



**TOWN OF LADYSMITH  
MINUTES OF A MEETING OF COUNCIL  
MONDAY, DECEMBER 2, 2013  
COUNCIL CHAMBERS, CITY HALL  
CALL TO ORDER 5:00 P.M.  
REGULAR OPEN MEETING 7:00 P.M.**

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**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Bill Drysdale  
Councillor Glenda Patterson

Councillor Steve Arnett  
Councillor Gord Horth

Councillor Jillian Dashwood  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Erin Anderson

Sandy Bowden  
John Manson

Felicity Adams

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**CALL TO ORDER**

Mayor Hutchins called this Regular Meeting of Council to order at 5:00 p.m. in order to retire immediately into a Closed Meeting.

**CLOSED MEETING**

**CS 2013-414**

It was moved, seconded and carried at 5:01 p.m. that Council retire into Closed Meeting in order to consider the following matters:

- labour relations or other employee relations
- 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
- 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

**OPEN MEETING**

The Open Meeting of Council resumed at 7:00 p.m.

**AGENDA APPROVAL**

**CS 2013-415**

It was moved, seconded and carried that the agenda for the Regular Council Meeting of December 2, 2013 be approved as circulated.

**MINUTES**

**CS 2013-416**

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held Monday, November 18, 2013 be approved.

**PROCLAMATIONS**

Mayor Hutchins proclaimed Thursday, February 20<sup>th</sup>, 2014 as “Kinsmen and Kinettes Day”, and the week of February 16<sup>th</sup> to 22<sup>nd</sup> as “Kinsmen and Kinettes Week” in the Town of Ladysmith as a

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salute to the heritage of accomplishments through the 94 years in Canada, and to honour the many contributions of the Ladysmith club.

## **DEVELOPMENT APPLICATIONS**

**CS 2013-417**

### **10844 Westdowne Road – Subdivision and Development Servicing Bylaw**

It was moved, seconded and carried that Council approve Development Variance Permit 3090-13-02 for Lot 2, District Lot 72, Oyster District, Plan VIP63624, Except Part in Plan VIP80408 PID:023-474-262 (10844 Westdowne Road) to permit the following variances to the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834”:

1. The portion of Westdowne Road immediately adjacent to the land shall be designed to a modified ‘Rural/Industrial’ road standard that contains a gravel pedestrian walkway;
2. Electrical, telephone and cablevision wiring to the land is not required to be underground; and
3. A septic system is permitted on the land until a connection to the Town sanitary sewer system is available. A connection to the Town sanitary sewer system is required within two years of the service being available to the land.

## **BYLAWS (OCP/ZONING)**

**CS 2013-418**

### **Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 95), 2013, No. 1832**

It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 95), 2013, No. 1832 be read a third time.

**CS 2013-419**

### **Area “G” Zoning Bylaw 1180, 1988, Amendment Bylaw (No. 2), 2013, No. 1833**

It was moved, seconded and carried that Area “G” Zoning Bylaw 1180, 1988, Amendment Bylaw (No. 2), 2013, No. 1833 be read a third time.

## **2014 COUNCIL APPOINTMENTS**

### **Deputy Mayor**

Mayor Hutchins made the following appointments for Deputy Mayor in 2014:

- December to May: B. Drysdale
- June to November: S. Arnett

### **Parcel Tax Review Panel**

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

**CS 2013-420**

### **Cowichan Valley Regional District Director**

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

Board.

**CS 2013-421 Cowichan Valley Regional District Alternate Director**  
It was moved, seconded and carried that Councillor Duck Paterson be appointed as Alternate Director to the Cowichan Valley Regional District Board.

**CS 2013-422 Vancouver Island Regional Library Board Director**  
It was moved, seconded and carried that Councillor Steve Arnett be appointed as Town of Ladysmith representative on the Vancouver Island Regional Library Board.

**CS 2013-423 Vancouver Island Regional Library Board Alternate Director**  
It was moved, seconded and carried that Councillor Glenda Patterson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

**CS 2013-424 Community Safety Advisory Committee (Cowichan Valley Regional District)**  
It was moved, seconded and carried that Councillor Jill Dashwood be appointed as representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

**CS 2013-425 Community Safety Advisory Committee (Cowichan Valley Regional District)**  
It was moved, seconded and carried that Councillor Bill Drysdale be appointed as alternate representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

