

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:30 P.M.**

Tuesday, December 15, 2020

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

Pages

1. CALL TO ORDER

Call to Order 6:30 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:

- the security of the property of the municipality - section 90(1)(d)
- the receipt of advice that is subject to solicitor-client privilege - section 90(1)(i)
- negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k)

3. OPEN MEETING (7:00 P.M.)

Please follow this link to view the meeting:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for December 15, 2020.

5. RISE AND REPORT- Items from Closed Session

Items from the Closed Meeting of Council held November 17, 2020

CE 2020-155

That Council approve the inclusion of a track and train inside the Machine Shop.

CE 2020-156

That Council confirm Council's previous endorsement of "Option 2", Tenant Layout 2 (Appendix B, March 11, 2019 report to Council) under Resolution CS 2019-095 as follows:

- i. Prepare draft lease agreements for all spaces within the Machine Shop;
- ii. Prepare draft lease agreements for outer buildings and present to Council for consideration; and
- iii. Direct staff to communicate the Tenant Layout Option 2 and Council's direction to stakeholders, allowing staff to negotiate the specific details of grids L - U of Sections 2 and 3 on the main floor and grids J - P of Section 1 and 2 on the second floor.

CE 2020-157

That Council endorse the following lease structure and rate program, for all existing and proposed buildings on the site with the exception of the artist studio(s) that are included in the Arts and Heritage Hub:

- a. Market lease rates plus utilities for commercial tenants;
- b. Nominal lease rates plus utilities for not-for-profit tenants; and
- c. Subletting subject to the Town's written approval.

CE 2020-158

That Council direct staff to bring forward, for Council's formal consideration in an open meeting:

- a. The final version of the Arts & Heritage Hub Concept Report (Appendix C, page 12) prepared by Hotson Architecture; and
- b. A report on the portions of phase one of the Arts & Heritage Hub that are ineligible for ICIP and ICET funding and must either be paid for by the Town or postponed.

CE 2020-159

That Council direct staff to arrange with John Marston and the Stz'uminus First Nation to work with the selected design firm to incorporate indigenous themes into the proposed artist studio building.

CE 2020-160

That Council direct staff to prepare terms of reference for a stakeholder committee to assist the selected design firm with designing the next phase of the Arts & Heritage Hub, excluding the proposed artist studio building, consisting of representation from:

- a. The Stz'uminus First Nation;
- b. John Marston;
- c. The Arts Council of Ladysmith and District;
- d. The Ladysmith and District Historical Society;
- e. The Ladysmith Maritime Society; and
- f. Existing and prospective tenants.

6. MINUTES

6.1. Minutes of the Regular Meeting of Council held December 1, 2020

7

Recommendation

That Council approve the minutes of the Regular Meeting of Council held December 1, 2020.

7. PRESENTATION TO FIRE CHIEF CHRIS GEIGER

Mayor Stone will 'virtually' present Fire Chief Chris Geiger with the Assistant to the Fire Commissioner badge.

8. REPORTS

8.1. 2021-2025 Financial Plan Discussion - Early Budget Approval Requests 16

Recommendation

That Council provide early budget approval for the following capital projects:

- Chicken Ladder Culvert Replacement - \$75,000;
- Chicken Ladder Gate Replacement - \$7,500;
- Skid Steer Trailer - \$12,000;
- Watermain Replacement - French St - \$190,000;
- Caretaker Building - \$50,000;
- Creek Main - Oyster Bay Rd - \$80,750;
- Spirogester Valve Removal - \$10,000;
- UV Phase 1 – Design - \$100,000;
- Storm main - French to Kitchener - \$40,000;
- Bollards - 1st Avenue – \$30,000; and
- Half road including sidewalk - Russell Rd: 760 to 740 - \$42,000.

8.2. 2020 Grant in Aid Requests Follow-Up 21

Recommendation

That Council determine whether it wishes 2020 Grant in Aid recipients to either retain or return 2020 Grant in Aid funds.

8.3. Options for Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream 26

Recommendation

That Council select one of the project options presented in the December 15, 2020 staff report and direct staff to apply for funding under the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream.

8.4. Arts & Heritage Hub Design: Award of Contract 31

Recommendation

That Council award the contract for design services for Phase 1 of the Arts & Heritage Hub to Checkwitch Poiron Architects Inc., in the amount of \$463,641 excluding GST.

9. BYLAWS

9.1. Bylaw 2057: Revenue Anticipation Bylaw 35

The purpose of Bylaw 2057 is to provide for the borrowing of money in anticipation of revenue, effective January, 2021.

Recommendation

That Council adopt Town of Ladysmith “2021 Revenue Anticipation Borrowing Bylaw 2020, No. 2057”.

9.2. Bylaw 2058: Waterworks Regulations Amendment Bylaw 37

The purpose of Bylaw 2058 is to amend water utility rates effective January, 2021.

Recommendation

That Council adopt Town of Ladysmith “Waterworks Rates and Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058”.

9.3. Bylaw Status Sheet 40

10. CORRESPONDENCE

10.1. Correspondence from the Ladysmith and District Historical Society Dated December 10, 2020 41

Request to co-sponsor the nomination of Karen Olenik and team for a BC Heritage Award (Conservation category).

Recommendation

That Council co-sponsor with the Ladysmith and District Historical Society the nomination of Karen Olenik and team for a BC Heritage Award regarding the rehabilitation of 431 1st Avenue.

11. NEW BUSINESS

12. UNFINISHED BUSINESS

12.1. Utility Service Charges

At the December 1, 2020, Regular Meeting of Council, Councillor McKay provided the following Notice of Motion to be considered at the December 15, 2020, Regular Meeting of Council:

Recommendation

That Council direct staff to prepare a report regarding implementation of a hardship grant pilot program related to utility service charges.

