

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, MARCH 5, 2018**

**Call to Order and Closed Meeting
6:00 p.m.
Regular Open Meeting
7:00 p.m.**

CALL TO ORDER (6:00 P.M.)

1. CLOSED SESSION

In accordance with section 90 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 or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality – section 90(1) (e)

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Session

4. MINUTES

- 4.1. Minutes of the Regular Meeting of Council held February 13, 2018..... 1 - 8
- 4.2. Minutes of the Regular Meeting of Council held February 19, 2018..... 9 - 11

5. DELEGATIONS

- 5.1. Brian Carruthers and Jon Lefebure, Cowichan Valley Regional District
Proposed Watershed Service Establishment Bylaw 12



- 5.2. **Chamber of Commerce
2017 Year in Review 13 - 29**
- 5.3. **Denis Hughes and Kirily Park
Request to Ban Single Use Shopping Bags in Ladysmith 30**
- 5.4. **Rod Smith, Managing Director, Ladysmith Maritime Society**
 - **2017 Review**
 - **Support for the Waterfront Area Plan**

6. PROCLAMATIONS - None

7. DEVELOPMENT APPLICATIONS

- 7.1. **Development Variance Permit Application 3090-17-05 – 12 White St.
(Blok-Andersen)
Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 703... 31 - 35**

Staff Recommendation:

That Council:

- 1. Issue Development Variance Permit application 3090-17-05 to vary the minimum parcel area for a Coach House dwelling from 668m² to 666m² for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street); and
- 2. Authorize the Mayor and Corporate Officer to sign the Development Variance permit.

- 7.2. **Coach House Development Permit Application 3060-17-19 – 12 White St.
(Blok-Andersen)
Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 703.. 36 - 43**

Staff Recommendation:

That Council:

- 1. Subject to the issuance of Development Variance Permit 3090-17-05, issue Development Permit 3060-17-19 to permit the issuance of a building permit for the construction of a coach house dwelling on Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street); and
- 2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

- 7.3. Zoning Bylaw Amendment Application – 618 Farrell Road (Schnurch, Turner Land Surveying Inc.)
Subject Property: Lot 1, Block 7, District Lot 41, Oyster District, Plan 11706, Except Part in Plans 43985, VIP58153 and VIP79598 44 - 62**

Staff Recommendation:

That Council:

1. Receive the report of the neighbourhood information meeting and associated correspondence regarding the rezoning of 618 Farrell Road and require:
 - a. A Section 219 covenant to be registered prior to final approval of the amending bylaw, to ensure:
 - That the street lighting on the strata road adheres to dark sky principles.
 - That a grading plan is submitted and approved by the Approving Officer as a condition of the subdivision application.
 - That at the time of the building permit, two trees are planted on each new lot. The diameter of each new tree will be a minimum of 6cm. A security of \$300 per tree will be required. One tree must be in the rear yard.
2. Accept a \$7000 voluntary contribution to the Community Amenity Fund.
3. Direct staff to prepare a bylaw to amend the Zoning Bylaw to rezone the property at 618 Farrell Road (Lot 1, District Lot 41, Oyster District, Plan 11706) from the Rural Residential (RU-1) Zone to the Single Dwelling Residential (R-1) Zone.

8. BYLAWS – OFFICIAL COMMUNITY PLANNING AND ZONING

- 8.1. Official Community Plan Amendment (Waterfront Area Plan and consequential amendments) and Rezoning of a portion of Lot 4, Plan 45800 (The Jewel) – Bylaws 1950 and 195163 - 138**

Staff Recommendation:

That Council:

1. Give first and second reading to Bylaw 1950, cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 50) 2018, No. 1950” to implement the new Waterfront Area Plan, Development Permit Area 1 - Maritime and make consequential amendments.
2. Give first and second reading to Bylaw 1951, cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No.

1951” to implement multi-unit residential zoning on the portion of Lot 4, Plan 45800 known as The Jewel.

3. Pursuant to s. 475, confirm that early and on-going consultation was directed and has taken place with the following during the development of the community plan amendment (Waterfront Area Plan): Stz’uminus First Nation, Provincial Ministry of Forests, Lands and Natural Resource Operations and Rural Development, and Fisheries and Oceans Canada – Small Craft Harbours.
4. Refer Bylaw 1950 to the Stz’uminus First Nation pursuant to the Stz’uminus-Town Memorandum of Understanding and invite the Stz’uminus First Nation Chief and Council to attend the public hearing.
5. Direct staff to proceed with statutory notice and scheduling the Public Hearing for Bylaws 1950 and 1951.

9. COMMITTEE REPORTS

9.1. Mayor A. Stone

Cowichan Valley Regional District; Ladysmith Chamber of Commerce; Stocking Lake Advisory Committee; Waterfront Area Plan Leadership Committee..... 139 - 146

9.2. Councillor R. Hutchins

Municipal Services Committee; Heritage Revitalization Advisory Commission; 2017 Parcel Tax Review Panel; Waterfront Area Plan Leadership Committee..... 147

Recommendations from the Municipal Services Committee

1. That the Town initiate a community dialogue regarding the retail sale of cannabis within the Town of Ladysmith.
2. That Council direct staff to prepare a list of options for community engagement as well as a proposed budget allocation for consideration.
3. That Council establish an ad hoc committee of three Council members to support the public consultation process on the retail sale of cannabis in the Town of Ladysmith.

- 9.3. Councillor C. Henderson**
Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program..... **148 - 149**
- 9.4. Councillor D. Paterson**
Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel **150**
- 9.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Ladysmith Downtown Business Association; Ladysmith Festival of Lights Committee; Waterfront Area Plan Leadership Committee..... **151**
- 9.6. Councillor C. Fradin**
Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee **152 - 154**
- 9.7. Councillor S. Arnett**
Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation **155**

Recommendations from the Advisory Planning Commission

That Council receive the recommendation from the Advisory Planning Commission supporting the review of permitting coach houses outside the downtown area in the Single Dwelling Residential (R-1) zones, utilizing the existing coach house regulation framework and considering each local neighbourhood.

Recommendations from the Vancouver Island Regional Library Committee

That Council support the Vancouver Island Regional Library’s ongoing campaign to have the BC Provincial government reinstate an adequate funding commitment to the Library system.

10. REPORTS - None

11. BYLAWS - None

12. CORRESPONDENCE

12.1. Ladysmith Family and Friends (LaFF) Annual Golf Day Sponsorship Letter . 156 - 158

Staff Recommendation:

That Council consider whether it wishes to:

1. Sponsor a hole at the Ladysmith Family and Friends Annual Golf Day on May 27, 2018; and/or
2. Enter a team in the tournament.

12.2. Cathy Peters, BC's Anti-human Trafficking Educator, Speaker, Advocate Child Sex Trafficking in BC Municipalities and How to Stop it..... 159 - 164

Staff Recommendation:

That as requested by Cathy Peters in an email dated February 26, 2018, Council send a letter to Premier John Horgan and Mike Farnworth, Minister of Public Safety and Solicitor General requesting that a Human Trafficking Task Force be established and that the Federal law be enforced; and further, that a copy of the letter be sent to Ms. Cathy Peters, anti-human trafficking educator, speaker, advocate.

12.3. Nora Arajs, Project Lead - Capture the Rain, Cowichan Watershed Board Cowichan Million Litre Challenge 165 - 167

Staff Recommendation:

That as requested by Nora Arajs in an email dated February 27, 2018, Council consider whether it wishes to support the Cowichan Watershed Board's "Cowichan Million Litre Challenge" campaign by including the Town logo, for a cost of \$200, to their ad in the March 16th edition of the Cowichan Citizen.

12.4. Steve Higgs, Equipment and Field Coordinator, Ladysmith Softball Association Softball Storage at Aggie Field..... 168

Staff Recommendation:

That in response to the letter from the Ladysmith Softball Association, dated February 20, 2018, Council direct staff to liaise with the Ladysmith Softball Association to support the development of additional storage for softball equipment storage at Aggie playing fields.

13. NEW BUSINESS

13.1. Discussion regarding Canada's Great Street Award Sign Locations

14. UNFINISHED BUSINESS - None

QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF COUNCIL
TUESDAY, FEBRUARY 13, 2018
CALL TO ORDER 5:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

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 | Felicity Adams | Erin Anderson |
| Clayton Postings | Joanna Winter | Sue Bouma |

CALL TO ORDER Mayor Stone called this Meeting of Council to order at 5:00 p.m.

CLOSED SESSION *Moved and seconded:*
CS 2018-019 That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:01 p.m. in order to consider items related to the following:

- Human Resources matter - Section 90 (1) (c)
- Strategic discussions regarding municipal objectives - section 90(1)(l)
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public - section 90 (1) (c)
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both - section 90 (2) (e)

Motion carried.

REGULAR MEETING Mayor Stone called this Open Session of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.



**AGENDA
APPROVAL**
CS 2018-020

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for Tuesday, February 13, 2018 as amended by the following:

- Correct clerical error on page 18 of the agenda package, changing the reference from Gatacre Street to Kitchener Street
- Motion carried.*

**RISE AND
REPORT**

Council rose from Closed Session at 6:48 p.m. without report.

MINUTES
CS 2018-021

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held January 15, 2018.

Motion carried.

CS 2018-022

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held January 16, 2018.

Motion carried.

CS 2018-023

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held February 5, 2018, at which there was no quorum.

Motion carried.

DELEGATIONS

Mid-Isle Soccer Club

Mini-World Cup 2018 May 4 - 6

Jennifer LeBlanc and Jeremy Kaye provided an overview of the Mini-World Cup, an annual Vancouver Island soccer tournament for U8 to U11 players, scheduled to be hosted by Ladysmith this May. They discussed the logistics involved in hosting such a large event and reviewed Ladysmith's involvement in the highly successful 2012 tournament.

Council reminisced about the success of the 2012 Mini-World Cup tournament and the positive economic impact experienced by the Town's businesses.

Ms. LeBlanc and Mr. Kaye responded to Council's questions. Council thanked them for their presentation and the excellent work they are doing with the youth of Ladysmith.

CS 2018-024

Moved and seconded:

That Council support in principle the request by the Mid-Isle Soccer Club to assist with the cost of a trolley driver for the 2018 Mini-World Cup Soccer Tournament, May 4th to 6th, and direct the Club to apply for a Grant-in-Aid by February 28, 2018.

Motion carried.

PROCLAMATION

Heritage Week

Mayor Stone proclaimed February 19 - 25, 2018 as "Heritage Week" in the Town of Ladysmith and encouraged all residents to celebrate the meaningful, essential and enduring nature of cultural heritage. He recommended that residents take the opportunity to enjoy "Canada's Greatest Street" and to take the Heritage Walk.

DEVELOPMENT APPLICATIONS

Development Variance Permit Application - 12 White St. (Blok-Andersen)

Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 70

Moved and seconded:

CS 2018-025

That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-17-05 for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street).

Motion carried.

Moved and seconded:

CS 2018-026

That Council request staff to review the Zoning Bylaw in order to determine means for appropriate discretion with respect the original intent of the coach house bylaw as it applies to lot sizes in Old Town that do not quite meet the minimum lot size of 668 square metres.

Motion carried.

OCP & Zoning Bylaw Amendment Application - Kitchener St. (I. Niamath)

Subject Properties: Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703

Moved and seconded:

CS 2018-027

That Council:

1. Approve in principle the application (3360-18-01) to amend:
 - a) the Official Community Plan by designating 11 & 17 Kitchener St. from 'Downtown Mixed Use' to 'Downtown Core'; and
 - b) the Zoning Bylaw by rezoning 11 & 17 Kitchener St. from "Live/Work Residential (R-2-LW)" to "Downtown Commercial (C-2)"; (for properties legally described as Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703)

2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - a) Refer the OCP amendment application 3360-18-01 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
 - b) Refer application 3360-18-01 to the Advisory Planning Commission for review and comment.
3. Direct staff to commence the preparation of an Official Community Plan (OCP) amendment bylaw and Zoning Bylaw amendment bylaw for application 3360-18-01 (11 & 17 Kitchener St.).
Motion carried.

COMMITTEE REPORTS

CS 2018-028

Recommendations from the Municipal Services Committee

Moved and seconded:

That Council request staff to prepare a report on options to offset eligible seismic upgrading costs for historic buildings in the downtown core, and to include the number of buildings affected and the tax implications.

Motion carried.

CS 2018-029

Moved and seconded:

That Council give first, second and third reading to Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #5, 2017, No. 1941 as amended to include "boulevard" to the definition of highway, and to remove any reference to recreational vehicle size.

Motion defeated.

CS 2018-030

Moved and seconded:

That Council direct staff to amend Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #5, 2017, No. 1941 as amended to include "boulevard" to the definition of highway, and to remove any reference to recreational vehicle size.

Motion carried.

Staff indicated that before the Bylaw amendment is introduced, a communications plan will be provided for Council's consideration.,

CS 2018-031

Moved and seconded:

That Council support proactive bylaw compliance on unattached trailers in accordance with Town of Ladysmith Streets and Traffic

Bylaw 1998, No. 1309, due to potential safety and liability risks.

Motion carried.

OPPOSED: Councillor Arnett

Recommendations from the Parks, Recreation and Culture Advisory Committee (December 20, 2017 meeting)

Moved and seconded:

CS 2018-032

That Council approve the Rotary Club's proposed improvements to Forrest Field to include grandstand, player bench and practice pitch improvements.

Motion carried.

Moved and seconded:

CS 2018-033

That Council engage with past members of the Field Steering Committee and current field user groups executives to complete a comprehensive review of the existing draft site plan, taking into account possible changes to trends, demographics and community needs to best determine the location and design concept for the proposed clubhouse/concession for Council consideration.

Motion carried.

Moved and seconded:

CS 2018-034

That Council direct staff to draft a Community Driven Capital Project Policy for Council's approval that will provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and manage expectations of the parties involved if projects are supported.

Motion carried.

Recommendations from the Protective Services Committee Meeting

Moved and seconded:

CS 2018-035

That Council through resolution confirm the membership of the Ladysmith Royal Canadian Marine Search and Rescue Station 29 to the Protective Services Committee.

Motion carried.

REPORTS

Appointment of Election Official

Moved and seconded:

CS 2018-036

That Council appoint the following election officers for the upcoming 2018 Local Government Elections:

Name and Position:

- Joanna Winter, Manager of Legislative Services
- Donna Smith, Executive Liaison
- Andrea Hainrich, Legislative Services Administrative Assistant

Election Officer Position:

- Chief Election Officer
- Deputy Chief Election Officer
- Deputy Chief Election Officer

Motion carried.

Waterfront Area Plan – Direction to Prepare Bylaws

Moved and seconded:

CS 2018-037

That Council direct staff to proceed with the preparation of bylaws to amend:

1. Official Community Plan Bylaw 2003, No. 1488 to implement the new Waterfront Area Plan and new Development Permit Area 1 - Maritime, and
2. Zoning Bylaw 2014, No. 1860 to implement the zoning for the initial development phase of the area of Lot 4 known as The Jewel to permit multi-unit residential development as outlined in the Waterfront Area Plan.

Motion carried.

BYLAWS

Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931

Moved and seconded:

CS 2018-038

That Council give first, second and third readings to Bylaw 1931, cited as "Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931".

Motion carried.

Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947

Moved and seconded:

CS 2018-039

That Council give first, second and third readings to Bylaw 1947, cited as "Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947."

Motion carried.

CORRESPONDENCE

Tony Beckett

Support for Speed Reduction on the Trans-Canada Highway through Downtown Ladysmith

Moved and seconded:

CS 2018-040

That, in response to the letter from Tony Beckett, dated

November 23, 2017, Council request a report from the Department of Transportation and Infrastructure on safety record statistics from the past ten years for the section of the Trans Canada Highway between Thicke Road and Christy Road.

Motion carried.

Council also recommended that upon receiving these statistics, staff request the Department of Highways to complete a highway design review with regard to vehicles per hour and vehicles per day.

**Doug Findlater, Mayor, West Kelowna
Cannabis Sales Revenue Sharing**

Moved and seconded:

CS 2018-041

That as requested by the District of West Kelowna in a letter dated December 15, 2017, Council write to the Minister of Municipal Affairs and Housing requesting that 50 per cent of the provincial share of the cannabis tax sharing formula be directed to local governments.

Motion carried.

**Ladysmith Family and Friends
Entrance Cabinet at Aggie Hall**

Moved and seconded:

CS 2018-042

That in response to the letter from the Ladysmith Family and Friends dated January 20, 2018, Council direct staff to liaise with Ladysmith Family and Friends and their associated consultants to complete an approved plan for Aggie Hall entrance enhancements.

Motion carried.

**Ladysmith Industrial Heritage Preservation Committee
(Ladysmith and District Historical Society)**

Request for Support for Restoring the Tumbler at the Machine Shop Site

Moved and seconded:

CS 2018-043

That, in response to the Ladysmith and District Historical Society's request, Council direct staff to supply a front end loader and driver to the Industrial Heritage Preservation Committee of the Historical Society to assist the committee in lifting the tube tumbler artifact from its current base for restoration.

Motion carried.

NEW BUSINESS

Ratification of E-mail Poll regarding Canada Summer Jobs Program

Moved and seconded:

CS 2018-044

That Council ratify an earlier e-mail poll and confirm its support for the following attestation for the 2018 Canada Summer Jobs Program application:

“Both the job and the organization’s core mandate respect individual human rights in Canada, including the values underlying the Canadian *Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression.”

Motion carried:

Direction to Apply for Funds from Island Coastal Economic Trust for Arts and Heritage Hub

Moved and seconded:

CS 2018-045

That Council authorize an application to the Island Coastal Economic Trust for up to \$400,000 to support the development of an Arts and Heritage Hub in the vicinity of the Machine Shop on the Ladysmith Waterfront.

Motion carried:

UNFINISHED BUSINESS

Resolution to add “Dabb” to the list of Potential Street Names

Moved and seconded:

CS 2018-046

That Council direct staff to add the name “Dabb” to the list of approved street names as per Policy 5450 A.

Motion carried:

QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved and seconded:

CS 2018-047

That this regular meeting of Council adjourn at 8:31 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 19, 2018
CALL TO ORDER 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

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:

| | | |
|---------------|----------------|---------------|
| Geoff Goodall | Felicity Adams | Erin Anderson |
| Joanna Winter | Sue Bouma | |

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.

**AGENDA
APPROVAL**

CS 2018-048

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for Monday, February 19, 2018 as amended by the following addition:

- Item 8.1, "The Village Workshop: The Journey of Our Generation"

Motion carried.

**DEVELOPMENT
APPLICATIONS**

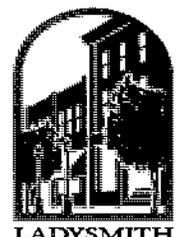
CS 2018-049

**Zoning Bylaw Amendment Application – 1240 4th Ave. (Warkentin)
Subject Property: Lot B, District Lot 97, Oyster District, Plan
VIP56663, Except part in plan VIP89355**

Moved and seconded:

That Council:

1. Approve application 3360-17-01 to amend:
 - a) The Official Community Plan by removing Development Permit Area 4 – Multi-Unit Residential from the property at 1240 4th Avenue; and
 - b) the Zoning Bylaw by rezoning 1240 4th Avenue from Medium Density Residential (R-3) to Single Dwelling Residential – Small Lot B Zone (R-1-B);



for the property legally described as Lot B, District Lot 97, Oyster District, Plan VIP56663, Except part in plan VIP89355.

2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - a) Refer the proposed OCP amendment (3360-17-01) to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
 - b) Refer application 3360-17-01 to the Advisory Planning Commission for review and comment.
3. Direct staff to work with the applicant regarding land use matters and a community amenity contribution; and commence the preparation of the Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-17-01 (1240 4th Ave.).

Motion carried.

BYLAWS

Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931

Moved and seconded:

CS 2018-050

That Council adopt Bylaw 1931, cited as "Water Filtration Plant Temporary Borrowing Bylaw 2018, No. 1931".

Motion carried.

Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947

Moved and seconded:

CS 2018-051

That Council adopt Bylaw 1947, cited as "Property Tax Payments in Advance of Due Date Bylaw 2018, No. 1947."

Motion carried.

CORRESPONDENCE

Robert Lee and Liesel Knaack

Tree Removal Request – Sanderson Road

Moved and seconded:

CS 2018-052

That Council refer to staff the request from Robert Lee and Liesel Knaack to remove the boulevard tree in front of their residence, in order to investigate the issue, and report back on the community implications of authorizing such a request, together with any alternatives.

Motion carried.

NEW BUSINESS

Councillor Arnett encouraged staff and Council to deepen their understanding of cultural connections by attending "The Village

Workshop: The Journey of Our Generation” presented by Social Planning Cowichan and community partners on February 23rd and March 9th.

Council also reviewed the schedule for Saturday, February 24th, which includes Heritage Days events, welcoming the Wounded Warriors, the unveiling of the *Salish Wind* Canada 150 Legacy Canoe at Transfer Beach, the Coldest Night of the Year walk and the Rotary Lanterns for Hope event.

QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

CS 2018-053

Moved and seconded:
That this regular meeting of Council adjourn at 7:30 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

REQUEST FOR DELEGATION STATUS

| | |
|--|-----------------------|
| APPLICANT INFORMATION | |
| NAME: Brian Carruthers and Jon Lefebure | DATE: January 9, 2018 |
| ADDRESS: 175 Ingram Street, Duncan, BC V9L 1N8 | |
| ORGANIZATION INFORMATION | |
| NAME: Cowichan Valley Regional District | |
| PHONE: 250-746-2500 | E-MAIL: |
| MEETING INFORMATION | |
| COUNCIL or COMMITTEE REQUESTED: Council | |
| DATE REQUESTED: | NUMBER ATTENDING: 2 |
| NAME(S) OF PRESENTER(S): Brian Carruthers & Jon Lefebure | |
| <input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT NEED PRESENTATION EQUIPMENT | |
| TOPIC TO BE PRESENTED: | |
| The engagement of the proposed Watershed Service Establishment Bylaw. | |
| NATURE OF REQUEST / CONCERN: | |
| | |

NOTE: Notification of Delegation Request must be received by 12:00 noon on the Tuesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise. (Per Policy 01-0570-A - Council Resolution 01-514)





Ladysmith Visitor Center Year End Statistical Report 2017

Submitted by:



1. INTRODUCTION

The Ladysmith Chamber of Commerce would like to express its gratitude to the Town of Ladysmith for its continued commitment to the Tourism Industry through its support of the Ladysmith Visitor Centre.

This report has been prepared in response to a request from the Municipal Services Committee for a narrative report on the statistical data reports that the Visitor Centre (VC) traditionally submits on a semi-annual basis. In an attempt to give a clearer picture of what has been happening in terms of visits to Ladysmith over the past couple of years we have compared the data collected in 2017 to the previous 5 years. Six graphs have been included in this report illustrating comparisons from 2012 to 2017 for four statistical categories:

- 1) Total Parties/Visitors – This represents the number of parties and visitors that pass through the VC over the year. By way of a definition: A family of four who enters the VC would be recorded as 1 Party and 4 Visitors; an individual who enters would be recorded as 1 Party and 1 Visitor.
- 2) Visitor Origin – VC personnel are asked to try to determine the origin of each party who enters and record this in the appropriate category on the daily stats sheet.
- 3) Nights in the Community – VC personnel are also asked to try and determine how long people are staying in Ladysmith.
- 4) Information Requested – VC personnel record the information (or services) provided to visitors.

Below are some key observations from the statistical data collected at the Visitor Centre over the past 6 years:

2. TOTAL PARTIES/VISITORS (Graph 1a and 1b)

The Visitor Center serviced 4928 parties representing 7,972 individuals in 2017. The number of parties served has dropped by a little less than 4%/year on average over the past 6 years. This statistic was bothersome to the staff at the Visitor Centre/Chamber as it has not felt (anecdotally) like the number of tourists has been dropping.

To further analyze this statistic we looked closer at the Visitor Origin statistic and created a graph that compares the number of “all” visitors (including locals) with all “out-of-town” visitors (excluding the local category) and all “out-of-province” visitors (excluding locals and BC visitors). Graph 1(b) illustrates the findings from this analysis. When you look at the stats for out-of-town and out-of-province visitors the numbers have been pretty consistent over the 5 years. Numbers were quite high in 2012 which we hypothesize as being due to the residual benefit of the 2010 Olympics. Numbers stayed very steady from 2013 to 2016 with a slight dip in 2014 which we believe was a result of the Visitor Centre moving that year and the new Cowichan Regional Visitor Centre opening that year. Finally, numbers dipped slightly again in 2017 which we hypothesize as being due to very poor weather early in the year followed by the wildfires in

the summer which may have impacted travel to the island (especially from Western Canada and the Northwest US where most visitors arrive by motor vehicle).

Meanwhile the number of locals coming through the doors of the Visitor Centre have been dropping significantly over the past 6 years (and are the primary reason that the overall numbers have been dropping over that period of time). Anecdotally we suspect three primary reasons for this reduction in visitation from "locals": (1) Locals took a while to find us after our move in 2014; (2) if you're strolling downtown we're not quite as easy to drop in on at our new location (Roberts St. versus 1st Ave); and (3) our new and improved website and social media communications strategy launched in early 2015 is giving town residents an easier way to get local information than by dropping by to see us.

3. VISITOR ORIGIN (Graph 2)

Not surprisingly locals (~31% of total visitors) and visitors from BC (~32% of total visitors) make up the majority of those seeking information at the Visitor Centre. This is followed by visitors from Europe (13%), Other Canada (9%), USA (6.5%), Alberta (6.5%), and Asia/Australia/Other (2%).

Here are some interesting observations about these statistics over the past few years:

- a) **General Observations:** In almost every "Out-of-Town" visitor category the trend has been declining visitor number from 2012 to 2014 followed by a steady increase from 2014 to 2016. In 2017 visitation from Canada and the US dropped off significantly (probably due to the wildfires in BC) and visitation from BC residents rose significantly (ironically also probably due to wildfires). Visitations from Europe continued their upward trend.

To try to get a better sense of the trend we looked at "out-of-town" visitor data for a 9 year period from 2007 – 2016 (which is as far back as we are able to access data). The results are illustrated in graph 2(b). As you can see tourism was on the rise from 2007 – 2009 rising from 1779 to 2370. Visitor numbers then soared in 2010 (probably as a result of the 2010 winter Olympics) and have stayed relatively stable since that time.

- b) **International Visits:** International visits (i.e. visitors from Europe, USA, Asia, Australia & Other) have been pretty consistent over the six year period ranging from 993 visits/year to 1171 with the exception of a low year in 2014 (when there was 796 international visits).
- c) **Alberta:** Visits from Alberta have been relatively stable over the past 5 years with the exception of a spike in visitors in 2015 which may be attributed to the unsettled work conditions in the oil patch that year which gave workers the opportunity to travel. There was also a significant drop off in 2017 probably due to the wildfires making access to the Island by motor vehicle difficult.

- d) **Other Canada:** Similar to the trend from visitors from Alberta visitors from other parts of Canada have stayed relatively stable over the past several years. The gradual lowering of the Canadian dollar (which encourages Canadians to stay in the country) can help explain the increasing “Other Canada” visitors over the past several years. Again, the dip in numbers from Canadian visitors in 2017 is probably due to the wildfires in BC which discouraged travel to BC.
- e) **Locals:** The number of local residents served has fallen considerably over the past 5 years – a 34% reduction in visits – with the majority of this reduction occurring after the Chamber/VC changed locations and rolled out the new website (as noted in #1 above).
- f) **BC:** The number of BC residents served has also fallen fairly consistently over the past 5 years. Possible explanation – Anyone residing outside of Ladysmith is considered a BC resident and we suspect that some of the same circumstances that caused the drop in “local” participation are causing a similar drop in “close by BC residents” (i.e. Islanders) who are accessing information from our improved website and/or are still getting used to, or aren’t strolling by, our new location. Visits from BC Residents spiked up in 2017 which we hypothesize as being due to BC residents on the mainland trying to get relief from the smoky conditions caused by the wildfires.

4. NIGHTS IN THE COMMUNITY (Graph 3)

Some observations about this statistical category:

- a) Same day visits are by far the most common length of stay for our visitors. Lack of accommodation would be the logical explanation for this. We are a very popular stop off point for people traveling from Victoria to up-island and the west coast destinations and vice versa.
- b) Visitors staying 1 - 3 nights are becoming slightly less common while visitors staying for extended periods (i.e. a week or more) are on the rise. Perhaps explained by the fact that Home Exchange programs and house sitting for longer periods of time seems to be growing in popularity. Some anecdotal feedback supporting this is that we commonly hear this type of stay is a great way to see if this is where visitors would like to retire. People are definitely doing there research for their future retirement.

5. INFORMATION REQUESTED (Graph 4)

By far the most popular reasons to visit the Visitor Information Centre is to either get directions or to use the facilities/bathrooms. One in every 5 visitors (20%) asks for directions and similarly 1 in 5 visitors uses the facilities (Yes, we have a busy restroom 😊!) These two requests are followed by people asking about: Attractions (9%), where to eat (8%), recreational opportunities (8%), parks (8%), local events (7%), local services (6%), transportation (4%), shopping (4%),

accommodation (3%), relocation and investment (3%), First Nations (1%) and “other requests” make up 3%.

Interestingly requests for information on First Nations - while relatively few in overall number – is continuing to rise dramatically over the past few years (averaging less than 30 requests prior to 2015, growing to 70 requests in 2015, and spiking again to 122 requests in 2016 and 118 in 2017).

Incidentally, consistently the most difficult challenge we face in terms of providing information and assistance to visitors stems from the lack of public transportation between Ladysmith and Nanaimo. If we had one wish it would be for this transportation issue to be solved for tourists and residents alike.

6. ATTACHMENTS

Attached for your consideration are the Visitor Centre Stats for 2017 and a copy of the Statistic Tracking Sheet that we use to collect data. Also attached are six charts (referenced in the summary above) showing statistical comparisons for 2012 through 2016. Keep in mind that the 10 Community Specific Options listed on the 2017 Stats Report can be customized to our Communities needs and we welcome feedback or would be happy to add a stat that the Town of Ladysmith would like us to keep for future use.

7. CONCLUSION

We hope that you find this report (with some added statistical analysis) helpful. If you have any questions, feedback or would like some further analysis please feel free to contact us at your convenience.

