

**THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.**

Tuesday, January 14, 2020

6:30 P.M.

**Council Chambers, City Hall
Pages**

1. CALL TO ORDER

2. AGENDA APPROVAL

Recommendation

That the agenda for this January 14, 2020 meeting of the Committee of the Whole be approved.

3. MINUTES

3.1 Minutes of the Municipal Services Committee Meeting held December 9, 2019

4

Recommendation

That the minutes of the Municipal Services Committee meeting held December 9, 2019 be approved.

4. DELEGATION

4.1 Jane Kiltnei and Marilyn Swallow, One Cowichan Community Education Society: Climate Emergency

5. REPORTS

5.1 Churchill Property Development – Progress Report

9

Recommendation

That the Committee:

1. Receive the progress report by the Director of Infrastructure Services dated January 14, 2019, on options for potential development of the Town-owned property at 1260 Churchill Place; and
2. Recommend that Council authorize an additional \$15,000 to fund a geotechnical survey of the property with the funds to come from the real property reserve.

5.2 Building Inspector's Report to December 31, 2019 15

Recommendation

That the Committee receive the Building Inspector's Report for the month of December, 2019.

5.3 Ladysmith Fire/Rescue Reports for November and December 2019 16

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months November and December, 2019.

6. COUNCIL SUBMISSIONS

6.1 Climate Declaration 18

The following Climate Declaration is submitted for discussion (Mayor Stone, Councillor Stevens).

Recommendation

That the Committee recommend that Council adopt the following resolution:

Whereas: Climate change creates risks to our economic, social and physical environments.

Whereas: The overwhelming scientific consensus is that human activities are causing climate change.

Whereas: A response to climate change will consist of mitigation and adaptation.

Whereas: Mitigation of climate change will necessarily include a transition to a low carbon society.

Whereas: The transition to a low carbon society could effect the economic and social environments negatively for a period of time, and those negative effects on the lives of citizens must be minimized.

Whereas: Adaptation to climate change will involve the 'hardening' of public assets

Whereas: The Town of Ladysmith exists to provide: good government; services, laws and other matters for the benefit of the community; stewardship of public assets AND to foster the economic, social, and environmental well being of the community.

Therefore Be It Resolved That:

* The Town of Ladysmith acknowledges the emergent risks posed by climate change to our economic, social and physical environments. And further, the Town of Ladysmith has adopted and will continue to adopt plans, bylaws, policies and spending that: facilitate the smoothest possible socio-economic transition to a low carbon community; mitigate the carbon footprint of the Town and its citizens; and adapt/build public assets to withstand and/or overcome the effects of climate change.

6.2 Budget Transfer Policy

The following budget transfer policy recommendation is submitted for discussion (Councillor Stevens):

* Please note, for 2019, the maximum transfer between projects would amount to \$21,392.

Recommendation

That the Committee direct staff to bring back to the Committee amendments to the existing budget transfer policy which would allow staff to reallocate up to 0.3% of the current year municipal tax levy between projects, providing funds are available, and advise the Committee of such transfers in a future financial report.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT



MINUTES OF A MEETING OF THE MUNICIPAL SERVICES COMMITTEE

Monday, December 9, 2019
6:30 P.M.
Council Chambers, City Hall

Committee Members Present:

Councillor Jeff Virtanen (chair)
Mayor Aaron Stone
Councillor Duck Paterson
Councillor Amanda Jacobson

Councillor Rob Johnson
Councillor Tricia McKay
Councillor Marsh Stevens

Staff Present:

Erin Anderson
Jake Belobaba
Geoff Goodall
Clayton Postings
Joanna Winter

Mike Gregory
Sue Bouma
Sue Glenn
Shannon Wilson

1. CALL TO ORDER

Councillor Virtanen called this meeting of the Municipal Services Committee to order at 6:30 p.m., recognizing the traditional unceded territory of the Stz'uminus People.

2. AGENDA APPROVAL

MS 2019-053

That the agenda for this December 9, 2019 meeting of the Municipal Services Committee be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Municipal Services Committee Meeting held September 9, 2019

MS 2019-054

That the minutes of the Municipal Services Committee meeting held September 9, 2019 be approved.

Motion Carried

4. REPORTS

4.1 Building Inspector's Report to November 30, 2019

MS 2019-055

That the Committee receive the Building Inspector's Report for the months August to November 2019.

