result, the Centre received funding to refine the project design and will re-apply to CMHC for full funding in June 2022.

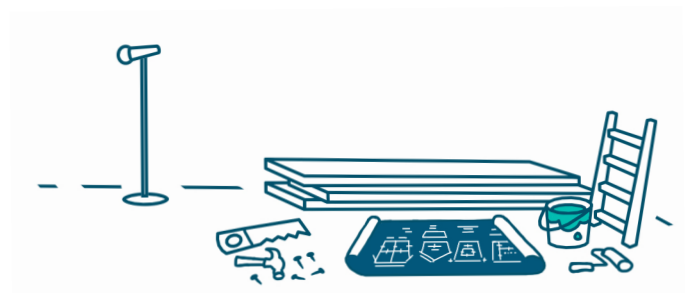
## GOAL

Improve municipal procedures and increase trust in democracy by identifying evidence-based recommendations for revising BC's *Local Government Act* public hearing requirements to create:

- Stronger public engagement practices,
- Supports for reconciliation,
- More effective local government pre-development approval processes.

## OBJECTIVES

1. Analyze existing legal frameworks, including relevant case law, and explore options for legal reform
2. Increase understanding of how public hearings evolved and their effects
3. Improve democratic decision-making by building stronger trauma-informed and culturally respectful relationships
4. Pilot and evaluate alternative options for public input that meet the needs of local governments and communities
5. Recommend evidence-based reforms to support more meaningful public input in land use decision-making





## ACTIVITIES



### Exploration and Research

Completed 60 informal scoping interviews and reviewed more than 150 academic research articles and archive documents related to public hearings in BC and public engagement practices worldwide. Will conduct formal research to identify barriers and costs related to public hearings in BC.

### Convene

Hold workshops to better understand current benefits and barriers in local government public hearings and consider alternative options from a range of perspectives.

### Legal Review and Reform Committee

Published legal study paper by BCLI. Leads a legal reform committee, jurisdictional scan, and reform analysis process from a legal perspective.

### Pilots

Co-create and pilot scalable public engagement processes for alternative options for public hearings in four diverse local governments in B.C.

### Evaluation

Evaluate pilots to identify best practices for building capacity, relationships and respectful engagement requirements for land use decision-making.

### Validation and Recommendation

Learning exchanges with pilot partners and deliberative dialogues with participants from all phases to workshop policy recommendations.

# ABOUT THE PROJECT PARTNERS

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## ABOUT THE SFU MORRIS J. WOSK CENTRE FOR DIALOGUE

Since 2000, the Centre has designed and facilitated more than 500 in-person and virtual events from local to international in scale, reaching hundreds of thousands of people. They offer a comprehensive range of in-person and virtual services to support governments, community organizations, and non-profits in meaningful and participatory engagement and solutions-oriented outcomes.

## ABOUT THE STRENGTHENING CANADIAN DEMOCRACY INITIATIVE

The Strengthening Canadian Democracy Initiative’s mission is to create a more resilient democratic culture across all communities in Canada. The Initiative explores the intersection of policy, procedure, and human experience and looks for ways to strengthen democratic practice. Public hearings are one of these intersections.

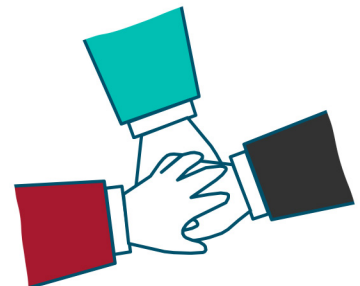
The Initiative also works to spark dialogue on democratic competences and share strategies to make them stronger. It has also completed numerous program evaluations and created *Where to Start? A Workbook for Evaluating Democratic Engagement Impacts*.

## ABOUT THE BC LAW INSTITUTE

The BCLI was created in January 1997 by incorporation under the *Provincial Society Act*. The broad purposes of the Institute, described in Article 2 of its Constitution, are to:

- promote the clarification and simplification of the law and its adaptation to modern social needs,
- promote improvement of the administration of justice and respect for the rule of law,
- promote and carry out scholarly legal research.

