



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, DECEMBER 16, 2013
5:30 p.m. Open Meeting Call to Order
5:31 p.m. Closed Meeting
7:00 p.m. Open Meeting Reconvenes

AGENDA

Page

CALL TO ORDER 5:30 p.m. in order to retire immediately into Closed Session

AGENDA APPROVAL

1. CLOSED MEETING

In accordance with section 90(1) of the *Community Charter*, this portion 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
- 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

OPEN MEETING RESUMES 7:00 P.M.

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held December 2, 2013

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3. DELEGATIONS

3.1. Kathy Holmes
Ladysmith Arts Council
Activity Report for Council

4. PROCLAMATIONS

4.1. Mayor Hutchins has proclaimed December 11, 2013 as "A Day for Our Common Future" in the Town of Ladysmith, in recognition of the

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importance of sustainable development that meets economic, social, environmental and cultural goals for everyone’s benefit.

- 4.2. Mayor Hutchins has proclaimed February 6, 2014 as “**Privacy and Security Awareness Day**” in the Town of Ladysmith in support of the promotion of privacy and security awareness amongst citizens and organizations, so they can protect themselves from privacy infringements, fraud and other financial crimes. 10

- 5. **DEVELOPMENT APPLICATIONS – None**

- 6. **BYLAWS (OCP / ZONING)**
 - 6.1. **Brent Elliott, Project Consultant**
Town of Ladysmith Zoning Bylaw Update Project
Presentation and recommendations for Council direction regarding zoning bylaw regulations for coach houses, big box establishments and drive-through service

- 7. **STAFF REPORTS**
 - 7.1. **Canada Summer Jobs 2014 Grant** 11 - 12
 - 7.2. **Celebrate Canada Day 2014 Grant** 13 - 14
 - 7.3. **Couverdon Boundary Expansion Proposal – Process Schedule** 15 - 19

- 8. **BYLAWS**
 - 8.1. **Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 95), 2013, No. 1832** 20 - 21
May be adopted.

The purpose of Bylaw 1832 is to implement Zoning Bylaw amendments concerning medical marihuana.
 - 8.2. **Area “G” Zoning Bylaw 1180, 1988, Amendment Bylaw (No. 2), 2013, No. 1833** 22
May be adopted.

The purpose of Bylaw 1833 is to implement Zoning Bylaw amendments concerning medical marihuana.
 - 8.3. **Town of Ladysmith Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 1842** 23
May be adopted.

The purpose of Bylaw 1842 is to permit an increase in dog licence fees.

8.4. Town of Ladysmith Council Procedures Bylaw 2009, No. 1666, Amendment Bylaw (No. 1) 2014, No. 1845

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May be read a first, second and third time.

The purpose of Bylaw 1845 is to amend the Council Procedures Bylaw to reflect Council's recent direction regarding the elimination of regular Council meetings in a week where the meeting falls on a statutory holiday.

9. CORRESPONDENCE

**9.1. Mark Drysdale, Ladysmith Chamber of Commerce
Request for the Town to endorse Chamber of Commerce negotiations for new leased space at 25 Roberts Street.**

25 – 26

Staff Recommendation

That Council endorse the Ladysmith Chamber of Commerce to commence negotiations for the lease of premises at 25 Roberts Street.

10. NEW BUSINESS

11. UNFINISHED BUSINESS

**11.1. Teresa McKinley, Ladysmith Tour de Rock Committee
Request for Waiving of Trolley Rental Fee and Travel Outside Town Boundaries**

Council previously considered a request from the Ladysmith Tour de Rock Committee to waive trolley rental fees for a winery tour fundraiser, and requested that staff determine specific dates as well as the cost to the Town should the rental fee be waived. The normal rental fee is \$100 per hour. The not for profit rental rate is \$75 per hour and the rental request is for 6 or 7 hours, for a cost to the Town of \$450 to \$525 in lost rental revenues. Staff also confirm that the regular rental rate of \$100 per hour is an accurate reflection of staff, fuel and maintenance costs.

Further, four dates have been proposed (May 24 or 31, June 14 or 21) with the final selection of a day to be made early in 2014.