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

**Municipal Services Committee (Committee of the Whole)**

Chair: Councillor Bill Drysdale

Vice Chair: Councillor Gord Horth

Members: All members of Council

**Advisory Design Panel**

Council Liaison: Councillor Jill Dashwood

Alternate: Councillor Steve Arnett

**Advisory Planning Commission**

Council Liaison: Councillor Gord Horth

Alternate: Councillor Duck Paterson

**Heritage Revitalization Advisory Commission**

Council Liaison: Councillor Bill Drysdale

Alternate: Mayor Rob Hutchins

**Liquid Waste Management Committee**

Council Liaison: Councillor Gord Horth

Council Liaison: Councillor Glenda Patterson

**Parks, Recreation & Culture Commission**

Council Liaison: Councillor Gord Horth

Council Liaison: Councillor Duck Paterson

Alternate: Councillor Steve Arnett

**Protective Services Committee**

Chair: Councillor Duck Paterson

Vice Chair: Councillor Bill Drysdale

Alternate: Councillor Jill Dashwood

**Stocking Lake Advisory Committee**

Council Liaison: Mayor Rob Hutchins

Council Liaison: Councillor Steve Arnett

Mayor Hutchins made the following liaison appointments to community organizations:

**Celebrations Committee**

Council Liaison: Councillor Steve Arnett

Alternate: Councillor Duck Paterson

**Ladysmith Chamber of Commerce**

Council Liaison: Councillor Jill Dashwood

Alternate: Mayor Rob Hutchins

**Ladysmith Community Health Advisory Committee**

Council Liaison: Mayor Rob Hutchins

Alternate: Councillor Glenda Patterson

**Ladysmith Festival of Lights**

Council Liaison: Councillor Duck Paterson

Alternate: Councillor Bill Drysdale

**Ladysmith Downtown Business Association**

Council Liaison: Councillor Gord Horth

Alternate: Councillor Bill Drysdale

**Ladysmith Early Years Partnership**

Council Liaison: Councillor Jill Dashwood

Alternate: Mayor Rob Hutchins

**Social Planning Cowichan Affordable Housing Directorate**

Council Liaison: Councillor Jill Dashwood

Alternate: Councillor Steve Arnett

**Ladysmith Youth Advisory Committee**

Council Liaison: Councillor Glenda Patterson

Alternate: Councillor Gord Horth

**COUNCIL COMMITTEE  
REPORTS**

**CS 2013-426**

**Government Services Committee Recommendations – November 18, 2013 Meeting**

It was moved, seconded and carried that Council refer proposed signage initiatives to the 2014 – 2018 Financial Plan deliberations, including:

- Annual sign maintenance and replacement (operating)
- New downtown banners (operating)
- New gateway sign
- Directional signs
- Downtown business kiosk with sign blades
- 49<sup>th</sup> parallel marker
- Tim Horton’s informational signage refresh

**Festival of Lights “Light Up” Celebration**

Council expressed its appreciation for the efforts of Town staff for this year’s Festival of Lights “Light Up” celebration. Council noted that it is estimated that this year’s Light Up had the largest attendance.

**CS 2013-427**

It was moved, seconded and carried that a letter of thanks and congratulations be sent to the Festival of Lights Society for their exemplary efforts in organizing this year’s Light Up celebration.

**STAFF REPORTS**

**CS 2013-428**

**2014 Council Meeting Schedule**

It was moved, seconded and carried that:

1. the following 2014 schedule of regular Council meetings be approved and that Staff be directed to advertise the schedule in accordance with Section 127 of the Community Charter:

January 6	March 17	July 7	October 20
January 20	April 7	July 21	November 3
February 3	May 5	August 18	November 17
February 17	June 2	September 15	December 1
March 3	June 16	October 6	December 15

2. Council direct staff to amend Sec. 2.2 of Council Procedure Bylaw No. 1666 to delete the requirement to conduct a Council meeting on the next business day following a statutory holiday if that statutory holiday falls on the first or third Monday of the

month and that the amendment be processed in accordance with Sec. 94 of the Community Charter; and,

3. Council confirm that no Regular Council meetings are scheduled for the following Tuesdays in 2014:

- April 22<sup>nd</sup>
- May 20<sup>th</sup>
- August 5<sup>th</sup>
- September 2<sup>nd</sup>

**Licence of Occupation – Island Highway and Symonds Street (Egress from Tim Horton’s and Ladysmith Archives)**

CS 2013-429

It was moved, seconded and carried that Council authorize the Mayor and Corporate Officer to renew the Licence of Occupation for a five year term for the Provincially-owned parcel of land located at the Island Highway and Symonds Street for the purposes of enabling egress from the Tim Horton’s and Ladysmith Archives facilities.

