



**MINUTES OF A MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MARCH 5, 2012**

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**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Jillian Dashwood  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Gord Horth

Councillor Bill Drysdale  
Councillor Glenda Patterson

**STAFF PRESENT:**

Pat Durban  
Joanna Winter

Erin Anderson

Sandy Bowden

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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:  
12.2 Earth Hour

**CS 2012-055**

It was moved, seconded and carried that the agenda for the Regular Session of Council for March 5, 2012 be approved as amended.

**DELEGATIONS**

**Gerry Yellowlees, Ryan Cooper – Duke of Edinburgh's Award**

Mayor Hutchins presented the Duke of Edinburgh's Bronze Award to Ryan Cooper, and congratulated him on his significant achievements in qualifying for this award.

**Mike Rankin – Mid-Isle Soccer Association**

M. Rankin presented information to Council regarding a Mini-World Cup Soccer event that is taking place in Ladysmith on May 12 and 13, with 80 teams taking part and bringing nearly 1,000 young soccer players and family members from all over Vancouver Island to Ladysmith. He requested Council's support of the event through the provision of the following:

- A liaison from the Parks, Recreation and Culture Department to assist with site planning and logistics
  - The loan of traffic cones to use as corner flags on fields
  - The Mayor's help in borrowing the international flags used when the tournament was held in Parksville several years ago
  - Trolley service to run between venues and a central parking
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location

- Directional signage
- Upgrades to the playing fields at Frank Jameson Community Centre and Ladysmith Secondary School field.

Council thanked Mr. Rankin for his presentation and agreed to consider his requests.

## MINUTES

- CS 2012-056** It was moved, seconded and carried that the minutes of the Regular Meeting of Council held February 20, 2012 be approved as circulated.

## COUNCIL COMMITTEE REPORTS

- CS 2012-057** It was moved, seconded and carried that representatives of the Cowichan Affordable Housing Secretariat be invited to make a presentation to the Government Services Committee.

- CS 2012-058** It was moved, seconded and carried that a letter of congratulations be sent to the band Skellig for their recent win in the prestigious Hard Rock Canada competition.

### **Government Services Committee Recommendations *Closed Meeting Best Practices***

- CS 2012-059** It was moved, seconded and carried that the following Best Practices for all closed meetings be adopted:
1. Establish whether or not the “meeting” constitutes a formal meeting thereby triggering the requirement to comply with the legislation (Sec. 90 *Community Charter*).
  2. Ensure all closed meeting notices:
    - a) are prepared in accordance with the legislation;
    - b) that specific reasons for closing the meeting are stipulated (Sec. 90 and 92 *Community Charter*); and,
    - c) are posted on public bulletin boards and on the Town’s website.
  3. Ensure the public is aware that, upon request, their name(s) will be included on the email distribution list for Council and Committee agendas and minutes.
  4. Ensure that a resolution is adopted in the open meeting authorizing the Council to close the meeting to the public and that the resolution is read out in its entirety. Three

components of the resolution are:

- a) The fact that the meeting or part of the meeting is to be closed;
  - b) The basis on which the meeting is to be closed; and,
  - c) The specific paragraph from Sec. 90 that requires or authorizes the closure
5. Use the special authority to waive notice of a special closed meeting only under exceptional circumstances.
  6. Keep discussion focussed on subjects as stipulated in the notice.
  7. Never vote on readings or adoption of a bylaw.
  8. Ensure that minutes include all meeting attendees.
  9. Review closed meeting minutes bi-annually and “rise and report” on items as deemed appropriate.

CS 2012-060

***Expansion of Cowichan Valley Regional District Transit Services***

It was moved, seconded and carried that the proposed expansion of Cowichan Valley Regional District transit services to Ladysmith and Area G be referred to staff for review, in conjunction with staff of the Cowichan Valley Regional District, and that a response to the Cowichan Valley Regional District be prepared prior to May 31, 2012.

CS 2012-061

***Town of Ladysmith Sign and Banner Stations***

It was moved, seconded and carried that staff be requested to review the growing demand for the promotion of community events at the Town's sign and banner stations, and to report back to the Government Services Committee with findings and recommendations, as requested by Cliff Fisher of the Ladysmith Maritime Society in his correspondence dated February 8, 2012.

CS 2012-062

***Regional Visitor Services***

It was moved, seconded and carried that the Town of Ladysmith support in principle Option Four as presented in the Staff Report on Regional Visitor Services from the Cowichan Valley Regional District dated February 16, 2012.

Ladysmith Celebrations Society is seeking two new Board members as well as committee members. The Annual General meeting will take place on March 20.

Councillor Arnett suggested that the Town of Ladysmith should consider requesting that the Vancouver Island Regional Library

Board construct a new library in Ladysmith.

**STAFF / ADVISORY  
COMMITTEE REPORTS**

**2012-2016 Financial Plan – Grants-in-Aid**

Council considered the requests for grant-in-aid funding in 2012 received from community groups and organizations.

Councillor Drysdale declared a conflict of interest and excused himself from the meeting for the discussion regarding the request for funding from the Ladysmith Festival of Lights.

