

# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON

MONDAY, AUGUST 15, 2011  
7:00 p.m.



Page

## A G E N D A

### CALL TO ORDER (6:15 P.M.)

#### 1. EXECUTIVE SESSION

In accordance with Section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- litigation or potential litigation affecting the municipality

#### 2. AGENDA APPROVAL

#### 3. MINUTES

3.1. Minutes of the Regular Meeting of Council held August 2, 2011

1 - 5

#### 4. PUBLIC HEARING

None

#### 5. DELEGATIONS

None

#### 6. PROCLAMATIONS

6.1. Mayor Hutchins has proclaimed October 17 to 23, 2011 as "Canada World Youth Week" in the Town of Ladysmith

#### 7. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

7.1. 341 Chemainus Road (Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan Land District, Plan VIP79606)

6 - 8

#### 8. STAFF / ADVISORY COMMITTEE REPORTS

8.1. Purchase of Custom Multi-Use Fire Vehicle

9 - 24

8.2. Alternative Approval Process – Water Works Project

25 - 26

**8.3. Bylaw 1774 – Secondary Suites Regulation**

**9. CORRESPONDENCE**

None

**10. BYLAWS**

**10.1. Ladysmith Water System Construction Loan Authorization Bylaw 2011, No. 1763**

**30**

May be adopted.

*The staff report concerning Bylaw 1763 will be considered under Agenda Item 8.2.*

**10.2. Ladysmith Zoning Bylaw 1995, No 1160 Amendment Bylaw (No. 87) 2011, No. 1774**

**31 - 34**

May be read a first and second time.

*The staff report concerning Bylaw 1774 will be considered under Agenda Item 8.3.*

**11. NEW BUSINESS**

**12. UNFINISHED BUSINESS**

**13. QUESTION PERIOD**

- 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 must relate strictly to matters which appear on the Council agenda at which the individual is speaking
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine
- Questions must be brief and to the point
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council

**ADJOURNMENT**



LADYSMITH

MINUTES OF A MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
AUGUST 2, 2011

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Jillian Dashwood  
Councillor Bruce Whittington

Councillor Steve Arnett  
Councillor Lori Evans

Councillor Scott Bastian  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Joanna Winter

Sandy Bowden

Felicity Adams

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**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 6:00 p.m.

**EXECUTIVE SESSION**

2011-338

It was moved, seconded and carried that Council retire into Executive Session at 6:01 p.m.

**AGENDA APPROVAL**

The Regular Meeting of Council was reconvened at 7:01 p.m.

Mayor Hutchins requested Council's consideration of the following addition to the agenda:

- Lighting on Steps to Ladysmith Community Marina

2011-339

It was moved, seconded and carried that the agenda for the Council Meeting of August 2, 2011 be approved as amended.

**MINUTES**

2011-340

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held July 18, 2011 be approved as circulated.

**DEVELOPMENT PERMITS /  
DEVELOPMENT VARIANCE  
PERMITS**

2011-341

Development Permit Application — McDonald's Restaurants of Canada Ltd., Lot A, District Lot 43, Oyster District, Plan VIP70526 (370 Davis Road)

It was moved, seconded and carried that Development Permit 3060-11-10 be issued to permit renovations and an addition to the McDonald's Restaurant at 370 Davis Road (Lot A, DL 43,

Oyster District, Plan 70526), and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

## COUNCIL COMMITTEE REPORTS

### Government Services Committee Recommendations

- 2011-342 It was moved seconded and carried that the moratorium on BC Hydro Smart Meters proposed by Mary Lowther in her correspondence dated June 29, 2011 be referred to staff for further investigation of concerns regarding smart meters and BC Hydro's responses to those concerns, and that staff report back to the Government Services Committee.
- 2011-343 It was moved, seconded and carried that the Town of Ladysmith Water Report for 2010 be approved.
- 2011-344 It was moved, seconded and carried that staff be directed to prepare an amendment to Section 6.12, Water Consumption, of the Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119 to reduce the average water consumption of a water closet or direct flush urinals from 6 litres per flush cycles to 4.8 litres per flush cycle, and from 308 litres per flush cycle to 1.9 litres per flush cycle respectively.
- 2011-345 It was moved, seconded and carried that staff be requested to prepare a report for the August 2011 Government Services meeting on Council remuneration in other communities of a similar size and that the report also include a history of Council remuneration in Ladysmith.
- 2011-346 It was moved, seconded and carried that Councillors Arnett, Evans and Whittington be approved to attend the 2011 Convention of the Union of British Columbia Municipalities.
- 2011-347 It was moved, seconded and carried that the proposed public input form and information regarding the Liquid Waste Management Plan be approved in principal subject to a final review by the Liquid Waste Management Committee.
- 2011-348 It was moved, seconded and carried that staff be requested to investigate and develop recommendations for traffic control options in the 100 block of the Gatacre Street alley, including how to make the speed bump more visible and installing speed limit signs.
- 2011-349 It was moved, seconded and carried that staff be requested to

report back to the Government Services Committee regarding the definition of 'at large' in the Dog Licencing and Control Bylaw.

**Bike BC – Cycling Infrastructure Partnerships Program (CIPP) – Bayview Avenue Connector Project**

2011-350 It was moved, seconded and carried that the grant in the amount of \$39,780 from the Bike BC—Cycling Infrastructure Partnerships Program be accepted and that a letter of appreciation be sent to the Minister of Transportation and Infrastructure, and that the Financial Plan be amended accordingly.

2011-351 It was moved, seconded and carried that up to \$40,000 from the Gas Tax Agreement be included in the 2012 Financial Plan for the Bayview Connector project as the Town's contribution to the Bike BC—Cycling Infrastructure Partnerships grant, and that Council include the Bayview Avenue Connector project on its 2012 project list.

