

A REGULAR MEETING OF THE COUNCIL OF THE TOWN OF LADYSMITH TO BE HELD IN COUNCIL CHAMBERS AT LADYSMITH CITY HALL ON TUESDAY, OCTOBER 2, 2018

Call to Order and Closed Meeting

5:45 p.m.

Regular Open Meeting

7:00 p.m.

CALL TO ORDER (5:45 P.M.)

1. CLOSED SESSION

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

- labour relations or other employee relations - 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 Special Meeting of Council held August 30, 2018 (Rescind previous adoption and re-adopt as amended)..... 1 - 29

4.2. Minutes of the Regular Meeting of Council held September 17, 2018 30 - 38

5. DELEGATIONS - None

6. PROCLAMATIONS

6.1. Waste Reduction Week..... 39

Mayor Stone has proclaimed the week of October 15 to 21, 2018 as “Waste Reduction Week” in the Town of Ladysmith. He urges all citizens to commit to



environmental sustainability by conserving resources.

7. DEVELOPMENT APPLICATIONS - None

8. BYLAWS – OFFICIAL COMMUNITY PLAN 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, Waterfront Implementation Committee

9.2. Councillor R. Hutchins

Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee, Waterfront Implementation Committee

9.3. Councillor D. Paterson

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

9.4. Councillor J. Friesenhan

Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee, Waterfront Implementation Committee

9.5. Councillor C. Fradin

Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee..... **40 - 45**

Recommendation from the Protective Services Committee

That the Committee recommend that Council:

1. a) Increase the Town of Ladysmith’s Royal Canadian Mounted Police Detachment from 7 to 8 members, and begin implementing this increase in 2019 to be fully funded in 2020; and
b) That funding from the Regional District of Nanaimo and Areas G and H of the Cowichan Valley Regional District be explored.
2. Send a letter of support from the Town to the Ladysmith Search and Rescue Society to assist them in applying for future BC Lottery Corporation Gaming Grants for projects.

- 9.6. 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 **46 - 48**

10. REPORTS - None

11. BYLAWS

- 11.1. Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971 49**

The purpose of Bylaw 1971 is to make housekeeping amendments to Council Procedure Bylaw 1966.

Council will recall that at the September 17, 2018 Council meeting the following resolution was passed:

Resolution CS 2018-333:

That Council adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971”.

The bylaw notice period, however, was not complete at the time of adoption.

Staff Recommendation:

That Council rescind resolution CS 2018-333 to adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971” as the bylaw notice period was not complete at the time of adoption.

Staff Recommendation:

That Council adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971”.

- 11.2. 2019 Permissive Tax Exemptions Bylaw 201850 - 63**

The purpose of the Permissive Tax Exemption Bylaws is to is to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings.

Staff Recommendation:

That Council:

1. Rescind third reading of the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972; and

2. Give third reading to the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972 as amended; and
3. Give first, second and third readings to the Permissive Tax Exemption Bylaw (Partnering Agreements) 2018, No. 1979.

11.3. Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973..... 64

The purpose of Bylaw 1973 is to amend the Development Procedures Bylaw, as directed by Council, in order to streamline the development review process.

Staff Recommendation:

That Council adopt “Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973.”

11.4. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974..... 65 - 67

The purpose of Bylaw 1974 is to amend the Fees and Charges Bylaw, as directed by Council, to reduce coach house application fees.

Staff Recommendation:

That Council adopt “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974”.

11.5. Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977 68

The purpose of Bylaw 1977 is to amend the Officers and Delegation of Authority Bylaw in order to delegate the issuance of Riparian Development Permits and Hazard Land Development Permits to the Director of Development Services as part of the Town’s improvements to the development review process.

Staff Recommendation:

That Council adopt “Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977”.

11.6. Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980..... 69 - 74

Staff Recommendation:

That Council give first, second and third readings to the 2018-2022 Financial Plan Amendment Bylaw, cited as “Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980”.

- 11.7. Business Licence Bylaw Amendment: Cannabis Cultivation, Processing and Research 75 - 80**

Staff Recommendation:

That Council give first, second and third readings to “Business Licence Bylaw No. 1513, 2003, Amendment Bylaw (No. 2) 2018, No. 1981”.

12. CORRESPONDENCE

- 12.1. Ladysmith Resources Centre Association
Request to Display Julian North Paintings..... 81**

Staff Recommendation:

That Council consider whether it wishes to:

1. Approve the request by the Ladysmith Resources Centre Association, dated September 23, 2018, to display the Julian North paintings, and if so,
2. Direct staff to draft an agreement between the Town of Ladysmith Resources Centre Association (LRCA) that ensures:
 - Appropriate care of the artwork
 - That the LRCA obtains applicable insurance

- 12.1. Alex Cook, Festival of Lights
Waiving of Trolley Rental Fee 82**

Staff Recommendation:

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 29, 2018 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 20, 2018, with funds to come from the Grant in Aid budget.

13. NEW BUSINESS

14. UNFINISHED BUSINESS

- 14.1. Welcoming Figure at Ladysmith Secondary School 83 - 84**

Staff Recommendation:

That Council direct staff to provide funding to the Ladysmith Secondary School in the amount of \$1,800 for the Welcoming Figure unveiling with the funds to come from the Grant in Aid budget.

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 SPECIAL MEETING OF COUNCIL
THURSDAY, AUGUST 30, 2018
CALL TO ORDER 10:30 A.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Clayton Postings (Acting CAO)	Erin Anderson	Geoff Goodall
Joanna Winter	Sue Bouma	

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 10:30 a.m.

CLOSED SESSION
CS 2018-319

Moved and seconded:

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 10:31 a.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);
- 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) (k)
- Rise and report on closed session resolutions for the period April 2017 to June 2018 – Section 90
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose 90 (1) (i);

Motion carried.

SPECIAL MEETING

Mayor Stone called this Open Session of Council to order at 11:43 a.m.

AGENDA APPROVAL

CS 2018-320

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for Thursday, August 30, 2018.

Motion carried.

RISE AND REPORT

Council rose at 11:42 a.m. with report on the following:

- CE 2018-102

That Council:

1. Approve the purchase agreement with Graham and Patricia Tanner for 1260 Churchill Place.
2. Authorize the Mayor and Corporate Officer to execute the agreement.

- CE 2018-103

That, further to Council's previous direction with respect to rising and reporting on Closed Session resolutions between April 2017 and June 2018, Council **not** rise and report on Resolutions CE 2017-104, 105, 149, 177 and 189, and CE 2018-048. [See Appendix A]

OPPOSED: Councillor Friesenhan

REPORTS

CS 2018-321

4th Avenue Bridge Reconstruction Tender Award

Moved and seconded:

That Council refer the 4th Avenue Bridge Reconstruction tender award to the September 4th Special Meeting of Council.

Motion carried.

ADJOURNMENT

CS 2018-322

Moved and seconded:

That this Special Meeting of Council adjourn at 11:49 a.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

CLOSED MEETING RESOLUTIONS April 2017 – June 2018

Legend:

Routine resolutions that can be reported out

Resolutions previously reported out

Resolutions where direction has been given to rise and report, but it has not taken place

No shading – resolutions to be reported out

April 3, 2017

Resolution	ResolutionDetails
CE 2017-076	That Council approve the agenda for this Closed Meeting of Council for April 3, 2017 as amended by the following change of order: <ul style="list-style-type: none"> • Move item 4.4., “Bio-solids Update”, to precede item 3.1., “Rise and Report on 2016 Resolutions”.
CE 2017-077	That Council approve the minutes of the Closed Meeting of Council held March 13, 2017.
CE 2017-078	That Council rescind resolution CE 2016-055, “That Council extend the contract with Progressive Waste Solutions for one year to continue providing garbage, recycling and organics collection, with no further renewals.”
CE 2017-080	That Council: <ol style="list-style-type: none"> 1. Approve the proposed agreement with Ladysmith Chamber of Commerce to operate mobile food services at Transfer Beach for one year with an option to renew for an additional two years, effective May 1, 2017; 2. Approve the use of Gas Tax funds of \$2,000 to add water and electrical services to the site; 3. Amend the 2017-2021 Financial Plan accordingly; and 4. Authorize the Mayor & Corporate Officer to execute the agreement.
CE 2017-081	That Council direct staff to proceed with option 2 for use of the vacant space at Frank Jameson Community Centre, as outlined in the staff report dated March 27, 2017, which combines a lease space for partnerships with healthcare providers to deliver therapeutic services, and expanded space for the fitness facility.
CE 2017-082	That Council direct staff to initiate discussions with the Ladysmith Seniors Centre Society with respect to an arrangement to hold Council meetings at the Seniors Centre.
CE 2017-083	That Council direct staff to list the Town-owned property at 900 Russell Road with Royal LePage Ladysmith, with the listing price to be determined by the realtors based on their assessment of current market conditions, and not lower than 1.6 million. OPPOSED: COUNCILLOR FRIESENHAN
CE 2017-084	That Council accept the invitation to meet with the Lyackson First Nation to discuss Lyackson progress towards an Agreement in Principle with the Government of Canada and British Columbia, as requested in the

Resolution	ResolutionDetails
	correspondence from the Lyackson Technical Treaty Advisor, dated March 14, 2017.
CE 2017-085	<p>That Council:</p> <ol style="list-style-type: none"> 1. Offer use of the vacant food concession building at Transfer Beach Park to Citrus Cycles for electric assist bicycle sales, rentals and tours on a trial basis in 2017; 2. Refer the matter to the Parks, Recreation and Culture Advisory Committee for review and comment; and, 3. Direct staff to negotiate a one year temporary lease arrangement with Citrus Cycles for use of the vacant concession building at Transfer Beach in the event that the Parks, Recreation and Culture Advisory Committee supports this request.
CE 2017-086	<p>That Council rise at 6:27 p.m. with report on the following items:</p> <ul style="list-style-type: none"> • Resolution CE 2017-078 <p>That Council rescind resolution CE 2016-055, “That Council extend the contract with Progressive Waste Solutions for one year to continue providing garbage, recycling and organics collection, with no further renewals.”</p> <ul style="list-style-type: none"> • Resolution CE 2017-079 <ul style="list-style-type: none"> • Resolution CE 2017-080 <p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the proposed agreement with Ladysmith Chamber of Commerce to operate mobile food services at Transfer Beach for one year with an option to renew for an additional two years, effective May 1, 2017; 2. Approve the use of Gas Tax funds of \$2,000 to add water and electrical services to the site; 3. Amend the 2017-2021 Financial Plan accordingly; and 4. Authorize the Mayor & Corporate Officer to execute the agreement. <ul style="list-style-type: none"> • Resolution CE 2017-081 <p>That Council direct staff to proceed with option 2 for use of the vacant space at Frank Jameson Community Centre, as outlined in the staff report dated March 27, 2017, which combines a lease space for partnerships with healthcare providers to deliver therapeutic services, and expanded space for the fitness facility.</p> <ul style="list-style-type: none"> • Resolution CE 2017-082 <p>That Council direct staff to initiate discussions with the Ladysmith Seniors Centre Society with respect to an arrangement to hold Council meetings at the Seniors Centre.</p> <ul style="list-style-type: none"> • Resolution CE 2017-083 <p>That Council direct staff to list the Town-owned property at 900 Russell Road</p>

Resolution	ResolutionDetails
	with Royal LePage Ladysmith, with the listing price to be determined by the realtors based on their assessment of current market conditions, and not lower than 1.6 million. OPPOSED: COUNCILLOR FRIESENHAN
CE 2017-087	That this Closed Meeting of Council adjourn at 6:28 p.m.

April 10, 2017

Resolution	ResolutionDetails
CE 2017-088	That Council approve the agenda for this Closed Meeting of Council for April 10, 2017 as amended by the following addition: <ul style="list-style-type: none"> • Item 3.2., 900 Russell Road Update
CE 2017-089	<p>1. That Council direct staff to:</p> <ol style="list-style-type: none"> Undertake a riparian assessment of the Jewel (portion of Lot 4, Plan VIP45800) at a cost not to exceed \$10,000 funded from the Town's Gas Tax Funds and that the Financial Plan be amended accordingly. Undertake a market and financial assessment for the Jewel. Include a review of the 2012 Stz'uminus-Town MOU and potential joint initiatives on the next available Closed meeting agenda. Respond to the letter from AquaPod Flotations Inc. that the Town will not consent to a renewal of their lease of DL2059 and send a copy to the Province. Write to the sub-lessees of DL2059 (Ladysmith Marine Services and Saltair Marine) to advise that the Town is working with Stz'uminus to jointly lease DL2059 and we will be contacting them to discuss ongoing sub-lease arrangements. [...] Prepare a scope of work to present to the Province for funding an economic analysis of the cost to "wrap and cap" Slack Point and extend the foreshore up to low tide mark for the complete basin as a means to address the contamination and stabilize the site to the extent necessary to support the land use concepts being considered in the new WAP. Begin the subdivision process for the Jewel (portion of Lot 4, VIP45800). <p>2. That Council direct the Mayor to advise Chief Elliott that Council supports the Town and Stz'uminus making a joint application to the Province for a lease of DL2059, and support a letter being sent to the Province in this regard.</p> <p>3. That Council direct staff to establish a waterfront implementation advisement sub-committee of the waterfront project leadership committee with membership and terms of reference to be developed, and to be chaired by a member of the waterfront project leadership committee.</p>

Resolution	ResolutionDetails
	<p>4. That Council direct staff to invite a replacement for the waterfront project leadership from the Stz'uminus First Nations.</p> <p>5. That Council confirm that items assigned at tonight's meeting to the Director of Development Services will be undertaken in priority to the following tasks:</p> <ul style="list-style-type: none"> • CS2017-046 Streets and Traffic Bylaw Amendment (storage of RVs on streets and boulevards) • CS2017-065 Boundary extension application for Lot 20 and letters to other lot owners • CS2017-093 Ticket Bylaw and other bylaw amendments • Forum for developers
CE 2017-090	<p>That Council:</p> <ol style="list-style-type: none"> 1. Continue to contract out the provision of the collection of solid waste, organics and recyclables. 2. Direct staff to prepare a RFP for the supply of solid waste collection services over a five year term, with an option to renew, commencing on October 1, 2018 and the Request for Proposal (RFP) be open to automated collection, manual collection or a combination of collection methods.
CE 2017-091	That Council rise at 6:21 p.m. without report.
CE 2017-092	That this Closed Meeting of Council adjourn at 6:22 p.m.

May 1, 2017

Resolution	ResolutionDetails
CE 2017-093	<p>That Council approve the agenda for this Closed Meeting of Council for May 1, 2017 as amended by the following addition:</p> <ul style="list-style-type: none"> • Item 5.1., St. John's Anglican Church
CE 2017-094	That Council approve the minutes of the Closed Meeting of Council held April 3, 2017, as amended to show Councillor Arnett's opposition to Resolution CE 2016-087 and all related resolutions.
CE 2017-095	That Council approve the minutes of the Closed Meeting of Council held April 10, 2017.
CE 2017-096	That Council direct staff to set up a tour and dinner with Lyackson Chief and Council , pending confirmation from Stz'uminus First Nation.
CE 2017-097	That Council rise at 6:48 p.m. without report.
CE 2017-	That this Closed Meeting of Council adjourn at 6:48 p.m.

Resolution	ResolutionDetails
098	

May 8, 2017

Resolution	ResolutionDetails
CE 2017-099	That Council approve the agenda for this Closed Meeting of Council for May 8, 2017.
CE 2017-100	That Council rise at 6:21 p.m. without report.
CE 2017-101	That this Closed Meeting of Council adjourn at 6:21 p.m.

