

**TOWN OF LADYSMITH  
MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, FEBRUARY 20, 2017  
CALL TO ORDER 5:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Clayton Postings (Acting City Manager)		
Felicity Adams	Erin Anderson	Kevin Goldfuss
Joanna Winter	Sue Bouma	

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**CALL TO ORDER**

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

**CLOSED SESSION**

**CS 2017-034**

*Moved and seconded:*

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

- Status of sale of Town-owned properties– Section 90 (1) (l)
- Provision of a municipal service - Section 90 (1) (k)

*Motion carried.*

**REGULAR OPEN MEETING**

Mayor Stone called this Regular Open Meeting to order at 6:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**AGENDA APPROVAL**

**CS 2017-035**

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of February 20, 2017 as amended by the following change of order:

- Move item 8.2, "Zoning Bylaw Amendment Application – 630 Farrell Road (Schnurch)" to precede item 6.1., "Chamber of Commerce Week Proclamation"

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 5:34 p.m. with report on the following items:

- Resolution CE 2017-047, that Council direct staff to re-issue notice of its intent to sell the closed portion of Clarke Road to Robert and Nicolette MacCallum for \$22,000, in accordance with section 26(3) of the *Community Charter*.
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- Resolution CE 2017-048, that Council direct staff to charge the cost of re-publishing notice of the disposition of the closed portion of Clarke Road to the purchasers.
- Resolution CE 2017-049, that Council:
  1. Approve the Contract of Purchase and Sale, as amended, for the sale of the Town-owned property at 1201 and 1251 Christie Road to Urban Forest Enterprises Ltd., or its proposed assignee, 1107635 B.C. Ltd., for \$450,000;
  2. Authorize the Mayor and Corporate Officer to execute the addenda; and
  3. Direct staff to publish notice of the property disposition in accordance with Section 26 of the Community Charter.
- Resolution CE 2017-050, that Council waive the purchasing policy and enter into an agreement with Catalyst Paper Corporation for processing Town of Ladysmith bio-solids, and authorize the Mayor and Corporate Officer to execute the agreement.
- Resolution CE 2017-051, that Council waive the purchasing policy and engage Coast Environmental to transport Town of Ladysmith bio-solids.

**MINUTES**

CS 2017-036

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held January 16, 2017.

*Motion carried.*

CS 2017-037

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held January 18, 2017.

*Motion carried.*

CS 2017-038

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held January 23, 2017.

*Motion carried.*

CS 2017-039

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held January 30, 2017.

*Motion carried.*

**Zoning Bylaw Amendment Application – 630 Farrell Road (Schnurch)**

*Moved and seconded:*

CS 2017-040

1. That under the Bylaws portion of the agenda, Council proceed with first and second readings of Bylaw 1917 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917”; and refer the bylaw to public hearing; and
2. That prior to the enactment of Bylaw 1917 the following voluntary and land use matters shall be completed to the satisfaction of the Director of Development Services:
  - The \$5000 voluntary contribution to the amenity fund is submitted; and
  - Registration of a section 219 covenant on the title of Lot 2, District Lot 41, Oyster District, Plan VIP79202 to address the following land use matters:
    - i. to secure the Lewkowich Engineering Associates Ltd. geotechnical assessment;
    - ii. to require that a grading plan be submitted and approved by the Approving Officer for the proposed residential lots as a condition of the subdivision application;
    - iii. to require a 4 meter minimum protection radius around several trees along the west and south property lines, including requirements for tree protection during and after construction utilizing best practices from the ‘BC Landscape Standard’;

and that the covenant be signed by the Mayor and Corporate Officer.

*Motion carried.*

**PROCLAMATIONS**

Mayor Stone proclaimed February 20<sup>th</sup> to 24<sup>th</sup>, 2017 as “Chamber of Commerce Week” in the Town of Ladysmith, in recognition of the efforts of its members to strengthen Ladysmith’s business community to help our town thrive.

Mayor Stone proclaimed February 20<sup>th</sup>, 2017 as “Kinsmen and Kinettes Day”, and February 19<sup>th</sup> to 25<sup>th</sup> as “Kinsmen and Kinettes Week” in the Town of Ladysmith, in recognition of our local club’s dedication and service to our community.