2011-352 It was moved, seconded and carried that a neighbourhood meeting for area residents of the Bayview Avenue Connector Bicycle Plan project be held in 2012 prior to the start of the project, and that funding be included in the 2012 Financial Plan for the meeting, including the presence of the consultants who worked on the Ladysmith Bicycle Plan.

**CORRESPONDENCE**

**Sylvia MacLeary, Council of Senior Citizens' Organizations of British Columbia and Fred Coates, Old Age Pensioners' Organization**

**Request for Support for UBCM Resolution Regarding Elimination of Medical Services Plan Premiums for Seniors in British Columbia**

2011-353 It was moved, seconded and carried that the Town of Ladysmith support in principle the proposed resolution to the 2011 Convention of the Union of British Columbia Municipalities regarding elimination of Medical Services Plan Premiums for seniors in British Columbia, subject to debate on the floor at the convention.

**Graham Bruce, Island Corridor Foundation**

**Request for Ten Year Permissive Property Tax Exemption**

2011-354 It was moved, seconded and carried that staff be requested to review the opportunity for ten-year terms for permissive property tax exemptions for the Island Corridor Foundation and other organizations that currently receive annual property tax exemptions from the Town of Ladysmith.

**2011-355**                    **George Weiss**  
**Request for Dinghy Launching Site**  
It was moved, seconded and carried that the Rotary Club of Ladysmith be invited to consider opportunities for establishing a dinghy launch in the vicinity of the existing Rotary Boat Launch, in response to the correspondence from George Weiss dated July 20, 2011.

**UNFINISHED BUSINESS**

**Light at Top of Steps to Ladysmith Maritime Society**  
Staff will report back to Council regarding the installation of lights on the stairs to the Ladysmith Community Marina.

**QUESTION PERIOD**

R. Johnson was advised that the cleanup costs and responsibility for a recent fire at Slack Point have not yet been determined and that a report will be coming to Council once those matters are clarified.

R. Johnson enquired whether Council members believe it is prudent to attend the October 2012 UBCM convention if they have not announced their intention to run in the 2011 municipal election.

R. Johnson was advised that Town bylaws regulate the number of spaces at Coronation Mall.

M. Peterson was advised that staff will provide him with information on previous years' Statement of Financial Information.

M. Peterson was advised that staff are looking into speed limit signs and speed bumps at Transfer Beach.

**EXECUTIVE SESSION**

**2011-356**                    It was moved, seconded and carried at 7:59 p.m. that the Executive Session of Council be reconvened after a two-minute recess.

**ARISE AND REPORT**

Council arose from Executive Session without report.

**ADJOURNMENT**

**2011-357**                    It was moved, seconded and carried that this meeting of Council be adjourned at 8:57 p.m.

CERTIFIED CORRECT

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Mayor (R. Hutchins)

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Corporate Officer (S. Bowden)

Subject to Adoption



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: August 10, 2011  
File No: 3090-11-03

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Re: Development Variance Permit Application – 341 Chemainus Road  
Lot A, District Lot 42, Oyster District, and District Lot 553 Cowichan Land  
District, Plan VIP79606

#### RECOMMENDATION(S):

That Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-11-03 for Lot A, District Lot 42, Oyster District, and District Lot 553, Cowichan Land District, Plan VIP79606 (341 Chemainus Road).

#### PURPOSE:

The purpose of this report is to obtain Council direction regarding proceeding with the notice for a DVP application.

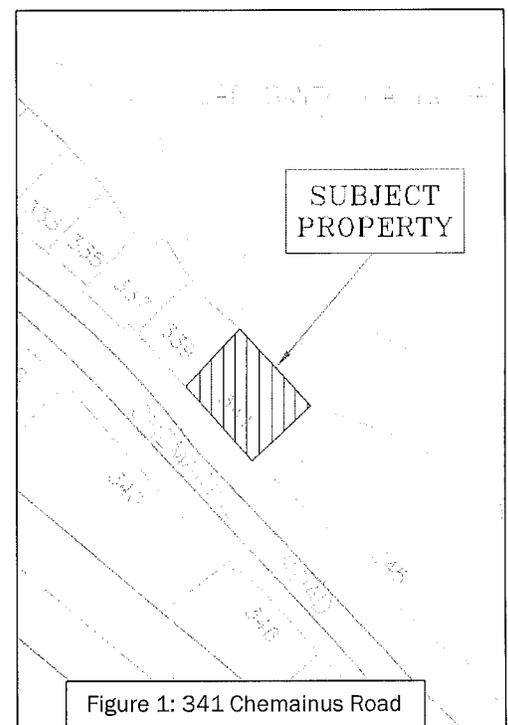
#### INTRODUCTION/BACKGROUND:

The applicants, Mr. and Mrs. Gibson, are proposing to construct an improved driveway access, a new accessory building, and a third storey to their existing dwelling at 341 Chemainus Road. To achieve the proposed development the applicant is requesting several variances including a variance to the height of the accessory building. Bylaw 1667 states that when a development variance permit proposes a height variance greater than 0.6 metres, public notification shall not occur until directed by Council. It is recommended that Council direct staff to proceed with statutory notice of the variance request.

