

THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.

Tuesday, January 16, 2024
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 the agenda for this January 16, 2024 Committee of the Whole meeting be approved.

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held November 14, 2023 **4**

Recommendation

That the minutes of the Committee of the Whole Meeting held November 14, 2023 be approved.

4. REPORTS

4.1 Building Inspector's Report to December 31, 2023 **8**

Recommendation

That the Committee receive the Building Inspector's Report for the months September to December 2023.

4.2	Coastal Animal Control Services Reports for August and September 2023	9
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Recommendation

That the Committee receive the Coastal Animal Control Services Reports for August and September 2023.

4.3	Ladysmith Fire/Rescue Reports for November and December 2023	11
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Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for November and December 2023.

4.4	Occupational Health and Safety 2023 Year End Report	15
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Recommendation

That the Committee receive the 2023 Occupational Health and Safety year end report.

4.5	2023-2026 Strategic Priorities Update	16
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Recommendation

That the Committee receive the 2023-2026 Strategic Priorities Update dated January 16, 2024.

5. COUNCIL SUBMISSIONS

5.1	Parkland Dedication	19
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Councillor Stevens has requested that the Committee discuss the possibility of dedicating 1200 Christie Road and road allowances at King Road and Gill Road as parkland.

Recommendation

That the Committee recommend that Council direct staff to prepare the attached plots (1200 Christie Road and road allowances at King Road and Gill Road) for dedication as parkland.

5.2 Active Transportation

Councillor Stevens has requested that the Committee discuss the possibility of requiring a percentage of subdivisions to be allocated for active transportation infrastructure.

Recommendation

That the Committee recommend that Council direct staff to present a report at a future meeting of Council on requiring a percentage of subdivisions to be allocated for active transportation.

6. NEW BUSINESS

7. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, November 14, 2023

6:34 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Marsh Stevens, Chair
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Amanda Jacobson

Councillor Tricia McKay
Councillor Duck Paterson
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Chris Geiger

Trish McConnell
Sue Bouma
Mike Gregory
Andrea Hainrich

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Stevens, Chair, called this Committee of the Whole meeting to order at 6:34 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2023-075

That the agenda for this Committee of the Whole meeting for November 14, 2023 be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held September 12, 2023

CW 2023-076

That the minutes of the Committee of the Whole Meeting held September 12, 2023 be approved.

Motion Carried

4. REPORTS

4.1 Protective Services Department Report

CW 2023-077

That the Committee receive the report dated November 14, 2023 from the Manager of Protective Services regarding the activities of the Protective Services Department.

Motion Carried

4.2 Street Naming Guidelines Policy

CW 2023-078

That the Committee recommend that Council:

1. Rescind Street Naming Policy 11 5450 A; and,
2. Adopt Street Naming Guidelines Policy 11 5450 A.

Motion Carried

4.3 2023 Q3 (Jul- Sep) Financial Update

CW 2023-079

That the Committee receive the staff report dated November 14, 2023, regarding the 2023 Q3 (July to September) Financial Update from the Director of Financial Services.

Motion Carried

4.4 1st Avenue and Gatacre Dedication

CW 2023-080

That the Committee recommend that Council dedicate the 1st Avenue and Gatacre Street intersection as Harmony Square.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Ladysmith Flag Redesign

CW 2023-081

That the Committee recommend that Council refer the redesign of the Town of Ladysmith flag to the Public Art Committee.

Motion Carried

5.2 Fireworks Permits

CW 2023-082

That the Committee recommend that Council write a letter to the appropriate senior level of government regarding the regulation of the sale and use of fireworks.

Motion Carried

5.3 Traffic Calming on Colonia Drive

CW 2023-083

That the Committee recommend that Council direct staff to bring a report to a future Committee of the Whole meeting regarding traffic calming, active transportation, and street landscaping infrastructure to enhance safety and traffic flows along Colonia Drive to Walkem Road.

Motion Carried

5.4 Culvert on Holland Creek Trail

CW 2023-084

That the Committee recommend that Council refer the subject of creating art on the Holland Creek Trail culvert to the Public Art Committee for recommendations regarding process.

Motion Carried

5.5 Public Hearings

Chair Stevens discussed the Public Hearing process, and the upcoming changes to the Provincial Legislation.

