



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JULY 4, 2016

Call to Order and Closed Meeting
4:00 p.m.
Regular Open Meeting
7:00 p.m.

A G E N D A

CALL TO ORDER (4:00 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:

- The acquisition, disposition or expropriation of land (s. 90(1)(e))

2. RISE AND REPORT

REGULAR MEETING (7:00 P.M.)

3. AGENDA APPROVAL

4. MINUTES

- 4.1. Minutes of the Special Meeting of Council held June 13, 2016 1
- 4.2. Minutes of the Regular Meeting of Council held June 20, 2016..... 2 - 9
- 4.3. Minutes of the Special Meeting of Council held June 21, 2016 10

5. DELEGATIONS – None

6. PROCLAMATIONS – None

7. DEVELOPMENT APPLICATIONS

- 7.1. Development Variance Permit Application – 428 Davis Road (Millen)..... 11 - 18
Lot A, District Lot 52, Oyster District Plan EPP61167

Staff Recommendation:

That Council consider issuing Development Variance Permit application (3090-16-03) for Lot A, District Lot 52, Oyster District Plan EPP61167 (428 Davis Road – Millen).

**7.2. Development Variance Permit Application – 117 Clarke Road (MacCallum) 19 - 22
Lot 1, District Lot 43, Oyster District Plan 6424**

Staff Recommendation:

That Council consider directing staff to proceed with statutory notice for Development Variance Permit application 3090-16-04 (117 Clarke Road – MacCallum) to vary the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834” such that the applicant, R. MacCallum, is not required to:

- i) widen Clarke Road; and
- ii) construct a sidewalk along the 49 metre Dogwood Drive frontage.

**7.3. Development Variance Permit Application – Oyster Cove Road (Lovely)..... 23 - 25
Strata Lot 37, District Lot 56, Oyster District, Strata Plan 2009**

Staff Recommendation:

That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-16-05 for Strata Lot 37, District Lot 56, Oyster District, Strata Plan 2009 (Oyster Cove Road – Lovely).

7.4. Liquor Primary Licence Application – Zack’s Lounge (530 1st Avenue)26 – 40

Background:

The Town has received a Site and Community Assessment referral from the Liquor Control and Licensing Branch (LCLB) for a proposed Liquor Primary licence at 530 1st Avenue. This is a new liquor primary licence. This property is zoned C-2 which permits Neighbourhood Pub (defined in the Zoning Bylaw as a liquor primary establishment licenced as such under the Liquor Control and Licensing Act, and may include a micro-brewery and a wine bar).

Council has 90 days (from June 14, 2016) to either provide comments, in the form of a Council resolution, or to advise that it wishes to “opt out” of the process. Council may gather the views of local residents and businesses as part of its consideration. If Council is providing comments to the LCLB it is required to consider the matters outlined under the heading ‘Public Interest’ found on page 2 of the attached Application Summary.

Staff Recommendation:

Two options are provided for the consideration of Council.

Option 1:

That Council direct staff to:

- a) gather the views of residents and businesses within 60 metres of the subject property by direct mail and request the owner to place the Town’s notice in the window of the building, and
- b) report back to Council regarding the community’s views and the matters in Section 10 of the Liquor Control and Licensing Regulation as outlined in Part 4 – Public Interest of the Application Summary, following completion of the notice process.

Option 2:

That Council advise the General Manager of the Liquor Control and Licencing Branch that it wishes to “opt out” of the review process for Zack’s Lounge proposed to be located at 530 1st Avenue.

8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING) – None

9. COMMITTEE REPORTS

9.1. Mayor A. Stone

Cowichan Valley Regional District; Advisory Design Panel; Ladysmith Chamber of Commerce

9.2. Councillor R. Hutchins

Heritage Revitalization Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Stocking Lake Advisory Committee

9.3. Councillor C. Henderson

Community Health Advisory Committee/Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan – Affordable Housing Directorate; Youth Advisory Committee

9.4. Councillor D. Paterson

Parks, Recreation and Culture Commission; Protective Services Committee; Festival of Lights Committee

9.5. Councillor J. Friesenhan

Liquid Waste Management Committee; Parks, Recreation and Culture Commission

9.6. Councillor C. Fradin

Community Safety Advisory Commission; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association

9.7. Councillor S. Arnett

Municipal Services Committee; Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Celebrations Committee

9.7.1. – Municipal Services Committee Recommendations

(Meeting of June 13, 2016)..... 41 - 42

10. STAFF REPORTS – None

11. CORRESPONDENCE

- 11.1. Lesley Lorenz, Stz'uminus Primary School
Request for Town to Sponsor Yearbook as Fundraiser..... 43 - 45**

Staff Recommendation:

That Council consider whether it wishes to sponsor the Stz'uminus Primary School yearbook to assist in bringing technology into the classroom.

- 11.2. Property Owners on French Street (between 1st and 2nd Avenues)
Request for the Town to complete curbs, paving and parking designation on French Street..... 46 - 47**

Staff Recommendation:

That Council refer the request by property owners on French Street for the Town to complete curbing, paving and parking designation on French Street between 1st and 2nd Avenues to the 2017 to 2021 Financial Plan deliberations.

12. NEW BUSINESS

- 12.1. Grant-in-Aid Request for Arts on the Avenue 48 - 51**

Background:

The Town received a new application from the Arts Council of Ladysmith and District for the 2016 Arts on the Avenue event, in the amount of \$1,750, on June 20, 2016. During the 2016 Grant-in-Aid deliberations earlier this year, Council approved a \$1,500 grant-in-aid for Arts Council General Programs. In 2015, Council awarded the following grants-in-aid to the Arts Council: Arts on the Avenue (\$1,000); Disability Access /Elevator (\$2,500) and General Programs (\$1,000).

Staff Recommendation:

That Council consider whether it wishes to provide a grant-in-aid to the Arts Council of Ladysmith and District to host Arts on the Avenue in 2016, with the funding to come from Council's materials and supplies budget.

- 12.2. Town Participation in Cowichan Valley Regional District Recreation Promotion Initiative 52 - 56**

Staff Recommendation:

That Council approve participation by the Town of Ladysmith in the Cowichan Valley Regional District regional recreation initiative where residents may exchange an expired monthly bus pass for a one-time swim or fitness centre drop-in at the Frank Jameson Community Centre.

13. UNFINISHED BUSINESS

13.1. Town of Ladysmith 2015 Annual Report & Community Profile

Background:

The 2015 Annual Report was previously distributed to Council. Copies are available at City Hall and at www.ladysmith.ca. Members of the public will have an opportunity to ask questions about and provide input to the Annual Report at the meeting.

Staff Recommendation

That Council adopt the Town of Ladysmith Annual Report for 2015.

13.2. Nutsumaat Syaas Project Grant-in-Aid

Background:

At the May 16, 2016 Regular Meeting, Council approved a Grant-in-Aid of \$5,000 to the Nutsumaat Syaas Project at Ladysmith Secondary School and directed staff to develop recommendations for how to achieve corresponding savings elsewhere in the budget.

The Town has received a Supplementary Assessment from BC Assessment resulting in approximately \$2,800 of additional assessment revenue. Council could choose to allocate these additional taxation dollars to the Nutsumaat Syaas Project.

Staff have also reviewed the Financial Plan and suggest reallocating \$1,200 from the Public Relations budget and an additional \$1,000 from miscellaneous administration to fund the project.

Staff Recommendation:

That Council provide a Grant-in-Aid of \$5,000 for the Nutsumaat Syaas project at Ladysmith Secondary School, with \$2,800 to be allocated from additional assessment revenue, \$1,200 from the Town's public relations budget, and \$1,000 from miscellaneous administration funds, and direct staff to amend the Financial Plan accordingly.

13.3. Fire & Rescue Service Level Establishment and Limitations Policy 57 - 61

Background:

Under the Fire Services Act (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in B.C. As the "Authority Having Jurisdiction" the Town of Ladysmith is required to set the service level provided by the Ladysmith Fire Department. At the May 16, 2016 Regular Meeting, Council adopted the following recommendation from the Protective Services Committee:

That Council confirm the minimum training level competencies for the Ladysmith Fire Department at "Interior Operations Level" for the Town of Ladysmith, in

accordance with the British Columbia Fire Service “Structure Firefighters Competency and Training Playbook”.

The Town is required by the Fire Commissioner to adopt a policy outlining its service level competencies. The draft policy is attached for Council’s consideration.

Staff Recommendation:

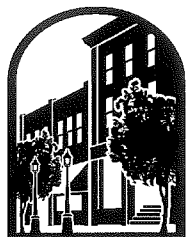
That Council adopt Fire and Service Level Establishment and Limitations Policy 14-7200-C.

14. BYLAWS – None

15. 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



LADYSMITH

MINUTES OF A SPECIAL MEETING OF
THE COUNCIL OF THE TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS, CITY HALL ON
MONDAY, JUNE 13, 2016
CALL TO ORDER 5:00 P.M.

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Ruth Malli	Erin Anderson	John Manson
Clayton Postings	Joanna Winter	Kevin Goldfuss

ALSO PRESENT:

Geoff Goodall (incoming Director of Infrastructure Services)

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

AGENDA APPROVAL

Moved and seconded:
That Council approve the agenda for this Special Meeting of June 13, 2016.
Motion carried.

CLOSED MEETING

CS 2016-215

Moved and seconded:
That Council retire into closed session in order to consider the following items in accordance with Section 90(1) of the *Community Charter*:

- Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports
- Negotiations for the provision of a municipal service.

Motion carried.

The Closed Meeting of Council recessed at 6:55 p.m. and reconvened at 7:52 p.m. following the Municipal Services Committee Meeting.

RISE AND REPORT

Council rose without report.

ADJOURNMENT

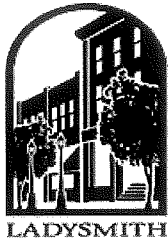
CS 2016-216

Moved and seconded:
That this Special Meeting of Council adjourn at 8:55 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



**TOWN OF LADYSMITH
MINUTES OF A PUBLIC HEARING AND
REGULAR MEETING OF COUNCIL
MONDAY, JUNE 20, 2016
CALL TO ORDER 7:02 P.M.
LADYSMITH EAGLES HALL, 921 FIRST AVENUE**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone
Councillor Joe Friesenhan
Councillor Duck Paterson

Councillor Steve Arnett
Councillor Carol Henderson

Councillor Cal Fradin
Councillor Rob Hutchins

STAFF PRESENT:

Guillermo Ferrero
Erin Anderson

Sandy Bowden
John Manson

Felicity Adams
Sue Bouma

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 7:02 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

AGENDA APPROVAL

CS 2016-218

Moved and seconded:

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for June 20, 2016 as amended by the following deletion:

- Remove Item 3.1 (Delegation by Tourism Cowichan Society)

Motion carried.

MINUTES

CS 2016-219

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held June 6, 2016.

Motion carried.

PUBLIC HEARINGS

Mayor Stone welcomed the members of the public and outlined the process for the Public Hearings.

He stated that there were two Public Hearings being held. The first Public Hearing was regarding Bylaws 1911 and 1912 and the second Public Hearing was regarding Bylaw 1904.

Mayor Stone advised the public that they would have the opportunity to provide their comments about the content of these Bylaws to Council, but that following the close of the Public Hearing, no further submissions or comments from the public or interested persons could

be accepted by members of Council.

Public Hearing – Bylaws 1911 and 1912
Members of the public present: 52

Felicity Adams, Director of Development Services, introduced the first agenda item and stated that the purpose of Bylaw 1911 is to amend the Official Community Plan (OCP) for the Holland Creek area by amending OCP maps, updating and adding new Development Permit Areas and Guidelines, and adding a new and updated Holland Creek Local Area Plan (HCLAP). The HCLAP contains land use, servicing and transportation policies.

She then stated that the purpose of Bylaw 1912 is to rezone the subject property from Forestry (F-1) Zone to the following zones: Single Dwelling Residential – Holland Creek Area (R-1-HCA) Zone; Low Density Residential (R-3-A) Zone; and Nature Park (P-3) Zone in order to permit a residential development of approximately 610 dwelling units (single unit and multi-unit), community care facility and assisted living use with limited commercial, and park and open space.

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on June 8 and June 15, 2016 and posted on community notice boards throughout the Town, as well as on the Town's website. The Notice was mailed and delivered to the subject properties and all properties located within 60 metres of the subject property.

Copies of the Notice, the proposed Bylaws and background information considered by Council were made available at the front counter of City Hall for the Notice period. Staff in the Development Services office were available to respond to questions prior to the public hearing. The applicant held two public meetings on May 17th and June 16th prior to the Public Hearing. The applicant is Glenn Carey (GlenCar Consultants Ltd.).

The applicant, Glen Carey from GlenCar Consultants, made a presentation to Council, outlining the time period and process of this application. Nigel Gray, urban planner for the application, gave a presentation on the proposed development, and both representatives responded to questions from Council and provided clarification on proposed plans regarding covenants, water, fencing and stream protection.

