

TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON

MONDAY, SEPTEMBER 19, 2011
7:00 p.m.



Page

A G E N D A

CALL TO ORDER

1. AGENDA APPROVAL
2. MINUTES
 - 2.1. Minutes of the Regular Meeting of Council held September 6, 2011 1 - 6
3. PUBLIC HEARING

Proposed amendments to the Official Community Plan and Zoning Bylaw
– Secondary Suites (Bylaws 1773 and 1774)
4. DELEGATIONS
None
5. PROCLAMATIONS
 - 5.1. Mayor Hutchins has proclaimed the week of October 17 to 23, 2011 as “Waste Reduction Week” in the Town of Ladysmith
6. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS
 - 6.1. Development Variance Permit Application – 10910 Westdowne Road 7 - 9
(Lot 15, District Lot 72, Oyster District, Plan 8793, Except Part In Plan 895RW)
7. STAFF / ADVISORY COMMITTEE REPORTS
 - 7.1. Government Services Committee Recommendations (Meeting of August 15, 2011) 10 - 11
 - 7.2. Revitalization Tax Exemption Program 12 - 14
 - 7.3. Lease Renewal – Public Parking Lot at 17 and 25 Roberts Street 15 - 16

8. CORRESPONDENCE

- 8.1. S. Smith, J. Edquist, Ladysmith Golf Club
Request for Renewal of Golf Course Maintenance Agreement**

17Staff Recommendation

That Council consider if it wishes to refer the request for the renewal of the maintenance agreement between the Town and the Ladysmith Golf Club to staff for review and recommendation.

- 8.2. C. Gilroy
Secondary Suite Policy**

18 - 19Staff Recommendation

That Council consider if it wishes to refer the issues concerning the enforcement of secondary suites policy raised by C. Gilroy in her correspondence of September 13 to staff for review and the preparation of a response.

9. BYLAWS

- 9.1. Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 37) 2011, No. 1773**
May be adopted.

20

Bylaw 1773 (Secondary Suites) is the subject of the Public Hearing earlier in the agenda.

- 9.2. Ladysmith Zoning Bylaw 1995, No 1160 Amendment Bylaw (No. 87) 2011, No. 1774**
May be adopted.

21 - 24

Bylaw 1774 (Secondary Suites) is the subject of the Public Hearing earlier in the agenda.

- 9.3. Town of Ladysmith Tax Sale Redemption Period Extension Bylaw 2011, No. 1777**
May be adopted.

25

- 9.4.** *The purpose of Bylaw 1777 is to extend the one-year tax sale exemption period for the property located at 422 First Avenue for a further one-year period.*

- 9.5. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1778**
May be adopted.

26

The purpose of Bylaw 1778 is to enact the fare schedule for the Ladysmith Trolley Service adopted by Council at its regular meeting of August 15, 2011.

- 9.6. Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 20011, No. 1779**
May be adopted.

27

The purpose of Bylaw 1779 is to amend the Building and Plumbing Bylaw to incorporate new requirements for low-flush toilets and urinals.

- 9.7. Town of Ladysmith Water System Construction Interim Financing Bylaw 2011, No. 1780**
May be adopted.

28

The purpose of Bylaw 1780 is to permit Council to borrow up to \$1,000,000 for the purpose of upgrading the Town's water supply system.

10. NEW BUSINESS

- 10.1. Ratification of Electronic Vote – Roof Repair Work at Frank Jameson Community Centre**

Resolution:

That the purchasing policy be waived and Mike Quitley be contracted to carry out repairs to damage on the roof of the Frank Jameson Community Centre caused by rot, and that the Financial Plan be amended accordingly.

11. UNFINISHED BUSINESS

12. EXECUTIVE SESSION

In accordance with Section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- labour relations or other employee relations

13. QUESTION PERIOD

- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes
- Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine
- Questions must be brief and to the point
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council

ADJOURNMENT



LADYSMITH

MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
SEPTEMBER 6, 2011

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins

Councillor Scott Bastian

Councillor Steve Arnett

Councillor Bruce Whittington

Councillor Jillian Dashwood

COUNCIL MEMBERS ABSENT:

Councillor Lori Evans

Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli

Joanna Winter

Felicity Adams

Erin Anderson

CALL TO ORDER

Mayor Hutchins called the meeting to order at 7:00 p.m.

AGENDA APPROVAL

Mayor Hutchins requested Council's consideration of the following additions to the agenda:

4.2 Jim Cram - Presentation regarding recent visit to Ladysmith, South Africa

11.1 Labour Day Picnic at Transfer Beach

11.2 Town of Ladysmith Resolution to Union of British Columbia Municipalities

2011-370

It was moved, seconded and carried that the agenda for the Council Meeting of September 6, 2011 be adopted as amended.

MINUTES

2011-371

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held August 15, 2011 be approved as circulated.

DELEGATION

C. Parhar and D. Parhar, Island Pacific Transport
Business Licence Application

Counsel Kristen Morley was present to advise Council on procedural matters regarding the hearing on the matter of the business licence application from Island Pacific Transport.

The City Manager read a statement regarding the Town's position on the business licence renewal application by Island Pacific Transport.

C. Parhar and D. Parhar presented their case regarding the Town's denial of the business licence renewal for Island Pacific Transport.

Council requested:

- That D. Parhar and C. Parhar provide Council with a photograph showing the original structure on the site
- Clarification as to the structures and uses on the site prior to the 1984 rezoning
- That Counsel provide information regarding the Legislative requirements regarding legally non-conforming structures and advise whether a temporary use permit can be issued for a legally non-conforming structure

Jim Cram – Visit to Ladysmith, South Africa

Jim Cram provided Council with a report on his recent visit to Ladysmith, South Africa, which included delivering funds and supplies to a school in the town, and a visit with the Mayor to present gifts from the Town of Ladysmith and to discuss the possibility of a 'twin' relationship between the two Towns.

