

**THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.****Tuesday, January 18, 2022****This meeting will be held electronically
Pages****1. CALL TO ORDER AND ACKNOWLEDGEMENT**

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

1.1. INFORMATION ON HOW TO VIEW / ATTEND THE MEETING

Register to electronically attend the meeting:

https://zoom.us/webinar/register/WN_YWjJ4kXpSlu6MD1iijK7Hw

Instructions on how to join the meeting will be sent immediately after you register.

For those unable to participate by electronic means, the meeting will be broadcast in the City Hall Council Chambers at 410 Esplanade.

Participation will be managed electronically via Zoom, operated from Council Chambers. Masks are mandatory and seating is limited.

View the livestream on YouTube:

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

2. AGENDA APPROVAL

Recommendation

That the agenda for this January 18, 2022 Committee of the Whole meeting be approved.

3. MINUTES**3.1. Minutes of the Committee of the Whole Meeting held November 9, 2021****4**

Recommendation

That the minutes of the Committee of the Whole meeting held November 9, 2021 be approved.

4. REPORTS

4.1. Building Inspector's Report for September to December 2021 8

Recommendation

That the Committee receive the Building Inspector's Report for the months September to December 2021.

4.2. Ladysmith Fire/Rescue Reports for September to December 2021 9

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months September to December 2021.

4.3. Coastal Animal Control Services Reports for July to December 2021 17

Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months July to December 2021.

4.4. RCMP Report for July to September, 2021 23

Recommendation

That the Committee receive the RCMP Report for the third quarter of 2021.

4.5. Staff Verbal Updates

Chris Barfoot, Director of Parks, Recreation & Culture:

- Transfer Beach Project
- Arts & Heritage Hub Project

Ryan Bouma, Director of Infrastructure Services:

- Marina Retaining Wall

5. COUNCIL SUBMISSIONS

5.1. "Affordable Housing Reserve Bylaw 2021, No. 2097" 24

Councillor Stevens has requested that the Committee discuss adding a contribution schedule to Bylaw No. 2097.

5.2. Community Banner Program

26

Councillor Virtanen has requested that the Committee discuss expanding the banner program.

6. UNFINISHED BUSINESS

6.1. Association of Vancouver Island Coastal Communities (AVICC) 2022 Convention Resolutions and Executive Committee Nominations

27

At its November 2, 2021 meeting, Council received the correspondence and requested that it be brought forward to the Committee prior to the January 28th deadline.

7. NEW BUSINESS

8. ADJOURNMENT



**COMMITTEE OF THE WHOLE MEETING
MINUTES**

**Tuesday, November 9, 2021
6:38 P.M.
City Hall Council Chambers
410 Esplanade**

Council Members Present:

Councillor Tricia McKay, Chair
Councillor Jeff Virtanen
Councillor Amanda Jacobson
Councillor Rob Johnson (via phone)

Councillor Duck Paterson
Councillor Marsh Stevens
Mayor Aaron Stone

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Geoff Goodall

Donna Smith
Ryan Bouma
Mike Gregory
Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor McKay, Chair, called this Committee of the Whole meeting to order at 6:38 p.m., and acknowledged with gratitude that it was being held on the traditional unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2021-066

That the agenda for this November 9, 2021 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held September 28, 2021

CW 2021-067

That the minutes of the Committee of the Whole meeting held September 28, 2021 be approved.

Motion Carried

4. REPORTS

4.1 “Business Regulations and Licensing (Rental Units) Bylaw 2021, No. 2093” (Renovictions)

Staff provided a presentation to Council regarding the proposed renoviction bylaw, and responded to Council's questions.

Mayor Stone called a Point of Order, stating that Councillor Johnson was interrupting the Chair. Chair McKay ruled the Point of Order sustained.

CW 2021-068

By unanimous consent the Committee recessed for a five minute break at 8:00 p.m. The Committee reconvened the meeting at 8:05 p.m.

CW 2021-069

That the Committee refer proposed “Business Regulations and Licensing (Rental Units) Bylaw 2021, No. 2093” back to staff to review and make the following revisions, to be presented at a future meeting of Council:

- Change the application of Part 5 "Renovations and Demolitions" to buildings with three or more rental units and rooming houses;
- Increase the 12 month tenancy payout to add a prorated amount based on duration of tenancy;
- Remove the 3% vacancy rate clause exemption;
- Review fines; and
- Review renovation deficit clause.

Motion Carried

4.2 2021 Q3 (July - September) Financial Update

CW 2021-070

That the Committee receive the staff report dated November 9, 2021, regarding the 2021 Q3 (July – September) Financial Update.

Motion Carried

4.3 2020-2023 Strategic Priorities Update

CW 2021-071

That the Committee receive for information the 2020-2023 Strategic Priorities Update dated November 9, 2021.

Motion Carried

4.4 Water Conservation Plan Policy

CW 2021-072

That the Committee recommend that Council approve the Water Conservation Plan Policy as presented in the staff report dated November 9, 2021.

Motion Carried

4.5 Work in Town Streets Security Requirements

CW 2021-073

That the Committee recommend that Council direct staff to create a policy for setting security deposit amounts for work on Town streets as described in the staff report dated November 9, 2021.

Motion Carried

4.6 Themed Lighting Policy

CW 2021-074

That the Committee recommend that Council approve the “Themed Lighting Policy” as presented in the staff report dated November 9, 2021.