**2017 – 2021  
FINANCIAL PLAN**

CS 2017-041

*Moved and seconded:*

That Council:

Provide early expenditure approval for the following:

- A. Hiring of the Waste Water Treatment Plant Operator position at an annual cost of \$97,273 (2017 rates).
- B. Occupational Health and Safety Gap Analysis of the Town’s Safety Management Program at a cost of \$12,500.

- C. Hiring of two Parks summer students at a one-time cost of \$23,650 (2017 rates).
- D. Purchase of an emergency back-up generator for the RCMP detachment at a cost of \$95,000.
- E. Purchase of an Ultra Violet (UV) Sanitation System for the pool at a cost of \$90,000.
- F. Renovation of the Fire Hall Front Truck Bay at a cost of \$100,000.

*Motion carried.*

*Moved and seconded:*

**CS 2017-042**

That Council direct staff to prepare bylaws for:

- A. 2017 – 2021 Financial Plan
- B. 2017 Water Parcel Tax at \$309 per parcel
- C. 2017 Sewer Parcel Tax at \$299 per parcel
- D. Water Rates amendment bylaw with a 10% increase to the base rate and each step.
- E. Sewer Rates amendment bylaw with a \$5.70 (or 33.9%) increase per month.

*Motion carried.*

**DEVELOPMENT APPLICATIONS**

**Development Variance Permit Application – 245 Oyster Cove Rd (Campbell)**

**CS 2017-043**

*Moved and seconded:*

That Council direct staff to proceed with statutory notice for Development Variance Permit application (3090-16-09) for Strata Lot 40, District Lot 56, Oyster District, Strata Plan 2009 (245 Oyster Cove Road).

*Motion carried.*

**BYLAWS (OFFICIAL COMMUNITY PLAN & ZONING)**

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917**

**CS 2017-044**

*Moved and seconded:*

That Council give first and second reading to Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917 and refer the bylaw to a public hearing.

*Motion carried.*

**REPORTS**

**Aggie Hall Parking Expansion**

**CS 2017-045**

*Moved and seconded:*

That Council direct staff to:

1. Relocate the playground beside Aggie Hall to a location above the existing location on the Aggie site.
2. Commence development of parking on the north side of 2<sup>nd</sup> Avenue east of Symonds Street along with the parking expansion Option 1 on the Aggie Hall site as listed in the parking concept drawings.
3. Partner with Ladysmith Family and Friends in developing an

engagement process with the community in the development of a new play space at Aggie Hall;

4. Include \$180,000 in the 2017-2021 Financial Plan for this project, with funding to come from taxation, gas tax and carry-forward funds.

*Motion carried.*

#### **Streets and Traffic Bylaw – Recreational Vehicle Parking**

*Moved and seconded:*

CS 2017-046

That Council direct staff to bring forward amendments to “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” that would:

1. Limit the parking of large recreational vehicles (over 6.5m in length), including trailers, motorhomes and camper trucks on Town boulevards to a maximum of 72 hours which would match the current 72 hour time period limit on Town streets;
2. Amend the current bylaw language that restricts the parking of vehicles on Town streets to a maximum of 72 consecutive hours without the vehicle being moved to ensure that the bylaw meets the policy intent, such that “being moved” is described to mean a distance beyond the same one block area; and
3. Prohibit camping/sleeping overnight in all types of vehicles on Town streets and boulevards.

*Motion carried.*

#### **Water Filtration Plant Borrowing Bylaw – Alternative Approval Process**

MOTION AMENDED BY CS 2017-048

*Moved and seconded:*

CS 2017-047

That with regard to “Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920”, which proposes to borrow directly from the Municipal Finance Authority of British Columbia (MFA) a sum not to exceed \$6,000,000 to finance the construction of a new water filtration plant to treat the water in the Town of Ladysmith water supply system, with the borrowing to be repaid over a period not to exceed 25 years, Council:

1. Submit the bylaw to the electors for approval by way of the alternative approval process;
2. Approve the attached notice to the electors (Appendix ‘B’) of the alternative process and direct staff to publish it;
3. Approve the attached elector response form (Appendix ‘C’);
4. Establish the deadline for receiving the elector response forms as 4:00 p.m. on Wednesday, April 12, 2017;
5. Determine that the total number of electors within the Town of Ladysmith to which the alternative approval process applies is 6,988 of which 10 per cent or 699 must submit elector response forms to prevent the Town of Ladysmith Council from adopting “Water Filtration Plant Loan Authorization Bylaw 1920” without first obtaining the assent of the electors by way of referendum.