**Ladysmith Visitor Centre
Year End Statistics Report
2017**

Visitor Services Network Statistics Program 2018

LADYSMITH

Start Date: 01/01/2017

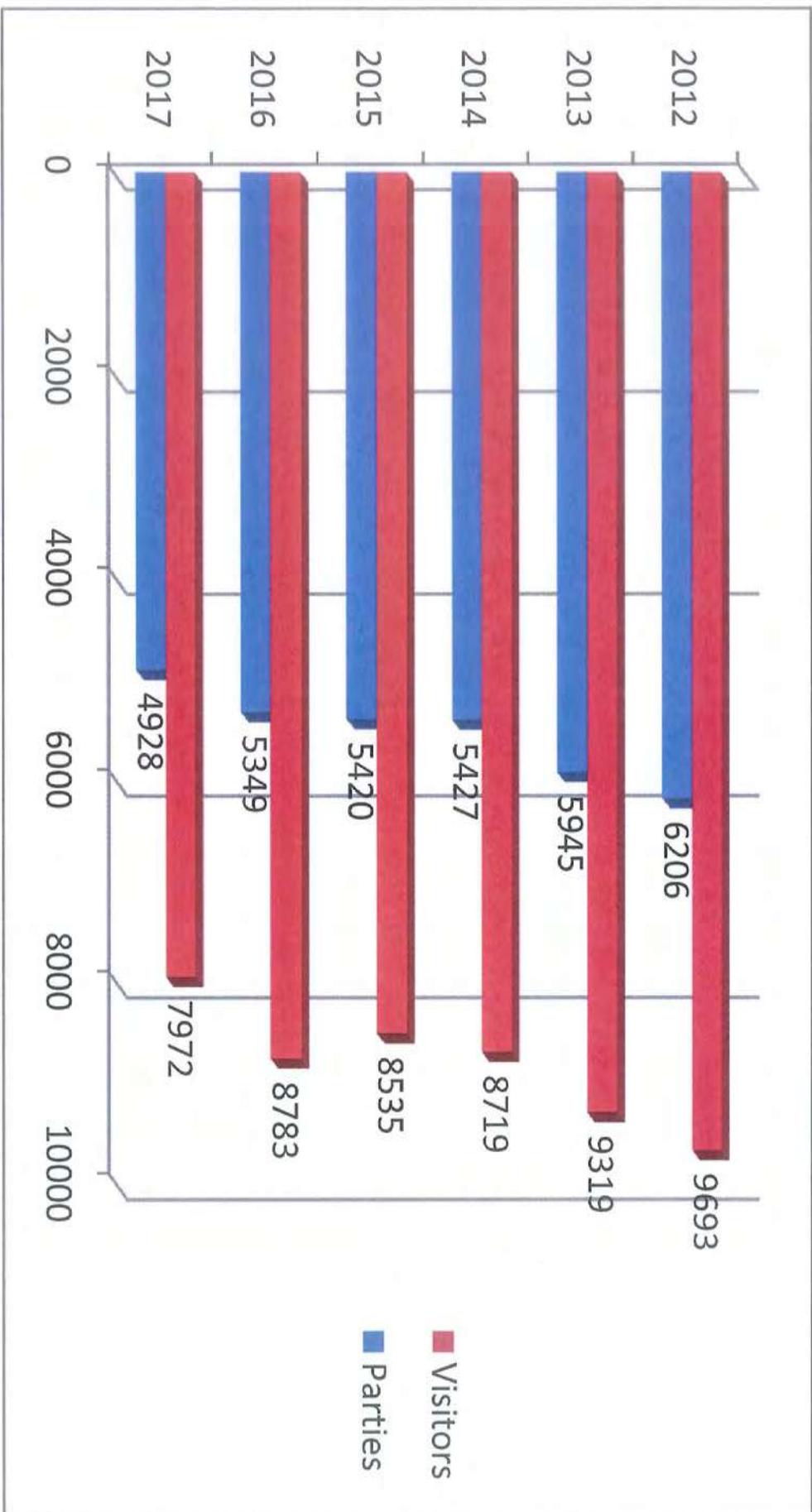
End Date: 31/12/2017

| MONTHLY TOTAL | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | TOTAL |
|------------------------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|--------------|------------|------------|------------|---------------|
| Administration | 1.55 | 2.08 | 2.11 | 2.16 | 2.60 | 3.34 | 3.43 | 3.59 | 3.38 | 2.12 | 2.19 | 1.56 | 2.66 |
| Parties/Hour | 136.50 | 116.00 | 149.50 | 117.00 | 161.00 | 175.50 | 232.50 | 232.50 | 149.50 | 136.50 | 145.00 | 101.50 | 1,853.00 |
| # of hours | 211 | 241 | 316 | 253 | 418 | 587 | 797 | 834 | 506 | 289 | 318 | 158 | 4,928 |
| # of parties | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # of parties-event/roaming | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # of visitors | 300 | 353 | 482 | 360 | 664 | 997 | 1,404 | 1,453 | 827 | 420 | 477 | 235 | 7,972 |
| # of visitors-event/roaming | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # of buses | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Visitor Origin | 202 | 232 | 289 | 238 | 391 | 527 | 715 | 784 | 460 | 270 | 291 | 152 | 4,551 |
| Local Resident | 97 | 101 | 110 | 96 | 130 | 139 | 149 | 156 | 109 | 99 | 132 | 71 | 1,389 |
| BC | 61 | 73 | 96 | 73 | 123 | 139 | 233 | 283 | 130 | 83 | 114 | 56 | 1,464 |
| Alberta | 16 | 19 | 32 | 22 | 36 | 31 | 45 | 41 | 27 | 8 | 14 | 6 | 297 |
| Other Canada | 16 | 22 | 35 | 25 | 41 | 60 | 56 | 55 | 43 | 24 | 19 | 12 | 408 |
| Washington | 4 | 2 | 2 | 6 | 11 | 11 | 29 | 26 | 15 | 8 | 5 | 4 | 123 |
| California | 0 | 2 | 0 | 0 | 0 | 4 | 13 | 13 | 2 | 6 | 0 | 0 | 40 |
| Other US/Mexico | 0 | 1 | 2 | 1 | 8 | 20 | 31 | 35 | 23 | 4 | 4 | 1 | 130 |
| Europe | 3 | 11 | 9 | 9 | 37 | 106 | 141 | 151 | 100 | 37 | 1 | 2 | 607 |
| Asia/Australia | 5 | 1 | 3 | 6 | 5 | 14 | 15 | 23 | 10 | 1 | 2 | 0 | 85 |
| Other | 0 | 0 | 0 | 0 | 0 | 3 | 3 | 1 | 1 | 0 | 0 | 0 | 8 |
| Nights in Community | 94 | 81 | 155 | 122 | 218 | 316 | 516 | 545 | 303 | 140 | 129 | 67 | 2,686 |
| Same day | 73 | 56 | 119 | 95 | 170 | 222 | 405 | 400 | 232 | 101 | 98 | 55 | 2,026 |
| 1 | 3 | 5 | 2 | 11 | 20 | 30 | 30 | 49 | 30 | 12 | 6 | 2 | 200 |
| 2 | 0 | 2 | 7 | 2 | 6 | 18 | 22 | 29 | 3 | 2 | 1 | 1 | 93 |
| 3 | 3 | 1 | 4 | 0 | 2 | 13 | 13 | 12 | 9 | 4 | 4 | 1 | 66 |
| 4-6 (1 week) | 2 | 5 | 12 | 4 | 11 | 14 | 24 | 25 | 14 | 11 | 14 | 5 | 141 |
| 7-13 (2 weeks) | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 9 |
| 14+ | 9 | 12 | 9 | 10 | 8 | 19 | 22 | 29 | 15 | 9 | 6 | 3 | 151 |
| Information Requested | 396 | 349 | 656 | 526 | 853 | 1,300 | 1,943 | 2,000 | 1,163 | 617 | 483 | 241 | 10,527 |
| Accommodation | 3 | 9 | 16 | 12 | 29 | 57 | 77 | 48 | 41 | 14 | 3 | 2 | 311 |
| Adventure Recreation | 34 | 29 | 49 | 41 | 72 | 107 | 182 | 201 | 98 | 54 | 23 | 8 | 898 |
| Attractions / Tours | 28 | 25 | 49 | 45 | 87 | 134 | 198 | 176 | 102 | 62 | 27 | 9 | 942 |
| Maps / Directions | 59 | 38 | 77 | 76 | 140 | 237 | 377 | 368 | 332 | 93 | 53 | 26 | 1,876 |
| Events / Conferences | 29 | 25 | 51 | 42 | 54 | 66 | 106 | 156 | 36 | 37 | 83 | 45 | 730 |
| Food / Beverage | 26 | 24 | 50 | 43 | 61 | 88 | 180 | 167 | 87 | 37 | 35 | 15 | 813 |

| | | | | | | | | | | | | | |
|----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Transportation | 15 | 15 | 40 | 22 | 30 | 64 | 54 | 55 | 36 | 22 | 15 | 2 | 370 |
| Shopping | 19 | 19 | 35 | 26 | 36 | 58 | 94 | 93 | 38 | 26 | 24 | 21 | 489 |
| Parks | 31 | 27 | 52 | 48 | 75 | 110 | 173 | 180 | 86 | 50 | 22 | 5 | 859 |
| First Nations | 5 | 2 | 8 | 5 | 7 | 22 | 27 | 20 | 11 | 8 | 2 | 1 | 118 |
| Community Services | 44 | 38 | 73 | 51 | 73 | 66 | 90 | 104 | 56 | 48 | 34 | 29 | 706 |
| Investment/Moving | 21 | 15 | 21 | 21 | 17 | 26 | 32 | 34 | 19 | 26 | 12 | 7 | 251 |
| Site Facilities (e.g. Washrooms) | 67 | 73 | 100 | 73 | 134 | 215 | 301 | 368 | 195 | 105 | 109 | 52 | 1,792 |
| Other | 15 | 10 | 35 | 21 | 38 | 50 | 52 | 30 | 26 | 35 | 41 | 19 | 372 |
| Community Specific Info | 214 | 175 | 381 | 289 | 454 | 577 | 864 | 901 | 442 | 332 | 280 | 146 | 5,055 |
| Events Info | 30 | 25 | 51 | 41 | 54 | 74 | 102 | 145 | 35 | 39 | 87 | 44 | 727 |
| Town / Gov't / Chamber | 58 | 40 | 86 | 56 | 76 | 69 | 78 | 89 | 61 | 56 | 52 | 31 | 752 |
| Hotel / B&B | 3 | 8 | 11 | 9 | 12 | 23 | 17 | 19 | 20 | 8 | 3 | 1 | 134 |
| Accommodations | | | | | | | | | | | | | |
| Camping / Rv | 2 | 1 | 5 | 2 | 15 | 27 | 50 | 21 | 15 | 7 | 0 | 1 | 146 |
| Dining | 26 | 25 | 51 | 45 | 59 | 91 | 162 | 155 | 84 | 39 | 31 | 15 | 783 |
| Parks / Recreation | 32 | 26 | 58 | 49 | 96 | 97 | 163 | 172 | 89 | 58 | 24 | 5 | 869 |
| Arts / Heritage | 29 | 21 | 47 | 42 | 61 | 85 | 98 | 117 | 61 | 52 | 25 | 9 | 647 |
| Marine Visitors | 1 | 0 | 5 | 1 | 8 | 14 | 28 | 36 | 14 | 6 | 0 | 0 | 113 |
| Shopping | 21 | 19 | 35 | 27 | 35 | 50 | 76 | 81 | 32 | 23 | 22 | 19 | 440 |
| Other Business/Services | 12 | 10 | 32 | 17 | 38 | 47 | 90 | 66 | 31 | 44 | 36 | 21 | 444 |

Graphs

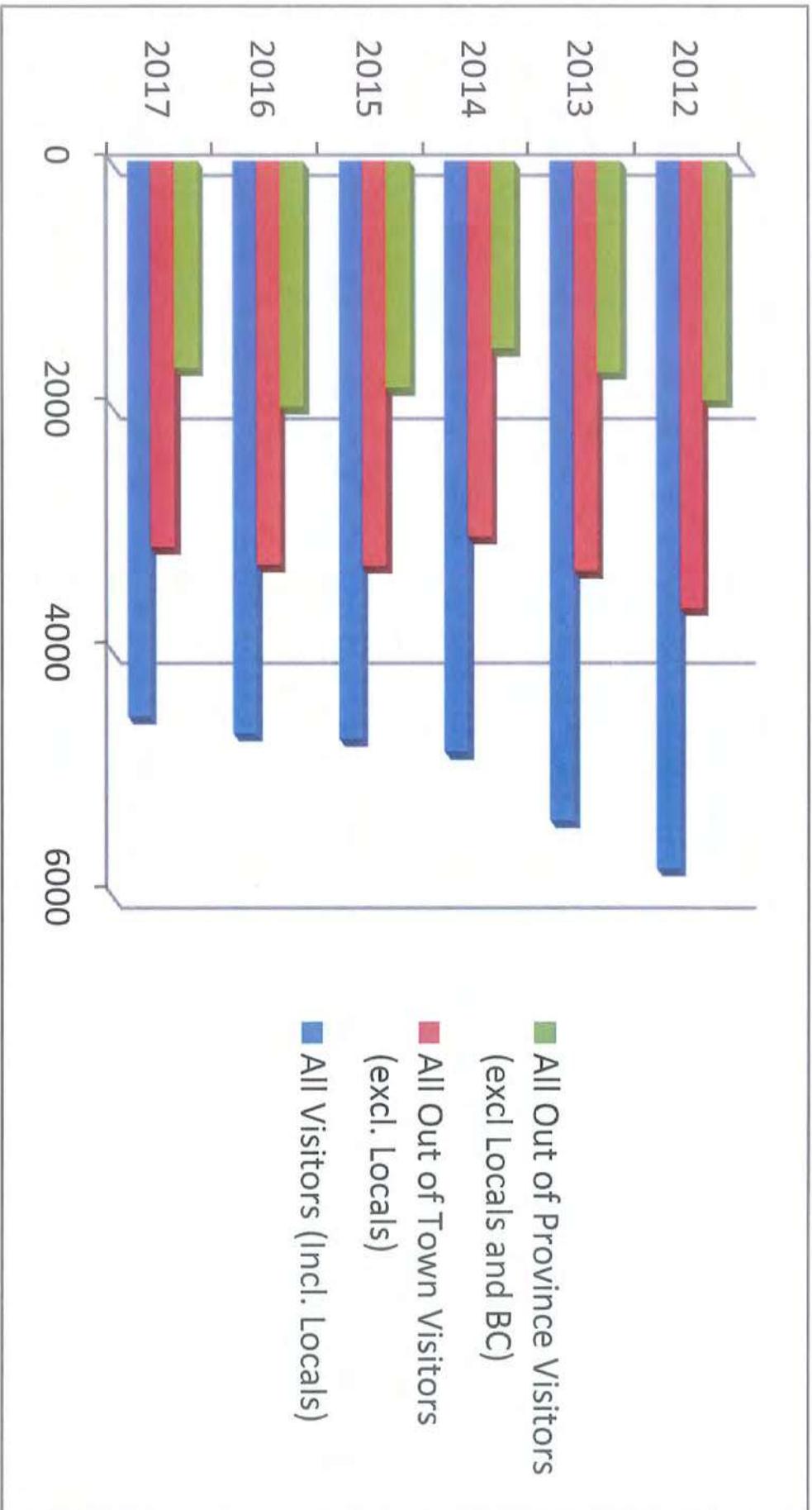
LADYSMITH VISITOR CENTRE
 NUMBER OF PARTIES/VISITORS REPORT
 2012 - 2017



Graph 1(a)

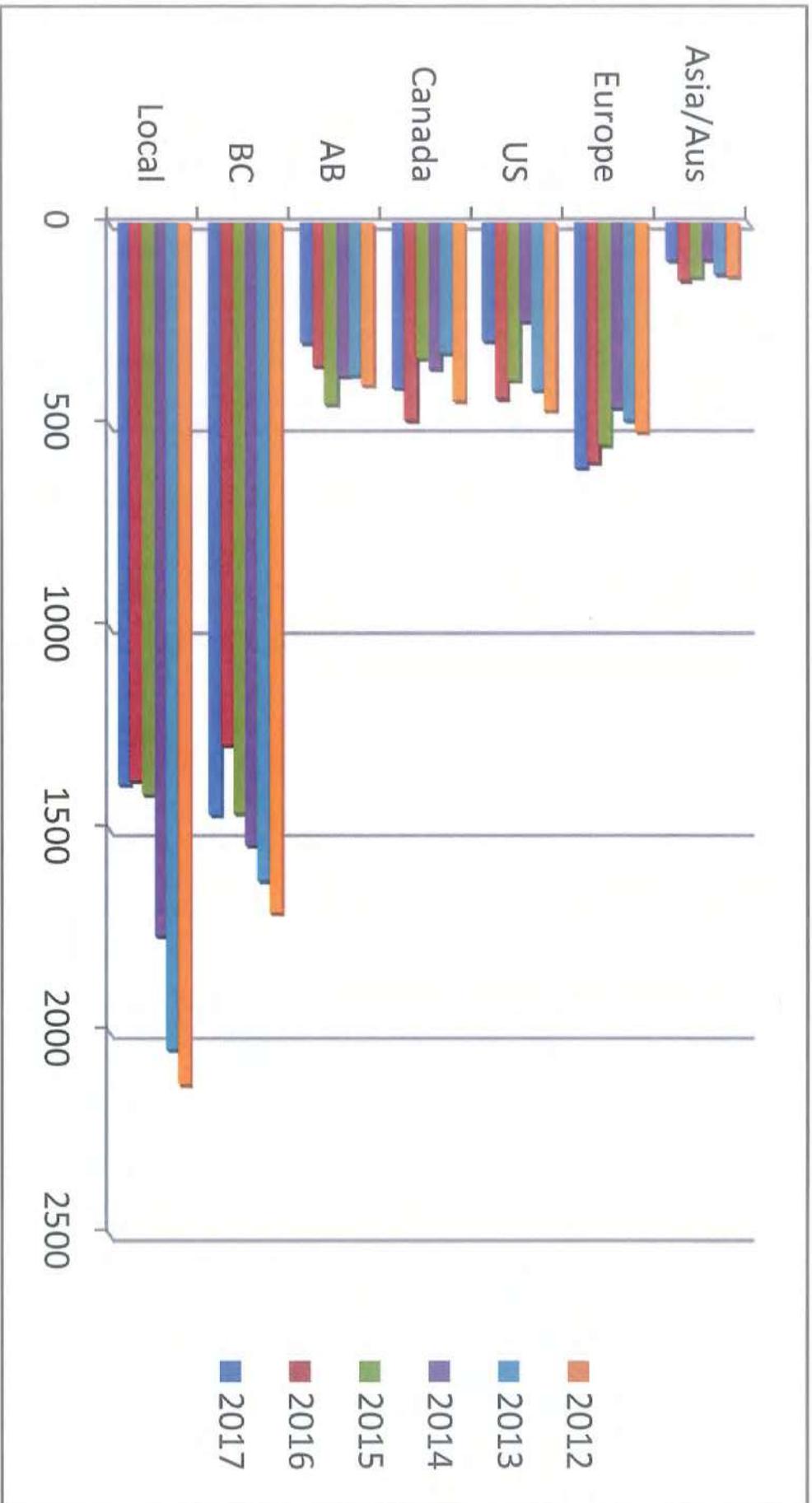
LADYSMITH VISITOR CENTRE
NUMBER OF PARTIES

Comparing Totals with All Categories with Out of Town Visitors and Out of Province Visitors
2012 - 2017



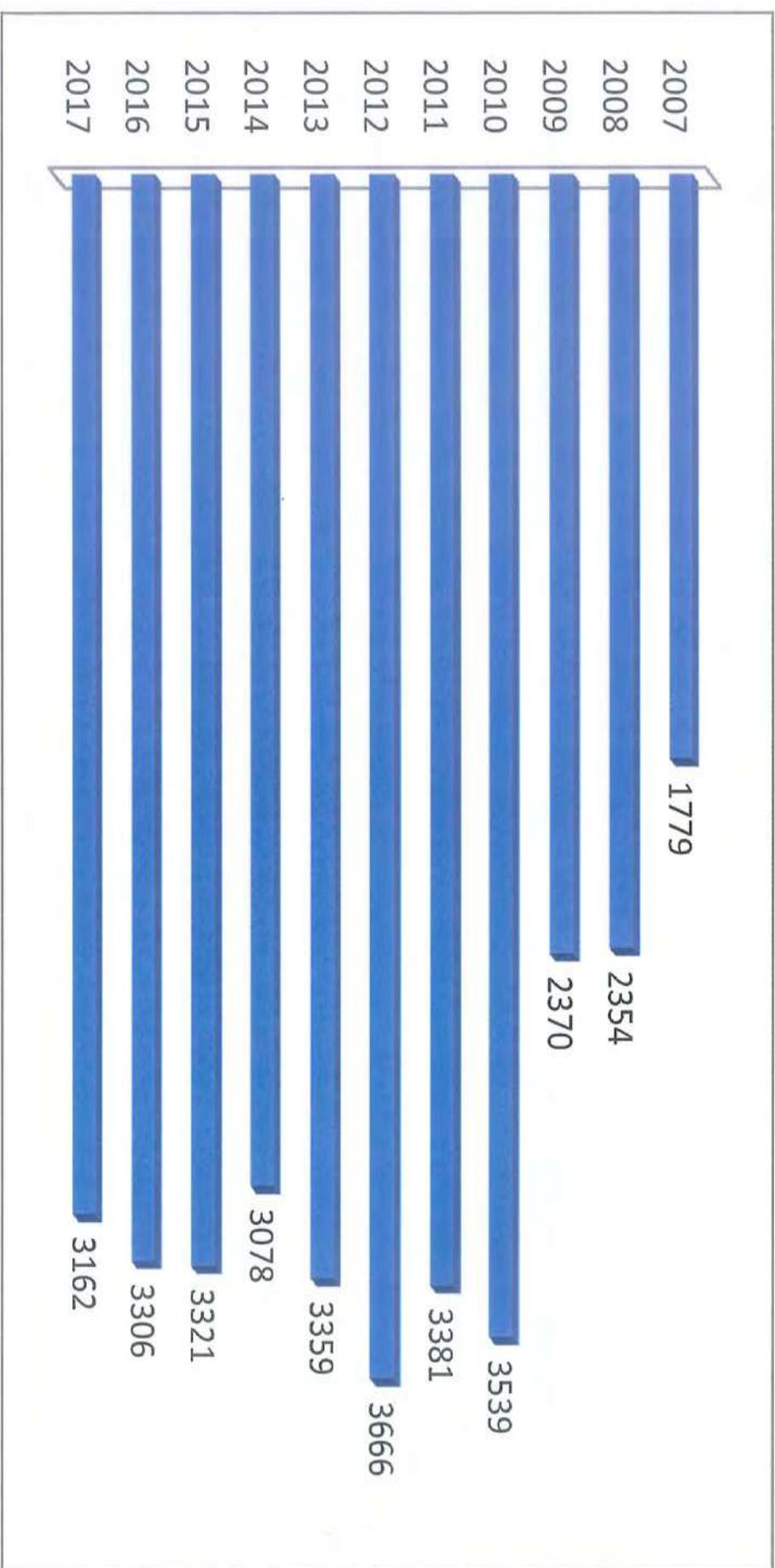
Graph 1(b)

LADYSMITH VISITOR CENTRE
 VISITOR ORIGIN REPORT
 2012 - 2017



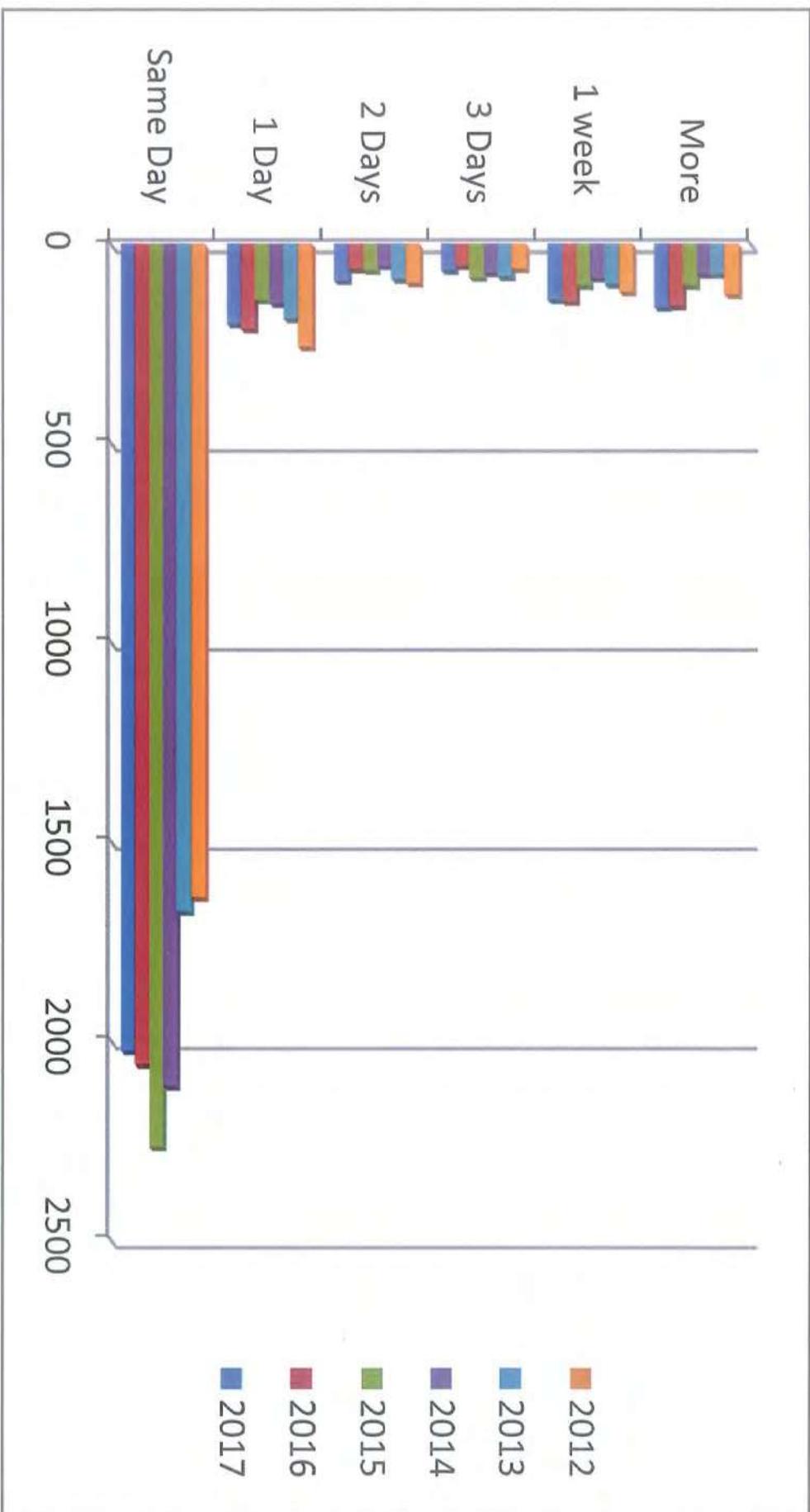
Graph 2(a)

LADYSMITH VISITOR CENTRE
NUMBER OF OUT-OF-TOWN VISITORS
2007 - 2017



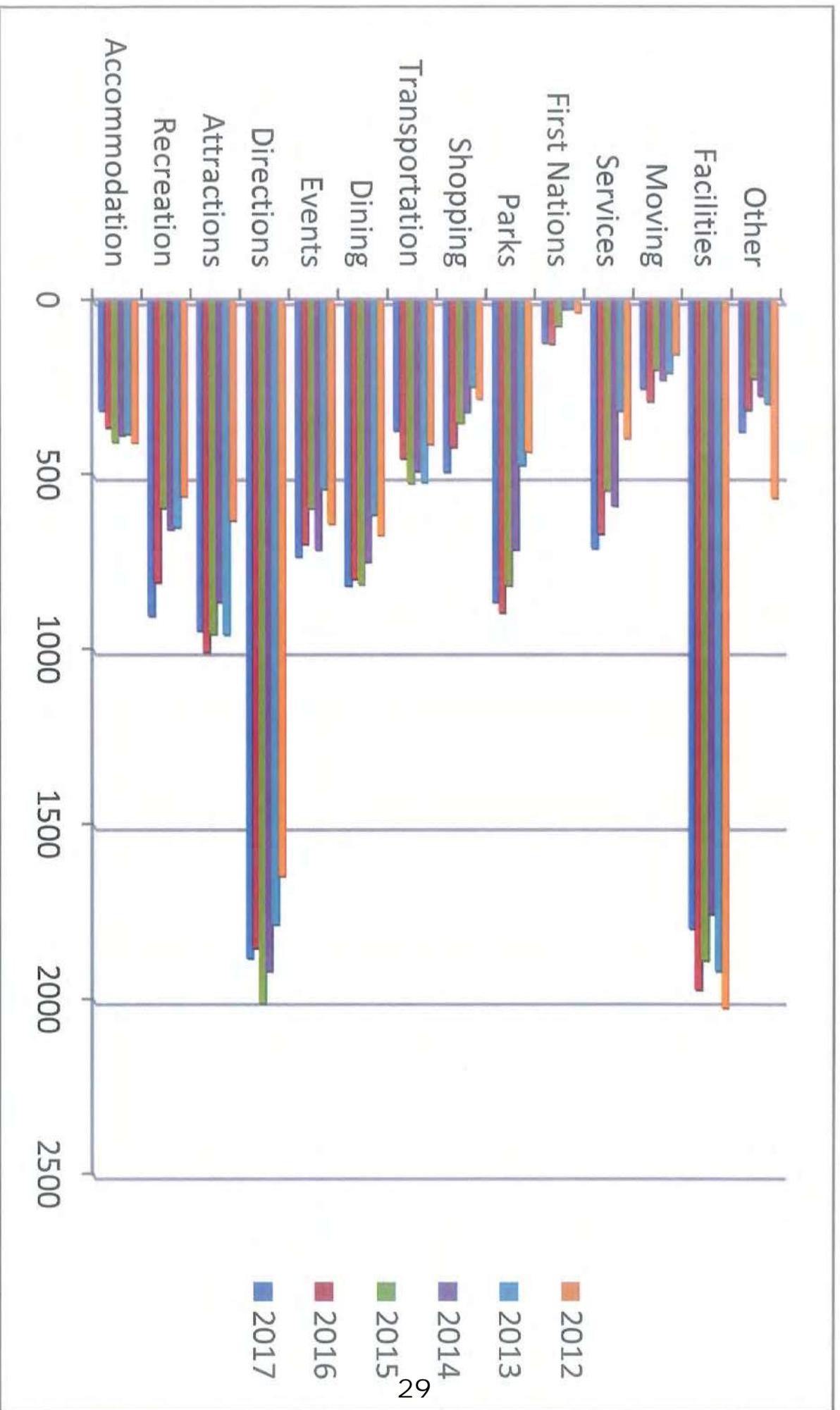
GRAPH 2(b)

LADYSMITH VISITOR CENTRE
 LENGTH OF VISITOR STAY REPORT
 2012 - 2017



Graph 3

LADYSMITH VISITOR CENTRE
 VISITOR INFO REQUESTED REPORT
 2012 - 2017



Graph 4

REQUEST FOR DELEGATION STATUS

| | |
|--|-------------------------|
| APPLICANT INFORMATION | |
| NAME: Denis Hughes and Kirily Park | DATE: December 12, 2017 |
| ADDRESS: Ladysmith, BC | |
| ORGANIZATION INFORMATION | |
| NAME: | |
| PHONE: | E-MAIL: |
| MEETING INFORMATION | |
| COUNCIL or COMMITTEE REQUESTED: council | |
| DATE REQUESTED: | NUMBER ATTENDING: 2 |
| NAME(S) OF PRESENTER(S): Denis Hughes and Kirily Park | |
| <input checked="" type="checkbox"/> WILL <input type="checkbox"/> WILL NOT NEED PRESENTATION EQUIPMENT | |
| TOPIC TO BE PRESENTED: | |
| Request to ban single use shopping bag in Ladysmith. | |
| NATURE OF REQUEST / CONCERN: | |
| See above | |
| Note: we will have a short Powerpoint presentation. | |

NOTE: Notification of Delegation Request must be received by 12:00 noon on the Tuesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise. (Per Policy 01-0570-A - Council Resolution 01-514)



STAFF REPORT TO COUNCIL

From: Angela Davies, Planner
 Meeting Date: March 5, 2018
 File No: 3090-17-05

RE: **DEVELOPMENT VARIANCE PERMIT APPLICATION (P. BLOK-ANDERSEN)**
SUBJECT PROPERTY: LOT 14, BLOCK 12, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 703 (12 WHITE STREET)

RECOMMENDATION:

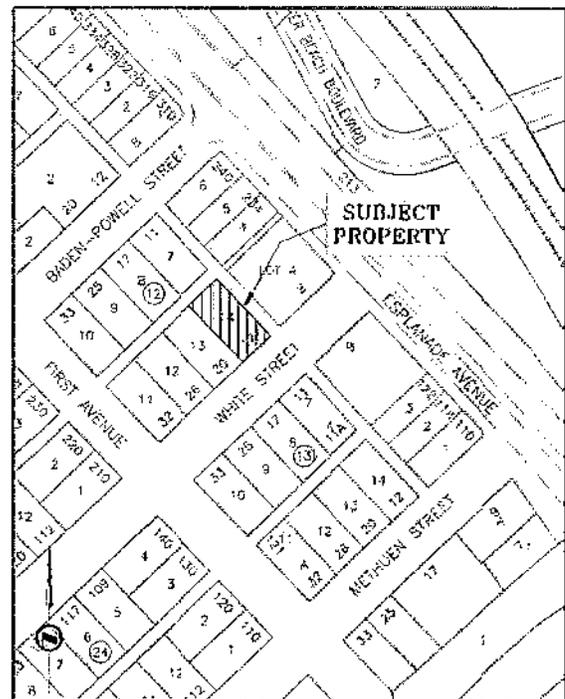
That Council:

1. Issue Development Variance Permit application 3090-17-05 to vary the minimum parcel area for a Coach House dwelling from 668m² to 666m² for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street); and
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit.

PURPOSE:

The purpose of this staff report is to obtain Council’s decision regarding a development variance permit application.

PREVIOUS COUNCIL DIRECTION



| Resolution | Meeting Date | Resolution Details |
|-------------|-------------------|---|
| CS 2018-025 | February 13, 2018 | <i>That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-17-05 for Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street).</i> |
| CS 2018-026 | February 13, 2018 | <i>That Council request staff to review the Zoning Bylaw in order to determine means for appropriate discretion with respect to the original intent of the coach house bylaw as it applies to lot sizes in Old Town that do not quite meet the minimum lot size of 668 square metres.</i> |

The applicant chose to proceed with the DVP application rather than wait for the bylaw review.

INTRODUCTION/BACKGROUND:

The applicant, Peter Blok-Andersen, is requesting a variance to Section 6.5(a) of the Zoning Bylaw which states that a coach house dwelling is only permitted on a parcel that is 668m² or greater in size. The parcel at 12 White Street is 666 m² in size, thus a variance is required to allow a coach house.

The subject property is zoned Old Town Residential (R-2). Coach house use is permitted in the R-2 zone subject to conditions. The proposed coach house meets the required conditions in the Zoning Bylaw except the parcel size. A coach house development permit is required and will also be considered at tonight's meeting subject to issuance of the Development Variance Permit.

The table below summarizes the requested variance:

| | Required Parcel Size | Actual size of parcel at 12 White St. | Proposed Variance |
|--|-----------------------------|--|--------------------------|
| 6.5(a) When a parcel is located on a lane a coach house dwelling is permitted when the parcel area is 668 m ² or greater. | 668m ² | 666m ² | 2m ² |

ALTERNATIVES:

Council can choose to not support Development Variance Permit application 3090-17-05.

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:

The Town of Ladysmith notice regarding Development Variance Permit application 3090-17-05 was sent and delivered to neighbouring properties (within 60m of the subject property) on February 16, 2018.

At the time of writing this report, the Town has received two phone calls and a written submission regarding the variance application. Both phone calls requested clarification and had no concerns with the variance. The written submission included concerns regarding the impact of additional units at 12 White Street. The Zoning Bylaw does not permit both a coach house and a secondary suite on the property. The building plans for the existing home confirm that it will remain as a single unit dwelling.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-17-05 has been referred to the Infrastructure Services Department for review and they have no concerns with the proposed variance.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Council may consider approving Development Variance Permit application 3090-17-05.

Reviewed by:

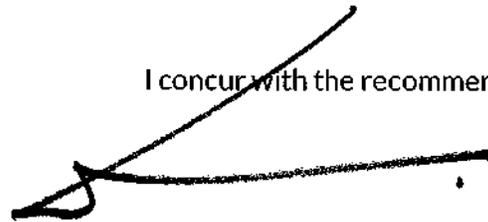


Felicity Adams, Director of Development Services

February 28, 2018

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Development Variance Permit 3090-17-05



**TOWN OF LADYSMITH
DEVELOPMENT VARIANCE PERMIT**
(Section 498 *Local Government Act*)

FILE NO: 3090-17-05

DATE: March 5, 2018

Name of Owner(s) of Land (Permittee): Peter Blok-Andersen

Applicant: Peter Blok-Andersen

Subject Property (Civic Address): 12 White Street

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 14, Block 12, District Lot 56, Oyster District, Plan 703 – PID: 000-503-100
(12 White Street)**

3. Section 6.5(a)(i) “Coach House Regulations” of the “Town of Ladysmith Zoning Bylaw 2014, No.1860”, as amended, is varied for the subject property as follows:

From:

6.5(a)(i) When a Parcel is located on a Lane, a Coach House Dwelling is permitted when the Parcel Area is 668 square metres or greater.

