



LADYSMITH

**MINUTES OF A MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, NOVEMBER 7, 2011**

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Jillian Dashwood  
Councillor Bruce Whittington

Councillor Steve Arnett  
Councillor Lori Evans

Councillor Scott Bastian  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Pat Durban

Felicity Adams  
Joanna Winter

Sandy Bowden

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**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 7:03 p.m.

**AGENDA APPROVAL**

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

- 8.3 Updated Town Logo
- 11.1 Recycling on First Avenue
- 12.2 Festival of Lights Energy Grid Offset
- 12.3 BC Hydro Smart Meter Installation

**2011-464**

It was moved, seconded and carried that the agenda for the Regular Council Meeting of November 7, 2011 be adopted as amended.

**MINUTES**

**2011-465**

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held October 17, 2011 be approved as circulated.

**DELEGATION**

**Ladysmith Citizens on Patrol**

Gus Armstrong, Graham Gates and John Perry presented a request on behalf of Citizens on Patrol for Council's assistance in acquiring a vehicle to assist in performing their duties.

**2011-466**

It was moved, seconded and carried that, in light of the current vacancy in the Royal Canadian Mounted Police Ladysmith Detachment staffing complement, staff be directed to reallocate up to \$11,000 from the RCMP Ladysmith Detachment operating budget for the acquisition of a patrol vehicle for the Ladysmith

Citizens on Patrol, and that the Financial Plan be amended accordingly.

**DEVELOPMENT PERMITS /  
DEVELOPMENT VARIANCE  
PERMITS**

**2011-467**

**Development Variance Permit Application – 10910 Westdowne Road**

**Lot 15, DL 72, Oyster District, Plan 8793, Except Part in Plan 895RW**

It was moved, seconded and carried that Development Variance Permit 3090-11-01 be approved, to permit a variance to Section C-4.05(f) and 4.05(g) of the Subdivision Control Bylaw No. 1115 to allow the property at 10910 Westdowne Road (Lot 15 District Lot 72, Oyster District, Plan 8793, Except Part in Plan 895 RW), to be subdivided into two lots subject to approval and registration of a covenant that states the following:

- a) to postpone the required connection to the water supply until prior to issuing a building permit for either of the proposed two lots; and
- b) to postpone the required connection to the sanitary sewer system until within two years of the sanitary sewer being available to either of the proposed two lots; and

subject to Vancouver Island Health Authority confirmation that the property conforms to the Public Health Act; and that the Mayor and Corporate Officer be authorized to sign Development Variance Permit 3090-11-01.

**Official Community Plan and Bylaw Amendment Application: 11 & 17 Warren Street**

**Lot 7 and 8, Block 5, DL 24, Oyster District, Plan 703A (Pabla)**

**2011-468**

It was moved, seconded and carried that the Land Use Agreement (covenant) prepared for rezoning application 3360-09-01 be approved and that the Mayor and Corporate Officer be authorized to execute the documents.

**PRESENTATION**

Mayor Hutchins presented Councillor Bastian with a token of Council's sincere appreciation for his years of service to the Town of Ladysmith. Council wished Councillor Bastian every success in his future endeavours.

**COUNCIL COMMITTEE  
REPORTS**

**2011-469**

**Heritage Revitalization Advisory Commission—Heritage Building Plaques**

It was moved, seconded and carried that the heritage building plaque design recommended by the Heritage Revitalization Commission be endorsed, and that staff be directed to proceed with notification to the seven eligible building owners to advise them of the opportunity to receive a building plaque, and to arrange for distribution of the plaques to the building owners.

