



**MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, DECEMBER 3, 2012
7:00 P.M.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Bill Drysdale
Councillor Jillian Dashwood	Councillor Duck Paterson	Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Councillor Gord Horth

STAFF PRESENT:

Felicity Adams	Erin Anderson	Joanna Winter
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CALL TO ORDER Mayor Hutchins called the Regular Council Meeting to order at 7:00 p.m.

AGENDA APPROVAL Mayor Hutchins requested Council's consideration of the following addition to the agenda:
13.1 Ready for Rent Workshop

CS 2012-356 It was moved, seconded and carried that the agenda for the Regular Meeting of Council for December 3, 2012 be approved as amended.

MINUTES

CS 2012-357 It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on November 5, 2012 be approved.

CS 2012-358 It was moved, seconded and carried that the minutes of the Regular Meeting of Council held November 19, 2012 be approved as circulated.

CS 2012-359 It was moved, seconded and carried that the minutes of the Special Meeting of Council held November 26, 2012 be approved as circulated.

PUBLIC HEARING Official Community Plan and Zoning Amendment Application 3360-11-01. Bylaws 1790 and 1791

Public Attendance: 25
Applicant Agent – Landeca Services Inc.

A Public Hearing for Bylaw 1790 and Bylaw 1791 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, December 3, 2012 at 7:02 p.m.

Mayor Hutchins welcomed the members of the public and outlined the process for the Public Hearing. He stated that the purpose of the Public Hearing and of Bylaws 1790 and 1791 is to amend the Official Community Plan and rezone one property from Primary Forestry (F-1) Zone to Comprehensive Development 3 (CD-3) Zone to permit a comprehensive residential development

The first part of the Public Hearing was to allow questions clarifying the project or bylaw contents, and the second part was to allow comments to Council. Mayor Hutchins noted that written submissions may be submitted prior to the close of the Public Hearing.

Felicity Adams, Director of Development Services, introduced the Public Hearing and stated that this Public Hearing is for an Official Community Plan and Zoning Bylaw Amendment - Application 3360-11-01

The subject property is Lot A, District Lot 126, Oyster District, Plan VIP73132. The property is located at the west end of Malone Road.

The subject of the Public Hearing is:

- Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 38) 2012, No. 1790
- Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 88), 2012, No. 1791

Bylaw 1790

The purpose of Bylaw 1790 is to amend the Official Community Plan by adding "Development Permit Area 8 – Malone Road Multi-Family Residential (DPA 8)". The proposed DPA 8 guides the management of environmental features on the land, the provision of open space, and contains design guidelines for the multi-family portion of the development. DPA 8 contains guidelines regarding:

- the form and character of the development,
- exterior building design;
- energy conservation and building siting;
- site design and circulation;
- protection of the natural environment and sensitive ecosystems,
- landscape design;

- GHG reduction; and
- required monitoring during development.

Bylaw 1790 also designates two riparian areas as “Parks and Open Spaces”. Also, ‘Development Permit Area 6 – Riparian’ is removed from the northern portion of the property as the new DPA 8 guidelines contain riparian and sensitive ecosystem protection guidelines that are more specific to the subject property.

Bylaw 1791

The purpose of Bylaw 1791 is to amend the Zoning Bylaw by adding a new zone Comprehensive Development Three (CD-3) for the proposed 147 unit residential development on the subject property.

The ‘Comprehensive Development Three (CD-3)’ zone divides the property into three areas:

- Area A – single family residential (7 units);
- Area B – single family and two family residential (36 units);
- Area C – multi-family residential (maximum 103 units).

For each area the CD-3 zone provides regulations regarding building height, setbacks, accessory buildings, minimum lot sizes, and density. Bylaw 1791 also places the ‘Parks (P-2)’ zone on the two riparian areas that are being dedicated to the Town.