**Dog Licencing Control Bylaw – Fees Adjustment**

CS 2013-430

It was moved, seconded and carried that Council approve an amendment to the Animal Control Bylaw to increase dog licencing fees as follows:

	On or before January 31 <sup>st</sup>	After January 31 <sup>st</sup>
Spayed/Neutered	\$22	\$32
Not Spayed/Neutered	\$40	\$50

**South Ladysmith Industrial Road Realignment**

CS 2013-431

It was moved, seconded and carried that Council:

1. Direct staff to make application to the Province for a License of Occupation over that portion of Lot 1, DL’s 72&91, Plan 33125 except those portions in Plans 43821 and VIP57994, (currently leased to the CVRD for the Waste Transfer Station) for the purpose of establishing an improved road access into the South Ladysmith industrial lands, either in the form of a Right of Way for public access, or preferably, in the form of a road dedication;
2. Direct staff to refer the application to the CVRD and SFN for their comments and consultation, respectively;
3. Support the request by Otter Point Timber Ltd. to the Town to construct a new road access using this new alignment to a ‘minimal’ two lane gravel standard, provided that the vertical and horizontal design of the road be compatible with the future use of this road as a public industrial access road to the standards of the Town;
4. Direct staff to work with the Crown and other interested parties

in facilitating the eventual closing of Thicke Road that will become redundant upon the creation of the new access road; and,

5. Consider cost sharing the widening of this road immediately adjacent to Westdowne Road, including the placing of an asphalt apron next to Westdowne Road to facilitate improved visibility at the intersection and reduce gravel spillover onto Westdowne Road, and the 50 meter extension of the recently constructed water main along Westdowne Road, estimated at approximately \$150,000 as an item for consideration in the 2014 budget deliberations.

## BYLAWS

**CS 2013-432** **Town of Ladysmith Revenue Anticipation Bylaw 2013, No. 1841**  
It was moved, seconded and carried that Town of Ladysmith Revenue Anticipation Bylaw 2013, No. 1841 be read a first, second and third time.

**CS 2013-433** **Town of Ladysmith Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 1842**  
It was moved, seconded and carried that Town of Ladysmith Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 1842 be read a first, second and third time.

## CORRESPONDENCE

**CS 2013-434** **J. E. Barry, Cowichan Valley Regional District - Appointment to CVRD Transit Service Review**  
It was moved, seconded and carried that Councillor Duck Paterson be appointed to serve as the Ladysmith representative on the Cowichan Valley Regional District Service Review and the CVRD be so advised.

**CS 2013-435** **Stacy Miller-Marston - Proposed Closure of Ecole Davis Road School**  
It was moved, seconded and carried that the correspondence from Stacey Miller-Marston concerning the proposed closure of Ecole Davis Road School be referred to the Board of School District 68 for consideration in its deliberations on proposed restructuring of schools in the Ladysmith area.

**CS 2013-436** **Brian Thom - School District 68 Proposed Facilities Plan**  
It was moved, seconded and carried that the correspondence from Brian Thom concerning the School District 68 10 year facilities plan be forwarded to the School District Board and that Council also reiterate to the Board its deep concerns about the proposed facilities plan for the Ladysmith area.

**CS 2013-437** **Rhonda Shirley, Ladysmith Chamber of Commerce - Agreement for Operation of the Visitor Centre**  
It was moved, seconded and carried that the concerns expressed by

the Chamber of Commerce regarding increasing costs for delivery of visitor information services be referred to staff for review and consideration in preparation of the 2015 budget portion of the 2014 to 2018 Financial Plan.

## **NEW BUSINESS**

### **Waterfront Area Plan**

The City Manager advised that once the Zoning Bylaw Update is complete staff will address the Waterfront Area Plan on Council's direction. This matter will be considered during 2014 budget deliberations.

## **QUESTION PERIOD**

Jack Tieleman of the Ladysmith Downtown Business Association inquired about medical marihuana grow operations in Ladysmith.

## **CLOSED MEETING**

### **CS 2013-438**

It was moved, seconded and carried at 8:10 p.m. that Council retire into Closed Meeting after a two minute recess.

## **ARISE AND REPORT**

Council arose from the Closed Meeting without report.

## **ADJOURNMENT**

### **CS 2013-439**

It was moved, seconded and carried that this meeting of Council be adjourned at 8:51 p.m.

CERTIFIED CORRECT:

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Mayor (R. Hutchins)

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Corporate Officer (S. Bowden)