June 5, 2017

Resolution	ResolutionDetails
CE 2017-102	That Council approve the agenda for this Closed Meeting of Council for June 5, 2017 as amended by the following additions: <ul style="list-style-type: none"> • Item 3.2., Ryan Place Green Space • Item 4.2, 900 Russell Road
CE 2017-103	That Council approve construction of a double channel enclosed bio-solids composting facility with bio-filter, for an estimated cost of \$1,871,459, subject to staff confirming costs based on receipt of actual plans.
CE 2017-108	That Council direct staff to develop terms of reference for a Waterfront Area Plan project leadership committee, to be comprised of three elected officials from each of the Town of Ladysmith and Stz'uminus First Nation, as well as two citizen members.
CE 2017-109	That Council direct staff to notify the Ministry of Forests, Lands and Natural Resources Operations that at this time it does not wish to pursue the dedication of a realigned Thicke Road.
CE 2017-110	That Council direct staff to list the Town-owned property at 674 Farrell Road as an exclusive listing with Lorne Gait and Jill Dashwood of Royal LePage Nanaimo Realty, with an asking price of \$200,000. Motion carried. OPPOSED: Councillor Paterson
CE 2017-111	That Council: <ol style="list-style-type: none"> 1. Direct the Mayor and Corporate Officer to execute a lease agreement with Active Solutions for the use of the vacant space at Frank Jameson Community Centre for a term of three years, with two one-year options to renew; 2. Direct staff to give notice of the Town's intent to lease space at the Frank Jameson Community Centre in accordance with the Community Charter; 3. Authorize the use of up to \$12,000 in gas tax funds to complete the capital

Resolution	ResolutionDetails
	improvements required to expand the fitness centre space, and amend the 2017-2021 Financial Plan accordingly. Motion carried.
CE 2017-112	That Council direct staff return to Council with options for the disposition of the Ryan Place Green Space.
CE 2017-113	That this closed meeting of Council recess at 6:42 p.m. and that it reconvene following the regular Council meeting.
CE 2017-114	<p>That Council</p> <ol style="list-style-type: none"> 1. Accept the -offer from Minfra Holdings to purchase the Town-owned property at 900 Russell Road for the amount of \$1,801,000, subject to the following: <ul style="list-style-type: none"> • Removal of the purchaser’s due diligence condition. • The purchaser agreeing to a covenant on title to reserve a single parcel of 1.4 acres of parkland generally as outlined in the lot configuration dated June 5, 2011 with pedestrian access from Russell Road and Craig Road. • The purchaser agreeing to provide access to the open space parkland to the south and west of the property at 900 Russell Road. 2. That the same offer be made in response to the offer from Lumin Wei should Minfra Holdings not accept the counter-offer from the Town of Ladysmith. <p>OPPOSED: Councillor Arnett</p>
CE 2017-115	<p>That Council rise at 10:36 p.m. with report on the following:</p> <ul style="list-style-type: none"> • Resolution CE 2017-103, that Council approve construction of a double channel enclosed bio-solids composting facility with bio-filter, for an estimated cost of \$1,871,459, subject to staff confirming costs based on receipt of actual plans. • Resolution CE 2017-109, that Council direct staff to notify the Ministry of Forests, Lands and Natural Resources Operations that at this time it does not wish to pursue the dedication of a realigned Thicke Road. • Resolution CE 2017-110, that Council direct staff to list the Town-owned property at 674 Farrell Road as an exclusive listing with Lorne Gait and Jill Dashwood of Royal LePage Nanaimo Realty, with an asking price of \$200,000. (Councillor Paterson opposed) • Resolution CE 2017-111, that Council: <ul style="list-style-type: none"> o Direct the Mayor and Corporate Officer to execute a lease agreement with Active Solutions for the use of the vacant space at Frank Jameson Community Centre for a term of three years, with two one-year options to renew; o Direct staff to give notice of the Town’s intent to lease space at the Frank Jameson Community Centre in accordance with the Community Charter; o Authorize the use of up to \$12,000 in gas tax funds to complete the capital

Resolution	ResolutionDetails
	improvements required to expand the fitness centre space, and amend the 2017-2021 Financial Plan accordingly. <ul style="list-style-type: none"> • Resolution CE 2017-114, that Council has accepted an offer to purchase the Town-owned property at 900 Russell Road once Council's conditions have been met and the deposit has been received. (Councillor Arnett opposed)
CE 2017-116	That this Closed Meeting of Council adjourn at 10:36 p.m.

June 12, 2017

Resolution	ResolutionDetails
CE 2017-117	That Council approve the agenda for this Closed Meeting of Council for June 12, 2017 as amended by the following addition: <ul style="list-style-type: none"> • Item 3.1., Zack's Lounge
CE 2017-118	That Council add the Ladysmith Golf Course culvert bridge to the 2018 budget deliberations.
CE 2017-119	That this closed meeting of Council recess at 6:23 and that it reconvene following the Municipal Services Committee meeting.
CE 2017-120	That Council rise at 8:01 p.m. without report.
CE 2017-121	That this Closed Meeting of Council adjourn at 8:01 p.m.

June 19, 2017

Resolution	ResolutionDetails
CE 2017-122	That Council approve the agenda for this Closed Meeting of Council for June 19, 2017.
CE 2017-123	That Council approve the minutes of the Closed Meeting of Council held May 1, 2017 as amended.
CE 2017-124	That Council approve the minutes of the Closed Meeting of Council held May 8, 2017.
CE 2017-125	That Council approve the minutes of the Closed Meeting of Council held June 5, 2017.
CE 2017-126	RATIFICATION OF Resolution CE 2017-112 That Council add the Ladysmith Golf Course culvert bridge to the 2018 budget deliberations.
CE 2017-127	That Council rise at 6:33p.m. with report on the following item: Resolution CE 2017 – 112

Resolution	ResolutionDetails
	That Council add the Ladysmith Golf Course culvert bridge to the 2018 budget deliberations.
CE 2017-128	That this Closed Meeting of Council adjourn at 6:33 p.m.

June 27, 2017

Resolution	ResolutionDetails
CE 2017-129	That Council approve the agenda for this Closed Meeting of Council for June 27, 2017.
CE 2017-130	That Council approve the minutes of the Closed Meeting of Council held June 12, 2017.
CE 2017-131	That Council approve the minutes of the Closed Meeting of Council held June 19, 2017.
CE 2017-132	That Council direct staff to bring the City Hall Space Requirements and Funding Strategy back to the July 17th Closed Meeting of Council with the following items noted: <ol style="list-style-type: none"> 1. Potential partnership 2. Direct award options 3. Debt servicing limits, with consideration of all other current and upcoming capital projects 4. Accommodating additional staff in the Council office for the interim 5. Use of the Seniors' Centre for Council meetings in the interim 6. Comparisons with municipal building costs in other communities
CE 2017-133	That Council rise without report.
CE 2017-134	That this Closed Meeting of Council adjourn at 6:13 p.m.

July 10, 2017

Resolution	ResolutionDetails
CE 2017-135	That Council approve the agenda for this Closed Meeting of Council for July 10, 2017 as amended by the following addition: <ul style="list-style-type: none"> • Waterfront Area Plan Update
CE 2017-136	That Council approve the minutes of the Closed Meeting of Council held June 27, 2017.
CE 2017-137	That Council request staff to provide a progress report on due diligence, development opportunities and project readiness related to the new Waterfront Area Plan as previously directed by Council in resolution CE 2017-089.
CE 2017-	That Council rise without report.

Resolution	ResolutionDetails
138	
CE 2017-139	That this Closed Meeting of Council adjourn at 6:26 p.m.

July 17, 2017

Resolution	ResolutionDetails
CE 2017-140	That Council approve the agenda for this Closed Meeting of Council for July 17, 2017 as amended by the following addition: <ul style="list-style-type: none"> • Bio-Solids Facility Construction Contract • Habitat for Humanity
CE 2017-141	That Council approve the minutes of the Closed Meeting of Council held July 10, 2017.
CE 2017-142	That Council: <ol style="list-style-type: none"> 1. Direct staff to proceed with drafting a contract with Mid Valley Manufacturing Ltd, with the understanding that: <ol style="list-style-type: none"> a. The contract appoints Mid Valley Contracting as the General Contractor; b. The contract will not include any bonding; and c. The contract will require that the Town pay directly to the subcontractors on approval of Mid Valley Manufacturing Ltd. 2. Is aware of the potential risks of proceeding with a company that cannot obtain bonding.
CE 2017-144	That Council: <ol style="list-style-type: none"> [...] 2. Receive the staff report providing an update on the waterfront lands and Waterfront Area Plan for information.
CE 2017-145	That Council rise at 6:43 p.m. without report.
CE 2017-146	That this Closed Meeting of Council adjourn at 6:43 p.m.

July 31, 2017

Resolution	ResolutionDetails
CE 2017-147	That Council approve the agenda for this Closed Meeting of Council for July 31, 2017.
CE 2017-150	That Council rise at 7:25 p.m. without report.
CE 2017-151	That this Closed Meeting of Council adjourn at 7:25 p.m.

August 21, 2017

Resolution	ResolutionDetails
CE 2017-152	That Council approve the agenda for this Closed Meeting of Council for August 21, 2017 as amended by the following addition(s): • Item 4.1., Community Citizen Recognition
CE 2017-153	That Council consider separately each recommendation from the report “Waterfront Lands: Subdivision of Lot 4 to Create the Jewel and Parkland Considerations.”
CE 2017-154	That Council direct staff to seek the discharge by the Province of BC (Her Majesty) of EB15402 (restrictive covenant) from the title of the Lot 4 as part of the subdivision of Lot 4 to create the Jewel.
CE 2017-155	That Council direct staff to instruct legal counsel to discharge EL8116 (access easement for Lot 1, Plan VIP64405) from the title of the Jewel as part of the subdivision of Lot 4 and that the Mayor and Corporate Officer be authorized to sign the discharge document.
CE 2017-156	That Council, with respect to the subdivision of Lot 4 to create the parcel known as the Jewel, direct staff to continue to work with the BC land surveyor to: (a) maintain the existing eastern parcel boundary of the Jewel with Transfer Beach Park and (b) establish a 10 meter buffer from the property line to protect existing trees.
CE 2017-157	That Council refer the matter of the seasonal watercourse on Lot 4 and storm drainage, including during significant storm events, to staff for review and recommendations. OPPOSED: Councillor Arnett
CE 2017-158	That Council direct staff to discuss with the Island Corridor Foundation the possibility of locating the potential new road on the rail corridor property .
CE 2017-159	That Council refer the following recommendation to a future meeting of Council once Council has reviewed results of a traffic study: 1. Instruct legal counsel to prepare a s. 219 covenant to be registered on the title of the Jewel parcel to require a 15.5m local road dedication along the western property boundary with the E&N rail corridor and road construction to municipal standards or equivalent cash payment (by development phase) in order to implement the new road concept in this area as illustrated in the Waterfront Concept Plan.
CE 2017-160	AMENDED BY RESOLUTION CE 2017-161 That Council direct staff to amend the Financial Plan by allocating \$75,000 from the Real Property Reserve for the fees and consulting services required to support the subdivision and rezoning applications for the Jewel. ORIGINAL MOTION CARRIED

Resolution	ResolutionDetails
CE 2017-161	<p>AMENDS RESOLUTION CE 2017-160</p> <p>That Resolution CE 2017-160 be amended to read as follows:</p> <p>That Council direct staff to amend the Financial Plan by allocating \$90,000 from the Real Property Reserve for the fees and consulting services required to support the subdivision and rezoning applications for the Jewel.</p> <p>AMENDING MOTION DEFEATED</p> <p>OPPOSED: Councillor Friesenhan, Councillor Fradin, Councillor Arnett, Councillor Henderson, Mayor Stone</p> <p>ORIGINAL MOTION CARRIED</p>
CE 2017-162	<p>That Council confirm that new items assigned to the Director of Development Services at tonight's meeting are to be undertaken in priority to the following projects:</p> <ul style="list-style-type: none"> • Building Department - forms and checklists • Coach houses outside of downtown <p>MOTION SUPERSEDED BY REFERRAL MOTION CE 2017-163</p>
CE 2017-163	<p>*MOTION TO REFER*</p> <p>That Council refer to an upcoming meeting of Council consideration of whether new items assigned to the Director of Development Services at tonight's meeting are to be undertaken in priority to the following projects:</p> <ul style="list-style-type: none"> • Building Department forms and checklists • Coach houses outside of downtown
CE 2017-164	<p>That this closed meeting of Council recess at 6:57 p.m. and that it reconvene following the Regular Council meeting</p>
CE 2017-165	<p>That Council appoint the following individuals to the Advisory Design panel for two-year terms ending June 30, 2019:</p> <ul style="list-style-type: none"> • Advisory Design Panel - 3 vacancies <p>Lorne Raymond Shaw new application Lacey McRae Williams new application Michelle Munro new application</p>
CE 2017-166	<p>That Council appoint the following individual to the Advisory Planning Commission for two-year terms ending June 30, 2019:</p> <ul style="list-style-type: none"> • Advisory Planning Commission - 1 vacancy <p>Duncan Brian McLaurin existing member</p>
CE 2017-167	<p>That Council appoint the following individuals to the Heritage Revitalization Advisory Commission for two-year terms ending June 30, 2019:</p> <ul style="list-style-type: none"> • Heritage Revitalization Advisory Commission - 2 vacancies <p>Marnie Craig existing member Bernardien Knol new application</p>

Resolution	ResolutionDetails
CE 2017-169	That Council not pursue disposition of the designated park land between Ryan Place, Bertram Place and Arbutus Crescent.
CE 2017-171	That Council refer the matter of Community Citizen Recognition to the next meeting for discussion.
CE 2017-172	That Council rise at 8:43 p.m. with report on the following: That Council rise at 8:43 p.m. with report on the following: Council made the following appointments to Town Commissions and Committees for two-year terms ending June 30, 2019: <ul style="list-style-type: none"> • Advisory Design Panel - 3 vacancies Lorrne Raymond Shaw new application Lacey McRae Williams new application Michelle Munro new application <ul style="list-style-type: none"> • Advisory Planning Commission - 1 vacancy Duncan Brian McLaurin existing member <ul style="list-style-type: none"> • Heritage Revitalization Advisory Commission - 2 vacancies Marnie Craig existing member Bernardien Knol new application
CE 2017-173	That this Closed Meeting of Council adjourn at 8:44 p.m.