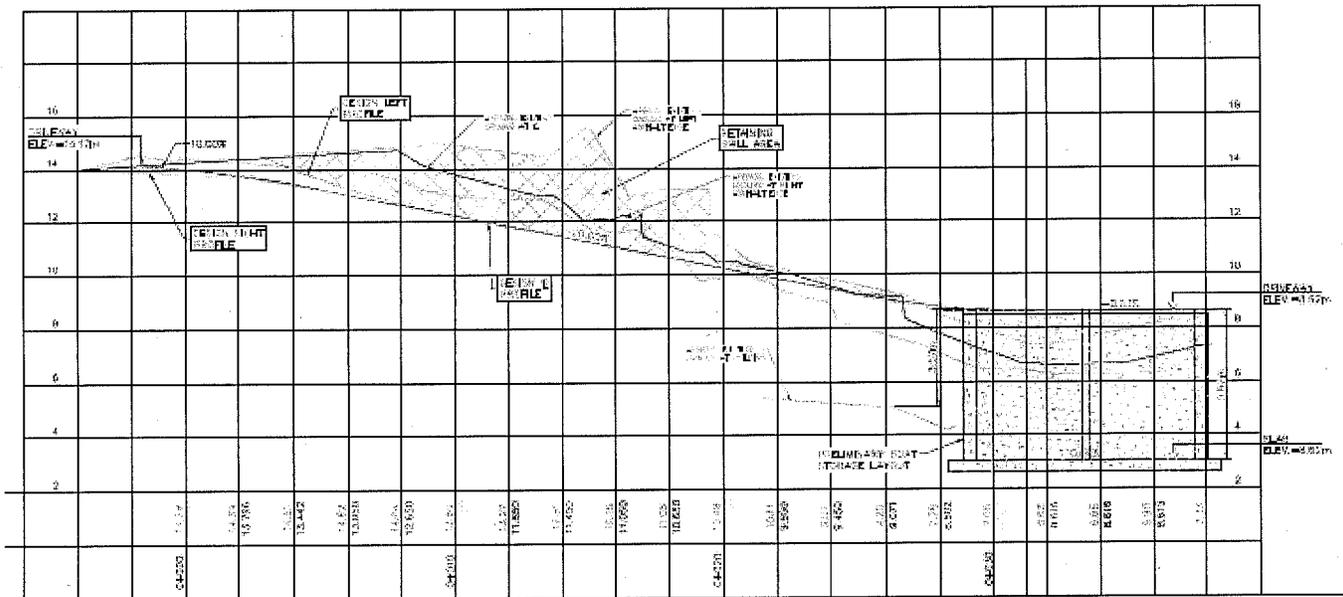
#### SCOPE OF WORK:

The subject property is within the Suburban Residential Zone (R-1). The maximum permitted height for accessory buildings within this zone is 3.5 metres for buildings with a flat roof. The applicants are proposing an accessory building that is 5.6 metres in height. The accessory building is proposed to be an engineered structure that will lie below Chemainus Road such that the applicant will be able to park their vehicles on the roof of the structure via a new driveway access, as shown in Figure 2. Chemainus Road lies at 14.17 metres above sea level and the roof of the accessory structure will lie at 8.62 metres above sea level.

Due to the steep slope of the subject property, and due to the property location between road and sea the proposed development will also trigger other variance



requests that will be presented to Council at a later date following the notification process.



**Figure 2: Profile of proposed driveway access and engineered accessory structure at 341 Chemainus Road.**

**ALTERNATIVES:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a

**LEGAL IMPLICATIONS:**

The *Local Government Act* enables Council to vary zoning regulations, except use and density regulations through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-11-03.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Director of Public Works and Building Inspector have reviewed the design of the driveway access, the engineered accessory building, and proposed renovations to the dwelling.

**RESOURCE IMPLICATIONS:**

Processing Development Variance Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Improvements to existing residential property and neighbourhoods is supported by the Visioning Report.

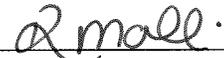
ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

The applicants are proposing improvements to the land at 341 Chemainus Road including a new driveway access, an engineered accessory structure, and a third storey to the existing dwelling. It is recommended that Council direct staff to proceed with statutory notice of the variance request. Processing the complete development proposal requires Council direction on undertaking the notice for the height variance request.

I concur with the recommendation.



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Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
 From: Ray Delcourt, Fire Chief  
 Date: August 10, 2011  
 File No:

Re: PURCHASE OF CUSTOM MULTI-USE FIRE VEHICLE

RECOMMENDATION(S):

That Council award the purchase by a five-year lease through Municipal Finance Authority of a Ford chassis Custom Multi-Use Fire Vehicle to DEL Equipment Ltd. for a total price of \$78,445.00 plus Harmonized Sales Tax to be funded through the Municipal Finance Authority.

PURPOSE:

The purpose of this report is to provide Council with information regarding the results of a Request for Proposals (RFP) issued by the Town for the purchase of a Custom Multi-Use Fire Vehicle, and to seek Council's approval of the recommendation to award the contract to DEL Equipment Ltd.

INTRODUCTION/BACKGROUND:

In the 2011 budget, Council approved the yearly lease payments to fund a \$75,000 purchase of a new Fire Vehicle to replace a 1995 pick-up truck that is no longer adequate for the Fire Department's needs. Request for Proposals No. 2011-FR-01 was issued on July 21, 2011. The RFP itemized specific equipment and chassis requirements for the new fire vehicle. Four proposals were received from three companies. Three of the four proposals fully met the requirements outlined in the RFP. The fourth offered a Dodge truck chassis (the RFP requested bids on a Ford chassis). The proposals are summarized below:

Company	Price	Comments
HUB Fire Engines	\$114,390.08 + HST	
Fire Force Apparatus Limited	\$114,099.20 + HST	
DEL Equipment Ltd.	\$ 78,445.00 + HST	Recommended to Council
DEL Equipment Ltd.	\$ 75,501.00 + HST	Quote is for a Dodge chassis, not the Ford chassis itemized in the RFP

The Fire Department's New Apparatus Committee, consisting of eight members of Ladysmith Fire/Rescue, reviewed the four proposals to ensure that they meet the specifications outlined in the RFP. Although the recommended proposal is not the lowest overall, it is the lowest quote that meets the RFP requirements. In addition, the proponent offered the earliest delivery date (120 days from placement of order to

delivery of the vehicle, as opposed to approximately 160 days quoted by the other proponents).

SCOPE OF WORK:

Once the contract is awarded, Finance Department staff will establish the lease with the Municipal Finance Authority. Ladysmith Fire/Rescue representatives will work with the successful proponent to take delivery of the vehicle.