13. QUESTION PERIOD

Residents can submit questions to Council via email at 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

14. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, December 1, 2020

6:32 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Mayor Aaron Stone

Councillor Amanda Jacobson

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Jake Belobaba

Geoff Goodall

Donna Smith

Julie Thompson

Mike Gregory

Sue Bouma

Guests:

Staff Sergeant Wes Olsen, Detachment Commander, RCMP

Chris Lundy, applicant for Development Variance Permit and Development Permit for Multi-Family Development at 107 Rollie Rose Drive

Robyn Kelln, applicant for OCP and Zoning Bylaw Amendment Application for Lot 20 Trans-Canada Highway and 670 Farrell Road

1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 6:32 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2020-340

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:

- labour relations or other employee relations - section 90(1)(c)

Motion Carried

3. OPEN MEETING (7:00 P.M.)

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing that it was taking place on the traditional unceded territory of the Stz'uminus People, and expressing gratitude to be here.

4. AGENDA APPROVAL

CS 2020-341

That Council approve the agenda for this Regular Meeting of Council for December 1, 2020 as amended to include the following:

- Item 13.1., "Notice of Motion by Councillor McKay Regarding Utility Service Charges".

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:46 p.m. with report on the following:

CE 2020-164

That Council:

1. Endorse the Fire Department Excellence Review, and direct the Fire Chief to continue the review process; and
2. Participate in the review process.

6. MINUTES

6.1 Minutes of the Special Meeting of Council held November 10, 2020

CS 2020-342

That Council approve the minutes of the Special Meeting of Council held November 10, 2020.

Motion Carried

6.2 Minutes of the Regular Meeting of Council held November 17, 2020

CS 2020-343

That Council approve the minutes of the Regular Meeting of Council held November 17, 2020.

Motion Carried

7. DELEGATIONS

7.1 Ladysmith RCMP Policing Priorities

Staff Sergeant Wes Olsen, Detachment Commander, provided an overview of policing goals and priorities for the Town of Ladysmith. He confirmed plans to continue with traffic safety initiatives - including a "Light up the Highway" initiative, and advised that property offenses would be a key focus. He also assured Council that he would follow up with those citizens interested in establishing Block Watch programs.

Staff Sergeant Olsen responded to Council's questions, and Council expressed their appreciation for the work undertaken by the detachment.

Staff Sergeant Olsen vacated the meeting at 7:16 p.m.

8. 2021 BUDGET: INTRODUCTION OF WATER RATE BYLAW AND CONTINUATION OF GENERAL OPERATIONS

8.1 2021 Financial Plan Discussions - General Operations

CS 2020-344

That Council revise the date of the next Financial Plan discussions from December 17th to December 15th to coincide with the next regular Council meeting.

Motion Carried

CS 2020-345

That Council direct staff to investigate options to maintain the allocation of 5% of the prior year municipal taxes to the infrastructure reserve for 2021.

Motion Carried

CS 2020-346

That Council confirm the current Financial Plan Policy to include the allocation of 10% of the prior year municipal taxes to the general capital fund for 2021.

Motion Carried

8.2 Public Input and Questions

Council recessed at 7:19 p.m. to allow the public to submit questions regarding the budget discussion. Council resumed the meeting at 7:25 p.m. No questions were submitted.

9. DEVELOPMENT APPLICATIONS

9.1 Development Variance Permit & Development Permit for Multi-Family Development at 107 Rollie Rose Drive

The applicant, Chris Lundy joined the meeting at 7:26 p.m. to address Council and respond to questions.

CS 2020-347

That Council:

1. Issue Development Variance Permit 3090-20-04 to vary the maximum height of a principal building from 10m to 14.9m, and to reduce the number of parking stalls from 2.0 to 1.5 per dwelling unit with two or more bedrooms, for a multi-family residential use located on Lot 13, District Lot 103, Oyster District, Plan EPP75579 (107 Rollie Rose Drive);
2. Issue Development Permit 3060-20-09 for a multi-family residential development on Lot 13, District Lot 103, Oyster District, Plan EPP75579 (107 Rollie Rose Drive) on the condition that:
 - a. the permittee provide security in the amount of \$5,000 to be used in the event of damage to the Streamside Protection and Enhancement Area (SPEA) resulting from a contravention of Development Permit 3060-20-09; and
 - b. the permittee provide security in the amount of \$180,547 in the event that conditions respecting landscaping in Development Permit 3060-20-09 are not satisfied; and
3. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-20-04 and Development Permit 3060-20-09.

CS 2020-348

AMENDMENT

That Council amend Item 2(a) of Resolution CS 2020-347 to change the Streamside Protection and Enhancement Area (SPEA) security amount from \$5,000 to \$50,000.

Amendment Defeated

OPPOSED: Mayor Stone and Councillors Jacobson, Johnson, McKay, Paterson and Virtanen

CS 2020-349

AMENDMENT

That DVP 3090-20-04 be issued as amended, to include a condition that signage stating existing parking restrictions be installed along both sides of Rollie Rose Drive between Dogwood Drive and the BC Hydro Right of Way, by the Town, at the applicant's expense and that the applicant be required, prior to issuance of a building permit to pay the Town an amount equal to 125% of the estimated cost of installing the signage with any excess returning to the applicant after installation.

Amendment Defeated

OPPOSED: Mayor Stone, and Councillors Jacobson, Johnson, McKay, Paterson and Virtanen

CS 2020-350

AMENDMENT

That DVP 3090-20-04 be issued as amended, to include a condition that signage stating existing parking restrictions be installed along both sides of Rollie Rose Drive between Dogwood Drive and Kinsmen Place, as appropriately determined by Town staff, at the applicant's expense and that the applicant be required, prior to issuance of a building permit to pay the Town an amount equal to 125% of the estimated cost of installing the signage with any excess returning to the applicant after installation.