In general terms, the proposal also includes the following voluntary commitments which will be secured by registered covenant prior to third reading of the proposed bylaws:

- a) Protection of the SPEA riparian areas through dedication to the Town as park.
- b) Dedication of the Malone Road extension.
- c) Covenant registration with the following commitments:
 - No clearing of trees and vegetation of the multi-family site until the overall development permit is approved;
 - Provision of one serviced residential lot to ‘Habitat for Humanity’ prior to any subdivision of the land;
 - Contribution of the pedestrian pathway and park staging area/entry to the Lot B, Plan 73132 park site prior to issuance of a development permit or subdivision of the land;
 - Provision of a continuous fence at the back of the single-family / two-family area bounding Lot B;
 - A commitment to Energuide 80 energy efficient buildings; and
 - A commitment to the construction of a minimum of 10% of the multi-family units as adaptable units.

- Road reservation covenant under section 44 of the Community Charter to address the future dedication and construction of Road A as a local public road, and the possible additional dedication that may be needed to accommodate for cuts, fills, and daylighting requirements.

Referrals

1. The application was referred to the Stz'uminus First Nation on October 22, 2012. There have not been any comments provided.

Council referred the application to the Advisory Planning Commission. At its meeting held September 13, 2011, the APC provided the following comments to Council.

- It was moved, seconded and carried that the Advisory Planning Commission recommends that Council support rezoning application 3360-11-01 subject to: a) more parkland being provided (as the riparian areas must be protected anyway as a provincial requirement); and b) that all buildings meet an energy efficiency rating of Energuide 80.

Note: The input from the APC has been included in the development proposal as follows:

- The requirement to build to Energuide 80 being included in the proposal.
- The applicants requested that further park / open space for the residents and for environmental protection purposes to be addressed at the development stage through the site specific DPA guidelines which is part of Bylaw 1790 (OCP amendment).

2. Council referred the application to the Advisory Design Panel.

At its meeting held October 24, 2011, the ADP provided the following comments to Council:

- It was moved, seconded and carried that the Advisory Design Panel expresses to Council its support of rezoning application #3360-11-01 for the purpose of this development proposal as presented by LANDECA Services Inc.

Neighbourhood Information Meeting Report

The applicant held two neighbourhood information meetings – one in October 2011 and one on November 15, 2012. The reports from the meetings state:

Meeting #1

The applicant reported that, "In general, there were no issues of concern raised and the project team heard support for the rezoning application as presented".

Meeting #2 - approximately 15 members of the community attended

The applicant reported that "In general, there were few issues of concern raised particularly when those in attendance understood that the multi-family residential development would be guided by the proposed DPA guidelines with respect to environmental protection and form and character." The project team heard support for the project.

Public Hearing Notice

The Public Hearing Notice was mailed and delivered to properties within the circulation area, printed in the Ladysmith Chronicle newspaper on November 20, 2012 and November 27, 2012 and posted on community notice boards throughout Town, as well as on the Town's website. A copy of the Notice was made available at the front counter at City Hall for the two week notice period.

One written submission and four telephone or in-person enquiries were received at City Hall in connection with this Public Hearing.

Jennifer Kay, consultant, made a presentation on behalf of the applicant, LANDECA Services Inc.

QUESTIONS

Mayor Hutchins called for questions from the audience.

Francine Travers, 932 Malone Road: Asked who will maintain storm water pumps, culverts and drainage and who is liable if floods occur on properties below the proposed development.

The applicant advised that there will be no development until a sediment and erosion control plan is in place. Mayor Hutchins noted that storm water management standards must be met prior to development.

Francine Travers, 932 Malone Road: Enquired whether Council and the engineers will consider the implications of blasting for underground parking.

The applicant advised that the site will be developed with respect for the natural topography and development guidelines will be

created accordingly. Extensive consideration has been given to the best ways to manage parking, as there are several options to accommodate parking on site.

Francine Travers: Enquired why the Town was planning to change zoning from riparian to parkland, and whether further development such as roads could be built in the areas designated as parkland.

