



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, NOVEMBER 2, 2015
Call to Order 5:30 p.m.
Closed Meeting 5:31 p.m.
Regular Open Meeting and Public Hearing 7:00 p.m.

AGENDA

1. CALL TO ORDER (5:30 P.M.)
2. CLOSED SESSION

In accordance with section 90(1) of the *Community Charter*, this section 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
- litigation or potential litigation affecting the municipality
- labour relations or other employee relations
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

3. RISE AND REPORT

REGULAR MEETING (7:00 P.M.)

4. AGENDA APPROVAL
5. MINUTES

- 5.1. Minutes of the Regular Meeting of Council held October 13, 20151 - 6
- 5.2. Minutes of the Special Meeting of Council held October 19, 2015 7

6. PUBLIC HEARING – BYLAW 1897
Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 3),
2015, No. 1897

The purpose of Bylaw 1897 is to amend the Downtown Commercial (C-2) zone by permitting a site-specific use of 'motor vehicle sale and rental' at 934 and 940 Esplanade Avenue. It is also proposed that Covenant FB168857, regarding a commitment to the design of a previously proposed mixed-used development and amenity for residential units, be discharged from the certificate of title of the five subject properties.

Subject properties:

- ..The northerly 25 feet of Lot 2, Block 5, District Lot 24 Oyster District, Plan 703A (918 Esplanade)
- ..Lot 3, Block 5, District Lot 24, Oyster District, Plan 703A (922 Esplanade)
- ..Lot 4, Block 5, District Lot 24, Oyster District, Plan 703A (928 Esplanade)
- ..Lot 5, Block 5, District Lot 24, Oyster District, Plan 703-A (934 Esplanade)
- ..Lot 6, Block 5, District Lot 24, Oyster District, Plan 703-A (940 Esplanade)

6.1. Outline of Meeting Process – Mayor Stone

6.2. Introduction of Bylaw and Statutory Requirements – Director of Development Services

6.3. Call for Submissions to Council (Three Times)

6.4. Declaration that the Public Hearing is Closed

7. DELEGATIONS

7.1. Dwain King – Special Presentation – 2015 Firefighter of the Year

**7.2. Shelley Anderson, Sarah Dice
Ladysmith Chemainus Swim Club – Challenging Financial Situation**

8. PROCLAMATIONS

8.1. Mayor Stone has proclaimed November 20, 2015 as **National Child Day in the Town of Ladysmith, in recognition of children’s and youth’s rights and the important role of the family in bringing up children.....8**

8.2. Mayor Stone has proclaimed December 11, 2015 as **A Day for Our Common Future in the Town of Ladysmith, in recognition of the importance of sustainable development.....9**

9. DEVELOPMENT APPLICATIONS

9.1. Zoning Bylaw Amendment Application: 918, 922, 928, 934, 940 Esplanade Avenue..... 10 - 11

Staff Recommendation:

1. That, subject to any additional matters raised at the public hearing, and under the Bylaws portion of tonight’s agenda, Council proceed with third reading of Bylaw 1897 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 3), 2015, No. 1897; and that Bylaw 1897 be referred to the Ministry of Transportation pursuant to the provisions of the *Transportation Act*.

2. That, following adoption of Bylaw 1897 and the consolidation of 934 and 940 Esplanade Ave. (Lot 5 and 6) into one lot and the consolidation of 918 and 922 Esplanade Ave. (Lot 3 and the northerly 25ft of Lot 2) into one lot, the Mayor and Corporate Officer be authorized to release Section 219 Covenant FB168857 from the title of 918, 922, 928, 934, 940 Esplanade Avenue.

9.2. Closure of Lane at Sanderson Road and Stirling Drive 12 - 16

Staff Recommendation:

That Council receive the report from the Director of Infrastructure Services regarding the closure of the pedestrian lane at Sanderson Road and Stirling Drive, and give first three readings to Bylaw 1896 under the Bylaws section of this agenda.

10. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)

10.1. Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 3), 2015, No. 1897.....17
May be read a third time and referred to the Ministry of Transportation.

Bylaw 1897 is the subject of a public hearing and a staff report under agenda items 4 and 7.1, respectively. The purpose of Bylaw 1897 is to amend the zoning bylaw in order to facilitate proposed development of properties at 918, 922, 928, 934 and 940 Esplanade Avenue.

10.2. Town of Ladysmith Road Closure and Dedication Removal Bylaw 2015, No. 1896..... 18 - 19
May be read a first, second and third time.

Bylaw 1896 is the subject of a staff report under agenda item 7.2. The purpose of Bylaw 1896 is to close the laneway near Stirling Drive and Sanderson Road in order to exchange it with the adjacent property owner for other land to be used as a laneway.

11. COMMITTEE REPORTS

11.1. Mayor A. Stone

Cowichan Valley Regional District; Advisory Design Panel; Heritage Revitalization Advisory Commission; Stocking Lake Advisory Committee; Community Health Advisory Committee/Interagency Group

11.2. Councillor R. Hutchins

Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee; Chamber of Commerce

11.3. Councillor C. Henderson

Community Health Advisory Committee/Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan – Affordable Housing Directorate; Youth Advisory Committee

11.4. Councillor D. Paterson
Parks, Recreation and Culture Commission; Protective Services Committee; Festival of Lights Committee

11.5. Councillor J. Friesenhan
Liquid Waste Management Committee; Parks, Recreation and Culture Commission

11.6. Councillor C. Fradin
Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association

11.7. Councillor S. Arnett
Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee

12. BYLAWS

12.1. Town of Ladysmith Property Maintenance Bylaw 2015, No. 1894..... 20 - 22
May be adopted.

The purpose of Bylaw 1894 is to establish standards and a process for enforcing the maintenance of property in the Town.

13. CORRESPONDENCE

13.1. Lesley Parent, Ladysmith Downtown Business Association
Request for Waiver of Trolley Rental Fee for Ladysmith Old Tyme Christmas and Candlelight Walk on December 4, 2015.....23

Staff Recommendation:

That Council consider whether it wishes to waive the trolley rental fee for the Ladysmith Downtown Business Association Old Tyme Christmas and Candlelight Walk from 5:00 p.m. to 8:30 p.m. on Friday, December 4, 2015.

13.2. Mayor Phil Kent, City of Duncan
Request for Letter of Support for Totem Pole Project Funding Application 24 - 25

Staff Comment:

Council has previously given direction to staff to apply for funding through the same federal government program in support of a Ladysmith Canada Day event to celebrate Canada's 150th birthday. In addition, the Town has also committed to supporting the Stz'uminus First Nation with its application to that program for 2016 National Aboriginal Day celebrations.

