

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
7:00 P.M.**

**Tuesday, February 15, 2022**

**This meeting will be held electronically**

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**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\\_HGB6dHnFSteX1NRCDAZc1g](https://zoom.us/webinar/register/WN_HGB6dHnFSteX1NRCDAZc1g)

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 Council approve the agenda for this Regular Meeting of Council for February 15, 2022.

### **3. MINUTES**

#### **3.1. Minutes of the Regular Meeting of Council held February 1, 2022**

6

##### Recommendation

That Council approve the minutes of the Regular Meeting of Council held February 1, 2022.

### **4. DEVELOPMENT APPLICATIONS**

#### **4.1. Liquor Lounge Endorsement – Oyster Bay Café (611 Oyster Bay Drive)**

13

##### Recommendation

That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a patio endorsement application in conjunction with a food primary license for the Oyster Bay Café at 611 Oyster Bay Drive, opt out of the local government comment process and direct staff to notify the Province that the Town does not wish to comment on the application.

### **5. COMMITTEE MINUTES**

#### **5.1. Official Community Plan Steering Committee - January 31, 2022**

22

##### Recommendation

That Council receive the minutes of the Official Community Plan Steering Committee meeting held January 31, 2022.

### **6. REPORTS**

#### **6.1. Request for Service Provider Agreement – Ladysmith Show and Shine Society**

24

##### Recommendation

That Council:

1. Authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Show and Shine Society for the provision of promotional services for Ladysmith, with the date as set out in the Service Provider Agreement; and
2. Confirm that the Ladysmith Show and Shine Society is required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.

## 6.2. Short Term Disability Insurance

30

### Recommendation

That Council direct staff to include in the 2022-2026 Financial Plan funding for exempt staff short term disability insurance and amend the Exempt Staff Compensation Policy accordingly.

## 6.3. Investing in Canada Infrastructure Grant – Water Projects

33

### Recommendation

That Council:

1. Direct staff to submit an application for grant funding through the *Investing in Canada Infrastructure Program - Environmental Quality* for the Water Supply Infrastructure Projects as outlined in the staff report dated February 15, 2022; and
2. Confirm its support for the project and commit to its share (\$7,200,000) of the project as well as cost overruns.

## 7. BYLAWS

### 7.1. Amendments to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”

36

#### Recommendation

That Council give first, second and third readings to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw 2022, No. 2104”.

### 7.2. Bylaw No. 2076

41

(to rezone 631 1<sup>st</sup> Avenue as an emergency shelter and amend minimum finished floor area)

#### Recommendation

That Council adopt “Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 38) 2021, No. 2076”.

**7.3. Bylaw No. 2085** 43

(to remove the road dedication from Queen’s Park, allowing it to be formally rededicated as park)

Members of the public may make comments regarding this bylaw prior to its adoption.

Recommendation

That Council, subject to any additional matters raised by the public as a result of the published notice regarding Bylaw No. 2085, adopt “Removal of Road Dedication Bylaw 2022, No. 2085” .

**7.4. Bylaw No. 2090** 45

(to give the Town greater “housekeeping” abilities for all Town bylaws)

Recommendation

That Council adopt “Bylaw Revision Bylaw 2022, No. 2090”.

**7.5. Bylaw Status Sheet** 47

**8. NEW BUSINESS**

**8.1. Cowichan Valley Regional District Application for UBCM Emergency Operations Centre Grant** 49

Recommendation

That Council support the Cowichan Valley Regional District proposal to apply for, receive and manage the UBCM Community Emergency Preparedness Fund grant for an Emergency Operations Centre on behalf of the Town of Ladysmith.

**8.2. Official Community Plan Steering Committee Resignation** 51

Recommendation

That Council:

1. Accept with regret Mark Drysdale's resignation as the Chamber of Commerce representative on the Official Community Plan Steering Committee, and that the Mayor send a letter of appreciation for his service; and

2. Appoint Millie Stirling, as nominated by the Chamber of Commerce, to replace Mr. Drysdale on the Committee.

## **9. UNFINISHED BUSINESS**

### **9.1. Councillor Johnson - Motion regarding Community Traffic Study**

At the February 1, 2022 Regular Council meeting Councillor Johnson provided the following notice of motion to be considered this evening:

That staff be directed to prepare a report providing options including costs for conducting a traffic study which would:

1. Determine community needs based on existing traffic flow for the whole of Ladysmith;
2. Project traffic requirements in conjunction with the Official Community Plan review; and
3. Consider known development projects under construction and projected to begin in the next 15 years.

## **10. QUESTION PERIOD**

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes. Alternately, questions can be submitted via email at [info@ladysmith.ca](mailto:info@ladysmith.ca) during the meeting.
- 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.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- 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.

## **11. ADJOURNMENT**



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, February 1, 2022

7:00 P.M.

This meeting was held electronically

### 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 (joined at  
8:52 p.m.)

Ryan Bouma  
Donna Smith  
Christina Hovey  
Mike Gregory  
Sue Bouma

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## 1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

## 2. AGENDA APPROVAL

### CS 2022-025

That Council approve the agenda for this Regular Meeting of Council for February 1, 2022 as amended to include the following late agenda item:

- 8.1. "Notice of Motion from Councillor Johnson - Community Traffic Study"
- Motion Carried*

### 3. MINUTES

#### 3.1 Minutes of the Regular Meeting of Council held January 25, 2022.

##### **CS 2022-026**

That Council approve the minutes of the Regular Meeting of Council held January 25, 2022.

*Motion Carried*

### 4. DELEGATION

#### 4.1 Frank Crucil, Mike Crucil and Toby Seward, Applicants, Official Community Plan and Zoning Bylaw Amendment Application for 1301 and 1391 Rocky Creek Road

Mr. Toby Seward, Mr. Frank Crucil, and Mr. Mike Crucil of FMI Holdings, addressed Council regarding their application to amend the Official Community Plan and Zoning Bylaw, to allow for a mix of single-dwelling residential, multiple-dwelling residential and commercial development at 1301 and 1391 Rocky Creek Road. They responded to Council's questions.

### 5. DEVELOPMENT APPLICATIONS

#### 5.1 Official Community Plan and Zoning Bylaw Amendment Application for 1301 and 1391 Rocky Creek Road

##### **CS 2022-027**

That Council:

1. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve as follows:
  - a. That the following persons, organizations and authorities are the only entities that are appropriate to consult in connection with "Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 70) 2022, No. 2102":
    - i. Stz'uminus First Nation; and,
    - ii. The BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
  - b. That consultation with Stz'uminus First Nation and the Archaeology Branch should be early and ongoing and that staff be directed to refer application 3360-20-10 and Bylaw No. 2102 to Stz'uminus First Nation and Archaeology Branch to initiate the consultation

process described in the staff report to Council dated February 1, 2022;

2. Direct staff to refer application 3360-20-10 to School District 68 pursuant to section 476 of the *Local Government Act*.
3. Give first and second reading to Bylaw No. 2102;
4. Consider Bylaw No. 2102 in conjunction with the Town's Financial Plan, the Town's Liquid Waste Management Plan, and the Cowichan Valley Regional District's Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
5. Consider Bylaw No. 2102 in conjunction with the Town's Housing Needs Report, pursuant to section 473(2.1) of the *Local Government Act*;
6. Give first and second reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 47) 2022, No. 2103";
7. Direct staff to report back to Council on the outcome of the consultation with Stz'uminus First Nation and the Archaeology Branch prior to scheduling a Public Hearing for Bylaw Nos. 2102 and 2103;
8. Require that the developer, at their cost, complete the following prior to adoption of Bylaw Nos. 2102 and 2103:
  - a. Register on the title of the subject property, Lot A, District Lots 81, 86, and 98, Oyster District, Plan EPP87265 (PID: 030-801-460), a covenant or covenants in favour of the Town pursuant to section 219 of the *Land Title Act*:
    - i. Establishing a tree preservation area and a tree management plan as outlined in the staff report to Council dated February 1, 2022;
    - ii. Requiring parkland dedication as outlined in the staff report to Council dated February 1, 2022;
    - iii. Limiting residential development prior to the construction of commercial units as outlined in the staff report to Council dated February 1, 2022;
    - iv. Securing the community amenity contribution of \$1,000 per additional unit, a portion of which will be utilized for the development of an active transportation corridor from the site to the Ludlow roundabout, underground parking, and ensuring all construction will meet Step Code 3 requirements; and
    - v. Requiring that the developer decommission, at their expense, the 100mm watermain along the former Gladden Road;



- b. Amend Covenant CA7488213 to require that the developer construct a bus “pull out” lane for a transit stop along Rocky Creek Road;
- c. Amend Covenant CA7488208 to clarify that a 20 metre access to the harbour is required for any development; and
- d. Amend Covenant CA7488209 and CA7488210 to clarify that the location of the waterfront pathway must be set back a minimum of 3.0 metres from the top of bank as recommended by the Geotechnical Assessment provided as Attachment F to the February 1, 2022 staff report to Council.