The Director of Development Services advised that the Town does not have a specific zoning designation for riparian areas, that the park zoning enables the Town to protect green areas, and that the Town will be required to meet provincial riparian area requirements.

Tara Warwick, Edgewood Estates: Asked about Council's approach to the proposed strata developments, and recommended that the size of any strata be kept to a manageable size. She also suggested that adequate parking with a minimum of two parking spots per dwelling unit be required.

Richard Morencie, 913 Davidson Rd.: Enquired about the setbacks from the creek, asked whether the setbacks currently proposed could change if the creek conditions or course changes, and suggested setbacks be set at 30 metres rather than the proposed 20 metres.

The applicant advised that there will be a biologist on site to establish setbacks as lots are developed, and that while the riparian assessment area is 30 metres, a 30 metre development setback is not required.

The Director of Development Services stated that in future, prior to subdivision or development, a riparian assessment would have to take place again.

Russ Foley, 880 Therres Crescent: Asked whether more flooding could occur on his property as a result of the proposed development.

The applicant advised that a storm water control plan will be put in place.

Francine Travers: Enquired whether a slope stability specialist will be hired in necessary and who would pay for that.

The applicant advised that any required specialist would be

engaged to prepare appropriate plans for the site at the applicant's expense.

Francine Travers: Enquired why the town wished to change zoning from riparian to parkland.

The Director of Development Services advised that a zoning of parkland does not change what can be developed, and that the Town's goal in creating the park space in the proposed development is to give greater protection to riparian areas.

Mayor Hutchins called for any further questions about the Bylaw Amendments.

Mayor Hutchins called for questions about the Bylaw Amendments a third time.

COMMENTS AND SUBMISSIONS

Hearing no further questions, Mayor Hutchins called for comments and submissions.

Will Vandergrift, 800 Malone Road: Delivered a written submission and suggested that Council consider traffic calming measures in order to address issues caused by increased traffic in the vicinity of the development.

Russ Foley: Suggested that Council consider traffic calming measure in front of Brown Drive Park, including a stop sign to replace an existing yield sign.

Jan Christenson, 378 Dogwood Drive: Spoke in support of the proposed development on behalf of Habitat for Humanity, and requested that the lot that is to be donated to the organization not be too steep, in order to help keep construction costs down.

Donald Hornett, 888 Therres Crescent: Expressed concern about a significant increase in traffic on Colonia Drive and in the area, as well as the need to protect trees that could be removed or topped to preserve the view of future residents of the proposed subdivision.

Sharon Onciul, 800 Malone Road: Mayor Hutchins read a written submission from Sharon Onciul expressing concern about the increase in traffic on Malone Road due to the proposed development and suggesting additional access roads into the development.

Francine Travers: Expressed concern about a single access road

into the proposed development, and requested that Council consider traffic calming measures that do not obstruct snow removal equipment.

Mayor Hutchins called for any further comments about the Bylaw Amendments.

Mayor Hutchins called for further comments on the Bylaw Amendments a third time. Hearing no further comments, Mayor Hutchins declared the Public Hearing for Bylaws 1790 and 1791 closed.

Official Community Plan and Zoning Amendment Application 3360-11-01. Bylaws 1811 and 1812

Public Attendance: 5

Applicant Agent – Bob Wall – R.W. (Bob) Wall Ltd.

A Public Hearing for Bylaw 1811 and Bylaw 1812 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, December 3, 2012 at 8:08 p.m.

Mayor Hutchins welcomed members of the public and outlined the process for the Public Hearing. He stated that the purpose of the Public Hearing and of Bylaws 1811 and 1812 is to amend the Official Community Plan and add permitted uses to the Light Industrial Zone for the property located at 1030 Oyster Bay Drive

The Public Hearing took place in two parts: first for questions clarifying the project or bylaw contents, and second for comments to Council. Mayor Hutchins noted that written submissions would be accepted prior to the end of the Public Hearing.