CW 2021-075

AMENDMENT

That Resolution CW 2021-074 be amended to include the lights over the sidewalk chess board area on 1st Avenue as one of the locations where lighting was installed in 2021.

Amendment Carried

Resolution CW 2021-074, as amended, reads:

That the Committee recommend that Council approve the “Themed Lighting Policy” as presented in the staff report dated November 9, 2021, and that the lights over the sidewalk chess board area on 1st Avenue be included as one of the locations where lighting was installed in 2021.

Main Motion, as Amended Carried

5. COUNCIL SUBMISSIONS

5.1 Poverty Reduction Strategy Recommendations Implementation

CW 2021-076

That the Committee recommend that Council direct staff to prepare a report outlining the process and timeline required to establish a Poverty Reduction Task Group as recommended in the Poverty Reduction Strategy final report presented to Council on August 20, 2021.

Motion Carried

6. ADJOURNMENT

CW 2021-077

That this meeting of the Committee of the Whole adjourn at 8:47 p.m.

Motion Carried

CERTIFIED CORRECT:

Chair (Councillor T. McKay)

Corporate Officer (D. Smith)



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER 2021

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 & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2021
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	0	\$ -	0	\$ -	0	\$ -	4	\$ 2,650,000	2	\$ 315,000	8	6	\$ 33,887	\$ 2,965,000	\$ 68,429,093

Year to Date

JAN	0	\$0	1	\$1,500	1	\$0	6	\$1,663,500	7	\$18,125	6	15	\$20,079	\$1,683,125	\$1,683,125
FEB	1	\$0	0	\$0	0	\$0	6	\$16,717,033	3	\$37,000	102	10	\$193,325	\$16,754,033	\$18,437,158
MAR	1	\$5,400,000	0	\$0.00	2	\$9,210,000	8	\$3,217,225	4	\$118,250	48	15	\$201,915	\$17,945,475	\$36,382,633
APR	1	\$0	0	\$0	0	\$0	6	\$2,030,000	3	\$61,320	9	10	\$24,373	\$2,106,320	\$38,488,953
MAY	3	\$5,295,780	0	\$0	1	\$100,000	4	\$1,595,000	14	\$488,700	11	22	\$83,762	\$7,479,480	\$45,968,433
JUN	0	\$0	0	\$0	0	\$0	10	\$3,695,000	7	\$341,000	19	17	\$47,180	\$4,036,000	\$50,004,433
JUL	0	\$0	0	\$0	0	\$0	8	\$3,610,000	8	\$249,000	11	16	\$44,703	\$3,859,000	\$53,863,433
AUG	0	\$0	0	\$0	0	\$0	11	\$5,302,625	4	\$121,962	20	15	\$62,676	\$5,424,587	\$59,288,020
SEP	2	\$262,073	0	\$0.00	0	\$0.00	1	\$400,000	2	\$120,000	2	5	\$8,987	\$782,073	\$60,070,093
OCT	0	\$0	0	\$0	0	\$0	0	\$0	5	\$458,000	1	5	\$5,302	\$458,000	\$60,528,093
NOV	0	\$0	0	\$0	6	\$1,140,000	8	\$3,690,000	2	\$106,000	14	16	\$56,612	\$4,936,000	\$65,464,093
DEC	0	\$0	0	\$0	0	\$0	4	\$2,650,000	2	\$315,000	8	6	\$33,887	\$2,965,000	\$68,429,093
TOTAL	8	\$10,957,853	1	\$1,500	10	\$10,450,000	72	\$44,570,383	61	\$2,434,357	251	152	\$782,802	\$68,429,093	

Demos Mth	0	Demos YTD	6
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Comparison	#DU	Value	#BP	Value
YTD 2021	251	\$44,570,383	152	\$68,429,093
YTD 2020	45	\$12,780,595	89	\$17,939,224
YTD 2019	49	\$10,616,444	91	\$14,189,549

6 BP = 8 DU
(2 SFD + 1 SFD with a Suite + Suite added to SFD + 1 Coach House + 1 Duplex = 8 DU)

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	2	1	1	1	1
YTD	31	35	7	2	147

SFD 31
SFD + Suite 70 (35 x 2)
Suite Added 7
Coach House 2
Multi Family 147
Less Demos - 6
Total for Year = 251 DU



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: **September 2021**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
AA-Alarms Activated	3		3	3	3	3	2	4	4				25
BC-Burning Complaint	1		3	1	5	1	3	4	2				20
BF-Bush / Interface							3	0	1				4
F-Fire-Other		5				2	2						9
HAZMAT-Hazardous Materials	3			2		1							6
Hydro-Hydro Lines Down / Fire	3	1				1							5
INV-Investigation / Assistance	2			3		1	3	6	3				18
MA-Medical Aid	3	1	5	2	1	5	7	8	5				37
MVI-Motor Vehicle Incident	4	6	1	7	3	5	6	1	4				37
Rescue													0
SF-Structure Fire								1					1
Mutual Aid Provided		1			1	1	2	2	1				8
Mutual Aid Received		2					1						3
MONTH TOTALS (exc.. Practices)	19	14	12	18	13	20	29	26	19	0	0	0	170
Practices (Totals for each Month)	4	4	5	4	4	5	4	4	4				38

ALARMS ACTIVATED

- 28 Roberts St
Non-emergency - cooking
- 317 French St
Non-emergency - faulty sensor
- 710 6th Ave
Non-Emergency - faulty sensor
- #2-10980 Westdowne Rd
Non-emergency - cooking

