

**THE MUNICIPAL SERVICES COMMITTEE
WILL MEET ON
MONDAY, SEPTEMBER 11, 2017
6:30 P.M.
COUNCIL CHAMBERS, CITY HALL**

Mandate - To advise Council on a broad spectrum of issues related to departmental matters

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Municipal Services Committee Meeting held August 14, 2017 1 - 5

3. DELEGATION - none

4. REPORTS

4.1. Permissive Tax Exemptions for the 2018 Tax Year..... 6 - 9

Staff Recommendation:

That the Committee recommend that Council direct staff to:

1. Provide a Permissive Tax Exemption to all properties currently on the 2017 Permissive Tax Exemptions Bylaw 2016, No. 1915 with the addition of the property at 31 Buller Street; and
2. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
3. Prepare the Permissive Tax Exemption Bylaw for 2018.

4.2. Amendment to the Travel Expense Policy 10 - 14

Staff Recommendation:

That the Committee recommend that Council approve the amended Travel Expense Policy.



4.3. Review of Town of Ladysmith Small Lot Zones 15 - 20

Staff Recommendation:

That the Committee recommend that Council:

1. Direct staff to prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw 2014, No. 1860 as follows:
 - i) In the Single Dwelling Residential – Holland Creek Area (R-1-HCA) zone:
 - a. amend the permitted parcel coverage from 33% to 35% for parcels 560 m² or less in size; and
 - b. remove the finished floor area maximum.
 - ii) In the Single Dwelling Residential – Small Lot B Zone (R-1-B) remove the maximum finished floor area requirement.
2. Refer the proposed zoning amendments to the Advisory Planning Commission for review.

5. COUNCIL SUBMISSIONS - none

6. CORRESPONDENCE - none

7. UNFINISHED BUSINESS

7.1. Festival of Lights – New Decoration on Gateway Sign 21 - 22

Staff Recommendation:

That the Committee recommend that Council not support the Festival of Lights' proposal for a light-up decoration on the Ladysmith 'Heritage by the Sea' gateway sign in Bob Stuart Park as the Ministry of Transportation and Infrastructure is concerned about safety and driver distraction at the intersection.

7.2. Commission and Committee Review 23 - 24

Staff Recommendation:

That the Committee confirm objectives and priorities to guide the upcoming review of the Town of Ladysmith Commission and Committee Structure.

8. NEW BUSINESS

8.1. Communication and Public Awareness Strategies to Discourage Illegal Dumping of Garbage in the Backcountry (follow up discussion to remarks by Ladysmith Sportsmen's Club representatives)

Staff Recommendation:

That the Committee recommend that Council direct staff to develop recommendations for public awareness strategies and other measures to discourage illegal dumping of garbage.

ADJOURNMENT

**MINUTES OF A MEETING OF THE
MUNICIPAL SERVICES COMMITTEE
MONDAY, AUGUST 14, 2017
CALL TO ORDER 6:30 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Councillor Rob Hutchins (chair) Councillor Cal Fradin Councillor Joe Friesenhan
Councillor Carol Henderson Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Mayor Aaron Stone Councillor Steve Arnett

STAFF PRESENT:

Guillermo Ferrero Erin Anderson Clayton Postings
Joanna Winter Sue Bouma

CALL TO ORDER

Councillor Hutchins called this Meeting of the Municipal Services Committee to order at 6:30 p.m.

AGENDA APPROVAL**MS 2017-056**

Moved and seconded:

That the agenda for this August 14, 2017 meeting of the Municipal Services Committee be approved with the following changes of order:

- Move Item 7.1., “Ladysmith Sport Facilities, BC Summer Games – Cowichan”, Item 7.2., “Amended Purchasing Policy (Social Procurement)”, and Item 7.3., “Low Flush Toilet Rebate” to precede Item 4.1., “BC Hydro Rates for Streetlights and Select Facilities.”

Motion carried.

MINUTES**MS 2017-057**

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held July 10, 2017 be approved.

Motion carried.

DELEGATION

Kate Miller, Manager of Environmental Services, Cowichan Valley Regional District

Cowichan Valley Regional District's Climate Projections Report

Kate Miller, Manager of Environmental Services, presented the Cowichan Valley Regional District's Climate Projections report. She noted that the data is changing very quickly, highlighted the implications for local government, and stressed the importance of planning to ensure appropriate adaptation of future services. She responded to Council's questions.

Council expressed appreciation for Ms. Miller's informative presentation.

UNFINISHED BUSINESS

Ladysmith Sport Facilities, BC Summer Games – Cowichan

Jenn Woike, President of Cowichan 2018 BC Summer Games Society and John Elzinga, General Manager of Cowichan Valley Regional District Community Service, were in attendance. They assisted staff in responding to questions regarding potential parking issues, seating for public spectators, beach volleyball popularity, and possible alternate locations.