Felicity Adams, Director of Development Services, introduced the Public Hearing and stated that the purpose of this Public Hearing is for an Official Community Plan and Rezoning Bylaw Amendment Application 3360-12-02.

The subject property is Lot 1, District Lot 24, Oyster District, Plan VIP72824, except part in Plan VIP81529 (1030 Oyster Bay Drive).

The subject of the Public Hearing is:

- Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, amendment Bylaw (No. 39) 2012, No. 1811
- Town of Ladysmith Zoning Bylaw 1995, No. 1160,

Amendment Bylaw (No. 90), 2012, No. 1812

Bylaw 1811

The subject property is designated for 'light industrial' land use in the Waterfront Area Plan. Bylaw 1811 proposes to amend the 'Waterfront Area Plan' by adding the following clause specific to 1030 Oyster Bay Drive:

"The property located at 1030 Oyster Bay Drive (Lot 1, District Lot 24, Oyster District, Plan VIP72824 except part in plan VIP81529) is designated as Light Industrial and will continue to provide significant floor area for light industrial uses. Additional service commercial uses are permitted at 1030 Oyster Bay Drive to take advantage of the visibility to the highway and to complement other land uses in the industrial and commercial areas. Permitted uses may include limited retail, offices, and complementary commercial services. The maximum gross floor area for individual service commercial units shall not exceed 465 square metres (5,000 sq. ft.) and the total service commercial use may comprise no more than one-half of the light industrial gross floor area."

Bylaw 1812

The subject property is zoned for light industrial use in the Zoning Bylaw. Bylaw 1812 proposes to amend the Zoning Bylaw by adding the following uses to the "Light Industrial Zone" for the subject property only:

- i) retail store;
- ii) coffee shop;
- iii) business or professional office;
- iv) personal service establishment;
- v) financial institution;
- vi) business or commercial school;
- vii) recreation facility;
- viii) visitor centre or tourist bureau;
- ix) animal hospital, animal grooming;
- x) custom workshop; and
- xi) wholesale.

The bylaw proposes that the uses listed above are limited to a maximum total gross floor area of 1460m² (15,715ft²), except retail stores which may be a maximum total gross floor area of 700m² (7,535ft²). Individual units shall not exceed a maximum gross floor area of 465 m² (5000ft²). Also, a definition for 'custom workshop' and 'wholesale' is proposed to be added to the Zoning Bylaw.

Parking Analysis

A Parking analysis was prepared by the applicant to consider the

potential impact of the additional proposed uses on the parking plan associated with the approved Development Permit.

The analysis shows that the availability of 71 parking spaces should be adequate to serve the new introduced uses as the parking plan provided a higher parking ratio than required for one-half of the floor space in the building.

The applicant may pursue a new driveway access from Ludlow Road which staff has been advised can be accomplished without the loss of parking spaces.

Referrals

1. Council referred the application to the Advisory Planning Commission.

At its meeting on October 10, 2012, the Advisory Planning Commission (APC) provided the following comments to Council.

It was moved, seconded and carried that the Advisory Planning Commission recommends approval of adding the additional uses listed for this site and this site only (3360-12-02) with the following concerns:

- Industrial zoning should be protected
- Parking shortages
- Diminishing downtown
- Road access; and
- Drive thru fast food is not supported.

Note: The APC's concerns were considered in the drafting of Bylaw 1811 and 1812 by ensuring that half of the building is reserved for I-1 zone uses, by requesting a parking analysis from the applicant, and by limiting the permitted commercial gross floor area and unit size. A drive-through is not permitted.

2. The application was referred to the Stz'uminus First Nation. No comments were provided.

Neighbourhood Information Meeting Report:

The applicant held a neighbourhood information meeting on November 21, 2012. The report from the meetings states:

- 5 attendees at the meeting and there was support for the project.

