

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
TUESDAY, OCTOBER 3, 2017**

Call to Order and Closed Meeting

5:00 p.m.

Regular Open Meeting

7:00 p.m.

AGENDA

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

1. CLOSED SESSION

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

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose – section 90(1)(i)
- Strategic discussions regarding municipal objectives – section 90(1)(l)

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Meeting

4. MINUTES

4.1. Minutes of the Special Meeting of Council held September 11, 2017 1 - 2

4.2. Minutes of the Regular Meeting of Council held September 18, 2017 3 - 9



5. DELEGATIONS

- 5.1. Alex Stuart, Nanaimo Airport Commission, and Mike Hooper Nanaimo Airport CEO
Update on Nanaimo Airport YCD activities

6. PROCLAMATIONS

- 6.1. **Small Business Month**..... 10
Mayor Stone has proclaimed October, 2017, as “Small Business Month” in the Town of Ladysmith, in recognition of the determination, commitment and contributions made by all businesses in our community.
- 6.2. **Waste Reduction Week**..... 11
Mayor Stone has proclaimed the week of October 16-22, 2017 as “Waste Reduction Week” in the Town of Ladysmith. He urges all citizens to commit to environmental sustainability by conserving resources.
- 6.3. **Community Living Month**..... 12
Mayor Stone has proclaimed October, 2017 as “Community Living Month” in the Town of Ladysmith, in recognition that a thriving community requires the inclusion and participation of all its members.

7. DEVELOPMENT APPLICATIONS

- 7.1. **Renewal of Temporary Use Permit 15-01 - 614 Oyster Bay Drive (Roundhouse Building and Compound)**..... 13 - 16

Staff Recommendation:

That Council:

1. Issue a renewal of Temporary Use Permit 3340-15-01 to permit use of the Roundhouse Building and compound for the repair and restoration of Locomotive #11 and the Humdirgen at 614 Oyster Bay Drive; and
2. Authorize the Mayor and Corporate Officer to sign the Temporary Use Permit renewal.

8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)

- 8.1. **Zoning Bylaw and Official Community Plan Amendment Application 1132 - 1142 Rocky Creek Rd. (Ladysmith & District Credit Union, J. de Leeuw)**..... 17 - 20

Staff Recommendation:

That Council:

1. Refer Bylaw 1937 and Bylaw 1938 to public hearing after first and second reading; and extend the public hearing notice area to include the live-work units at 1154, 1156, and 1158 Rocky Creek Road.
2. Direct staff to review the CD-1 zone and recommend modifications such that the regulations in the zone allow for appropriate site development in relation to the permitted uses and the parcel at 1130 Rocky Creek Road.

8.1.(a) Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 49) 2017, No. 1937..... 21 - 22

The purpose of Bylaw 1937 is to amend the Official Community Plan by placing the “Industrial” land use designation and “DPA 5 – Industrial” on the following five subject properties: Lots 1 – 5, District Lot 38, Oyster District, Plan VIP84189 (1132 – 1142 Rocky Creek Road).

Staff Recommendation:

That Council:

1. Give first and second reading to Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 49) 2017, No. 1937; and
2. Refer Bylaw 1937 to public hearing.

8.1.(b) Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 9) 2017, No. 1938..... 23 - 24

The purpose of Bylaw 1938 is to place the “Light Industrial (I-1) zone on the following five subject properties: Lots 1 – 5, District Lot 38, Oyster District, Plan VIP84189 (1132 – 1142 Rocky Creek Road).

Staff Recommendation:

That Council:

1. Give first and second reading to Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 9) 2017, No. 1938; and
2. Refer Bylaw 1938 to public hearing.

9. COMMITTEE REPORTS

9.1. Mayor A. Stone

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

- 9.2. Councillor R. Hutchins**
Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee
- 9.3. Councillor C. Henderson**
Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program **25 - 26**
- 9.4. Councillor D. Paterson**
Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel
- 9.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee **27 - 28**
- 9.6. Councillor C. Fradin**
Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee..... **29 - 30**
- 9.7. Councillor S. Arnett**
Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation

10. BYLAWS

- 10.1. Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932 31 - 33**

The purpose of Bylaw 1932 is to amend the Subdivision and Development Servicing Bylaw to allow for a reduction in the curb, sidewalk, and street tree standard for single family developments involving a single lot in existing neighbourhoods to match the existing standard of the neighbourhood.

Staff Recommendation:

That Council adopt Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932.

11. CORRESPONDENCE

- 11.1. **Alex Cook, Festival of Lights
Waiving of Trolley Rental Fee..... 34**

Staff Recommendation:

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 30, 2017 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 14, 2017.

- 11.2. **Linda Castle, Town and Country Mobile Home Park
Waiving of Trolley Rental Fee..... 35**

Staff Recommendation:

That Council not waive the fees for the use of the Town trolley and driver on Sunday, December 10th for the Town and Country Mobile Home Park social committee dinner at the Eagles Hall, as requested by the Town and Country Mobile Home Park social committee in their correspondence dated September 21, 2017, as the group is not a registered not-for-profit.

12. NEW BUSINESS

13. UNFINISHED BUSINESS - None

QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

ADJOURNMENT

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, SEPTEMBER 11, 2017
CALL TO ORDER 5:01 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS ABSENT:

Councillor Duck Paterson

STAFF PRESENT:

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

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

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:02 p.m. in order to consider items related to the following:

CS 2017-270

- Various matters related to section 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- Provision of a municipal service - section 90(1)(k)

Motion carried.

RISE AND REPORT Council rose from Closed Session at 6:26 p.m. with report on the following item:

- Resolution CE 2017-180

That Council:

1. Approve the five year agreement with Catalyst Paper Corporation for the disposal of the Town's bio-solids at the rate of \$1,100 per bone dry tonne; and
2. Authorize the Mayor and Corporate Officer to sign the agreement.