To:

6.5(a)(i) When a Parcel is located on a Lane, a Coach House Dwelling is permitted when the Parcel Area is 666 square metres or greater.

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. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-17-05) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

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

Mayor (A. Stone)

Corporate Officer (J. Winter)

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

Signed

Witness

Title

Occupation

Date

Date

STAFF REPORT TO COUNCIL

From: Angela Davies, Planner
 Meeting Date: March 5, 2018
 File No: 3060-17-19

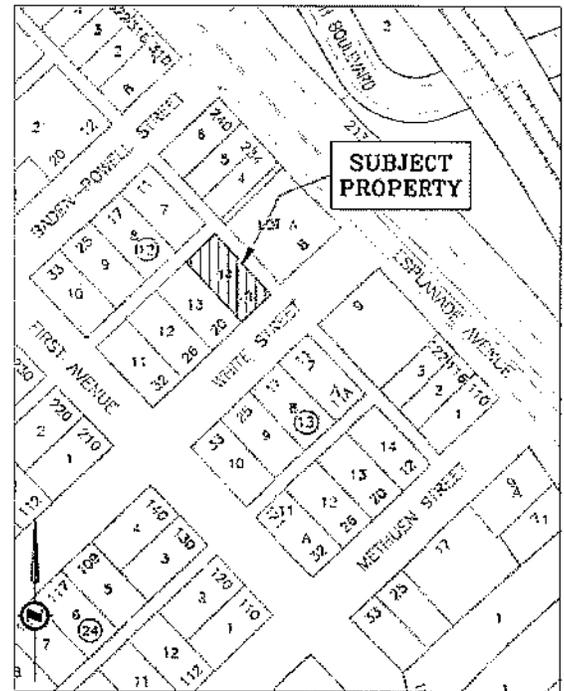
**RE: COACH HOUSE INTENSIVE RESIDENTIAL DEVELOPMENT PERMIT APPLICATION
 (P. BLOK-ANDERSEN)**

**SUBJECT PROPERTY: LOT 14, BLOCK 12, DL 56, OYSTER DISTRICT, PLAN 703
 (12 WHITE STREET)**

RECOMMENDATION:

That Council:

1. Subject to the issuance of Development Variance Permit 3090-17-05, issue Development Permit 3060-17-19 to permit the issuance of a building permit for the construction of a coach house dwelling on Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street); and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.



PURPOSE:

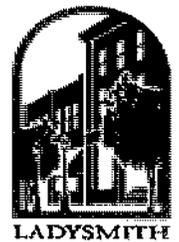
The purpose of this staff report is to present for Council's consideration a Coach House Intensive Residential Development Permit application for a proposed coach house at 12 White Street.

PREVIOUS COUNCIL DIRECTION

At tonight's meeting, Council is also considering Development Variance Permit application 3090-17-05 to allow a coach house to be located on a parcel 666m² in size. Issuance of this Development Variance Permit is required prior to issuance of the associated Development Permit.

INTRODUCTION/BACKGROUND:

The applicant has submitted a development permit application for the form and character of a single-storey 59.7m² (643 ft²) coach house dwelling unit, to be located in the rear yard. The subject property is 666m² in size, and is bordered by two lanes at the side and rear of the



property. Currently, a dwelling is located on the property. The owner has a Building Permit for major renovations to the dwelling.

SCOPE OF WORK

The subject property falls within the 'Coach House Intensive Residential Development Permit Area' (DPA 10). The objective of DPA 10 is to establish good neighbour design standards, as well as encourage building character and sustainable design for coach houses. The proposed coach house design has been reviewed in relation to the DPA 10 guidelines.



Existing dwelling under renovation at 12 White Street

Building Character & Design Guidelines

- The coach house is to be located in the rear yard.
- The coach house exterior will be vinyl siding. The building design and colour are complementary to the proposed modifications to the principal residential building and the character of the neighbourhood.
- The coach house design respects neighbor privacy as the design is single-storey, thus no dormers, balconies, or upper level windows are proposed.
- The single-storey design will not overpower the principal dwelling and neighbouring buildings nor reduce sunlight exposure.

Accessibility & Livability Guidelines

- The proposed coach house entry faces the side laneway.
- A continuous unobstructed pathway, with a minimum width of 90cm, will be provided from the coach house entrance to White Street.
- An address post will be placed in a visible location on White Street.
- Lighting will be provided at the coach house entry.

Landscaping Guidelines

- Fencing will be installed in the rear yard to create a private yard for the coach house residents.
- A covered patio space at the front entrance of the coach house will be provided.
- The coach house will be screened from the principal dwelling with a wooden fence for privacy.
- As required by the Zoning Bylaw, visibility at the corner of the two lanes will be preserved by limiting the height of the fence to 1m within the sight triangle area.
- The existing tree will be removed to site the coach house. Two small trees will be planted within the coach house yard.
- A parking space for the coach house resident will be provided.
- A location for the garbage and recycling will be provided and screened from view.

Energy and Water Conservation Guidelines

- Permeable surfaces will be used for the parking area.
- Energy conservation will be considered in the design and construction.

ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 3060-17-19 where the refusal is based upon a determination that the development permit application does not meet the Development Permit Area guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

A Development Variance Permit and Development Permit are required prior to issuance of a building permit to construct a coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. However, as a result of the statutory notice for the associated development variance permit application, notification was provided to properties within 60m of the subject property.

Public input was received during the preparation of the coach house development permit guidelines.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Permit application was referred to the Infrastructure Services Department and to the Building Inspector for review. Their comments have been integrated into the site design.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

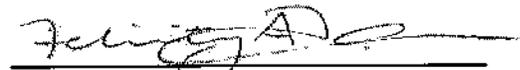
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The owner of 12 White Street has submitted an application for a Coach House Intensive Residential Development Permit. The proposal has been reviewed utilizing the DPA 10 guidelines.

Reviewed by:

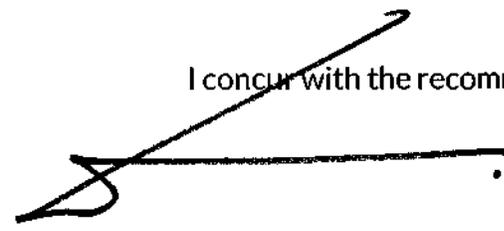


Felicity Adams, Director of Development Services

February 28, 2018

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Development Permit 3060-17-19



**TOWN OF LADYSMITH
DEVELOPMENT PERMIT**
(Section 489 Local Government Act)

FILE NO: 3060-17-19

DATE: March 5, 2018

Name of Owner(s) of Land (Permittee): Peter Blok-Andersen

Applicant: Peter Blok-Andersen

Subject Property (Civic Address): 12 White Street

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This 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 14
Block 12
District Lot 56
Oyster District
Plan 703
PID# 000-503-100
(referred to as the "Land")**
3. This Permit has the effect of authorizing: the issuance of a building permit for the construction of a building on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit, subject to the conditions, requirements and standards imposed and agreed to in Section 5 of this Permit.
4. The Permittee does not have the effect of varying the use or density of the Land specified in Town of Ladysmith Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees:
 - (a) To construct a one-storey coach house on the Land, that is a maximum of 60 square metres in size, in accordance with the building designs shown in **Schedule A**.

- (b) To develop the Land as shown in **Schedule B** including:
 - i. A private yard that is screened from the primary dwelling with a fence 1.2m minimum in height, except within the sight triangle at the intersection of the two lanes, where the maximum fence height is 1m;
 - ii. A permeable parking space for the coach house resident that is 2.6m by 5.8m in size;
 - iii. An unobstructed pedestrian access from the coach house to White Street;
 - iv. Placing an address so that it is visible from White Street; and
 - v. A screened area for garbage and recycling.

- 6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
- 7. The plans and specifications attached to this Permit are an integral part of this Permit.
- 8. 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 (3060-17-19) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE ____ DAY OF _____ 201__.

MAYOR

CORPORATE OFFICER

OWNER

PLEASE PRINT NAME

OWNER

PLEASE PRINT NAME

SIDE
LANEWAY

4' High
Fence

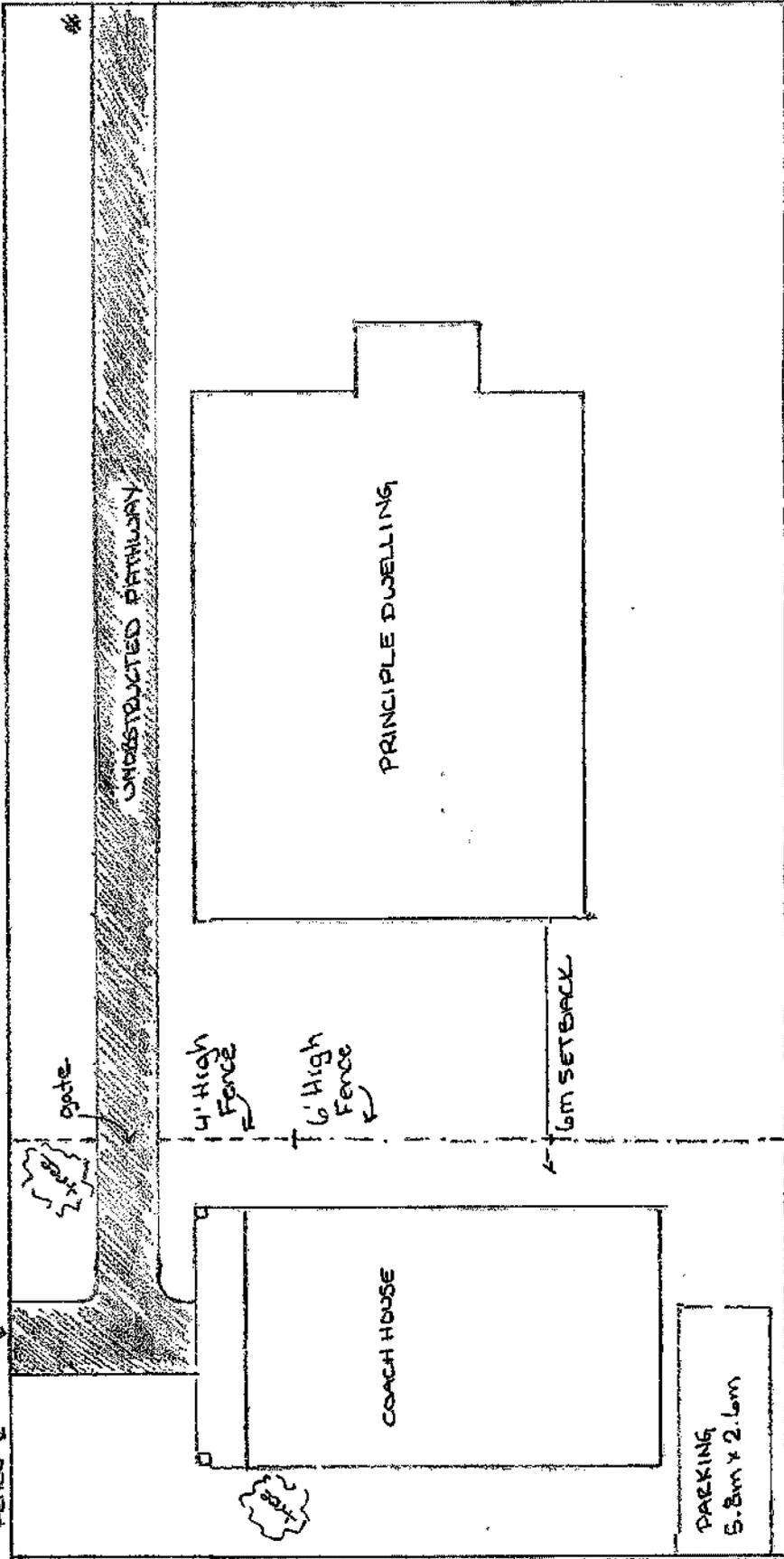
gate

gate

4' High
Fence

6' High
Fence

6m SETBACK



WHITE STREET

PROPERTY
LINES

REAR LANEWAY

Schedule B: Site Plan

DP 3060-17-19

12 White Street (Peter Blok-Andersen)

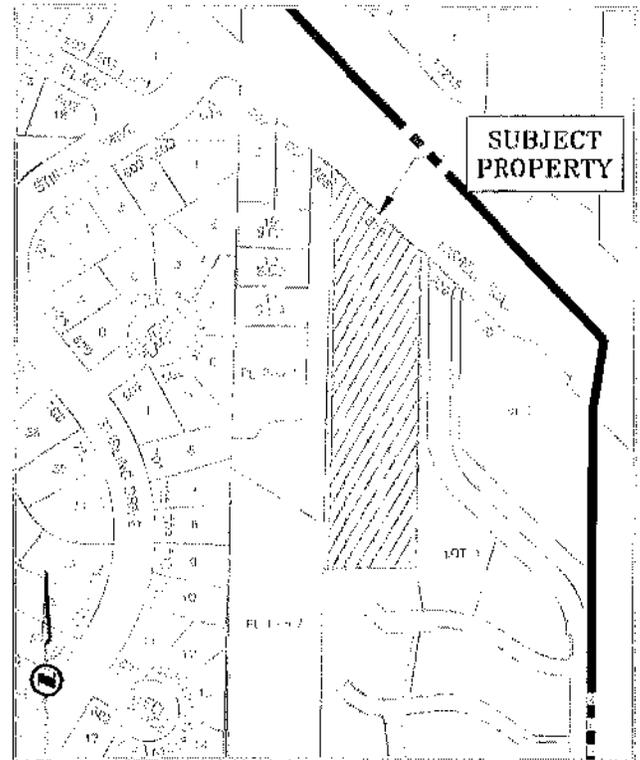
STAFF REPORT TO COUNCIL

From: Angela Davies, Planner
 Meeting Date: March 5, 2018
 File No: 3360-17-04
 RE: ZONING BYLAW AMENDMENT APPLICATION – 618 FARRELL ROAD
 (SCHNURCH, TURNER LAND SURVEYING INC.)
 Subject Property: LOT 1, DISTRICT LOT 41, OYSTER DISTRICT, PLAN 11706, EXCEPT
 PART IN PLANS 43985, VIP58153 AND VIP79598

RECOMMENDATION:

That Council:

1. Receive the report of the neighbourhood information meeting and associated correspondence regarding the rezoning of 618 Farrell Road and require:
 - a. A Section 219 covenant to be registered prior to final approval of the amending bylaw, to ensure:
 - That the street lighting on the strata road adheres to dark sky principles.
 - That a grading plan is submitted and approved by the Approving Officer as a condition of the subdivision application.
 - That at the time of building permit, two trees are planted on each new lot. The diameter of each new tree will be a minimum of 6cm. A security of \$300 per tree will be required. One tree must be in the rear yard.
2. Accept a \$7000 voluntary contribution to the Community Amenity Fund.
3. Direct staff to prepare a bylaw to amend the Zoning Bylaw to rezone the property at 618 Farrell Road (Lot 1, District Lot 41, Oyster District, Plan 11706) from the Rural Residential (RU-1) Zone to the Single Dwelling Residential (R-1) Zone.

**PURPOSE:**

The purpose of this staff report is seek direction from Council to prepare a bylaw to amend the Zoning Bylaw and to report on land use matters and the neighbourhood information meeting for a proposed rezoning of 618 Farrell Road.

PREVIOUS COUNCIL DIRECTION

| Resolution | Meeting Date | Resolution Details |
|-------------|------------------|--|
| CS 2017-311 | October 16, 2017 | <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Consider the application to amend the Zoning Bylaw to rezone the property legally described as Lot 1, District Lot 41, Oyster District, Plan 11706, except part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road) from the Rural Residential (RU-1) zone to the Single Dwelling Residential (R-1) zone; 2. Direct staff to work with the applicant on land use matters, including lot layout, tree retention, and the location and finished grade of the strata road and lots; and 4. Direct that the applicant host a neighborhood information meeting, with staff support, and that the meeting be held early in the rezoning process. |

INTRODUCTION/BACKGROUND:

The current stage of the application is to report on land use matters and the neighbourhood information meeting, and to seek direction from Council to prepare a bylaw to amend the Zoning Bylaw.

The subject property is zoned 'Rural Residential' (RU-1). The applicant proposes to rezone the subject property to 'Single Dwelling Residential' (R-1) to permit a single family subdivision. The R-1 zone permits residential parcels that are a minimum of 668 m² (7190 ft²). Staff anticipates that there could be 8 single family lots if the property is rezoned.

| | Current | Proposed |
|----------------------------|-------------------------------------|-----------------------------------|
| OCP | Single Family Residential | Single Family Residential |
| Zoning | Rural Residential (RU-1) | Single Dwelling Residential (R-1) |
| Minimum lot size | 0.4 hectares (4000 m ²) | 668 m ² |
| Maximum height of dwelling | 10 metres | 9 metres |

Community Amenity Contribution (CAC) Policy

The objective of the CAC Policy is to offer guidance for the provision of community amenity contributions when land is rezoned. The applicant has volunteered a contribution of \$1000 per residential lot. One dwelling is currently permitted in the RU-1 zone, and rezoning to R-1 is anticipated to permit 8 dwellings, thus it is recommended to accept a CAC of \$7000 from the applicant for the Town of Ladysmith Amenity Fund.

ALTERNATIVES:

Council can choose to not proceed and/or to provide additional direction to staff.

FINANCIAL IMPLICATIONS:

The preparation of the S.219 covenant is the applicant's cost.

LEGAL IMPLICATIONS:

The subject property is located within 800 metres of a controlled access highway, thus must be referred to the Ministry of Transportation & Infrastructure for approval following third reading of the rezoning bylaw.

A public hearing is required to be held.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The applicant hosted a neighbourhood information meeting on November 29, 2017. The meeting invitations were hand delivered to residents within 60 metres of the subject property. 15 people attended the meeting. A neighbourhood information meeting report was provided by the applicant (see Schedule A). Five letters have been received regarding the proposed rezoning. Below is a summary of the comments and responses to address concerns.

Lots and Homes

| Comment/Concern | Response |
|---|--|
| <i>Size of lots and homes (and value)</i> | 618 Farrell Rd. is proposed to be zoned R-1 which is the same zoning as the Stirling Rd. neighbourhood. |
| <i>Dwelling height and lot grading</i> | The maximum permitted height of homes in the R-1 zone is 9 metres. It is recommended that a grading plan be submitted and approved by the Approving Officer as a condition of the subdivision application. |

Strata Road

| Comment/Concern | Response |
|---|--|
| <i>Preference that the strata road be located along west property line.</i> | It was the shared consensus of the adjacent neighbours that the road be located on the west side of the property. The applicant is willing to locate the strata road along the west property line however they have not completed the necessary engineering analysis to confirm the roads viability along the west side. The applicant prefers to complete this engineering analysis at the time of subdivision of the land. |
| <i>Emergency access</i> | The applicant will be required to provide adequate emergency access. This is reviewed at the time of subdivision and involves the Fire Department. |
| <i>Standards for proposed strata road (including drainage, rainwater management and snow removal)</i> | The proposed strata road will be required to meet best Engineering Practices. |
| <i>Strata road lighting</i> | A covenant requirement can be that strata road lighting should follow dark sky principles. |

Farrell Road Frontage

| Comment/Concern | Response |
|---|--|
| <i>Farrell Road improvements</i> | The applicant will be required to provide upgrades to Farrell Road as required by the Town of Ladysmith Engineering Standards. Improvements will be required at the time of subdivision approval and will include curb, gutter, fire hydrant, sidewalk and street lighting considerations. |
| <i>Relocation of existing mailboxes</i> | During the upgrades to Farrell Road, the mailboxes might be moved to a more suitable location depending on the subdivision plan. |

Trees

After learning of the neighbourhood interest in tree protection the applicant retained ISA Certified Arborist Jonathan Bennet to evaluate ten trees on the land that appeared desirable for retention (January 26, 2018). The Arborist concluded that “the (10) trees in question would need to be removed to facilitate the construction of the development”. Since tree retention was not recommended by the Arborist, the applicant has offered to plant two trees on each new lot with a minimum tree stem 6cm in diameter. This can be secured in a covenant with bonding requirements at the time of building permit.

| Comment/Concern | Response |
|---|---|
| <i>Interest in maintaining green buffer between 618 Farrell Road and the Gales (626 Farrell Road)</i> | Since tree retention was not recommended by the Arborist it can be required that one of the two new trees be planted in the rear yard on each new lot to create a series of at least 6 new healthy trees between 618 Farrell Road and the Gales (626 Farrell Rd). |
| <i>Selective removal of trees for the building footprints only.</i> | The Arborist has not recommended tree retention but the applicant is willing to plant two new trees on each new lot which can be secured by covenant. |
| <i>Concern for the stability of selectively retained trees and potential impact on 606 Farrell Road</i> | The Arborist agrees that tree retention is not viable. |
| <i>Hedge between 606 and 618 Farrell Road</i> | The hedge and its root system is generally situated in the proposed location for the strata road and therefore cannot be retained. |

Other topics

| Comment/Concern | Response |
|---|---|
| <i>Provision of space for garbage pick up</i> | A private contractor is required to pick up garbage in a bareland strata subdivision of more than four units. |
| <i>Highway noise attenuation</i> | The Ministry of Transportation and Infrastructure is responsible for conditions along the highway, including noise attenuation. |
| <i>Site screening</i> | Landscaping and screening is not a requirement in R-1 Zone single family developments. However, landscaping and screening is required on multi-family developments zoned R-3-A. |
| <i>Development costs</i> | The developer will pay all costs relating to the development of their property. |
| <i>Site drainage/runoff</i> | A Stormwater Management Plan is required at the time of subdivision application. |

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Infrastructure Services Department has provided input on this rezoning proposal. If the rezoning is successful the applicant will submit an application for subdivision to the Infrastructure Services Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

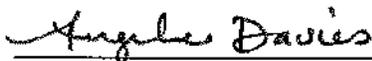
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

This report provides a summary of the public comments to date regarding the proposed rezoning of 618 Farrell Road to the R-1 Zone. Council may direct staff to prepare a bylaw to amend the zoning bylaw with staff's recommended conditions.

Report Author



Angela Davies, Planner

February 21, 2018
Date Signed

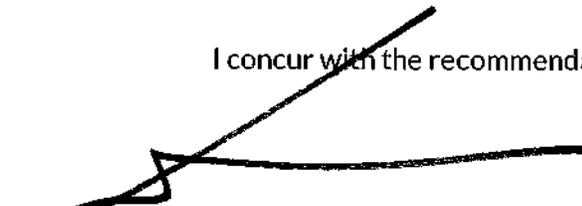
Reviewed By



Felicity Adams, Director of Development Services

February 21, 2018
Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- Schedule A: Neighbourhood Information Meeting Report
- Schedule B: Letters submitted regarding proposed rezoning of 618 Farrell Road
- Schedule C: Arborist Report (J. Bennett, January 26, 2018)

Phone: (250)753-9778 Fax: (250)753-9779

Email: info@turnersurveys.ca

November 30, 2017

Our File: 16-063-1

Application File No.: 3360-17-04

Lisa Brinkman, Planner
Angela Davies, Planner
Town of Ladysmith, Development Services
P.O. Box 220, 410 Esplanade
Ladysmith, BC V9G 1A2

Re: Re-Zoning Application for 618 Farrell Road
Lot 1, District Lot 41, Oyster District, Plan 11706, Except Part In Plans 43985, VIP85153, And
VIP79598

To whom it may concern,

Please find enclosed the following report on the public information meeting held November 29, 2017:

Host attendees: Matt Schnurch BCLS (Speaking), David Prescott (Owner)

Public Attendees: 15

Summary of questions from the public and my responses:

- ***How would the access road affect the adjacent properties on the west side if the access road was on that side?***
The access road cannot encroach onto neighboring properties. They would be separate private accesses. There is the possibility of separating the two with a fence down the property line or not.
- ***Who takes responsibility if an engineer's design fails?(Regarding a potential geotechnical covenant on the property)***
Engineers are bound by strict professional standards and are held liable for their actions.
- ***Would it be possible to move the strata road towards the center and have a buffer against the neighboring properties?***
We wouldn't be able to meet the minimum lot areas if a portion of land was left on the other side of an access road. It could be possible to have a road surface that is not the full width of the road dedication, possibly with a landscape buffer or fence along a property line.
- ***What will happen with the mailboxes?***
We won't know what Ladysmith will require for road upgrades until Preliminary Layout Approval is granted, but I suspect new sidewalks, streetlights and service upgrades will be required along the frontage of Farrell Road. That would mean moving the mailboxes.

Phone: (250)753-9778 Fax: (250)753-9779

Email: info@turnersurveys.ca

- ***These seem like small lots that are densely packed***
7 of the lots are the minimum area required for the R-1 zone. The rezoning fits the Ladysmith Official Community Plan designation of "single family residential" for this property and the lot areas are similar in size to the R-1 zoned lots along Stirling Drive. The properties immediately surrounding our lot are zoned R-3-A (Low density residential) which is denser than what we are proposing.
- ***What would the value of the houses be?***
I suspect comparable to the single family houses located on Stirling Drive.
- ***How will emergency vehicles fit up the access road?***
All driveways are reviewed by the Town engineers to ensure there is appropriate emergency access before they are approved
- ***What is the expected timeline for this project?***
The owner is trying to move as fast as possible. I think summer 2018 would be a reasonable expectation for subdivision approval.

I have attached a copy of the sign-in sheet and newspaper notice. Copies of the invitation were hand delivered to the owners within 60m of the subject property.

Please contact me if you require further information.

Sincerely,

Matthew

Schnurch KAHJN6

Matthew D. Schnurch, BCLS
Turner Land Surveying Inc.

Digitally signed by Matthew
Schnurch KAHJN6
Date: 2017.11.30 14:30:56
-08'00'

Neighbourhood Information Meeting
Frank Jameson Community Centre
November 29, 2017

| Attendee Name: | Address: |
|----------------------|----------|
| JOHN GARSTANG + Lee | |
| Jeff Reichert | |
| JAMES RUSSELL | |
| VARNER NICKIE | |
| GERALD WELLS BEV | |
| CLOVE GARLETON | |
| Jane Vincent | |
| PAULETTE LEAN | |
| S + A HOCKEY | |
| Kevin & Mary Sheahan | |
| Dyma & Ben Roback | |
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| | |

RECEIVED
Nov. 30/17

Within Circulation Area

From: Lynne Mcdermott
Sent: Wednesday, November 29, 2017 2:13 PM
To: matt@turnersurveys.ca
Subject: 618 Farrell Road

Hello Matt,

I am okay with the R1 development at 618 Farrell Road as long as we are not infringed on at 606.

So no parking, no strangers but of course I understand we will have a public meeting in the future.

Due to illness I can't attend tonight.

Thanks

Lynne Mcdermott

Dec 5/17

From: Angie Salahub
Sent: December 5, 2017 8:20 AM
To: Lisa Brinkman
Cc: matt@turnersurveys.ca
Subject: 618 Farrell Road

Within Circulation Area

Good morning Lisa,

Speaking in behalf of Strata 6497, we would not be adverse to the developer flipping the driveway around so that the driveway to 618 Farrell Road would be parallel to our driveway at 606 Farrell Road. We feel that this would be of benefit both to our strata as well as the homes on 618 Farrell Road. Not only would it give us more space between homes but their backyards would have a better view as it would back onto the green space by the Gales complex. I have attached a copy of what we have suggested to give a visual idea.

A few of our concerns would be:

1. Water runoff- there is an enormous amount of water runoff from the heavy rains that comes from behind our strata and the water tends to drain towards the property adjacent to us. We were thinking perhaps a swail between the two properties may be a good idea to allow for proper drainage.
2. Garbage pickup- Currently the garbage trucks do not come up our road and so we have been putting our garbage/organics/recycle at the bottom of the road. However, according to the plans, that will eventually be someones front yard. We would like to see some sort of area in between (perhaps using the setbacks between properties) be made to accommodate both the new developments and our strata as well as the homes along 606 Farrell Road. According to the current draft, that would be approximately 13 homes, or 26 cans of garbage/organic bins every week.
3. Trees at 618 Farrell Road- We are not sure how many of the trees will be taken down. Our concern is that if only a few of the larger ones are left remaining it would compromise those trees and they would be more likely to fall/cause damage during wind storms. We feel it may be best to take all the trees down and plant new ones around the new homes.

Thank you for taking the time to consider our views/concerns.

Sincerely,

Angela Salahub

Secretary for Strata 6497, 606 Farrell Road

RECEIVED
DEC 11/17

Within Circulation Area

7 December 2017

Lisa Brinkman
Senior Planner-Development Approvals Supervisor
City Hall
PO Box 220
Ladysmith, B.C.
V9G 1A2

Subject: Proposed Development, 618 Farrell Road

I am writing on behalf of Council for 'The Gales' strata, in regards to the proposed development at 618 Farrell Road. 'The Gales' strata currently consists of 17 Units located at 626 Farrell Road in Ladysmith. Our strata is immediately east of the proposed development, and I and other strata Council members attended the informational meeting that was held at the Frank Jameson Centre on November 29.

We understand from the discussion at the meeting, that an access road was considered parallel to either the east or west edge of the proposed development with nine lots to be developed in either scenario. The layout presented at the meeting is attached for your reference. It shows the access road on the east edge of the development with a number of large trees removed to construct the access road. We wondered why the access road would not be placed along the west edge of the development as there were several obvious advantages as follows.

- Nine large trees and some smaller ones not shown on the plan could be saved along the east property line with minimal impact on building footprints, views and natural features. It would enhance the property visually and the value of the building lots. A beautiful, optional, landscape buffer could be economically created from the pre-existing mature trees and plants. This and the following points would also conform in spirit and intent of the Official Community Plan (OCP)^{1,2,3}.
- An access road on the west edge of the development would prevent the unsightly creation of three roads, all parallel and adjacent to one another, on the east side. The pre-existing 'Gales' strata entrance on the east side already consists of two side-by-side roads (an entry and exit road separated by a narrow road median). West of the proposed development there is only one pre-existing road, and the placement of the road along the west side would also prevent the unsightly creation of duplicate street lights on the east side. The west side is lacking street lights. Depending on placement of the road on the west side of the development, there are also several large trees and an existing mature hedge along the property line that could be saved in a landscaped median between the development and the adjacent property.
- Utilities and the Canada Post community mailbox at the north east corner of the proposed development would not have to be relocated, at significant expense to the Developer and/or the Town.

¹ See OCP Page 26, Section 3.2 Land Use Planning and Community Design: To "enhance the character of a community by minimizing the potential negative visual and physical effects of development and by ensuring that development 'fits' the landscape and scale of past development."

² See OCP Page 32, Section 3.3.3 Environment Policies, Item #7: "Future hillside development will be designed to fit landscape and natural features."

³ See OCP Page 34, Section 3.3.3 Environment Policies in spirit of Item #22: "The Town will prepare a tree protection and preservation bylaw."

- The beautiful 'Gales' road entrance garden at, and adjacent to, the north east corner of the proposed development would not have to be completely removed. If the access road is placed on the west side of the development, most, if not all, of the garden could be preserved enhancing the visual appearance of both adjacent properties.
- An access road on the west edge of the development would be only slightly longer, and not as steep which would enhance safety during inclement weather conditions (e.g. when slippery).
- Driveways would be on the high side of the lots allowing for main floor access and walkout basements, again increasing the value of the properties.
- An access road on the west edge of the development could possibly provide access to the landlocked property south west of the proposed development.

We also wonder if the Town of Ladysmith will require any standards in regards to road curb, gutter, fire hydrants, and street lighting in the proposed development. For instance, street lighting is particularly important to aid in quickly finding and identifying addresses for critical fire, ambulance and police services, which is a key community safety issue⁴. Currently, there are curbs, gutters, fire hydrants, street lights and significant landscaping along the 'Gales' roads, whereas other developments on Farrell Road appear to be lacking. Similarly, it is recommended that design requirements be considered to address safety issues associated with a potential narrow bare land strata road. For example, will adequate access and turn-around provisions exist for emergency services and vehicles on this type of road, especially during expected inclement weather conditions (e.g. provisions for snow clearing and adequate room for snow storage with adequate gutter drainage to minimize ice formation)?

Finally, we wonder if the Town of Ladysmith will require any improvements to Farrell Road. Street lights and sidewalks are lacking. There are no curbs and gutters on either side of Farrell Road and there is significant weed growth along the highway barrier. Has a sound barrier been considered along Farrell Road, adjacent to the highway? This portion of the highway has a 90 km/hr speed limit with more highway noise than other parts of the town where the speed limit is 70 km/hr and new homes close to the highway are particularly affected.

We wish to thank you for the opportunity to review the proposed development and we hope that you will appreciate and consider our comments.



Jeff Reichert

Cc: Town of Ladysmith Council
 Attachments: Draft Plan of Proposed R-1 Zoning, prepared by Turner Land Surveying

⁴ See Town of Ladysmith "Mission" to provide: "A safe, caring and vibrant community" such as stated in the Town 2016 Annual Report.