PROCLAMATIONS

Mayor Hutchins declared

- The month of September 2011 as Big Brothers Big Sisters month in the Town of Ladysmith
- The week of November 13 to 20, 2011 as Restorative Justice Week in the Town of Ladysmith

DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

Development Permit Application

1142 Trans Canada Highway (Lot 6, District Lot 139, Oyster District, Plan 7217)

2011-372

It was moved, seconded and carried that Development Permit 3060-11-16 be issued to permit a four-plex residential development at 1142 Trans Canada Highway (Lot 6, District Lot 139, Oyster District, Plan 7217), subject to determination of the value of the landscape bond; and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

Development Permit Application – – 341 Chemainus Road (Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan District, Plan VIP 79606)

2011-373

It was moved, seconded and carried that Development Permit 3060-11-17 be issued to permit a third storey to be constructed on the dwelling at 341 Chemainus Road (Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan District, Plan VIP 79606), and that the Mayor and Corporate Officer be authorized

to sign the Development Permit.

Development Variance Permit Application – 341 Chemainus Road (Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan District, Plan VIP 79606)

2011-374

It was moved, seconded and carried that Development Variance Permit 3090-11-03 be approved for Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan District, Plan VIP 79606) to permit the third storey of the dwelling to be set back five metres from the high water mark of the sea; and that the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

Rezoning Application – LANDECA Services Inc. (Lot A, District Lot 126, Oyster District, Plan VIP73132)

2011-375

It was moved, seconded and carried that staff be requested to consult with the proponent and report to Council regarding consideration of including 'neighbourhood commercial' in the zoning for Zoning Bylaw amendment application 3360-11-01.

2011-376

It was moved, seconded and carried that Zoning Bylaw amendment application 3360-11-01 (Landeca-Malone Road) to the Advisory Planning Commission and the Advisory Design Panel (ADP) for review and comment, and that the applicant be directed to hold two neighbourhood information meetings.

STAFF / ADVISORY COMMITTEE REPORTS

2011-377

Secondary Suites – Enforcement Policy and Implementation

It was moved, seconded and carried that an enforcement policy be prepared regarding secondary suites in the Town of Ladysmith based on:

- Highest priority – suites not meeting basic life safety requirements
- Medium priority – new complaints received after the adoption of Bylaw 1774
- Lower priority – complaints received after the adoption of Bylaw 1774 about newly constructed suites with a building permit

2011-378

It was moved, seconded and carried that Building and Plumbing Bylaw 1994, No. 1119 be amended to waive building permit fees for a period of five years, for new work to an existing secondary suite requiring a building permit, following the adoption of Bylaw 1774.

2011-379

It was moved, seconded and carried that it be confirmed that

user fees (wastewater, water, garbage/recycling/organic waste collection) will be applied to a secondary suite and that any required bylaw amendments to facilitate this direction be prepared.

2011-380 **Janitorial Services for Ladysmith RCMP Detachment**
It was moved, seconded and carried that the purchasing policy be waived and an extension to the Ladysmith RCMP Detachment janitorial services contract with Big Island Building Services be authorized for a further two years, effective June 1, 2011, for a monthly fee of \$871 per month plus applicable taxes.

2011-381 **Proposed Logo Update**
It was moved, seconded and carried that the proposed design of an updated Town of Ladysmith logo be supported in principle, subject to review by the Heritage Revitalization Advisory Commission, the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce.

2011-382
It was moved, seconded and carried that staff be requested to determine the cost to ensure that the light standards on First Avenue represented in the proposed new logo are in working order.

3011-383 **Island Corridor Foundation Permissive Tax Exemption**
It was moved, seconded and carried that staff be directed to prepare a 10-year Permissive Tax Exemption bylaw for all properties owned by the Island Corridor Foundation within the Town of Ladysmith.

2011-384 **Temporary Loan Authorization Bylaw**
It was moved, seconded and carried that the staff report regarding the proposed Water System Construction Interim Financing Bylaw be received.

CORRESPONDENCE

2011-385 **Chuck Forrest
Dangerous Intersection**
It was moved, seconded and carried that the issues raised by C. Forrest in his correspondence of August 28, 2011 regarding the intersection at Roberts Street and Third Avenue be referred to staff for investigation, consultation with the RCMP, and recommendation.

**Mitch Kenyon, Municipal Insurance Association of British Columbia
Voting Delegate at Municipal Insurance Association of BC Annual**

2011-386 **General Meeting on September 24, 2011**
It was moved, seconded and carried that Councillor Whittington be appointed as voting delegate and Councillor Arnett be appointed as alternate for the Municipal Insurance Association of BC Annual General Meeting on September 24, 2011.

2011-387 **Krista Seggie, South Wellington and Area Community Association Train Transportation on Vancouver Island**
It was moved, seconded and carried that the South Wellington and Area Community Association be advised that Council has written numerous times to the federal and provincial governments regarding the importance of viable rail transportation on Vancouver Island, and that the Association be provided with a copy of Council's most recent correspondence in this regard.

2011-388 **Bev DeJong, Ross McLennan Cat Licensing**
It was moved, seconded and carried that the correspondence dated August 10, 2011 from Bev DeJong and Ross McLennan regarding cat licensing be referred to the September 19 Government Services Committee meeting to be included in the discussion regarding results from the July 19, 2011 Town Hall Meeting.

BYLAWS

2011-389 **Town of Ladysmith Tax Sale Redemption Period Extension Bylaw 2011, No. 1777**
It was moved, seconded and carried that Town of Ladysmith Tax Sale Redemption Period Extension Bylaw 2011, No. 1777 be read a first, second and third time.

