

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
AGENDA
7:00 P.M.
Monday, May 6, 2019
Council Chambers, City Hall

Pages

1. CALL TO ORDER (5:00 p.m.)

2. CLOSED SESSION

In accordance with section 90 of the Community Charter, this section of the meeting will be held *In Camera* to consider the following matters, for the reasons as noted:

- Lease Agreements - sections 90(1)(i) and 90(1)(k)
- Negotiations - section 90(2)(b)
- Committee Appointments - section 90(1)(a)

3. REGULAR MEETING (7:00 p.m.)

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for May 6, 2019.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held April 15, 2019

8

Recommendation

That Council approve the minutes of the Regular Meeting of Council held April 15, 2019.

6.2	Minutes of the Special Meeting/Workshop of Council held April 30, 2019	14
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Recommendation

That Council approve the minutes of the Special Meeting/Workshop of Council held April 30, 2019.

7. DELEGATIONS

7.1 Holland Creek Crossing Complex - Funding Considerations

7.1.1 Bill Eller, representing 1399 Developments Inc.

7.1.2 Glen Carey, representing Zhongjian Holdings Ltd.

7.1.3 Jim Dickenson, representing 0936984 BC Ltd.

7.2 Christy Wood: Ladysmith Resources Centre Association - Annual Report

8. PROCLAMATIONS

8.1	National Public Works Week	16
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Mayor Stone has proclaimed the week of May 19th to May 25th, 2019 as "National Public Works Week" in the Town of Ladysmith.

8.2	National Missing Children's Month and Missing Children's Day	17
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Mayor Stone has proclaimed the month of May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's Day and encourages citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children.

8.3	Intergenerational Day	18
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Mayor Stone has proclaimed June 1, 2019 as "Intergenerational Day Canada" in the Town of Ladysmith.

9. DEVELOPMENT APPLICATIONS

9.1	Development Variance Permit – 969 Oliver Terrace	19
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Recommendation

That Council:

1. Issue Development Variance Permit 3090-19-04 to vary the front parcel line setback for an addition to a dwelling at 969 Oliver

Terrace.

2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-04.
3. Authorize the Mayor and Corporate Officer to sign the release of EG94367 (DVP 93-04) and EH15798 (DP 93-12) from the Certificate of Title on Lot 14 District Lot 96 Oyster District Plan VIP63081 (969 Oliver Terrace).

10. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

- 10.1 Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 57) 2019, No. 1994 (379 Davis Road) 27**

Recommendation

That Council adopt "Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 57) 2019, No. 1994".

- 10.2 Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 24),2019, No. 1995 (379 Davis Road) 30**

Recommendation

That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 24), 2019, No. 1995".

- 10.3 Arts and Heritage Hub Land Use Amendments (Bylaws 2011 and 2012) 32**

Recommendation

That Council:

1. Proceed with first and second reading of Bylaw 2011 cited as "Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 58) 2019, No. 2011."
2. Proceed with first and second reading of Bylaw 2012 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 25) 2019, No. 2012."
3. Having further considered s. 475 of the *Local Government Act*, refer Bylaw 2011 to Stz'uminus First Nation pursuant to the Town/Stz'uminus Memorandum of Understanding.
4. Having considered s. 477 of the *Local Government Act*, refer Bylaw 2011 and Bylaw 2012 to public hearing.

11. REPORTS

- 11.1 Potential Changes to Articles of Incorporation for DL 2016 Holdings Corporation** 40
- Recommendation
That Council consider whether it wishes to make changes to the DL 2016 Holdings Corporation Articles of Incorporation.
- 11.2 Grant-in-Aid Policy** 44
- Recommendation
That Council approve the amended Grant-in-Aid policy as presented.
- 11.3 Waterfront Trail Improvements on Lot 5** 48
- Recommendation
That Council approve allocating up to \$20,000 from appropriated equity to fund safety improvements to the Waterfront Trail on Lot 5.
- 11.4 Lot 108 Site Plan** 52
- Recommendation
That Council:
1. Receive the information update from the Lot 108 Working Committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) and refer the proposed revised plan to the Parks, Recreation & Culture Advisory Committee for comment and feedback.
 2. Direct staff to report back to Council on the options related to developing an updated Lot 108 site plan and the process and costs associated with updating this concept plan.
- 11.5 Town and Country Mobile Home Park Sanitary Sewer Servicing Study** 58
- Recommendation
That Council:
1. Direct staff to enter into an agreement with The Town and Country Mobile Home Park for the completion of the sanitary servicing study as outlined in the WSP proposal dated January 8, 2019.
 2. That the Town's portion of the cost of the above noted study be limited to Option 3, \$4,670 plus applicable taxes.

12. BYLAWS

12.1 Development Procedures Amendments

67

The purpose of Bylaw 2009 is to facilitate referrals of development applications to the Community Planning Advisory Committee.

The purpose of Bylaw 2010 is to update the advisory committee process for sign referrals in the Downtown Specified Area.

Recommendation

That Council:

1. Proceed with the first three readings of Bylaw 2009, cited as "Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw 2019, No. 2009."
2. Proceed with first three readings of Bylaw 2010, cited as "Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2019, No. 2010."

12.2 Town of Ladysmith Financial Plan Bylaw 2019, No. 2000

71

The purpose of Bylaw 2000 is to adopt a five-year Financial Plan for the Town of Ladysmith, as required by the *Community Charter*.

Recommendation

That Council give first, second and third readings to "Town of Ladysmith Financial Plan Bylaw 2019, No. 2000".

12.3 Town of Ladysmith Tax Rates Bylaw 2019, No. 2001

76

The purpose of Bylaw 2001 is to set the property tax rates for 2019 in accordance with the 2019 to 2023 Financial Plan.

Recommendation

That Council give first, second and third reading to "Town of Ladysmith Tax Rates Bylaw 2019, No. 2001".

12.4 Water Parcel Tax Bylaw 2019, No. 1998

78

The purpose of Bylaw 1998 is to establish a water parcel tax rate for property parcels in the Town of Ladysmith.

Recommendation

That Council give first, second and third readings to "Water Parcel Tax Bylaw 2019, No. 1998".

12.5 Sewer Parcel Tax Bylaw 2019, No. 1999 80

The purpose of Bylaw 1999 is to establish a sewer parcel tax rate for property parcels in the Town of Ladysmith.

Recommendation

That Council give first, second and third readings to "Sewer Parcel Tax Bylaw 2019, No. 1999".

13. CORRESPONDENCE

13.1 Kelly Styles - Request for Action Regarding the McKinley-Churchill Connector Reopening 82

Recommendation

That Council refer the correspondence from Kelly Styles, dated April 29, 2019, regarding the possibility of installing speed bumps and investigating alternative methods of mitigating dust during the re-opening of the McKinley-Churchill Road connector to staff for review and to provide options for cost.

13.2 John Marston - Request for Sponsorship at a Student Cultural Event on May 9th at Transfer Beach 83

Recommendation

That Council consider if it wishes to provide a Grant in Aid to Chemainus Secondary School for a student cultural event on May 9th at Transfer Beach in the amount of \$500.00.

14. NEW BUSINESS

14.1 Heritage BC Annual Conference, May 9-11, 2019 in Nanaimo 84

Recommendation

That Council consider whether it wishes to send Councillor Johnson to the Heritage BC Annual Conference in Nanaimo, May 9 - 11, 2019 for a total cost of \$380.

15. UNFINISHED BUSINESS

16. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.

- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

17. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Monday, April 15, 2019

7:11 P.M.

Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone
Councillor Duck Paterson
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Guillermo Ferrero
Felicity Adams
Erin Anderson
Geoff Goodall

Clayton Postings
Joanna Winter
Sue Bouma
Mike Gregory

1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 5:30 p.m.

2. CLOSED SESSION

CS 2019-142

That in accordance with section 90 of the Community Charter, Council retire into Closed Session at 5:01 p.m. in order to consider items related to the following:

- Service Access Negotiations – sections 90 (1)(j) and 90 (1)(l)

Motion Carried

3. REGULAR MEETING

Mayor Stone called this Meeting of Council to order at 7:11 p.m., recognizing the traditional territory of the Stz'uminus First Nation.

4. AGENDA APPROVAL

CS 2019-143

That Council approve the agenda for this Regular Meeting of Council for Monday, April 15, 2019 as amended to include the following item:

- Item 11.1., "Letter of Support for Habitat for Humanity regarding the Creation of Affordable Housing on the Previous BC Hydro lot on the Corner of 6th Avenue and Methuen Street"

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:55 p.m. without report.

6. MINUTES

6.1 Minutes of the Special Meeting of Council held April 8, 2019

CS 2019-144

That Council approve the minutes of the Special Meeting of Council held April 8, 2019.

Motion Carried

7. DELEGATIONS

7.1 Cory Vanderhorst, CPA, CA - MNP Auditors for the Town of Ladysmith: Presentation of the Draft 2018 Financial Statements

C. Vanderhorst presented a summary of the audited Financial Statements for the Town of Ladysmith for 2018. He stated that this is an unqualified or clean audit. C. Vanderhorst responded to questions from Council.

CS 2019-145

That Council accept the 2018 audited Financial Statements.

Motion Carried

8. DEVELOPMENT APPLICATIONS

8.1 Coach House Development Permit Application – 417 White Street CS 2019-146

That Council:

1. Issue DP 3060-19-02 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 6 Block 99 District Lot 56 Oyster District Plan 703A (417 White Street).
2. Authorize the Mayor and Corporate Officer to sign DP 3060-19-02.

Motion Carried

8.2 Arts and Heritage Hub Rezoning CS 2019-147

That Council:

1. Direct staff to proceed with the preparation of bylaws to amend the:
 - a. Zoning Bylaw to support the proposed uses in the Arts and Heritage Hub Concept Plan, and
 - b. Institutional (Arts and Heritage Hub) land use policies in the Waterfront Area Plan to recognize the potential for additional revenue generating uses within the Arts and Heritage Hub area.
2. Direct that the Town's community and stakeholder consultation undertaken as part of the development of the Arts and Heritage Hub Concept Design Report be considered as the early and on-going consultation during the development of the OCP amendment, pursuant to s. 475 of the Local Government Act.

Motion Carried

9. REPORTS

9.1 Child Care Space Creation Grant CS 2019-148

That Council direct staff to investigate with the Boys and Girls Clubs of Central Vancouver Island the opportunity to submit an application to the Ministry of Children and Family Development under the Child Care New Space Fund for up to \$1 million for additional child care space at the Boys

and Girls Club building at 220 High Street, thereby increasing available child care spaces in the community.

Motion Carried

CS 2019-149

That Council direct staff to investigate funding sources to support private childcare providers in the community to create additional child care spaces.

Motion Carried

9.2 Community Driven Capital Policy

CS 2019-150

That Council approve the Community-Driven Capital Project Policy as presented.

Motion Carried

9.3 Poet Laureate

CS 2019-151

That Council refer discussion of the proposed Poet Laureate program to the next meeting of the Municipal Services Committee.