DEC 12/17

Within Circulation Area

Angela;

Further to our discussion last week regarding the zoning change public meeting, I would like to add our input to the process. We feel that clear cutting the subject property to allow development is far from desirable for the surrounding properties. We feel selective removal of trees and leaving significant existing trees is much preferred, both from aesthetic appearance and to serve as a buffer for traffic noise from the Island highway for the existing as well as the new houses. I understand that only leaving the odd large tree can be a potential risk for wind blow over, but with selective removal as recommended by an arborist this situation should be minimized. Additionally location of the property access road would likely be more appropriately located on the west side of the property rather than closer to the access road for the Gales on the other side of the 618 property. Location of the road on the west would likely suit construction of level entry homes and would also be more aesthetic visually than having the 618 and Gales access roads located one beside the other. We recognize that some tree removal is necessary for development of a property, but we feel tree removal should be minimized, additionally since 618 is a sloping property, removal of all or most of the trees will contribute to more erosion on the property. Thank you for your consideration of these points.

Carroll & Brian McLaurin

December 15, 2017



Town of Ladysmith
132 Roberts Street, P.O. Box 220
Ladysmith, BC
V9G 1A2

Within Circulation Area

Attention: Angela Davis

Planner

Re: 618 Farrell Rd.

Dear Angela

As we are not developers, engineers, planners or construction outfits we are at a considerable disadvantage. Given that our Strata is a small 3 unit anomaly that is surrounded by major developments we are hoping only to be good neighbours who however, have a few concerns.

For example:

As most of 618 Farrell Rd. is lower than 606 Farrell Rd. will the roadway be built up or will it follow existing level of the property? Going by how the road to our place as well as the bare land strata adjoining us, will 618 Farrell Rd. also have a small road shoulder from property line? We feel it would need some wall or such to hold the shoulder of our road in place.

Will this construction/ development burden our small Strata with unforeseen costs? Resulting from either the Developer or the Town of Ladysmith?

Will the 7 lots be built from the surveyed levels for building heights or will they be allowed to bring in a ton of fill? As we understand there is a height restriction on a building so our question is where do you start the measuring?

We understand that the cedar hedge, its root system and the fact it wanders along the property line may cause problems during construction if the roadway is moved to our side. We are not averse to having them taken down with a couple provisos; try to keep some at the top for privacy for end unit and some sort of replacement divider installed in their stead.

We don't have any major concerns about the trees on the east side of the property. We are mostly concerned about any remaining been compromised and a danger of falling and causing injury, harm or damage to people or homes.

We are a little bewildered as to site screening and its applications with in the Town of Ladysmith Planning Department. A short time ago we asked for information and requirements if we were to build a small garage behind our units. Among said requirements was site screening, as we were a multi-family property bordering single family. Is this requirement no longer valid?

To reiterate there is an inordinate amount of ground water run off during our wet seasons. This is not necessarily surface waters there are underground sources from the Gales, upper part of 606 Farrell and upper Sterling area. Our feeling is that a Swale needs to be incorporated between the two (2) roads (if indeed their roadway is moved to the west side of 618) to divert runoff to the catch basins on Farrell Rd.

This may seem to you a frivolous item: garbage day and the placing of cans on roadside. With an additional 7 bare land strata units there will be a total of 13 homes placing garbage cans on Farrell Rd- up to 26 cans a week! Our suggestion to design an area during the construction phase (if the roadway is moved to west side of property) at the junction of Farrell and our two roadways to accommodate the influx and to keep everything neat and appealing.

We would like to thank you for this opportunity to have input. As this process continues forward we may have more to contribute/concerns and would like to remain in the loop.

Sincerely,

Cleve Carleton

Strata 6497, 606 Farrell Road



To: Matt Schnurch, Turner Land Surveying Inc.
605 Comox Rd.
Nanaimo, BC
V9R 3JR
matt@turnersurvevs.ca

January 26, 2018

This report was written at the request of **Matt Schnurch, of Turner Land Surveying Inc.**, in Nanaimo B.C. The purpose of the report is to assess (10) trees at a proposed building site located at **618 Farrell Rd., Ladysmith B.C.**, to determine whether the trees in question could be retained, and what steps would be required to increase chances of survival during and after construction. At the time of assessment, no development had taken place on the site. Property lines had been marked out, and the (10) trees in question had been flagged by Turner Land Surveying Inc.

According to the site plan of the proposed development provided by Mr. Schnurch, the (10) trees in question are located inside the envelope of the planned access road for the proposed units. After speaking with Mr. Schnurch during the writing of this report, I was informed that the plan had changed, and the units will now be built where the access road had been located, and the access road will be moved to the opposite side of the development. In either case, the (10) trees in question would need to be removed to facilitate the construction of the development. Any attempts at retention would not be feasible.

It is therefore recommended that the (10) trees be removed prior to development of the site.

I hereby declare that all information contained in the above report is accurate and true, to the best of my abilities.

Jonathan Bennett
ISA Certified Arborist PN-6799A
ISA Certified Tree Risk Assessor

Tree Index Form

Client Name: Turner Land Surveying Inc.

Work Address: 618 Farrell Rd.

City/Prov.: Ladysmith, BC

Date: January 26, 2018

| Tree # | Species | DBH (cm) | Condition | Action |
|--------|--|----------|---|-------------------|
| 1 | Douglas fir (<i>Pseudotsuga menziesii</i>) | 72.5 | Fair | Recommend removal |
| 2 | Western red cedar (<i>Thuja plicata</i>) | 59 | Fair, excessive cone production indicative of stress | Recommend removal |
| 3 | Western red cedar (<i>Thuja plicata</i>) | 66.5 | Fair, dead top | Recommend removal |
| 4 | Western red cedar (<i>Thuja plicata</i>) | 63 | Fair | Recommend removal |
| 5 | Western red cedar (<i>Thuja plicata</i>) | 96 | Fair (3-stem tree; DBH of 3 stems totals 96cm) | Recommend removal |
| 6 | Douglas fir (<i>Pseudotsuga menziesii</i>) | 57 | Less than 50% Live Crown Ratio, wound noted on lower trunk | Recommend removal |
| 7 | Western red cedar (<i>Thuja plicata</i>) | 43.5 | Fair | Recommend removal |
| 8 | Douglas fir (<i>Pseudotsuga menziesii</i>) | 54.5 | Fair | Recommend removal |
| 9 | Arbutus (<i>Arbutus menziesii</i>) | 61 | Fair, some deadwood (2-stem tree; DBH of 2 stems totals 61cm) | Recommend removal |
| 10 | Douglas fir (<i>Pseudotsuga menziesii</i>) | 57 | Corrected lean, over condition is fair | Recommend removal |

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: March 5, 2018
File No: 3360-18-02
RE: **Official Community Plan Amendment (Waterfront Area Plan and consequential amendments) and Rezoning of a portion of Lot 4, Plan 45800 (The Jewel) - Bylaws 1950 and 1951**

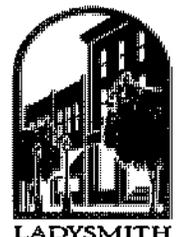
RECOMMENDATIONS:

That Council:

1. Give first and second reading to Bylaw 1950 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 50) 2018, No. 1950" to implement the new Waterfront Area Plan, Development Permit Area 1 - Maritime and make consequential amendments.
2. Give first and second reading to Bylaw 1951 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951" to implement multi-unit residential zoning on the portion of Lot 4, Plan 45800 known as The Jewel.
3. Pursuant to s. 475 confirm that early and on-going consultation was directed and has taken place with the following during the development of the community plan amendment (Waterfront Area Plan): Stz'uminus First Nation, Provincial Ministry of Forest, Lands and Natural Resource Operations and Rural Development, and Fisheries and Oceans Canada - Small Craft Harbours.
4. Refer Bylaw 1950 to the Stz'uminus First Nation pursuant to the Stz'uminus-Town Memorandum of Understanding and invite the Stz'uminus First Nation Chief and Council to attend the public hearing.
5. Direct staff to proceed with statutory notice and scheduling the Public Hearing for Bylaws 1950 and 1951.

PURPOSE:

The purpose of this staff report is to seek consideration by Council to give first and second reading to the amendment bylaws to implement the new Waterfront Area Plan (WAP) and Development Permit Area 1 - Maritime (DPA1) (Bylaw 1950), and zoning for the



initial development phase (Bylaw 1951).

PREVIOUS COUNCIL DIRECTION

| | |
|--|--|
| <p>March 7, 2016 CS2016-078</p> | <p>Waterfront Area Plan Update <i>Moved and seconded:</i> That Council:</p> <ol style="list-style-type: none">1. Support the scope of work for the Waterfront Area Plan Update and direct staff to proceed with development and issuance of the Request for Proposals.2. Discuss the Waterfront Area Plan Update project at the March 29, 2016 Community to Community (C2C) workshop with Stz'uminus First Nation, with regard to the Provincial water lots and filled foreshore, particularly DL651 and Slack Point, and invite participation in the project and design charrette.3. Direct staff to invite the property owners within the Waterfront Area Plan area to join a working committee as part of the project.4. Direct staff to:<ul style="list-style-type: none">• invite two nominations from each of the following advisory commissions and organizations: Ladysmith Maritime Society, Ladysmith Arts Council, Ladysmith and District Historical Society, Advisory Design Panel, Advisory Planning Commission, Heritage Revitalization Advisory Commission, Parks, Recreation and Culture Commission, Ladysmith Chamber of Commerce and Ladysmith Downtown Business Association, and• place an advertisement in the newspaper for two citizen members for consideration of appointment by Council to the design charrette team for the Town-owned properties and water lots.5. Appoint Mayor Stone and Councillors Friesenhan and Hutchins to the Waterfront Area Plan working committee and design charrette team. <p><i>Motion carried.</i></p> |
| <p>February 13, 2018 CS 2018-037</p> | <p><i>Moved and seconded:</i> That Council direct staff to proceed with the preparation of bylaws to amend:</p> <ol style="list-style-type: none">6. Official Community Plan Bylaw 2003, No. 1488 to implement the new Waterfront Area Plan and new Development Permit Area 1 - Maritime, and7. Zoning Bylaw 2014, No. 1860 to implement the zoning for the initial development phase of the area of Lot 4 known as The |

| | |
|--|---|
| | <p>Jewel to permit multi-unit residential development as outlined in the Waterfront Area Plan.</p> <p><i>Motion carried</i></p> |
|--|---|

INTRODUCTION/BACKGROUND:

The Waterfront Area Plan (WAP) has been co-created by the Town and Stz’uminus First Nation, in the spirit of building our relationship. The project commenced in November 2016. The public and stakeholder process for the development of the plan took place in late 2016 and through-out 2017. The process included a speaker’s night, stakeholder meetings, design charrette, public drop-in events, two on-line surveys, property owners’/tenants committee, joint meeting of Town advisory committees/commissions and public presentation of the final draft plan on January 22, 2018.

The WAP Project Leadership Committee comprised of Chief Elliott and Mayor Stone and Council members Peter Seymour, Anne Jack, Rob Hutchins and Joe Friesenhan has provided direction on the design of the public process and the review of the draft plan. The Committee held its final meeting on January 29, 2018 and it recommended that Council move forward with the public hearing process.

DISCUSSION:

The current stage of this project is present the Official Community Plan (OCP) amendment bylaw in order to include the new Waterfront Area Plan and Development Permit Area 1 – Maritime (DPA1) in the OCP. Included in the OCP amendment bylaw are changes to OCP text and maps, in order to take effect to these new documents, including consequential amendments due to the new boundary of the plan area. A Zoning Bylaw amendment is also presented for the initial development phase of multi-unit zoning on a portion of Lot 4, Plan 45800 (owned by the Town) in the area known as The Jewel.

Bylaw 1950

The purpose of Bylaw 1950 is to amend the Official Community Plan to implement the new Waterfront Area Plan, Development Permit Area 1 – Maritime, and to make consequential amendments as a result of these changes. Amendments included in Bylaw 1950 are summarized below.

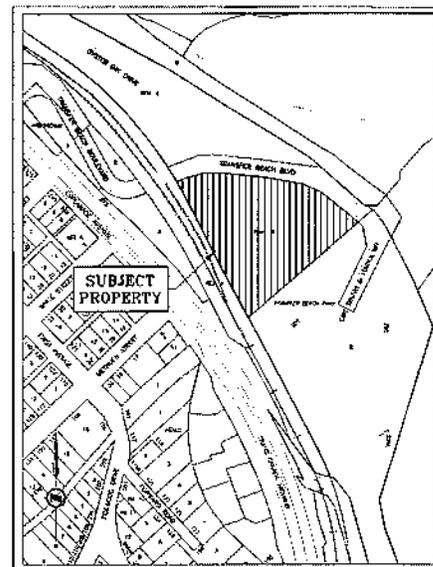
- Replacing the 1997 Waterfront Area Plan with the 2018 Waterfront Area Plan.
- Replacing the current DPA 1-Waterfront with a new DPA 1- Maritime.
- OCP text amendments to update references to the new Waterfront Area Plan.
- Updating the text and graphics associated with neighbourhood population growth.
- Amending the three OCP maps (Land Use Designations, DPAs and Transportation) to replace graphic reference to the former Waterfront Area Plan with the new Waterfront Area Plan.
- Consequential amendments to the Land Use Designations and Development Permit Area for properties that are no longer within the area covered by the Waterfront Area Plan.

Bylaw 1951

The purpose of Bylaw 1951 is to amend the Zoning Bylaw to implement the zoning for the initial development phase on Lot 4 in the area known as The Jewel to permit multi-unit residential development, as outlined in the Waterfront Area Plan. The subject property is located within the Residential 1 land use designation which permits multi-family residential form and character that supports:

- Up to 6-storey apartment-style buildings, with lower heights along the street, and with upper-storey setbacks;
- Approximately 1.5-2.0 FRS; and
- Density of approximately 115 units per hectare.

Bylaw 1951 proposes to rezone the subject area from CD-4 (Waterfront Reserve) to Medium Density Residential (R-3) with site specific conditions related to building height, building setbacks for higher level storeys, maximum density and the provision of underground parking. The site area of the Jewel is 1.96ha which would permit up to 225 residential units, which is supported by the policies in the WAP.



ALTERNATIVES:

Council can choose to not proceed with the proposed Bylaw amendments, or it can proceed with the OCP amendment and not the Zoning Bylaw amendment.

FINANCIAL IMPLICATIONS:

After first reading of the bylaw, Council must consider the OCP amendment in conjunction with the Financial Plan. The WAP includes an implementation action guideline to provide guidance but is not intended to be binding on Council's decisions. The proposed 2018-2022 Financial Plan includes funds for implementation to come from reserves, where appropriate. Senior government and private sector funding is expected to also support plan implementation.

LEGAL IMPLICATIONS:

After first reading, Council must also consider the OCP amendment bylaw in conjunction with the Liquid Waste Management Plan. The policy recommendations from the LWMP (January 2013) have been included in the OCP. The implementation section of the WAP includes guidance for the preparation of a storm water management study.

A public hearing will be required to be held. Statutory notice is required in the newspaper and within the 60m circulation area and by sign. In addition, information will be available on the Town's website and community notice boards.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Section 475 of the Local Government Act provides that Council must consider whether early and on-going consultation is to take place and with consideration to certain listed governments and agencies (CVRD, District of North Cowichan, First Nations, SD #68, Provincial and Federal agencies). Council worked with Stz’uminus First Nation in the development of the new Waterfront Area Plan and involved Federal and Provincial government agencies with a direct interest in the waterfront area in a project committee. The recommendations section contains confirmation of this consultation.

In addition, community members from both the Town and Stz’uminus First Nation have been engaged in the project over the past year comprising early and on-going consultation over the course of the plan development. Over 1700 direct interactions have taken place with members of the communities and stakeholders during this time. The final draft Waterfront Area Plan was well received at the meeting held on January 22, 2018. Many of the participants expressed interest in the next steps of plan implementation; the first step being the formal adoption of the new plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All Departments have been engaged at some level in the project.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

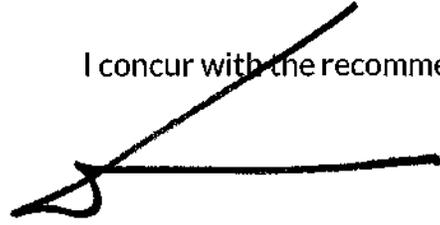
Two bylaws are being presented for the consideration of first and second reading. Bylaw 1950 proposes to amend the OCP to include the new Waterfront Area Plan and DPA 1, and make consequential amendments. Bylaw 1951 proposes to amend the Zoning Bylaw to include zoning for the initial phase of development.



Felicity Adams, Director of Development Services

February 27, 2018

I concur with the recommendation.

A handwritten signature in black ink, consisting of a series of connected strokes that form a stylized name.

Guillermo Ferrero, City Manager

ATTACHMENTS:

None.

TOWN OF LADYSMITH

BYLAW NO. 1950

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw 2003, No. 1488".

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

1. "Official Community Plan Bylaw 2003, No. 1488" is hereby amended as set out in Schedules A and A.1 to A.7 which are attached to this Bylaw.

Citation

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Official Community Plan Bylaw 2003, Amendment Bylaw [No. 50] 2018, No. 1950".

| | | | |
|---------------------------|--|---------------|---------------|
| READ A FIRST TIME | on the | day of | , 2018 |
| READ A SECOND TIME | on the | day of | , 2018 |
| PUBLIC HEARING | held pursuant to the provisions of the <i>Local Government Act</i> | | |
| | on the | day of | , 2018 |
| READ A THIRD TIME | on the | day of | , 2018 |
| ADOPTED | on the | day of | , 2018 |

Mayor (A. Stone)

Corporate Officer (J. Winter)

Bylaw No. 1950 - Schedule A

1. Schedule "A" – "Town of Ladysmith Community Plan" is amended as follows:

(a) Amending Section 1.8.1 "Population and Economy" as follows:

- (i) Under the heading "Key Issues," the paragraph below the title "Waterfront" is deleted and replaced with the following.

"The Waterfront Area Plan (2018) provides goals, objectives and policies for land use in the Waterfront area. A mix of uses including parks and open space and residential, and employment generating uses such as marina and moorage, commercial, institutional and industrial are considered as appropriate to create a vibrant, diverse welcoming people place."

(b) Amending Section 1.8.2 "Community Form and Character" as follows:

- (i) Under the heading "Key Issues," the paragraph titled "Mixed Use Waterfront" is deleted and replaced with the following.

"Waterfront Area Plan

- The waterfront defines much of the character of Ladysmith. The Waterfront Area Plan provides an overall concept plan for a mix of uses and provides the basis for the creation of a vibrant character and pedestrian scale form. Community members strongly support foreshore enhancement and a waterfront walkway as important elements in the development of the waterfront. Recognizing the history of both the Stz'uminus First Nation and the Town in the form and character of the area are key goals as outlined in the Waterfront Area Plan (2018)."

(c) Amending Section 1.8.3 "Land Use" as follows:

- (i) Under the heading "Key Issues," the paragraph titled "Waterfront Development" is deleted and replaced with the following.

"Waterfront Area Plan

- Upland development of the waterfront will include a mix of uses and activities, including park and open space, institutional, commercial, mixed-use, industrial and residential development. Foreshore development will include marina and moorage uses and related uses as outlined in the Waterfront Area Plan (2018)."

(d) Amending Section 2.1 "Guiding Principles" such that the title and text in item 6 is deleted and replaced with the following.

"6. Vision for the Waterfront

One heart + one mind: Itst uw'hw-nuts'ul-wum (we are working as one) to create a waterfront for now and future generations.

Located on the un-ceded traditional territory of the Stz'uminus First Nation, the waterfront area will bring our Stz'uminus and Ladysmith communities together to build a shared legacy in the spirit of mutual respect and benefit. The waterfront area will be a place of enriching public life, living, learning, creativity, and economic activity. The respectful development of this special place will create the opportunity for community prosperity, ecological regeneration and brownfield restoration while honouring past, present, and future generations."

(e) Amending Section 3.1 "Growth Management" by deleting the five bullets and last sentence under the sentence "Ladysmith has five areas where future population growth can be accommodated:" and replacing them with the following.

“Ladysmith has five areas where future population growth can be accommodated.

- Holland Creek area: potential population of 1,900;
- North Ladysmith: potential additional population of 2,090;
- South Ladysmith: potential additional population of 1,170;
- Waterfront: potential population 750; and
- Infill surrounding downtown: potential additional population of 255.

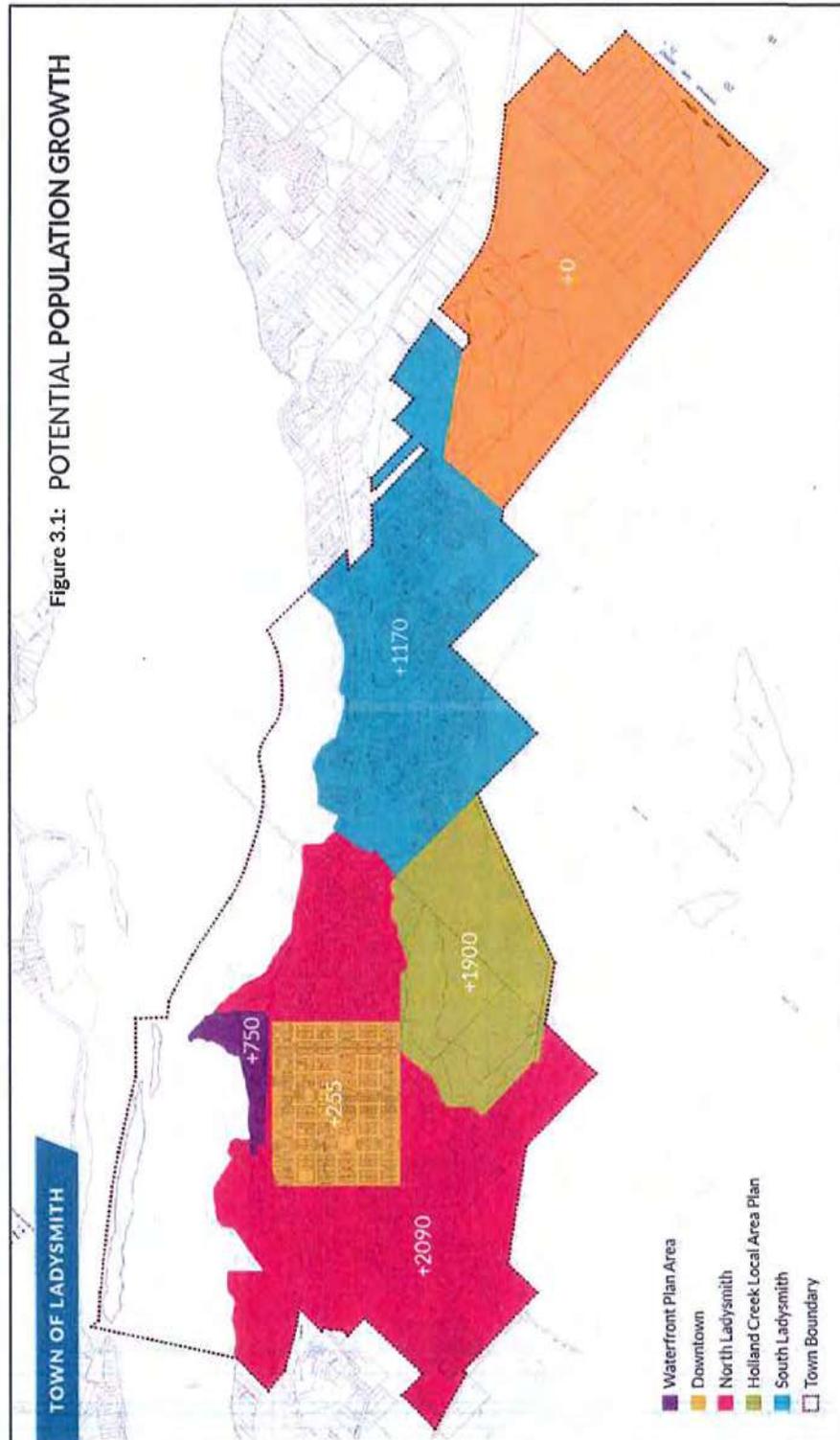
The Town’s population estimate is 8,949 (BC Statistics, 2017). It is estimated that these five areas can accommodate a potential additional population of about 6,165 people. The five areas are shown in Figure 4 – Potential Population Growth.”

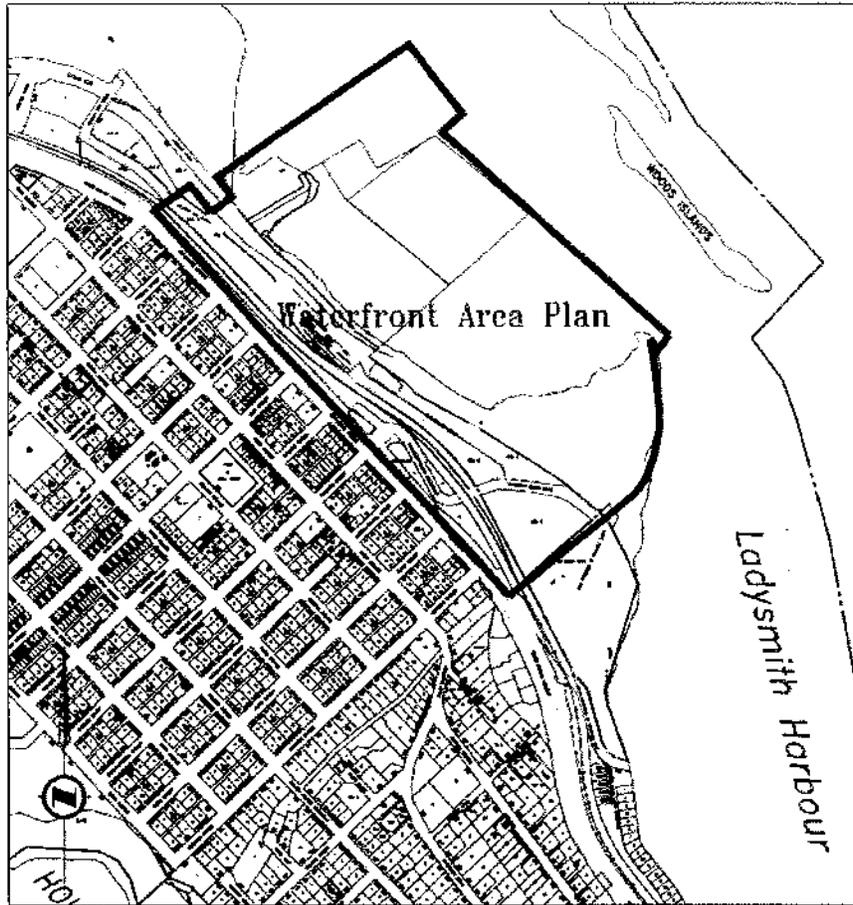
- (f) Before Figure 4, add a new ‘Figure 3.1 – Potential Population Growth’ as shown in **Schedule A.1** attached to and forming part of this bylaw.
- (g) Deleting Section 3.1.4(2) and replacing it with the following:
“2. Future residential growth will occur in five general areas: North Ladysmith, Downtown, Holland Creek Area, South Ladysmith, and the Waterfront Area as shown in ‘Figure 3.1 – Potential Population Growth’.”
- (h) Amending Section 3.2 “Land Use Planning and Community Design” by:
- (i) Deleting the sentence “Ladysmith has identified several key future long-term development areas” and related bullet list and replacing it with the following:
“Ladysmith has identified several key future long-term development areas as shown in ‘Figure 3.1 – Potential Population Growth’. They are:
- North Ladysmith;
 - Downtown;
 - South Ladysmith;
 - Holland Creek Area – refer to the Holland Creek Local Area Plan (2016); and
 - Waterfront Area– refer to the Waterfront Area Plan (2018).”
- (ii) Making subsequent amendments to replace the two paragraphs about the Waterfront Area Plan and the Holland Creek area with the following.
“For a description of the land use and development potential of the Waterfront and the Holland Creek Area, please refer to the Waterfront Area Plan (2018) and the Holland Creek Local Area Plan (2016).”
- (i) Amending Section 3.5.3 “Economic Development Policies” by deleting policy #10 and replacing it as follows.
“10. Mixed-use development to include economic activity in the areas of eco-tourism, marina and moorage, marine services, arts, culture and heritage, institutional and live-work alternatives, is directed to the waterfront area.”
- (j) Amending Section 3.8.1 “Land Use Designations” by deleting the title “Mixed Use Waterfront” and related paragraph and replacing it with the following:
“Waterfront Area Plan
The Waterfront Area Plan designation is applied to the core area of the waterfront as shown on Map 1 – Land Use. The land use designations and policies that apply to this area can be found in the Waterfront Area Plan (2018).”
- (k) Amending Section 3.8.2 by deleting the list of three Area Plans at the end of the paragraph and replacing it with the following:

- “Waterfront Area Plan (2018)
 - Holland Creek Local Area Plan (2016)
 - South Ladysmith Area Plan (2002)”
2. Official Community Plan “Map 1 – Land Use” is amended as follows:
 - (a) Amending the “Legend” by deleting the text “MIXED USE WATERFRONT” and replacing it with the text “WATERFRONT AREA PLAN”.
 - (b) Placing the “Waterfront Area Plan” designation on the area as shown on **Schedule A.2** attached to and forming part of this Bylaw.
 - (c) Amending the “Area Plan Limits” for the Waterfront Area Plan to the area as shown on **Schedule A.2** attached to and forming part of this Bylaw.
 - (d) Placing the “Industrial” land use designation on the subject property legally described as Lot A, District Lots 24 and 38, Oyster District, Plan VIP71248 (1130 Rocky Creek Road) as shown on **Schedule A.3** attached to and forming part of this Bylaw.
 - (e) Placing the “Parks and Open Spaces” designation on the area shown as “Mixed Use Waterfront” as shown on **Schedule A.5**.
 3. Official Community Plan “Map 2 – Development Permit Areas” is amended by:
 - (a) Removing “DPA 1” and placing the words “Refer to the Waterfront Area Plan” on the area as shown on **Schedule A.2** attached to and forming part of this Bylaw.
 - (b) Removing “DPA 1” and placing “DPA 3/5” on the subject property legally described as Lot A, District Lots 24 and 38, Oyster District, Plan VIP71248 (1130 Rocky Creek Road) as shown on **Schedule A.3** attached to and forming part of this Bylaw.
 - (c) Removing “DPA 1” and placing “DPA 5” on the subject properties legally described as:
 - Lot A, District Lot 24, Oyster District, Plan VIP83303 except part in Plan VIP83837 (1031 Oyster Bay Drive);
 - Lot 2, District Lot 24, Oyster District, Plan 45800, except that part in plan VIP73654 (930 Ludlow Road);
 - Lot 1, District Lot 24, Oyster District, Plan VIP81464 (940 Oyster Bay Drive); and
 - Lot B, District Lot 24, Oyster District, Plan VIP83303 (941 Oyster Bay Drive);
 as shown on **Schedule A.4** attached to and forming part of this Bylaw.
 - (d) Removing “DPA 1” from the area shown on **Schedule A.5** attached to and forming part of this Bylaw.
 4. Official Community Plan “Map 3 – Transportation” is amended by:
 - (a) Placing the words “Refer to the Waterfront Area Plan” on the area as shown on **Schedule A.2** attached to and forming part of this bylaw.
 5. Official Community Plan Schedule A.1 “Town of Ladysmith Development Permit Areas” is amended as follows:
 - (a) Amending the ‘Table of Contents’ by replacing “DEVELOPMENT PERMIT AREA 1 – WATERFRONT – DPA 1” with the following:

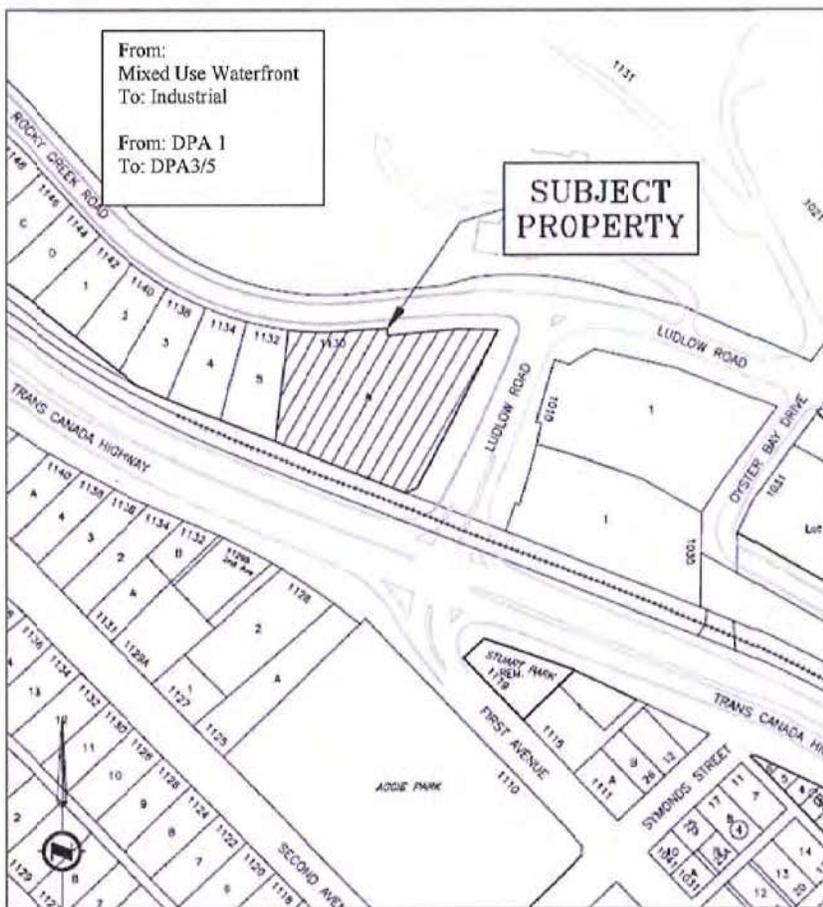
“DEVELOPMENT PERMIT AREA 1 – MARITIME – DPA 1”
 - (b) Amending the “Introduction” and “Exemptions” by:
 - (i) In section 2(a), replacing “Development Permit Area 1 – Waterfront (DPA 1)” with “Development Permit Area 1 – Maritime (DPA 1).”
 - (ii) In section 3(c), replacing the text “Waterfront DPA 1” with “Maritime (DPA 1).”

