

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, FEBRUARY 5, 2018**

**Call to Order and Closed Meeting
5:00 p.m.
Regular Open Meeting
7:00 p.m.**

CALL TO ORDER (5:00 P.M.)

1. CLOSED SESSION

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider matters related to the following:

- Human Resources matter - section 90 (1) (c)
- Strategic discussions regarding municipal objectives – section 90(1)(l)
- 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 - section 90 (1) (c)

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Session

4. MINUTES

4.1. Minutes of the Regular Meeting of Council held January 15, 2018 1 - 6

4.2. Minutes of the Special Meeting of Council held January 16, 2018 7

5. DELEGATIONS

5.1. Brian Carruthers and Jon Lefebure, Cowichan Valley Regional District..... 8



- 5.2. The Engagement of the Proposed Watershed Service Establishment Bylaw
Ladysmith Chamber of Commerce**
 - 2017 Visitor Statistics
 - Food Truck Program

- 5.3. Ruth Trotter**
Petition: Speed Limits on the Highway through Ladysmith

6. PROCLAMATIONS

- 6.1. Heritage Week..... 9**
Mayor Stone has proclaimed February 19 – 25, 2018 as “Heritage Week” in the Town of Ladysmith and encourages all residents to celebrate the meaningful, essential and enduring nature of cultural heritage.

7. DEVELOPMENT APPLICATIONS

- 7.1. Development Variance Permit Application – 12 White St. (Blok-Andersen)**
Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 ... 10 - 13

Staff Recommendation:

That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-17-05 for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street).

- 7.2. OCP & Zoning Bylaw Amendment Application – Kitchener St. (I. Niamath)**
Subject Properties: Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703..... 14 - 17

Staff Recommendation:

That Council:

1. Consider the application (3360-18-01) to amend:
 - a) the Official Community Plan by designating 11 & 17 Kitchener St. from ‘Downtown Mixed Use’ to ‘Downtown Core’; and
 - b) the Zoning Bylaw by rezoning 11 & 17 Kitchener St. from “Live/Work Residential (R-2-LW)” to “Downtown Commercial (C-2)”; (for properties legally described as Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703)

2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - a) Refer the OCP amendment application 3360-18-01 to the Stz’uminus First Nation, pursuant to the Town’s Memorandum of Understanding; and

b) Refer application 3360-18-01 to the Advisory Planning Commission for review and comment.

3. Direct staff to commence the preparation of an Official Community Plan (OCP) amendment bylaw and Zoning Bylaw amendment bylaw for application 3360-18-01 (11 & 17 Kitchener St.).

8. BYLAWS – OFFICIAL COMMUNITY PLANNING AND ZONING – None

9. COMMITTEE REPORTS

9.1. Mayor A. Stone

Cowichan Valley Regional District; Ladysmith Chamber of Commerce; Stocking Lake Advisory Committee; Waterfront Area Plan Leadership Committee

9.2. Councillor R. Hutchins

Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee..... **18 - 19**

Recommendations from the Municipal Services Committee

1. That Council request staff to prepare a report on options to offset eligible seismic upgrading costs for historic buildings in the downtown core, and to include the number of buildings affected and the tax implications.
2. That Council give first, second and third reading to Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #5, 2017, No. 1941 as amended to include “boulevard” to the definition of highway, and to remove any reference to recreational vehicle size.
3. That Council support proactive bylaw compliance on unattached trailers in accordance with Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, due to potential liability risks.

9.3. Councillor C. Henderson

Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program..... **20 - 21**

9.4. Councillor D. Paterson

Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel **22 - 23**

Recommendations from the Parks, Recreation and Culture Advisory Committee (December 20, 2017 meeting)

That Council:

1. Approve the Rotary Club’s proposed improvements to Forrest Field to include grandstand improvements, player bench improvements and facility improvements.
2. Engage with past members of the Field Steering Committee and current field user groups executives to complete a comprehensive review of the existing draft site plan, taking into account possible changes to trends, demographics and community needs to best determine the location and design concept for the proposed clubhouse/concession.

Recommendations from the Parks, Recreation and Culture Advisory Committee (January 17, 2018 meeting)

That Council direct staff to draft a Community Driven Capital Project Policy for Council’s approval that will provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and manage expectations of the parties involved if projects are supported.

9.5. Councillor J. Friesenhan

Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee..... 24 - 26

9.6. Councillor C. Fradin

Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee 27 - 28

Recommendations from the Protective Services Committee Meeting

That Council through resolution confirm the membership of the Ladysmith Royal Canadian Marine Search and Rescue Station 29 to the Protective Services Committee.

9.7. Councillor S. Arnett

Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation

10. REPORTS

10.1. Appointment of Election Officials 29 - 31

Staff Recommendation:

That Council appoint the following election officers for the upcoming 2018 Local Government Elections:

Name and Position:

Joanna Winter, Manager of Legislative Services
Donna Smith, Executive Liaison
Andrea Hainrich, Legislative Services
Administrative Assistant

Election Officer Position:

Chief Election Officer
Deputy Chief Election Officer
Deputy Chief Election Officer

10.2. Waterfront Area Plan – Direction to Prepare Bylaws 32 - 37

Staff Recommendation:

That Council direct staff to proceed with the preparation of bylaws to amend:

1. Official Community Plan Bylaw 2003, No. 1488 to implement the new Waterfront Area Plan and new Development Permit Area 1 - Maritime, and
2. Zoning Bylaw 2014, No. 1860 to implement the zoning for the initial development phase of the area of Lot 4 known as The Jewel to permit multi-unit residential development as outlined in the Waterfront Area Plan.

11. BYLAWS

11.1. Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931..... 38 - 39

The purpose of Bylaw 1931 is to allow for temporary borrowing under a loan authorization bylaw (s.181 of the *Community Charter*) to fund the construction of the Water Filtration Plant.

Staff Recommendation:

That Council give first, second and third readings to Bylaw 1931, cited as "Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931".

11.2. Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947..... 40 -42

The purpose of Bylaw 1947 is to provide property owners with credit interest on property tax payments made in advance of the tax due date.

Staff Recommendation:

That Council give first, second and third readings to Bylaw 1947, cited as "Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947."

12. CORRESPONDENCE

12.1. Tony Beckett

Support for Speed Reduction on the Trans-Canada Highway through Downtown Ladysmith 43

Staff Recommendation:

That in response to the letter from Tony Beckett, dated November 23, 2017, Council write to Transportation Minister Trevena requesting a speed limit reduction on the Trans-Canada Highway as it passes through Ladysmith from the current 70 kilometres per hour to 50 kilometres per hour.

12.2. Doug Findlater, Mayor, West Kelowna

Cannabis Sales Revenue Sharing..... 44 - 47

(Additional related correspondence from John Van Laerhoven, Mayor of the District of Kent, dated January 16, 2018, and from Janice Brown, Mayor of the Corporation of the Township of Spallumcheen, dated January 23, 2018, also included)

Staff Recommendation:

That as requested by the District of West Kelowna in a letter dated December 15, 2017, Council direct write to the Minister of Municipal Affairs and Housing requesting that 50 per cent of the provincial share of the cannabis tax sharing formula be directed to local governments.

12.3. Ladysmith Family and Friends

Entrance Cabinet at Aggie Hall..... 48

Staff Recommendation:

That in response to the letter from the Ladysmith Family and Friends dated January 20, 2018, Council direct staff to liaise with Ladysmith Family and Friends and their associated consultants to complete an approved plan for Aggie Hall entrance enhancements.

12.4. Ladysmith and District Arts Council

Washroom Upgrades at the Machine Shop..... 49

Staff Recommendation:

That in response to the letter from the Ladysmith and District Arts Council dated January 8, 2018, Council direct staff to liaise with the Arts Council and

their associated consultants to complete an approved plan for Machine Shop washroom accessibility upgrades.

- 12.5. Ladysmith Industrial Heritage Preservation Committee (Ladysmith and District Historical Society)
Request for Support for Restoring the Tumbler at the Machine Shop Site 50**

Staff Recommendation:

That, in response to the Ladysmith and District Historical Society's request, Council direct staff to supply a front end loader and driver to the Industrial Heritage Preservation Committee of the Historical Society to assist the committee in lifting the tube tumbler artifact from its current base for restoration.