6. ADJOURNMENT

CW 2023-085

That this Committee of the Whole meeting adjourn at 8:01 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor M. Stevens)

Corporate Officer (S. Bouma)



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER, 2023

1 BP could = more than 1 Dwelling Unit
 (e.g. SFD + suite is 1 permit but 2 Dwelling Units)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2023
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	1	\$6,000	0	\$0	0	\$0	2	\$1,000,000	1	\$1,000	3	4	\$11,656	\$1,007,000	\$30,326,950

Year to Date

JAN	0	\$0	0	\$0	0	\$0	2	\$900,000	1	\$15,000	3	3	\$10,581	\$915,000	\$915,000
FEB	1	\$200,000	0	\$0	0	\$0	1	\$342,760	1	\$20,020	2	3	\$6,647	\$562,780	\$1,477,780
MAR	0	\$0	2	\$536,500	0	\$0	3	\$1,155,953	6	\$72,500	2	11	\$26,457	\$1,764,953	\$3,242,733
APR	0	\$0	0	\$0	0	\$0	2	\$1,125,000	7	\$50,320	5	9	\$13,913	\$1,175,320	\$4,418,053
MAY	0	\$0	0	\$0	0	\$0	1	\$550,000	1	\$2,000	2	2	\$6,378	\$552,000	\$4,970,053
JUN	0	\$0	0	\$0	1	\$200,000	7	\$3,425,000	3	\$90,015	15	11	\$42,873	\$3,715,015	\$8,685,068
JUL	0	\$0	0	\$0	0	\$0	5	\$1,923,460	2	\$70,000	7	7	\$22,912	\$1,993,460	\$10,678,528
AUG	1	\$250,000	0	\$0	0	\$0	6	\$2,632,373	1	\$55,000	9	8	\$33,859	\$2,937,373	\$13,615,901
SEP	0	\$0	0	\$0	0	\$0	3	\$2,056,189	2	\$9,360	6	5	\$23,734	\$2,065,549	\$15,681,450
OCT	0	\$0	1	\$9,200,000	0	\$0	5	\$2,180,000	0	\$0	7	6	\$126,236	\$11,380,000	\$27,061,450
NOV	0	\$0	0	\$0	0	\$0	4	\$2,200,000	3	\$58,500	7	7	\$26,040	\$2,258,500	\$29,319,950
DEC	1	\$6,000	0	\$0	0	\$0	2	\$1,000,000	1	\$1,000	3	4	\$11,656	\$1,007,000	\$30,326,950
TOTAL	3	\$456,000	3	\$9,736,500	1	\$200,000	41	\$19,490,735	28	\$443,715	68	76	\$351,286	\$30,326,950	

Demos Mth	0	Demos YTD	1
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Comparison	#DU	Value	#BP	Value
YTD 2023	68	\$19,490,735	76	\$30,326,950
YTD 2022	92	\$26,854,841	70	\$29,160,149
YTD 2021	251	\$44,570,383	152	\$68,429,093

4 BPs = 3 Dwelling Units (DU)

1 SFD = 1 DU

1 SFD + suite = 2 DU

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	1	0	0	0
YTD	18	19	4	1	8

CACS Summary of Service Calls

Total calls by type: **9**
 Aggressive 2
 At large 1
 Noisy 6

01-Aug-23 to 31-Aug-23

Issue	Call #	Received	Type	Completed
Ladysmith			9 calls	
Aggressive	2249	25-Aug-23	Dog	
	2242	01-Aug-23	Dog	23-Aug-23
At large			1	
	2247	16-Aug-23	Dog	18-Aug-23
Noisy			6	
	2250	30-Aug-23	Dog	
	2248	22-Aug-23	Dog	
	2246	14-Aug-23	Dog	23-Aug-23
	2244	10-Aug-23	Dog	
	2245	10-Aug-23	Dog	16-Aug-23
	2243	08-Aug-23	Dog	22-Aug-23
Total:			9 calls	

