



LADYSMITH

**TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 10, 2011 - 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Scott Bastian
Councillor Jillian Dashwood	Councillor Lori Evans	Councillor Duck Paterson
Councillor Bruce Whittington		

STAFF PRESENT:

Sandy Bowden	Felicity Adams	Chris Trumpy
Joanna Winter		

CALL TO ORDER Mayor Hutchins called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

2011-001 It was moved, seconded and carried that this meeting retire into Executive Session at 6:01 p.m.

Mayor Hutchins called the Regular Session of Council to order at 7:00 p.m.

AGENDA APPROVAL

2011-002 It was moved, seconded and carried that the agenda be adopted as circulated.

MINUTES

2011-003 It was moved, seconded and carried that the Minutes of the Regular Council Meeting of December 20, 2010 be adopted as circulated.

2011-004 It was moved, seconded and carried that the minutes of the Special Council Meeting of December 22, 2010 be adopted as amended, noting the presence of Councillor Bastian and the absence of Councillor Arnett.

**BYLAWS
(OCP / ZONING)**

2011-005 It was moved, seconded and carried that Russ Jackson be invited

to address Council on the matter of his application for rezoning.

2011-006

It was moved, seconded and carried that OCP and Zoning Bylaw amendment application 3360-10-05 be referred to the January 17, 2011 Regular Session of Council.

DELEGATION

Gerry Yellowlees, Hahlay Buck, Duke of Edinburgh's Award

Mayor Hutchins presented Hahlay Buck with the Duke of Edinburgh's Bronze Level Award Certificate. Mayor Hutchins and Council congratulated Ms Buck and thanked Mr. Yellowlees for his volunteer work on the program.

PROCLAMATIONS

Mayor Hutchins proclaimed:

- The month of February 2011 as "Heart Month" in the town of Ladysmith
- March 21st to 25th, 2011 as "Co-operative Education Week" in the Town of Ladysmith

**DEVELOPMENT PERMITS
AND DEVELOPMENT
VARIANCE PERMITS**

Hazard Lands Development Permit – 325 Chemainus Road

2011-007

It was moved, seconded and carried that Development Permit 3060-10-14 be issued for the construction of a garage at 325 Chemainus Road (Lot 5, District Lot 42, Oyster District, Plan 4853), and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

**COUNCIL COMMITTEE
REPORTS**

Mayor Hutchins

Mayor Hutchins spoke about the recent fire at the Ladysmith Community Marina and asked Fire Chief Ray Delcourt to provide Council with a brief overview of the event. Council congratulated the members of Ladysmith Fire Rescue for their hard work in controlling the fire and preventing significant further damage.

**Councillor Arnett – Government Services Committee
Recommendations**

2011-008

It was moved, seconded and carried that Council support the implementation of the Sustainable Development Checklist, and that staff be directed to prepare an amendment to the Development Procedures Bylaw (No. 1667) to include the 'Sustainable Development Checklist' in the application procedure process.

2011-009

It was moved, seconded and carried that the Sustainable Development Checklist be amended to incorporate 'natural areas' in Item 1 of the Checklist.