Staff Recommendation:

That Council consider whether it wishes to provide a letter of support to the City of Duncan for its application to the Canada 150 Fund for a new, commemorative totem pole.

**13.3. Jonathan Zeiler, Ladysmith Festival of Lights
Request for Permission to Install Memorial Information Plaque at the
Chuck Perrin Memorial Tree.26**

Staff Recommendation:

That Council:

1. Grant permission to the Ladysmith Festival of Lights to install a memorial information plaque at the Chuck Perrin Memorial Tree;
2. Direct staff to work with the Ladysmith Festival of Lights to ensure the plaque is consistent with signage standards for downtown Ladysmith, and to assist with the installation of the plaque if required; and
3. Write a letter of appreciation to the Nanaimo Airport Commission for their generous support of the Ladysmith Festival of Lights.

14. NEW BUSINESS

14.1. Grant-in-Aid Application – Cowichan Valley Firefighters Honour Guard 27 - 30

Staff Recommendation:

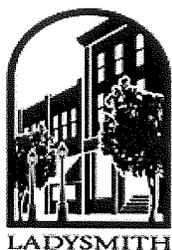
That Council refer the Grant-in-Aid request from the Cowichan Valley Firefighters Honour Guard for consideration with the Grant-in-Aid requests for 2016, as the 2015 Grant-in-Aid budget has been fully allocated.

15. UNFINISHED BUSINESS

16. 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.

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
TUESDAY, OCTOBER 13, 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 7:00 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Steve Arnett	Councillor Cal Fradin
Councillor Joe Friesenhan	Councillor Carol Henderson	Councillor Duck Paterson
Councillor Rob Hutchins(entered later)		

STAFF PRESENT:

Ruth Malli	Felicity Adams	Erin Anderson
John Manson	Clayton Postings	Joanna Winter

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 7:04 p.m. and acknowledged the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2015-334

Moved and seconded:
That the agenda for the Regular Council Meeting of October 13, 2015 be approved.
Motion carried.

CS 2015-335

Moved and seconded:
That the minutes of the Regular Meeting of Council held September 28, 2015 be approved.
Motion carried.

DELEGATIONS

Keith Lawrence, Cowichan Valley Regional District

Request for Input to draft Cowichan Regional Airshed Strategy

Keith Lawrence provided an overview of the draft Cowichan Regional Airshed Strategy and responded to questions from Council. The objective of the strategy is to establish regional goals and strategies to improve airshed quality throughout the Cowichan Valley Regional District. The Regional District Board is planning to adopt the strategy in late 2015.

Council thanked K. Lawrence for his presentation and the work done on the strategy.

PROCLAMATIONS

Mayor Stone proclaimed the month of October 2015 as **Foster Family Month** in the Town of Ladysmith, in recognition of the vital role foster families play in helping children and families in crisis heal and reconnect, and the fact that fostering is a community responsibility.

Mayor Stone proclaimed the week of October 19 to 25, 2015, as **Waste Reduction Week** in the Town of Ladysmith, confirming the community's commitment to conserving resources, protecting the environment, educating the community and providing leadership toward environmental sustainability.

**DEVELOPMENT
APPLICATIONS**

Temporary Use Permit (TUP) Application – Roundhouse Building, Machine Shop Site (614 Oyster Bay Drive) – Ladysmith and District Historical Society (Repair and Restoration of Locomotive #11 and the Humdurgin)

Moved and seconded:

CS 2015-336

That Council approve Temporary Use Permit 3340-15-01 to permit use of the Roundhouse Building located at 614 Oyster Bay Drive and the adjacent fenced area for the repair and restoration of the artifacts known as Locomotive #11 and the Humdurgin for two years subject to the conditions of the Temporary Use Permit and authorize the Mayor and Corporate Officer to sign Temporary Use Permit 3340-15-01.

Motion carried.

Zoning Bylaw Amendment Application – 918, 922, 928, 934 and 940 Esplanade Avenue (MacMunn)

Moved and seconded:

CS 2015-337

1. That Council refer application 3360-15-03 for a site specific use at 934 and 940 Esplanade Ave. to the Advisory Planning Commission for review and comment; and that the applicant host a neighbourhood information meeting prior to the public hearing as required by the Development Procedures Bylaw.

2. That the covenant may be considered for discharge from the properties legally described as the northerly 25 feet of Lot 2, Block 5, District Lot 24 Oyster District, Plan 703A AND Lot 3, 4, 5, and 6, Block 5, District Lot 24, Oyster District, Plan 703A; subject to the consolidation of Lot 5 and 6 into one lot and after the consolidation of Lot 3 and the northerly 25ft of Lot 2 into one lot; and consideration of the discharge of covenant FB168857 from the titles of 918, 922, 928, 934, 940 Esplanade Ave. be part of the public hearing for Bylaw 1897.

3. That under the Bylaws portion of the agenda, Council proceed with the first two readings of Bylaw 1897 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860 Amendment Bylaw (No. 3), 2015, No. 1897"; and refer the bylaw to public hearing.

Motion carried.

BYLAWS (OFFICIAL)

COMMUNITY AND ZONING) PLAN Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 3), 2015, No. 1897
Moved and seconded:
CS 2015-338 That Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 3), 2015, No 1897 be read a first and second time, and a public hearing scheduled.
Motion carried.

REPORTS

Zoning Bylaw Housekeeping Amendments 2015

CS 2015-339

Moved and seconded:

That Council direct staff to:

1. Prepare a housekeeping bylaw to amend Town of Ladysmith Zoning Bylaw 2014, No. 1860 as outlined in the staff report from the Director of Development Services dated October 6, 2015.
 2. Refer the Category One amendments to the Advisory Planning Commission for review and comment.
- Motion carried.*

Councillor Hutchins entered the meeting at 8:04 p.m.

Aggie Hall Parking

CS 2015-340

Moved and seconded:

That Council

1. Direct staff to begin consultation with the neighbourhood surrounding the Aggie Hall relating to proposed parking improvements and report back to Council.
2. Direct staff to investigate the costs associated with expanding parking on Second Avenue in accordance with the parking concept drawings contained in the staff report from the Director of Parks, Recreation and Culture dated September 30, 2015.
3. Direct staff to continue discussion with the property owner of 125 Symonds Street regarding the possibility of leasing the property for public parking.

Motion carried.