COMPARISONS:

Year to Date 2021	<u>170</u> (exc. practices)
Year to Date 2020	<u>144</u> (exc. practices)
Year to Date 2019	<u>128</u> (exc. practices)

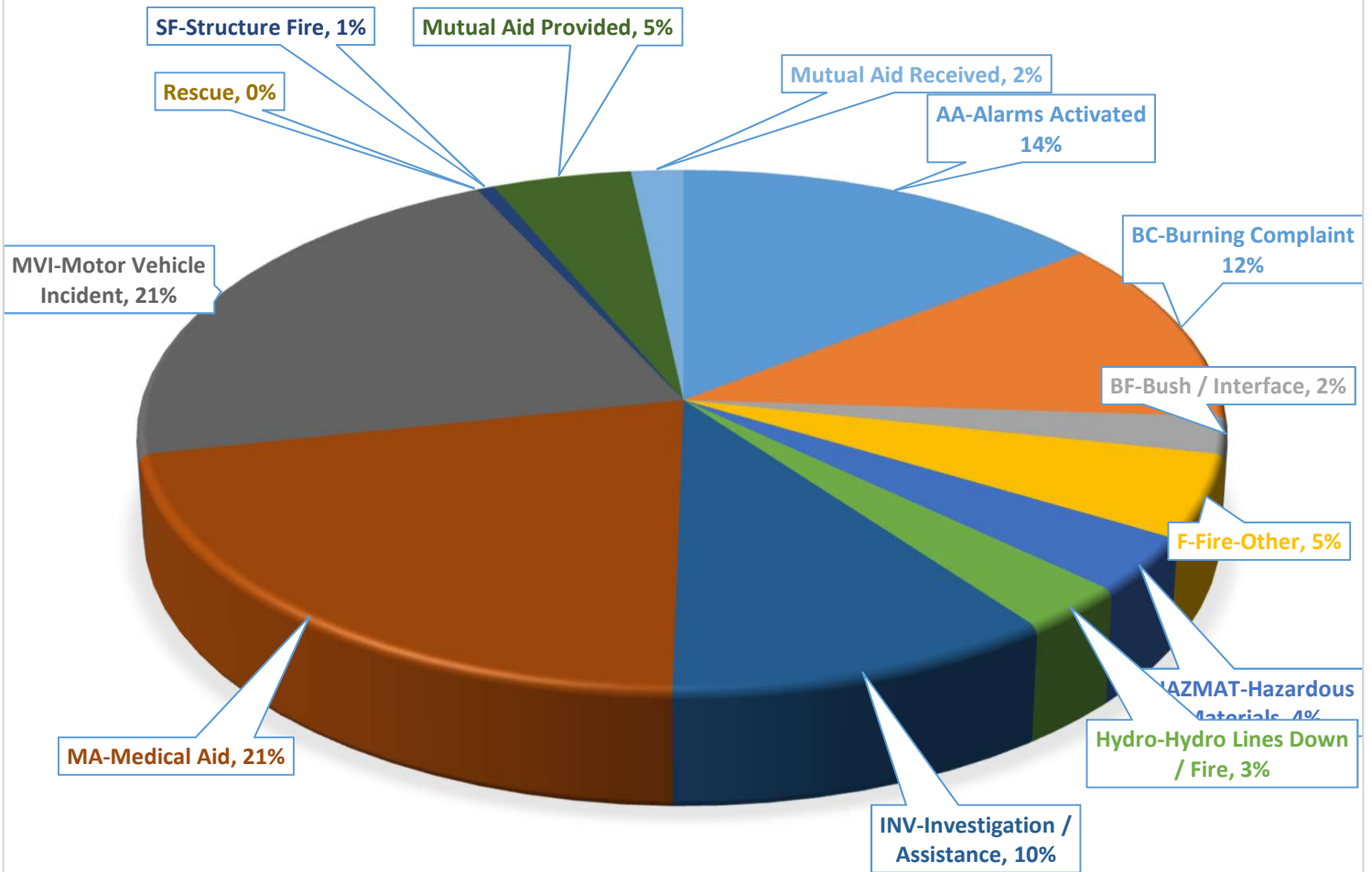
APPROVED:

Fire Chief Chris Geiger

Motor Vehicle Incident Locations

- 370 TCH
- 961 TCH
- 400 Resolution Pl
- Grouhel Rd/TCH

SEPTEMBER 2021 YTD TOTALS



- | | | | |
|------------------------------|---------------------------------|----------------------------------|-----------------------|
| ■ AA-Alarms Activated | ■ BC-Burning Complaint | ■ BF-Bush / Interface | ■ F-Fire-Other |
| ■ HAZMAT-Hazardous Materials | ■ Hydro-Hydro Lines Down / Fire | ■ INV-Investigation / Assistance | ■ MA-Medical Aid |
| ■ MVI-Motor Vehicle Incident | ■ Rescue | ■ SF-Structure Fire | ■ Mutual Aid Provided |
| ■ Mutual Aid Received | | | |