Mayor Stone called for written submissions to Council. Receiving no written submissions, Mayor Stone called for verbal comments to Council.

Brian Paulson 130 Ryan Place, expressed concern about adequate water supply and whether ratepayers would need to pay for the

reservoir required for that area.

Norm Watts, 26 Methuen Street, expressed concern regarding how water channels will be protected during development.

Eva Vincent, 731 Colonia, spoke against the development until such time as the water issue has been addressed.

Richard Tarnoff, 433 French Street, complimented staff and developers regarding the thorough planning done so far, and suggested considering possible alternatives to road locations.

Bonnie Cruiksank, 508 Symonds Street, recommended that developers create a community fire guard plan. She also recommended slowing down the development process to gather more information about future weather patterns.

Jane Vincent, 606 Farrell Road, expressed concern that covenants can be challenged.

Robert Johnson, 526 1st Avenue, enquired whether the fire department had issued a report regarding fire procedures for this new development. He also enquired whether the Parks, Recreation and Culture Commission had evaluated the proposed parkland on the site for usability.

Bill Drysdale, 816 Malone Road, spoke in support of the development, and commented that the Town needs to create new housing for young people.

Ivana Sittaro, 142 Ryan Place, enquired about the possibility of using water resources more effectively, by recycling grey water.

Bob Robertson, 152 Seaview Way, expressed concern about adequate water supplies.

William McLaren, 433 Davis Road, expressed concern about water supply, traffic, and road maintenance costs.

Floyd South, 220 Jamieson Road, expressed concern about tax revenue during a lengthy development process.

A resident expressed concern about school capacity for this new development.

Mayor Stone called for further comments about the Official Community Plan (OCP) amendment and Zoning Bylaw amendment a second and a third time. Hearing no further comments, Mayor Stone declared the Public Hearing for Bylaws 1911 and 1912 closed.

Public Hearing – Bylaw 1904

Members of the public present: 43

Mayor Stone opened the second Public Hearing regarding Zoning Bylaw Amendment Bylaw No. 1904. He advised the public that they would have the opportunity to provide their comments about the content of this Bylaw to Council, but that following the close of the Public Hearing, no further submissions or comments from the public or interested persons could be accepted by members of Council.

Felicity Adams, Director of Development Services, then introduced the second agenda item and stated that the purpose of Bylaw 1904 is to amend Town of Ladysmith Zoning Bylaw 2014, No. 1860 with a series of housekeeping amendments. These amendments have been identified through use of the new Zoning Bylaw, which affects all properties in the Town, and include:

- Replacing and adding definitions.
- Amending General Regulations relating to heat pumps, accessory buildings, and fences.
- Amending Specific Use Regulations relating to composting, coach house dwelling, home-based business, and cottage industry.
- Adding clarifications related to Landscaping and Screening Regulations and Parking and Loading Regulations.
- Amending setbacks, finished floor area and parcel area calculation in Residential Zones.
- Amending setbacks, use and height in Commercial Zones.
- Amending food truck use in the 'Light Industrial Zone' (I-1).
- Amending Agriculture Zones to accommodate the BC Minister of Agriculture Bylaw Standards for medical marijuana growing and production on ALR lands.
- Amending setbacks in Comprehensive Development Zones.
- Placing the 'Low Density Residential Zone' (R-3-A) on a portion of the property at 100 Gifford Road (VIS 5668) to correct a Zoning Map error for an existing development.
- Adding site specific regulations to the 'Single Dwelling Residential' (R-1) zone to permit a two unit dwelling (existing duplex) on the following properties: 521/525 Walkem Road, 517/519 Short Close, and 521/523 Short Close.
- Adding a site specific regulation to permit two honey bee hives at 525 Second Avenue (community garden).

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on June 8 and June 15, 2016 and posted on community notice boards throughout Town, as well as on the Town's website. The Notice was mailed to the Owners and delivered to tenants of the subject properties and all properties located within 60 metres of the subject property.

Copies of the Notice, the proposed Bylaw and background information considered by Council were made available at the front counter of City Hall for the Notice period. Staff in the Development Services office were available to respond to questions prior to the public hearing.

Mayor Stone called for written submissions to Council. Receiving no written submissions, Mayor Stone called for comments to Council.

Bill Drysdale, 816 Malone Road, expressed concerns about the size and door options for Juliet-style balconies.

Mayor Stone called for further comments about the bylaw amendment a second and third time. Hearing no further comments, Mayor Stone declared the Public Hearing for Bylaw 1904 closed.

DEVELOPMENT
APPLICATIONS

CS 2016-220

Bylaw 1911 – Official Community Plan Amendments

Moved and seconded:

That, under the Bylaws section of tonight's agenda, Council proceed with giving third reading and final adoption to Bylaw 1911 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 47) 2016, No. 1911".

Motion carried.

CS 2016-221

Bylaw 1912: Zoning Bylaw Amendment (Glencar Consultants Inc.)

Subject Property: Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156

Moved and seconded:

That the application by GlenCar Consultants Inc. (Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 – File No. 3360-15-02) to amend the Town of Ladysmith Zoning Bylaw 2014, No.1860 to permit a residential development of approximately 610 units (single unit and multi-unit), with community care facility/assisted living use and limited commercial, and park and open space be approved in principle subject to the following conditions:

- i. That prior to the adoption of amending Bylaw 1912 the following shall be completed to the satisfaction of the Director of Development Services:
 - a) Preparation of the required documents to allow for the dedication of the new collector road alignment and sanitary sewer statutory right of way, prior to the adoption of Bylaw 1912;
 - b) Transfer of land (riparian park areas and portion of Arbutus Hump) by the Owner to the Town, prior to the adoption of Bylaw 1912;
 - c) Registration of a section 219 covenant on the title of Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 to secure the following:
 - Wildfire protection guidelines;

- Lewkowich Engineering Associates Ltd. geotechnical assessment;
- Protection of two Streamside Protection and Enhancement Areas (SPEA) not being transferred to the Town;
- A commitment to provide a continuous fence at the rear of the single family lots that are adjacent to a Streamside Protection and Enhancement Area with a concept design for clarity;
- Securing a ten metre vegetation and tree management retention buffer on the Arbutus Hump multi-family site to buffer the adjacent park site; and
- Placing a no-build covenant on the Arbutus Hump multi-family site to limit development above 130 geodetic elevation (in metres) until such time that adequate water for fire protection is available to the satisfaction of the Town.

AMENDMENT

CS 2016-222

Moved and seconded:

That Resolution No. 2016-221 be amended by deleting “for clarity” at the end of the fourth bullet of Sec. i) c) and replacing it with “...and clarification of ownership and location.”

Amendment carried.

Motion as amended carried.

Bylaw 1904 – Zoning Bylaw Housekeeping Amendment

CS 2016-223

Moved and seconded:

That, under the Bylaws section of tonight’s agenda, Council proceed with giving third reading and final adoption to Bylaw 1904, cited as “Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.4) 2016, No. 1904”.

Motion carried.

OCP and Rezoning Application – 520 Jim Cram Drive (Town-initiated)

Subject Property: Lot 2, District Lot 108, Oyster District, Plan VIP88238

CS 2016-224

Moved and seconded:

That Council:

1. Give first and second readings to Bylaw 1913 and Bylaw 1914 under the Bylaws Section of tonight’s agenda and refer the Bylaws to a future public hearing.
2. Refer OCP amendment Bylaw 1913 to the Stz’uminus First Nation pursuant to the Local Government Act and the Memorandum of Understanding.
3. Direct staff to arrange a neighborhood information meeting.

Motion carried.

Development Variance Permit Application – D. Galloway
Subject Property: Lot 2, District Lot 24, Oyster District, Plan 45800,
except that part in Plan VIP73654 (930 Ludlow Road)

Moved and seconded:

CS 2016-225

That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-16-02 (930 Ludlow Road) to vary the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834” such that the timing of constructing a concrete curb, gutter, storm drainage and sidewalk along the frontage of proposed Lot 3 is deferred to the issuance of a building permit when the value of construction, as determined by the Building Bylaw, is greater than \$50,000.

Motion carried.

Temporary Use Permit Application – 631 First Avenue – BC Housing
Subject Properties: Lot 9 and 10, Block 8, District Lot 56, Oyster District, Plan 703

Moved and seconded:

CS 2016-226

That Council

1. Receive the application for a Temporary Use Permit (3340-16-01) to permit an extreme weather shelter to be located at 631 First Avenue (Lot 9 and 10, Block 8, District Lot 56, Oyster District, Plan 703) and require the applicant to host a public information meeting and provide a report regarding the public input received at the meeting;
2. Following the public information meeting, direct staff to:
 - 1) proceed with statutory notice for a Temporary Use Permit application (3340-16-01), and
 - 2) report to Council with a permit containing conditions.

Motion carried.

BYLAWS

Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 4), 2016, No. 1904

Moved and seconded:

CS 2016-227

That Council Bylaw 1904 be read a third time and adopted.

Motion carried.

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 47) 2016, No. 1911

Moved and seconded:

CS 2016-228

That Bylaw 1911 be read a third time and adopted.

Motion carried.

Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 48) 2016, No. 1913

Moved and seconded:

CS 2016-229

That Council give first and second readings to Bylaw 1913, refer it to the Stz’uminus First Nation for comment, and direct staff to schedule a

public hearing.
Motion carried.

CS 2016-230 **Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 6) 2016, No. 1914**
Moved and seconded:
That Council give first and second readings to Bylaw 1914 and refer it to public hearing.
Motion carried.

NEW BUSINESS

CS 2016-231 **Collaboration Agreement with School District 68**
Moved and seconded:
That Council refer consideration of the Collaboration Agreement with School District 68 to a Municipal Services Committee meeting for discussion with representatives of the School District 68 Board.
Motion carried.

CS 2016-232 **Town of Ladysmith 2015 Annual Report**
Moved and seconded:
That Council publish the Town of Ladysmith 2015 Annual Report and direct staff to schedule an Annual Meeting for July 4, 2016.
Motion carried.

QUESTION PERIOD

Members of the public welcomed new City Manager Guillermo Ferrero and enquired about in camera discussions in regards to Town-owned property.

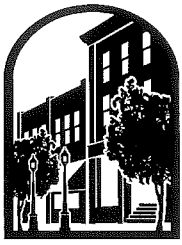
ADJOURNMENT

CS 2016-233 *Moved and seconded:*
That this meeting of Council adjourn at 9:46 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



LADYSMITH

MINUTES OF A SPECIAL MEETING OF
THE COUNCIL OF THE TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS, CITY HALL ON
TUESDAY, JUNE 21, 2016
CALL TO ORDER 6:00 P.M.

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Guillermo Ferrero

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 6:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

AGENDA APPROVAL

CS 2016-234

Moved and seconded:

That Council approve the agenda for this Special Meeting of June 21, 2016.

Motion carried.

CLOSED MEETING

CS 2016-235

Moved and seconded:

That Council retire into closed session in order to consider the following item in accordance with Section 90(1) of the *Community Charter*:

- Human resources matter.

Motion carried.

RISE AND REPORT

Council rose with report on the following item:

- Resolution CE 2016-106, that Request for Proposals 2016-DS-01 (Waterfront Area Plan) be cancelled due to a potential change of scope and that it be reposted at a later date.

ADJOURNMENT

CS 2016-236

Moved and seconded:

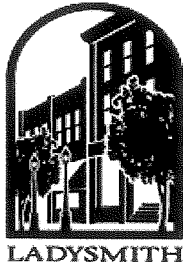
That this Special Meeting of Council adjourn at 7:46 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Guillermo Ferrero, City Manager
From: Felicity Adams, Director of Development Services
Date: June 27, 2016
File No: 3090-16-03

RE: DEVELOPMENT VARIANCE PERMIT APPLICATION - (Millen)
Subject Property: Lot A, District Lot 52, Oyster District Plan EPP61167(428 Davis Road)

RECOMMENDATION(S):

That Council consider issuing Development Variance Permit 3090-16-03 (Lot A, District Lot 52, Oyster District Plan EPP61167- 428 Davis Rd) to permit:

- i) the single unit dwelling to be located 4.5 metres from the front parcel line; and,
- ii) the open deck attached to the dwelling to be located 1.5 metres from the front parcel line.

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a development variance permit application for the front parcel line setback for a proposed house and deck at 428 Davis Road.