Motion Carried

9.4 Distribution of the 2019 Property Taxes

CS 2019-152

That Council direct staff to prepare the 2019 Financial Plan and Tax Rates Bylaws based on Option #2A of allocating 3.54% after non-market change and maximizing the Class 2 rate.

Motion Carried

9.5 Core Services - Generators

CS 2019-153

That Council direct staff to include in the 2019 – 2023 Financial Plan \$400,000 to purchase three lift station generators with the funds to come from the additional federal Gas Tax allocation for 2019.

Motion Carried

9.6 Reallocation of Proposed Waterfront Area Plan 2019 Budget

CS 2019-154

That Council direct staff to reallocate funds within the proposed 2019 Waterfront Area Plan budget to increase funds allocated to a legal survey of development parcels (additional \$20,000) and to postpone the Waterfront Business and Communications Plans (\$15,000) and establishment of the Waterfront Community Advisory Panel (\$5,000).

Motion Carried

10. BYLAWS

10.1 Road Closure Bylaw Adoption – 674 Farrell Road

Mayor Stone invited input from the public regarding "Town of Ladysmith Road Closure and Dedication Removal Bylaw 2019, No. 2004" for 674 Farrell Road. There were no public submissions.

CS 2019-155

That Council adopt "Town of Ladysmith Road Closure and Dedication Removal Bylaw 2019, No. 2004".

Motion Carried

11. NEW BUSINESS

11.1 Letter of Support for Habitat for Humanity for the Creation of Affordable Housing on the Previous BC Hydro lot on the corner of 6th Avenue and Methuen Street

CS 2019-156

That Council send a letter of support to Habitat for Humanity for the creation of affordable housing on the previous BC Hydro lot on the corner of 6th Avenue and Methuen Street.

Motion Carried

12. QUESTION PERIOD

Members of the public enquired about progress on the bridge over Holland Creek and on decisions regarding improvements to the boat launch.

13. ADJOURNMENT

CS 2019-157

That this regular meeting of Council adjourn at 8:22 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption



MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, April 30, 2019

5:00 P.M.

Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone

Councillor Duck Paterson

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Marsh Stevens

Councillor Jeff Virtanen

Council Members Absent:

Councillor Amanda Jacobson

Staff Present:

Guillermo Ferrero

Felicity Adams

Erin Anderson

Geoff Goodall

Guests:

Sherry Hurst, Leftside Partners Inc.

1. CALL TO ORDER

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

2. AGENDA APPROVAL

CS 2019-044

That Council approve the agenda for this Special Meeting/Workshop of Council for Tuesday, April 30, 2019.

Motion Carried

3. PRESENTATION AND DISCUSSION

3.1 Holland Creek Infrastructure Financing Tools

Staff provided Council with a presentation regarding the tools available to landowners and the Town for financing growth-related Infrastructure within the context of the Holland Creek Area Plan.

CS 2019-045

That Council recess at 5:44 p.m. and reconvene at 6:30 p.m.

Motion Carried

Mayor Stone reconvened this Special Meeting/Workshop at 6:30 p.m.

3.2 Development Cost Charge Waiver Review

Sherry Hurst of Leftside Partners made a presentation to Council outlining how Development Cost Charge (DCC) Waivers and Reduction Bylaws work, their benefits and disadvantages, the impact of the current Town of Ladysmith DCC Waiver/Reduction Bylaws, and the options and information Council needs to consider going forward.

CS 2019-046

That Council refer discussions regarding the Downtown Development Cost Charge Waiver and the Not-for Profit Rental Waiver to the next meeting of the Municipal Services Committee.

Motion Carried

4. ADJOURNMENT

CS 2019-047

That this Special Meeting/Workshop of Council adjourn at 7:17 p.m.

Motion Carried

Mayor (A. Stone)

Deputy Corporate Officer (E. Anderson)



TOWN OF LADYSMITH

PROCLAMATION

NATIONAL PUBLIC WORKS WEEK

- WHEREAS:** *Public work services provided in our community are an integral part of our citizens' everyday lives; and*
- WHEREAS:** *The support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as water, sewers, streets and highways, public buildings, and solid waste collection; and*
- WHEREAS:** *The health, safety and comfort of this community greatly depends on these facilities and services; and*
- WHEREAS:** *The quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and*
- WHEREAS:** *The efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of May 19th to May 25th, 2019 as "National Public Works Week" in the town of Ladysmith, British Columbia.*

Mayor A. Stone

May 1, 2019



TOWN OF LADYSMITH

PROCLAMATION

NATIONAL MISSING CHILDREN'S MONTH AND MISSING CHILDREN'S DAY

- WHEREAS:** *Child Find British Columbia, a provincial member of Child Find Canada, is a non-profit, registered charitable organization, incorporated in 1984: and*
- WHEREAS:** *The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; and*
- WHEREAS:** *Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; and*
- WHEREAS:** *Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May, and May 25th is National Missing Children's Day;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.*

Mayor A. Stone

May 1, 2019



TOWN OF LADYSMITH

PROCLAMATION

INTERGENERATIONAL DAY

- WHEREAS:** *Intergenerational Day Canada is meant to raise awareness about the power of making simple, respectful intergenerational connections; and*
- WHEREAS:** *It is a day to focus on the profound positive influence intergenerational connecting has on eliminating isolation and loneliness, moving towards healthy, all-age friendly communities; and*
- WHEREAS:** *Intergenerational Day Canada is a day to celebrate all of the good things presently taking place between generations in local community; and*
- WHEREAS:** *Intergenerational Day Canada encourages simple and fun intergenerational sharing; and*
- WHEREAS:** *Intergenerational Day Canada will be an official reminder and yearly invitation for every citizen to take one small step to bridge generations within his or her local community.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim June 1, 2019 as “Intergenerational Day Canada” in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

May 1, 2019

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner

Date: April 29, 2019

Report Reviewed and Approved By: Felicity Adams, Director of Development Services

Meeting Date: May 6, 2019

File No: 3090-19-04

RE: DEVELOPMENT VARIANCE PERMIT – 969 OLIVER TERRACE

RECOMMENDATION:

That Council:

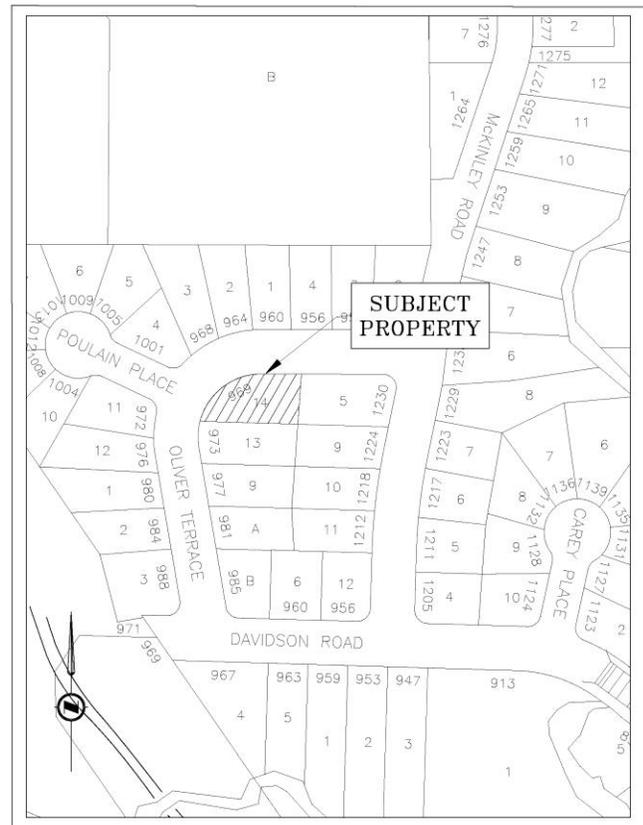
1. Issue Development Variance Permit 3090-19-04 to vary the front parcel line setback for an addition to a dwelling at 969 Oliver Terrace.
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-19-04.
3. Authorize the Mayor and Corporate Officer to sign the release of EG94367 (DVP 93-04) and EH15798 (DP 93-12) from the Certificate of Title on Lot 14 District Lot 96 Oyster District Plan VIP63081 (969 Oliver Terrace).

PURPOSE:

The purpose of this report is to present for Council’s consideration a development variance permit (DVP) application for a proposed variance to the front parcel line setback for an addition to the existing dwelling at 969 Oliver Terrace.

PREVIOUS COUNCIL DIRECTION

None.



DVP 93-04 and DP 93-12 are registered on the title of 969 Oliver Terrace. DVP 93-04 was issued to vary building setbacks from Rocky Creek. DP 93-12 was issued for a multi-family development on 1150 Walkem Road. The original parent parcel has since been subdivided and these permits are no longer relevant to 969 Oliver Terrace, thus it is recommended to direct staff to remove these permits from the title of the subject property.

ALTERNATIVES:

Council can choose to not support DVP 3090-19-04.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Procedures Bylaw No. 1667 provides that DVP applications may proceed directly to neighbourhood notice. The notice regarding DVP 3090-19-04 was delivered and sent to neighbouring properties within 60m of the subject property on April 17th, 2019.

At the time of writing this report, the Town has received one letter from the neighbour at 973 Oliver Terrace supporting the proposed variance.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Infrastructure Services Department and Building Inspector for review and they have no concerns with the proposed variance.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" 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 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:

Council may consider approving DVP 3090-19-04.

I approve the report and recommendations.

Guillermo Ferrero

ATTACHMENTS:

DVP 3090-19-04



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-19-04

DATE: May 6, 2019

Name of Owner(s) of Land (Permittee): Bonnie Lorie Nelson

Applicant: Bonnie Nelson

Subject Property (Civic Address): 969 Oliver Terrace

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 14
District Lot 96
Oyster District
Plan VIP63081
PID: 023-377-909
(969 Oliver Terrace)

3. Section 10.2(5)(e) in the Single Dwelling Residential (R-1) zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied as follows:

From:

- (e) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Other Interior Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	4.5 metres

To:

(e) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
<i>Front Parcel Line</i>	6.0 metres, except for an attached garage which may be set back a minimum of 3.0 metres as shown on Schedule A: Site Plan
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Other Interior Side Parcel Line</i>	1.5 metres
<i>Rear Parcel Line</i>	4.5 metres

4. The following plans and specifications are attached:
 - a) **Schedule A: Site Plan**
5. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3090-19-04** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

**AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY
OF , 2019.**

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Bonnie Nelson** other than those contained in this Permit.

Signed

Witness

Title

Occupation

Date

Date

Received
March 27, 2019

March 25/19

To who it may concern.

I Brenda McIntosh live at
973 Oliver Terrace.

Bonnie Nelson is my neighbor.

I don't have a problem on any
upgrades she does to her home.

I am 100% sure with Bonnie
building her carport close to my
property line.

If you have any questions please
call me. @

Thank you

Brenda McIntosh

TOWN OF LADYSMITH

BYLAW NO. 1994

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend “Official Community Plan Bylaw 2003, No. 1488”.

