

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, DECEMBER 4, 2017
5:30 P.M.*
*NOTE EARLY START TIME**

**Call to Order and Closed Meeting
5:00 p.m.
Regular Open Meeting
5:30 p.m.***

CALL TO ORDER (5:00 P.M.)

1. CLOSED SESSION

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

- Various matters related to section 90(1)(e) -- 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

REGULAR MEETING (5:30 P.M.*)

2. AGENDA APPROVAL

3. RISE AND REPORT - - Items from Closed Session

4. MINUTES

- 4.1. Minutes of the Special Meeting of Council held November 27, 2017 1 - 3

5. DELEGATIONS

- 5.1. Mark Skelton
Update on Community Living BC Community Council



6. PROCLAMATIONS

- 6.1. **A Day for Our Common Future**.....4
Mayor Stone has proclaimed December 11, 2017 as “A Day for Our Common Future” in the Town of Ladysmith, in recognition of the role residents, businesses, governments and communities play in furthering global goals for sustainable development.

7. DEVELOPMENT APPLICATIONS

- 7.1. **Development Variance Permit 3090-17-04, 1010 Ludlow (Home Hardware)5 - 11
Lot 1, District Lot 24, Oyster District, Plan VIP83837**

Staff Recommendation:

That Council:

1. Issue Development Variance Permit 3090-17-04 to vary the minimum front parcel line setback to 0 metres and to vary the minimum side parcel line setback to 1.6 metres for the siting of a greenhouse at Lot 1, District Lot 24, Oyster District, Plan VIP83837 (1010 Ludlow Road), subject to written confirmation from a professional engineer, at the time of building permit application, that the greenhouse building design and construction will not negatively impact the sanitary sewer main, until such time as the Town can relocate the pipe;
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit; and
3. Authorize the removal of permits ET16369, ET115602, ET115603 and EX85016 from the certificate of title for Lot 1, District Lot 24, Oyster District, Plan VIP83837 (1010 Ludlow Road) as they are no longer relevant to the property.

8. BYLAWS – OFFICIAL COMMUNITY PLANNING AND ZONING – None

9. APPOINTMENTS

- 9.1. Deputy Mayor Mayor Stone
- 9.2. Parcel Tax Review Panel..... By resolution
- 9.3. Cowichan Valley Regional District Director By resolution
- 9.4. Cowichan Valley Regional District Alternate Director By resolution
- 9.5. Vancouver Island Regional Library Board Director By resolution

- 9.6. Vancouver Island Regional Library Board Alternate By resolution
- 9.7. Cowichan Valley Regional District Community Safety Advisory Commission Representative..... By resolution
- 9.8. Standing and Community Committee Representatives Mayor Stone

10. 2018 BUDGET WORKSHOP

- 10.1. Presentation and Discussion on the 2018 Budget and the 2018 – 2022 Financial Plan
- 10.2. Public Input and Questions

11. COMMITTEE REPORTS

11.1. Mayor A. Stone

Cowichan Valley Regional District; Ladysmith Chamber of Commerce; Stocking Lake Advisory Committee; Waterfront Area Plan Leadership Committee

11.2. Councillor R. Hutchins

Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee..... 12 - 13

Recommendations from the Heritage Revitalization Advisory Commission:

1. That the Town mail heritage conservation and development permit information to downtown property owners, and consider providing this information annually.
2. That Council consider the establishment of an annual Heritage Award to recognize outstanding contributions to heritage in Ladysmith.
3. That a copy of the City of Victoria's bylaw regarding financial support for heritage buildings be provided for discussion at the next HRAC meeting

Recommendations from the Municipal Services Committee:

That Council direct staff to prepare a Town of Ladysmith Smoking Regulation Bylaw.

- 11.3. Councillor C. Henderson**
Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program..... **14 - 15**
- 11.4. Councillor D. Paterson**
Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel
- 11.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee..... **16 - 17**
- 11.6. Councillor C. Fradin**
Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee..... **18 - 19**
- 11.7. Councillor S. Arnett**
Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation

12. REPORTS

- 12.1. Coach Houses Outside of the Downtown Area 20 - 29**

Staff Recommendation:

That Council:

1. Pursuant to s.475 of the Local Government Act, direct early and ongoing consultation for the consideration of extending Development Permit Area 10 “Coach House Intensive Residential” to new areas where a coach house is permitted.
2. Direct that the project to allow coach houses outside of the Downtown area focus on properties in the R-1 Zone, as well as form and character considerations.
3. Confirm that this project will be included in the 2018-2022 Financial Plan, if Council wishes to pursue this project.

12.2. BC Hydro Tree Grant Application..... 30 - 35

Staff Recommendation:

That Council direct staff to apply to the BC Hydro Community ReGreening Program for a grant of \$7,000.00 to replace existing street trees in the community as deemed appropriate by staff.

13. BYLAWS

13.1. Town of Ladysmith Building Fire Sprinkler System Bylaw 2017, No. 1940..... 36 - 39

The purpose of Bylaw 1940 is to maintain the Town’s current requirement for fire sprinklers and fire sprinkler systems in buildings in the downtown in certain circumstances beyond the requirements of the BC Building Code.

Staff Recommendation:

That Council adopt Bylaw 1940, cited as "Town of Ladysmith Building Fire Sprinkler System Bylaw 2017, No. 1940".

14. CORRESPONDENCE - None

15. NEW BUSINESS

16. UNFINISHED BUSINESS - None

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 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

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 27, 2017
CALL TO ORDER 5:01 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone Councillor Cal Fradin Councillor Joe Friesenhan
Councillor Carol Henderson Councillor Rob Hutchins Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

STAFF PRESENT:

Guillermo Ferrero Felicity Adams Erin Anderson
Geoff Goodall Clayton Postings Joanna Winter
Sue Bouma

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:01 p.m.

CLOSED SESSION

CS 2017-364

Moved and seconded:

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:01 p.m. in order to consider items related to the following:

- Human Resources Matters 90(1)(c)
- Proposed provision of a municipal service - section 90(1)(k)

Motion carried.

SPECIAL MEETING

Mayor Stone called this Special Meeting of Council to order at 6:31 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

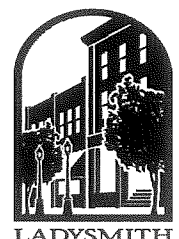
AGENDA APPROVAL

CS 2017-365

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for November 27, 2017.

Motion carried.



RISE AND REPORT

Council rose at 6:27 p.m. with report on the following:

- Resolution CE 2017-222
That Council approve the Exempt Staff Compensation Policy.

Opposed: Councillor Friesenhan

MINUTES

CS 2017-366

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held November 20, 2017.

Motion carried.

BUDGET WORKSHOP

Budget Workshop

Staff gave a presentation outlining the draft 2018 Operational Budget, and responded to questions from Council. Staff highlighted considerations for upcoming 2017 budget meetings.

Moved and seconded:

CS 2017-367

That Council direct staff to include the cost of appropriate devices in the higher level service request for an annual broadcasting and electronic agenda preparation service.