MS 2017-058

Moved and seconded:

That the Committee recommend that Council:

1. Commit to hosting the beach volleyball event at Transfer Beach for the 2018 BC Summer Games, and be responsible for the costs associated with the venue construction; and
2. Direct staff to report back to Council with sources of funds to cover the associated costs and to amend the financial plan accordingly; and
3. Direct staff to prepare a detailed plan for potential locations.

Motion carried.

OPPOSED: Councillor Henderson

C. Postings left the meeting.

Amended Purchasing Policy (Social Procurement)

MS 2017-059

Moved and seconded:

That the Committee recommend that Council approve the amended purchasing policy which includes a provision for Social Procurement.

Motion carried.

Low Flush Toilet Rebate

Moved and seconded:

MS 2017-060

That the Committee recommend that Council:

- 1) Direct staff to update the Toilet Rebate Program to include a varying rebate depending on the water efficiency of the toilet, as:
 - a) single 6 litre flush rebate at minimum of \$75.00; or a
 - b) dual flush 4.1/6 litre rebate at a minimum of \$75.00.
- 2) Confirm the lifetime maximum of 2 rebates per residence or business.
- 3) Require proof of proper disposal of a 13L or greater toilet.

Motion carried.

REPORTS

BC Hydro Rates for Streetlights and Select Facilities

Moved and seconded:

MS 2017-061

That the Committee receive for information the staff report regarding BC Hydro rates for streetlights and select facilities.

Motion carried.

Moved and seconded:

MS 2017-062

That the Committee recommend that Council direct staff to:

- 1) Investigate the feasibility and recommend a phased approach for replacing current lighting units with LED units; and
- 2) Investigate the feasibility of installing Town-owned streetlights instead of using BC Hydro poles.

Motion carried.

Moved and seconded:

MS 2017-063

That the Committee recommend that Council direct staff to request that BC Hydro improve its response time for repairing burnt out streetlights.

Motion carried.

E. Anderson left the meeting.

Designation as a Bear Aware and/or Fire Smart Community

Moved and seconded:

MS 2017-064

That the Committee recommend that Council direct staff to continue implementing no cost communication tools for Fire Smart and Wildlife safety awareness, initiate community polling on these matters, and refer consideration of applying for Town of Ladysmith designation as a Bear Smart Community and as a Fire Smart Community to the 2018

budget deliberations.
Motion carried.

Building Inspector's Reports to July 31, 2017

MS 2017-065

Moved and seconded:

That the Committee receive the Building Inspector's Reports for the months June to July, 2017.

Motion carried.

The Committee requested clarification and possible changes to the Building Inspector's Report format.

Ladysmith Fire/Rescue Reports for January, February and March, 2017

MS 2017-066

Moved and seconded:

That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to June, 2017.

Motion carried.

Coastal Animal Control Services Reports for January, February and March, 2017

MS 2017-067

Moved and seconded:

That the Committee receive the Coastal Animal Control Services Reports for the months April to June, 2017.

Motion carried.

MS 2017-068

Moved and seconded:

That the Coastal Animal Control Services Reports be limited to summaries only.

Motion carried.

CORRESPONDENCE

Councillor Paterson declared a conflict of interest with the following agenda item, due to his association with the Festival of Lights Society, and left the meeting.

Festival of Lights Society

Request to Build a Permanent Structure Promoting Light Up, Including a Digital Sign to Advertise Local Events

MS 2017-069

Moved and seconded:

That the Committee recommend that Council refer the Festival of Lights Society's proposal to build a permanent structure promoting Light Up above the "Ladysmith Heritage by the Sea" sign at the north end of Bob Stuart Park to staff for advisement.

Motion carried.

The Committee requested that staff contact the Ministry of Transportation regarding the proposed location of this structure, recommend alternate locations, and refer the proposal to Town committees for input.

Councillor Paterson returned to the meeting.

NEW BUSINESS

Communication and Public Awareness Strategies to Discourage Illegal Dumping of Garbage in the Backcountry

Moved and seconded:

MS 2017-070

That the Committee refer the discussion regarding communication and public awareness strategies to discourage illegal dumping of garbage in the backcountry to the next Municipal Services Committee meeting.

Motion carried.

ADJOURNMENT

Moved and seconded:

MS 2017-071

That this meeting of the Municipal Services Committee adjourn at 8:13 p.m.

Motion carried.

CERTIFIED CORRECT:

Chair (Councillor R. Hutchins)

Corporate Officer (J. Winter)

**STAFF REPORT TO
THE MUNICIPAL SERVICES COMMITTEE**

From: Erin Anderson, Director of Financial Services
Meeting Date: September 11, 2017
File No: 1970-04

RE: Permissive Tax Exemptions for the 2018 Tax Year

RECOMMENDATION(S)

That the Committee recommends that Council direct staff to:

1. Provide a Permissive Tax Exemption to all properties currently on the 2017 Permissive Tax Exemptions Bylaw 2016, No. 1915 with the addition of the property at 314 Buller Street; and
2. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
3. Prepare the Permissive Tax Exemption Bylaw for 2018.