September 11, 2017

Resolution	ResolutionDetails
CE 2017-174	That Council approve the agenda for this Closed Meeting of Council for September 11, 2017 as amended by the following addition: <ul style="list-style-type: none"> • Item 4.1., Funding for Council to Council dinner
CE 2017-175	That Council approve the minutes for the following meetings: <ul style="list-style-type: none"> • the July 17, 2017 Closed Session of Council • the July 31, 2017 Closed Session of Council • the August 21, 2017 Closed Session of Council
CE 2017-176	That Council: <ol style="list-style-type: none"> 1. Receive the Waterfront Lands update from the Director of Development Services dated September 11, 2017 for information. 2. Waive the purchasing policy for the direct award of the Lot 5 Appraisal Update to Grover, Elliott & Co. Ltd. (Larry Dybvig) and the Lot 5 Phase 1 Preliminary Site Investigation Update to Tetra Tech EBA Engineering

Resolution	ResolutionDetails
	<p>Consultants Ltd.</p> <p>3. Direct staff to send a letter to the owners of Lot 5 stating that the Town intends to acquire Lot 5 and the public will be so advised.</p>
CE 2017-180	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the five year agreement with Catalyst Paper Corporation for the disposal of the Town's bio-solids at the rate of \$1,100 per bone dry tonne; and 2. Authorize the Mayor and Corporate Officer to sign the agreement.
CE 2017-181	That Council direct staff to allocate \$400 from the public relations budget to fund an informal dinner with the Stz'uminus First Nation Council, and to amend the financial plan accordingly if required.
CE 2017-182	<p>That Council rise at 6:26p.m. with report on the following: Resolution CE 2017-180</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the five year agreement with Catalyst Paper Corporation for the disposal of the Town's bio-solids at the rate of \$1,100 per bone dry tonne; and 2. Authorize the Mayor and Corporate Officer to sign the agreement.
CE 2017-183	That this Closed Meeting of Council adjourn at 6:27 p.m.

September 18, 2017

Resolution	ResolutionDetails
CE 2017-185	That Council offer \$26,500 for the purchase of Lot 2, Block 1399, Oyster District, Plan VIP7559 from 1399 Developments, Inc.
CE 2017-186	That Council offer \$15,000 for the purchase of Lot 2, Block 1399, Oyster District, Plan VIP7559 from 1399 Developments, Inc.
CE 2017-187	That this closed meeting of Council recess at 6:47 p.m. and that it reconvene following the Regular Council meeting.
CE 2017-188	<p>That Council authorize the Town's bargaining representatives to negotiate with CUPE local 401 for:</p> <ol style="list-style-type: none"> 1. A Collective Agreement with a minimum four year term, and 2. An overall compensation package not to exceed a total of \$905,000 over the four year term
CE 2017-190	<p>That Council rise at 9:10 p.m. with report on the following item from the September 11th closed Council meeting :</p> <ul style="list-style-type: none"> • Resolution CE 2017-176 <p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Waterfront Lands update from the Director of Development Services dated September 11, 2017 for information.

Resolution	ResolutionDetails
	<p>2. Waive the purchasing policy for the direct award of the Lot 5 Appraisal Update to Grover, Elliott & Co. Ltd. (Larry Dybvig) and the Lot 5 Phase 1 Preliminary Site Investigation Update to Tetra Tech EBA Engineering Consultants Ltd.</p> <p>3. Direct staff to send a letter to the owners of Lot 5 stating that the Town intends to acquire Lot 5 and the public will be so advised.</p>
CE 2017-191	That this Closed Meeting of Council adjourn at 9:11 p.m.

October 3, 2017

Resolution	ResolutionDetails
CE 2017-192	That Council approve the agenda for this Closed Meeting of Council for October 3, 2017.
CE 2017-193	That Council approve the minutes for the following meetings: <ul style="list-style-type: none"> • the September 11, 2017 Closed Session of Council • the September 18, 2017 Closed Session of Council
CE 2017-195	That this closed meeting of Council recess at 6:48 p.m. and that it reconvene following the Regular Council meeting.
CE 2017-196	That Council rise at 9:28 p.m. without report.
CE 2017-197	That this Closed Meeting of Council adjourn at 9:29 p.m.

October 16, 2017

Resolution	ResolutionDetails
CE 2017-198	That Council approve the agenda for this Closed Meeting of Council for October 16, 2017 as amended by the following additions and change of order: <ul style="list-style-type: none"> • Change Item 4.3., "Council/CAO Discussion" to Item 4.5. • Add item 4.3., "Honours and Awards" • Add item 4.4., "Outcome of Conversation with Dan Zacharias"
CE 2017-199	That Council approve the minutes of the Closed Meeting of Council held October 3, 2017.
CE 2017-200	That Council direct staff to continue discussions with School District 68 regarding future school facilities planning in Ladysmith.
CE 2017-201	That Council authorize the Town of Ladysmith to enter into a five-year agreement with PerfectMind to provide recreation management software, with the understanding that funding will be allocated through the 2018 budget process.

Resolution	ResolutionDetails
CE 2017-202	That Council direct staff to bring amendments to the Real Property Reserve as a source of funding for the implementation of the Waterfront Area Plan to an open meeting for consideration.
CE 2017-203	That Council refer Waterfront implementation, including a higher level service request reporting to the CAO's office, to budget discussions for consideration of early approval.
CE 2017-204	<p>That Council endorse the following Development Services work plan recommendations:</p> <p>Waterfront Area Plan - Director will continue on this project with public engagement scheduled for Oct & Nov, 2017.</p> <p>Statutory process Nov 2017 to March 2018.</p> <p>Waterfront Area Plan land use approvals (OCP, Jewel rezoning, subdivision, studies, agreements) - Director will continue on this project with Jewel rezoning potentially by March 2018 and concurrent studies to support subdivision and comprehensive development covenant.</p> <p>Building bylaw and processes - Director will continue with review of administrative matters to identify ways to streamline the application and inspection process by being clear on the steps in the process and the related requirements. The MIA core building bylaw is expected in November and new bylaws from other communities are being reviewed for best practices.</p> <p>Forums with developers - Director to lead the project with assistance from Senior Planner and Executive Liaison.</p> <p>This project is scheduled for Q1, 2018.</p> <p>DCC - The Director is part of the staff team working on this project.</p> <p>Amendment to Streets and Traffic Bylaw & Ticket Bylaw, Bylaw Officer Bylaw and consequential amendments - The completion of two bylaw projects has been re-assigned to the Legislative Services Department (with the support of Bylaw Services as subject matter experts) by end of year Q4, 2017.</p> <p>Boundary Extension in south Ladysmith - Director to complete the application to the Province by the end of year Q4, 2017.</p> <p>Review of coach houses outside of the downtown - Senior Planner to lead the project.</p> <p>Budget for communication and graphic support included in DS operations budget for 2018.</p> <p>Communications and Engagement Specialist to assist. This project is scheduled for Q1-2, 2018.</p> <p>Waterfront Area Plan partnership with Stz'uminus First Nation - Higher level service request for WAP implementation reporting to the CAO's office. New Position to focus on partnership, marketing, funding and other investments:</p> <ul style="list-style-type: none"> • resources in 2018 and future years - project manager / legal services /engineering /grant writer • discussion with SFN Council and likely meetings of the NSC (or another

Resolution	ResolutionDetails
	<p>joint committee) to work through the details. Waterfront Area Plan storm drainage study - Included in higher level service request (WAP implementation). OPPOSED: Councillor Friesenhan</p>
CE 2017-205	That Council direct staff to refer the issue of AirBnB businesses, particularly those that involve the use of carriage houses, to the next Municipal Services Committee meeting agenda.
CE 2017-206	That Council direct staff to refer the issue of honours, awards, and volunteer appreciation to the next Municipal Services Committee meeting agenda.
CE 2017-207	That this closed meeting of Council recess at 6:51 p.m. and that it reconvene following the Regular Council meeting.
CE 2017-208	That Council authorize staff to refund building permit fees to Dan Zacharias.
CE 2017-209	<p>That Council rise at 9:46 p.m. with report on the following:</p> <ul style="list-style-type: none"> • Resolution CE 2017-201 That Council authorize the Town of Ladysmith to enter into a five-year agreement with PerfectMind to provide recreation management software, with the understanding that funding will be allocated through the 2018 budget process. • Resolution CE 2017-202 That Council direct staff to bring amendments to the Real Property Reserve as a source of funding for the implementation of the Waterfront Area Plan to an open meeting for consideration. • Resolution CE 2017-203 That Council refer Waterfront implementation, including a higher level service request reporting to the CAO's office, to budget discussions for consideration of early approval. • Resolution CE 2017-204 That Council endorse the following Development Services work plan recommendations: Waterfront Area Plan - Director will continue on this project with public engagement scheduled for Oct & Nov, 2017. Statutory process Nov 2017 to March 2018. Waterfront Area Plan land use approvals (OCP, Jewel rezoning, subdivision, studies, agreements) - Director will continue on this project with Jewel rezoning potentially by March 2018 and concurrent studies to support subdivision and comprehensive development covenant. Building bylaw and processes - Director will continue with review of administrative matters to identify ways to streamline the application and

Resolution	ResolutionDetails
	<p>inspection process by being clear on the steps in the process and the related requirements. The MIA core building bylaw is expected in November and new bylaws from other communities are being reviewed for best practices.</p> <p>Forums with developers - Director to lead the project with assistance from Senior Planner and Executive Liaison.</p> <p>This project is scheduled for Q1, 2018.</p> <p>DCC - The Director is part of the staff team working on this project.</p> <p>Amendment to Streets and Traffic Bylaw & Ticket Bylaw, Bylaw Officer Bylaw and consequential amendments - The completion of two bylaw projects has been re-assigned to the Legislative Services Department (with the support of Bylaw Services as subject matter experts) by end of year Q4, 2017.</p> <p>Boundary Extension in south Ladysmith - Director to complete the application to the Province by the end of year Q4, 2017.</p> <p>Review of coach houses outside of the downtown - Senior Planner to lead the project.</p> <p>Budget for communication and graphic support included in DS operations budget for 2018.</p> <p>Communications and Engagement Specialist to assist. This project is scheduled for Q1-2, 2018.</p> <p>Waterfront Area Plan partnership with Stz'uminus First Nation - Higher level service request for WAP implementation reporting to the CAO's office. New Position to focus on partnership, marketing, funding and other investments:</p> <ul style="list-style-type: none"> • resources in 2018 and future years - project manager / legal services /engineering /grant writer • discussion with SFN Council and likely meetings of the NSC (or another joint committee) to work through the details. <p>Waterfront Area Plan storm drainage study - Included in higher level service request (WAP implementation).</p> <p>OPPOSED: Councillor Friesenhan</p>
CE 2017-210	That this Closed Meeting of Council adourn at 9:47 p.m.

November 20, 2017

Resolution	Resolution Details
CE 2017-211	<p>That Council approve the agenda for this Closed Meeting of Council for November 20, 2017 as amended by the following addition:</p> <ul style="list-style-type: none"> • Add item 6.2., "Canada 150 Gift Presentation"
CE 2017-212	That Council approve the minutes for the October 16, 2017 Closed Session of Council.
CE 2017-213	That Council refer discussion with staff of the Boydell proposal for a possible add-on treatment at the waste water treatment plant to later in the meeting.

Resolution	Resolution Details
CE 2017-214	That Council confirm the exempt staff salary increase based on Council's previous direction (Resolution #CE 2016-221) of a cost of living salary increase of 1.27% retroactive to July 1, 2017.
CE 2017-215	That Council refer discussion of the Exempt Staff Compensation Policy to the November 27th Closed meeting of Council.
CE 2017-216	That this closed meeting of Council recess at 6:44 p.m. and that it reconvene following the Regular Council meeting.
CE 2017-217	That Council: 1. Approve the renewal of the lease agreement with land owner Paul Jorjorian for the use of 17 and 25 Roberts Street as a municipal parking lot for a period of three (3) years at a rate of \$675 per month in 2018, \$700 per month in 2019, and \$725 per month in 2020, plus applicable taxes; and 2. Authorize the Mayor and Corporate Officer to execute the agreement.
CE 2017-219	That Council: 1. Support in principle a proposal to negotiate with the Ladysmith Chamber of Commerce for the Chamber to carry out tourism promotion on behalf of the Town; and 2. Appoint the mayor to work with staff and Chamber of Commerce representatives on a proposed tourism service agreement.
CE 2017-220	That Council direct staff to begin negotiations with the property owner regarding the potential purchase of the property to the east of the Town's bio-solids composting facility on Thicke Road. OPPOSED: Councillor Henderson
CE 2017-221	That Council direct staff to consult with the Town's Waste Water Treatment Plant engineers regarding the Boydel proposal to install their technology at the plant, and report back to Council at a November 27th Closed Session .
CE 2017-222	That Council direct staff to buy gifts for the Canada 150 Canoe erection ceremony at Transfer Beach for the members of Stz'uminus First Nation involved in the project, pending consultation with Stz'uminus elders to follow protocol.
CE 2017-223	That Council rise at 9:27 p.m. with report on the following: • Resolution CE 2017-214 That Council: 1. Support in principle a proposal to negotiate with the Ladysmith Chamber of Commerce for the Chamber to carry out tourism promotion on behalf of the Town; and 2. Appoint the mayor to work with staff and Chamber of Commerce representatives on a proposed tourism service agreement. • Resolution CE 2017-208 That Council authorize staff to refund building permit fees to Dan Zacharias.

Resolution	Resolution Details
CE 2017-224	That this Closed Meeting of Council adjourn at 9:28 p.m.

November 27, 2017

Resolution	ResolutionDetails
CE 2017-225	That Council approve the agenda for this Closed Meeting of Council for November 27, 2017.
CE 2017-226	That Council approve the minutes for the November 20, 2017 Closed Session of Council.
CE 2017-227	That Council approve the Exempt Staff Compensation Policy. OPPOSED: Councillor Friesenhan
CE 2017-228	That Council receive the Director of Infrastructure Services' verbal report on his consultation with the Town's Waste Water Treatment Plant engineers regarding the Boydel proposal to install their technology at the plant.
CE 2017-229	That Council rise at 6:27 p.m. with report on the following: • Resolution CE 2017-222 That Council approve the Exempt Staff Compensation Policy.
CE 2017-230	That this Closed Meeting of Council adjourn at 6:27 p.m.

December 4, 2017

Resolution	ResolutionDetails
CE 2017-231	That Council approve the agenda for this Closed Meeting of Council for December 4, 2017.
CE 2017-232	That Council approve the minutes for the November 27, 2017 Closed Session of Council.
CE 2017-233	That Council direct staff to bring a report to the December 18, 2017 Council meeting if additional funding is required for the WAP Transportation Review and WAP Municipal Servicing Review and to include in this report direction for a fee proposal from the successful proponent for the Waterfront Area Plan Transportation Review to expand the scope to include a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road and the potential for a traffic circle at Ludlow Road and Rocky Creek Road.
CE 2017-234	That Council rise at 5:06 p.m. without report.
CE 2017-235	That this Closed Meeting of Council adjourn at 5:06 p.m.

December 11, 2017

Resolution	ResolutionDetails
CE 2017-236	That Council approve the agenda for this Closed Meeting of Council for December 11, 2017.
CE 2017-237	That Council approve the minutes for the December 4, 2017 Closed Session of Council.
CE 2017-238	That the Mayor approach the Celebrations Society to discuss the Town assuming the management of the Citizen of the Year Award.
CE 2017-239	That Council direct staff to investigate best practices regarding honours, awards and volunteer appreciation, and report back to Council.
CE 2017-240	That Council host a volunteer appreciation barbeque or dinner before July 2018, with a budget of up to \$2000, to be included in the 2018-2022 Financial Plan.
CE 2017-241	That Council rise at 5:37 p.m. without report.

Dec 18, 2017

Resolution	ResolutionDetails
CE 2017-243	That Council rise at 10:45 p.m. without report.
CE 2017-244	That this Closed Meeting of Council adjourn at 10:45 p.m.

January 8, 2018

Resolution	ResolutionDetails
CE 2018-001	That Council approve the agenda for this closed Session of Council for Monday, January 8, 2018.
CE 2018-002	That Council rise at 9:20 p.m. without report.
CE 2018-003	That this Closed Meeting of Council adjourn at 9:21 p.m.