13. NEW BUSINESS

- 13.1. Ratification of E-mail Poll regarding Canada Summer Jobs Program**

Staff Recommendation:

That Council ratify an earlier e-mail poll and confirm its support for the following attestation for the 2018 Canada Summer Jobs Program application:

“Both the job and the organization’s core mandate respect individual human rights in Canada, including the values underlying the Canadian *Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression.”

14. UNFINISHED BUSINESS

- 14.1. Resolution to add “Dabb” to the list of Potential Street Names**

Council will recall that at the December 18, 2017 Council meeting a resolution was passed to add the name “Bill Dabb” to the list of approved street names as per Policy 5450 A, subject to confirmation of this version of Mr. Dabb’s name with the family.

On January 14, 2018 Mr. Peter Dabb confirmed the family’s preference for the surname “Dabb” to be used for the road named in their father’s honour.

Staff Recommendation:

That Council direct staff to add the name “Dabb” to the list of approved street names as per Policy 5450 A.

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

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 15, 2018
CALL TO ORDER 7:01 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Guillermo Ferrero Felicity Adams Erin Anderson
Geoff Goodall Clayton Postings Joanna Winter
Sue Bouma

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 5:01 p.m.

CLOSED SESSION

CS 2018-003

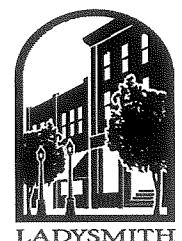
Moved and seconded:
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:01 p.m. in order to consider items related to the following:

- 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 – section 90(1) (e)
- labour relations or other employee relations – section 90(1) (c)
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose – section 90(1)(i)

Motion carried.

REGULAR OPEN MEETING

Mayor Stone called this Meeting of Council to order at 7:01 p.m., recognizing the traditional unceded territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.



AGENDA APPROVAL

CS 2018-004

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for January 15, 2018 with the following amendments:

- Add item 6.2., "Eating Disorder Awareness Week"
- Add item 11.3., "Queen's Park"
- Add item 11.4., "The POLIS Project"

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:50 p.m. with report on the following:

- Resolution CE 2018 -007

That Council direct staff to:

1. Cancel Tender # 2017 PRC-07 and issue a new tender for work to create increased parking at the Aggie Hall site only;
2. Consider options for ecofriendly and/or permeable design and materials; and
3. Continue with the installation of a new playground

MINUTES

CS 2018-005

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held December 18, 2017.

Motion carried.

CS 2018-006

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held January 8, 2018.

Motion carried.

DELEGATIONS

Ladysmith Senior Secondary Students

Cowichan Valley Placemaker Project

Ladysmith Senior Secondary Students, presented a video of their recent Leadership project in which they engaged students and gathered information regarding the issues facing Ladysmith youth, namely a lack of community and acceptance. The video outlined their plan to solve these issues: a youth gathering place.

Council congratulated students on their exceptional project and encouraged them to continue working to achieve their goals. Students responded to Council's questions.

Council applauded the Ladysmith Senior Secondary Students for their energy and enthusiasm and thanked them for their polished

presentation and well-considered plans.

Amy Melmock

Cowichan 2050 Regional Working Group Update

Amy Melmock, Cowichan Valley Regional District Manager of Economic Development, presented a preview of the Cowichan 2050 initiative, noting that in 32 years the Cowichan Valley will be very different than it is today. She said the initiative will focus on changes in climate, growth and governance, and noted that shared values will help communities navigate these changes and form regional planning initiatives.

Ms. Melmock responded to Council's questions. Council thanked her for her thoughtful approach to planning and for her presentation.

PROCLAMATIONS

BC Aware Days

Mayor Stone proclaimed January 29 to February 9, 2018 as "BC Aware Days" in the Town of Ladysmith, to promote awareness and prevention of cybercrime.

Eating Disorder Awareness Week

Mayor Stone proclaimed February 1-9, 2018 as "Eating Disorder Awareness Week" in the Town of Ladysmith, to raise awareness of eating disorders and to promote prevention.

BYLAWS

2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946

Moved and seconded:

CS 2018-007

That Council adopt 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946.

Motion carried.

Councillor Paterson declared a conflict of interest with the following agenda item due to his role in the Ladysmith Kinsmen Club and excused himself from the meeting.

CORRESPONDENCE

Ladysmith Kinsmen Club

Update on Proposed Public Washroom Project

Moved and seconded:

CS 2018-008

That Council direct staff to include in the 2018 budget an allocation of funds available from the Real Property Reserve as a financial contribution to the Ladysmith Kinsmen Club project to construct a public washroom in downtown Ladysmith.

Motion carried.

Councillor Paterson returned to the meeting.

Jo Sheridan

Wilson's Transportation Proposed Bus Service between Victoria and Nanaimo

Moved and seconded:

CS 2018-009

That Council refer the correspondence from Jo Sheridan, dated December 30, 2017, regarding Wilson's Transportation Proposed Bus Service between Victoria and Nanaimo to the Cowichan Valley Regional District Transit division for review and comments, and advise Ms. Sheridan of alternatives provided by other Vancouver Island bus companies, including Tofino Bus Service.

Motion carried.

NEW BUSINESS

Attendance at 2018 Convention, Association of Vancouver Island and Coastal Communities; Potential Resolution and/or Nomination Submission

Moved and seconded:

CS 2018-010

That Council authorize Mayor Stone, Councillor Hutchins, Councillor Paterson, Councillor Arnett and Councillor Fradin to attend the Association of Vancouver Island and Coastal Communities annual convention from April 13 to 15, 2018 in Victoria.

Motion carried.

Moved and seconded:

CS 2018-011

That Council refer discussion of whether it wishes to submit a resolution to the Association of Vancouver Island and Coastal Communities to a future meeting of the Municipal Services Committee.

Motion carried.

Mayor attendance at the Federation of Canadian Municipalities 2018 Convention in Halifax, at an estimated cost of \$4,000.

Moved and seconded:

CS 2018-012

That Council authorize Mayor Stone to attend the Federation of Canadian Municipalities 2018 Convention in Halifax from May 31 to June 3, at an estimated cost of \$4,000.

Motion carried.

Moved and seconded:

CS 2018-013

That Council consider at a future meeting of the Municipal Services Committee items for discussion at the Federation of Canadian

Municipalities Convention.
Motion carried.

Union of British Columbia Municipalities Annual Convention

Moved and seconded:

CS 2018-014

That Council authorize Mayor Stone, Councillor Arnett and Councillor Paterson to attend the Union of British Columbia Municipalities annual convention from September 10-14, 2018 in Whistler.

Motion carried.

Waterfront Area Plan Public Meeting, January 22, 2018 (verbal update by the Director of Development Services)

The Director of Development Services gave a presentation on the Waterfront Area Plan. She reviewed the process phases and timelines for creating, developing and finalizing the plan, summarized the public's engagement in the project, reviewed the demographics of those engaged, and outlined the schedule for the January 22, 2018 public Waterfront Area Plan event.

Queen's Park

Council discussed previous plans for recognizing Kay Grouhel, late mayor for the Town of Ladysmith, as well as the possibility of renaming Queen's Park in her honour.

Moved and seconded:

CS 2018-015

That Council refer the discussion regarding the Town's recognition of former mayor Kay Grouhel to a future meeting of the Municipal Services Committee and request staff to provide the history behind previous plans, as well as a list of options for locations or streets that might be appropriate in this regard.

Motion carried.

The Polis Project

Councillor Arnett recommended the POLIS Project Watershed Management webinar as an excellent example of collaborative consent.

QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved and seconded:

CS 2018-016

That this Regular Meeting of Council adjourn at 8:38 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 16, 2018
CALL TO ORDER 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Joanna Winter

CALL TO ORDER Mayor Stone called this Special Meeting of Council to order at 7:00 p.m.

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*,
CS 2018-017 Council retire into closed session at 6:32 p.m. in order to consider items
related to the following
• Discussions regarding municipal objectives, measures and progress
reports – Section 90(1)(l)
Motion carried.