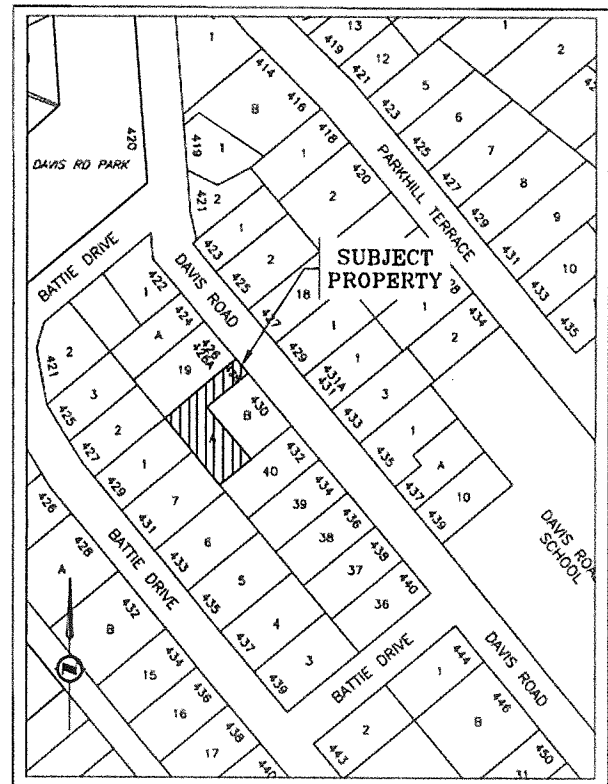
INTRODUCTION/BACKGROUND:

The applicants, Ronald and Margaret Millen, are requesting a variance for the siting of a proposed new dwelling on the panhandle lot at 428 Davis Road.

This development variance permit application was presented to Council on June 6, 2016 to seek direction for statutory notification. Notification was sent and delivered to the neighbours on June 14, 2016.

SCOPE OF WORK:

The current stage of this application is to seek Council's decision on the proposed development variance permit application. The subject property is zoned 'Single Dwelling Residential (R-1)'.



The applicants have recently purchased the panhandle lot and are preparing their building design to construct a single family residential dwelling on the property. The dwelling is proposed to be approximately 167m² with a 3m wide attached deck. The house is proposed to be located 4.5m from the front property line and the attached deck is proposed to be situated 1.5m from the front property line. The proposed principal building would meet all setback requirements of the Zoning Bylaw except for the proposed variance requests from the front property line.

Proposed Variance – 428 Davis Road

10.2(5)(e) Principal Building	Required	Proposed	Proposed Variance
House - Front Parcel Line Setback	6.0 metres	4.5 metres	1.5 metres
Deck- Front Parcel Line Setback	6.0 metres	1.5 metres	4.5 metres

ALTERNATIVES:

To not support all or part of Development Variance Permit application 3090-16-03.

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 Town of Ladysmith notice regarding Development Variance Permit application 3090-16-03 was sent to 24 neighbouring properties (within 60 metres of the subject property) on June 14, 2016. At the time of writing this report the Town received no comments or submissions regarding the proposed variance.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-16-03 has been referred to the Building Inspector for review. No building issues were identified.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

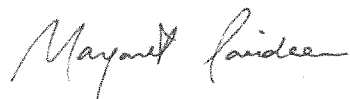
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Council may consider approving all or part of Development Variance Permit application 3090-16-03.

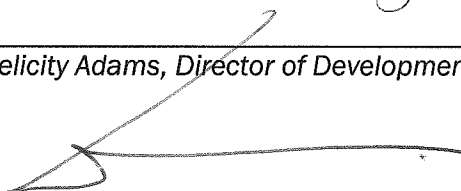


Report Author: Margaret Paridaen, Planner

I concur with the recommendation:



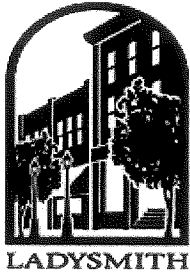
Felicity Adams, Director of Development Services



Guillermo Ferrero, City Manager

ATTACHMENTS:

Development Variance Permit 3090-16-03



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 Local Government Act)

FILE NO: 3090-16-03

DATE: July 4, 2016

Name of Owner(s) of Land (Permittee): Ronald and Margaret Millen

Applicant: Ronald and Margaret Millen

Subject Property (Civic Address): 428 Davis 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 A, District Lot 52, Oyster District, Plan EPP61167 – PID: 029-817-269

3. Section 10.2 (5)(e) in the Single Dwelling Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, is varied for the subject property as follows:

From: Section 10.2 (5)(e) No *Principal Building* or *Structure* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

<u>Parcel Line</u>	<u>Minimum Setback</u>
Front Parcel Line	6.0 metres

To: Section 10.2 (5)(e) No *Principal Building* or *Structure* as shown on Schedule A attached to this Permit, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

<u>Parcel Line</u>	<u>Minimum Setback</u>
Front Parcel Line	4.5 metres

Except for the siting of a deck attached to the dwelling which may be 1.5 metres from the front parcel line as shown in Schedule A, which is attached and forms part of this permit.

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: Site Plan - 428 Davis Road (Millen)**

6. 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 (**Development Variance Permit 3090-16-03**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

7. **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 ____, 2016.

Mayor (A. Stone)

Corporate Officer (S. Bowden)

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 **Ronald and Margaret Millen** other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

Title

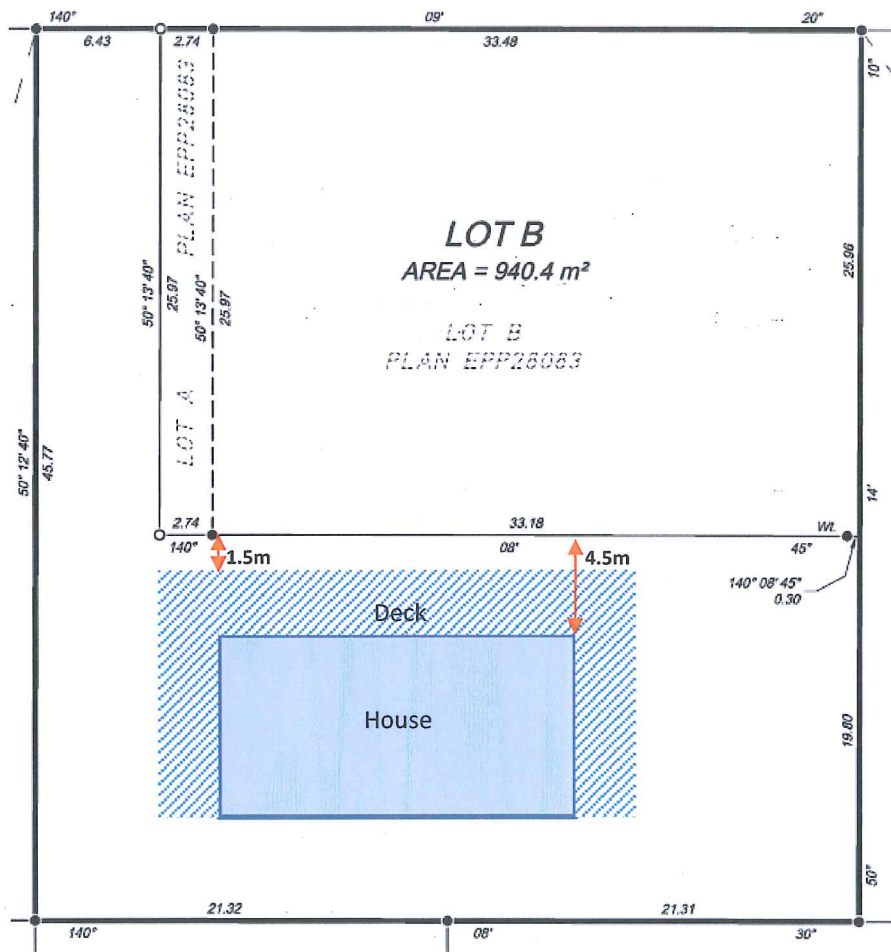
Occupation

Date

Date

Schedule A : Site Plan – 428 Davis Road (Millen)
 Development Variance Permit Application 3090-16-03

DAVIS ROAD



Within Circulation Area

RECEIVED
R. MICHELL

6-27-2016.

As per variance applied for at 428 Davis
I have no objections to it as owner
of property directly in front of
it at 430 Davis Rd.

R. Michell.

R. MICHELL, FIBREWORKS INT'L LTD.

2

Within Circulation Area

RECEIVED
June 27/16

JUNE 27/2016

MARGARET PARIDAEN

I HAVE NO OBJECTION TO THE VARIANCE AS
APPLIED FOR BY MR. & MRS. RON MILLEN. I
WILL BE THEIR NEXT DOOR NEIGHBOUR AND
OWN THE PROPERTY AT 432 DAVIS ROAD.

Phillip H. Orst

June 28/16

Within Circulation Area

RECEIVED
June 27/16

Please be aware that John & Gloria
Campbell are not against the variance for
our future neighbours Ron Millen. Thank
you. We are looking forward to them
being next door. Please call if any
questions. Gloria Campbell



Town of Ladysmith

STAFF REPORT

To: Guillermo Ferrero, City Manager
From: Felicity Adams, Director of Development Services
Date: June 28, 2016
File No: 3090-16-04

RE: Development Variance Permit Application – MacCallum
Subject Property: Lot 1, District Lot 43, Oyster District, Plan 6424 (117 Clarke Road)

RECOMMENDATION(S):

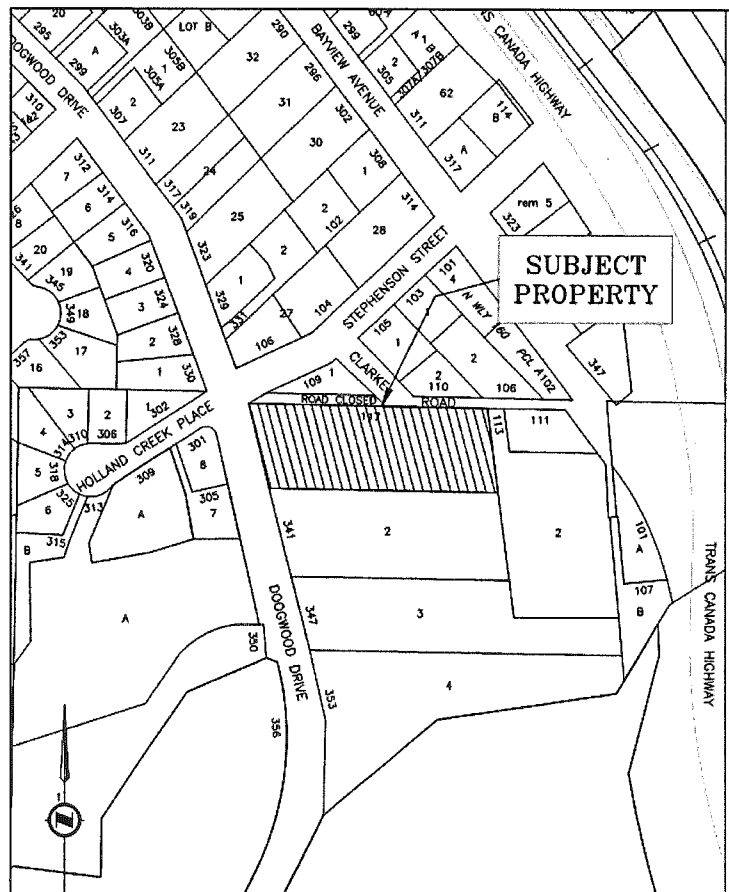
That Council consider directing staff to proceed with statutory notice for Development Variance Permit application 3090-16-04 (117 Clarke Road) to vary the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834” such that the applicant, R. MacCallum, is not required to: i) widen Clarke Road; and ii) construct a sidewalk along the 49 metre Dogwood Drive frontage.

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding statutory notification for an application for a development variance permit to vary the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834” pursuant to s.498(1)(a)(ii) of the Local Government Act for a proposed seven lot subdivision at 117 Clarke Road.

INTRODUCTION/BACKGROUND:

The applicant, Rob MacCallum, has submitted a development variance permit application to vary *Schedule E – Town of Ladysmith Engineering Standards and Specifications* of the “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834”. Schedule E provides the works and service standards for all streets within or immediately adjacent to a proposed subdivision.



SCOPE OF WORK:

The current stage of this application is to introduce the development variance permit application and seek direction from Council regarding statutory notification. After the statutory notification, the application will be presented to Council for a decision.

The applicant has obtained a Preliminary Layout Approval (PLA) to subdivide the subject property into seven residential lots ranging in size from 668m² to 1428m². Proposed lot 7 would contain the original house. The proposed seven lot subdivision plan is shown in Figure A. The new road provides access to land beyond. The applicant is seeking two variances to the 'Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834':

- i. Clarke Road Variance Request: Bylaw 1834 (Schedule E – Engineering Standards and Specifications) requires that Clarke Road be constructed to meet the Urban Local Road standard with a constructed width of 15.5 metres (Drawing No. R4). The Clarke Road right-of-way is currently 16.2 metres in width for the first 46 metres then narrows to 6 metres in width. Thus, approximately 507 square metres of the applicant’s property would be required to be dedicated. The applicant is requesting that the requirement to dedicate this portion of road be varied. Clarke Road currently provides access to eight properties, one of which may have subdivision potential for additional lots.
- ii. Dogwood Drive Variance Request: Bylaw 1834 (Schedule E – Engineering Standards and Specifications – Drawing No. C4) requires that a concrete sidewalk, 1.5 metres in width, be constructed along the Dogwood Drive frontage (49 metres). The applicant is requesting that this requirement also be varied.