PURPOSE

The purpose of the report is to confirm the properties that will be included in the 2018 Permissive Tax Exemption bylaw.

INTRODUCTION/BACKGROUND

Under Section 224 and 225 of the Community Charter, Permissive Exemptions are permitted to certain properties providing the property or property owner meets specific conditions. These conditions include ownership, such as not for profit organizations and charitable organizations and specific use, such as care homes and recreational organizations.

Many churches are already statutorily exempted for the building and footprint; the permissive tax exemption extends the exemption to the remaining portion of the property.

DISCUSSION

Each year, a bylaw is presented to Council for consideration. The bylaw and corresponding advertisement must be adopted prior to October 31 for the exemption to be in effect for the following taxation year.

The following properties are currently on the bylaw:

<i>224.2 (f) Building for Public Worship</i>	
Organization	Address
Trustees of the Ladysmith First United Church	232 High Street
Ladysmith Fellowship Baptist Church	381 Davis Rd
Bishop of Victoria (St. Mary's Catholic Church)	1135 4th Ave
Pentecostal Assemblies of Canada	1149 4th Ave
<i>224.2 (a) Non-Profit</i>	
Organization	Address
Ladysmith & District Historical Society	721 1st Ave
Canadian Legion Branch #171	621 1st Ave
Ladysmith Health Care Auxiliary	910 1st Ave
Ladysmith Golf Club Society	380 Davis Rd
Ladysmith & District Historical Society	614 Oyster Bay Dr
Ladysmith Maritime Society	616 Oyster Bay Dr
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr
Ladysmith & District Historical Society	612 Oyster Bay Dr
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd
Eco-Tourism Building	200 Capt Dekonick Way
Ladysmith Senior Citizens Housing Society	207 Jamison Rd
Ladysmith Senior Citizens Housing Society	101 1st Ave
Ladysmith & District Historical Society	1115A - 1st Ave
Ladysmith Festival of Lights	1163 4th Ave
Ladysmith Maritime Society	611 Oyster Bay Dr
<i>225.2(a) Partnering Agreement</i>	
Organization	Address
St John's Masonic Temple	26 Gatacre St
Municipal Parking lot	17 Roberts St
Municipal Parking lot	25 Roberts St

The approximate value of 2017 taxes foregone for the proposed bylaw is:

	Municipal	Other	Total
Buildings for Public Worship	8,700	6,600	15,300
Non-Profit	63,400	41,500	104,900
Partnering Agreement	4,900	3,100	8,000
Parcel Tax			8,500
		Total	136,700

Below is a summary table from 2017 BC Assessment's Assessment Link BC that shows the number of taxable and exempt properties. The statutory folios include properties owned by the Town of Ladysmith, the Province and Federal Government as well as specific properties with unique circumstances. The permissive tax exempt includes revitalization exempt properties as well as all the properties currently on the 2017 Permissive Tax Exemption bylaw.

Summary	# Folios	Total Assessed Value
Fully Taxable Totals	14	5,027,500
Permissive Totals	37	16,268,000
Statutory Totals	150	97,584,078

Proposed Properties:

New for 2018 is an application from the Ladysmith Resources Centre Association (LRCA) for the property at 314 Buller Street. This property was previously tax exempt in 2016 as St John’s Anglican Church, but taxable in 2017 as it no longer operated as a church. The total property taxes for this property were \$9,060.90 in 2017.

LRCA is using the property as a storage facility for the Food Bank. The LRCA already receives a Permissive Tax Exemption (2010 Bylaw No.1742) for the property they occupy on 2nd Avenue.

SCOPE OF WORK

Once the Committee confirms the properties to be included on the list, staff will prepare the bylaw for first 3 readings at the next Council meeting. The adopted bylaws will be forwarded to BC Assessment to ensure the exemption to the assessments are put in-place for the tax year 2018.

ALTERNATIVES

Option 1: No Exemptions. There is no requirement for Council to provide tax exemptions.

Option 2: Grant cash-in-lieu of exemptions. Instead of creating a bylaw, Council can grant exemptions in the actual taxation year. Rather than just forgoing the municipal taxes which are just shifted to other property owners, the Town would lose the municipal portion of taxation revenue and be responsible for paying all taxing agency taxes, which would be significantly more money.

FINANCIAL IMPLICATIONS

For each exemption granted, the exemption tax burden is passed on to other property owners in the municipality. There is no property tax revenue lost; just a shifting of the taxation dollars from each property to all the other taxable properties. All other taxpayers pay for tax exemptions.

Many of the organizations that received a Permissive Tax Exemption also receive a Grant in Aid and/or reduced costs for rent.

Permissive Tax Exemptions are reviewed again during the Financial Plan process.