Staff Recommendation

That Council consider whether it wishes to waive the trolley rental fee and permit the trolley to be operated beyond the Town boundaries for the Cowichan Region Winery Tour fundraiser proposed for one day in May or June, 2014 as requested by the Ladysmith Tour de Rock Committee, with the associated costs to be allocated to the trolley budget.

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- 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 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.

13. ARISE AND REPORT

ADJOURNMENT



**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.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Jillian Dashwood
Councillor Bill Drysdale	Councillor Gord Horth	Councillor Duck Paterson
Councillor Glenda Patterson		

STAFF PRESENT:

Ruth Malli	Sandy Bowden	Felicity Adams
Erin Anderson	John Manson	

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 20th, 2014 as “Kinsmen and Kinettes Day”, and the week of February 16th to 22nd as “Kinsmen and Kinettes Week” in the Town of Ladysmith as a

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.
- Cowichan Valley Regional District Director**
- CS 2013-420** 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 Commission (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 Commission (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 Committees:

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
- 49th 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 22nd
- May 20th
- August 5th
- September 2nd

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 st	After January 31 st
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

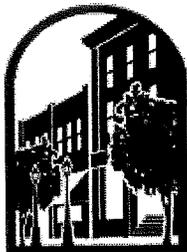
CS 2013-439

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

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



LADYSMITH

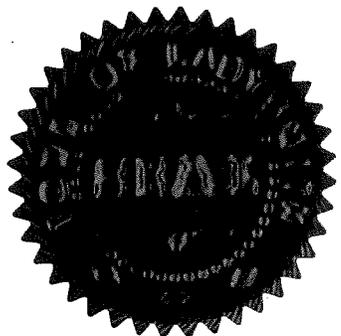
TOWN OF LADYSMITH

PROCLAMATION

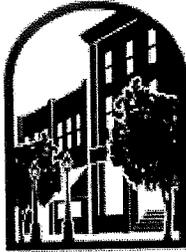
- WHEREAS:** *our long-term economic, ecological, social and cultural goals form the four pillars of sustainable development,*
- WHEREAS:** *the UN General Assembly formally adopted the tenets of sustainable development on December 11, 1987 when Norwegian Prime Minister Gro Harlem Brundtland presented the report, 'Our Common Future', on behalf of the World Commission on Environment and Development (WCED),*
- WHEREAS:** *the Brundtland report defines sustainable development as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs",*
- WHEREAS:** *Canada played a critical role in fostering and writing 'Our Common Future',*
- WHEREAS:** *the World Bank's recent report, 'Turn Down the Heat', warns that adverse effects of global warming are likely to undermine sustainable, and all development efforts and goals – and recommends increased support for adaptation, mitigation, inclusive green growth and climate-smart development,*
- WHEREAS:** *local Vancouver Island communities are fortunate to be surrounded by a resilient resource base, with a secure, long-term food and water supply available by practicing sustainable development,*
- WHEREAS:** *local measures to protect our coastal lands and waters include measures for conservation, biodiversity, habitat and watershed protection that integrate renewable resources, climate-smart and sustainable development initiatives,*
- WHEREAS:** *a healthy approach to sustainable development will find ways to bring a balanced growth to Vancouver Island that meets economic, social, environmental and cultural goals for everyone's benefit,*
- AND WHEREAS:** *the residents, businesses, governments and communities of Vancouver Island have opportunity to implement recommendations that balance our society's and nature's needs while furthering Brundtland's global goals for sustainable development.*
- NOW THEREFORE,** *I, Robert Hutchins, Mayor of the Town of Ladysmith, do hereby proclaim December 11, 2013 as "A Day for Our Common Future" in the Town of Ladysmith, British Columbia.*



Mayor R. Hutchins



December 3, 2013



LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

WHEREAS: *Cybercrime threatens the privacy and security of all citizens and organizations in British Columbia;*

AND WHEREAS: *Cybercriminal activity amounts to a tremendous erosion of economic wealth;*

AND WHEREAS: *Privacy and security issues result from the massive amounts of personally identifiable information processed each day;*

AND WHEREAS: *Awareness of the risks to society must be highlighted to engage citizens and organizations and to galvanize privacy and security professionals around this cause;*

