

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

**Tuesday, October 17, 2023
Ladysmith Seniors Centre
630 2nd Avenue**

Pages

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or 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 October 17, 2023.

3. RISE AND REPORT- Items from Previous Closed Sessions

Items from the Closed Meeting of Council held September 26, 2023

That Council:

1. Appoint six citizen representatives from the following list to the Accessibility Advisory Committee for a two-year term ending September 30, 2025:
 - Jordan Herbison
 - Joel Helland
 - Shaun McKenzie
 - Andy Hobelaid
 - Diane Hobelaid

- Christina Stephen
2. Rise and report on Recommendation No. 1 once all applicants have been notified.

Motion Carried

OPPOSED: Councillors Paterson and Virtanen

Items from the Closed Meeting of Council held October 3, 2023

CE 2023-069

That Council direct staff to:

1. Cancel Tender No. 2023-PRC-06 for the construction of the Artist Studio due to shortfalls for the required funds to complete the project.

4. MINUTES

4.1 Minutes of the Regular Meeting of Council held October 3, 2023

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Recommendation

That Council approve the minutes of the Regular Meeting of Council held October 3, 2023.

5. DELEGATIONS

5.1 Rosalie Sawrie, Social Planning Cowichan Poverty Reduction, Planning & Action Program: CommUNITY to End Poverty Hw-nuts'-ulwum

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6. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

6.1 Zoning Bylaw Amendment Application for a Funeral Home use at 19 Gatacre Street

27

Recommendation

That Council:

1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150"; and
2. Direct staff to schedule and provide notice for a public hearing for Bylaw No. 2150 in accordance with section 466 of the *Local Government Act*, and
3. Direct staff to forward Bylaw No. 2150 to the Ministry of Transportation and Infrastructure for signature following third reading, pursuant to section 52 of the *Transportation Act*.

7. COMMITTEE MINUTES

7.1 Poverty Reduction Task Group - September 13, 2023 44

Recommendation

That Council receive the minutes of the Poverty Reduction Task Group meeting held September 13, 2023.

7.2 Parks, Recreation & Culture Advisory Committee - September 20, 2023 47

Recommendation

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held September 20, 2023.

8. REPORTS

8.1 Poverty Reduction Task Group Terms of Reference 49

Recommendation

That Council amend the Terms of Reference for the Poverty Reduction Task Group to remove the allotted timeframe (2022-2023) for the reason outlined in the staff report dated October 17, 2023.

9. BYLAWS

9.1 Bylaws for Adoption

9.1.1 "2024 Permissive Tax Exemptions Bylaw 2023, No. 2158" 53

(to exempt from taxation certain lands and buildings for the year 2024)

Recommendation

That Council adopt "2024 Permissive Tax Exemptions Bylaw 2023, No. 2158".

9.2 Bylaw Status Sheet 62

10. NEW BUSINESS

10.1 UBCM Community Emergency Preparedness Fund

63

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2024 grant funding up to \$150,000 on behalf the Town of Ladysmith.

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Resiliency Investment (CRI) FireSmart Funding and Community Supports 2024 grant funding up to \$800,000 on behalf of the Town of Ladysmith.

11. 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.
- Questions put forth must be related to items on the agenda.
- 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.

12. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, October 3, 2023

6:02 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Aaron Stone

Councillor Ray Gourlay

Councillor Duck Paterson

Councillor Marsh Stevens

Council Members Absent:

Councillor Amanda Jacobson

Councillor Tricia McKay

Councillor Jeff Virtanen

Staff Present:

Allison McCarrick

Trish McConnell

Matt O'Halloran

Andrea Hainrich

1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:02 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2023-230

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Motion Carried

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

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 unceded territory of the Stz'uminus First Nation.

Mayor Stone acknowledged the National Day of Truth and Reconciliation.

4. AGENDA APPROVAL

CS 2023-231

That Council approve the agenda for this Regular Meeting of Council for October 3, 2023.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:16 p.m. with report on the following items:

Item from the Closed Meeting of Council held September 26, 2023

CE 2023-063

That Council:

1. Receive the approval from the Inspector of Municipalities for changes to the Articles of Incorporation for the Ladysmith Harbour Economic Development Corporation (formally the DL2016 Holdings Corporation) provided in Attachment A to the September 26, 2023, in-camera report to Council;
2. Dismiss with thanks from the board of directors of the Ladysmith Harbour Economic Development Corporation, Directors Rob Hutchins, Alan Newell and Richard Wiefelspuett pursuant to Article 14.10 of the Corporation's articles of incorporation.

Item from the Closed Meeting of Council held July 4, 2023

CE 2023-045

That Council approve the additional changes requested by the Inspector of Municipalities to the Articles of Incorporation for the Ladysmith Harbour Economic Development Corporation (formally DL 2016 Holdings Corporation).

Item from the Closed Meeting of Council held March 7, 2023

CE 2023-008

That Council:

1. Approve the changes to the DL2016 Corporation Articles of Incorporation in Attachment A of the March 7, 2023 staff report to Council and direct staff to apply to the Inspector of Municipalities for approval of the amendments pursuant to section 185 of the *Community Charter*;
2. Rise and report on Recommendation 2 once Inspector Approval is granted and the DL 2016 Holdings Corporation Board of Directors have been notified.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held September 26, 2023

CS 2023-232

That Council approve the minutes of the Regular Meeting of Council held September 26, 2023.

Motion Carried

7. BYLAWS

7.1 Bylaws for Adoption

7.1.1 "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2023, No. 2151"

CS 2023-233

That Council adopt "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2023, No. 2151".

Motion Carried

7.1.2 "Town of Ladysmith Financial Plan Bylaw 2023, No. 2141, Amendment Bylaw 2023, No. 2157"

CS 2023-234

That Council adopt "Town of Ladysmith Financial Plan Bylaw 2023, No. 2141, Amendment Bylaw 2023, No. 2157".

Motion Carried

7.2 Bylaw Status Sheet

8. QUESTION PERIOD

The public was reminded that all questions posed during Question Period must pertain to items on the agenda.

9. ADJOURNMENT

CS 2023-235

That this Regular Meeting of Council be adjourned at 7:09 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Administrative Officer
(A. McCarrick)

CommUNITY Together To End Poverty Hw-nuts'-ulwum

A Review & Update

October 17, 2023



COMMUNITY
TOGETHER TO
END POVERTY
HW-NUTS'-ULWUM

CommUNITY Together To End Poverty Hw-nuts'-ulwum

Stream 1 Funding (2020-2021):

- Grant funding through the Poverty Reduction Planning & Action program administered through Union of BC Municipalities (UBCM) to create a poverty reduction strategy.

Goals & Outcomes:

- A list of actions and solutions formulated into a Poverty Reduction Plan specific to Ladysmith & Stz'uminus residents that has Council and community buy-in and support



WHAT WE HEARD: 10 PRIORITY THEMES

Public Transportation

Food Security

Addressing Stigma, Racism and Discrimination

Access to Education and Employment Options

Adequate Income Supports and the Means to Make Ends Meet

Affordable Housing and Adequate Living Conditions

Access to Mental Health and Addiction Services

Mental Discomfort and Stress

Access to Health Care Services

Physical Health & Wellness



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Stream 2 Funding (2022-2023):

- Same grant funder through the Poverty Reduction Planning & Action program administered through UBCM
- This time with the intent to support communities to undertake local projects/actions in order to reduce poverty at the local level, as identified in the Poverty Reduction Strategy.

Selection of Actions:

- The Working Group met to select which actions would have the most impact based on the limited funds available (\$50k max for one year).
- Actions were decided based on recommended actions in the Poverty Reduction Strategy, immediate need, available capacity in the community and funds available.

Goal 1: Transition the Working Group to a formalized Poverty Reduction Task Group (PRTG)

- Developed a Terms of Reference
- Included members from:
 - Town of Ladysmith
 - Stz'uminus First Nation, Health Centre
 - Ladysmith Resource Centre Association
 - Ladysmith Family & Friends
 - Ladysmith Chamber of Commerce
 - Our Community Health Network
 - Social Planning Cowichan
 - Community Members
- Additionally on the Food Equity Sub-Committee:
 - Island Health
 - School District 68



Goal 2: Implement actions to support an integrated healthy food system that is welcoming to all

Deliver Food Weekly from LRCA Food Bank to Stz'uminus Health Centre
November 2022 - October 2023

Pilot an After School Nutritious Snack Program with Four Local Organizations
January to April 2023

Host a CommUNITY-Wide Food Equity Fair
Neighbours Sharing Food Event
Saturday, March 25 - 11am - 2pm

Pilot a Local Harvesting/Gleaning Project - Fruit Rescue!
June to October 2023





MCNAB'S CORN MAZE
& Produce Farm





Goal 3: Educate and build awareness to eliminate stigma, discrimination and racism around poverty and raise awareness about the ten themes identified in the Strategy







CommUNITY Together To End Poverty Hw-nuts'-ulwum

Stream 2 Funding, Intake #2 (2023-2024):

- Same grant funder through the UBCM Poverty Reduction Planning & Action program to support communities to undertake local projects/actions in order to reduce poverty at the local level, as identified in their Poverty Reduction Strategy.
- Must be new actions, not already completed.

Selection of Actions:

- The PRTG met to discuss which actions would have the most impact based on the requirements and funds available (\$50k max) that will build on the momentum already achieved.