CACS Summary of Service Calls

Total calls by type:	6
Aggressive	2
At large	1
Confined	2
Noisy	1

01-Sep-23 to 30-Sep-23

Issue	Call #	Received	Type	Completed
Ladysmith			6 calls	
Aggressive			2	
	2255	20-Sep-23	Dog	
	2253	11-Sep-23	Dog	21-Sep-23
At large			1	
	2251	07-Sep-23	Dog	07-Sep-23
Confined			2	
	2256	29-Sep-23	Dog	29-Sep-23
	2254	12-Sep-23	Dog	18-Sep-23
Noisy			1	
	2252	08-Sep-23	Dog	08-Sep-23
Total:			6 calls	



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

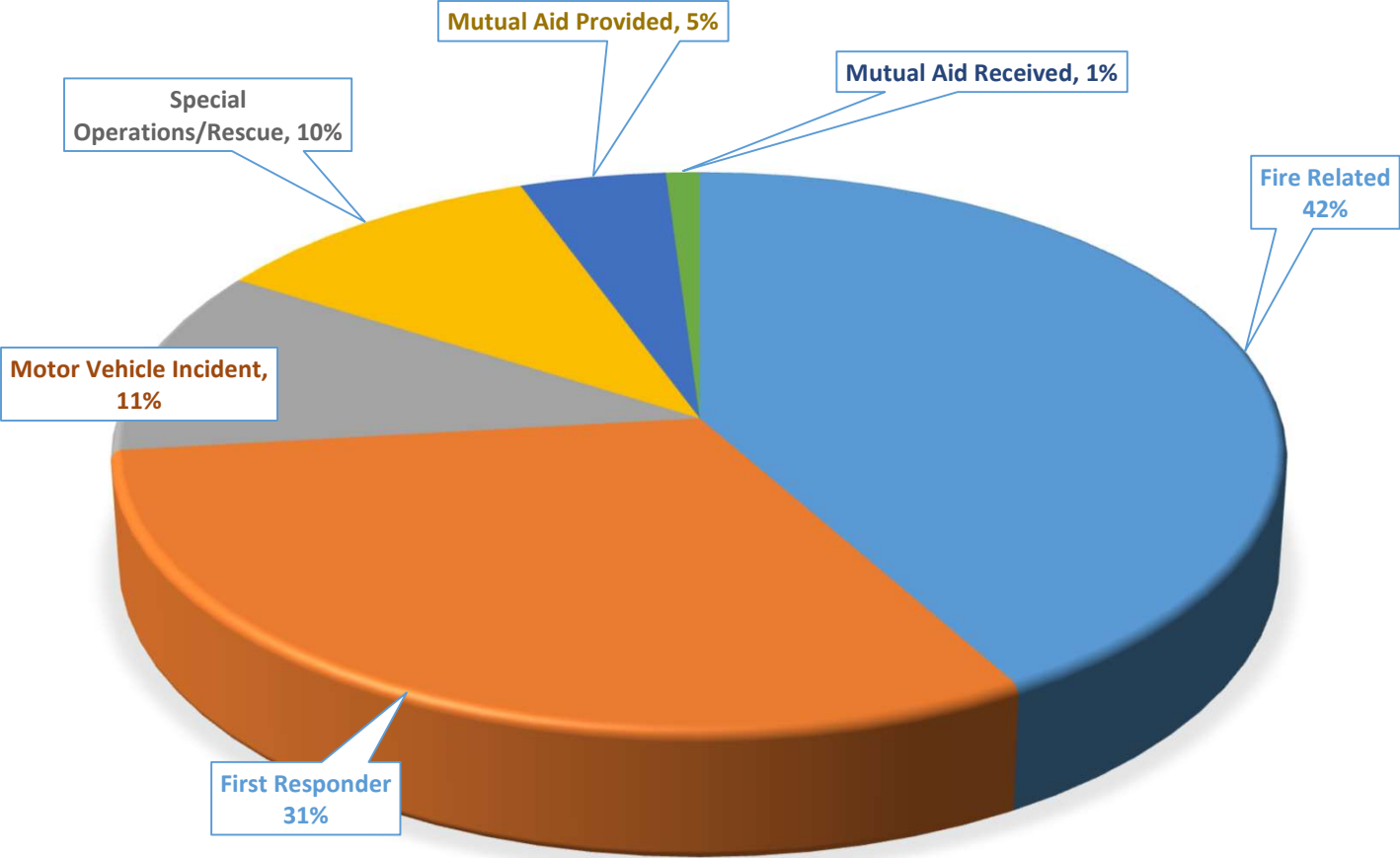
MONTH: November 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	12	15	13	20	10	0	120	158
Alarms Activated	7	2	3	6	4	3	5	6	6	9	6		57	
Burning Complaint / Duty Officer	1	1	2	5	4	4	6	6	5	6	4		44	
Outdoor Fire		1						3		2			6	
Structure/Chimney		1	1	1		1	1		1	3			9	
Vehicle Fire	2	1							1				4	
First Responder	6	8	7	8	9	8	12	12	9	4	7		90	70
Motor Vehicle Incident	2	5	2	1	3	2	4	2	2	3	5		31	44
Special Operations/Rescue	2	3	1	4	2	1		6	2	6	3		30	7
Mutual Aid Provided	1			2	4		3	2			1		13	16
Mutual Aid Received							1			1	1		3	6
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	19	32	37	26	33	26	0	285	295
Practices (Totals for each Month)	5	4	4	4	5	4	4	5	4	5	4	4	52	
Training Hours	288	218	200	478	216	170	154	134	461	199	222	96	2836	