ADJOURNMENT

CS 2017-271

Moved and seconded:

That this Special Meeting of Council adjourn at 6:28 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, SEPTEMBER 18, 2017
CALL TO ORDER 5:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS ABSENT:

Councillor Duck Paterson

STAFF PRESENT:

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

CALL TO ORDER

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

CLOSED SESSION

CS 2017-272

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:

- Various matters related to section 90(1)(e) -- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Labour relations or other employee relations – section 90 (1)(c)

Motion carried.

REGULAR MEETING

Mayor Stone called this regular meeting of Council to order at 7:00 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 2017-273

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for September 18, 2017 as amended by the following:

- Remove item 7.1., "Official Community Plan (OCP) and Zoning Amendment Application, Lot A, District Lots 24 and 38, Oyster District, Plan VIP71248 (1130 Rocky Creek Rd)", at the request of the applicant
- Add item 12.2, "Brief report on the Vancouver Island Regional Library budget for 2017-2018"
- Add item 12.3, "Request for Letter of Support for LaFF Gaming Grant Application"
- Correct typos on pages 25 and 26 of the agenda package

Motion carried.

MINUTES

CS 2017-274

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held August 21, 2017.

Motion carried.

DELEGATION

Gerry Yellowlees, Ladysmith Air Cadet Leader and Kae Griffin Duke of Edinburgh Award – Air Cadets Bronze Award Certificate
Mr. Yellowlees introduced Kae Griffin, recipient of the Duke of Edinburgh award, and invited him to provide a summary of the time investment and accomplishments that led to his award.

Mayor Stone presented the Duke of Edinburgh certificate to Mr. Griffin. Council commended Mr. Griffin for his achievements and thanked him for his work in the community.

PROCLAMATIONS

International Day of Older Persons

Mayor Stone proclaimed October 1 as International Day of Older Persons and encouraged all citizens to recognize the crucial role played by older Canadians in our community.

United Way Month

Mayor Stone proclaimed the month of October as United Way Month, and encouraged all citizens to remember that it takes every part of the community – individuals, businesses and organizations – to supply the passion, expertise and resources needed to create lasting change to improve lives and build stronger communities.

REPORTS

Subdivision and Development Servicing Bylaw No. 1834, Amendment Bylaw 2017, No. 1932

CS 2017-275

Moved and seconded:

That Council proceed with first three readings of "Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932" under the Bylaws section of the agenda, as corrected to increase the compacted thickness of the road paved surface to 75 mm asphalt.

Motion carried.

CS 2017-276

Frank Jameson Community Centre Repairs

Moved and seconded:

That Council authorize:

1. Reallocating unspent Frank Jameson Community Centre dressing room repair and sauna heater funds to fund the water main valve project;
2. Additional funds up to \$39,000 to be funded from Parks, Recreation and Culture Appropriated Equity and Water Reserves for the additional repairs at Frank Jameson Community Centre, and;
3. Staff to amend the Financial Plan.

Motion carried.

Biosolids Update

Staff responded to Council's questions regarding the Bio-solids facility budget.

Moved and seconded:

CS 2017-277

That Council receive the report from the Director of Infrastructure Services providing an update on the budget and actual construction costs to date for the Bio-solids facility.

Motion carried.

Recommendation from the Municipal Services Committee Meeting held August 14, 2017

Moved and seconded:

CS 2017-278

That Council approve the amended purchasing policy, which includes a provision for Social Procurement.

Motion carried.

Recommendations from the Municipal Services Committee Meeting held Sept 11, 2017

Moved and seconded:

CS 2017-279

That Council:

1. Direct staff to:
 - a) Provide a Permissive Tax Exemption to all properties

- currently on the 2017 Permissive Tax Exemptions Bylaw 2016, No. 1915 with the addition of the property at 314 Buller Street; and
- b) Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
 - c) Prepare the Permissive Tax Exemption Bylaw for 2018.
2. Approve the amended Travel Expense Policy.
 3. Direct staff to:
 - a) Prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw 2014, No. 1860 as follows:
 - In the Single Dwelling Residential – Holland Creek Area (R-1-HCA) zone:
 - i. amend the permitted parcel coverage from 33% to 35% for parcels 560 m² or less in size; and
 - ii. remove the finished floor area maximum.
 - In the Single Dwelling Residential – Small Lot B Zone (R-1-B) remove the maximum finished floor area requirement.
 - b) Refer the proposed zoning amendments to the Advisory Planning Commission for review.
 4. Not support the Festival of Lights proposal for a light-up decoration on the Ladysmith 'Heritage by the Sea' gateway sign in Bob Stuart Park as the Ministry of Transportation and Infrastructure is concerned about safety and driver distraction at the intersection.
 5. Direct staff to use the following terms of reference to guide the upcoming review of the Town of Ladysmith Commission and Committee Structure:
 - Analysis of best practices from other local governments
 - Discussions with Council and community members about the value of committee involvement
 - A review of current committees and commissions, their mandates and membership, the ongoing relevance and/or contribution of existing commissions/committees
 - Means of recruiting community members
 - A review of gaps or opportunities for community involvement (both through formal commissions/committees, Council liaison appointments, and/or other means)
 6. Direct staff to develop recommendations for public awareness

strategies and other measures to discourage illegal dumping of garbage.

Motion carried.

Recommendations from the Heritage Revitalization Advisory Commission Meeting Held May 25, 2017

Moved and seconded:

CS 2017-280

That Council approach the Archdiocese about retaining any of the stained glass windows not being utilized from St. John's Anglican Church, especially those with local significance, and in the event that the building is demolished, that Council seek the retention of the steeple and bell.

Motion carried.

Recommendations from the Heritage Revitalization Advisory Commission Meeting Held July 19, 2017

Moved and seconded:

CS 2017-281

That Council refer the following recommendation from the Heritage Revitalization Advisory Commission to the Waterfront Area Plan Leadership Committee for review and comment:

“That Council support the exploration by the Heritage Revitalization Advisory Commission and Ladysmith and District Historical Society into heritage protection for the historical Machine Shop building, the surrounding buildings and site.”