LEGAL IMPLICATIONS

The bylaw, in its entirety, is at risk if one of the properties on the bylaw is successfully challenged in the Courts.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Statutory notification will be published in the newspaper and the exemption notification will be forwarded to BC Assessment.

RESOURCE IMPLICATION

A thorough review, per policy, was completed in 2016. In the summer of 2017, property owners/organizations provided confirmation that the property was still used in accordance with the requirements set out in the *Community Charter*.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Legislative Services and the Financial Services Department will work together to complete the bylaw and all the statutory requirements.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the "Working Together" strategy.

ALIGNMENT WITH STRATEGIC PRIORITIES

This aligns with the strategic priority of Partnerships.

SUMMARY

Council has previously granted permissive tax exemptions to specific organizations or properties within the Town boundary. Staff is requesting the Committee approved the properties to be included in the permissive tax exemption bylaw for 2018 tax year.


Erin Anderson, Director of Financial Services

Sept. 6, 2017
Date Signed

I concur with the recommendation.


Guillermo Ferrero, Chief Administrative Officer

STAFF REPORT TO COMMITTEE

From: Erin Anderson, Director of Financial Services
Meeting Date: September 11, 2017
File No:

RE: Amendment to the Travel Expense Policy

RECOMMENDATION(S)

THAT the Committee recommend that Council approve the amended Travel Expense Policy.

PURPOSE

The purpose of this report is to update the meal allowance amounts and to clarify the conditions of reimbursement.

INTRODUCTION/BACKGROUND

The Town of Ladysmith first adopted a Travel Expense policy in 1998. Since that time, there have been a number of revisions to the policy, mainly to the amounts of the per-kilometer vehicle use and the meal allowance amounts.

DISCUSSION

The current meal allowance amounts are:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00

It is proposed that these amounts increase each by \$5.00 to:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

A full day of meals (including gratuities) while traveling on Town business is \$65.00.

As a comparison, below are the meal allowance amounts at other local governments:

Local Gov't	RDN	City of Nanaimo	Parksville	CVRD - other locations in BC	CVRD - outside BC, and expensive areas	North Cowichan
Breakfast	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$15.00
Lunch	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	\$20.00
Dinner	\$30.00	\$25.00	\$30.00	\$25.00	\$35.00	\$30.00
Full Day	\$65.00			\$75.00	\$100.00	
Incidental				\$15.00	\$20.00	\$10.00

SCOPE OF WORK

If approved by the Committee, the recommendation will be forwarded to Council and the policy will be amended.

ALTERNATIVES

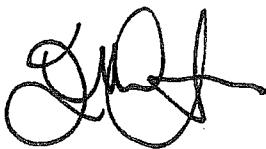
- Alternative #1. Status quo.
- Alternative #2. Reimburse for based solely on receipts.

FINANCIAL IMPLICATIONS

All travel and professional development would be approved prior to departure and subject to budget.

SUMMARY

Staff recommend that the Travel Expense Policy be amended to increase the meal allowance by \$5.00 per meal as well as some clarification regarding reimbursements.



Erin Anderson, Director of Financial Services

Sept 6, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S)

Draft - Travel Expense Policy

POLICIES AND PROCEDURES MANUAL

TOPIC:	TRAVEL EXPENSES
APPROVED BY: Council	DATE: June 6, 1988
RESOLUTION #:	
Amended: October 15, 1990 October 04, 1993 (Res. #716) August 08, 1995 (Res. #495) November 20, 1995 (Res. #742) (Bylaw 1186/Council Remuneration) December 16, 1996 (Res. #767) August 16, 1999 (Res. #539) February 5, 2001 (Res. #01-045) January 21, 2002 (Res. #02-030) February 16, 2004 (Res.#04-072) August 5, 2008 (Res. #08-441) March 21, 2011 (Res. #2011-136)	

This policy applies to the reimbursement of allowable expenses for employees and Council members who attend conferences, meetings or workshops related to their role with the Town, or who travel on Town business.

Eligible expenses must not be extravagant or unnecessary. All travel, entertainment and like expenses incurred by authorized Town employees or elected representatives must have prior approval and budget provisions.

Reimbursement will be provided for reasonable out-of-pocket expenses incurred including reasonable expenses for the entertainment of municipal guests as approved by the Financial Officer, on Town business upon submission of itemized expense accounts, duly approved and supported by receipts.

Authorization for approval of expenses is the responsibility of the Department Heads or their authorized delegate, who must sign all expense claims as approved and in order prior to any payment or reimbursement being issued.

The Department of Financial Services will review all expense accounts after Department Head (or delegate) approval and prior to payment to ensure conformity with regulations. Any items open to question will be referred back to the Department Head for clarification.