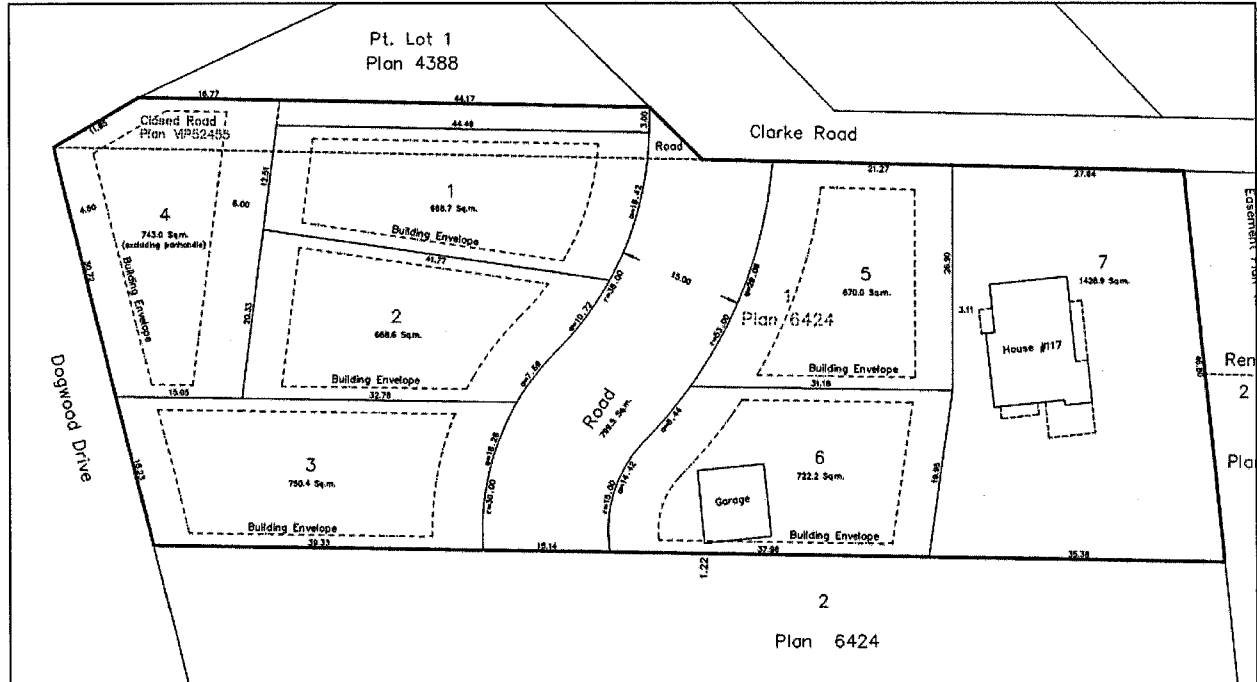


Figure A: 117 Clarke Road Proposed Subdivision Plan (PLA)

ALTERNATIVES:



BC CLIMATE ACTION
COMMUNITY 2014



To not support DVP application 3090-16-04 and not proceed with statutory notice.

FINANCIAL IMPLICATIONS:

The intention of the "Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No.1834" is to ensure that developer's pay for works and services associated with land development.

LEGAL IMPLICATIONS:

The Local Government Act enables Council to vary a bylaw that relates to subdivision and development requirements. This is a discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Council may direct staff to proceed with statutory notification for Development Variance Permit application 3090-16-04.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Infrastructure Services staff have been facilitating the subdivision application process for the subject property.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

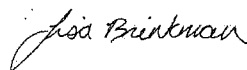
The Visioning Report states that "Ladysmith will create an efficient, low-impact, innovative transportation system that supports a significant shift away from reliance on the car towards human and environmentally friendly modes such as walking, cycling, public transit and small electric vehicles."

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Council may direct staff to proceed with statutory notification for Development Variance Permit application 3090-16-04.



Report Author: Lisa Brinkman, Senior Planner

I concur with the recommendation:



Felicity Adams, Director of Development Services



Guillermo Ferrero, City Manager

ATTACHMENT:

Letter from applicant R.MacCallum (June 7, 2016)

June 7, 2016

To Whom It May Concern

Re: Variance to PLA 117 Clarke Road, Ladysmith

Further to the attached Development Variance Permit application I, on behalf of Boulder Point Holdings Ltd, am requesting two variances to the PLA for the above referenced property dated April 22, 2016.

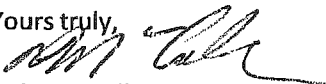
1. To delete the requirement to provide a sidewalk on the east side of Dogwood Drive. This sidewalk would lead to and from nowhere as Dogwood Drive is serviced on the opposite side of the street along its entire length. This includes the bridge across Holland Creek. At best with future development of the adjacent properties this section of sidewalk would be the only portion on the east side of Dogwood. An existing crosswalk is present at Stephenson Road but a new sidewalk down the Dogwood hill on the east would deposit pedestrians on the wrong side of the street at the bridge creating a safety concern.
2. To delete the requirement to widen Clarke Road to meet the Urban Local road standard of 15.5 metres.

Widening the portion of the laneway adjacent to the development property would be of no benefit to the Town. The loss of 9.3 metres to the parent property would result in the loss of one lot (lot 5). This would be a loss of DCC revenue and future taxes to the Town. Further the widened portion would dead end into the side of the adjacent property and could not be extended beyond that point.

The proposed development allows for Clarke Road to continue across the width of the parent property (117 Clarke). The existing lower portion of Clarke Road can remain as a 6.2 m laneway accessing the 5 existing residences. Boulder Point Holdings Ltd would erect a sign indicating that this laneway is for access to these specific addresses only. This solution would maintain the status quo for the existing neighbourhood.

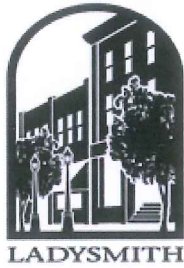
Thank you for considering our request and we look forward to working together on this development project.

Yours truly,



Rob MacCallum

Boulder Point Holdings Ltd



Town of Ladysmith

STAFF REPORT

To: Guillermo Ferrero, City Manager
From: Felicity Adams, Director of Development Services
Date: June 28, 2016
File No: 3090-16-05

RE: RE: DEVELOPMENT VARIANCE PERMIT APPLICATION - Oyster Cove Road (Lovely)
Subject Property: Strata Lot 37, District Lot 56, Oyster District, Strata Plan 2009

RECOMMENDATION(S):

That Council direct staff to proceed with statutory notice for Development Variance Permit application (3090-16-05) for Strata Lot 37, District Lot 56, Oyster District, Strata Plan 2009 (Oyster Cove Road - Lovely).

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding statutory notification for a development variance permit application.

INTRODUCTION/BACKGROUND:

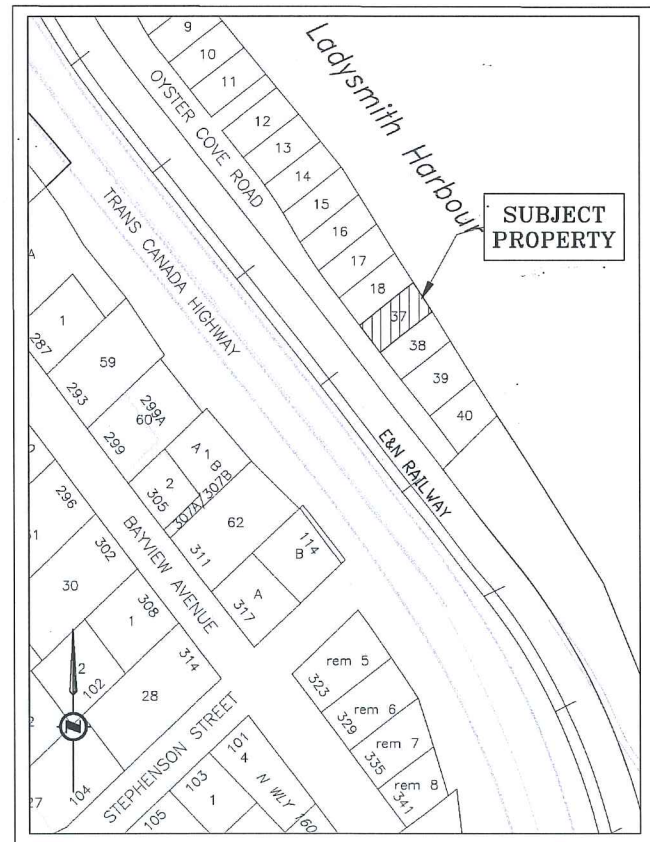
The applicant, Scott Lovely, is requesting a variance for the siting of a proposed new dwelling with attached garage on Oyster Cove Road. The property is located between Oyster Cove Road and Ladysmith Harbour and currently the property is vacant. The proposed site plan for the property is shown in Figure 1 - Site Plan.

Pursuant to Bylaw 1667 staff require Council's approval to proceed with the statutory notice to the neighbours given the setback variances requested.

SCOPE OF WORK:

The current stage of this application is to seek Council's direction to proceed with a statutory notice for the development variance permit application. The subject property is zoned 'Oyster Cove Residential' (R-2-B).

The applicant intends to construct a dwelling with an attached garage on the subject property. The proposed principle building meets all requirements of the Zoning Bylaw except for a variance request for the garage portion of the building. It is proposed that the attached



garage be sited 0.6 metres from the front parcel line (Oyster Cove Road). Six metres is required, thus a variance of 5.4 metres is requested.

Proposed Variances – Oyster Cove Road – Strata Lot 37

10.8(5)(c) Principle Building	Required	Proposed	Proposed Variance
Front Parcel Line Setback	6.0 metres	0.6 metres	5.4 metres <i>(For the garage portion of the principle building only.)</i>

If the garage was detached from the house a variance would not be required for the proposed setback.

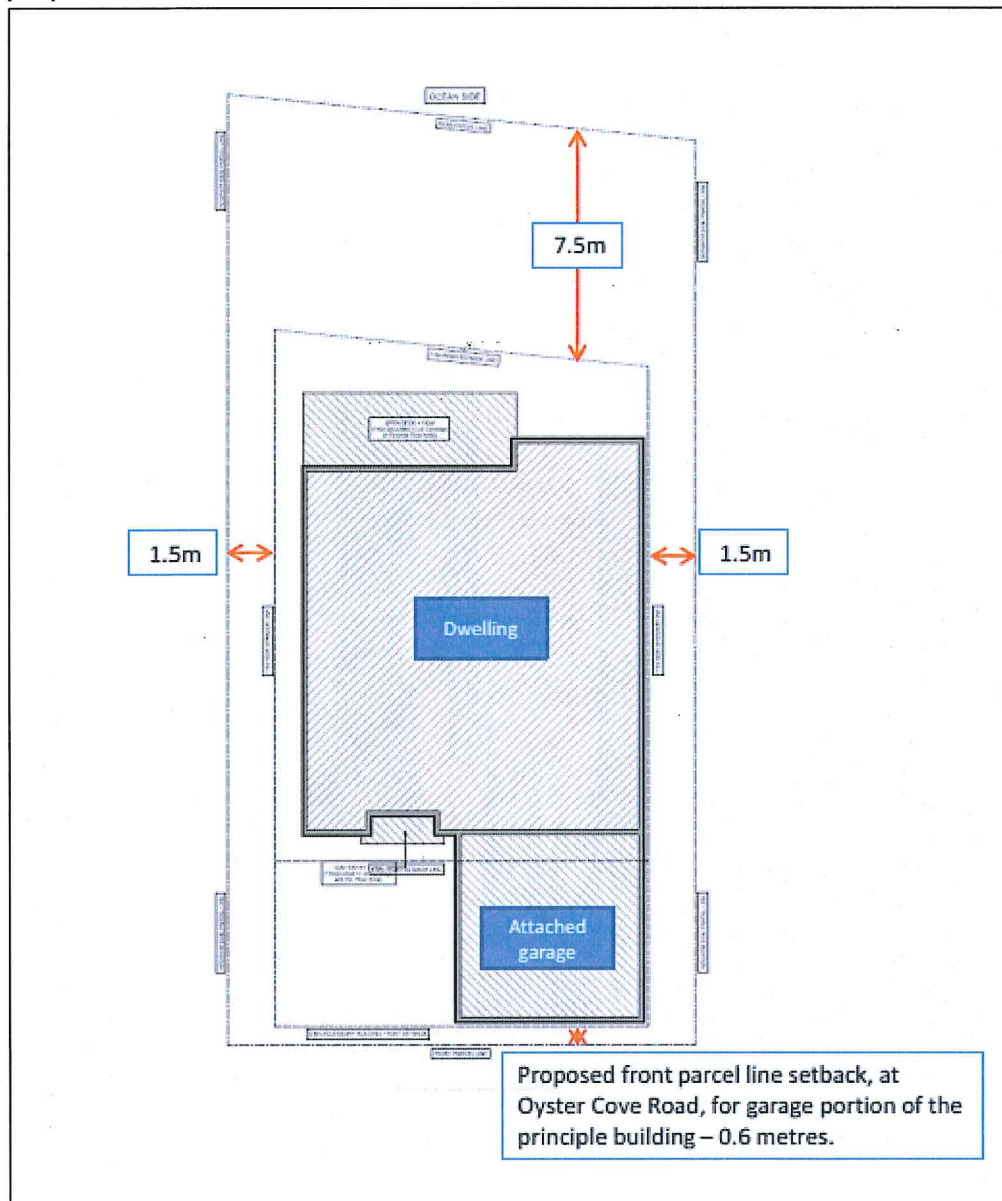


Figure 1 Site Plan - Strata Lot 37

ALTERNATIVES:

To not support Development Variance Permit application 3090-16-05.