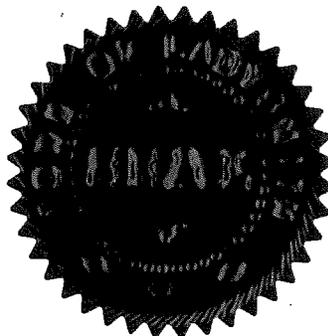
AND WHEREAS: *ISACA, the leading international association of information security governance professionals, wishes to instill privacy and security awareness amongst all citizens and organizations in British Columbia;*

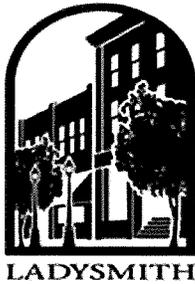
AND WHEREAS: *The Town of Ladysmith supports the promotion of privacy and security awareness amongst its citizens and organizations, so they can protect themselves from privacy infringements, fraud and other financial crimes;*

THEREFORE, *I, Robert Hutchins, Mayor of the Town of Ladysmith, do hereby proclaim February 6, 2014 as British Columbia Privacy and Security Awareness Day.*

Mayor R. Hutchins

December 16, 2013





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: December 10, 2013
File No:

Re: CANADA SUMMER JOBS 2014 GRANT – REQUEST FOR APPROVAL TO APPLY

RECOMMENDATION(S):

That Council approve application for up to \$5,000 from Human Resources and Skills Development Canada to support up to three summer student positions for 2014.

PURPOSE:

The grant funds will help to offset the cost of staffing for summer day camps and events.

INTRODUCTION/BACKGROUND:

This grant will subsidize up to 50% of the wages of up to three secondary or post-secondary students for temporary positions in the spring and summer of 2014.

SCOPE OF WORK:

The grant application deadline is January 31st, 2014. Students would be hired through the normal recruitment process for temporary positions.

ALTERNATIVES:

Council may choose not to apply for the grant, or not to hire students in 2014.

FINANCIAL IMPLICATIONS:

Any amount received through the grant would offset the cost of wages.

LEGAL IMPLICATIONS:

Any students hired through the Canada Summer Jobs program must be eligible per the grant criteria, must work a minimum of 30 hours per week, and will be CUPE members.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Summer daycamps and other programs and events are well received by the citizens and families of Ladysmith.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:



No direct support required.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative is consistent with the following Priority Actions:

#7 "Public Health and Social Development – improve the physical and social well-being of Ladysmith residents."

ALIGNMENT WITH STRATEGIC PRIORITIES:

These programs are consistent with Strategic Directions A, "Wise Financial Management" and F, "A Safe and Healthy Community".

SUMMARY:

Summer camps are offered annually through Parks, Recreation & Culture department and provide services and programs for many families in the community. This application for funding will assist with service delivery. Staff is seeking Council's authorization to proceed with the grant application.

I concur with the recommendation.

Rmali

Ruth Malli, City Manager

ATTACHMENTS:

None





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: December 10, 2013
File No:

Re: CELEBRATE CANADA DAY 2014 GRANT – REQUEST FOR APPROVAL TO APPLY

RECOMMENDATION(S):

That Council approve an application for up to \$5,000 from Heritage Canada to support the annual Celebrate Canada Day event on July 1st 2014.

PURPOSE:

To offset the cost of hosting the community event.

INTRODUCTION/BACKGROUND:

This annual event will be organized in collaboration with interested community groups.

SCOPE OF WORK:

The grant application deadline is January 15th, 2014. Planning for the event will take place from January – June, 2014. Parks Recreation & Culture Department staff will plan this event in collaboration with other organizations, depending on which community groups choose to participate.

ALTERNATIVES:

Council may choose not to apply for the grant, or not to host the event at all.

FINANCIAL IMPLICATIONS:

Any amount received through the grant would offset the costs of hiring musicians, paying for equipment, supplies, venues, and staff.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Celebrate Canada Day event is enjoyed by Ladysmith citizens and visitors alike.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This event is held at Transfer Beach and Public Works staff assist where possible.



RESOURCE IMPLICATIONS:

Staff time is committed to planning and hosting this event. No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This event is consistent with the following Priority Actions:

6 "Culture and Identity – support and promote Ladysmith's arts and cultural events and facilities".

8 "Economic Development – increase tourist visits and spending".