Motion carried.

BYLAWS

Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932

Moved and seconded:

CS 2017-282

That Council proceed with first, second and third readings of Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932.

Motion carried.

Town of Ladysmith 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935

Moved and seconded:

CS 2017-283

That Council proceed with first, second and third readings of Town of Ladysmith 2018 Permissive Tax Exemption Bylaw 2017, No. 1935.

Motion carried.

NEW BUSINESS

CS 2017-284

MIABC Voting Delegation

Moved and seconded:

That Council appoint Mayor Stone as the voting delegate and Councillors Friesenhan and Arnett as alternate voting delegates to attend the 30th Annual General Meeting of the Municipal Insurance Association of BC's (MIABC's) Subscribers on Tuesday, September 26th during the Union of British Columbia Municipalities Convention.

Motion carried.

Vancouver Island Regional Library 2017-2018 Budget

Councillor Arnett provided an overview of the 2017-2018 Vancouver Island Regional Library budget, summarizing highlights from 2016 and noting future directions. He also encouraged council to continue to work closely with the Library Board in order to ensure that construction of a new library in Ladysmith remains a priority.

Request for Letter of Support for Ladysmith Family and Friends Gaming Grant Application

Moved and seconded:

CS 2017-285

That Council provide a letter for Ladysmith Family and Friends in support of the organization's application for gaming funds for the Family Resource Program.

Motion carried.

QUESTION PERIOD

Members of the public provided background information and suggestions regarding the stained glass windows at the former St. John's Anglican church, the Machine Shop complex, and boulevard multi-use trail benefits, and enquired about street parking in relation to Bylaw 1932.

CLOSED SESSION

CS 2017-286

Moved and seconded:

That this meeting of Council recess at 8:02 p.m., and that it reconvene in closed session.

Motion carried.

RISE AND REPORT

Council rose at 9:10 p.m. without report.

ADJOURNMENT

CS 2017-287

Moved and seconded:

That this Meeting of Council adjourn at 9:12 p.m.

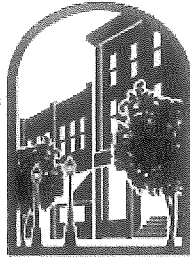
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption



LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

SMALL BUSINESS MONTH

WHEREAS: *Ladysmith's small business community is a major driving force in our community and provides jobs, economic growth and prosperity for our town, the province of B.C. and Canada; and*

WHEREAS: *the Town of Ladysmith recognizes the determination, commitment and contributions made by all businesses in our community, and wishes to help ensure that our local businesses can continue to compete, succeed and grow; and*

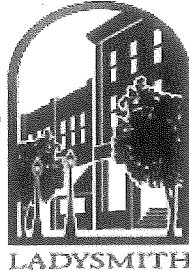
WHEREAS: *the Town of Ladysmith wishes to support and recognize Ladysmith's small business community for their achievements and contributions, and to celebrate the growth, innovation and prosperity of our local entrepreneurs;*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the month of October, 2017 as Small Business Month in the Town of Ladysmith, British Columbia.*



Mayor A. Stone

September 20, 2017



TOWN OF LADYSMITH

PROCLAMATION

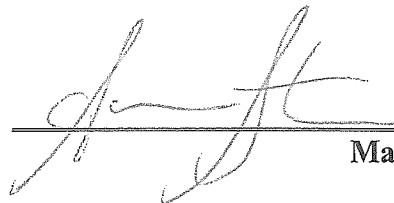
WASTE REDUCTION WEEK

WHEREAS: *As a municipality, we are committed to conserving resources, protecting the environment and educating the community; and*

WHEREAS: *We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems; and*

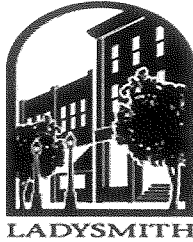
WHEREAS: *We endeavour to take the lead in our community toward environmental sustainability;*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim October 16th to 22nd, 2017 as Waste Reduction Week in the Town of Ladysmith, British Columbia.*



Mayor A. Stone

October 3, 2017



TOWN OF LADYSMITH

PROCLAMATION

COMMUNITY LIVING MONTH

- WHEREAS:** *The Provincial Government proclaims October as Community Living Month every year; and*
- WHEREAS:** *Community Living Month is a celebration of community inclusion throughout the Province of British Columbia; and*
- WHEREAS:** *Canada ratified the United Nations' historic Convention on the Rights of Persons with Disabilities in 2010; and*
- WHEREAS:** *A thriving community requires the inclusion and participation of all its members; and*
- WHEREAS:** *The inclusion of individuals with developmental disabilities in all aspects of community enables all people to contribute their gifts, talents and abilities, and to secure their rightful place at home, at school, at work, and in the community; and*
- WHEREAS:** *Community Living BC, a provincial Crown corporation, will be celebrating Community Living Month in partnership with the Town of Ladysmith to raise public awareness about inclusion and support persons with diverse abilities to participate fully in societal life.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the month of October, 2017 as "Community Living Month" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

October 3, 2017

INFORMATION REPORT TO COUNCIL

From: Angela Davies, Planner
Meeting Date: October 3, 2017
File No: 3340-15-01
RE: **TEMPORARY USE PERMIT RENEWAL- 614 OYSTER BAY DRIVE (ROUNDHOUSE BUILDING & COMPOUND)**

RECOMMENDATION:

That Council:

1. Issue a renewal of Temporary Use Permit 3340-15-01 to permit use of the Roundhouse Building and compound for the repair and restoration of Locomotive #11 and the Humdirgen at 614 Oyster Bay Drive; and
2. Authorize the Mayor and Corporate Officer to sign the Temporary Use Permit renewal.

PURPOSE:

The purpose of this staff report is to present a renewal of Temporary Use Permit 3340-15-01 for 614 Oyster Bay Drive for Council’s consideration.