Motion carried.

Council requested that staff provide a summary of capital projects completed and carried forward in 2015, 2016 and 2017, for the next meeting.

Moved and seconded:

CS 2017-368

That Council confirm that:

- a) Eight per cent (8%) of the previous year's municipal tax levy will be allocated to General Capital Projects for the 2018-2022 Financial Plan; and
- b) Five per cent (5%) of the previous year's municipal tax levy will be allocated to the General Capital Reserve.

Motion carried.

ADJOURNMENT

CS 2017-369

Moved and seconded:

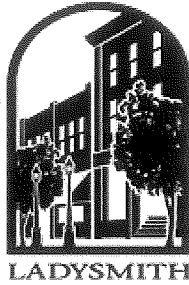
That this Special Meeting of Council adjourn at 7:42 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)



TOWN OF LADYSMITH

PROCLAMATION

- WHEREAS:** *our long-term economic, social, ecological and cultural goals form the four pillars of sustainable development;*
- WHEREAS:** *the UN General Assembly formally adopted the tenets of sustainable development on December 11, 1987 when Norwegian Prime Minister Gro Harlem Brundtland presented the report, 'Our Common Future', on behalf of the World Commission on Environment and Development;*
- WHEREAS:** *sustainable development is defined as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs";*
- WHEREAS:** *Canada played a critical role in fostering and writing 'Our Common Future';*
- WHEREAS:** *recent reports warn that adverse effects of climate change are likely to undermine sustainable, and all development efforts and goals – recommending increased support for adaptation, mitigation, inclusive green growth and climate-smart development;*
- WHEREAS:** *communities are most able to meet their needs by practicing sustainable development which incorporates a resilient resource base with a secure, long-term food and water supply;*
- WHEREAS:** *efforts to protect our lands and waters include measures for conservation, biodiversity, habitat and watershed protection that integrate renewable resources, climate-adaptive and sustainable development initiatives,*
- WHEREAS:** *a healthy approach to sustainable development will find ways to bring a balanced growth that meets economic, social, environmental and cultural goals for everyone's benefit,*
- AND WHEREAS:** *residents, businesses, governments and communities have opportunity to implement recommendations that balance our society's and nature's needs while furthering global goals for sustainable development.*
- NOW THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim December 11, 2017 as "A Day for Our Common Future" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

December 4, 2017

STAFF REPORT TO COUNCIL

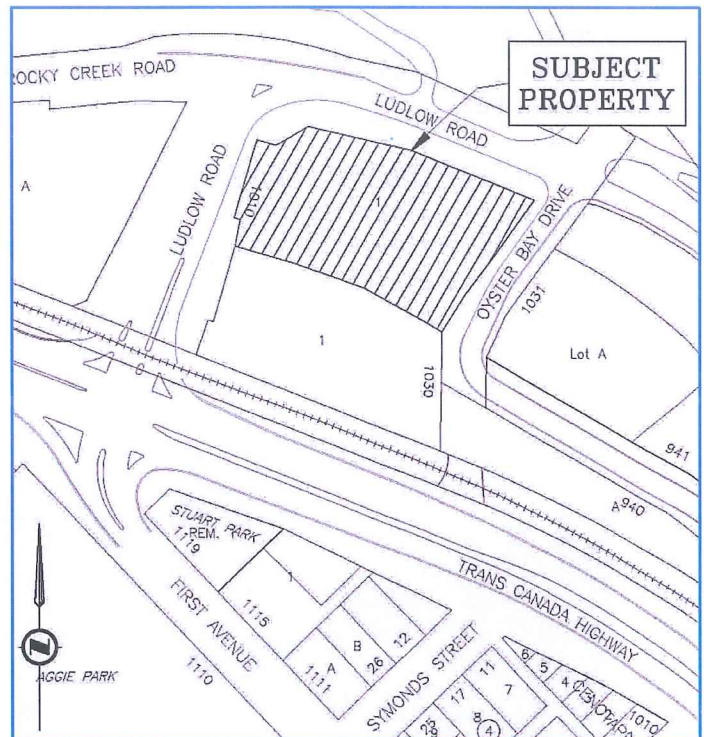
From: Angela Davies, Planner
 Meeting Date: December 4, 2017
 File No: 3090-17-04
 RE: **DEVELOPMENT VARIANCE PERMIT - 1010 LUDLOW ROAD
 HOME HARDWARE (DUNLOP)**

SUBJECT PROPERTY: LOT 1, DISTRICT LOT 24, OYSTER DISTRICT, PLAN VIP83837

RECOMMENDATION:

That Council:

1. Issue Development Variance Permit 3090-17-04 to vary the minimum front parcel line setback to 0 metres and to vary the minimum side parcel line setback to 1.6 metres for the siting of a greenhouse at Lot 1, District Lot 24, Oyster District, Plan VIP83837 (1010 Ludlow Road), subject to written confirmation from a professional engineer, at the time of building permit application, that the greenhouse building design and construction will not negatively impact the sanitary sewer main, until such time as the Town can relocate the pipe;
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit; and
3. Authorize the removal of permits ET16369, ET115602, ET115603 and EX85016 from the certificate of title for Lot 1, District Lot 24, Oyster District, Plan VIP83837 (1010 Ludlow Road) as they are no longer relevant to the property.

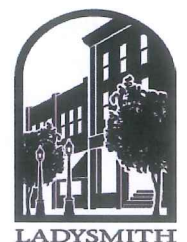


PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a Development Variance Permit application for variances to front and side parcel line setbacks for a proposed greenhouse at 1010 Ludlow Road.

PREVIOUS COUNCIL DIRECTION

The following Home Hardware permits were approved by Council and are registered on the title for the subject property (1010 Ludlow Road):



Permit	Council Meeting Date	Permit Summary
FB146618 3090-07-04	May 22, 2007	This permit varied the siting of the principal Home Hardware building front setback to 5m, and side setback to 0.678m.
3060-07-06	June 18, 2007	This is the original permit for the Home Hardware site and building.
FB151353 3060-07-06 (amendment)	Dec. 3, 2007	This permit amended the landscape plan.
FB212055 3060-08-13	Aug. 11, 2008	This permit is for the original Home Hardware signage.
FB246361 3060-08-21	Jan. 21, 2009	This permit amended the landscape plan.
FB397943 3060-10-12	Dec. 6, 2010	This permit has expired.
FB457947 3060-12-02	Apr. 18, 2012	This permit was for a new lumber shed.

INTRODUCTION/BACKGROUND:

The owners of Home Hardware have applied for a Development Variance Permit for the siting of a proposed greenhouse (5m x 24m in size) at 1010 Ludlow Road. The greenhouse is proposed to be attached to the west side of the existing principal Home Hardware building, facing Ludlow Road. The approximate location is depicted in Figure 1.