***Motion Defeated***

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

**CS 2022-028**

That Council:

1. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve as follows:
  - a. That the following persons, organizations and authorities are the only entities that are appropriate to consult in connection with “Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 70) 2022, No. 2102”:
    - i. Stz’uminus First Nation; and,
    - ii. The BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
  - b. That consultation with Stz’uminus First Nation and the Archaeology Branch should be early and ongoing and that staff be directed to refer application 3360-20-10 and Bylaw No. 2102 to Stz’uminus First Nation and Archaeology Branch to initiate the consultation process described in the staff report to Council dated February 1, 2022;
2. Direct staff to refer application 3360-20-10 to School District 68 pursuant to section 476 of the *Local Government Act*.
3. Give first and second reading to Bylaw No. 2102;
4. Consider Bylaw No. 2102 in conjunction with the Town’s Financial Plan, the Town’s Liquid Waste Management Plan, and the Cowichan Valley Regional District’s Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;

5. Consider Bylaw No. 2102 in conjunction with the Town's Housing Needs Report, pursuant to section 473(2.1) of the *Local Government Act*;
6. Give first and second reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 47) 2022, No. 2103";
7. Direct staff to report back to Council on the outcome of the consultation with Stz'uminus First Nation and the Archaeology Branch prior to scheduling a Public Hearing for Bylaw Nos. 2102 and 2103;
8. Require that the developer, at their cost, complete the following prior to adoption of Bylaw Nos. 2102 and 2103:
  - a. Register on the title of the subject property, Lot A, District Lots 81, 86, and 98, Oyster District, Plan EPP87265 (PID: 030-801-460), a covenant or covenants in favour of the Town pursuant to section 219 of the *Land Title Act*:
    - i. Establishing a tree preservation area and a tree management plan as outlined in the staff report to Council dated February 1, 2022;
    - ii. Requiring parkland dedication as outlined in the staff report to Council dated February 1, 2022;
    - iii. Limiting residential development prior to the construction of commercial units as outlined in the staff report to Council dated February 1, 2022;
    - iv. Securing the community amenity contribution of \$1,000 per additional unit, underground parking, and energy efficiency standards as outlined in the staff report to Council dated February 1, 2022; and
    - v. Requiring that the developer decommission, at their expense, the 100mm watermain along the former Gladden Road;
  - b. Amend Covenant CA7488213 to require that the developer construct a bus "pull out" lane for a transit stop along Rocky Creek Road;
  - c. Amend Covenant CA7488208 to clarify that a 20 metre access to the harbour is required for any development; and
  - d. Amend Covenant CA7488209 and CA7488210 to clarify that the location of the waterfront pathway must be setback a minimum of 3.0 metres from the top of bank as recommended by the Geotechnical Assessment provided as Attachment F to the February 1, 2022 staff report to Council.

*Motion Carried*

J. Belobaba joined the meeting at 8:52 p.m.

## **6. REPORTS**

### **6.1 Appointment of Chief Election Officer and Deputy Chief Election Officers – 2022 General Local Election**

#### **CS 2022-029**

That Council appoint the following individuals as officers for the Town of Ladysmith 2022 General Local Election:

- Donna Smith, Manager of Corporate Services, as Chief Election Officer;
- Sue Bouma, Administrative Coordinator, as Deputy Chief Election Officer; and
- Andrea Hainrich, Legislative Services Administrative Assistant, as Deputy Chief Election Officer.

*Motion Carried*

### **6.2 Adjustment to Water Billing Account**

#### **CS 2022-030**

That Council provide:

1. A full bill adjustment in the amount of \$5,674.76 to billing account #000-1002252 due to a water leak; and
2. A partial bill adjustment in the amount of \$3,338.23 to billing account #001-0083000 due to a water leak.

*Motion Carried*

### **6.3 Poverty Reduction Task Group**

#### **CS 2022-031**

That Council receive the Poverty Reduction Task Group staff report dated February 1, 2022.

*Motion Carried*

#### **CS 2022-032**

That Council refer the Poverty Reduction Task Group staff report dated February 1, 2022 to the March 8, 2022 Committee of the Whole meeting for further discussion.

*Motion Carried*

## **7. BYLAWS**

### **7.1 Bylaw Status Sheet**

## **8. NEW BUSINESS**

### **8.1 Notice of Motion**

Councillor Johnson provided the following notice of motion to be considered by Council at its Regular Meeting scheduled for February 15, 2022:

"That staff be directed to prepare a report providing options including costs for conducting a traffic study which would:

1. Determine community needs based on existing traffic flow for the whole of Ladysmith;
2. Project traffic requirements in conjunction with the Official Community Plan review; and
3. Consider known development projects under construction and projected to begin in the next 15 years."

## **9. QUESTION PERIOD**

No questions were submitted by the public.

## **10. ADJOURNMENT**

### **CS 2022-033**

That this Regular Meeting of Council adjourn at 8:59 p.m.

*Motion Carried*

CERTIFIED CORRECT:

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Mayor (A. Stone)

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Corporate Officer (D. Smith)

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Jake Belobaba, Director of Development Services  
**Meeting Date:** February 15, 2022  
**File No:** 4320-50  
**Re:** **Liquor Lounge Endorsement – Oyster Bay Café (611 Oyster Bay Drive)**

**RECOMMENDATION:**

That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a patio endorsement application in conjunction with a food primary license for the Oyster Bay Café at 611 Oyster Bay Drive, opt out of the local government comment process and direct staff to notify the Province that the Town does not wish to comment on the application.

**EXECUTIVE SUMMARY:**

The Liquor and Cannabis Regulation Branch (LCRB) has referred an application for the Oyster Bay Café to operate an outdoor patio in conjunction with the existing food primary license. The patio was previously authorized under LCRB's Temporary Expanded Service Area (TESA) program. Under section 38 of the *Liquor Control and Licensing Act*, Council must receive the referral and either "opt in" or "opt out" of the local government comment process and staff are recommending that Council opt out. (If Council decides to opt in, the Town must gather resident views on the application.)

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2020-309	10/20/2020	That Council advise the Liquor and Cannabis Regulation Branch that it supports the extension of Temporary Expanded Service Area authorization until October 31, 2021, pursuant to Liquor and Cannabis Regulation Board Policy Directive 20-26.
CS 2020-187	06/16/2020	That Council provide preapproval for Temporary Expanded Service Area Authorizations pursuant to Liquor and Cannabis Regulatory Board Policy Directive 20-13.

**INTRODUCTION/BACKGROUND:**

The Oyster Bay Café has an existing food primary liquor license to serve liquor indoors. With the onset of the COVID-19 pandemic, and Provincial health orders restricting or prohibiting indoor dining and liquor service, the Province implemented the TESA program to allow licensed liquor establishments to temporarily serve liquor in unlicensed outdoor areas. Council provided "pre-approval" for this program on June 16, 2020 (see Resolution CS 2020-187), which eliminated the requirement for the LCRB to obtain local government approval for TESA applications. This process is described in greater detail in the June 16, 2020 report to Council. The Oyster Bay

Café received TESA approval on May 6, 2021 and has been operating seasonally under the program since then. The TESA program is now ending and the Oyster Bay Café has now applied for a permanent patio license. This triggers the requirement for local government comment under the *Liquor Control and Licensing Act*.

The Town has no formal policies related to application referrals for patio and food primary endorsements<sup>1</sup>. For more significant liquor license applications, including a liquor primary application for Zack's Lounge in 2016 and a Lounge Area Endorsement for the Bayview Brewing Company in 2021, Council opted in to the local government comment process and gathered resident views. However, Council also has the option to opt out of the local government comment process for a particular application.