2011-390 **Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1778**
It was moved, seconded and carried that Town of Ladysmith Fees and charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1778 be read a first, second and third time.

2011-391 **Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2011, No. 1779**
It was moved, seconded and carried that Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2011, No. 1779, be read a first, second and third time.

2011-392 **Town of Ladysmith Water System Construction Interim Financing Bylaw 2011, No. 1780**
It was moved, seconded and carried that Town of Ladysmith Water System Construction Interim Financing Bylaw 2011, No. 1780, be

read a first, second and third time.

NEW BUSINESS

2011-393

Labour Day Picnic at Transfer Beach

It was moved, seconded and carried that the correspondence from the Nanaimo and District Labour Council regarding the effects of watering the grass at Transfer immediately prior to the event be referred to staff to review.

Town of Ladysmith Resolution to Union of British Columbia Municipalities

Councillor Arnett thanked Council for its leadership in introducing a resolution regarding the protection of watersheds for debate at the Union of British Columbia Municipalities 2011 convention.

QUESTION PERIOD

W. Drysdale requested that Council consider installing a four-way intersection at Colonia Drive and Malone Road. Council requested that this be added to the agenda for the September 19, 2011 Government Services Committee meeting.

2011-394

It was moved, seconded and carried at 8:53 p.m. that Council retire into Executive Session after a two-minute recess.

EXECUTIVE SESSION

2011-395

It was moved, seconded and carried at 8:53 p.m. that Council retire into Executive Session after a two-minute recess.

ARISE AND REPORT

Council arose from Executive Session at 10:17 p.m. without report.

ADJOURNMENT

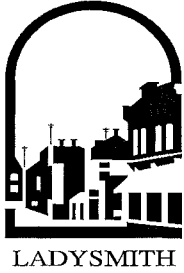
2011-396

It was moved, seconded and carried that this meeting of Council be adjourned at 10:17 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: September 14, 2011
File No: 3090-11-01

Re: Development Variance Permit Application – 10910 Westdowne Road
(Lot 15, D.L. 72, Oyster District, Plan 8793, Except Part in Plan 895RW)

RECOMMENDATIONS:

Option 1

That Council directs staff to proceed with statutory notification for development variance permit application 3090-11-01 (Lot 15, District Lot 72, Oyster District, Plan 8793, Except Part in Plan 895RW– 10910 Westdowne Road) to consider two variances to the Subdivision Control Bylaw No. 1115. The two variances are postponing the required connection to the water supply and sanitary sewer system such that these two connections are not required at time of subdivision (to create 2 lots).

Option 2

That Council directs staff to proceed with statutory notification for development variance permit application 3090-11-01 (Lot 15, District Lot 72, Oyster District, Plan 8793, Except Part in Plan 895RW– 10910 Westdowne Road) to consider one variance to the Subdivision Control Bylaw No. 1115. A water supply connection would be required at the time of subdivision and a variance would be considered to postpone the sanitary sewer system connection (to create 2 lots).

Option 3

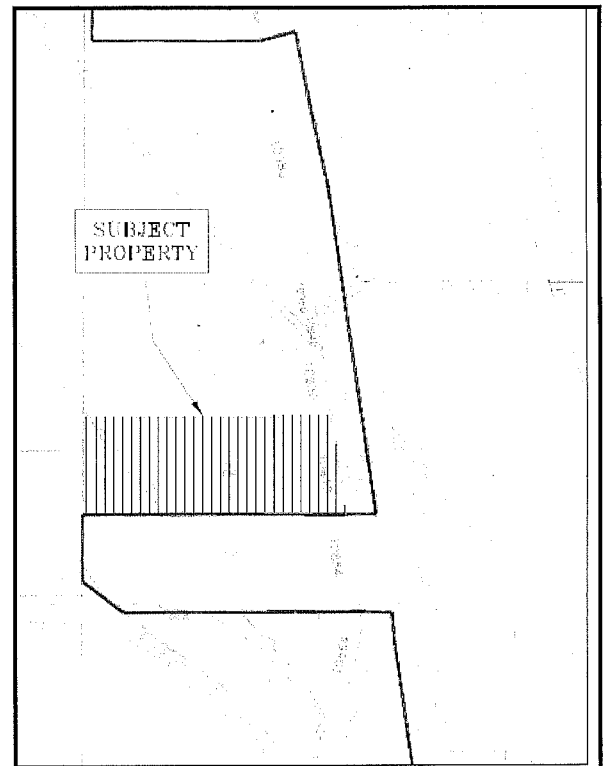
Not to support proceeding with Development Variance Permit Application 3090-11-01.

PURPOSE:

To consider a development variance permit application to vary Subdivision Control Bylaw No. 1115 for the purpose of allowing the subject property to be subdivided into two parcels pursuant to s.922(1)(b) of the Local Government Act.

INTRODUCTION/BACKGROUND:

The subject property is 2.1 hectares (5.1 acres) in size and is located in the south of Ladysmith at 10910 Westdowne Road. The owner of the property wishes to subdivide the land into ~~two~~ two lots.



To permit the subdivision the applicant is requesting two variances to the Town of Ladysmith Subdivision Control Bylaw No. 1115. Section C (4.05) of the Subdivision Bylaw requires that every lot created by subdivision be connected to the Town water system and sanitary system. The subject property is currently serviced by well and septic field.

SCOPE OF WORK:

The subject property currently contains a house and garage and the remainder of the land is mainly forest with a cleared area around the house and garage. The proposed subdivision layout for the two lots is shown in Figure 1. The proposed lots are each 1.05 hectares in size.