OPPOSED: Councillor Paterson

Works and Services – Building Permit at 602 Farrell Road

CS 2015-341

Moved and seconded:

That Council

1. Direct staff to introduce amendments to the Subdivision and Development Bylaw to exempt the requirement for all single family building permits to provide, or upgrade curbs, sidewalks, or street trees along the property frontage, and
2. Exempt the developer of the property at 602 Farrell Road from the

requirement to provide a concrete curb, sidewalk or street tree, along the frontage of the property.
Motion carried.

OPPOSED: Mayor Stone

Chlorine System – Frank Jameson Community Centre Swimming Pool

Moved and seconded:

CS 2015-342

That Council

1. Direct staff to proceed with removing and replacing the gas chlorine disinfection system at the Frank Jameson Community Centre swimming pool with an alternative to gas chlorine.
2. Approve the allocation of \$75,000 to the replacement of the gas chlorine disinfection system at the Frank Jameson Community Centre.

Motion carried.

BYLAWS

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

Town of Ladysmith Permissive Tax Exemption Bylaw 2015, No. 1890

Moved and seconded:

CS 2015-343

That Town of Ladysmith Permissive Tax Exemption Bylaw 2015, No. 1890 be adopted.

Motion carried.

Councillor Arnett returned to the meeting.

Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625, Amendment Bylaw 2015, No. 1892

Moved and seconded:

CS 2015-344

That Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625, Amendment Bylaw 2015, No. 1892 be adopted.

Motion carried.

Town of Ladysmith Nuisance Abatement Bylaw 2015, No. 1893

Moved and seconded:

CS 2015-345

That Town of Ladysmith Nuisance Abatement Bylaw 2015, No. 1893 be adopted.

Motion carried.

Town of Ladysmith Property Maintenance Bylaw 2015, No. 1894

Moved and seconded:

CS 2015-346

That third reading of Town of Ladysmith Property Maintenance Bylaw 2015, No. 1894 be rescinded.

Motion carried.

- CS 2015-347** *Moved and seconded:*
That Town of Ladysmith Property Maintenance Bylaw 2015, No. 1894 be read a third time as amended to correct numbering references.
Motion carried.
- Town of Ladysmith Ticket Information Utilization Bylaw 2002, No. 1457, Amendment Bylaw 2015, No. 1895**
Moved and seconded:
CS 2015-348 That Town of Ladysmith Ticket Information Utilization Bylaw 2002, No. 1457, Amendment Bylaw 2015, No. 1895 be adopted.
Motion carried.
- CORRESPONDENCE** Councillors Arnett, Fradin and Hutchins declared a conflict of interest with the following agenda item and excused themselves from the meeting.
- Gary Phillips, Royal Canadian Legion Branch 171**
Suggestions Regarding Laneway on the North Side of the Legion Building
Moved and seconded:
CS 2015-349 That Council refer the correspondence from Gary Phillips of the Royal Canadian Legion Branch 171 to staff in order to consider the possibility of selling the laneway on the north side of the Legion building to Royal Canadian Legion Branch 171, or developing an encroachment agreement to permit construction of a deck by the legion.
Motion carried.
- Councillors Arnett, Fradin and Hutchins returned to the meeting.
- Diane Edwards, Ladysmith Festival of Lights**
Request to Waive Trolley Rental Fee for Light-up, November 26, 2015
Moved and seconded:
CS 2015-350 That Council waive the trolley rental fee for the Ladysmith Festival of Lights to assist in transporting visitors for Light-up from 3:00 p.m. to 10:00 p.m. on November 26, 2015.
Motion carried.
- QUESTION PERIOD** Members of the public enquired about appointments to Commissions, Committees and the Nanaimo Airport Commission, rider reports on BC Transit and the proposed cost for the replacement of gas chlorine disinfection system at the Frank Jameson community Centre pool.
- CLOSED SESSION**
Moved and seconded:
CS 2015-351 That Council retire into Closed Session at 8:44 p.m. in order 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

- litigation or potential litigation affecting the municipality
- law enforcement, if the council considers that a disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 10:02 p.m. without report.

ADJOURNMENT

CS 2015-352

Moved and seconded:

That this Regular Meeting of Council adjourn at 10:03 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Subject to Adoption



TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, OCTOBER 19, 2015
COWICHAN VALLEY REGIONAL DISTRICT BOARDROOM
CALL TO ORDER 8:30 A.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone

Councillor Joe Friesenhan

Councillor Steve Arnett

Councillor Carol Henderson

Councillor Cal Fradin

Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli

Sandy Bowden

Felicity Adams

John Manson

Erin Anderson

Clayton Postings

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 8:30 a.m..

AGENDA APPROVAL

CS 2015-353

Moved and seconded:

That the agenda for this Special Council Meeting of October 19, 2015 be approved.

Motion carried.

CLOSED MEETING

CS 2015-354

Moved and seconded:

That Council retire into Closed Session at 8:31 a.m. in order to consider the following item:

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 4:00 p.m. without report.

ADJOURNMENT

CS 2015-355

Moved and seconded:

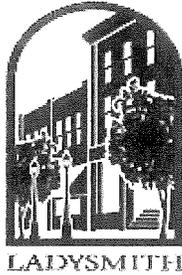
That this Special Meeting of Council adjourn at 4:01 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

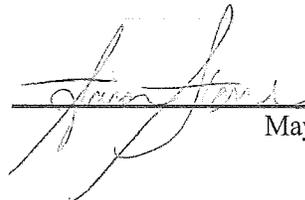
Corporate Officer (S. Bowden)



TOWN OF LADYSMITH

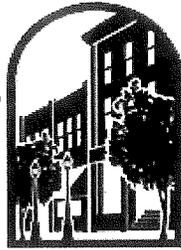
PROCLAMATION

- WHEREAS:** *Children and youth are our present and future citizens; and*
- WHEREAS:** *Canada has designated November 20 as National Child Day to commemorate the adoption of the UN Declaration of the Rights of the Child in 1959; the adoption of the UN Convention on the Rights of the Child in 1991 and a World Fit for Children arising from the UN Special Session on Children in 2002; and*
- WHEREAS:** *Canada has pledged the implementation of children's and youth's rights - including rights to protection, rights to be provided services, rights to meaningful participation in society and community life, the right to enjoy their childhood freely and safe from those who would harm them - and furthermore recognizes the important role of the family in bringing up children;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim November 20th, 2015 as National Child Day in the Town of Ladysmith, British Columbia.*