- 2011-010** It was moved, seconded and carried that the expenditure of up to \$20,000 be authorized for the removal, limbing, or topping of the dead trees in Gourlay Janes Park in 2010, with the funds to come from unallocated surplus, and that the Financial Plan be amended accordingly.
- 2011-011** It was moved, seconded and carried the expenditure of up to \$20,000 be authorized for improving the Ladysmith Cowichan Valley Trail, with the funds to come from the Cowichan Valley Regional District, and that the Financial Plan be amended accordingly, and that as appropriate, the signage include directions to Ladysmith attractions such as the waterfront, community marina and downtown.
- 2011-012** It was moved, seconded and carried that the establishment of an additional full-time permanent Utility Operator position in the Water and Sewer Department be authorized.
- 2011-013** It was moved, seconded and carried that staff be directed to conduct a trolley ridership study during the months of January and February, and July and August 2011, and that the trolley driver be requested to record the number of riders collected at each stop and for each scheduled route.
- 2011-014** It was moved, seconded and carried that the investigation of the feasibility of establishing a Transit Authority, or partnering with the Cowichan Valley Regional District Transit Authority, be authorized, in order that the Town may charge a fare for trolley passengers.
- 2011-015** It was moved, seconded and carried that staff be requested to draft a policy regarding trolley rentals.
- 2011-016** It was moved, seconded and carried that the request for a trolley stop at Campers' Corner be denied for safety reasons, and that a new stop be installed on Thicke Road.
- 2011-017** It was moved, seconded and carried that the trolley stop on Cloke Road be maintained in order to serve the residents of La Rosa Gardens, until a through route is established on Cook Street.
- 2011-018** It was moved, seconded and carried that a letter of thanks and appreciation be sent to the members of Ladysmith Fire Rescue for their efforts regarding the annual Christmas Parade.
- 2011-019** It was moved, seconded and carried that the correspondence from Barbara Steele regarding the Gas Tax Agreement Regionally Significant Projects be received.

- 2011-020** It was moved, seconded and carried that Councillors Evans and Dashwood be requested to meet with the Ladysmith Seniors Centre Society to determine if there are recommendations contained in the City of Duncan Age Friendly Seniors Safety Project Report that are applicable to Ladysmith, and to report back to Council.
- 2011-021** It was moved, seconded and carried that a copy of the City of Duncan Age Friendly Seniors Safety Project Report be provided to the Community Health Advisory Committee and that Councillor Bastian be requested to discuss the report's recommendations with the Committee.
- 2011-022** It was moved, seconded and carried that the correspondence from the Union of B.C. Municipalities regarding the Canadian Federation of Independent Business Municipal Spending Report be received for information.
- 2011-023** It was moved, seconded and carried that staff be requested to develop a public awareness campaign to discourage the public from smoking outdoors at Light Up and other public events at which large numbers of people are present.
- 2011-024** It was moved, seconded and carried that Councillors Dashwood and Evans be appointed to represent Council at the Regional Affordable Housing Workshops on January 19 and 24, 2011.
- 2011-025** It was moved, seconded and carried that organizers of major public events be requested to provide more extensive information in all publicity and promotional materials regarding the prohibition of dogs on First Avenue during such events, and that signs be posted at the perimeter of the 'no dogs zone' during public events.
- 2011-026** It was moved, seconded and carried that staff be requested to schedule a neighbourhood meeting for area residents regarding the proposed Bicycle Plan and improvements for the Bayview Connector.
- 2011-027** It was moved, seconded and carried that Council endorse the recommendation of the Public Washroom Task Force that Town visitor maps include a 'WC' logo to mark locations of washrooms that are available for use by the public in the Downtown area.
- 2011-028** It was moved, seconded and carried that Council send a letter of thanks to the members of the Downtown Ladysmith Public Washroom Task Force.

- 2011-029** **Town of Ladysmith Question Period Guidelines**
- It was moved and seconded that the following guidelines be adopted for Question Period during Council meetings:
- Persons wishing to address Council during “Question Period” must be either Town of Ladysmith residents or non-resident property owners.
 - 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.

- 2011-030** **Amendment**
- It was moved, seconded and carried that the first bulleted item in Motion 2011-029 be amended to read as follows:
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners or business operators.

Resolution 2011-029 carried as amended.

- 2011-031**
- It was moved, seconded and carried that the matter of adding a public input period related to Town business prior to the start of a Council meeting be brought forward to a future Government Services meeting for discussion by Council, and that staff be requested to bring examples from other jurisdictions.

Councillor Paterson

Councillor Paterson expressed concern about the lack of volunteer leadership and participation in the Ladysmith Celebrations Society, stating more volunteers must be recruited to ensure that the event will continue.

Councillor Evans

Councillor Evans expressed appreciation to the Working Committee of the Affordable Housing Directorate of Social Planning Cowichan for their development of an Affordable Housing Strategy for the Cowichan Region.