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:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-16-05.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-16-05 has been referred to the Infrastructure Services Department and to the Senior Building Inspector for review.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Processing Development Variance Permit applications is within available staff resources.

SUMMARY:

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-16-05.



Report Author: Margaret Paridaen, Planner

I concur with the recommendation.



Felicity Adams, Director of Development Services

Guillermo Ferrero, City Manager

ATTACHMENT:

none





June 14, 2016

Job #28799788-1

via email: fadams@ladysmith.ca

Felicity Adams
Director, Development Services
Town of Ladysmith
PO Box 220
Ladysmith BC V9G 1A2

Dear Felicity Adams:

Re: Application for a Liquor Primary Licence
Applicant: 0997470 BC Ltd.
Proposed Establishment Location: 530 1st Avenue, Ladysmith
Proposed Establishment Name: Zack's Lounge

The Applicant, 0997470 BC Ltd., has applied to the Liquor Control and Licensing Branch (the Branch) for a Liquor Primary (LP) licence to be located at the above-noted address. The Branch has completed the initial review of the application to determine applicant suitability and eligibility of the establishment type for licensing.

Having determined applicant eligibility, we are now proceeding to the Site and Community Assessment (SCA) stage which is the stage for local government input.

The Town of Ladysmith (Council) is requested to consider the application and provide the Branch with a resolution which includes comments and recommendation with respect to the licence application. To assist with Council's assessment of the application, the Branch has prepared a summary report (enclosed) for review and consideration by Council. The summary report is based on information provided by the Applicant and by Branch staff.

Council has 90 days to either provide comments, in the form of a Council resolution, to the General Manager of the Branch, or to advise that they wish to "opt out" of the process. Additional time over the 90 days can be approved by the Branch if the request is received in writing prior to the end of the 90 day period.

Upon receipt of a Council Resolution, the Branch will review the Resolution to determine if all the regulatory criteria have been met in accordance with section 10 of the Liquor Control and Licensing Regulation and, if recommended by local government, assess whether the granting of the licence would be contrary to the public interest. Should you

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC

<http://www.pssg.gov.bc.ca/lclb>

gather the views of local residents and businesses as part of your consideration, please be reminded that the applicant cannot gather the views themselves. As part of your process, the gathering of the views must be administered by the local government.

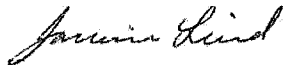
Following the rendering of a decision by the General Manager as to whether to grant Site and Community Approval, the applicant and the local government will be advised in writing.

Once granted SCA, the application proceeds to the building assessment stage of the licensing process, where floor plans are reviewed and if approved in principle, the applicant may proceed with construction/renovation of the establishment, followed by the final stages of the licensing process.

Further details of the liquor licensing application process can be found in the "Role of Local Government and First Nations in the Provincial Liquor Licensing Process" guidelines, enclosed for your reference and also available on the branch website at <http://www.pssg.gov.bc.ca/lclb/resources/index.htm>.

If you have any questions regarding this application please contact me at 250 952-5767 or janine.lind@gov.bc.ca.

Sincerely,



Senior Licensing Analyst

Enclosure

copy: Mike de Laronde, Liquor Inspector
Dan Zacharias, 0997470 BC Ltd.



APPLICATION SUMMARY
For Applicant and Local Government/First Nations

Date: May 31, 2016

Job #28799788-1

Created by: Janine Lind

Re: Application for a Liquor-Primary (LP) Licence
Applicant: 0997470 BC Ltd.
Proposed Location: 530 1st Avenue, Ladysmith
Proposed Establishment Name: Zack's Lounge

1. APPLICATION INFORMATION

Date application deemed complete: May 31, 2016

Local Government Jurisdiction: Town of Ladysmith

The primary business focus of the proposed establishment: Food & Beverage

Total person capacity/occupant load requested: Person 01 = 30 persons
(this number includes patrons plus staff)

Hours of Operation requested:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
Close	10:00 PM	10:00 PM	10:00 PM	10:00 PM	11:00 PM	11:00 PM	10:00 PM

Terms and Conditions and/or Endorsements Requested:

- Minors not permitted, other than entertainers.

2. APPLICANT ELIGIBILITY AND SUITABILITY INFORMATION (Fit and Proper)

Applicant has met the eligibility and suitability requirements of the Liquor Control and Licensing Act (LCLA) as well as Liquor Control and Licensing Policy section 3.2.

3. LOCATION/SITE FACTORS

The following sections are compiled from information provided by the applicant except where indicated otherwise.

The legal description of the proposed site is: PID 008-550-891, Lot 2, Block 27, DL 56, Oyster District, Plan 703. The proposed licensed area is and interior area identified on the attached floor plans.

See the attached **Applicant's Letter of Intent** for details of the proposed Liquor Primary establishment, including the following details:

- a) **Business Focus or Purpose**
- b) **Target Market**
- c) **Composition of the Neighbourhood and Reasonable Distance Measure**
- d) **Benefits to the Community**
- e) **Noise in the Community**
- f) **Impact on the Community**
- g) **Other impacts, comments or requests**

Please note that the applicant's letter of intent is attached to this report for reference purposes. The information or statements included in the letter of intent have not been confirmed unless otherwise stated in this report.

Community Indicators

Contravention Statistics

- The Liquor Control and Licensing Branch can provide contravention statistics for liquor primary and liquor primary club establishments within your area upon request.

POPULATION AND SOCIO-ECONOMIC INFORMATION

- Circle population statistics for 2001 and 2006 are available from BC Stats by emailing your request to BC.Stats@gov.bc.ca
- BC Stats Community Facts includes the BC Benefits recipient and EI Beneficiary statistics and is available at <http://www.bcstats.gov.bc.ca/data/dd/facsheet/facsheet.asp>

4. PUBLIC INTEREST

In providing its resolution on the proposed Liquor Primary application, local government must consider and comment on each of the regulatory criteria indicated below. The written comments must be provided to the general manager by way of a resolution within 90 days after the local government receives notice of the application, or any further period authorized by the general manager in writing.

Section 10 of the Liquor Control and Licensing Regulation states that local government or First Nation must consider and comment on each of the following criteria:

- a) The location of the establishment;
- b) The proximity of the establishment to other social or recreational facilities and public buildings;
- c) The person capacity and hours of liquor service of the establishment;
- d) The number and market focus or clientele of liquor primary establishments within a reasonable distance of the proposed location;
- e) The impact of noise on the community in the immediate vicinity of the establishment; and
- f) The impact on the community if the application is approved.

The local government or first nation must gather the views of residents in accordance with section 11.1 (2) (c) of the Act and include in their resolution:

- (i) the views of the residents,
- (ii) the method used to gather the views of the residents, and
- (iii) its comments and recommendations respecting the views of the residents;

The local government or first nation must provide their recommendations with respect to whether the licence should be issued and the reasons for its recommendations.

The resolution must be provided to the general manager within 90 days after the local government or first nation receives notice or any period authorized by the general manager in writing.

A sample resolution template and comments are enclosed as attachments 2 and 3 to this report for reference purposes.

For use by Liquor Control and Licensing Branch:

5. REGULATORY CONSIDERATIONS

Liquor Control and Licensing Act, sections: 11, 16 and 18
Liquor Control and Licensing Regulations sections: 4, 5, 6, 8, 10

6. POLICY CONSIDERATIONS

Policy Manual Section 3.2 Applicant Eligibility Assessment
Policy Manual Section 3.3 Site and Community Assessment
Policy Manual Section 3.4 Building Assessment and Issue of a Licence

ATTACHMENT 1
APPLICANT'S LETTER OF INTENT

0997470 B.C. Ltd.
P.O. Box 53
Ladysmith, B.C. V9G1A1

February 21, 2016

Liquor Control and Licensing Branch
P.O. Box 9292
Stn Prov Govt
Victoria, B.C. V8W9J8

LETTER OF INTENT

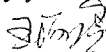
We would like to establish a Licensed Lounge business in the downtown area of Ladysmith, BC. We became residents of downtown Ladysmith in 2015 and have realized the type of Liquor Primary establishment we and our friends like is not available here. Our goal will be to provide quality beverage and food service in a comfortable, mature and relaxing environment.

Our target market will be residents of Ladysmith and tourists. Our building is located in the centre of the downtown business district of Ladysmith which has a mix of Banks, Retail Stores, Restaurants, Post office, Library, Museums, Motel, Professional Services, Personal Service Businesses, Town Offices and Residential Units above many of the Businesses.

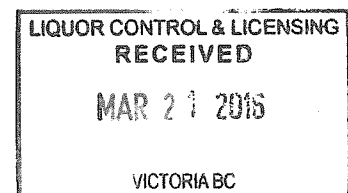
Buildings in Ladysmith that previously housed Liquor Primary Establishments have fallen into disrepair and the Licensed Premises that once served the downtown core have closed. Our downtown is left with only one Liquor Primary establishment (beside the two clubs). We feel the employees and the residents of the downtown core will welcome and be benefited by our business, because it will be within walking distance of their workplaces and homes. Tourists will be encouraged to stay in Ladysmith longer by having another venue for them to enjoy. Residents of Ladysmith as a whole will not need to drive to the next city to enjoy what a quality Liquor Primary establishment can offer.

We will not be having an outside patio area or live entertainment so we feel the potential for excessive noise is minimal. If outdoor entry lineups occur, door security personnel will be employed. The front entry and the rear exit will be well lit and monitored by security cameras. We will be closing at 10 pm Sunday to Thursday and 11 pm Friday and Saturday to avoid creating late night disturbances to the residents downtown. We are residents here as well and want to keep our community a safe and enjoyable place to work and live.

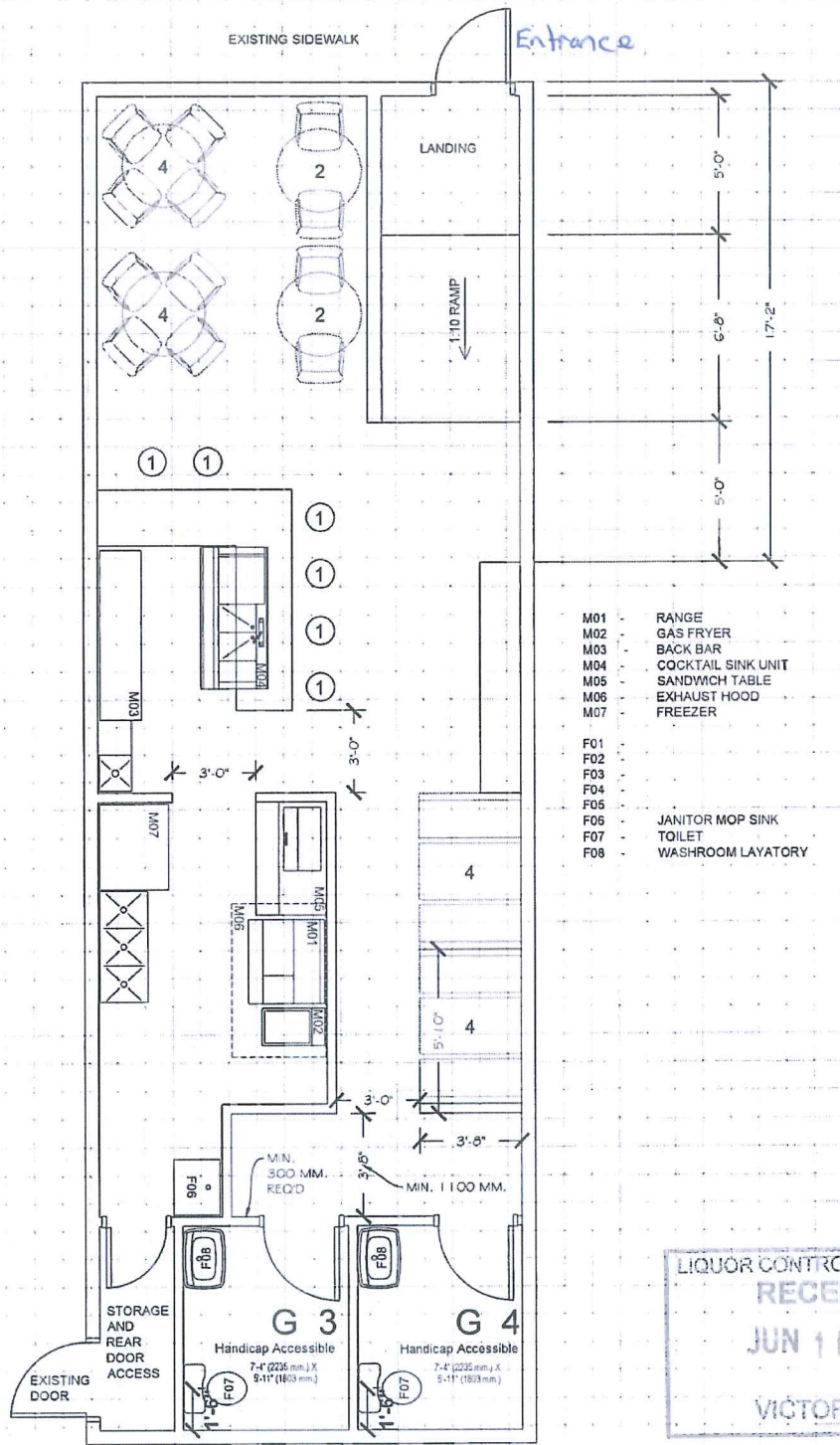
Sincerely yours



Hai Ling Wang



← 1st Ave →



- M01 RANGE
- M02 GAS FRYER
- M03 BACK BAR
- M04 COCKTAIL SINK UNIT
- M05 SANDWICH TABLE
- M06 EXHAUST HOOD
- M07 FREEZER