Mayor A. Stone

November 2nd, 2015



LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

- WHEREAS:** *our long-term economic, social, ecological 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;*
- WHEREAS:** *sustainable development is defined 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:** *recent reports warn that adverse effects of climate change are likely to undermine sustainable, and all development efforts and goals – recommending increased support for adaptation, mitigation, inclusive green growth and climate-smart development;*
- WHEREAS:** *communities are most able to meet their needs by practicing sustainable development which incorporates a resilient resource base with a secure, long-term food and water supply;*
- WHEREAS:** *efforts to protect our lands and waters include measures for conservation, biodiversity, habitat and watershed protection that integrate renewable resources, climate-adaptive and sustainable development initiatives,*
- WHEREAS:** *a healthy approach to sustainable development will find ways to bring a balanced growth that meets economic, social, environmental and cultural goals for everyone's benefit,*
- AND WHEREAS:** *residents, businesses, governments and communities have opportunity to implement recommendations that balance our society's and nature's needs while furthering global goals for sustainable development.*
- NOW THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim December 11, 2015 as "A Day for Our Common Future" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: October 26, 2015
File No: 3360-15-03

Re: Zoning Bylaw Amendment Application: 918, 922, 928, 934, 940 Esplanade Ave.

SUBJECT PROPERTIES:

The northerly 25 feet of Lot 2, Block 5, District Lot 24 Oyster District, Plan 703A (918 Esplanade)
Lot 3, Block 5, District Lot 24, Oyster District, Plan 703A (922 Esplanade)
Lot 4, Block 5, District Lot 24, Oyster District, Plan 703A (928 Esplanade)
Lot 5, Block 5, District Lot 24, Oyster District, Plan 703-A (934 Esplanade)
Lot 6, Block 5, District Lot 24, Oyster District, Plan 703-A (940 Esplanade)

RECOMMENDATION(S):

1. THAT subject to any additional matters raised at the public hearing, and under the Bylaws portion of tonight's agenda, Council proceed with third reading of Bylaw 1897 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860 Amendment Bylaw (No. 3), 2015, No. 1897; and that Bylaw 1897 be referred to the Ministry of Transportation pursuant to the provisions of the *Transportation Act*.
2. THAT following adoption of Bylaw 1897 and the consolidation of 934 and 940 Esplanade Ave. (Lot 5 and 6) into one lot and the consolidation of 918 and 922 Esplanade Ave. (Lot 3 and the northerly 25ft of Lot 2) into one lot, the Mayor and Corporate Officer be authorized to release Section 219 Covenant FB168857 from the title of 918, 922, 928, 934, 940 Esplanade Avenue.

PURPOSE:

The purpose of this staff report is to present to Council a recommendation regarding 1) consideration of third reading for Bylaw 1897; 2) direction to refer Bylaw 1897 to the Ministry of Transportation; and 3) approval to discharge Covenant FB168857 after final reading of Bylaw 1897 and after lot consolidations.

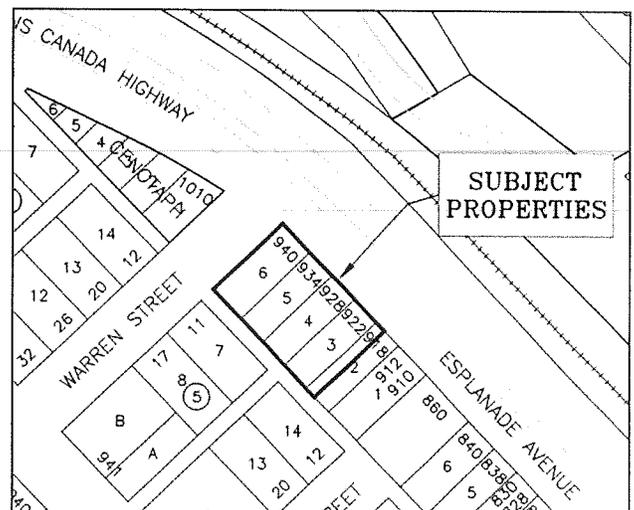
INTRODUCTION/BACKGROUND:

The current stage of this rezoning is: 1) to consider comments received or heard at the public hearing; 2) consider giving third reading to Bylaw 1897; and 3) consider the discharge of Covenant FB168857.

SCOPE OF WORK:

Bylaw 1897

Bylaw 1897 proposes to amend the C-2 zone to permit a site specific use of 'motor vehicles sale



BC CLIMATE ACTION
COMMUNITY 2014

cowichan

10



and rental' at 934 and 940 Esplanade Avenue (lots 5 and 6) with a condition of use limiting outdoor display to a maximum of 15 vehicles, and permitting the outdoor display to be located between the front parcel line (Esplanade Ave.) and side parcel line (Warren St.) and the front face of the building. Also, requiring that the outdoor display area be subject to the requirements of DPA 2 Downtown and the landscape guidelines in DPA 3 Commercial to create an attractive, welcoming view from the Trans Canada Highway.

Covenant FB168857

The applicant has requested that Covenant FB168857 be removed from the title of the five subject properties.

ALTERNATIVES:

That Council not proceed with Bylaw 1897 and/or that Council not support the removal of Covenant FB168857 from the title of the five subject properties

FINANCIAL IMPLICATIONS:

The work associated with the covenant discharge and the lot consolidations would be the cost of the applicant.

LEGAL IMPLICATIONS:

Referral to the Ministry of Transportation and Infrastructure will be required as the subject properties are within 800 metres of a controlled access highway.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notice regarding the public hearing was mailed and delivered to the neighbourhood and was published in the local newspaper on October 20th and 27th, 2015. The public hearing was held on November 2, 2015.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

Processing rezoning applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The proposal is consistent with the Visioning Report.

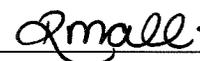
ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

It is recommended that Council 1) consider comments received or heard at the public hearing; 2) consider giving third reading to Bylaw 1897; and 3) consider the discharge of Covenant FB168857.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

none





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, Director of Infrastructure Services
Date: October 13, 2015
File No:

Re: Closure of Lane at Sanderson Road and Stirling Drive

RECOMMENDATION(S):

That Council receive the report from the Director of Infrastructure Services regarding the closure of the lane at Sanderson Road and Stirling Drive, and give first three readings to Bylaw 1896 under the Bylaws section of the November 2, 2015 Regular Council Meeting agenda.

PURPOSE:

To introduce a bylaws to close the existing unopened lane adjacent to 602 Sanderson Road.