Poverty Reduction Actions & Goals for 2023-2024

Goals:

- **Improve Access to Education and Employment Options.**
- **Continue to improve Food Security**
- **Move from Education and Awareness into Action on the CommUNITY Poverty Reduction Strategy themes**

Actions:

- In partnership, we will deliver four employer seminar series and connect employers with additional resources and supports following the seminars.
- LaFF, LRCA, Stz'uminus Recreation and Town of Ladysmith Recreation programs will develop and deliver a minimum of 12 food equity building workshops.
- Host four community dinner and dialogue events to engage community members and develop new community partnerships to move some of the more challenging actions forward with a focus on transportation.

Next Steps

PRTG planning:

- Have met several times starting in September with planning underway to develop a timeline, calendar of events, communications plan and review evaluation feedback from the last phase.
 - Currently surveying employers to learn when the most opportune time is to host seminars
 - Looking at November 16 and December 14 for the first two Dinner and Dialogue events

Food Equity Sub-Committee:

- Participating organizations are adding food equity components to existing programming as well as workshops and meeting to explore ways to collaborate throughout the process.
- Seeking opportunities to explore how to expand and continue this longer term.
- Potential for a second Neighbours Sharing Food Fair event, capacity and funding dependant.



COMMUNITY
TOGETHER TO
END POVERTY
HW-NUTS'-ULWUM

<https://www.ladysmith.ca/povertyreductionstrategy>

Thank you all

Huy tseep q'u

STAFF REPORT TO COUNCIL

Report Prepared By: Andrew Wilson, Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: October 17, 2023
File No: 3360-23-01
RE: Zoning Bylaw Amendment Application for a Funeral Home use at 19 Gatacre Street

RECOMMENDATION:

That Council:

1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150"; and
2. Direct staff to schedule and provide notice for a public hearing for Bylaw No. 2150 in accordance with section 466 of the *Local Government Act*; and
3. Direct staff to forward Bylaw No. 2150 to the Ministry of Transportation and Infrastructure for signature following third reading, pursuant to section 52 of the *Transportation Act*.

EXECUTIVE SUMMARY:

A site-specific rezoning application has been received to permit a funeral consulting business (the "Funeral Home") at 19 Gatacre Street. Staff recommend that Council give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150" and direct that a public hearing be held.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2016-223	June 20, 2016	That, under the Bylaws section of tonight's agenda, Council proceed with giving third reading and final adoption to Bylaw 1904, cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.4) 2016, No. 1904". <i>Motion carried.</i>
CS 2016-107	Mar. 21, 2016	That Council receive the report from the Director of Development Services on proposed housekeeping amendments to zoning Bylaw 1860. <i>Motion carried.</i>
CS 2015-339	Oct. 13, 2015	That Council: 1. Prepare a housekeeping bylaw to amend Town of Ladysmith Zoning Bylaw 2014, No. 1860 as outlined in the staff report from the Director of Development Services dated October 6, 2015.

Resolution	Meeting Date	Resolution Details
		2. Refer the Category One amendments to the Advisory Planning Commission for review and comment. <i>Motion carried.</i>

INTRODUCTION/BACKGROUND:

Subject Property

The subject property (see Attachment A) is 334.5 m² in size and is located at 19 Gatacre Street within the commercial Downtown Core area, which consists of a mix of commercial and residential uses. The subject property contains a two-storey single-family dwelling that is currently being used as a residence on the upper storey (89 m²) and a funeral consulting service (office use) on the lower storey (74 m²).

The subject property is in the Downtown Commercial (C-2) Zone of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The surrounding zoning consists of predominantly C-2 parcels with a Medium Density Residential (R-3) zone across the street to the northeast and Highway Service Commercial (C-3) parcels along the Trans-Canada Highway to the northwest (see Attachment B).

PROPOSAL:

The business, Evergreen Cremation Centre, which included temporary cold-storage of human remains, was previously located on a neighbouring property at 17 Gatacre Street. The applicant has since purchased 19 Gatacre Street in 2022 and moved the business. However, the Zoning Bylaw regulations were modified in 2016 such that “Funeral Homes” or “Funeral Parlours” (including preparation/storage of human remains) are no longer permitted in the downtown, except on one property at 112 French Street (see Previous Council Direction). As such, the subject property is not zoned to allow the cold-storage of human remains. The consulting portion of the business is currently a permitted use. Subsequently, the owner has applied to rezone the subject property to allow storage of human remains.

The proposed operation will include the existing funeral consulting services and temporary cold storage. Under section 13 (1) of the *Cremation, Interment and Funeral Services Act*, an operator of a crematorium must not cremate human remains within 48 hours after the time of death. Cremation services are not included in the proposal nor are they a permitted use in Ladysmith. However, ashes may be held on site temporarily. Funerals or memorials are not hosted on the subject property and are not proposed as part of this application. Bylaw No. 2150 is provided as Attachment C.

The parcel currently contains two parking spaces. This exceeds the current zoning requirement of one parking space per dwelling unit. Commercial parking is not required on-site. A breakdown of the features of the proposed development is provided in Table 2.

Table 2: Application summary

Site photos are provided in Attachment D. The applicant's rationale letter is provided as

	Current/Required	Proposed
Official Community Plan Designation	Downtown Heart	No change
Development Permit Area	DPA2 - Downtown	No change
Zoning	Downtown Commercial (C-2)	C-2 with site-specific amendment
Density	1 dwelling unit 1 commercial unit Commercial Floor Space Ratio (FSR): 0.22	No change
Gross Floor Area	Upper: 89 m ² (dwelling unit) Lower: 74 m ² (commercial)	No change
Principal Use	Commercial	Commercial – Funeral Home as site-specific principal use prohibiting hosting funerals or memorials. ¹
Accessory Use	Residential dwelling unit	No change
Parking	2 spaces	No change

Attachment E.

DISCUSSION:

Official Community Plan Bylaw 2022, No. 2200 (OCP):

The subject property is within the Downtown Heart land use designation in the OCP. Downtown Heart is considered a Priority Growth Area and is the heart of cultural, culinary, economic, and public life. It provides for a range of commercial uses including retail, office, and services, as well as civic and cultural services. The Downtown Heart is also part of a neighbourhood in which people increasingly live in homes above commercial uses, as well as in residential multi-family buildings.

The following OCP policies are relevant to the proposal:

Policy 2.4 of Part B Growth Management and Land Use - General Land Use Policies:

- c. Support mixed-use development in areas that are served well by transit, good pedestrian infrastructure, and trails. Prioritize this development type in the Priority Growth Areas.
- d. Strongly encourage all commercial uses to have residential uses above the ground floor. Encourage the densification of existing areas with this development form, along with provision of amenities and infrastructure.

¹ Funeral Home use in the Zoning Bylaw already prohibits cremation and aquamation.

The development is supported by the Downtown Heart designation and is consistent with the OCP policies noted above. An OCP amendment is not required.

Development Permit Area:

The subject property is within “Development Permit Area 2 – Downtown” (DPA 2) in the OCP. DPA 2 guides the form and character for developments in the Downtown and a Development Permit (DP) is required for building alteration and construction of new buildings. The applicant is not proposing any alterations to the existing building at this time, nor any new construction.

Zoning Bylaw:

The subject property is zoned Downtown Commercial (C-2) in “Town of Ladysmith Zoning Bylaw 2014, No. 1860” (see Attachment B). The C-2 zone is intended to accommodate a broad range of commercial and community uses in the historic Downtown. The proposed use is considered a “Funeral Home” use under the Zoning Bylaw, which is defined as “premises used for preparing human remains for burial or other end of life processes, and conducting funeral services, but excludes facilities for cremation or aquamation.” This use is not permitted in the C-2 zone except as a site-specific regulation at 112 French Street.

Funeral Homes, or Funeral Parlours (as they were previously called), used to be a principal permitted use throughout the C-2 zone but this was changed in 2016. In a staff report to Council dated October 6, 2015, the following discussion was noted regarding changes to Funeral Homes in the C-2 Zone:

“A Funeral Home has parking and loading impacts. As the Downtown’s compact form may not be suitable for an expansion of this use, Council may wish to limit new ‘funeral parlour’ use to specific locations(s) within the downtown (such as Telford’s) and not permit the use outright in the C-2 Zone. It is also recommended that the term ‘funeral parlour’ be changed to ‘funeral home’ throughout the Zoning Bylaw and that the definition be updated to acknowledge that not all end of life procedures lead to burial (Part 4) (Cremation is not a permitted use within the Funeral Home definition and it recommended that this be maintained).”

The proposed amendments (“Zoning Bylaw Housekeeping Amendments – Bylaw No. 1904”) were reviewed by the Advisory Planning Commission (APC) on October 15, 2015. The APC recommended not permitting the ‘funeral parlour’ use outright in the C-2 Zone and recommended updating the ‘funeral parlour’ term and definition. On June 20, 2016, Council adopted Bylaw No. 1904 to prohibit Funeral Homes/Funeral Parlours in the C-2 zone except at 112 French Street.

To facilitate funeral home as a permitted use, a site-specific amendment to the C-2 Zone is required to add funeral home as a permitted principal use on the property subject to the condition that hosting funerals or memorials is not permitted. All other regulations of the Zoning Bylaw are being met by this proposal including parking requirements. A dwelling unit is a permitted accessory use in the C-2 Zone.