The subject property is designated as 'Commercial' in the South Ladysmith Area Plan. The property was included within the boundary of the Town in June 2002. Land use regulation (Bylaw 1180) in effect at the time of the boundary extension continues to apply (until such time as the Town establishes a new zoning bylaw for the area). The subject property is zoned "Service Commercial" (C-3) according to Zoning Bylaw 1180. The C-3 zone in Bylaw 1180 permits parcels that are not served by community water or sewer to be subdivided into a minimum lot size of 0.8 hectares. The applicant wishes to utilize this provision in Bylaw 1180, however a variance to the Town's Subdivision Control Bylaw is required.

The Subdivision Control Bylaw requires that all properties be connected to the water supply and sanitary sewer system as a condition of subdivision approval.

Water Supply

Water service is available to be extended to the two proposed lots. It has been estimated that a 6" water line is required to be extended 217 metres for the proposed subdivision, and the estimated cost for this work is \$46,000. The applicant is requesting that the water line extension/connection be required at time of building permit for either of the new lots, and that the waterline extension/connection not be required at time of subdivision.

Sanitary Sewer System

At this time the sanitary sewer connection is not available within close proximity to the subject property. The applicant is requesting that the sanitary sewer be required within 2 years of the service being available.

The two proposed commitments i) require waterline extension/connection at time of building permit and ii) require sanitary sewer within two years of it being available; could be secured by a covenant registered on the certificate of title as a condition of the subdivision approval.

ALTERNATIVES:

Three options have been presented for Council consideration.

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

The *Local Government Act* enables Council to vary subdivision regulations through the issuance of a development variance permit. This is a discretionary decision of Council. If the DVP application proceeds public notification is required.

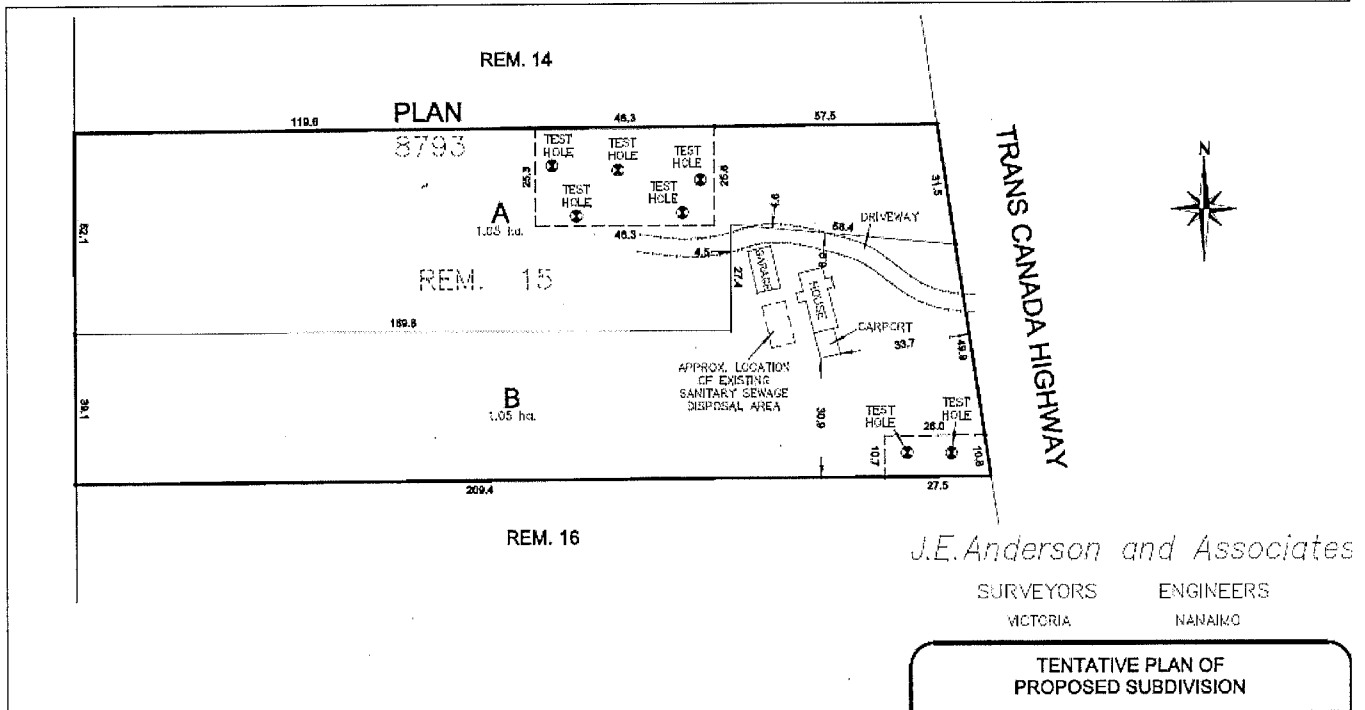


Figure 1: Proposed Subdivision Plan for 10910 Westdowne Road

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If Council selects Option 1 or Option 2 of the recommendations, statutory notification is required.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The subdivision Preliminary Layout Approval that was issued by the Approving Officer requires that a variance be approved by Council as a condition of subdivision approval. The proposal to vary the Subdivision Control Bylaw for the subject property has been referred to the Director of Public Works.

RESOURCE IMPLICATIONS:

Processing development variance permit applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT: n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

A development variance permit application has been received to vary Subdivision Bylaw 1115 to consider allowing the property at 10910 Westdowne Road to be subdivided into two parcels. Statutory notification is required if Council chooses to proceed with considering the DVP application.

I concur with the recommendation.