Public Hearing Notice:

The Public Hearing notice was mailed and delivered to properties within the circulation area, printed in the Chronicle newspaper on

November 20, 2012 and November 27, 2012 and posted on community notice boards throughout Town, as well as on the Town's website. A copy of the Notice was made available at the front counter at City Hall for the two week notice period.

No written submissions and no telephone or in-person enquiries were received at City Hall in connection with this Public Hearing.

The applicant, Bob Wall, made a presentation concerning his development application.

Questions

Mayor Hutchins called for questions about the Bylaw Amendments.

Mayor Hutchins called for questions about the Bylaw Amendments a second and third time.

Hearing no questions, Mayor Hutchins called for comments and submissions about the Bylaw Amendments.

Mayor Hutchins called for comments & submissions about the Bylaw Amendments for a second & third time.

Hearing no comments and receiving no submissions, Mayor Hutchins declared the Public Hearing for Bylaw 1811 and Bylaw 1812 closed.

**DEVELOPMENT
APPLICATIONS
CS 2012-360**

Rezoning Application - Lot A, District Lot 126, Oyster District, VIP73132 (Malone Road)

It was moved, seconded and carried that subject to any additional matters raised at the public hearing, the application by Landeca Services Inc. to amend the Official Community Plan 2003, No. 1488 and the Town of Ladysmith Zoning Bylaw 1995, No. 1160 to permit a residential development of single family, two-family, and multi-family development, be approved in principle, subject to the following conditions:

That prior to the enactment of amending Bylaws 1790 and 1791 the following shall be completed to the satisfaction of the Director of Development Services:

- a) Preparation of the required documents to allow for the dedication to the Town, prior to the adoption of Bylaws 1790 and 1791, land containing the SPEA riparian areas.
- b) Preparation of the required documents to allow for the dedication of the Malone Road extension, prior to the adoption of Bylaws 1790 and 1791.
- c) Registration of a road reservation covenant on the title of the

land under section 44 of the Community Charter to secure the future dedication and construction of Road A as a local public road, and the possible additional dedication that may be needed to accommodate for cuts, fills, and daylighting requirements.

- d) Registration of a section 219 covenant on the title of the land to secure the following:
- No clearing of trees and vegetation of the multi-family site until the overall development permit is approved;
 - Provision of one serviced residential lot to 'Habitat for Humanity' prior to any subdivision of the land;
 - Contribution of the pedestrian pathway and park staging area/entry to the Lot B, District Lot 126, Oyster District, Plan VIP73132 park site prior to issuance of a development permit or subdivision of the land;
 - Provision of a continuous fence at the back of the single-family / two-family area bounding Lot B;
 - A commitment to Energuide 80 energy efficient buildings; and
 - A commitment to the construction of a minimum of 10% of the multi-family units as adaptable units.
- e) Consideration, in conjunction with Town staff, of practices for storm water management for the subject property;

And that the Mayor and Corporate Officer be authorized to execute the Section 219 covenants.

Riparian Development Permit Application – 450 Thetis Drive (Lot 1, District Lot 52, Oyster District, Plan VIP86055)

CS 2012-361

It was moved, seconded and carried that Development Permit 3060-12-09 be issued to protect the streamside protection and enhancement area (SPEA) in relation to the construction of an accessory dwelling (shed) at 450 Thetis Drive (Lot 1, District Lot 52, Oyster District, Plan VIP86055), subject to the applicant providing a SPEA survey as required by Development Permit Area 6;

And that the Mayor and Corporate Officer be authorized to sign the Development Permit.

BYLAWS (OCP/ZONING)

CS 2012-362

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39) 2012, No. 1811

It was moved, seconded and carried that Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 39) 2012, No. 1811 be read a third time.

Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812

CS 2012-363

It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 90) 2012, No. 1812 be read a third time.

