

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
AGENDA
7:00 P.M.

Monday, September 16, 2019
Council Chambers, City Hall

Pages

1. **CALL TO ORDER**

Call to Order at 6:00 p.m. in Open Session, in order to retire immediately into Closed Session.

Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.

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 reason as noted:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i)

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items 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)

3. **REGULAR MEETING (7:00 P.M.)**

4. **AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Regular Meeting of Council for September 16, 2019.

5. **RISE AND REPORT- Items from Closed Session**

6.	MINUTES	
6.1	Minutes of the Regular Meeting of Council held August 19, 2019	6
	<u>Recommendation</u> That Council approve the minutes of the Regular Meeting of Council held August 19, 2019.	
6.2	Minutes of the Special Meeting of Council held September 9, 2019	16
	<u>Recommendation</u> That Council approve the minutes of the Special Meeting of Council held September 9, 2019.	
7.	DELEGATIONS	
7.1	Quentin Goodbody, Ladysmith Historical Society	19
	Activity Update and Service Agreement	
8.	DEVELOPMENT APPLICATIONS	
8.1	Development Permit Application – 20 Gatacre Street	34
	<u>Recommendation</u> That Council:	
	<ol style="list-style-type: none"> 1. Issue Development Permit 3060-19-13 for the form and character of building improvements at 20 Gatacre Street; and 2. Authorize the Mayor and Corporate Officer to sign the Development Permit. 3. Direct staff to remove Development Permit 3060-07-10 (FB177889) from the Certificate of Title as this permit is no longer relevant for the property. 	
9.	COMMITTEE REPORTS	
9.1	Recommendations from the Municipal Services Committee Meeting Held September 9, 2019	43
	<u>Recommendation</u> That Council:	
	<ol style="list-style-type: none"> 1. Direct staff to report back to Council on options for presenters and costs for hosting grant writing workshops this fall for local non-profit organizations. 	

2. Direct staff to prepare the necessary bylaw amendments to allow the retail sale of cannabis in a specified area of commercially zoned properties generally described as 1st Avenue and Esplanade between Ludlow and Baden-Powell Streets, as well as at Coronation Square.
3. Direct staff to include in the bylaw amendment to allow the retail sale of cannabis in Ladysmith a specified area of properties zoned light industrial in the area generally described as Ludlow Road and Rocky Creek Road.
4. Appoint Councillor Stevens to serve on the Regional Housing Service Community Advisory Committee.

10. REPORTS

10.1 Licence of Occupation Request – G. Carey – Holland Creek

Recommendation

That Council:

1. Authorize the Town to issue a Licence of Occupation to allow a Holland Creek welcome sign to be located near the intersection of Dogwood Drive and Rollie Rose Drive, on the Town owned property legally described as Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP67741; and that the Licence of Occupation be for a period of 15 years (with the option of renewal) subject to the following conditions:
 - a. That the Licensee:
 - b. Be responsible to maintain and repair the sign as needed;
 - c. Provide proof of liability insurance;
 - d. That all costs and legal fees associated with the sign and Licence of Occupation be paid by the Licensee;
 - e. Obtain all required permits to install the sign;And that the Mayor and Corporate Officer be authorized to sign the Licence of Occupation.
2. Direct staff to report back to Council with policy guidelines regarding requests for encroachment agreements and licence of occupations on Town owned land such that future requests can be reviewed and issued by staff.

11. BYLAWS

11.1 PERMISSIVE TAX EXEMPTION BYLAW FOR 2020

44

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

Recommendation

That Council give first, second and third readings to the bylaw titled "2020 Permissive Tax Exemptions Bylaw 2019, No. 2017".

12. CORRESPONDENCE

12.1 Alex Cook, Festival of Lights: Request to Waive the Trolley and Driver Fees for Light Up

56

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 28, 2019 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated August 19, 2019, subject to driver availability, with funds to come from the Grant in Aid budget.

12.2 United Way: Request to Enter into a Memorandum of Understanding regarding the "Reaching Home" Program

57

Recommendation

That Council approve entering into a Memorandum of Understanding with United Way Central and Northern Vancouver Island (UWCNVI) to support a federal funding application through the "Reaching Home" Program, with the goal of reducing homelessness in the Cowichan region.

13. COUNCIL SUBMISSIONS

14. NEW BUSINESS

14.1 Installation of an Additional Five Bollards on 1st Avenue

Recommendation

That, in order to protect public safety and to realize cost efficiencies while installation work is underway, Council:

1. Approve the purchase and installation of an additional five bollards on 1st Avenue between Gatacre Street and High Street, at a cost of up to \$15,000, with the funds to come from Appropriated Equity; and

2. Amend the 2019 to 2022 Financial Plan accordingly.

14.2 Rescheduling of October 8th Council Meeting

Council will recall that the first Council meeting in October was scheduled for Tuesday, October 8th to accommodate the Cops for Cancer Tour de Rock and the Red Serge Dinner. The Tour de Rock schedule has since changed, with arrival in Ladysmith scheduled for Monday, September 30th. Council may now decide whether they wish to change the Council meeting back to Monday, October 7th, or to leave the meeting as scheduled for Tuesday, October 8th.

Recommendation

That, in recognition of the change in the Ladysmith arrival date of the Cops for Cancer Tour de Rock, Council reschedule the Tuesday, October 8th Council meeting to Monday, October 7th.

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, August 19, 2019
7:00 P.M.
Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone
Councillor Duck Paterson

Councillor Rob Johnson
Councillor Marsh Stevens

Council Members Absent:

Councillor Amanda Jacobson
Councillor Tricia McKay

Councillor Jeff Virtanen

Staff Present:

Guillermo Ferrero
Erin Anderson
Clayton Postings

Joanna Winter
Mike Gregory
Sue Bouma

1. CALL TO ORDER

2. CLOSED SESSION

CS 2019-268

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

- Potential Land Sale - section 90(1)(e) and 90(2)(b)
- Strategic Planning - section 90(1)(l)

Motion Carried

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

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus people.

4. AGENDA APPROVAL

CS 2019-269

That Council approve the agenda for this Regular Meeting of Council for August 19, 2019.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose at 6:18 p.m. without report.

6. MINUTES

6.1 Minutes of the Special Meeting of Council held August 12, 2019

CS 2019-270

That Council approve the minutes for the Special Council Meeting held August 12, 2019.

Motion Carried

7. COUNCIL RECOGNITION

The Mayor and Council recognized numerous citizens, organizations and teams for outstanding achievement and service, including the Peewee 49ers Baseball Team, Horseshoe World Champion Lindsay Hodgins, the Ladysmith Celebrations Society for their excellent management of Ladysmith Days, Councillor Paterson and the Show and Shine team, the Ladysmith Maritime Society for their popular Sea of Life Celebration, and all the service clubs who contribute to and collaborate on the numerous events in Ladysmith.

8. DELEGATIONS

8.1 Kelly Dunn

Invasive Trees on Fourmeaux Crescent and Halliday Place

Kelly Dunn advised Council that the black locust trees on Fourmeaux Crescent and Halliday Place were invasive, with root systems that were damaging driveways and retaining walls and could potentially damage

Town infrastructure. He requested that Council investigate the possibility of removing these trees.

Council expressed their concern and thanked Mr. Dunn for his presentation.

CS 2019-271

That Council refer the issue of the invasive black locust trees on Fourmeaux Crescent and Halliday Place to staff to prepare a report for the first Council meeting in October regarding the cost of removing these trees.

Motion Carried

**8.2 Andrew Cornell, Senior Project Engineer, Athen Yuen, Program Officer, and Katie Ruttan, Regional Manager, Client Services - Small Craft Harbours, Fisheries and Oceans Canada
Proposed Causeway and Marginal Wharf Construction Project**

Athen Yuen and Andrew Cornell of the Small Craft Harbours team made a presentation to Council regarding a proposed causeway and marginal wharf construction project with the Ladysmith Harbour Authority. They presented the initial concept of the project and responded to Council's questions.

Council thanked the Small Craft Harbours team for their presentation.

**8.3 Carmen Hildebrand - Ladysmith Resources Centre Association
Restorative Justice Program**

Roger Kimmerly, Director of Ladysmith Resources Centre Association, introduced Carmen Hildebrand, who in association with the Ladysmith Resources Centre Association is completing a study on the Restorative Justice program. Ms. Hildebrand made a presentation to Council to raise awareness of the Restorative Justice program and philosophy. She outlined the Restorative Justice process and noted that the goal of the Ladysmith Resources Centre Association is to increase access and referrals to the program, and to expand the program in relation to community needs and concerns.

Council thanked Mr. Kimmerly and Ms. Hildebrand for the presentation.

9. DEVELOPMENT APPLICATIONS

9.1 Zoning Amendment Application 3360-19-05: 1134 Trans Canada Hwy. (L. & V. Hastings)

CS 2019-272

That Council:

1. Consider the application to amend the:
 - a) Official Community Plan (OCP) by designating the property at 1134 Trans Canada Hwy. to 'Institutional' and by applying Development Permit Area 3 – Commercial to the property; and the
 - b) Zoning Bylaw by rezoning the property at 1134 Trans Canada Hwy. to 'Institutional (P-1)', with site specific regulations to limit the building height to 9 metres and to not permit the use 'outdoor recreation facility'.
2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development), direct staff to refer OCP amendment application 3360-19-05 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding.
3. Direct that the applicant:
 - a) Provide a report from a professional Engineer that provides an assessment of the stability of the retaining wall structures on the property and a determination if the property at 1134 Trans Canada Hwy. is safe for the proposed uses in the P-1 zone (pursuant to Bylaw 1887);
 - b) Host a neighbourhood information meeting to advise the neighbourhood of the proposed OCP amendment and Zoning Bylaw amendment (pursuant to Bylaw 1667); and
 - c) Work with Town staff and the Ministry of Transportation and Infrastructure regarding the driveway access to the Trans Canada Highway.
4. Direct that staff report back to Council regarding land use matters, and commence the preparation of an OCP amendment bylaw and Zoning amendment bylaw for 1134 Trans Canada Hwy.

Motion Carried

9.2 OCP & Zoning Bylaw Amendment Application – 336 Belaire Street (A. Quek)

CS 2019-273

That Council:

1. Receive summary reports for the March 8/19 and June 1/19 neighbourhood information meetings held by AYPQ Architecture and Fred Green regarding the property at 336 Belaire Street.
2. Receive the letters submitted to date regarding the property at 336 Belaire Street.
3. Consider the application to amend the:
 - a) Official Community Plan (OCP) by supporting residential use in combination with local commercial use in the 'Local Commercial' designation; and by adding the Multi-Unit Residential Development Permit Area (DPA 4) to the property at 336 Belaire Street; and
 - b) Zoning Bylaw by rezoning the property at 336 Belaire Street from 'Local Commercial (C-1)' to a new zone 'Comprehensive Development 6 (CD-6)' to accommodate the proposed three storey mixed use building;
4. Having given consideration to s.475 of the Local Government Act (consultation during OCP development), direct staff to:
 - a) Refer OCP amendment application 3360-19-07 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
 - b) Refer application 3360-19-07 to the Community Planning Advisory Committee.
5. Direct that the applicant retain professional Engineer(s) to submit the following (pursuant to the Development Approval Information Bylaw 1887):
 - a) Concept drawings for Rigby Place and Belaire Street improvements, including proposed parking spaces, sidewalks, crosswalks, and cost estimates for work in Town streets; and

- b) A traffic impact assessment that identifies the traffic impacts of the proposed development to the neighbourhood (including pedestrian and vehicle circulation, and safety considerations).

6. Direct that staff:

- a) Remove DP 08-16 (FB248768) from the certificate of title of 336 Belaire Street (PID 002-221-349) as this development permit has expired.
- b) Work with the applicant regarding an amenity contribution and/or land use matters (i.e. traffic impacts, parking matters, patio location, patio hours, and lighting) and report back to Council; and
- c) Commence the preparation of an OCP amending bylaw and Zoning amending bylaw for the proposed mixed use development at 336 Belaire Street.

Motion Carried

9.3 Development Permit 3060-19-09: 512 Kitchener Street (K Robins)

CS 2019-274

That Council:

1. Issue Development Permit 3060-19-09 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 12, Block 127, Oyster District, Plan 703A (512 Kitchener Street).
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-09.

Motion Carried

9.4 Development Variance Permit 3090-19-07: Thrift Store 910 1st Avenue (J. Anderson)

CS 2019-275

That Council:

1. Issue Development Variance Permit 3090-19-07 to vary:
 - i. the rear parcel line setback for a principal building from 3.0m to 2.3m; and

- ii. the rear parcel line setback for a garbage and recycling enclosure from 1.0m to 0.25m.