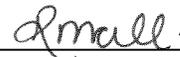
ALIGNMENT WITH STRATEGIC PRIORITIES:

This event is consistent with Strategic Direction F, "A Safe and Healthy Community".

SUMMARY:

The Celebrate Canada Day community event is held each year at Transfer Beach and is well attended by residents and visitors. The Town applies for a grant through Heritage Canada to assist with the funding. Staff is seeking Council's authorization to proceed with the grant application.

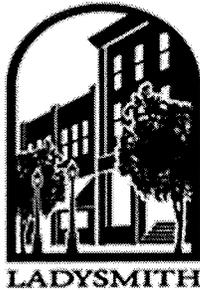
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: December 12, 2013
File No: 6560-20

Re: **BOUNDARY EXTENSION PROPOSAL –PROCESS SCHEDULE**
(COUVERDON REAL ESTATE)

RECOMMENDATION(S):

Council has previously provided direction for the consideration of the Couverdon boundary extension proposal:

1. Acquisition of watershed lands (both Stocking Lake and Holland Lake) to protect the drinking water that supplies the Town, the Diamond and Saltair and the proposed service to Stz'uminus First Nation.
2. Viewscape protection (forested hills behind Ladysmith).
3. Any development must employ Smart Growth Practices and support the Town's Sustainability Vision.

Therefore, it is recommended that staff be directed to consider the Couverdon boundary extension proposal under the above criteria.

And that staff be directed to proceed with the review of the proposed 283 hectare boundary extension proposal as outlined in the Process Schedule;

And that Couverdon be requested to present the Watershed Acquisition Proposal, Viewscape Protection Strategy and Land Use Concept Plan to Council in January 2014.

PURPOSE:

The purpose of this staff report is to provide a process schedule to Council for the consideration of the boundary extension proposal received from Couverdon Real Estate (Couverdon) and to determine next steps.

INTRODUCTION/BACKGROUND:

At the meeting held November 18, 2013, Council directed staff to prepare a process schedule for the consideration of the boundary extension proposal submitted by Couverdon Real Estate, including municipal elector approval by alternate approval process. The proposed schedule is based on the consideration of Council's conditions for the application, as well as the Provincial boundary extension process.



SCOPE OF WORK:

The Province has prepared a Municipal Boundary Extension Process Guide which describes the steps for submitting a boundary extension proposal for provincial approval. Staff utilized this guide in preparing the process schedule. The first step in the process is an initial Council resolution to direct staff to commence the review process.

In addition, the schedule includes consideration of the three conditions established by Council to be addressed for the consideration of the boundary extension proposal.

1. Acquisition of watershed lands (both Stocking Lake and Holland Lake) to protect the drinking water that supplies the Town, the Diamond and Saltair and the proposed service to Stz'uminus First Nation.
2. Viewscape protection (forested hills behind Ladysmith).
3. Any development must employ Smart Growth Practices and support the Town's Sustainability Vision.

The Process Schedule can be found at the end of this staff report.

ALTERNATIVES:

Council could consider different timing of the Town's review of the proposal.

FINANCIAL IMPLICATIONS:

If the Town is to undertake additional studies as part of this proposal or there are direct costs with a submission to the Province, the applicant will pay for these costs.

LEGAL IMPLICATIONS:

The *Local Government Act* requires Council to obtain the approval of the electors of the municipality in relation to the proposed boundary extension. Electoral approval may be obtained by the municipality through a referendum or the alternate approval process.

The decision to approve a boundary extension proposal is made by the Provincial Cabinet.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Couverdon held a public open house in February 2011 to seek input about the proposal and has hosted a project website since that time (www.ladysmithopenhouse.ca). In addition to presentations at meetings of Council, several presentations have been made to area residents including a Town Hall meeting and presentations to the Diamond and Saltair residents' associations.

Council has requested that Couverdon host a community open house to present the boundary extension proposal to the Ladysmith community. The process schedule includes this open house to coincide with the AAP process.



INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All Directors and the City Manager are involved in the technical review of the proposal. The AAP process will be managed by the Director of Corporate Services.