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

1. “Official Community Plan Bylaw 2003, No. 1488” is hereby amended as set out in Schedule A attached to this Bylaw.

Citation

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.57) 2019, No.1994”.

READ A FIRST TIME on the 4th day of March, 2019

READ A SECOND TIME on the 4th day of March, 2019

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

on the 1st day of April, 2019

READ A THIRD TIME on the 1st day of April, 2019

ADOPTED on the day of ,

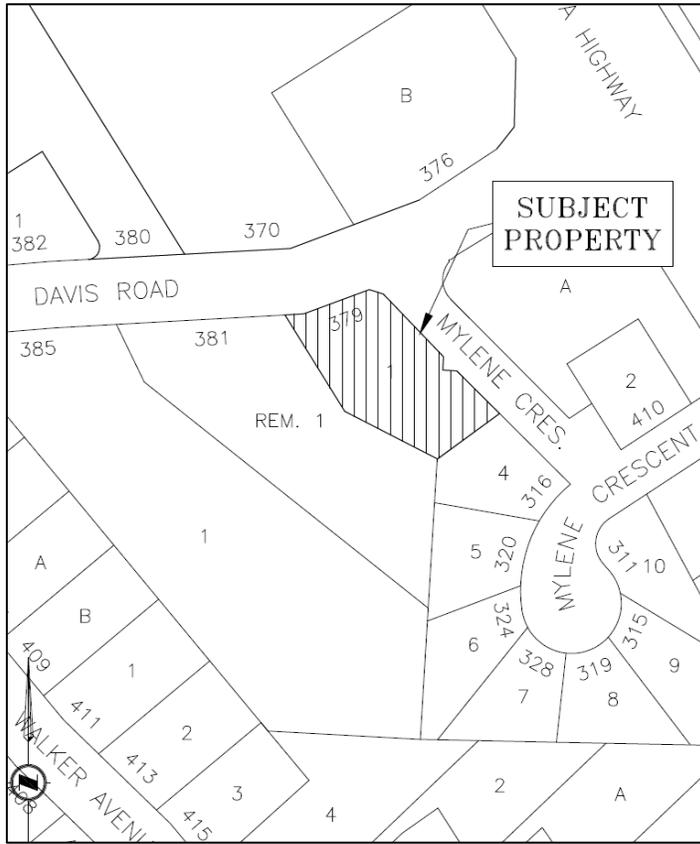
Mayor (A. Stone)

Corporate Officer (J. Winter)

Bylaw No. 1994 - Schedule A

1. Schedule “A” – “Town of Ladysmith Community Plan” is amended as follows:
2. Official Community Plan “Map 1 – Land Use” is amended as follows:
 - (a) Placing the “Single Family Residential” land use designation on the subject property legally described as Lot A, District Lot 43, Oyster District, Plan VIP69091 (379 Davis Road) as shown on **Schedule I** attached to and forming part of this Bylaw.
3. Official Community Plan “Map 2 – Development Permit Areas” is amended by:
 - (a) Removing the “Commercial Development Permit Area (DPA 3)” on the subject property legally described as Lot A, District Lot 43, Oyster District, Plan VIP69091 (379 Davis Road) as shown on **Schedule I** attached to and forming part of this Bylaw.

Bylaw No. 1994 - Schedule I



TOWN OF LADYSMITH

BYLAW NO. 1995

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

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

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

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

- (1) Section 11.5 Shopping Centre Commercial (C-5) of Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
(a) By deleting Section 7 Site Specific Regulations.
(2) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
(a) By placing "Single Dwelling Residential (R-1)" on the subject property legally described as Lot A, District Lot 43, Oyster District, Plan VIP69091 (379 Davis Road) as shown in Schedule I attached to and forming part of this Bylaw.

CITATION

- (3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 24) 2019, No. 1995".

READ A FIRST TIME on the 4th day of March, 2019

READ A SECOND TIME on the 4th day of March, 2019

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

on the 1st day of April, 2019

READ A THIRD TIME on the 1st day of April, 2019

APPROVED pursuant to s. 52(3)(a) of the Transportation Act

on the day of ,

ADOPTED on the day of ,

Approved pursuant to section 52(3)(a) of the Transportation Act

this 15th day of April, 2019
Ministry of Transportation and Infrastructure

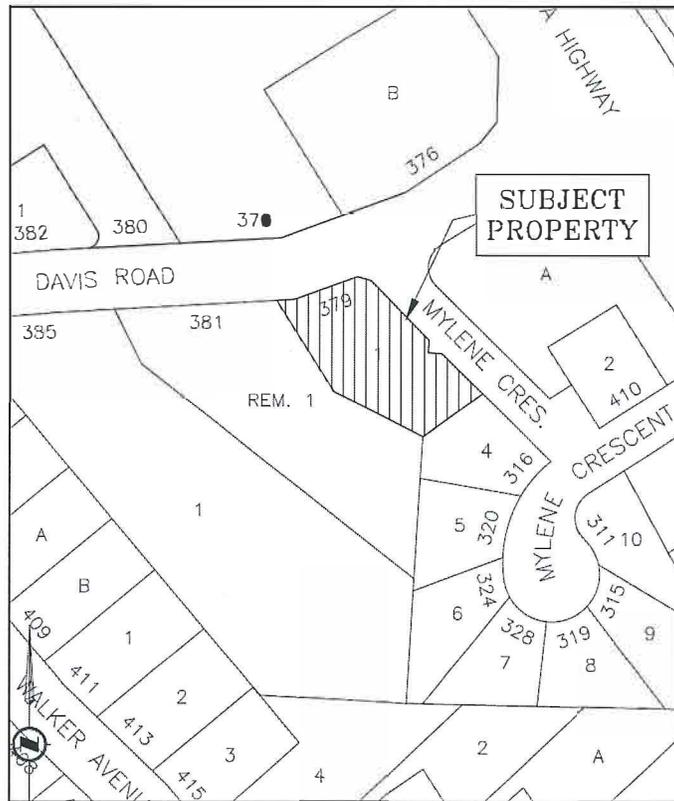
[Signature]

JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Labeux Road, Nanaimo BC V9T 6E9

Mayor (A. Stone)

Corporate Officer (J. Winter)

Schedule I – Bylaw 1995



STAFF REPORT TO COUNCIL

Report Prepared By: Felicity Adams, Director of Development Services
Date: April 26, 2019
Report Reviewed By: **Guillermo Ferrero, Chief Administrative Officer**
Meeting Date: May 6, 2019
File No: **3360-19-04**
RE: **ARTS AND HERITAGE HUB LAND USE AMENDMENTS**

RECOMMENDATION:

That Council:

1. Proceed with first and second reading of Bylaw 2011 cited as “Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 58) 2019, No. 2011.”
2. Proceed with first and second reading of Bylaw 2012 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 25) 2019, No. 2012.”
3. Having further considered s. 475 of the *Local Government Act*, refer Bylaw 2011 to Stz’uminus First Nation pursuant to the Town/Stz’uminus Memorandum of Understanding.
4. Having considered s. 477 of the *Local Government Act*, refer Bylaw 2011 and Bylaw 2012 to public hearing.

PURPOSE:

The purpose of this staff report is to present Bylaws 2011 and 2012 to Council for consideration of first and second reading and next steps.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2019-147	04/15/2019	That Council: 1. Direct staff to proceed with the preparation of bylaws to amend the: a. Zoning Bylaw to support the proposed uses in the Arts and Heritage Hub Concept Plan, and b. Institutional (Arts and Heritage Hub) land use policies in the Waterfront Area Plan to recognize the potential for additional revenue generating uses within the Arts and Heritage Hub area. 2. Direct that the Town’s community and stakeholder consultation undertaken as part of the development of the Arts and Heritage Hub Concept Design Report be considered as the early and on-going consultation during the development of the OCP amendment, pursuant to s. 475 of the LGA.



INTRODUCTION/BACKGROUND:

The land use policies in the Waterfront Area Plan (WAP) support the establishment of an Arts and Heritage Hub (Hub) with culture-oriented uses, including artist studios, museums, community and recreational uses, cultural and interpretative centres, artifact restoration and display, carving sheds and art galleries. This area is within the Comprehensive Development 4 - Waterfront Reserve (CD-4) which is intended to be updated to support the implementation of the WAP. The current CD-4 zoning was adopted in 2014 to permit existing uses and new uses requiring limited infrastructure until further planning, analysis and consultation are completed.

The current stage of land use amendments is to consider policy and zoning amendments to support the range of uses being considered for the Hub area as outlined in the recently completed Arts and Heritage Hub Concept Design Report (Hub Concept Plan), and to address the upcoming expiry of the artifact restoration Temporary Use Permit. Policy and land use amendments are recommended to facilitate both community and commercial uses on the site. Commercial uses are being considered to both further activate the site and as a potential revenue stream.

DISCUSSION:

Amendments are proposed to the Official Community Plan (OCP) and the Zoning Bylaw as outlined in general terms below.

Bylaw 2011 – OCP Bylaw Amendment

The purpose of this bylaw amendment is to amend the Institutional (Arts and Heritage Hub) policies in the Waterfront Area Plan to provide support for commercial and mixed-use businesses and activities that both contribute to a diverse, vibrant, interactive and creative people place and generate revenue.

Bylaw 2012 – Zoning Bylaw Amendment

The purpose of this bylaw amendment is to update the Comprehensive Development 4 Zone (CD-4) by adding additional uses to Sub-Area B:

- Artifact and boat restoration; Brewery, distillery, bottling and distribution; Coffee shop; Micro-brewery; Restaurant; and Retail Sales

In order to support the adaptive re-use of existing buildings in the Hub area and the new construction anticipated in the Hub Concept Plan, amending other regulations by:

- Removing the maximum size of 100.0 square metres for retail sales, and the maximum size of 10 square metres for enclosed buildings; and
- Changing the maximum height for buildings to 9.0m.

And, to recognize that the Machine Shop (and other locations where cottage industry is permitted) may have more than one business entry which may not directly front on a street, but are “directly accessible from the fronting street.” This amendment is to the Specific Use regulations for cottage industry.

ALTERNATIVES:

Council can choose to not proceed with Bylaw 2011 and Bylaw 2012, or to provide additional direction to staff.

FINANCIAL IMPLICATIONS:

After first reading of the OCP bylaw, Council must consider the OCP amendment in conjunction with the Financial Plan (s. 477, LGA). The proposed WAP amendment would have a positive impact on the financial plan as it is intended to support commercial lease paying tenants which would be revenue to the Town.

LEGAL IMPLICATIONS:

After first reading, Council must also consider the OCP amendment in conjunction with the Liquid Waste Management Plan (s. 477, LGA). There is no conflict with the LWMP.

As an OCP amendment is proposed, a public hearing will be required to be held. Statutory notice is required in the newspaper and within 60m circulation area. In addition, information will be available on the Town's website and community notice boards, and on the property.