2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-19-07.

Motion Carried

CS 2019-276

That Council approve a variation in Development Variance Permit 3090-19-07:

- the required number of off-street parking spaces such that seven off-street parking spaces shall be required, consisting of two small car and five standard spaces.

Motion Carried

10. REPORTS

10.1 2019 Outstanding Business Licences

CS 2019-277

That Council receive for information purposes the listing of outstanding business licences for 2019.

Motion Carried

10.2 Results of Survey on Retail Sale of Cannabis in Ladysmith

CS 2019-278

That Council:

1. Receive the report "Community Survey on Retail Sale of Cannabis" May 2019 (Mustel Group) and summary of social media and PlaceSpeak public engagement regarding the retail sale of cannabis; and
2. Direct staff to review best practices from other municipalities in B.C. and utilize the public engagement results, to report back to Council with recommendations to permit the retail sale of cannabis in Ladysmith.

Motion Carried

CS 2019-279

That Council refer discussion of the results of the survey on the retail sale of cannabis to the next meeting of the Municipal Services Committee.

Motion Carried

10.3 Lot 108 Draft Site Plan

CS 2019-280

That Council receive the Draft Lot 108 Park Plan Report.

Motion Carried

10.4 Ecole Davis Road School Proposal

CS 2019-281

That Council:

1. Authorize the Town to secure a license to occupy for up to 9 months with Nanaimo Ladysmith Public Schools for the use of the Ecole Davis Road School location (444 Parkhill Terrace) to temporarily house the Arts Council of Ladysmith & District's Waterfront Gallery and classes while renovations are completed in the current location at 610 Oyster Bay Road;
2. Direct staff to investigate and report back to Council the feasibility of long-term use of space at the Ecole Davis Road School (444 Parkhill Terrace).

Motion Carried

10.5 Machine Shop – Windley Contracting Ltd.

CS 2019-282

That Council waive the Purchasing Policy for up to \$1,400,000 of construction costs relating to the Machine Shop restoration project, by authorizing Windley Contracting Ltd. to secure the contracts and services on the Town's behalf.

Motion Carried

OPPOSED: Councillor Johnson

11. BYLAWS

11.1 Town of Ladysmith Revitalization Tax Exemption – Economic Revitalization Bylaw 2012, No 1807 Amendment Bylaw 2019, No 2016

CS 2019-283

That Council give first, second and third readings to "Town of Ladysmith Revitalization Tax Exemption - Economic Revitalization Bylaw 2012, No. 1807 Amendment Bylaw 2019, No. 2016".

Motion Carried

OPPOSED: Councillor Stevens

12. CORRESPONDENCE

12.1 Rotary Clubs of Ladysmith and Chemainus: 9th Annual Fundraising Golf Tournament

CS 2019-284

That Council allocate \$350 to sponsor a hole at the 9th Annual Rotary Club Fundraising Golf Tournament on September 21, 2019.

Motion Carried

OPPOSED: Mayor Stone

12.2 Bill Drysdale: E & N Rail Station

CS 2019-285

That Council refer the letter from Bill Drysdale, dated August 15, 2019, regarding the E & N Rail Station to staff for comment.

Motion Carried

OPPOSED: Councillor Paterson

13. NEW BUSINESS

13.1 Municipal Insurance Association of British Columbia (MIABC) Annual General Meeting

CS 2019-286

That Council appoint Mayor Stone as delegate and Councillors Stevens and Paterson as alternate delegates for the Municipal Insurance Association of British Columbia (MIABC) Annual General Meeting taking place at the Union of BC Municipalities Convention on September 24, 2019.

Motion Carried

15. QUESTION PERIOD

A member of the public enquired about the lease on the Railway Station, Council's position on retaining the barge loading ramp next to the potential wharf construction project, and the possibility of leasing as temporary parking the vacant lot beside Nanaimo Valve on 1st Avenue.

16. ADJOURNMENT

CS 2019-287

That this Regular Meeting of Council adjourn at 9:06 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (J. Winter)



MINUTES OF A SPECIAL MEETING OF COUNCIL

Monday, September 9, 2019

7:38 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
Erin Anderson
Jake Belobaba
Geoff Goodall

Clayton Postings
Joanna Winter
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 7:38 p.m., recognizing the traditional territory of the Stz'uminus people.

2. AGENDA APPROVAL

CS 2019-288

That Council approve the agenda for this Special Meeting of Council for September 9, 2019.

Motion Carried

3. REPORTS

3.1 Permissive Tax Exemptions for Tax Year 2020

Councillor Stevens declared a conflict of interest regarding the following property on the 2019 Permissive Tax Exemptions Bylaw 2018, No.

1972: 314 Buller Street. He requested that the property be considered for a permissive tax exemption once he excused himself from the meeting.

CS 2019-289

That Council direct staff to:

1. Amend the Permissive Tax Exemption Policy by changing:
 - a. The application due date to July 31st each year; and
 - b. The comprehensive review term to every 4 years.
2. Provide a Permissive Tax Exemption to all properties currently on the 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972, with the exception of 314 Buller Street;
3. Provide a Permissive Tax Exemption to the Ladysmith Health Care Auxiliary consolidated property located at 910 1st Avenue;
4. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
5. Prepare the Permissive Tax Exemption Bylaw for 2020.

Motion Carried

Councillor Stevens excused himself from the meeting.

CS 2019-290

That in accordance with the 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972, Council provide a permissive tax exemption to 314 Buller Street.

Motion Carried

4. CLOSED SESSION

CS 2019-291

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

- Personal information about an identifiable individual - section 90(1)(a)
- Receipt of legal advice - section 90(1)(i)
- Annual report - section 90(1)(l)

- A matter that, under another enactment, is such that the public must be excluded from the meeting 90(2)(d)

Motion Carried

5. RISE AND REPORT

Council rose at 8:20 p.m. without report.

6. ADJOURNMENT

CS 2019-292

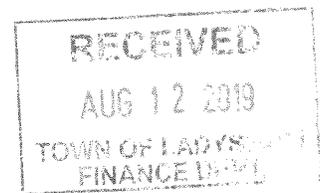
That this Special Meeting of Council adjourn at 8:20 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption



To:
Ladysmith Mayor and Council

From:
Ladysmith & District Historical Society
1115 1st Ave B, Ladysmith, BC V9G 1A4

August 12th 2019

Re: LDHS OFFER OF ASSISTANCE TO UPDATE LADYSMITH HERITAGE STRATEGIC PLAN,
THE HERITAGE INVENTORY AND THE HERITAGE REGISTER.

Dear Mayor and Council,

The LDHS would like to offer its assistance to the Town of Ladysmith toward updating the 2008 Heritage Strategic Plan, and associated with this assist toward updating both the Heritage Inventory (compiled 1990, published 2004) and Community Heritage Register (last updated 2014).

The First Nations have a rich culture and history and continue a strong imprint in the area. The town itself was born of industry and has existed primarily on proceeds from a succession of activities within the area which have left, and variably continue to exert, significant cultural impact. The most important of these include Commercial, Mining, Smelting, Logging, Saw Milling, Fishing, Agriculture, Aquaculture and Tourism. Heritage stemming from these activities plays a significant role in how the Town perceives itself and presents itself commercially today.

The Town of Ladysmith's mission/vision statement captures its priorities: "*Ladysmith is a spirited community that values its small town quality of life, where we work together as stewards of our heritage, environment and economy*". The Town's motto is "*Heritage by the Sea*". The Vision Statement in the Official Community Plan reads: "*Ladysmith is a community that maintains a small town feeling, manages growth, welcomes new people and builds community spirit and involvement. Community spirit is demonstrated through participation at community celebrations, care for our neighbourhoods, and respect for our heritage. Our community is warm and inviting*".

While Heritage is clearly a priority, there is some lack of clarity regarding which civic body is currently responsible for it.

The Parks, Recreation and Culture Department (PR&CD) of the Town of Ladysmith administers and supports activities related to Culture, including heritage activities performed by the LDHS. It works in conjunction with The Parks, Recreation and Culture Advisory Committee which assists the Ladysmith Town Council by providing advice and recommendations on matters referred by Council, providing input supporting and consistent with the Parks, Recreation and Culture Master Plan (PR&CMP). The PR&CMP was published in 2016 to provide guidance over the next ten plus years for parks, trails, recreation and cultural facilities and amenities as well as programs and services.

Culturally related "targets" or objectives for this Plan were noted as:

- 'Encourage greater participation and appreciation of Ladysmith's arts and cultural events and facilities.'

- 'Enhance support to Ladysmith's diverse arts, cultural and heritage venues and events.'

It is apparent that the PR&CD Cultural focus is primarily on the Arts rather than Heritage as no reference was made in the PR&CMP to the 2008 Heritage Strategic Plan prepared for the Town by Donald Luxton & Associates. Perhaps this is because it was considered that Heritage was covered by the activity of the Heritage Revitalisation Advisory Commission (HRAC)?

The HRAC, (founded via Bylaw 1998 No. 1279) met monthly with a mandate to consider matters relating to façade improvements or signage in the downtown core and to administer heritage and revitalisation projects undertaken by the municipality as directed by Council. The LDHS was granted non-voting representation on the Commission through Amendment Bylaw 2011 No. 1760. In May 2018 Councillor Hutchins presented Council with an HRAC Review of the 2008 Heritage Strategic Plan which demonstrated the status of implementation of recommendations in the 2008 Heritage Strategic Plan. Much of this review related to the HRAC's principal focus on the Downtown area.

Significant review findings included:

- The need for continual monitoring of implementation of strategies and actions outlined in the Heritage Strategic Plan. (Status: In Progress)
- Requirement for a cyclical re-examination of the Heritage Strategic Plan. (Status: In Progress)
- Review existing Heritage Inventory and expand in both scope and type of sites. (Status: Planned for 2019)
- Digitize Heritage Inventory where practical. (Status: Planned for 2019)

While Council voted to accept this review, it is not clear what follow-up actions related to this review of the Heritage Strategic Plan have been decided upon.

The HRAC was disbanded by Council in Fall of 2018, its Heritage functions apparently being taken over by the newly set up Community Planning Advisory Committee (CPAC). The mandate of CPAC includes, amongst other duties, 'providing feedback to clients and recommendations to Council on development or redevelopment of land, buildings or structures that are on the Community Heritage Register'. The seven citizen members comprising CPAC are envisaged as representing a broad range of skills including 'preservation and restoration of heritage buildings'. There is no provision for representation of the LDHS on the Committee.

CPAC's stated mandate does not include review of the Heritage Strategic Plan nor updating/expansion of the Community Heritage Register and Heritage Inventory.

The Ladysmith & District Historical Society (LDHS) is intimately involved in the preservation of the heritage of the area and promoting its use for educational and economic purposes.

The Vision Statement of the LDHS is:

"The LDHS is universally recognised as the 'Steward of local Heritage' and through the excellence and inclusiveness of its programs is a major contributor to community, education and tourism."

The Mission Statement of the society is:

"The LDHS, working largely as a volunteer organisation in partnership with the Town of Ladysmith, Stz'uminus First Nation, community and private groups, governments and the public, ensures effective collection and preservation of all historically significant records and artifacts and promotes their use for education and research to showcase our unique heritage and culture."

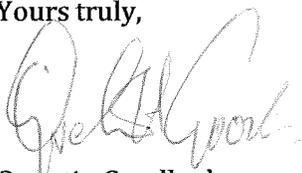
Given the importance of Heritage to the cultural and economic well-being of the Town and area, in the absence of the Heritage Revitalization Committee to continue its work on implementation and renewal of the Heritage Strategic Plan, the LDHS would like to offer its services to work with the town and other stakeholders to accomplish the following:

- Arrive at a clear definition of what constitutes Heritage in relation to Ladysmith and District.
- Update/Expand the Heritage Inventory (compiled 1990, published 2004). and Community Heritage Register (last updated 2014).
- Arrive at a clear understanding of the importance (cultural and economic) of each of the constituents of Ladysmith's Heritage.
- Update the 2008 Heritage Strategic Plan aimed at preserving and showcasing the Heritage of Ladysmith and District and maximizing it's cultural and economic potential.
- Define detailed achievable plans for implementation of the recommendations in the updated Heritage Strategic Plan.
- Prioritise actions dependent on cultural and economic importance.

Accomplishment of the above will not only assist the Town in its long term planning, budgeting and prioritization for Heritage, but also permit the LDHS to finalise its own long term planning, ensuring compatibility of the Society's plans with those of the Town which owns many of the heritage assets.