#### **DISCUSSION:**

The patio operated during the summer of 2021 and staff are not aware of any issues, incidents or complaints. The Oyster Bay Café is a floating restaurant located in the Marina and has an existing food primary license. There are no dwellings nearby and adjacent businesses are mostly marine and industrial uses. Staff see the past operations of the café and patio as the best indicator of what the future impacts of the café will be and do not see a need for the Town to comment or gather resident views. Therefore, staff recommend that the Town opt out of the local government comment process.

There are no referral requirements if Council opts out of the local government comment process. The Province will be responsible for referring the application to affected agencies.

#### **ALTERNATIVES:**

Council can choose to opt in to the local government comment process and specify how resident views should be gathered.

#### **FINANCIAL IMPLICATIONS:**

The Town's fee for a liquor license referral is \$1,750 plus advertising costs and is charged to the applicant. This fee will not be charged if Council opts out of the referral process. The LCRB review process and fees will still apply.

#### **LEGAL IMPLICATIONS:**

Section 38 of the *Liquor Control and Licensing Act* requires the Town to decide whether to opt in or opt out of the local government comment process. If the Town decides to opt in, the Town must gather resident views. If the Town opts out, there is no requirement for the Town to gather resident views.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

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<sup>1</sup> The Town's only liquor policies relate to special occasion licenses.

There are no public consultation requirements if Council opts out of the local government comment process.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

**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 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 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**

**ATTACHMENT:**

- A. LCRB Patio Application



# Liquor and Cannabis Licensing

## Provide Comment on Food Primary New Outdoor Patio Application

Use this form to apply for a new outdoor patio area for your Food Primary licensed establishment.

The application fee is \$440.

☒ If you leave this page, the information you input will be saved. You can continue later from the dashboard.

### BEFORE STARTING THE APPLICATION

The applicant is responsible for complying with any local bylaws (including obtaining any additional permits that may be required by the local health authorities or LG/IN).

If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.

☒ If you have any questions about this application, call the Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209 2111.

### ESTABLISHMENT DETAILS

#### Establishment Name

Oyster Bay Cafe (307921)

#### FOOD PRIMARY LOCATION ADDRESS

The licensed establishment is currently located at the following address:

#### Address

611 Oyster Bay Dr.

#### City

LADYSMITH

#### Province

British Columbia

#### Postal Code

V9G1A7

#### Country

Canada

#### Parcel Identifier (PID)

### ESTABLISHMENT CONTACT DETAILS

The phone and email address used to contact your establishment:

#### Establishment Email



Establishment Phone

APPLICATION DETAILS

You confirm that the patio service area(s) bounding is sufficient:

- ☐ \* For you to monitor and control patron entry and exit, and
- ☐ \* To visually and physically define the service area.

In opening this patio area you confirm that:

- ☐ \* You will take appropriate measures to maintain care and control over the service area and conduct.

Describe the location of the patio in relationship to the interior service area. \*

The patio extension is located to the left of the current patio and is visible from the interior service area via full length windows and double door access to the patio service area.

What is the status of the patio area construction? \*

Ready to Operate

In Progress

Not Started

If construction has not yet started or is in progress, when do you expect it to be complete?

yyyy-mm-dd

- ☐ The patio is currently the subject of a Temporary Expanded Service Area (TESA) Authorization

Indicate the months you expect to operate the patio (note: If approved, your patio will be licensed for the full year, within the limits of LG/IN bylaws and permits):

- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October

☐ November

☐ December

**Describe how patrons will access the patio (ie. from interior). \***

Patrons access the patio from the inner service area via a double door which enters into a roped off service area on the patio where they can be seated in either the left or right sections. Both of which are roped off to public areas on the dock.

**Will servers have to carry liquor through any unlicensed areas to get to the patio?**

☐ Liquor will be carried through any unlicensed area to get to the patio.

**If yes, please explain. Only servers are permitted to carry liquor through unlicensed areas.**

**Liquor will primarily be served from: \***

Fixed service bar(s) on patio

Portable service bar(s) on patio

The interior service bar(s)

**Floor Plan**

Attach a high-quality copy of the proposed patio floor plan(s).

The floor plan(s) must be stamped with an occupant load for each proposed service area. The occupant load stamp must be signed and dated by the issuing authority within 1 year prior to the date of submission of this application.

Occupant load is the maximum number of persons (patrons plus staff) permitted in the service area and is generally determined by the Local Government (LG) / Indigenous nation (IN) fire and/or building authorities. If the LG/IN authority will not provide the occupant load, you must request they provide a letter confirming they do not issue occupant load and submit it with this application. The Branch will then accept your floor plan(s) with the occupant load calculation determined, and stamped/dated/signed, by a registered professional architect or engineer.

To avoid unnecessary delays in processing, do not submit this application without a current (within the last 12 months) occupant load stamp.

The applicant is responsible for complying with any local bylaws related to licensed establishment patios. Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/IN.

Floor plans must show all proposed patio service area(s) and have sufficient detail including:

- liquor service bars
- furniture layout
- stairs, entrances and exits
- relation to the other FP licensed areas, other liquor licences, unlicensed areas and other businesses



[Floor Plan\\_1.pdf\(api/file/dbca6731-5516-ec11-b82d-00505683c8fb/download-file/application/Floor Plan\\_1.pdf?serverRelativeUrl=%2Fadoxio\\_application%2F032792\\_DBCA67315516EC11B82D00505683C8FB%2FFloor%20Plan\\_1.pdf&documentType=Floorplan\)](#) 1108

### SERVICE AREAS

Use the following table to list the service areas and provide their proposed person capacity (patrons and staff combined) for your establishment. Use names like **Patio** to refer to a patio service area.

**Note:** Proposed capacity cannot exceed occupant load issued by the local authority.

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	Outdoor patio	<input type="checkbox"/>	<input type="checkbox"/>	42

Total Requested Capacity: 42

### FOOD PRIMARY OWNERSHIP DETAILS

Please provide the following details about your application:

- ☐ The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.
- ☐ At the time of this submission, the applicant is:
- The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
  - The lessee or has a binding offer to lease the place or premises that will form the proposed establishment
- ☐ At the time the licence is issued, the applicant will be:
- The owner of the place or premises that forms the establishment, or
  - The lessee of the place or premises that forms the establishment (term no less than 12 months).

**Note:** Valid interest must be maintained at the current and proposed site until the relocation is finalized. LCRB may request a copy of valid interest at the current site during the relocation application process.

### APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

First Name \*

Last Name \*

Title/Position

Owner

Phone Number (main) \*

Email \*

*By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.*

#### DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ \* I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ \* I understand and affirm that all of the information provided for this application is true and complete

#### LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

Ladysmith

Name of Official

Title/Position

Phone

(000) 000-0000

Email

**Provide a Resolution/Comment and any supporting reports with comments on:**

- The impact of noise on nearby residents
- The impact on the community if the application is approved
- The views of residents and a description of the method used to gather views
- The LG/In recommendations (including whether or not the application is approved) and the reasons on which they are based

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).  
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.  
MAX FILE SIZE: 25MB.