As it is a site-specific amendment, the proposed Zoning Bylaw amendment will only be applicable to 19 Gatacre Street.

Parking:

On-site commercial parking for the proposed Funeral Home use is not required since the subject property is located within the downtown area. One space for the existing dwelling is required. The two existing parking spaces at the rear of the property meet the minimum parking requirements in the Zoning Bylaw. Since hosting funeral/memorial hosting services will be prohibited under the proposed amendments, traffic/parking congestion issues that could arise from holding funerals on the property, are not expected.

Community Contribution (CC) Policy:

The OCP provides policies for Community Contributions to offer guidance to Council on how to make Community Contributions fair, consistent and in the best interest of the community.

Staff are not recommending a CC for the proposed rezoning since the proposed changes will not increase the already permitted density on the parcel, the proposed use is consistent with the existing commercial area and the C-2 zone will remain on the property.

Based on the above analysis, staff do not expect that the proposed use will have greater land use impacts than what is already permitted in the C-2 zone. As such, staff recommend that Bylaw No. 2150 proceed for first and second readings and a Public Hearing.

ALTERNATIVES:

Council can choose to:

1. Amend Bylaw No. 2150 and give the bylaw first and second readings as amended.
2. Refer the application back to staff for further review as specified by Council.
3. Refer the application back to CPAC.
4. Defeat Bylaw No. 2150.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Standard requirements for Council consideration and referrals established under provincial legislation have been accounted for in staff's review of the application and the recommendations of this report. At this time, there are no special legal considerations for this proposal.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Bylaw No. 2150 is generally consistent with the Town's OCP and Council may choose to not hold a public hearing under section 464(2) of the *Local Government Act*. However, staff recommend holding a public hearing in accordance with section 465 of the *Local Government Act*, as the

public may have an interest in the application, OCP policies supporting the zoning change do not explicitly authorize the proposal, and there are no material time savings from not holding a public hearing. If Bylaw No. 2150 is given first and second readings, a public hearing would be held prior to third reading and adoption.

If the application proceeds as recommended, notice of the public hearing for Bylaw No. 2150 will be provided in accordance with section 466 of the *Local Government Act*, “Town of Ladysmith Development Procedures Bylaw 2008, No. 1667” and “Public Notice Bylaw 2022, No. 2119”.

INTERGOVERNMENTAL REFERRALS:

The application must be referred to the Ministry of Transportation and Infrastructure as required under applicable legislation.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was circulated to Town departments for review and comment. Their comments are summarized below:

Table 3: Interdepartmental Referral Comments

Referred (Yes/No)	Department	Comments
Yes	Infrastructure Services	No concerns
Yes	Building Inspection	No concerns
No	Parks Recreation & Culture	N/A
No	Financial Services	N/A
No	Legislative Services/Corporate Services	N/A
Yes	Fire/Protective Services	No concerns

COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW:

The application was considered by the CPAC on September 6, 2023. CPAC passed the following recommendation with respect to the application:

“It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council support the Zoning Bylaw Amendment application 3360-23-01 (19 Gatacre Street) to permit “funeral home” as a permitted principal use, subject to the condition that conducting funeral services is prohibited.

“It was moved, seconded, and carried that the Community Planning Advisory Committee provides the following comments regarding Zoning Bylaw Amendment application 3360-23-01 (19 Gatacre Street):

- *Committee members do not see any downside to this proposed Zoning Bylaw Amendment; and*

- *The proposal is consistent with the objectives in the Official Community Plan for the downtown area.*

The CPAC minutes for September 6, 2023 are provided in Attachment F.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation(s).

Allison McCarrick , Chief Administrative Officer

ATTACHMENT(S):

- A. Subject Property Map
- B. Zoning Map
- C. Bylaw No. 2150
- D. Site Photos
- E. Applicant Rationale Letter (November 23, 2022)
- F. CPAC Minutes

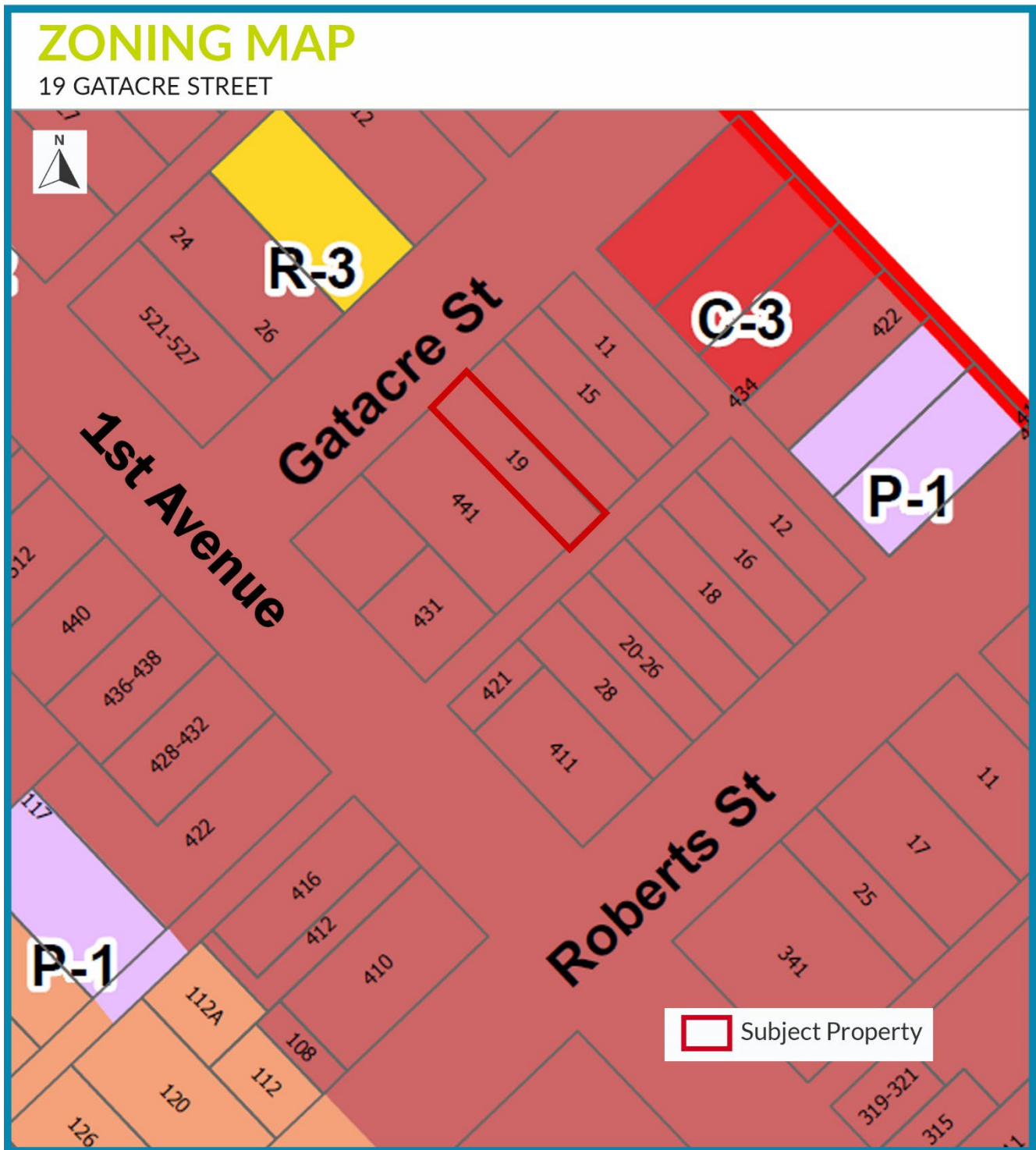
ATTACHMENT A

SUBJECT PROPERTY

19 GATACRE STREET



ATTACHMENT B



TOWN OF LADYSMITH

BYLAW NO. 2150

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

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to "Town of Ladysmith Zoning Bylaw 2014, No. 1860":

1. Schedule A – Zoning Bylaw Text is amended by adding new site specific regulations to Section 11.2 Downtown Commercial (C-2), as follows:
 - a. The following is added to the end of Section 11.2(10):

“(h) For the *Parcel* legally described as THAT PART OF LOT 8 BLOCK 10 DISTRICT LOT 56 OYSTER DISTRICT PLAN 703 LYING SOUTH WESTERLY OF A BOUNDARY PARALLEL TO AND 30 FEET PERPENDICULARLY DISTANT NORTH EASTERLY FROM THE COMMON BOUNDARY LINE BETWEEN LOTS 8 AND 9 IN SAID BLOCK AND PLAN (19 Gatacre Street), a *Funeral Home* is a permitted *Principal Use* subject to the condition that hosting funerals or memorials is prohibited.”

Citation

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150".

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

PUBLIC HEARING HELD on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

APPROVED BY MINISTRY OF TRANSPORTATION

on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer

ATTACHMENT D: Site Photos



ATTACHMENT E

Sep 01-2022

Jake Belobaba

Director of Development Services

Re: Rationale Letter

Evergreen Cremation Centre has been in operation, located at 17 Gatacre Street, since November 2015 operating as a Funeral Provider – but not a funeral home. We have purchased 19 Gatacre Street and wish to continue to provide our services to the growing population of Ladysmith.