January 15, 2018

Resolution	ResolutionDetails
CE 2018-004	That Council approve the agenda for this closed Session of Council for Monday, January 15, 2018.
CE 2018-005	That Council approve the minutes for the December 11, 2017, December 18, 2017 and January 8, 2018 Closed Sessions of Council.
CE 2018-006	That Council refer the Waterfront Area Plan implementation process matters under discussion as outlined in the report from the Chief Administrative Officer dated January 15, 2018 to the Waterfront Area Plan Leadership

Resolution	ResolutionDetails
	Committee.
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.
CE 2018-008	That Council rise 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.
CE 2018-009	That this Closed Meeting of Council adjourn at 6:51 p.m.

January 16, 2018

Resolution	ResolutionDetails
CE 2018-010	That Council approve the agenda for this closed Session of Council.
CE 2018-011	That Council rise at 9:20 p.m. without report.
CE 2018-012	That this Closed Meeting of Council adjourn at 9:21 p.m.

February 13, 2018

Resolution	ResolutionDetails
CE 2018-013	That Council approve the agenda for this closed Session of Council for Tuesday, February 13, 2018 as amended by the following: • Correct minor clerical errors in the agenda package
CE 2018-014	That Council approve the minutes for the January 15, 2018 Closed Session of Council.
CE 2018-015	That Council approve the minutes for the January 16, 2018 Closed Session of Council.
CE 2018-016	That Council approve the recommendation as presented in the staff report prepared by the Manager of Human Resources dated February 6, 2018. Motion carried. OPPOSED: Councillor Arnett
CE 2018-017	That Council endorse the final draft Waterfront Area Plan, including the Implementation Projects, by:

Resolution	ResolutionDetails
	<p>a. Taking it to Public Hearing,</p> <p>b. Inviting the Stz'uminus Chief and Council to participate in the public hearing process, and</p> <p>c. Including specific language in the plan to provide flexibility in implementation timing</p>
CE 2018-018	<p>That Council:</p> <p>a. Establish a new Waterfront Implementation Project Leadership Committee (to replace the current Project Leadership Committee) in accordance with Community Charter s. 142 to be comprised of three members of Stz'uminus Council and three members of Town Council, with members of the communities as determined by the Committee to serve in an ex-officio capacity from time to time, and</p> <p>b. Task the Waterfront Implementation Project Leadership Committee with developing terms of reference for the consideration and endorsement of both Councils.</p>
CE 2018-019	That Council appoint Chief Elliott, Mayor Stone and Councillors Peter Seymour, Anne Jack, Joe Friesenhan and Rob Hutchins to the Waterfront Implementation Project Leadership Committee.
CE 2018-021	That the joint Town of Ladysmith / Stz'uminus First Nation application to the province of B.C. for lease of DL 2059 be assigned to the Waterfront Area Plan Implementation Project Leadership Committee to expedite.
CE 2018-022	<p>That Council refer consideration of the following items to the first meeting of the new Waterfront Implementation Project Leadership Committee:</p> <p>a. Endorse the Project Manager, Waterfront Area Implementation job description,</p> <p>b. Recommend that the Town proceed with the hiring to support the communities in implementing the Waterfront Area Plan, and</p> <p>c. Support a budget for implementation items.</p>
CE 2018-024	That Council rise at 6:48 p.m. with report on agenda item 4.1, pending confirmation from Stz'uminus First Nation that its Council has reviewed and endorsed the recommendations from the Waterfront Area Plan Leadership Committee.
CE 2018-025	That this Closed Meeting of Council adjourn at 6:49 p.m.

March 5, 2018

Resolution	ResolutionDetails
CE 2018-026	<p>That Council approve the agenda for this Closed Session of Council for Monday, March 5, 2018 as amended by the following additions:</p> <ul style="list-style-type: none"> • Item 3.2., "Clarifying Process with Committee Chairs"

Resolution	ResolutionDetails
	<ul style="list-style-type: none"> • Item 3.3., “Protocol Considerations Learned from the Vancouver Island Regional Board Elder Program” • [...]
CE 2018-027	That Council approve the minutes for the February 13, 2018 Closed Session of Council.
CE 2018-028	That Council rise at 6:48 p.m. without report.
CE 2018-029	That this Closed Meeting of Council adjourn at 6:49 p.m.

March 12, 2018

Resolution	ResolutionDetails
CE 2018-030	That Council approve the agenda for this Closed Session of Council for Monday, March 12, 2018.
CE 2018-031	That Council approve the minutes for the March 5, 2018 Closed Session of Council as amended.
CE 2018-032	That, should it be determined that the Stz’uminus First Nation is not able to submit a joint application with the Town of Ladysmith to the Province of British Columbia for lease tenure on DL 2059, Council direct staff to submit an application on behalf of the Town.
CE 2018-033	That Council defer discussion of agenda item 3.2 until after the presentation by the Ladysmith Maritime Society.
CE 2018-034	That this Closed Session of Council recess at 6:28 p.m. and that it resume immediately following the Municipal Services Committee meeting.
CE 2018-036	That the joint Town of Ladysmith/Stz’uminus First Nation application to the province of B.C. for lease of DL 2059 be referred to the Naut’sa Mawt Steering Committee.
CE 2018-037	<p>That Council rise at 8:57 p.m. with report on the following items:</p> <ul style="list-style-type: none"> • Resolution CE 2018-017 -- That Council endorse the final draft Waterfront Area Plan, including the Implementation Projects, by: <ul style="list-style-type: none"> a. Taking it to Public Hearing, b. Inviting the Stz’uminus Chief and Council to participate in the public hearing process, and c. Including specific language in the plan to provide flexibility in implementation timing • Resolution CE 2018-018 -- That Council: <ul style="list-style-type: none"> a. Establish a new Waterfront Implementation Project Leadership Committee (to replace the current Project Leadership Committee) in accordance with Community Charter s. 142 to be comprised of three members of Stz’uminus Council and three members of Town Council, with

Resolution	ResolutionDetails
	members of the communities as determined by the Committee to serve in an ex-officio capacity from time to time, and b. Task the Waterfront Implementation Project Leadership Committee with developing terms of reference for the consideration and endorsement of both Councils. • Resolution CE 2018-019 -- That Council appoint Chief Elliott, Mayor Stone and Councillors Peter Seymour, Anne Jack, Joe Friesenhan and Rob Hutchins to the Waterfront Implementation Project Leadership Committee.
CS 2018-038	That this Closed Meeting of Council adjourn at 8:57 p.m.

March 19, 2018

Resolution	ResolutionDetails
CE 2018-039	That Council approve the agenda for this Closed Session of Council for Monday, March 19, 2018, as amended by the following addition: • Item 5.1., “Human Resources Matter Update”
CE 2018-040	That Council approve the minutes for the March 12, 2018 Closed Session of Council.
CE 2018-044	That Council rise at 6:47 p.m. without report.

April 9, 2018

Resolution	ResolutionDetails
CE 2018-046	That Council approve the agenda for this Closed Session of Council for Monday, April 9, 2018, as amended by the following addition: • Item 3.0., “Human Resources Matter Update”
CE 2018-047	That Council approve the minutes for the March 19, 2018 Closed Session of Council.
CE 2018-049	That Council rise at 5:50 p.m. without report.
CE 2018-050	That this Closed Meeting of Council adjourn at 5:51 p.m.

April 16, 2018

Resolution	ResolutionDetails
CE 2018-051	That Council approve the agenda for this Closed Session of Council for Monday, April 16, 2018, as amended by the following addition: • Item 2.2, “Human Rights Tribunal Claim”
CE 2018-052	That Council rise at 6:46 p.m. without report.

Resolution	ResolutionDetails
CE 2018-053	That this Closed Meeting of Council adjourn at 6:46 p.m.

May 7, 2018

Resolution	ResolutionDetails
CE 2018-054	That Council approve the agenda for this Closed Session of Council for Monday, May 7, 2018, as amended by the following additions: <ul style="list-style-type: none"> • Item 4.5., “Property Tax verbal update” • Item 4.6., “Water Treatment Plant Tender verbal update”
CE 2018-055	That Council approve the minutes for the April 9, 2018 Closed Session of Council.
CE 2018-056	That Council approve the minutes for the April 16, 2018 Closed Session of Council.
CE 2018-057	That Council inform the owner of the Town and Country Mobile Home Park that: <ol style="list-style-type: none"> 1. Council supports the sanitary sewer servicing study to consider servicing options from the Town’s Swettingham lift station to the Town and Country Mobile Home Park, but the cost for the study is the responsibility of the owner. 2. The Town is prepared to contribute a portion of the cost of the study to extend sewer service from the Farrell Road gravity feed manhole to Town and Country Mobile Home Park.
CE 2018-058	That Council approve, as presented, the four-year package of general wage increases, language changes, letters of understanding and benefit enhancements resulting from the collective bargaining process between the Town of Ladysmith and Canadian Union of Public Employees (CUPE) Local 401.
CE 2018-059	That the Mayor send a letter and/or contact the Celebrations Society personally to inquire whether the society would like to transfer the role of awarding the Citizen of the Year to the Town.
CE 2018-060	That Council direct staff to draft a Commemoration Policy for Council’s consideration.
CE 2018-061	That Council rise at 6:47 p.m. with report on the following items: <ul style="list-style-type: none"> • Resolution CE 2018-057 - That Council inform the owner of the Town and Country Mobile Home Park that: <ol style="list-style-type: none"> 1. Council supports the sanitary sewer servicing study to consider servicing options from the Town’s Swettingham lift station to the Town and Country Mobile Home Park, but the cost for the study is the responsibility of the owner. 2. The Town is prepared to contribute a portion of the cost of the study to extend sewer service from the Farrell Road gravity feed manhole to Town

Resolution	ResolutionDetails
	<p>and Country Mobile Home Park.</p> <ul style="list-style-type: none"> • Resolution CE 2018-058 - That Council approve, as presented, the four-year package of general wage increases, language changes, letters of understanding and benefit enhancements resulting from the collective bargaining process between the Town of Ladysmith and Canadian Union of Public Employees (CUPE) Local 401. • Resolution CE 2018-059, when appropriate - That the Mayor send a letter and/or contact the Celebrations Society personally to inquire whether the society would like to transfer the role of awarding the Citizen of the Year to the Town • Resolution CE 2018-060 - That Council direct staff to draft a Commemoration Policy for Council's consideration.
CE 2018-062	That this Closed Meeting of Council adjourn at 6:48 p.m.

May 14, 2018

Resolution	ResolutionDetails
CE 2018-063	That Council approve the agenda for this Closed Session of Council for Monday, May 14, 2018.
CE 2018-065	That Council rise at 6:07 p.m. without report.
CE 2018-066	That this Closed Meeting of Council adjourn at 6:07 p.m.

June 4, 2018

Resolution	ResolutionDetails
CE 2018-067	That Council approve the agenda for this Closed Session of Council for Monday, June 4, 2018.
CE 2018-069	That Council rise at 6:25 p.m. without report.
CE 2018-070	That this Closed Meeting of Council adjourn at 6:25 p.m.

June 18, 2018

Resolution	ResolutionDetails
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Resolution	ResolutionDetails
CE 2018-071	That Council approve the agenda for this Closed Session of Council for Monday, June 18, 2018.
CE 2018-072	That Council approve the minutes for the May 7, May 14 and June 4, 2018 Closed Sessions of Council.
CE 2018-074	That Council rise at 6:45 p.m. without report.
CE 2018-075	That this Closed Meeting of Council adjourn at 6:45 p.m.

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, SEPTEMBER 17, 2018
CALL TO ORDER 5:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Steve Arnett	Councillor Joe Friesenhan
Councillor Rob Hutchins	Councillor Duck Paterson	

COUNCIL MEMBERS ABSENT:

Councillor Cal Fradin

STAFF PRESENT:

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

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:00 p.m.

CLOSED SESSION

CS 2018-333

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:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality - section 90 (1) (a)
- 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)
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90 (1) (i)

Motion carried.

REGULAR MEETING

Mayor Stone called this Open Session of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2018-334

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for Monday, September 17, 2018 as amended by the following additions:

- Item 12.2., “Metis Nation BC Annual General Meeting”
- Item 12.3., “Union of British Columbia Municipalities Resolution B 148”

Motion carried.

RISE AND REPORT

Council rose at 6:13 p.m. without report

MINUTES

CS 2018-335

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held August 20, 2018.

Motion carried.

CS 2018-336

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held August 30, 2018.

Motion carried.

CS 2018-337

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held September 4, 2018.

Motion carried.

CS 2018-338

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held September 7, 2018.

Motion carried.

DELEGATIONS

**Amy Melmock, Economic Development Manager, Cowichan Valley Regional District
Ladysmith Economic Development Strategy**

Amy Melmock, Economic Development Manager for the Cowichan Valley Regional District, introduced the Ladysmith Economic Development Strategy to Council, organizing her presentation around the topics of partnership, process and priorities. She acknowledged the Ladysmith Strategy Partners - noting how their partnership helped identify local economic opportunities and development priorities - and reviewed the process used to develop

immediate and medium-term priorities, as well as goals for strengthening the local economy.

Ms. Melmock advised Council that some of the immediate economic development priorities include the Arts and Heritage Hub, trail development, and a walking tour application, while some of the medium term priorities include marina expansion, aquaculture, post-secondary facility development, and residential development. She completed her presentation by reviewing plans for next steps, and noted that the Ladysmith Economic Development Strategy is a foundational document for use in the pursuit of funding.

Council asked Ms. Melmock questions, praised the comprehensive report and thanked her for her presentation.

DEVELOPMENT APPLICATIONS

CS 2018-339

**Coach House Intensive Residential Development Permit Application – 1125 Third Avenue (L. Lamontagne)
Subject Property: Lot 7, District Lot 144, Oyster District, Plan 12499**

Moved and seconded:

That Council:

1. Issue Development Permit 3060-18-11 to permit the issuance of a building permit for the construction of a two-storey coach house on Lot 7, District Lot 144, Oyster District, Plan 12499 (1125 Third Avenue)
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

Motion carried.

CS 2018-340

Moved and seconded:

That Council refer the matter of two-storey coach houses to the incoming Council for consideration.

Motion carried.

BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING

CS 2018-341

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 11) 2018, No. 1944

Subject Property: Lot 1, District Lot 41, Oyster District, Plan 11706, Except Part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road)

Moved and seconded:

That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 11) 2018, No. 1944”.

Motion carried.

Rezoning Application Thrift Store Addition - 920 1st Avenue (J. Anderson)

Subject Property: Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Ave.)

Moved and seconded:

CS 2018-342

That Council:

1. Proceed with first and second readings of Bylaw 1976 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.19) 2018, No.1976.
2. Waive the holding of the public hearing pursuant to Section 464(2) of the *Local Government Act*.
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act* and the *Procedures Bylaw*.

Motion carried.

REPORTS

New Noise Bylaw

Moved and seconded:

CS 2018-343

That Council direct staff to:

1. Reference the table in the report by the Bylaw Compliance Officer dated September 17, 2018 in drafting a new noise bylaw,
2. Include a review of engine retardant brakes in drafting a new noise bylaw; and
3. Ensure consistency with Ministry of Transportation and Highways legislation in the creation of the bylaw.

Motion carried.

Arts and Heritage Hub Concept Planning

Moved and seconded:

CS 2018-344

That Council receive for information the Arts and Heritage Hub Concept Planning report.

Motion carried.