Figure 1: Proposed location of greenhouse



DISCUSSION

The subject property is zoned 'Light Industrial' (I-1). The proposed location of the greenhouse requires a variance to the front parcel line setback from 6.0 metres to 0 metres, and a variance to the side parcel line setback from 3.0 metres to 1.6 metres. The proposed variances to the front and side parcel line setback requirements are shown in Table 1, and the proposed Development Variance Permit 3090-17-04 attached.

Table 1: Proposed Variances for greenhouse

Parcel Line	Minimum Permitted Setback	Proposed Setback	Proposed Variance
Front Parcel Line	6.0 metres	0 metres	6.0 metres
Side Parcel Line	3.0 metres	1.6 metres	1.4 metres

The following permits are also registered on the title of the subject property, and it is recommended that Council direct staff to remove these permits from the title as they are no longer relevant:

Permit	Council Meeting Date	Permit Summary
ET16369 3060-01-09	Dec. 3, 2001	It is recommended to remove this permit as it applies to the Co-op Cardlock (930 Ludlow Rd).
ET115602 3060-02-06	Aug. 12, 2002	It is recommended to remove these two permits as they apply to the Bottle Depot (1031 Oyster Bay Dr).
ET115603 3060-02-06		
EX85016 3060-05-02	June 15, 2005	It is recommended to remove this permit as it applies to the former Pureleau Industries (1030 Oyster Bay Dr).

ALTERNATIVES:

Council can choose to not support Development Variance Permit application 3090-17-04.

FINANCIAL IMPLICATIONS:

None.

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:

The Development Procedures Bylaw No. 1667 provides that setback variance requests for the redevelopment or expansion of an existing development may proceed directly to neighborhood notification.

The Notice regarding Development Variance Permit 3090-17-04 was sent to properties within 60 metres of the subject property on November 16, 2017. At the time of writing this report no comments or letters have been submitted regarding the proposed variances.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-17-04 was referred to the Infrastructure Services Department and Building Inspector for review.

The Building Inspector advises that a building permit is required with a coordinating registered professional, and that an Architect is required as per the BC Building Code.

The Infrastructure Services Department advises that there is a sanitary sewer main in the location of the proposed greenhouse. The Infrastructure Services Department recommends that, at the time of building permit application, written confirmation from a professional engineer is provided that states the greenhouse building design and construction will not negatively impact the sanitary sewer main, until such time that the pipe can be relocated by the Town.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement
- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

A Development Variance Permit application has been received to vary the minimum front and side setbacks for a proposed greenhouse at 1010 Ludlow Road. Notification has been sent to properties within 60 metres. The Infrastructure Services department advises that there is a sanitary sewer main in the proposed location of the greenhouse. It is recommended to support the Development Variance Permit subject to the owner providing an engineer's confirmation that the proposed greenhouse will not negatively impact the existing sanitary sewer main.


Report Author



Angela Davies, Planner

November 27, 2017
Date Signed

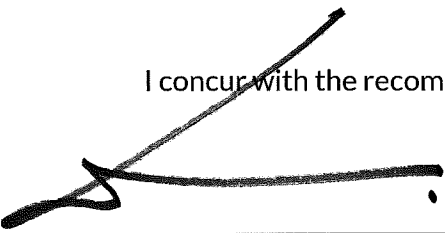
Reviewed By



Felicity Adams, Director of Development Services

November 27, 2017
Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT:

DVP 3090-17-04



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 Local Government Act)

FILE NO: 3090-17-04

DATE: DECEMBER 4, 2017

Name of Owner(s) of Land (Permittee): Jasery Holdings Ltd., Inc. No. BC0127715

Applicant: Sean Dunlop, Ladysmith Home Hardware

Subject Property (Civic Address): 1010 Ludlow Road

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 1
District Lot 24
Oyster District
Plan VIP83837
PID: 027-236-986
(1010 Ludlow Road)
(referred to as the "Land")

3. Section 12.2 (5)(c) "Siting, Sizing and Dimension of Uses, Buildings and Structures" in the Light Industrial (I-1) Zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the subject property as follows:

From:

No Building or Structure shall be closer to the Parcel Line than the minimum Setback shown in the Table below:

Parcel Line	Minimum Setback
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Rear Parcel Line</i>	3.0 metres

To:

No Building or Structure shall be closer to the Parcel Line than the minimum Setback shown in the Table below:

Parcel Line	Minimum Setback
<i>Front Parcel Line</i>	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	3.0 metres
<i>Rear Parcel Line</i>	3.0 metres

Except for the Greenhouse, which may have a front parcel line setback of 0 metres, and a west side parcel line setback of 1.6 metres, as shown on Schedule A.

4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. The following plans and specifications are attached:
 - a) **Schedule A – Location of Greenhouse**
6. If the Permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit, as established by the authorizing resolution date, this Permit shall lapse.
7. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-17-04) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE _____ DAY OF _____ 20 .

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with **Jasery Holdings Ltd., Inc. No. BC0127715** other than those contained in this permit.