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FIRE CHIEF'S REPORT

MONTH: **October 2021**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
AA-Alarms Activated	3		3	3	3	3	2	4	4	4			29
BC-Burning Complaint	1		3	1	5	1	3	4	2	3			23
BF-Bush / Interface							3	0	1				4
F-Fire-Other		5				2	2						9
HAZMAT-Hazardous Materials	3			2		1				2			8
Hydro-Hydro Lines Down / Fire	3	1				1							5
INV-Investigation / Assistance	2			3		1	3	6	3	2			20
MA-Medical Aid	3	1	5	2	1	5	7	8	5	8			45
MVI-Motor Vehicle Incident	4	6	1	7	3	5	6	1	4				37
Rescue													0
SF-Structure Fire								1		1			2
Mutual Aid Provided		1			1	1	2	2	1	1			9
Mutual Aid Received		2					1						3
MONTH TOTALS (exc.. Practices)	19	14	12	18	13	20	29	26	19	20	0	0	190
Practices (Totals for each Month)	4	4	5	4	4	5	4	4	4	4			42

ALARMS ACTIVATED

- 440 1st Ave
Non-emergency: steam from shower
- 509 High St
Non-emergency: Cooking
- 541 3rd Ave
Non-emergency: renovations
- 541 3rd Ave
Non-emergency: renovations

COMPARISONS:

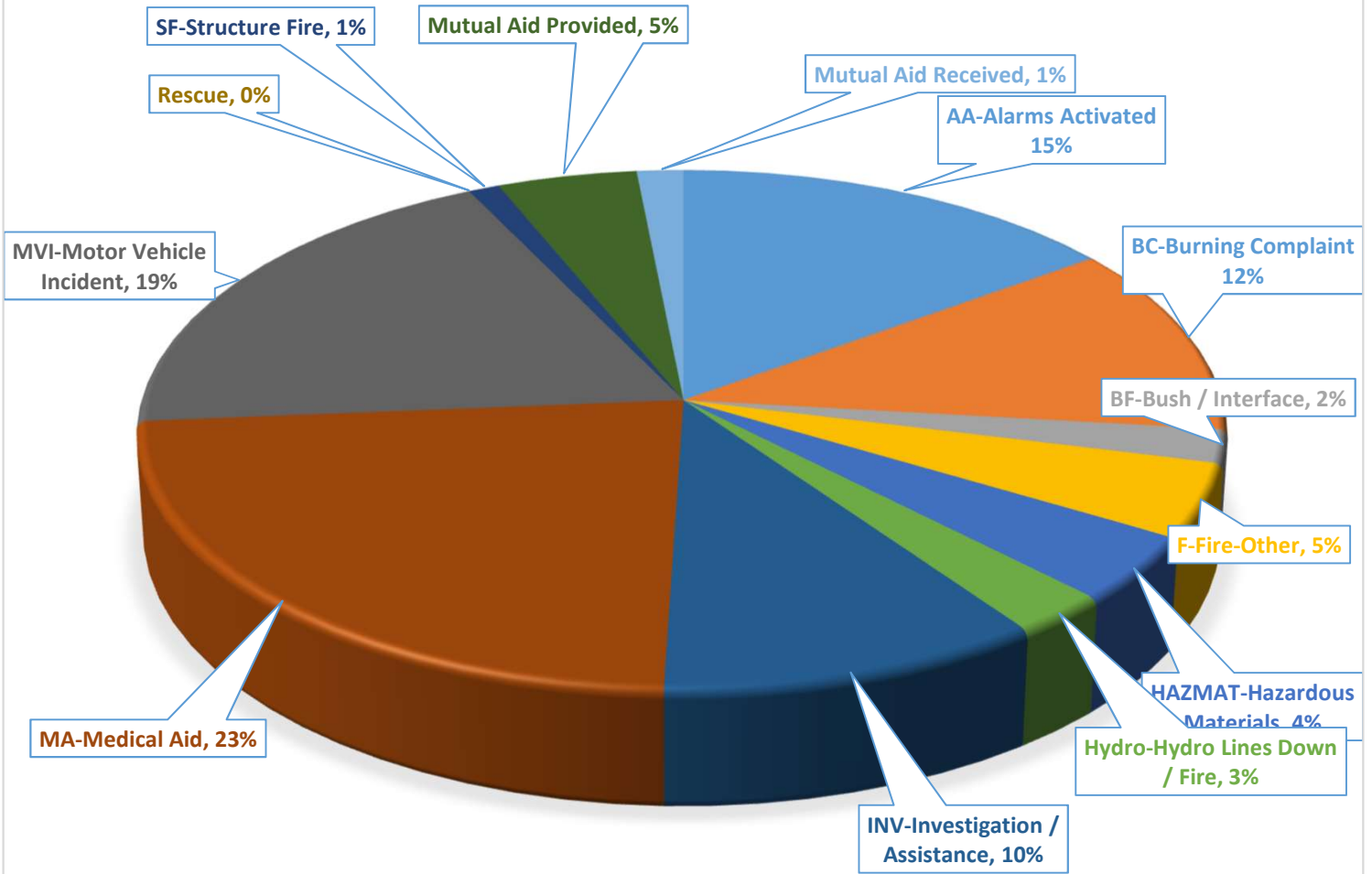
Year to Date 2021 190 (exc. practices)
 Year to Date 2020 161 (exc. practices)
 Year to Date 2019 153 (exc. practices)

APPROVED:

Fire Chief Chris Geiger

Motor Vehicle Incident Locations

OCTOBER 2021 YTD TOTALS



- AA-Alarms Activated
- BC-Burning Complaint
- BF-Bush / Interface
- F-Fire-Other
- HAZMAT-Hazardous Materials
- Hydro-Hydro Lines Down / Fire
- INV-Investigation / Assistance
- MA-Medical Aid
- MVI-Motor Vehicle Incident
- Rescue
- SF-Structure Fire
- Mutual Aid Provided
- Mutual Aid Received