Licensed Cannabis Cultivation, Processing and Research

Moved and seconded:

CS 2018-345

That Council:

1. Proceed with first and second reading of "Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978" under the Bylaws portion of the agenda;
2. Waive the holding of the public hearing for Bylaw 1978 pursuant to s. 464(2) of the *Local Government Act*; and
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act*.
4. Direct staff to bring forward amendments to the Business

Licence Bylaw with respect to locational criteria, odour abatement and licence fees for cannabis cultivation, processing and research.

Motion carried.

Public Consultation on the Retail Sale of Cannabis in Ladysmith

Moved and seconded:

CS 2018-346

That Council:

1. Approve the proposed public survey on the retail sale of cannabis in Ladysmith
2. Direct that the survey be mailed to every household in Ladysmith

Motion carried.

Moved and seconded:

CS 2018-347

That Council direct staff to investigate recent regulations regarding cannabis cultivation restrictions and adjust the public survey accordingly if necessary.

Motion carried.

Aggie Play Space Project Update

Moved and seconded:

CS 2018-348

That Council authorize staff and volunteers to continue the project plan relating to the installation of play space equipment at Aggie play area, with recognition that some adjustments to the original concept will be required to ensure the least impact on existing trees.

Motion carried.

OPPOSED: Councillor Friesenhan

Solid Waste Contract Extension

Moved and seconded:

CS 2018-349

That Council direct staff to extend the existing contract for up to one year for solid waste collection services with Waste Connections.

Motion carried.

Rocky Creek Road Storm & Water Services, Construction Services

Moved and seconded:

CS 2018-350

That Council direct staff to waive the purchasing policy in order to complete the storm and water service upgrade along the existing properties of 1148, 1150, 1152 and 1154 Rocky Creek Road utilizing the Town's Time and Material contract with David Stalker Excavating.

Motion carried.

OPPOSED: Councillor Friesenhan

BYLAWS

- Town of Ladysmith Smoking Regulation Bylaw, 2018, No. 1936**
Moved and seconded:
That Council rescind third reading of Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936, and repeat third reading as amended to incorporate changes suggested by Island Health.
Motion carried.
- Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971**
Moved and seconded:
That Council adopt "Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971".
Motion carried.
- 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972**
Councillor Arnett declared a conflict of interest with aspects of this agenda item due to his association with the Ladysmith Maritime Society and left the meeting.
Moved and seconded:
That Council give first, second and third readings to "2019 Permissive Tax Exemptions Bylaw 2018, No. 1972".
Motion carried.
OPPOSED: Councillor Friesenhan
Councillor Arnett returned to the meeting.
- Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973**
Moved and seconded:
That Council give first, second and third readings to "Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973."
Motion carried.
- Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974**
Moved and seconded:
That Council give first, second and third readings to "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974".
Motion carried.

Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977

Moved and seconded:

CS 2018-356

That Council give first, second and third readings to Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977.

Motion carried.

Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978

Moved and seconded:

CS 2018-357

That Council:

1. Give first and second reading to "Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978".
2. Waive the holding of the public hearing for Bylaw 1978 pursuant to s. 464(2) of the *Local Government Act*; and
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act*.

Motion carried.

CORRESPONDENCE

Jolinne Ibbotson

Offer to Donate A Logging Artifact

Moved and seconded:

CS 2018-358

That Council:

1. Accept with gratitude the offer by Jolinne Ibbotson in her correspondence dated August 17, 2018 to donate to the Town a logging artifact called a "Swifter"; and
2. Approach the Industrial Heritage Society to house the artifact in the interim, until the Public Arts Strategy has been adopted and a final destination has been approved.

Motion carried.

BC Soccer Association

#RespectAll Initiative

Moved and seconded:

CS 2018-359

That Council receive for information the correspondence from the BC Soccer Association regarding the #RespectAll Initiative.

Motion carried.

Ladysmith Golf Society

Request for Financial Assistance

Moved and seconded:

CS 2018-360

That Council direct staff to develop a service agreement with the Ladysmith Golf Society for Council consideration and review in the

context of the Parks Master Plan.

Motion carried.

**Ladysmith Resources Centre Association
Request for Fire Suppression System**

Moved and seconded:

CS 2018-361

1. That Council refer to staff for review the request by the Ladysmith Resources Centre Association in their correspondence dated June 11, 2018, to install a Guardian Shield fire suppression system; and
2. That prior to Town approval, the system is reviewed and authorized by the Fire Chief, the Town's insurer and any other authorities required.

Motion carried.

NEW BUSINESS

Welcoming Figure at Ladysmith Secondary School

Moved and seconded:

CS 2018-362

That Council direct staff to explore the availability of funding up to \$2000 for the Ladysmith Secondary School Welcoming Figure unveiling event, and report to Council with a recommendation.

Motion carried.

Moved and seconded:

CS 2018-363

That Council send a letter to the Stz'uminus First Nation Council and community inviting them to match the Town's financial support for the Ladysmith Secondary School Welcoming Figure unveiling event.

Motion carried.

Metis Nation British Columbia Annual General Meeting

Councillor Arnett summarized his experience at the recent Metis Nation British Columbia annual general meeting.

Moved and seconded:

CS 2018-364

That the Town honour Louis Riel Day on November 16 by publishing a proclamation and by raising the Metis flag.

Motion carried.

Councillor Arnett offered to donate the Metis flag to the Town.

Union of British Columbia Municipalities Resolution B 148

Councillor Arnett requested that the Union of British Columbia Municipalities Resolution B 148 be reflected in the report from the Council Remuneration Committee.

QUESTION PERIOD

Members of the public enquired about additional costs potentially associated with the Arts and Heritage Hub Concept Plan, the smoking bylaw as it relates to cannabis, plans to deal with the condition of Oyster Bay Road, the possibility of relocating the Tourism and Visitor Information Centre to make it more accessible for recreational vehicles, and Lot 5 of the Waterfront Area Plan.

ADJOURNMENT

CS 2018-365

Moved and seconded:
That this regular meeting of Council adjourn at 8:59 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption



TOWN OF LADYSMITH

PROCLAMATION

WASTE REDUCTION WEEK

- WHEREAS:** *As a municipality, we are committed to conserving resources, protecting the environment and educating the community; and*
- WHEREAS:** *We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems; and*
- WHEREAS:** *We endeavour to take the lead in our community toward environmental sustainability;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim October 15th to 21st, 2018 as Waste Reduction Week in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

October 1, 2018

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Cal Fradin
Date: September 24, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Protective Services Committee

Met on September 10th 2018
Did not meet this month

A. Agenda Items:

1. RCMP Detachment Complement (Staff Report) Purpose of report is to provide information regarding the Ladysmith detachment's request for an additional RCMP member. Recommendation from PSC as per following.
2. Youth Services Representative. It has been a number of years that the PSC has not had a youth representative member at the table. It was recommended that Ms. Christy Villiers be nominated to that position. Ms. Villiers has an extensive experience with youth and youth issues and through her position with Safer Futures Cowichan and her dealings with youth regionally in the Cowichan Valley and locally make her a valuable asset to this committee and for the community. Ms. Villiers has recently accepted the position as Executive Director of the Ladysmith Resource Centre Association.

Reports from Agencies

3. Ladysmith Fire Department Chief Ray Delcourt submitted report to August 2018 see attached. Ray advised that the HIGH fire hazard rating for the island has put a hold on local/private projects/operations throughout the community and regionally. The department has received 2 new thermal imaging cameras through the generous funding by the Ladysmith Hospital Auxiliary. Sonic the



movie is ongoing thru September and LFRD will be monitoring movie events as required.

4. Ladysmith Search and Rescue representative Al McDermid reported that SAR has received a \$42,000.00 grant for new equipment from BC Gaming. They are also wanting to relocate in order to store their equipment and hold training exercises. Town Staff is presently reviewing and will update their findings for this request to council. SAR group is requesting a Letter of Support from Council to assist LSAR for future BCLC Gaming grants for future projects. See attached letter.
5. Jason De Jong (Fire/Rescue Coordinator, CVRD) reported that the fire season started earlier due to the dry spring and lack of rains during the summer months. An EOC was activated for structure protection with the RDN and CVRD assisting for the Nanaimo Lakes road fire event. The ongoing Community Wildfire Protection Planning (CWPP) for the Cowichan South has been completed and a report to the CVRD Board will be presented.
6. Sybille Sanderson (Emergency Program Coordinator CVRD) Advised that a LEVEL 1 EOC was activated for the Maple Mountain fire event. This event is followed by a Tactical Evacuation Alert for residents. Communication between local emergency groups and the public is vital in the information to the public for resources to temporary shelters and emergency needs. Identifying emergency locations such as FJCC and other locations should be communicated to the public for emergency events. Sybille will be planning a table top exercise with TOL/SFN/CVRD in the future for such events.
7. Eric Kesteloot (Stz'uminus First Nations Rep.) advised the SFN has received funding from Indigenous Environment Monitoring Committee for an Emergency Coordinator. Planning/training for oil response spills and other emergencies will be planned for not only their area but other First Nations areas. Sybille Sanderson will be offering EOC essential training to SFN.
8. Cal Fradin advised that the sonic pre-emption warning signals have been installed at the Davis Road/TCH #1/Chemainus Road intersection and are now activated. Fire Chief Ray Delcourt advised that there may be some issues with the emergency flash signal. I contacted Mr. Pearson and he advised that town contact Mr. Ron De Jager of Raylec Electrical at 250-755-3046 ext. 221 to discuss any issues/concerns to the system and operation.

B. Recommendation(s) for Council

That Council:

1. a) Increase the Town of Ladysmith's Royal Canadian Mounted Police Detachment from 7 to 8 members, and begin implementing this increase in 2019 to be fully funded in 2020; and
b) That funding from the Regional District of Nanaimo and Areas G and H of the Cowichan Valley Regional District be explored.
 2. Send a letter of support from the Town to the Ladysmith Search and Rescue Society to assist them in applying for future BCLC Gaming Grants for projects.
 3. Endorse the Protective Services Committee recommendation **(to be discussed in Closed meeting)** to the Protective Services Committee's Youth Representative.
-

Community Safety Advisory Commission

Met on August 4th 2018

Did not meet this month

A. Agenda Items:

1. That the current Community Safety Advisory Commission in its present form be dissolved and recommended to the CVRD Board. Further and future discussions through Safer Futures with the communities/region/stakeholders be conducted to determine current safety priorities/needs and a framework for addressing these priorities. See attached recommendation to CVRD Board for consideration.

B. Recommendation(s) for Council - None

Liquid Waste Management Committee

Did not meet this month

Celebrations Committee

Did not meet this month.

Ladysmith Downtown Business Association

Met on September 20th, 2018

Informative learning session was held for businesses on “How to Keep Your Business Safe”. Presentations from RCMP Staff Sgt. Ken Brissard, Chad McGillivray, Emergency Planning/Get My Kit, and Sam Day, Island Savings. Presenters offered businesses safety tips to identify fraud techniques used, emergency preparedness tips etc.

Respectfully submitted

Councillor Cal Fradin



Ladysmith Search and Rescue

PO Box 1808 Ladysmith B.C., V9G 1B4

ladysmithsearchandrescue@gmail.com

September 11, 2018

The Town of Ladysmith

Mayor and Council

Dear Mayor and Council,

I am writing on behalf of the volunteer's members of the Ladysmith Ground Search and Rescue (LSAR). We would like to thank the Town of Ladysmith for the generous support of the many years. In 2017 LSAR responded to 21 emergency callouts. This is double that of 2016 and is our record high. We currently have responded to 18 for 2018.

We would like to ask the Town of Ladysmith for a letter of support that we can use to assist LSAR in applying for a BCLC Gaming Grant for Capital projects. We would use the funding, if approved, towards building a new LSAR the facility to house our current and growing needs. BCLC has extended the application process till October 15th.

We would welcome further dialog and any ideas the Town has regarding this matter. If you have any questions, please call me on my cell phone 250-734-1897 or by return email.

Sincerely,

Allen McDermid, **President**

Ladysmith SAR.

(Amended from original Commission recommendation)

18-426 It was moved and seconded:

1. ~~That the Community Safety Advisory Commission be dissolved.~~
2. That Safer Futures be requested to consult with community, and community safety stakeholders, in determining current community safety priorities and a framework for addressing these priorities including a process of regional collaboration and monitoring.

MOTION CARRIED

CR1 Report and Recommendations of the Transit Committee Meeting of August 8, 2018

18-427 It was moved and seconded:

1. That the Annual Operating Agreement with BC Transit be approved for 12 months commencing April 1, 2018.
2. That Amendment #1 dated July 2, 2018, to the Annual Operating Agreement with BC Transit to include the conventional service expansion of 1,500 hours and the estimated annual costs for the July 2, 2018 service changes, be approved.
3.
 1. That the 3 year service expansion initiatives for 2019/20 to 2021/22 outlined in BC Transit's letter of July 3, 2018, and the accompanying Expansion Memorandum of Understanding be approved.
 2. That the 500 hour conventional system expansion targeted for July 2019 implementation, be approved, and the associated 6 month estimated cost of \$11,616 be included in the 2019 CVRD Transit Budget for Function 107.
 3. That transit service expansion hours and associated costs for 2019/20 to 2021/22 be incorporated into the 5 year financial plan for Transit Budget Functions 106 and 107.
4.
 1. That a bylaw be prepared to amend the Transit Service Establishment Bylaw No. 1450 by:
 1. Adding the Town of Ladysmith to Sections 7 and 8 which pertain to the Commuter Transit Service; and
 2. Changing the apportionment of costs in Section 8 to assessment based.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report from the Legislative Services Division Re: Required Resolutions for a Regional Referendum (Assent Voting)

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council

From: Councilor Steve Arnett

Date: October 2/18

File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Name of Commission or Organization – Vancouver island Library Board

Met on (September 22/18)

A. Agenda Items:

- 1. 2019-2022 budget
- 2. Health and Safety Policy locked washrooms
- 3. Social Media Policy for employees
- 4. Provincial Government Funding cuts 2001

B. Recommendation(s) for Council

That Council: Endorse the 2019-20122 VIRL budget levy

Name of Commission or Organization – Reconciliation and MOU –TOL and SFN

Met on (September 21/18)

A. Agenda Items:

- 1. I was called to be a Traditional witness for the Homecoming ceremony for Stz’uminus children on September 21st. Welcomed Nations children home from foster care in Traditional Sacred Ceremony with a sharing of the Mask Dance.

An incredibly moving and deeply meaningful Traditional Ceremony to welcome 30



children (ranging in age from 9 months or so to about 16 with the majority under 11 and who are all currently in foster care homes) to their Nation and Cultural heritage .

After 38 years of Professional Social Work practice reaching out to thousands of lost children and youth on our cities streets my eyes were full of tears and my heart was filled with raw emotion after witnessing this traditional process of standing up children and blanketing them with literal physical and spiritual support surrounded by their proud community members.

The Elder's told them you are loved, you are not forgotten, you are always welcome, you belong here and you have a home on the traditional territory of your ancestors. That night's experience was as powerful for me.

We are truly beginning upon the path of 'Working Together as One'.

B. Recommendation(s) for Council

That Council: Continue to support the true meaning of ReconciliACTION as Chief Joseph leader of Reconciliation Canada has called upon us all to do.