Signed

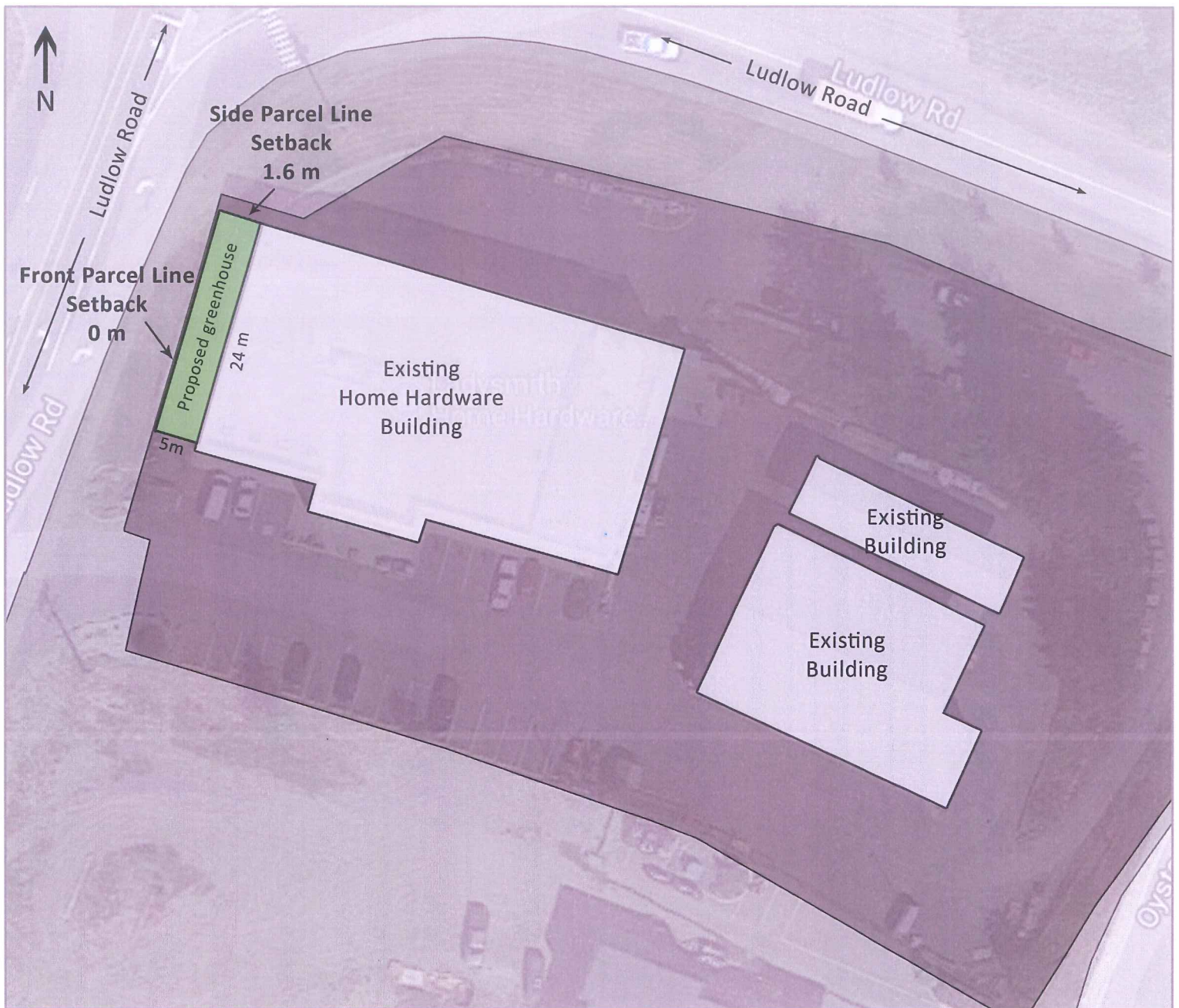
Witness

Title

Occupation

Date

Date



Schedule A: Location of Greenhouse

DVP 3090-17-04

1010 Ludlow Road, Home Hardware (Dunlop)

Owner: Jasery Holdings Ltd, Inc. No. BC0127715

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Rob Hutchins
Date: December 4, 2017
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Municipal Services Committee
Met on November 27, 2017

A. Agenda Items:

1. Consultation Results – Keeping of Backyard Hens

The Committee considered a report on the results of the public consultations regarding the keeping of hens in Ladysmith back yards. However, the Committee defeated a resolution to recommend that Council amend the Animal and Poultry Bylaw to allow residents to keep hens on single-family zoned properties under certain conditions designed to address concerns raised during the consultation.

2. Cowichan Region Smoke Free Taskforce – Update
3. Letter from the Prime Minister regarding the 30th Anniversary of the Festival of Lights

B. Recommendations for Council

That Council direct staff to prepare a Town of Ladysmith Smoking Regulation Bylaw.

Heritage Revitalization Advisory Commission
Met on November 16, 2017

A. Agenda Items:

1. Sign/Façade Applications – CrossFit Ladysmith, 521 First Avenue

2. Sign/Façade Applications – 30 Roberts Street
3. Heritage Awards
4. Financial Support for Heritage Buildings
5. Update on Kinsmen Public Washroom Proposal

B. Recommendations for Council

1. That the Town mail heritage conservation and development permit information to downtown property owners, and consider providing this information annually.
2. That Council consider the establishment of an annual Heritage Award to recognize outstanding contributions to heritage in Ladysmith.
3. That a copy of the City of Victoria's bylaw regarding financial support for heritage buildings be provided for discussion at the next HRAC meeting.

Respectfully submitted

Rob Hutchins

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Carol Henderson
Date: December 4, 2017
File No: 0550-04

Re: MONTHLY COUNCIL LIAISON REPORT

Ladysmith Interagency

Met on November 9th, 2017

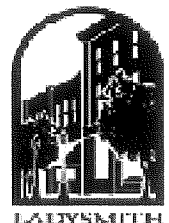
A. Agenda Items:

1. Presentation by president of the Ladysmith Newcomer's Club.
2. Updates from BC Community Response Network and EPIC (Eldercare Project on Cowichan)
3. Notice of upcoming Events: (a)Health Fair Nov.10th FJCC (b)Mistletoe Market Nov 23rd (c) Coats for Folks T-W-Th 11am -4pm (d) Christmas Dinner for those in need, Dec 16th Aggie Hall.
4. Emergency Shelter Open on Extreme Weather Advisory. Additional staff needed.
5. Organization for the LRCA Christmas Cheer Hampers underway. Requires registration. Delivered Dec 22nd

Advanced Notice of Coldest Night of the Year Feb. 24th

Ladysmith Early Years LEYP

Met on (Date)
Did not meet this month X



Ladysmith Community Justice Program

Met on (November 13th, 2017)

Did not meet this month

A. Agenda Items:

1. Summary of referrals
2. Review of recent training sessions
3. Discussion of engagement with schools and town
4. Schedule for Committee meetings..Organizational, Facilitators

Invasive Species Advisory Committee

Did not meet this month X

Cowichan Social Planning

Met on Nov 8th, 2017

Did not meet this month

I did not attend the meeting as I had accepted the invitation from Stz'uminus to The Unveiling of the Canada 150 Canoe
Minutes of the Social Planning meeting have yet to be published.

Respectfully submitted

Carol Henderson

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Joe Friesenhan
Date: December 4, 2017
File No:

Re: **MONTHLY COUNCIL LIAISON REPORT**

Festival of Lights

Met on Thursday, November 16, 2017

A. Agenda Items:

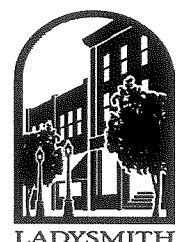
1. President's Report – Letter received from Prime Minister, Justin Trudeau, congratulating Festival for their 30th Anniversary of Light Up
2. Committee Reports –
Construction – Gift Box to be set up at round-a-bout on Monday, November 20th.
Media – Chronicle has 24-page insert ready to go to press.
Merchandise – Lance the Light Bulb T-shirts on sale at 49th Parallel, Pharmasave, and the Chamber Office.
History – Book by Elaine MacDonald is completed and ready for sale. Cost of book and cd is \$25.00.

Ladysmith Downtown Business Association

Met on November 16, 2017

Agenda Items

1. Chamber of Commerce - LDBA and Chamber collaborating to have a social on December 5th at the Cottonwood Golf Club. Having meetings regarding making downtown buildings more presentable.



Marketing Committee – Surprise Sale on December 15th and 22nd. Working with Old Time Christmas and Grand Xmas to help promote this event as it approaches. December 8th is date of the event.

New Business

2. Laura Leppard, Film Cowichan, discusses variety of topics related to her position with Film Cowichan.

Liquid Waste Management Committee

Met on November 28, 2017

Unable to attend as I was in Vancouver. Report submitted by Councillors Fradin and Hutchins.

Waterfront Area Plan Project Leadership Committee

Next meeting to be confirmed for January.