BCLI carries out scholarly research, writing and analysis for law reform, collaborating with government and other entities, and providing materials and support for outreach and public information.



# LAND USE TERMINOLOGY

## Local government, municipality, regional district

Under the *Local Government Act*, local government is defined as “(a) the council of a municipality, and (b) the board of a regional district.”

## Municipality

Municipality is a collective term for cities, towns, villages, and districts. In BC, municipalities are classified according to their population and geographic area. There are currently 162 municipalities in BC.

## Council

A municipality’s local government is called a council. Municipal councils are democratically elected to represent the community and are entrusted with making decisions on their behalf. Typically, municipal councils consist of a mayor and between five to eleven councillors, depending on the population of the municipality. All council members serve four-year terms.

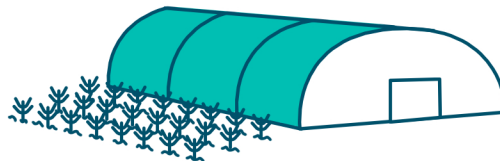
## Regional district

A regional district is a federation of local governments, constituencies, and in some cases, Treaty First Nations. BC has 27 regional districts that span almost the entire province, ranging in size from 2,000 to 119,337 km<sup>2</sup> and have a population of under 4,000 to over two million.

## Bylaw

Laws that are adopted by local governments are called bylaws. Local governments use bylaws to govern a municipality or regional district. While not specific to land use planning, much of what local governments do in land use planning involves the adoption of a bylaw.

The general procedures for adopting bylaws are set out in the *Community Charter*. In short, bylaws are adopted by majority vote of the municipal council or regional district board, on three readings of the bylaw at council or board meetings



### Official community plan

The purpose of an official community plan is to provide a statement of goals and policies to guide planning and land use management within the area covered by the plan. It is best to think of official community plans as high-level statements of visions or principles that guide a local government in carrying out long-term planning.

The *Local Government Act* establishes requirements for the content of an official community plan and provides that such plans meet the *Act's* special requirements for consultations. Local governments should specifically consider consultations with neighboring municipalities, regional districts, First Nations, and provincial and federal governments and determine whether consultations should be early and ongoing.

These consultations are in addition to the required public hearing prior to the third reading. A court case (*Gardner v. Williams Lake (City)*) on this provision noted that the consultation is an elastic concept and may include informal communications, meetings, open houses, delegations, and communications.

### Zoning

The *Local Government Act* gives local governments the power to adopt zoning bylaws. This zoning power authorizes the division of areas to which zoning bylaws apply into zones, and within each zone regulates how land, buildings, and other structures may be used. A zoning bylaw may also regulate where a building can be located within a zone, its maximum height and size, and its maximum density.

Zoning bylaws must be consistent with an applicable official community plan. They implement the plan by filling in the details of the plan's broad vision.

*Excerpt summarizing BC Law Institute's forthcoming Study Paper on Public Hearings. Reproduced with Permission.*



# PRE-DEVELOPMENT APPROVAL PROCESSES

Public hearings currently exist within a larger development approval process led by local governments. The general steps are similar but the details may vary for each local government in BC.

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## STEP 1

### Provincial Requirements

The development applicant must ensure that the proposal aligns with provincial requirements such as the various building codes like the BC Building Code and the BC Energy Step Code.

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## STEP 2

### Local Government Framework and Zoning Bylaw

Alongside provincial requirements, the application must also ensure alignment with their jurisdictions Official Community Plan (OCP), Regional Growth Strategy, community needs and current local land use zoning bylaws, policies, and guidelines.

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## STEP 3

### Pre-Application Meetings

To help with their proposal design, some applicants may choose to meet with local government staff prior to submitting their applications. Some may also choose to meet with community members in advance of their application to garner public input and support.