RISE AND REPORT Council rose from Closed Session at 9:29 p.m. without report.

ADJOURNMENT
CS 2018-018 *Moved and seconded:*
That this Special Meeting of Council adjourn at 9:30 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

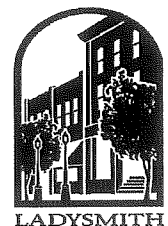
Corporate Officer (J. Winter)

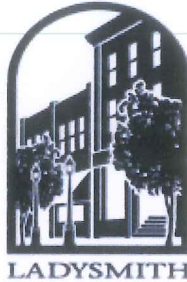


REQUEST FOR DELEGATION STATUS

APPLICANT INFORMATION	
NAME: Brian Carruthers and Jon Lefebure	DATE: January 9, 2018
ADDRESS: 175 Ingram Street, Duncan, BC V9L 1N8	
ORGANIZATION INFORMATION	
NAME: Cowichan Valley Regional District	
PHONE: 250-746-2500	E-MAIL: anelson@cvrld.bc.ca
MEETING INFORMATION	
COUNCIL or COMMITTEE REQUESTED: Council	
DATE REQUESTED: February 5	NUMBER ATTENDING: 2
NAME(S) OF PRESENTER(S): Brian Carruthers & Jon Lefebure	
<input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT NEED PRESENTATION EQUIPMENT	
TOPIC TO BE PRESENTED:	
The engagement of the proposed Watershed Service Establishment Bylaw.	
NATURE OF REQUEST / CONCERN:	

NOTE: Notification of Delegation Request must be received by 12:00 noon on the Tuesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise. (Per Policy 01-0570-A - Council Resolution 01-514)





TOWN OF LADYSMITH

PROCLAMATION

HERITAGE WEEK

WHEREAS: *British Columbians value and wish to conserve their rich and diverse heritage resources;*

AND WHEREAS: *“Heritage Week” begins on National Heritage Day, the third Monday of February;*

AND WHEREAS: *The theme for Heritage Week 2018 is “Heritage Stands the Test of Time”, celebrating that even through the passing of time, cultural heritage endures, remaining essential and meaningful;*

AND WHEREAS: *The Heritage Week theme is conceived to inspire Canadians and British Columbians to recognize how indigenous heritage is conveyed through ideas, objects, language, and artistic practice throughout our province and country.*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of February 19 – 25, 2018 as “Heritage Week” in the town of Ladysmith, British Columbia. I encourage Ladysmith residents to celebrate our community and its place in the great mosaic that is Canada.*

Mayor A. Stone

January 29, 2018

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: February 5, 2018
 File No: 3090-17-05
 RE: Development Variance Permit Application – 12 White St. (Blok-Andersen)
 Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 703

RECOMMENDATION:

That Council:

Direct staff to proceed with statutory notice for Development Variance Permit application 3090-17-05 for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street).

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding statutory notification for a development variance permit application for a proposed coach house dwelling at 12 White Street.

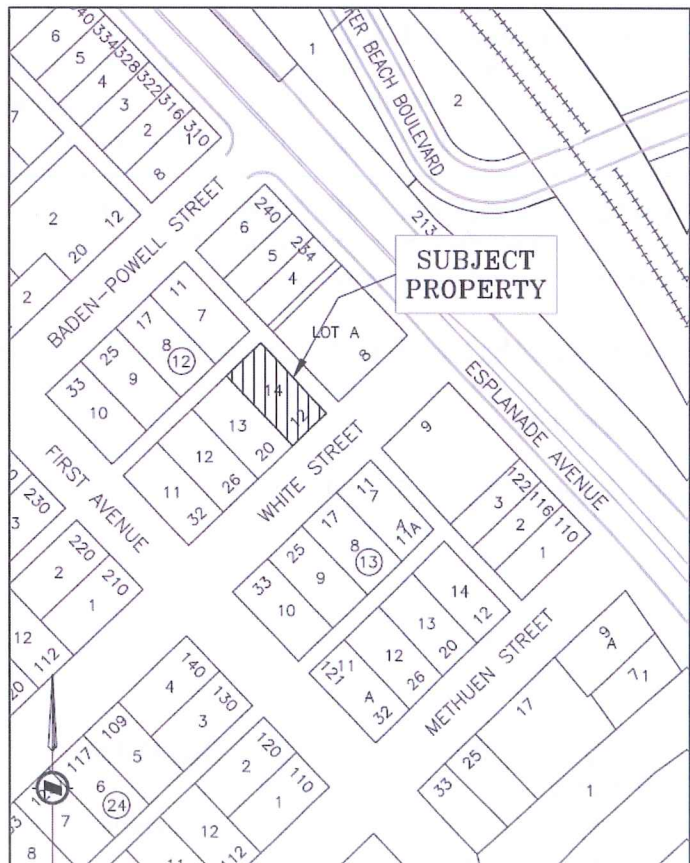
PREVIOUS COUNCIL DIRECTION

Pursuant to Bylaw No. 1667 Council direction is required prior to proceeding with notice for this development variance permit application.

INTRODUCTION/BACKGROUND:

The applicant, Peter Blok-Andersen, is requesting a variance to Section 6.5(a) of the Zoning Bylaw which states that a coach house dwelling is only permitted on a parcel that is 668m² or greater in size. The parcel at 12 White Street is 666 m² in size, thus a variance is required to allow a coach house.

The subject property is zoned Old Town Residential (R-2). Coach house use is permitted in the R-2 zone subject to conditions. The proposed coach house meets the required conditions in the Zoning Bylaw except the parcel size. A coach house development permit would also be required.



The table below summarizes the requested variance:

	Required Parcel Size	Actual size of parcel at 12 White St.	Proposed Variance
6.5(a) When a parcel is located on a lane a coach house dwelling is permitted when the parcel area is 668 m ² or greater.	668m ²	666m ²	2m ²

ALTERNATIVES:

Council can choose to not support Development Variance Permit application 3090-17-05.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

The Local Government Act enables Council to vary zoning regulations, except use and density regulations, through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-17-05.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-17-05 has been referred to the Infrastructure Services Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input checked="" type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|--|
| <input type="checkbox"/> Employment & Tax Diversity | <input checked="" type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-17-05.

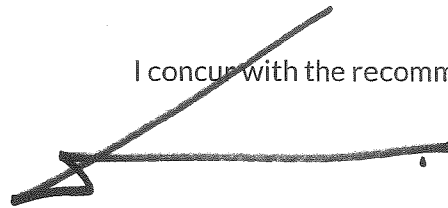
Reviewed by:



Felicity Adams, Director of Development Services

January 31, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Architrave Coach House Site Plan (12 White Street)

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: February 5, 2018
 File No: 3360-18-01
 RE: **OCP & ZONING BYLAW AMENDMENT APPLICATION – KITCHENER ST. (I. NIAMATH)**
 Subject Properties: Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703

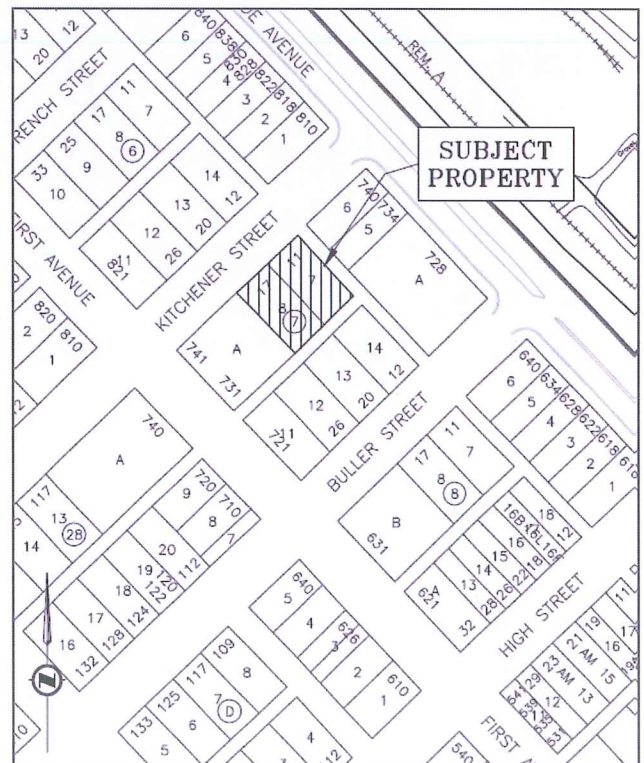
RECOMMENDATION:

That Council:

1. Consider the application (3360-18-01) to amend:
 - a) the Official Community Plan by designating 11 & 17 Kitchener St. from ‘Downtown Mixed Use’ to ‘Downtown Core’; and
 - b) the Zoning Bylaw by rezoning 11 & 17 Kitchener St. from “Live/Work Residential (R-2-LW)” to “Downtown Commercial (C-2)”;
 (for properties legally described as Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703).