ALTERNATIVES:

Council could choose to accept one of the other proposals, or Council could choose not to purchase a new fire truck at this time.

FINANCIAL IMPLICATIONS:

The monthly lease payments were included in the 2011 budget. Once the purchase is made, these lease payments will continue for 5 years. Though the cost of the recommended tender bid price is slightly higher than budget, the overage does not impact the budget as the lease payments will begin later in the year than expected.

LEGAL IMPLICATIONS:

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The purchase of a new fire vehicle should be positively received by citizens, as it supports the Fire Department's capacity to respond to fire emergencies.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Finance Department will manage the lease with the Municipal Finance Authority. Ladysmith Fire/Rescue will work with the successful proponent on the development and delivery of the vehicle.

RESOURCE IMPLICATIONS:

The current truck will be used until this new truck can be constructed and delivered.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Strategic Direction 6 – Safe and Healthy Community.

SUMMARY:

Four responses were received to a Request For Proposals issued for the purchase (via lease) of a custom multi-use fire vehicle. The lease payments to purchase this vehicle were included in the 2011 budget. Although the recommended bid is not the lowest, it is the lowest of the three bids that fully meet the specifications outlined in the Request for Proposals. All bids received were higher than the original budgeted amount. It is recommended that Council award the contract for a Ford chassis multi-use fire vehicle to DEL Equipment for the purchase price of \$78,445 plus HST.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

RFP Response from DEL Equipment Ltd.

DEL

BID # 1



**LADYSMITH**

Town of Ladysmith

Fire / Rescue

**Request for Proposals  
No. 2011-FR-01**

**Multi-Purpose Fire Vehicle**

Issue Date: July 21, 2011

Closing Location: Town of Ladysmith City Hall, 410 Esplanade

Closing Date: August 8, 2011, 2:00 PM local time

Enquiries:

Ray Delcourt, Fire Chief  
rdelcourt@ladysmith.ca

Fire Hall -250-245-6436 Cell -250-416-9134

## TOWN OF LADYSMITH

### Request for Proposals

The Town is requesting Proposals for the supply of the following equipment in accordance with the Proposal Specifications:

#### Description of Vehicle

##### Multi-purpose Fire Vehicle

Chassis - 2012 Ford F-550 4 x 4 SD Crew Cab 176" WB DRW XL (W5H)

- Powertrain - Powerstroke 6.7L Diesel
- 6-speed electronic SelectShift Automatic transmission with overdrive
- Seating capacity for 5

##### Aluminum flatdeck

- 10' overlong
- 96" wide
- 2' tubing front flush with cab
- 3/16 checkerplate lower bulkhead
- Mesh upper bulkhead
- 3" channel long sills
- 3" channel crossmembers with spacing at tires
- 3/16 checkerplate decking
- 12" fold down sides
- 12" fold down end gate
- Snuffer hold down brackets
- Guards over taillights
- Side & rear 12" boarding steps
- (2) 28" x 18" x 60" vertical cabinets recessed into deck
- Cabinet height to match bulkhead
- (2) interior shelves
- Lockable doors

##### Lighting Package

- LED stop/turn/tail/clearance/backup
- LED Whelen light bar
- LED alley lights
- LED grill/side/rear flashers
- Cabinet lights
- 2.5" receiver tube at 19" centerline
- 7-pole RV plug
- (4) mud flaps

### Water tank

- 200 gallon poly tank
- Upper fill port
- Lower discharge port
- 1 gallon foam tank

### Vehicle paint

- Painted red poly urethane
- Reflective conspicuity tape striping to meet NFPA requirements
- Striping to match other Ladysmith Fire / Rescue vehicles

### Other items to include

- Electric brake controller
- Front mounted receiver hitch
- Grill guard
- Rolled hose storage rack in (2) cabinets
- Horizontal stretcher compartment
- Horizontal tray for shovels & tools
- Boot brush
- Floor tie downs rings
- Grip span rear boarding platform
- Cab mounted center console
- Whelen siren and control switches

**\* SPECIFICATIONS AND PRICE AS PER ATTACHED  
QUOTE # BM1108041**

Proposals are to be delivered to the attention of the Director of Corporate Services, Town of Ladysmith, Box 220, 410 Esplanade, Ladysmith, B.C. V9G 1A2 until 2:00 PM local time on August 8, 2011 for the supply of the equipment as described in the following tender, subject to the Instructions to Bidders, General Conditions, Special Conditions, Specification Sheets, and Form of Proposal.

Proposals so received will be opened in public at the City Hall at 2:30 PM local time on August 8, 2011. Proposals received after the closing time will be returned unopened to the supplier. The lowest or any tender will not necessarily be accepted.

Date: Aug 4/11

Provided that this proposal is accepted within 60 calendar days from the date of closing, the undersigned offers and agrees to provide the Town of Ladysmith with the equipment at the prices quoted on the form of tender, within the time specified, and in accordance with the terms and conditions set forth in the Proposal.

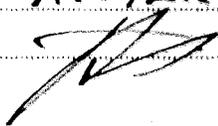
The undersigned undertakes to supply and deliver the specified equipment within 120 calendar days from award of contract

The bidder is an  Individual  Partnership  Company (check where applicable) incorporated under the laws of

Names and Address of Individual, Partnership, or Company Proposing:

Signature and Title of person authorized to sign tender: (Print or type name under signature)

DEL EQUIPMENT  
1963 KINGSWAY  
PORT LOQUITAN, B.C.  
V3C1S9

R. MERCHANT  


Telephone: 604-941-6241  
Facsimile: 604-942-8814

Addenda (if applicable)

Acknowledgment is hereby made of receipt and inclusion of the following addenda to the Request for Proposal documents:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_; \_\_\_\_\_ pages

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_; \_\_\_\_\_ pages

## INSTRUCTIONS TO BIDDERS

### 1. Request for Proposal Closing

Sealed proposals, made on the Proposal Form provided, together with all other documents required will be received by the receptionist at the main switchboard addressed to:

Director of Corporate Services,  
The Town of Ladysmith  
PO Box 220 (410 Esplanade)  
Ladysmith, B.C. V9G 1A2

Request for Proposals will be received up to 2:00 PM local time on August 8, 2011.