Rmall

Ruth Malli, City Manager

ATTACHMENTS: "none"

Town of Ladysmith

COMMITTEE REPORT



To: Mayor and Council
From: Councillor S. Arnett, Chair
Date: September 06, 2011
File No: 0550-20

Re: GOVERNMENT SERVICES COMMITTEE - August 15, 2011

At its meeting on August 15, 2011 the Government Services Committee recommended to Council the following:

1. That staff be directed to complete required repairs and inspections on the Holland Creek pedestrian bridge, install signage restricting loads and include the replacement of the bridge in the 2012 budget.
2. That staff be delegated the authority to appoint a three person committee to review Council remuneration.
3. That the following Question Period Guidelines be adopted, in order to incorporate those recently adopted by the Cowichan Valley Regional District:
 - a. There will be allotted a maximum of 15 minutes for questions.
 - b. The Question Period will be comprised of two parts. The first part is reserved for questions directly related to items which appear on the agenda. If there is time remaining, questions during the second part can be on a matter of public interest under the jurisdiction of the Town.
 - c. Each questioner will be allowed to ask one question plus a follow-up question related to the answer. If after all questioners have been heard and there is still time remaining, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer.
 - d. Questions must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.
 - e. Questioners must avoid personal references; insinuations; violent, offensive or disrespectful remarks about another person; and unparliamentary language.
 - f. Questions shall be addressed to the Chair.
 - g. No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.
4. That staff be directed to:
 - Implement a monthly trolley pass system as follows, effective October 1, 2011:
Ages 6 to 18 - \$20 per month
Ages 19 to 64 - \$30 per month
Ages 65 and over - \$20 per month
All other ages free
Replace lost/stolen pass - \$5.00
 - Prepare an amendment to the Fees and Charges Bylaw No. 1644 to authorize the Town to charge the following rates for trolley use:
Single trolley ride:
Ages 6 to 18 - \$1
Ages 19 to 64 - \$2

Ages 65 and over - \$1
All other ages free

Monthly passes:

Ages 6 to 18 - \$20
Ages 19 to 64 - \$30
Ages 65 and over - \$20
All other ages free
Replace lost/stolen pass - \$5.00



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: August 31, 2011
File No:

Re: **Revitalization Tax Exemption Program**

RECOMMENDATION(S):

That Council provide direction to Staff regarding the Revitalization Tax Exemption Program Bylaw 2007, No. 1625, to:

- a) expand the program to include other revitalization categories such as environmental, economic and social revitalization as permitted in the *Community Charter*, starting in the taxation year 2013; or
- b) Maintain the existing program that extends revitalization exemptions to heritage theme properties.

PURPOSE:

To seek Council direction on modifying the Revitalization Tax Exemption Program.

INTRODUCTION/BACKGROUND:

Under Part 7, Division 7 – Permissive Exemptions of the *Community Charter*, revitalization tax exemptions are permitted. Council opted to create a revitalization program allowing property owners to take advantage of this program. The Town of Ladysmith's Revitalization Tax Exemption Program has the goal of "Maintaining our heritage theme and encouraging investment with the Downtown Core without triggering increased taxation". Four property owners took advantage of this revitalization program.

In May 2007, the section of the *Charter* that references revitalizations was amended. Now, a designated area is not required for the revitalization area. The program also encourages (a) environmental revitalizations such as brownfields, (b) economic revitalizations, (c) social revitalizations such as affordable housing units, and (d) other revitalizations which include the heritage improvements.

The environmental revitalization is to encourage brownfield lands remediation. Within the Town boundaries, there are several brownfield sites. According to the Province, brownfields are defined as "abandoned, vacant, derelict or underutilized commercial or industrial properties where past actions have resulted in actual or perceived contamination and where there is an active potential for redevelopment". Currently, there are several brownfield properties within Ladysmith which are under investigation for potential redevelopment. The provincial Environmental Management Act establishes the framework for site identification, assessment, and clean-up. This process involves hiring qualified professionals to investigate the property and determine if it is contaminated and whether it is a brownfield site (ie

has a redevelopment potential). The Town has been successful in securing Brownfield Renewal Program funding for its own site investigations. This program is also available to the private sector and at least one Ladysmith property owner has also received this funding.

The economic revitalization can be used to encourage a significant employer to invest further into the community. This can be for a specific property class, such as Class 4 - Major Industrial or for an individual property.

The social revitalization is to encourage affordable housing. This can include encouraging affordable housing construction and as well as conversion of existing units to affordable housing.

Other types of revitalization include the existing heritage revitalizations as well as neighbourhood rejuvenation.

Council can, by bylaw, exempt specific properties from the municipal portion of the property taxes as they are remediated, constructed or renovated. The maximum revitalization period is 10 years. To make any modifications to the existing program, the Revitalization Tax Exemption Program framework and the corresponding bylaw would require amending. The program specifics and bylaw adoption must be in place prior to October 31st for the tax exemption to be in effect for the following taxation year. The earliest this can be achieved is 2012 for the 2013 taxation year.

ALTERNATIVES:

Option 1: Status quo.

Option 2: Expanding the Revitalization Tax Exemption Program to be in place for specific revitalization options (ie only environmental).

Option 3: There is no requirement for Council to encourage revitalizations. Council could remove the program entirely.

FINANCIAL IMPLICATIONS:

For each exemption granted, the revitalization exemption tax burden would be passed on to other property owners in the municipality. There is no actual money lost; just a shifting of the taxation dollars from one property to all other properties.

The exemption only applies to municipal taxes; all other taxing agencies would continue to be levied on the exempted property.

LEGAL IMPLICATIONS:

Extending a tax exemption could put the Town at risk. The program framework and bylaw must be clear to ensure that the mutually desired outcomes are met. A provision must be included in the revitalization bylaw that mitigates the financial risk if the desired outcome is not met.