APPROVED: _____

Fire Chief Chris Geiger

NOVEMBER 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

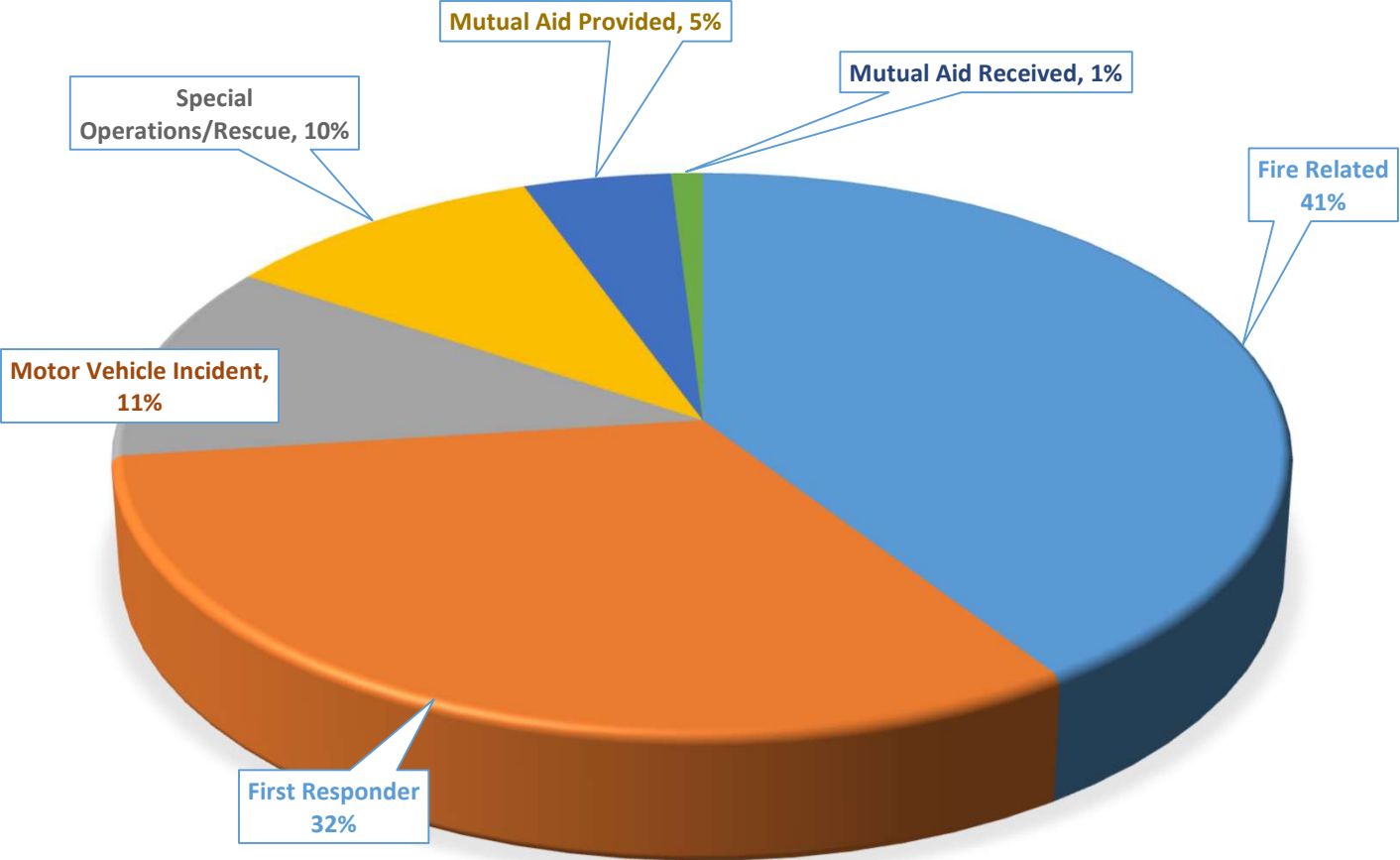
MONTH: December 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	12	15	13	20	10	5	125	165
Alarms Activated	7	2	3	6	4	3	5	6	6	9	6	1	58	
Burning Complaint / Duty Officer	1	1	2	5	4	4	6	6	5	6	4	1	45	
Outdoor Fire		1						3		2		1	7	
Structure/Chimney		1	1	1		1	1		1	3		2	11	
Vehicle Fire	2	1							1				4	
First Responder	6	8	7	8	9	8	12	12	9	4	7	9	99	86
Motor Vehicle Incident	2	5	2	1	3	2	4	2	2	3	5	4	35	50
Special Operations/Rescue	2	3	1	4	2	1		6	2	6	3	1	31	7
Mutual Aid Provided	1			2	4		3	2			1	1	14	17
Mutual Aid Received							1			1	1		3	6
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	19	32	37	26	33	26	20	305	325
Practices (Totals for each Month)	5	4	4	4	5	4	4	5	4	5	4	4	52	
Training Hours	288	218	200	478	216	170	154	134	461	199	222	96	2836	