Respectfully submitted

Joe Friesenhan

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councilor Cal Fradin
Date: December 4, 2017
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Community Safety Advisory Committee CVRD
Did not meet this month

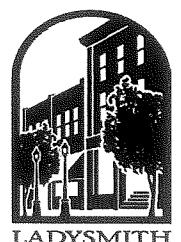
Ladysmith Celebrations Society
Did not meet this month

Protective Services Committee
Did not meet this month

Liquid Waste Management Committee
Met on November 28, 2017

A. Agenda Items:

1. Review minutes of last meeting May 6, 2015.
2. Elect new chair due to the retirement of Mr. John Wilson. Mr. David Brown elected new Liquid Waste Management Committee Chair.
3. Review progress and implementation of the Liquid Waste Management Plan with reference to Table 3-1 LWMP Financial Commitments and Schedule. New schedule dates will be updated as per meeting discussions and will be presented at next meeting.



4. Recommended that a tour of the soon to be commissioned Waste Water Treatment Plant and the new Bio-solids composting facility at Thicke road be conducted by committee members in the new year (2018).

B. Recommendation(s) for Council: There are no recommendations.

Respectfully submitted

Councillor Cal Fradin

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
Meeting Date: December 4, 2017
File No: 3360 - 01
RE: COACH HOUSES OUTSIDE OF THE DOWNTOWN AREA

RECOMMENDATION:

That Council:

1. Pursuant to s.475 of the Local Government Act, direct early and ongoing consultation for the consideration of extending Development Permit Area 10 "Coach House Intensive Residential" to new areas where a coach house is permitted.
2. Direct that the project to allow coach houses outside of the Downtown area focus on properties in the R-1 Zone, as well as form and character considerations.
3. Confirm that this project will be included in the 2018-2022 Financial Plan, if Council wishes to pursue this project.

PURPOSE:

The purpose of this staff report is to present a consultation strategy and considerations for possible amendments to the Official Community Plan and Zoning Bylaw to allow coach houses on parcels outside of the downtown area.

PREVIOUS COUNCIL DIRECTION

At the August 21, 2017 meeting Council passed the following resolution:

"That Council direct staff to bring back a report outlining recommendations for possible amendments to the Zoning Bylaw to permit coach houses outside of the downtown area."

INTRODUCTION/BACKGROUND:

The Town has taken incremental steps to allow for more affordable housing in Ladysmith's neighbourhoods. In 2011 the Zoning Bylaw was amended to permit secondary suites in most single dwelling residential zones. In 2014 coach houses were permitted in the downtown area. To continue the effort to improve housing affordability, and given interest expressed by some residents, Council has requested that staff consider how to permit coach houses in residential neighbourhoods outside of the downtown area.

How many coach houses have been constructed in the downtown area since they were permitted in 2014?

Six coach houses have been constructed since 2014. Four are new construction and two are conversions of an existing accessory building into a coach house.

How many secondary suites have been constructed since they were permitted in 2011?

Since January 2012, 81 secondary suites have been constructed in Ladysmith, an average of 13 suites per year. 47 suites have been constructed in new homes and 34 suites have been constructed in existing homes. The secondary suites range in size from 50-90m² and approximately 80% of the suites are two bedroom units.

Is an Airbnb a permitted use in a secondary suite or a coach house?

No. The Zoning Bylaw does not permit temporary occupancy in residential dwelling units (including secondary suites and coach houses). Temporary occupancy is less than 30 days.

DISCUSSION

Official Community Plan Policies

In general the policies in the 'Official Community Plan' (OCP) support the consideration of coach houses outside of the downtown area. The OCP states:

“3.2.2(7) Promote a range of housing types and densities.”

“3.2.3(9) The Town will encourage neighbourhoods that contain a variety of living accommodation, including residential units for a variety of ages, including an aging population.”

“3.2.3 (21) Secondary suites will be permitted within any single family dwelling, subject to the conditions and requirements or regulations adopted by Council. The Town will explore other forms of secondary housing, including carriage house suites and ground-oriented cottage suites.”

The Official Community Plan also contains the “Coach House Intensive Residential Development Permit” area and guidelines (DPA 10). The guidelines were established for coach houses in the downtown. If coach houses are considered outside of the downtown area, it is recommended that the development permit guidelines be reviewed and considered as part of the community consultation process.

Zoning Bylaw Review

Use and Density Considerations

Currently, coach houses are permitted in the downtown area on parcels 668m² (with lane or corner lot) and on parcels 780m² or greater in size. The maximum permitted size of a coach house is 60m². Secondary suites are permitted in most single dwelling residential zones and can be 90m² in size or 40% of the gross floor area of the home.

Staff have reviewed the residential zones in the Zoning Bylaw to determine if allowing coach houses outside of the downtown area would increase the permitted density in residential neighbourhoods. Table 2 'Density Analysis' shows the zones where secondary suites and coach houses are currently permitted. Note that in any zone where they are permitted a property owner can have either a secondary suite or a coach house, not both on one parcel. Table 2 shows that since secondary suites are already permitted in the R-1

zone, allowing coach houses in the R-1 zone would not be an increase in permitted density of these neighbourhoods. As indicated in Table 2, staff does not recommend allowing coach houses in the small lot zones (R-1-A, R-1-B, R-1-C, R-1-HCA).

Coach House Regulation Considerations

Allowing coach houses can impact the form and character of a neighbourhood. It will be important to consult the community regarding the desired form and character that is appropriate if coach houses are permitted outside of the downtown.

Currently, to maintain the residential character of the downtown neighbourhoods, the Zoning Bylaw contains regulations for a coach house as shown in Table 1. A development permit and building permit is required prior to construction of a coach house.

Table 1: Current Downtown Area Coach House Regulations

Required parcel size (no lane)	780m ² or greater
Required parcel size (with lane or corner parcel)	668m ² or greater
Max. permitted size	60m ²
Max permitted height of two-storey coach house	6.6 m
Max permitted height of single storey coach house	5 m
Required distance from house (in rear yard)	6m
Typical required setback from the side and rear lot line	1.5 m
Max permitted size of upper level balcony	2.9m ²

After community consultation in 2014, the above conditions were deemed to be appropriate for coach houses in the downtown area. If coach houses are permitted in other residential neighbourhoods it will be important to consider the form and character that is suitable (i.e. one storey or two storey, required parcel size, and setbacks).

SCOPE OF WORK

The proposed scope of work and timeline for this project is as follows:

1. Community consultation (January to April 2018)
2. Report to Council on results of the community consultation (April-May 2018)
3. Potential Public Hearing (May-June 2018)

ALTERNATIVES:

Council could choose to not proceed with this project at this time.

FINANCIAL IMPLICATIONS:

The 2018 budget proposal includes \$10,000 to assist with the community consultation for the consideration of the coach houses outside of the downtown area. Confirmation is needed so that this project can commence early in 2018.