Amendment Carried

OPPOSED: Councillors Johnson and Paterson

Resolution CS 2020-347, as amended, reads:

That Council:

1. Issue Development Variance Permit 3090-20-04 to vary the maximum height of a principal building from 10m to 14.9m, and to reduce the number of parking stalls from 2.0 to 1.5 per dwelling unit with two or more bedrooms, for a multi-family residential use located on Lot 13, District Lot 103, Oyster District, Plan EPP75579 (107 Rollie Rose Drive);
2. Issue Development Permit 3060-20-09 for a multi-family residential development on Lot 13, District Lot 103, Oyster District, Plan EPP75579 (107 Rollie Rose Drive) on the condition that:

- a. the permittee provide security in the amount of \$5,000 to be used in the event of damage to the Streamside Protection and Enhancement Area (SPEA) resulting from a contravention of Development Permit 3060-20-09; and
 - b. the permittee provide security in the amount of \$180,547 in the event that conditions respecting landscaping in Development Permit 3060-20-09 are not satisfied; and
3. Issue DVP 3090-20-04, as amended, to include a condition that signage stating existing parking restrictions be installed along both sides of Rollie Rose Drive between Dogwood Drive and Kinsmen Place, as appropriately determined by Town staff at the applicant's expense, and that the applicant be required, prior to issuance of a building permit to pay the Town an amount equal to 125% of the estimated cost of installing the signage with any excess returning to the applicant after installation; and
 4. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-20-04 and Development Permit 3060-20-09.
Main Motion, as Amended, Carried
OPPOSED: Councillor Johnson

Mr. Lundy vacated the meeting at 8:35 p.m.

By unanimous consent, Council recessed the meeting at 8:35 p.m. and reconvened at 8:41 p.m.

9.2 OCP and Zoning Bylaw Amendment Application – Lot 20 Trans-Canada Highway and 670 Farrell Road

The applicant, Robyn Kelln joined the meeting at 8:42 p.m. to address Council and respond to questions.

CS 2020-351

That Council direct the applicant to continue working with staff on Zoning Bylaw and Official Community Plan Amendment Application No. 3360-19-02.

Motion Carried

CS 2020-352

That Council impose the following conditions on Zoning Bylaw and Official Community Plan Amendment Application No. 3360-19-02 prior to further consideration by Council:

- provide a tree protection plan, including a covenant versus park dedication analysis; and
- provide a plan for a road connection between Farrell Road and Sanderson Road.

Motion Carried

Mr. Kelln vacated the meeting at 9:33 p.m.

10. COMMITTEE MINUTES

10.1 November 10, 2020 Committee of the Whole Recommendations

CS 2020-353

That Council direct staff to prepare a report regarding bans on single use plastics.

Motion Carried

OPPOSED: Councillor Johnson

11. REPORTS

11.1 Poverty Reduction Plan Update

CS 2020-354

That Council receive for information the report dated December 1, 2020 regarding the Poverty Reduction Plan Update.

Motion Carried

11.2 COVID-19 Parks, Recreation & Culture Program Rate Adjustment

CS 2020-355

That Council receive for information the staff report dated December 1, 2020, regarding COVID-19 Parks, Recreation & Culture Program Rate Adjustments.

Motion Carried

11.3 Machine Shop and Arts & Heritage Hub: Direction on Next Steps

CS 2020-356

That Council:

1. Endorse the final version of the Arts & Heritage Hub Concept Report prepared by Hotson Architecture attached as Appendix A to the December 1, 2020 staff report, with further refinement of layout and design to be developed through the Arts & Heritage Hub design process;
2. Direct staff to allocate up to \$75,000 from the Waterfront Projects allocation to proceed with obtaining construction drawings and cost estimates for Phase 1 elements of the Arts & Heritage Hub that are ineligible for ICIP and ICET grant funding and report back to Council once design and costing are complete;
3. Endorse the Terms of Reference for the Arts & Heritage Hub Steering Committee attached as Appendix B to the December 1, 2020 staff report; and
4. Direct that staff and the chosen design firm for Phase 1 of the Arts & Heritage Hub work collaboratively with local First Nation artists on the design of the proposed artist studio building.

Motion Carried

OPPOSED: Councillor Johnson

12. BYLAWS

12.1 Bylaw 2057: Revenue Anticipation Bylaw

CS 2020-357

That Council give first three readings to Town of Ladysmith “2021 Revenue Anticipation Borrowing Bylaw 2020, No. 2057”.

Motion Carried

12.2 Bylaw 2058: Waterworks Regulations Amendment Bylaw

CS 2020-358

That Council give first three readings to Town of Ladysmith “Waterworks Rates and Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058”.

Motion Carried

13. NEW BUSINESS

13.1 Notice of Motion by Councillor McKay Regarding Utility Service Charges

Councillor McKay provided the following Notice of Motion to be considered at the December 15, 2020, Regular Meeting of Council:

“That Council direct staff to prepare a report regarding implementation of a hardship grant pilot program related to utility service charges.”

14. QUESTION PERIOD

There were no questions submitted by the public.

15. ADJOURNMENT

CS 2020-359

That this Regular Meeting of Council adjourn at 10:12 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (D. Smith)

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Meeting Date: December 15, 2020
File No:
Re: **2021-2025 Financial Plan discussion**

RECOMMENDATION:

That Council provide early budget approval for the following capital projects:

- Chicken Ladder Culvert Replacement - \$75,000;
- Chicken Ladder Gate Replacement - \$7,500;
- Skid Steer Trailer - \$12,000;
- Watermain Replacement - French St - \$190,000;
- Caretaker Building - \$50,000;
- Creek Main - Oyster Bay Rd - \$80,750;
- Spirogester Valve Removal - \$10,000;
- UV Phase 1 – Design - \$100,000;
- Storm main - French to Kitchener - \$40,000;
- Bollards - 1st Avenue – \$30,000; and
- Half road including sidewalk - Russell Rd: 760 to 740 - \$42,000.