In addition, as the zoning amendments affect property within 800m of a controlled access highway, Bylaw 2012 will be required to be referred to the Ministry of Transportation and Infrastructure after third reading, pursuant to the Transportation Act.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Council has determined previously that the recent community and stakeholder consultation leading to the development of the Hub Concept Plan will serve as the early and on-going consultation for the OCP amendment.

Referrals to government agencies such as CVRD, School District #68, the District of North Cowichan, ALC or other provincial or federal agencies and First Nations should also be considered by Council pursuant to s. 475 of the *Local Government Act*. The broad community, various agencies, land owners and Stz'uminus First Nation were involved extensively in the creation of the Waterfront Area Plan which established the Arts and Heritage Hub. Further referrals are not recommended except for a referral to Stz'uminus pursuant to the Town/Stz'uminus Memorandum of Understanding.

The Waterfront Area Plan supports protecting and maintaining the machine shop and area for on-going use, and as a central anchor within the plan area. It is expected that the public will be supportive of land use policy and regulations to further support the Arts and Heritage Hub.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Project Manager - WAP Implementation is working with the Director of Parks, Recreation and Culture on the Arts and Heritage Hub project and both have been involved in the development of the land use amendments. The Infrastructure Services Department has reviewed the OCP amendment and has no concerns with respect to the LWMP, or with the proposed zoning bylaw amendments.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" 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:

Bylaws 2011 and 2012 have been prepared as directed by Council to support the Hub Concept Plan and discussions regarding new uses to be introduced into the Hub area. It is recommended that Council proceed with the staff recommendations.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Bylaw 2011
Bylaw 2012

TOWN OF LADYSMITH

BYLAW NO. 2011

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend “Official Community Plan Bylaw 2003, No. 1488”.

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

1. “Official Community Plan Bylaw 2003, No. 1488” is hereby amended as set out in Schedule A attached to this Bylaw.

Citation

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.58) 2019, No. 2011”.

READ A FIRST TIME **on the** **day of** ,

READ A SECOND TIME **on the** **day of** ,

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

READ A THIRD TIME **on the** **day of** ,

ADOPTED **on the** **day of** ,

Mayor (A. Stone)

Corporate Officer (J. Winter)

Bylaw No. 2011 - Schedule A

1. Schedule “B” – “Waterfront Area Plan” of the Town of Ladysmith Official Community Plan is amended as follows:

3.1 Land Use

- a. Adding a new policy 2 in the section headed “Institutional” and renumbering as required:
 - “2. Commercial and mixed-use businesses and activities that contribute to a diverse, vibrant, interactive and creative people place are supported in the Arts and Heritage Hub for additional revenue generation.”

TOWN OF LADYSMITH

BYLAW NO. 2012

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

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

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

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

- 1) Schedule A – Zoning Bylaw Text of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is hereby amended by:
 - a) Amending (a)(i) of “Section 6.9 Cottage Industry Regulations” to read as follows:

“(i) All of the customer operations shall be conducted within the area of the *Building* directly accessible from the fronting *Street*.”
 - b) Amending “Section 17.4 Comprehensive Development 4 – Waterfront Reserve Zone (CD-4)” by:
 - i. Adding the following principal uses to Section 17.4.3 “Principal Uses: Sub-Area B”:

“l) *Micro-Brewery*
m) *Brewery, Distillery, Bottling and Distribution*
n) *Retail Sales*
o) *Coffee Shop*
p) *Restaurant*
q) *Artifact and Boat Restoration*”
 - ii. Amending Section 17.4.4 “Accessory Uses” by deleting the following text at the end of Section 17.4.4 (b): “..., subject to Section 17.4(10)(a).”
 - iii. Deleting Section 17.4.6(a) in its entirety and renumbering the section:

“a) Enclosed *Buildings* shall not exceed 10 square metres.”
 - iv. Amending Section 17.4.7(a) by replacing “5.0 metres” with “9.0 metres,” so that it reads:

“a) No *Building* shall exceed a *Height* of 9.0 metres.”
 - v. Deleting Section 17.4.10 “Other Regulations” in its entirety:

“10. Other Regulations
a) *Retails Sales* shall be limited to 100.0 square metres of *Gross Floor Area*.”

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 25) 2019, No. 2012”.

READ A FIRST TIME on the _____ day of _____ ,

READ A SECOND TIME on the _____ day of _____ ,

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

on the day of ,

READ A THIRD TIME on the day of ,

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*

on the day of ,

ADOPTED on the day of ,

Mayor (A. Stone)

Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

From: Kim Fowler, Project Manager, Waterfront Area Plan Implementation

Meeting Date: April 1, 2019

RE: AMENDING ARTICLES OF INCORPORATION FOR DL 2016 HOLDINGS CORPORATION**RECOMMENDATION:**

That Council whether it wishes to make changes to the DL 2016 Holdings Corporation Articles of Incorporation.

PURPOSE:

To provide information on the process to make changes to the DL 2016 Holdings Corporation Articles of Incorporation.

PREVIOUS COUNCIL DIRECTION

Council requested staff review the process for changing the membership criteria for the Ladysmith Maritime representatives on the DL 2016 Holdings Corporation Board.

INTRODUCTION/BACKGROUND:

On July 1, 2009, the Town of Ladysmith (the Town) and the Ladysmith Maritime Society (LMS) entered into various agreements to own and operate a community marina on a Provincial Crown water lot called District Lot 2016. The term of the agreements were 20 years or until July 1, 2029. The Town created DL 2016 Holdings Corporation solely to manage operations of the community marina. Articles of Incorporation (the Articles) are required to manage the corporation and the Town is the sole shareholder, which grants absolute decision-making authority. Section 13.2 of the Articles states:

- (a) The company's board of directors will have 5 directors;
- (b) 3 of those Directors will be persons who are senior employees or managers with the Town of Ladysmith or carrying on business in Ladysmith; and
- (c) 2 of those Directors will be senior employees, managers or Directors of the Ladysmith Maritime Society.

Section 13.5 stipulates the qualifications of Directors, as follows:

A director is not required to hold a share in the capital of the Company as qualification for his or her office but must be qualified as required by the *Business Corporations Act* to become, act or continue to act as a director.

Section 124(2) of the *Business Corporations Act* addresses qualifications of directors:

An individual is not qualified to become or act as a director of a company if that individual is:

- (a) under the age of 18 years,
- (b) found by a court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
- (c) an undischarged bankrupt, or
- (d) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated business, or of an offence involving fraud, unless
 - (i) the court orders otherwise,
 - (ii) 5 years have elapsed since the last to occur of
 - (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
 - (B) the imposition of a fine,
 - (C) the conclusion of the term of any imprisonment, and
 - (D) the conclusion of the term of any probation imposed, or
 - (iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

The process to change the Articles takes about 6 weeks and the legal fees would be a nominal \$500. Council may change the Articles to state that the Town will appoint all 5 directors with or without conditions such as being a senior employee, manager, LMS director or a person carrying on business in Ladysmith.

Staff do not recommend making any changes to the Articles as any issues with membership, operation or principles contained in the Memorandum of Understanding (MOU) between the Town and LMS can be addressed either through a DL 2016 Holdings Corporation Board meeting or through a meeting between the Town and LMS. While DL 2016 Holdings Corporation is controlled by the Town as the sole shareholder, the operation of a community marina was a partnership between the Town and LMS.

ALTERNATIVES:

Council can provide other direction as determined.

FINANCIAL IMPLICATIONS

The cost of changing the Articles of Incorporation would be approximately \$500.

LEGAL IMPLICATIONS

None known.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The process to change the Articles of Incorporation is estimated to take approximately 6 weeks and cost \$500. Council may change the qualifications for the 5 directors appointed to the DL 2016 Holdings Corporation Board. Staff do not recommend any changes at this time.



Kim Fowler, MCIP, RPP
Project Manager, Waterfront Area Plan Implementation

April 1, 2019

I concur with the recommendation.



Guillermo Ferrero, City Manager

Relationship between DL 2016 Holdings Corporation, Town of Ladysmith and LMS

The Town:

- Holds the Provincial Crown head license for District Lot 2016 water lot until July 1, 2029. Thus, the lease is 10 years in and has 10 years remaining.
- Created DL 2016 Holdings Corporation (the Corporation) for the sole purpose of managing the head lease.
- Is the sole shareholder of the Corporation that means all decisions about the corporation and its board are solely under authority of the Town.
- Entered into a Sub-Lease Agreement with the Corporation for the head lease on July 1, 2009.

DL 2016 Holdings Corporation:

- Is a registered business corporation (Inc. #BC0857041) through Articles of Incorporation. An Annual General meeting must be held on or before July 1st of each year.
- Significantly limits Town liability and enables LMS to borrow funds for its operations.
- Any borrowing funded by the Town must be included within the Town's statutory limits.

Ladysmith Maritime Society (LMS)

- On October 15, 2008, entered into a Memorandum of Understanding with the Town which established a set of principles to guide the development of a partnering relationship for the development and operation of a community marina facility within the town.
- On July 1, 2009, entered in a Management and Operating Agreement and a License Agreement with the Corporation wherein the Corporation granted LMS the head license for use and occupation of a community marina for the term of the head license (20 years). LMS agreed to be accountable for the planning, development, expansion, operation, marketing, maintenance, supervision and management of the marina in accordance with the vision and principles contained in the MOU. LMS accepted the appointment at its sole risk, cost and expense for the term.
- Under section 4 of the License Agreement must pay 5% of gross income from moorage, based on the actuals from year-end annual audited financial statements. The license fee may only be used for Town of Ladysmith waterfront improvements of a capital or operating nature, after consultation with LMS.

INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services

Date: April 16, 2019

Meeting Date: May 6, 2019

File No: 1850-A

RE: Grant-in-Aid Policy

RECOMMENDATION:

That Council approve the amended Grant-in-Aid policy as presented.

PURPOSE:

The purpose of this report is to present the amended version of the Grant-in-Aid policy for Council approval. This change will be effective for the Grant-in-Aid funding for 2020.

PREVIOUS COUNCIL DIRECTION:

CS 2019-099	03/18/2019	<ol style="list-style-type: none"> 1. Direct staff to amend the Grants-in-Aid Policy's deadline to apply for funding requests from February 28 to December 31st of each year. 2. Limit the number of Grants-in-Aid applications received to one (1) per organization.
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DISCUSSION:

During the 2019 Grant-in-Aid discussions, a few amendments to the current Grant-in-Aid policy were discussed. These amendments include:

- Adjusting the timing of the Grant-in-Aid applications to be December 31st to coincide with the previous years' report and in time to be considered before the budget is adopted; and
- Limit the number of applications an organization could submit to one. This would ensure the organization has prioritized and endorsed the funding request.

If Council approved the amendments, information regarding this change will be included in the Grant-in-Aid letter to all organizations receiving funding in 2019 and well as available on the 2020 Grant in Aid applications.

SUMMARY POINTS:

An amended Grant-in-Aid policy is presented to Council for consideration.