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## STEP 4

### Development Applications

Applications require a considerable amount of supporting information, ranging from plans, site drawings, legal documents, and more. Local government staff review the proposals for completeness and alignment with the local government framework and zoning bylaws. Local government staff provide feedback and often meet with the applicant to discuss the design and negotiate community amenities. This is often a back and forth process between applicant and local government staff that may result in design changes.

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**STEP 5**

**Public Consultation**

Depending on the project, some local governments encourage or require public consultation or require the application to be reviewed by a local government appointed committee. The local government may also have rules about how the applicant must document and respond to the results of these consultations. This may lead to further meetings with staff and result in design changes. This consultation is NOT required by the *Local Government Act* (LGA) legislation but may be part of the local government’s policies or bylaws.

**STEP 6**

**Readings**

When staff has reached consensus with the applicant and believes the application is ready for Council review, they will report to Council on the development application and in the case of a zoning bylaw amendment, draft up a bylaw for Council’s consideration. At this point, Council may give the first and second reading. Local government bylaws require three readings prior to being adopted. Each reading requires a majority vote of Council.

**When the zoning bylaw amendment aligns with the OCP**

Each local government may have a different process or their own criteria for deciding if the zoning bylaw amendment is in alignment with their OCP.

If the application is in alignment with the OCP a public hearing is not required prior to third reading.

**When the zoning bylaw amendment does not align with the OCP**

Many local governments choose to combine the first and second reading. And the public hearing is held just before third reading. This is the only provincially required public consultation.

Some local governments will also choose to hold public hearings that are in alignment with the OCP if they believe the application is controversial.

**STEP 7**

**Plans & Permitting**

Many local governments require both a development permit and a building permit. Once the bylaw or bylaw amendment is adopted at the public hearing stage, development and building permits must be attained which require their own set of applications and processes.

**STEP 8**

**Approval**

Once approved and community amenity contribution agreements are signed, permits will be issued which also identifies when construction may begin.

## RESOURCES ABOUT PUBLIC HEARINGS

We have referenced several studies and resources in this discussion guide. Here is a list If you would like to review them further:

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<b>TOPIC:</b>	Public Hearing Process Policy
<b>POLICY NO.:</b>	01-0550-B
<b>APPROVED BY:</b> Council	<b>RESOLUTION NO.:</b> CS 2021-388
<b>DATE:</b>	December 7, 2021
<b>AMENDED:</b>	

**PURPOSE:**

Public Hearings may be required by the *Local Government Act* to provide an opportunity for the public to submit verbal or written comments on Official Community Plan, zoning and, from time to time, other bylaws or permits. In order for this process to be conducted in a fair and equitable manner, Council has established the following process for holding public hearings and for receiving oral and written presentations.

**POLICY:**

Any person who believes their interest in property will be affected by a proposed bylaw has an opportunity to address Council at a Public Hearing in a timely and orderly fashion. Individuals may send their submissions prior to 12:00pm the day of the Hearing for inclusion as part of the record in one of the following ways:

**Email:** [info@ladysmith.ca](mailto:info@ladysmith.ca)  
**Mail or drop off:** Town of Ladysmith, 410 Esplanade Avenue  
 PO Box 220, Ladysmith, BC V9G 1A2

**Other forms of submissions will not form part of the Public Hearing record.**

**PROCESS:**

Prior to each Public Hearing the Corporate Officer shall prepare an agenda to outline the procedure to be followed and to include the proposed bylaw and any written submissions as laid out in the following table.

**Meetings may be In Person or Electronic**

The *Local Government Act* permits local governments to hold Public Hearings either in person or by electronic means. The Public Hearing Notice must clearly state the date, time and location of the meeting. If the Hearing is held by electronic means, the public must be advised how they can virtually attend and participate in the Hearing and be provided the option to attend in person the place the Hearing will be broadcast where they can hear or see and hear and participate in the Hearing.