APPROVED: _____

Fire Chief Chris Geiger

DECEMBER 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received

Joint Occupational Health and Safety

2023 Year End Report

Tracking of 2023 Incidents:

Incident	# Reported	# Reviewed/Investigated by JOHSC Members
First Aids	9	7
Near Miss	5	4
Approved Worksafe Claims	*3	3
Denied Worksafe Claims	3	2

1 Claim occurred at RCMP as Town is Leaseholder of building (not a Town employee, however, claim cost becomes part of Town claim experience).

*Three 2023 Worksafe disallowed claims amounted to 8 days lost time accident with an approximate cost of \$3,000.00 (modified work and early and safe return to work plans reduced possible significant costs).

2023 Committee recommendations and implementations:

- OHS Introduction Training for Supervisors/Management - January/Feb. 2023
- OHS Training in Due Diligence (Certified Training) by Employer Advisers Office – June 2023
- WHMIS Training – Consistent Training Link initiated for all employees
- Established an Employee Committee Co-Chair
- Established Safety Talk file folder with topics for all departments.
- Safe Work Procedure Form developed and implemented
- Development of a SWP sub-committee
- Structured Review process for Near Misses and First Aids
- Creation of Thank you notes to participants of Near Miss and First Aid reviews
- Risk Assessment and Hazard Analysis Form developed

2024 Goals

For Committee review January 2024

- Co-chair proposal for committee scope re injuries
- Implementation of Risk Assessment and Hazard Analysis Form/Process
- Safe Work Procedure – sub-committee updates
- Accessible Drop-down menu for TOL SWP's (Sharepoint)
- First Aid determination/implementation of new legislation
- Policy Update – Protection for Workers from Violence in the Workplace
- Policy Update – Harassment, Bullying and Discrimination Policy
- Pulse check where we are on COR Certification
- Info-flip review
- Incident tracking – software review (S. Lassam submission)

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Management
Meeting Date: January 16, 2024
File No: 0640-20
Re: 2023-2026 Strategic Priorities Update

RECOMMENDATION:

That the Committee receive the 2023-2026 Strategic Priorities Update dated January 16, 2024.