2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - (a) Refer the OCP amendment application 3360-18-01 to the Stz’uminus First Nation, pursuant to the Town’s Memorandum of Understanding; and
 - (b) Refer application 3360-18-01 to the Advisory Planning Commission for review and comment.

3. Direct staff to commence the preparation of Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-18-01 (11 & 17 Kitchener St.).



PURPOSE:

The purpose of this staff report is to introduce an application to amend the Official Community Plan (OCP) and Zoning Bylaw for 11 and 17 Kitchener Street and to seek direction from Council regarding consultation and next steps.

PREVIOUS COUNCIL DIRECTION

None.

INTRODUCTION/BACKGROUND:

An application has been received from I. Niamath to amend the OCP and Zoning Bylaw for 11 and 17 Kitchener Street for the purpose of constructing a new commercial building on the lands. Lots 11 and 17 combined is a land area of 1,337m² (14,395ft²) and is a gently sloping site. Currently there is a dwelling on both lots and the applicant intends to demolish the homes and consolidate the parcels.



Figure 1: Proposed commercial building concept for 11 and 17 Kitchener St.

Kitchener Street, between Esplanade and First Avenue, contains several businesses including Shar-Kare, a veterinary clinic, Subway, a tanning studio, as well as a heating and plumbing business. If this project proceeds the south side of the street will be fully commercial. Three residential properties would remain on the north side.

If the rezoning is successful the applicant intends to construct a new one storey commercial building, 769m² (8277ft²) in size, on the subject properties and will move the existing Shar-Kare business to the new building. A concept of the proposed new building is shown in Figure 1. The applicant is proposing 16 on-site parking spaces and 3-4 parking spaces on Kitchener St., and one loading space. The Shar-Kare business has approximately 5 customers and 2 staff at any given time and receives one 5-ton delivery truck per week. Note that Kitchener St. parking is anticipated to be angle parking rather than parallel parking as shown.

Official Community Plan (OCP)

The subject properties are designated in the OCP as "Downtown Mixed Use". The 'Downtown Mixed Use' designation is intended to encourage multi-family residential uses and is applied to the area surrounding the "Downtown Core". The applicant is proposing commercial use and does not intend to pursue multi-family use on the lands, thus it is recommended to amend the OCP such that 11 and 17 Gatacre Street are designated "Downtown Core". The "Downtown Core" designation is intended as the Town's primary business and public activity centre and encourages a range of commercial uses.

The subject properties fall within the Downtown Development Permit Area (DPA 2). Prior to development of the land a development permit is required. The development permit process includes a review of building design, massing, materials, accessibility, parking and landscaping. The OCP and zoning amendment application review focuses on the proposed new use of the lands.

Zoning Bylaw

The subject properties are currently zoned Live/Work Residential (R-2-LW) which permits a dwelling, secondary suite or coach house, bed and breakfast, cottage industry and live/work use. The applicant is requesting to zone the subject properties to Downtown Commercial (C-2). The C-2 Zone permits a broad range of commercial uses including retail sales, restaurant, office, garden centre, as well as accessory residential above the commercial use. The C-2 Zone contains a maximum floor space ratio of 1.0, and a maximum building height of 12 metres.

	Current	Proposed
OCP	Downtown Mixed Use	Downtown Core
DPA	Downtown DPA 2	Downtown DPA 2
Zoning	R-2-LW (Live/Work Residential)	C-2 (Downtown Commercial)

ALTERNATIVES:

Council can choose to not proceed with rezoning application 3360-18-01.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

The subject properties are located within 800 metres of a controlled access highway, thus must be referred to the Ministry of Transportation & Infrastructure for approval following third reading of a zoning amendment bylaw. Also, if the application proceeds a public hearing will be required to be held.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is recommended to refer the application to the Advisory Planning Commission for review and comment.

As the application is generally consistent with the Official Community Plan it is recommended to waive the requirement for a neighbourhood information meeting.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department for review. The property has three frontages. Improvements to Kitchener Street and the two adjacent lanes would be a requirement at the time of construction on the land.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement
- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

An application has been received to amend the OCP and Zoning Bylaw for 11 and 17 Kitchener Street. Recommendations are provided for the next steps in the application process.

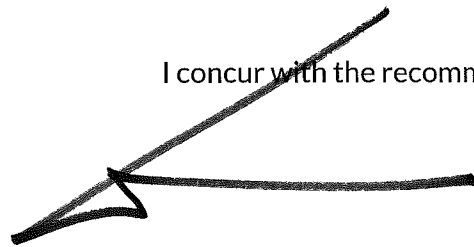
Reviewed By:



Felicity Adams, Director of Development Services

January 31, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

none

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Rob Hutchins
Date: February 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Heritage Revitalization Advisory Commission (HRAC)

Met on January 18, 2018

A. Agenda Item:

City of Victoria Tax Incentive Program

HRAC Motion: "It was moved, seconded and carried that the Heritage Revitalization Advisory Commission supports deferring the Heritage Inventory project for a revision of the Tax Incentive Bylaw."

B. Recommendation

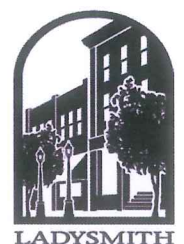
Because Council will be considering a separate Municipal Services Committee item tonight related to this recommendation from HRAC, no action is required of Council on the HRAC recommendation. This motion of HRAC supports the MSC recommendation.

Municipal Services Committee

Met on December 11, 2017

A. Agenda Items:

- 1. City of Victoria Tax Incentive Program**
- 2. Streets and Traffic Bylaw Amendment**



B. Recommendation(s) for Council

1. That Council request staff to prepare a report on options to offset eligible seismic upgrading costs for historic buildings in the downtown core, and to include the number of buildings affected and the tax implications.
2. That Council give first, second and third reading to Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #5, 2017, No. 1941 as amended to include "boulevard" to the definition of highway, and to remove any reference to recreational vehicle size.
3. That Council support proactive bylaw compliance on unattached trailers in accordance with Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, due to potential liability risks.

Respectfully submitted

Councillor Hutchins

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Carol Henderson
Date: February 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Ladysmith Interagency

Met on January 11th, 2018

A. Agenda Items:

1. BC Ambulance Service Unit Chief reported on local initiatives and needs. Presently understaffed.
2. Early Years Partnership reported on results of a survey completed by 4th year Nursing Students from VIU outlining Strengths and Gaps in local services for children aged 0 to 6 years old.
3. Youth Strategy from PRC presented, emphasis on a community team approach. Plan is to have Play Boxes available through library to encourage physical activity.
4. VIHA Brain Injury Division representative described services in area from Nanaimo to Victoria but not yet in Ladysmith.
5. Urgent Care has had double the usual number of flu related admissions.
6. LRCA reported on Extreme Weather Shelter being heavily used, often at capacity of 10 and need to turn away. Coldest Night of the Year fundraiser walk Feb. 24th. Teams encouraged to participate.
7. PD on Inclusive Leadership offered Feb 23rd and 25th.

B. Recommendation(s) for Council - None

Ladysmith Early Years Program

Met on January 17th, 2018

A. Agenda Items:

1. Guest Speaker, Tanis Frame spoke on “Decide to Thrive” focussing on time management choices for personal health, particularly for caregivers/parents.
2. Distribution of new Resource Guide for services applicable to Early Years.easy to read on double sided sheet.