RESOURCE IMPLICATIONS:

Managing the review of the boundary extension proposal according to the Provincial process is within available staff resources. The review of any additional studies or reports requires additional staff time and consultant services which are the responsibility of the applicant to fund. The timing of the review of the proposal by staff will be scheduled as directed by Council which could affect the timing of other Council priorities.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

A key statement in the Report is *"The residents of Ladysmith want growth to give them more of what they like about their town."*

Couverdon has prepared the proposal to be respectful of the strategic directions and community objectives contained in the Sustainability Visioning Report. The application includes a preliminary land use concept which envisions a mixed-used community which will be an extension of the historic fabric of the Town, building upon the community's strong community history and culture. This preliminary plan will be available for community review. In addition if the lands were included in the Town, further detailed planning work would be expected.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The consideration of the Couverdon boundary extension proposal is a strategic priority of Council.

SUMMARY:

The formal boundary extension proposal has been received from Couverdon Real Estate. A Process Schedule has been prepared for the consideration of Council.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Process Schedule

Process Schedule - Couverdon Real Estate Boundary Extension Proposal

Step 1: Proposal Development and Referrals (Nov. - Dec., 2013)

<i>Tasks</i>	<i>Schedule</i>
Initial Council Resolution to consider proposal and confirm conditions: Watershed Lands Proposal Visual Impact Protection – Forest Management Strategy Land Use Concept Plan	Consider December 16, 2013
Public Consultation <u>within</u> the proposed extension area	Not applicable as one property owner (applicant) and no residents
Regional District Consultation - Technical	Letter referral to CAO – response requested January 10, 2014.
Improvement District Consultation	not applicable as no overlap
ALC consultation	not applicable as no land in ALR
ILMB consultation	not applicable as no Crown land
First Nations notification	Acknowledged receipt of letters. One new referral - response requested January 10, 2014.

Step 2: Assemble Proposal Submission (January, 2014)

<i>Tasks</i>	<i>Schedule</i>
Presentation by Couverdon to Council: Watershed Lands Proposal Visual Impact Protection – Forest Management Strategy Land Use Concept Plan	January 27, 2014
Council resolution authorizing submission to the Province	January 27, 2014
Rationale, including land use implications	Land Use Concept Plan
Maps	Provided by Couverdon
List of Parcels	Provided by Couverdon
Regional District / Electoral Area Names	CVRD – Electoral Areas G & H
Regional District Referral Results	In process
First Nation Referral Results	Letters received from 6 of 7 First Nations
Other Relevant Background information	As determined by Council

Step 3: Ministry Review (January to February, 2014)

Administrative Report to Municipality	Province
Referrals to MOTI	Province

Step 4: Electoral Approval (January to March, 2014)

(Recommended to occur after receipt of Ministry Administrative Report)

<i>Tasks</i>	<i>Schedule</i>
Direction from Council to proceed with AAP	January 27, 2014 - tentative
Chronicle advertising (AAP Notice)	February 4 & 11, 2013 - tentative
Community Open House - Couverdon	Mid-February - tentative
Deadline for receiving elector responses to AAP	March 14, 2014 - tentative
Final approval by Council	March 17, 2014 - tentative
If Proposal supported:	
Council Resolution confirming assent with the parcels to be included	Town
Statutory Declaration - AAP	Town
Results of AAP	Town

Step 5: Provincial Approval

Ministry prepares Letters Patent to implement the proposed boundary change	Province
Cabinet approves the Letters Patent	Province

Step 6: Implementation

Ministry notifies that Cabinet has approved the proposal	Province
Certification of population within the boundary extension area	Town

TOWN OF LADYSMITH

BYLAW NO. 1832

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 the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160";

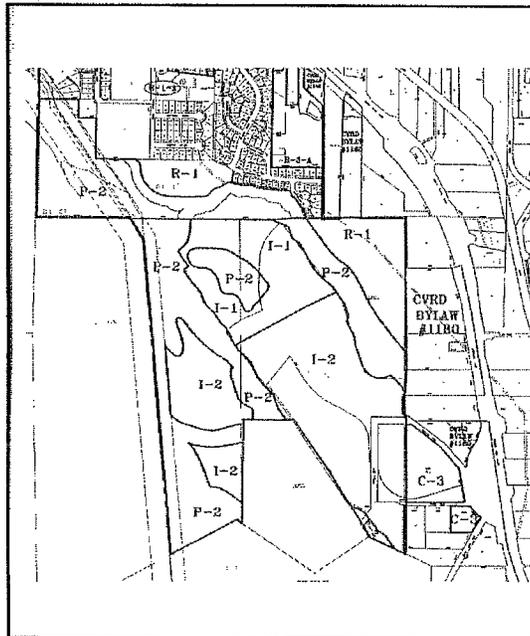
NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The "Town of Ladysmith Zoning Bylaw 1995, No. 1160" as amended is hereby further amended as follows:
 - (1) Section 4.0 "Definitions" is amended by adding a new definition immediately following the definition of 'marshalling yard':