Request for Proposals received after the closing time will be returned unopened.

It is the bidder's responsibility to allow sufficient time for their agent to deliver their tender by the time and date specified above. The bidder should instruct their delivery agent to have the receptionist at the main switchboard at the City Hall time and date stamp the tender. The Town will upon receipt of tenders delivered by Canada Post or courier apply their date stamp. However the Town assumes no responsibility for tenders that are not received at the time of the Proposal closing.

Proposals will be opened at City Hall at 2:30 p.m. on August 8, 2011.

### 2. Form of Proposal

Proposals must be submitted on the form of proposal provided.

All prices and notations will be typewritten or written in ink. No erasures or additions to the proposal documents are permitted. In the case of mistake in extension of price, unit price will govern. In case of mistake, the mistake will not be erased but will be crossed out with correction typewritten or written in ink adjacent thereto. Such corrections will be initialed by the authorized signing officer.

3. Specification Forms

Bidders are required to complete the specification forms provided.

Where any of the requirements listed are standard equipment on the particular equipment being tendered, this must be noted by writing "As Specified" in the right hand column opposite the appropriate items on the specification sheets.

Any deviations from the specifications shall be separately noted in the space provided on the specification sheets, with separate information required attached.

4. Prices

Prices quoted to be f.o.b. to the Town of Ladysmith Fire / Rescue (340-6<sup>th</sup> Avenue) plus all applicable taxes extra. Harmonized Sales Tax (HST) is to be shown as a separate item on the form of tender.

5. Oral and Facsimile Tenders

Oral or facsimile proposals will not be accepted. In order to be considered, proposals must be submitted in a sealed envelope and received by the receptionist at the main switchboard at the City Hall on or before the closing time and date stated on the face of this proposal.

6. Signature Required

All proposals must be signed in the place provided on the front page and on the form of proposal by an officer or employee having authority to bind the bidder by his signature.

7. Acceptance

Proposals submitted will be irrevocable and open for acceptance for 60 (sixty) days following closing date.

The right is reserved, as the interests of the Town may require, to reject any or all proposals and to waive any minor informality or irregularity in proposals received. The lowest or any tender will not necessarily be accepted. Tenders which contain qualifying conditions or otherwise fail to conform to these proposal documents may be disqualified or rejected.

The award of any contract shall be based on the evaluation of the proposals by the Town on any basis, including but not limited to the following criteria:

- a) the overall cost impact of the proposal on the operations of the Town;
- b) the reputation and experience of the bidder and of the bidder's staff to be allocated to the work, the supply of the goods and services or the supply of any equipment required by this proposal;

- c) the technical credibility, financial resources, and environmental responsibility of the supplier;
- d) the Town's assessment of the capability of the bidder and the bidder's staff to supply the goods, services, or equipment within the time frame required by the Town;
- e) the best value to the Town based on quality service, price, and any criteria set out herein based solely on the Town's assessment of the tender.
- f) preference will be given to local Ladysmith suppliers where materials or services are equal but the cost difference does not exceed 5%.

The bidder acknowledges and agrees that the Town will not be responsible for any costs, expenses, losses, damage, or liability incurred by the bidder as a result of or arising out of submitting a tender for the proposed contract, or due to the Town's acceptance or non-acceptance of their proposal.

8. Withdrawal

Proposals may be withdrawn by written notice only, provided such notice is received by the receptionist at the main switchboard at the City Hall prior to the closing time and date set for receiving proposal.

## GENERAL CONDITIONS

1. Award of Proposal

The contract will be awarded in accordance with the criteria set out in section 7 (Acceptance) of the Instructions to Bidders and any additional criteria set out in these General Conditions and any Special Conditions and Special Forms attached hereto.

2. Payment

Payment by the Town will be made within 30 days after completion of the work and/or delivery of proposed equipment, receipt of invoice, and acceptance by the Town of Ladysmith. The purchased equipment will not be accepted for payment until all conditions and tendered specifications have been met.

3. Notices

Any notice required to be given in this contract shall be deemed to be duly given to the Town if sent by registered mail addressed to the Town of Ladysmith, PO Box 220, Ladysmith, B.C. V9G 1A2 and to the contractor if sent by registered mail at the address set forth in the Proposal.

4. Ownership of Proposal & Freedom of Information

All documents submitted in response to this Proposal shall become the property of the Town of Ladysmith and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

5. Queries

All queries regarding the technical specification of this proposal can be made by contacting Ray Delcourt, Fire Chief at 250-245-8179 or rdelcourt@ladysmith.ca.

## SPECIAL CONDITIONS

1. Tendered Equipment

The proposed equipment shall be a new current production model of good commercial quality, treated to resist rust, corrosion and wear encountered in normal municipal works service and shall be complete with all necessary accessories for operation.

The design of the mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture or permanent deformation or undue wear on any member.

2. Warranty

Indicate on the form of proposal, the length of the warranty proposed on all work, services, and equipment.

The warranty will not commence until the equipment is accepted and put into service. The Town will advise the date.

3. Parts & Service

The successful bidder is required to maintain a service facility within 50 kilometres of the working location of the tendered equipment, staffed with qualified service personnel and with provisions for storing a representative supply of parts for the equipment being proposed.

4. Descriptive Literature & Specifications

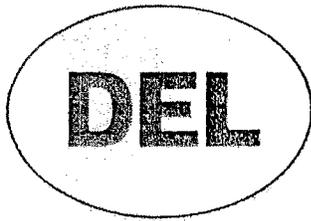
Bidders are required to provide a copy of the latest printed specifications and descriptive literature on the proposed equipment.