On site we; prepare documents necessary to create death certificates and facilitate the burial or cremation of the deceased; occasionally meet with executors and family members who have had a death, although most arrangements are made in the families homes; hold the deceased until the arrangements for final disposition are made; and hold cremated remains until returned to the estate.

I consider Evergreen Cremation Centre a “Funeral Provider” for a few main reasons, Licensing through Consumer Protection of BC states we are a funeral provider. The fact we do not hold funeral/ memorials at any of our locations, and never have. We do not perform embalming, if an embalming is required the service is contracted out, - we have no embalming room or equipment. There is no chapel in our buildings, but if a person is wanting a ceremony, we help arrange much like an Event Planner sits in an office and help design celebrations, but the celebrations are not held at the Event Planners office, but again I designed the company to help those who are looking for a “simple cremation”, but the cremation itself is, and always have been, off site as well.

During the years in business we have not caused or been effected by any parking issues as we do not have group gatherings. Typical meetings in our office (when in the office) is on average 30 minutes and involving 1-2 people who arrive in one car. The building is used as an office space to meet with families and storage/ holding facilities, providing a service to the people of Ladysmith and areas surrounding and I believe because of the fact we do not hold funerals we hold true to the Community Plan.

Kind regards

Kevin Owens

Director of Evergreen Cremation Centre



MINUTES

Community Planning Advisory Committee

Wednesday, September 6, 2023 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair – Jason Robertson; Members - Keona Wiley, Julika Pape, Tonya Soules, John Scott; Council Liaison – March Stevens; Development Services Staff - Julie Thompsen (Senior Planner), Andrew Wilson (Planner), Jake Belobaba (Director of Development Services), Julia Tippet (Planner/Recorder)

ABSENT: Members - Jennifer Aker

GUESTS: Applicant - Kevin Owens (File No. 3360-23-01)
Applicant - Jarrod Koster (File No. 3360-23-02)

Julie Thompson, Senior Planner, called the meeting to order at 7:00 PM, acknowledging with gratitude that Ladysmith is located on the unceded territories of the Stz'uminus First Nation.

1. WELCOME, INTRODUCTIONS & ORIENTATION FOR NEW MEMBERS

Development Services Staff and Committee members gave brief introductions. The Senior Planner welcomed new members and provided an overview of the procedures and functions of the Community Planning Advisory Committee and the roles of Committee members.

2. ELECTION OF CHAIR

It was moved, seconded, and carried that Jason Robertson be elected chair of the Community Planning Advisory Committee for this term.

3. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of September 6, 2023, Community Planning Advisory Committee meeting be approved.

4. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of May 3, 2023, Community Planning Advisory Committee meeting be approved.

5. NEW BUSINESS

None.

6. COUNCIL REFERRALS

a. Zoning Bylaw Amendment 3360-23-01 – 19 Gatacre Street

Planner Andrew Wilson provided an overview of the proposal for “funeral home” use in the lower floor of a two-storey single family dwelling on the subject property (located in the downtown). Staff explained that the use

would be site specific, would not include cremation and would not include hosting funerals on the site. Staff discussed that, in 2016, the Zoning Bylaw (No. 1860) removed “funeral home” as a permitted use in the Downtown Commercial (C-2) zone, which is why this proposal requires rezoning. Staff added that parking is not a concern as no funerals will be held on-site.

The applicant Kevin Owens provided a brief overview of the proposal and answered questions from Committee members. Committee members discussed the application and asked staff to investigate the reasoning behind the 2016 Zoning Bylaw amendment that removed “funeral home” use from being permitted in the C-2 zone. Committee members were supportive of this application and noted that it aligns with the Official Community Plan’s vision for a mix of uses in the downtown area.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council support the Zoning Bylaw Amendment application 3360-23-01 (19 Gatacre Street) to permit “funeral home” as a permitted principal use, subject to the condition that conducting funeral services is prohibited.

It was moved, seconded, and carried that the Community Planning Advisory Committee provides the following comments regarding Zoning Bylaw Amendment application 3360-23-01 (19 Gatacre Street):

- Committee members do not see any downside to this proposed Zoning Bylaw amendment; and
- the proposal is consistent with the objectives in the Official Community Plan for the downtown area.

b. Official Community Plan & Zoning Bylaw Amendment Application 3360-23-02 – 10750 South Watts Road

Senior Planner Julie Thompson provided an overview of the application including site specific changes to the floor space ratio (FSR) and setbacks of the I-2 zone, and a policy amendment in the South Ladysmith Area Plan, to facilitate development of a proposed industrial warehouse and offices. Staff discussed the proposed servicing including an on-site septic system, and connection to the Cowichan Valley Regional District’s (CVRD) Saltair community water system. Staff informed the Committee that this property is also within the Riparian Development Permit Area (DPA 6), and an assessment will be required at the Development Permit stage.

The applicant provided a brief introduction, answered questions from CPAC, and stated that any additional floor space would be contained within the warehouse building footprint and would not add to the total parcel coverage. There was discussion about the contradiction between the maximum parcel coverage and FSR in the I-2 zone.

Committee members discussed the application and commented on the increased impermeable surfaces contributing to more runoff and flooding

risk, and possible risks to nearby agricultural land. Committee members discussed potential conditions to consider regarding the application, including reduced parcel coverage allowance, water capture systems, tree retention, bus stop upgrades, Agricultural Land Reserve setbacks, and energy efficiency. Committee members emphasized it would be beneficial to know the intended industrial use of the proposed warehouse.

Committee members commented that the proposal seems to generally be the type of development envisioned for the South Ladysmith area, and discussed that possible challenges presented by this application include increased traffic and traffic management issues, adequate sewer systems on properties not connected to community sewer, and water retention issues based on more impermeable surfaces.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council support Zoning Bylaw and OCP Amendment application 3360-23-02 (10750 South Watts Road) as presented, subject to the consideration of the following conditions:

- **decrease the maximum parcel coverage of this property to 45.0%;**
- **add green roof, greywater capture and rainwater collection technologies to the proposal;**
- **ensure tree retention;**
- **provide upgrades to the nearby bus stop;**
- **establish an Agricultural Land Reserve setback for this property; and**
- **prioritize energy efficiency.**

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that staff review the discrepancies between the floor space ratio and parcel coverage regulations in the I-2 zone.

7. MONTHLY BRIEFING

The following files, that the Committee previously reviewed, have been to Council since the last meeting:

- 624 John Wilson Place (3360-22-09)
- 32 High Street (3060-23-03)

8. NEXT MEETING - TBD

9. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 9:35 PM.

Chair (J. Robertson)

RECEIVED:

Corporate Officer

Subject to Adoption

Minutes of the Poverty Reduction Task Group

September 13, 2023, 1:30pm

Hybrid – [Frank Jameson Community Centre](#), Lower Program Room & Zoom**COMMITTEE MEMBERS PRESENT:**

Jacqueline Neligan, Ladysmith Family and Friends (Laff)
 Griffin Russell, Island Health
 Cheri Mactier, Ladysmith Chamber of Commerce
 Maeve O'Byrne, Ladysmith Resource Centre Association (LRCA)
 Cindy Lise, Our Cowichan Health Network
 Sandra Thomson, Social Planning Cowichan (SPC)
 Rosalie Sawrie, SPC

STAFF/COUNCIL PRESENT:

Sue Glenn, Supervisor – Community Programs & Services
 Councillor Tricia McKay

REGRETS:

Shannon Crowards, LRCA
 Gerry Busch, Community Member
 Allison Blank, Stz'uminus Health Centre

CALL TO ORDER AND ACKNOWLEDGEMENT

The facilitator acknowledged with gratitude that this meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

That the Poverty Reduction Task Group approve the agenda for the meeting with an amendment to remove 2022/2023 Evaluation discussion and move it to the next meeting.

Motion carried.

MINUTES

There were no outstanding minutes for approval.

CURRENT BUSINESS**Welcome**

- The group introduced themselves

Updates on current poverty reduction activities:

- A brief review of the project to date was shared
- Food Delivery from the LRCA Food Bank to Stz'uminus Health Centre has continued to take place over the summer months for 10 families.
- The Fruit Rescue project launched in June and has been lead by Shannon Crowards at the LRCA throughout the summer which will continue into the fall until October 31, 2023. To date:
 - o 22 fruit rescue harvests have taken place
 - o Volunteers at each harvest 0 – 6 depending on the pick.
 - o Total of 2731-lbs of Fruit/food Rescued to date: cherries 150-lbs, 1606-lbs apples, 316-lbs pears, 640-lbs cobs of corn.
 - o Apples, pears and plums picked Friday previous to the meeting not yet recorded.
 - o Bumper crop year for apples especially, great opportunity for sharing in the community with challenges of storing long term.
- Final Report

- Rosalie is working on a draft report, looking for feedback and any direct/indirect outcomes through the project evaluation submitted to the PRTG.