- F01
- F02
- F03
- F04
- F05
- F06 JANITOR MOP SINK
- F07 TOILET
- F08 WASHROOM LAVATORY

LIQUOR CONTROL & LICENSING
RECEIVED
 JUN 10 2016
 VICTORIA BC

LP Application job # 28799788-1
 Floor Plan - 530 1st AVE, LADYSMITH

LIQUOR CONTROL & LICENSING
RECEIVED
MAR 21 2016
VICTORIA BC

LANE

HIGH STREET

PARKING

LANE

1ST. AVE.

PARKING

PARKING

Applicants
PROPERTY

△

Home Salon

Scissors Shop

REAL ESTATE OFFICE

Sidewalk

Town FREE PARKING

LANE

GATACRE ST.

GATACRE ST.



- A- Proposed Location for ZACK'S Lounge
- B- ISLAND Hotel- Liquor Primary - closed.
- C- LADYSMITH INN - Liquor Primary
- D- ROYAL CANADIAN LEGION
- E- LADYSMITH EAGLES HALL

LIQUOR CONTROL & LICENSING
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 MAR 21 2016
 VICTORIA BC



LADYSMITH

TOWN OF LADYSMITH
Zoning Bylaw Map
Schedule B to Zoning Bylaw No. 1960

Zoning Designations

RESIDENTIAL ZONES

- R-1 Single Dwelling Residential
- R-1-A Single Dwelling Residential - Small Lot A
- R-1-B Single Dwelling Residential - Small Lot B
- R-1-C Single Dwelling Residential - Small Lot C
- R-2 Old Town Residential
- R-2-A Bayview Residential
- R-2-B Oyster Cove Residential
- R-2-LW Live / Work Residential
- R-3 Medium Density Residential
- R-3-A Low Density Residential
- RU-1 Rural Residential
- MHP-1 Manufactured Home Park

COMMERCIAL ZONES

- C-1 Local Commercial
- C-2 Downtown Commercial
- C-3 Highway Service Commercial
- C-4 Tourist Service Commercial
- C-5 Shopping Centre Commercial

INDUSTRIAL ZONES

- I-1 Light Industrial
- I-1A Live / Work Industrial
- I-2 Industrial

INSTITUTIONAL AND PARK ZONES

- P-1 Institutional
- P-2 Parks and Recreational
- P-3 Natural Park
- P-4 Recycling Depot

AGRICULTURAL ZONES

- A-1 Agriculture
- A-RR Agriculture and Resort Recreation

FORESTRY ZONES

- F-1 Forestry

MARINE ZONES

- W-1 Marine Residential Moorage
- W-2 Marina
- W-3 Marine Industrial
- W-4 Marine Harvesting
- W-5 Marine Conservation
- W-P Marine Parks and Recreation

COMPREHENSIVE DEVELOPMENT ZONES

- CD-1 Tourist Service
- CD-2 Cluster Residential
- CD-3 Malone Residential
- CD-4 Waterfront Reserve

— Town Boundary

Date of Adoption: August 18, 2014

Zoning Revision	
Number	Effective Date



LIQUOR CONTROL & LICENSING
 RECEIVED
 MAR 21 2016
 VICTORIA BC

ATTACHMENT 2

Sample Resolution Template for a Liquor-Primary or Liquor-Primary Club Licence Application

General Manager, Liquor Control and Licensing Branch

RE: Application for a liquor-primary licence at: (address of proposed establishment)

At the (council/board) meeting held on (date), the (council/board) passed the following resolution with respect to the application for the above named liquor licence:

"Be it resolved that:

1. The (council/board) (recommends/does not recommend) the issuance of the licence for the following reasons: (detail and explain reasons for recommendation)

2. The (council's/board's) comments on the prescribed considerations are as follows: (see the following page for sample comments for each criterion – a comment on each must be included in the resolution. Where a staff report has been prepared that addresses the criteria this can be used to provide Council's comments provided the staff report is referenced in the resolution and there is a clear statement that Council endorsed the comments in the report.)

- (a) The location of the establishment (provide comments)
- (b) The proximity of the establishment to other social or recreational facilities and public buildings (provide comments)
- (c) The person capacity and hours of liquor service of the establishment (provide comments)
- (d) The number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location (provide comments)
- (e) The impact of noise on the community in the immediate vicinity of the establishment (provide comments), and
- (f) The impact on the community if the application is approved (provide comments)

3. The (council's/board's) comments on the views of residents are as follows: (describe the views of residents, the method used to gather the views and provide comments and recommendations with respect to the views. If the views of residents were not gathered, provide reasons).

The undersigned hereby certifies the above resolution to be a true copy of the resolution passed by the (council/board) of (local government/First Nation) on (date).

Sincerely,

(signature)
(name and title of official)
(local government/First Nation)

Note:

- All of the items outlined above in points 1, 2 (a) through (f) and 3 must be addressed in the resolution in order for the resolution to comply with section 10 of the Liquor Control and Licensing Regulation.
- Any report presented by an advisory body or sub-committee to the council or board may be attached to the resolution.

ATTACHMENT 3

Sample Resolution Comments for a Liquor-Primary Licence Application

The following are examples that illustrate the type of comments that local government and First Nations might provide to demonstrate they have taken into consideration each of the criterion in reaching their final recommendation. Comments may be a mix of positive, negative and neutral observations relevant to each criterion. The final recommendation is the result of balancing these 'pros and cons'.

The list is not intended to illustrate every possible comment as the variations are endless, given the wide range of applications and local circumstances.

It is important that the resolution include the comment and not refer to a staff report, as the general manager cannot suppose that the local government considered all the criteria unless comment on each criterion is specifically addressed in the resolution itself.

Local government or First Nation staff may wish to contact the Liquor Control and Licensing Branch for assistance on drafting the content of a resolution before it is presented to local government or First Nation to avoid resolutions that do not comply with the regulations.

(a) The location of the establishment:

The location is in a commercial area that is removed from nearby residences and is suitable for a late night entertainment venue where some street noise at closing time can be anticipated.

(b) The proximity of the establishment to other social or recreational facilities and public buildings:

The only nearby social, recreational and public buildings do not conflict with the operation of a late night entertainment venue.

- or -

The proposed location is across a lane from a church with an attached retirement facility and church hall routinely used for youth group gatherings. The proximity of the proposed establishment is not considered compatible with the existing facilities.

(c) The person capacity and hours of liquor service of the establishment

The maximum person capacity of 250 with closing hours of 2:00 a.m. Tuesday through Saturday and midnight on Sunday is acceptable. A larger capacity or later hours is not supported given the few number of police on duty at that time.

- (d) The number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location:

The existing establishments are large public house establishments that focus on exotic entertainment or are nightclubs that attract patrons 19 to 25 years of age. The proposed establishment is a small local pub style facility with an extensive menu and is designed to appeal to couples wanting a quiet adult venue for socializing in their community. There are no other (or few other) facilities with a similar focus.

- (e) The impact on the community in the immediate vicinity of the establishment:

The establishment is not expected to negatively affect traffic patterns and noise is not expected to be an issue because [of the small size and early hours] – or – [the applicant has agreed to various noise baffling strategies to ensure the neighbours are not disturbed by late night music]. The applicant has met the requirements of the zoning bylaw with regard to road access and parking.

- (f) The impact on the community if the application is approved:

If the application is approved, the impact is expected to be positive in that it will support the growth in tourism and offer a new social venue for residents.

The Council's comments on the views of residents are as follows:

The views of residents within a half mile* of the proposed establishment were gathered by way of *written comments that were received in response to a public notice posted at the site and newspaper advertisements placed in two consecutive editions of the local newspaper. Residents were given 30 days from the date of the first newspaper advertisement to provide their written views. Residents were also given an opportunity to provide comments at the public meeting of Council held on March 18, 200X.

A total of 63 responses were received from businesses and residents. Of the responses received, 21 were in support of the application citing the creation of additional jobs and a new entertainment venue for the area as their primary reasons. A total of 42 letters were received in opposition to the application. The primary reason cited by those in opposition was the proposed closing hours of 4 am. A number of business residents in the area also cited the lack of parking as an area of concern.

The following three examples illustrate ways Council may complete their comments on the views of residents based upon the preceding fact pattern.

1. Council agrees that a 4 am closing time for this establishment would not be appropriate and therefore recommends that the establishment have a closing time of 2 am to be consistent with the other licensed establishments in the area.

Council does not agree with the parking concerns raised by some of the local businesses as the proposed establishment's peak operating hours will be after the surrounding businesses have closed.

Council recommends that a liquor licence be issued with hours of operation ceasing at 2 am. Council believes that the majority of residents in the area support the issuance of the licence provided the closing hours are no later than 2 am. The establishment will create new jobs and provide a new entertainment venue that is needed in this area.

- or -

2. There are 6450 residents within the half mile radius of the proposed establishment. Notwithstanding that there is a two to one ratio of opposed residents to residents that support the application Council is of the view that the 42 residents who are in opposition represent a small proportion of the overall population that may be affected by this establishment. Council also notes that frequently only residents who oppose a proposal are the ones that respond; consequently Council is of the view that the rest of the residents are not opposed to issuance of a liquor licence for this establishment.

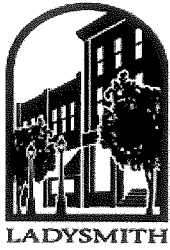
Council recommends that a liquor licence be issued with hours of operation ceasing at 4 am. Council believes that the majority of residents in the area support the issuance of the licence. The establishment will create new jobs and provide a new entertainment venue that is needed in this area.

- or -

3. Based upon the input received by residents within a half mile of the proposed establishment there is a two to one ratio of opposed residents to residents that support the application. The opposition to this establishment comes from both homeowners and businesses. Council is of the view that with both the residential and business communities' opposition to this proposed establishment that the issuance of a licence for this establishment would be contrary to the community standard for this area.

Despite the potential creation of additional jobs and a new entertainment venue for the area Council is unable to support the issuance of a liquor licence for this establishment. Council recommends that a licence not be issued.

*** The local government or First Nation determines the appropriate area to be included and the method for gathering those views**



Town of Ladysmith

COMMITTEE REPORT

To: Mayor and Council
From: Councillor Steve Arnett
Chair, Municipal Services Committee
Date: June 15, 2016
File No:

Re: **MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS**

At its June 13, 2016 meeting, the Municipal Services Committee recommended that Council:

1. Direct staff to incorporate Social Impact language into the Town's Purchasing Policy for consideration at an upcoming meeting of the Committee.
2. Direct staff to amend the Town's Grants-in-Aid Policy to change the deadline for submission of a grant report to December 31, with a reminder of the deadline to be sent by staff prior to December 1.
3. Direct staff to amend the Town's Grants-in-Aid Policy, Item 1, for 2017 to read as follows:
The primary purpose of a grant-in-aid is to provide financial assistance to an organization for a specific project, event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to, a parent Society under the laws of British Columbia and/or Canada.
4. Direct staff to develop recommendations for service agreements with the Ladysmith and District Historical Society (Archives and Museum), Ladysmith Resources Centre Association and other agencies who currently receive grants-in-aid for providing a service to the community, and bring the recommendations to the Committee for consideration.
5. Refer consideration of a proposed set budget for grants-in-aid until after the Committee has determined whether to establish Service Agreements instead of grants-in-aid for organizations that provide a service to the community.
6. Direct staff to maintain the current policy with respect to timing of grants-in-aid applications and deliberations for the 2017 budget deliberations.