A Temporary Use Permit was approved October 13, 2015 to allow the repair and restoration of historical artifacts (specifically, Locomotive #11 and the Humdirgen) at 614 Oyster Bay Drive. The existing Temporary Use Permit expires in October 13, 2017. Ladysmith & District Historical Society have requested the renewal of the Temporary Use Permit under the same terms and condition.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
<i>CS 2015-312</i>	<i>September 28, 2015</i>	<i>That Council direct Staff to process a Temporary Use Permit (TUP) to allow the Ladysmith and District Historical Society (LDHS) to use the Roundhouse Building on the Machine Shop site located at 614 Oyster Bay Drive for the repair and restoration of the artifacts known as Locomotive #11 and the Humdurgin, and that the application fee in the amount of \$1,500 plus advertising costs be waived.</i>
<i>CS 2015-336</i>	<i>October 13, 2015</i>	<i>That Council approve Temporary Use Permit 3340-15-01 to permit use of the Roundhouse Building located at 614 Oyster Bay Drive and the adjacent fenced area for the repair and restoration of the artifacts known as Locomotive #11 and the Humdurgin for two years subject to the conditions of the Temporary Use Permit and authorize the Mayor and Corporate Officer to sign Temporary Use Permit 3340-15-01.</i>



DISCUSSION:

Temporary Use Permit 3340-15-01 permits the use of the Roundhouse Building and Compound for repair and restoration of Locomotive #11 and the Humdirgen, a use not included within the CD-4 Waterfront Reserve Comprehensive Development Zone.

The Temporary Use Permit was approved for a two-year period. Section 497(2) of the Local Government Act permits a one-time renewal of a temporary use permit by a resolution of Council. The renewal can be for the same two-year period.

Statutory notification regarding TUP application 3340-15-01 was provided in a letter to adjacent owners, in the Chronicle Newspaper, and a sign onsite in October 2015. Statutory Notification included the provision that the TUP could be renewed once. No submissions or comments were received.

SUMMARY POINTS

- Temporary Use Permit 3340-15-01, permitting the use of the Roundhouse Building and compound for the repair and restoration of Locomotive #11 and the Humdirgen at 614 Oyster Bay Drive, expires October 13, 2017. The Ladysmith & District Historical Society have requested a renewal of the Temporary Use Permit.
- The Local Government Act permits one renewal of a temporary use permit.

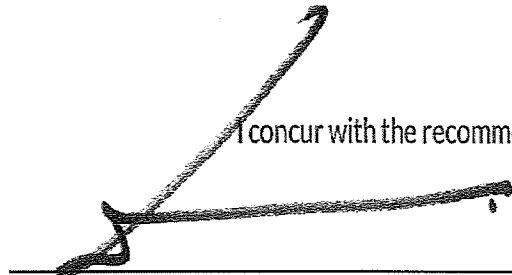
Reviewed By



Felicity Adams, Director of Development Services

September 26, 2017

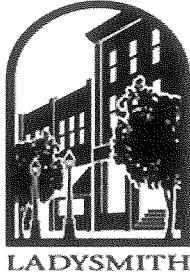
Date Signed


I concur with the recommendation.

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT

TUP 3340-15-01 (renewal)



TOWN OF LADYSMITH TEMPORARY USE PERMIT (RENEWAL)

FILE NO: 3340-15-01

DATE: OCTOBER 3, 2017

Name of Owner of Land (permittee): Town of Ladysmith

Applicant: Ladysmith & District Historical Society

Subject Property: 614 Oyster Bay Drive (Roundhouse & Compound)

1. This Temporary Use Permit renews Temporary Use Permit 3340-15-01 and is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to the lands described below, and any buildings, structures, and other development thereon (hereinafter called the Lands):

The Roundhouse building and adjacent fenced area situated on a portion of Lot 4, District Lots 8G, 11G, 24 and 56, Oyster District, Plan 45800, Except Parts in Plans VIP64405, VIP71943, and VIP72131. PID: 010-208-828.

3. Pursuant to section 492 of the *Local Government Act*, this permit authorizes the Ladysmith & District Historical Society to restore and repair historical artifacts on a temporary basis subject to the following conditions:
 - a) The artifacts to be restored and repaired are "Locomotive #11" and the "Humdirgen".
 - b) A sign, approved by the Town of Ladysmith, shall be installed at the current location of the artifacts to advise the public that the artifact has been temporarily moved for repair and restoration.
 - c) When the permit lapses, the property must be reinstated to its original condition, as directed by the Town in its lease with Ladysmith & District Historical Society.
4. The permit was approved on _____ 2017, and issued on _____ 2017.
5. Pursuant to section 497(2) of the *Local Government Act*, this permit lapses **two years** from the date of issuance of this permit.
6. This permit may not be renewed.

Town of Ladysmith

Corporate Officer

Date Permit Issued

Mayor

Applicant

Applicant

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
Meeting Date: October 3, 2017
File No: 3360-17-03

**RE: Zoning Bylaw and Official Community Plan Amendment Application
1132 - 1142 Rocky Creek Rd. (Ladysmith & District Credit Union, J. de Leeuw)**

Subject Properties:

Lot 1, District Lot 38, Oyster District, Plan VIP84189 (1142 Rocky Creek Road)
Lot 2, District Lot 38, Oyster District, Plan VIP84189 (1140 Rocky Creek Road)
Lot 3, District Lot 38, Oyster District, Plan VIP84189 (1138 Rocky Creek Road)
Lot 4, District Lot 38, Oyster District, Plan VIP84189 (1134 Rocky Creek Road)
Lot 5, District Lot 38, Oyster District, Plan VIP84189 (1132 Rocky Creek Road)

RECOMMENDATIONS

THAT Council:

1. Proceed with first and second reading of:
 - Bylaw 1937 cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 49) 2017, No. 1937” and
 - Bylaw 1938 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 9) 2017, No. 1938;under the Bylaws portion of tonight’s agenda.
2. Refer Bylaw 1937 and Bylaw 1938 to public hearing; and extend the public hearing notice area to include the live- work units at 1154, 1156, and 1158 Rocky Creek Road.
3. Direct staff to review the CD-1 zone and recommend modifications such that the regulations in the zone allow for appropriate site development in relation to the permitted uses and the parcel at 1130 Rocky Creek Road.