B. Recommendation(s) for Council - None

Ladysmith Community Justice Program

Met on January 15th, 2018

A. Agenda Items:

1. Sixteen members now trained as facilitators.
2. Summaries of close work with RCMP and increasing collaboration with schools, Stz'uminus First Nation and VIHA.
3. Discussion of the increasing number of children and youth being in possession of marijuana and need to develop increased focus on health and education.
4. Interest in further exploratory talks Town of Ladysmith about using Restorative approaches to Bylaw infractions and other disputes.

B. Recommendation(s) for Council -None

Social Planning Cowichan

Did not meet this month ☒

Invasive Species Advisory Committee

Did not meet this month ☒

Respectfully submitted

Carol Henderson

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Duck
Date: February 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Parks, Recreation and Culture

Met on Wednesday, Dec. 20th, 2017

A. Agenda Items:

1. Rotary/Soccer Forrest Field project (referred by council)
2. Aggie Playspace - staff update
3. Stz'uminus/Town 150 canoe - update
4. Saltair Community Centre - report from Area G
5. Arts & Culture - update on activities from Bruce Mason

B. Recommendation(s) for Council

That Council:

1. Approve the Rotary Club's proposed improvements to Forrest Field to include grandstand improvements, player bench improvements and facility improvements.
 2. Engage with past members of the Field Steering Committee and current field user groups executives to complete a comprehensive review of the existing draft site plan, taking into account possible changes to trends, demographics and community needs to best determine the location and design concept for the proposed clubhouse/concession.
-

Parks Recreation and Culture

Met on Wednesday, January 17th, 2018

A. Agenda Items:

1. Unfinished – Mid-Isle. Soccer & Rotary Club Forrest Field enhancement
2. New Business –
 - a) Transfer Beach site map
 - b.) DRAFT Regional Recreation report

B. Recommendation(s) for Council

That Council direct staff to draft a Community Driven Capital Project Policy for Council's approval that will provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and manage expectations of the parties involved if projects are supported.

Advisory Design

Did not meet this month

Respectfully submitted

Duck Paterson

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Joe Friesenhan
Date: January 3, 2018
File No:

Re: **MONTHLY COUNCIL LIAISON REPORT**

Festival of Lights

Met on Thursday, December 14, 2017
Did not meet this month

A. Agenda Items:

1. Presidents Report – Congratulations on another successful Light up.
 2. Committee Reports –
Volunteers – Over 90 volunteers assisted with light up
Visual / Design – Graphics being completed for the canoe. Will be installed at a later date.
 3. New Business – Lights will be turned off on January 14 and the take down will be Sunday, January 21.
-

Ladysmith Downtown Business Association
Did not meet this month

Liquid Waste Management Committee
Did not meet this month

Waterfront Area Plan Project Leadership Committee

Public Meeting scheduled for January 22, 2018 at the Aggie Hall

Respectfully submitted Joe Friesenhan



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Joe Friesenhan
Date: January 30, 2018
File No:

Re: **MONTHLY COUNCIL LIAISON REPORT**

Festival of Lights

Met on Thursday, January 18, 2017
Did not meet this month

A. Agenda Items:

1. President’s Report – Congratulations on another successful Light up.
 2. Committee Reports –
 - Construction - Large stuff is being taken down. Getting ready for the main take down on the 21st.
 - Visual / Design – Graphics being completed for the canoe. Will be installed at a later date.
 3. New Business – will have a strategic meeting to discuss pros and cons of having Light Up on a Saturday.
-

Ladysmith Downtown Business Association

Met on Thursday, January 18, 2018
Did not meet this month

A. Agenda Items:

- 1 Treasurer’s Report – Reached goals for 2017
- 2 Marketing Committee – Plan laid out for 2018. Still looking for better signage to promote traffic to downtown
- 3 Events Committee – Best Old Time Christmas ever. Discussion around having



Old Time Christmas closer to Light Up. Hill Dash to be held on June 24 along with Running of the Balls.

- 4 Round Table discussion re 2018 goals and priorities. Looking for ideas to bring people downtown from Pirates Days celebration. Possibly add trolley to the event. Discussed possibility of having food trucks downtown after 5 or 6 on weekends.
- 5 Discussed pros and cons of having Light up on Saturday rather than Thursday.

Liquid Waste Management Committee

Did not meet this month ☒

Waterfront Area Plan Project Leadership Committee

Public Meeting January 22, 2018 at the Aggie Hall

Respectfully submitted Joe Friesenhan

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Cal Fradin
Date: February 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Protective Services Committee

Met on January 8th, 2018

A. Agenda Items:

1. Security planning for community events.
-Concerns to the requirements for planning for security at events held within the town of Ladysmith with respect what are the requirements for the security plan by organizations, costs, legal responsibility, and participation by the Town of Ladysmith, RCMP, Fire Department, and other EMS groups.
2. Sybille Sanderson (Emergency Program. Coordinator for CVRD) will work with Town Staff and research what other communities are doing with respect to emergency planning, Operational plan for emergencies, and research Provincial Regulations (Mass Gathering Template Guide etc.) and report back to committee with recommendations.
3. Community Wildfire Protection Planning (CWPP) – Jason DeJong (Fire/Rescue Coordinator CVRD) advised that that the Cowichan South Wildfire Protection Plan was approved by the CVRD Board. It is hoped all plans for the region will be completed by 2018. Jason is coordinating plan with Ladysmith Fire Chief Ray Delcourt for our area. Project is dependent on grant funding town staff and Jason are working on securing funding on this project for our area as the plan proceeds.
4. Fire Smart your Neighborhood – No report/representative. It is hoped that a

session for the community on how to Fire Smart your home/neighborhood will be held for 2018.

5. Sybille Sanderson (Emergency Prgm. Coordinator CVRD) presented the updated Emergency Preparedness Workbook (attachment) which outlines how individuals and groups can prepare and respond appropriately in and for an emergency/disaster. The Workbook is available at City Hall and CVRD office and also will be available on the town and CVRD websites.

B. Recommendation(s) for Council

That Council through resolution confirm the membership of the Ladysmith Royal Canadian Marine Search and Rescue Station 29 to the Protective Services Committee.

Liquid Waste Management Committee

Did not meet this month

Celebrations Committee

Did not meet this month

Community Safety Advisory Commission

Did not meet this month

Respectfully submitted

Cal Fradin

STAFF REPORT TO COUNCIL

From: Joanna Winter
Meeting Date: February 5, 2018
File No: 4200-20
RE: APPOINTMENT OF ELECTION OFFICERS

RECOMMENDATION(S):

That Council appoint the following election officers for the upcoming 2018 Local Government Elections:

Name and Position:

Joanna Winter, Manager of Legislative Services
Donna Smith, Executive Liaison
Andrea Hainrich, Legislative Services Administrative Assistant

Election Officer Position:

Chief Election Officer
Deputy Chief Election Officer
Deputy Chief Election Officer

PURPOSE:

The purpose of this staff report is to request Council to appoint election officers for the upcoming 2018 Local Government Elections in accordance with the current legislation.

PREVIOUS COUNCIL DIRECTION

N/A

INTRODUCTION/BACKGROUND:

Section 41(1) of the *Local Government Act* requires a local government to appoint a Chief Election Officer and Deputy Election Officer for each local government voting opportunity. The local government election will take place on Saturday, October 20. In previous elections, Council has appointed one Deputy Chief Election Officer. The recommendation to appoint two Deputy Chief Election Officers for this upcoming election is an opportunity to train additional staff in the role.

Upon ratification of the appointment of the election officer positions, various election tasks will be assigned and completed as required. All election officers will attend a training session taking place in Parksville on April 18, 2018.

ALTERNATIVES:

Council could appoint alternate individuals to the two election officer positions.

FINANCIAL IMPLICATIONS:

Compensation for the Chief and Deputy Chief Election Officers will be determined at a later date after an external review is completed.

LEGAL IMPLICATIONS:

Failure to appoint election officials is in contravention of the Local Government Act.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement
- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

In accordance with the Local Government Act, a local government must appoint a Chief Election Officer and a Deputy Chief Election Officer for each local government voting opportunity. A local government election will take place on October 20, 2018. Council's consideration of ratifying these appointments is requested at this time.