INTRODUCTION/BACKGROUND:

As part of the subdivision requirements for the development of a single family residential subdivision along Sanderson Road (See Appendix "A"), the Approving Officer for the Town required the dedication of a 3 meter wide "Lane" to provide pedestrian access from Sanderson Road to the dedicated park located adjacent to the subdivision. The lane was dedicated, but was not constructed.

A couple of years ago, the developer initiated discussions with the Town to prepare design drawings for the next phase of the development, which is now under way (in construction). As part of this process, staff met with the developer, and 'walked the site' to determine an appropriate lot configuration, paying particular regard to the riparian zones located adjacent to the subdivision. At that time, staff reviewed the existing laneway dedicated as part of Plan 4843, with a view to determining the best location for providing a pedestrian connection to the Park. It was decided that the best location for a pedestrian access would be to locate the access further to the southwest, in a future phase of the subdivision, roughly where the existing 'unofficial' access is located (see Appendix "A"). This location is preferred due to a reduced environmental impact, and more convenient access to the main trail system that travels along the power lines adjacent to Town.

It would now be appropriate for the Town to proceed with the lane closure process and to initiate the first stage of a road exchange, subject to approval by regulatory authorities. Documentation for the road exchange will be brought forward for Council's consideration at the November 16 meeting of Council.

The lane is currently being used as a pedestrian access way by the owner of 602 Sanderson Road. The owner's preference would be for the Town to retain the laneway. The Town does

not wish to 'open' this lane for pedestrian access due to the location of the access point within a sensitive stream setback area. The developer is supportive of the lane closure.

SCOPE OF WORK:

The scope of work includes the closure of the lane located at 602 Sanderson Road.

ALTERNATIVES:

Council could elect not to close the lane. This will require a reconfiguration of the next phase of the subdivision as it has been assumed that the lane would be closed.

FINANCIAL IMPLICATIONS:

None if the lane is closed.

LEGAL IMPLICATIONS:

Council has the power under the Community Charter to close roadways that are no longer required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The owner of the home at 602 Sanderson Road has expressed an interest in keeping the laneway open for their use, related to pedestrian access to a suite. The proposed access location provides an improved access point for the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The closure of the lane is consistent with the Town's interest in providing convenient access to the parks and trails adjacent to the development, while minimising impacts to sensitive streams and ecosystems located within the park.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns with complete community land use.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with enhanced standard of infrastructure.

SUMMARY:

It is recommended that Council initiate the process to close the existing un-opened lane adjacent to 602 Sanderson Road, in order to facilitate an improved access to the park adjacent to the subdivision, which will be located further to the southwest.

I concur with the recommendation.

Rmall

Ruth Malli, City Manager

ATTACHMENT:



Appendix "A" - Subdivision Plan 84843



Appendix "B" – Photos



Existing Laneway



Existing Laneway

Appendix "B" – Cont'd



Trail (Existing)



Trail (Existing)

TOWN OF LADYSMITH

BYLAW NO. 1897

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
 - (a) Section 11.2 Downtown Commercial (C-2) is amended by adding new site specific regulations to Section 11.2 (10) as follows:
 - (i) The following is added to the end of Section 11.2(10):
 - “(d) For the *Land* consisting of the *Parcels* legally described as:
 Lot 5, Block 5, District Lot 24, Oyster District, Plan 703-A (934 Esplanade); and Lot 6, Block 5, District Lot 24, Oyster District, Plan 703-A (940 Esplanade)

Motor Vehicles Sales or Rental is a permitted *Principal Use* subject to the following conditions:
 - a) A maximum of fifteen vehicles is permitted for outdoor display; and
 - b) The outdoor display area may be located between the *Exterior Side* and *Front Parcel Line* and the front face of the *Principal Building or Structure*; and
 - c) The outdoor display area is subject to the requirements of DPA 2 ‘Downtown’ as well as the landscape guidelines in DPA 3 ‘Commercial’ to create an attractive, welcoming view from the Trans Canada Highway.”

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 3), 2015, No. 1897”.

READ A FIRST TIME on the 13th day of October, 2015

READ A SECOND TIME on the 13th day of October, 2015

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the _____ day of _____,

READ A THIRD TIME on the _____ day of _____,

APPROVED UNDER THE TRANSPORTATION ACT on the _____ day of _____

ADOPTED on the _____ day of _____,

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1896

A Bylaw To Close And Remove The Dedication Of A Highway

WHEREAS the purpose of this Bylaw is to close to traffic and remove the highway dedication of the laneway adjacent to Stirling Drive and Sanderson Road in the Town of Ladysmith, British Columbia for the purpose of disposing of the land to the adjacent landowner for consolidation with the adjacent landowner's lands, in exchange for other land required for highway purposes;

AND WHEREAS in accordance with sections 40(3) and (4), and 94 of the Community Charter, the Town of Ladysmith has published notice of its intention to adopt this Bylaw, has delivered notice to the operators of utilities whose transmission or distribution facilities or works Council considers will be affected, and has provided an opportunity for persons who consider they are affected to make representations to Council.

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

1. That portion of laneway shown as "Road" on Reference Plan EPP51680, dedicated on Plan VIP84843, District Lot 67, Oyster District, comprising 132.7 square metres, prepared by Douglas W. Holme, B.C.L.S., and completed on October 5, 2015, a copy of which is attached as Schedule "A" hereto, is closed to all traffic.
2. The dedication as highway of that part of the laneway referred to in Section 1 is removed.
3. The Mayor and Director of Corporate Services are hereby authorized to execute all necessary documents as may be required to carry out the purpose of this bylaw.

