

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
5:00 P.M.**

Tuesday, July 21, 2020

This meeting will be held electronically as per Ministerial Order No. M192

---

**1. CALL TO ORDER**

Call to Order 5:00 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**

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:

- Personal information about an identifiable individual - Section 90(1)(a)
- Security of the property of the municipality - Section 90(1)(d)
- Advice that is subject to solicitor-client privilege - Section 90(1)(i)
- Negotiations - Section 90(2)(b)

**3. 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 Regular Meeting of Council for July 21, 2020.

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

**6. MINUTES**

**6.1 Minutes of the Special Meeting of Council held July 7, 2020**

Recommendation

That Council approve the minutes of the Special Meeting of Council held July 7, 2020.

**7. DELEGATIONS**

**7.1 Cowichan Valley Regional District Child Care Needs Assessment**

**8. DEVELOPMENT APPLICATIONS**

**8.1 Development Variance Permit - 11-245 Oyster Cove Road**

Recommendation

That Council:

1. Issue Development Variance Permit 3090-20-05 to vary the front parcel line setback requirement from 6.0m to 0.71m for a garage attached to the dwelling at 11-245 Oyster Cove Road; and
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-20-05.

**9. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING**

**10. COMMITTEE MINUTES**

**10.1 Committee of the Whole Recommendations to Council**

Recommendation

That Council defer the 2020 Annual Tax Sale until 2021 and that staff be directed to prepare a bylaw accordingly.

Recommendation

That Council:

1. Repeal Park Bench Donations Guidelines Policy 12-5810-A, and replace with a new policy to include the dedication of trees, benches and other amenities; and
2. Direct staff to prepare an amendment to the "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644" to:
  - (a) increase the Memorial Park Bench Fee to \$3,950.00; and
  - (b) add a "Program Renewal Fee" of \$1,050.00.

**11. REPORTS**

## 11.1 DL2016 Holdings Corporation Annual General Meeting

### Recommendation

That Council, as the sole shareholder of the DL2016 Holdings Corporation entitled to vote at an annual general meeting, resolve that:

1. The financial statements of the Corporation for the period ended December 31, 2018 and December 31, 2019 are hereby approved;
2. All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Corporation since the last annual reference date of the Corporation, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
3. The number of directors of the Corporation is hereby fixed at five;
4. The following persons, each of whom has consented to act as a director, are hereby elected as directors of the Corporation, to hold office until the next annual general meeting of the Corporation (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:
  1. Jake Belobaba
  2. Bruce Laxdal
  3. Jan Christenson
  4. Alan Newell
  5. Richard Wiefelspuet
5. Grant Thornton LLP, Certified Public Accountants are hereby appointed auditors for the Corporation until the next annual reference date of the Corporation or until a successor is appointed, at a remuneration to be fixed by the directors; and
6. July 31, 2020 is selected as the annual reference date for the Corporation for its current annual reference period.

These resolutions shall be deemed to be effective as at July 31, 2020.

## 11.2 2020 Virtual UBCM Convention

### Recommendation

That Council waive Town of Ladysmith Council Remuneration Policy 5-1920-A and authorize all members of Council to attend the 2020 Union of BC Municipalities Convention to be held electronically from September 21-25, 2020.

## 11.3 Ladysmith and District Historical Society – Request for Loan Agreement with City of Port Alberni for Plymouth 107 Gasoline Shunting Engine

### Recommendation

That Council advise the Ladysmith & District Historical Society that it appreciates their continued efforts for the return of the Plymouth 107 gasoline shunting engine to Ladysmith, and recommends that the Ladysmith & District Historical Society negotiate the loan agreement directly with the City of Port Alberni.

#### **11.4 Brown Drive Park Family Friendly Bike Trail**

Recommendation

That Council direct staff to:

1. Begin Phase 1 of establishing a family friendly bike trail in the forested area behind Brown Drive Park as outlined in the staff report; and
2. Develop a maintenance partnership agreement with the Cowichan Trail Stewardship Society – Ladysmith Chapter for the family friendly bike trail located in the forested area behind Brown Drive Park.

#### **11.5 Public Art Task Group Terms of Reference**

Recommendation

That Council:

1. Approve the Public Art Task Group Terms of Reference; and
2. Appoint one Council representative and their alternate to the Public Art Task Group.

#### **11.6 Ladysmith Downtown Business Association And Chamber Of Commerce Grant In Aid Application Received July 16, 2020**

Recommendation

That Council determine if it wishes to provide a \$6,000 Grant in Aid to the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce to host a “Hot August Nights” economic stimulus event.

### **12. BYLAWS**

#### **12.1 Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #8, 2020, No. 2042**

The purpose of Bylaw 2042 is to clarify regulations for sidewalk patios and "parklets".

Recommendation

That Council adopt “Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #8, 2020, No. 2042”.

### **13. NEW BUSINESS**

### **14. UNFINISHED BUSINESS**

## **15. CORRESPONDENCE**

**15.1 Cathy Gilroy: Tree, Bench and Amenity Dedication Policy**

**15.2 Muriel Carlson: Tree, Bench and Amenity Dedication Policy**

## **16. QUESTION PERIOD**

Residents can submit questions to Council via email at [info@ladysmith.ca](mailto:info@ladysmith.ca) 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

## **17. ADJOURNMENT**