The LDHS would welcome a chance to discuss this matter with Mayor and Council.

Yours truly,



Quentin Goodbody
Acting President, Ladysmith & District Historical Society
Email: qgoodbody@gmail.com
Phone (Cell): 403 606 1195
Phone (Home): 250 245 0133

RECEIVED

JUL 27 2017

MANAGEMENT AND OPERATING AGREEMENT

THIS AGREEMENT made the *28th* day of *July* 2017.

BETWEEN:

TOWN OF LADYSMITH
410 Esplanade
Ladysmith, British Columbia
V9G 1A2

(the "Municipality")

OF THE FIRST PART

AND:

LADYSMITH & DISTRICT HISTORICAL SOCIETY
PO BOX 813
LADYSMITH BC
V9G 1A6

(the "Society")

OF THE SECOND PART

WHEREAS:

- A. The Town of Ladysmith (herein called the "Town") and the Ladysmith & District Historical Society (herein called the "Society") agree that the Society will operate the Ladysmith Museum at 721 First Avenue (herein called the "Museum") and the Ladysmith Archives 1115B 1st Avenue (herein called the "Archives");
- B. The Municipality is the owner of the premises located at 721 First Avenue (the Museum Building) and of the premises located at Strata Unit 1, 1115 First Avenue, Ladysmith, B.C. (the "Archives Office");
- C. This Management and Operating Agreement (herein called the "Agreement") is intended to provide the terms of reference for the occupancy, operation and management of the Museum and Archives and the obligations of the Society and Town in that regard;
- D. This Agreement is intended to provide sufficient flexibility so as to satisfy the Society's mandate and the Town's ownership of the Land and the Museum and Archives;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the foregoing and the mutual covenant and Agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

1.0 LICENSE TO OCCUPY

1.1 The Town hereby grants to the Society the right to occupy the Museum upon the Museum Property subject to all of the terms and conditions as set out in this Agreement.

1.2 The Town hereby grants to the Society the right to occupy the Archives upon the Archives Property subject to all of the terms and conditions as set out in this Agreement.

2.0 TERM

2.1 The Society shall have the right to occupy the Museum Property and Archives Property for a term of five (5) consecutive years commencing July 1, 2017 and ending June 30, 2022, unless earlier terminated in accordance with the terms and conditions of this Agreement at which date the right to occupy shall cease.

2.2 This agreement supersedes any and all other operating agreement, lease and licence of occupation between the Town of Ladysmith and the Ladysmith and District Historical Society.

2.3 Renewal Options

Provided that the Society is not in default under this Agreement, the Society may, by delivering notice in writing to the Town ninety (90) days before the 5th anniversary of the Commencement Date, renew this Agreement for a further term of five (5) years on the same terms and conditions as are herein contained save and except for the renewal option and the Town's financial contribution. If Agreement has not been reached by the expiry date of this Agreement, then the Society will continue to remain in occupation of the Museum and Archives, on a month to month basis, on the terms and conditions set out in this Agreement.

3.0 THE SOCIETY AS MANAGER AND OPERATOR

3.1 The Town hereby grants to the Society the right to manage and operate all aspects of the Museum and Archives for the Term in accordance with and subject to the terms and conditions set forth in this Agreement.

3.2 The Society shall collect, preserve, insure and interpret the collections of the Museum and Archives on behalf of the Town of Ladysmith and its citizens. The Town will designate a representative, hereinafter called the Town of Ladysmith, to deal on its behalf with the affairs of the Museum.

3.3 The Society will render its services to the Town with that degree of care, skill and diligence normally provided by the operators of similar archive and museum facilities elsewhere in British Columbia and consistent with and to the standards required by the Town.

- 3.4 The Society will ensure that all of its employees, licensees, contractors and volunteers are appropriately trained, are familiar with the rules, regulations and bylaws applicable to the operations of the Archives and Museum, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement.
- 3.5 Rules and Regulations
The Society shall make such rules and regulations as are required to provide for the proper operation and management of the Museum provided that such rules and regulations shall not be inconsistent with:
- a) the bylaws of the Society;
 - b) the provisions, terms and conditions of this Agreement; and
 - c) all applicable Federal, Provincial and Town laws, by-laws and regulations.
- 3.6 Access and Use
The Society shall use the Museum and Archives to accommodate all types of temporary and permanent records, collections, exhibits, public and school programming, gift shop and venue rental for public and private assembly activities. Access to and use of the Archives and Museum by members of the Society and by the general public shall be in accordance with guidelines developed by the Society for the operation of the Archives and Museum, drawing where appropriate on relevant guidelines contained in Town documents.
- 3.7 Programming and Operation
The Society shall be responsible for all aspects of the operation of the Archives and Museum (save those exclusively to be performed by the Town as described in this Agreement) including all programming and booking of all events in the Facilities.
- 3.8 Washrooms
The Society shall make available to the public adequate washroom facilities at the Museum and Archives during operating hours. The cost of cleaning the washroom facilities and any associated janitorial supplies will be responsibility of the Society.
- 3.9 Payment of Expenses and Operating Costs
The Society shall be responsible for the general administration of the Archives and Museum and, without limiting the generality of the foregoing; this shall include all expenses incurred in the operation and management of the Museum and Archives. For clarity, these costs include, but are not limited to: telephone, internet, heat, electricity and website hosting.
- 3.10 Property Taxes and Town of Ladysmith Utility Charges
The Society shall be responsible for paying all Water, Sewer and Garbage. The Society shall be responsible for paying all hydro and heating costs. The Society shall be responsible for paying all telephone and internet costs. The Society shall be responsible for paying all property taxes to the Town of Ladysmith, and may apply annually for permissive tax exemption of Town of Ladysmith property taxes
- 3.11 Museum and Archives Policy
All policy governing the operations of the Museum and Archives shall be in accordance with the provisions of this Agreement and shall be approved and determined by the Society with the Society being responsible for initiating such policy. The Society shall inform the Town of Ladysmith with respect to policy matters and shall keep the Town Council advised.

4.0 REPAIR AND MAINTENANCE OF THE MUSEUM (see Appendix 1, 2 & 3 for Detail)

- 4.1 (a) The Society is responsible for the purchase, repair and maintenance of all Archives and Museum furnishings, fixtures and equipment (see Appendix 1 for detail).
- (b) The Town is responsible for maintaining and repairing the roofs, gutters, exterior walls, doors and windows, plumbing fixtures, external horticulture, outside sidewalks, foundations and electrical, heating, ventilation and air conditioning units.

4.2 Entrances, Sidewalks, Parking Areas, Snow and Ice Removal

The Town shall be responsible for the maintenance of entrances, sidewalks and parking area, and for removal of snow and ice from same.

4.3 Liens

In the event that any claim of builders lien is registered against the title of the Lands pursuant to the provisions of the Builders Lien Act with respect to any work performed pursuant to Item 7.1 herein, then the Society shall, within 30 days notification thereof, cause any such claim to be discharged from the title of the Lands. Should the Society fail to discharge any such lien within the time aforesaid, the Town shall have the right to make application pursuant to Section 32 of the Builders Lien Act to have sufficient funds paid into Court to cause any such lien to be discharged from the title of the Land and the Society shall be responsible for payment to the Town of any such sum, together with the costs thereof calculated on a solicitor and own client basis.

5.0 MAINTENANCE OF INSURANCE

5.1 Property Insurance

The Town shall insure the Museum building and fixtures and the Archives building and fixtures against the perils and under the terms and conditions that the Town insures other similar types of buildings and fixtures owned by the Town. The Society shall insure the contents and equipment of the Museum and Archives.

5.2 Liability Insurance

The Society shall provide and maintain comprehensive General Liability Insurance, with the Town to be an additional named insured, to cover the functions of both parties in the management and operation of the Museum and Archives and its various facilities in the minimum amount of FIVE MILLION (\$5,000,000) DOLLARS. Such liability insurance shall be in the standard form carried by the Town, and approved through the Municipal Insurance Association of B.C. The policy shall provide for 30 days' notice to the Town before cancellation and should such policy lapse or be cancelled the Town may, at the cost of the Society, place insurance as provided in this section.

5.3 Effects Insurance

The Society shall not, without the prior consent of the Town, permit anything to be brought into the Archives or Museum that would invalidate or increase the premium payable for policies of insurance held by the Town or the Society in relation to the Archives or Museum or that would injure or deface the Archives or Museum. The Society in its contractual arrangements will undertake to assign culpability to contractual

users of the Museum and Archives, and ensure that adequate Effects Insurance is provided.

5.4 Indemnification of Town

The Society will indemnify and save harmless the Town from and against any and all liabilities, obligations, damages, penalties, claims, costs (including reasonable solicitors' fees), fines, suits, demands and causes of action to, by or on behalf of any person, group, firm or corporation arising from the occupation or use of the Museum or Archives by the Society or its invitees, employees, volunteers, agents, members or any other person or persons for whose acts the Society is liable in law, or from any breach of the Society of any covenant, term or provision of this Agreement by the Society or its members, servants or agents or that might arise during the occupancy of the Museum or Archives by the Society under this Agreement; save and except where any such matter is the cause of an act by the Town or anyone for whom the Town is in law responsible.

5.5 Strikes

The Society in its contractual arrangements with users will absolve itself of liability arising out of strikes or lockouts and thereby release the Town from any responsibility or liability whatsoever that might arise out of the Town failing to provide the Museum or Archives or any services to the Museum or Archives under the terms of this Agreement arising out of any strike or lockout between the Town and its employees or as a result of any other labour dispute, provided reasonable notice of any situation that might give rise to a labour action has been provided to the Society such that the Society has had the opportunity to modify its operations to minimize its risk.

6.0 ACCOUNTING, FINANCES AND REPORTING

6.1 Financial Records

Proper and separate books of account and financial records of the Archives and Museum operations, as required by the Society Act, shall be kept by the Society at its expense during the occupancy and management by the Society of the Archives and Museum. The Town of Ladysmith or any person authorized by the Town shall have free access to the Society's financial records at all reasonable times and notice.

6.2 Budget

The Society's Board of Directors shall approve its annual Operating and Capital Budgets. The budgets shall be submitted to the Town of Ladysmith by June 30th each year.

6.3 Annual Financial Statement

The Society will prepare and deliver to the Town on an annual calendar year basis an externally verified statement of expense and income with respect to all revenues from and expenses for the use and operation of the Museum and Archives as well as a statement of all related assets and liabilities.

6.4 Annual Report

The Society shall submit an annual report at an open Council meeting stating the previous year's operating and capital results and the previous year's operation statistics and highlights for the Archives and the Museum.

6.5 Town's Financial Contribution

The Town will contribute to the Society an annual Archives and Museum management fee totalling \$23,500, to be paid annually on July 1st. The Society shall participate in the Town's budget preparation process by submitting its annual budget to the Town's Parks, Recreation and Culture Department by June 30th each year for consideration in the following year Financial Plan discussions. At that time, the Society may submit a request for consideration to increase the amount of the annual fee for a higher service level need in the following budget year.

6.6 Revenue

All revenue obtained from operations shall become the property of the Society. The Society covenants and agrees that all revenue shall be used exclusively for the Archives and Museum operations.

6.7 Surplus

Should there be a surplus in any year as a result of operating revenues and the Town contribution exceeding operating costs, the Society shall be entitled to retain the surplus for operations and reserves. The Society will not incur a deficit in excess of available accumulated surpluses.

6.8 Board Meetings

The Society shall provide minutes of all Society Board meetings, prepared promptly following those Board meetings and sent to the Town.

6.9 Constitution and Bylaws

The Society shall not amend its Constitution or Bylaws without at least 30 days' prior written notice to the Municipality.

7.0 EVENTS OF DEFAULT AND REMEDIES

7.1 Termination

This Agreement may be terminated by the Society or the Town upon giving to the other party six months' notice of its intention to terminate, such notice to be given in writing on the last day of any month.

7.2 Termination for Breach

Upon breach by the Society of any term or condition of this Agreement, the Town may give to the Society 30 days' notice to commence action to correct such breach to the satisfaction of the Town, and if such breach is not corrected within an agreed reasonable period, the Town may without further notice declare this Agreement terminated and may enter into possession of the Museum and/or Archives and retain all moneys received by the Society under this Agreement and may recover all fees, costs and damages due to the Town under this Agreement by suit or otherwise.