Motion Carried

4.2 Ladysmith Fire/Rescue Reports for August to October, 2019

MS 2019-056

That the Committee receive the Ladysmith Fire/Rescue Reports for the months August to October 2019.

Motion Carried

4.3 Coastal Animal Control Services Reports for July to September 2019

MS 2019-057

That the Committee receive the Coastal Animal Control Services Reports for the months July to September 2019.

Motion Carried

4.4 Poet Laureate Program

MS 2019-058

That the Committee:

1. Refer the proposed Poet Laureate Programs to the Parks, Recreation & Culture Advisory Committee for comment;
2. Direct staff to commence discussion toward entering into a Service Agreement with the Arts Council of Ladysmith and District in relation to managing the Town's Poet Laureate Programs, and that Council be provided with a Draft Service Agreement for consideration.

Motion Carried

OPPOSED: Councillor Paterson

The Committee requested that staff bring a revised budget for the Town's Poet Laureate Programs to the next meeting of Council.

4.5 2019 Third Quarter Financial Report

MS 2019-059

That the Committee receive for information the 2019 Third Quarter Financial Report from the Director of Financial Services.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Downtown Planters and Hanging Baskets

5.1.1 Hanging Baskets between High Street and Roberts Street

Councillor Johnson requested that the Committee discuss the possibility of adding hanging baskets with irrigation watering systems on 1st Avenue, between High Street and Roberts Street. The Committee expressed greater interest in exploring lower maintenance plant options.

5.1.2 Lower Maintenance Plants

Councillor Jacobson requested that the Committee discuss the possibility of changing the Town's public floral displays to a more drought-resistant and natural species theme. Committee members also recommended the possibility of adding public art to the more natural flora, but cautioned that plants would still be necessary to soften the environment.

MS 2019-060

That the Committee request staff to research drought-tolerant alternatives to downtown plantings, flower beds, hanging baskets and shrubbery, including potential public art options to reduce water use.

Motion Carried

5.2 Transit Review

MS 2019-061

That the Committee request that CVRD and BC Transit give a presentation to the Committee of the Whole regarding plans for connections between the Cowichan Valley and Nanaimo Regional District transit systems, service expansion, subsidized bus passes for youth, and the potential for increased route services in Ladysmith.

Motion Carried

5.4 Videotaping Closed Council Meetings

The Committee discussed the possibility of videotaping Closed Sessions of Council for Council members to refer to. The majority of Committee members were not in favour of pursuing the matter, noting legal, financial and privacy concerns.

5.5 Other Users of South Davis Road School

Councillor Jacobson expressed her support of the Arts Council's temporary use of the South Davis School, noting that the community group had brought a new spark to that area of town. She enquired whether there was a plan for other groups and organizations to make use of South Davis Road School once the Arts Council returned to the Machine Shop. Staff noted that the licence agreement with the School District can be extended and adjusted to accommodate other users, but this would be dependent on the readiness of the Machine Shop. Staff responded to the Committee's questions regarding the licence for the exterior of the South Davis Road School, as well as the operating costs involved with leasing the building.

6. CORRESPONDENCE

6.1 Garth Gilroy: Bicycle Safety and Future Street Design Projects for Ladysmith

MS 2019-062

That the Committee refer the correspondence from Garth Gilroy regarding cycling infrastructure, together with other matters related to active transportation, to the upcoming Official Community Plan update process.

Motion Carried

8. NEW BUSINESS

8.1 Public Art Policy

Staff made a presentation to the Committee outlining the key components of the Draft Public Art Policy and responded to Council's questions.

MS 2019-063

That the Committee refer the Draft Public Arts Policy to Council for consideration.

Motion Carried

9. ADJOURNMENT

MS 2019-064

That this meeting of the Municipal Services Committee adjourn at 8:00 p.m.

Motion Carried

Chair (Councillor J. Virtanen)

Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

Report Prepared By: Geoff Goodall, Director of Infrastructure Services
Meeting Date: January 14, 2020
File No:
RE: CHURCHILL PROPERTY DEVELOPMENT – PROGRESS REPORT

RECOMMENDATION:

That the Committee:

1. Receive this progress report on options for potential development of the Town-owned property at 1260 Churchill Place; and
2. Recommend that Council authorize an additional \$15,000 to fund a geotechnical survey of the property with the funds to come from the real property reserve.