Joanna Winter, Manager of Legislative Services

January 26, 2018

I concur with the recommendation.

A handwritten signature in black ink, consisting of a horizontal line with a small loop at the end and a diagonal stroke crossing it from the top left.

Guillermo Ferrero, City Manager

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
 Meeting Date: February 5, 2018
 File No: 6520-20 (WAP)
 RE: **Waterfront Area Plan – Direction to prepare bylaws**

RECOMMENDATIONS:

That Council direct staff to proceed with the preparation of bylaws to amend:

1. Official Community Plan Bylaw 2003, No. 1488 to implement the new Waterfront Area Plan and new Development Permit Area 1 - Maritime, and
2. Zoning Bylaw 2014, No. 1860 to implement the zoning for the initial development phase of the area of Lot 4 known as The Jewel to permit multi-unit residential development as outlined in the Waterfront Area Plan.

PURPOSE:

The purpose of this staff report is to seek direction from Council to prepare the amendment bylaws to implement the new Waterfront Area Plan, DPA1 - Maritime and zoning for the initial development phase.

PREVIOUS COUNCIL DIRECTION

<p>March 7, 2016 CS2016-078</p>	<p>Waterfront Area Plan Update <i>Moved and seconded:</i> That Council:</p> <ol style="list-style-type: none"> 1. Support the scope of work for the Waterfront Area Plan Update and direct staff to proceed with development and issuance of the Request for Proposals. 2. Discuss the Waterfront Area Plan Update project at the March 29, 2016 Community to Community (C2C) workshop with Stz'uminus First Nation, with regard to the Provincial water lots and filled foreshore, particularly DL651 and Slack Point, and invite participation in the project and design charrette. 3. Direct staff to invite the property owners within the Waterfront Area Plan area to join a working committee as part of the project. 4. Direct staff to: <ul style="list-style-type: none"> • invite two nominations from each of the following advisory commissions and organizations: Ladysmith Maritime Society, Ladysmith Arts Council, Ladysmith and District Historical Society, Advisory Design Panel, Advisory
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	<p>Planning Commission, Heritage Revitalization Advisory Commission, Parks, Recreation and Culture Commission, Ladysmith Chamber of Commerce and Ladysmith Downtown Business Association, and</p> <ul style="list-style-type: none"> • place an advertisement in the newspaper for two citizen members for consideration of appointment by Council to the design charrette team for the Town-owned properties and water lots. <p>5. Appoint Mayor Stone and Councillors Friesenhan and Hutchins to the Waterfront Area Plan working committee and design charrette team.</p> <p><i>Motion carried.</i></p>
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INTRODUCTION/BACKGROUND:

The Waterfront Area Plan (WAP) has been co-created by the Town and Stz’uminus First Nation, in the spirit of building our relationship. The project commenced in November 2016. The public and stakeholder process for the development of the plan took place through-out 2017. The public process included a speaker’s night, design charrette, public drop-in events, two on-line surveys, property owners’/tenants committee, and public presentation of the final draft plan on January 22, 2018.

The WAP Project Leadership Committee comprised of Chief Elliott and Mayor Stone and Council members Peter Seymour, Anne Jack, Rob Hutchins and Joe Friesenhan has provided direction on the design of the public process and the review of the draft plan. The Committee held its final meeting on January 29, 2018 and it is recommending that Council move forward with the public hearing process. The Committee has also recommended adding specific language to the plan to enable flexibility in implementation timing.

The next stage of this project is to move forward with the preparation of the bylaw to amend the OCP to include the Waterfront Area Plan and DPA 1 – Maritime. Amendments will be required to the OCP text and maps. Also, the WAP Implementation plan includes in the immediate term (<1 year) the implementation of zoning for the initial development phase. Council may wish to proceed with consideration of multi-unit zoning on a portion of Lot 4 (which is owned by the Town) in the area known as The Jewel. This area can be easily delineated by property boundaries and adjacent roads, whereby the other areas will require further work to define zone boundaries.

ALTERNATIVES:

Council can choose to not proceed with the amendment to the Official Community Plan (OCP), or it can proceed with the OCP amendment and not the Zoning Bylaw amendment.

FINANCIAL IMPLICATIONS:

Staff will prepare the amending bylaws. After first reading of the bylaw, Council must consider the OCP amendment in conjunction with the Financial Plan.

LEGAL IMPLICATIONS:

After first reading, Council must also consider the OCP amendment in conjunction with the Liquid Waste Management Plan. A public hearing will be required to be held. Statutory notice is required to be mailed and delivered to property owners and tenants in the Plan area as well as in the newspaper for public notification. In addition, information will be available on the Town's website and community notice boards.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Community members from both the Town and Stz'uminus First Nation have been engaged in the project over the past year. Over 1700 direct interactions have taken place with members of the communities and stakeholders during this time.

The final draft Waterfront Area Plan was well received at the meeting held on January 22, 2018. Written comments are attached to this report. Many of the participants expressed interest in the next steps of plan implementation the first step being the formal adoption of the new plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All Departments have been engaged at some level in the project.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input checked="" type="checkbox"/> Low Impact Transportation |
| <input checked="" type="checkbox"/> Green Buildings | <input checked="" type="checkbox"/> Multi-Use Landscapes |
| <input checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

The co-creation of the Waterfront Area Plan took place in three phases. The final phase is completed with the presentation of the final draft Plan to the community on January 22, 2018. It is recommended that Council provide direction to proceed with preparing the

January 22, 2018 Written Comments on the final draft Waterfront Area Plan

We received 42 written comments. They're quite diverse, with the residential theme emerging the most often. Any words that were illegible have been italicized.

RAW COMMENTS SORTED BY THEME

Overall

- Thank you all for keeping the Big We in mind.
- Excellent looking plan – well thought out. Love that land is 50% park and encouraging walking.

Residential Land Use

- All looks good residential north of existing road
- I love it! I have no problem with condos – high density is smart. Awesome job!
- If you don't have sufficient comm/res development you won't attract sufficient developer interest. Get input from developer before you carry on much further.
- I am in full support of proposed residential development.
- Good plan. Good overall integration. Residential component required to make it happen – looks like best of the necessity has been made
- Underground parking under resident buildings

- No residential development south of the road going in - #12
- No condos. Yes to campsite
- No residential. Campground or parking instead!
- Please leave natural. No residential.
- Everything but residential. Campground and tourist accomm is better

- *Town* story 3 ft ok. 4 stories max
- 3 storey housing is plenty! Nothing higher
- Condo – 3 or 4 story max. Roof top garden on top. Patio garden.
- No more than 3 storey housing
- 3 storeys is plenty
- Parking! 3 stories max
- Love the concept! Residential to max 3 stories. No need for 5-6 floors!

Parks and Open Space

- Be more inspired with Slack Point
- Leave some natural wilderness too
- I don't want to lose the natural feel of the beach trail from Transfer to marine (natural or close to)
- How about a Nature Interpretative Centre! Nature Trails too.

Transportation / Mobility

- A vintage train between Ladysmith and YCD/Nanaimo will make us a destination! Thank you!!
- Will walkways/trails be multi-use? A cycle trail around the waterfront would encourage people to ride more!!
- Attention to parking, lighting, and safe walking access form Town (Lights in tunnels)

- Please – let's incorporate the rail system as part of the transport system from and to this destination! (a la European rail)
- Hopefully we can get a train to Nanaimo!
- What will happen to the original Train Station? Will it be restored and used?

Form and Character

- Will the SFN building be round like a hat? Or rectangular like a long house?

Arts, Culture, Heritage

- Keep locomotive original shop for Loci #11. Great educational and tourist attraction.
- The Arts and Heritage Hub is not shown reflecting the existing historic buildings – where is the yellow (original) engine shed? Will this be preserved?
- Expand the maritime museum to celebrate Ladysmith
- Maritime history needs to be saved. Hopefully this is in the plan.
- Where will the Town Museum be located? Consider a heritage village in the Heritage Hub.

Tourist Commercial

- Campground at old site for more tourism.
- Campground
- Why would people stop here vs Nanaimo? What makes this stand out?
- What makes us a destination making people want to stop? Most ideas are for residents not visitors

Other

- How does the Plan integrate with the rest of the harbour?