LEGAL IMPLICATIONS:

The Local Government Act (S.475) provides that when considering Official Community Plan amendments Council must consider consultation with the following:

- The regional district board and Council of the adjacent municipalities.
- First Nations (refer to the Stz’uminus First Nation pursuant to the MOU).
- The School District #68 board and relevant improvement districts.
- Provincial and federal governments and their agencies.
- Agricultural Land Commission if the bylaw applies to land in the ALR.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The following community consultation process is recommended for considering the allowance of coach houses on residential parcels outside of the downtown area:

- Utilize ‘PlaceSpeak’ to obtain community input and to generate community discussion. (Jan-Feb. 2018)
- Host one public information meeting to present the concept and options and generate community discussion and input. (February 2018)
- Conduct one online survey to obtain community input. (February 2018)
- Refer the proposal to the Advisory Planning Commission. (Feb-March 2018)
- Present results and recommendations to Council and at a public meeting. (April-May 2018)
- If an amendment to the Official Community Plan and Zoning Bylaw proceeds a public hearing would also be required. (May-June 2018)

To promote community events and community discussion notices can be placed on the Town’s website, social media sites, in the Chronicle, and in the utility bill mail-outs when possible.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

A building permit is required when constructing a new coach house, and is also required when converting an existing accessory building to a coach house. When a ‘change of occupancy’ is proposed to an existing accessory building, the BC Building Code requires that the building be upgraded to meet current code standards; and the BC Housing regulation requires home warranty insurance.

Other considerations when proposing a coach house is water and sewer service, driveway access, and fire protection.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement

- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

This staff report outlines Official Community Plan and Zoning Bylaw considerations, as well as a consultation strategy for considering coach houses on parcels outside of the downtown area.

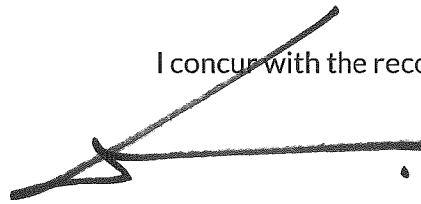
Reviewed by:



Felicity Adams, Director of Development Services

November 24, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- Table 2: Density Analysis
- Zoning Bylaw Coach House Regulations (2014)
- DPA 10 - Coach House Intensive Residential

Table 2: Density Analysis

<i>Single Dwelling Residential Zone</i>	<i>Is a Secondary Suite Permitted? (max permitted size 90m² or 40% of house gross floor area)</i>	<i>Is a Coach House use Permitted? (max permitted size 60m²)</i>	<i>Minimum lot size</i>	<i>Consider permitting a coach house?</i>
Rural Residential (RU-1)	yes	yes	0.4 ha	Already permitted.
Single Dwelling Residential (R-1)	yes	no	668m ²	Perhaps consider allowing coach houses under certain conditions.
Single Dwelling Residential Small Lot A (R-1-A)	yes	no	460m ²	No - lot size is too small.
Single Dwelling Residential Small Lot B (R-1-B)	yes	no	372m ²	No - lot size is too small.
Single Dwelling Residential Small Lot C (R-1-C)	no	no	300m ²	No - lot size is too small.
Old Town Residential (R-2)	yes	yes	668m ²	Already permitted under certain conditions.
Bayview Residential (R-2-A)	yes	yes	668m ²	Already permitted under certain conditions.
Oyster Cove Residential (R-2-B)	yes	no	668m ²	No - topography and location is not suitable.
Live/Work Residential (R-2-LW)	yes	yes	668m ²	Already permitted under certain conditions.
Single Dwelling Residential Holland Creek Area (R-1-HCA)	yes (if parcel is 668m ²)	no	460m ²	No - lot size is too small.

Zoning Bylaw Coach House Regulations (2014)

- a) A *Coach House Dwelling*, where permitted in this Bylaw, is only permitted when the *Parcel* meets the following conditions:
 - i) When a *Parcel* is located on a *Lane*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 668 square metres or greater.
 - ii) When a *Parcel* is a *Corner Parcel*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 668 square metres or greater and the front entry of the *Coach House Dwelling* fronts onto the *Lane* or *Exterior Side Parcel Line*.
 - iii) For all other *Parcels*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 780 square metres or greater.
- b) A *Coach House Dwelling*, where permitted in this Bylaw, shall satisfy all of the following conditions:
 - i) Shall be limited to one such *Accessory Building* per *Parcel*.
 - ii) Shall not exceed a *Gross Floor Area* of 60 square metres.
 - iii) Shall not exceed a *Height* of:
 - 1) 6.6 metres where a *Coach House Dwelling* is located in the second storey of an *Accessory Building*; except where the roof pitch is less than 4:12, in which case the maximum *Height* shall be 5.7 metres; or
 - 2) 5.0 metres where a *Coach House Dwelling* is located in a single storey *Accessory Building*.
 - iv) Shall be located in the *Rear Yard*.
 - v) Shall not be located closer than 6.0 metres to the *Principal Dwelling*, as measured between the foundations of each.
 - vi) Shall be located within a single *Parcel* that includes the *Single Unit Dwelling*.
 - vii) Shall be prohibited on a *Parcel* where a *Secondary Suite Use* or *Caretaker Dwelling* is located.
 - viii) Shall accommodate any required parking on the *Parcel*.
 - ix) The maximum permitted size for upper level balconies and decks is 2.9 square metres. Flat roofs may not be used for deck areas.
- c) Prior to construction of a *Coach House Dwelling*, an owner of property shall apply to the Town of Ladysmith for a Coach House Intensive Residential Development Permit.

DPA 10 | Coach House Intensive Residential

Development Permit Area 10 – Coach House Intensive Residential is designated under Section 919.1(1)(e), (h), (i), and (j) of the *Local Government Act* to guide the form and character of coach houses:

- i) on land designated as **Development Area 10 (DPA 10)** on *Official Community Plan Map 2*; and
- ii) constructed on parcels less than 0.4 hectares in size.

Bylaw
1891

Prior to construction of a coach house building, an owner of property within DPA 10 shall apply to the Town of Ladysmith for a development permit. In DPA 10 a development permit is also required prior to the conversion of an accessory building for coach house dwelling use.

The purpose of **DPA 10** is to establish objectives and provide guidelines for:

- i) The general character of the development, including siting and form, landscaping, and the exterior design and finish of buildings and other structures; and
- ii) The promotion of energy conservation, water conservation, and the reduction of greenhouse gas emissions.

OBJECTIVES

The *Ladysmith Vision for a Sustainable West Coast Town* encourages increasing density in the Town's existing residential neighbourhoods, as well as increasing the diversity of housing across the community. The objective of DPA 10 is to provide guidance for the design and placement of coach houses on residential parcels. The DPA 10 guidelines are intended to:

- i) Establish good neighbour design standards and livability for all residents;
- ii) Encourage design that enhances and reinforces the traditional character of Ladysmith's residential neighbourhoods; and
- iii) Encourage sustainable design practices.



GUIDELINES

1. Building Character & Design

- a) The design of a coach house dwelling should respect the massing, scale and proportion of buildings on neighbouring properties; and should not overpower the principal dwelling or the neighbouring buildings.
- b) Coach house design and materials must be harmonious with the design and materials of the principal residential building and the character of the neighbourhood.
- c) Attention should be paid to architectural style, character, quality of materials, detailing, scale and roof structure of the coach house dwelling. Pitched roofs are encouraged, with a 6:12 pitch.