2023/2024 Grant Activities:

- A document of the approved actions from the UBCM Poverty Reduction Planning & Actions Grant was shared with the PRTG for review and discussion. Approved actions include:
 - A four-part Employer Seminar Series will be hosted along with the Ladysmith Chamber of Commerce. These will focus on engaging employers, businesses and organizations in the Ladysmith/Stz'uminus area to offer training, education and support to reduce barriers to recruiting, hiring and retaining low-income people seeking employment.
 - Next steps: To design a survey to engage employers on topics of interest and best times for events between October 2023 – June 2024.
 - Food Equity Workshops will be funded building on the Fruit Rescue and after school nutritious snack program serving youth from the previous grant, to host food preservation and preparation classes through four community organizations that serve people living in poverty. Ladysmith Resource Centre Association (LRCA), Ladysmith and Family & Friends (LaFF), Stz'uminus Recreation and Town of Ladysmith Recreation programs will develop and deliver a minimum of 12 classes that teach participants, including youth, nutritional cooking & preserving food, including smoking fish and canning. Food ingredients would, in part, be harvested from gleaned fruit trees and gardens.
 - Next steps: A Food Equity Sub-Committee meeting with the four organizations will be scheduled to share planning intentions and explore opportunities for collaboration.
 - Four-part series for Dinner & Dialogue events. During the two community film and dialogue events that were hosted as part of the 2022 intake, attendees expressed a strong desire to take action. This will give an opportunity to build on that momentum and interest by engaging the community around the Poverty Reduction Strategy and the complexity and interconnectedness of the themes and actions identified. Through hosting four community dinner and dialogue events we will engage community members and develop new community partnerships to move some of the more challenging actions forward.
 - Next steps:

- A discussion took place to discuss best date options for a calendar of events. A preliminary calendar of already scheduled activities including incorporating Mayor and Council's calendar will be reviewed at the next meeting.

PRTG expectations & membership

- A brief discussion of who may be missing at the PRTG took place with ongoing dialogue to occur at the next meeting.

Next Meeting & Action Items

- A hybrid meeting was scheduled for Wednesday, September 27, 2023 at 1:30pm –location to be confirmed with zoom option
- Next Steps:
 - o A draft Employer Survey will be created for the Ladysmith Chamber of Commerce and others to share.
 - o A calendar of existing dates and events will be produced to assist with scheduling a calendar of events for this project.
 - o Review feedback received to date from the 2022/2023 project evaluation.

Meeting adjourned at 3:35pm

Next Meeting scheduled for September 27, 2023 at 1:30pm.

Facilitator (Rosalie Sawrie)

RECEIVED:

Corporate Officer

Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, September 20, 2022 at 7:00pm
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Lynda Baker
Colleen Butcher
Geoff Dean
Gordon Filewych
Jacqueline Huard

Bruce Mason (*arrived 7:45pm*)
Terri Merritt-Worden
Kim Nakahara
Jane Nettleton

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang, Minute Taker

REGRETS:

Councillor Duck Paterson
Pamela Walker

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

Outgoing Chair, L. Baker, called the meeting to order at 7:00pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2023-19:

That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.
Motion Carried.

MINUTES

2023-20:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the May 17, 2023 meeting as presented.
Motion Carried

NEW BUSINESSNew Members Welcome

Introductions of new members and returning members.

Elect Chair and Co-Chair

2023-21:

That the Parks, Recreation & Culture Advisory Committee appoint Geoff Dean as Chair.
Motion Carried

2023-22:

That the Parks, Recreation & Culture Advisory Committee appoint Jacqueline Huard as Co-Chair.
Motion Carried

**PRC DEPARTMENT
UPDATE**

PRC Department Update

C. Barfoot provided verbal updates regarding the following projects:

- Brown Drive Park Phase 1: Foot Bridge – presented in November Council meeting
- Next plan is Rutti Park, using the same format approach as the Park Implementation Plan
- Lot 108 Phase 1 – new parking lot, practice pitch, and accessible walkway
- Artist Studio for Oyster Bay Drive – tender closes tomorrow
- Successful Summer Recreation programs
- Horseshoe Club
- Skatepark Association – presentation in October
- Forrest Field (Lot 108) Stakeholder – fundraising for field house
- Museum accessible ramp
- Regional Recreation

NEXT MEETING

7:00pm on Wednesday, October 18, 2023 at FJCC

ADJOURNMENT

2023-23:

That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 8:00pm.

Motion Carried

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Tierney
Reviewed By: Allison McCarrick, CAO
Meeting Date: October 17, 2023
File No: 0540-20
Re: Poverty Reduction Task Group Terms of Reference

RECOMMENDATION:

That Council amend the Terms of Reference for the Poverty Reduction Task Group to remove the allotted timeframe (2022-2023) for the reason outlined in the staff report dated October 17, 2023.

EXECUTIVE SUMMARY:

The Terms of Reference for the Poverty Reduction Task Group (PRTG) specify that the committee oversee the planning and completion of activities as outlined in the 2022 UBCM Poverty Reduction Grant Application. Staff recommend removing this specification because annual funding opportunities have been increased.

PREVIOUS COUNCIL DIRECTION:

CS 2021-369	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.
CS 2022-158	That Council approve the Poverty Reduction Task Group Terms of Reference.

INTRODUCTION/BACKGROUND:

Following the first successful funding application, Council directed staff to enlist Social Planning Cowichan to assist in establishing and facilitating the Poverty Reduction Task Group. At that time, the intent of the task group was short-term, however the Town was successful in receiving additional grant funding and as result the Terms of Reference will require an amendment.

ALTERNATIVES:

Council can choose not to amend the Terms of Reference for the Poverty Reduction Task Group.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Draft changes to PRTG Terms of Reference

POVERTY REDUCTION TASK GROUP

Type

☐ Council Committee ☒ Task Force

Mandate

The Poverty Reduction Task Group (PRTG) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*. Council has contracted Social Planning Cowichan to facilitate and coordinate the PRTG.

The purpose of the PRTG is to assist the Town of Ladysmith Council by:

- Overseeing the planning and completion of activities as outlined in the 2022-UBCM Poverty Reduction Grant Application Program;
- Raising awareness about the issues of poverty in the community;
- Fostering innovative partnerships to implement actions;
- Championing community involvement during the implementation of project activities; and
- Advocating for local, Provincial and Federal Government policy changes that address systemic causes of poverty.

Progress toward ending poverty will be measured and tracked through outcomes and indicators that are linked to local actions and activities and will be reported to Council and the community at large.

Authority

The PRTG will review matters as outlined within the Task Group Mandate, and make recommendations to Council.

Membership and Terms

The PRTG will be comprised of the following representatives:

Voting Members (18)

- Social Planning Cowichan (2)
- Stz'uminus First Nation (3)
- Individuals with lived experience of poverty (3)
- First Nation Health Authority (1)
- Island Health Authority (1)
- Ladysmith Resources Centre Association (2)
- Other representatives from partnering community organizations, school district, service clubs, business community (2)
- Community youth (2)
- Community seniors (2)

Non-Voting Members (2):

- One representative from Town of Ladysmith Council. The role of the Council representative is to provide a Council perspective on matters under consideration, and to speak to Council's strategic priorities and council business as appropriate
- One staff liaison from the Parks, Recreation and Culture Department.

Members are appointed for at least a one-year term for the duration of the funding program's allotted timeframe (~~2022-2023~~ UBCM Poverty Reduction Planning and Action ~~—Stream 2~~). The Council member appointment is made annually by the Mayor.

Membership Requirements/Qualifications

Members of the PRTG will represent the diversity of the community.

The citizen members of the PRTG will represent a broad range of skills and experience related to the mandate of the PRTG including social and health issues, planning, community services, development and engagement.

Reporting

PRTG recommendations on matters referred by Council will be placed on a Regular Council meeting agenda, accompanied by an explanatory staff report. PRTG minutes will be provided to Council on a regular basis.

Meeting Management

PRTG meetings will be facilitated and coordinated by Social Planning Cowichan with meetings taking place electronically and/or in-person.

Alignment with Council Strategic Priorities

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships |
| <input checked="" type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

TOWN OF LADYSMITH

BYLAW NO. 2158

A Bylaw to exempt from taxation certain lands and buildings for the year 2024

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

1. The following land and improvements within the legal boundaries of those properties listed below and to the extent described under Schedule “A” and Schedule “B” attached to and forming part of this bylaw, that are owned or held by a charitable, philanthropic or other not-for-profit corporation, and which the Council considers are used for a purpose that is directly related to the purposes of the corporation, are hereby exempted from taxation under section 224 of the *Community Charter* for the year 2024:

Count	Organization	Address	Legal Description
1	Canadian Legion Branch #171	621 1st Avenue	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule “A”)
2	Ladysmith Health Care Auxiliary	910 1st Avenue	Block 30, Plan 703A, District Lot 24 (Being a consolidation of lots 1 and 2, see CA7428266), Oyster Land District.
3	Ladysmith Resources Centre Association	314 Buller Street	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (DD B92367)

2. The following land and improvements within the legal boundaries of those properties listed below and to the extent described under Schedule “B, attached to and forming part of this bylaw, that are owned or held by the municipality and which the Council considers are used for a purpose that is directly related to the purposes of the corporation, are hereby exempted from taxation under section 224 of the *Community Charter* for the year 2024:

Count	Organization	Address	Legal Description
1	Ladysmith & District Historical Society	721 1st Avenue	Lot 11, Block 7, Plan VIP703, Oyster Land District
2	Ladysmith Golf Club Society	380 Davis Road	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (DD 24403N) Pcl C (DD 34443I), VIP65242
3	Ladysmith & District Historical Society	614 Oyster Bay Drive	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown in Schedule "B")
4	Ladysmith Maritime Society	616 Oyster Bay Drive	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, that part included in lease from Town of Ladysmith - Car Shop (Parent Folio 445-1109-300)
5	Ladysmith & District Historical Society	612 Oyster Bay Drive	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, that part included in lease from Town of Ladysmith
6	Ladysmith & District Historical Society	1115B - 1st Avenue	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, together with an interest in the Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
7	Ladysmith Festival of Lights	1163 4th Avenue	Lot A, Plan VIP34438, District Lot 146, Oyster Land District, Portion Part Of Fourth Ave

3. The following land and improvements within the legal boundaries of those properties listed below and to the extent described under Schedule "C" and Schedule "D" attached to and forming part of this bylaw, in relation to property that is exempt under section 220 (1)(h) [*buildings for public worship*], an area of land surrounding the exempt building, a hall that the Council considers is necessary to the exempt building and the land on which the hall stands, and an area of land surrounding a hall that is exempt are hereby exempted from taxation under section 224 of the *Community Charter* for the year 2024:

Count	Organization	Address	Legal Description
1	United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
2	Ladysmith Fellowship Baptist Church	381 Davis Road	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
3	St. Mary's Catholic Church	1135 4th Avenue	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule "C")
4	Pentecostal Assemblies of Canada	1149 4th Avenue	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule "D")

4. The following land and improvements within the legal boundaries of those properties listed below and to the extent described under Schedule "E" attached to and forming part of this bylaw, in relation to property that is exempt under section 220 (1)(i) [*senior's homes*], any area of land surrounding the exempt building is hereby exempted from taxation under section 224 of the *Community Charter* for the year 2024:

Count	Organization	Address	Legal Description
1	Ladysmith Senior Citizens Housing Society	207 Jamison Road	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule "E")

5. The following land and improvements within the legal boundaries of those properties listed below for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal, is hereby exempted from taxation under section 224 of the *Community Charter* for the year 2024:

Count	Organization	Address	Legal Description
1	Ladysmith Senior Citizens Housing Society	101 1st Avenue	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District

6. Citation

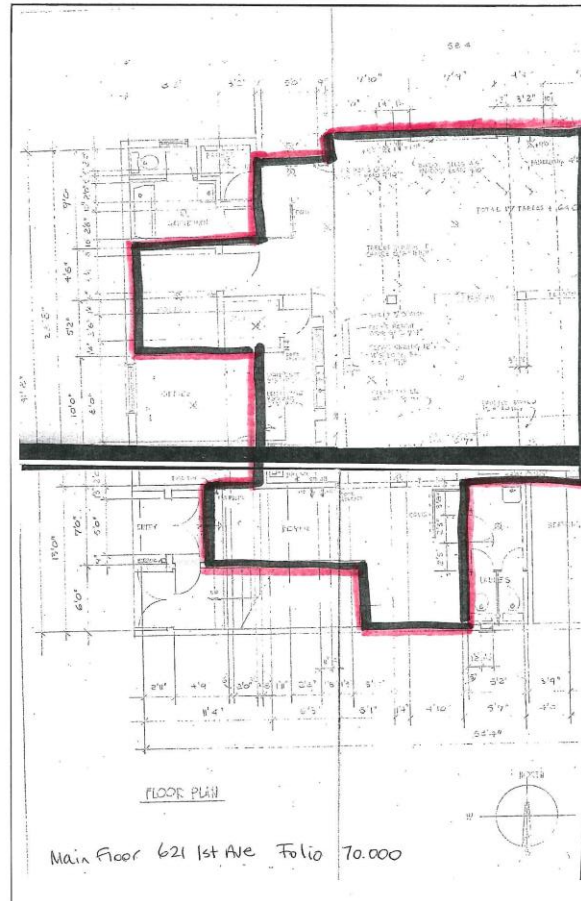
This bylaw may be cited as "2024 Permissive Tax Exemptions Bylaw 2023, No. 2158".

READ A FIRST TIME on the 26th day of September, 2023
READ A SECOND TIME on the 26th day of September, 2023
READ A THIRD TIME on the 26th day of September, 2023
ADOPTED on the __ day of __, 2023

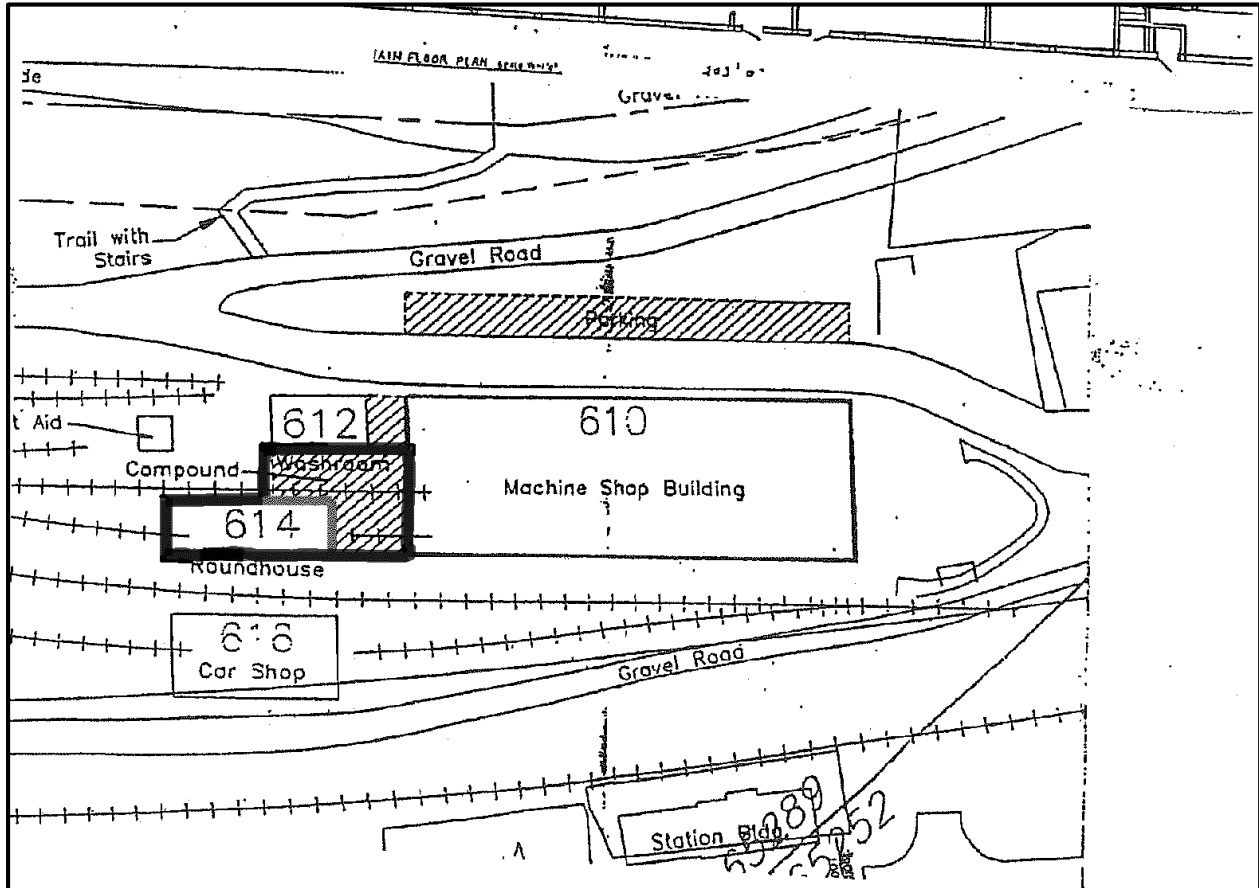
Mayor (A. Stone)

Corporate Officer

Schedule "A"



Schedule "B"



PLAN VIF 72186
Created by the Land Title Office
Date 12 May 01

Rem.
D. L. 145

SCALE 1:1250

LEGEND

- denotes control monument found
- denotes standard iron post found
- denotes standard iron post not found
- denotes non-standard found from post found
- △ denotes included
- × denotes witness

Approved under the Land Title Act 1987
30th day of March 2001
P. J. [Signature]
Approving Officer, Town of Ladysmith