- (c) "DPA 1 – Waterfront" is deleted in its entirety and replaced with "DPA 1- Maritime" as shown in **Schedule A.6** attached to and forming part of this Bylaw.
6. Schedule B "Waterfront Area Plan" is deleted in its entirety and replaced with Schedule B "Waterfront Area Plan" as shown in **Schedule A.7** attached to and forming part of this Bylaw.

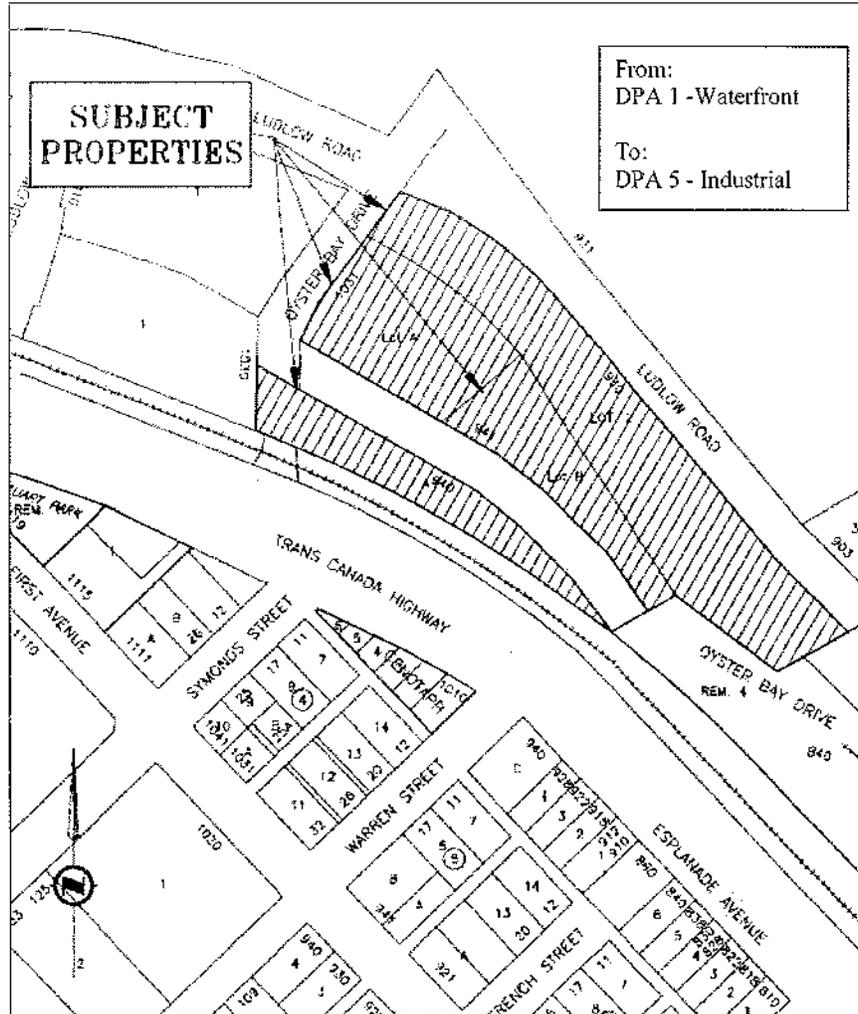




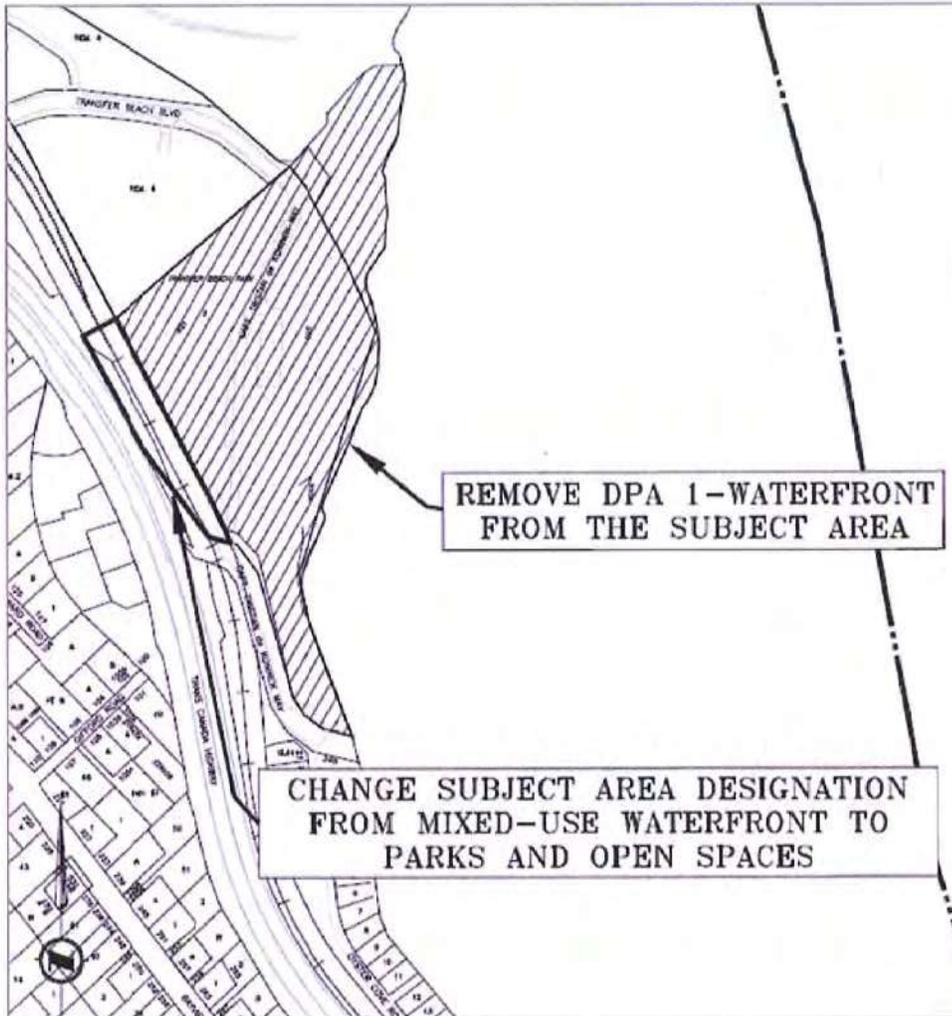
Bylaw No. 1950 - Schedule A.3



Bylaw No. 1950 - Schedule A.4



Bylaw No. 1950 - Schedule A.5



Bylaw No. 1950 - Schedule A.6

DPA I – Maritime

DPA 1 | Maritime

Development Permit Area 1 – Maritime is designated under Section 488 (1)(a),(b),(f),(h),(i), and (j) of the *Local Government Act* to establish guidelines for all new development and improvements in the area designated as **Development Permit Area 1 (DPA 1)** on *Official Community Plan Map 2*. Prior to alteration of land; or alteration or construction of buildings and structures; an owner within DPA 1 shall apply to the Town of Ladysmith for a development permit.

The purpose of DPA 1 is to establish objectives and provide guidelines for:

- i) Land based buildings and structures at the edge of the DPA 1 area, as well as buildings and structures that are floating or built on piles in the water;
- ii) The character of development, including the siting, form, exterior design and finish of buildings, signs, and other structures;
- iii) The specific features of the development, machinery, equipment and systems external to the buildings and other structures;
- iv) Protecting development from hazardous condition; and
- v) Promoting energy conservation, water conservation, and the reduction of greenhouse gas emissions.



OBJECTIVES

The objectives of the DPA 1 guidelines are:

- i) To develop the Maritime area as an active, beautiful and safe year-round place for community members and tourists of all ages and abilities;
- ii) To reflect the uniqueness and authenticity of the waterfront in the form and character of buildings and public spaces on the water;
- iii) To reinforce the marine character already in place and harmonize new built structures with the public realm;
- iv) To allow for flexibility in the range of buildings and structures and to recognize the broad range of maritime activities that compromise a successful waterfront.
- v) To ensure that development within the DPA 1 area is visually attractive from the upland areas and further out in the harbor.
- vi) To retell and commemorate the history of our waterfront; and
- vii) To encourage the growth of tourism and other economic activities and services in the Maritime area.

GUIDELINES

1. Land Buildings and Piled Structures

- a) Land based buildings at the edge of the Maritime DPA 1 area may be built on land with either piled or strip foundations, depending on the established geotechnical design of the site.
- b) Buildings over the water, such as a restaurant or other commercial building, will utilize structural systems that make use of wood, steel or concrete piles, structural concrete deck, and wood frame or mass timber construction for the superstructure.
- c) The aesthetic treatment of land based buildings and piled structures should utilize materials and colours that convey a marine character, including the following elements:
 - Simple building forms that reflect the marine character;
 - Heavy wood timbers;
 - Horizontal wood siding, wood shingles, or corrugated steel cladding materials;
 - A variety of colours using solid stain or paint;
 - Standing seam metal or wood shingle roofs;
 - Multi-paned windows with generous openings for viewing interior activities; and
 - Glazed hinged or overhead doors.
- d) Land based buildings shall also respect the "Development Permit Area 3 – Commercial" guidelines.

2. Floating Buildings and Structures

- a) New floating buildings should be founded on a concrete foundation, with wood frame or mass timber construction.
- b) Floating buildings and structures should be designed to complement the existing floating buildings in DPA 1.
- c) The aesthetic treatment of floating buildings and structures, including boat houses, should utilize the following elements:
 - Single or double sloped roofs;
 - Standing seam or corrugated metal roofing;
 - Heavy wood timbers; and
 - Horizontal wood siding, wood shingles, or corrugated steel cladding materials.
- d) Boat shelters must have open walls under the roof to protect public views of the waterfront from the upland areas.



Tseshaht First Nation (Lubor Trubka Associates Architects)



Klahoose First Nation (Merrick Architects)



Examples of appropriate form, character and materials for land, piled and floating buildings.

- e) Where floating homes are permitted they must be located within the geometry of the float and must be designed to be visually attractive with a finished facade as viewed from all angles.
- f) A moorage site plan with dimensions shall be provided for new marinas or marina modifications.

3. Heritage & Views

- a) The site and building design shall consider and incorporate the rich heritage of the waterfront area.
- b) Development and the layout of marine floats shall be designed to respect public views of the waterfront from the uplands and further out in the harbour.

4. Signs & Lighting

- a) Signs and lighting shall be of a professional quality and shall reflect the maritime character of the area.

5. Outdoor Patios

- a) Patios and outdoor dining areas are encouraged and shall be located in areas with maximum sunshine hours (especially in the off-season).

6. Mechanical Equipment & Waste Management

- a) Rooftop and grade level mechanical equipment (i.e. air vents, electrical transformers, gas meters) should be strategically located away from pedestrian areas and screened with high quality durable materials that attenuate noise and odour, and complement the overall building design.
- b) Recycling, organic composting, and solid-waste containers shall be screened from view with a solid enclosure on all sides.

7. Energy Conservation

- a) Buildings should be designed to be efficient and healthy, targeting a minimum LEED Silver or equivalent rating.
- b) Building efficiencies may include energy efficient heating, cooling and mechanical equipment, solar hot water, natural lighting, and high levels of insulation.

8. Sensitive Ecosystems

- a) To minimize the impact of new development and to restore shoreline ecosystem function, utilize the 'Green Shores' science-based tools and best practices, found at: www.stewardshipcentrebc.ca/Green_shores



(Source: Emily Carr University)



Design examples that celebrate the heritage of the waterfront area.

- b) Onsite monitoring of works along the foreshore and intertidal zone may be required by a registered professional Biologist. Conditions regarding monitoring and reporting may be included in the Development Permit.

9. Accessibility & Connectivity

- a) The development shall provide clear, safe and functional public access from the Maritime DPA 1 area to key destinations in the upland area.
- b) Both floating and land based pedestrian walkways must be a minimum of 1.5 metres in width with a non-slip surface to allow for safe access.
- c) Inclined walkways or ramps with a gradient exceeding 1:10 must have handrails.

10. Hazard Mitigation

- a) The Town may require a developer within DPA 1 to furnish a report certified by a Professional Engineer of British Columbia and/or BC Association of Marine Surveyors providing information regarding technical requirements for mitigating measures which would be imposed to enable the site, building, or structure to withstand known potential hazards (i.e. sea level rise, seismic, floatation system buoyancy, wind and foreshore stabilization).
- b) Sufficient fastenings must be available to prevent the floating building or structure from separating from the wharf, pier, or walkway due to list, wind or grounding.
- c) Each building in the DPA 1 area must have direct access to an unobstructed walkway (minimum 1.5 metres in width) leading to shore to allow for an emergency evacuation.
- d) Float homes must have sufficient direct access to open water to allow for access in and out of moorage berths in case of emergency.

11. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into the site and building design, such as:
 - i) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
 - ii) Integrate Natural Surveillance: Visibility, light, and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways, entrances, landscape materials, and site features should avoid areas



Create a safe, friendly environment for all.

for hiding. Appropriate lighting levels should not produce glare, and excessive lighting that creates darkened spaces in other areas.

- iii) Activity Support: The proposed site layout and building design should encourage legitimate activity in public spaces, by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.



Bylaw No. 1950 - Schedule A.7

Waterfront Area Plan

WATERFRONT AREA PLAN

Itst uw'hw-nuts' ul-wum | we are working as one



WATERFRONT AREA PLAN

SCHEDULE B OF THE TOWN OF LADYSMITH
OFFICIAL COMMUNITY PLAN



STZ'UMINUS FIRST NATION



Community Charrette, March 2017



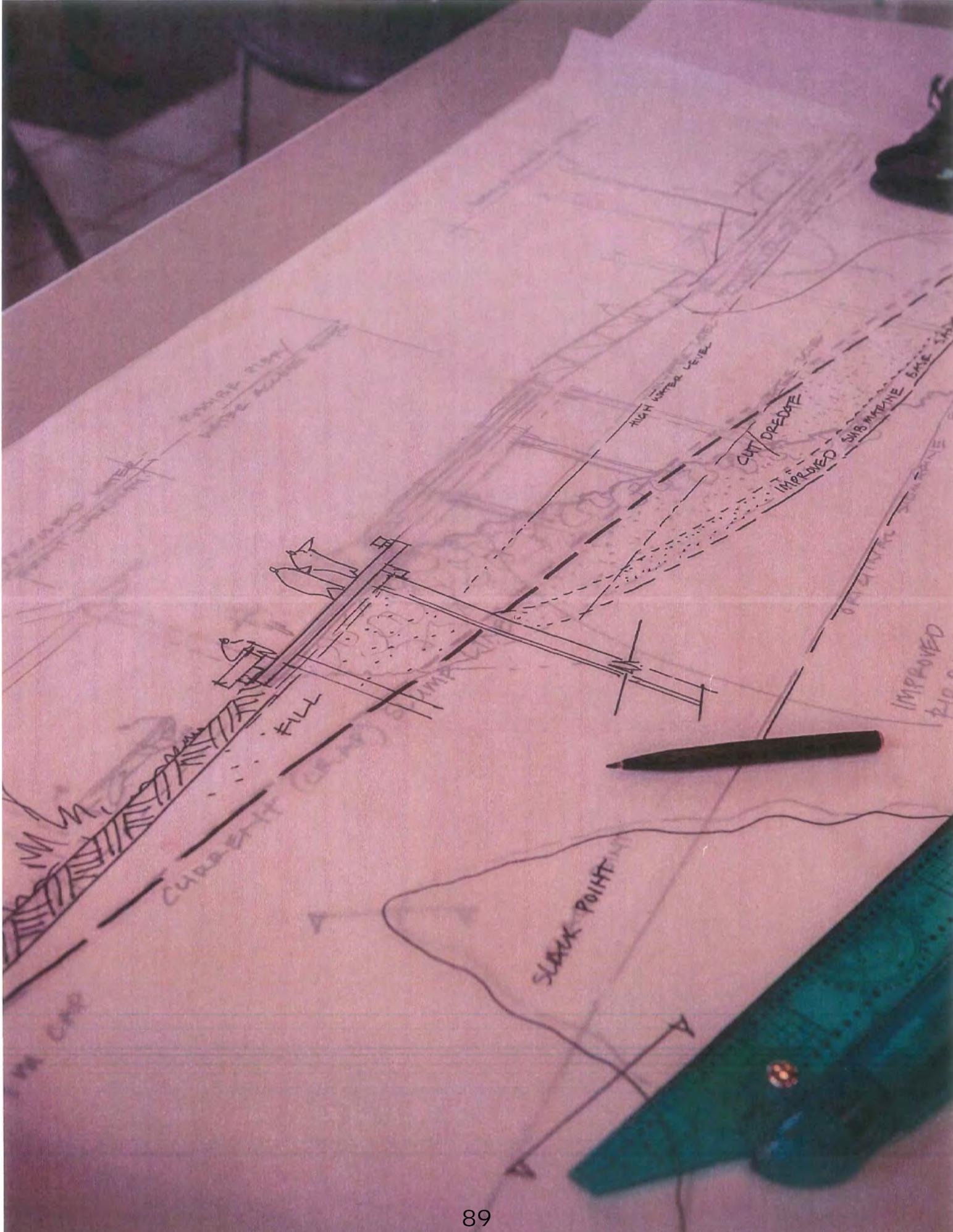
STZ'UMINUS FIRST NATION



LADYSMITH

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"This project is about bringing our communities closer in terms of how we work together. The challenges are very real and we understand that we need to move forward toward the future.

This is a generational opportunity for the people of Ladysmith and Stz'uminus. We are focused on solutions - we have to be positive and look forward, not look back."

-Mayor Stone,
Town of Ladysmith

"On behalf of Stz'uminus, I want to thank the community for coming out. We are here for a reason, we want change also. Historically our people lived here, harvested here and thrived on resources in the harbour. We want to restore what we can and move forward in a partnership and relationship where we can build a future together. And that is what we are doing.

This isn't about whose side of the harbour it is, or whose harbour it is, this is about moving forward and making change for our children. Whatever this community and our community decides that is best, we all decide together and that's how we are going to move this forward."

-Chief Elliott,
Stz'uminus First Nation



1. Introduction

1.1 THE TIME HAS COME

This is an important plan. It sets forth a vision for the Waterfront Area, guiding change that will benefit generations to come. It is also the culmination of a planning process that brought together the Town of Ladysmith and the Stz'uminus First Nation, strengthening a relationship and creating an outcome that seeks to benefit both communities.

The Waterfront Area played and plays an integral role in the life of both communities. From time immemorial, these lands and waters have nourished and been stewarded by the ancestors of the Stz'uminus First Nation. Colonization and past industrial development ruptured this relationship, and left ecological scars on the water, the foreshore, and the uplands. At the same time, industrial development gave rise to the unique character of the Town of Ladysmith, which is valued for its historic streetscapes that are rich with public life.

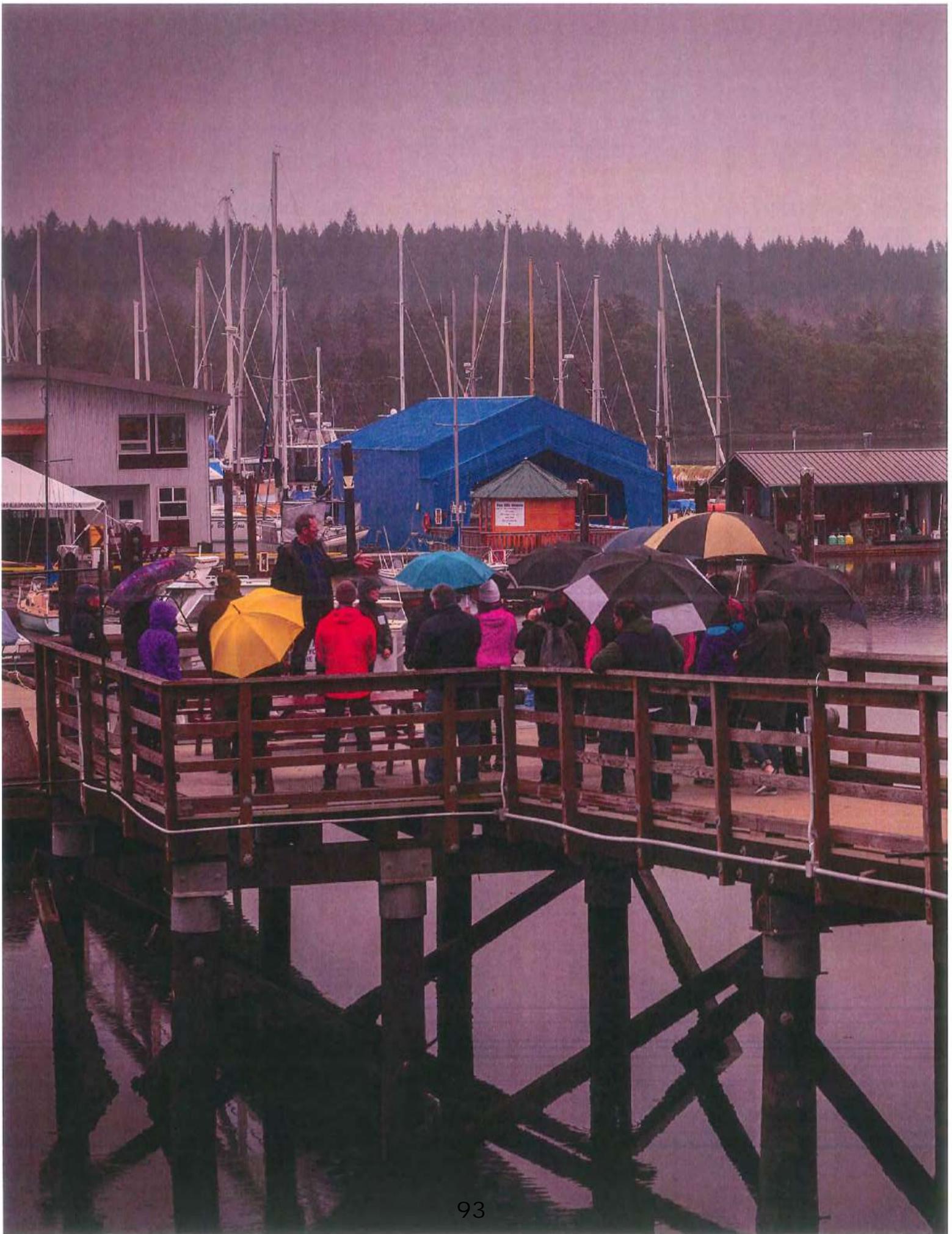
Today, the waterfront is cherished by residents of the Town and Nation alike. There has been much attention paid to planning for and the development of the waterfront for many years, including most recently in a 2008-2009 visioning exercise that helped clarify Ladysmith's aspirations for the area. This current Plan is set apart from past planning processes in two important ways.

First, this planning process was rooted in a partnership between the Stz'uminus First Nation and the Town. In 2007 and again in 2012, the Town and Nation signed the First Community Accord, to work together to build a better relationship and develop partnerships for the mutual benefit of both communities. This Naut'sa Mawt Community Accord has been further strengthened by the signing of a Memorandum of Understanding identifying 16 potential joint initiatives, including harbour clean-up and expansion of marina services.

Second, this planning process benefited from environmental studies in 2010-2012 that provided new and vital understanding of existing conditions and cost constraints relating to environmental contamination and geotechnical issues. This plan builds on many other past plans, proposals, and studies as well.

Together, this improved understanding, strengthened partnership, and emergent community vision have driven the creation of this plan. This is a generational opportunity whose vision could take 20-30 years to fully build out. Beyond that, the waterfront will continue to grow and evolve along with the communities that cherish it.





This Waterfront Area Plan has four main parts: introduction, vision and goals, objectives and policies, and implementation.

Introduction

The Introduction provides an overview of the waterfront area, the historical context of the area, the planning process, new engineering and geotechnical information, and the unique partnership that sets this plan apart from those that came before.

Vision & Goals

The Vision statement sets forth the aspirations for the Waterfront Area Plan. It emerged from a community design workshop that included members of the Stz'uminus First Nation and the Town of Ladysmith, and was informed by the input of hundreds of residents. The goal statements support this vision, while providing more detail on specific components of the plan elements.

Policies

The Objectives and Policies section sets forth the specific land use designations of the Waterfront Area Plan and articulates the objectives and policies for land and water use, public realm, mobility, and ecological management.

Implementation

The Implementation section provides guidance for next steps in bringing the Plan to life. It identifies short, medium, and long-term actions that are intended to drive implementation forward.



1.2 TIME IMMEMORIAL

The Stz'uminus First Nation people are descendants of the first inhabitants of what became known as Oyster Harbour and is now called Ladysmith Harbour. For thousands of years, the Stz'uminus people have harvested from the harbour, its creeks and rivers and surrounding watersheds and forests, the Salish Sea, the Fraser River valley and beyond. As Hul'qumi'num people, they are stewards of the rich source of fish and shellfish in their traditional territory.

However, with the completion of the E&N Railway in 1886, and the construction of great shipping wharfs in Oyster Harbour beginning in 1898 by coal baron James Dunsmuir, the harbour was transformed and became a centre for industry and a shipping port for coal and other industries. Millions of tons of coal wash (slack) and hundreds of thousands of tons of wood debris were left behind by over 86 years of coal and forestry industrial activity.

The Stz'uminus, despite their continuing and irrevocable presence since time immemorial, became increasingly alienated from the management of their lands for harvesting, cultural, spiritual and economic use. This was a result of settler-colonial processes, which divided and sold the land without the input of its original owners and imposed an oppressive reservation and forced residential school system.

Recognizing the legacy of past misdoings, the Stz'uminus First Nation and Town of Ladysmith are committed to working together to restore the cultural values, improve the ecological health and create economic opportunity on the waterfront and in the harbour.



Figure 1: Stz'uminus Traditional Territory

"Ladysmith harbour is a very important, cherished, loved place of the Stz'uminus. An unceded part of our territory... This was our paradise... Year round the uplands and the ocean provided for us. What more could we ask for?"

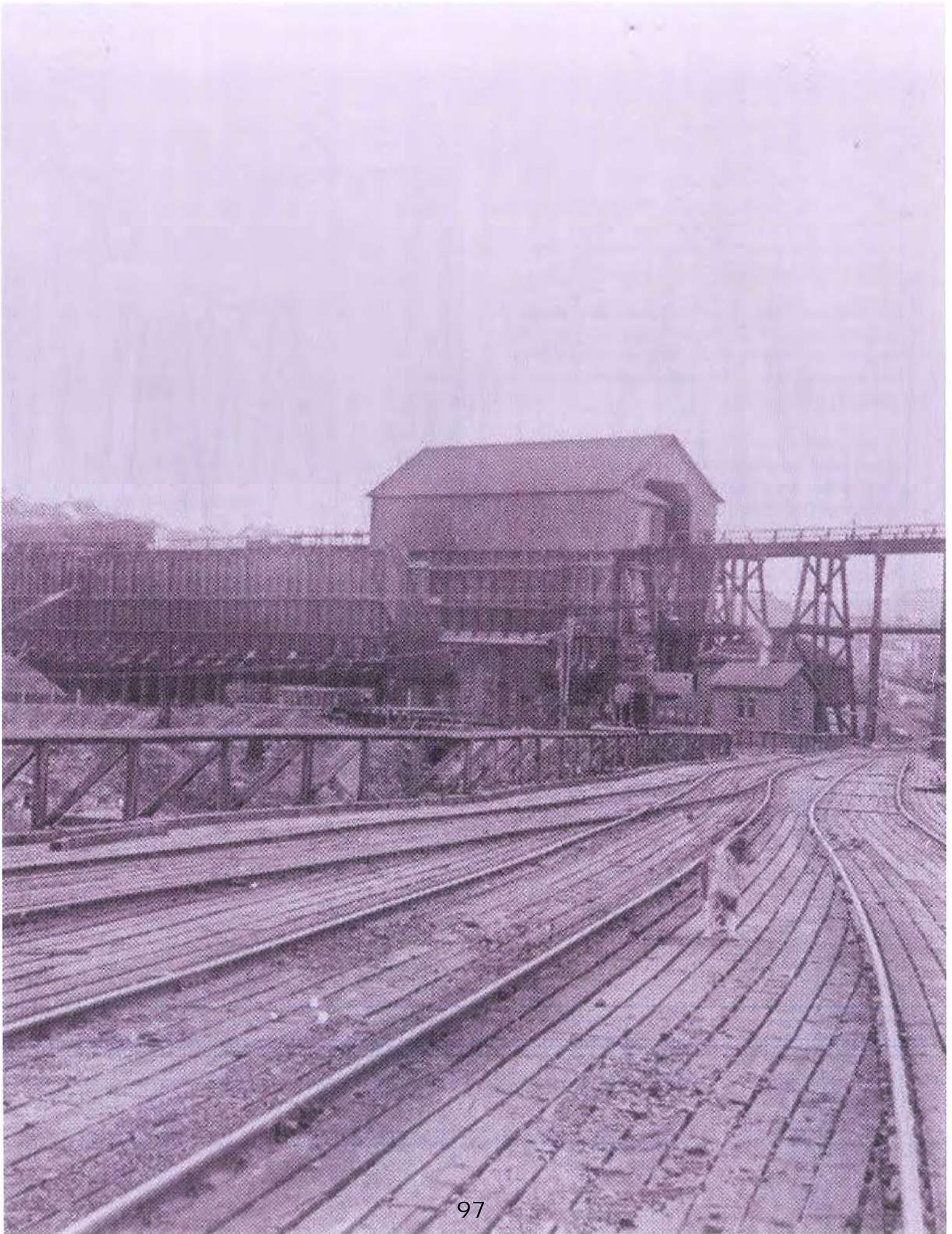
...Industry and pollution have affected our way of life. All around in the harbour you'll see middens, clam shells. Today, for the last 30 years, there has not been a clam in this harbour fit for human consumption. Maybe longer than that. So there's work to be done."

-Elder Ray Harris (Shulqwilum), Stz'uminus First Nation



Image E-01858 courtesy of the Royal BC Museum and Archives





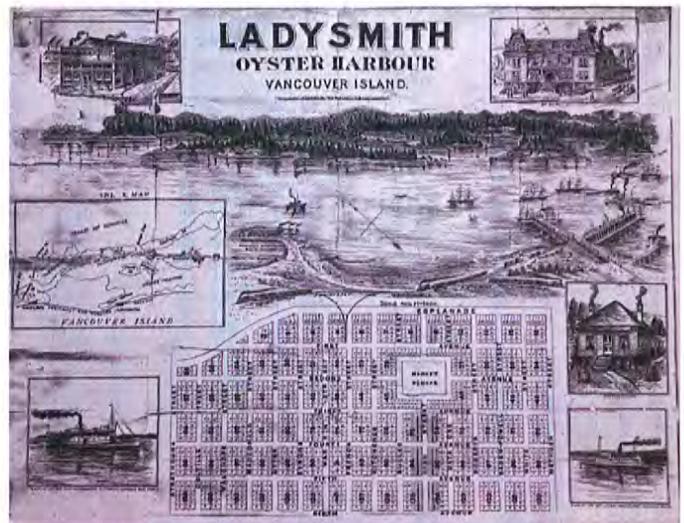
1.3 INDUSTRIAL HERITAGE

The Town of Ladysmith had industrial ties from the very beginning. James Dunsmuir created a settlement on Oyster Harbour, shortly after commissioning great wharfs, as a place for the nearly 900 Extension Mine employees to live.

In 1904, the Town of Ladysmith was incorporated, but the waterfront lands were not initially included as Dunsmuir had no desire to pay municipal taxes. By the end of 1911, the Town's population was nearly 3,300 people.

Coal continued to be a central economic force for the Town - however, employee strikes, competing coal mines, decreased demand for coal and finally the Great Depression resulted in the closure of Extension mine in 1931. After the closure of the mine, the town population shrunk by nearly 50%. However, by 1935 Comox Logging and Railway Company purchased a tract of forest to the west of Ladysmith.

By the late 1940s, Ladysmith was the centre of major logging operations and logging has continued to play an important part of the town's economic development. Evidence of the Town's industrial history is clearly visible in the waterfront area, including a rich collection of buildings and artifacts. Unfortunately, there is also a legacy of environmental contamination that is also clearly visible on the waterfront. This plan addresses both.