I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

05-1850-A Grant in Aid policy CS 2016-371



TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC: Grants-in-Aid		
APPROVED BY:	Council	DATE:
RESOLUTION #: TBD		
<i>Previous Version: 2013-266, 2016-371</i>		
Purpose: To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.		
Policy: In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives: <ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.		
Procedure: <ol style="list-style-type: none">1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:<ul style="list-style-type: none">• Name of the organization• Name of the individual making the application• Description of the project or event for which funding is requested• Indicate whether or not the project or event or service is already provided in the community• Identify the beneficiaries of the project or event or service• Indicate the total cost of the project or event or service• Indicate other sources of funding for the project or event or service• Indicate whether the application to other local governments has been made• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization• Specify the amount of financial assistance required; and• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31st in order to be considered by the Council of the Town of Ladysmith for funding in the following year.3. Grant in Aid applications received after December 31st may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their		

TOPIC: Grants-in-Aid

APPROVED BY:

Council

DATE:

RESOLUTION #: TBD

Previous Version: 2013-266, 2016-371

application should they still be requesting financial assistance for the subsequent year.

4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
5. Council will considered only one (1) application per Organization per year.
6. Applications for funding will be considered at an open Council Meeting prior to the adoption of the Financial Plan. All decisions are final following ratification at the next Regular Meeting of Council.
7. An organization must, using the form provided, report back to Council by December 31st of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available.

Conditions of Funding:

1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested.
3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received.

Applications may be mailed to the following address:

**Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2**

Or picked up at City Hall at:

**410 Esplanade
Ladysmith, BC**

05 – 1850 - A

STAFF REPORT TO COUNCIL

From: Kim Fowler, Project Manager, Waterfront Area Plan Implementation

Meeting Date: May 6, 2019

RE: WATERFRONT TRAIL IMPROVEMENTS ON LOT 5**RECOMMENDATION:**

That Council approve allocating up to \$20,000 from appropriated equity to fund safety improvements to the Waterfront Trail on Lot 5.

PURPOSE:

To request allocating up to \$20,000 from surplus to fund improvements to the Waterfront Trail on Lot 5. The Town of Ladysmith acquired Lot 5 through expropriation on April 1, 2019.

PREVIOUS COUNCIL DIRECTION

Council Resolution #CE 2018-064 stated:

That Council:

1. Receive the draft Lot 5 Appraisal Report prepared by Grover, Elliott & Co. Ltd. dated May 8, 2018.
2. Direct staff to:
 - a. proceed with a purchase offer of \$292,000 to Invet Holdings Corp. for the property legally described as Lot 5, District Lots 24 and 56, Oyster District, Plan 45800 (the Property);
 - b. accept counter offers up to \$342,000;
 - c. proceed with the formal notice of the Town's intention to expropriate the Property for the purposes of municipal parks, open space, trails and services such as road, if the purchase agreement is not successful; and
 - d. amend the 2018-2022 Financial Plan accordingly pursuant to Section 165 of the Community Charter.

INTRODUCTION/BACKGROUND:

Following acquisition of Lot 5 in the Waterfront Area, Town staff completed an assessment of trail improvements required for safety and proper drainage on the portion of the existing Waterfront Trail that crosses Lot 5 (see attached map). This area consists of a very steep slope that has significant erosion and drainage problems creating potentially unsafe conditions for trail users, particularly in the winter. The December 20, 2018 wind storm also felled a large, mature Arbutus tree on Lot 5 over the scarp face. The felling damaged or destroyed several other trees that are recommended for trimming or removal. This area is located on the upper

trail that follows the top of the rock scarp face. The cost estimate for this work is summarized in the chart below. The Waterfront Area Plan budget is fully allocated at this time, and due to the severity of the December 20, 2018 wind storm, tree removal budgets have been fully expended.

Item	Estimate
VI Tree per hour for 5 days	\$13,400
Mini Dig for 2 days @ \$1000 per day	\$2,000
Drainage pipe	\$300
Town Staff labour - 48 hrs @ \$40 per hour	\$1,920
Machine work - 2 days	\$2,000
	\$19,620

ALTERNATIVES:

Council can direct staff to close the trail, post signage and other access restrictions to close access to the property.

FINANCIAL IMPLICATIONS

Surplus funds will be allocated to this project.

LEGAL IMPLICATIONS

As the property owner, liability issues relating to hazard trees and safe access should be addressed.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Waterfront Trail improvements on Lot 5 are recommended to address erosion, drainage and tree removal issues. Due to the severity of the December 20, 2018 wind storm, trail maintenance and tree removal budgets have been fully expended. Up to \$20,000 from the surplus budget is requested to address these issues.



Kim Fowler, MCIP, RPP
Project Manager, Waterfront Area Plan Implementation

May 6, 2019

I concur with the recommendation.



Guillermo Ferrero, City Manager

Trail Locations (Green) and Proposed Improvement Areas (White) on Lot 5



STAFF REPORT TO COUNCIL

Report Prepared By: Clayton Postings, Director, Parks, Recreation & Culture
Date: April 29, 2019
Report Reviewed By: Guillermo Ferrero, CAO
Meeting Date: May 6, 2019
File No:
RE: LOT 108 SITE PLAN

RECOMMENDATION:

That Council:

1. Receive the information update from the Lot 108 Working Committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) and refer the proposed revised plan to the Parks, Recreation & Culture Advisory Committee for comment and feedback.

2. Direct staff to report back to Council on the options related to developing an updated Lot 108 site plan and the process and costs associated with updating this concept plan.

PURPOSE:

The purpose of this report is to provide an update to Council and seek Council's direction for next steps.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2019-109	03/18/2019	That Council support in principle the application by the Lot 108 Trail Community Committee to the Vancouver Island University sponsorship program for trail building assistance, and provide a letter confirming its support if appropriate.
CS 2018-484	12/03/2018	That Council refer the recommendation from the Parks, Recreation and Culture Advisory Committee to develop a plan for the enhancement and completion of the Lot 108 sports complex to the 2019 budget deliberations.



Resolution	Meeting Date	Resolution Details
CS 2018-413	10/15/2018	That Council receive the updated information from the Lot 108 working committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) regarding the proposed multi-use trail.
CS 2018-235	06/25/2018	That Council provide a letter of support for the Lot 108 (Forrest Field) Expansion Initiative's grant application and direct staff to provide costing information.
CS 2018-236	06/25/2018	That Council refer to the Parks, Recreation and Culture Advisory Committee the Lot 108 (Forrest Field) Expansion Initiative and related correspondence for information and discussion.

INTRODUCTION/BACKGROUND:

The Lot 108 Working Committee has continued to progress with plans to develop a multi-use trail at the Lot 108 site. Previously the committee developed their plans based on using the outside perimeter of the site for the trail, limiting impact on future expansion. This area was surveyed and trail area marked. Following a site inspection by staff and committee members, it became apparent that the changes to elevation in the south-west section would limit some users' ability to enjoy the trail. It was also noted that the drainage ditch that crosses the property would be very close to the proposed trail and could be a hazard for users.

Because creating a user-friendly trail was the priority of the Committee (and therefore promoted widely during fundraising), the committee developed a revised proposal for Council's consideration. The revised proposal includes a wheelchair accessible trail, a practice soccer warm-up/practice pitch, a hiking trail and fitness stations throughout the park.

Currently the Lot 108 site is included in the 2016 Parks, Recreation and Culture Master Plan and the recommendations include reviewing the priorities and updating the site plan. This process is recommended prior to additional commitments or approvals to projects at the site.

ALTERNATIVES:

Council can choose to:

- Advise the Lot 108 Working Committee that an overall site plan review will need to be considered prior to the approval of any further amenities at the Lot 108 site.

FINANCIAL IMPLICATIONS:

Currently there is no funding identified within the 2019-2023 Financial Plan to develop additional amenities at Lot 108 or to update the concept plan. Staff continue to investigate funding through grants, however the site plan and costing is outdated, resulting in limited available information being ready if funding becomes available.

LEGAL IMPLICATIONS:

None identified

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The significance of a large number of Ladysmith service clubs working collaboratively has been recognized and the groups are excited about the progress and partnership to date.

There has been great interest in seeing Lot 108 being developed and completed. Many conversations have included numerous types of amenities, as this is one of the few level, undeveloped park spaces within the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If review of site plans commences, additional resources may be needed from Financial Services and Development Services.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Following a survey of the area by the Lot 108 Working Committee, it was recognized that there was a need to review the original plan and make some design changes to the

proposal. The changes proposed should be considered against the existing concept plan and the possible future plan.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Proposed Lot 108 map – Lot 108 Working Committee
2010 - Lot 108 concept site plan



Approximate location of the proposed Lot 108 Improvements

- == Lot 100 Property Outline
- - - Phase 1 - All Access Fitness Trail - Easy walking / wheelchair
- Phase 2 - Mini Soccer and Practice Pitch
- - - Phase 3 - Running and Walking Trail - Variable grades
- Phase 4 - Fitness stations

Existing sidewalk along Jim Cram Dr to be included in trails

STAFF REPORT TO COUNCIL

From: Geoff Goodall, Director of Infrastructure Services

Meeting Date: May 6, 2019

File No:

RE: Town and Country Mobile Home Park Sanitary Sewer Servicing Study

RECOMMENDATION:

That Council:

1. Direct staff to enter into an agreement with The Town and Country Mobile Home Park for the completion of the sanitary servicing study as outlined in the WSP proposal dated January 8, 2019.
2. That the Town’s portion of the cost of the above noted study be limited to Option 3, \$4,670 plus applicable taxes.

PURPOSE:

To have Council direct staff to enter into an agreement with the Town and Country Mobile Home park for the completion of a sanitary servicing study and limit the Town’s participation in the study to Option 3.

PREVIOUS COUNCIL DIRECTION

Resolution	ResolutionDetails
CE 2018-057	That Council inform the owner of the Town and Country Mobile Home Park that: 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.



INTRODUCTION/BACKGROUND:

The Town and Country Mobile Home Park (TCMP), located at 10980 Westdowne Road, has been in operation since 1970 and currently has 90 units. Water service to the site is provided by the CVRD water main, and sanitary sewer services utilize on-site ground disposal. Although the existing on-site sewer system is currently operational, on-going maintenance and the general age of the facilities may result in this system being inefficient to maintain in the future.

The property owner has approached the Town regarding completion of a sanitary sewer study investigating the options to connect to the Town sanitary sewer system. This issue was first brought to Council attention in May of 2018. At that time Council indicated a willingness to participate in the study, but required that those portions of the study directly attributed to the Town and Country Mobile Home Park be paid for by the owners. Council also stated that they would contribute to the cost of a study that looked at a sewer connection to the existing gravity system on Farrell Road.

When the issue was first presented to Council in May 2018, a cost estimate had been prepared by WSP for the proposed works. Following the direction from Council staff has obtained a modified proposal from WSP that more closely aligns with the desire of the cost-sharing arrangement. The new proposal has three options, the first two (Option 1 & Option 2) are directly attributed to TCMP and the third (Option 3) is directed toward the needs of the Town. Given this new proposal, staff are recommending that TCMP be responsible for funding Options 1 & 2, and the Town fund Option 3. All information obtained from the three options would be shared between the parties.