7. Direct staff to amend the Town's Grants-in-Aid Policy to remove the requirement for audited financial statements/engagement review, and to require that societies submit their Annual General Meeting minutes and agenda, including financial information when applying for a grant-in-aid.
8. Direct staff to maintain the current grant-in-aid policy that allows organizations that receive a Permissive Tax Exemption to also receive Grant-in-Aid funding.
9. Direct staff to bring an amended Grants-in-Aid Policy for consideration at a future meeting of the Municipal Services Committee.
- 10.a) Direct staff to prepare draft Terms of Reference for an Invasive Species Select Committee in accordance with Section 142 of the Community Charter for the purpose of addressing invasive species in the town of Ladysmith and present the Terms of Reference to Council at a future meeting; and
- b) Send a letter of thanks to Steve and April Marrington in recognition of their volunteer leadership during the 2016 Broom Busting initiative in the Town of Ladysmith.



cowichan





Dear Sponsor

Stz'uminus Primary School is preparing its first annual Grade Three yearbook for our graduating class. The 16-page book will be in full colour, with 50 copies printed. We are respectfully looking for sponsors to help us increase the possibility of bringing technology into the classroom.

As a valued sponsor, you could support us in one of three ways:

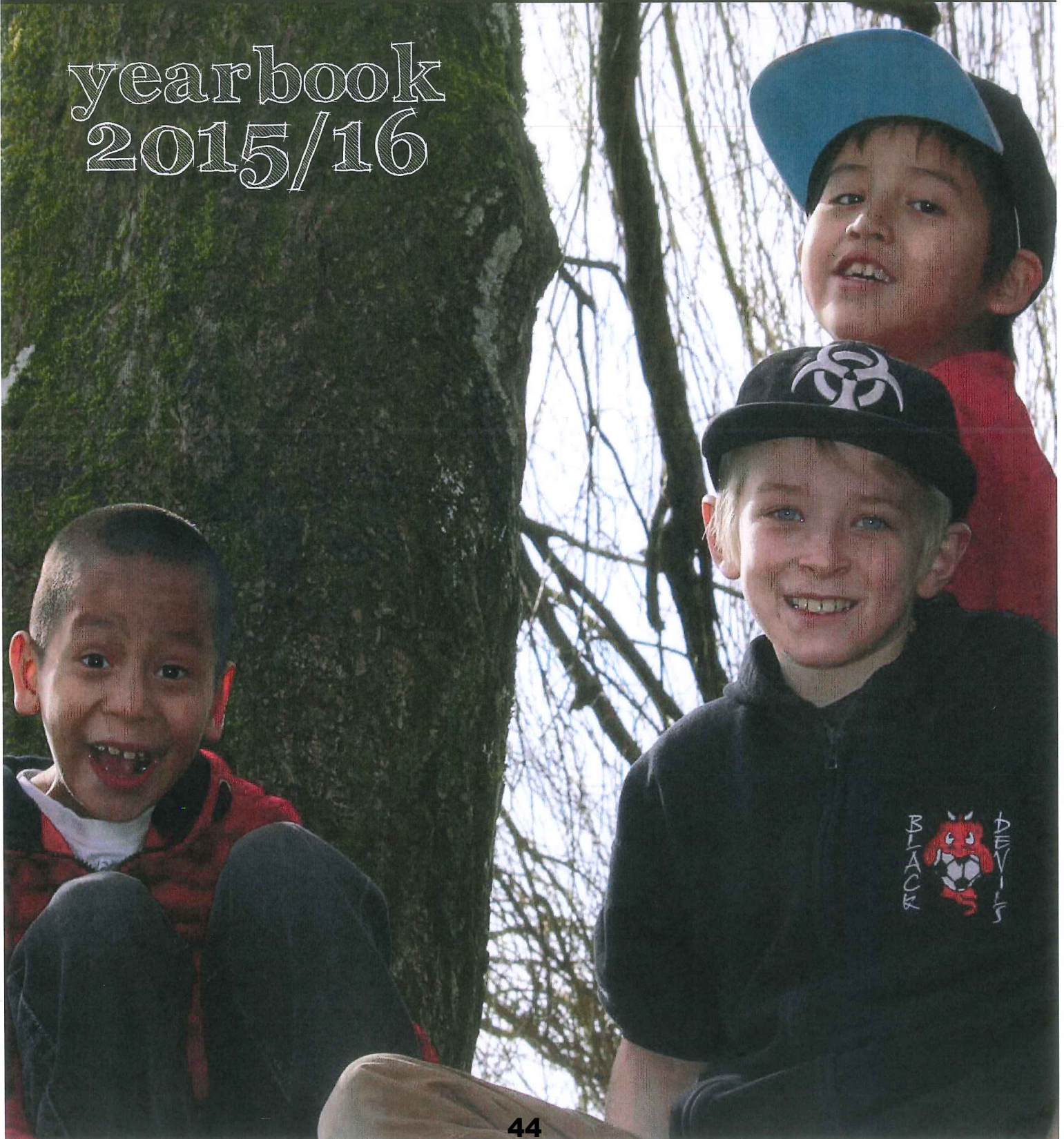
1. Donate an iPad to the grade three classroom. For this contribution your establishment will get your business logo and a thank you message in our yearbook. We will also mention your generous donation in our year end ceremonies (attended by hundreds of communities members). You will also receive a copy of the yearbook and a thank you certificate suitable for framing.
2. Donate 3 iPad's to the grade three classroom. For this gift your establishment will get a 1/2 page thank you message in our yearbook next to Chief John Elliot's message, signage and an invite to our year end ceremonies, and receive a copy of the yearbook and a thank you certificate suitable for framing. We will also print a thank you to your company in our year-end newsletter that goes out to hundreds of community members, and another thank-you in the first newsletter next September.
3. Donate \$100 or more towards the purchase of a class room iPad. For your generosity you will be thanked in the year book.

huy ch qa!
(thank you)

Lesley Lorenz
Grade Three Teacher
Stz'uminus Primary School
250-713-1439
Lesley.lorenz@stzuminus.com

STZ'UMINUS GRADE 3

yearbook
2015/16





To the grade three grads : I just want to say congratulations on your hard work and dedication to education for the 2015 /2016 school year. I know you all will continue to thrive in your next steps of your journey to the community school. Stzuminus will stand with you and help you through these exciting times and support your transition so you all can continue to enjoy your learning in your new schools. Never stop having fun as you learn and enjoy your celebrations with your teachers as they work hard with you to help you grow.

Congratulations and thank you to the parents, guardian, grandparents and teachers for your continued support to our children's success.

Have a great summer be safe and see you all next year!

Chief John Elliott

Stz'uminus Primary School



Stz'uminus Primary School is a very special place. Our school is a place where dedicated staff always put students first. We work hard to make each day a welcoming and friendly place, while at the same time maintaining high standards for student learning and behavior.

Our goal is to create a strong foundation to help your child to be successful in school and to acquire the skills necessary to be successful in life. We are very fortunate to have parents who believe in working together with us to support their child's achievements.

The 2015-2016 was a terrific year of learning, adventure and great friendships. This Grade 3 yearbook was made with love and consists of many of the activities and people that make our school a great place to be! I know that in the years to come, you will enjoy reading and

re-reading this book and reminisce of many happy memories.

Continue to excel and enjoy the educational journey. We expect each of you to return one day and share with us how you are making a positive difference in the world!

Respectfully,

Mrs. Charlotte Sampson-Elliott

Principal, Stz'uminus Primary School



May 27, 2016

submitted June 10, 2016

Dear Mayor and Council:

We, the property owners on French street between First and Second Avenue, hereby request the Town of Ladysmith to complete the curbing, paving and parking designation on French Street between First and Second Avenue.

As virtually all other streets off First Avenue are fully curbed, we would request a priority to complete this downtown location to accommodate and improve residential driveways, residential parking, commercial driveways, commercial parking and downtown streetscape.

Sincerely yours,

*Pam Fraser, President,
Ladysmith Health Care Auxiliary
910 1st Ave. Ladysmith V9G 1A8*

840 1st Ave., Ladysmith

109 French St., Ladysmith

117 French St., Ladysmith

[Handwritten signatures and initials]
owner
Big "O"
Tires.

*Please note: original retained by
Big "O" Tires*



May 27. 2016

submitted June 10, 2016

Dear Mayor and Council:

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As virtually all other streets off First Avenue are fully curbed, we would request a priority to complete this downtown location to accommodate and improve residential driveways, residential parking, commercial driveways, commercial parking and downtown streetscape.

Sincerely yours,

[Signature] 112 FRENCH ST. LADYSMITH B.C. OWNER
TELFORDS OF LADYSMITH

[Signature] 112 FRENCH ST. LADYSMITH
(TELFORDS OF LADYSMITH)

[Signature] 126 FRENCH STREET ALASTAIR STEWART

Chris Hall 120 French
[Signature]



Town of Ladysmith
2015 Grant in Aid Application

RECEIVED
JUN 20 2016

1. Name of Organization	Arts on the Avenue & Light Up the Night		
Application Contact	Char Smilinski		
Civic Address	610 Oyster Bay Drive, Ladysmith, BC		
Mailing Address	Box 2370		
Town/City	Ladysmith, BC		
Postal Code	V9G 1B8		
Phone	250-245-1252	Email	info@artonavenue.com
2. President/Chairperson	Chair - Char Smilinski		
Mailing Address	Box 2370, Ladysmith, BC V9G 1B8		
Phone	250-245-1252	Email	info@artonavenue.com
3. Treasurer	Mary Peppard		
Mailing Address	Box 2370, Ladysmith, BC		
Phone	250-245-1252	Email	info@artonavenue.com
4. Description of Event or Project/ Service	<p>Arts on the Avenue and Light Up the Night are art festivals. Light Up the Night celebrates year two in 2016 with fine crafts, light sculptures, music and fun for the whole family. We challenge visitors to stay up late. Arts on the Avenue is celebrating 18 years of juried fine arts for sale and viewing. Both events take place on first Avenue between Buller and Warren Streets August 27th and 28th. Approximately 7500 people attend the events</p>		
5. Amount Requested	\$1750.00		

RECEIVED

JUN 20 2016

6. How will the community benefit?	Both events bring visitors to Ladysmith who spend money and enjoy our town Supports the arts in Ladysmith Provided family activities in the community
------------------------------------	---

7. List full and part-time paid positions (use separate sheet if necessary)	there are no full time or part-time paid positions 100% volunteer
---	--

8. Number of individual participants (clients) who will receive your service.	7500 people
Number of volunteers	30 plus
Volunteer hours/week	10/week planning

9. Is your organization a registered society?	yes
Number:	S-0046330
Is your organization a charitable institution?	no
Number:	

10. What other efforts have been made to obtain funding? (include list of grants received or pending)	Small reserve from last year as a starter fund sent out letters for sponsorship application fees Provincial Event Grant deadline January/2016
---	--

Arts on The Avenue

Income Statement

January 1 through December 31 2015

RECEIVED
JUN 20 2016

REVENUE

Donations	6,045.00
Entry Fees - Artists	7,616.00
Entry Fees - Food Artisans	115.00
Entry Fees - Community Section	245.00
Entry Fees - Student Section	0.00
Grant Revenue	5,000.00
Raffle Revenue	0.00
Interest Revenue	92.80

TOTAL REVENUE 19,113.80

EXPENSE

Payroll Expenses	
Wages & Salaries	750.00
Total Payroll Expense	<u>750.00</u>

General & Administrative Expenses

Accounting & Legal	353.50
Advertising & Promotions	3,131.36
Courier & Postage	0.00
Entertainment - Music	600.00
Event Exp - Porta Potties	456.75
Event Exp - Kids Area	333.23
Event Expense - Catering	46.26
Event Exepense - Moderators	0.00
Event Expenses - Misc	1,555.18
Donations - other organizations	1,175.00
Insurance - Event	400.00
Insurance - Director/Officer	0.00
Interest & Bank Charges	0.00
Licences & Fees	104.00
Judging	100.00
Membership Fees	0.00
Office Expenses	0.00
Rentals - Tables & Chairs	0.00
Rentals	1,100.00
Signage	0.00
Repair & Maintenance	0.00
Rentals - Tents	6,058.51
Total General & Admin. Expenses	<u>15,413.79</u>

TOTAL EXPENSE 16,163.79

NET INCOME \$ 2,950.01

Arts on The Avenue

Balance Sheet

at December 31, 2015

RECEIVED
JUN 20 2016

ASSET

Current Assets

Petty Cash	0.34	
Chequing Bank Account	3,831.81	
Credit Union Shares	<u>50.42</u>	
Total Cash		3,882.57
Term Deposit 1 (5yr redeemable)		6,181.35
Total Receivable		<u>0.00</u>
Total Current Assets		<u>10,063.92</u>

Capital Assets

Computer Equipment	<u>2,398.90</u>	
Net - Computer Equipment		<u>2,398.90</u>
Total Capital Assets		<u>2,398.90</u>

TOTAL ASSET **\$ 12,462.82**

LIABILITY

TOTAL LIABILITY 0.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	9,512.81	
Current Earnings	<u>2,950.01</u>	
Total Owners Equity		<u>12,462.82</u>

TOTAL EQUITY 12,462.82

LIABILITIES AND EQUITY **\$ 12,462.82**



STAFF REPORT TO COMMITTEE

DATE OF REPORT June 7, 2016
MEETING TYPE & DATE Regional Services Committee Meeting of June 22, 2016
FROM: General Manager
Community Services Department
SUBJECT: Monthly Bus Pass for One-Time Skate or Swim Pass Program
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is for the committee to consider a program where residents exchange an expired monthly bus pass for a complimentary skate or swim pass.