EXECUTIVE SUMMARY:

In 2017, Council purchased the property at 1260 Churchill Place in order to establish an access route during the construction of the culvert over Rocky Creek on 4th Avenue. The 4th Avenue culvert project is now complete and staff have developed some development options for the Committee's consideration.

PREVIOUS COUNCIL DIRECTION

Resolution	MeetingDate	ResolutionDetails
CS 2019-187	05/13/2019	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct staff to retain: <ol style="list-style-type: none"> a. Turner Surveying to complete a survey of 1260 Churchill Place as well as develop two lot layout proposals, one based on the existing zoning (R-1) and the other on R-1-B zoning; and b. Aquaparian Environmental Consulting to complete a Riparian Areas Regulation Assessment for 1260 Churchill; and c. The services of a real-estate firm to estimate the value of lots as proposed in the two options that will be generated by Turner Surveying and an engineering consultant to assist with construction cost estimating. 2. Direct staff to amend the 2019-2023 Financial Plan in the amount of \$15,000 to complete the work at 1260 Churchill Place with funds to come from the Real Property Reserve. 3. Direct staff to bring back the results of this work program to Council for further direction.

INTRODUCTION/BACKGROUND:

Work completed

- Property Survey
- 2 development options
- Environmental review
- Preliminary construction cost estimate.

Future Works Required

- Geotechnical Survey
- Pro forma
- Engineering design
- PLA
- Zoning consideration

Staff have been advised that it will be difficult to determine the layout and value of lots until a geotechnical survey has been completed. It is therefore recommended that the Committee authorize staff to conduct the geotechnical survey for a cost up to \$15,000.

ALTERNATIVES:

Council has a number of decisions to make regarding this project including the following.

1. Develop the project with the existing zoning or seek more density.
2. Sell the property prior to subdivision or after works and services are constructed, individual lots.
3. Open or close connection between Churchill and McKinley

FINANCIAL IMPLICATIONS:

The Churchill property was purchased for \$900,000. The Town borrowed \$952,700 which covered the purchase price as well as temporary road construction and fencing.

Borrowing was from the Municipal Finance Authority with a five year term ending in 2023, with no rights of renewal. The Town currently pays interest only, budgeted at \$24,000 annually.

To date, staff have spent approximately \$10,800.

LEGAL IMPLICATIONS:

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

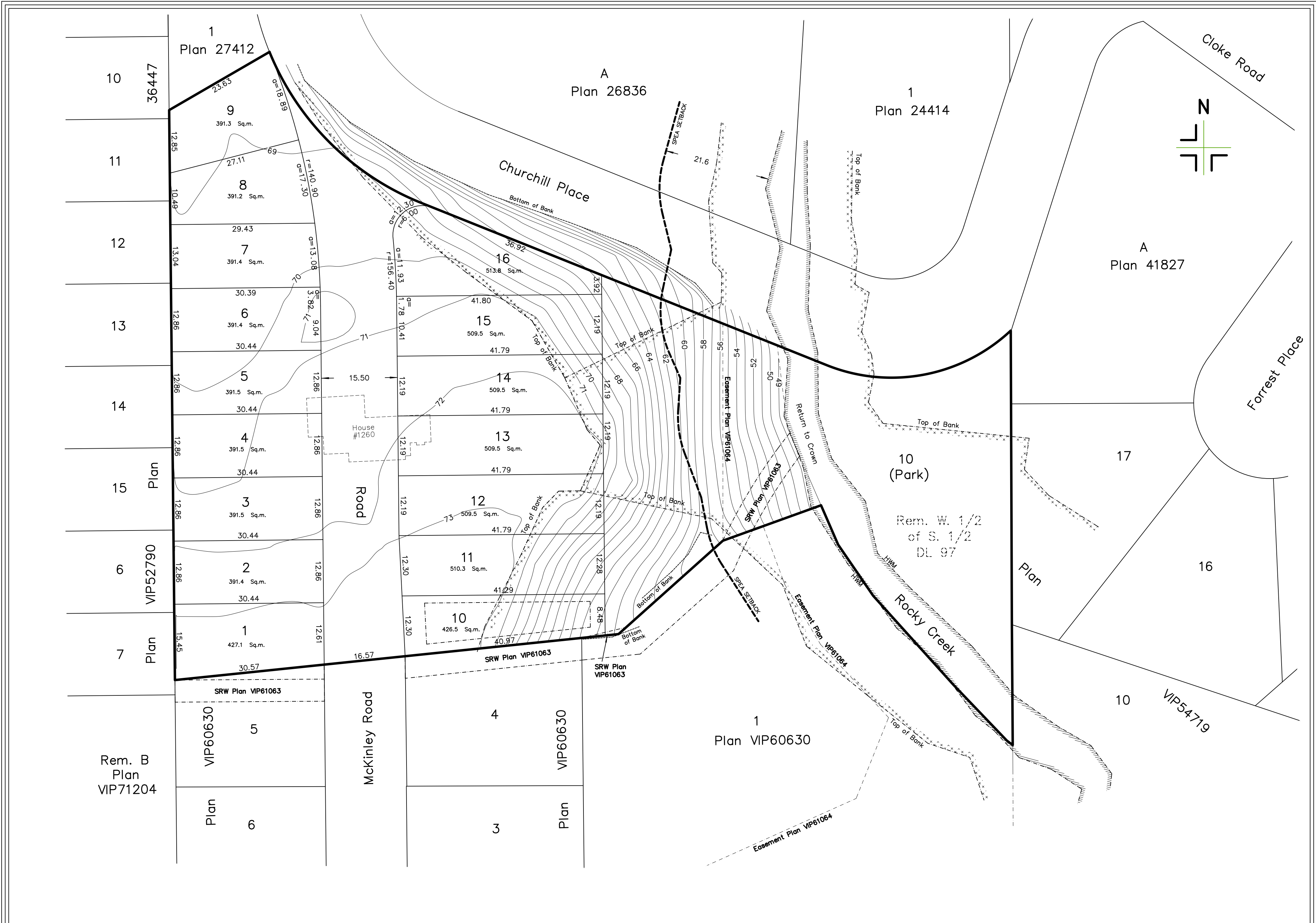
- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