CITATION

4. This Bylaw may be cited as "Road Closure and Dedication Removal Bylaw 2015, No. 1896".

READ A FIRST TIME on the _____ day of _____,

READ A SECOND TIME on the _____ day of _____,

READ A THIRD TIME on the _____ day of _____,

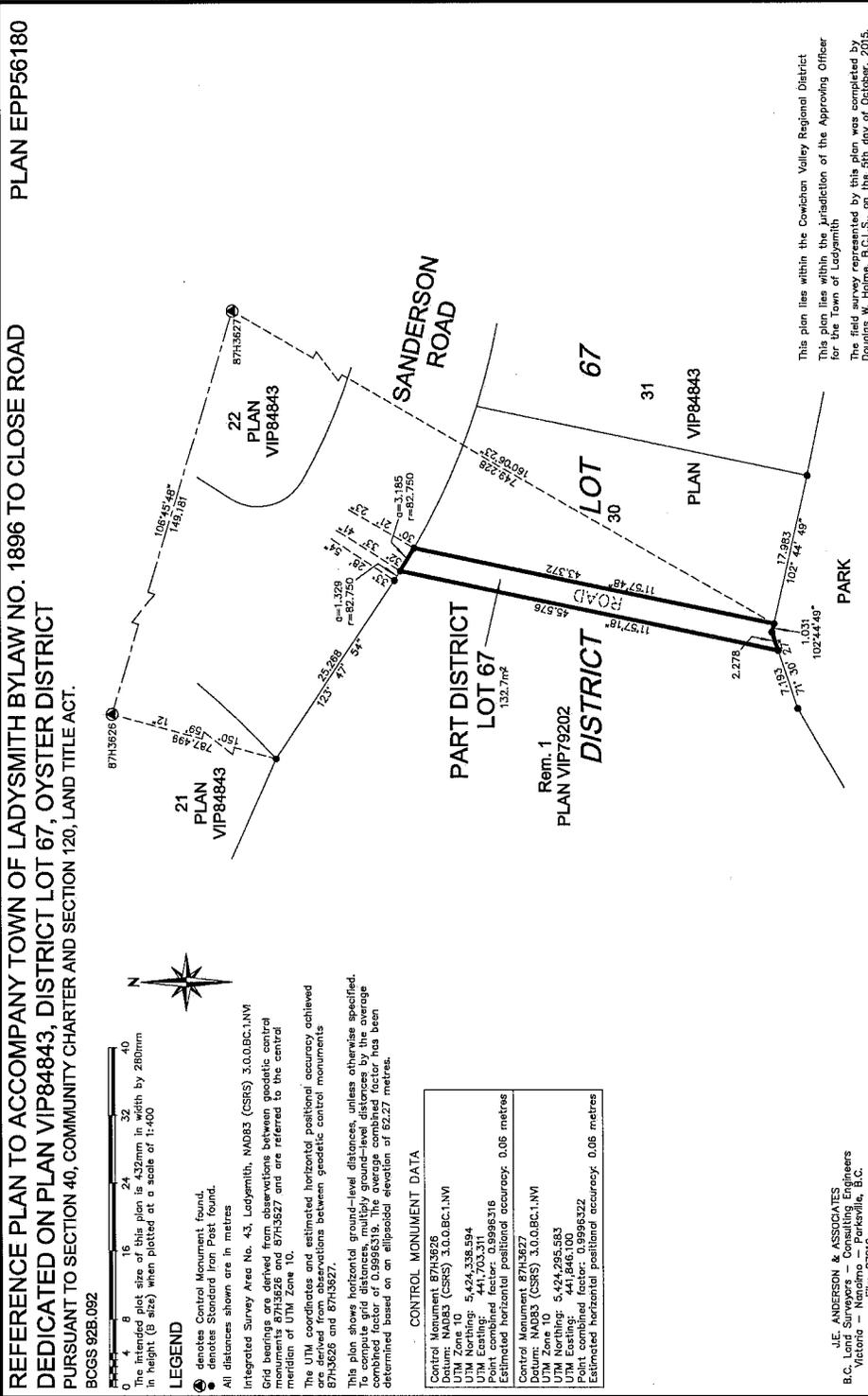
APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE on the _____ day of _____,

ADOPTED on the _____ day of _____,

Mayor (A. Stone)

Director of Corporate Services (S. Bowden)

Schedule "A" to Bylaw No. 1896 - Road Closure Plan



TOWN OF LADYSMITH

PROPERTY MAINTENANCE BYLAW NO. 1894

A Bylaw to establish required standards for the maintenance of real property within the Town.

WHEREAS pursuant to Section 8(h) of the *Community Charter*, the Council of the Town of Ladysmith may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations as defined in Section 64 of the *Community Charter*.

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

1. Definitions

In this Bylaw:

“**Committee**” means the standing committee of Council known as the Municipal Services Committee.

“**Graffiti**” means drawing, painting, etching, printing, writing or other graphic representation that:

- a) is scribbled, scratched, sprayed, painted, or similarly placed directly on a supporting surface, and
- b) if it is on private property that is not located on public real property, has been placed without the consent of the owner of that private property;

and excludes:

- a) a sign for which permits have been issued under the *Sign and Canopy Bylaw*, and
- b) a mural for a purpose other than commercial advertising;

“**Mural**” means a painting

- a) that is applied directly to the wall of a building or other structure with the consent of the owner of that building or structure, and
- b) that does not include any text or logo other than the name of the artist;

“**Real Property**” means any parcel of private land within the Town of Ladysmith;

“**Refuse**” includes, but is not limited to:

- a) food wastes;
- b) market wastes;
- c) combustibles like paper, cardboard, yard trimmings, leaves and brush, plastics, and leather;
- d) non-combustibles such as metal, cans, glass, dirt, ashes, and street sweepings;
- e) bulky wastes such as furniture, appliances, tires, stumps, recycling, and construction waste;
- f) unlicensed, unused, or stripped automobiles, trucks, trailers, boats, vessels, machinery, mechanical parts, and metal parts;

“**Unightly**” means an untidy or otherwise non-aesthetic accumulation of filth, discarded materials, junk, or refuse on any real property, and includes graffiti.

2. Graffiti Prohibited

A person must not place graffiti on a wall, fence, or elsewhere on or adjacent to a public place.

3. Refuse – Unightly Property Prohibited

A person must not do any of the following activities:

- (a) cause or permit water, or refuse, garbage or other material that is noxious, offensive or unwholesome to collect or accumulate on real property;
- (b) deposit or throw bottles, broken glass, or other refuse in any open place;
- (c) allow real property, of which that person is the owner or occupier, to become or remain unsightly.

4. Weeds Prohibited

The owner or occupier of real property must not allow to be present on that property weeds or other growths that:

- a) because of their condition, are likely to spread or become a nuisance to other real property in the vicinity; or
- b) are so unkempt as to be unsightly to nearby residents.

5. Removal of Graffiti, Refuse, Weeds, Unlicensed Vehicles

Every occupier of real property, or its owner if there is no occupier, must remove from that property:

- (a) graffiti;
- (b) refuse and other material described in section 3;
- (c) weeds and other growths described in section 4.

6. Inspection to Determine Whether Bylaw is Being Followed

- 1) RCMP and Bylaw Officers at all reasonable times may enter on real property to determine whether a requirement set out in sections 3, 4, and 5(a), (b) and (c) is being observed.
- 2) A Bylaw Officer at all reasonable times may enter on real property to determine whether a requirement set out in sections 4 and 5(c) is being observed.