APPOINTMENTS

Deputy Mayor

Mayor Hutchins made the following appointments for Deputy Mayor:

- Councillor Dashwood, December 2012 to May 2013
- Councillor Horth, June 2013 to November 2013
- Councillor Drysdale, December 2013 to May 2014
- Councillor Arnett, June 2014 to November 2014

Parcel Tax Review Panel

Mayor Hutchins appointed Councillors Drysdale, Horth and Patterson to the Parcel Tax Review Panel.

Cowichan Valley Regional District Director

CS 2012-364

It was moved, seconded and carried that Mayor Rob Hutchins be appointed as Director to the Cowichan Valley Regional District Board.

Cowichan Valley Regional District Alternate Director

CS 2012-365

It was moved, seconded and carried that Councillor Duck Paterson be appointed as Alternate Director to the Cowichan Valley Regional District Board.

Vancouver Island Regional Library Board Director

CS 2012-366

It was moved, seconded and carried that Councillor Steve Arnett be appointed as Town of Ladysmith representative on the Vancouver Island Regional Library Board.

Vancouver Island Regional Library Board Alternate Director

CS 2012-367

It was moved, seconded and carried that Councillor Glenda Patterson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

Community Safety Advisory Committee (Cowichan Valley Regional District)

CS 2012-368

It was moved, seconded and carried that Councillor Jill Dashwood be appointed as representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Committee.

Mayor Hutchins made the following appointments to Council Advisory Commissions and Committee

Government Services Committee (Committee of the Whole)

Chair: Councillor Horth

Vice Chair: Councillor Drysdale

Members: All members of Council

Advisory Design Panel

Council Liaison: Councillor Arnett

Alternate: Councillor Horth

Advisory Planning Commission

Council Liaison: Councillor Horth

Alternate: Councillor D. Paterson

Heritage Revitalization Advisory Commission

Council Liaison: Councillor Drysdale

Alternate: Mayor Hutchins

Liquid Waste Management Committee

Council Liaison: Councillor Horth

Council Liaison: Councillor G. Patterson

Parks, Recreation & Culture Commission

Council Liaison: Councillor D. Paterson

Council Liaison: Councillor Arnett

Alternate: Councillor Horth

Protective Services Committee

Chair: Councillor D. Paterson

Council Liaison: Councillor Drysdale

Alternate: Councillor Dashwood

Trolley Committee

Chair: Councillor Dashwood

Council Liaison: Councillor Drysdale

Mayor Hutchins made the following liaison appointments to community organizations:

Celebrations Committee

Council Liaison: Councillor Arnett

Alternate: Councillor D. Paterson

Chamber of Commerce

Council Liaison: Mayor Hutchins

Alternate: Councillor Dashwood

Community Health Advisory Committee

Council Liaison: Councillor G. Patterson

Alternate: Councillor Dashwood

Festival of Lights

Council Liaison: Councillor D. Paterson

Alternate: Councillor Drysdale

Ladysmith Downtown Business Association

Council Liaison: Councillor Horth

Alternate: Councillor Drysdale

Ladysmith Early Years Partnership

Council Liaison: Councillor Dashwood

Alternate: Mayor Hutchins

Social Planning Cowichan Affordable Housing Directorate

Council Liaison: Councillor Dashwood

Alternate: Councillor Arnett

Youth Advisory Committee

Council Liaison: Councillor G. Patterson

Alternate: Councillor Horth

**COUNCIL COMMITTEE
REPORTS**

Council members provided updates on their respective Commissions and Committees.

Council members expressed appreciation and gratitude to everyone who made the 25th anniversary Light Up a remarkable community event.

CS 2012-369

It was moved, seconded and carried that letters of appreciation be written to the individuals and organizations who contributed to the 2012 Light Up.

CS 2012-370

It was moved, seconded and carried that a letter of congratulations be sent to the Ladysmith Striders for organizing a successful Cinnamon Bun Fun Run 2012.