Name of Commission or Organization – Union of British Columbia Municipalities

Met on (September 10-14/18)

A. Agenda Items: Policy Resolutions and Various Workshops and Clinics related to Municipal primary responsibilities and Reconciliation

1. SR1 Local Government Role in BC Framework for Cannabis UBCM Exec.

Therefore be it resolved that the UBCM membership endorse the following principles to guide UBCM's advocacy with the provincial government regarding local government's role in a BC framework for cannabis:

1. Fulsome and meaningful provincial consultation with local governments;
2. Provision of adequate provincial funding to cover any responsibilities and increase in administrative burden of any provincial framework that requires local government participation;
3. Equitable sharing of tax revenues from cannabis between all orders of government; and
4. Respect for local choice, jurisdiction and authority, including but not limited to land use and zoning decisions. Endorsed

2. B148 Remuneration for Local Government Elected Officials

And whereas the concept of elected officials voting on their own salaries, raises many concerns among residents, and can have the effect of diminishing trust in local government;

And whereas an independent process available province-wide could give citizens more confidence that remuneration for elected local government officials is determined in a fair and reasonable way:

Convention Decision: **Endorsed**

3. Spoke to the convention to endorse the following resolutions

B158 Rainbow Crosswalks

Whereas LGBTQ2S+ people in British Columbia experience significantly higher rates of bullying, harassment and suicide than other populations and a lack of visible representation of LGBTQ2S+ community exacerbates these harms;

Therefore be it resolved that the Province be requested to inform and advise local governments on best practices to handle such requests, and to provide financial and technical support to local governments regarding visual representations of the LGBTQ2S+ community, such as rainbow crosswalks.

Convention Decision: **Endorsed**

4. B150 Financing Reconciliation: Solutions for Local Communities

Whereas local governments and First Nations have inherited a problematic public service delivery regime that poorly finances on and off reserve local government service delivery;

Therefore be it resolved that UBCM request the Province of BC and the Government of Canada work with First Nations and local governments to explore and implement revenue solutions such as federal transfer payments, thereby supporting implementation of the Truth and Reconciliation Calls to Action and the commitments in UNDRIP.

Convention Decision: **Endorsed**

B. Recommendation(s) for Council

That Council: Council continue to work toward safeguarding our Children and youth from unintended consequences of Legalization of Marijuana particularly edibles as they become available at the retail level.

That Council: Council continue to work toward safeguarding our LGBTQ2S+ Children and youth with community acceptance and love.

That Council: Council continue to work toward Reconciliation with all of Canada's Aboriginal Peoples First Nations, Metis and Inuit.

Respectfully submitted

Councillor Arnett

TOWN OF LADYSMITH

BYLAW NO. 1971

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 2009, NO. 1966

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

1. Amendments

a) Amend section 1.1 to read as follows:

“The Inaugural Meeting of Council shall be held on the first Monday of the month following a general local election. At this inaugural meeting, the Mayor shall appoint a Councillor to serve as the Deputy Mayor in the absence, illness or disability of the Mayor. The Mayor may from time to time change the appointment of the Deputy Mayor.”

b) Change all references to “Executive Session” Meetings to “Closed Session” Meetings.

c) Amend section 8.2 to read as follows:

“All documents intended to be submitted for the agenda of a regular meeting of Council must be delivered to the Corporate Officer not later than 12:00 noon on the Tuesday preceding the day of the regular meeting.”

d) Change “be resolution” to “by resolution” in the last line of section 20.5

e) Delete section 21.4.6 to reflect current legislation and practice.

2. Citation

This Bylaw may be cited for all purposes as “Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (No. 2) 2018, No. 1971

READ A FIRST TIME	on the	20th	day of August	, 2018
READ A SECOND TIME	on the	20th	day of August	, 2018
READ A THIRD TIME	on the	20th	day of August	, 2018
ADOPTED	on the	day of		, 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: September 27, 2018
File No: 1970-04
RE: 2019 Permissive Tax Exemption Bylaw

RECOMMENDATION:

That Council:

1. Rescind third reading of the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972; and
2. Give third reading to the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972 as amended; and
3. Give first, second and third readings to the Permissive Tax Exemption Bylaw (Partnering Agreements) 2018, No. 1979.

PREVIOUS COUNCIL DIRECTION

CS 2018-326	<p>That Council direct staff:</p> <ol style="list-style-type: none"> 1. To provide a Permissive Tax Exemption to all properties currently on the 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935; 2. Not to charge the fully exempt properties the water parcel tax or sewer parcel tax; and 3. To prepare the Permissive Tax Exemption Bylaw for 2019. <p>OPPOSED: Councillors Fradin and Friesenhan</p>
CS 2018-	<p>Councillor Arnett declared a conflict of interest with aspects of this agenda item due to his association with the Ladysmith Maritime Society and left the meeting.</p> <p><i>Moved and seconded:</i> That Council give first, second and third readings to “2019 Permissive Tax Exemptions Bylaw 2018, No. 1972”.</p> <p><i>Motion carried.</i> OPPOSED: Councillor Friesenhan</p> <p>Councillor Arnett returned to the meeting.</p>

DISCUSSION:

Each year, a Permissive Tax Exemption bylaw is presented to Council for consideration. The bylaw must be adopted prior to October 31 for the exemption to be in effect for the following taxation year. Prior to adoption, notice of the proposed bylaw must be published in two consecutive editions of the Ladysmith Chronicle.

When the 2019 Permissive Tax Exemption bylaw was introduced at the September 17,



2018 Council meeting, it received three votes in favour and one vote opposed. There were five members of Council present at that meeting, and one of those members had excused himself from this matter citing a conflict of interest.. Partnering Agreements, under s.225 of the *Community Charter* require a two-thirds vote in favour of all of Council, not just the members present. (For clarity, the requirement is two-thirds of the seven total members that normally make up Council of the Town of Ladysmith. A vacant Council seat does not change the number of votes required.) As such, the bylaw as it stands did not pass third reading.

Staff have split the original bylaw into two bylaws; one that requires the majority of Council present to approve and one that requires two-thirds of all Council to approve.

SUMMARY POINTS

- Permissive Tax Exemptions are only available to properties or property owners listed in the *Community Charter*
- Staff have split the annual Permissive Tax Exemption bylaw into two separate bylaws: (1) 2019 Permissive Tax Exemption 2018 No. 1972 for Building of Public Worship and Non-Profits properties, and (2) Partnering Agreements – Permissive Tax Exemptions Bylaw 2018, No.1979 for partnering agreement properties.
- The Partnering Agreement Permissive Tax Exemption Bylaw 2018, No. 1979 proposes to put the exemptions in place for 10 years. An exemption will cease to apply if the ownership or use of the property no longer meets the *Community Charter's* Permissive Tax Exemption criteria. Council will recall that, a 10-year exemption was put in place for the Island Corridor Foundation properties and for the LRCA/Seniors and Boys and Girls Club area.
- The required advertising of the proposed bylaw will be published on October 3rd and October 10th in the Ladysmith Chemainus Chronicle with anticipated adoption of both bylaws on October 15th, 2018.



Erin Anderson, Director of Financial Services

September 21, 2018.



Guillermo Ferrero, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1972

A bylaw to exempt from taxation certain lands and buildings for the year 2019.

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

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

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Part 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2019.

Part 2 – Charitable, Not-for Profit and Recreational Tax Exemption

All lands and improvements within the legal boundaries of those properties listed under and to the extent described Part 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2019.

Schedules A through H, inclusive, which are attached hereto, form a part of this bylaw.

Citation

This bylaw may be cited as "2019 Permissive Tax Exemptions Bylaw 2018, No. 1972."

READ A FIRST TIME on the 17th day of September, 2018

READ A SECOND TIME on the 17th day of September, 2018

READ A THIRD TIME on the 17th day of September, 2018

RESCINDED

READ A THIRD TIME AS AMENDED

ADOPTED on the _____ day of _____

Mayor (A. Stone)

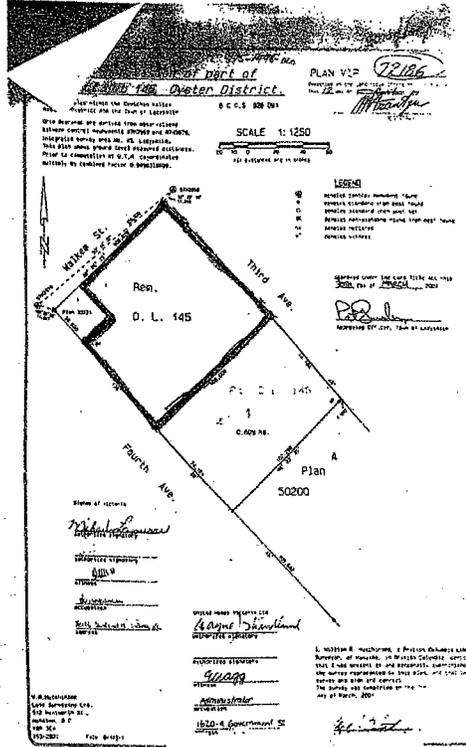
Corporate Officer (J. Winter)

This is Schedule "A" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972

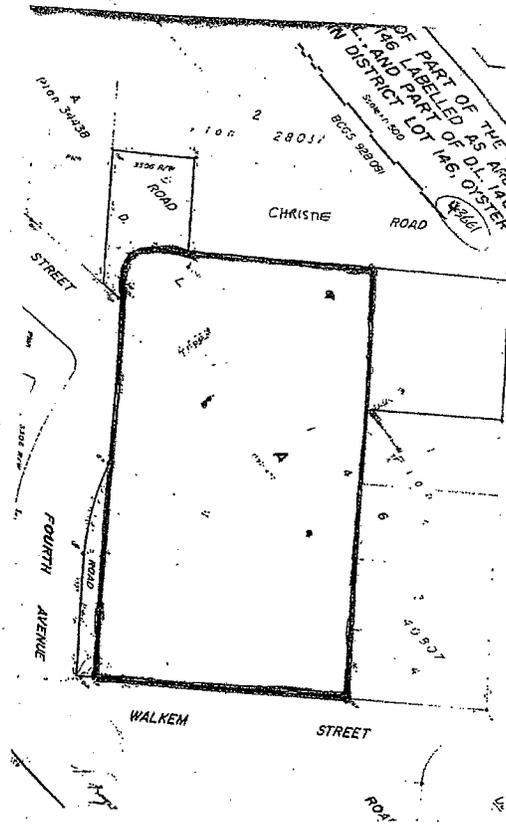
Part 1 224.2 (f) Building for Public Worship		
Organization	Address	Legal Description
United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
Ladysmith Fellowship Baptist Church	381 Davis Rd	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
St. Mary's Catholic Church	1135 4th Ave	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule 'B')
Pentecostal Assemblies of Canada	1149 4th Ave	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule 'C')
Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith & District Historical Society	721 1st Ave	Lot 11, Block 7, Plan VIP703, Oyster Land District
Canadian Legion Branch #171	621 1st Ave	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule 'D')
Ladysmith Health Care Auxiliary	910 1st Ave	Lot 1, Block 30, Plan VIP703a, District Lot 24, Oyster Land District
Ladysmith Resources Centre Association	314 Buller St	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (Dd 392367)
Ladysmith Golf Club Society	380 Davis Rd	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (Dd 24403n) Pcl C (Dd 34443i), VIP65242
Ladysmith & District Historical Society	614 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown In Schedule E)
Ladysmith Maritime Society	616 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith - Car Shop (Parent Folio 445-1109-300)
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 85, 11G, 24, 56, Oyster Land District, Except Plan VIP64405 VIP71943, That Part Included In Lease From Town Of Ladysmith Unit C, I & M Ladysmith Maritime Society
Ladysmith & District Historical Society	612 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith Unit J & K
Eco-Tourism Building	200 Capt Dekonick Way	Plan VIP36262, District Lot 56, Oyster Land District (Specifically The Area Of Land And Buildings Outline In Bold On Schedule 'F')
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule G)

Ladysmith Senior Citizens Housing Society	101 1st Ave	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District
Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
Ladysmith Festival of Lights	1163 4th Ave	Lot A, Plan VIP34438, District Lot 146, Oyster Land District, Portion Part Of Fourth Ave
Ladysmith Maritime Society	611 Oyster Bay Dr	Block C, District Lot 2016, Cowichan Land District, Foreshore Lease For Commercial Marina Purposes; That Part Included In Area Leased From Town Of Ladysmith, Lease/Permit/Licence # 106431 (Shown On Schedule 'H', Including The Insert For The Visitors Centre

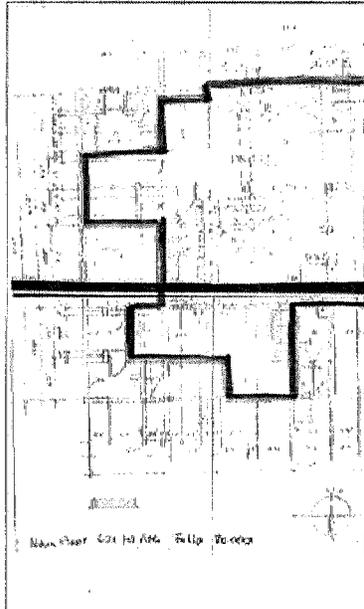
This is Schedule "B" attached to and forming part of
 2019 Permissive Tax Exemption Bylaw 2018, No.1972



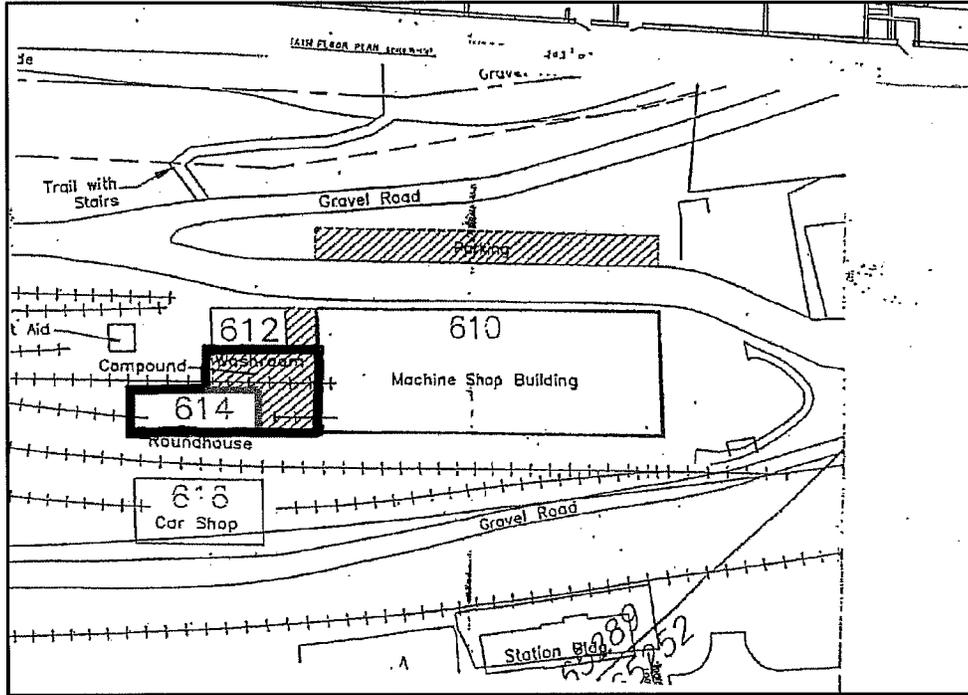
This is Schedule "C" attached to and forming part of
2019 Permissive Tax Exemption Bylaw 2018, No.1972