Opt Out of Comment

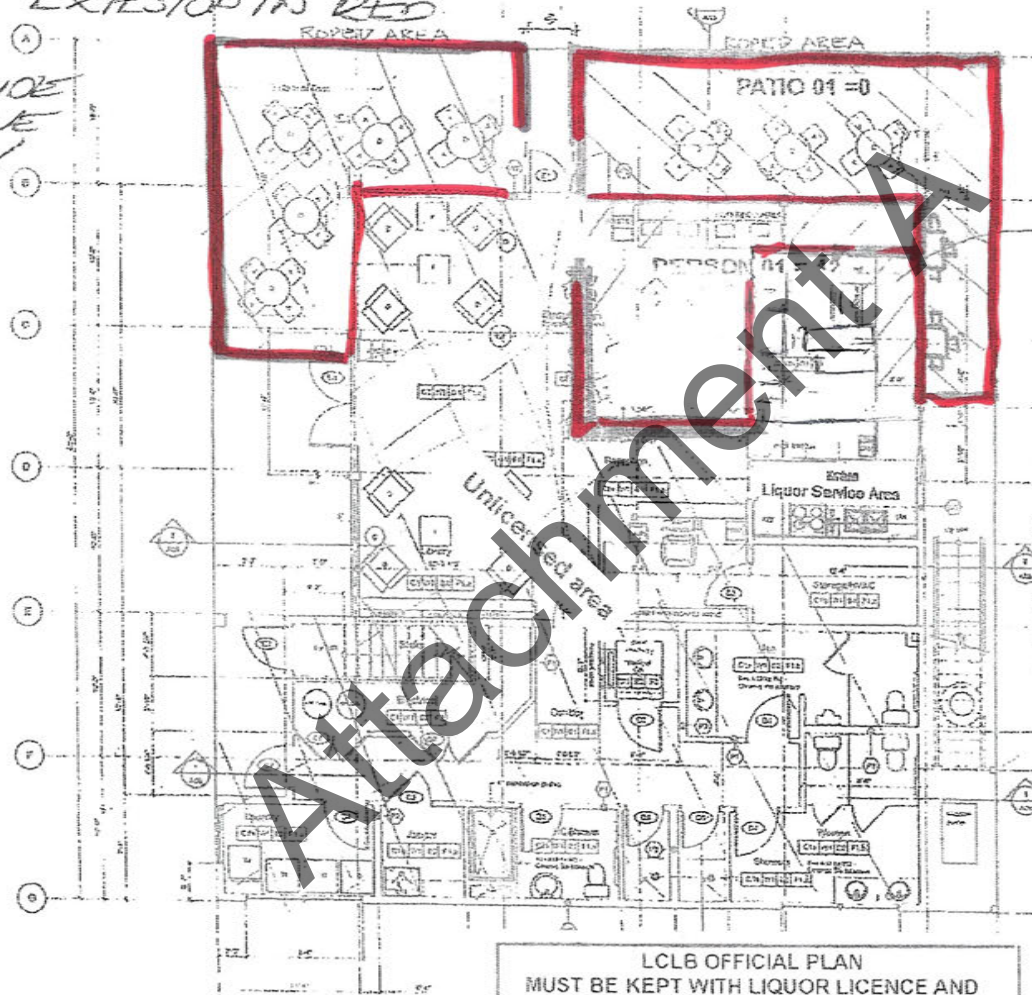
Reject Application

Accept Application

\* PROPOSED RED ZONE & EXTENSION IN RED

2018 05 10

TABLES FROM INSIDE WOULD MOVE OUTSIDE!



NOTE

\* Occupant Load 42 persons total including 42 persons on patio & SEATS INSIDE.

APPROVE

IS SUBJECT TO AN ON-SITE INSPECTION AND APPROVAL OF THE LICENSING INSPECTOR. THE OWNER OR AUTHORIZED PERSONAL USE AT LEAST 48 HOURS NOTICE TO THE LICENSING INSPECTOR AND OBTAIN HIS INSPECTION AND APPROVAL. CERTIFICATION AT STAGES SHOWN ON THE BLUEPRINT. KEEP THIS COPY OF APPROVED DRAWINGS AT ALL TIMES.  
 2018 05 11  
 General Manager

611 Oyster Bay Drive

LADYSMITH, BC

LCLB OFFICIAL PLAN  
 MUST BE KEPT WITH LIQUOR LICENCE AND  
 AVAILABLE FOR INSPECTION AT ALL TIMES

Date issued: June 22, 2018

FP Licence #307921

General Manager





## Notes from the Official Community Plan Steering Committee Meeting Held on January 31, 2022 at 5:00pm by Zoom

### Attendees:

Tara Pollock	Quentin Goodbody	Geoff Dean	Emily Weeks
David Grimstead	Brian Childs	Jason Harrison	Councillor Tricia McKay
Tamara Hutchinson	Abbas Farabakhsh	Jennifer Sibbald	Gale Lawrence
Allison McCarrick	Jake Belobaba	Mike Gregory	Lucas Ozols-Mongeau
Chris Barfoot	Julie Tierney (recorder)		

### Regrets:

Jennifer Fix	Martin Byrne	Ray Gauthier
Isabel Anderson	Cyndi Beaulieu	

### Acknowledgement

J. Belobaba gratefully acknowledged with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

### Emerging Vision and Goals

L. Ozols-Mongeau presented an overview of the emerging visions and goals, which are based on the themes established through the community involvement processes. The emerging goals include:

1. Reduce community greenhouse gas emissions by X% and be on track to reduce emissions by X% by 2040 and reach net zero emissions by 2049
2. Be ready for impacts of climate change
3. Be a place where people from all walks of life call home, with access to affordable housing and services that reduce barriers faced by equity-seeking groups
4. Prioritize green, safe and convenient choices for getting around, including walking, cycling and transit
5. Will grow in population to over 12,000 people, but not in its physical footprint
6. Be home to thriving ecosystems that are protected and, where needed, regenerated for habitat, ecological services, recreation, and intrinsic value
7. Walk the path of reconciliation
8. Celebrate its unique and vibrant downtown – the heart of the community – where new development complements historic charm and sets it apart from other places across Vancouver Island
9. Revitalize the waterfront to create community prosperity, more public spaces, and ecological regeneration while honouring past, present, and future generations
10. Be known for a burgeoning arts and culture scene

Committee members provided feedback including use of terminology that may not be easily understood; modifying some statements to promote importance of goal and requested clarification regarding some statements.

L. Ozols-Mongeau provided a primer on growth scenarios, which includes delving into expected population growth, land availability, evolving demand and planned development, performance metrics, community input and lastly, a land use plan.

In the coming weeks, the growth scenarios will be finalized followed by community engagement opportunities to gather comment on the draft vision, goals and growth scenarios.

RECEIVED:

---

Corporate Officer (D. Smith)

DRAFT

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Donna Smith, Manager of Corporate Services  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** February 15, 2022  
**File No:**  
**Re:** Request for Service Provider Agreement – Ladysmith Show and Shine Society

**RECOMMENDATION:**

That Council:

1. Authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Show and Shine Society for the provision of promotional services for Ladysmith, with the date as set out in the Service Provider Agreement; and
2. Confirm that the Ladysmith Show and Shine Society is required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.

**EXECUTIVE SUMMARY:**

The Ladysmith Show and Shine Society have requested assistance from the Town in acquiring liability insurance for their annual public event “Ladysmith’s Annual Show ‘n Shine” held the third Saturday in August (Attachment A). Council has previously authorized Service Provider Agreements with the organizations listed below, and the request from the Society is similar to most on that list.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2020-075	02/18/2020	That Council: 1. Authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith and District Historical Society for the provision of promotional services and managing the Ladysmith Museum and Archives; and 2. Confirm that the Ladysmith and District Historical Society is required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.
CS 2018-234	06/25/2018	That Council approve the Service Provider Agreement between the Town of Ladysmith and Ladysmith Celebrations Society with the date as set out in the Service Provider Agreement.
CS 2015-324	09/28/2015	That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Golf Course Society for the provision of recreational services for Ladysmith, and that the Golf Course Society be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of B.C.



Resolution	Meeting Date	Resolution Details
CS 2015-296	08/17/2015	That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Festival of Lights for the provision of promotional services for Ladysmith, and that the Festival of Lights be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of B.C.
CS 2015-255	07/06/2015	That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Kinsmen Club of Ladysmith for the provision of promotional services for Ladysmith, and that the Kinsmen Club of Ladysmith be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of B.C.
CS 2015-213	06/01/2015	That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Downtown Business Association for the provision of promotional services and assisting local businesses in establishing themselves within Ladysmith, and that the Ladysmith Downtown Business Association be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.
CS 2015-148	04/20/2015	That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Ambassadors Program for the provision of promotional services at public events, and that the Ladysmith Ambassadors Program be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.

#### **INTRODUCTION/BACKGROUND:**

The Municipal Insurance Association of BC (MIABC) is the Town's insurance provider. Coverage for requests such as from the Society is included under its Associate Member Program on the condition that the associate member is providing a service for the local government. In this case, the service provided by the Society is through promoting Ladysmith at its annual event. MIABC requires that the Town and the Society enter into a Service Provider Agreement in the form provided by MIABC (Attachment B) and that Council pass a resolution authorizing such an agreement. The Town annually bills each service provider for the \$250 fee for the additional insurance coverage.

The Society has not raised any concerns following their review of the draft agreement.

#### **ALTERNATIVES:**

Council can choose to not enter into a Service Provider Agreement with the Ladysmith Show and Shine Society.

#### **FINANCIAL IMPLICATIONS:**

For each Service Provider Agreement, the Town annually bills the organization for the \$250 flat rate premium for the additional liability coverage provided by MIABC. The agreement states that the Society is responsible for any and all deductible amounts including any claim expenses incurred.

**LEGAL IMPLICATIONS:**

The Agreement between the Town, the Society and MIABC will be duly executed.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Service Provider Agreement program recognizes the valuable role that local community organizations play to complement the activities and responsibilities of local governments, and to assist with promoting the community.