5. Delivery

The equipment ordered shall be delivered to the Town of Ladysmith Fire Hall, 340 Sixth Avenue, Ladysmith, BC.

6. Parts & Service Manuals

Successful Vendor shall supply one parts book, one service and repair manual and one operator manual at time of delivery of purchased equipment.



## DEL EQUIPMENT LIMITED

1963 Kingsway Ave, Port Coquitlam, BC - V3C-1S9

Phone: 604-941-6241 Fax: 604-942-8814

[www.delequipment.com](http://www.delequipment.com)

Town of Ladysmith  
Ladysmith, B.C.

Aug.4.11  
Quote # BM1108041

Quotation: RFP # 2011-FR-01  
Multi-Purpose Fire Vehicle

### Aluminum flatdeck

- 10' overall long
- 96" wide
- 2" tubing front flush with cab - deleted
- 3/16" checkerplate lower bulkhead - deleted
- mesh upper bulkhead - deleted
- 3" channel long sills
- 3" channel crossmembers with spacing at tires
- 3/16" checkerplate decking
- 12" fold down sides
- 12" fold down end gate
- Snuffer hold down brackets
- guards over taillights
- side & rear 12" boarding steps
- (2) 28"x 18"x 60" vertical cabinets recessed into deck
- cabinet height to match cab roof
- (2) interior shelves
- lockable doors

### Lighting Package

- LED stop/turn/tail/clearance/backup
- Whelan mini light bar # LB2-RRRRP
- Whelan Alpha 12R siren
- Maxxima alley lights # MWL01
- Maxxima grill/side/rear flashers # M20372RCL
- cabinet lights
- 2.5" rear receiver tube at 19" centerline
- 7-pole RV plug
- (4) mudflaps

Moncton

Montreal

Toronto

Burlington **21** Regina

Calgary

Edmonton

Vancouver



WICELL

Ultron

SWAPLOADER  
USA LTD

EFFER

Identity

ELLIOTT  
EQUIPMENT COMPANY

- Water Tank
- 200 gal poly tank
- upper fill port
- lower discharge port
- 1 gal foam tank
- no plumbing

**Body Paint**

- painted red poly urethane
- 2" reflective conspicuity tape striping on body
- two-tone paint not included
- decals or striping or lettering not included

**Body Price – the above equipment installed on a suitable chassis - \$ 19,855.00**

**Optional Accessories:**

- electric brake controller - \$ 250.00
- front mounted receiver hitch - \$ 650.00
- grill guard - \$ 825.00
- rolled hose storage rack in (2) cabinets - \$ 410.00
- horizontal stretcher compartment - \$ 1800.00
- stretcher compartment with top lid - \$ 2700.00
- boot brush - \$ 75.00
- floor tie down rings - \$ 200.00
- Grip Span rear boarding platform - \$ 880.00
- cab mounted center console – see truck armrest

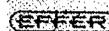
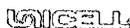
\$ 7790.00

Chassis pricing: see attached.

Total \$ 27,645.00

All taxes extra – FOB Port Coquitlam – Quote valid for 30 days – All prices each

Regards...  
Bob Merchant



Prepared For:  
Mr. Bob Merchant  
Del Equip  
British Columbia

*TOWN OF LADYSMITH*

Prepared By:

Ken Zutz  
Metro Ford Ltd  
2505 Lougheed Hwy  
Port Coq, British Columbia, V3B1B2  
Phone: 604-464-0271  
Toll Free: 1-800-211-6644



## Selected Options

## 2012 Ford F-550 Chassis

4x4 SD Crew Cab 176" WB DRW XL (W5H)

### Description

### Base Vehicle Price (W5H)

### Packages

#### Order Code 960A

(99Y) Engine: 6.8L 3-Valve SOHC EFI Modular V10; (44T) Transmission: TorqShift 5-Speed Automatic w/OD; Includes tow haul mode.; (X8L) Limited Slip w/4.88 Axle Ratio; (STDGV) GVWR: 8,165 kgs (18,000 lbs) Payload Package; (TFB) Tires: 225/70Rx19.5G BSW AS; (64Z) Wheels: 19.5" Argent Painted Steel (6); (A) HD Vinyl 40/20/40 Bench Seat w/Recline; Includes integrated armrest and 2 cupholders located in armrest.; (587) Radio: AM/FM Stereo; Includes digital clock and 2-speakers.

### Powertrain

#### Engine: 6.7L 4V Diesel V8

200 Amp Extra Heavy Duty Alternator; (X4N) Limited Slip w/4.10 Axle Ratio; Dual 78 AH Batteries. Includes large plastic urea tank and exhaust brake (B20 capability). Torque: 660 ft.lbs. @ 1600 rpm.

#### Transmission: 6-Speed Automatic w/SelectShift

Includes tow haul mode.

#### Limited Slip w/4.30 Axle Ratio

GVWR: 8,165 kgs (18,000 lbs) Payload Package

### Wheels & Tires

#### Tires: 225/70Rx19.5G BSW AS

Wheels: 19.5" Argent Painted Steel (6)

### Seats & Seat Trim

#### HD Cloth Bucket Seats

Floor Consolelette w/Cupholders & Storage Bin. Includes driver manual lumbar.

### Other Options

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference PF05200472 01/06/2011

Printed on July 22, 2011 at 11:10

Price Effective: 01/06/2011 QuotID: DEL062811

Page 1

*Selected Options Continued*

Prepared For: Mr. Bob Merchant  
Prepared By: Ken Zutz  
Dealership: Metro Ford Ltd

Description

Monotone Paint Application

176" Wheelbase/60" Cab to Axle

Radio: AM/FM Stereo

*Includes digital clock and 2-speakers.*

Interior Colours For : Primary w/XL

Steel

Primary Colours For : Primary w/XL

Vermillion Red

Vehicle Subtotal

Destination

Vehicle Subtotal (Including Destination)

- \$ 50,800.<sup>00</sup>  
- ALL TAXES EXTRA

\$ 78,445.00 + TAXES  
complete

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference FP05200472 01/06/2011



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: August 8, 2011  
File No:

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Re: ALTERNATE APPROVAL PROCESS – WATER WORKS PROJECT

RECOMMENDATION(S):

That in accordance with Section 86(8) of the *Community Charter* Council accept the results of the alternate approval process as certified by the Corporate Officer and further that Council adopt “Town of Ladysmith Water System Construction Loan Authorization Bylaw 2011, No. 1763” to authorize the borrowing of \$1,000,000 to fund the water works project.