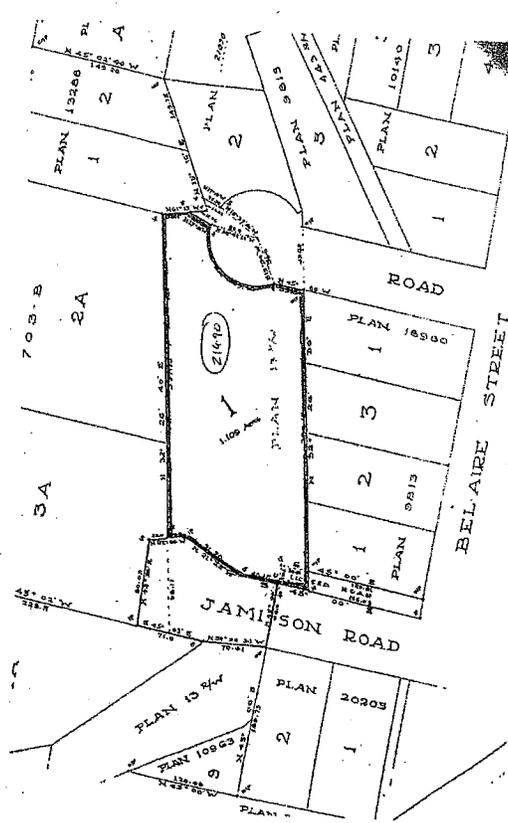
This is Schedule "D" attached to and forming part of
2019 Permissive Tax Exemption Bylaw 2018, No.1972



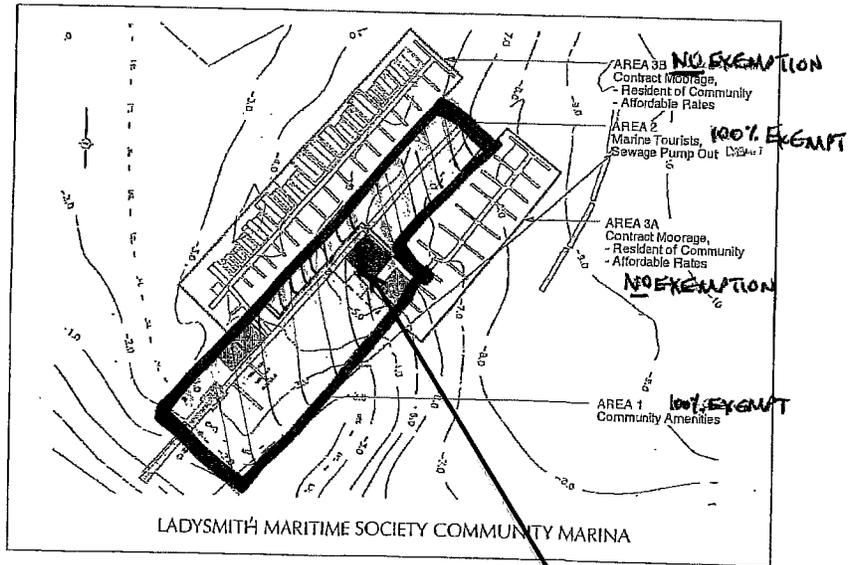
This is Schedule "E" attached to and forming part of
2019 Permissive Tax Exemption Bylaw 2018, No.1972



This is Schedule "G" attached to and forming part of
2019 Permissive Tax Exemption Bylaw 2018, No.1972

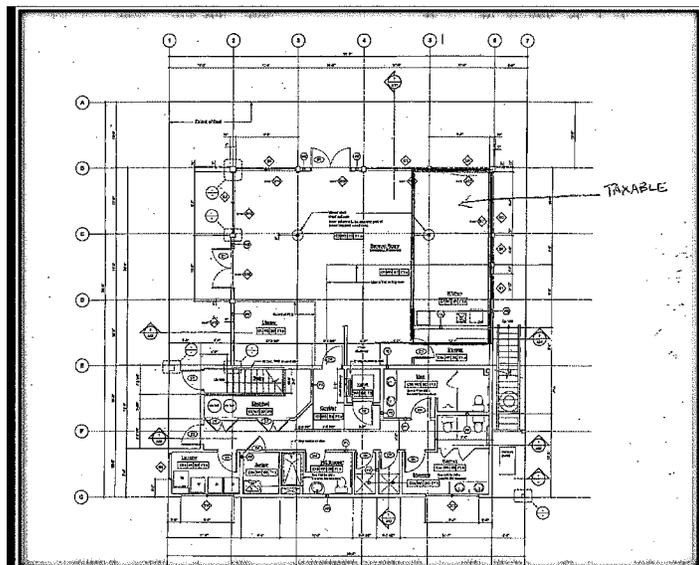


This is Schedule "H" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972



See insert below

Insert:



TOWN OF LADYSMITH

BYLAW NO. 1979

A bylaw to exempt from taxation certain lands and buildings through a partnering agreement for the years 2019-2028.

WHEREAS Section 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

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

1. All lands and improvements within the legal boundaries of those properties listed under and to the extent described in Schedule 'A' are hereby exempted from taxation for the years 2019 – 2028 as shown in Schedule 'A'.

Citation

2. This bylaw may be cited as "Permissive Tax Exemptions Bylaw (Partnering Agreements) 2018, No. 1979."

READ A FIRST TIME on the	day of	2018
READ A SECOND TIME on the	day of	2018
READ A THIRD TIME on the	day of	2018
ADOPTED on the	day of	

Mayor (A. Stone)

Corporate Officer (J. Winter)

This is Schedule "A" attached to and forming part of
 Permissive Tax Exemptions Bylaw (Partnering Agreements) 2018, No. 1979

Organization	Address	Legal Description
St John's Masonic Temple	26 Gatacre St	Lot 9, Block 9, Plan VIP703, Oyster Land District
Municipal Parking Lot (Jorjorian, Paul)	17 Roberts St	Lot 8, Block 11, Plan VIP703, District Lot 56, Oyster Land District
Municipal Parking Lot (Jorjorian, Paul)	25 Roberts St	Lot 9, Block 11, Plan VIP703, District Lot 56, Oyster Land District, Except Plan VIP52046

**TOWN OF LADYSMITH
BYLAW NO. 1973**

**A BYLAW TO AMEND THE LADYSMITH DEVELOPMENT PROCEDURES
BYLAW 2008, NO. 1667**

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

1. Amendments:

Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 is amended as follows:

- (a) The purpose section is amended by replacing “Part 26” with “Part 14”.
- (b) Section 3 “Application Procedure” is amended by deleting (e) in its entirety and replacing it with a new (e) as follows:
 - “e) Reviewed once all required information has been submitted by the applicant.”
- (c) Section 5 “Application Process” is amending by adding a new (a) as follows, and renumbering as required.
 - “a) Every applicant for an application described in Section 2 of this bylaw shall attend a pre-application meeting, unless this requirement is waived by the Director.”
- (d) Section 7 “Public Meetings” is amended by:
 - a. Deleting (a) in its entirety and replacing it with the following:
 - “a) Where an application is submitted to amend the Official Community Plan, the applicant shall hold a neighbourhood information meeting at least 30 days prior to the holding of the public hearing on the bylaw, or another date acceptable to the Director, unless this required is waived by Council, and provide the input received to the Director in a form acceptable to the Director;”
 - b. Deleting (b) in its entirety and renumbering as required.
- (e) Section 11 “Development Variance Permit” is amended by deleting (a) in its entirety and replacing it with the following:
 - “a) If Council is considering issuing a Development Variance Permit, notice of the proposed variance to be considered shall be provided in accordance with the *Local Government Act* to owners and tenants of parcels, any part of which is the subject of the permit or lies within 60 meters of the boundary of a parcel that is subject to the permit.”
- (f) Section 15 “Reapplication” is amended by replacing “Section 895 (3)” with “Section 460”.

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw No. 4, 2018, No. 1973”.

READ A FIRST TIME on the 17th day of September, 2018
READ A SECOND TIME on the 17th day of September, 2018
READ A THIRD TIME on the 17th day of September, 2018
ADOPTED on the _____ day of _____, 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1974

A bylaw to amend “Ladysmith Fees and Charges Bylaw 2008, No. 1644”

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

1. Delete Schedule “1” of “Ladysmith Fees and Charges Bylaw 2008, No. 1644” and replace it with the attached Schedule “1”:

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974”.

READ A FIRST TIME on the 17th day of **September** , 2018

READ A SECOND TIME on the 17th day of **September** , 2018

READ A THIRD TIME on the 17th day of **September** , 2018

ADOPTED on the day of , 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

SCHEDULE "1"**TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644**

Item:	Fee:
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$10.00
Holland Creek Area Plan	\$10.00
South Ladysmith Area Plan	\$10.00
Official Community Plan (including Schedule A.1 – DPAs)	\$35.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$3,200.00
Zoning Bylaw	\$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size)	\$15.00/map
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount up to \$25
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	\$450.00
Current year property tax notice after tax due date (for owner)	No charge
Previous years' property tax notice on year-specific paper (for owner)	\$25.00 per copy
Subdivision trees	\$750/tree
Application Fees:	
Official Community Plan Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment – Coach House (R-1 Zone)	\$1000.00 + Advertising and Delivery Costs
Combined OCP/Zoning Bylaw Amendment	\$3,000.00 + Advertising and Delivery Costs
Subdivision – PLA	\$500.00 + \$250.00/lot
Subdivision – Approval, Extension, Form P	\$500.00
Development Permit- Multi-Unit, Commercial, Downtown, Industrial	\$1,000.00
Development Permit – High Street Intensive Residential	\$750.00
Development Permit – Riparian, Hazard Lands	\$250.00

Development Permit – Coach House Intensive Residential	\$250.00
Development Permit- Façade Improvement	\$100.00
Development Permit- Amendment	\$100.00
Development Variance Permit	\$750.00 + Delivery Costs
Board of Variance	\$750.00 + Delivery Costs
Temporary Use Permit	\$1,500.00 + Advertising and Delivery Costs
Strata Conversion	\$500.00 + \$250/unit
Boundary Extension Proposal	\$2,000.00 + \$50.00/hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review Community Consultation	\$250.00 + \$1,500 + Advertising Costs
ALR Application – Subdivision/Non-Farm Use	\$600.00 + ALR Fees
ALR Application - Exclusion	\$2,000.00 + ALR Fees
Film Permit	\$250.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00/agency
Temporary Sign/Banner Deposit	\$10 + \$100 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Note: All fees are subject to applicable taxes	

TOWN OF LADYSMITH

BYLAW NO. 1977

A Bylaw to amend Town of Ladysmith Delegation Bylaw 2016, No. 1905, being a bylaw to provide for the appointment of Officers for the Town of Ladysmith and to prescribe the powers, duties and responsibilities of such officers including the delegation of authority.

The Council of the Town of Ladysmith, in open meeting assembled, enacts as follows:

Amendment

1. Bylaw 1905 is hereby amended as follows:

Amend section 19 by adding “*and to issue Riparian Development Permits and Hazard Land Development Permits*”, to read as follows:

Council hereby delegates to the Director of Development Services the powers, duties and functions to issue development permits for signage and façade improvements, *to issue Riparian Development Permits and Hazard Land Developments*, and to issue amendments to development permits

Citation

2. This bylaw may be cited for all purposes as the “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw No. 2, 2018, No. 1977”.

READ A FIRST TIME	on the	17th	day of September	, 2018
READ A SECOND TIME	on the	17th	day of September	, 2018
READ A THIRD TIME	on the	17th	day of September	, 2018
ADOPTED	on the		day of	, 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

From: Erin Anderson
 Meeting Date: October 2, 2018
 File No:
 RE: **2018-2022 Financial Plan Amendment**

RECOMMENDATION:

That Council give first, second and third readings to the 2018-2022 Financial Plan Bylaw 2018, No. 1956, Amendment bylaw No. 1980.

PURPOSE:

The purpose of this staff report is to present the amendments to the Financial Plan that were approved by Council in 2018 in the form of a bylaw.

PREVIOUS COUNCIL DIRECTION

CS 2018-325	<p>That Council:</p> <ol style="list-style-type: none"> 1. Authorize up to \$1,000,000 to be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing the property located at 1260 Churchill Place, Ladysmith and constructing an access road; and 2. Acknowledge that the loan be repaid within 5 years, with no rights of renewal; and 3. Amend the 2018-2022 Financial Plan accordingly.
CS 2018-302	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct staff to submit an application for grant funding for Holland Dam Upgrade through the ICIP – Green Infrastructure: Environmental Quality Sub-stream; and 2. Supports the project and commits to the Town’s share (\$3,400,000) of the project.
CS 2018-277	<p>That Council:</p> <p>[...]</p> <ol style="list-style-type: none"> 2. Approve the removal of the existing logger sport poles and installation of the new poles at the Transfer Beach Amphitheatre for a total up to \$2,000 plus applicable taxes, with funds to come from surplus; and 3. Direct staff to amend the Financial Plan accordingly.
CS 2018-191	<p>That Council:</p> <ol style="list-style-type: none"> 1. Award the water filtration plant tender to NAC Construction Ltd. for a total bid price of \$10,621,560 plus GST. 2. Amend the 2018-2022 Financial Plan to include an additional \$1,405,000 for the Water Filtration Plant project, with the additional funding to come from Water reserves.



CS 2018-182	FINAL RESOLUTION (AS AMENDED BY CS 2018-183) That Council: [...] 6. Direct staff to proceed with the Town's portion of the road improvement projects associated with the subdivision of 900 Russell Road and a 1.0 metre paved pedestrian path along the frontage between 700 and 900 Russell Road for a total cost up to \$100,000 with funding to come from the Road Development Cost Charges Reserve, Gas Tax Reserve, and Infrastructure Reserve and amend the Financial Plan accordingly. [...]
CS 2018-145	That Council: [...] 4. Direct staff to revise the Rock Creek Culvert Project budget to \$1,032,000 with the additional funds to come from the Infrastructure Reserve, the Water Reserve and Prior Year Surplus, and amend the 2018-2022 Financial Plan.
CS 2018-113	That Council establish a budget of \$20,000 to support public consultation on the retail sale of non-medical cannabis in Ladysmith, with the funds to come from surplus, and direct staff to amend the Financial Plan accordingly.

INTRODUCTION/BACKGROUND:

The legislation regarding the Financial Plan bylaw is governed by the *Community Charter*, s.165. Contained in that section is the provision to amend the financial plan at any time.

Throughout the year, Council provides direction to amend the Financial Plan. This amendment bylaw contains all of the approved changes. In summary the changes are:

Revenues from Other Sources	Net Change: increase in revenue of \$9,465,238
<ul style="list-style-type: none"> • Grant - application for the Holland Dam Upgrade, \$9,430,238 • Donations - Downtown washroom, \$35,000 	
General Capital	Net change: increase in expense of \$1,816,000
<ul style="list-style-type: none"> • Russell Rd, \$100,000 • Property Purchases, \$1,342,000 • Rocky Creek Bridge, \$282,000 • Downtown washroom, \$70,000 • Cannabis consultation, \$20,000 • Transfer Beach Pole, \$2,000 	
Water Capital	Net Change: increase in expenses of \$12,945,000
<ul style="list-style-type: none"> • Water Filtration, \$1,405,000 • Holland Dam Upgrade, \$11,540,000 	
Sewer Capital	Net Change: increase in expenses of \$165,000
<ul style="list-style-type: none"> • Additional costs of the Composting Facility, \$165,000 	
Proceeds from New Debt	Net Change: increase in borrowing \$3,500,000

<ul style="list-style-type: none"> • Churchill Property & Road construction, \$1,000,000 • Holland Dam Upgrade, \$2,500,000 	
Transfer from Reserves	Net Change: increase of \$77,000
<ul style="list-style-type: none"> • Gas Tax – Russell Rd, \$10,000 • Development Cost Charges – Russell Rd, \$67,000 	
Transfer to (from) Own Funds	Net Change: increase of \$1,883,762
<ul style="list-style-type: none"> • Cannabis, \$20,000 • Land Purchases, \$342,000 • Rocky Creek Culvert, \$282,000 • Transfer Beach Pole, \$2,000 • Water Upgrades, \$1,014,762 	

ALTERNATIVES:

There are few alternatives to approving this bylaw as Council has already authorized the amendments.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Not applicable

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Not applicable.