"medical marihuana growing and production: means the growing and production of marihuana for medical purposes, as permitted under the Marihuana for Medical Purposes Regulation (MMPR), and any subsequent regulations or acts which may be enacted in substitution thereof."
 - (2) Section 27.0 "Heavy Industrial Zone (I-2)" is amended by:
 - (a) Adding the following to Section 27.1 'Permitted Uses':

"(k) subject to section 27.2(4), medical marihuana growing and production."
 - (b) Adding the following to Section 27.2 'Conditions of Use':

"(4) Despite section 27.1(k), the locations where medical marihuana growing and production use is permitted are restricted to land shown zoned I-2 within the area included on the map below."



CITATION

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No.95), 2013, No. 1832".

READ A FIRST TIME on the 6th day of August, 2013

READ A SECOND TIME on the 6th day of August, 2013

PUBLIC HEARING waived pursuant to s. 890(4)(b) of the *Local Government Act*

on the 6th day of August, 2013

READ A THIRD TIME on the 2nd day of December, 2013

APPROVED by the Minister pursuant to the provisions of the Transportation Act

on the 10th day of December, 2013

ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

Approved under the Transportation Act

this 10th day of December 2013

Stu Johnson (Stu Johnson)
District Development Technician
Ministry of Transportation and Infrastructure

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1833

A bylaw to amend "Area "G" Zoning Bylaw 1180, 1988"

WHEREAS by supplementary letters patent issued June 21, 2002 (the "Supplementary Letters Patent"), the boundaries of the Town of Ladysmith were extended to include certain areas formerly within Electoral Area "G" of the Cowichan Valley Regional District (the "Regional District");

AND WHEREAS pursuant to the Supplementary Letters Patent and the provisions of the Local Government Act the Regional District's Electoral Area "G" Zoning Bylaw 1180, 1988 continues to apply to those areas, and may be amended with respect to those areas, as if it had been enacted by the Municipal Council;

AND WHEREAS the Municipal Council considers it advisable to amend "Area "G" Zoning Bylaw 1180, 1988";

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

- 1. The "Area G Zoning Bylaw 1180, 1988" as amended is hereby further amended as follows:
 - (a) Section 3.1 of Part Three 'Definitions' is amended by adding a new definition immediately following the definition of 'lane':

"medical marihuana growing and production" means the growing and production of marihuana for medical purposes, as permitted under the Marihuana for Medical Purposes Regulation (MMPR), and any subsequent regulations or acts which may be enacted in substitution therefor."
 - (b) Section 7.1 'A-1 Zone - Primary Agriculture' of Part Seven 'Agriculture and Forestry Zones' is amended by:
 - (i) Adding the following to Section 7.1(a) 'Permitted Uses':

"(11) medical marihuana growing and production"

CITATION

- 2. This bylaw may be cited for all purposes as "Area "G" Zoning Bylaw 1180, 1988", Amendment Bylaw (No. 2), 2013, No. 1833".

READ A FIRST TIME on the 6th day of August, 2013

READ A SECOND TIME on the 6th day of August, 2013

PUBLIC HEARING waived pursuant to s.890(4)(b) of the Local Government Act

on the 6th day of August, 2013

READ A THIRD TIME on the 2nd day of December, 2013

APPROVED by the Minister pursuant to the provisions of the Transportation Act

on the 10th day of December, 2013

ADOPTED on the day of

Approved under the Transportation Act

this 10th day of December 2013
Stu Johnson (Stu Johnson)

District Development Technician
Ministry of Transportation and Infrastructure

Mayor (R. Hutchins)

TOWN OF LADYSMITH

BYLAW NO. 1842

A bylaw to amend "Dog Licensing, Control and Pound Bylaw 1995, No. 1155".