**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 type="checkbox"/> Community      | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront     |  |

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Letter of request from Ladysmith Show and Shine Society
- B. Proposed Service Agreement

## ATTACHMENT A

### Ladysmith's Annual Show n Shine

### Third Saturday In August Downtown Ladysmith

[www.ladysmithshowandshine.ca](http://www.ladysmithshowandshine.ca)



Donna Smith  
Manager of Corporate Services/Corporate Officer  
Town of Ladysmith  
PO Box 220  
Ladysmith, BC V9G 1A2  
(250)245-6417  
[dsmith@ladysmith.ca](mailto:dsmith@ladysmith.ca)

November 18, 2021

Dear Mayor Stone and Council

The Ladysmith Show & Shine is requesting assistance from the Town of Ladysmith, for 2022, in obtaining liability insurance through the Municipal Insurance Authority (MIA), for the event that our volunteers have put on for the community.

2021 saw a return of the event, as COVID-19 caused the cancellation of most indoor and outdoor public events in 2020, our 17<sup>th</sup> Anniversary was celebrated by thousands. Our show was one of two car shows that were hosted on the Island and the only show that allowed all makes and types of cars to participate! This was also the biggest show that we have ever had with more than 300 registrants, 270 of which were registered before the day of the show.

Just as with other committees and clubs in Ladysmith, our event is organized, run and held accountable with volunteers. Local business and individuals are supportive by ways of financial donations and purchased merchandise. This type of commitment from our business community ensures that everyone who attends, as well as our volunteers, have a fun and memorable time.

At the end of the event, and expenses have been paid, Ladysmith Show and Shine donates the funds raised through registration fees, 50/50 ticket sales, t-shirt sales and other cash donations to Vancouver Island University as bursaries for students enrolled in mechanics programs.

Our committee was not aware there was a possibility of reducing the cost of insurance through the Town, like other committees have been able to do in the past. We would appreciate the possibility to help alleviate some of the stress and allow more funds to go towards the event, and the bursaries.

We hope that the Town of Ladysmith will lend assistance with the liability insurance that Ladysmith Show & Shine is required to purchase and carry to provide this amazing event in Ladysmith.

Thank you in advance for considering our request and we look forward to hearing a positive decision and outcome.

If there are any questions, please contact our Treasurer Tammy Leslie at the committee's email address: [showandshineladysmith@gmail.com](mailto:showandshineladysmith@gmail.com)

Ladysmith Show n Shine • 1125B Walkem Rd., Ladysmith, B.C. V9G 1P6

# ATTACHMENT B



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and in between the Town of Ladysmith (the “Local Government”) and the Ladysmith Show and Shine Society (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- Promote the Town of Ladysmith through the hosting of the community event called “Ladysmith’s Annual Show ‘n Shine”.
- ☒ The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- ☒ The term of the Agreement is perpetual commencing the 16<sup>th</sup> day of February, 2022.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☒ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**On behalf of the  
Town of Ladysmith**

---

Name: Aaron Stone  
Title: Mayor  
Date:

---

Name: Donna Smith  
Title: Corporate Officer  
Date:

**On behalf of the  
Ladysmith Show and Shine Society**

---

Name:  
Title:  
Date:

---

Name:  
Title:  
Date:

DRAFT

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Ian Paydli, Manager of Human Resources &  
Gerald Fukakusa, Manager of Accounting Services  
**Reviewed By:** Erin Anderson, Director of Financial Services  
**Meeting Date:** February 15, 2022  
**File No:**  
**Re:** **Short Term Disability Insurance**

---

**RECOMMENDATION:**

That Council direct staff to include in the 2022-2026 Financial Plan funding for exempt staff short term disability insurance and amend the Exempt Staff Compensation Policy accordingly.

**EXECUTIVE SUMMARY:**

Currently, the Town does not provide short term disability benefits to exempt staff. Staff are requesting this benefit be included in the 2022-2026 Financial Plan and wording added to the Exempt Staff Compensation Policy.

**PREVIOUS COUNCIL DIRECTION:**

N/A

**INTRODUCTION/BACKGROUND:**

Exempt staff with few years of service with the Town of Ladysmith currently are not eligible for any compensation in the event of a serious illness. Short term disability benefits provide funding for the exempt staff in the event of a serious illness.

When a new exempt employee starts with the Town, they start their sick bank benefits at zero hours. Staff begin accruing sick time at 1.5 days per month, similar to the Union benefit however unlike the Union benefit, there is no “sick bank” that can be accessed when people do not have enough allotted sick time. There is, however, the new sick leave program enacted by the Province that would allow exempt employees up to 5 days’ paid sick leave that would be funded from general taxation.

There is a four month (150 day) waiting period before exempt employees are eligible for long-term disability benefits. It takes 8.33 years of full time work, without taking any sick time, to accrue the full 150 days. Only one of the current 13 exempt employees have accrued the full 150 days.

Other municipalities offer varied options bridging exempt employee sick leave to long term

disability. Comparator information was gathered via surveying 28 Vancouver Island and Sunshine Coast municipalities. Of the 17 respondents:

- Six currently provide a third-party insured short term disability plan (five are employer paid / one is employee paid).
- Four provide some form of employer self-funded short term disability benefit. Examples are: exempt employee sick bank, medical employment insurance top-up (employer paid), and exempt employee sick leave deficit approval (up to eighteen days).
- Seven municipalities are similar to Ladysmith's current exempt practice and allow sick leave accrual maximums to extend the full duration of their LTD waiting period. Of the seven municipalities in this category, two have 119 day LTD elimination periods, three have 150 day LTD elimination periods, one has a 180 LTD elimination period, and the seventh did not provide this information.

#### **ALTERNATIVES:**

Council can choose to:

1. Provide a top-up program to supplement other government programs.
2. Self-fund this benefit. Variables to be determined.
3. Not authorize funding this program.

#### **FINANCIAL IMPLICATIONS:**

Quotes were requested from various providers. The Town's current provider Pacific Blue Cross estimated that the annual cost would be \$22,200 for the following benefit level:

- Benefit amount of 70% of weekly earnings, to a maximum of \$1,500
- Benefit period of 150 days (alignment with the current long term disability benefits)
- Elimination period of the greater of 14 days or the exhaustion of sick leave days
- Eligibility to age 70

If this was implemented for a full year, the increase would amount to a ~0.25% budget increase. Staff are recommending implementing the benefit in July 2022, resulting in approximately 0.12% budget increase.

#### **LEGAL IMPLICATIONS:**

N/A

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Finance Department's Payroll and Human Resources areas would administer the program if approved.

#### **ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- ☐ Complete Community Land Use
- ☐ Green Buildings
- ☐ Innovative Infrastructure
- ☐ Healthy Community
- ☒ Not Applicable

- ☐ Low Impact Transportation
- ☐ Multi-Use Landscapes
- ☐ Local Food Systems
- ☐ Local, Diverse Economy

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- ☐ Infrastructure
- ☐ Community
- ☐ Waterfront

- ☐ Economy
- ☒ Not Applicable

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**



## STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** February 15, 2022  
**File No:** 1855-22-01  
**Re:** Investing in Canada Infrastructure Grant – Water Projects

**RECOMMENDATION:**

That Council:

1. Direct staff to submit an application for grant funding through the *Investing in Canada Infrastructure Program - Environmental Quality* for the Water Supply Infrastructure Projects as outlined in the staff report dated February 15, 2022; and
2. Confirm its support for the project and commit to its share (\$7,200,000) of the project as well as cost overruns.

**EXECUTIVE SUMMARY:**

Another Canada-BC Investing in Canada Infrastructure grant funding program is available. Staff are recommending bundling three water projects (Holland Dam Upgrade, Holland to Stocking interconnect, and Stocking Lake main twinning) into one application. The funding is for 73.33%. The Town's portion will come from approved borrowing (\$6,200,000) and reserves (\$1,000,000).

**PREVIOUS COUNCIL DIRECTION:**

CS 2018-302	08/20/2018	That Council: 1. Direct staff to submit an application for grant funding for Holland Dam Upgrade through the ICIP – Green Infrastructure: Environmental Quality Sub-stream; and 2. Supports the project and commits to the Town's share (\$3,400,000) of the project.
CS 2019-376	11/25/2019	That Council: 1. Direct staff to submit an application for grant funding through the Water Supply Infrastructure Projects under the ICIP – Green Infrastructure: Environmental Quality Sub-stream, and 2. Support the project and commit to its share (\$6,200,000 ) of the project.