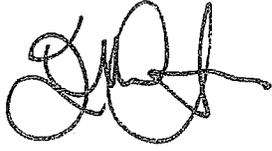
ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <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 type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:



Erin Anderson, Director of Financial Services

September 25, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1980

A bylaw to amend the Financial Plan for the years 2018-2022

WHEREAS the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

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

- (1) Delete Schedule "A" of the "Town of Ladysmith Financial Plan Bylaw 2018, No.1956" and replace it with the attached Schedule "A".

Citation

- (4) This bylaw may be cited for all purposes as "*Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980*".

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)

Schedule 'A' of Bylaw 1956

2018 – 2022 Financial Plan

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
REVENUES:					
Revenue From Property Tax Values	7,961,111	8,271,026	8,684,577	9,274,202	9,452,677
Revenue From Grants In Lieu	165,877	169,195	172,578	176,029	179,550
Revenue From Parcel Taxes	2,557,527	2,872,983	3,182,797	3,205,506	3,228,669
Revenue From Fees & Charges	4,361,409	4,486,497	4,537,612	4,628,364	4,720,936
Revenue From Other Sources	20,510,953	6,810,030	1,631,913	842,515	918,046
	<u>35,556,877</u>	<u>22,609,731</u>	<u>18,209,477</u>	<u>18,126,616</u>	<u>18,499,878</u>
EXPENSES:					
General Operating Expense	11,009,288	10,442,291	10,652,154	10,865,191	11,082,474
Sanitary Sewer Operating Expenses	1,944,203	1,394,299	1,591,647	1,623,473	1,655,940
Water Operating Expenses	1,294,475	1,127,347	1,399,894	1,427,886	1,456,439
Interest Payments	495,201	506,106	889,144	1,124,311	1,087,022
Amortization	3,211,065	3,275,286	3,340,792	3,407,608	3,475,760
	<u>17,602,645</u>	<u>5,864,402</u>	<u>335,846 -</u>	<u>321,853 -</u>	<u>257,757</u>
Annual Surplus/Deficit					
Add back:					
Amortization	3,211,065	3,275,286	3,340,792	3,407,608	3,475,760
Capital Expenditures					
General Capital	7,800,154	1,934,500	1,443,000	11,744,200	2,959,752
Sanitary Sewer Capital	1,084,927	430,000	320,000	590,000	280,000
Water Capital	27,959,169	10,546,000	7,215,000	550,000	5,090,000
Proceeds from New Debt	(8,516,472)	(3,660,000)	(4,985,675)	(10,400,000)	(2,250,752)
Principal Payments	835,237	857,942	1,220,909	1,397,361	1,462,889
Transfers from Reserves	(1,542,972)	(625,699)	(978,262)	(328,132)	(3,549,045)
Transfer to (from) Own Funds	(6,806,333)	(343,055)	(558,334)	(467,674)	(774,841)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financial Plan Balance					

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
 Meeting Date: October 2, 2018
 File No: 3900-08
 RE: **BUSINESS LICENCE BYLAW AMENDMENT: CANNABIS CULTIVATION, PROCESSING AND RESEARCH**

RECOMMENDATION:

That Council:

1. Give first, second and third readings to Bylaw 1981, cited as "Business Licence Bylaw No. 1513, 2003, Amendment Bylaw (No. 2) 2018, No. 1981."

PURPOSE:

The purpose of this staff report is to present an amendment to the Business Licence Bylaw regarding locational criteria, odour abatement and licence fees for cannabis cultivation, processing and research.

PREVIOUS COUNCIL DIRECTION

Sept. 17, 2018 CS 2018-345	That Council: 4. Direct staff to bring forward amendments to the Business Licence Bylaw with respect to locational criteria, odour abatement and licence fees for cannabis cultivation, processing and research.

INTRODUCTION/BACKGROUND:

The Town's Business Licence Bylaw is a means to capture locational criteria (e.g. distance from a residential use) and mitigation of nuisance elements such as potential odour from cannabis cultivation, processing and research. The proposed amendment to the Business Licence Bylaw has been prepared to establish a buffer zone which would trigger the submission of an odour abatement plan as a condition of issuing a business licence in certain situations. The proposed fee schedule considers the anticipated cost of administering and enforcing the regulatory scheme.

DISCUSSION:

Locational Criteria: The locational criteria has been developed based on the proposed



zoning for cannabis cultivation, processing and research in Bylaw 1978 which was given first and second reading by Council on September 17, 2018. The proposed distance separation is 500 metres between the building where the cultivation, processing or research is occurring and a property with residential zoning, unless an odour abatement plan is provided. With respect to the issuance of licence renewals, Council may wish to consider developing a policy or guideline to address business licence renewals for businesses that were located outside of the 500 metre distance (and therefore not required to provide an odor abatement plan to obtain a business licence from the Town) when a subsequent residential rezoning of land has occurred following the issuance of the business licence.

Odour Abatement: The odour abatement plan would require an impact assessment of the proposed use and a plan for odour control measures. As ventilation and air filtration systems are subject to the BC Building Code, the Town is not able to regulate the type of ventilation or air filtration that could be required due to Section 5 of the Building Act (restrictions on local authority requirements). These considerations would occur as part of a building permit application.

Business Licence Fee: The recommended fee is based on the administrative staff costs associated with business licence issuance and renewal, and the potential enforcement of the scheme. Fees are based on typical average costs which means that some applications may cost less or more to process, but on average the fee reflects the Town's costs of administering and enforcing the licensing scheme.

The Town's business licence fee was established in 2003 and has not changed since that time. The Town is part of an inter-municipal business licence program with Duncan, North Cowichan and Lake Cowichan. The current business licence fee is \$100 and the annual renewal fee is \$100.

The proposed business licence fee for cannabis cultivation, processing and research is based on a fee-for-service model. The cannabis business licence will require more effort to review than other business licences, if Council implements the odour abatement and locational criteria. The administrative effort (regulatory review and licence issuance) is highest at the time of the initial licence application. It is suggested that the renewal fee could be lower than the initial fee to recognize this reduced effort. As a smaller community, the Town relies on fee for service to cover these costs, whereas a larger community has greater tax revenue to draw upon to subsidize these administrative and enforcement costs.

Based on the above considerations, it is recommended that the initial business licence fee is \$450 and the annual renewal fee is \$200. The revenue from these licence fees would be allocated to general revenue. Other business licence fees are used to fund the service contract with the Chamber for the visitor centre.

The Town's business licence fees would be in addition to the federal licensing fees which are reported to include an application fee of \$1,638 to \$3,277; a security screening fee of \$1,654 per individual; and an annual regulatory fee of \$2,500 (or 1% of the first \$1M in gross revenue and 2.3% above \$1M) for micro/nursery licences and \$23,000 or 2.3% of gross revenue for standard licences.

ALTERNATIVES:

Council can choose to:

1. Maintain the status quo and not charge a different business licence fee for cannabis cultivation, processing and research.
2. Direct Staff to engage with the other municipalities in the inter-municipal program to discuss a potential change in business licence fees to better reflect the timing of administrative and enforcement costs. For example, establishing a higher initial licence fee and a reduced renewal fee (for example, \$250 initial licence and \$50 renewal).

FINANCIAL IMPLICATIONS:

There is a staff time cost to review and enforce business licences. The proposed fee schedule for cannabis cultivation, processing and research is based on a review of staff time to administer the business licence review based on the conditions in the Business Licence Bylaw amendment on the Council agenda tonight.

LEGAL IMPLICATIONS:

The Town has the authority to charge business licence fees that reflect the cost of providing the service.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is expected that taxpayers will appreciate the fee for service approach for business licence administration and enforcement. Businesses will appreciate reasonable fees.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance and Development Services are involved in the business licence process.

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 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 checked="" type="checkbox"/> Employment & Tax Diversity | <input 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:

Council has provided direction to staff to bring forward amendments to the Business Licence Bylaw. The amendment Bylaw 1981 considers locational criteria, odour abatement and business licence fees for cannabis cultivation, processing and research.



Felicity Adams, Director of Development Services

September 25, 2018.

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Bylaw 1981

TOWN OF LADYSMITH

BYLAW NO. 1981

A Bylaw to amend Town of Ladysmith "Business License Bylaw No. 1513, 2003"

WHEREAS the *Community Charter* empowers Council to provide for a system of licences, permits or approvals, including prohibiting any activity or thing until a licence, permit or approval has been granted; to establish terms and conditions of a licence, permit or approval and to impose license fees;

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

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

1. Bylaw No. 1513, as amended, is further amended as follows:

(a) Section 2. Interpretation is amended by adding a new definition in alphabetical order:

"Odour Abatement Plan" means an odour impact assessment and odour control plan identifying odour control measures and equipment, such as an air filtration / ventilation system, to prevent the escape of odours from the permitted use of buildings or structures on the land.

(b) Section 5 – Licence Fees is amended by adding a new section 5.1.1 following section 5.1, as follows:

"5.1.1 Despite Section 5.1, the business licence fee for cannabis cultivation, production and research authorized by a licence under the *Cannabis Act* and its regulations shall be \$450.00 for the initial business licence or a change of location and \$200.00 in subsequent years."

(c) Adding a new Section 12, as follows:

"12. Cannabis Processing, Cannabis Micro-Processing, Cannabis Micro-Cultivation and Cannabis Research and Development

12.1 No business licence shall be issued for Cannabis Processing, Cannabis Micro-Processing, Cannabis Micro-Cultivation and Cannabis Research and Development, authorized by a licence under the *Cannabis Act* and its regulations, if:

12.1.1 Any portion of the building in which the business premise is located falls within 500 meters, measured in a straight line, of a lot line of a property located within a zone in "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended from time to time, that permits any residential use of the land, building or structure, unless an Odour Abatement Plan has been prepared and the required air filtration / ventilation system is operational as verified by a mechanical engineer.

12.2 No business licence shall be transferred to a new location unless the conditions in section 12.1 have been met.

12.3 No business licence shall be renewed unless the business owner provides to the Town of Ladysmith a record from a qualified person demonstrating the performance of the Odour Control Plan at the location where the business operation occurs, for the previous twelve (12) month period, or a lesser period if the business licence was issued for less than twelve (12) months.

(d) Replacing the words "*Local Government Act*" through-out the Bylaw with the words "*Community Charter*."

(e) And making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering of the Business License Bylaw.

Citation

2. This Bylaw may be cited for all purposes as the “Business License Bylaw No. 1513, 2003, Amendment Bylaw (No.2) 2018, No. 1981”.

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)



LADYSMITH RESOURCES CENTRE ASSOCIATION

Heart on the Hill

September 23, 2018

Clayton Postings
Director
Parks, Recreation and Culture

Dear Clayton,

I am writing to inquire about the collection of Julian North pastel paintings acquired by the Town of Ladysmith in 2017. More Specifically, I am wondering if an arrangement could be made to display the paintings at the Ladysmith Resources Centre's offices at 630, 2nd Avenue on a permanent loan basis. As you know, Julian North was the founder of the Ladysmith Food Bank which is now a program of the LCRA. I think this connection to Reverend North's legacy makes the LRCA a natural place to display his work. Additionally, the LRCA's offices are among the most climate controlled in Ladysmith, this is important from a conservation perspective. Obviously, there are many details to work out in terms of specific hanging locations, rotation, and protection of the works. However, I believe the LRCA provides a near perfect public home for these remarkable art pieces - a place where they can be enjoyed by the Ladysmith community as well as visitors.

I look forward to discussing if a plan can be devised that is acceptable to the Town.

Sincerely,

Marsh Stevens
President
Ladysmith Resources Centre Association



P 250 245 3079 | F 250 245 3798 | info@lrca.ca | 630 2nd Avenue, Box 1653, Ladysmith, BC V9G 1B2

[facebook.com/ladysmithresourcecentre](https://www.facebook.com/ladysmithresourcecentre) [@Ladysmithcares](https://www.instagram.com/ladysmithcares)

www.lrca.ca

Ladysmith



September 20, 2018

Mayor and Councillors
TOWN OF LADYSMITH
PO Box 220
LADYSMITH, BC V9G 1A2

Dear Mayor Stone and Councillors:

Ladysmith is celebrating the **31st Anniversary** of "**Light-Up**" on **Thursday, November 29th**, and plans are underway to ensure another exciting event.

On behalf of the Directors and Volunteers of the Ladysmith Festival of Lights Society, I would like to submit a request to waive the fees for the use of the Town Trolley and driver, who will assist us in transporting visitors from 4th Avenue to Market Square Lane at High Street from 3pm to 10pm on Light-Up day.

Your support enables us to continue bringing a memorable Holiday Season celebration to visitors and residents who come to enjoy the festivities.

Thank you for your kind consideration to our request.

Please join us on Thursday, November 29th, in sharing the magic of Light-Up.

Sincerely

Alex Cook
President

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

RECEIVED

SEP 24 2018

CITY MANAGER'S OFFICE
TOWN OF LADYSMITH

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

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

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: October 2, 2018
File No:
RE: WELCOMING FIGURE

RECOMMENDATION:

That Council direct staff to provide funding to the Ladysmith Secondary School in the amount of \$1,800 for the Welcoming Figure unveiling with the funds to come from the Grant in Aid budget.

PURPOSE:

The purpose of this report is to report back to Council on funding options for the Welcoming Figure unveiling at the Ladysmith Secondary School.

PREVIOUS COUNCIL DIRECTION

CS 2018-362	That Council direct staff to explore the availability of funding up to \$2000 for the Ladysmith Secondary School Welcoming Figure unveiling event, and report to Council with a recommendation.
CS 2018-363	That Council send a letter to the Stz'uminus First Nation Council and community inviting them to match the Town's financial support for the Ladysmith Secondary School Welcoming Figure unveiling event.
CS 2016-251	That Council provide a Grant-in-Aid of \$5,000 for the Nutsumaats Syaas project at Ladysmith Secondary School, with \$2,800 to be allocated from additional assessment revenue, \$1,200 from the Town's public relations budget, and \$1,000 from miscellaneous administration funds, and direct staff to amend the Financial Plan accordingly.

DISCUSSION:

In 2016, Council allocated \$5,000 from the Grant-in-Aid budget for the Ladysmith Secondary School Nutsumaats Syaas Cultural Program. The Town has asked for an additional \$2,000 for the Welcoming Figure unveiling.

There is \$2,500 remaining in the Grant in Aid budget for waiving of fees for events such as the Olde Town Christmas and Festival of Lights use of the trolley. It is anticipated that these events will cost approximately \$700 for Trolley rental. Council could allocate the remaining \$1,800 for the welcoming figure and direct staff to notify all future groups that there are not funds remaining for waiving of fees.

SUMMARY POINTS



Utilizing the remaining Grant in Aid budget of \$1,800 and cease waiving of fees for non-profit events will provide much of the financial assistance to the Ladysmith Secondary School for the unveiling of the Welcoming Figure.



Erin Anderson, Director of Financial Services

September 25, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)