1. NON-ALLOWABLE EXPENSES

The Town will not provide reimbursement for non-allowable expenses included but not limited to:

- Alcohol
- Reading material
- Personal care items
- Personal entertainment that is not directly related to Town business (including but not limited to, movie rentals, meals that are otherwise included in meeting registration)
- Personal phone calls
- Air Travel Insurance
- Expenses for travelling companions, included but not limited to any expenses of

spouses accompanying employees and Council members. Council may waive this exception before travelling commences under special circumstances.

2. ALLOWABLE EXPENSES

The Town will provide reimbursement for allowable expenses included but not limited to:

Travel

- 2.1 Fares for transportation by rental car, railroad, plane, bus, taxi or other public conveyance. Type of carrier and accommodation shall be chosen to effect early completion of the trip and at the most reasonable cost. Taxi fares where great distances are involved or where other transportation is provided such as airline limousines will not be reimbursed except under exceptional circumstances, and with the approval of the Director of Financial Services.
- 2.2 Where possible, hotel accommodations shall be booked based on the Business Travel Accommodation Listing. Reasonable accommodation will be reimbursed, with standard, single accommodation as the preference.
- 2.3. Public transportation should be used where clearly this is less expensive and circumstances permit. When travelling by vehicle, the first priority is to use a Town vehicle.
- 2.4 Use of a personal vehicle is authorized when necessary. The automobile allowance rate, as set by the Canada Revenue Agency, shall apply. Reimbursement shall be calculated based on distance from City Hall or from another location (i.e. home), whichever is less.

Conventions & Conferences

- 3.1 Employees will be reimbursed for expenses for attending conventions or similar conferences upon approval of the Department Head or their delegate.
- 3.2 Members of Council will be reimbursed for expenses for attending conventions or similar conferences, when attendance has been authorized by Council:
 - A. Attendance at Union of BC Municipalities annual convention – the Mayor and up to four Councillors are authorized to attend.
 - B. Attendance at Association of Vancouver Island and Coastal Communities annual convention - the Mayor and up to four Councillors are authorized to attend.
 - C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVICC are authorized to attend in addition to the number of delegates authorized above.
 - D. The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

Cash Advance

4.1 A cash advance may be made if necessary, for authorized travel to a maximum of \$50.00 per day. Receipts must be submitted for all expenses. Any portion of the advance not supported by proper receipts must be returned to the Town of Ladysmith within five (5) working days following completion of travel.

Meal Allowances

5.1 Meals will be reimbursed, based on reasonable departure time or return time, for the authorized traveller when the meal is not included in the organized event or program, up to the maximum amounts:

Breakfast	\$ 15.00
Lunch	20.00
Dinner	30.00
FULL DAY:	\$ 65.00

5.2 Meals should not be charged to Town visas.

STAFF REPORT

From: Lisa Brinkman, Senior Planner
Meeting Date: September 11, 2017
File No: 3360-17-02

RE: Review of Town of Ladysmith Small Lot Zones

RECOMMENDATION(S)

That the Municipal Services Committee recommends that Council:

- 1) Direct staff to prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw 2014, No. 1860 as follows:
 - i) in the Single Dwelling Residential – Holland Creek Area (R-1-HCA) zone:
 - a. amend the permitted parcel coverage from 33% to 35% for parcels 560m² or less in size; and
 - b. remove the finished floor area maximum.
 - ii) in the Single Dwelling Residential – Small Lot B Zone (R-1-B) remove the maximum finished floor area requirement.
- 2) Refer the proposed zoning amendments to the Advisory Planning Commission for review.

PURPOSE

The purpose of this staff report is to provide a review of the Town's small lot zones and make recommendations to amend the Zoning Bylaw.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

Following an applicant's variance request to amend lot coverage and finished floor area for a 14 small-lot subdivision on Jim Cram Drive in May 2017, Council directed staff to review lot coverage and finished floor area in the small lot zones and, if appropriate, make recommendations to Council for amending the Zoning Bylaw.

INTRODUCTION/BACKGROUND

Staff have reviewed Ladysmith's small lot zones in relation to similar zones in other south Island municipalities. In general staff recommends amendments to the R-1-B zone and R-1-HCA zone to allow for greater flexibility in home design and a consistent residential character in the new upcoming neighbourhoods in Ladysmith. As 'Table A' demonstrates other small lot neighbourhoods are already built out and have an established character.

Table A: Town of Ladysmith Small Lot Zones

Small Lot Zone	Minimum Lot Size	Example Area	Notes
R-1-A	460m ²	Ballou Place Ridgeway Place Strathcona Rd.	One vacant lot
R-1-B	372m ²	Cedarwood Rd.	Built out – no vacant lots
		Jim Cram Dr. (DVP issued) OBMG Rocky Creek Rd.	Not yet constructed.
R-1-C	300m ²	Resolution Place	Built out
R-1-HCA	460m ² 560m ² if parcel is adjacent to protected riparian or park. 668m ² for a parcel with a secondary suite.	Southern portion of Holland Creek area	Not yet constructed
R-2 Intensive Residential	668m ² However, High Street contains parcels that are 277m ² from the historic lot layout of the Town.	High Street (3 rd Ave. to 6 th Ave.)	3 existing and 4 proposed dwellings on 277m ² parcels. Potential exists for further use of 277m ² parcels.