**INTRODUCTION/BACKGROUND:**

The Province and Federal Governments announced another round of funding for the Investing in Canada Infrastructure Program - Green Infrastructure - Environmental Quality. The focus of this funding is to:

- Increase capacity to treat and/or manage wastewater.
- Increase capacity to treat and/or manage stormwater.

- Increase access to potable water.
- Increase capacity to reduce and/or remediate solid waste pollutants (including landfill gases).
- Increase capacity to reduce and/or remediate soil and/or air pollutants.

The proposed bundle of projects include the upgrade to the Holland Dam, the Holland to Stocking Interconnect and the Stocking Lake Main Twinning. Price escalation has resulted in the original Class C estimates to increase from \$23 million to nearly \$26 million.

The grant funding available is up to 73.33% of the eligible project costs and the Town is limited to submitting only one application. The Town already has the borrowing bylaw in place for \$6.2 million; water reserves will fund the remainder.

The Town previously applied for grant funding for these same water projects in 2020 and also for the Holland Dam upgrade during the first intake of applications, though both applications were denied.

The deadline to apply is February 23, 2022.

#### **ALTERNATIVES:**

Council can choose to:

- 1) Not submit an application for this intake; or
- 2) Submit an application for a different project.

#### **FINANCIAL IMPLICATIONS:**

The preliminary costs for these projects total approximately \$26 million. If successful, the Town could receive just under \$19 million, leaving nearly \$7.2 million to fund.

The Town has an approved borrowing bylaw in place for \$6.2 million. This bylaw, approved by the electors in early 2020, will expire by 2025 if not executed. The borrowing can only be used for these water projects.

#### **LEGAL IMPLICATIONS:**

N/A

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Public Works, Finance, the CAO's office and Corporate Services will work together to submit the application.

**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 type="checkbox"/> Multi-Use Landscapes      |
| <input checked="" type="checkbox"/> Innovative Infrastructure   | <input type="checkbox"/> Local Food Systems        |
| <input checked="" 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 type="checkbox"/> Community                 | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront                |   |

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**

**Link:**

- Grant program guide: <https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/icip-environmental-program-guide.pdf>

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Donna Smith, Manager of Corporate Services  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** February 15, 2022  
**File No:**  
**Re:** Amendments to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”

---

**RECOMMENDATION:**

That Council give first, second and third readings to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw 2022, No. 2104”.

**EXECUTIVE SUMMARY:**

Election bylaws are typically reviewed prior to each election to ensure compliance with Provincial legislation. In 2021, the *Local Government Act* (LGA) was amended to remove wording related to who is eligible to vote by mail. Since “[Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964](#)” quotes the previous legislation, an amendment bylaw has been prepared for Council’s consideration (Attachment A).

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2018-233	06/25/2018	That Council adopt “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”.

**INTRODUCTION/BACKGROUND:**

Bylaw No. 1964 must be amended to reflect legislated changes related to mail ballot voting criteria, specifically that any eligible voter may vote by mail. Previous legislation required that eligible voters meet two requirements in order to vote by mail: if a person had a physical disability, illness or injury that would affect their ability to vote at any voting opportunity; or if a person expected to be absent from the Town of Ladysmith on general voting day and at the times of all advance voting opportunities.

Staff have also identified two housekeeping amendments: one corrects the City Hall closing time; and the other confirms the mail ballot request process and removes the reference to “voting division” since the Town is not divided into “divisions” or “wards”.

A summary of the proposed amendments follow and, for convenience only, the redline version

of how the proposed amendments to Section 7.1 will appear, can be found in Attachment B.

Section 7.1	Amendment	Reason
(a) & (b)	Remove reference to eligibility criteria to vote by mail	s.110 LGA has been amended so that anyone may vote by mail
(c)ii.	Change deadline for challenge of mail ballot elector from 4:30pm to 4:00pm	Housekeeping - to reflect City Hall closing time
(h)i.	Remove reference to eligibility criteria to vote by mail	s.110 LGA has been amended so that anyone may vote by mail
(h)ii.	Replace wording to confirm mail ballot request process and remove reference to "voting division"	Housekeeping – to include wording that sufficient records be kept related to mail ballots issued and to reflect that the Town does not have "voting divisions"

**ALTERNATIVES:**

Staff do not recommend further bylaw amendments for the 2022 election as the proposed bylaw will be in line with current legislation and the procedures for conducting the election remain unchanged.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

Section 56 of the LGA requires that an election bylaw must be adopted at least 56 days before the first day of the nomination period (July 4) of the general local election. (For the 2022 election, the nomination period begins August 30 and ends September 9.)

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**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 |
|---|----------------------------------|

☐Community  
☐Waterfront

☒ Not Applicable

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Election Amendment Bylaw No. 2104
- B. Excerpt from Election Bylaw No. 1964 redline version

**TOWN OF LADYSMITH**

**BYLAW NO. 2104**

**A Bylaw to amend  
“Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”**

---

The Council of the Town of Ladysmith in open meeting assembled amends “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” as follows:

1. Section 7.1(a) is deleted in its entirety and replaced with the following:
  - (a) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail;
2. Section 7.1(b) is deleted in its entirety and the remaining sections and references to sections be renumbered accordingly;
3. Section 7.1(c)ii. by deleting “4:30 p.m.” and replacing it with “4:00 p.m.”; and
4. Section 7.1(h) is deleted in its entirety and replaced with the following:
  - (h) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall in accordance with the time limits established by the Chief Election Officer:
    - i. make available to the applicant, a mail ballot package as specified in Section 110(7) of the *Local Government Act*; and
    - ii. keep a sufficient record so that challenges of the elector’s right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*.

**Citation**

5. This Bylaw may be cited for all purposes as “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw (No. 1) 2022, No. 2104”.

<b>READ A FIRST TIME</b> on the	day of	, 2022
<b>READ A SECOND TIME</b> on the	day of	, 2022
<b>READ A THIRD TIME</b> on the	day of	, 2022
<b>ADOPTED</b> on the	day of	, 2022

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Mayor (A. Stone)

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Corporate Officer (D. Smith)

## ATTACHMENT B

### Section 7 (redline) of "Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964"

#### 7. MAIL BALLOT VOTING

##### 7.1 General Provisions for Mail Ballot Voting

- (a) ~~As authorized under Section 110 of the Local Government Act, voting and elector registration may be done by mail for those electors who meet the criteria in paragraph (b). As authorized under Section 110 of the Local Government Act, voting and elector registration may be done by mail;~~
- (b) ~~The following electors are permitted to vote by mail ballot and to register to vote by mail:~~
- ~~i. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;~~
  - ~~ii. persons who expect to be absent from the Town of Ladysmith on general voting day and at the times of all advance voting opportunities;~~
- ~~(c)~~(b) The following procedures for voting and elector registration must apply:
- i. Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;
  - ii. a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until ~~4:30~~4:00 p.m. two days before general voting day.
- ~~(d)~~(c) The time limits in relation to voting by a mail ballot will be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.
- ~~(e)~~(d) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.
- ~~(f)~~(e) A mail ballot package may be requested by an elector who is registered and who in person, by mail, by fax or by email, presents the Chief Election Officer or designate a written request by giving their name and address for such purpose.
- ~~(g)~~(f) The Chief Election Officer may deliver mail ballot packages by hand to electors who request a mail ballot package in person or the Chief Election Officer may deliver mail ballot packages to electors by mail for those electors who request the ballot package by mail, fax or email.
- ~~(h)~~(g) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall in accordance with the time limits established by the Chief Election Officer:
- i. make available to the applicant, a mail ballot package as specified in Section 110(7) of the *Local Government Act*, ~~together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in Section 7.1(b) of this bylaw, and that they must attest to such fact;~~ and
  - ii. ~~keep a sufficient record so that challenges to the elector's right to vote may be made in accordance with the intent of Section 126 of the Local Government Act immediately record and, upon request, make available for inspection:~~
    - ~~1. the name and address of the person to whom the mail ballot package was issued; and~~
    - ~~2. the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not on the register of electors.~~



## TOWN OF LADYSMITH

### BYLAW NO. 2076

#### A Bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

---

The Council of the Town of Ladysmith in open meeting assembled amends "Town of Ladysmith Zoning Bylaw 2014, No. 1860" as follows:

#### Amendments

1. By adding to section 4.1 'Interpretation', the following definition:

"EMERGENCY SHELTER: means a housing facility located inside a permanent building and operated by a non-profit society or government agency which provides temporary emergency accommodation, meals and support services for individuals experiencing homelessness."; and

2. By adding to Section 10.10(8) "Site Specific Regulations" the following:

- c) Despite sections 10.10(1) and 10.10(a):

- i. *Emergency Shelter* for up to 10 people, is a permitted use; and
- ii. there is no minimum *Finished Floor Area* requirement for a dwelling unit in a *Multiple-Unit or a Townhouse Residential Building*,

on Parcel B (being a consolidation of Lots 9 & 10 see CA5603565) District Lot 56, Oyster District, Plan 703. PID 029-974-640 (631 1<sup>st</sup> Avenue).