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FIRE CHIEF'S REPORT

MONTH: **November 2021**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
AA-Alarms Activated	3		3	3	3	3	2	4	4	4	5		34
BC-Burning Complaint	1		3	1	5	1	3	4	2	3	1		24
BF-Bush / Interface							3	0	1		1		5
F-Fire-Other		5				2	2						9
HAZMAT-Hazardous Materials	3			2		1				2	1		9
Hydro-Hydro Lines Down / Fire	3	1				1							5
INV-Investigation / Assistance	2			3		1	3	6	3	2	4		24
MA-Medical Aid	3	1	5	2	1	5	7	8	5	8	3		48
MVI-Motor Vehicle Incident	4	6	1	7	3	5	6	1	4		3		40
Rescue													0
SF-Structure Fire								1		1	2		4
Mutual Aid Provided		1			1	1	2	2	1	1	2		11
Mutual Aid Received		2					1						3
MONTH TOTALS (exc.. Practices)	19	14	12	18	13	20	29	26	19	20	20	0	210
Practices (Totals for each Month)	4	4	5	4	4	5	4	4	4	4	5		47

ALARMS ACTIVATED

- 509 High St
Non-emergency: cooking
- 621 1st Ave
Non-emergency: faulty sensor
- 631 1st Ave
Non-emergency: smoking in hallway
- 621 1st Ave
Non-emergency: faulty sensor
- 509 High St
Non-emergency: cooking

COMPARISONS:

Year to Date 2021	<u>210</u> (exc. practices)
Year to Date 2020	<u>179</u> (exc. practices)
Year to Date 2019	<u>165</u> (exc. practices)

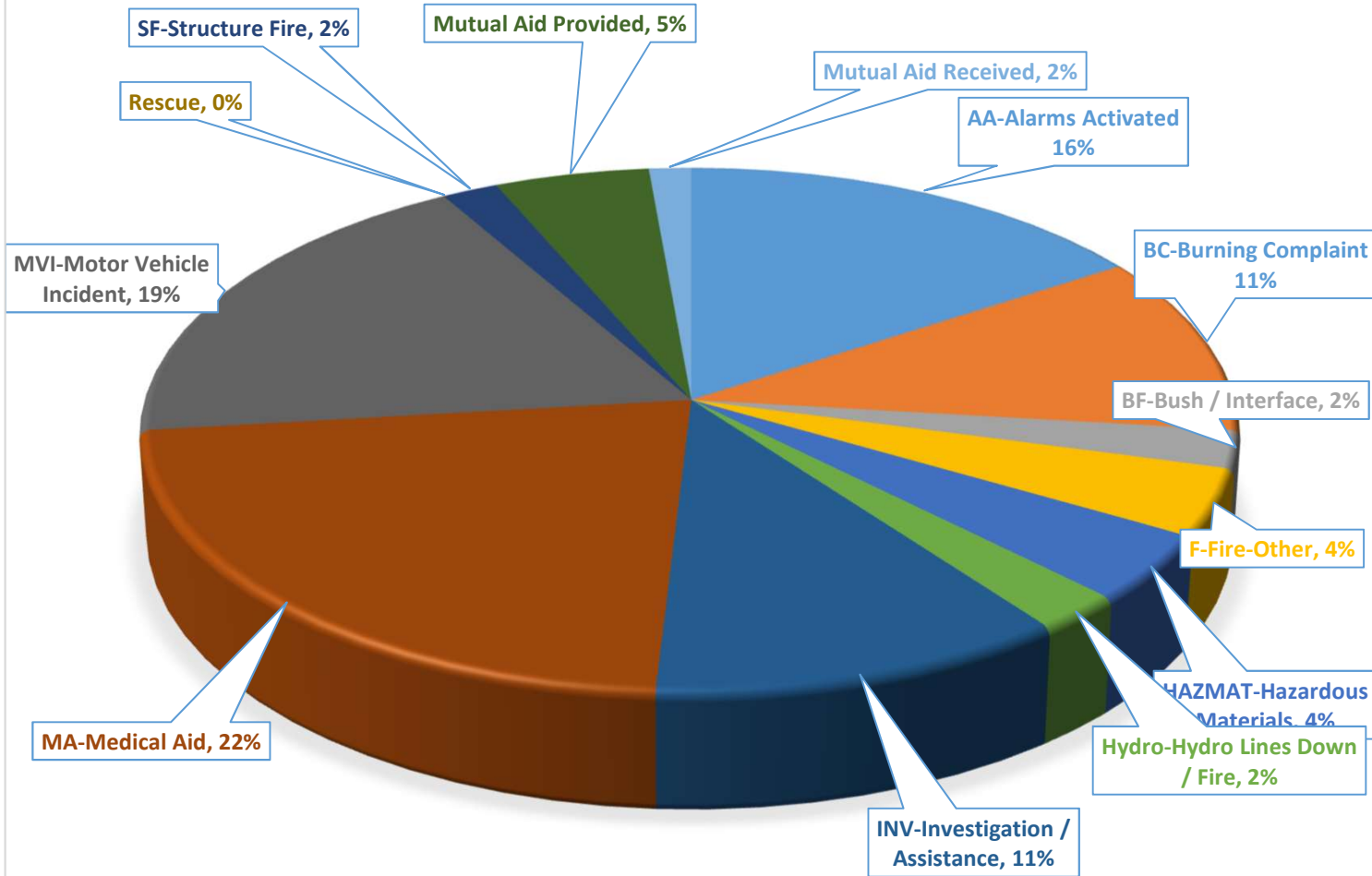
APPROVED:

Fire Chief Chris Geiger

Motor Vehicle Incident Locations

- TCH / Davis Rd
- 382 Dogwood Dr
- 379 Esplanade Ave

NOVEMBER 2021 YTD TOTALS



- AA-Alarms Activated
- BC-Burning Complaint
- BF-Bush / Interface
- F-Fire-Other
- HAZMAT-Hazardous Materials
- Hydro-Hydro Lines Down / Fire
- INV-Investigation / Assistance
- MA-Medical Aid
- MVI-Motor Vehicle Incident
- Rescue
- SF-Structure Fire
- Mutual Aid Provided
- Mutual Aid Received



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FIRE CHIEF'S REPORT

MONTH: **December 2021**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
AA-Alarms Activated	3		3	3	3	3	2	4	4	4	5	3	37
BC-Burning Complaint	1		3	1	5	1	3	4	2	3	1		24
BF-Bush / Interface							3	0	1		1		5
F-Fire-Other		5				2	2					3	12
HAZMAT-Hazardous Materials	3			2		1				2	1	1	10
Hydro-Hydro Lines Down / Fire	3	1				1							5
INV-Investigation / Assistance	2			3		1	3	6	3	2	4	1	25
MA-Medical Aid	3	1	5	2	1	5	7	8	5	8	3	9	57
MVI-Motor Vehicle Incident	4	6	1	7	3	5	6	1	4		3	14	54
Rescue												1	1
SF-Structure Fire								1		1	2	1	5
Mutual Aid Provided		1			1	1	2	2	1	1	2	4	15
Mutual Aid Received		2					1						3
MONTH TOTALS (exc.. Practices)	19	14	12	18	13	20	29	26	19	20	20	33	243
Practices (Totals for each Month)	4	4	5	4	4	5	4	5	4	4	5	4	52

ALARMS ACTIVATED

- 621 1st Ave
Non-emergency: cooking
- 370 Davis Rd
Non-emergency: construction
- 1127 4th Ave
Non-emergency: pullstation

COMPARISONS:

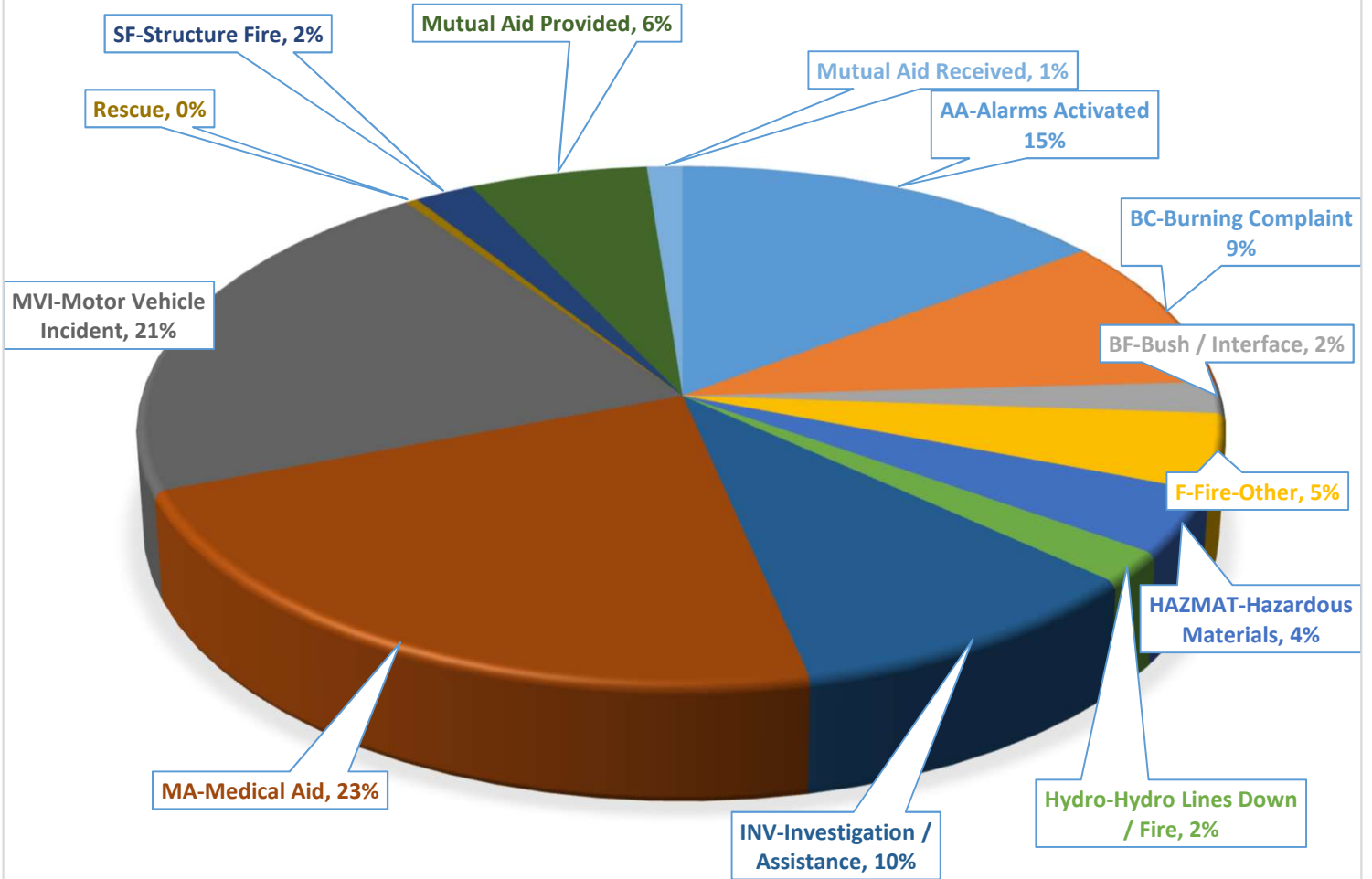
Year to Date 2021	<u>243</u> (exc. practices)
Year to Date 2020	<u>193</u> (exc. practices)
Year to Date 2019	<u>185</u> (exc. practices)