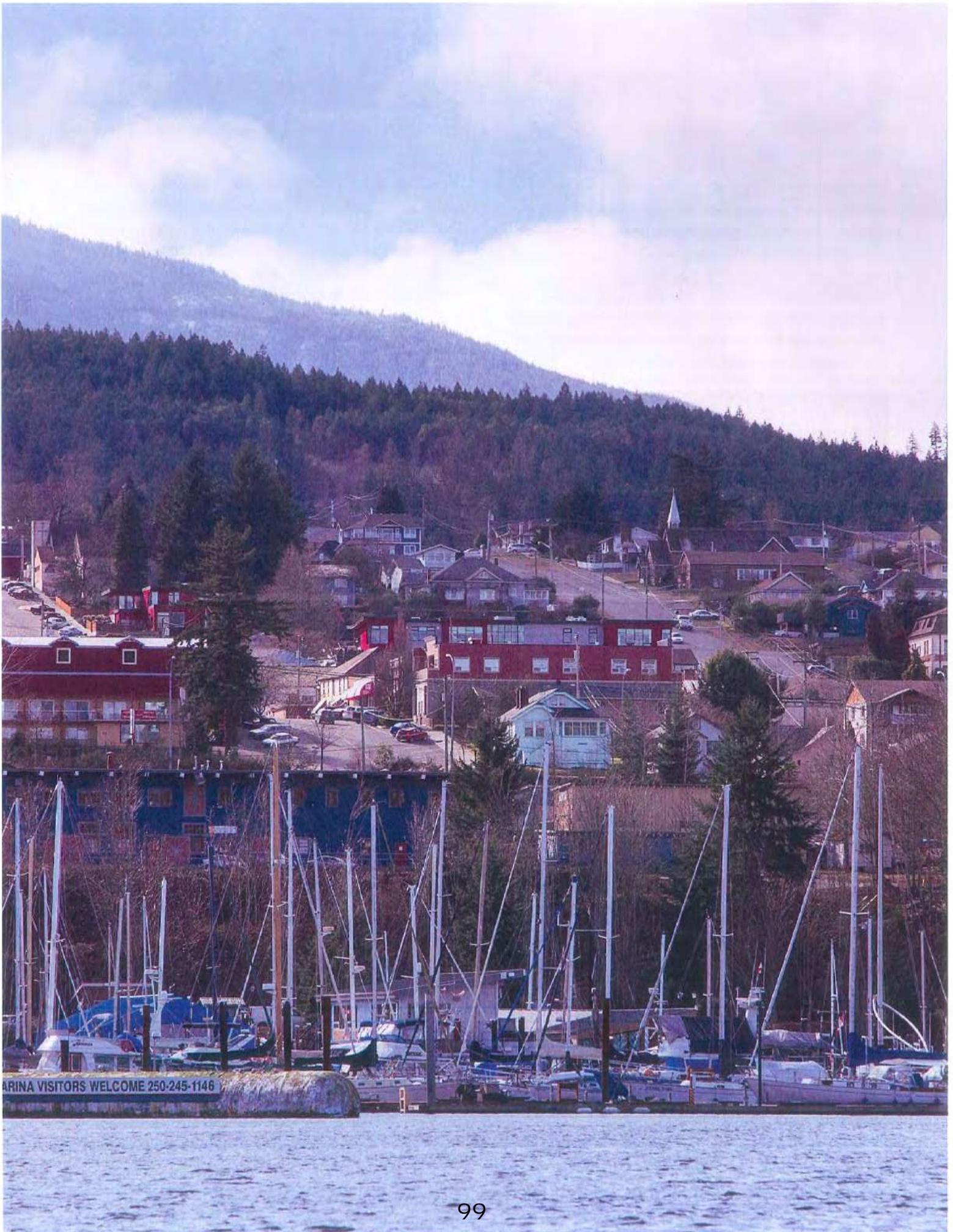


1901 Map Produced for Land Sales



Sacking Coal in Ladysmith





1.4 PLAN AREA

The plan area is located on the Salish Sea, an inland marine sea comprised of Juan de Fuca Strait, the Strait of Georgia, Puget Sound and their connecting channels, passes, and straights.

It is located between the Town of Ladysmith's highly treasured Transfer Beach Park in the south, well-established industrial areas in the north, and the Trans Canada Highway to the west.

The Plan area includes approximately 49 hectares in total area - 47% (23 hectares) of which are land and fill parcels, and 53% (26 hectares) of which are water parcels. Significant natural features include steep topography, with over 30 metres elevation change from the highway to the shoreline.



Map 1: Plan Area



1.5 TIMELINE OF RECENT PLANNING INITIATIVES

This planning process stands on the shoulders of many past studies, planning processes, and initiatives, including the following:





2012

- Naut'sa mawt Community Accord Signed by Town and Stz'uminus
- Ladysmith Maritime Society Community Marina Upgrades (DL2016)
- Naut'sa mawt Steering Committee Formed

2013 - 2016

Sustainability Action Plan

2014

The Machine Shop (Lot 4) added to Community Heritage Register

2016

Stz'uminus history included in Transfer Beach Park

2016

Waterfront Area Plan - Planning and Design Project Commences

2003

Official Community Plan

2004 - 2006

Waterfront Development Planning and RFP

2006

- RFP issued for comprehensive mixed use concept
- First Principles proposal – did not proceed
- Key issues: relationship between SFN and Town; Quantifying clean-up costs; Role of Lot 5; Use of park land
- Joint Council meetings start

2007

First Community Accord signed by Town and Stz'uminus

2007 - 2009

Fisherman's Wharf Breakwater Proposal



1.6 THE PLANNING PROCESS

The policies in this plan are built on a vision created by the community. It is a vision that sees the waterfront as a place where both Ladysmith and Stz'uminus communities come together as one. As of January 2018, an estimated 1700+ distinct participant interactions took place and included the following activities:

- Ongoing discussion with Mayor Stone and Chief Elliott, and members of both Councils;
- Mapping and discussion with diverse groups in Ladysmith, including with the Secondary School Leadership Class, Seniors Centre, Ladysmith Family and Friends, and passersby in community facilities and businesses;
- Discussions with Town and Stz'uminus administration staff;
- Two workshops with property owners and tenants, and one workshop with the Town's advisory committee and commission;
- A Speakers Night including Elder Ray Harris and visiting experts on waterfront development and indigenous design;
- Stakeholder meetings with the Coast Salish Development Corporation, Ladysmith Fisherman's Wharf Association, Sealegs Kayaking, and a number of service clubs;
- Two online surveys, with input from people representing all age categories and including residents, business owners, employees, and students, as well as a handful of visitors;
- A 2-day design charrette, involving approximately 25 participants from both Ladysmith and Stz'uminus communities; and
- Three public open houses that enabled residents to review the ideas that emerged from the charrette, the draft concept plan, and the final draft plan.



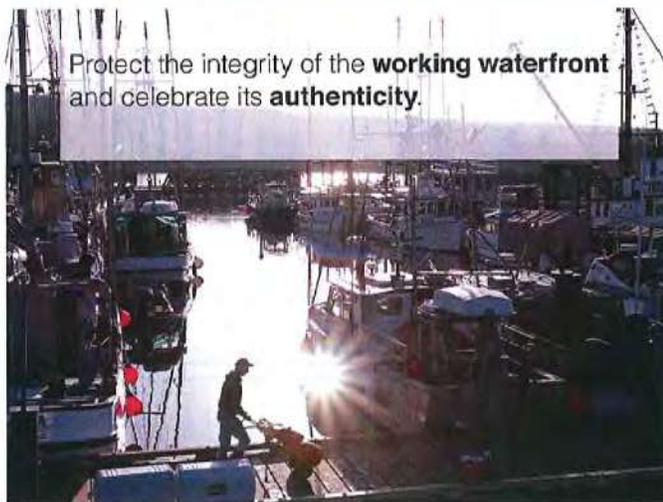
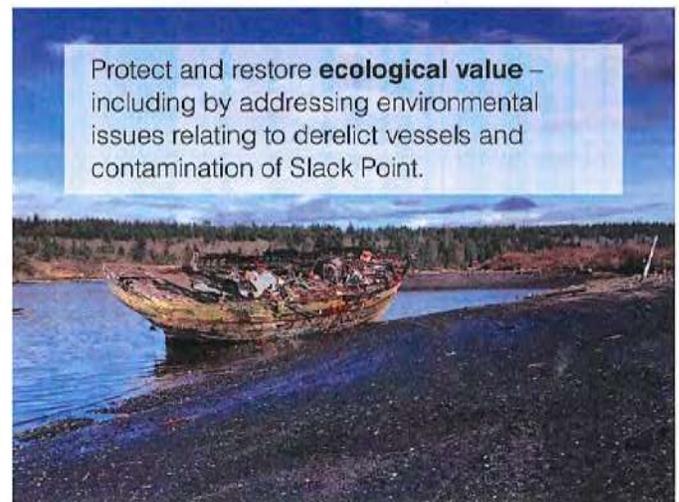
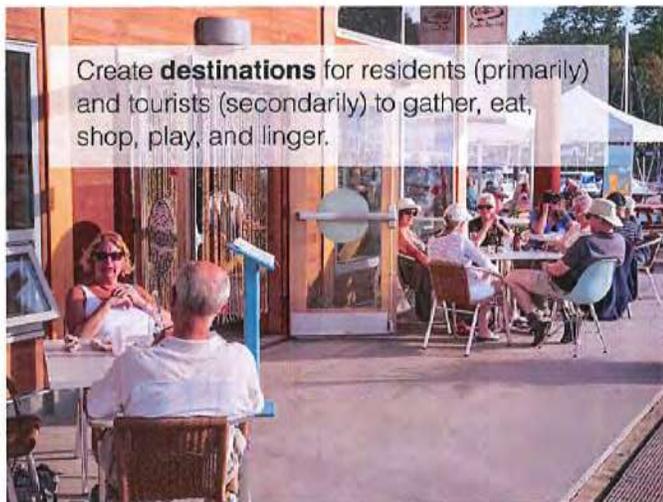
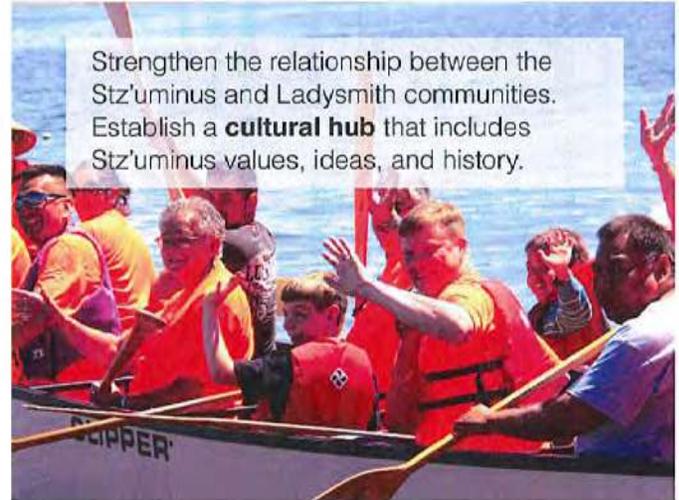
Figure 2: Snapshot of Public Participation





Themes from the Community Visioning

During the visioning process and leading up to the community charrette, a number of themes emerged across diverse engagement activities and stakeholder groups. They are as follows:



"I believe we are on the right track in regards to being respectful to each other as long as we plan for the greater community and be inclusive of both sides of the harbour... We as the First Nation side would like to see ourselves be represented in the town. I know there is a history, some of it not good, but when we put that behind us and move forward we can create a greater community for our children and children's children. I know in my heart we are moving forward."

-Stz'uminus project participant

"All development should celebrate the Stz'uminus First Nation culture, both current and historic... The waterfront project is a unique opportunity to show our Stz'uminus neighbours and the world that we recognize our settlement on Stz'uminus land, that we embrace their presence, and that we welcome their guidance now and into the future."

-Ladysmith project participant

2. Vision, Goals & Concept

The vision and the goals were informed by the extensive community input received over the life of the planning process, and emerged directly from the community design workshop that included members of both the Stz'uminus First Nation and the Town of Ladysmith. Both communities worked to articulate a shared vision that captured their hopes and aspirations for the future of the waterfront.

The vision is included on the following page, and is based on the communities' idea that when Town and Stz'uminus residents plan for the future of the waterfront, they should do so from the perspective of "The Big We". In other words, it's not "we in Ladysmith" who will guide the future of the waterfront, and it's not "we at the Stz'uminus First Nation" who will guide the future of the waterfront. Rather, it's "we in Ladysmith and in the Stz'uminus First Nation". Together we decide, and together we benefit.

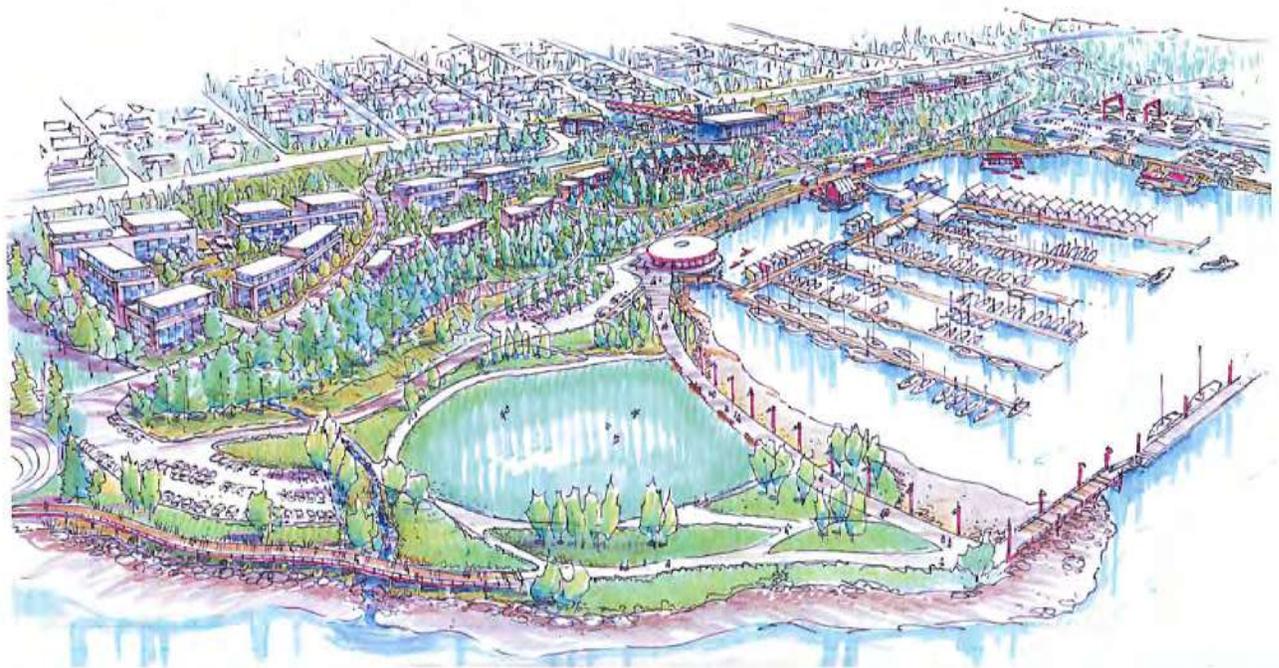
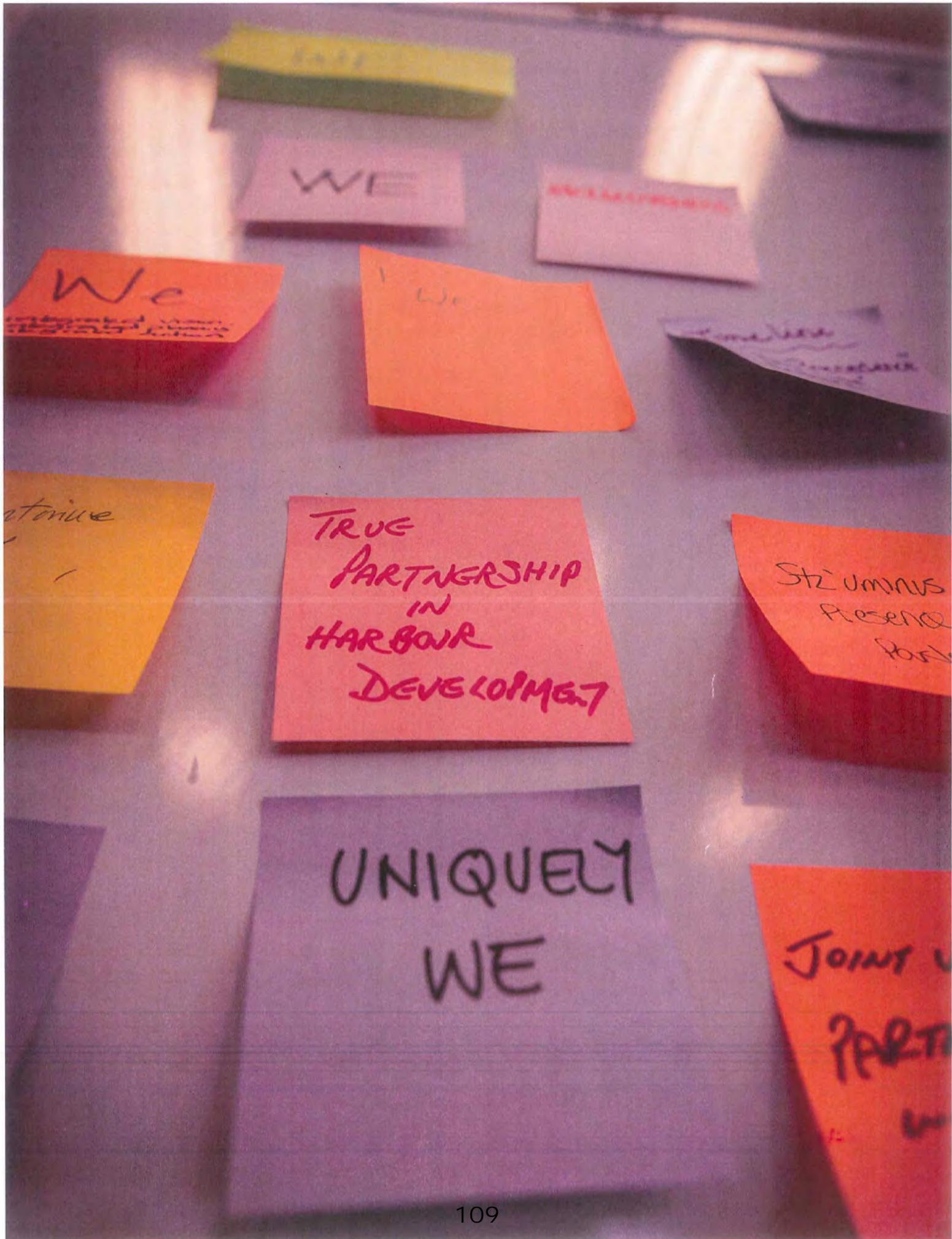


Figure 3: The future waterfront – view from south of Slack Point.



We

WE

WE

We

ative

TRUE
PARTNERSHIP
IN
HARBOUR
DEVELOPMENT

Stimulus
Present
Post

UNIQUELY
WE

JOINT
PART

A photograph of two men laughing heartily in an indoor setting. The man on the left has glasses and is wearing a grey hoodie over a blue shirt. The man on the right is wearing a grey hoodie over a red shirt. Behind them is a whiteboard with some faint drawings. The background is a dimly lit room with shelves of bottles, possibly a bar or a community center.

2.1 VISION FOR THE WATERFRONT

ONE HEART
+
ONE MIND:

**Itst uw'hw-nuts' ul-wum (we are working as one)
to create a waterfront for now and future generations**

Located on the un-ceded traditional territory of the Stz'uminus First Nation, the waterfront area will bring our Stz'uminus and Ladysmith communities together to build a shared legacy in the spirit of mutual respect and benefit. The waterfront area will be a place of enriching public life, living, learning, creativity and economic activity. The respectful development of this special place will create the opportunity for community prosperity, ecological regeneration and brownfield restoration while honouring past, present and future generations.

2.2 GOALS

Extending from the Vision, the following goals provide the building blocks of this Plan.

1. Public Waterfront Access

Maintain and enhance continuous, public access along the waterfront.

2. Stz'uminus Presence on the Water

Re-establish presence of the Stz'uminus First Nation on and near the water.

3. Honouring the Earth and Water

Honour the ecology of the waterfront area, including its related traditional uses and culture.

4. Working Waterfront

Protect the authenticity and integrity of the working waterfront, including its employment-generating uses.

5. Sharing Spaces

Establish places for both Ladysmith and Stz'uminus communities to come together to share, learn, and celebrate one another, while also protecting the privacy of sacred ceremonies and hereditary teachings.

6. Year Round and Multi-Generational People Places

Create destinations for multi-generational locals (primarily) and tourists (secondarily) to live, gather, eat, shop, play, linger, and take in the view all year long.

7. Regenerative Design

Protect and restore ecological values through remediation of contaminated foreshore and uplands, land use and the design of buildings, open spaces, and infrastructure.

8. Cultural Hub

Strengthen and build on existing cultural strengths,

creating more destinations to showcase Stz'uminus and Ladysmith history and culture.

9. Connections

Improve connections in all directions, including to the Downtown for residents and visitors alike.

10. A Place for Walking

Make walking delightful and design places for people on foot and mobility-supporting devices for all ages and abilities.

11. Expressive Personality

Reflect the uniqueness and authenticity of the waterfront in the form and character of buildings and public spaces.

12. Viable and Mutually-Beneficial Development

Support implementation with development approaches that leverage land value and optimize mutual benefit for both Ladysmith and Stz'uminus communities.

2.3 CONCEPT PLAN

The vision and goals are manifested in the overarching Concept Plan presented on the following page. While the Concept Plan is not intended to be a blueprint for construction, it does provide a decision-making framework for land use, built form, open space, and transportation.

Land-Based Uses

The proportion of different land-based uses (not including marina and moorage areas) are shown below. Refer to Map 3: Land Use Designations.

| | |
|-----------------------------|-------|
| Park | 51.9% |
| Commercial | 16.5% |
| Residential - Apartments | 9.2% |
| Residential - Townhouses | 2.9% |
| Institutional | 10.5% |
| Mixed Use - Live-Work-Learn | 3.4% |
| Industrial | 5.7% |

Waterfront Concept Plan



12. RESIDENTIAL DEVELOPMENT
 A mix of housing types ranging from 2-3 storey townhomes to 5-6 storey apartments create housing choice and revenue for investment in public amenities such as the waterfront walkway. Many of the community's priorities for the future of the waterfront require capital investment, and the residential development will assist in covering costs.
 The location of these homes is behind the existing forested area to ensure that the waterfront walkway or impede views from upland areas. Public pedestrian linkages are included in the site plan.

9. ARTS AND HERITAGE HUB
 Identity, character, and existing conditions are enhanced in this key central area to further define it as a creative, arts and culture, and heritage hub, building on current activities and structures. The Machine Shop is maintained.
10. GATACRE OVERPASS (PEDESTRIAN BRIDGE)
 A pedestrian overpass/bridge safely and efficiently connects the downtown with the cultural hub and overall waterfront area.
11. WATERFRONT INN
 A small boutique hotel or inn offers amenities to visitors by land or water, and includes publicly-accessible destinations for locals such as culinary and recreational opportunities. This Inn will be differentiated from and complementary to hotel development at Oyster Bay.

could be accommodated in the reconfigured open area. The existing gravel parking would be retained and improved, with additional parking to support marina activities. St. Zuminus cultural references are incorporated into the park.
7. LIVE-WORK-LEARN
 Mixed used live-work-learn buildings - with ground-level commercial, institutional, light industrial (or entrepreneurial) spaces for the tech industry or arts studios and residential uses above - are adjacent to the creative activities within the Machine Shop and surrounding structures.
8. FILLED FORESHORE & ACCESS ROAD
 A retained and filled foreshore on either side of the community marina, combined with restorative ecological parking spaces, creates a room for improved vehicular and pedestrian access to the expanded marina. It also provides opportunity for additional marina parking and water-oriented amenities, as well as the possibility of future small-scale retail destinations, such as a pub.

4. ST. ZUMINUS FIRST NATION CULTURAL CENTRE
 As an integral feature of the future waterfront, the SFN Cultural Centre is sited on the water's edge. It's future design will be led by SFN, and is expected to include spaces to showcase St. Zuminus culture, artist spaces, and retail spaces such as a cafe.
5. WATERFRONT WALKWAY
 A continuous waterfront walkway establishes public access to the water, extending from the commercial fishing wharf to Slack Point, and further south to Transfer Beach Park.
6. SLACK POINT PARK
 Substantial environmental improvements are achieved through the capping of the park area and surrounding foreshore and submarine floor. New plantings would improve ecological health, and a variety of park programming and events, such as concerts and festivals, and possible float homes may be established.

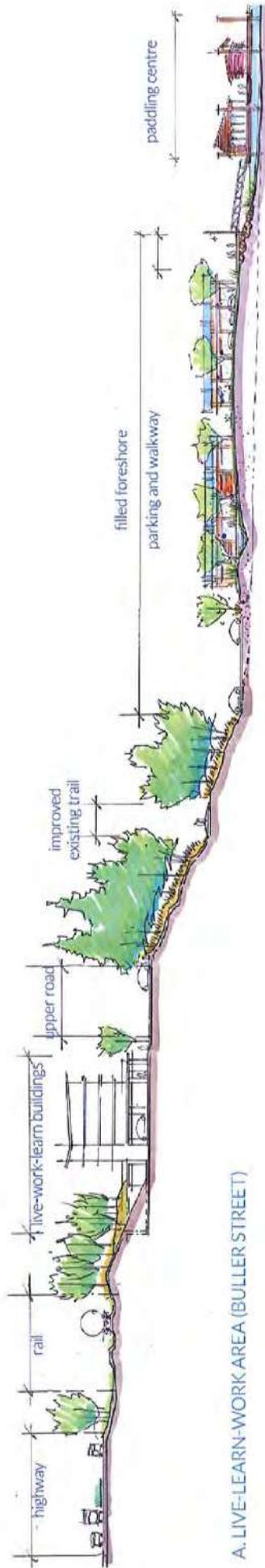
1. MARINE SERVICES CENTRE
 Existing facility with expanded and improved marine vessel repair and maintenance yard, with additional boat lift equipment, amenity buildings, associated site parking, and marine fuel services.
2. COMMERCIAL FISHING WHARF
 Reconfigured boat docking with new access and vehicular turnaround on the breakwater, with potential expanded space for marine services. Note: Adjacent public boat launch, washrooms, and boat trailer parking is maintained.
3. MARINA LANDING
 Improved vehicular access is enabled by the filling of foreshore to the north. The new additional space will provide water-oriented enterprises and programming, such as a paddling centre and expanded drop-off and turnaround area. Additional parking, access and services to the south will support the communities' expanded marina, where limited boat shelters and possible float homes may be established.



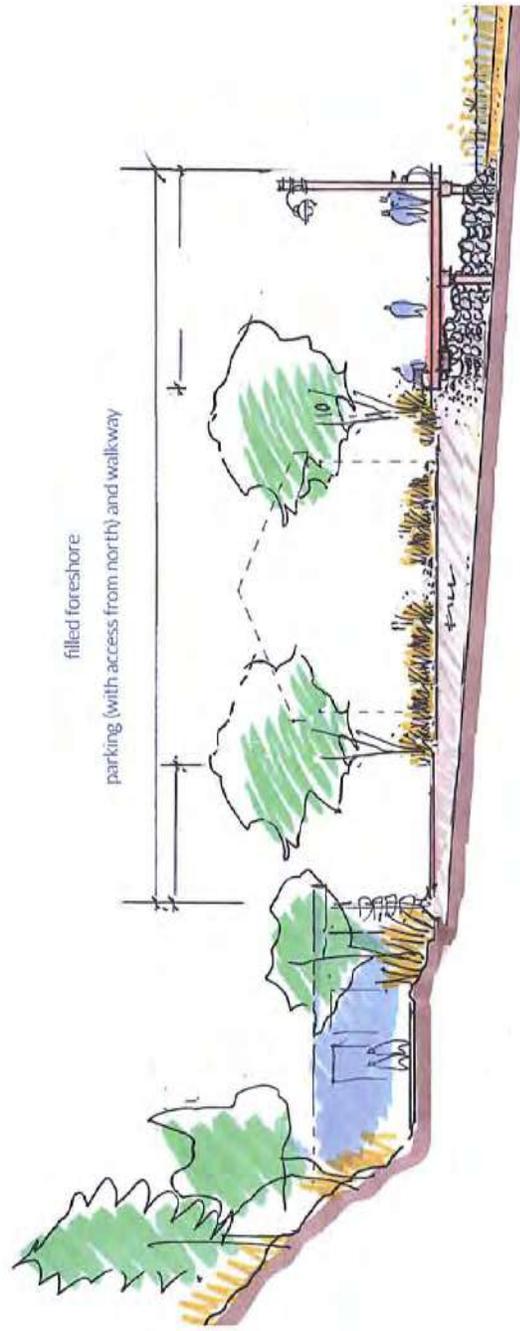
The following pages contain sections cut through the Waterfront Plan Area. Sections are meant to represent a conceptual vertical cut through the plan area showing topography, landscaping and natural areas, road network and buildings. Sections help to demonstrate the relationship between different plan areas from the uplands to the water's edge. The key map below shows the area that each section represents.



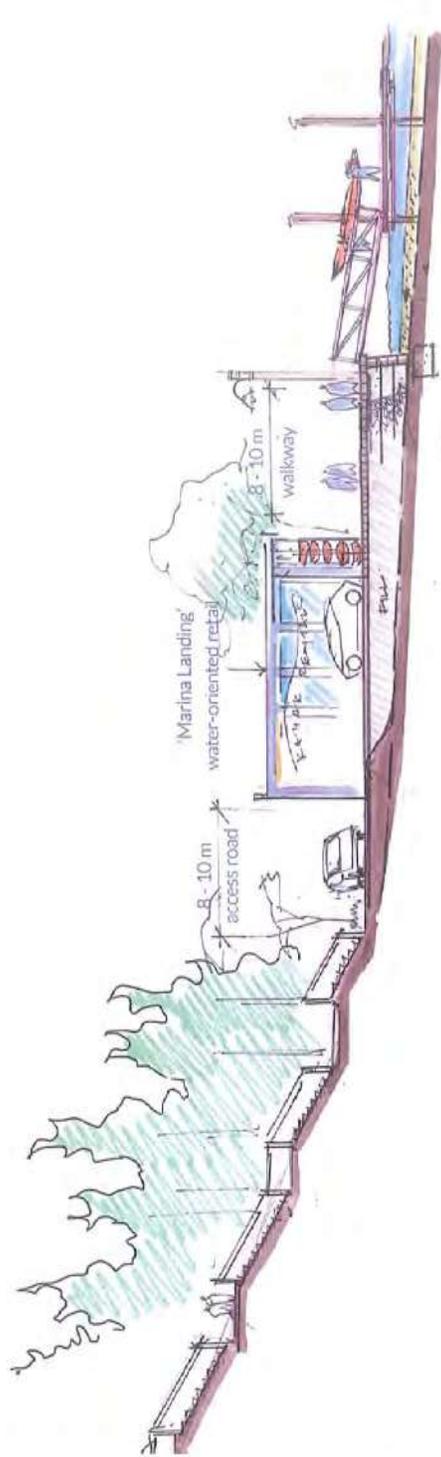
Figure 4: Concept Plan Section Key



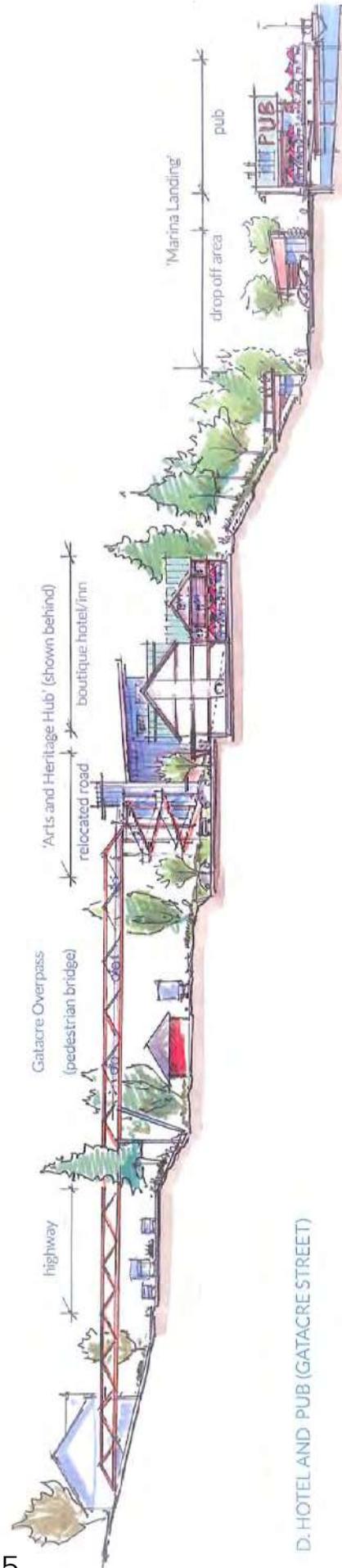
A. LIVE-LEARN-WORK AREA (BULLER STREET)