PURPOSE:

The purpose of this staff report is to provide Council with the results of the recent alternate approval process (AAP) regarding the borrowing of \$1,000,000 to fund the water works project.

INTRODUCTION/BACKGROUND:

On June 20, 2011 the following resolution was adopted:

*That Council proceed with the Electoral Assent option of the Alternate Approval Process (AAP) to approve the borrowing of \$1 million to fund the water works project.*

Staff processed the AAP in accordance with provincial legislation. No responses to the AAP were received by the deadline of August 5, 2011. In accordance with Section 86(8) of the *Community Charter*, the Corporate Officer hereby certifies that elector approval for the borrowing of \$1,000,000 for the construction of a centralized water treatment facility has been obtained.

Upon adoption of Bylaw No. 1763 the Town is required to wait 30 days (quashing period) prior to applying for a Certificate of Approval from the Ministry of Community Services.

SCOPE OF WORK:

Upon Council's direction and expiration of the 30 day quashing period, staff will proceed with the borrowing of \$1,000,000.

ALTERNATIVES:

Council could direct staff to proceed as per the recommendation noted above or could request staff to seek alternate means of financing the water works project.

FINANCIAL IMPLICATIONS:

With adoption of this bylaw and further Provincial approval, the Town may proceed with funding the remaining components of the water works project.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is evident from the outcome of the AAP that the public is supportive of the borrowing of these funds for the water treatment facility.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This matter involves the Financial Services, Corporate Services and Public Works Departments.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns sustainability pillar nos. 5 and 7: innovative infrastructure and healthy community respectively.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with strategic direction no. 1 – wise financial management.

SUMMARY:

Council authorized staff to proceed with the AAP to authorize the borrowing of \$1,000,000 for the construction of the centralized water treatment plant on June 20, 2011. The AAP is now complete and it is appropriate for Council to adopt Bylaw No. 1763.

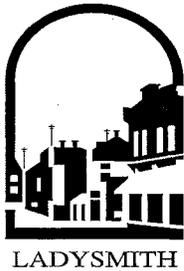
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: August 4, 2011  
File No: 3760-02

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Re: **BYLAW 1774: SECONDARY SUITES – REGULATION**

**RECOMMENDATION(S):**

That Council give first and second reading to Bylaw 1774 cited as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 87), 2011, No. 1774", and refer Bylaw 1774 to public hearing.

**PURPOSE:**

The purpose of this report is to provide clarification to Council regarding Bylaw 1774 and to seek first and second reading and the scheduling of a public hearing.

**INTRODUCTION/BACKGROUND:**

At its meeting held July 18, 2011, Council provided the following direction to staff.

*It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 87), 2011, No. 1774 be referred to staff for clarification and amendment if deemed appropriate.*

**SCOPE OF WORK:**

The purpose of Bylaw 1774 is to implement new regulations for secondary suites within principal single family dwellings.

In summary, Bylaw 1774 proposes to revise the definition of single family dwelling to include a secondary suite, and adds a new definition for secondary suite. The Bylaw also adds regulations for secondary suites to the following zones: UR-1, R-1, R-1-A, R-2, R-2-A, MP-1, and A-2. The secondary suite regulations limit the size of the suite to 40% of the gross floor area of the single family dwelling or 90 square metres, whichever is less.

Clarification of two specific regulations was requested by Council.

*Home occupation regulations* – these regulations are based on the current (status quo) regulations in the Zoning Bylaw for home-based business. They have been amended as shown below by utilizing the term "resident" to capture owners and tenants whether occupying a single family dwelling or secondary suite within a single family dwelling where a resident may operate a home occupation (business).

The amendments to the current section 5.10 (1)(c) are shown below.

*5.10 (1) (c) No more than two persons shall be engaged at anytime in the a home occupation, one of whom shall be the ~~owner or~~ resident of the dwelling unit, or their designate for a maximum period of six weeks in any calendar year;*

*Bed and breakfast use* – is not permitted when there is also a secondary suite. This regulation was recommended by the consultants to address input from the public process regarding potential negative impacts from traffic, noise, or excessive parking demands. If Bylaw 1774 is adopted as currently drafted, a single family dwelling use could have a secondary suite or a bed and breakfast but not both.

ALTERNATIVES:

That Council provide additional direction for Bylaw 1774.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The project provided significant opportunity for the public to provide input into Council's deliberations on secondary suites, including neighbourhood-based meetings, telephone survey, and community open house events. It is anticipated that residents and property owners will be supportive of moving ahead with secondary suite policy and regulations.

A public hearing will be scheduled and advertised which provides for further input to the proposed bylaws.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The project includes in-house education for the planning staff, building inspector and bylaw enforcement officer. This work will take place at the end of the project.

RESOURCE IMPLICATIONS:

Processing OCP and Zoning Bylaw amendments is within the Town's resources. The consultants worked with staff to develop Bylaw 1774.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Complete community land use is the first of eight pillars in the Ladysmith sustainability strategy.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Undertaking a secondary suites policy and regulations study with community involvement is a Council priority. Effective land use planning and community design are strategic directions.

SUMMARY:

Community consultation regarding secondary suites was held during April to May 2011. The public is supportive of all types of secondary suites, subject to conditions and regulations. A phased approach to implementation was directed by Council. It is

recommended that Council give first and second reading to Bylaw 1774 and direct staff to schedule a public hearing.

