

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

Tuesday, January 5, 2021

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

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**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:

- personal information about an identifiable individual who holds or is being considered for a position - section 90(1)(a).

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

Residents are encouraged to "virtually" attend the meeting by registering here:

[https://zoom.us/webinar/register/WN\\_IBbQXI2BR\\_KE7eaDmYGikA](https://zoom.us/webinar/register/WN_IBbQXI2BR_KE7eaDmYGikA). Instructions on how to join the meeting will be sent immediately after you register.

View the livestream on YouTube:

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

**4. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Regular Meeting of Council for January 5, 2021.

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

## 6. MINUTES

### 6.1. Minutes of the Regular Meeting of Council held December 15, 2020

#### Recommendation

That Council approve the minutes of the Regular Meeting of Council held December 15, 2020.

## 7. COMMITTEE MINUTES

### 7.1. Minutes of the Community Planning Advisory Committee Meeting held October 7, 2020

#### Recommendation

That Council receive for information the minutes of the October 7, 2020 meeting of the Community Planning Advisory Committee.

### 7.2. Minutes of the Parks, Recreation & Culture Advisory Committee Meeting held October 21, 2020

#### Recommendation

That Council receive for information the minutes of the October 21, 2020 meeting of the Parks, Recreation & Culture Advisory Committee.

## 8. REPORTS

### 8.1. 2021 Utility Due Dates

#### Recommendation

That Council approve the following utility billing due dates:

- February 26, 2021 for the period October to December, 2020;
- May 28, 2021 for the period January to March, 2021;
- August 27, 2021 for the period April to June, 2021; and
- November 26, 2021 for the period July to September, 2021.

### 8.2. Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream - Adaptation Resilience and Disaster Mitigation

#### Recommendation

That Council:

1. Direct staff to submit an application for grant funding for the Dogwood Culvert Replacement Project through the Canada Infrastructure Program- COVID-19 Resilience Infrastructure Stream – Adaptation Resilience and Disaster Mitigation; and

2. Support the project and commit to any associated ineligible costs and cost overruns.

**8.3. Fire Services Automatic Aid Agreement – Cowichan Valley Regional District (North Oyster Volunteer Fire Department) and Town of Ladysmith (Ladysmith Fire Rescue)**

Recommendation

That Council, if it chooses, authorize the Mayor and the Corporate Officer to sign the Fire Services Automatic Aid Agreement between the Town of Ladysmith and the Cowichan Valley Regional District (North Oyster Volunteer Fire Department).

**8.4. Park Naming Request “Rutti Park”**

Recommendation

That Council name the parkland located on Russell Road and designated as ‘Park’ on Plan EPP93777 as Rutti Park.

**9. CORRESPONDENCE**

**9.1. Correspondence from the Girl Guides Dated December 13, 2020**

Request to support the "Guiding Lights Across British Columbia" initiative on February 22, 2021 by placing blue lighting on local landmarks.

Recommendation

That Council direct staff to investigate options to light up local landmarks with blue lights on World Thinking Day, Monday, February 22, 2021, in support of the Girl Guides "Guiding Lights Across British Columbia" initiative, which celebrates the sisterhood of Guiding and promotes girl empowerment.

**10. NEW BUSINESS**

**10.1. 2021 Conference Attendance**

**10.1.1. Association of Vancouver Island Coastal Communities**

Due to ongoing concerns about COVID-19, the in-person AVICC conference has been cancelled and discussions are ongoing regarding whether to hold a virtual convention. When that information is received from AVICC, staff will place on a future Council agenda.

**10.1.2. Union of British Columbia Municipalities**

Town of Ladysmith Council Remuneration Policy 05-1920-A permits the Mayor and up to four Councillors to attend the UBCM annual convention.

Recommendation

That Council determine which members will attend the Union of British Columbia Municipalities annual convention to be held September 13-17, 2021, in Vancouver.

**10.1.3. Federation of Canadian Municipalities**

Town of Ladysmith Travel Expense Policy 05-1790-B permits the Mayor and up to one Councillor to attend the FCM annual convention.

Note: Council will recall that Mayor Stone and Councillor McKay were scheduled to attend in 2020, however the convention was cancelled due to COVID-19. Air Canada has provided a non-transferrable airfare credit under their names (travel must be booked prior to April 2021), therefore staff are recommending that Council approve their attendance at the 2021 FCM Convention in Montreal.

Recommendation

That Council approve Mayor Stone's and Councillor McKay's attendance at the Federation of Canadian Municipalities 2020 Convention to be held June 3-6, 2021, in Montreal, QC, at an estimated cost of \$6,000.

**10.1.4. Vancouver Island Economic Alliance**

Town of Ladysmith Council Remuneration Policy 05-1920-A permits the Mayor and up to four Councillors to attend the VIEA annual convention.

Recommendation

That Council determine which members will attend the Vancouver Island Economic Alliance annual convention to be held October 26-28, 2021 in Nanaimo.

**11. UNFINISHED BUSINESS**

**12. QUESTION PERIOD**

Residents are encouraged to "virtually" attend the meeting and ask their questions live by registering here: [https://zoom.us/webinar/register/WN\\_IBbQXI2BR\\_KE7eaDmYGikA](https://zoom.us/webinar/register/WN_IBbQXI2BR_KE7eaDmYGikA). Instructions on how to join the meeting will be sent immediately after you register.

Alternately, questions can be submitted 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

**13. ADJOURNMENT**