**CS 2012-063**

It was moved, seconded and carried that the Staff Sergeant of the Ladysmith Royal Canadian Mounted Police Detachment be requested to provide 2011 crime statistics for the Town of Ladysmith, Area G and Area H.

**CS 2012-064**

It was moved, seconded and carried that the proposed Grants-in-Aid budget for 2012 be referred to the next budget meeting for further consideration.

**Proposed Off-Leash Dog Park at Transfer Beach**

**CS 2012-065**

It was moved, seconded and carried that support in principle be given to the establishment of an off-leash dog park in the Transfer Beach vicinity, subject to confirmation of size and exact location.

**Proposed Grant Application – Transfer Beach Spray Park Surface Upgrade**

**CS 2012-066**

It was moved, seconded and carried that staff be authorized to make application for a Tire Stewardship BC Community Grant in the amount of \$15,000 as a 50 per cent contribution to the cost of upgrading the surface of the Transfer Beach Spray Park, and that an amount of \$15,000 be included in the 2012 Annual Budget as the Town's matching contribution to the grant, as required upon approval of the grant application.

Staff were requested to provide information regarding vandalism to similar surfaces in other communities.

**CORRESPONDENCE**

**Karen Felker, B.C. Honours and Awards Secretariat  
Order of British Columbia – 2012 Call for nominations**

**CS 2012-067**

It was moved, seconded and carried that the correspondence from Karen Felker, B.C. Honours and Awards Secretariat regarding the 2012 Call for Nominations for the Order of British Columbia be received.

**John Rowlandson, Velo Village Saltspring Island  
Request for Endorsement of Resolution Supporting Provincial**

CS 2012-068

### **Investment in Cycling Infrastructure**

It was moved, seconded and carried that the following resolution regarding cycling infrastructure in British Columbia be adopted, as requested in the correspondence from John Rowlandson regarding Velo Village Saltspring Island:

WHEREAS the Union of British Columbia Municipalities has consistently endorsed resolutions calling for development, improvement and augmentation of cycling infrastructure, including but not limited to:

- frequent sweeping of bike lanes (2011-B19);
- increased width and refurbished road shoulders to accommodate cycling (2010-B16, 2007-B14, 2007-B99);
- a BC Cycling Development Program (2010-B17);
- revenue sharing for cycling infrastructure intersecting provincial highways(2009-B83);
- safer cycling conditions to encourage ridership (2008-B108);
- bicycle lane funding (2007-B100, 2006-B140); and
- infrastructure for non-greenhouse gas emitting transportation (2006-B110);

AND WHEREAS rural cycling infrastructure strengthens communities by:

- increasing the safety of cycling on rural roads;
- supporting the growth of cycle tourism;
- addressing local climate change challenges;
- providing transportation and recreation alternatives;
- establishing links with existing urban and regional cycling networks; and
- enabling small business access to new commercial corridors and markets:

THEREFORE BE IT RESOLVED that the Town of Ladysmith urges the Province of British Columbia to invest in cycling infrastructure in rural communities, in order to accelerate the availability and broaden the range of cycling opportunities for commuter, recreational and competitive cyclists living in and visiting rural and urban areas.

### **BYLAWS**

CS 2012-069

### **Town of Ladysmith Streets and Traffic Bylaw No. 1309, Amendment Bylaw 2012, No. 1794**

It was moved, seconded and carried that Town of Ladysmith Streets and Traffic Bylaw No. 1309, Amendment Bylaw 2012, No. 1794 be adopted.

## NEW BUSINESS

CS 2012-070

### Hedges

It was moved, seconded and carried that staff be requested to provide Council with copies of bylaws regulating hedges from at least three other British Columbia communities.

CS 2012-071

### Earth Hour

It was moved, seconded and carried that the Town of Ladysmith participate in Earth Hour 2012.

## QUESTION PERIOD

R. Johnson was reminded that the 'Rise and Report' provision in Executive Session is to ensure that Council is able to make public the results of certain *in camera* discussions as appropriate.

R. Johnson enquired about emergency supplies at various locations throughout the Town of Ladysmith.

R. Johnson was advised that the 2012 budget will next be discussed at the March 19 Council meeting.

## EXECUTIVE SESSION

CS 2012-072

It was moved, seconded and carried at 9:00 p.m. that Council retire into Executive Session after a three minute recess to consider the following items in accordance with Section 90(1) of the Community Charter:

Item 1: 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

Item 2: 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

Item 3: The security of the property of the municipality

## ARISE AND REPORT

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

- The Town's intention to extend the current contract for the provision of land agent services for Town-owned lands with Capital Asset Group to April 30, 2012 for a monthly fee of \$2,800 (including HST), with any further extension to the contract on a month-to-month basis as the services are

required, and to include the expenditures related to this service in the 2012 budget.

**ADJOURNMENT**

**CS 2012-073**

It was moved, seconded and carried that this meeting of Council be adjourned at 10:08 p.m.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

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Corporate Officer (S. Bowden)

Subject to Adoption