Bianco de victoria
[Signature]
Authorized signatory

Authorized signatory
[Signature]
Witness

Occupation
Sole proprietorship
Address
Box 10, Ladysmith, 3000

United Home Properties Ltd.
[Signature]
Authorized signatory

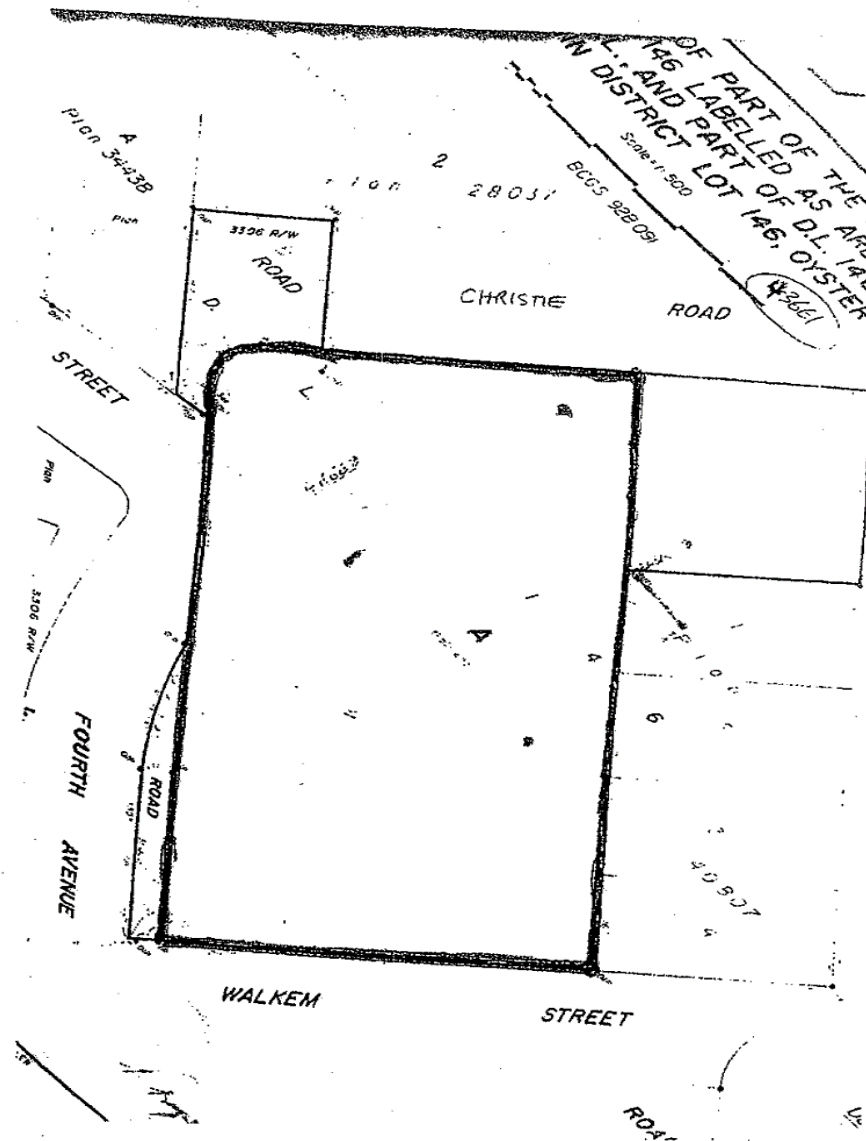
Authorized signatory
[Signature]
Witness

Administrator
Incubation
1620-A Government St
Ladysmith

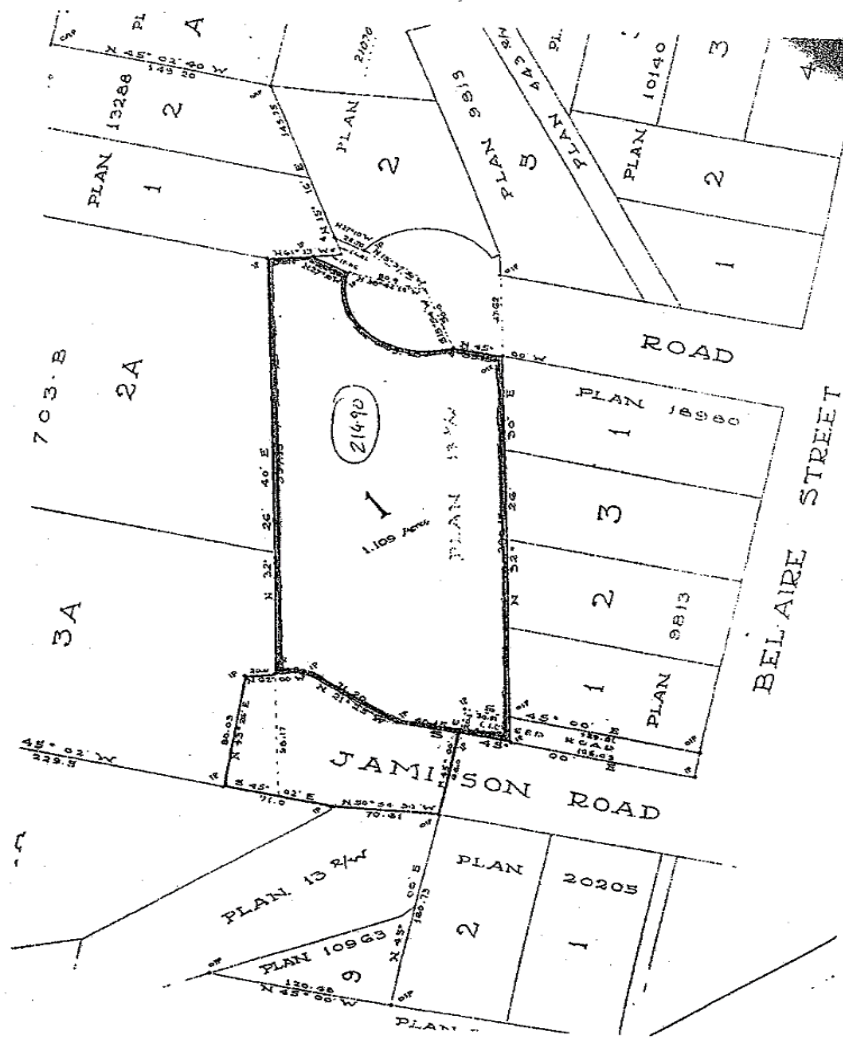
I, William H. Macdonald, a British Columbia Land Surveyor, of Vancouver, in British Columbia, certify that I was present at and personally supervised the survey represented on this plan, and that the survey and plan are correct.
The survey was completed on the 1st day of March, 2001.

M.H. Macdonald
Land Surveying Co.,
512 Westmouth St.,
Vancouver, B.C.
V6J 3E6
Fax: 6-145-1

Schedule "D"



Schedule "E"



BYLAW STATUS SHEET
October 17, 2023

Bylaw #	Description	Status
2130	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 73) 2022, No. 2130" (10940 Westdowne Rd.) Changes the OCP designation from single family to Mobile Home Park residential.	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.) Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required.
2158	"2024 Permissive Tax Exemptions Bylaw 2023, No. 2158"	First, second and third readings, September 26, 2023. Public notice given October 5, 2023 and October 17, 2023.

Regional Approach to Emergency Management Grants

As we continue to build the regional emergency management model, 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 several grant programs, the regional emergency management program is eligible for the maximum funding available based on the number of eligible applicants included in the regional application. A larger funding base increases the options for projects and a regional approach ensures consistency and cost effectiveness in the Cowichan region.

Wherever practical, grants shall be applied for regionally (all four municipalities and the regional district). Projects will be determined based on need and, once finalized the regional Hazard Risk Vulnerability Assessment.

The regional emergency management program continues to build its partnerships with First Nations. Where First Nation partners choose to join in a regional application, this will be supported.

Expectations & Process for Regional Grants

Notwithstanding specific grant application requirements, the general process below will be used:

1. Grant projects will be presented to the CAO advisory committee for review and recommendation. Project briefs will provide budget and expectations for all partners.
2. Grant application will be drafted by Emergency Management Cowichan staff for recommended projects.
3. Grant application will be provided to the CVRD Board and CFO for approval, and shared with all applicant partners.
4. Where required by the grant, each applicant partner will provide an agreement or resolution in support of the Cowichan Valley Regional District as the administrator of the grant.
5. Grant will be administered by Emergency Management Cowichan, Cowichan Valley Regional District staff including project administration and financial reporting.

UBCM Community Emergency Preparedness Fund
Emergency Operations Centre (EOC) Grant – Regional Grant 2024

The Current Cowichan EOC Layout

As part of the regional approach to emergency management, the local authorities in the Cowichan area work together under a single Regional Emergency Operations Centre (REOC). This critical function (with teams, equipment, supplies and facilities) coordinates response and recovery actions, prioritizes resources, supports emergency response personnel in the field, and coordinates all official communications during a significant emergency.

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 required to maintain or improve an EOC, and to enhance EOC capacity through training and exercises.

Cowichan's 2024 EOC Grant Proposal

To increase REOC capacity in the region by applying for a 1-year fulltime temporary Training and Exercise Technician to:

- Develop and deliver exercises and drills for REOC staff and supporting functions to the REOC (Evacuation Group, Damage Assessment Group)
- Develop and deliver training specific to functions in the REOC for all communities

Budget attached.

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 2024 grant funding up to \$150,000 on behalf of insert Municipality.

Your resolution should be sought by February 23, 2024 if possible.