I concur with the recommendation.



---

Ruth Malli, City Manager

ATTACHMENTS:

- Bylaw 1774.

TOWN OF LADYSMITH

**BYLAW NO. 1763**

A Bylaw to authorize the borrowing of the estimated cost of constructing a water system.

**WHEREAS** it is deemed desirable and expedient to construct a water system servicing the Town of Ladysmith.

**AND WHEREAS** the estimated cost of constructing a water system including expenses incidental thereto is the sum of \$2,470,545 of which the sum of \$1,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the water system generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said water system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

**Citation**

3. This bylaw may for all purposes be cited as "Town of Ladysmith Water System Construction Loan Authorization Bylaw 2011, No. 1763."

**READ A FIRST TIME** on the 6<sup>th</sup> day of June, 2011

**READ A SECOND TIME** on the 6<sup>th</sup> day of , June, 2011

**READ A THIRD TIME** on the 6<sup>th</sup> day of , June, 2011

**RECEIVED** the approval of the Inspector of Municipalities on the 23<sup>rd</sup> day of June, 2011

**RECEIVED** the assent of the electors of the Town of Ladysmith on the 5<sup>th</sup> day of August, 2011

**ADOPTED** on the day of , 2011

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)

**TOWN OF LADYSMITH**

**BYLAW NO. 1774**

A bylaw to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the zoning bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160";

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

A. The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby further amended as follows:

1. Section 4.0 "Definitions" is amended by:

Deleting the definition of "dwelling, single family: means any building consisting of one dwelling unit which is occupied or intended to be occupied as the permanent residence of one family;" and replacing it with:

"dwelling, single family: means any detached building with the principal use of one dwelling unit, or a detached building consisting of a combination of one principal dwelling unit and one secondary suite";

Adding the following definition:

"secondary suite: means an additional dwelling unit fully contained within and subordinate to a single family dwelling".

2. Section 5.10 "Home Occupations" is amended by:

Deleting Section 5.10 (1) (a) "No more than one home occupation shall be carried on or permitted within each principal building;" and replacing it with:

"One home occupation is permitted within a single family dwelling unit and one home occupation is permitted within a secondary suite."

Deleting Section 5.10 (1) (c) "No more than two persons shall be engaged at anytime in the home occupation, one of whom shall be the owner or resident of the dwelling unit, or their designate for a maximum period of six weeks in any calendar year;" and replacing it with:

"No more than two persons shall be engaged at anytime in a home occupation one of whom shall be a resident of the dwelling unit, or their designate for a maximum period of six weeks in any calendar year."

3. Section 5.18 "Off Street Parking and Loading" is amended by:

Adding the following to Section 6 "Standard" to permit tandem parking for a secondary suite:

"(d.1) Parking spaces for a single family dwelling containing a secondary suite may be arranged such that one space is located behind the other space with a common or shared point of access to a highway."

Amending Table 1, Required Off-Street Parking Spaces, as follows:

COLUMN I	COLUMN II
USE	Required Number of Spaces
RESIDENTIAL	RESIDENTIAL
<ul style="list-style-type: none"> <li>• Single family, one unit</li> <li>• Single family with secondary suite</li> <li>• Two family</li> <li>• Multi family</li> <li>• Home occupation</li> </ul>	<ul style="list-style-type: none"> <li>• 1 per dwelling unit</li> <li>• 1 per dwelling unit (2 total)</li> <li>• 1 per dwelling unit</li> <li>• 1.5 per dwelling unit plus 0.2 per 4 du for visitors</li> <li>• 1 per home occupation that attracts customers or clients</li> </ul>

4. Section 7.0 “**Urban Rural Residential Zone (UR-1)**” is amended by:  
 Replacing the first sentence of Section 7.1 so that it reads:  
 “The following uses and no other uses are permitted in this Zone:”
- Adding the following to Section 7.2 “Conditions of Use”:  
 “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.
- (10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
5. Section 8.0 “**Suburban Residential Zone (R-1)**” is amended by:  
 Adding the following to Section 8.2 “Conditions of Use”:  
 “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square metres (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.
- (10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
6. Section 9.0 “**Medium Density Urban Residential Zone (R-1-A)**” is amended by:  
 Adding the following to Section 9.2 “Conditions of Use”:  
 “(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this

## Bylaw.

- (9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.
- (10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
7. Section 10.0 “**Urban Residential Zone (R-2)**” is amended by:  
Adding the following to Section 10.2 “Conditions of Use”:  
“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (8) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.
- (9) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
8. Section 11.0 “**Residential Zone (R-2-A)**” is amended by:  
Adding the following to Section 11.2 “Conditions of Use”:  
“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (8) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.
- (9) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
9. Section 15.0 “**Mobile Home Park Zone (MP-1)**” is amended by:  
Adding the following to Section 15.2 “Conditions of Use”:  
“(7) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.
- (8) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”
10. Section 33.0 “**Agriculture Zone (A-2)**” is amended by:  
Adding the following to Section 33.2 “Conditions of Use”:  
“(8) One secondary suite is a permitted use within a single family dwelling provided that the suite:
- a. does not exceed 40% of the gross floor area of the single family dwelling, or 90 square meters (968 square feet), whichever is less.
  - b. is provided with off-street parking in accordance with 5.18 of this Bylaw.

(9) A Bed and Breakfast use is not permitted in a single family dwelling containing a secondary suite.

(10) A secondary suite cannot be stratified, subdivided, or otherwise legally separated from the single family dwelling wherein it is located.”

**CITATION**

11. This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 87) 2011, No. 1774”.

**READ A FIRST TIME** on the day of , 2011

**READ A SECOND TIME** on the day of , 2011

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

on the day of , 2011

**READ A THIRD TIME** on the day of , 2011

**ADOPTED** on the day of , 2011

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)