7.3 Termination for Other Reasons

In the event that:

- (a) The Society shall make an assignment for the benefit of creditors; or
- (b) The Society, for an unjustifiable reason fails to hold a general meeting of members for a period of eighteen (18) months or longer; or
- (c) The Society becomes bankrupt or insolvent or takes the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors; or
- (d) Any order shall be made for the winding up of the Society; or

- (e) The Society is struck off the Register by the Registrar for any just reason whatsoever;

the Town may give to the Society 30 days notice to rectify the matter in question after which time, if the problem is not rectified to the satisfaction of the Town, the right to occupy the Museum by the Society shall be terminated.

7.4 Vesting on Termination

In the event that the Town terminates this Agreement in accordance with the terms and conditions contained herein, or in the event this Agreement expires without further renewals, then the Town will assume all outstanding contractual obligations and debts and maintenance of the collection.

7.5 Tenders

The Society agrees that it shall adhere to a competitive system of tendering for purchased goods and services for the Museum or Archives. The Purchasing Policy shall be as approved by the Society. The Society shall have the option of joining with the Town on tenders or to purchase merchandise from Town suppliers.

7.6 Amendments

All amendments proposed to the terms and conditions of this Agreement shall be submitted in writing for consideration.

7.7 Communications

All communications relating to this Agreement between the Society and the Town (apart from the ongoing exchange of operating information), shall be done in writing.

7.8 Notices

Any notice herein provided or permitted to be given by the Society to the Town shall be sufficiently given if delivered to the Town at:

Town Hall
410 Esplanade
Ladysmith, BC V9G 1A2

Attention: Corporate Officer

Any notice herein provided or permitted to be given by the Town to the Society shall be sufficiently given if delivered to the Society addressed to:

Ladysmith & District Historical Society
PO Box 813
Ladysmith, B.C. V9G 1A6

Attention: President of Ladysmith & District Historical Society

Either party may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified shall be deemed to be the address for such party for the giving of notice there under. The word "notice" in this paragraph shall be deemed to include any request, statement or other writing in this Agreement provided or permitted to be given by the Town to the Society or by the Society to the Town. Such notices may be given by

personal delivery, mail or by fax and if given by mail shall be deemed to have been received five days after the date of mailing.

7.9 Conflict of Interest

Society Board Members and Staff shall be subject to the Society's "Conflict of Interest" policies.

7.10 Appeals

In the event that Agreement between the Town of Ladysmith and the Society cannot be reached on matters involving the Town's and/or Society's interests, the Society or the Town of Ladysmith may appeal the matter to the Town Council. A decision of the Council shall be final and be binding on all matters which require Town consent or approval.

7.11 Agents

It is understood and agreed that the Society and all agents, servants and employees of the Society are not and shall not be deemed to be agents, servants or employees of the Town.

7.12 Assignment

This Agreement shall enure to the benefit of and be binding upon the parties hereto. This Agreement is personal to the Society and cannot be assigned to any other person or party.

7.13 Interpretation

Wherever the singular and masculine are used throughout this Agreement the same shall be constructed as meaning the plural or feminine or the body corporate or politic as the context requires.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as on the 26th day of July 2017.

by its authorized signatories)

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by its authorized signatories)

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SIGNED, SEALED AND DELIVERED
in the presence of:

Erin Anderson

Witness (please print)

Address

Town of Ladysmith Director of Financial Services

Occupation



Witness Signature

APPENDIX 1

Equipment/Fixtures Owned and Maintained by Museum

To be completed by Society

APPENDIX 2

Repair and Maintenance Detail Museum and Archives Buildings

The Society takes responsibility for notifying the Town of any system failure, anticipated failure or damage in a timely fashion. The Town shall have a representative meet with the Society on a regular basis to ensure that communication and planning coordination is current.

All planning and execution of these repairs / replacement jobs shall be done by the Society, or in coordination with the Society, to ensure that operational impact is kept to a minimum.

1. Electrical

The Town is responsible for:

- Maintenance of all existing electrical systems.

The Society is responsible for:

- Installation of additional circuits as required.

2. Mechanical

The Town is responsible for:

- Maintenance contract for Mechanical system.
- Inspection, maintenance (routine and annual) and repair of all working parts.

3. Plumbing / Water

The Town is responsible for:

- Maintenance and repair of all water connections leading to and from the buildings.
- Maintenance, repair and inspection of pipes involved in building systems located within leased space.

The Society is responsible for:

- Ongoing maintenance of hot and cold water systems, for all plumbing fixtures and water connections.

4. Structural

The Town is responsible for:

- Maintaining and repairing exterior walls, roof and building foundations.

5. Fire Suppression / Fire Alarm / Sprinkler

The Town is responsible for:

- All components of fire alarms and suppression systems within buildings.
- Ongoing maintenance and care.
- Annual testing and inspection.

6. Interior Surfaces

The Society is responsible for:

- Maintenance and repair of all interior surfaces as required, including all interior doors and hardware.

7. Exterior

The Town is responsible for:

- All exterior wall finishes, plaster, paint.
- All window repairs due to breakage and system failure.
- Window maintenance and trim.
- Landscaping and sidewalk maintenance.
- Painting of all exterior.

The Society is responsible for:

- Window cleaning of museum windows inside and out.
- Garbage and recycling contract for removal.

8. Alarm and Security

The Town is responsible for:

- Repair and maintenance of alarm and security systems.

The Society is responsible for:

- Security costs within space.

9. Janitorial/Housekeeping

The Town is responsible for:

- Exterior wall and sidewalk cleaning including graffiti removal.

The Society is responsible for:

- All interior and exterior janitorial cleaning.

STAFF REPORT TO COUNCIL

Report Prepared By: Lisa Brinkman, Senior Planner
Date: September 10, 2019
Report Reviewed By: Jake Belobaba, Director of Development Services
Meeting Date: September 16, 2019
File No: 3060-19-13
RE: Development Permit Application – 20 Gatacre Street

RECOMMENDATION:

That Council:

1. Issue Development Permit 3060-19-13 for the form and character of building improvements at 20 Gatacre Street; and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.
3. Direct staff to remove Development Permit 3060-07-10 (FB177889) from the Certificate of Title as this permit is no longer relevant for the property.

PURPOSE:

The purpose of this staff report is to present for Council’s consideration a Development Permit application for proposed façade improvements to the exterior of the building at 20 Gatacre Street.

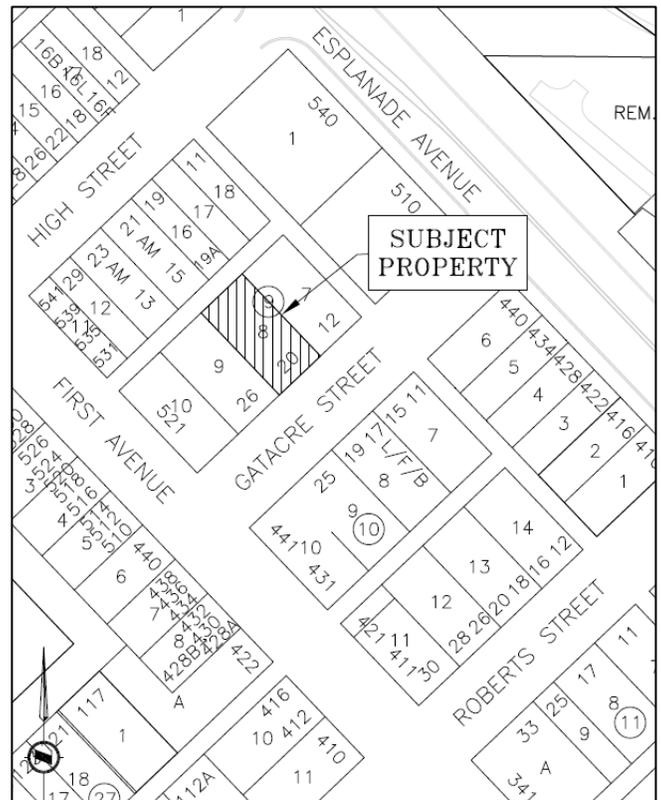
PREVIOUS COUNCIL DIRECTION

In May 2008 Development Permit 3060-07-10 was issued for exterior façade improvements to the building. Since a new façade is proposed it is recommended to remove DP 3060-07-10 from the certificate of title for 20 Gatacre Street.

In May 2008 a Development Variance Permit was approved to vary the side parcel line setback and to allow the exterior stair/walkway projection into the side setback.

INTRODUCTION/BACKGROUND:

The building at 20 Gatacre Street is zoned R-3



'Medium Density Residential' and contains five residential rental apartment units. The owner of the building retained Angela Quek, Architect to design a new façade for the exterior of the building as shown in Figure 1.



Figure 1: Proposed Front Facade - 20 Gatacre St.

The subject property falls within the Downtown Development Permit Area (DPA 2) and the Multi-Unit Development Permit Area (DPA 4). The proposed building improvements have been reviewed in relation to the DPA 2 and DPA 4 guidelines. The objective of DPA 2 is to strengthen the historic Downtown as the Town's primary commercial area. New façade improvements in the Downtown should contribute to, and enhance, the historic, cultural, and architectural value of this area. The objective of DPA 4 is to achieve a high level of design for multi-unit development. Note that the subject property is not on the Community Heritage Register.

The design intent of the proposed improvements is to create a more heritage façade theme with a cornice roof detail, window trim with sill, and the addition of bellyband and awning, such that the building character is more in keeping with Ladysmith's heritage downtown. The front and two sides of the building would be improved, and the rear would remain as is. The exterior stairs and walkway on the side of the building would also remain as is. One small unused door would be eliminated from the front facade.

The frontage and two sides are proposed to be horizontal grey hardi-board with white trim and red accents. The selection of grey as a colour choice blends with the buildings in the area, as there is already a blue, red brick, and yellow building on this section of Gatacre Street. The proposed frontage will continue to have large windows that face Gatacre Street. The windows would be placed in the same location, but would be white vinyl and be rectangular in shape. The window trim would be white hardi-board. A grey awning is proposed to the frontage to add character and provide weather protection at a unit entrance. The centre door would be red with an accent frame; and the address would be painted wood lettering.

The proposed façade improvements are consistent with the DPA 2 and DPA 4 guidelines.

ALTERNATIVES:

Council can choose to not issue Development Permit 3060-19-13 where the refusal is based upon a determination that the development permit application does not meet the Development Permit guidelines. If the development permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

FINANCIAL IMPLICATIONS:

none

LEGAL IMPLICATIONS:

A Development Permit is required prior to issuance of a building permit for the façade improvements in the downtown area.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

- Development Permit applications do not require statutory notification.
- While the subject application is not required to be referred to the Community Planning Advisory Committee (CPAC) according to the CPAC terms of reference; Council may consider referring the application to CPAC.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

A building permit is required for the proposed façade improvements.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council issue Development Permit 3060-19-13 for façade improvements to the building at 20 Gatacre Street.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT:

DP 3060-19-13



**TOWN OF LADYSMITH
DEVELOPMENT PERMIT**
(Section 489 *Local Government Act*)

FILE NO: 3060-19-13

DATE: September 16, 2019

Name of Owner(s) of Land (Permittee): Ladysmith Freeholders Inc., Inc. No. BC1153720

Applicant: Randy Repass and Sally-Christine Rodgers

Subject Property (Civic Address): 20 Gatacre Street

1. This Development Permit 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 and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

Lot 8
Block 9
District Lot 56
Oyster District
Plan 703
PID# 008-546-207
(referred to as the "Land")

3. This Permit has the effect of authorizing:
 - (a) the issuance of a building permit for the alteration of a building on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit;

Subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.

4. This Permit does not have the effect of varying the use or density of the Land specified in Town of Ladysmith Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to develop the land as shown in:

Schedule A: Front Elevation and Colour Layout (20 Gatacre St.)
Schedule B: Lane Elevation and Side Elevation (20 Gatacre St.)
Schedule C: Entry and Window Details (20 Gatacre St.)

6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. 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 **3060-19-13** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH
ON THE ____ DAY OF _____ 201__.**

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development 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 _____ other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

Title

Occupation

Date

Date

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 CANNOT BE REUSED OR REPRODUCED WITHOUT THE ARCHITECT'S
 WRITTEN CONSENT.