**STAFF / ADVISORY
COMMITTEE REPORTS**

Towns for Tomorrow Grant Application

The City Manager recommended that the Town submit one application for funding through the Province of BC Towns for Tomorrow program as it is anticipated the program will be over-subscribed, and it is also understood no more than one application per community would be approved.

2011-032

It was moved, seconded and carried that applications be submitted to the Towns for Tomorrow grant program for funds to support the proposed Fire Hall upgrade project and for funds to support hydraulic energy recovery in the Town's water supply system, in an amount not to exceed \$375,000 for each application, and that the application for funding to support the Fire Hall upgrade project be given the highest priority unless it is not feasible to apply for funding through this program.

Potential 'Towns for Tomorrow' Grant Application – Ladysmith Playfields Phase II

2011-033

It was moved, seconded and carried that an application not be submitted to the Towns for Tomorrow grant program for funds to support Phase II of the Ladysmith Playfield project.

Ladysmith Golf Club – Request for Loan

2011-034

It was moved and seconded that Council not provide a low interest loan to the Ladysmith Gold Club.

Amendment

2011-035

It was moved, seconded and carried that motion 2011-034 be amended to read that Council not provide a low interest loan to the Ladysmith Gold Club *at this time*.

Resolution 2011-035 carried as amended.

CORRESPONDENCE

2011-036

Isabelle Ouelette, Ladysmith and District Historical Society

It was moved, seconded and carried that staff be requested to prepare a report for the February 7 Council Meeting on the request from the Ladysmith and District Historical Society for funding to support the operation of the Ladysmith Archives contained in the correspondence dated December 14, 2010, and that staff also be requested to explore the feasibility of a fee for service contract for the operation of the Ladysmith Archives.

2011-037

J.E. Barry, Cowichan Valley Regional District

It was moved, seconded and carried that without 100 per cent participation from all communities and areas in the Cowichan

Valley Regional District, the Town of Ladysmith decline to participate in the proposed funding formula for the Cowichan Sportsplex as outlined in the letter from J.E. Barry dated December 23, 2010.

Councillor Arnett declared a conflict of interest with the following item and excused himself from the meeting.

Doug Bell, Ladysmith Maritime Society

2011-038

It was moved, seconded and carried that staff be requested to prepare a report for the January 17, 2011 Council meeting on the request for cost-sharing outlined in the correspondence from the Ladysmith Maritime Society dated October 12, 2010.

Councillor Arnett rejoined the meeting.

NEW BUSINESS

At the suggestion of Councillor Evans, it was agreed that Council would send a letter of condolences to Comox City Council on the recent passing of Councillor Ray Crossley.

QUESTION PERIOD

It was agreed that R. Johnson would be provided with an explanation regarding the agreements between DL 2016 Holding Corporation and the Town of Ladysmith at a later date.

EXECUTIVE SESSION

It was moved, seconded and carried that the Regular Session of Council be adjourned at 9:00 p.m. and that the Executive Session be reconvened.

RISE AND REPORT

The Executive Session of Council rose with report on the following items at 9:15 p.m.

- Council reappointed Glenn Popenko and Lorena Mueller to the Parks, Recreation and Culture Commission with their respective terms to end on June 30, 2012
- Council reappointed Evelyn Kaatz to the Advisory Planning Commission, with a term to end on June 30, 2012
- Council reappointed Peter Blumel to the Heritage Revitalization Advisory Commission, with a term to end on June 30, 2010
- The remaining vacancies on the Parks, Recreation and Culture Commission, the Heritage Revitalization Commission and the Advisory Design Panel will be advertised.
- A letter will be sent to Cathy Gilroy in response to her letter

dated November 9, 2010, based on information provided to Council in the staff reports from the Director of Corporate Services dated November 18, 2010 and January 5, 2011

ADJOURNMENT

2011-039

It was moved, seconded and carried that this meeting of Council be adjourned at 10:00 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Subject to Adoption