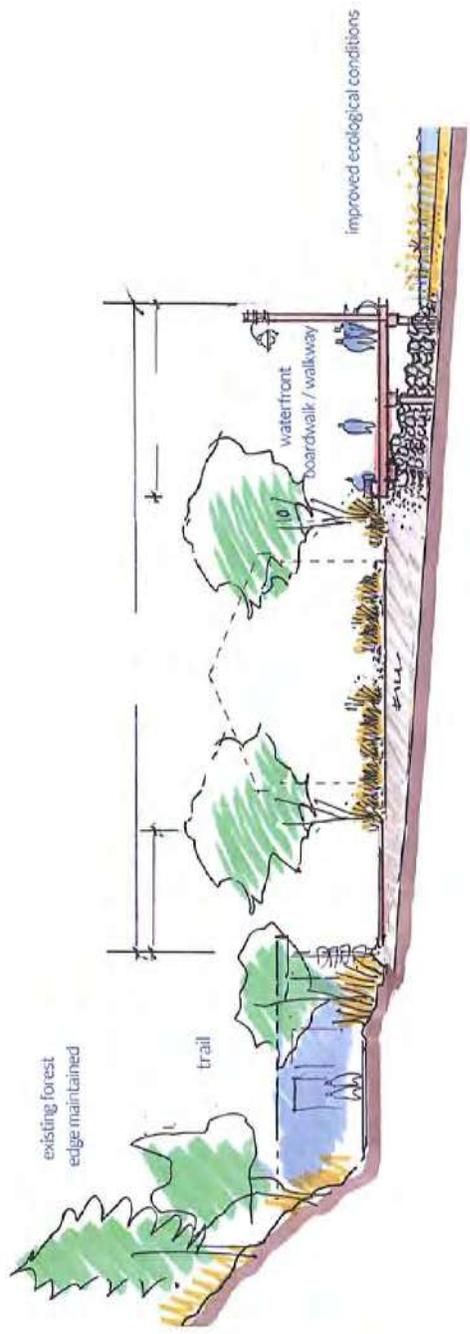
B. FILLED FORESHORE AREA



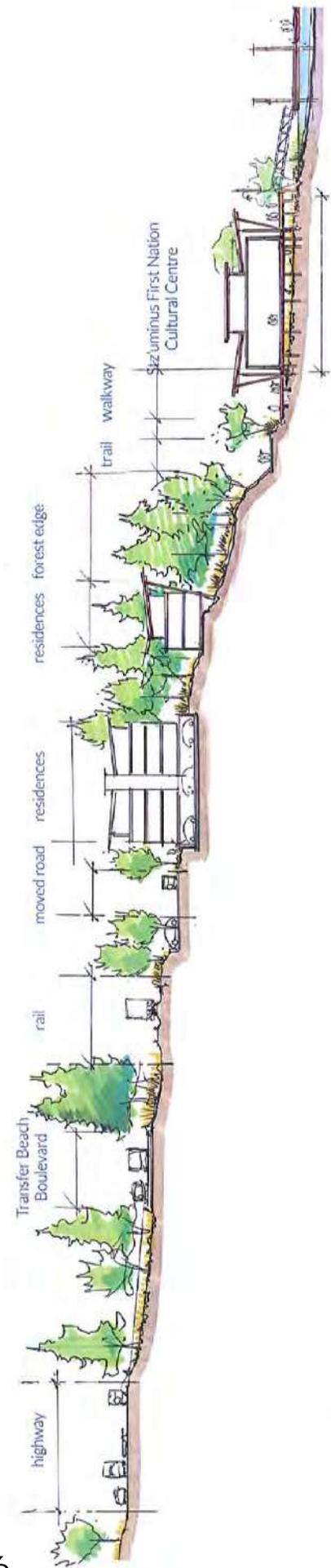
C. 'MARINA LANDING' DROP-OFF AREA



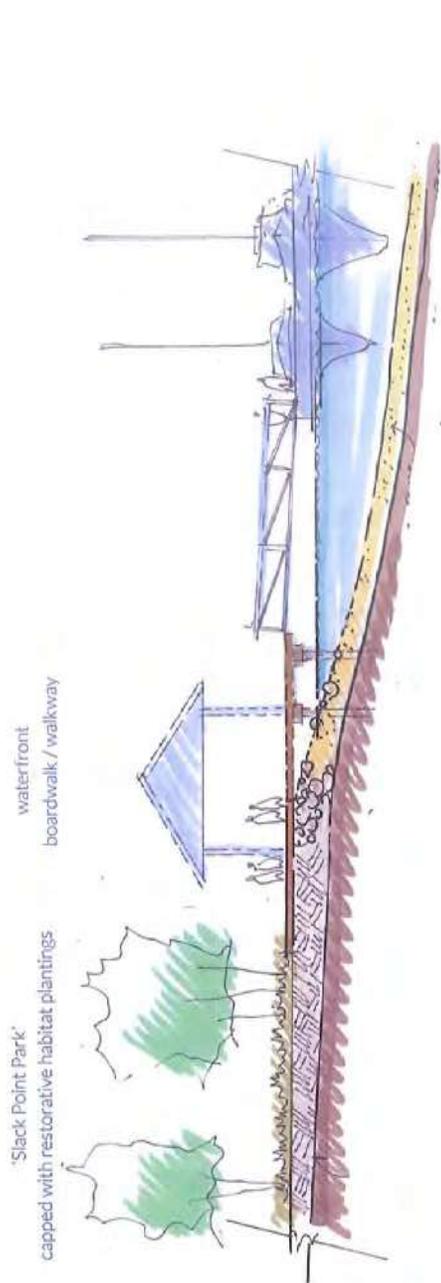
D. HOTEL AND PUB (GATACRE STREET)



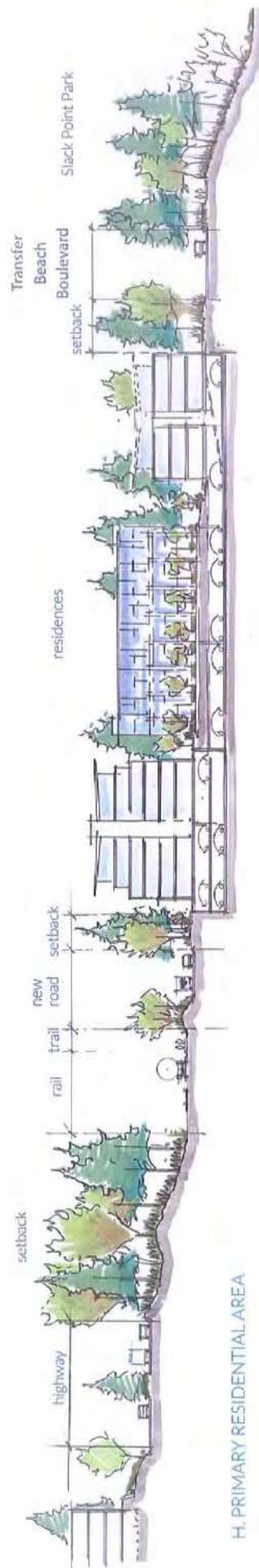
E. WATERFRONT WALKWAY



F. RESIDENTIAL AND STZ'UMINUS FIRST NATION CULTURAL CENTRE (BADEN-POWELL STREET)



G. SECTION THROUGH SLACK POINT BEACH / FORESHORE



H. PRIMARY RESIDENTIAL AREA

3. Objectives & Policies

3.1 LAND USE

The next section of the Waterfront Area Plan provides objectives and policies for the land uses provided for in the concept plan. The conceptual precincts are broken into land use categories as illustrated on Map 3 – Land Use Designations.

Residential land use is considered an appropriate form of development for certain locations on the waterfront. Residential development is primarily focused on the uplands and includes ground level townhouses and apartment style units. New development is intended to create a vibrant, diverse welcoming people place through a mixed-use neighbourhood as outlined in the following section. New residents will also support businesses elsewhere in Ladysmith, including the downtown. It is expected that the Waterfront Area could include approximately 325-350 residential units of various types for a potential population at build-out of about 750-800. This is a significant change from the 1997 plan which anticipated a much larger residential population, with the removal of Slack Point as a development area.

Commercial land use areas are shown near and along the shoreline in an area of extended fill and a small-scale hotel or inn is provided for in the centre of the site. A mixed use live-work-learn precinct is located on the upland in an area where neighbouring uses include industrial activity, the rail corridor and the arts and heritage hub. The commercial land uses are intended to support a year-round destination for residents and visitors, as well as complimentary services to the downtown. The Waterfront Area Plan accommodates 1,500 square metres (16,145 square feet) of space for retail and food and beverage,

plus a small-scale full-service hotel or inn of 40-80 rooms, along with the services associated with the communities' expanded marina. The live-work-learn development could accommodate another 4,000 square metres (43,055 square feet) of mixed use space.

The Arts and Heritage Hub at the Machine Shop is designated as institutional land use. The concept plan supports maintaining and expanding on the current heritage and creative arts activities taking place today. The railway station is located in this area along with a new highway-oriented Visitor Centre. Approximately 2,500 square metres (27,000 square feet) of existing community space is included in the plan, along with the potential for an additional 1,400 square metres (15,000 square feet) of new space.

Marina and moorage land use areas encompass the Fisherman's Wharf, Ladysmith Maritime Society Community Marina and the adjacent water lot planned for marina expansion. The scale of marina development should maintain the small scale harbour character of Ladysmith. The marina areas are in close proximity to marina-oriented commercial use, such as a restaurant or pub, as well as the Stz'uminus First Nation Cultural Centre and expanded parking and drop-off areas.

The waterfront area is adjacent to the Rocky Creek Industrial Park to the north. The existing marine services centre is supported as a key component of the working waterfront and has been identified as industrial land use. Future uses to support the fishing industry and other marine activity could be co-located in this area. This expanded area could support up to 1,350 square metres (14,500 square feet) of marine-related industrial and retail space.



The objectives and policies for the land uses within the Waterfront Area are presented in this section.

OBJECTIVES

- To represent both Stz'uminus and Ladysmith cultures in land and water use.
 - To create diverse destinations that activate the Waterfront Area all day, all week, and all year.
 - To introduce residential uses that provide housing choice for diverse household types.
 - To establish residential densities that support waterfront commercial uses, create value for investment in public assets, and are respectful of the scale of existing development in Town.
 - To create the conditions that enable traditional uses and activities.
- To maintain the working waterfront, including by protecting the existing industrial, commercial fishery, artisanal, and other employment-generating uses.
 - To provide for commercial development that serves both locals and tourists, and that activates and supports public life.
 - To provide for commercial development that provides a differentiated and complimentary commercial experience relative to Downtown Ladysmith and the Oyster Bay development.
 - To establish a cultural hub with diverse arts, heritage, and other cultural uses.
 - To establish conditions that will support brownfield clean up and access to external funding.

POLICIES

Residential

1. Provide a mix of housing types, including ground-oriented townhomes, apartments, and mixed-uses with residential above.
2. Support the potential for float homes and a variety of residential tenure options.
3. In areas designated as “Residential 1” in Map 3 – Land Use Designations, permit multi-unit residential building form and character that supports:
 - a. up to 6-storey apartment-style buildings, with lower heights along the street, and with upper-storey setbacks;
 - b. approximately 1.5-2.0 FSR; and
 - c. density of approximately 115 units per hectare.
4. In areas designated as “Residential 2” in Map 3 – Land Use Designations, permit multi-unit townhome building form and character that supports:
 - a. up to 3-storey ground-oriented attached buildings;
 - b. approximately 0.75-1.0 FSR; and
 - c. density of approximately 37 units per hectare.
5. In the area designated “Marina and Moorage” in Map 3 – Land Use Designations, enable the presence of up to 2-storey float homes along the north-south float in the expanded communities’ marina as appropriate, and as shown in Map 2 – Concept Plan.
6. Require that site planning respect natural features, protect views from important public space, and optimize solar access.
7. Require underground parking for multi-unit residential development in areas designated as “Residential 1” in Map 3 – Land Use Designations.
8. Apply Development Permit Area 4 – Multi-Unit Residential to all multi-unit residential development.



Multi-unit residential buildings should be designed to establish a low storey street presence, for example, through upper-storey setbacks.



Multi-unit townhomes should provide housing choice while maintaining a ground-oriented, small-scale character.



Careful site planning should incorporate topographical elements that protect the natural environment and avoid impacts on existing views.

Mixed Use and Commercial

1. In the area designated as "Mixed Use" in Map 3 – Land Use Designations, allow 2-3 storey buildings:
 - a. that are vertically mixed enabling live-work and/or live-learn opportunities with residential uses above; and/or
 - b. that are single use to accommodate additional residential mix within the planning area, or other emerging uses such as a technology hub or learning centre associated with Vancouver Island University.
2. In areas designated as "Commercial" in Map 3 – Land Use Designations, allow 1-2 storey commercial buildings, including small-scale single storey uses that cater to both locals and tourists, such as cuisine, artisanal and arts-oriented retail, and marine-oriented businesses.
3. Support the establishment of one or more retail uses on the water, such as a floating pub or restaurant, as part of marina development.
4. Support the establishment of commercial uses that are unique to the waterfront area, and complementary to commercial uses in downtown and the Oyster Bay development.
5. Support the establishment of a small-scale, boutique hotel or inn that is differentiated from and complementary to existing hotel development in the Oyster Bay development, and is comprised of approximately 40-80 rooms.
6. Consider permitting the hotel or inn to contain elements that are up to 4 storeys subject to completion of a view study.
7. Support flexibility in the hotel site to permit an extension of the area identified as "Residential 2" in Map 3 – Land Use Designations, if the hotel requires less area due to a smaller size.
8. Support the extension of the foreshore as



A diverse mix of uses – including marina, commercial, and industrial – should cater to both tourists and locals.



Commercial uses should be unique to the waterfront. Examples include seasonal floating commercial uses such as restaurants.



The small-scale structures in "Marina Landing" can be used for retail, incubation spaces for artists, or other related uses.

shown on Map 2 – Concept Plan up to the lowest low-tide line as a way to cap and restore the foreshore condition and provide stabilization.

9. Support the establishment of a Stz’uminus First Nation Cultural Centre as identified in Map 2 – Concept Plan. Potential uses may include cultural spaces, artist spaces, retail uses such as a cafe, and other possible uses.
10. Apply Development Permit Area 3 – Commercial to mixed use and commercial development, except for the design of the Stz’uminus First Nation Cultural Centre which shall be determined by the Stz’uminus First Nation in consultation with the Town.

“Add a boardwalk with retail and dining - tourists and locals would love a waterfront year round restaurant”.

-Process participant



A Stz’uminus First Nation Cultural Centre will be a vital component of the Waterfront, and whose design approach is yet to be determined.

Photo credit: www.swinomishpolice.org



Spaces for cultural celebration will be included throughout the area.



Institutional

1. In the area designated as “Institutional” in Map 3 – Land Use Designations, support the establishment of an Arts and Heritage Hub, allowing culture-oriented uses that could include but are not limited to artist studios, museums, community and recreational uses, cultural and interpretative centres, artifact restoration and display, carving sheds, and art galleries.
2. Work with the communities to create a master plan for the Arts and Heritage Hub.
3. Protect and utilize the Machine Shop and area for ongoing use, and as a central anchor within the arts and heritage hub.
4. Utilize materials and other design cues in new buildings that complement the character-defining elements of vernacular, utilitarian Comox Logging and Railway Shops Buildings – rather than seeking to merely duplicate the historic character – through the use of:
 - » large sliding doors;
 - » significant glazing for natural light and ventilation; and
 - » and corrugated tin cladding.
5. Utilize the Guidelines and Standards for the Conservation of Historic Places in Canada to guide restoration of the Machine Shop.
6. Continue to seek external funding for building restoration as an important component of maintaining community use of the Machine Shop.
7. Work with community groups to establish a Visitor Centre as identified in Map 2 – Concept Plan.
8. For the Visitor Centre building, utilize a contemporary architectural expression that references the character of the area while providing design expression that helps to establish a gateway experience.



Cultural uses should embrace both Stz’uminus and Ladysmith cultures, providing opportunities for cross-cultural sharing, learning, and enterprise.



The Arts and Heritage Hub should build on the existing activities and character of the Machine Shop.



Example of a new building that uses corrugated tin cladding to complement historic industrial uses.

Marina and Moorage

1. In areas designated as “Marina and Moorage” in Map 3 – Land Use Designations, allow:
 - a. marina development that caters to visitors, vacationers, and locals , enabling short and long-term moorage, service facilities, public wharfs, museums and other cultural facilities, cafe;
 - b. a limited number of float homes;
 - c. small-scale retail that could be year round or seasonal;
 - d. commercial fishing wharf and related services; and
 - e. boat launching facilities for all types of boats whether with power or not.
2. Support the short-term moorage of boats as an interim use prior to marina expansion through the use of mooring buoys.
3. Encourage the design of breakwater facilities to include pedestrian access.
4. Explore the feasibility of allowing docking of seaplanes.
5. Work with Federal and Provincial agencies and community resources on initiatives to remove derelict and abandoned vessels.
6. Support the existing commercial fishery and ancillary services at Fisherman’s Wharf, situated on federal lands.
7. Support fish sale activities on Fisherman’s Wharf in order to support local fishing activity and to further establish the waterfront area as a destination and unique experience.
8. Limit the replacement of existing boat houses in the community marina to modest open sided boat shelters, in order to protect public views.
9. Limit any new marina development to slips without boathouses or boat shelters.
10. Integrate existing built assets where possible during development.
11. Respect public views of the waterfront from the uplands, Slack Point, Fisherman’s Wharf, and further out in the harbour in the design of development on the water.
12. Apply “Development Permit Area 1 – Maritime” to marina development.

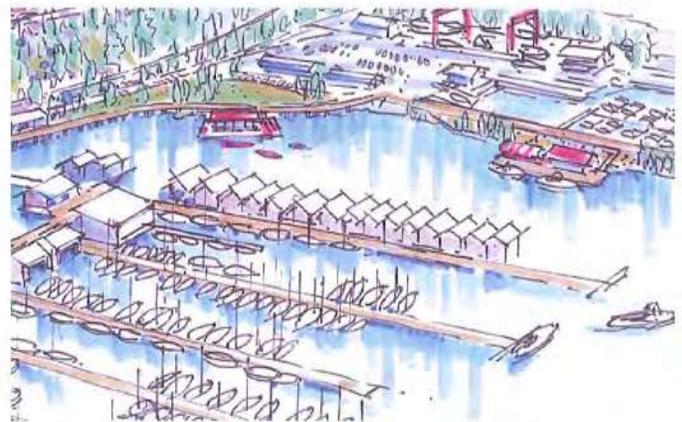


Industrial

1. In areas identified as "Industrial" in Map 3 – Land Use Designations, support existing marine industry and services as part of the working waterfront.
2. As part of improvements to the Marine Services Centre, work with Small Craft Harbours to explore opportunities for the establishment of a fishery processing facility for use by the Stz'uminus First Nation and others.
3. Support the establishment of other uses, such as a fuel dock and shared barge facility within the Marina Services Centre.
4. Apply Development Permit Area 5 – Industrial to new industrial development.



Complementary uses and activities such as seafood sales should strengthen existing industrial uses, help contribute to the authentic character and functioning of the working waterfront, and establish a unique experience and draw for both locals and visitors.



The Stz'uminus First Nation continues to be active in the fishing industry, including harvesting of shellfish. A processing facility would help facilitate expansion of this industry.

**"Industrial, environment, community
merging together [is] a priority"**

-Process participant

**"[I want to see] a Granville Island look with
arts and industry together"**

-Process participant

3.2 PARKS AND OPEN SPACE

The Ladysmith waterfront is an important location for residents and visitors to enjoy both active and passive recreation opportunities. Parks and open space land use areas are important elements of the concept plan, representing three times the area of Transfer Beach Park.

Transfer Beach Park is currently the focus of most of the formal recreation activity on the waterfront. The creation of a new park in the area of Slack Point is a key component of creating a people place and as a brownfield renewal strategy.

The natural landscape of the waterfront area – the various benches and steep slope topography, the existing vegetation, the shoreline and the harbour – form the basis of a natural open space framework for land use and future development on the waterfront.

With existing Transfer Beach Park and the Parks and Open Spaces illustrated in the concept plan, well over half of the Waterfront area is designated for Parks and Open Space.

OBJECTIVES

- To represent both Stz'uminus and Ladysmith cultures within parks and open space, and to promote cross-cultural sharing and learning.
- To protect and enhance public access along the waterfront.
- To provide a diversity of open spaces in terms of scale, function, program, and character through utilization of both land and water.
- To celebrate views and topographical features, and reinforce the natural environment as one of the defining features of the waterfront character and experience.
- To utilize the restoration of brownfield sites as a means to create parks and open spaces.

- To continue to build on the amenities and programming at Transfer Beach Park.

POLICIES

1. Establish a continuous pedestrian walkway that functions as both a destination and open space, as well as a connection, along the entirety of the waterfront, from Fisherman's Wharf to Transfer Beach Park.
2. Utilize distinct treatments for the waterfront walkway that add visual interest, reference the sense of place, and bring together the different precincts, recognizing that this walkway is the unifying thread for the waterfront area, including:
 - a. meandering elements to add interest;
 - b. a boardwalk-like treatment, made of wood treated in a manner appropriate for wet environments and that minimizes slippage, or detailed concrete planks to provide a sense of boardwalk; and
 - c. a sturdy, well-lit hand-rail system that supports safety, while ensuring the retention of visual permeability to the water.
3. Allow for gathering places and help define the character area of Marine Landing by providing special seating treatment, and by delineating the area from the waterfront walkway through timber bollards.

"[I would like to see a] continuous waterfront walkway from Government Wharf past Transfer Beach Amphitheatre."

-Process participant



4. Utilize Provincial and Federal brownfield renewal and other resources to create a new park at Slack Point as shown in Map 2 – Concept Plan, connecting to Transfer Beach Park and providing for a variety of park programming and events.
5. Work with the communities to create a Master Plan for the redevelopment of Slack Point as a park.
6. Maintain flexibility in open space design, in order to include the communities' programming on land and in the water.
7. Create spaces for cross-cultural sharing and learning such as events, interpretative trails, medicine walks, historic interpretation, amenities, public art, and other programming

associated with cultural facilities and elsewhere.

8. Integrate the pedestrian overpass (refer to Section 3.3) with pedestrian spaces adjacent to the Arts and Heritage Hub, and with walking connections to the Marina Landing plaza and waterfront.
9. Optimize views and identify lookout points from the public realm to the water, particularly from higher elevations and on topographical features that facilitate scenic views.
10. Design open spaces to protect views and sight lines as best as possible from the downtown to the harbour, and from the shoreline to Town and across the water.



Spaces and facilities will support diverse cultural events that bring communities together.

11. Retain treed areas within the Parks and Open Space designation as shown in Map 3 – Land Use Designations, to allow for the protection of environmentally sensitive areas, steep slopes and retention of trail resources.
12. Give preference to high branching tree species in order to assist in view protection from public spaces.
13. Create spaces for resting, lingering, gathering, and people-watching in both public and private realms, and throughout the open space and mobility network, with seating and other pedestrian furnishings.
14. Continue to provide for passive recreation at the Arboretum and enable it to function as a place for gathering, rest, and enjoyment of the natural environment.
15. Work with land owners and developers to secure land for public Parks and Open Spaces.
16. Support water-based recreation opportunities in the harbour, such as recreational fishing, canoe races, kayaking and other boating activity.
17. Incorporate Crime Prevention Through Environmental Design (CPTED) principles in the planning and design of open spaces.
18. Where opportunities exist, acknowledge Stz'uminus and Ladysmith history and cultural identity through public art and in the character of parks and open spaces.
19. Strategically situate public art and lighting in public open spaces, highlighting key public gathering spaces, marking gateways, and reinforcing views, for purposes of commemoration, wayfinding, and/or interpretation and education.



Adaptive heavy timber seating allowing for a variety of uses.



Example of lighting recessed in walkway handrails.

20. Best practices from Green Shores for Coastal Development shall be applied for lighting in order to avoid negative impacts on other species and ecosystem functioning.
21. The same family of lighting fixtures shall be utilized throughout the waterfront area, with the exception of the Residential Area and the Waterfront Walkway, which may utilize unique lighting.

3.3 MOBILITY AND STREETSCAPES

The Waterfront Plan Area is accessed by a major highway intersection at Transfer Beach Boulevard with access to the downtown from Roberts Street. The four lane highway which runs the length of the waterfront plan area separates the waterfront from the downtown. This plan anticipates a new pedestrian overpass that will directly connect the centre of the waterfront area to the centre of the downtown at Gatacre Street.

Another significant improvement is the development of a waterfront boardwalk along the foreshore from Fisherman's Wharf to Transfer Beach Park. While there is currently no infrastructure in place for a direct water-based connection between the communities, the vision of the plan supports this to happen. The existing rail corridor is anticipated to support rail, trail, and parking.

Existing trails in key locations will be maintained and improved. The Plan calls for an approach to the design and use of roads called "complete streets". This approach envisions roads as mobility corridors to be equally shared by all users – pedestrians, cyclists, vehicles with boat trailers, personal vehicles, delivery trucks etc. Such roads are also interesting places to gather and people watch.

Good design will be important in the creation of the new road standard for the central activity areas, such as the marina, commercial areas and arts and culture hub. A new road alignment that parallels the rail line is planned to keep through-traffic at the edges of the site, and to facilitate shared use of established rights-of-way for parking and other amenities.

Other transportation connections are planned to Oyster Bay Drive, Ludlow Road and Captain Tristan de Konnick Way.

OBJECTIVES

- To represent both Stz'uminus and Ladysmith cultures within mobility infrastructure.
- To prioritize and encourage active modes of transportation.
- To improve the safety and physical accessibility of the waterfront area for all ages and abilities.
- To vastly improve connectivity between downtown and the waterfront area, and strengthen connections in other directions as well.
- To create opportunities for direct, destination-oriented trips, as well as indirect, recreation oriented travel.
- To provide sufficient vehicular access and parking for residential, commercial, and marina activities, without compromising the area's character and quality of design.

POLICIES

Integrated Network

1. Prioritize land-based travel modes in the following order:
 - pedestrian movement;
 - cycling;
 - goods movement and access; and
 - personal vehicle access.
2. Explore opportunities to strengthen water connections between the waterfront area and the Stz'uminus community, possibly at Shell Beach.
3. Develop a mobility network for all modes consistent with Map 4 – Transportation, connecting direct travel routes and indirect recreational paths, as illustrated in Map 4 – Transportation.

4. Integrate the waterfront area's transportation network with Transfer Beach Boulevard, Captain Tristan de Konnick Way, Ludlow Road Oyster Bay Drive, and the rail corridor.
5. Incorporate Crime Prevention through Environmental Design principles, including dark sky friendly lighting and natural surveillance ("eyes on the street") into the design of the mobility network.
6. Require that all roads be publicly accessible, and do not permit gated communities.



The overhead pedestrian walkway / overpass should include elevators and pedestrian amenities connecting it to public spaces within the Arts and Heritage Hub.

Pedestrian Infrastructure

7. Develop an expressive pedestrian overpass extending from Gatacre Street in the downtown to pedestrian spaces east of the Machine Shop within the Arts and Heritage Hub, that includes an elevator and other accessibility features to connect it to the waterfront.
8. Include elevators and pedestrian amenities as part of the overhead pedestrian walkway to connect it to public spaces within the Arts and Heritage Hub.
9. Connections such as staircases should be memorable and contribute to unique sense of place.
10. Incorporate accessibility features into the mobility network in order to improve access throughout the area, including to the waterfront, for all ages and abilities. Accessibility features such as switch backs should be utilized to overcome topographical challenges.
11. Create pedestrian loops on land and via the expanded marina.
12. Work with the Island Corridor Foundation to continue the "rail with trail" program, co-locate parking within the rail corridor, and consider the location of the train platform to better connect travellers to the amenities in the area.



Connections such as staircases should be memorable and contribute to unique sense of place.



Accessibility features such as switch backs should be utilized to overcome topographical challenges.



Way-Finding

13. Establish expressive way-finding and other interventions to orient locals and visitors to destinations, and to contribute to the area's unique identity.
14. Provide dark to light or light to dark contrast between characters and their background on wayfinding signage, to optimize legibility.

Streetscapes

15. Implement high-quality paving that is comprised of durable materials that are locally sourced where possible.
16. Construct pathways with compacted fines to create an informal setting outside of streets and the boardwalk area.

17. Utilize saw-cut concrete in areas where higher volumes of traffic is expected.

18. Create a complete street right-of-way standard that integrates pedestrian movement, stormwater management, shared parking and narrower vehicular travel lanes, shown in the design concept example in Figure 5, as well as bicycle facilities in locations identified in Map 4 – Transportation.

19. Incorporate traffic calming measures, such as curb bulges at pedestrian crossings and boulevard amenities that create friction and tend to reduce driving speeds.

20. Incorporate contemporary design into waste and recycling receptacles, coordinated with other streetscape furnishings.



Figure 5: Local Road Design Concept – north of Machine Shop

21. Screen utility equipment in public rights of way with high quality cladding or public art.
22. Place plantings along sidewalks and other important pedestrian connections at regular intervals and incorporate low lying plants such as flowers, shrubs, or bushes.
23. Maintain a strong street presence and avoid driveway interruptions for pedestrians traveling on sidewalks by providing vehicular access at the rear of buildings.
24. Minimize widths of vehicular travel lanes within rights-of-way, while ensuring sufficient access for emergency vehicles.



Utility boxes provide the opportunity to incorporate public art.

Parking

25. Provide high quality bicycle parking facilities near building entrances and at gathering places, giving preference to racks with simple ring design that can be readily sized and incrementally expanded to match demand.
26. Require parking for commercial, marina, and cultural facilities, as shown generally in Map 2 – Concept Plan.
27. Locate private parking associated with specific buildings underneath, behind, or beside buildings, in order to enable a more engaging relationship between buildings and pedestrian spaces. Require underground parking for multi-family residential buildings that are four storeys or greater.
28. Visually de-emphasize and screen surface parking areas with landscaping, and break up large parking lots into smaller clustered ones where possible, and as shown in Map 2 – Concept Plan.
29. Avoid above ground parking structures. Where they are necessary, prioritize designs that include an active frontage, such as retail, that wraps the front of the parking structure. Otherwise, use



Simple ring design for bicycle parking can readily accommodate expansion to respond to demand.

high quality materials on the exposed structure and/or screen with landscaping.

30. Create parking spaces for day-time RV parking in rights-of-way and parking lots.

3.4 ECOLOGICAL MANAGEMENT

In a large part, the integrity of existing ecological networks has been undermined by historic industrial uses on the site.

While no lands within the Waterfront Area Plan area have been determined to have significant ecological value, a strong theme from public engagement activities including input from the Stz'uminus First Nation is the need to focus on restoration and regeneration of ecological networks, including the condition of the harbour.

OBJECTIVES

- To represent both Stz'uminus and Ladysmith cultures within the stewardship of healthy ecological systems.
- To encourage the rehabilitation, when possible, of damaged ecosystems and habitats.
- To develop the waterfront in a manner that preserves, maintains or enhances areas of natural value, while expanding opportunities for expansion of foreshore lands in the waterfront area.
- To reduce air, water and land pollution to ensure health of the environment for future generations.
- To expand awareness about the spiritual, nurturing and practical roles and relationships with the environment and its systems.
- To incorporate ecological rehabilitation into brownfield renewal programs.
- To consider impacts of sea level rise.

POLICIES

1. Work with Federal and Provincial agencies to create an economic plan to address land and marine based brownfield contamination in-situ.

2. Undertake a risk management approach to the clean-up of Slack Point including "wrap and cap" with soil on land, and with clean sand and aggregates on the submarine floor to a standard acceptable for park use.
3. As a remediation solution to address tons of wood waste in the harbour, fill the foreshore as shown generally in Area 8 of Map 2 – Concept Plan and incorporate restorative ecological habitat plantings along the length of new foreshore and submarine areas.
4. Utilize Green Shores for Coastal Development as a guiding framework for foreshore restoration and storm water management.
5. Utilize sea level rise projections prepared by the Cowichan Valley Regional District.
6. Incorporate integrated rainwater management practices such as bioswales, raingardens, and permeable paving into both public and private realms.
7. Develop a Storm/Rainwater Management Plan including consideration of regional climate projections, the natural site form, and use of soil and vegetation as contaminant filters and treatment mechanisms.
8. Utilize native and drought tolerant plant and tree species, and a variety of deciduous and coniferous species.
9. When site conditions provide a significant barrier to the success of native species, select non-native species based on habitat value and stormwater management contributions.
10. Preserve mature trees and significant specimens, and integrate them with new landscaping and development.
11. Consider marine dredging for marina development, harbour flushing, and estuary health.



4. Implementation

The Waterfront Area Plan provides a statement of the overall vision, goals, objectives and policies for the parks and open space, mobility and the public realm, ecological management and future land use. The implementation of the objectives and policies presented in this plan is undertaken in various ways, including studies, agreements, bylaws, subdivision, public and private investment, brownfield renewal and more detail plans. The first step is the implementation

of the Waterfront Area Plan through an amendment to the Town’s Official Community Plan.

The table contains guidance respecting potential timelines for implementation actions. The guidance is not intended to be binding on Council decisions, and is subject to available financial and other resources at the time of Council consideration of the actions, as well as prevalent market conditions.