19.07.10 Revision as per Client Review
 19.08.09 Issued for DP/BP Review
 19.08.28 Revision: all window sizes remain as is



1 Front Elevation
 A1.1 SCALE 1/8" = 1'-0"



Hardi Colour Plus Technology
 TRIMS: Hardi NIGHT GRAY C58 M50 Y49 K18
 WALLS: Hardi NIGHT GRAY C58 M50 Y49 K18

Wood Painted Lettering
 Times Roman
 Colour to Match Hardi Night Gray

Side Doors, typ.
 Pantone PMS-627-C

Vinyl Canopy
 as per Town of Ladysmith specifications
 Colour SILVER Pantone P174-6C

Front door
 Pantone PMS-202-C

Vinyl Windows
 Standard White

Decals
 Pantone PMS-202-C

2 Colour Layout
 A1.1 SCALE 1/8" = 1'-0"

Schedule A: Front Elevation and Colour Layout
 DP 3060-19-13
 20 Gatacre Street
 R Repass and S-C Rodgers

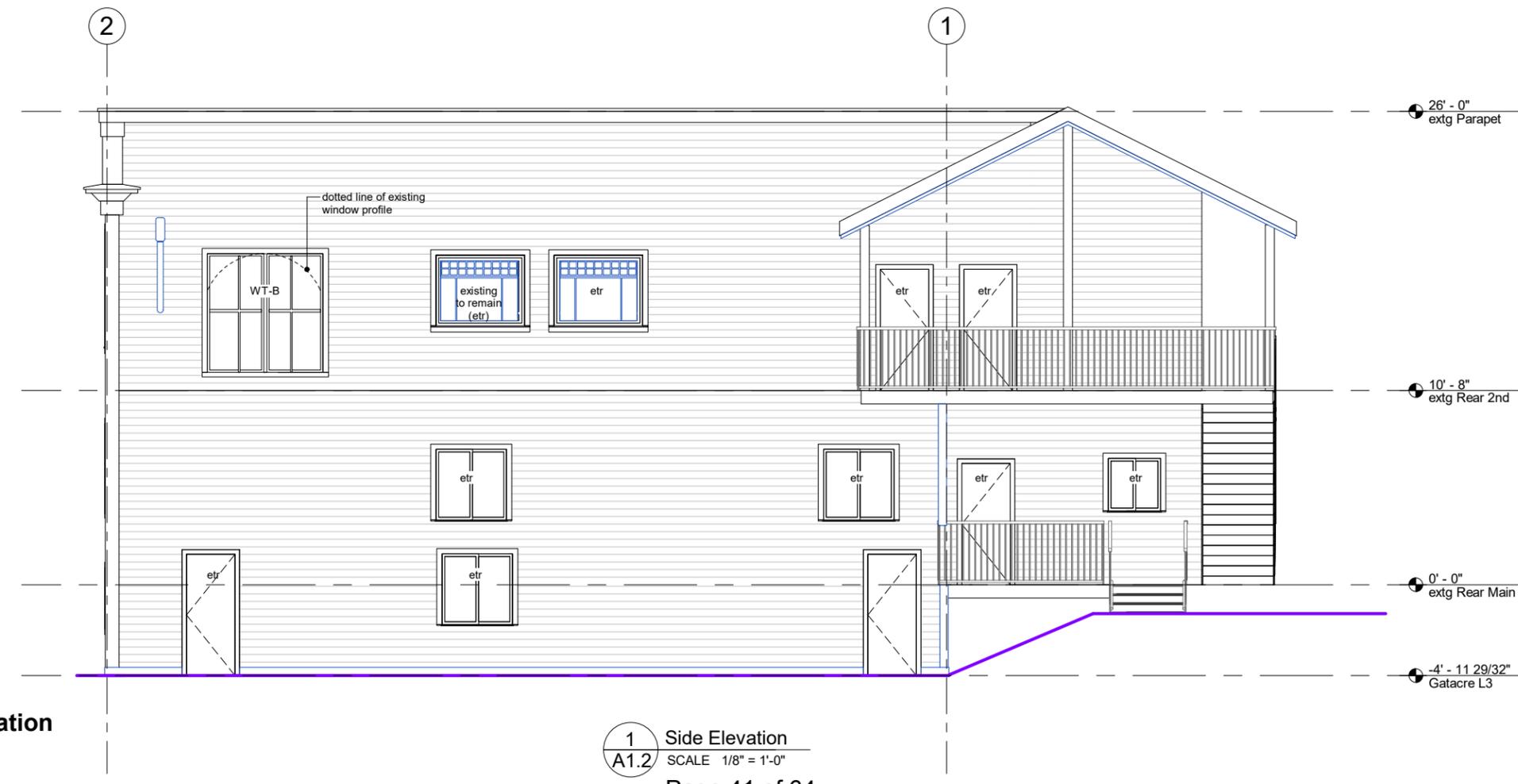
AQ1913 | 20 Gatacre Street, Ladysmith BC
**Elevation
 Renovation**

**A1.1
 Elevation Layouts**
 1/8" = 1'-0"
 2019-08-28 7:32:33 PM

AYPQ ARCHITECTURE
 13270 Doole Road
 Ladysmith, British Columbia
 Canada V9G 1G6
 tel 250 245-7555 fax 7565
 www.aypqarchitecture.com

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19.07.10 Revision as per Client Review
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AQ1913 | 20 Gatacre Street, Ladysmith BC

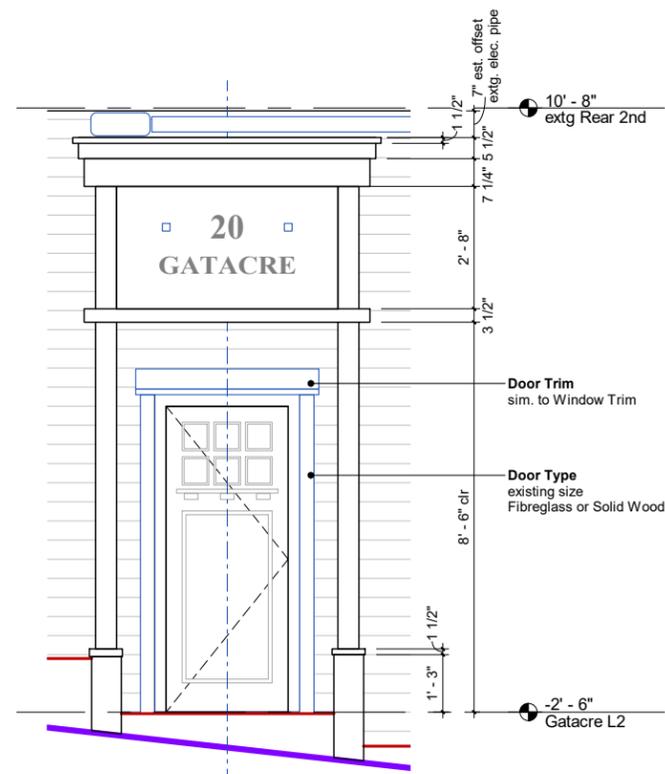
Elevation Renovation

A1.2
Elevation Layouts
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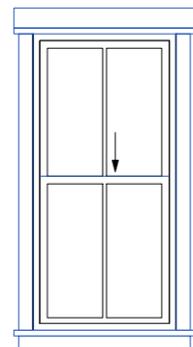
AYPQ ARCHITECTURE

13270 Doole Road
 Ladysmith, British Columbia
 Canada V9G 1G6
 tel 250 245-7555 fax 7565
 www.aypqarchitecture.com

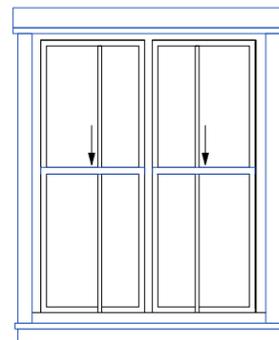
Schedule B: Lane Elevation and Side Elevation
DP 3060-19-13
20 Gatacre Street
R Repass and S-C Rodgers



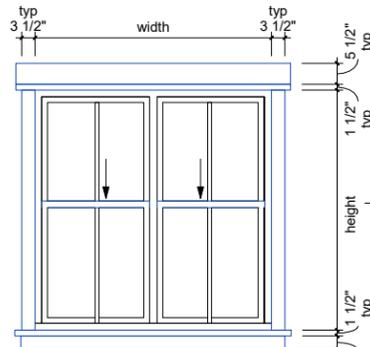
2 Entry
A2 SCALE 1/4" = 1'-0"



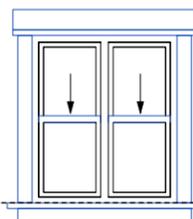
WT-A
existing size



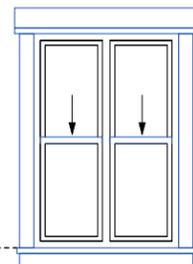
WT-B
existing size



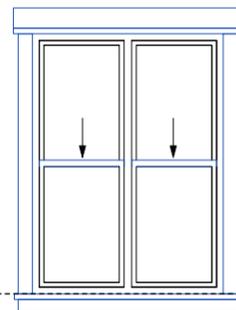
WT-C
existing size



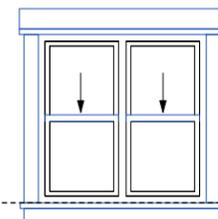
WT-D
existing size



WT-E
existing size

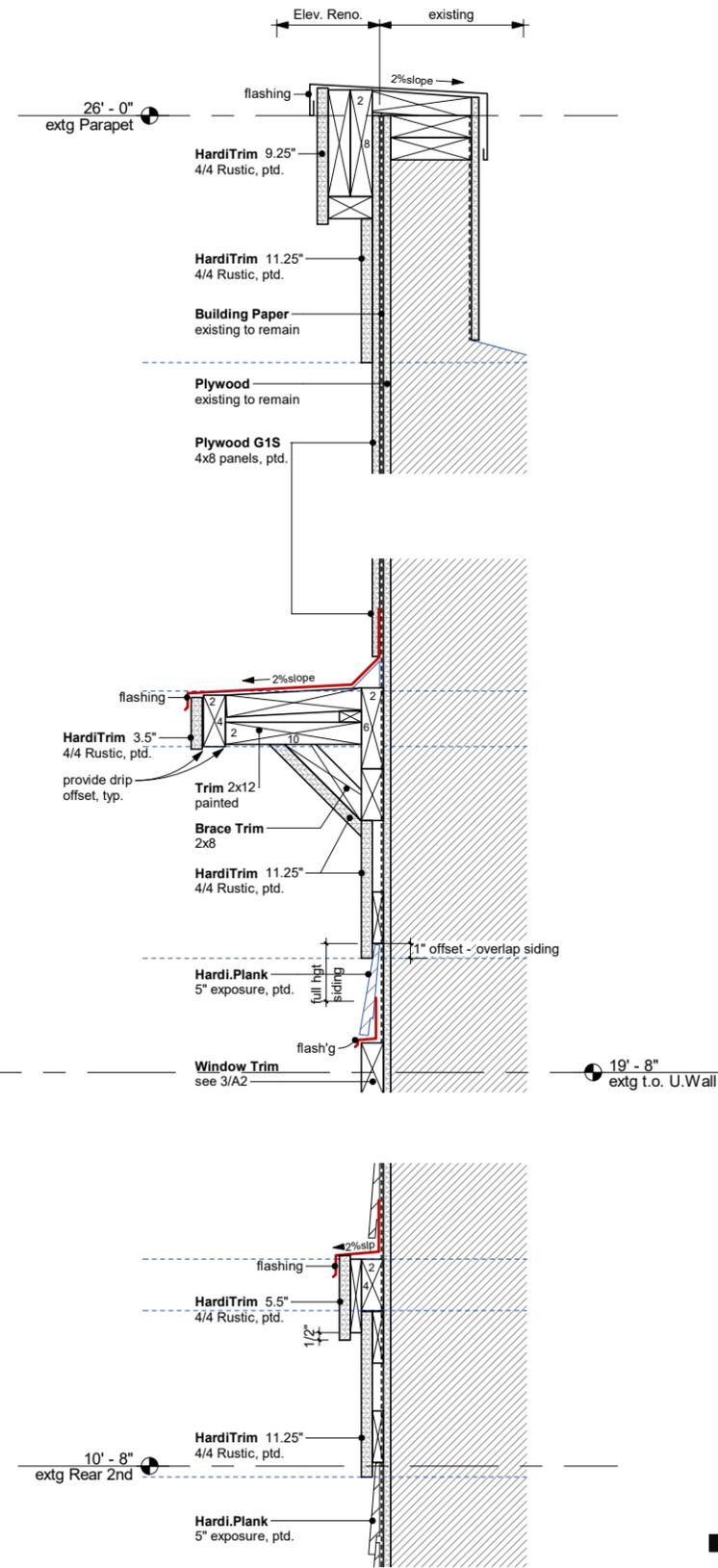


WT-F
existing size



WT-G
existing size

3 Window Types
A2 SCALE 1/4" = 1'-0"



1 Wall Section
A2 SCALE 1" = 1'-0"

COPYRIGHT RESERVED. THESE DRAWINGS AND THE DESIGN ARE AT ALL TIMES THE EXCLUSIVE PROPERTY OF ANGELA YP QUIN ARCHITECTURE AND CANNOT BE REUSED OR REPRODUCED WITHOUT THE ARCHITECT'S WRITTEN CONSENT.