Economics

- Will this plan entice developers?
- Where is the economics in this plan? On the tax payer?

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: February 5, 2018
File No: 1760-20
RE: Temporary Water Filtration Borrowing

RECOMMENDATION:

That Council give first 3 readings to the bylaw title "Water Filtration Temporary Borrowing Bylaw 2018, No. 1931" later on tonight's agenda.

PURPOSE:

The purpose of this bylaw is to allow for temporary borrowing under a loan authorization bylaw (s.181 of the *Community Charter*) to fund the construction of the Water Filtration Plant.

PREVIOUS COUNCIL DIRECTION

CS 2017-143	2017-05-01	That Council adopt Town of Ladysmith Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920.
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SUMMARY POINTS

- Island Health requires the Town to build a Water Filtration Plant. The estimate cost to build the Plant is approximately \$14 million dollars.
- The Town has received a grant for \$8.8 million dollars from the Clean Water and Wastewater Fund provided by the Federal and Provincial Governments
- Authority to borrow long term was given by the Inspector of Municipalities as well as the elector of the Town. This long-term borrowing will commence once the Plant is constructed. Until that time temporary borrowing is required.

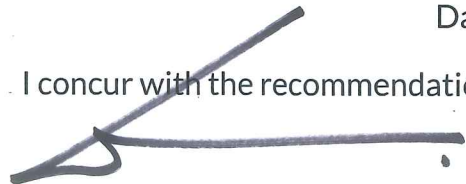


Erin Anderson, Director of Financial Services

Jan 22, 2018

Date

I concur with the recommendation.



Guillermo Ferrero, City Manager



TOWN OF LADYSMITH

BYLAW NO. 1931

A bylaw to authorize temporary borrowing pending the sale of debentures

WHEREAS it is provided by 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw No. 1920, cited as “Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920” authorizing the construction of a water filtration plant, with the intended debt amount of six million dollars (\$6,000,000.00);

AND WHEREAS the sale of debentures has been temporarily deferred:

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

- (1) The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of six million dollars (\$6,000,000.00), as the same may be required.
- (2) The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Corporate Officer.
- (3) The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 1920.
- (4) The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

Citation

This bylaw may be cited as “Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931”.

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 (A. Stone)

Corporate Officer (J. Winter)

INFORMATION REPORT

From: Erin Anderson
Meeting Date: February 5, 2018
File No:
RE: Property Tax Payments in Advance of the tax due date

RECOMMENDATION:

That Council give first three readings to bylaw "Property Tax Payment in Advance of the Tax Due Date Bylaw 2018, No.1947".

PURPOSE:

The purpose of this staff report is to introduce for Council's consideration a bylaw that provides property owners with credit interest on property tax payments made in advance of the tax due date.

PREVIOUS COUNCIL DIRECTION

Prepayment of Taxes Bylaw 2005, No.1553 allows for the Town to accept prepayments made between Jan 2 and April 30 of the tax year and pay interest to the property owner.

Property Tax Prepayment Plan Bylaw 2014, No.1851 established an automated pre-authorized program for property owners wishing to prepay their taxes over a 10 month period in advance of the tax due date.

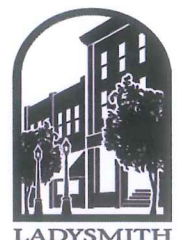
DISCUSSION:

Currently, property owners making prepayments through the pre-authorized program earn credit interest. Due to low interest rates, property owners were not actually earning interest as the calculation is based on 3% below the Town's principal bank interest rate. With the rising Bank of Canada interest rate, credit interest will be earned but only for the property owners on the pre-authorized program or on payments made between January 2nd and April 30th.

If Council chooses to proceed with this bylaw, any property owner will earn credit interest on one-off payments made in advance of the tax due date from August 1 to May 1. The terms contained in this bylaw are identical to the terms in the Prepayment Plan bylaw.

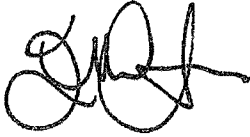
SUMMARY POINTS:

- Property owners who make intermittent property tax prepayments will be eligible to earn interest on their payments made between August 1 and May 1st of the following



year.

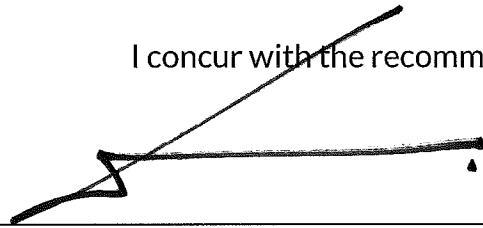
- The terms of this bylaw are identical to the terms contained in the Town's pre-authorized program.



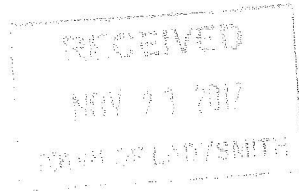
Erin Anderson, Director of Financial Services

Jan 22, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager



November 23, 2017

Mayor and Council
Ladysmith City Hall
410 Esplanade Avenue
PO Box 220 Stn Main **(BY HAND)**
Ladysmith, BC V9G 1A2

Dear Mayor Stone and Council,

RE: Support for Speed Reduction on the TCH through Downtown Ladysmith

As you may recall, on Labour Day 2017 I emailed a thoughtful letter to Transportation Minister Trevena with cc's to MLA Doug Routley and Mayor Stone regarding this matter. Specifically, I requested the Minister to reduce the speed limit from 70kph to 50kph on the TCH from Roberts Street to the Home Hardware light at the north end of downtown (or just south and north, respectively, of these lights).

The reasons for the proposed speed reduction are: safety; to encourage economic development; and to reduce noise primarily from the uninhibited use of engine brakes. Traffic often exceeds the posted limits through town, with minimal enforcement, and the number of access points creates southbound safety issues. More drivers would stop and spend time and money in Ladysmith if the posted limit was lower. There would be less noise and use of engine brakes if the speed was reduced. The lower speed through the short distance downtown on the TCH would not materially add to commercial travel times.

Absent a response from the Minister to date, Mayor and Council have an opportunity to write to the Minister and support my request to reduce the speed limit on the TCH through downtown Ladysmith.

I understand there was previous correspondence with former Minister Stone and ministry staff regarding the speed limit north from Coronation Mall, with no results. With the change of government, however, and the Minister's well-known interest in highway safety generally, and the support of our government MLA, Mayor and Council have an unprecedented opportunity to achieve results now, especially on the TCH through downtown Ladysmith. I therefore request Mayor and Council to write to Minister Trevena and request her to take the necessary action to reduce the speed limit to 50 kph.

Regards

Tony Beckett

Tony Beckett

cc Doug Routley, MLA



Office of the Mayor
2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6
Tel (778) 797.2210 Fax (778) 797.1001



December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in blue ink that reads "Doug Findlater".

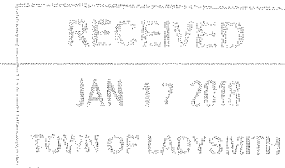
Doug Findlater
Mayor



7170 Cheam Avenue
P.O. Box 70
Agassiz, British Columbia
Canada V0M 1A0

Tel: (604) 796-2235
Fax: (604) 796-9854
Web: www.district.kent.bc.ca

January 16, 2018



The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Parliament Buildings
Victoria, B.C. V8V 1X4

Dear Minister Robinson:

RE: Cannabis Sales Revenue Sharing

A letter dated March 16, 2017 (copy attached) was sent from the Union of B.C. Municipalities (UBCM) to The Honourable Suzanne Anton, Minister of Justice and Attorney General, in regards to concerns related to the legalization of marijuana in Canada. Of particular interest, the letter expressed the concerns of B.C. municipalities that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. As it is very troubling that there has been no apparent progress in this regard, I am writing on behalf of the District of Kent Council today to personally reiterate that increased costs and responsibilities related to marijuana legalization without any confirmed source of additional funding will place a huge burden on local governments.