PURPOSE

The purpose of this staff report is to present amending Bylaw 1937 and amending Bylaw 1938 and to report on the consultation.



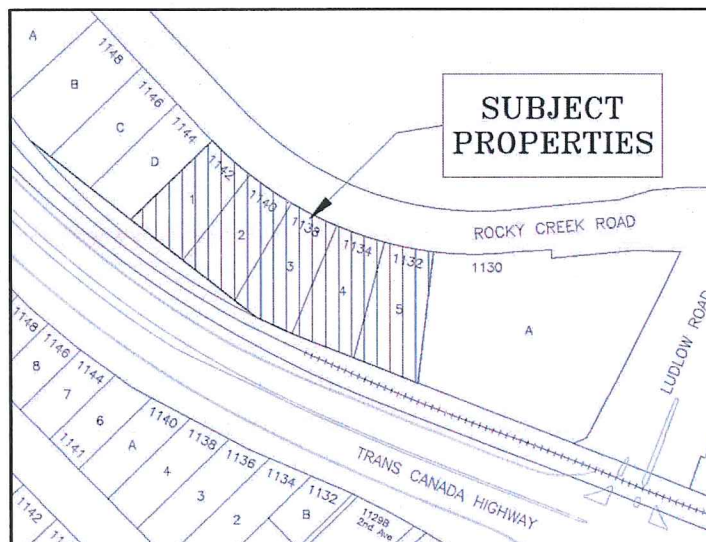
PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

Resolution	Meeting Date	Resolution Details
CS-2017-251	Aug. 21 2017	<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Consider the application to amend the Official Community Plan (OCP) and Zoning Bylaw to permit light industrial use on the properties legally described as Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.). 2. Having given consideration to s. 475 of the Local Government Act (consultation during OCP development) direct staff to: <ol style="list-style-type: none"> (a) refer the OCP amendment application 3360-17-03 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and (b) refer application 3360-17-03 to the Advisory Planning Commission for review and comment. 3. Direct staff to work with the property owner of the adjacent property (1130 Rocky Creek Rd.) in order to develop a comprehensive zoning solution for all of the properties in the CD-1 Zone, and if a rezoning proceeds for 1130 Rocky Creek Rd. require that the applicants host a neighbourhood information meeting to advise the community of the proposed changes for all parcels in the CD-1 Zone. 4. Direct staff to commence the preparation of the Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-17-03. 5. Approve of the discharge of covenant FB234682 and development permit EP096966 from the title of Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.) if the rezoning is approved; and authorize the Mayor and Corporate Officer to execute the discharge documents.

INTRODUCTION/BACKGROUND

The current stage of this rezoning application is to present Bylaw 1937 amending the Official Community Plan and Bylaw 1938 amending the Zoning Bylaw; and to report on the Advisory Planning Commission comments.

A letter has been sent to the Stz'uminus First Nation regarding the proposal and to date a response has not been received.



DISCUSSION

Bylaw 1937

Bylaw 1937 proposes to amend the Official Community Plan by placing the “Industrial” land use designation and “DPA 5 – Industrial” on the five subject properties.

Bylaw 1938

Bylaw 1938 proposes to place the “Light Industrial (I-1)” zone on the five subject properties.

Table 1: Proposed Changes to the Official Community Plan and Zoning for application 3360-17-03

	From	To
OCP Land Use	Mixed-Use Waterfront	Industrial
Development Permit Area (DPA)	DPA 1 - Waterfront	DPA 5 – Industrial
Zoning Bylaw	CD-1	I-1

Since the proposed amendment to the Zoning Bylaw would leave just one parcel, 1130 Rocky Creek Road, zoned Comprehensive Development 1 – Tourist Service (CD-1) it is recommended that Council direct staff to review the CD-1 zone and recommend modifications to this zone to allow for appropriate site development in relation to the permitted uses in the zone and the parcel at 1130 Rocky Creek Road.

SCOPE OF WORK

If proposed Bylaw 1937 and 1938 receive first and second reading, the next step is holding a public hearing.

ALTERNATIVES

That Council not proceed with rezoning application 3360-17-03 at this time.

FINANCIAL IMPLICATIONS

None at this time.

LEGAL IMPLICATIONS

None at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

At their meeting September 21, 2017 the Advisory Planning Commission passed the following motion:

“It was moved, seconded and carried that the Advisory Planning Commission (APC) recommends support for permitting light industrial use at 1132, 1134, 1138, 1140, and 1142 Rocky Creek Road; and recommends that the public hearing notice be

sent to the residents of the live-work units at 1154, 1156, and 1158 Rocky Creek Road so that they have a chance to review and comment on the proposal.”

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The Infrastructure Services Department has no objections to the proposal.

RESOURCE IMPLICATIONS

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

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The applicant has completed a sustainable development checklist and indicates that the proposal is consistent with the Visioning Report as the proposal will allow an existing business in Ladysmith to remain in the community and expand its business operations.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

SUMMARY

It is recommended to give first and second reading to Bylaw 1937 and Bylaw 1938 amending the Official Community Plan and Zoning Bylaw to permit light industrial use on five parcels at 1132-1142 Rocky Creek Road.