19.07.10 Revision as per Client Review
19.08.09 Issued for DP/BP Review
19.08.28 Revision: all window sizes remain as is

AQ1913 | 20 Gatacre Street, Ladysmith BC

**Elevation
Renovation**

A2
Details & Window Sch.
As indicated

2019-08-28 7:32:34 PM

AYPQ ARCHITECTURE

13270 Doole Road
Ladysmith, British Columbia
Canada V9K 1G6
tel 250 245-7555 fax 7565
www.ayparchitecture.com

Municipal Services Committee Recommendations to Council September 16, 2019

At its September 9, 2019 meeting, the Municipal Services Committee recommended that Council:

1. Direct staff to report back to Council on options for presenters and costs for hosting grant writing workshops this fall for local non-profit organizations.
2. Direct staff to prepare the necessary bylaw amendments to allow the retail sale of cannabis in a specified area of commercially zoned properties generally described as 1st Avenue and Esplanade between Ludlow and Baden-Powell Streets, as well as at Coronation Square.
3. Direct staff to include in the bylaw amendment to allow the retail sale of cannabis in Ladysmith a specified area of properties zoned light industrial in the area generally described as Ludlow Road and Rocky Creek Road.
4. Appoint Councillor Stevens to serve on the Regional Housing Service Community Advisory Committee.

INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Date: September 10, 2019
Report Reviewed By:
Meeting Date: September 16, 2019
File No: 1970-04
RE: PERMISSIVE TAX EXEMPTION BYLAW FOR 2020

RECOMMENDATION:

That Council give first, second and third readings to the bylaw titled “2020 Permissive Tax Exemptions Bylaw 2019, No. 2017”.

PURPOSE:

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

PREVIOUS COUNCIL DIRECTION:

CS 2019-289: That Council direct staff to:

1. Amend the Permissive Tax Exemption Policy by changing:
 - a. The application due date to July 31st each year; and
 - b. The Comprehensive review term to every 4 years.
2. Provide a Permissive Tax Exemption to all properties currently on the 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972, with the exception of 314 Buller Street;
3. Provide a Permissive Tax Exemption to the Ladysmith Health Care Auxiliary consolidated property located at 910 1st Avenue;
4. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
5. Prepare the Permissive Tax Exemption Bylaw for 2020.

CS 2019-290: That in accordance with the 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972, Council provide a permissive tax exemption to 314 Buller Street.

DISCUSSION:

At the Special Council meeting held on September 9, 2019, Council directed Staff to prepare the Permissive Tax Exemption Bylaw for the tax year 2020. The bylaw was created based on the properties that received a Permissive Tax Exemption in 2019.

SUMMARY POINTS:

- Permissive Tax Exemption bylaws must be adopted before October 31st. Advertising in

accordance with the *Community Charter* is required before the bylaw may be adopted.

- A Permissive Tax Exemption exempts certain eligible properties from property taxation in the following tax year.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

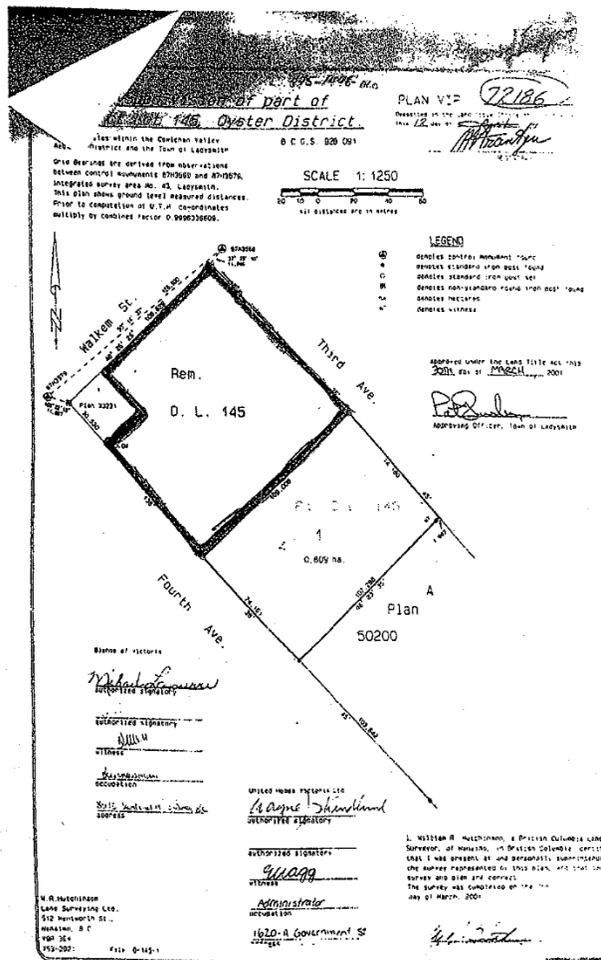
Bylaw 2017

This is Schedule "A" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017

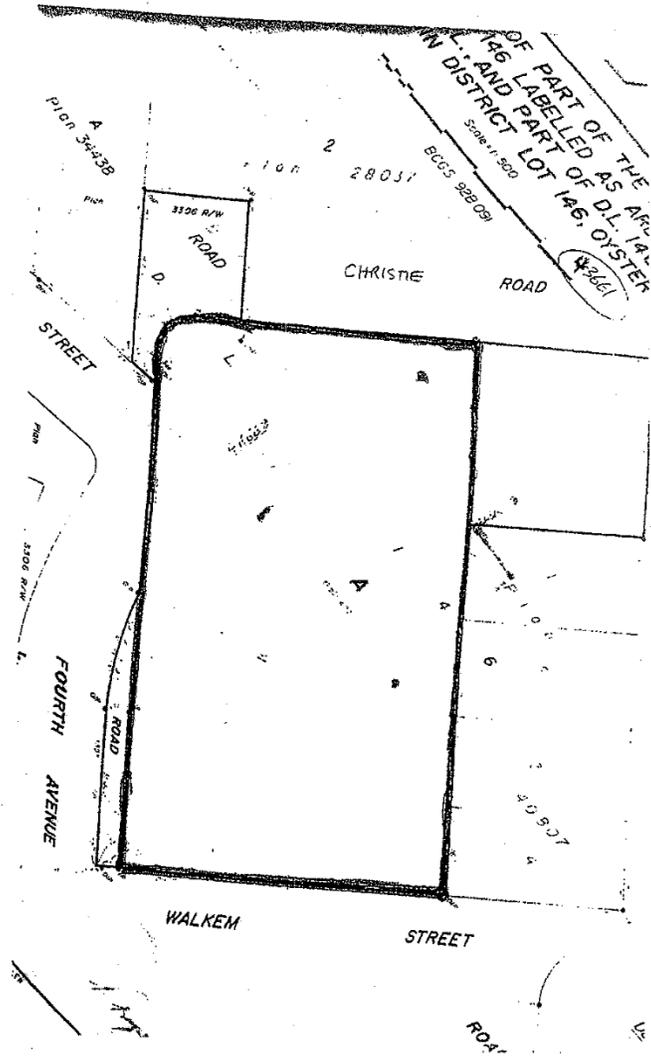
Part 1 224.2 (f) Building for Public Worship		
Organization	Address	Legal Description
United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
Ladysmith Fellowship Baptist Church	381 Davis Rd	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
St. Mary's Catholic Church	1135 4th Ave	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule 'B')
Pentecostal Assemblies of Canada	1149 4th Ave	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule 'C')
Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith & District Historical Society	721 1st Ave	Lot 11, Block 7, Plan VIP703, Oyster Land District
Canadian Legion Branch #171	621 1st Ave	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule 'D')
Ladysmith Health Care Auxiliary	910 1st Ave	Block 30, Plan 703A, District Lot 24 (Being a consolidation of lots 1 and 2, see CA7428266), Oyster Land District.
Ladysmith Resources Centre Association	314 Buller St	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (Dd 392367)
Ladysmith Golf Club Society	380 Davis Rd	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (Dd 24403n) Pcl C (Dd 34443i), VIP65242
Ladysmith & District Historical Society	614 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown In Schedule E)
Ladysmith Maritime Society	616 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith - Car Shop (Parent Folio 445-1109-300)
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 85, 11G, 24, 56, Oyster Land District, Except Plan VIP64405 VIP71943, That Part Included In Lease From Town Of Ladysmith Unit C, I & M Ladysmith Maritime Society
Ladysmith & District Historical Society	612 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith Unit J & K
Eco-Tourism Building	200 Capt Dekonick Way	Plan VIP66352, District Lot 56, Oyster Land District (Specifically The Area Of Land And Buildings Outline In Bold On Schedule 'F')
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule G)

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

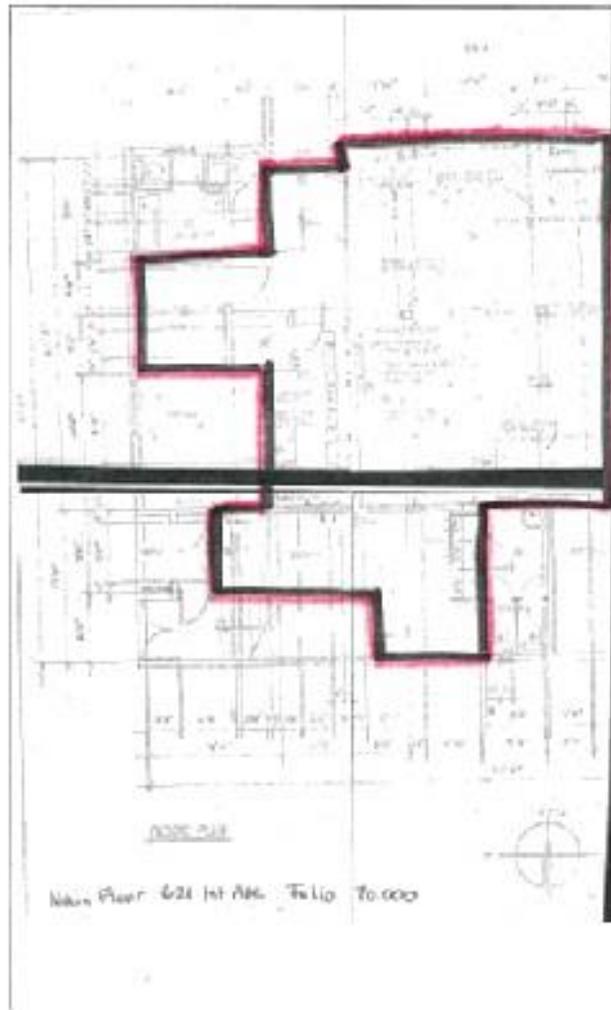
This is Schedule "B" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017