- d) Coach houses shall be designed to respect privacy, sunlight exposure, and views of neighbouring properties.
- e) Overlook must be reduced, and the views from adjacent properties should be respected by adapting the scale, massing, and location of the coach house to follow the topography and natural features of the site.
- f) Upper level windows facing sideyards should be modestly sized or should be frosted or otherwise obscured to discourage overlook.
- g) To minimize overlook, dormers facing an adjacent residential side or rear yard should not exceed 50% of the coach house length .
- h) Upper level balconies may not face side yards adjacent to residential properties.
- i) Upper level balconies and decks shall be modest in size and not cause overlook. Juliet-style balconies are preferred. Flat roofs may not be used for roof deck areas.

Bylaw
1891

2. Accessibility and Livability

- a) A continuous unobstructed pathway should be provided from the fronting street to the primary coach house entrance. The pathway should have a minimum width of 90 centimetres, with a vertical clearance of at least 2.1 metres, and should not be more than 45 metres in length (as measured from the fronting street to the principal entrance of the coach house dwelling).
- b) The coach house building should be located so that it is visible from the street, if siting conditions allow.
- c) The street address of the coach house dwelling must be placed on a signpost, adjacent to the pathway leading to the coach house, so that the address is visible from the street.
- d) If the coach house is located on a lot with a rear lane/alley the following additional guidelines shall apply to enhance the lane:
 - i) The coach house entry and door should be placed on the lane where feasible. A safe entry area should be provided so that people leaving and entering the coach house can be seen by vehicles on the lane.
 - ii) The coach house should have an outlook to the lane with primary living areas and windows facing the lane.
 - iii) Upper level decks may only be oriented to lanes, and should not be oriented to adjacent residential properties.



- iv) The space between the lane and the coach house should be permeable and attractively landscaped.
- v) Lighting should be provided for residents and pedestrians to enhance the safety of the lane at night.

3. Landscaping

- a) Site planning should be guided by the identification and preservation of existing trees, and other natural features.
- b) Locate new landscaping to respect views, sunlight, and privacy of neighbouring properties, and use landscaping to enhance the privacy of side and rear yards.
- c) The use of native, drought tolerant plants is preferred.
- d) Herbicide and pesticide use should be avoided.
- e) Garbage and recycling needs must be provided onsite and must be screened from view.
- f) Parking areas should have permeable surfaces, such as permeable pavers, gravel, grass-crete, or impermeable wheel paths with ground-cover plantings in the centre and sides.
- g) An at-grade outdoor amenity space should be provided for the coach house inhabitants, that:
 - i) Has a minimum area of 7.5 square metres, (not including upper level balconies or areas for parking purposes).
 - ii) Has a landscape screen, with a minimum 1.2 metre height, to provide privacy for the amenity space.
 - iii) Is permeable, and immediately adjacent to and accessible from the entry of the coach house.

4. Energy Conservation

- a) It is recommended that new buildings be designed to the Energuide 80 standard.

5. Rain Water Management

- a) Rainwater capture and re-use systems are encouraged.
- b) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass are encouraged to increase site permeability.



6. Water Conservation

- a) High-efficiency and water-saving irrigation systems are encouraged.

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture
Meeting Date: December 4, 2017
File No: 1855-01
RE: **BC HYDRO COMMUNITY ReGREENING PROGRAM**

RECOMMENDATION:

That Council direct staff to apply to the BC Hydro Community ReGreening Program for a grant of \$7,000.00 to replace existing street trees in the community as deemed appropriate by staff.

PURPOSE:

The purpose of this staff report is to seek Council's approval to apply for a Tree Canada and BC Hydro Community ReGreening Program grant.

PREVIOUS COUNCIL DIRECTION

CS 2015-047

Community Tree Planting Program

Moved and seconded:

That Council direct staff to apply to the BC Hydro Community Tree Planting Program for a grant of up to \$6,700 to replace existing street trees in the community as deemed appropriate by staff.

*Motion carried***INTRODUCTION/BACKGROUND:**

BC Hydro and the Tree Canada are seeking tree planting and maintenance partners from local governments, community and local resident groups, stewardship and conservation organizations and First Nations communities across British Columbia through the Community ReGreening Program, which will enhance urban open space, restore and reclaim lands to a green state, beautify parks and outdoor recreation areas, create habitat and support stewardship actions, and diversify and enhance urban forests. The program offers a grant for new or replacement trees within the community.

Staff are seeking Council's authorization to apply for funding under this program in the amount of \$7,000.00 to replace existing street trees in the community that are diseased or dead. Replacement of trees located on boulevards was identified in the 2017-2021 financial plan. Regular tree replacement is required to maintain the trees in the

community.

The Town of Ladysmith was successful in receiving funding under the BC Hydro Community Greening Program in 2015 for street trees in Ladysmith.

ALTERNATIVES:

Council can choose to not to apply for this grant.

FINANCIAL IMPLICATIONS:

There are no financial implications identified.

LEGAL IMPLICATIONS:

There are no legal implications identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen or public relations implications identified.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is no interdepartmental involvement or implications identified.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:


- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input checked="" type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

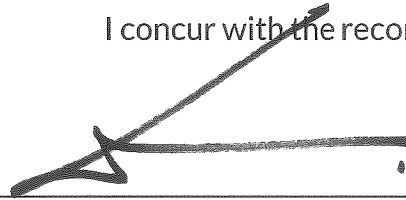
BC Hydro and the Tree Canada are seeking tree planting and maintenance partners from local governments. The program offers a grant for new or replacement trees within the community. Staff are seeking Council's authorization to apply for funding under this program in the amount of \$7,000.00 to replace existing street trees in the community that are diseased or dead.



Clayton Postings, Director of Parks, Recreation & Culture

November 28, 2017

I concur with the recommendation.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a horizontal line.

Guillermo Ferrero, City Manager

ATTACHMENTS:

BC Hydro Community ReGreening Program Brochure



Community ReGreening Program

Trees don't just make a community more sustainable, they make them healthier and more beautiful. Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C.



Trees were planted at Pebble Beach in Salmon Arm to provide shade and enjoyment for the public.

Over the past two decades, BC Hydro has funded the planting of more than 300,000 trees across the province.

 **BC Hydro**
Power smart

A program with a variety of benefits

We've partnered with local communities and Tree Canada to help fund trees and planting projects across the province. Community ReGreening grants help make sure appropriate trees are planted around power lines, and enhance ecological networks.

WHY REGREENING MATTERS

- It enhances open space.
- It restores and improves urban canopies.
- It beautifies parks and outdoor recreation areas.
- It brings the community together to create natural habitats and support environmental stewardship action.
- It diversifies and enhances urban forests.



A Community ReGreening grant funded this project in Nanaimo.

What qualifies?

The grants help fund the purchase of specific, acceptable trees. Typically, we fund the purchase of trees, while the applicant will arrange for the labour and ongoing maintenance. No more than one grant can be awarded to any municipality in a given year.