Reviewed by:

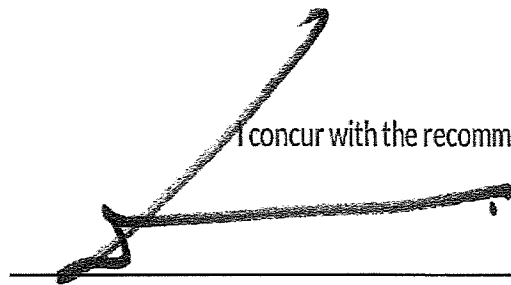


Felicity Adams, Director of Development Services

September 26, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT:

None

TOWN OF LADYSMITH

BYLAW NO. 1937

A bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

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. Schedule "A" – "Town of Ladysmith Community Plan" of Bylaw 1488 is hereby amended as set out in Schedules I and II attached to and forming part of this Bylaw.

CITATION

2. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 49) 2017, No. 1937".

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. 1937 – Schedule I

1. Schedule “A” – “Town of Ladysmith Community Plan” is amended as follows:

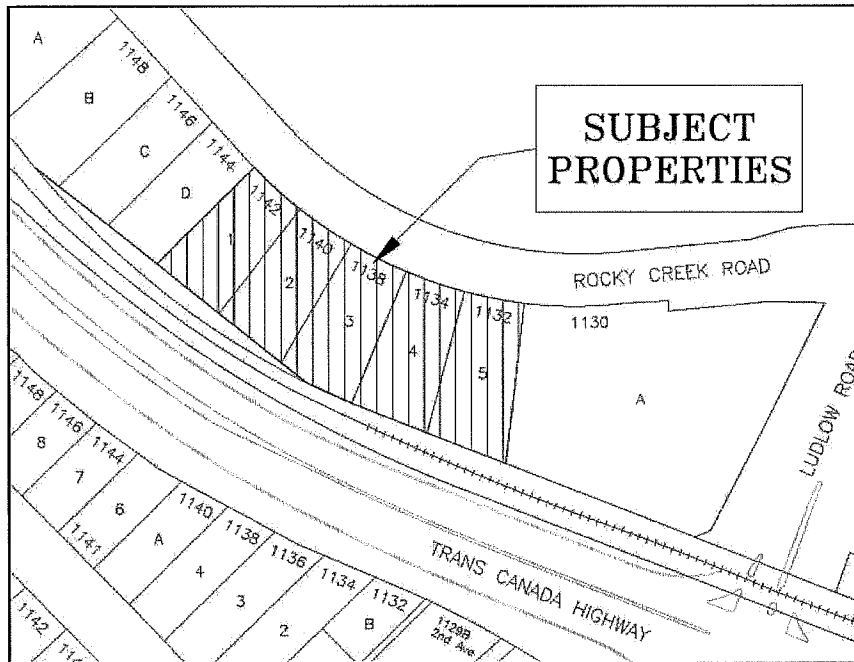
(a) “OCP Map 1 – Land Use” is amended as follows:

(i) Placing the Land Use Designation “Industrial” on the properties legally described as: Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132, 1134, 1138, 1140, and 1142 Rocky Creek Road) as shown on Schedule II.

(b) “OCP Map 2 – Development Permit Areas” is amended as follows:

(i) Placing ‘DPA 5 – Industrial’ on the properties legally described as Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132, 1134, 1138, 1140, and 1142 Rocky Creek Road) as shown on Schedule II.

Bylaw No. 1937 – Schedule II



TOWN OF LADYSMITH

BYLAW NO. 1938

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 B – Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
 - (a) By placing "Light Industrial (I-1)" on the subject properties legally described as Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132, 1134, 1138, 1140, and 1142 Rocky Creek Road), as shown in 'Schedule 1' attached to and forming part of this Bylaw.

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 9) 2017, No. 1938".

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 by the Minister pursuant to the provisions of the *Transportation Act*

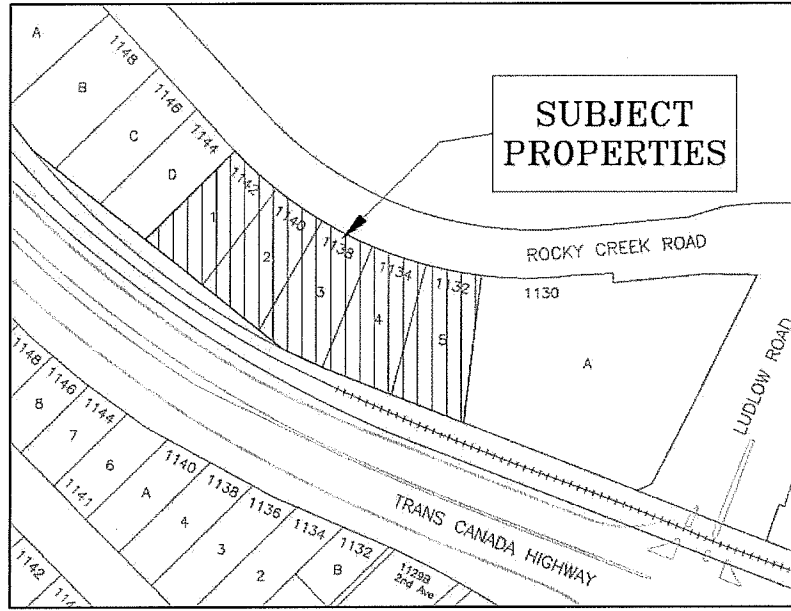
on the _____ day of _____,

ADOPTED on the _____ day of _____,

Mayor (A. Stone)

Corporate Officer (J. Winter)

Bylaw No. 1938 - Schedule 1



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Carol Henderson
Date: October 3, 2017
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Interagency Group EPIC

(Name of Commission or Organization)

Met on June 15, 2017

Did not meet this month



Agenda Items:

- 1. Presentation by Annwen Loverin from Community Based Solutions to Transportation Foundation for connectedness to programs, people and places.

Recommendation(s) for Council:

- That Council receive a delegation headed by Jane Osborne, Community Resource Network, to present a Walkability Study.
- That Council support a UBCM Age Friendly Grant Application.