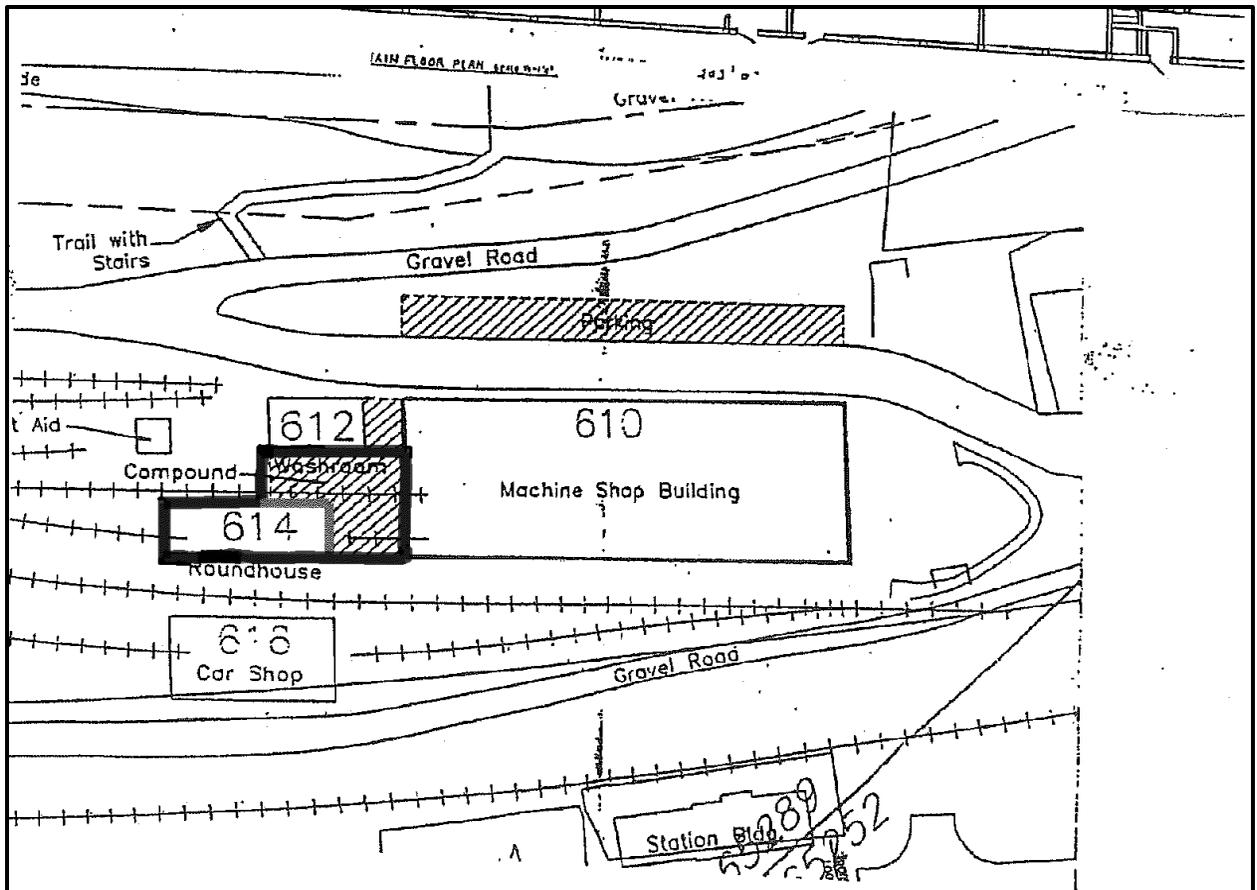
This is Schedule "C" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017



This is Schedule "D" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017

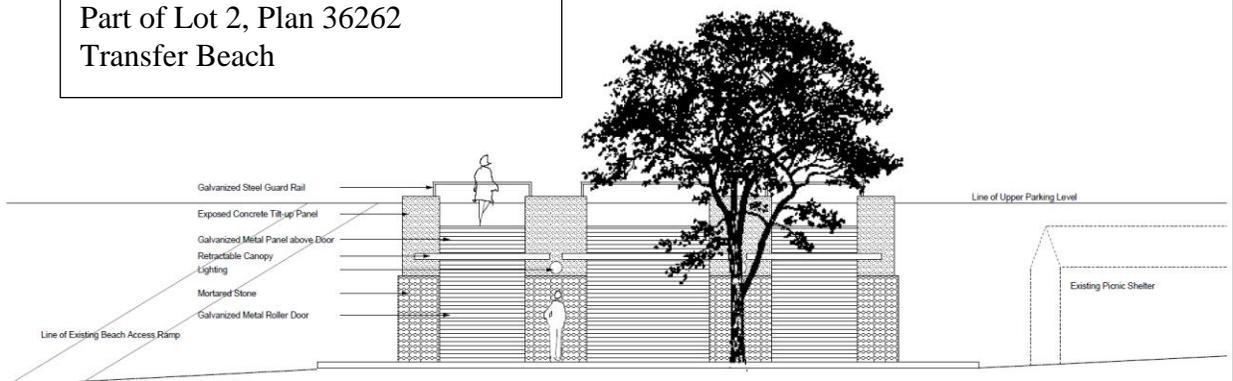


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2020 Permissive Tax Exemption Bylaw 2019, No.2017

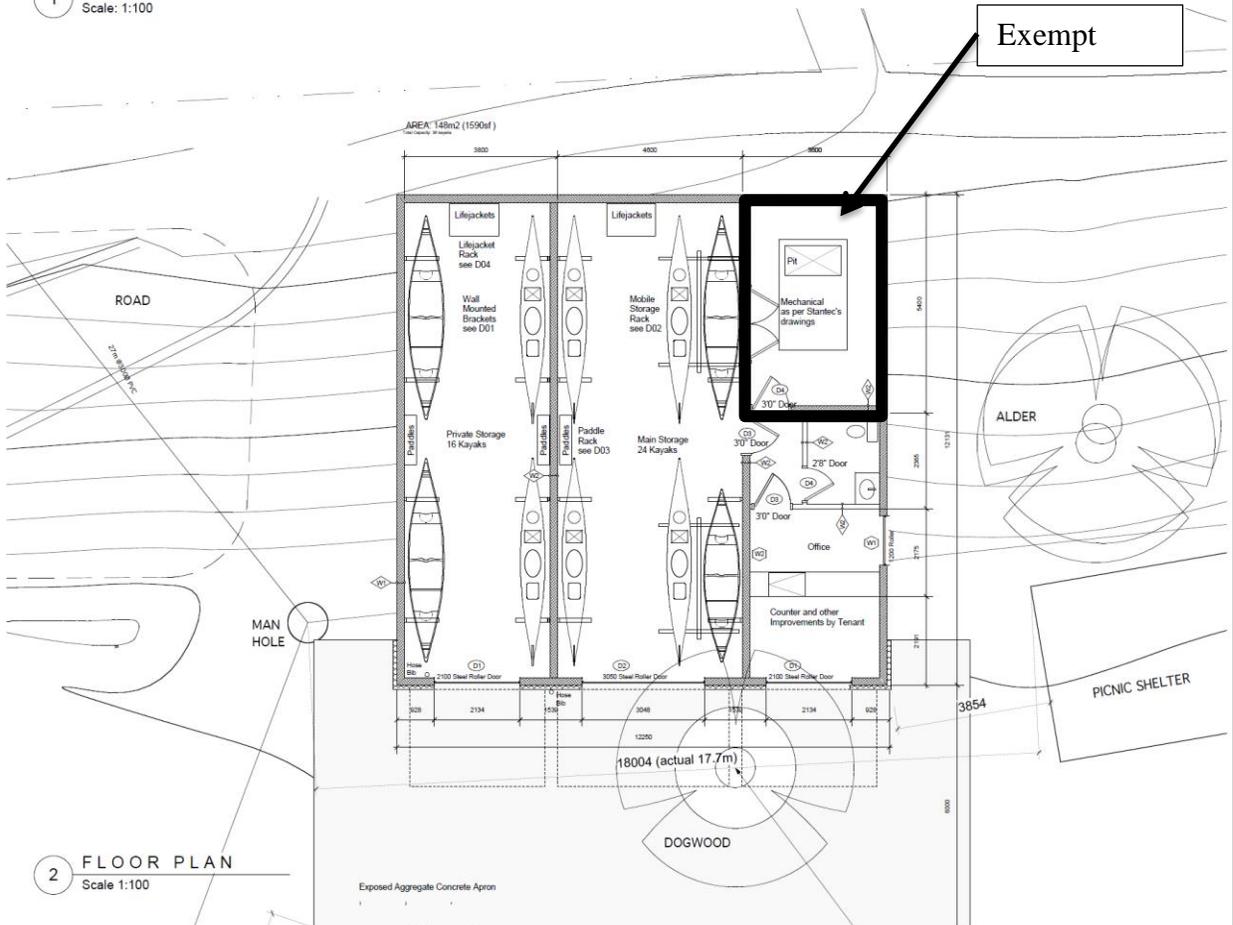


This is Schedule "F" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017

Part of Lot 2, Plan 36262
Transfer Beach



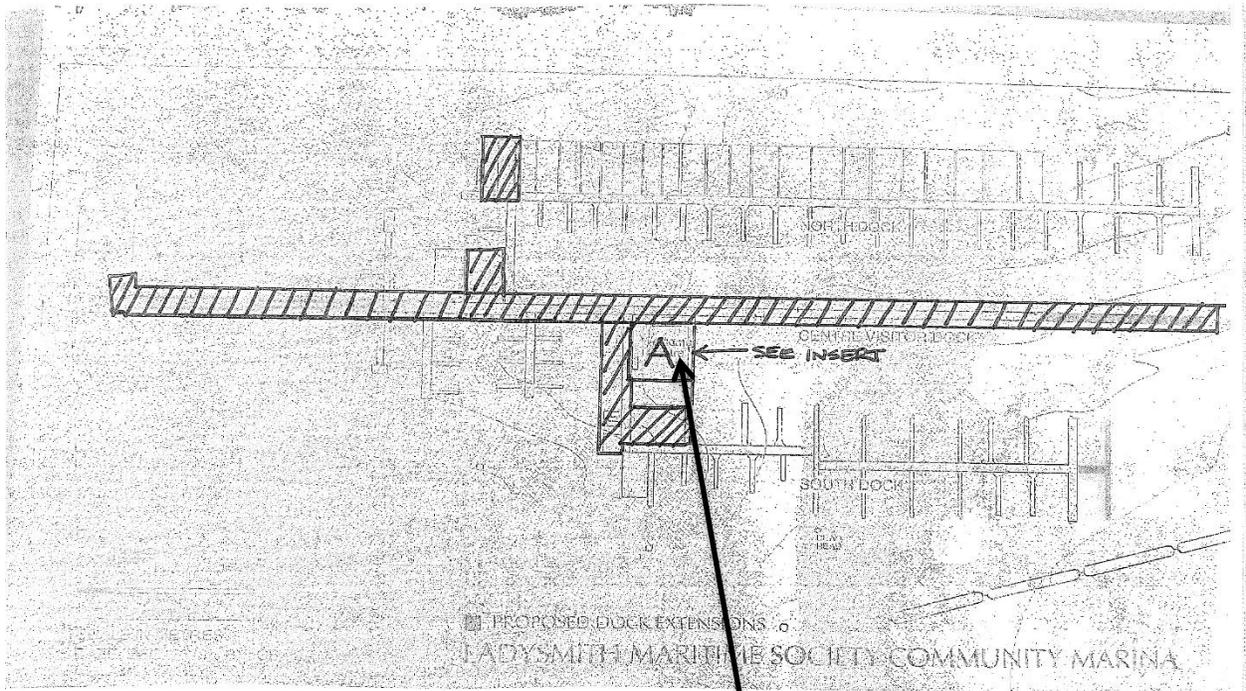
1 FRONT ELEVATION
Scale: 1:100



2 FLOOR PLAN
Scale 1:100

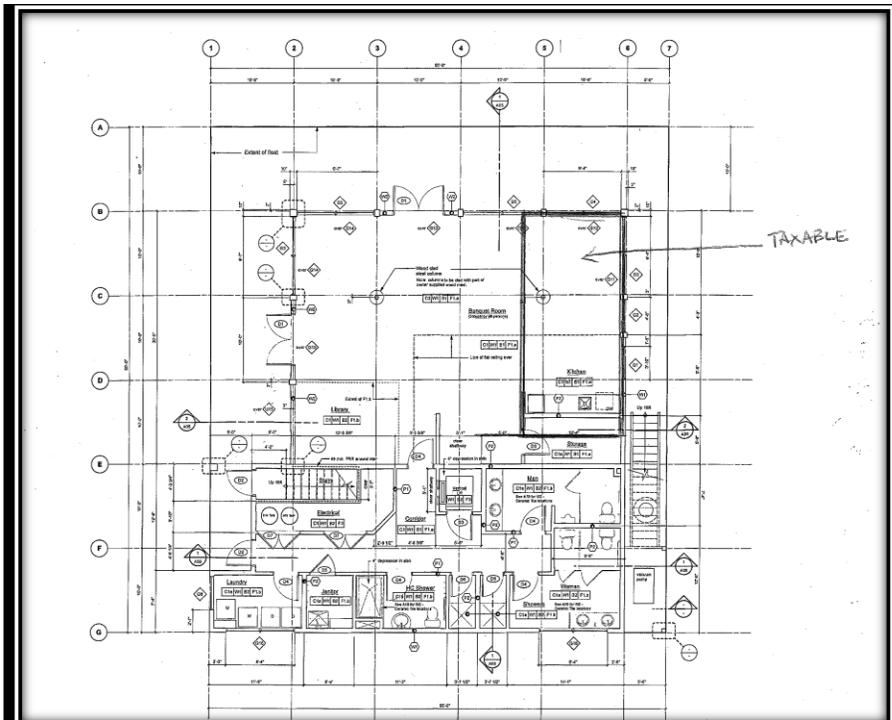
D'AMBROSIO ARCHITECTURE INC.		Sheet 100
102 2987 Jutland Road Victoria, BC Canada V8T 1J1	LADYSMITH KAYAK FACILITY Transfer Beach, Ladysmith	Date: 04.01.24
tel: 250.384.2400		Scale: 1:50
fax: 250.384.7893		Client: JTB
web: www.dambrosio.ca		Arch: JTB
		Struct: JTB
		MEP: JTB
		Site: JTB
		Other: JTB
		Project No.: 2430 Drawing File: DCS-LS Kayak
		Scale: A1

This is Schedule "H" attached to and forming part of
2020 Permissive Tax Exemption Bylaw 2019, No.2017



Insert:

See insert below



Ladysmith



August 19, 2019

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

Dear Mayor Stone and Councillors:

Ladysmith is celebrating the **32nd Anniversary** of “**Light-Up**” on **Thursday, November 28th**, and plans are underway to ensure another exciting event.