EXECUTIVE SUMMARY:

Staff are requesting early budget approval on select capital projects. By providing early budget approval, Council is committing funds for these select projects. Early budget approval allows staff to start planning and obtaining best pricing for these projects.

PREVIOUS COUNCIL DIRECTION

December 1, 2020 - CS 2020-346: That Council confirm the current Financial Plan Policy to include the allocation of 10% of the prior year municipal taxes to the general capital fund for 2021.

INTRODUCTION/BACKGROUND:

Budget deliberations for the 2021-2025 Financial Plan have taken place during the last four Council meetings. Staff presented the capital projects on the work plan for 2021 at the November 17th meeting, highlighting the projects staff would like to start early in 2021. Early budget approval is requested in order to source products or tender projects early in order to get best pricing.

ALTERNATIVES:

Council can choose to:

1. Wait for the 2021-2025 Financial Plan bylaw to be approved before approving.

FINANCIAL IMPLICATIONS:

Early approval of these select projects means the funds will be committed and the project cannot be removed when the Financial Plan Bylaw is presented. The attached report (Appendix A) details the amounts to come from property taxation, water user fees and sewer user fees.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The respective department will begin working on these select projects if Council grants early budget approval.

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 checked="" 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).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- Appendix A – 2021 Early Budget Approval Requests

Appendix A - 2021 Early Budget Approval Requests

Public Works Water

Chicken Ladder Culvert Replacement \$75,000

Description Replace failing culvert on the chicken ladder intake road

Purpose To upgrade failing infrastructure, before it washes out the road and the water main to the WTP.

Taxation Water Utility Sewer Utility

Public Works Water

Chicken Ladder Gate Replacement \$7,500

Description Replace Chicken Ladder Gate

Purpose Remove the old gate and replace with a new gate that is stronger, this will prevent vandals from damaging the gate.

Taxation Water Utility Sewer Utility

Public Works Water

Skid Steer Trailer \$12,000

Description Skid Steer trailer

Purpose To transport the skid and mower to Holland Lake Dam

Taxation Water Utility Sewer Utility

Public Works Water

Water main Replacement - French St \$190,000

Description Abandoning cast iron main between 1st & 2d Ave.

Purpose Replace with 250 mm pipe as on main flow path from PRV to highway crossing

Taxation Water Utility Sewer Utility

Appendix A - 2021 Early Budget Approval Requests

Public Works

Sewer/Compost



Caretaker Building

\$50,000

Description Purchase a 10x40 caretaker building

Purpose To provide onsite security

Taxation Water Utility Sewer Utility

Public Works

Sewer/Compost



Sewer main upgrade Rocky Creek Main - Oyster Bay Rd

\$80,750

Description Upgrade sewer main on Rocky Creek - Developer dependent

Purpose This upgrade project may be triggered by development that is serviced by this main

Taxation Water Utility Sewer Utility

Public Works

Sewer/Compost



Spirogester Valve Removal

\$10,000

Description Remove leaking cracked valve and replace with spool piece and blind flange

Purpose Valve is cracked and needs to be removed

Taxation Water Utility Sewer Utility

Public Works

Sewer/Compost



UV Phase 1 - Design

\$100,000

Description UV Design

Purpose Begin design on the new UV disinfection system

Taxation Water Utility Sewer Utility

Appendix A - 2021 Early Budget Approval Requests

Public Works

Storm



Storm main - French to Kitchener

\$40,000

Description Storm water mains collect storm water run off

Purpose To replace aging infrastructure that no longer has the capacity to deal with large volumes of storm water

Taxation Water Utility Sewer Utility

Public Works

Roads/Sidewalks



Bollards - 1st Avenue

\$30,000

Description Bollard locations to be confirmed by Council prior to installation

Purpose Install Bollards on 1st Ave per CS2018-144

Taxation Water Utility Sewer Utility

Public Works

Roads/Sidewalks



Half Road incl Sidewalk - Russell Rd: 760 to 740

\$42,000

Description DCC (2019) Project

Purpose Development at 800 Russell moving forward in 2021. Road works to be completed at that time

Taxation Water Utility Sewer Utility

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Meeting Date: December 15, 2020
File No: 1850
Re: 2020 Grants in Aid Requests follow-up

RECOMMENDATION:

That Council determine whether it wishes that 2020 Grant in Aid recipients either retain or return 2020 Grant in Aid funds.

EXECUTIVE SUMMARY:

Council budgeted \$64,129 in Grant in Aid (GIA) funding in 2020. Many of the requests were made prior to COVID-19 impacting operations. Some organizations withdrew their GIA request when it was clear that their event was not going to take place. Other organizations received their GIA, though their event did not take place as anticipated. Some of these organizations are asking to retain their 2020 GIA request and not apply in 2021.

PREVIOUS COUNCIL DIRECTION

CS 2020-223	07/21/2020	That Council provide a \$3,000 Grant in Aid to the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce to host a “Hot August Nights” economic stimulus event, provided that it does not constitute a mass gathering as per Island Health guidelines.
CS 2020-224	07/21/2020	That Council waives Grant in Aid Policy 5-1850-A by permitting the Ladysmith Downtown Business Association to receive a second Grant in Aid for 2020.
CS 2020-077	02/18/2020	That Council allocate a \$10,000 grant in aid to the Festival of Lights.
CS 2020-044	02/04/2020	That Council allocate \$3,000 from the unspent funds from the 2019 Grant in Aid budget to offer a Grant Writing Workshop to local organizations.
CS 2020-046	02/04/2020	That Council allocate \$1500 in a grant in aid to the Ladysmith Show and Shine.
CS 2020-045	02/04/2020	That Council allocate the 2020 Grants in Aid as follows: Ladysmith Fire Rescue - Santa Parade \$ 1200 Ladysmith Golf Club Society \$ 3500 Ladysmith & District Historical Society \$ 7500 Ladysmith Downtown Business Association \$1500 Art Council of Ladysmith and District \$ 1000 Stz'uminus First Nation \$ 2500 Ladysmith and District Marine Rescue Society \$ 2500 Ladysmith Ambassador Program \$ 1500 Old English Car Club Central Island Branch \$ 600 Ladysmith Maritime Society \$ 1500