DISCUSSION

Zoning Bylaws in general contain lot coverage maximums to maintain an attractive, consistent character in residential neighbourhoods and to enhance natural rainwater management potential by limiting impermeable surfaces.

Zoning Bylaws may also contain finished floor area or gross floor area maximums for dwellings in residential zones to discourage over-sized homes and to maintain neighbourhood character. In Ladysmith, maximum finished floor areas were introduced into the Zoning Bylaw in 1997. In the Town’s Zoning Bylaw finished floor area is the area of one storey of a dwelling, generally representing the extent of the building footprint (excluding decks/porches). Gross floor area is the total floor area of all the storeys in the dwelling.

SCOPE OF WORK

The current stage of this review is to present the research findings and make recommendations to amend small lot zones where new development is expected. The attached Tables 1, 2, and 3, show relevant zoning regulation comparisons for municipalities which have similar small lot sizes as Ladysmith.

R-1-HCA Zone

The Single Dwelling Residential – Holland Creek Area (R-1-HCA) Zone permits a range of lot sizes: 460m², 560m² for parcels abutting a streamside protection area and 668m² for parcels with a secondary suite. North Cowichan and Langford also

have zones that permit a lot size similar to 460m² and 560m² and the permitted lot coverage in their zones is 35% for these lot sizes. To allow for greater flexibility in the site design of the smaller lots in the south Holland Creek neighbourhood staff recommends changing the permitted lot coverage in the R-1-HCA zone from 33% to 35% for parcels 560m² or less in size. The parcel coverage would remain at 33% for parcels greater than 560m² in size. It is typical that as a parcel increases in size the parcel coverage allowance is less.

Generally other municipalities on the south Island tend to not have a maximum floor area in their small lot zones, as the parcel coverage maximum achieves a similar outcome. Thus, it is also recommended to remove the maximum floor area of 175m² (excluding 45m² for a garage) from the R-1-HCA zone to also allow for greater flexibility in design.

Is the land owner supportive of the proposed changes to the R-1-HCA zone?

The land owner is supportive of removing the maximum floor area. Initially the land owner requested 40% lot coverage for parcels 460m² in size, however staff reviewed the 40% coverage request but does not recommend it as an overall change for this zone. If there is a specific parcel or home design needing greater than 35% coverage a development variance permit process is an option.

Will increasing coverage allowance and removing maximum floor area requirements allow for larger homes and defeat the affordability of small lots?

The table below demonstrates two sample lot sizes and the maximum permitted dwelling size that would be permitted for 33% coverage and 35% coverage. The floor area difference shown for a 460m² lot is 9m², and for a 560m² parcel is 11m². These floor area differences are relatively small and are not expected to impact affordability.

Table B: Sample Lot Size with Lot Coverage Options and Dwelling Sizes

Lot Size	Lot Coverage 33%	Lot Coverage 35%	Floor Area Difference
460m ²	Max size dwelling (including garage) 152m ² (1634ft ²)	Max size dwelling (including garage) 161m ² (1733ft ²)	9m ² (99ft ²)
560m ²	Max size dwelling (including garage) 185m ² (1991ft ²)	Max size dwelling (including garage) 196m ² (2110ft ²)	11m ² (118ft ²)

Will lots in the R-1-HCA Zone accommodate RVs and boats on the lot?

In general small lots are not designed to accommodate the storage of RVs and boats regardless of lot coverage allowances. RV and boat storage facilities provide this service.

R-1-B Zone

The R-1-B zone permits a minimum lot size of 372m². After reviewing the permitted lot coverage and finished floor area regulations for similar zones in other south island municipalities, staff recommends removing the maximum finished floor area

requirement of 121m². The R-1-B zone also contains a maximum gross floor area requirement of 223m² which is in-line with the small lot zones in other island municipalities.

It is recommended to direct staff to draft a bylaw to make the suggested amendments to the R-1-HCA and R-1-B zones as discussed above and shown in Table C.

Table C: Proposed Amendments to the Zoning Bylaw

	Lot Coverage	Finished Floor Area
R-1-HCA Zone	Change from 33% to 35% for parcels 560m ² or less in size	Remove the maximum finished floor area requirement of 175m ²
R-1-B Zone	n/a	Remove the maximum finished floor area requirement of 121m ² .

ALTERNATIVES

To not amend the Town's small lot zones.

FINANCIAL IMPLICATIONS n/a

LEGAL IMPLICATIONS n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

If the bylaw amendments proceed a Public Hearing will be required to be held. Council may consider if they wish to refer the proposed amendments to the Advisory Planning Commission.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The Building Inspector is supportive of the proposed amendments. If the recommended bylaw amendments proceed the amending bylaw will be referred to Infrastructure Services Department for review.