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

Your extraordinary support enables us to continue bringing spectacular Holiday Season celebrations to thousands of visitors and residents.

Thank you for your kind consideration to our request.

Please join us on Thursday, November 28th, in sharing the magic of Light-Up.

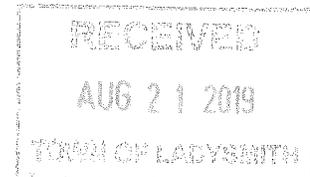
Sincerely

Alex Cook
President

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

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

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



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

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



United Way
Central & Northern
Vancouver Island

September 9, 2019

MEMO

To: Town of Ladysmith

From: Melaina Patenaude, Community Impact Officer, United Way CNVI

Re: Additional information to accompany MOU request

PROGRAM DESCRIPTION

Reaching Home: Canada's Homelessness Strategy, launched on April 1, 2019, is a community-based program that provides direct funding to communities across Canada, including rural and remote areas and organizations that provide supports to First Nations, Inuit and Métis people to bolster local efforts to prevent and reduce homelessness. Reaching Home is designed to support the goals of the National Housing Strategy, in particular, to support the most vulnerable Canadians in maintaining safe, stable and affordable housing and to reduce chronic homelessness nationally by 50% by fiscal year 2027-2028.

Reaching Home uses a third-party delivery model where a local organization, known as the Community Entity, enters into a funding agreement with Employment and Social Development Canada. The Community Entity then undertakes the responsibility to select, approve and manage projects in a community, based on the local priorities. This approach provides communities with the flexibility to invest in local homelessness projects and enhances community capacity to develop long-term, sustainable solutions to preventing and reducing homelessness.

In Duncan, United Way Central and Northern Vancouver Island is the Community Entity for the Reaching Home Program. There are four (4) streams of funding within the Program: Designated, Indigenous, Territorial, and Rural/Remote. Duncan currently receives funding from the Indigenous stream and Cowichan through the Rural/Remote stream.

CONTEXT FOR OUR REQUEST

On November 5, 2018, the Minister of Families, Children, and Social Development announced that the Designated Communities stream of Reaching Home will be expanded by up to six new communities through an open and transparent application process.

On February 1, 2019, the Government of Canada launched a Call for Concepts (CFC) as the first step of this process. The Call for Concepts invited communities with a population size of 25,000 and over (based on Census 2016) outside of Quebec and the territories to demonstrate the need for federal homelessness funding. United Way Central and Northern Vancouver Island, with the support of the Cowichan Coalition to Address Homelessness and the Tze Tza Watul Community Advisory Board, submitted a CFC for the broader Cowichan region (CVRD), not just Duncan. At the end of the CFC, 16 communities were shortlisted for further consideration, including Cowichan. This MOU request is to support the second step of the selection process.

Unit 207 – 225 Canada Avenue, Duncan BC, V9L 1T6
T (250) 618-4232 E ciocci@uwcncvi.ca U uwcncvi.ca



September 9, 2019

The second step has been designed to assess the readiness of applicant communities and the proposed Community Entities to administer Reaching Home's funding. At the end of this step, up to six (6) new Designated Communities will be selected.

It is expected that the decision on the final set of communities will be reached in winter 2020. Once selected, Employment and Social Development Canada will enter into a funding agreement with a Community Entity in each successful community no later than March 31, 2020 and ending on March 31, 2024.

AVAILABLE FUNDING

The total funding available across the new Designated Communities will gradually increase, starting with a total of \$1 million in fiscal year 2019-2020, approximately \$1.9 million in fiscal year 2020-2021, reaching a total of \$3 million in fiscal year 2021-2022 to be maintained until 2023-2024. The community-level allocations will be determined after the final selection of communities.

REQUEST

United Way Central and Northern Vancouver Island was the only organization eligible to apply for this funding and therefore no other applications have been submitted. This expansion is a rare opportunity and if successful, would mean an additional (long-term) annual sum of money (guesstimate ~\$250, 000 annually) to address homelessness in our region. The critical components of their evaluation criteria include whether the community has demonstrated capacity and readiness, a Community Plan, and demonstrated support and partnerships with a wide range of stakeholders (best demonstrated through formalized arrangements eg. memoranda of understanding), that will enable the Community Entity to facilitate a community-wide response to homelessness. UWCNVI is an experienced Community Entity, and collectively, we have a strong foundation in Cowichan, due to the effort and planning of many community agencies working together. To support/demonstrate our collaborative approach in Cowichan, we have requested MOUs from all municipal governments in Cowichan as well as the offices of the MP and MLAs, the Coalition, and a range of local non-profits who provide services to our homeless community members. Our application package needs to be submitted by September 20th, 2019.

We sincerely appreciate your consideration and support.

Unit 207 – 225 Canada Avenue, Duncan BC, V9L 1T6
T (250) 618-4232 E ciocci@uwcncvi.ca U uwcncvi.ca



United Way
Central & Northern
Vancouver Island



Memorandum of Understanding

Between

United Way Central and Northern Vancouver Island

and

Town of Ladysmith

This Memorandum of Understanding (MOU) sets out the basis for a collaborative relationship between the **United Way Central and Northern Vancouver Island (UWCNVI)** and the **Town of Ladysmith** that furthers the mutually agreed goal of reducing homelessness in the Cowichan region.

Background

The Cowichan region is experiencing an increase in the number of homeless people residing in the area. The numbers of *absolutely homeless* people in the Cowichan Valley Regional District has increased over 50% since a 2014 regional count (2014 – N = 58 people counted; summer 2017 regional count N = 89 people counted). A lack of affordable and supported housing will continue to be a key driver, as will the prevalence of mental health and substance use issues.

Policy context

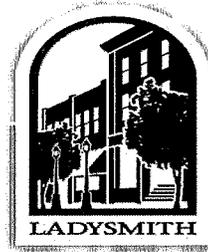
Two related structures have been created to address homelessness in the Cowichan region: the Tze Tza Watul Indigenous Community Advisory Board (CAB) and the Cowichan Coalition to Address Homelessness and Affordable Housing. Working collaboratively, the members of these two groups developed *nuts'a'maat shqwaluwun/Working with One Heart & Mind: A plan to address and prevent homelessness in the Cowichan region*. This strategic plan to address homelessness is linked to the *Cowichan Attainable Housing Strategy*, adopted in 2019.

Funding context

A number of stakeholders contribute resources annually to the work of reducing and preventing homelessness in the Cowichan region: local governments, nonprofit agencies, charitable organizations, and municipal, provincial and federal governments. For example, Duncan currently receives funding from the federal government's Reaching Home program (formerly Homelessness Partnering Strategy) through the Indigenous stream; \$152,582 is invested annually towards community-identified priorities. United Way Central and Northern Vancouver Island is the Community Entity (CE) who administers/manages these funds along with the Tze Tza Watul Indigenous CAB.



United Way
 Central & Northern
 Vancouver Island



The Cowichan region has submitted an application to the federal government to be considered as one of the 4-6 communities across the country to be chosen for the expansion of the “Designated” funding stream under the new Reaching Home program.

Purpose

In order to effectively address the increase in homelessness we are facing, all the stakeholders in the Cowichan region will need to work collaboratively and strategically. By leveraging investments and working together, it is the intent of the partners to manifest the following community-level outcomes:

- Chronic homelessness in Cowichan is reduced;
- Homelessness in the community is reduced overall and specifically for members of the Aboriginal communities within the Cowichan region;
- New inflows into homelessness are reduced;
- Returns to homelessness are reduced.

Activities

The **United Way Central and Northern Vancouver Island** will continue to seek resources and make strategic investments, through a community-based approach (engaging the CAB and Coalition) and in conjunction with the City of Duncan, towards services and supports that reduce and prevent homelessness in the Cowichan region.

Town of Ladysmith will continue to participate along with UWCNVI in local community-based committees that identify priorities, coordinate activities, and allocate resources to address homelessness.

Comment [MP1]: can add more content here, at your discretion

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the **United Way Central and Northern Vancouver Island** and the **Town of Ladysmith**. In the absence of mutual agreement by the authorized officials from the **United Way Central and Northern Vancouver Island** and the **Town of Ladysmith** this MOU shall end on March 31, 2024.

Date:

United Way Central and Northern Vancouver Island



United Way
Central & Northern
Vancouver Island

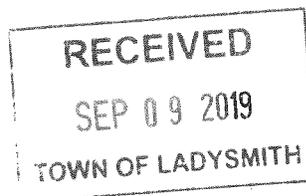


Date:

Town of Ladysmith

DRAFT

Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2



Dear Ladysmith Mayor and Council Members,

On behalf of the Ladysmith Resources Centre Association (LRCA), we would like to signal our concern about the growing challenges of our most vulnerable residents, the homeless. Over the last couple of years, there has been an increase of encampments and homelessness in general in the Ladysmith area. Many of our community members are facing affordability and availability issues around housing including the support services that help keep people in housing.

The LRCA is an important stakeholder and resource in the fight to reduce homelessness in our community. It has several services that directly benefit the homeless from the winter shelter and the food bank to the most recent endeavour into affordable housing. We also have some limited resources to address short term needs like financial support for utility, food, gas or temporary housing. Furthermore, we have counselling services and other programs that may assist the homeless or prevent individuals and families from falling into homelessness.

The LRCA recognizes the recent efforts to remove homeless people from our parks and common spaces through calls to the RCMP, hazmat teams and bylaw officers. While this approach may create temporary benefits to demonstrate action is being taken, it is not a solution and can in fact harm the health and wellbeing of the homeless individuals involved.

The issues concerning homelessness is growing. We also think the population of homeless individuals and families will likely increase with the next economic downturn given how many people in BC currently have limited financial flexibility. Economic downturns are typically characterized by swift job losses and a slow relaxing of housing prices. This differential between sudden job losses and the resilience of the housing market in communities like Victoria and Vancouver may result in significant increases in the homelessness population in our region.

We recognize that the LRCA does not have enough resources to fully address the immediate needs of the homeless nor an established continuum of housing or care needed to move people out of homelessness. To do this, a collaborative approach is needed within the community of Ladysmith as well as with the region (including the Cowichan Housing Association, the Homelessness and Housing Coalition and working with the United Way and the federal Reaching Home Initiative).



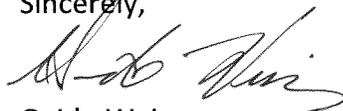
In order to effectively use the available resources, obtain additional resources, build the partnerships needed and ensure the services needed are in place in a timely fashion (recognizing that chronic homelessness sets in after around six months living on the streets), planning needs to occur. We need a strategic plan and a table to coordinate activities to address homelessness and affordable housing in Ladysmith.

As noted during the review of Council advisory committees, it is common for municipalities to have a Homelessness and Housing committee to focus on the housing needs of residents and potential residents of the community. It is appreciated that the Town of Ladysmith wishes to limit the number of committees and as such the LRCA would like to suggest that the Protective Services committee include a mandate to address homelessness and the housing needs of the community.

In addition, recognizing the LRCA's role and mandate on housing and homelessness, it is further recommended that an LRCA Board member as well as an LRCA staff member participate on this committee. This would allow both the strategic and operational efforts of the LRCA to be better linked with the Protective Services committee.

Homelessness is neither an easy condition to solve nor to prevent but that does not mean we cannot collectively take positive steps to reduce homelessness and the impact that this situation may have on both the homeless and our neighbourhoods. We also believe it is essential that we take steps now to prevent the impacts that may occur with the next economic downturn. By working together and with others, we strongly believe that we can make a difference.

Sincerely,



Guido Weisz
LRCA Board President



Christy Wood
Executive Director

