



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 7, 2015
CALL TO ORDER 3:03 P.M. FOR CLOSED SESSION
CALL TO ORDER 7:00 P.M. FOR PUBLIC HEARING AND COUNCIL MEETING
LADYSMITH EAGLES HALL

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone
Councillor Cal Fradin
Councillor Carol Henderson
Councillor Duck Paterson

Councillor Steve Arnett
Councillor Joe Friesenhan
Councillor Rob Hutchins (entered 7:00)

STAFF PRESENT:

Ruth Malli
Felicity Adams
John Manson
Joanna Winter

Sandy Bowden
Erin Anderson
Clayton Postings

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 3:03 p.m. in order to retire immediately into Closed Session.

CLOSED MEETING

CS 2015-396

Moved and seconded:

That Council retire into Closed Session at 3:04 p.m. in order to consider the following items:

- 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
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:37 p.m. without report.

REGULAR MEETING

Mayor Stone reconvened the Regular Meeting of Council at 7:00 p.m. at the Ladysmith Eagles Hall, 921 First Avenue, and recognized the traditional territory of the Stz'uminus First Nation.

AGENDA

CS 2015-397

Moved and seconded:

That Council approve the agenda for the Regular Council meeting of December 7, 2015 as circulated.

Motion carried.

MINUTES

CS 2015-398

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held November 16, 2015.

Motion carried.

CS 2015-399

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held November 23, 2015.

Motion carried.

CS 2015-400

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held November 30, 2015.

Motion carried.

PUBLIC HEARING

Public Hearing – Bylaws 1886 and 1891

Members of the Public Present: 19

Mayor Stone opened the public hearing and provided an outline of the public hearing process.

Mayor Stone called for written submissions and acknowledged that a written submission had been received from Greg Roberts, Ladysmith, after the December 1 agenda deadline, and had been circulated to Council and made available to the public.

Director of Development Services, Felicity Adams, introduced the bylaws and reviewed the statutory requirements.

The Bylaws that are the subject of the Public Hearing:

- Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886; and
- Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891

Bylaws 1886 and 1891 apply generally to all lands within the Town of Ladysmith boundary.

The purpose of Bylaw 1886 is to designate in the Official Community Plan (OCP) lands within the Town as an area where Development Approval Information (DAI) may be required and under what circumstances. DAI provides information on the anticipated impact of the proposed activity on the community. DAI can include information regarding transportation patterns, local infrastructure, the natural environment, public facilities, community services, archaeology and heritage, form and character, as well as climate action.

The purpose of Bylaw 1891 is to:

- Add policy considerations for subdivision approvals.
- Add policies from the approved 2013 Liquid Waste Management

Plan (LWMP).

- Address changes to the *Local Government Act* by extending the term of a Temporary Use Permit (TUP) from two years to three years and by broadening the uses that are eligible for a TUP.
- Amend OCP Map 2 - Development Permit Areas by placing Development Permit Area 4 - Multi-Unit Residential (DPA 4) on the property legally described as Lot B, District Lot 56, Oyster District, Plan VIP65504 (340 Second Avenue).
- Amend Schedule A.1 'Town of Ladysmith Development Permit Areas' to clarify when a development permit is required and to add and clarify guidelines in the Downtown - DPA2; Commercial - DPA3; Industrial - DPA5; and Coach House Intensive Residential - DPA 10.

The Public Hearing notice was printed in the Chronicle newspaper on November 24, 2015 and December 1, 2015 and posted on community notice boards throughout the Town, as well as on the Town's website.

A copy of the bylaws and other related information considered by Council was made available at City Hall for the Notice period. Staff responded to questions prior to the public hearing.

No written submissions were received prior to the Agenda deadline.

Council referred the two bylaws to the Stz'uminus First Nation and the Advisory Planning Commission.

Both bylaws were reviewed at meetings of the Naut'sa Mawt Steering Committee and mailed to Stz'uminus First Nation. No comments were received from Stz'uminus First Nation.

The Advisory Planning Commission considered both bylaws at its meeting held October 15, 2015. The APC supported both bylaws and provided the following comments.

Bylaw 1886:

- The DAI Bylaw should apply to proposed new boundary extension areas.

Staff comment: Policy 16 addresses this comment.

- The DAI Bylaw should ensure that study costs are in scale with the value and complexity of the proposed development.

Staff comment: The companion Bylaw 1887 provides procedures and terms of reference that can be drawn on with the type and scale of the information matching the development proposal. Bylaw 1887 is not the subject of the public hearing.

- The DAI Bylaw should provide clarity for developers so the process can be smoother for both the Town and the developers without

being too cumbersome.

Staff comment: The process is provided in Bylaw 1887, the companion bylaw.

Bylaw 1891:

- The Official Community Plan (OCP) should be a policy document, thus the inclusion of commissioning studies, tasks and stating where primary and secondary solids should be sent may be inconsistent with the purpose of an OCP. (Section 3.3.3 (24) and 3.7.3 (10))

Staff comment: This policy approach is consistent with the current format of the OCP.