#### Citation

3. This Bylaw may be cited for all purposes as "Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 38) 2021, No. 2076".

**READ A FIRST TIME** on the 21<sup>st</sup> day of December, 2021

**READ A SECOND TIME** on the 21<sup>st</sup> day of December, 2021

**PUBLIC HEARING** held pursuant to the provisions of the *Local Government Act*

on the 11<sup>th</sup> day of January, 2022

**READ A THIRD TIME** on the 11<sup>th</sup> day of January, 2022

**APPROVED** by the Ministry of Transportation & Infrastructure

on the 2<sup>nd</sup> day of February, 2022

**ADOPTED** on the day of

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Mayor (A. Stone)

---

Corporate Officer (D. Smith)

TOWN OF LADYSMITH

BYLAW NO. 2076

A Bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

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Amendments

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"EMERGENCY SHELTER: means a housing facility located inside a permanent building and operated by a non-profit society or government agency which provides temporary emergency accommodation, meals and support services for individuals experiencing homelessness."; and

2. By adding to Section 10.10(8) "Site Specific Regulations" the following:

- c) Despite sections 10.10(1) and 10.10(a):

- i. *Emergency Shelter* for up to 10 people, is a permitted use; and
- ii. there is no minimum *Finished Floor Area* requirement for a dwelling unit in a *Multiple-Unit* or a *Townhouse Residential Building*,

on Parcel B (being a consolidation of Lots 9 & 10 see CA5603565) District Lot 56, Oyster District, Plan 703. PID 029-974-640 (631 1<sup>st</sup> Avenue).

Citation

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READ A FIRST TIME on the 21<sup>st</sup> day of December, 2021  
READ A SECOND TIME on the 21<sup>st</sup> day of December, 2021  
PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*  
on the 11<sup>th</sup> day of January, 2022  
READ A THIRD TIME on the 11<sup>th</sup> day of January, 2022  
APPROVED by the Ministry of Transportation & Infrastructure  
on the day of  
ADOPTED on the day of

\_\_\_\_\_  
Mayor (A. Stone)

Approved pursuant to section 52(3)(a) of  
the *Transportation Act*

this 2nd day of February 2022  
Ministry of Transportation and Infrastructure

*J. Mishkin* J. Mishkin

\_\_\_\_\_  
Corporate Officer (D. Smith)

**TOWN OF LADYSMITH**

**BYLAW NO. 2085**

**A Bylaw to Close and Remove the Dedication of a Highway**

---

WHEREAS the purpose of this Bylaw is to close to traffic and remove the highway dedication of that part of land shown in heavy outline on Reference Plan EPP115099, for the purpose of creating a parcel of land that can be dedicated by bylaw for park pursuant to section 30 of the *Community Charter*.

AND WHEREAS in accordance with sections 40(3) and (4), and 94 of the *Community Charter*, the Town of Ladysmith has published notice of its intention to adopt this Bylaw, has delivered notice to the operators of utilities whose transmission or distribution facilities or works Council considers will be affected, and has provided an opportunity for persons who consider they are affected to make representations to Council.

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

1. That portion of road shown as 'Closed Road' on Reference Plan EPP115099, prepared by Matthew D. Schnurch, B.C.L.S., a copy of which is attached as Schedule "A" hereto, is closed to all traffic.
2. The dedication as highway of that part of the road referred to in Section 1 is removed.
3. The Mayor and Corporate Officer are hereby authorized to execute all necessary documents as may be required to carry out the purpose of this bylaw.

Citation

4. This Bylaw may be cited as "Road Closure and Dedication Removal Bylaw 2022, No. 2085".

**READ A FIRST TIME** on the 11<sup>th</sup> day of January, 2022

**READ A SECOND TIME** on the 11<sup>th</sup> day of January, 2022

**READ A THIRD TIME** on the 11<sup>th</sup> day of January, 2022

Notice of intention to proceed with this bylaw was published on the 3<sup>rd</sup> day of February, 2022 and the 10<sup>th</sup> day of February, 2022 in the Ladysmith Chronicle newspaper, circulating in the Town of Ladysmith, pursuant to section 94 of the *Community Charter*.

**APPROVED BY MINISTRY OF TRANSPORTATION**

**& INFRASTRUCTURE** on the day of , 2022

**ADOPTED** on the day of , 2022

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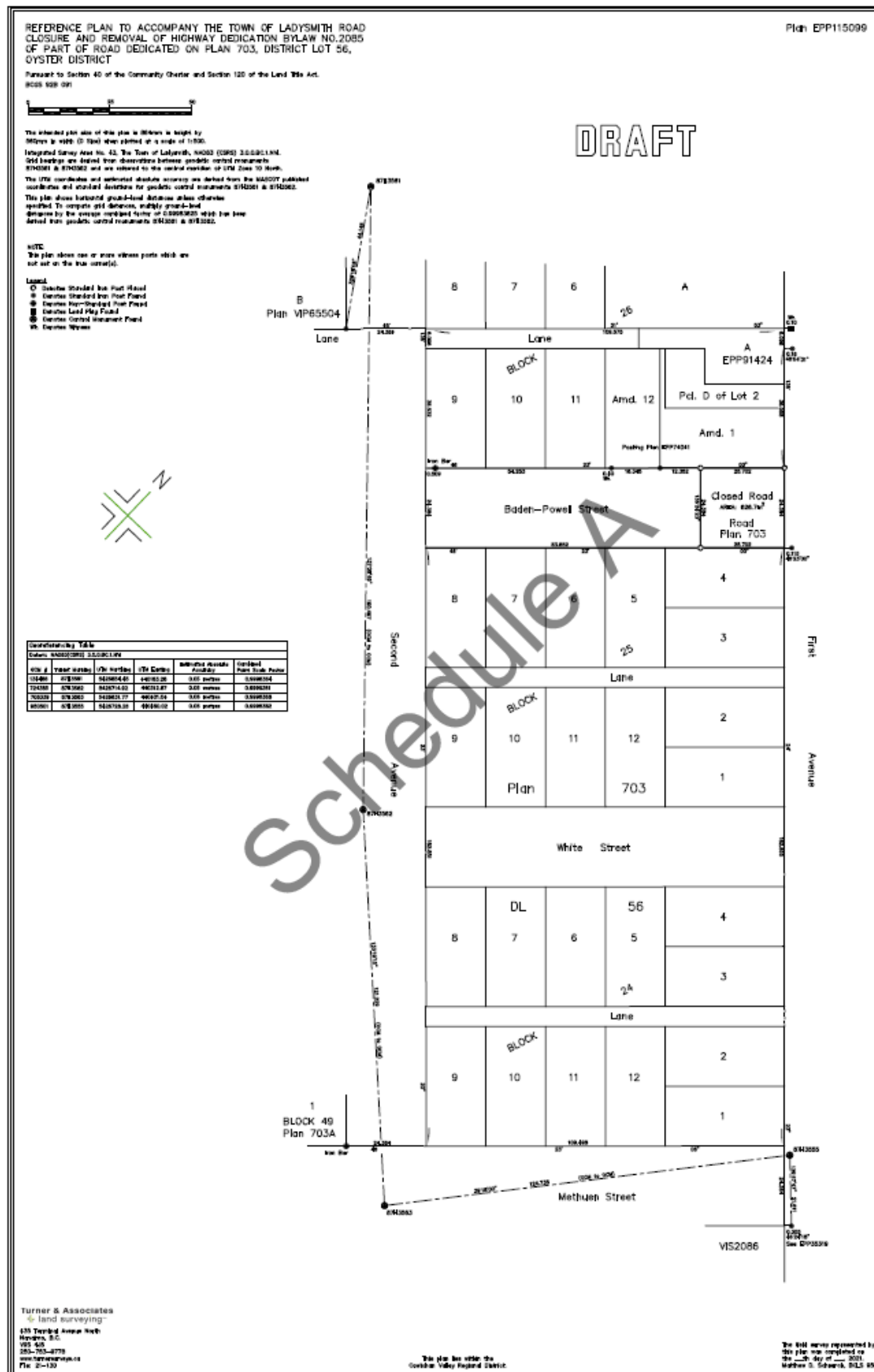
Mayor (A. Stone)