Mayor Hutchins circulated a proposed funding model for regional recreation in the Cowichan Valley Regional District, based on usage of regional recreation facilities.

Councillor Drysdale reported that Tamara Hutchinson and Ann Rogers will serve as Heritage Revitalization Advisory Commission liaisons to the Advisory Design Panel, and that Bernadine Knoll has been appointed interim representative from the Ladysmith and District Historical Society on the Heritage Revitalization Advisory Commission.

	Government Services Committee Recommendations
CS 2012-371	It was moved, seconded and carried that the proposed changes to the Film Production Policy as outlined in the staff report dated November 13, 2012 be referred to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for their consideration and comment.
CS 2012-372	It was moved, seconded and carried that the correspondence from Tara and Mike Pollock proposing an enhanced hiking and mountain biking network be referred to the Parks, Recreation and Culture Commission, and that the Pollocks be invited to attend a commission meeting to discuss their proposal.
CS 2012-373	It was moved, seconded and carried that Council enter the Big Brothers Big Sisters Bowl for Kids event on February 24, 2013, that a challenge be issued to City of Nanaimo Council, and that Councillor Glenda Patterson organize Council's participation in the event.
CORRESPONDENCE	Sustainable Cities International and C+S Planning Group
	Request for Interest: Dynamic downtown Community Workshop
CS 2012-374	It was moved, seconded and carried that staff be requested to submit an expression of interest for participating in a community-based pilot project to test the "Dynamic Downtowns" took kit as outlined in the Request for Interest: Dynamic Downtowns Community Workshop correspondence.
BYLAWS	Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2012, No. 1809
CS 2012-375	It was moved, seconded and carried that Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2012, No. 1809 be adopted.
	Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2012, No. 1813
CS 2012-376	It was moved, seconded and carried that Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2012, No. 1813 be adopted.
NEW BUSINESS	Ready to Rent Workshop
	Staff were requested to forward the information regarding sponsorship of a Ready to Rent workshop in Ladysmith to the Ladysmith Chamber of Commerce.
QUESTION PERIOD	Mayor Hutchins requested R. Johnson to provide council with a brief overview of clean-up work being carried out on the Travellers Hotel in preparation for sale of the property.

R. Johnson inquired about the following matters:

- The status of construction of a power-generating system on the Town's Stocking Lake water supply line, and whether power generated would qualify for carbon tax credits.
- Whether Council has established a policy regarding the use of fossil fuels as primary heating system.
- The status of the Town's contract for solid waste collection
- Whether policy exists for the long-term maintenance of memorial benches.

E. Shirley commented that he had received numerous compliments on Light Up from out-of-town visitors.

N. Grant was advised that attendance at Light-up was estimated at 17,000

EXECUTIVE SESSION

CS 2012-377

It was moved, seconded and carried at 9:19 p.m. that Council retire into Executive Session following a two-minute recess.

RISE AND REPORT

Council arose from Executive Session with report on the following items:

1. Council made the following appointments be made to the Heritage Revitalization Advisory Commission:
 - Roman Buta
 - Gerry Beltgens
2. Rob Johnson will be requested to spearhead the establishment of a Citizens' Honour Wall in the downtown area.
3. The Town of Ladysmith will request to join the Cowichan Valley Regional Transit Service as a full partner, with 3,000 hours per year allocated to Ladysmith internal services, provided that 1,100 hours are allocated concurrently to connecting Ladysmith to Chemainus as proposed by the Cowichan Valley Regional District in its transit service proposal letter dated March 1, 2012.
4. The Town will formally request that the Cowichan Valley Regional District Transit Service Future Plan be amended to change the proposed connection from Ladysmith to Nanaimo from medium term (six to 15 years) to short term (one to five years).

ADJOURNMENT

CS 2012-378

It was moved, seconded and carried that this meeting of Council be adjourned at 9:32 p.m.

CERTIFIED CORRECT

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)