		Ladysmith Celebrations Society \$ 8000 Ladysmith Family and Friends Society \$ 2500 Cowichan Family Caregivers Support Society \$ 750 Ladysmith Community Gardens Society \$ 1000 Ladysmith Little Theatre \$ 2000 St Philips Church - Open Table \$ 500 Citizens on Patrol LSS - Frank Jameson Bursary \$ 1500 Waiving Fees \$ 2500 Late Applications/ Council Discretion \$ 6579 Total \$ 61,129
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INTRODUCTION/BACKGROUND:

GIA recipients are required to report to the Town by December 31st each year on how their GIA funds were used. Some organizations cancelled their events due to COVID-19 and are now requesting to keep their GIA funding with the caveat that they will not reapply for a GIA in 2021. Two such requests have been received: one from Arts Council of Ladysmith & District (attached as Appendix A) and another from the Ladysmith Ambassadors Program (Appendix B).

ALTERNATIVES:

Council can choose to:

1. Request the return of the unused funds. This may be an administrative and financial burden to the recipient organization.
2. Allow the unused funds to be rolled to a future year and no additional GIA requested. This is the option requested by the Arts Council and Ladysmith Ambassadors Program.
3. Allow the unused funds to be retained by the organization and permit another application to be received in future years. This option may be perceived as unfair as some organizations withdrew their original request.

FINANCIAL IMPLICATIONS:

For 2020, the GIA budget was set at \$64,129, which included \$3,000 for a grant writing workshop. The budget was reduced by \$15,000 after some organizations withdrew their requests and the funds were then reallocated to the downtown patio table initiative.

For 2021, the proposed GIA budget is \$62,550.

LEGAL IMPLICATIONS:

Only qualified organizations are eligible for a GIA.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

One of the main criteria of the GIA program is that the event/activity is to support the residents of Ladysmith.

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 checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- Appendix A – Letter from Arts Council of Ladysmith & District
- Appendix B - Email from Ladysmith Ambassadors Program



ARTS COUNCIL of LADYSMITH and DISTRICT

610 OYSTER BAY DRIVE (ON THE WAY TO TRANSFER BEACH), LADYSMITH, BC
OPEN 7 DAYS A WEEK | 11:00 AM TO 4:00 PM
PO BOX 2370 LADYSMITH BC V9G 1B8 | TEL: 250.245.1252
WWW.LADYSMITHARTS.CA

November 20, 2020

Town of Ladysmith
Mayor and Council
PO Box 220
Ladysmith, B.C. V9G 1A2

Dear Mayor and Council:

Re: Ladysmith Fine Arts Show February 2021

The Arts Council of Ladysmith and District hosts a Fine Art Show every two years. We were unable to host this prestigious event in 2019 due to COVID-19 and due to a lack of a suitable venue. However, in 2021, we will be hosting the show online and virtually. The staff and board members have contributed hundred of hours in learning new technology, coding and creating and testing an online site for this prestigious show.

COVID-19 restrictions have impeded our fundraising abilities this year; therefore, we request that the unused portion of our Grant in Aid go toward the Fine Art Show instead of towards our Arts on the Ave event. We have had to purchase new software, train staff, as well as pay judges and advertising. In addition, cash prizes are awarded to artists in various categories. We are also planning for Arts on the Avenue 2021, and we will be applying for Grant in Aid for that event shortly.

The Ladysmith Fine Arts Show is a juried exhibition attracting the best of the best in 2D, 3D, and photography from our membership, the Island, and the Gulf Islands. This is an enormous event for artists across the region. We have also attracted well-known judges and have compiled a team of volunteers who are learning new technical skills to address the challenges of going online.

In 2018, the Arts Council of Ladysmith's Fine Art Show attracted over 350 entries, including works by First Nation artists, with 150 pieces being juried into the show. The event attracted an audience of 1700 people, with over 300 people at the opening alone. By going virtual, we will reach a broader market and will be promoting Ladysmith as a place where incredible art is made, shared, and celebrated.

We look forward to your positive response. Thank you for considering this request.

Sincerely,

Kathy Holmes, President

Meagan Randle

From: Lynn Halkett <
Sent: November 13, 2020 10:27 PM
To: Meagan Randle
Cc: Cindy Cawthra
Subject: Ladysmith Ambassador Program

Follow Up Flag: Follow up
Flag Status: Flagged

November 13, 2020

Meagan Randle, Financial Services Coordinator
PO Box 220
Ladysmith, B.C.

Dear Meagan,

Last spring, we responded to your letter regarding our application for 2020 Grant-in-Aid and at that time we confirmed we would be holding our events later in 2020. We gratefully received our Grant and have worked tirelessly to be able to complete the program and celebrate with our annual Speech and Talent and Coronation Evening.

We were making plans last month to have our events with socially distancing, only a couple family members present at each event and were hiring a local student to do the videography who would edit and put the events together so each candidate could share their experience with family and friends.

Unfortunately, we lost a few candidates due to their concern over COVID and ran into problems regarding where we could safely hold these events. We had to make the decision to postpone the program once again for the safety of all involved and told the Candidates that have dedicated so much time to the program that we hope they will participate next year.

We are hoping we do not have to re-pay the Grant and will not apply again for the 2021 Grant: it has been a challenging time for everyone this year.

Kind regards,
Cindy Cawthra, Chairperson

Lynn Halkett, Treasurer
Ladysmith Ambassador Program

STAFF REPORT TO COUNCIL

Report Prepared By: Staff
Meeting Date: December 15, 2020
File No:
Re: **Options for Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream**

RECOMMENDATION:

That Council select one of the project options presented in the December 15, 2020 staff report and direct staff to apply for funding under the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream.