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Corporate Officer (D. Smith)

## SCHEDULE "A"

### ROAD CLOSURE PLAN



## **TOWN OF LADYSMITH**

### **BYLAW NO. 2090**

#### **A Bylaw to Authorize the Revision of Bylaws**

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WHEREAS Council may by bylaw authorize the revision of any of its bylaws in accordance with section 140 of the *Community Charter* and the Bylaw Revision Regulation B.C. Reg. 367/2003;

THEREFORE the Council of the Town of Ladysmith, in open meeting assembled, ENACTS AS FOLLOWS:

1. Council authorizes the revision of all or any of the bylaws of the municipality in the following ways:
  - a. consolidating a bylaw by incorporating in it all amendments to the bylaw;
  - b. omitting and providing for the repeal of a bylaw or a provision of a bylaw that is expired, inoperative, obsolete, spent or otherwise ineffective;
  - c. omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;
  - d. combining two or more bylaws into one, dividing a bylaw into two or more bylaws, moving provisions from one bylaw to another and creating a bylaw from provisions of one or more bylaws;
  - e. altering the citation and title of a bylaw and the numbering and arrangement of its provisions;
  - f. adding, changing or omitting a note, head, title, marginal note, diagram, map, plan or example to a bylaw;
  - g. omitting the preamble and long title of a bylaw;
  - h. omitting forms or schedules contained in a bylaw that can more conveniently be contained in a resolution, and adding to the bylaw authority for forms or schedules to be established by resolution;
  - i. correcting clerical, grammatical and typographical errors; and
  - j. making changes, without changing the substance of the bylaw, to bring out more

clearly what is considered to be the meaning of the bylaw or to improve the expression of the law.

2. Any bylaw as revised under this Bylaw shall be brought before the Council for consideration of first, second, and third readings and adoption in accordance with "Council Procedure Bylaw 2009, No. 1666".

Citation

3. This Bylaw may be cited for all purposes as "Bylaw Revision Bylaw 2022, No. 2090".

<b>READ A FIRST TIME</b> on the	11 <sup>th</sup>	day of	January,	2022
<b>READ A SECOND TIME</b> on the	11 <sup>th</sup>	day of	January,	2022
<b>READ A THIRD TIME</b> on the	11 <sup>th</sup>	day of	January,	2022
<b>ADOPTED</b> on the		day of	,	2022

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Mayor (A. Stone)

---

Corporate Officer (D. Smith)

**BYLAW STATUS SHEET**  
**February 15, 2022**

Bylaw #	Description	Status
2068	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068" (to designate 1130 Rocky Creek Rd. as "General Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. Conditions to be met prior to adoption.
2069	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069" (to rezone 1130 Rocky Creek Rd. to "Shopping Centre Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval received July 27, 2021. Conditions to be met prior to adoption.
2076	"Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 38) 2021, No. 2076" (to rezone 631 1 <sup>st</sup> Avenue as an emergency shelter and amend minimum finished floor area)	First and second readings, December 21, 2021. Public Hearing and third reading January 11, 2022. MOTI approval received February 2, 2022.
2083	"Park Dedication Bylaw 2022, No. 2083" (to dedicate eight previously undedicated properties as parkland and consolidate existing park dedication bylaws into a single bylaw)	First and second readings, January 11, 2022. Requires 2/3 majority approval.
2085	"Removal of Road Dedication Bylaw 2022, No. 2085" (to remove the road dedication from Queen's Park, allowing it to be formally rededicated as park)	First, second and third readings, January 11, 2022. MOTI approval required. Notice of intention to proceed was published on February 3 and 10, 2022 in the Chronicle.
2087	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 68) 2021, No. 2087" (to change the permitted land uses at 1260 Churchill Place from single-unit residential to a mix of multi-family residential, single family residential and park)	First and second readings, October 5, 2021. Public Hearing and third reading November 2, 2021.

**BYLAW STATUS SHEET****February 15, 2022**

2088	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 44) 2021, No. 2088" (to change the permitted land uses at 1260 Churchill Place from single-unit residential to a mix of multi-family residential, single family residential and park)	First and second readings, October 5, 2021. Public Hearing and third reading November 2, 2021. MOTI approval received November 29, 2021.
2089	"Housing Agreement Bylaw 2021, No. 2089" (to establish an agreement and covenant scheme related to the affordable housing unit identified for 1260 Churchill Place)	First, second and third readings, October 5, 2021.
2090	"Bylaw Revision Bylaw 2022, No. 2090" (to give the Town greater "housekeeping" abilities for all Town bylaws)	First, second and third readings, January 11, 2022.



## UBCM Community Emergency Preparedness Fund

### Emergency Operations Centre (EOC) Grant – Regional Approach for 2022

#### What is an EOC

An Emergency Operations Centre (EOC) is a physical location where representatives come together during an emergency to coordinate response and recovery actions and resources, support emergency response personnel in the field, and coordinate all official communications regarding the emergency. Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their area.

#### The Current Cowichan EOC Layout

The region operates a Regional Emergency Operations Centre (REOC) for all local authorities in the Cowichan Area. Municipalities also currently have EOC teams and locations (usually at their city hall) which further support emergency coordination between local government and emergency responders.

#### Intent of the UBCM EOC Funding

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies, including trailers, required to maintain or improve an EOC and to enhance EOC capacity.

#### Regional Approach

As we move to a regional emergency management model, where possible emergency management grants will be used to support the growth and improvement of the full program benefiting all local authority and First Nation members. Under CEPF, the regional emergency management program is eligible for the maximum funding available is based on the number of eligible applicants included in the regional application.

#### Cowichan's 2022 EOC Grant Proposal

To support incident site management and connectivity to any municipal EOC, the Cowichan Emergency Program would purchase one (1) towable large Incident Command Post trailer. This trailer could also be dropped by helicopter if accessibility to an area became a challenge. Estimated cost of the project is \$125,000.00. Trailer would provide meeting space, planning space, integrated communications and other supplies/tools to support a significant on-site response. The trailer would be made available to responder partners including fire departments, RCMP, Emergency Support Services team, Post Disaster Assessment teams (RDA's), provincial support teams as needed.

#### FOR ACTION:

Each municipality to resolve ***“for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre grant funding on behalf of insert Municipality or First Nation name”***.

This resolution can be received anytime before April 1, 2022.

Your commitment to the project by reply to [April.diver@cvrd.bc.ca](mailto:April.diver@cvrd.bc.ca) is required by February 11, 2022.

*Images (of a similar unit):*





P.O. Box 598  
33 Roberts Street  
Ladysmith, B.C. V9G 1A4

T 250 245 2112  
F 250 245 2124  
E [info@ladysmithcofc.com](mailto:info@ladysmithcofc.com)  
[www.ladysmithcofc.com](http://www.ladysmithcofc.com)

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E [info@ladysmithdowntown.com](mailto:info@ladysmithdowntown.com)  
[www.ladysmithdowntown.com](http://www.ladysmithdowntown.com)

February 09, 2022

Mayor and Council  
Town of Ladysmith  
410 Esplanade  
PO Box 220  
Ladysmith, BC. V9G 1A2

RE: OCP Steering Committee

With the Ladysmith Chambers past Executive Director Mark Drysdales official resignation from the OCP Committee Meeting, the Chamber would like the Mayor and Council to consider a nomination for Millie Stirling to fill his position.

In Millie's position as the Economic Recovery Coordinator, she has completed a second Business Walk and the information she has gleaned from that study and from her ongoing engagement with local business is sure to be helpful to the OCP process. You can reach Millie at [mil-  
lie@ladysmithcofc.com](mailto:millie@ladysmithcofc.com) or by calling 250-245-2112.

We look forward to the opportunity to continue to be a part of the OCP Committee. Thank you for your consideration and we look forward to your response.

Sincerely,

*Jacquie Chellew*

Jacquie Chellew,  
Interim Executive Director,  
Ladysmith Chamber of Commerce