Funded

- ✓ Street or park trees that don't interfere with electrical equipment
- ✓ Trees for habitat restoration or enhancement
- ✓ Shipping costs, in some cases, when appropriate

Projects are evaluated on the following criteria:

- number of trees to be planted
- project profile, visibility, and community support
- multiple benefits, such as recreation, wildlife habitat, site beautification
- educational opportunities to share information about environmental benefits of trees
- site plan, land dedication, and implementation capability
- sustainability and ongoing maintenance of vegetation
- other funding and community partners involved



Thirty-four trees were planted in Rotary Park, Baker Park and on downtown streets in Cranbrook.

Who can apply?

The program is intended for small-scale community projects, and is open to all municipal governments across the province.

Grants are to be applied for, and made directly to municipalities or community government organizations (such as band councils and regional districts). Municipalities may complete the project in any way they choose, but must be signatory to and recipient of the grant.

Unfortunately we cannot accept applications for projects that:

- are not in our service territory
- are already underway
- benefit an individual, private organization, or company
- are used for commercial purposes

How to apply

Municipalities across B.C. can apply by filling out the application form at the end of this brochure and submitting a copy to **ReGreening@bchydro.com**. In addition to the application form, please provide the following:

- A site planting plan (can be based on civic or Google Maps)
- Letter of permission from the property owner

All applications must be received by January 31 to be eligible for funding within the same year. Successful applicants will be advised of their award amount by May.

FOR ADDITIONAL INFORMATION ON THE PROGRAM, PLEASE CONTACT:

Duncan Isberg
Program Manager
Vegetation Strategy and Standards Department
BC Hydro
Email: duncan.isberg@bchydro.com



This street tree planting project enhanced Spirit Square in Ladysmith.

TOWN OF LADYSMITH

BYLAW NO. 1940

A bylaw to establish a local building requirement for Fire Sprinkler and Fire Sprinkler Systems

WHEREAS the Council of the Town of Ladysmith wishes to maintain a local building requirement for the installation of fire sprinklers and fire sprinkler systems pursuant to the Building Act General Regulation (BC Reg. 131/2016);

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

Definitions

1. In this Bylaw, unless the context otherwise requires, the following words have the following meanings:

"**Applicant**" means either the owner of a parcel or a person authorized in writing by the owner to apply for and obtain a *Building Permit*;

"**Building**" means any structure used or intended for supporting or sheltering any use or occupancy except those prescribed by regulation as exempted from the *Building Code*;

"**Building Code**" means the Code as defined in the Buildings and Other Structures Bylaws Regulation, BC Reg. 86/2004;

"**Building Bylaw**" means the Town of Ladysmith "Building and Plumbing Bylaw 1994, No. 1119" as amended or replaced from time to time;

"**Building Inspector**" means the building inspector of the *Municipality* from time to time;

"**Construction value**" means the value of construction provided by the applicant or a construction valuation calculation accepted as an equivalent by the Building Inspector;

"**Municipality**" means the Town of Ladysmith;

"**Permit**" means a *Permit* issued by the *Building Inspector* for the construction or alteration of a building, or the installation, alteration or replacement of plumbing pursuant to the *Building Bylaw*;

"**Professional Engineer**" means a person who is registered or licenced as a professional engineer under the Engineers and Geoscientists Act [RSBC 1996], c. 116.

Fire Sprinklers and Fire Sprinkler Systems

- 2.1 A person who constructs or causes to be constructed a *Building* within that part of the *Municipality* shown in heavy outline on Schedule A to this Bylaw must, as part of the construction of the *Building*, install an automatic sprinkler system throughout the entire building.
- 2.2 No *Permit* will be issued for a *Building* to which section 2.1 applies unless the applicant for the *Permit* has submitted a design drawing from a *Professional Engineer* in accordance with the *Building Code* showing the location of the fire sprinklers and associated water lines.
- 2.3 The automatic sprinkler system required under section 2.1 shall be installed in accordance with the *Building Code*.
- 2.4 The automatic sprinkler system required under section 2.1 shall be maintained in

accordance with the *Building Code* and the requirements of the National Fire Protection Association (NFPA) "Inspection, Testing and Maintenance of Water-Based Fire Protection Systems."

- 2.5 Section 2.1 does not apply where the construction will result in any of the following:
- 2.5.1 the creation and/or location of no more than a single residential unit on the parcel;
 - 2.5.2 the construction of a detached *Building* having a total gross floor area of less than 100 square metres (1076.4 square feet);
 - 2.5.3 an addition to an existing *Building* that will not exceed the lesser of 25% of the existing floor area of the *Building* or a maximum gross floor area of 200 square metres (2152.8 square feet);
 - 2.5.4 the construction of an unoccupied mechanical *Building* having a floor area not exceeding 300 square metres (3,229.2 square feet) or a non-combustible *Building* used only for a car wash having a floor area which does not exceed 300 square metres (3,229.2 square feet);
 - 2.5.5 the creation of non-combustible canopies over gasoline pumps or other areas where flammable liquids are handled;
 - 2.5.6 an application for a *Permit* for only plumbing fixtures and/or plumbing reconfiguration; or
 - 2.5.7 the alteration of an existing *Building* where the *Construction Value* will not exceed 50% of the assessed value of the *Building* as determined by the B.C. Assessment Authority in the assessment immediately preceding the *Permit* application.
- 2.6 For the purposes of section 2.5.7, any construction of or to a *Building* shall be deemed to include construction for which a *Permit* was issued within the thirty-six (36) months immediately preceding the application for a *Permit*.

Administrative Remedies

- 3.1 A *Building Inspector* may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw, by posting a "Stop Work Order" on the parcel on which such work is undertaken.
- 3.2 An owner of property on which a "Stop Work Order" has been posted shall cease or cause the cessation of all further work on the *building* immediately and shall not do any work until all provisions of the *Building Code*, this Bylaw and the *Building Bylaw* have been fully complied with.

Repeal

4. "Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 1995, No. 1178" is hereby repealed.

Penalties and Enforcement

- 5.1 A person who violates a provision of this Bylaw is liable on summary conviction to a maximum penalty of Ten Thousand Dollars (\$10,000) and costs.
- 5.2 Each day that a violation occurs or is permitted to continue constitutes a separate offence.

Severability

- 6. If any section of this Bylaw is held invalid by a court, the invalid portion shall be severed from this Bylaw without affecting the validity of the remainder of the Bylaw.

Citation

- 7. This Bylaw may be cited for all purposes as the "Town of Ladysmith Building Fire Sprinkler System Bylaw 2017, No. 1940."

READ A FIRST TIME on the 20th day of November, 2017

READ A SECOND TIME on the 20th day of November, 2017

READ A THIRD TIME on the 20th day of November, 2017

ADOPTED on the day of ,

Mayor (A. Stone)

Corporate Officer (J. Winter)

Schedule "A"

TOWN OF LADYSMITH

Building Sprinkler System Bylaw 2017, No. 1940