EXECUTIVE SUMMARY:

There is a new grant funding opportunity available and staff have provided a list of eligible projects. Council can choose one of the options or request further projects from staff. The grant application deadline is January 27, 2021 and the project must be complete by December 31, 2021.

INTRODUCTION/BACKGROUND:

There is a new funding stream in the Investing in Canada Infrastructure Program (ICIP), titled "COVID-19 Resilience Infrastructure Stream" (ICIP-CVRIS). The combined Federal and Provincial funding allows for projects that are:

- Retrofits, repairs and upgrades for local government buildings;
- COVID-19 response infrastructure, including measures to support physical distancing;
- Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster mitigation and adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

This grant has some restrictions:

- 1) Deadline to apply is January 27, 2021;
- 2) Must be for existing municipal buildings; and
- 3) Project must be complete by December 31, 2021.

Only one application per municipality may be submitted and a combination of projects is not permitted. The Program Guide provides further details:

https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/covid-19-resilience-infrastructure-stream/cvris_resilience_infrastructure_program_guide_final.pdf

Due to the time constraints, staff have selected a few projects that are already included in the short term capital plan and can be complete by December 31, 2021. Please see Appendix A for additional considerations.

Option 1 –Town Hall renovation and move Council Chamber

Cost: \$975,000	Renovate the existing Town Hall to make the building more energy efficient, increase public accessibility, ensure the building is operational in a power-outage, and create a more functional office layout. Under this option, Council Chamber relocation would be necessary.
If Council selects this option, the proposed resolution could be:	<i>That staff submit an application for grant funding for the Town Hall and Council Chamber renovation project in the amount of \$975,000 through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream and that the Town commits to any ineligible expenses using surplus funds.</i>

Option 2 –Town Hall renovation only

Cost: \$800,000	This option is similar to option 1, although with no relocation of Council Chamber and no power generation in the event of a power outage.
If Council selects this option, the proposed resolution could be:	<i>That staff submit an application for grant funding for the Town Hall renovation project in the amount of \$800,000 through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream and that the Town commits to any ineligible expenses using surplus funds.</i>

Option 3 – Public Works roof replacement

Cost: \$100,000	Currently in the 2021 Capital Plan.
If Council selects this option, the proposed resolution could be:	<i>That staff submit an application for grant funding for the Public Works roof replacement project in the amount of \$100,000 through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream and that the Town commits to any ineligible expenses using surplus funds.</i>

Option 4 – Museum siding, roof and gutter replacement

Cost: \$70,000	Currently in the 2021 Capital Plan.
If Council selects this option, the proposed resolution could be:	<i>That staff submit an application for grant funding for the museum siding, roof and gutter replacement project in the amount of \$70,000 through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream and that the Town commits to any ineligible expenses using surplus funds.</i>

Option 5 – Retaining wall – Ladysmith Maritime Society access road

Cost: \$100,000	Currently in the 2021 Capital Plan. Under the last funding stream (Disaster Mitigation and Adaptation), there is the option of “retaining walls and other shoreline protection”.
If Council selects this option, the proposed resolution could be:	<i>That staff submit an application for grant funding for the retaining wall – Ladysmith Maritime Society access road project in the amount of \$100,000 through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream and that the Town commits to any ineligible expenses using surplus funds.</i>

ALTERNATIVES:

Council can direct staff to report back with other options.

FINANCIAL IMPLICATIONS:

This grant funding is 80% Federal and 20% Provincial. Apart from ineligible expenses, the Town does not need to contribute funds.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Depending on the project selected, key staff from varying departments will work to complete the grant application.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input checked="" type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input checked="" 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 checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

Appendix A – Options for considerations.

Appendix A – Options for Consideration

Option 1 –Town Hall renovation & move Council Chamber

Cost: \$975,000

Not currently in the 2021 Capital Plan.

Includes: new roof, new HVAC system, generator, energy efficient windows, interior renovation including accessibility to services, remediation and hands-free fixtures, sealing the basement to reduce flooding and relocate the Council Chamber to another location.

The Town purchased the lands on Buller Street with the intent of building a new Town Hall that would centralize the Town’s departments. While funding for a new municipal building is sought, this grant funding could be used to renovate the existing Town Hall to make the building more accessible for the public, energy efficient and a more functional office layout. This option will address the need for a full roof replacement, window replacements, HVAC system replacement, air circulation system upgrade, and power generation in the event of a power failure.

Relocation of the current Council Chamber would be required under this option.

Some options for the Council Chamber relocation include:

Machine Shop	Upgrades to the building envelope are still required in order for this option to be viable. It is not expected that this could be completed by December 31 st , 2021.
Senior Centre	The Town-owned building, currently leased by the Senior Centre could be used for a Council Chamber. This would displace the current users of the location.
Aggie Hall	<p>This option, if selected, would require:</p> <ul style="list-style-type: none"> • notice to user group or Council meeting day change; • live streaming and sound system equipment, sound baffles, air cooling system; • mobile Council table/chairs and storage units, which may cause an operational cost for evening take down due to early start by user group; or • permanent Council table/chairs, which could be problematic for user groups.

Option 2 –Town Hall renovation only

Cost: \$800,000

Includes: new roof, new HVAC system, new windows, sealing the basement and hands-free washroom fixtures.

This option is similar to option 1, although with no relocation of Council Chamber, minimal change to office layout, and no power generation in the event of a power outage.

Option 3 – Public Works roof replacement

Cost: \$100,000 - currently in the 2021 Capital Plan.

Option 4 – Museum siding, roof and gutter replacement

Cost: \$70,000 - currently in the 2021 Capital Plan.

Option 5 – Retaining wall on LMS access road

Cost: \$100,000 - currently in the 2021 Capital Plan.

STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Meeting Date: December 15, 2020
File No: 6740-20
RE: Arts & Heritage Hub Design: Award of Contract

RECOMMENDATION:

That Council award the contract for design services for Phase 1 of the Arts & Heritage Hub to Checkwitch Poiron Architects Inc., in the amount of \$463,641 excluding GST.

EXECUTIVE SUMMARY:

A selection committee¹ has reviewed proposals to provide design services for Phase 1 of the Arts and Heritage Hub. Fifteen proposals were received and Checkwitch Poiron Architects Inc. were identified as the preferred candidate.

PREVIOUS COUNCIL DIRECTION

Resolution	Date	Resolution
CS 2018-045	13-Feb-18	That Council authorize an application to the Island Coastal Economic Trust for up to \$400,000 to support the development of an Arts and Heritage Hub in the vicinity of the Machine Shop on the Ladysmith Waterfront.
CS 2019-019	21-Jan-19	That Council: <ol style="list-style-type: none"> 1. Direct staff to submit an application for grant funding for the Arts & Heritage Hub Concept Plan Phase I through the Investing in Canada Infrastructure Program—Rural and Northern Communities; and 2. Support the project and commit to its share (\$430,500) of the project, with the funds to come from reserves."
CS 2019-147	15-Apr-19	That Council: <ol style="list-style-type: none"> 1. Direct staff to proceed with the preparation of bylaws to amend the: <ol style="list-style-type: none"> a. Zoning Bylaw to support the proposed uses in the Arts and Heritage Hub Concept Plan, and b. Institutional (Arts and Heritage Hub) land use policies in the Waterfront Area Plan to recognize the potential for additional revenue generating uses within the Arts and Heritage Hub area. 2. Direct that the Town's community and stakeholder consultation undertaken as part of the development of the Arts and Heritage Hub Concept Design Report be considered as the early and on-going consultation during the development of the OCP amendment, pursuant to s. 475 of the Local Government Act.

¹ The selection committee was comprised of the CAO, the Director of Development Services, the Director of Parks Recreation and Culture, Mayor Stone, Councillor McKay and Councillor Stevens.

CE 2020-158	17-Nov-20	That Council direct staff to bring forward, for Council’s formal consideration in an open meeting: a) The final version of the Arts & Heritage Hub Concept Report (Appendix C, page 12) prepared by Hotson Architecture; and b) A report on the portions of phase one of the Arts & Heritage Hub that are ineligible for ICIP and ICET funding and must either be paid for by the Town or postponed.
CS 2020-356	1-Dec-20	That Council: 1. Endorse the final version of the Arts & Heritage Hub Concept Report prepared by Hotson Architecture attached as Appendix A to the December 1, 2020 staff report, with further refinement of layout and design to be developed through the Arts & Heritage Hub design process; 2. Direct staff to allocate up to \$75,000 from the Waterfront Projects allocation to proceed with obtaining construction drawings and cost estimates for Phase 1 elements of the Arts & Heritage Hub that are ineligible for ICIP and ICET grant funding and report back to Council once design and costing are complete; 3. Endorse the Terms of Reference for the Arts & Heritage Hub Steering Committee attached as Appendix B to the December 1, 2020 staff report; and 4. Direct that staff and the chosen design firm for Phase 1 of the Arts & Heritage Hub work collaboratively with local First Nation artists on the design of the proposed artist studio building.

INTRODUCTION/BACKGROUND:

The Town was awarded \$3.3 million in funding from the Investing in Canada Infrastructure Program (ICIP) in late June to support Phase 1 of the Arts & Heritage Hub. Phase 1 includes the proposed artist studio building, the boardwalk, the café/gift shop, parking and landscaping and a \$150,000 “renovation allowance” for existing buildings on site.

The café/gift shop and approximately 120 metres of the boardwalk are ineligible for ICIP funding. Council, at its December 1, 2020 regular meeting, elected to amend the Town’s budget to cover the cost of construction drawings and cost estimates for these ineligible grant items (see resolution CS 2020-356).

ICIP has a construction completion deadline of March 31, 2025. The Town must start construction as soon as practical to meet this deadline, which necessitates completing construction level drawings and cost estimates as soon as possible. Staff issued a Request for Proposals (RFP) for qualified design firms on September 30, 2020. The RFP closed on October 30, 2020 and fifteen proposals were received as follows:

Firm	Estimated Price
KMA	\$216,080
MKM Projects Ltd.	\$281,650
Iredale Architecture	\$285,080
SK Architect	\$293,860
RSA	\$321,510
O4A Architecture	\$354,515
Faulkner Browns Architects	\$404,910
September Architecture and Interiors	\$412,835
Stantec	\$414,881
Checkwitch Poiron Architects Inc.	\$463,641
Lubor Trubuka	\$492,000
L7 Architecture	\$508,860
Hotson Architecture	\$514,550
Studio 531	\$686,500
Westridge Engineering	Hourly rates only

There was a wide price range amongst the proposals mainly due to the variations in project assumptions, included costs, pricing structure and methodology. Firms were not penalized for this and the review process was adjusted to factor in proposal variations. The selection committee also reviewed hourly rates and reviewed proposals based on purchasing policy criteria for best value.

ANALYSIS:

Overall, Checkwitch Poiron Architects Inc. scored the highest in terms of best value. Their proposal and total price include commercial kitchen design and extra elements that add value and flexibility to their proposal. Comparatively, Checkwitch’s price is slightly above the median; however, their price includes services which other firms offered as value-added services. When accounting for these variations, Checkwitch’s proposal drops well below the median price.

The selection committee was also impressed with the firm’s portfolio of past projects, their understanding of the project scope, site conditions, and project team. Checkwitch Poiron Architects Inc. has an office in Nanaimo, which makes the firm accessible and reduces incidental costs, e.g., travel expenses.

ALTERNATIVES:

Council can choose to award the contract to a different firm, noted in the list above.