Motor Vehicle Incident Locations

APPROVED:

Fire Chief Chris Geiger

DECEMBER 2021 YTD TOTALS



- | | | | |
|------------------------------|---------------------------------|----------------------------------|-----------------------|
| ■ AA-Alarms Activated | ■ BC-Burning Complaint | ■ BF-Bush / Interface | ■ F-Fire-Other |
| ■ HAZMAT-Hazardous Materials | ■ Hydro-Hydro Lines Down / Fire | ■ INV-Investigation / Assistance | ■ MA-Medical Aid |
| ■ MVI-Motor Vehicle Incident | ■ Rescue | ■ SF-Structure Fire | ■ Mutual Aid Provided |
| ■ Mutual Aid Received | | | |

CAS Summary of Service Calls

Total calls by type: **3**
Noisy 1
Other 1
Park Patrol 1

01-Jul-21 to 31-Jul-21

Issue	Call #	Received	Type	Completed
			3 calls	
Noisy			1	
	2128	13-Jul-21	Dog	27-Jul-21
Other			1	
	2127	07-Jul-21	Dog	13-Aug-21
Park Patrol			1	
	2129	24-Jul-21		24-Jul-21
Total:			3 calls	

CAS Summary of Service Calls

Total calls by type:	12
Aggressive	3
At large	1
Confined	1
Noisy	1
Other	2
Park Patrol	4

01-Aug-21 to 31-Aug-21

Issue	Call #	Received	Type	Completed
Ladysmith			12 calls	
Aggressive			3	
	2137	09-Aug-21	Dog	27-Aug-21
	2134	06-Aug-21	Dog	
	2131	03-Aug-21	Dog	04-Aug-21
At large			1	
	2139	17-Aug-21	Dog	17-Aug-21
Confined			1	
	2138	10-Aug-21	Dog	10-Aug-21
Noisy			1	
	2133	04-Aug-21	Dog	09-Aug-21
Other			2	
	2141	21-Aug-21	Dog	25-Aug-21
	2132	01-Aug-21	Dog	
Park Patrol			4	
	2140	21-Aug-21		21-Aug-21
	2136	08-Aug-21		08-Aug-21
	2135	07-Aug-21		07-Aug-21
	2130	01-Aug-21	Dog	07-Aug-21
Total:			12 calls	

CAS Summary of Service Calls

Total calls by type: **5**
 Aggressive 1
 Noisy 2
 Other 2

01-Sep-21 to 30-Sep-21

Issue	Call #	Received	Type	Completed
			5 calls	
Ladysmith				
Aggressive			1	
	2144	21-Sep-21	Dog	01-Oct-21
Noisy			2	
	2145	23-Sep-21	Dog	30-Sep-21
	2142	03-Sep-21	Dog	08-Sep-21
Other			2	
	2146	28-Sep-21	Dog	
	2143	03-Sep-21	Dog	30-Sep-21
Total:				5 calls

CAS Summary of Service Calls

Total calls by type:	5
Aggressive	1
At large	1
Noisy	3

01-Oct-21 to 31-Oct-21

Issue	Call #	Received	Type	Completed
			5 calls	
Ladysmith				
Aggressive			1	
	2147	04-Oct-21	Dog	
At large			1	
	2149	08-Oct-21	Dog	29-Oct-21
Noisy			3	
	2151	14-Oct-21	Dog	
	2150	13-Oct-21	Dog	14-Oct-21
	2148	06-Oct-21	Dog	14-Oct-21
Total:			5 calls	

CAS Summary of Service Calls

Total calls by type: **3**
At large 3

01-Nov-21 to 30-Nov-21

Issue	Call #	Received	Type	Completed
<i>Ladysmith</i>			3 calls	
At large			3	
	2154	19-Nov-21	Dog	19-Nov-21
	2153	19-Nov-21	Dog	30-Nov-21
	2152	16-Nov-21	Dog	
<i>Total:</i>			3 calls	

CAS Summary of Service Calls

Total calls by type: **3**
At large 1
Confined 1
Noisy 1

01-Dec-21 to 31-Dec-21

Issue	Call #	Received	Type	Completed
			3 calls	
Ladysmith				
At large			1	
	2156	17-Dec-21	Dog	17-Dec-21
Confined			1	
	2157	21-Dec-21	Dog	29-Dec-21
Noisy			1	
	2155	08-Dec-21	Dog	08-Dec-21
Total:			3 calls	

Royal Canadian
Mounted Police

Gendarmerie Royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Ladysmith Detachment
320 6th Ave, P.O. Box 280
Ladysmith, B.C.
V9G 1A2

Your File - Votre référence

Our File - Notre référence

Mayor Aaron Stone
Town of Ladysmith
410 Esplanade
Ladysmith, B.C.
V9G 1A2

NOV 19 2021

302-5

Date

October 12, 2021

3rd Quarter Mayor's Report – July, August and September of 2021 with a comparison to the same time frame of 2020. Ladysmith Municipal area only.