**\*AMENDMENT\***

CS 2017-048

*Moved and seconded:*

That Council amend item 2 in Resolution CS 2017-047-to read as follows:

2. Approve the attached notice to the electors (Appendix B) as amended to include reference to the requirement by Island Health for the Town to include water filtration in its water supply system, subject to confirmation by the Local Government Division of the Ministry of Community, Sport and Cultural Development.

*Amendment carried*

*Main motion as amended carried.*

CS 2017-049

**Holland Lake Dams – Inundation Study**

*Moved and seconded:*

That Council waive the Purchasing Policy and direct award the Holland Dam Inundation Mapping, Operation Maintenance and Surveillance Manual and Emergency Plan Updates contract to Austin Engineering for a total cost of \$42,000, and provide early expenditure approval for the project.

*Motion carried.*

CS 2017-050

**Sanitary Sewer Line Infiltration and Inflow Reduction**

*Moved and seconded:*

That Council award the Town of Ladysmith Flow Monitoring Program to Opus International Consultants (Canada) Ltd. for a total project cost of \$50,000.

*Motion carried.*

**BYLAWS**

CS 2017-051

**Town of Ladysmith Parks, Recreation and Culture Commission Repeal Bylaw 2016, No. 1919**

*Moved and seconded:*

That Council adopt Town of Ladysmith Parks, Recreation and Culture Commission Repeal Bylaw 2016, No. 1919.

*Motion carried.*

CS 2017-052

**Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922**

*Moved and seconded:*

That Council adopt Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922.

*Motion carried.*

**CORRESPONDENCE**

CS 2017-053

**Islands' Celtic Festival**

**Request for Permission to Attach Temporary Sign to Aggie**

*Moved and seconded:*

That Council refer to staff the request from the organizers of the Islands' Celtic Festival to attach a 4 foot by 8 foot temporary sign on

Aggie Hall in order to investigate options and report back to Council.  
*Motion carried.*

**Ladysmith Softball Association**  
**Request for Permission to Hang Sponsorship Banners at Aggie Field**  
*Moved and seconded:*

CS 2017-054

That Council refer to staff the request from the Ladysmith Softball Association to attach 4 foot by 6 foot sponsorship banners at Aggie Field in order to investigate options and report back to Council.  
*Motion carried.*

Councillor Paterson declared a conflict of interest with the following agenda item due to his membership in the Kinsmen Club and left the meeting.

**Kinsmen Club of Ladysmith**  
**Request for support of proposed Downtown Public Washroom Project**  
*Moved and seconded:*

CS 2017-055

That Council refer to staff the request from the Kinsmen Club of Ladysmith to support the building of downtown public washrooms at the alley end between the Health Food Store and the Royal Bank in order to investigate the proposal and report back to Council.  
*Motion carried.*

Councillor Paterson returned to the meeting.

## QUESTION PERIOD


Members of the public enquired about the compliance of the Waste Water Treatment Plant system during the recent heavy rains, the possibility of issuing short-term permits for recreational vehicle parking, the potential crosswalk at 2<sup>nd</sup> Avenue and High Street, and the possibility of erecting an electronic community information board.

## ADJOURNMENT

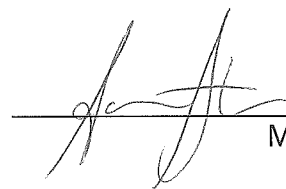
CS 2017-056

*Moved and seconded:*  
That this meeting of Council adjourn 6:57 p.m.  
*Motion carried.*

CERTIFIED CORRECT:



Corporate Officer (J. Winter)

  
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Mayor (A. Stone)