- Water conservation measures are improving and the OCP should support a broad range of water conservation solutions, including low flush toilets and equivalent, or better technology. (Section 3.7.3 (2))

Staff comment: This policy is consistent with the approved Liquid Waste Management Plan (LWMP).

- With regards to the proposed policies that recommend new programs, the costs of these programs should be carefully reviewed at budget time (Section 3.7.3 (5) and (11)).

Staff comment: This policy is consistent with the approved LWMP. By including such policies Council is not committed to proceed with the project. If Council does proceed with a project it must be consistent with the Official Community Plan policy. Council reviews projects during the Financial Planning process.

Mayor Stone called for verbal submissions.

Greg Roberts, Mackie Road, Ladysmith – spoke in favour of the bylaw amendments and made suggestions for additional changes.

Pam Fraser, 750 Colonia Drive, Ladysmith – suggested a size limit on balconies be included in Section 2.1. i) (ii) of Schedule 1 of Bylaw 1891.

Bill Drysdale, 816 Malone Road, Ladysmith – suggested a size limit on balconies be included in Section 2.1 i) (ii) of Schedule 1 of Bylaw 1891.

Mayor Stone called for written and verbal submissions a second and third time. Receiving no further submissions, Mayor Stone declared the Public Hearing for Bylaws 1886 and 1891 closed.

Mayor Stone reminded those present that no further input, submissions or comments from the public or interested persons could be accepted by members of Council, and that Council may further consider the bylaws later in the meeting agenda.

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

CS 2015-401

Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886

Moved and seconded:

That Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886 be read a third time and adopted.

Motion carried.

Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891

Staff advised that Council has provided previous direction to include the maximum size of a coach house balcony in the Zoning Bylaw.

CS 2015-402

Moved and seconded:

That section 1 c) (iv) of Schedule 1 of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891 be amended by deleting 'Alternatively' and replacing it with 'In the interim'.

Motion carried.

CS 2015-403

Moved and seconded:

That Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 46) 2015, No. 1891 be read a third time as amended.

Motion carried.

CS 2015-404

Development Approval Information Bylaw 2015, No. 1887

Moved and seconded:

That Town of Ladysmith Development Approval Information Bylaw 2015, No 1887, be adopted.

Motion carried.

**2016 COUNCIL
APPOINTMENTS**

Deputy Mayor

Mayor Stone made the following appointments for Deputy Mayor in 2016:

- December 1, 2015 to May 31, 2016: Councillor Rob Hutchins
- June 1 to November 30, 2016: Councillor Steve Arnett

CS 2015-405

Parcel Tax Review Panel

Moved and seconded:

That the following members be appointed to the 2016 Parcel Tax Review Panel:

Mayor Stone, Councillor Friesenhan and Councillor Hutchins.

Motion carried.

CS 2015-406

Cowichan Valley Regional District Director

Moved and seconded:

That Mayor Aaron Stone be appointed as Director to the Cowichan Valley Regional District Board.

Motion carried.

Cowichan Valley Regional District Alternate Director

Moved and seconded:

CS 2015-407

That Councillor Cal Fradin be appointed as Alternate Director to the Cowichan Valley Regional District Board for the period December 7, 2015 to May 31, 2016.

Motion carried.

Vancouver Island Regional Library Board Director

Moved and seconded:

CS 2015-408

That Councillor Steve Arnett be appointed as Town of Ladysmith representative to the Vancouver Island Regional Library Board.

Motion carried.

Vancouver Island Regional Library Board Alternate Director

Moved and seconded:

CS 2015-409

That Councillor Carol Henderson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

Motion carried.

Community Safety Advisory Commission (Cowichan Valley Regional District)

Moved and seconded:

CS 2015-410

That Councillor Cal Fradin be appointed as representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

Motion carried.

Community Safety Advisory Commission (Cowichan Valley Regional District)

Moved and seconded:

CS 2015-411

That Councillor Rob Hutchins be appointed as alternate representative of the Town of Ladysmith on the Cowichan Valley Regional District Community Safety Advisory Commission.

Motion carried.

Standing and Community Committee Representatives

Mayor Stone made the following appointments to Council Advisory Commissions and Committees:

Municipal Services Committee (Committee of the Whole)

Chair: Councillor Steve Arnett

Vice Chair: Councillor Cal Fradin

Members: All members of Council

Advisory Planning Commission

Council Liaison: Councillor Cal Fradin

Alternate: Councillor Joe Friesenhan

Advisory Design Panel
Council Liaison: Mayor Aaron Stone
Alternate: Councillor Carol Henderson

Heritage Revitalization Advisory Commission
Council Liaison: Councillor Rob Hutchins
Alternate: Mayor Aaron Stone

Parks, Recreation and Culture Commission
Council Liaison: Councillor Duck Paterson
Council Liaison: Councillor Joe Friesenhan
Alternate: Councillor Steve Arnett

Protective Services Committee
Chair: Councillor Duck Paterson
Vice Chair: Councillor Rob Hutchins
Alternate: Councillor Cal Fradin

Liquid Waste Management Committee
Council Liaison: Councillor Joe Friesenhan
Council Liaison: Councillor Cal Fradin
Council Liaison: Councillor Rob Hutchins