RESOURCE IMPLICATIONS

The review of the small lot zones is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The recommended amendments to the Town's small lot zones will allow flexibility for residential designs in the Town's new neighbourhoods, which is consistent with the Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES

Effective land use planning is a strategic Council direction.

SUMMARY

Staff have reviewed the Town's small lot zones and it is recommended to direct staff to prepare a bylaw for amendments to the R-1-B zone and R-1-HCA zone.

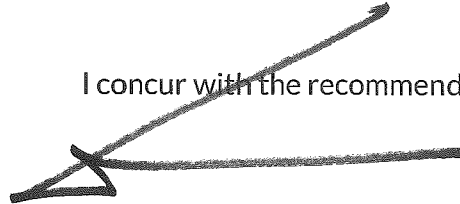
Reviewed By



Felicity Adams, Director of Development Services

Date Signed: Sept. 5, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Table 1: 372m² Lot Size Comparisons

Table 2: 460m² Lot Size Comparisons

Table 1: 372m² Lot Size Comparisons

	Small Lot Zone	Minimum Lot Size	Minimum Frontage	Maximum Lot Coverage	Maximum Floor Area	Maximum Floor Space Ratio	Maximum Height (dwelling)
Ladysmith	R-1-B	372m ²	12.19m	38%	121m ² finished floor area 223m ² gross floor area (excluding 45m ² for garage)	n/a	8m
Duncan	LDR (proposed)	400m ²	15m	40%	n/a	n/a	8.25m pitch 6:12 or more 9m pitch 8:12 or more
Langford	RS-1	370m ² (no secondary suite, no panhandle lots)	9.5m	40%	200m ² (gross floor area)	n/a	8.5m
Saanich	RS-2	400m ²	12m	40%	215m ² (gross floor area excluding 50m ² max for garage)	0.5	6.5m

Table 2: 460m² Lot Size Comparisons

	Small Lot Zone	Minimum Lot Size	Minimum Frontage	Maximum Lot Coverage	Maximum Floor Area	Maximum Floor Space Ratio	Maximum Height (dwelling)
Ladysmith	R-1-A	460m ²	13.5m	33%	175m ² finished floor area excluding 45m ² for garage	n/a	8m
North Cowichan	R-1-HCA	460m ² (no secondary suite)	13.5m	33%	175m ² finished floor area excluding 45m ² for garage	n/a	8m
Duncan	R-3	450m ² (no secondary suite)	15m	35%	n/a	0.5:1	9m
Saanich	R-1 (existing)	460m ²	15m	35%	n/a	n/a	7.5m
	RS-4	460m ² (no panhandle lots)	14m	40%	261m ² (gross floor area excluding 50m ² max for garage)	0.5	7.5m

INFORMATION REPORT

From: Lisa Brinkman, Senior Planner
Meeting Date: September 11, 2017
File No: 0230-20 LS - FOL
RE: Festival of Lights – New Decoration on Gateway Sign

RECOMMENDATION:

That the Committee recommend that Council not support the Festival of Lights proposal for a light-up decoration on the Ladysmith 'Heritage by the Sea' gateway sign in Bob Stuart Park as the Ministry of Transportation and Infrastructure is concerned about safety and driver distraction at the intersection.

PURPOSE:

The purpose of this report is to provide a progress report to the Committee as previously requested with respect to a proposal from the Festival of Lights (FOL) to add a new permanent decoration at the "Ladysmith – Heritage by the Sea" gateway sign at Bob Stuart Park to promote "Light Up". Staff have consulted with the Ministry of Transportation and Highways and the response is presented in this report.

PREVIOUS COUNCIL DIRECTION

August 14, 2017 Municipal Services Committee meeting:

That the Committee recommend that Council refer the Festival of Lights Society's proposal to build a permanent structure promoting Light Up above the "Ladysmith Heritage by the Sea" sign at the north end of Bob Stuart Park to staff for advisement.

The Committee also requested that staff contact the Ministry of Transportation regarding the proposed location of this structure, recommend alternate locations, and refer the proposal to Town committees for input.

DISCUSSION:

The Ministry of Transportation and Infrastructure's (MOTI) comments on the Festival of Lights proposal are:

"signs that are lit/have movement are not allowed to rapidly change because it becomes distracting to drivers. Our concern would be heightened at the intersection due to the higher driver workload and the potential for high injury/fatality vehicle conflicts as a consequence to driver distraction or confusion. The Ministry would likely not be receptive to a light/changing sign at this location for these reasons."

Due to MOTI's safety concerns staff have not referred the proposal to committees for input.