ALTERNATIVES:

Council can choose to:

1. Fund only a portion of Option 3
2. Not participate in the study in which case TCMP would be required to fund all three options.

FINANCIAL IMPLICATIONS:

The costs for the Town portion of the study will be \$4,670, plus applicable taxes. This amount is available in the Engineering Administration Consulting budget.

LEGAL IMPLICATIONS:

No legal issues have been identified for this project.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The owner of the Town and Country Mobile Home Park has approached the Town regarding partnering on a servicing study that would result in connection to the Town’s sanitary sewer system. Currently TCMP provides sanitary sewer service with on-site ground disposal. Staff is recommending that the Town’s participation in the study be limited to Option 3, \$4,670 plus applicable taxes.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer



January 8, 2019

Confidential

Town of Ladysmith
Box 220 – 410 Esplanade
Ladysmith, BC
V0R 2E0

Attention: Geoff Goodall, P.Eng., Director of Public Works

Dear Mr. Goodall:

Subject: Proposal for 10980 Westdowne Road Sanitary Servicing Review
Client ref.: NCP-BC012-00 / D-21811.PP

We are pleased to submit the following proposal to conduct hydraulic sewer modelling and a staged sanitary servicing review to determine a preferred sanitary servicing strategy related to the short term and long term proposed tie-in of the existing Town & Country Mobile Park to the Town of Ladysmith sanitary sewer system.

BACKGROUND

The Town of Ladysmith (“Town”) has contacted WSP Canada Group Ltd. (herein referred to as “WSP”) on behalf of the owner of the Town & Country Mobile Park (“Mobile Park”) located at 10980 Westdowne Road to provide engineering review services to determine the preferred servicing strategy to connect into the Town’s sanitary sewer network. The Town’s existing sewer model (last updated in 2014) will be used to complete this assessment.

It is our understanding is that there are three possible servicing strategies for tying into the Town’s sanitary system, as illustrated in *Figure 1* on the following page. Option 1 **for short-term servicing** involves constructing a lift station within the Mobile Park site and pumping flows along a proposed forcemain across the back of the Mobile Park property on crown land to the Town’s existing lift station at 818 Swettenham Place.

For **medium-term servicing**, Option 2 be to pump flows along a proposed forcemain routed parallel to Highway 1 to a gravity collector on Farrell Road. Option 2 would have two forcemain alignments under consideration (Option 2A being routed along the rock bluffs west of Highway 1 while Option 2B would involve a highway crossing and routing along N Watts Road parallel to Highway 1). Option 3 for **long-term servicing** entails pumping flows to a gravity collector ending at Thicke Road. Sanitary flows from the area would then be pumped from a proposed lift station

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wsp.com

along a forcemain to the gravity collector on Farrell Road. It is envisioned that the forcemain along Farrell Road under the medium-term servicing scenario could be reused under Option 3.

This letter provides WSP's proposed scope and budget to analyze the impact of adding the Mobile Park system to the Town's sanitary system and our assessment of the proposed servicing strategies. We have prepared this proposal based on our understanding of the proposed engineering servicing works for the proposed connection.

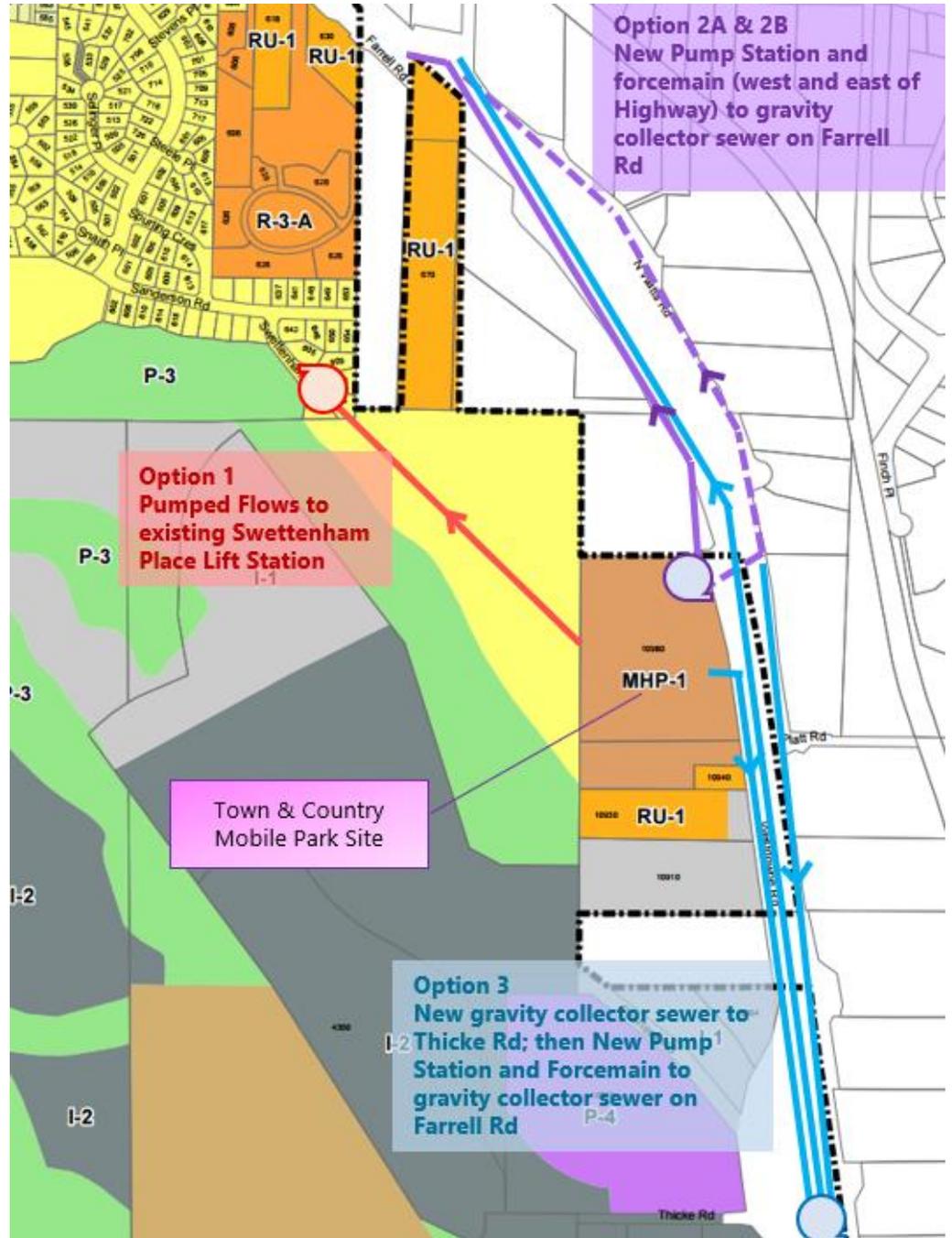


Figure 1 – Preliminary Sanitary Sewer Servicing Options

SCOPE OF WORK

The following outlines the tasks WSP will undertake to complete the sanitary sewer analysis for each servicing strategy under consideration:

Task 1: Data Collection & Review – WSP will submit a data request list to Town staff for items including pertinent record drawings of lift stations, GIS data including contour shapefiles, and all other pertinent data necessary for the completion of this assignment. We will use the latest sanitary sewer model that we have constructed for the Town in our capacity analysis.

We assume that the sanitary sewer model for the moment is “fit for purpose”, *however as noted in our 2017 Flow Monitoring Program report (April 2018), we recommended using the flow monitoring data collected to carry out an RTK calibration of the Town’s sanitary sewer model. Proper calibration can reduce inaccuracies and provide more efficient sizing of sewers. WSP would be happy to discuss additional efforts required for completing modelling calibration as a separate exercise to this development review.*

Task 2: Sanitary Loading Calculation – WSP will estimate the sanitary flow contributions from the existing Mobile Park site based upon the existing 100 mobile home units and an average multi-family occupancy rate of 3.5, or as agreed upon with the Town. If sanitary loading data is already available from the septic tank collection records, those records will be obtained and summarized. We will apply the appropriate Average Dry Weather Flow (ADWF) per capita rate and I&I allowance. The objective is to determine the Peak Wet Weather Flow (PWWF) to assess the impact on capacity in the existing gravity sewers and lift station(s) downstream of the proposed connection.

Task 3: Servicing Strategies Review – WSP will review the existing data and background information. The review will be focussed on assessing the viability of each of the three servicing strategies illustrated in Figure 1.

The three servicing strategies will be assessed in phases, beginning with the short-term Option 1 servicing strategy of constructing a new lift station and forcemain within the Mobile Park to pump Mobile Park area flows to the Town’s existing Swettenham Lift Station.

WSP will then assess medium-term servicing Options 2A and 2B to construct a new lift station and forcemain (with two alignments under consideration on either side of the highway) to pump flows to a gravity collector main on Farrell Road. Our assessment will initially focus on sizing the lift station and forcemain for Mobile Park area flows only, with additional consideration for “future-proofing” in case the neighbouring areas are fully developed and a new lift station is required to service flows for the entire area including the Mobile Park. WSP will clearly delineate the trigger points for sizing up the forcemains under Options 2A and 2B to meet future conditions.

Option 3 is considered the ultimate long-term servicing option for accommodating future flows from the Mobile Park and the neighbouring areas assuming full development of the areas.

We will take into account the technical and financial aspects of each servicing option detailed above. The technical review will involve assessing the hydraulic performance of each lift station (both the proposed onsite lift station and the offsite tie-in lift stations under each respective option). Lift station capacity analysis will be based on the MMCD criteria that the pumps in a lift station must be able to convey PWWF with one pump in failure mode (MMCD 2014), otherwise



the lift station is considered deficient. Economic factors will include looking at the constructability of each forcemain alignment, the convenience in operations and maintenance, land availability, land clearing, and right of way requirements.

Short- and long-term considerations will be included towards future growth areas, specifically forecasted buildout in the southern portion of the Town. Our understanding is that the Town tentatively prefers that Option 3 be the long-term servicing strategy given forecasted growth in the area while Option 1 is the initially preferred short-term servicing strategy for the Mobile Park site.

Task 4: Improvements Analysis – WSP will provide recommendations for improvements to address any capacity issues relevant to the collection system and the lift stations driven by the inclusion of the Mobile Park system into the Town’s sanitary sewer system. Class ‘D’ cost estimates for the recommended infrastructure improvements identified under the three servicing scenarios will be provided.

Task 5 Recommendations & Reporting – WSP will produce a Servicing Review Report, with figures and maps, summarizing the review and hydraulic analyses undertaken. Recommendations on the preferred short- and long-term servicing strategies along with any infrastructure improvements to the existing Town system to mitigate any identified capacity issues (as a direct result from the proposed tie-in) will be provided along with Class ‘D’ cost estimates for the improvement works.