Exemption certificates can be cancelled by Council at the request of the property owner or by Council if any of the conditions specified in the exemption are not met (*Community Charter* Div. 7, s. 226.11).

By changing the existing bylaw, the new bylaw must conform to the rules that are in place when the Town bylaw is adopted. If Council wishes to make changes, solicitor's advice will be needed to ensure the existing program recipients continue to receive their exemptions.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

As required by the *Charter*, the desired option will be presented by bylaw to Council and must be adopted prior to October 31st. Statutory notification will be published in the newspaper and the exemption notification will be forwarded to BC Assessment to determine the assessed value for the classes and taxation types.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Services Department, Corporate Services Department and the Financial Services Department will work together to complete the bylaw and all the statutory requirements.

RESOURCE IMPLICATIONS:

Not applicable.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This supports Strategy #1 – Complete Land Use.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Wise financial management is a Council strategic direction.

SUMMARY:

Council has previously granted revitalization exemptions for heritage properties in the downtown core under the *Community Charter* Section 226. This section also applies to other revitalizations not currently available in the Town's program. Staff is requesting if Council wishes to amend the Revitalization Tax Exemption Program bylaw to incorporate other revitalization options permitted in the *Charter*.

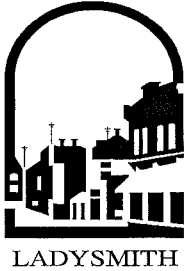
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: September 14, 2011
File No:

Re: LEASE FOR PARKING LOT AT 17 AND 25 ROBERTS STREET

RECOMMENDATION:

That Council approve renewal of the lease agreement with land owner Mr. Paul Jorjorian for use of 17 & 25 Roberts Street as a municipal parking lot for a period of three (3) years at a rate of \$475 per month in 2012, \$500 per month in 2013, and \$525 per month in 2014, plus applicable taxes, and that the Mayor and Corporate Officer be authorized to sign the agreement.

BACKGROUND / HISTORY:

The existing lease agreement with Mr. Paul Jorjorian for use of 17 & 25 Roberts Street as a municipal parking lot is scheduled to expire on December 31, 2011.

The rates proposed by Mr. Jorjorian for a three-year renewal period are as follows:

January 1 – December 31, 2012	\$475 / month plus taxes
January 1 – December 31, 2013	\$500 / month plus taxes
January 1 – December 31, 2014	\$525 / month plus taxes

No additional changes to the agreement are proposed.

The lease rate for 2011 is \$425 per month.

ALTERNATIVES:

- Council can choose to direct staff to negotiate a different lease rate
- Council can choose not to renew the lease for the Roberts Street parking.

FINANCIAL IMPLICATIONS:

The new lease rates represent an increase of \$50 per month in the first year, and \$25 per month in each additional year of the lease term.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

By leasing this space the Town is able to provide free longer-term public parking close to the downtown area. This helps to ensure the spaces on First Avenue are available for patrons of the businesses rather than their staff. Cancelling this amenity could receive negative public reaction.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services staff will set up the lease, and Financial Services staff will manage the payments and Public Works staff will maintain the property.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

SUMMARY:

The Town provides a free public parking lot at 17 and 25 Roberts Street. The land is leased from Paul Jororian. The lease is set to expire in December 2011. Mr. Jororian has proposed lease rates for a new three-year term, and it is recommended that Council approve a three-year lease at the proposed rates.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None

Ladysmith Golf Club

380 Davis Road
Ladysmith, B.C. V9G 1T9
Telephone (250) 245-7313

August 28, 2011

Director of Corporate Services
Town of Ladysmith
P.O. Box 220
Ladysmith, BC
V9G 1A2

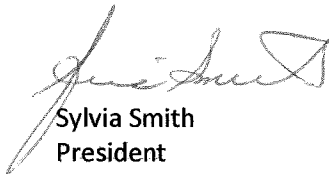
Subject: Renewal - Ladysmith Golf Club Maintenance Agreement

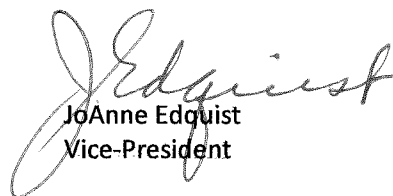
The directors of the Ladysmith Golf Club Society would like to request that the maintenance agreement with the Town of Ladysmith be renewed for a period of two years, beginning October 1, 2011. As per the current agreement, the following maintenance will be completed at no cost to the club:

1. Mow rough areas of the property (part of the lawn that is outside the Fairway and greens area that can only be cut with ride-on mower) with large 12-foot-cut, ride-on lawn mower, to a maximum of one time/week, unless otherwise agreed by both parties.
2. Maintain irrigation system.
3. Provide advice on turf and greens maintenance on a regular basis.
4. Include Ladysmith Golf Club in recreational marketing materials as appropriate.

We appreciate the support of the town and look forward to another successful partnership.

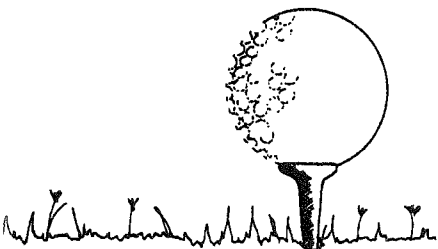
Sincerely,


Sylvia Smith
President


JoAnne Edquist
Vice-President

SEP - 6 2011

RECEIVED
SEP 02 2011



Joanna Winter

Subject: FW: Secondary Suite policy/Town of Ladysmith

September 13, 2011

Town of Ladysmith
Mayor and Council
P.O. Box 220
Ladysmith, B.C.
V9G 1A2

Dear Mayor Hutchins and Members of Ladysmith Town Council,

Re: secondary suite legislation

I am bringing to your attention a matter which I hope has already been discussed in the development of bylaw regulations around secondary suites in the Town of Ladysmith - the issue of the decommissioning of secondary suites.