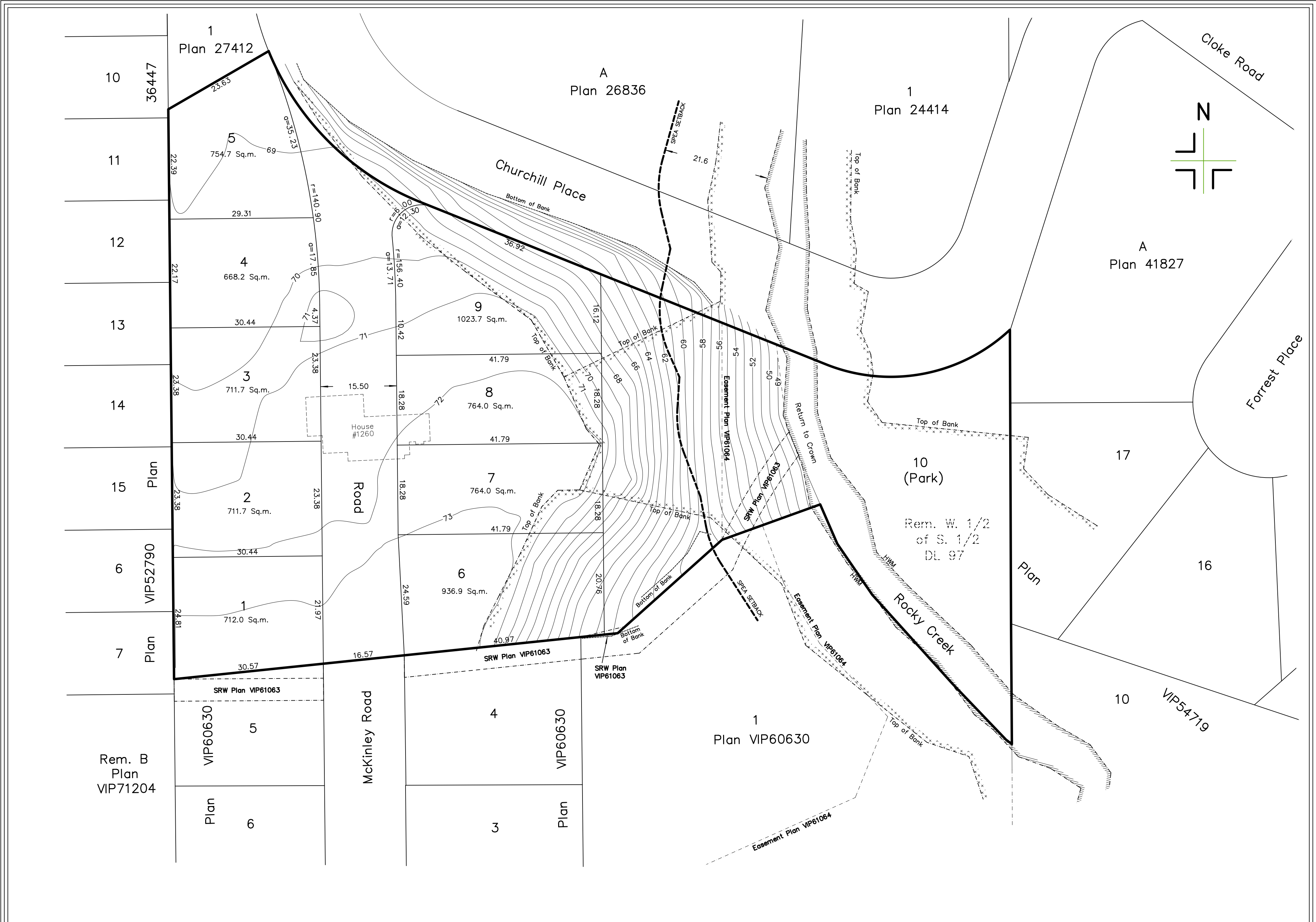
I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