EXECUTIVE SUMMARY:

The Strategic Plan was deliberated and approved by Council in the Spring of 2023. This is the second update presented to the Committee.

PREVIOUS COUNCIL DIRECTION:

CW 2023-055	2023-07-11	That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.
CS 2023-147	2023-06-06	That Council adopt the 2023-2026 Strategic Plan and direct staff to publish the plan online and in hard copy.

DISCUSSION:

Council has provided direction regarding the strategic priorities of the Town for 2023-2026 and the attached report provides a high-level update of the projects that support those priorities.

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. 2023-2026 Strategic Priorities Update – January 16, 2024

2023-2026 Strategic Priorities Update – January 16, 2024

Status Key
 Not Started
 In Progress
 Completed

Core Infrastructure

We will advance projects that address climate change, renew our infrastructure, protect natural and built assets and accommodate future growth.

MAJOR INITIATIVES	STATUS	COMMENT
Increase Capacity of Holland Lake Dam	In Progress	Received grant approval; RFP closed; reviewing proposals
Stage 2 Wastewater Environmental Study	In Progress	Field work completed; report pending
Sewer Inflow & Infiltration Connection Replacement	In Progress	Draft report has been received & feedback has been supplied
Lift Station, Pump & Generator Replacements	In Progress	In progress
Compost Facility Odour Reducing	In Progress	2 of 3 improvements completed; final improvement in progress
Implement GIS to Prioritize Infrastructure	In Progress	Consultant will have internal access complete by end of Q1 with public access by end of year
4 th Ave Paving & Improvements	Not Started	
Colonial / Delcourt Sidewalks & Traffic Calming	Not Started	
City Hall Short-Term Improvements	In Progress	Window, roof, drainage completed; HVAC & heating in progress; painting planned for spring
Storm Water Master Plan	Not Started	
Marina Wall Repair	In Progress	Utility upgrades completed; planning demolition at this time
Lot 108 Plan Phase 1	In Progress	Parking lot, practice pitch, scoreboard & accessible walkway completed; fitness stations to be installed in spring
Aggie Field Drainage	In Progress	Design phase
Install New Flag Poles at City Hall	Not Started	

Official Community Plan Implementation

We will employ strategies & actions that maintain a diverse, vibrant, & affordable community, ensuring we do not pass undue burden onto future generations.

Complete Consequential OCP Policies changes	In Progress	Approved bylaw amendments include: secondary suites, cash in lieu of parking & bicycle parking; a reserve bylaw for cash in lieu of parking has been approved; Community Amenity Contribution Policy has been repealed; rezoned "Priority Growth Areas", where development is to be incentivized and concentrated (downtown); parking study nearing completion
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2023-2026 Strategic Priorities Update – January 16, 2024 *continued*

MAJOR INITIATIVES	STATUS	COMMENT
Bill 44 – Housing Statutes (Residential Development) Amendment Act		Legislative zoning amendments to be completed
Waterfront Area Plan <i>We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, & cultural celebration.</i>		
Uplands Remediation		First stage to receive Certification of Compliance (permit application to apply for permit) has been submitted to the province
Construct Artist Studio as part of the Arts & Heritage Hub		Working with funders on possible scope change
Transfer Beach Amenities, Paved Paths & Pads		
Economy <i>We will promote an environment that facilitates business development & job creation.</i>		
Downtown Amenities & Improvements		EV Charger; lights; crosswalks complete
Wayfinding & Welcome Signs		Design complete; fabricating and construction in progress
Childcare Space Creation		
Mountain Bike Trail Network		Grant application has been submitted
Develop Buller Street Property		Planning and funding approval phase
Leadership <i>We will show leadership in building strong relationships with First Nations, reconciliation, & excellence in good governance.</i>		
Community to Community Meeting with Stz'uminus First Nation Chief and Council		Grant received; planning event for February
Complete annual Council assessment		

Status Key
 Not Started
 In Progress
 Completed

Recommendation: That the Committee recommend that Council direct Staff to prepare the attached plots (1200 Christie Road and road allowances at King Rd and Gill Rd.) for dedication as Parkland.