7. Town's Action at Defaulter's Expense

- 1) The Town may give written notice to an owner or occupier, who does not take an action required under section 5, stating that the Town will take the action at the expense of the owner or occupier if that person does not take the action within 14 days of the service of the notice.
- 2) An owner or occupier to whom notice is given under subsection (1) may appeal the Town's proposed action by applying, within 14 days of the service of the notice, for a hearing by the Ladysmith Council.
- 3) Upon hearing an appeal under subsection (2) the Council may
 - (a) dismiss the appeal;
 - (b) extend the time in which the person appealing must undertake the action required by the notice given under subsection (1); or
 - (c) where the Committee determines it is appropriate to do so, vary the action required to be taken by the person appealing and establish time limits within which the person appealing must undertake the action.
- 4) RCMP and Bylaw Officers, with respect to a matter under section 5(a) or (b) and Bylaw Officers with respect to a matter under section 5(c), on behalf of the Town and at a defaulting person's expense, at reasonable times and in a reasonable manner, may enter on the real property owned or occupied by that person and take the action required by a notice given under subsection (1) if that person does not take the action within 14 days after the service of the notice, and

- (a) that person has not appealed to the Committee within 14 days of the service of the notice;
 - (b) the Committee, acting under its authority in subsection (3)(a), has dismissed that person’s appeal;
 - (c) the Committee has not extended the time in which the person is required to comply with the action required by the notice given under subsection (1); or
 - (d) the Committee, acting under its authority in subsection (3)(c), has not varied the action required to be taken by the person appealing.
- 5) If the Town takes action under subsection (4) and the costs of the action are not paid on or before December 31 in the year in which they are incurred,
- (a) they may be recoverable from the person as a debt, or
 - (b) they may be collected in the same manner and with the same remedies as ordinary taxes on the real property on which the action was taken.
- 6) For the purposes of subsection (5)(b), the costs referred to in subsection (5) are considered to be taxes in arrears.

8. Offences and Penalties

- 1) A person who contravenes a provision of this Bylaw is guilty of an offence and is subject to a fine of not more than \$10,000.00;
- 2) Section 8(1) shall not prevent the Town or an authorized person on behalf of the Town issuing and enforcing a ticket under the “*Ladysmith Ticket Information Utilization Bylaw 2002, No 1457*”.
- 3) Each day that a contravention of a provision of this Bylaw occurs or continues shall constitute a separate offence.

9. Severability

If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

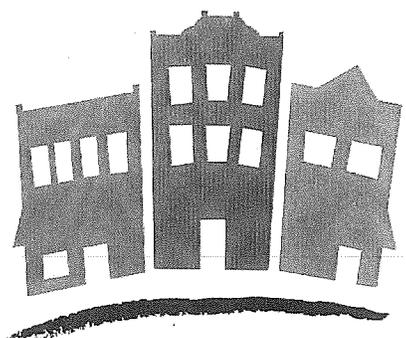
10. Citation

This Bylaw may be cited as the “Ladysmith Property Maintenance Bylaw 2015 No. 1894”.

READ A FIRST TIME	on the	28 th day of	September, 2015.
READ A SECOND TIME	on the	28 th day of	September, 2015.
READ A THIRD TIME	on the	28 th day of	September, 2015.
THIRD READING RESCINDED	on the	13 th day of	October, 2015.
READ A THIRD TIME AS AMENDED	on the	13 th day of	October, 2015.
ADOPTED	on the	day of	, 2015.

Mayor (A. Stone)

Corporate Officer (S. Bowden)



**LADYSMITH
DOWNTOWN
BUSINESS ASSOCIATION**

June 8, 2015

Request for Trolley donation

Mayor and Council
Town of Ladysmith

Dear Mayor and Council,

The Ladysmith Downtown Business Association is requesting the donation of the use of the trolley and a driver for our 4th annual Old Tyme Christmas and Candlelight Walk being held on December 4, 2015. The event is held from 5-8pm so we are requesting the use of the trolley from 5-8:30pm.

As most of you are aware, this community event has become quite popular and the trolley has been well used in the two years that we have organized the night.

Thank you for your consideration. If you have any questions, please contact Lesley Parent at 250-245-1200.

Sincerely,

A handwritten signature in cursive script that reads "Lesley Parent".

Lesley Parent
President, Ladysmith Downtown Business Association



October 22, 2015

File# 1855-02

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

Dear Mayor & Council,

The City of Duncan will be submitting an application to Heritage Canada's, Canada 150 Fund, to secure funding to commission a new Totem Pole to commemorate Canada's 150th anniversary on July 1, 2017, and we are asking for your support. We are required to include two letters in support of this project with the application, and plan to submit it on November 27, 2015.

The proposed project seeks to add a new totem to the City's renowned collection in celebration and recognition of Canada's 150th anniversary - a lasting reminder not only of the milestone event, but themed to highlight and tell the story of Cowichan's important place within Canada during the nation's first 150 years.

The totem will take shape throughout the year leading up to Canada's 150th anniversary. Under the design and artistic supervision of a First Nations artist, it is anticipated that the totem will be carved over a number of months in a central, secure and highly visible location in downtown Duncan (likely Charles Hoey Park) so that the public can view the carver at work and watch the totem progress. Opportunities to participate in the carving process will be available to schools and community groups, and the totem will travel to at least 4-5 community events throughout the year to engage even more of Cowichan's communities and residents in the project.

A traditional ceremony to unveil, raise and bless the totem will be open to the public, planned in conjunction with the community's main Canada 150th anniversary celebration.

We respectfully request your support of this project and have provided a sample letter of support for your convenience.

I look forward to your reply.

Sincerely,

Mayor Phil Kent

CITY OF TOTEMS

200 Craig Street, Duncan, B.C. V9L 1W3 T: 250-746-6126 F: 250-746-6129 E: duncan@duncan.ca W: www.duncan.ca

Cowichan

November 1, 2015

Canadian Heritage
Canada 150 Fund
351 Abbott Street, Suite 205
Vancouver, British Columbia V6B 0G6

To Whom It May Concern,

Re: City of Duncan Canada 150th Commemorative Totem Pole

On behalf of the Council of the Town of Ladysmith, I wish to express our support for the City of Duncan's Canada 150 commemorative totem pole project.

We are particularly pleased that the proposed project aims to engage residents from throughout the entire Cowichan Valley, and that it will connect Canada's 150th anniversary with our local culture and First Nations history in such a unique and memorable way.

