

**A SPECIAL MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
5:30 P.M.**

**Tuesday, May 5, 2020**

**This meeting will be held electronically**

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**1. CALL TO ORDER**

Call to Order 5:30 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**

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:

- Human resources matter - Section 90(1)(c)

**3. SPECIAL OPEN MEETING (7:00 p.m.)**

Please go to <https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured> to view this meeting.

**4. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Special Meeting of Council for May 5, 2020.

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

**6. MINUTES**

**6.1 Minutes of the Special Meeting of Council held April 21, 2020**

Recommendation

That Council approve the minutes of the Special Meeting of Council held April 21, 2020.

**7. DELEGATIONS**

**7.1 Cory Vanderhorst, CPA, CA - MNP Auditors for the Town of Ladysmith**

Presentation of the Draft 2019 Financial Statements

Recommendation

That Council accept the 2019 Draft Financial Statement as presented by MNP, auditors for the Town of Ladysmith.

**8. PROCLAMATIONS**

**8.1 National Missing Children's Day and Child Find's Green Ribbon of Hope Month**

Mayor Stone has proclaimed May 25th as National Missing Children's Day and the month of May as Child Find's Green Ribbon of Hope Month. He encourages citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children.

**9. DEVELOPMENT APPLICATIONS**

**9.1 Development Permit for a Coach House – 517 Symonds Street**

Recommendation

That Council:

1. Issue Development Permit 3060-20-08 for a coach house dwelling at 517 Symonds Street; and
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-20-08.

**10. REPORTS**

**10.1 Cowichan Valley Fire Department Regional Mutual Aid Agreement**

Recommendation

That Council direct the Mayor and the Corporate Officer to sign the Cowichan Valley Fire Department Regional Mutual Aid Agreement.

**10.2 Adjustments to Water Billing Accounts**

Recommendation

That Council approve an adjustment to the water billing for Property Account No.1052005 in the amount of \$3,394.30 as a result of a water leak.

**10.3 Ladysmith Secondary School and Stz'uminus First Nation 2020 Graduates**

Recommendation

That, due to the likely cancellation of graduation ceremonies and festivities for the 2020 graduation classes because of the COVID-19 pandemic, Council:

1. Commemorate the accomplishments of the Ladysmith Secondary School and Stz'uminus First Nation graduating classes by sending each graduate a personalized letter from Council; and
2. Honour their graduation through print media and social media posts.

**10.4 Facility Usage Request for Aggie Hall**

Recommendation

That Council:

1. Support the request from Ladysmith Family and Friends to reopen Aggie Hall during their existing booked hours in order to continue making and distributing resources to Ladysmith families in a safe manner during the COVID-19 pandemic; and
2. Direct staff to work with Ladysmith Family and Friends staff to accomplish this request safely and in accordance with the orders of the Provincial Health Officer.

**10.5 Machine Shop: Projected Cost Increase**

Recommendation

That Council receive as information the report from staff providing a status update and revised cost projections for structural upgrades to the Machine Shop.

## 11. BYLAWS

### 11.1 2020 Financial Plan, Property Taxes and Parcel Taxes

#### Recommendation

1. That Council give first 3 readings to:

- a. 2020-2024 Financial Plan Bylaw 2020, No. 2036
- b. 2020 Property Tax Rates Bylaw 2020, No. 2037
- c. 2020 Water Parcel Tax Bylaw 2020, No. 2038
- d. 2020 Sewer Parcel Tax Bylaw 2020, No. 2039

2. That Council adopt:

- a. 2020-2024 Financial Plan Bylaw 2020, No. 2036
- b. 2020 Property Tax Rates Bylaw 2020, No. 2037
- c. 2020 Water Parcel Tax Bylaw 2020, No. 2038
- d. 2020 Sewer Parcel Tax Bylaw 2020, No. 2039

## 12. CORRESPONDENCE

### 12.1 Ladysmith Resources Centre Association: Annual Report

Due to the COVID-19 pandemic this report will not be presented in person. The Executive Director of the Ladysmith Resources Centre Association will be available to return to a future meeting if Council has questions regarding the report.

#### Recommendation

That Council receive for information the Ladysmith Resources Centre Association annual report for 2019.

### 12.2 Building Capacity and Partnerships for Restorative Justice Practices in Ladysmith

Due to the COVID-19 pandemic this report will not be presented in person. The Executive Director of the Ladysmith Resources Centre Association will be available to return to a future meeting if Council has questions regarding the report.

#### Recommendation

That Council receive for information the March 2020 report by the Ladysmith Resources Centre Association entitled "Building Capacity and Partnerships for Restorative Justice Practices in Ladysmith".

**12.3 Paul Manly, Member of Parliament for Nanaimo-Ladysmith**

COVID-19 Support and Recovery for Municipalities

Recommendation

That Council receive for information the correspondence from Paul Manly, Member of Parliament for Nanaimo-Ladysmith, dated April 28, 2020.

**13. NEW BUSINESS**

**13.1 Citizens on Patrol**

Recommendation

That Council send a letter of appreciation to the Ladysmith Citizens On Patrol, thanking them for continuing to provide excellent and invaluable service to the residents of Ladysmith through their regular patrols throughout the Town.

**14. UNFINISHED BUSINESS**

**15. QUESTION PERIOD**

Residents can submit questions to Council via email at [info@ladysmith.ca](mailto:info@ladysmith.ca) or on YouTube during the meeting.

- Persons wishing to address Council must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must include 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.
- 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

**16. ADJOURNMENT**