Stocking Lake Advisory Committee
Chair: Councillor Rob Hutchins
Council Liaison: Councillor Steve Arnett

Mayor Stone made the following liaison appointments to community organizations:

Celebrations Committee
Council Liaison: Councillor Steve Arnett
Alternate: Councillor Duck Paterson

Ladysmith Chamber of Commerce
Council Liaison: Mayor Aaron Stone
Alternate: Councillor Joe Friesenhan

Ladysmith Community Health Advisory Committee
Council Liaison: Councillor Carol Henderson
Alternate: Mayor Aaron Stone

Ladysmith Festival of Lights
Council Liaison: Councillor Duck Paterson
Alternate: Councillor Joe Friesenhan

Ladysmith Downtown Business Association
Council Liaison: Councillor Cal Fradin
Alternate: Mayor Aaron Stone

Ladysmith Early Years Partnership
Council Liaison: Councillor Carol Henderson
Alternate: Councillor Rob Hutchins

Social Planning Cowichan Affordable Housing Directorate
Council Liaison: Councillor Carol Henderson
Alternate: Councillor Steve Arnett

Ladysmith Youth Advisory Committee
Council Liaison: Councillor Carol Henderson
Alternate: Councillor Rob Hutchins

Bank Signing Authority

Moved and seconded:

CS 2015-412

That all members of Council have bank signing authority for the Town of Ladysmith.

Motion carried.

COMMITTEE REPORTS

Moved and seconded:

CS 2015-413

That Council direct staff to investigate options for installing park hours signage at Transfer Beach Park.

Motion carried.

Moved and seconded:

CS 2015-414

That Council send a letter of congratulations and appreciation to the Festival of Lights Society for an exceptional 2015 Light Up celebration and Festival of Lights.

Motion carried.

Members of Council also expressed their appreciation to Town staff for their hard work and support of Light Up.

Moved and seconded:

CS 2015-415

That Council send a letter of congratulations to the Ladysmith Downtown Business Association for another successful Old Tyme Christmas event.

Motion carried.

STAFF REPORTS

2016 Council Meeting Schedule

Moved and seconded:

CS 2015-416

That Council confirm the following schedule of regular Council meetings for 2016 and direct staff to advertise the schedule in accordance with Section 127 of the *Community Charter*.

January 4	April 4	July 4	November 7
January 18	April 18	July 18	November 21
February 1	May 2	August 15	December 5
February 15	May 16	September 19	December 19
March 7	June 6	October 3	
March 21	June 20	October 17	

Motion carried.

Parks, Recreation and Culture Master Plan Update

Moved and seconded:

CS 2015-417

That Council receive the staff report relating to the Town of Ladysmith Parks, Recreation and Culture Master Plan update project and the included community consultation process.

Motion carried.

Gatacre Street Improvements Project Update

Moved and seconded:

CS 2015-418

That Council receive the staff report on the Gatacre Street Improvements for information.

Motion carried.

Replacement of Town Garbage Cans

Moved and seconded:

CS 2015-419

That Council direct staff to report to the Municipal Services committee with options and recommendations for the replacement of garbage cans in the downtown area.

Motion carried.

Town of Ladysmith Pavement Management Plan

Moved and seconded:

CS 2015-420

That Council receive the Pavement Management Plan for the Town of Ladysmith.

Motion carried.

Orcas Swim Club Pool Usage Review

Moved and seconded:

CS 2015-421

That Council:

1. Approve a reduction of pool rental fees for the Orcas Swim Club at Frank Jameson Community Centre to \$35.00 per hour from January 1, 2016 to August 31, 2016, which includes the cost of a single lifeguard.
2. Direct staff to continue to work with the Orcas Swim Club to develop a plan to ensure long term viability of the Club and report back to Council regarding possible opportunities.

Motion carried.

BYLAWS

Town of Ladysmith Revenue Anticipation Bylaw 2015, No. 1898

Moved and seconded:

CS 2015-422

That Town of Ladysmith Revenue Anticipation Bylaw 2015, No. 1898 be read a first, second and third time.

Motion carried.

NEW BUSINESS

CS 2015-423

Video Streaming of Council Meetings

Moved and seconded:

That Council direct staff to obtain an estimate of costs associated with

implementing the necessary hardware and software to enable live video streaming and archiving of Council meetings.
Motion carried.

**UNFINISHED
BUSINESS**

CS 2015-424

Moved and seconded:
That Council advise the Liquor Control and Licensing Branch that the proposed addition of patron participation entertainment endorsement to the Music Hall liquor licence at 18 Roberts Street is expected to have minimal impact to the community; and it is expected that the amendment will not result in the establishment being operated in a manner that is contrary to its primary purpose.
Motion carried.

QUESTION PERIOD

Members of the public expressed appreciation to Town staff for their assistance with the Festival of Lights, and enquired about garbage cans in downtown Ladysmith, and medical marijuana dispensaries.

ADJOURNMENT

CS 2015-425

Moved and seconded:
That this meeting of Council adjourn at 9:06 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)