- Option A – 16 lot subdivision
- Option B – 9 lot subdivision
- Cost estimates





SITE PLAN SHOWING PROPOSED SUBDIVISION OF:
THE WEST 1/2 OF THE SOUTH 1/2 OF DISTRICT LOT 97, OYSTER
DISTRICT, EXCEPT PARTS IN PLANS 24414, 26836, 27412 AND VIP60630.

Client: TOWN OF LADYSMITH

Civic Address: 1260 CHURCHILL PLACE, LADYSMITH

File: 19-090

Scale: 1:500

Drawn by: DRW

Property Zoning: R1

02040

SCALE 1:500

DISTANCES AND ELEVATIONS ARE IN METRES.
GEODETIC ELEVATIONS ARE DERIVED FROM
CONTROL MONUMENT 87H3642 (CVD28BC DATUM).

NOTE:
THIS PROPERTY IS AFFECTED BY
THE FOLLOWING REGISTERED DOCUMENTS:
M76300, EF87178, EJ36041 & EJ36043.

DATE:

July 31, 2019

Oct. 30, 2019

REVISION:

First Draft

Revise Road Alignment/Lot layout

SITE SUMMARY

CURRENT ZONING

PROPOSED ZONING

TOTAL SITE AREA

R-1

R-1

1.30 ha

Turner & Associates

land surveying inc.

250.753.9778

435 Terminal Avenue North

Nanaimo, BC V9S 4J8

www.turnersurveys.ca

Page 13 of 18

	Unit	\$/unit	Total
WATER			
200 PVC	235	\$225	\$52,875
Services	19	\$1,750	\$33,250
Valves	6	\$2,000	\$12,000
Hydrant	2	\$5,000	\$10,000
Tie in 1	1	\$10,000	\$10,000
Tie in 2	1	\$20,000	\$20,000
			\$138,125
SANITARY			
200 PVC	235	\$150	\$35,250
Services	18	\$1,250	\$22,500
Manhole	3	\$5,000	\$15,000
			\$72,750
STORM			
250 PVC	235	\$150	\$35,250
Services	18	\$1,250	\$22,500
Manhole	3	\$5,000	\$15,000
CB	8	\$2,000	\$16,000
Rockpits	16	\$2,000	\$32,000
			\$120,750
STREETS			
Curb	470	\$100	\$47,000
Sidewalk	235	\$150	\$35,250
Road base	1900	\$35	\$66,500
Pavement	1900	\$45	\$85,500
Lights	10	\$5,000	\$50,000
			\$284,250
GAS/HYDRO/TEL			
Installation and Services	3	\$50,000	\$150,000
TOTAL			\$765,875
Soft costs (engineering, survey, etc.)			\$150,000
Contingency	20%		\$183,175
GRAND TOTAL			\$1,099,050