### **Government Services Committee Recommendations**

- 2011-470** It was moved, seconded and carried that the recommendations from the Office of the Ombudsman regarding best practices in closed Council Meetings be referred to staff to report back with recommendations for improving best practices with respect to closed Town of Ladysmith Council meetings.
- 2011-471** It was moved, seconded and carried that a letter of support be written to Laurie Gourlay of the Mid-Island Sustainability and Stewardship Initiative for the proposed 'Green Gateway to Vancouver Island' initiative.
- 2011-472** It was moved, seconded and carried that Laurie Gourlay be invited to make a presentation to Council at an upcoming Government Services Committee regarding the Mid-Island Sustainability and Stewardship Initiative.
- 2011-473** It was moved, seconded and carried that staff be requested to investigate options for increasing parking availability in the vicinity of Aggie Hall.
- 2011-474** It was moved, seconded and carried that the matter of publicizing the location of public washrooms in the Town of Ladysmith be referred to the Public Washroom Task Force of the Chamber of Commerce, the Ladysmith Downtown Business Association and the Town of Ladysmith.
- 2011-475** It was moved, seconded and carried that the Public Input Task Force be reconvened in order to develop recommendations for guidelines and protocol for the monthly Council-Public Dialogue session.
- 2011-476** It was moved, seconded and carried that staff be requested to review the bylaws governing third party signage for possible contradictions and to report back to Council.
- 2011-477** It was moved, seconded and carried that the Trolley Committee be requested to develop a program to encourage reading and children's literacy on the Ladysmith trolley, in partnership with Ladysmith Family and Friends.
- 2011-478** It was moved, seconded and carried that the Protective Services Committee be requested to investigate traffic calming options for the 100 Gatacre Street Alley.
- 2011-479** It was moved, seconded and carried that consideration be given

to making the 100 Gatacre Alley one-way from First Avenue to Second Avenue.

**Protective Services Committee Recommendation – Bar Watch Program**

**2011-480** It was moved, seconded and carried that the Town of Ladysmith facilitate the establishment of the Bar Watch Program in Ladysmith.

**Ten Per Cent Shift ‘Shop Local’ Program**

**2011-481** It was moved, seconded and carried that the Town of Ladysmith partner with the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce in the Ten Per Cent Shift Program to encourage the community to shop locally, for an amount of up to \$1,200, and that the Financial Plan be amended accordingly.

**STAFF / ADVISORY  
COMMITTEE REPORTS**

**Draft Policy – Strata Conversion of a Previously Occupied Building**

**2011-482** It was moved, seconded and carried that the draft Strata Conversion Policy be approved.

**Community Recreation Program Grant**

**2011-483** It was moved, seconded and carried that staff be authorized to prepare a grant application under the Community Recreation Program for funding to complete the DL 108 Sportsfield Complex, which would include two baseball fields, lighting, clubhouse/change rooms/concession building, walking/exercise path and parking.

**Updated Town of Ladysmith Logo Design**

**2011-484** It was moved, seconded and carried that the updated Ladysmith logo design, as endorsed by the Heritage Revitalization Advisory Commission, the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association, be approved.

**BYLAWS**

**Town of Ladysmith Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2011, No. 1783**

**2011-485** It was moved, seconded and carried that Town of Ladysmith Garbage Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2011, No. 1783 be adopted.

**NEW BUSINESS**

**Recycling Containers on First Avenue**

A discussion took place regarding the installation of recycling containers on First Avenue. The City Manager advised Council

that this matter will be referred to the 2012 budget process.

## UNFINISHED BUSINESS

**2011-486**

### **Bylaw Enforcement Policy – Secondary Suites within a Single Family Dwelling**

It was moved, seconded and carried that the draft Bylaw Enforcement Policy for Secondary Suites within a Single Family Dwelling be approved as amended to add the words 'Removal of' at the beginning of the second bullet point in item 8.

### **Festival of Lights Energy Grid Offset**

The City Manager advised Council that staff are currently investigating options for using the Solar Community Grant of \$5,000, including the installation of photovoltaic cells.

### **Smart Meter Installation**

A discussion took place regarding the progress made by BC Hydro in the installation of Smart Meters in Ladysmith. Council was advised that staff had distributed information on smart meters but have not obtained information on the specific installation dates at individual homes, nor the process for moving meters outside the property line.

## EXECUTIVE SESSION

**2011-487**

It was moved, seconded and carried at 8:32 p.m. that Council retire into Executive Session after a two-minute recess, to consider the following items:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- labour relations or other employee relations
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

## ARISE AND REPORT

Council arose from Executive Session at 10:03 p.m. without report.

## ADJOURNMENT

**2011-488**

It was moved, seconded and carried that this meeting of Council be adjourned at 10:03 p.m.

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Mayor (R. Hutchins)

CERTIFIED CORRECT

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Corporate Officer (S. Bowden)

Subject to Adoption