Bylaws regarding the decommissioning of secondary suites has been included in many jurisdictions throughout B.C. I will use the Nanaimo, Esquimalt and Williams Lake policies by way of example:

Secondary Suites are decommissioned by:

- Removing cooking appliances and electrical wiring for the stove, including outlet;
- Removing the kitchen sink and plumbing;
- Removing kitchen cupboards; and
- Removing internal locking doors that separate the suite from the remainder of the house.

Once the decommission is complete (technical aspects such as electrical and plumbing permits be determined by staff), the space is inspected and certified by the Building Inspector.

The benefit to the Town is that this provides Bylaw Enforcement a "real tool" to enforce the registration process, to address non-compliance under the BC Building Code (or Alternate Life Standards), to ensure that the suite cannot be occupied in future- particularly by those property owners who may be the source of chronic complaints (noise, overcrowding, parking violations etc.)

There is also a benefit for the property owner who chooses to no longer engage in the rental industry. Once a suite is "certified" as decommissioned, the property owner will then no longer be charged added utility surcharges, and can bring this documentation to the attention of the B.C. Assessment Authority for consideration for a review of the property value. Principle dwellings with a secondary suite **(whether they are rented out or not)** are considered potential revenue generators, and are assessed as such.

If you have not already considered this matter, I urge staff to review the Esquimalt, Williams Lake and Nanaimo Secondary Suite Policy and I include the link below for your convenience. There are many more examples in B.C. and are easily found.

I look forward to this correspondence being included on the next Council Agenda scheduled for Monday, September 19th.

Sincerely,
Cathy Gilroy
P.O. Box 245 220 3rd Avenue
Ladysmith, B.C.
V9G 1A2

250-245-8119

<http://williamslake.ca/files/4/Secondary%20Suites.pdf>

http://www.nanaimo.ca/assets/Departments/Building~Inspection/Publications~and~Forms/secondary_suites_policy.pdf

http://www.esquimalt.ca/files/PDF/Municipal_Services/Suites_Brochure_Final.pdf

TOWN OF LADYSMITH

BYLAW NO. 1773

A bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw 2003, No. 1488".

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Schedule "A" – "Town of Ladysmith Community Plan" is amended by:
 - (a) Deleting the following policy in Section 3.2.3:

"21. Secondary suites will be permitted under specific conditions and requirements. Secondary suite guidelines and regulations will be adopted by Council." and replacing it with the following:

"21. Secondary suites will be permitted within any single family dwelling, subject to the conditions and requirements or regulations adopted by Council. The Town will explore other forms of secondary housing, including carriage house suites and ground-oriented cottage suites."
 - (b) Adding the following definition to the Glossary before the definition of "Secondary Suite":

"Secondary Housing – a form of secondary suite that is contained within a detached unit (e.g. above a garage or ground-oriented) usually located at the rear of the lot with access from the street or lane and which is always accessory to and smaller in size than the principal single family dwelling located on the same lot."

CITATION

2. This bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 37) 2011, No. 1773".

READ A FIRST TIME on the 4th day of July, 2011

READ A SECOND TIME on the 4th day of July, 2011

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the _____ day of _____ 2011

READ A THIRD TIME on the _____ day of _____, 2011

ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1774

A bylaw to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the zoning bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160";

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

A. The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby further amended as follows:

1. Section 4.0 "Definitions" is amended by:

Deleting the definition of "dwelling, single family: means any building consisting of one dwelling unit which is occupied or intended to be occupied as the permanent residence of one family;" and replacing it with:

"dwelling, single family: means any detached building with the principal use of one dwelling unit, or a detached building consisting of a combination of one principal dwelling unit and one secondary suite";

Adding the following definition:

"secondary suite: means an additional dwelling unit fully contained within and subordinate to a single family dwelling".

2. Section 5.10 "Home Occupations" is amended by:

Deleting Section 5.10 (1) (a) "No more than one home occupation shall be carried on or permitted within each principal building;" and replacing it with:

"One home occupation is permitted within a single family dwelling unit and one home occupation is permitted within a secondary suite."

Deleting Section 5.10 (1) (c) "No more than two persons shall be engaged at anytime in the home occupation, one of whom shall be the owner or resident of the dwelling unit, or their designate for a maximum period of six weeks in any calendar year;" and replacing it with:

"No more than two persons shall be engaged at anytime in a home occupation one of whom shall be a resident of the dwelling unit, or their designate for a maximum period of six weeks in any calendar year."

3. Section 5.18 "Off Street Parking and Loading" is amended by:

Adding the following to Section 6 "Standard" to permit tandem parking for a secondary suite:

"(d.1) Parking spaces for a single family dwelling containing a secondary suite may be arranged such that one space is located behind the other space with a common or shared point of access to a highway."