SUMMARY POINTS

- Staff have referred the Festival of Lights proposal for a permanent decoration to promote Light-Up on the 'Ladysmith- Heritage by the Sea' gateway sign in Bob Stuart Park to the Ministry of Transportation and Infrastructure (MOTI) for review.
- For safety reasons MOTI is not supportive of signs that are lit or have movement, particularly at intersections.
- Should the Committee wish that staff continue to research alternative locations for such a sign, it will be important to take into account the Ministry's concerns, as it is believed that the sign as proposed would not be acceptable along the Trans Canada Highway.

Reviewed by:

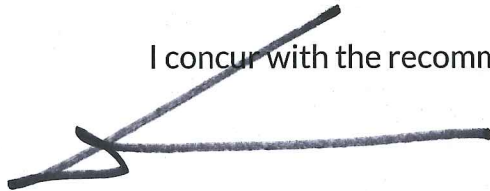


Felicity Adams, Director of Development Services

September 5, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S)

Figure 1

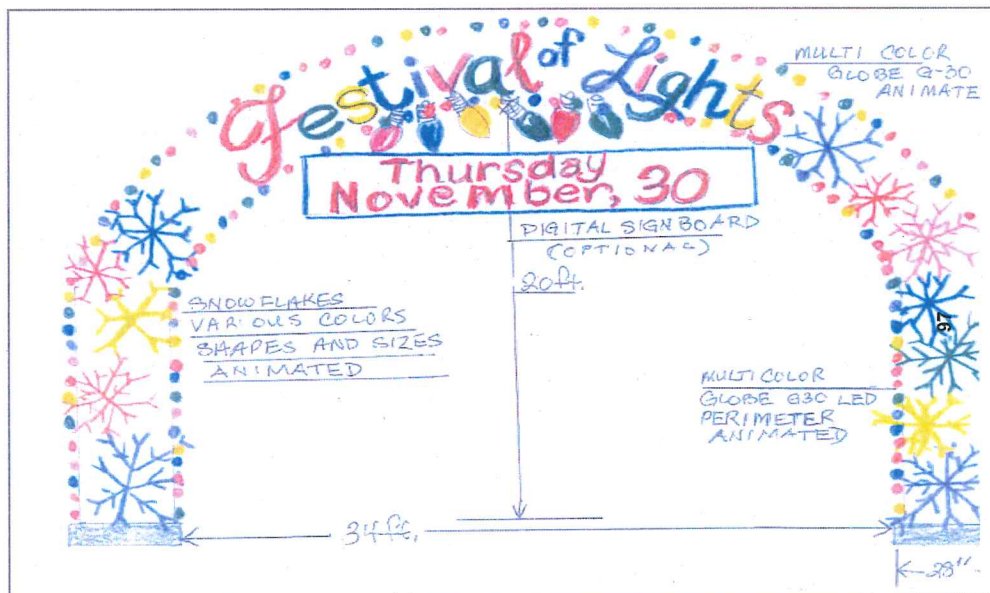


Figure 1: Festival of Lights Proposed Permanent Sign

INFORMATION REPORT TO MUNICIPAL SERVICES COMMITTEE

From: Joanna Winter, Manager of Legislative Services
Meeting Date: September 11, 2017
File No: 0360-00
RE: REVIEW OF COMMISSION AND COMMITTEE STRUCTURE

RECOMMENDATION:

That the Committee confirm objectives and priorities to guide the upcoming review of the Town of Ladysmith Commission and Committee Structure

PURPOSE:

The purpose of this report is to provide the Committee with background information for discussion about the review of Commissions and Committees.

PREVIOUS COUNCIL DIRECTION

Resolution	Resolution Details
CS 2017-169	That Council refer to the next appropriate Municipal Services Committee meeting the task of confirming priorities and preferences with respect to the scope and outcome of the review of Commissions and Committees.

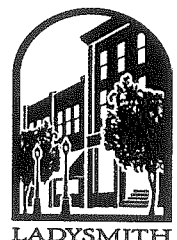
DISCUSSION:

Enhance communications/engagement with a comprehensive review of commissions/committees is one of the action items adopted by Council under the strategic priority of "Communications and Engagement" in the 2016 to 2019 Strategic Plan, and re-confirmed as an action item for 2017.

The proposed review will include, but not be limited to, analysis of best practices from other local governments, discussions with Council and community members about the value of committee involvement, a review of current committees and commissions, their mandates and membership, the ongoing relevance and/or contribution of existing Commissions/Committees, means of recruiting community members, and a review of gaps or opportunities for community involvement (both through formal commissions/committees, Council liaison appointments, and/or other means).

SUMMARY POINTS

- Council referred a discussion of objectives (outcomes) and priorities for the planned

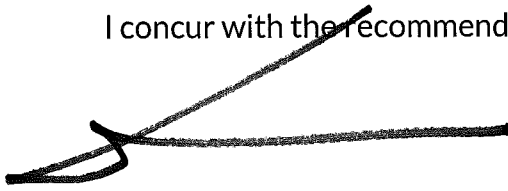


Review of Commission and Committee structure to an upcoming meeting of the Municipal Services Committee.





I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)