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER 2019

1 BP could = more than 1 DU
(e.g. Suite)

Commercial	Industrial		Institutional	Residential (NEW)		Residential Reno/Add/Suite/CH		Dwelling Units	Total Permits	Bldg & Pldg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2019	
	No. of Permits	Values		No. of Permits	Values	No. of Permits (new res)	Values						
DEC	-	\$0	-	\$0	-	\$0	3	1	5	4	\$16,568	\$1,423,285	\$14,189,549

Year to Date

JAN	1	\$100,000	-	\$0	-	\$0	-	2	\$31,000	-	3	\$1,441	\$131,000	\$131,000
FEB	1	\$48,000	-	\$0	-	\$0	\$845,785	1	\$10,000	3	5	\$10,506	\$903,785	\$1,034,785
MAR	-	-	1	\$20,000	-	-	\$1,005,268	1	\$150,000	6	6	\$13,876	\$1,175,268	\$2,210,053
APR	1	\$50,000	1	\$15,000	-	\$0	\$680,630	3	\$65,400	3	9	\$9,437	\$811,030	\$3,021,083
MAY	1	\$15,000	1	\$735,825	-	\$0	\$1,152,744	4	\$59,000	5	9	\$22,835	\$1,962,569	\$4,983,652
JUN	1	\$27,000	-	\$0	-	\$0	\$1,760,883	6	\$125,600	8	13	\$22,349	\$1,913,483	\$6,897,135
JUL	1	\$25,000	-	\$0	-	\$0	\$723,444	7	\$228,440	3	11	\$11,354	\$976,884	\$7,874,019
AUG	-	\$0	-	\$0	1	\$0	\$270,000	4	\$120,000	2	6	\$4,518	\$390,000	\$8,264,019
SEP	-	\$0	1	\$0	1	\$1,300,000	\$1,520,000	5	\$204,620	6	12	\$34,230	\$3,024,620	\$11,288,639
OCT	-	\$0	0	\$0	1	\$0	\$1,018,405	4	\$155,720	7	8	\$13,817	\$1,174,125	\$12,462,764
NOV	1	\$2,000	0	-	0	-	\$256,000	3	\$45,500	1	5	\$3,693	\$303,500	\$12,766,264
DEC	-	\$0	-	\$0	-	\$0	\$1,383,285	1	\$40,000	5	4	\$16,568	\$1,423,285	\$14,189,549
TOTAL	7	\$267,000	4	\$770,825	3	\$1,300,000	\$10,616,444	41	\$1,235,280	49	91	\$164,623	\$14,189,549	

Demos Mth	0	Demos YTD	2
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4 BP = 5 DUs
(1 SFD + 1 SFD+Suite + 1 Duplex)

Comparison	#DU	Value	#BP	Value
YTD 2019	49	\$10,616,444	91	\$14,189,549
YTD 2018	49	\$7,436,484	100	\$11,048,503
YTD 2017	73	\$9,913,306	102	\$11,056,230

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	1	0	0	2
YTD	27	7	2	3	5

27 SFD
14 SFD+Suite (7 x2)
2 Suite added to existing
3 Coach House
5 Multi-Family
-2Demos
Total 49



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **November 2019**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1		1		2
By mistake	1								1	1	1		4
Electrical problem		1				1		1		3			6
Due to cooking		1		1		1	3	1	1	1			9
Assistance	2			2		2				2	1		9
Burning Complaint				2	2	1	3	1	2	3			14
Fire: Structure	1	1	1			2			1	1	1		8
Chimney	1	1											2
Interface / Bush								2					2
Vehicle													0
Other				3		3	2		1	4	1		14
Hazardous Materials			1			1		2	1				5
Hydro Lines: Down / Fire		2									1		3
Medical Aid	2	7	2	1	2	2	2	2	5	5	2		32
MVI	4	3	1	4	8	1	4	4	3	2	4		38
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1			3	0		14
MONTH TOTALS (exc.. Practises)	13	18	8	13	12	17	15	16	16	25	12		165
Practises (Totals for each Month)	5	4	4	5	4	4	5	4	4	4	4		47
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2	1	0		8

ALARMS ACTIVATED (Location/Owner)

- 1) 1152 TCH Ladysmith Car Care - key pad mistake
- 2) 1127 4th Ave Oyster Harbour Senior Community

MVI LOCATION

- 1) TCH & Davis Road North
- 2) TCH & Grouhel Road
- 3) Esplanade & Roberts Street
- 4) TCH & Davis Road North