Amending Table 1, Required Off-Street Parking Spaces, as follows:

COLUMN I	COLUMN II
USE	Required Number of Spaces
RESIDENTIAL	RESIDENTIAL
<ul style="list-style-type: none"> • Single family, one unit • Single family with secondary suite • Two family • Multi family • Home occupation 	<ul style="list-style-type: none"> • 1 per dwelling unit • 1 per dwelling unit (2 total) • 1 per dwelling unit • 1.5 per dwelling unit plus 0.2 per 4 du for visitors • 1 per home occupation that attracts customers or clients

4. Section 7.0 **“Urban Rural Residential Zone (UR-1)”** is amended by:
 Replacing the first sentence of Section 7.1 so that it reads:
“The following uses and no other uses are permitted in this Zone:”
- Adding the following to Section 7.2 **“Conditions of Use”**:
- “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:**
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
 - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).**
- (10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”**
5. Section 8.0 **“Suburban Residential Zone (R-1)”** is amended by:
 Adding the following to Section 8.2 **“Conditions of Use”**:
- “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:**
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square metres (968 square feet), whichever is less.
 - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).**
- (10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”**
6. Section 9.0 **“Medium Density Urban Residential Zone (R-1-A)”** is amended by:
 Adding the following to Section 9.2 **“Conditions of Use”**:
- “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:**
- a. does not exceed 40% of the gross floor area of the single family

- dwelling, or 90 square meters (968 square feet), whichever is less.
- b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).

(10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”

7. Section 10.0 “**Urban Residential Zone (R-2)**” is amended by:

Adding the following to Section 10.2 “Conditions of Use”:

“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:

- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
- b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(8) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).

(9) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located, unless the lot size is at least 1,000 square metres.”

8. Section 11.0 “**Residential Zone (R-2-A)**” is amended by:

Adding the following to Section 11.2 “Conditions of Use”:

“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:

- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
- b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(8) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).

(9) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”

9. Section 15.0 “**Mobile Home Park Zone (MP-1)**” is amended by:

Adding the following to Section 15.2 “Conditions of Use”:

“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:

- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
- b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(8) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”

10. Section 33.0 “**Agriculture Zone (A-2)**” is amended by:

Adding the following to Section 33.2 “Conditions of Use”:

“(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:

- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
- b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite, unless the lot size is at least 1,000 square metres (10,764 square feet).

(10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”

CITATION

- 11. This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 87) 2011, No. 1774”.

READ A FIRST TIME on the 15th day of August, 2011

READ A SECOND TIME on the 15th day of August, 2011

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the day of , 2011

READ A THIRD TIME on the day of , 2011

ADOPTED on the day of , 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1777

A Bylaw to Extend the Tax Sale Redemption Period for 422 1st Avenue

WHEREAS the property at 422 1st Avenue was sold for taxes at public auction on September 27, 2010.

AND WHEREAS the Town Of Ladysmith was the default purchaser.

AND WHEREAS the current redemption period expires on September 27, 2011.

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Extend the Tax Sale redemption period for 422 1st Avenue for a period of 1 year as permitted in the *Local Government Act*.

Citation

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Tax Sale Redemption Period Extension Bylaw, 2011, No. 1777".

READ A FIRST TIME on the 6th day of September, 201

READ A SECOND TIME on the 6th day of September, 2011

READ A THIRD TIME on the 6th day of September, 2011

ADOPTED on the day of , 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1778

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

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

1. Add the following Schedule "4" to "Ladysmith Fees and Charges Bylaw 2008, No. 1644":

SCHEDULE "4"

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

<i>Trolley Transit Service</i>	<i>Fee</i>
Single Ride Fares:	
Ages 6 to 18	\$1.00/ride
Ages 19 to 64	\$2.00/ride
Ages 65 and over	\$1.00/ride
Monthly Passes:	
Ages 6 to 18	\$20.00/month
Ages 19 to 64	\$30.00/month
Ages 65 and over	\$20.00/month
Replacement of lost or stolen passes	\$5.00

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1778".

READ A FIRST TIME on the 6th day of September, 2011

READ A SECOND TIME on the 6th day of September, 2011

READ A THIRD TIME on the 6th day of September, 2011

ADOPTED on the _____ day of _____, 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

**TOWN OF LADYSMITH
BYLAW NO. 1779**

A bylaw to amend "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119"

WHEREAS the *Community Charter* empowers the Municipal Council to amend the Building and Plumbing Bylaw;

AND WHEREAS the Town of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119";

NOW THEREFORE the Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119", as amended, is hereby amended by adding the following section:

6.12 Water Conservation

6.12.1 Every water closet, whether tank type or dual flush, must be a low consumption type that:

- (a) conforms with the latest Canadian Standard Association (CSA) standards, and
- (b) has an average water consumption not exceeding 6 litres per flush cycle.

6.12.2 Direct flush urinals must be a low consumption type that:

- (a) conforms with the latest Canadian Standards Association (CSA) standards and
- (b) has an average water consumption not exceeding 3.8 litres per flush cycle

2. CITATION

This bylaw may be cited for all purposes as "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2011, No. 1779".

READ A FIRST TIME	on the	6 th	day of	September, 2011
READ A SECOND TIME	on the	6 th	day of	September, 2011
READ A THIRD TIME	on the	6 th	day of	September, 2011
ADOPTED	on the		day of	, 2011

Mayor
(R. Hutchins)

Director of Corporate Services
(S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1780

A Bylaw to authorize the interim financing for the construction of a water system.

WHEREAS it is deemed desirable and expedient to construct a water system servicing the Town of Ladysmith.

AND WHEREAS the estimated cost of constructing a water system including expenses incidental thereto is the sum of \$2,470,545 of which the sum of \$1,000,000 is the amount of debt intended to be temporarily borrowed by this bylaw;

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the water system generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said water system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 5 years.

Citation

3. This bylaw may for all purposes be cited as "Town of Ladysmith Water System Construction Interim Financing Bylaw 2011, No. 1780."

READ A FIRST TIME on the 6th day of September, 2011

READ A SECOND TIME on the 6th day of , September, 2011

READ A THIRD TIME on the 6th day of , September, 2011

RECEIVED the approval of the Inspector of Municipalities on the 23rd day of June, 2011

RECEIVED the assent of the electors of the Town of Ladysmith on the 5th day of August, 2011

ADOPTED on the _____ day of _____, 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)