FEES

The proposed scope of work will be completed for a fixed fee of **\$19,050** (excluding GST). Refer to **Table 1** for a detailed fee schedule.



Table 1: Fees

		Clive Leung Project Manager	Param Mankoo Technical Reviewer	Michael Levin Project Engineer	WSP Total Task Hours	Disbursements	Task Total
		\$175	\$220	\$130			
1.0	Project Management						
	Project Management (Billing, Invoicing, etc.)	6			6		\$1,050
	Subtotal Hours Task	6	0	0	6		
	Subtotal Fees Task	\$1,050	\$0	\$0		\$0	\$1,050
2.0	Phase 1						
a)	Data Collection and Review	1		6	7		\$955
b)	Sanitary Loading Calculations	1		4	5		\$695
c)	Option 1 Servicing Strategy Review	1		14	15		\$1,995
d)	Option 1 Improvements Analysis	1		6	7		\$955
e)	Recommendations & Reporting	1	1	12	14	\$25	\$1,980
	Subtotal Hours Task	5	1	42	48		
	Subtotal Fees Task	\$875	\$220	\$5,460		\$25	\$6,580
3.0	Phase 2						
a)	Option 2A/2B Servicing Strategy Review	1		24	25		\$3,295
b)	Option 2A/2B Improvements Analysis	1		10	11		\$1,475
b)	Recommendations & Reporting	1	1	12	14	\$25	\$1,980
	Subtotal Hours Task	3	1	46	50		
	Subtotal Fees Task	\$525	\$220	\$5,980		\$25	\$6,750
4.0	Phase 3						
a)	Option 3 Servicing Strategy Review	1		14	15		\$1,995
b)	Option 3 Improvements Analysis	1		6	7		\$955
b)	Recommendations & Reporting	1	1	10	12	\$25	\$1,720
	Subtotal Hours Task	3	1	30	34		
	Subtotal Fees Task	\$525	\$220	\$3,900		\$25	\$4,670
Total (w/o GST)							\$19,050
GST @ 5%							\$953
Total Fees							\$20,003

Charge-out rates for 2019 are provided and will be held for the project until June 30, 2019. If the project extends beyond this period due to any delays influenced by the Town, we reserve the right to adjust the charge out rates to our 2019 charge out rates accordingly.



SCHEDULE

WSP would initiate work within 7 days of approval. We anticipate the completion of these engineering services within 8 weeks following approval.

CLOSURE

We trust you will find the forgoing letter report suitable. Please do not hesitate to contact the undersigned should you have any questions.

Yours sincerely,



Clive Leung, P.Eng.
Project Manager, Infrastructure Management and Planning

CL/ML/lp
WSP Ref. NCP-BC012-00 / D-21811.PP

INFORMATION REPORT TO COUNCIL

Report Prepared By: Felicity Adams, Director of Development Services
Date: April 12, 2019
Report Reviewed By:
Meeting Date: May 6, 2019
File No: 3010-20
RE: DEVELOPMENT PROCEDURES AMENDMENTS

RECOMMENDATION:

That Council:

1. Proceed with the first three readings of Bylaw 2009, cited as “Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw 2019, No. 2009.”
2. Proceed with first three readings of Bylaw 2010, cited as “Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2019, No. 2010.”

PURPOSE:

The purpose of this report is to present amendments to Bylaw 1667 and Bylaw 1176 as previously directed by Council.

PREVIOUS COUNCIL DIRECTION:

Resolution	Date	Resolution
CS 2019-124	04/01/2019	That Council: ... 3. Direct staff to prepare amendments to Bylaw 1667 cited as “Town of Ladysmith Development Approval Procedures Bylaw 2008, No. 1667” to facilitate referrals to the new Community Planning Advisory Committee. 4. Direct staff to prepare amendments to Bylaw 1176 cited as “Sign and Canopy Bylaw 1995, No. 1176” to remove the referral of every sign application in the Downtown Specified Area to the Heritage Revitalization Advisory Commission.

DISCUSSION:

The proposed amendment to Bylaw 1667 will facilitate the referral process for the development applications that Council has directed will be reviewed by the new Community Planning Advisory Committee.

The proposed amendment to Bylaw 1176 will update the advisory committee process for sign referrals in the Downtown Specified Area. These signs will continue to be reviewed by staff in accordance with the Sign and Canopy Bylaw and the guidelines for the Downtown Development Permit Area.



SUMMARY POINTS:

Bylaw amendments have been prepared to implement the changes to the process for development application review as directed by Council. It is recommended that Council proceed with first three readings of both bylaws.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Bylaw 2009

Bylaw 2010

TOWN OF LADYSMITH

BYLAW NO. 2009

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, as amended, is further amended as follows:

- (a) Section 8 “Referral Process” is deleted in its entirety and replaced with the following:

“8. Referral Process

a) The Director:

- (i) May refer any application to federal and provincial government agencies;
- (ii) Shall refer the following applications to the Community Planning Advisory Committee for feedback to applicants and recommendations to Council:
 - a. OCP amendment applications where a change in land use designation is proposed;
 - b. Rezoning applications where a change in zone, land use and/or density is proposed;
 - c. Development Permit applications for new construction in Development Permit Area 2 – Downtown; and
 - d. Development applications for the development or redevelopment of land, buildings and structures on the Community Heritage Register.

- (b) Section 9 “Council Consideration” is amended by updating the *Local Government Act* reference in section 9(c)(ii) from “Section 894(1)(b)” to “Section 470(1)(b).”

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw 2019, No. 2009”.

READ A FIRST TIME on the day of , 2019

READ A SECOND TIME on the day of , 2019

READ A THIRD TIME on the day of , 2019

ADOPTED on the day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 2010

A bylaw to amend Sign and Canopy Bylaw 1995, No. 1176 of the Town of Ladysmith.

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

1. Amendments

Sign and Canopy Bylaw 1995, No. 1176, as amended, is hereby further amended as follows:

- (a) Section 3.2 “Application” is amended by deleting the following section and renumbering as necessary.

“3.2.2 The Building Inspector shall refer every sign application(s) for property located in the Downtown Specified Area to the Heritage Revitalization Advisory Commission for consideration and report to him on colour, design, location and style prior to issuance of the permit.”

2. Citation

This bylaw may be cited as “Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2019, No. 2010”.

READ A FIRST TIME on the day of , 2019

READ A SECOND TIME on the day of , 2019

READ A THIRD TIME on the day of , 2019

ADOPTED on the day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 2000

A bylaw establishing the Financial Plan for the years 2019-2023

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:

Administration

- (1) Schedule “A” attached hereto and made part of the bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending the 31st of December, 2023.
- (2) Schedule “B” attached hereto and made part of the bylaw is hereby adopted and shall be the statement of objectives and policies for the Town of Ladysmith for the five years ending the 31st of December 2023.

Repeal

- (3) The “Town of Ladysmith Financial Plan Bylaw 2018, No. 1956” is hereby repealed.

Citation

- (4) This bylaw may be cited for all purposes as “*Town of Ladysmith Financial Plan Bylaw 2019, No. 2000*”.

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 2000

2019 – 2023 Financial Plan

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUES:					
Revenue From Property Tax Values	8,451,130	8,916,854	9,146,735	9,352,873	9,667,818
Revenue From Grants In Lieu	170,901	170,979	171,064	171,158	171,243
Revenue From Parcel Taxes	2,975,882	2,997,702	3,009,612	3,021,522	3,033,432
Revenue From Fees & Charges	4,755,265	4,886,252	5,051,450	5,194,022	5,224,366
Revenue From Other Sources	23,519,187	1,180,068	1,022,423	828,039	825,339
	<u>39,872,365</u>	<u>18,151,855</u>	<u>18,401,284</u>	<u>18,567,614</u>	<u>18,922,198</u>
EXPENSES:					
General Operating Expense	10,971,845	10,544,869	10,776,168	10,981,665	11,174,013
Sanitary Sewer Operating Expenses	2,062,140	1,551,054	1,582,074	1,613,717	1,645,986
Water Operating Expenses	1,395,319	1,427,452	1,456,002	1,485,121	1,514,822
Interest Payments	529,353	656,705	643,705	609,705	899,705
Amortization	3,436,284	3,505,010	3,575,110	3,407,608	3,475,760
	<u>21,477,424</u>	<u>466,765</u>	<u>368,225</u>	<u>469,798</u>	<u>211,912</u>
Annual Surplus/Deficit					
Add back:					
Amortization	3,436,284	3,505,010	3,575,110	3,407,608	3,475,760
Capital Expenditures					
General Capital	13,537,553	2,476,100	1,311,300	1,640,433	1,618,050
Sanitary Sewer Capital	1,291,994	925,000	1,810,000	525,000	890,750
Water Capital	27,689,239	1,300,000	680,000	10,150,000	1,260,000
Proceeds from New Debt	(8,911,952)	0	0	(5,500,000)	0
Principal Payments	824,187	945,476	945,476	1,945,476	1,030,476
Transfers from Reserves	(2,404,804)	(1,722,575)	(1,005,500)	(4,461,477)	(712,272)
Transfer to (from) Own Funds	(7,112,509)	47,774	202,059	(422,026)	(399,332)
Financial Plan Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Schedule 'B' of Bylaw No. 2000

**Town of Ladysmith 2019 – 2023 Financial Plan
Statement of Objectives and Policies**

In accordance with Section 165(3.1) of the Community Charter, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019. Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services - these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- The Town will increase the proportion of revenue that is received from user fees and charges until the fees and charges more closely meet the costs incurred to provide the services.

Policies

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Water and Sanitary Sewer Rates will be reviewed to ensure that appropriate user fees are charged, rather than taxation, to lessen the burden on its limited property tax base.
- Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.
- Pursuant to Council's direction, the Town will build a reserve to fund major capital projects. A minimum of 10% prior year's municipal tax levy will be transferred to General Capital projects as well as setting aside a further 5% for asset replacement.

Table 1: Sources of Revenue

<u>Revenue Source</u>	<u>2019</u>	<u>% total</u>
Property Taxes	8,451,130	14.20%
Grants in Lieu	170,901	0.29%
Parcel Taxes	2,975,882	5.00%
User fees & Charges	4,755,265	7.99%
Other Sources	2,333,500	3.92%
Borrowing	8,911,952	14.98%
Government Grants	21,185,687	35.61%
DCCs & Reserves	2,404,804	4.04%
Own Funds	8,309,279	13.97%

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- The amount of taxes to be collected from each of the classes will be reviewed each year.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Continue to maintain and encourage economic development initiatives designed to attract more light industry, retail and commercial businesses to invest in the community. Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of 2019 Property Tax Rates

Property Class	2019
	% of Total Property Taxation
Residential (1)	72.84%
Utilities (2)	0.57%
Supportive Housing (3)	0.00%
Major Industry (4)	12.01%
Light Industry (5)	0.67%
Business and Other (6)	13.63%
Managed Forest Land (7)	0.00%
Recreation/Non-profit (8)	0.27%
Farmland (9)	0.01%
Total	100%

Permissive Tax Exemptions

The Town provides permissive tax exemptions. The Permissive Tax Exemption Bylaws 2018, No.1972 & No.1979, adopted on October 15, 2018, contain a list of properties exempt from taxation for 2019. Some of the eligibility criteria for permissive tax exemptions include the following:

- The tax exemption must demonstrate benefit to the community and residents of the Town by enhancing the quality of life (economically, socially and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Town.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Town; (b) the potential demands for Town services or infrastructure arising from the property; and (c) the amount of revenue that the Town will lose if the exemption is granted.