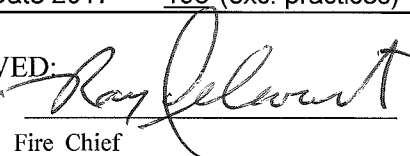
COMPARISONS:

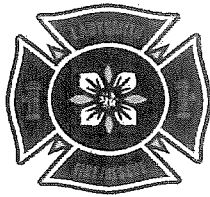
Year to Date 2019 165 (exc. practices)

Year to Date 2018 183 (exc. practices)

Year to Date 2017 193 (exc. practices)

APPROVED:

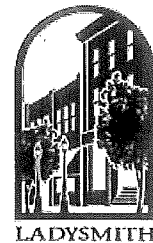

Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5

Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **December 2019**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1		1		2
By mistake	1								1	1	1	2	6
Electrical problem		1				1		1		3			6
Due to cooking		1		1		1	3	1	1	1		4	13
Assistance	2			2		2				2	1	2	11
Burning Complaint				2	2	1	3	1	2	3		1	15
Fire: Structure	1	1	1			2			1	1	1		8
Chimney	1	1										1	3
Interface / Bush								2					2
Vehicle												1	1
Other				3		3	2		1	4	1	1	15
Hazardous Materials			1			1		2	1			2	7
Hydro Lines: Down / Fire		2									1		3
Medical Aid	2	7	2	1	2	2	2	2	5	5	2	2	34
MVI	4	3	1	4	8	1	4	4	3	2	4	4	42
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1			3	0	0	14
MONTH TOTALS (exc.. Practises)	13	18	8	13	12	17	15	16	16	25	12	20	185
Practises (Totals for each Month)	5	4	4	5	4	4	5	4	4	4	4	5	52
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2	1	0	0	8

ALARMS ACTIVATED (Location/Owner)

- 1) 472 Davis Rd - cooking
- 2) 640 1st Ave - Ladysmith Inn - work around sensor
- 3) 1211 Cloke Rd - La Rosa - cooking toast
- 4) 217 French St - cooking
- 5) 432 Blair Place - cooking
- 6) 120 4th Ave - fire response hit on alarm control pad

MVI LOCATIONS

- 1) 328 Esplanade
- 2) 1st Ave & Roberts St
- 3) TCH & South Davis Rd
- 4) TCH & Chemainus Rd

COMPARISONS:

Year to Date 2019 185 (exc. practices)

Year to Date 2018 213 (exc. practices)

Year to Date 2017 215 (exc. practices)

APPROVED:

Ray Delmont
Fire Chief



TOWN OF LADYSMITH COUNCIL

CLIMATE DECLARATION

WHEREAS: Climate change creates risks to our economic, social and physical environments.

WHEREAS: The overwhelming scientific consensus is that human activities are causing climate change.¹

WHEREAS: A response to climate change will consist of mitigation and adaptation.²

WHEREAS: Mitigation of climate change will necessarily include a transition to a low carbon society.

WHEREAS: The transition to a low carbon society could effect the economic and social environments negatively for a period of time, and those negative effects on the lives of citizens must be minimized.^{3 4}

WHEREAS: Adaptation to climate change will involve the 'hardening' of public assets

WHEREAS: The Town of Ladysmith exists to provide: good government; services, laws and other matters for the benefit of the community; stewardship of public assets AND to foster the economic, social, and environmental well being of the community.⁵

THEREFORE BE IT RESOLVED THAT:

The Town of Ladysmith acknowledges the emergent risks posed by climate change to our economic, social and physical environments. And further, the Town of Ladysmith has adopted and will continue to adopt plans, bylaws, policies and spending that: facilitate the smoothest possible socio-economic transition to a low carbon community; mitigate the carbon footprint of the Town and its citizens; and adapt/build public assets to withstand and/or overcome the effects of climate change.

¹ <https://climate.nasa.gov/faq/17/do-scientists-agree-on-climate-change/>

² <https://climate.nasa.gov/solutions/adaptation-mitigation/>

³ <https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/prelim-strat-climate-risk-assessment.pdf>

⁴ <https://www.cvrld.bc.ca/DocumentCenter/View/81884/Climate-Projections-Report?bidId=>

⁵ http://www.bclaws.ca/civix/document/id/consol28/consol28/03026_02#section8