2024 CEPF EOC Grant Proposed Budget					
Project	Deliverable / Milestone	Hourly rate (includes benefits, leave)	Hour Est.	TOTAL	CEPF Portion
1-Year temporary fulltime Training and Exercise Technician	Develop and deliver exercises and drills for REOC staff and supporting functions to the EOC (Evacuation Group, Damage Assessment Group)	\$ 62.50	780	\$48,750	\$48,750
	Develop and deliver region-specific training specific for functions in the REOC for all communities	\$ 62.50	780	\$48,750	\$48,750
	Administration	\$ 62.50	260	\$16,250	\$16,250
	Year 1 Software licensing, office space and supplies	n/a	n/a	\$8,500	\$8,500
	Training licenses as needed (e.g. damage assessment training course license from BC Housing)	n/a	n/a	\$2,500	\$2,500
SUB-TOTAL			1,820	\$124,750	\$124,750
Equipment to assist with REOC supply movement and annual maintenance	Forklift	n/a	n/a	\$25,000	\$25,000
	Training for use of equipment and SOPs* IN KIND STAFF TIME	n/a	n/a	\$0	\$0
SUB-TOTAL				\$25,000	\$25,000
PROJECT TOTAL				\$149,750	\$149,750

ESTIMATED EOC PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	Y	N	Job Description Development, Hiring
IT/GIS	N	N	
Finance	Y	N	Invoice processing & payment, Final grant review, payroll
Procurement	N	N	Procurement of the forklift will likely fall within delegation authority of managers, and achieved through three quotes
Communications	N	N	
Other Internal Groups	N	N	
External Groups	Y	N	Training attendance (which is a requirement without the grant as well)

UBCM Community Resiliency Investment (CRI)

FireSmart Duncan & Ladysmith 2024

What is FireSmart

FireSmart is a comprehensive wildfire mitigation program that aims to reduce the risk of wildfires damaging homes and communities. It involves various strategies such as vegetation management, creating defensible zones around properties, and promoting fire-resistant building materials and practises. FireSmart emphasizes community engagement and education to help individuals and communities in wildfire-prone areas prepare for and respond to wildfires safely and effectively.

The Current Cowichan FireSmart Program

The CVRD delivers the FireSmart program for the nine Electoral Areas of the CVRD, the City of Duncan, and the Town of Ladysmith. This program is 98% grant funded. Firesmart activities in Cowichan are coordinated through a regional committee which includes all partner municipalities and several First Nations in the Cowichan Area to ensure program alignment and cost effectiveness.

Intent of the UBCM Funding

The FireSmart Community Funding and Support program provides funding to local governments and First Nations in BC for community-based Firesmart planning and activities that reduce the community's risk from wildfire.

Duncan and Ladysmith FireSmart 2024 Grant Proposal

This project will focus on wildfire risk mitigation community preparedness in the City of Duncan and the Town of Ladysmith where communities are in close proximity to high or extreme wildfire risks, including:

- Fuel treatment of 5 hectares in Holland Creek in Ladysmith
- Prescription plan and fuel treatment for several hectares in Duncan forested areas (e.g. Centennial Park)
- Full time 2-year temporary firesmart position dedicated to Duncan and Ladysmith
- Structural Protection Unit upgrades for region and phase 1 SPU development for Ladysmith
- Education and awareness events, plant nursery programs, library programs and home assessments

Budget attached.

FOR ACTION:

For Duncan and Ladysmith to resolve:

For the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Resiliency Investment (CRI) FireSmart Funding and Community Supports 2024 grant funding up to \$800,000 on behalf of insert Municipality.

Your resolution should be sought by October 31, 2023 if possible.

2024 UBCM FireSmart Grant Proposed Budget City of Duncan		
Project	Deliverable / Milestone	TOTAL/Hours
1-Year FireSmart CRI (Duncan)	Public education around wildfire, and resiliency	
	Community Planning	
	Planning & Development Fuel Management (FMP)	
	FireSmart Activities for Residential Areas	
SUB-TOTAL		\$200,000
2-Year FireSmart CRI (Duncan)	Public education around wildfire, and resiliency	
	Community Planning	
	Fuel Mitigation 5 ha.	
	FireSmart Activities for Residential Areas	
SUB-TOTAL		\$200,000
PROJECT TOTAL		\$400,000
2024 UBCM FireSmart Grant Proposed Budget Ladysmith		
Project	Deliverable / Milestone	Budget Total
1-Year FireSmart CRI	Public education around wildfire, and resiliency	
	Community Planning	
	Emergency Planning SPU Program	
	FireSmart Activities for Residential Areas	
SUB-TOTAL		\$200,000
2-Year FireSmart CRI	Public education around wildfire, and resiliency	
	Community Planning	
	Fuel Management Holland Creek (Fuel Mitigation) 5 Ha.	
	FireSmart Activities for Residential Areas	
SUB-TOTAL		\$200,000
PROJECT TOTAL		\$400,000

ESTIMATED FIRESMART PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	Y	N	Job Description Development, Hiring
IT/GIS	N	N	
Finance	Y	N	Invoice processing & payment, Final grant review, payroll
Procurement	Y	N	Procurement of fuel management
Communications	N	N	
Other Internal Groups	N	N	
External Groups	Y	N	Duncan and Ladysmith FDs/staff engaged as needed to review fuel plan, comms materials

UBCM Community Emergency Preparedness Fund

Disaster Risk Reduction and Climate Adaptation Grant – Regional Grant 2024

The Current Cowichan Approach

Risk reduction and mitigation initiatives have been locally and regionally planned and implemented. Structural projects require substantial effort to manage and coordinate, and for grant eligibility, must often be shovel ready.

Intent of the UBCM DRRCA Funding

The intent of this funding stream is to support risk reduction and resiliency building for natural hazards and climate-related risks. This is accomplished through the development and implementation of accurate foundational knowledge of natural hazards and the risks associated with BC's changing climate; and by developing effective strategies to prepare for, mitigate, and adapt to those risks.

Cowichan's 2024 DRRCA Grant Proposal

To develop foundational knowledge about governance, policies and processes that can support resilient communities, EMC is applying for a fulltime temporary 2-year mitigation specialist position. This role would have the following objectives:

- Risk and Resiliency Planning:
 - o Plan and prioritize options and develop recommendations to reduce current and/or potential impacts.
 - o Develop risk resilience plans, including for both extreme temperatures and drought
- Land Use Planning and Education:
 - o Examine existing land use planning that contributes to long-term disaster risk reduction-climate adaptation and develop guidelines for relevant plans, bylaws, and policies across five local authorities where gaps exist.
 - o Develop a process for risk review across all five local authorities enabling proper checks and balances in new developments and major events to protect against drought, wildfire and flooding risk.
 - o Develop disaster risk reduction-climate adaptation policies and practices for the maintenance of publicly owned land, such as parks and open spaces, and/or publicly owned buildings.
 - o Deliver community education and awareness projects (e.g., community workshops, story maps, public education projects) that are primarily focused on community-level disaster risk reduction-climate adaptation.

- Incorporate community and cultural values by engaging Indigenous Knowledge Holders and Indigenous Leaders to ensure mitigation measures are inclusive, appropriate and supportive of the community (including equity-denied populations, Indigenous organizations, Indigenous Nations, local governments, agricultural sector, critical infrastructure owners).

Budget attached.

FOR ACTION:

For municipal information only. No resolution needed by municipalities (funding is achievable with one applicant).

For the CVRD to resolve:

To apply for, receive, and manage the 2024 UBCM Community Emergency Preparedness Fund for Disaster Risk Reduction and Climate Adaptation grant funding up to \$300,000.

Resolution should be sought by October 6, 2023 if possible.

2024 CEPF DRRCA Grant Proposed Budget					
Project	Deliverable / Milestone	Hourly rate (includes benefits, leave)	Hour Est.	TOTAL	CEPF Portion
Category 1 - Risk resiliency assessment and planning	Plan and prioritize options, develop recommendations to reduce current and/or potential impacts across five local authorities	\$ 72.00	500	\$36,000	\$36,000
	Develop risk resiliency plans for high likelihood hazards (e.g. Drought)	\$ 72.00	1,060	\$76,320	\$76,320
	Administration	\$ 72.00	260	\$18,720	\$18,720
	Year 1 Software licensing, office space and supplies	n/a	n/a	\$15,000	\$15,000
SUB-TOTAL			1,820	\$146,040	\$146,040
Category 2 - Non structural projects - land use planning and education	Examine existing land use planning that contributes to long term disaster risk reduction and climate adaptation to develop guides, plans, bylaws, and/or policies across five local authorities where gaps/misalignment exist.	\$ 72.00	500	\$36,000	\$36,000
	Develop governance, processes, and education around risk review (e.g. for new developments and approval of major planned events) in particular to protect against drought, wildfire and flooding risks.	\$ 72.00	560	\$40,320	\$40,320
	Develop disaster risk reduction policies and practices for the maintenance of publically owned land and buildings	\$ 72.00	300	\$21,600	\$21,600
	Deliver community education and awareness projects (workshops, story maps and public education projects) that are primarily focused on community-level disaster risk reduction and climate adaptation.	\$ 72.00	200	\$14,400	\$14,400
	Administration	\$ 72.00	260	\$18,720	\$18,720
	Year 2 Software licensing, office space and supplies	n/a	n/a	\$10,000	\$10,000
SUB-TOTAL			1,820	\$141,040	\$141,040
PROJECT TOTAL				\$287,080	\$287,080

ESTIMATED DRRCA PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	Y	N	Job Description Development, Hiring
IT/GIS	N	N	
Finance	Y	N	Invoice processing & payment, Final grant review
Procurement	N	N	
Communications	Y	N	Some support may be required for use of Plan Your Cowichan if that tool is used
Other Internal Groups	N	N	Integration of any current water level monitoring data (ENV, ENG)
External Groups	Y	Y	Municipal partners will need to provide bylaws/policies for review, participate in review of new proposed guidelines, and if desired will be required to implement changes to their bylaws/processes.