Objective

- The Town will continue to provide permissive tax exemptions to some non-profit societies. The Town has also expanded its offering of permissive tax exemptions to include revitalization tax exemptions. It also intends to offer permissive tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

Policies

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.
- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.

- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.

Table 3: Utilization of Reserves, Development Cost Charges and Surplus for 2019

Source	% of Total	Dollar Value
Development Cost Charges - Roads	2%	235,000
Development Cost Charges - Sewer	1%	105,500
Development Cost Charges - Water	6%	632,250
Cemetery Care Fund	0%	1,948
Reserve - Amphitheatre	0%	10,000
Gas Tax Funds	13%	1,422,054
Surplus	78%	8,309,279
Total		\$10,716,031

TOWN OF LADYSMITH

BYLAW NO. 2001

A bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2019.

WHEREAS the Council of the Town of Ladysmith shall, pursuant to the *Community Charter*, in each year, adopt a bylaw to impose rates on taxable land and improvements according to their assessed value to provide the money required for purposes specified in the Charter;

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

Administration

1. The tax rates for the year 2019 shown on Schedule “A”, attached to and forming part of this Bylaw, shall be imposed on the assessed value of all the land and improvements within the Town of Ladysmith for the following purposes of:
 - (a) The Town of Ladysmith General Municipal Purposes – Column ‘A’;
 - (b) The Cowichan Valley Regional District – Column ‘B’;
 - (c) The Cowichan Valley Regional District Hospital – Column ‘C’.

Citation

2. This bylaw may be cited as the "Town of Ladysmith Tax Rates Bylaw 2019, No. 2001".

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)

**Town of Ladysmith Tax Rates Bylaw 2019, No.2001
Schedule "A"**

Tax Rates (Dollars of Tax per \$1,000 Net Taxable Value)

PROPERTY CLASS		<u>A</u> Municipal	<u>B</u> Cowichan Valley Regional District	<u>C</u> Cowichan Valley Regional Hospital District
1	Residential	4.0235	0.7738	0.5077
2	Utilities	32.4482	2.7083	1.7770
3	Supportive Housing	4.0235	0.7738	0.5077
4	Major Industry	104.7610	2.6309	1.7261
5	Light Industry	18.2199	2.6309	1.7261
6	Business/Other	12.9794	1.8958	1.2439
7	Managed Forest	28.9552	2.3214	1.5231
8	Rec Non Profit	2.5757	0.7738	0.5077
9	Farm	34.8856	0.7738	0.5077

TOWN OF LADYSMITH

BYLAW NO. 1998

A bylaw to impose a water parcel tax on owners of land in the Town of Ladysmith pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered by the *Community Charter* to impose and levy a water parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have been or are to be incurred by the Town of Ladysmith in constructing and improving the water system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a water parcel tax on land benefiting from such improvements to meet such costs;

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

Definitions

1. In this Bylaw:
 "Parcel" Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2019 Revised Assessment Roll and all amendments thereto.

 "Group of Parcels" Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A water parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the water system of the Town, or which is deemed to abut on the said water system.
3. The annual water parcel tax shall be in the amount of Four Hundred and Fifty Nine Dollars (\$459.00) per parcel or group of parcels.
4. The water parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the water parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The water parcel tax shall have the same rights and remedies as other real property taxes.
6. Every water parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Water Parcel Tax Bylaw, 2018, No. 1958" is hereby repealed.

Citation

8. This bylaw may be cited as "Water Parcel Tax Bylaw 2019, No. 1998".

READ A FIRST TIME on the day of , 2019

READ A SECOND TIME on the day of , 2019

READ A THIRD TIME on the day of , 2019

ADOPTED on the day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1999

A bylaw to impose a sewer parcel tax on owners of land in the Town of Ladysmith, pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered the *Community Charter* to impose and levy a sewer parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have or will be incurred by the Town of Ladysmith in constructing and improving the sewer system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a sewer parcel tax on land benefitting from such improvements to meet such costs;

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

Definitions

1. In this Bylaw:

"Parcel" Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2019 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the sewer system of the Town, or which is deemed to abut on the said sewer system.
3. The annual sewer parcel tax shall be in the amount of Three Hundred Thirty-Five Dollars (\$335.00) per parcel or group of parcels.
4. The sewer parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The sewer parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Sewer Parcel Tax Bylaw 2018, No. 1959" is hereby repealed.

Citation

8. This bylaw may be cited as "Sewer Parcel Tax Bylaw 2019, No. 1999".

READ A FIRST TIME on the day of , 2019

READ A SECOND TIME on the day of , 2019

READ A THIRD TIME on the day of , 2019

ADOPTED on the day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

April 29, 2019

To: Mayor and Council

From: Kelly Styles, 1282 McKinley Road

Re: McKinley-Churchill Road Re Opening June 2019

I am writing as a concerned citizen and resident of McKinley Road regarding the upcoming re-opening of the McKinley-Churchill connector. Last year when this connector was established in order to repair the culvert on 4th Avenue, it was clear that residents of both McKinley, Churchill and surrounding streets were hugely impacted.

In preparation for the opening in June, I ask that the town support the idea of installing temporary speed bumps in three areas on McKinley to slow traffic. In spite of efforts to reduce speed last year both by increase presence of RCMP and additional traffic signs, speed continued to be a safety issue.

Further, dust from the gravel area between McKinley and Churchill was again an issue. Attempts by the town to soak the area with water was temporary and dried out quickly and was really not very effective. I request town please consider another alternative to water as a dust inhibitor. Could this gravel area be oiled or perhaps a salt water compound be used instead?

I understand the importance the temporary route is while construction is underway on 4th Avenue. However, residents need to have confidence that every effort is being made by the Town to help mitigate the consequences of increased traffic and all the issues that will come from it.

Sincerely,

Kelly Styles

250-713-6969

John Marston
coastsalishcarver@shaw.ca
250-709-4587

Request for Sponsorship and Stz'uminus Representation

To whom this may concern,

Last February, 20 students from Chemainus Secondary School we're welcomed to the Dene Nation in the Northwest territory as part of an exchange with 'Experiences Canada'.

On May 8th, 20 students from that nation will come to our territory.

We are excited to give them the same warm welcome they gave our youth.

On May 9th a Cultural Event is being planned on Stz'uminus Traditional Territory at Transfer Beach in Ladysmith. This request to Chief and Council is for partial contribution for this lunch of Salmon and/or other sea food (ie Clams, Prawns) to help feed the Youth and Adults attending.

The 8 salmon John Marston received from the recent distribution have been contributed.

In total this event will host 65 students and 10-15 adults.

Students from surrounding areas and teachers from different districts will come together to learn about our history here in Ladysmith, including the Language and Land base Students from Ladysmith Secondary School.

Everyone will be given the opportunity to travel on the water either in a dug out canoe or in a lapstrake tour boat. Other Activities will also include cedar bark weaving and To conclude this day everyone will gather at the Ladysmith Art Gallery for story telling and drumming.

This far we have received support from:

Ladysmith Maritime Society: Harbour tours in life boat. 1pm-5pm	\$1000.00
Ladysmith Art Gallery: Special Guest sponsorship 430pm-5pm	\$250.00
49th Parallel Grocery: Vegetable & fruit plates	\$200.00
Kwu'mut Lelum Child Services: Tribal Journeys Canoe for full day.	\$1000.00
Rotary Club of Ladysmith: Use of Shelter at Transfer.	\$50.00
John Marston: Cedar Bark for weaving activity	\$150.00
Skipper fee and Canoe preparations and cleaning	\$350.00
Total in kind contributions:	\$2850.00

Students Fundraising Efforts will cover:

2 Lifeguards	\$150 each
2 Cultural Guest	\$150 each
1 Canoe Skipper	\$150
Bannock cook and toppings	\$150

Total to be fundraised: **\$900.00**

Other Contributions by parents and volunteers :

Cooking/Lunch Prep

Clean up.

Tents and Chairs still to be acquired

Thank you for your time and consideration,

John Marston, Artist

Schedule at a Glance: Conference 2019

HERITAGE BC ANNUAL CONFERENCE

INTERPRETING HERITAGE

Identity, Culture, Environment

May 9-11, 2019 | Nanaimo, BC

HeritageBC

Conference Sponsor

On This Spot



9:00am-3:00pm	Industrial Heritage: From warehouses and factories to bridges, saw mills, shipyards, breweries and mines.
11:00am	Taking Action: Leading toward Diversity, Equity, Accessibility, and Inclusion through Collaboration, Capacity and Change
1:00pm	Google This: Practical Advice to Improve your Online Presence.
3:30pm	Transportation to Newcastle Island
4:00pm	Walking interpretive tour of Newcastle Island
4:00pm	Weaving and Storytelling: a cultural experience (tour on Newcastle Island)
4:00pm	Interpretive tour of downtown Nanaimo
6:00pm	Dine-Around
7:00pm	Heritage SLAM!

Friday, May 10

8:00am	Complimentary breakfast
9:00am	Welcome and Opening Plenary: The State of Heritage – What We Heard
12:00pm	Lunch on your own
1:30pm	Making Space: Indigenous Partnerships
1:30pm	Navigating BC Legislation, Acts and Codes
1:30pm	Heritage Conservation Areas: Theory and Practice
2:45pm	Break
3:00pm	Speaking Through Stories, Time & Place (at Nanaimo Art Gallery)
3:00pm	Reclaiming Place: Interpreting Historic Landscapes

3:00pm	Building Resilience and Environmental Impact: Why Should We Care?
5:00pm	Dinner on your own
6:00pm	Heritage BC AGM
7:00pm	Heritage BC Award Gala

Saturday, May 11

8:00am	Complimentary breakfast
9:00am	The Media is the [Heritage] Message
9:00am	How Well Do You Know Your Place?
9:00am	Building Resilience and Environmental Impact: How is it Possible?
10:15am	Coffee Break
10:30am	Interpreting Heritage
10:30am	The Role of Archaeology when Interpreting the Heritage Landscape
10:30am	Building Resilience and Environmental Impact: What is the Proof?
12:00pm	Complimentary lunch
1:00pm	Heritage for All
1:00pm	Planning for Cultural Identity: Hearing The Voices Of The Community
1:00pm	Future of Heritage: Educating Young People
2:15pm	Break
2:30pm	Not-for-Profit Roundtable
2:30pm	Commissions, Committees and Local Government
2:30pm	Heritage Professionals Networking and Roundtable