Ladysmith Early Years Partnership (LEYP)

(Name of Commission or Organization)

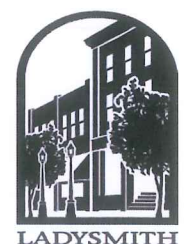
Met on September 20, 2017

Did not meet this month



Agenda Items:

- 1. 4th year VIU Nursing Students willing to support LEYP community review of available Early Years Services
- 2. State of the Child Report being updated with recent census and health data
- 3. National Child Day event planned November 20th
- 4. Communication strategies and funding opportunities discussed



Recommendation(s) for Council - None

Social Planning Cowichan

(Name of Commission or Organization)

Met on July 5, 2017

Did not meet this month

Agenda Items:

1. Board and Committee Appointments and election
2. AGM and regular board meeting
3. Website updates
4. New address: 5878 York Rd, Duncan, BC

Recommendation(s) for Council - None

Ladysmith Community Justice Program

(Name of Commission or Organization)

Met on _____

Did not meet this month

Invasive Species Advisory Committee

(Name of Commission or Organization)

Met on _____

Did not meet this month

(Date)

Respectfully submitted

Carol Henderson

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Joe Friesenhan
Date: October 3, 2017
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Ladysmith Festival of Lights

(Name of Commission or Organization)

Met on September 21, 2017

Did not meet this month

Agenda Items:

1. Major work party date will be Sunday, November 5th.
2. Both the Train at the RBC and the Canoe at LDCU will be ready for this year.
3. Festival has been approached about the possibility of doing a Christmas movie. This was just a fact-finding issue at this time.

Recommendation(s) for Council - None

Ladysmith Downtown Business Association

(Name of Commission or Organization)

Met on September 21, 2017

Did not meet this month

Agenda Items:

1. Chamber will be hosting Business Buzz on October 19th.
2. Will be having Old Time Christmas and Grand Christmas again this year.
3. Frederic Robinson from Legal Shield gave talk re: their company.



Recommendation(s) for Council

- That Council ask the Province for signage indicating Ladysmith when driving up from Victoria

Liquid Waste Management Committee

(Name of Commission or Organization)

Met on _____

Did not meet this month



Waterfront Area Plan

(Name of Commission or Organization)

Met on September 20, 2017

Did not meet this month



Agenda Items:

1. Setting tentative dates for public meetings.

Recommendation(s) for Council - None

Respectfully submitted

Joe Friesenhan

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Cal Fradin
Date: October 3, 2017
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Protective Services Committee
(Name of Commission or Organization)

Met on September 11, 2017

Did not meet this month

Agenda Items:

1. Staff report on 2nd Avenue Traffic concerns Buller St. to Symonds St. Due to the limited constructed road surface, two way traffic movements are limited when vehicles are parked along Second Avenue. Staff has reviewed and recommends various signage options be considered and monitored.
2. Community Wildfire Protection Planning for the Cowichan Valley Regional District is underway and nearly complete. Fire Chief Ray Delcourt and Joanna Winter, Manager of Legislative Services, are working on granting to fund this initiative for the Town of Ladysmith to complete our Wildfire Protection Planning.
3. Committee members are working to hold Fire Smart your Neighbourhood sessions in the community. Dates and times to be announced.

Recommendation(s) for Council:

- That Council consider limiting parking on 2nd Avenue, between Buller St. and Symonds St., and place Caution and Speed Reduction signage on 2nd Avenue.



Community safety Advisory Committee CSAC

(Name of Commission or Organization)

Met on September 7, 2017

Did not meet this month

Agenda Items:

1. CSAC has identified the need for the creation of a youth representation on CSAC. Currently there is no youth representation at the local government level. Creation of a Youth Engagement Team within the region would create a platform for youth having a voice in the community and an ability to play a greater role in the regional district. This would create more active and engaged citizens over time and can only serve to make our community a better place to live. Recommendation from CSAC to the Cowichan Valley Regional Board for a Youth Engagement Team will be undertaken.
2. The 2017 Safe Needle Disposal Toolkit Manual is now available at www.cvrld.bc.ca. It is suggested that the public familiarize themselves with this document with respect to encounters with needles and how to deal with them properly.

Recommendation(s) for Council - None

Liquid Waste Management Committee

(Name of Commission or Organization)

Met on _____

Did not meet this month

Celebrations Committee

(Name of Commission or Organization)

Met on _____

Did not meet this month

Respectfully submitted

Cal Fradin

TOWN OF LADYSMITH

BYLAW NO. 1932

A bylaw to amend the Subdivision and Development Servicing Bylaw 2013, No.1834

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Town of Ladysmith Subdivision and Development Servicing Bylaw;

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

1. The Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834 is hereby amended as follows:

i) Part II “Application, Administration and Enforcement” is amended by adding the following after section 2.04:

“2.04(i) Despite Section 2.04 the owner of a single family residential parcel may be exempt from providing curb, sidewalk and street trees on that portion of a highway immediately adjacent to the site at time of issuance of a Building Permit, if the Director of Infrastructure Services determines that the existing highway infrastructure adjacent to the site is consistent with the neighbourhood standard.”

ii) Schedule E “Engineering Standards and Specifications” is amended as follows:

a) Section 7A “Streets Design” is amended by adding the following after section 7A.17:

“7A.18 Half Road

7A.18.1 The Approving Officer may allow the dedication and construction of a new half road provided that:

- i. The required minimum width of pavement for a half road is 6 metres, and the required minimum width of dedication is 10 metres;
- ii. There is sufficient dedication to provide for two-way traffic flow and other infrastructure and services as required, such as sidewalk, street lights, and drainage collection system;
- iii. All infrastructure and services must be contained within the 10 metre half road right-of-way.

b) By adding “Drawing No. R-2C” attached to and forming part of this bylaw, as a “Standard Drawing” in Section 7 “Streets Design and Installation”.

Citation

1. This Bylaw may be cited for all purposes as “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834, Amendment Bylaw 2017, No. 1932”.