RECOMMENDED RESOLUTION

That the Monthly Bus Pass for One-Time Skate or Swim Pass Program be approved.

BACKGROUND

The CVRD's Community Services Department came into existence September 1, 2015. Through the Department, transit and recreation facilities have been able to explore further synergies. One example has been the launch of the physical literacy promotion on the exterior of transit buses, as seen in Attachment A.

This report highlights another opportunity to cross promote healthy living. Additional incentive is provided to purchase a monthly transit pass, as when it expires it can be used for a one-time free admission to a local swim or skate session. The recreation facilities could also benefit by additional promotion and a chance to increase awareness among residents about the benefits of physical literacy. This campaign is targeted to run from September 1, 2016 – March 31, 2017. Monthly bus passes will be hole-punched for redemption tracking purposes.

BC Transit has launched similar programs in the Kootenays (Swim or Gym) and Victoria (Fit in Fitness) areas. Examples are in Attachments B and C.

ANALYSIS

The Regional Services Committee is considering this opportunity for the CVRD facilities of the Cowichan Lake Sports Arena, the Kerry Park Recreation Centre, and the Island Savings Centre.

The Municipality of North Cowichan is considering this opportunity for the Cowichan Aquatic Centre, and Fuller Lake Arena.

The Town of Ladysmith is considering this opportunity for the Frank Jameson Community Centre.

If the jurisdictions agree, there will be a regional launch to the program in the fall of 2016.

FINANCIAL CONSIDERATIONS

3,178 monthly transit passes were sold in Cowichan in 2015. Staff are estimating that 10% of monthly transit passes will be redeemed for a skate or swim pass.

Admission rates for skates or swims vary from \$2.50 to \$6. Therefore, the anticipated loss of revenue for the program, if the individuals were actually to attend and pay instead of receiving this promotion, is expected to range between \$0 and \$1,900. This amount would be shared

across the region at the four arenas and two aquatic facilities.

BC Transit is not charging the CVRD for the cost of advertising the program on interior bus cards. The CVRD is not charging BC Transit for advertising the program in seasonal recreation guides.

COMMUNICATION CONSIDERATIONS

Communication of the program is intended in the fall of 2016 with interior bus cards, newspaper advertising, and social media. The program will be highlighted in the winter / spring CVRD recreation guide.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Not applicable.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Your Name Here
Your Title Here

Reviewed by:

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

- Attachment A – Back of bus proof March 2016
- Attachment B – WKT poster
- Attachment C – Expired bus pass program Victoria

Attachment A

The yellow rectangle indicates the viewable area and placement of a BK Full Back and it should not be resized or moved. Do not alter, remove, or create your design on the Obstacles or Bus Colors layers.



BK Full Back

BC Minor Markets 30' Dennis Dart

Raster images should be created at 512dpi at the scale provided.

Design in the yellow area only and bleed background color to the edge of the yellow box.

West Kootenay Transit

Attachment B



One-time *free* admission with an expired monthly transit pass.*

Redeemable at:

- Nelson & District Community Complex
- Castlegar and District Community Complex
- Salmo and District Fitness Centre
- Trail Aquatic & Leisure Centre

Your transit pass will be hole-punched and returned to you for tax credit.

***Effective January 2016**

**Expired Bus
Pass Program**

Bring last months expired bus pass and receive one FREE drop-in session at any regional participating recreation facility. VISIT www.fitinfitness.ca for details!

CITY OF VICTORIA

SEAPAC & CRD

ESQUIMALT fitinfitness.ca

WEST SHORE PARKS & RECREATION

Capistrano

Seamich PARKS & RECREATION

YMCA-YWCA Greater Victoria



**TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL**

TOPIC: **Fire & Rescue Service Level Establishment and Limitations**

APPROVED BY: **COUNCIL**

DATE:

RESOLUTION #:

PURPOSE:

To provide direction to the Town of Ladysmith Fire & Rescue Service on establishment and limitations of services authorized by Town Council.

BACKGROUND:

The Town of Ladysmith has directed that the Ladysmith Fire & Rescue Service operational model is to be primarily undertaken by a volunteer Paid on Call membership (“POC”). This model is consistent with the budgetary and operational capabilities and requirements of the Town of Ladysmith, as determined by Town Council.

The Ladysmith Fire & Rescue Service operates pursuant to **Bylaw 1815 Respecting the Prevention of Fires and the Protection of Persons and Property**. The Fire Chief and Deputy Fire Chief, as appointed by Town Council, are responsible for the safe, effective and efficient operation and administration of Ladysmith Fire Rescue Service.

The British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook (May 2015) and the BC Fire Safety Act (2016) is hereby recognized as the applicable Provincial Statute under which emergency response and training activities of the Ladysmith Fire & Rescue Service will be based.

OPERATIONAL STANDARD

The Ladysmith Fire & Rescue Service is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the **Interior Service Operations Level**, as generally described in the Playbook and considering any and all limitations contained within this Policy.

The Town of Ladysmith *Respecting the Prevention of Fires and the Protection of Persons and Property Bylaw 1815* defines “Assistance Response” as aid provided in respect of fires, alarms, explosions, medical emergencies or incidents, floods, earthquakes or other natural disasters, escape of dangerous goods, rail transport or aeronautical incidents, motor vehicle or other accidents, or circumstances necessitating rescue efforts.

OPERATIONAL LIMITATIONS:

Availability for Assistance Response will be determined by the Ladysmith Fire & Rescue Service on a case-by-case basis and is dependent on the circumstances, availability of service, and level of training and skill of responding personnel, timing and resources.

The following levels of service for Assistance Response are not directly performed by Ladysmith Fire & Rescue Service:

1. **No High Angle Rope Rescue capability:** – contracted through aid agreement or other agency/contractor, if available.
2. **No Swift Water Entry or Ice Rescue capability:** - Operation level will be contracted through aid agreement or other agency/contractor, if available.
3. **Dangerous Goods / Hazardous Materials (Hazmat) Technician Response Level response is not provided:** - contracted through aid agreement or other agency/contractor, if available.
4. **Marine Firefighting Response to vessels or foreshore areas from the water side is not provided:** - contracted through partner agency/contractor, if available.

The following components of Assistance Response are performed in a reduced/modified manner, by Ladysmith Fire & Rescue Service:

1. **Confined Space Rescue:** - if it falls within the Ladysmith Fire Rescue Service's Awareness and Operational Level's of training, skill and available resources.
2. **Swift Water / Flood Rescue:** - if it falls within the Ladysmith Fire Rescue Service's Awareness Level of training, skill and available resources.
3. **Structural Collapse Rescue:** – if it falls within the Ladysmith Fire Rescue Service's level of training, skill and available resources.
4. **Low Slope and Steep Slope Rescue:** -- if it falls within the Ladysmith Fire Rescue Service's Awareness and Operational Level's of training, skill and available resources.
5. **Entrapment Rescue:** - such as vehicle extrication, capability is provided if the incident is determined by the Ladysmith Fire & Rescue Service to fall within its level of training, skill and available resources. Additional specialized back-up from Mutual Aid can be requested, if available.
6. **Dangerous Goods / Hazardous Materials (Hazmat) Operations Response:** Operations Level response is dependant on the circumstances and is limited to simple vehicle fuel leaks/fires and simple compressed gas leaks/fires or other incident where it is

determined by the Ladysmith Fire & Rescue Service to fall within its level of training, skill and its available resources; and for all other incidents of this type, an Awareness Level of response will be provided by the Fire & Rescue Service depending on the nature of the incident, the level of training and skill, and the availability of resources. Specialized back-up from outside agencies, through agreement, is available if required.

7. **Aviation Firefighting / Rescue:** Ladysmith Fire & Rescue Service response to aircraft incidents is limited depending on the circumstances of the incident and whether Ladysmith Fire & Rescue Services determines that the incident is within its level of training and skill. Additional resources, including specialized aircraft firefighting apparatus, will be requested for major incident.

Firefighting capabilities of the Ladysmith Fire & Rescue Service are based upon use of traditional structural firefighting apparatus using firefighting foam application.

TRAINING STANDARD:

The Ladysmith Fire & Rescue Service shall train its Principal Responding Members to the minimum competencies required by the Playbook for the Interior Operations Level. The required training competencies, as described in the Playbook, will be achieved by all members within three calendar years of start date.

During the 36 month training period new firefighters will progress through the Interior Operations Service Level training as described in the Playbook. During this qualification period firefighters will only be authorized to operate under the qualification they have achieved. Only a limited number of personnel will be operating at less than the Interior Service Operations Level at any given time, thus ensuring the department maintains Interior Service Level capability.

The Ladysmith Fire & Rescue Service will establish a Training Program, applicable Operational Guidelines, Policies, Procedures and Lesson Plans that ensure compliance with the competencies and other requirements as described within the Playbook for all operational service levels.

The Fire Chief will establish regular review and compliance checks to ensure that the ongoing requirements of the Playbook are adhered to and that Council is made aware of any required changes to operations or training in a timely manner.

The Fire Chief and Chief Officers will establish Training Programs, applicable Operational Guidelines, Policies, Procedures and Lesson Plans for all departmental service delivery areas not specifically described within the Playbook Standard. These include, but are not limited to: incident command; personnel accountability; health & safety; aircraft incident response; vehicle rescue; water-borne emergencies; large animal rescue; and vehicle operations.

NON-SUPPRESSION LIMITATIONS:

The Town of Ladysmith *Bylaw 1815 Respecting the Prevention of Fires and the Protection of persons and Property* describes activities related to Fire Prevention as including development and building plan review, fire and safety inspections, fire investigations and fire and life safety education.

The following components of Fire Prevention are not directly performed by the Ladysmith Fire & Rescue Service at this time:

Ladysmith Fire & Rescue Service does not provide a registered professional review or assurance of Fire Protection System design drawings. Limited plan review will be conducted by various departments within the Town of Ladysmith and its contractors, as applicable.

The following components are performed in a reduced/modified manner by the Ladysmith Fire & Rescue Service:

1. Investigation of major incidents, particularly those that involve serious injury or death. Such investigation should be provided with assistance from other jurisdictions such as law enforcement, Worksafe B.C. and the Office of the Fire Commissioner, as well as contractor agencies, as applicable; and
2. Ladysmith Fire & Rescue Service's decision to undertake and conduct an investigation of major fire incidents is within its discretion depending on the circumstances of the incident, the required level of training and skill and the available resources.

ACCOUNTABILITY:

The Fire Chief for the Town of Ladysmith, or designate, is responsible for ensuring this policy is complied with through the use of appropriate department Operational Guidelines as well as service/aid agreements, service contracts, and/or partner agencies.

In relation to any particular incident/assistance response, the department shall undertake only those emergency activities for which its actual responding members at the incident are properly trained and equipped. If additional assistance is required such assistance will be promptly requested from the most appropriate qualified agency/organization.

The Fire Chief has determine to limit the fire suppression activities of the department to the Interior or Exterior Operations Service Level in circumstances where, because of turn-over in members or for other reasons, in the Fire Chief's view.

Where the Fire Chief has made a determination he or she shall immediately inform the CAO,

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including reasons for the decision. The Fire Chief may request to move to a Full Service Operations Level response when he or she considers Ladysmith Fire Rescue Services has achieved that level of training, and shall inform the CAO when making such decision.

REVIEW:

The Fire Chief shall, on a regular basis or as directed, report to the Town of Ladysmith on the Ladysmith Fire Rescue Services readiness, effectiveness and efficiency. The Fire Chief will ensure ongoing compliance with the contents of the policy and other applicable Bylaws, Statutes or Regulations.

Other Related Policies/Bylaws/Agreements:

Ladysmith Fire Rescue Service Emergency Response outside of Municipality.

Mutual Aid Agreement for Fire Service Emergencies for North Cowichan, Cowichan Valley Regional District, Town of Lake Cowichan, City of Duncan.

First Responder Agreement BC Ambulance Service.

Memorandum of Understanding between the Ministry of Forests and the Town of Ladysmith.