FINANCIAL IMPLICATIONS:

Approximately 75% of the design cost for the eligible portions of Phase 1 is covered by ICIP funding, with the remaining 25% funded by the Town. The Town must pay for design services for the ineligible portions of Phase 1 (i.e. the café/gift shop and unfunded portions of the boardwalk).

LEGAL IMPLICATIONS:

The Town’s funding agreement with ICIP requires an open bidding process for contracted services. The RFP and selection process comply with this contractual requirement.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The successful proponent will work with project stakeholders in preparing the design, as outlined in the December 1, 2020 report to Council regarding the Arts & Heritage Hub.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

TOWN OF LADYSMITH

BYLAW NO. 2057

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

WHEREAS the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year.

AND WHEREAS the total amount of liability that Council may incur is six million and eight hundred thousand dollars (\$6,800,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of six million and eight hundred thousand dollars (\$6,800,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

EFFECTIVE DATE

4. This bylaw comes into effect January 1, 2021.

CITATION

5. This bylaw may be cited as Town of Ladysmith “2021 Revenue Anticipation Borrowing Bylaw 2020, No. 2057”.

READ A FIRST TIME on the 1st day of December, 2020

READ A SECOND TIME on the 1st day of December, 2020

READ A THIRD TIME on the 1st day of December, 2020

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (D. Smith)

TOWN OF LADYSMITH

BYLAW NO. 2058

A Bylaw to amend the Waterworks Regulations Bylaw 1999, No. 1298

WHEREAS pursuant to the *Community Charter*, the Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Schedule 'A' of "Waterworks Regulations Bylaw 1999, No. 1298" including all previous amendments, is hereby replaced with the attached Schedule 'A'.
2. The provisions of this bylaw shall become effective and be in force as of January 1, 2021.

Citation

3. This bylaw may be cited as Town of Ladysmith "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058".

READ A FIRST TIME on the 1st day of December, 2020

READ A SECOND TIME on the 1st day of December, 2020

READ A THIRD TIME on the 1st day of December, 2020

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (D. Smith)

SCHEDULE "A"

TOWN OF LADYSMITH

"Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058"

1. METERED SINGLE UNIT DWELLING

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 52.66	
Next 26 m ³ to 50 m ³	\$ 0.9581	per m ³
Next 51 m ³ to 75 m ³	\$ 1.1322	per m ³
Next 76 m ³ to 100 m ³	\$ 1.3933	per m ³
Next 101 m ³ to 125 m ³	\$ 1.8289	per m ³
Over 125 m ³	\$ 2.4385	per m ³

2. METERED SERVICE - all other users

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 52.66	
Over 25 m ³	\$ 0.8709	per m ³

3. NON-METER SERVICE

Per billing period: \$ 76.35 per unit

4. BULK WATER RATE

\$ 2.19 per m³

5. WATER SERVICE CONNECTION RATES

Where a service connection has not been previously provided to a parcel but where the Public Waterworks system front or abuts the parcel:

(A) Up to a 25mm (4") service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances: \$3,000 per connection

(B) Larger than 25mm (4") shall be: At cost but no less than \$3,000 per connection

SCHEDULE "A"

"Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058"

Page 2

Where a service connection has been previously provided to a parcel:

- (C) Service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances and is the requested size: \$100 per connection

- (D) Owner requested service modification including installation of a water meter, meter box, meter setter, check valves, shut-off valve and any other related appurtenances shall be: At cost, but no less than \$3,000 per connection

6. FINES

Every person who violates any provision of this bylaw shall be guilty of an offence punishable on summary conviction and shall be liable to a fine or to imprisonment for not more than 6 months, or both. Each day that a violation of the provisions of this bylaw occurs, exist or is permitted to occur or exists, shall constitute a separate offence. \$2,000 per offence

**BYLAW STATUS SHEET
December 15, 2020**

Bylaw No.	Description	Status
2057	Town of Ladysmith 2021 Revenue Anticipation Borrowing Bylaw 2020, No. 2057	Three readings December 1, 2020.
2058	Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2058	Three readings December 1, 2020.



Ladysmith & District Historical Society
Box 813
Ladysmith, BC
V9G 1A6

Tel/Fax: 250.245.0100
Email: info@ladysmithhistoricalsociety.ca
Website: ladysmithhistoricalsociety.ca

December 10th 2020

Re: Nomination of Karen Olenik and team for a BC Heritage Award for rehabilitation of 431 1st Avenue (originally Hotel Ladysmith building).

Dear Mayor and Council,

The Ladysmith & District Historical Society intends on nominating Karen Olenik and her construction team for a BC Heritage Award (Conservation category) based on their work done rehabilitating 431 1st Avenue.

This building was one of the original hotels in Ladysmith. It was constructed in 1900 across the street on the west side of 1st Avenue. In 1913 the owners (Stevens family) had the building moved across the street, winched using a capstan, to its current location in order to make room for the construction of the Travellers Inn.

The building's simple massing, hipped roof and modest ornamentation speak directly to Ladysmith's earliest vernacular architecture. The saving and rehabilitation of this building by Karen and team has done much to preserve the authentic heritage character of that part of 1st Avenue. It currently houses the Plantitude Restaurant and White Space Living Store. The rehabilitation of this heritage structure was a complex undertaking and was completed to a high standard – which the LDHS believes is worthy of recognition not only at the municipal, but also at the provincial level.

The LDHS wishes to request that Mayor and Council consider that the Town of Ladysmith acts as joint nominator of Karen Olenik and team for a BC Heritage Award.

Deadline for nominations is December 14th. If Council is agreeable, the LDHS will submit the nomination with the Town of Ladysmith noted as a co-nominator along with the Historical Society.

Yours truly,

Quentin H. Goodbody
President, Ladysmith & District Historical Society
email: qgoodbody@gmail.com
LDHS email: info@ladysmithhistoricalsociety.ca