Type of Offence & Occurrences	3rd Quarter 2021 Municipal area only	3rd Quarter 2020 Municipal area only
Sexual Assaults	0	3
Assaults	11	11
Break & Enter – Business (2120-1)	4	9
Break & Enter – Residence (2120-2)	3	5
Break & Enter – Other (2120-4)	1	6
Theft of Vehicle (2135-6)	1	0
Theft fm Vehicle - Over \$5K (2132)	0	0
Theft fm Vehicle - Under \$5K (2142)	11	12
Theft Over \$5K (2130-13/2133-0) (Includes shoplifting)	0	0
Theft Under \$5K (2140-13/2143-0) (Includes shoplifting)	14	16
Possession Stolen Property (2153-0/2156-0/2150-10/2150-20)	2	4
Mischief/Property Damage Over \$5K (2170-3)	1	0
Mischief/Property Damage Under \$5K (2170-4)	14	40
Total Calls for Service, Ladysmith	546	643
Total Calls for service, Detachment	889	1269

TOWN OF LADYSMITH

BYLAW NO. 2097

A bylaw to establish a reserve fund to support affordable housing in Ladysmith

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

1. A reserve fund is established under the provisions of the *Community Charter* to be known as the "Affordable Housing Reserve".
2. Voluntary contributions from the community shall be deposited into this reserve where such contributions are expressly provided for the purpose of contributing to the Affordable Housing Reserve.
3. Funds collected or allocated under any bylaw shall be deposited into this reserve where such bylaw expressly provides that such funds are to be deposited into this reserve.
4. Council may direct that monies be allocated to the Affordable Housing Reserve.
5. Money set aside until required to be used, may be invested in the manner provided by the *Community Charter*.
6. Money set aside and any interest earned thereon shall be expended solely for:
 - a. Affordable housing projects undertaken by a non-profit society or government agency, including costs related to design, government approvals and construction.
 - b. The purchase of affordable housing or land on which affordable housing will be built, by a non-profit society or government agency.
 - c. The construction or operation of emergency housing or social housing operated by a non-profit society or government agency.
 - d. Renter or homeowner subsidies, incentives and rebates that reduce housing cost, where such programs are authorized under the *Community Charter*, *Local Government Act* or other enabling legislation, such as programs to subsidize rent or reduce homeowner energy costs.
 - e. The costs of preparing applications for grants and similar funding sources related to housing affordability including staff and consultant costs, and application fees.
 - f. The cost of preparing studies and reports related to housing affordability, homelessness and factors that contribute to homelessness and unaffordability.

7. This bylaw may be cited for all purposes as "Affordable Housing Reserve Bylaw 2021, No. 2097".

READ A FIRST TIME	on the 7 th	day of December,	2021
READ A SECOND TIME	on the 7 th	day of December,	2021
READ A THIRD TIME	on the 7 th	day of December,	2021
ADOPTED	on the 21 st	day of December,	2021

Original signed by

Mayor (A. Stone)

Original signed by

Corporate Officer (D. Smith)

COMMUNITY BANNER PROGRAM MAP

- Zone 1
- Zone 2
- Zone 3
- Zone 4
- Zone 5
- Directional Banners



From: AVICC <avicc@ubcm.ca>

Sent: October 19, 2021 12:40 PM

To: avicc@ubcm.ca

Subject: AVICC 1st Call for 2022 Resolutions and Nominations for AVICC Executive

Please forward to elected officials, the CAO and Corporate Officer.

The AVICC Executive is putting out a first call for resolutions to be considered at the 2022 convention. The convention is being planned as an in-person event to be held April 1-3 in Victoria at the Conference Centre. AVICC member local governments may now submit board or council endorsed resolutions following the requirements outlined in the attached call for resolutions.

The deadline for resolutions is Noon on Friday, January 28th. Please follow the guidelines to ensure resolutions are submitted that provide AVICC and UBCM with clear policy direction for advocacy. Sending in resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

The second document attached has information on nominating members to serve on the 2022/2023 AVICC Executive Committee. The deadline to receive nominations is also Noon on Friday, January 28th.

There will be a second email sent out with information on submitting suggestions for workshops and speakers at the convention. That email will also have information on how to book hotel rooms in Victoria for the convention.

AVICC will continue to monitor Public Health Office guidelines, and will keep members informed if there are any changes required to our plans for holding our convention in-person in Victoria next year.

We look forward to being able to meet in-person in Victoria.



2022 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

Previously Reviewed



2022 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2022 Nominating Committee is Past President Carl Jensen.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by noon, Friday, January 28, 2022**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Carl Jensen, Chair, 2022 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Executive Director. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Online meetings usually occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention. AVICC does not provide Executive members with complimentary registration for the AGM and Convention.

NOMINATIONS FOR THE 2022-23 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **noon, Friday, January 28, 2022**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Carl Jensen, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**