WHEREAS the *Community Charter* empowers a Local Government to regulate, prohibit and impose requirements in relation to animals;

AND WHEREAS the Town of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Dog Licensing, Control and Pound Bylaw, 1995 No. 1155";

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

- (1) Section 4(a) of Bylaw No. 1155 as amended is hereby repealed and the following substituted therefore:

4(a) for every dog over the age of six (6) months, whether male or female:

From January 1st to January 31st - \$40.00

From February 1st to December 31st - \$50.00

- (2) Section 4(b) of Bylaw No. 1155 as amended is hereby repealed and the following substituted therefore:

4(b) notwithstanding section 4(a) spayed or neutered dogs shall receive an eighteen dollar (\$18.00) licence fee reduction.

- (3) This bylaw becomes effective on January 1st, 2014

- (4) This bylaw may be cited for all purposes as "Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2013, No. 1842".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1845

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW NO. 1666

WHEREAS Section 124 of the *Community Charter* prescribes that Council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business;

AND WHEREAS a local government may, from time to time, amend such a bylaw as deemed appropriate;

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

1. AMENDMENTS

- a) Section 2.2 of Ladysmith Council Procedure Bylaw 2009, No. 1666 is hereby amended by deleting the words "...the meeting shall be held on the next business day following which is not a holiday" and replacing them with "...no meeting shall be held that week unless a Special Council meeting is scheduled".
- b) Section 5.1(a) of Ladysmith Council Procedure Bylaw 2009, No. 1666 is hereby amended by deleting the word "Government" and replacing it with the word "Municipal".

2. CITATION

This bylaw may be cited for all purposes as "Council Procedure Bylaw 2009, No. 1666 Amendment Bylaw (No. 1), 2014, No. 1845".

READ A FIRST TIME on the day of , 2013

READ A SECOND TIME on the day of , 2013

READ A THIRD TIME on the day of , 2013

ADOPTED on the day of , 2014

Mayor

Corporate Officer

LADYSMITH

CHAMBER OF COMMERCE

P.O. Box 598
411B First Avenue,
Ladysmith, B.C. V9G 1A4

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Town of Ladysmith
Box 220, 410 Esplanade
Ladysmith, BC V9G 1A2

RECEIVED
DEC - 5 2013

December 4, 2013

Attention: Mayor Rob Hutchins
Ladysmith Town Council
Ruth Malli – City Manager
Sandy Bowden - Director of Corporate Services

Re: Proposed location change for Ladysmith Chamber of Commerce and Visitor Centre

Ladies & Gentlemen,

The lease for the present location of the Ladysmith Chamber of Commerce expires on December 31, 2013. In the examination of potential lease space for the next 3 – 5 years we have discovered a space available at 25 Roberts Street that provides several advantages over our present location including:

- More space allowing us to incorporate a Board Room, a Business Centre and more storage space into the floor plan.
- Significant reduction in rent.
- Much better parking – location is adjacent to a public parking lot with room for RV parking.
- Good visibility and accessibility from the highway.
- Very similar location to present location eliminating the need to make significant changes to the Visitor Centre directional signage on the highway and in town.

Our contract with the Town of Ladysmith states that “The Chamber ... operate and maintain a Visitor Information Centre at 411B First Avenue, Ladysmith, BC or such other location as the Town may decide.” Therefore we are formally requesting that the Town of Ladysmith endorse the Chamber of Commerce to commence negotiations for the leased space located at 25 Roberts Street.

The lease proposal that has been prepared by the Chamber for submission to the landlord includes some requests for renovations including the installation of a wheelchair accessible washroom among other things. This proposal will not be submitted until we receive the endorsement from the Town to proceed with the negotiation. Therefore time is of the essence in this matter and we would ask that you please respond as soon as possible.

Furthermore, should the negotiations go well and we decide to move ahead with the lease we would like to ask the Town of Ladysmith to work with us to adjust the front entrance to make the facility more wheelchair accessible. There is a small lip and the grade of the street would make wheelchair accessibility difficult in its present state.

Thank you for considering this request and if you have any questions please do not hesitate to contact me at 250-245-2112 or by email at mark@ladysmithcofc.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Drysdale', written over a faint, illegible background.

Mark Drysdale
Manager