With the legalization of cannabis sales now imminent, the need for a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner is critical for municipalities. From our perspective, smaller municipalities with limited funding opportunities available for new responsibilities will be particularly impacted by these changes. The legalization will result in additional costs for local governments in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that that the impact may affect policing, fire services, building codes, city planning, municipal licencing and standards, public health, social services, and communications.

Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Therefore, we implore you to address this matter soon and present a formal funding agreement for B.C. municipalities. Fifty percent (50%) of the provincial share of the cannabis tax sharing formula being provided to local governments is suggested as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

John Van Laerhoven
Mayor

cc: The Honourable David Eby, Attorney General
UBCM Municipalities

March 16, 2017



The Honourable Suzanne Anton
Minister of Justice and Attorney General
Room 232, Parliament Buildings
Victoria, B.C. V8V 1X4

RE: Legalization of Marijuana

Dear Minister,

I write to you today regarding local government concerns related to the legalization of marijuana in Canada. BC local governments have adopted resolutions requesting direct involvement in the process to establish a regulatory approach to marijuana, and that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. I would like to request a meeting at your convenience to discuss these issues, and other local government concerns that we may address through collaborative solutions.

To this point, UBCM has not been presented with an opportunity to directly engage in meaningful discussion with the provincial government regarding a framework for legal access to marijuana, and in particular a marijuana distribution framework. With federal legislation expected in the near future, it is important that local governments and the Province begin discussion on how to best prepare for the ensuing changes.

Potential costs and responsibilities related to marijuana legalization without any confirmed source of additional funding could place a large burden on local governments, who may bear substantial enforcement and oversight costs, and at this point only receive 8-10% of overall taxation revenue. Previous experience with medical marijuana has shown that, without funding, local governments face difficulties in enforcing laws, leading to the unregulated environment that exists today. As such, UBCM would greatly appreciate an opportunity to discuss the concerns of BC local governments as they pertain to marijuana legalization. Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or bsihota@ubcm.ca to arrange a meeting.

We look forward to partnering with you in the development of an effective regulatory framework for legal access to marijuana.

Sincerely,

A handwritten signature in black ink, appearing to read "Murry Krause".

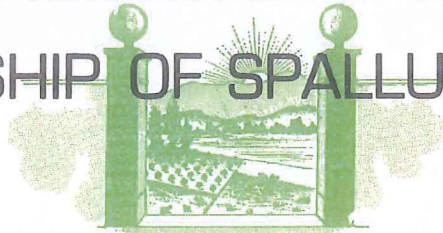
Murry Krause
President, Union of BC Municipalities

cc: *The Honourable Peter Fassbender, Minister of Community, Sport, Cultural Development, and Minister Responsible for TransLink*

THE CORPORATION OF THE
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013
FAX. (250) 546-8878

OUR FILE NO.



4144 Spallumcheen Way
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

www.spallumcheentwp.bc.ca

January 23rd, 2018

OFFICE OF THE MAYOR

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Parliament Buildings
Victoria, BC V8V 1X4



Dear Minister Robinson,

Re: Cannabis Sales Revenue Sharing

Please accept this letter from the Township of Spallumcheen outlining the need for cannabis sales revenue sharing within the province of BC with local governments.

As noted by other local governments within BC, there is a need to discuss impacts to local governments and the need to share in the revenue generated from the implementation of the legalization of cannabis. With cannabis sales legal in the next few months, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

The Township of Spallumcheen Council is requesting your support, by agreeing to 50% of the provincial share of the cannabis tax sharing formula be provided to local government. This is an adequate and equitable share to help support costs and services incurred by local governments.

The Township of Spallumcheen has one legal MMPR facility operating, with indications from more than 5 other properties within our jurisdiction indicating interest at developing facilities here in Spallumcheen where half of our rural community is located within the Agricultural Land Reserve.

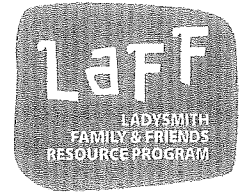
Thank you for your consideration.

Respectfully,

Janice Brown
Mayor

cc. UBCM Member Municipalities

CG/mw



January 20, 2018

Clayton Postings
Parks, Recreation & Culture
Town of Ladysmith
Box 220
Ladysmith, BC V9G 1A2

Dear Clayton,

As per our conversations, in the fall of 2017, LaFF secured \$10 000.00 in funding from the Ministry of Children and Families to enhance our capacity to distribute food to families and community members at Aggie Hall.

The application for this enhancement was based on a plan for the Aggie Hall entrance that goes back many years to when the Aggie Hall user groups LaFF, Cadets, PROBUS, Town of Ladysmith staff, Mayor Hutchins had met and created a "wish list" for the hall. The intention was to create a beautiful, user friendly and functional entrance for all users of the hall.

The funds, that LaFF has secured, are required to be spent by March 2018. I look forward to the completion of this project.

Please advise me of next steps.

Sincerely,

A handwritten signature in black ink, which appears to read 'J. Neligan', is positioned above the printed name.

Jacqueline Neligan
LaFF Executive Director



WATERFRONT GALLERY

610 OYSTER BAY DRIVE (ON THE WAY TO TRANSFER BEACH), LADYSMITH
OPEN TUESDAY TO SUNDAY | NOON TO 4PM
250.245.1252 | www.ladysmithwaterfrontgallery.com

January 8th, 2018

Mayor Stone and Council
Town of Ladysmith
Main Office
410 Esplanade, PO Box 220
Ladysmith, British Columbia
V9G 1A2

Dear Mayor Stone and Council:

The Arts Council of Ladysmith and District is pleased to announce that we have been awarded a grant for the upgrade of the bathroom to wheelchair accessible. The Grant is for \$20,000. We are looking forward to having this upgrade done before year end. Of course we will be contacting an architect, contractors etc. before we start the job with the approval the Building inspectors, Clayton Posting and all those concerned.

We will keep you informed as to the progress of the job.

Sincerely,

Kathy Holmes
President, Arts Council of Ladysmith and District

Hello Clayton,

The Ladysmith & District Historical Society's Industrial Heritage Preservation Committee is keen to restore the tube tumbler that is located just behind the first aid shed. It was used to remove the carbon build-up from the outer and inner surfaces of boiler pipes in the Ladysmith steam logging locomotives in the early days at the in situ forest industry site.

The wooden timber base supporting this artifact is rotten and the tumbler needs attention to make it safe and attractive to casual visitors to the heritage park and those taking Ladysmith's Heritage Walk I. The tube tumbler is artifact P on Walk I shown on Ladysmith's brochure.

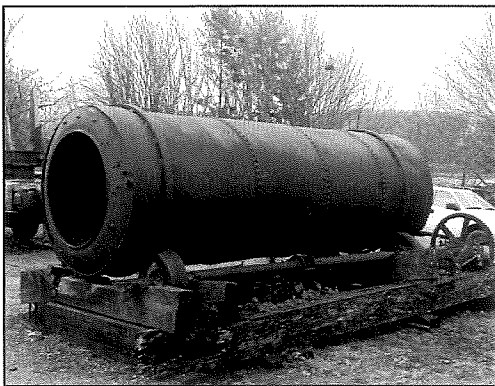
Our committee would like to have Town Council's approval to take on the restoration of the tube tumbler. We are fortunate to have a few volunteers with the expertise to do the job in an authentic manner. We have received a generous donation of fir timbers for our restoration of Locomotive #11 and Humdirgen and there are enough timbers to be able to do this project as well.

The tube tumbler will need to be lifted off the rotten base and put to one side while the site is cleared of weeds and crushed gravel dumped and levelled in the area. We have 16 cement 16" x16" pads from a local donor that will go on the gravel and be the base for the timbers. We favour the use of cement pads rather than a poured cement base just in case this exhibit needed to be moved to a more suitable location in the future.

One of our volunteers has taken all the measurements and will design the base exactly like the original. A number of photographs have been taken along with the lead volunteer's drawing which will guide the reconstruction.

We would appreciate the Town's assistance by supplying a front end loader to lift the tumbler off the rotten timbers so we can build the new base. Also it would be great if the Town could supply 2 yards of crushed gravel.

Thank you for sharing this letter with the Ladysmith Town Council.



Best Regards,

Shirley Blackstaff, LDHS Director and Industrial Heritage Preservation Project Liaison