READ A FIRST TIME on the 18th day of September , 2017

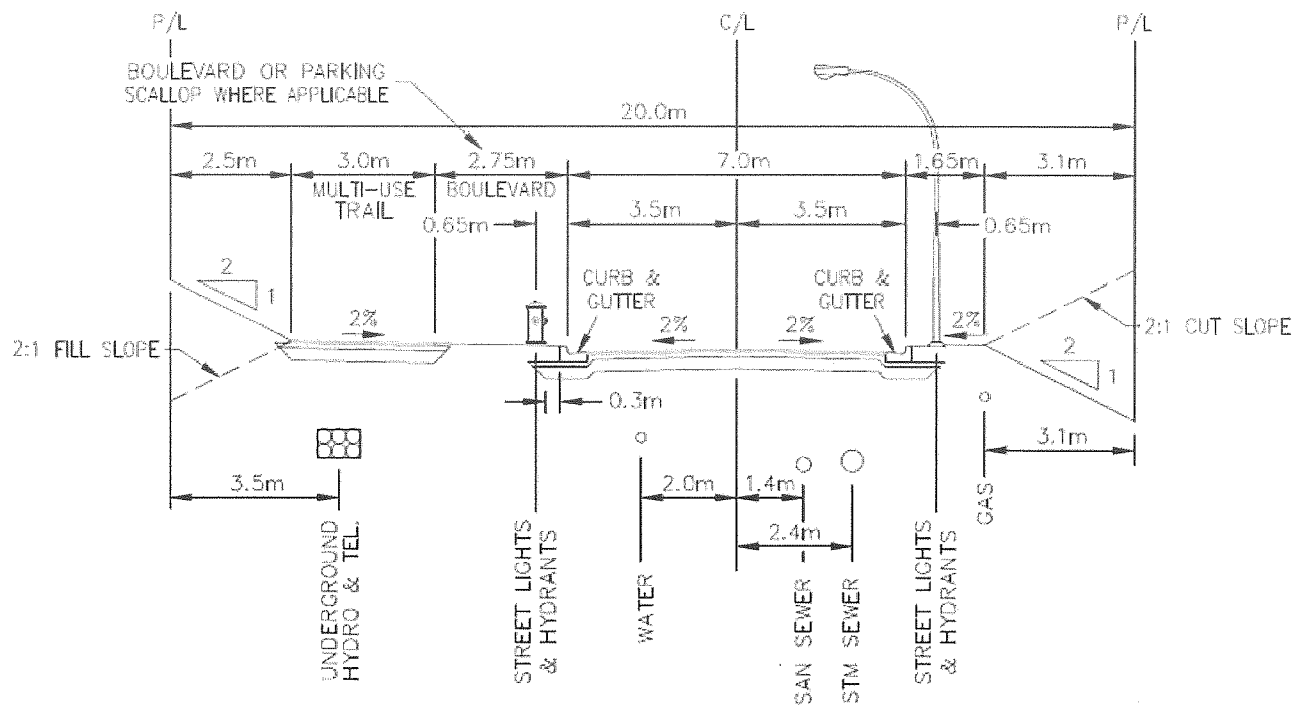
READ A SECOND TIME on the 18th day of September , 2017

READ A THIRD TIME on the 18th day of September , 2017

ADOPTED on the day of ,

Mayor (A. Stone)

Corporate Officer (J. Winter)



NOTES:

ROAD:

1. PAVED SURFACE – 75mm ASPHALT (COMPACTED THICKNESS)
2. BASE – 100mm CRUSHED GRAVEL (20mm MINUS)
3. SUB-BASE 250mm PIT RUN GRAVEL (75mm MINUS)
4. NON – MOUNTABLE MONOLITHIC CURB and GUTTER IN ACCORDANCE WITH STANDARD DRAWING C2.

MULTI-USE TRAIL:

1. PAVED SURFACE – 50mm ASPHALT (COMPACTED THICKNESS)
2. BASE – 50mm CRUSHED GRAVEL (20mm MINUS)
3. SUB-BASE – 150mm PIT RUN GRAVEL (75mm MINUS)



TOWN OF LADYSMITH
ENGINEERING STANDARD

20.0m ROW
URBAN COLLECTOR

DRAWING No.
R-2C

DATE: JUNE 2017



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

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

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

September 14, 2017

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



Dear Mayor Stone and Councillors:

Ladysmith is celebrating the 30th Anniversary of Light-Up on Thursday, November 30th, and plans are underway to ensure another exciting event.

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

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

Thank you for your kind consideration to our request.

Please join us on Thursday, November 30th, in sharing the magic of Light-Up.

Sincerely

Alex Cook
Vice President

- Council
- Muni. Svcs. Committee
- Open Meeting
- Closed Meeting

Meeting Date: Oct. 3

It's a Turn On! Always the last Thursday in November.

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



September 21, 2017

Mayor Stone and Council
Administration, Town of Ladysmith

Mayor and Council,

The reason for this letter is to request consideration and assistance in securing the Ladysmith Trolley Bus for December 10, 2017.

The Town & Country Mobile Home Park Social Committee is holding a dinner at the Eagles Hall for the Senior residents of the park. A great number of these residents do not drive and we need transportation. We anticipate approximately 60 people will be attending. We were hoping to offer a small light tour as well.

We have a small budget. However, we were advised that we would need the bus for 6 hours. It is a dinner that will take about 2 hours. This is outside the scope of our budget and ask that you consider forgiving a portion or all of the cost for this event.

This is the first event of this kind that we are planning and hope for it to be an annual event. Any and all consideration would be greatly appreciated.

Please reply to Social Committee President , Linda Castle at 250-245-3350 or momanddadcastle@gmail.com.

Thank you in advance

Respectfully,

Linda Castle, President Town & /country MHP Social Committee

- Council
- Muni. Svcs. Committee
- Open Meeting
- Closed Meeting
- Meeting Date: Oct. 3/17