I can also confirm that the Town would be honoured and pleased to work with the City of Duncan to host a local carving opportunity at one of Ladysmith's many community celebrations in 2016 or early 2017. Should you require any further information, please feel free to contact me at 250-245-6405 or astone@ladysmith.ca.

Sincerely,

Aaron Stone, Mayor
Town of Ladysmith

Ladysmith



P. O. Box 98
Ladysmith, B.C.
V9G 1A1

Office: 250-245-5888
Fax: 250-245-0311

Email: ladysmithfol@shawbiz.ca
Web: www.ladysmithfol.com

October 25, 2015

Mayor and Council
Town of Ladysmith
P.O. Box 220
Ladysmith, B.C. V9G 1A2

Dear Mayor Stone and Councillors:

November 26, 2015 marks the 28th Festival of Lights Light-Up Night anniversary. This year also sets the stage for embarking on a new look and venture of the festival program.

The Nanaimo Airport and the Nanaimo Airport Commission have recently partnered with Ladysmith's Festival of Lights Society to enhance the Chuck Perrin Memorial Tree (Aggie Tree) lighting. This action has catalyzed Festival's initiative to convert all its lights to LED.

Due to the partnership, the Airport has provided financial compensation to have the Chuck Perrin Tree redecorated in new, next-generation, commercial-grade LED lights. Additionally, a new decoration has been installed on top of the tree! Festival is excited about this 5-year partnership with the Airport which has already been discussed to extend beyond that term, and we are extremely grateful for the \$15,000 commitment the Commission has made this year alone.

The Airport-Commission-Festival partnership is not just about lights, though. The Airport has commissioned a video that will showcase the installation of new LED lights onto the Chuck Perrin Memorial Tree as well as the community-wide work party, and will feature a variety of festivities during the 28th Light-Up Night celebration... available to Festival free of charge! In addition, the Airport will be using Festival of Lights as part of a feature package in Airport promotions which we believe will attract visitors and new residents to our amazing town!

So, now the reason for this letter...

1/ The Festival of Lights Committee is here to ask the Town of Ladysmith for permission to install a "memorial information plaque" at the Chuck Perrin Memorial Tree. This plaque will recognize Chuck for his contribution to Festival as well as his work with the Ladysmith business community as a business owner before his tragic passing. Many people are not aware of the significance of "the tree." We hope this plaque will tell this story.

2/ We would also like to provide information regarding the Airport's leadership role in converting more of the Town's decorations to energy-saving LED lights.

The design, colours, layout of this plaque would match the various plaques as seen on the Town's artifact walk and, before installation, would be vetted and approved by Town staff. Festival of Lights will cover all costs; however we may ask for help during installation so that Town standards are met.

The Festival membership feels these two requests will prominently recognize one of our past leaders as well as provide some history about Light Up's present and future advancements.

Thank you for your time and consideration of these requests. Please feel free to contact me at any time.

Sincerely,


Jonathan Zeiler
President

Keeping Ladysmith bright!!! Always the last Thursday in November.

We acknowledge the financial support of the Province of British Columbia.



Town of Ladysmith 2015 Grant in Aid Application

1. Name of Organization	Cowichan Valley Firefighters Honour Guard		
Application Contact	Wray B. Watson		
Civic Address	468 Duncan Street		
Mailing Address			
Town/City	Duncan, B.C.		
Postal Code	V9L 3W5		
Phone	250-510-8924	Email	wraybwatson@shaw.ca
2. President/Chairperson	Wray B. Watson, Officer in Charge		
Mailing Address	a/a		
Phone	a/a	Email	a/a
3. Treasurer	Cowichan Valley Fire Chiefs Association		
Mailing Address	468 Duncan Street Duncan, B.C. V9L 3W5		
Phone		Email	
4. Description of Event or Project/ Service	<p>Honour Guard for the 18 Cowichan Valley Fire Departments. Newly established Honour Guard Unit requiring Honour Guard Uniforms and Honour Guard Regalia such as Ceremonial Flags, Parade Axes etc.</p> <p>Total startup costs: \$1000.00 per Uniform x 18 members (at present) \$2,500 for Flags/Flag Carriers etc.</p> <p>Total startup budget at approximately \$20,000.00</p>		
5. Amount Requested	\$2,500		

6. How will the community benefit?	Ceremonial Honour Guard Presence at Remembrance Day Ceremonies, Parades, Civic Events, Award Ceremonies, Funerals etc.
------------------------------------	--

7. List full and part-time paid positions (use separate sheet if necessary)	
---	--

8. Number of individual participants (clients) who will receive your service.	
Number of volunteers	20
Volunteer hours/week	

9. Is your organization a registered society?	No
Number:	
Is your organization a charitable institution?	No
Number:	

10. What other efforts have been made to obtain funding? (include list of grants received or pending)	<p>Requests from other local governments, service clubs and Legion Branches.</p> <p>Cowichan Valley Fire Chiefs: \$1000</p> <p>Duncan Lions Club: \$500</p> <p>Royal Canadian Legion Lk. Cowichan: \$500</p>
---	--

6. How will the community benefit?	Ceremonial Presence at local parades, events, award ceremonies, funerals etc.
------------------------------------	---

7. List full and part-time paid positions (use separate sheet if necessary)	none
---	------

8. Number of individual participants (clients) who will receive your service.	unknown.
Number of volunteers	20
Volunteer hours/week	

9. Is your organization a registered society?	no
Number:	
Is your organization a charitable institution?	no
Number:	

10. What other efforts have been made to obtain funding? (include list of grants received or pending)	Requests for Grants in Aid to all local civic governments covering the 18 Fire Departments. Requests for funding from local community groups such as the Lions, Rotary, Kinsmen, Royal Canadian Legion. Currently \$500 approved from the Lake Cowichan Legion, Duncan Lions have committed to a donation, amount yet to be determined
---	--

11. Please attach the following:	
Budget (total local organization)	<input type="checkbox"/> Attached <i>\$ 20,000 initial startup</i>
Audited Financial Statements or Engagement Review	<input type="checkbox"/> Attached <i>for Uniforms/Regalia</i>
Current Year Projections	<input type="checkbox"/> Attached
Statement of Assets and Liabilities	<input type="checkbox"/> Attached

The information included in this application is true and correct to the best of my knowledge.

Signature	<i>Way B. Watson</i>
Position / Title	Officer in Charge
Date	September 8, 2015

APPLICATION DUE: FEBRUARY 28, 2015

OFFICE USE

Date Application Received	
Amount Approved	
Dec 1 Reporting Received	