**Written Submissions:**

Staff will manage written correspondence received (by mail, email, or hand delivery as noted in this policy) in relation to a proposed amendment being considered at a Public Hearing as follows:

Time received	Process
Correspondence received prior to the bylaw being considered for 1 <sup>st</sup> and 2 <sup>nd</sup> readings, or prior to receiving direction to proceed to Public Hearing.	<ul style="list-style-type: none"> <li>• If addressed to staff, retained in file.</li> <li>• If addressed to Council, circulated to Council as general correspondence.</li> <li>• Does <u>not</u> form part of the Public Hearing record.</li> </ul>
Correspondence received (as outlined in the policy) after 1 <sup>st</sup> and 2 <sup>nd</sup> readings but prior to the Public Hearing. Deadline for receipt of correspondence set at 12:00pm on the day of the Public Hearing.	<ul style="list-style-type: none"> <li>• Compiled and made ready for public review at the Public Hearing.</li> <li>• Included in the Public Hearing agenda if received prior to the agenda printing deadline.</li> <li>• Included as a late agenda memo if received after the agenda printing deadline and prior to 12:00pm on the day of the Public Hearing.</li> <li>• Forms part of the official record which is available to the public and placed on the Town's website.</li> </ul>
Correspondence received after 12:00pm on the day of the Public Hearing but before the close of the Public Hearing.	<ul style="list-style-type: none"> <li>• For in-person Public Hearings, submissions must be provided in person prior to the close of the Hearing to be considered part of the formal record.</li> <li>• For electronic Public Hearings, written submissions must be sent via email or provided in person to the designated staff member in attendance at the designated place where the Hearing is broadcast prior to the close of the Hearing to be considered part of the formal record.</li> </ul>
Correspondence received after the close of the Public Hearing.	<ul style="list-style-type: none"> <li>• Correspondence is retained on file.</li> <li>• <u>Not</u> circulated to Council.</li> <li>• Does <u>not</u> form part of the Public Hearing record.</li> </ul>

**At the Public Hearing:**

- The Chair will call the Public Hearing to order and describe the purpose and procedures of the Public Hearing.
- The Chair will inform the public that each speaker will be permitted to address the Hearing for a maximum of ten (10) minutes. All comments must be relevant to the issues at hand.
- The Chair will inform the public that the Hearing may be recorded and livestreamed

and that names, addresses and any comments made, in addition to written submissions, will become part of the Public Hearing record.

- Staff will introduce the proposed amendment.
- The applicant will be given the first opportunity to address Council.
- The floor will then be open to anyone who wishes to speak to Council regarding the proposed amendment.
- Those who address Council will be asked to provide their name and address and to indicate whether they support or oppose the proposed amendment.
- No electronic presentations (eg. slides, PowerPoint) will be permitted from either the applicant or the public.
- Comments must be relevant to the issue at hand, succinct, and respectful of Council, Town staff, and other members of the public in attendance. When the permitted time for speaking expires, the person speaking must yield to the next speaker.
- Those in attendance at an in-person Public Hearing will refrain from applause or other expressions of emotion whether in favour of, or opposition to, any particular application or argument. Inappropriate language, outbursts or criticisms aimed at individuals or groups will not be permitted.
- Once everyone has had a chance to speak for the first time, the Chair will ask the Corporate Officer to report on written submissions which have been received as part of the record.
- Those in attendance at the Hearing who wish to speak again are permitted to present additional or new information.
- A speaker will not debate a point of view with another speaker but will seek clarification through the Chair.
- Prior to the close of the Public Hearing the Chair will call three (3) times to ask if anyone else would like to speak. Should no one express an interest in speaking the Chair will state that the Public Hearing is closed.

**After the Public Hearing is Closed:**

Once all submissions have been heard and the Public Hearing is closed, Council may consider the amendment at the Council meeting immediately following the Public Hearing (if applicable), at the next, or a specified meeting of Council, with or without request for further information from staff. No other submissions (mail, email, phone calls or in-person) from the public or the applicant regarding an amendment may be received by Council following the close of the Public Hearing.