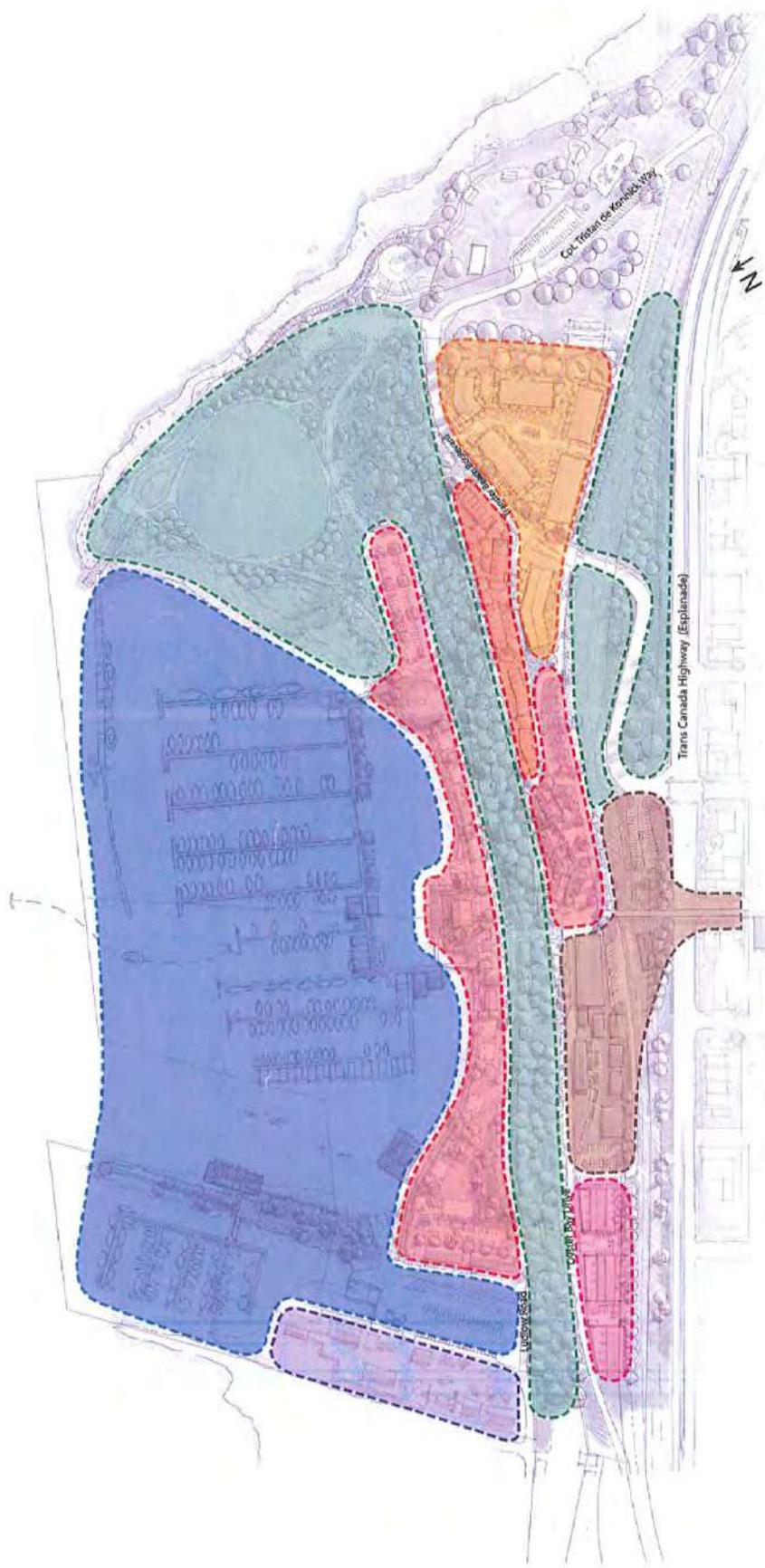
| Implementation Action Guidance | | | |
|---|---|---|--|
| Immediate Term (<1 year) | Short Term (1-2 years) | Medium Term (3-5 years) | Longer Term (5+ years) |
| Official Community Plan amendment to adopt new Waterfront Area Plan | Zoning to implement the concept plan | Marketing of the development lands | Marketing of the development lands |
| Joint application between Town and Stz’uminus First Nation for the lease of DL2059 from the Province | Marketing of the development lands | Stormwater management study | Pedestrian bridge approvals and construction |
| Partnership agreement between Town and Stz’uminus First Nation | Infrastructure costing (roads, utilities, pedestrian bridge) | Master plan for Slack Point Park | Stabilization and remediation of the foreshore and Slack Point |
| Business plan, including identification of one or more significant and early development opportunities for revenue generation | Invest in “wow project” for development of a public space to catalyze immediate development | Pedestrian bridge design | Secure Federal and Provincial funding |
| Communications Plan | Land acquisition | Hotel study | |
| Pursue Federal and Provincial funding | Secure Federal and Provincial funding | Secure Federal and Provincial funding | |
| Identification and sub-division of development parcels | Scope description for foreshore fill and stabilization | Visitor Centre study, including parking lot | |
| Transportation study | Master Plan for the Arts and Heritage Hub | Road relocation | |
| Servicing study | | | |
| Zoning for initial development phase | | | |





ST'AMINUS FIRST NATION

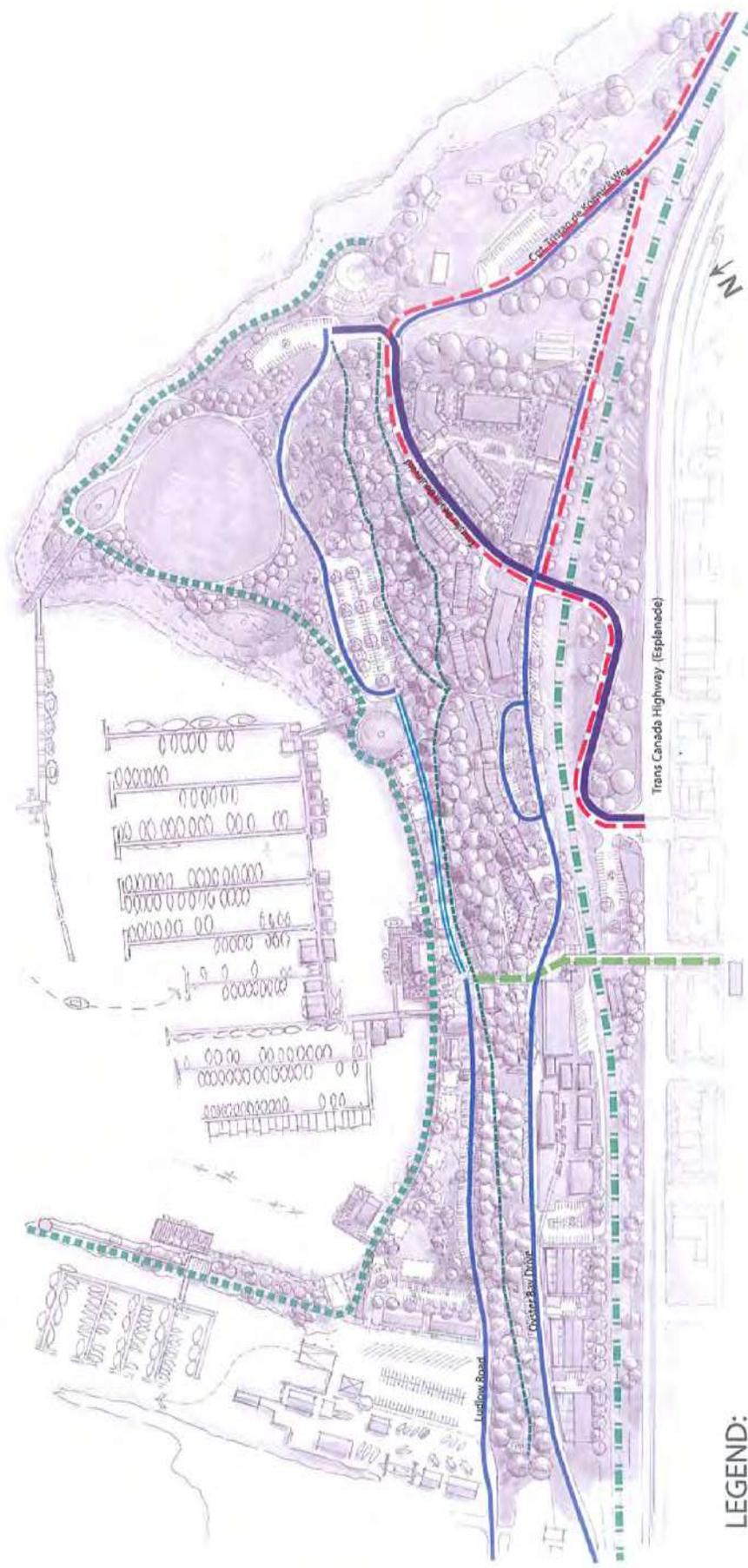
Waterfront Area Plan Map 3- Land Use Designations



LEGEND:

| | | | |
|---|------------------|---|----------------------|
|  | Industrial |  | Mixed Use |
|  | Commercial |  | Residential 1 |
|  | Institutional |  | Residential 2 |
|  | Marina + Moorage |  | Parks and Open Space |

Waterfront Area Plan Map 4 - Transportation



LEGEND:

| Priority Pedestrian Routes | Bicycle Facility Improvements | Roads |
|---|--------------------------------------|-----------------------|
| Waterfront Walkway | Future Bicycle Facility Improvements | Urban Collector |
| Pedestrian Bridge & Waterfront Connection | Rail | Local |
| Trail | Rail with Trail | Emergency Access Only |
| | | Alternate Connection |

TOWN OF LADYSMITH

BYLAW NO. 1951

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

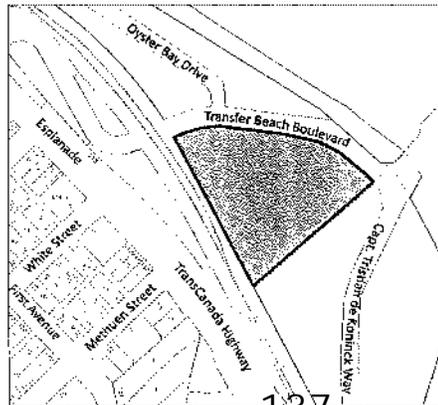
- (1) Section 4.1 Interpretation is amended by adding a new definitions of Building End and Building Side following the definitions of Building and Building Inspector, as follows:
 - (a) "**BUILDING END:** means any *Building* elevation that is not a *Building Side*."
 - (b) "**BUILDING SIDE:** means the longer dimension of any *Building* elevation and the *Building* elevation opposite."
- (2) Section 10.10 Medium Density Residential (R-3) Zone of Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:

(a) Adding a new sub-section (b) to Section 8 "Site Specific Regulations:

"(b) For the *Land* area illustrated in Figure 10.10.1 (the Jewel property), being a part of the *Parcel* legally described as Lot 4, District Lots 8G, 11G, 24 and 56, Oyster District, Plan 45800, except part in Plans VIP64405, VIP71943, and VIP72131, the following site specific regulations shall apply:

- i) Despite section 10.10(4)(c), the maximum number of *Dwelling Units* permitted is 115 units per hectare of *Land* area as shown in Figure 10.10.1, subject to the required off-street parking for the residents of the development being provided underground.
- ii) Despite section 10.10(5)(a):
 - (1) The top floor of a *Principal Building* greater than two storeys in *Height* shall be stepped back a minimum of 3.0 metres on each *Building End*, and a minimum of 1.5 metres on each *Building Side*.
 - (2) A *Principal Building* not located on Transfer Beach Boulevard may exceed a *Height* of 12.0 metres but shall not exceed a *Height* of 18.0 metres (6-Storeys).

FIGURE 10.10.1 PLAN OF THE JEWEL PROPERTY"



(2) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:

(a) By removing CD-4 (Waterfront Reserve) and placing R-3 (Medium Density Residential) on the location shown as illustrated in Figure 10.10.1.

CITATION

(3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951".

READ A FIRST TIME on the day of , 2018

READ A SECOND TIME on the day of , 2018

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

on the day of , 2018

READ A THIRD TIME on the day of , 2018

APPROVED BY THE MINISTER OF TRANSPORTATION

on the day of , 2018

ADOPTED on the day of , 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

MAYOR'S REPORT TO COUNCIL

To: Council
From: Mayor Stone
Date: February
File No: 0550-04

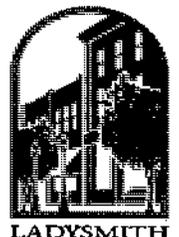
Re: **MONTHLY COUNCIL LIAISON REPORT**

CVRD Regional Services Meeting

Met on Wed. Feb. 28th, 2018

A. Agenda Items of note:

1. CVRD endorsement and participation in Community Benefit Hub.
That it be recommended to the Board that the CVRD join the Community Benefit Hub to advance Strategic Procurement as a founding member. **PASSED**
Over the last year I have been a member of a working group with other AVICC mayors and councilors working to advance social/community benefit and strategic procurement initiatives within the AVICC region. Ladysmith is a leader in this area, having adopted some initial community benefit items into our procurement policy. There is more that we can do, and the provincial and federal governments are also moving in this direction. It is about best value to citizens. Report Attached.
2. CVRHD funding support for 60% (up to \$5.22m) of the capital cost to build a 10 bed Hospice Palliative Care Facility. Report Attached.
3. Update on Affordable Housing Initiatives and potential Regional Affordable Housing Service including \$500k annual Trust contribution. Discussions continue.
4. Regional Grant in Aid Service Establishment discussion has been deferred to 2019. In the meantime, a new Regional Grant in Aid policy has been developed and the annual budget capped at \$150,000 for regionally significant projects.



The policy can be viewed on the CVRD website.

B. Recommendation(s) for Council
For information.

ICET EDRP Strategy Meeting for Town of Ladysmith, Stz'uminus

Met on Monday Feb. 26th, 2018

A. Noteable Items:

1. Funded by a partnership with Stz'uminus, Town of Ladysmith, CVRD, Chamber of Commerce, LDBA and Nanaimo Airport Commission.
2. Met with consultant Jamie Vann Struth who is working through previous Ladysmith economic development work, NAC materials, Stz'uminus EcDev materials, CVRD Tech Strategy, CVRD Industrial Land Use Strategy and engaging with a broad crosssection of stakeholders from local and regional businesses and organizations. The goal is to complete the final report in May/June. This will provide a comprehensive, prioritized list of economic development opportunities for Ladysmith/Stz'uminus including economic impact and funding opportunities. The process is underway with review of existing materials, and engagement with stakeholders to follow.
3. It is expected that this plan will reflect on the plans of the Nanaimo Airport around Economic Development, Stz'uminus Economic Development, The Ladysmith/Stz'uminus Waterfront Area Plan, and other economic development initiatives past and present, along with other initiatives within our market area. By providing links between these initiatives, and strengthening those ties, we anticipate significantly greater returns on these coordinated efforts.
4. This planning will also identify funding opportunities for public projects to facilitate plan implementation including items such as a potential for new Visitors Centre, and high impact, low cost items like Visitor attraction, Industrial Land Use opportunities, Business attraction and retention tools etc. This will be a strong companion to the Waterfront Area Plan Implementation as well.

B. Recommendation(s) for Council
For Information.

CVRD Watershed and Drinking Water Service Open House (Ladysmith - 2 sessions)

Presented on Thurs. February 15th, 2018.

A. Notable Items:

1. Present concept of a comprehensive regional watershed management and drinking water protection strategy. Will be presented to council by CVRD Chair Jon Lefebure and CAO Brian Carruthers at the Mar. 5 regular council meeting.
2. I attended the earlier session which welcomed residents of Ladysmith, Area G Saltair and Area H Diamond, North Oyster, Yellowpoint.
3. CAO presented concepts by running through poster boards and discussed potential opportunities to improve understanding of our watersheds and work to protect our drinking water assets (NOT in regards to utilities).
4. Discussion amongst attendees was generally positive with the bulk of the local concerns around Forestry Management Practices, the validity of previous hydrology studies in the Holland and Stocking Lake watersheds and ensuring the northern communities receive a fair share of attention and funding for initiatives in our areas. As there are very diverse systems and watershed issues, including aquifer recharge and protection it is recognized that Yellowpoint will have very different concerns than Ladysmith or Saltair, etc. Also contemplated are opportunities to model regional and subregional watershed governance after the Cowichan Watershed Board, and previously attempted Ladysmith Watershed Roundtable to engage citizens and stakeholders in watershed management and drinking water protection.
5. If successful, the consideration of this service would likely go to referendum in conjunction with the fall election, asking residents from across the region to support this service to allow the CVRD to provide adequate funding for studies and implementation.

B. Recommendation(s) for Council

For information.

Respectfully submitted

Aaron Stone



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 20, 2018
MEETING TYPE & DATE Regional Services Committee Meeting of February 28, 2018
FROM: Corporate Services Department
SUBJECT: Community Benefit Hub Pilot Project - Strategic Procurement
FILE: 1220

PURPOSE/INTRODUCTION

The purpose of this report is to highlight the benefits of being a founding member of the Community Benefit Hub Pilot Project – Strategic Procurement.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Cowichan Valley Regional District join the Community Benefit Hub to advance Strategic Procurement as a founding member.

BACKGROUND

Strategic or social procurement, as it is more commonly known as, is a growing practice that seeks to better leverage tax dollars to achieve positive social outcomes aligned with community values and strategic objectives.

The Community Benefit Hub Pilot Project has the following goals it wishes to achieve across the Association of Vancouver Island and Coastal Communities (AVICC) geographic region:

1. Local governments in the AVICC region are embracing and implementing strategic procurement principles/policies/frameworks.
2. There is a standardized approach to strategic procurement across local government while each local community has the ability to create the social value as determined by its elected officials/community.
3. Procurement staff in local governments are trained in strategic procurement and have the know-how to issue tenders and RFPs that result in community benefits.
4. Product and service suppliers are fully engaged in and supportive of the Hub and are bidding on contracts and responding to RFPs issued by local governments.
5. The provincial government is aware of, engaged in, and fully supportive of the Hub.
6. A robust monitoring reporting framework is in place.
7. A business plan has been developed, with a sustainable funding model for either the continuation of the Community Benefit Hub or for an “AnchorVI.”
8. The interest of the wider MASH sector has been piqued.

The aim is to develop a cohesive approach to strategic procurement across the AVICC geographic region while enabling individual communities to create their own strategic focus regarding community benefits. This cohesion is important from the point of view of industry. It is also important from the point of view of measuring outcomes.

ANALYSIS

This pilot project has been two years in the making and has been co-developed by elected officials and staff with inputs from industry. Those who developed it urge our councils and regional boards

to carefully consider the benefits of acting as a region as we work in our individual local governments to procure goods and services more strategically in such a way that will continue to provide high-value bids and responses to RFPs at the same time as providing wider benefits to our communities.

This is the direction that procurement is moving in many parts of the world. There is strong indication that both the governments of Canada and British Columbia have an interest in social or strategic procurement. This two-year pilot project will allow the AVICC region to lead and to be ready to meet the future.

FINANCIAL CONSIDERATIONS

There is a small financial commitment the CVRD will be required to make in order to participate.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

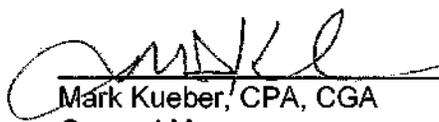
Prepared by:

Reviewed by:



Anthony Jeffery, CRM
Procurement Officer

Select DM Name Here
Select DM Title Here



Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:
Attachment A –
Attachment B –



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 20, 2018
MEETING TYPE & DATE Regional Services Committee Meeting of February 28, 2018
FROM: Finance Division
Corporate Services Department
SUBJECT: Draft 2018 Cowichan Valley Regional Hospital District Budget
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present to the Committee the 2018 Cowichan Valley Regional Hospital District (CVRHD) Budget.

RECOMMENDED RESOLUTION

That it be recommended to the Cowichan Valley Regional Hospital District Board:

1. That the 2018 CVRHD budget as presented be forwarded to the Hospital Board for consideration.
2. That up to \$5,220,000 in expenditures be approved as the CVRHD's contribution to the capital cost of building a new hospice facility, with funds to come from the capital reserve fund.
3. That \$2,960,000 of unallocated contingency funds be used to cover the CVRHD's 40% share of the 2018 Major Capital Projects.

BACKGROUND

Annually the CVRHD presents its budget which is made up of three items:

- Debt payments for the CVRHD's share of major capital expenditures that were financed in previous years;
- An amount for capital reserves (which increases proportionally as debt payments decrease) in line with Board policy; and
- The District contribution towards the Vancouver Island Health Authority's requests for capital equipment and minor projects and major capital projects. Since 2009 the Board has funded \$1.8 million annually for capital equipment and minor projects. The last time the Board funded major capital projects was in 2014.

New Hospital Reserve Fund

The adopted Hospital Board plan had a \$7.0 million contribution in 2016, with this level being maintained for each year thereafter until sufficient funds have been accumulated with the balance being borrowed if the new hospital was completed prior to all funds being raised. With the request from Hospice (see Attachment C) and the anticipated higher costs for a new Hospital it is recommended that the Board again increase its annual contribution to the reserve fund by \$1 million, with a goal of reaching \$10.0 million in year 2020. The draft 2018 budget has included this increase.

Hospice Beds

In 2014, Island Health developed and released an End of Life Plan. To support the bed component of the End of Life Plan, Island Health developed a Hospice Bed Plan which included increasing the number of community hospice beds in the Cowichan Valley.

In order to accommodate an increase in the number of community hospice beds Cowichan Hospice has been working with Island Health on a proposed hospice facility. The plan is to open the facility in 2020/21.

The project is currently in the schematic design stage. Next steps include submitting capital and operating cost estimates to the Cowichan Hospice Board, Island Health Board and then the Ministry of Health for approval.

Island Health is committed to funding the ongoing operating costs for this project and Cowichan Hospice is requesting the CVRHD fund 60% of the estimated \$8.7 million capital cost, which is a total of \$5.22 million.

If the Hospital Board decides to fund this request staff are recommending that the required funds come from the existing capital reserve fund, and as mentioned earlier in this report, that the Board increase its annual reserve fund contribution each year until it reaches \$10 million annually.

Major Capital Projects

Island Health has requested that the CVRHD also cost share in their proposed consolidation of community leases which has a total cost of \$7.4 million with the Hospital Districts 40% share being \$2.96 million. Staff are proposing the use of unallocated contingency funds which have built up over the years. These are funds that the Regional District has taxed for in the past but have been unspent by Island Health and unallocated to any particular project.

ANALYSIS

The Draft 2018 budget currently includes:

- \$67,754 for debt payments;
- \$1,800,000 for capital equipment and minor projects;
- a Transfer from Reserve of \$500,000 to fund costs related to a future concept plan; and
- a Transfer from Reserve of \$5,220,000 to fund cost related to a new Hospice Bed building.

Due to the Hospice Bed request for funding, and the potential cost of the new hospital, the capital reserve contribution in 2018 has been increased by \$1,000,000 bringing the total in 2018 to \$8,413,309.

Continuing the financial plan as determined in 2010 will show the Province that the CVRHD is planning and prepared for a new hospital.

FINANCIAL CONSIDERATIONS

The Requisition in the Draft 2018 budget is \$10,291,063, an increase of \$951,430 (10.19%), which costs a residential property \$51.89 per \$100,000 in assessed residential value (a decrease of \$1.52 per \$100,000 over 2017).

COMMUNICATION CONSIDERATIONS

The CVRD annually provides a communication with taxpayers through an insert with their property tax notice and details the status of the Reserve Funds and the new tax rate.

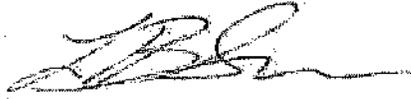
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The Corporate Strategic Plan recommends long term financial management that addresses capital assets as well as the maintenance of capital reserves to strengthen financial stability; the Draft 2018 Hospital Budget meets these objectives.

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, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

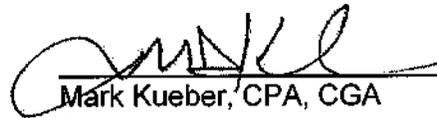


Lyle Smith, CPA, CGA
Assistant Manager

Reviewed by:



Sharon Moss, CPA, CGA
Manager



Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

- Attachment A – Cowichan Valley Regional Hospital 2018 Draft Budget
- Attachment B – Cowichan Valley Regional Hospital 2012 - 2018 History
- Attachment C – Island Health 2018 Funding Request

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Rob Hutchins
Date: March 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Municipal Services Committee

Met on February 19, 2018

A. Agenda Items:

1. Cannabis Regulations
2. Potential Resolutions for submission to the Association of Vancouver Island and Coastal Communities (AVICC) annual convention
3. Items for Discussion at the Federation of Canadian Municipalities Convention (FCM)

B. Recommendation(s) for Council

1. That the Town initiate a community dialogue regarding the retail sale of cannabis within the Town of Ladysmith.
2. That Council direct staff to prepare a list of options for community engagement as well as a proposed budget allocation for consideration.
3. That Council establish an ad hoc committee of three Council members to support the public consultation process on the retail sale of cannabis in the Town of Ladysmith.

Respectfully submitted

Rob Hutchins

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Carol Henderson
Date: March 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

LEYP Ladysmith Early Years Partnership

Did not meet this month X

Interagency

Met on February 8, 2018 (unable to attend)

Agenda items

1. Need for time frames and key activities for a Project Manager to propel the Age Friendly Communities Project. Follow up on March 2nd.
 2. Notices and posters for February activities hosted by LRCA
-

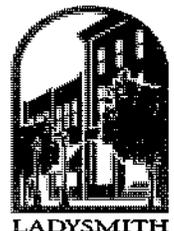
Invasive Species Advisory Committee

Met on February 7, 2018

Attended by alternate: Councillor Fradin

Social Planning Cowichan

Did not meet this month X



Cultural Connections Workshops advertised 'The Village Workshop' for Feb. 23rd and March 9th. www.socialplanningcowicahan.org for information and future dates

Ladysmith Community Justice Program

Subcommittees met at varied intervals during February. Reports to follow.

Respectfully Submitted

Carol Henderson

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Duck
Date: March 5, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Parks, Recreation and Culture

Did not meet this month

Advisory Design

Did not meet this month

Canada 150 Committee

Saturday, February 24th, in partnership with the Heritage Committee and LMS, the Stz'uminus 5000 and Canada 150 Canoe project was officially unveiled at Transfer Beach. Members of the Stz'uminus and Ladysmith Communities were invited. The committee presented "thank you" gifts to various people/organizations that helped out. Once the weather improves the actual figure will be completed by the placing of "river rock" around the base of the carving.

It is hoped that in the near future fundraising efforts will raise enough funds to put an appropriate shelter over the canoe and waves.

Respectfully submitted

Councillor Duck Paterson



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Joe Friesenhan
Date: February 27, 2018
File No:

Re: **MONTHLY COUNCIL LIAISON REPORT**

Festival of Lights

Met on Thursday, February 22, 2018

A. Agenda Items:

1. Treasurer's Report - Preliminary year end is on budget. Notice of motion for AGM to move fiscal year end to December 31.
 2. Committee Reports -
Construction - crews almost completed with take down and repairs. Crane to take down large ornaments will be available on short notice.
Media - Take 5 will be doing a video of Festival
 3. New Business - Tour de Rock requested assistance for Colour Run on May 13, AGM to be held March 15 at 7:00 pm
-

Ladysmith Downtown Business Association

Met on Thursday, February 15, 2018 for AGM

Liquid Waste Management Committee

Did not meet this month ☒

Waterfront Area Plan Project Leadership Committee

Did not meet this month ☒

Respectfully submitted Joe Friesenhan



COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From: Councillor Cal Fradin
Date: February 25, 2018
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Invasive Species Advisory Committee

Met on February 7, 2018

A. Agenda Items:

As quorum was not present, the agenda items were not formally discussed. A small discussion was held with those present regarding the following topics:

- Review of committees and perhaps the Invasive Species Advisory Committee should be within the Parks and Recreation Advisory Committee as a subcommittee to better the use of resources/personnel/town staff etc. This is an issue perhaps Council could review when the Committees/Commissions review of Terms of Reference for committees and commissions is done.
- Knotweed on Ladysmith Main is being addressed by Timberwest, and Senior Staff is working with them and Coastal Invasive Species Committee on this issue.
- I inquired with group as to the protocols for this group with respect to encounters with dealing with discarded needles, needle debris and other drug debris that they may encounter during broom busting and other plant remediating works that they do. Advised that the CVRD has the newly published Barefoot in the Park "Safe Needle Disposal Toolkit Manual" on their website which offers precautions when encountering these items in the field and that safety procedures and the document would serve this group well in their work within our community. Staff will follow up with working groups to ensure safe working procedures are in place.
- Sunday April 22, 2018 is Earth Day and Staff are in the process of scheduling events for the community.

B. Recommendation(s) for Council – No Recommendations for Council.

Community Safety Advisory Committee

Met on February 1, 2018

A. Agenda Items:

1. Sybille Sanderson, Emergency Program Coordinator for the CVRD, presented the recently updated Emergency Preparedness Workbook which offers a wealth of information for individuals, businesses, groups etc., on how to prepare and respond appropriately in an emergency/disaster situation. The CVRD offers E-Alert website for citizens to register on the Emergency Alert. This site will allow for citizens to sign-up and receive notifications when they arise in the region. The system will provide emergency information such as evacuation routes, alerts and orders, reception areas, public information resources (i.e., radio stations, Red Cross, Inquiry Centers, and Emergency Management B.C., etc.)
2. Christie Villiers, Project Director for Safer Futures Cowichan, reported on the public's concern regarding the recent overdose prevention site from the Community Response Team. Since opening of the prevention site there have been no issues relating to increased crime and other associated concerns.
3. Christie will also provide update CSAC Report Card on issues such as Sharps Programs, New Horizons for Seniors, Seniors Safety, Safe Places Program, etc., as the commission moves forward for 2018.

B. Recommendation(s) for Council

That Council: **No Recommendations for Council.**

Celebrations Committee

Did not meet this month

Protective Services Committee

Did not meet this month

Liquid Waste Management Committee

Did not meet this month

Respectfully submitted

Cal Fradin

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From (name): Steve Arnett
Date: February 27/18
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Committee / Organization Name: APC

Met on (date): February 8/18 Did not meet this month

Key Agenda Items:

- Coach House review outside of the downtown in R1 zones.
- _____
- _____

Recommendation(s) for Council (leave blank if none)

- It was moved, seconded and carried that the Advisory Planning Commission (APC) recommends support for the review of allowing coach houses outside of the downtown area in the Single Dwelling Residential (R-1) zones, utilizing the existing coach house regulation framework and considering each local neighbourhood.
- _____
- _____

Committee / Organization Name: Vancouver Island Regional Library

Met on (date): February 16.18 Did not meet this month

Agenda Items:

- First meeting of the new VIRL Executive Committee
- Review of ongoing business and planning for 2019 pre-budget process prior to Executive review In August 2018
- _____

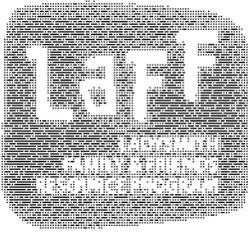
Recommendation(s) for Council (leave blank if none)

- Council support for VIRL's ongoing campaign to have the BC Provincial government reinstate an adequate funding commitment to the Library system.
- _____
- _____

Respectfully submitted

Steve Arnett





Ladysmith Family and Friends (LaFF) Annual Golf Day

Hole Sponsorship

Council
Dear Donna Smith,
Town of Ladysmith

We thank you for being part of the supportive community that works together throughout the year to improve the lives of young children and their families in Ladysmith.

On Sunday May 27th, 2018 LaFF will hold the 5th Annual LaFF Golf Day. This golf tournament is our largest fundraising event of the year - 9 hole best ball.

You sponsored a hole in our tournament last year and we invite you to commit to sponsoring again this year. With your \$300 hole sponsorship you will have your name on the main event sponsorship sign and in our program, hole signage provided, one free golfer including dinner, well as recognition at the dinner as well as on the LaFF website.

Ladysmith Family and Friends (LaFF), is a Family Resource Program in Ladysmith, provides 23hours of drop-in family resource programming each week which is accessed by over 500 families each year. Children and their families benefit from the play-based learning opportunities offered at the program, as well as food security activities, access to health service providers, parenting advice, literacy activities and special events.

On behalf of LaFF's Board of Directors and the hundreds of families we serve, we would like to thank-you for your continued support. Please visit us online at www.familyandfriends.ca for sponsorship forms or email us at laffadmin@shawbiz.ca.

5th Annual LaFF Golf Day

Golf Tournament, Dinner & Silent Auction Fundraiser

**Sunday,
May 27th**



**Sponsorship
options available**

Please see the attached
Sponsorship descriptions

Cottonwood Golf Course
975 Haslam Rd, Cassidy BC

www.familyandfriends.ca

| | | | |
|-------------------------------|--------------------|--------|-------|
| Platinum Sponsor | two (2) available | \$3500 | _____ |
| 4 golfers and dinner included | | | |
| Gold Sponsor | four (4) available | \$500 | _____ |
| 2 golfers and dinner included | | | |
| Silver Sponsor | nine (9) available | \$300 | _____ |
| 1 golfer and dinner included | | | |
| Hole Sponsor | nine (9) available | \$300 | _____ |
| 1 golfer and dinner included | | | |
| Putting Sponsor | one (1) available | \$300 | _____ |
| 2 dinners included | | | |
| Hole in One Sponsor | one (1) available | \$300 | _____ |
| 1 golfer and dinner included | | | |

Foursome for golf/dinner 9 holes _____ \$350
(start time: 2:00pm, registration at 1:00pm)

Team Leader: _____ Email: _____

Golfers: (1) _____ (2) _____ (3) _____ (4) _____

Phone: _____ Company name: _____

Payment Method: (circle one) Visa/MC/Cheque/Cash (payment due with registration)

Credit Card # _____ Exp: _____

Signature: _____

Credit cards will be processed by Cottonwood Golf Course

Mail sponsorship along with payment to: LaFF, Box 1830, Ladysmith BC V9G 1B4

or **Drop off** at: LaFF office, 410A- First Ave, Ladysmith, Mon - Fri 9 - 12:00

Questions? Please contact us at laffadmin@shgybiz.ca



2018 LaFF Golf Day - Sponsorship Package

LaFF Golf Day is our largest revenue generating fundraising event and is led by a dedicated team of LaFF volunteers. This fundraising plays a significant role in LaFF's capacity of providing accessible programming to the community.

PLATINUM Sponsor – \$3,500 (two available)

- Cash sponsorship of \$3,500
- Sponsors logo/link LaFF on LaFF website
- Name/logo on event registration form
- Name on sponsorship sign and in program
- Hole signage
- Opportunity to place banner or signage at the tournament
- Sponsor to be mentioned at beginning of tournament and at dinner
- Logo included on dinner table cards
- One free team (4 golfers) with dinner

GOLD Sponsor - \$500 (4 available)

- Cash sponsorship of \$500
- Sponsor logo /link listed on LaFF website
- Name on sponsorship sign and in program
- Hole signage
- Sponsor to be mentioned at beginning of tournament and at dinner
- Two free golfers with dinner

SILVER Sponsor - \$300 (9 available)

- Cash or major prize sponsorship with a value of \$300
- Sponsor logo listed on LaFF website
- Name on sponsorship sign and in program
- Hole signage
- Recognition at tournament dinner
- One free golfer with dinner

HOLE Sponsors - \$300 (9 available)

- Cash sponsorship of \$300
- Sponsor logo listed on LaFF website
- Name on sponsorship sign and in program
- Hole signage
- Recognition at tournament dinner
- One free golfer with dinner

PUTTING Sponsor – \$300 (1 available)

- Cash sponsorship of \$300
- Sponsor logo listed on LaFF website
- Name on sponsorship sign and in program
- Hole signage
- Recognition at tournament dinner
- Two free dinners

HOLE IN ONE Sponsor - \$300 (1 available)

- Cash sponsorship of \$300
- Sponsor logo listed on LaFF website
- Name on sponsorship sign and in program
- Hole signage
- Recognition at tournament dinner
- One free golfer including dinner

SILENT AUCTION DONATIONS

- Donation of silent auction items
- Sponsors to attach business cards for promotion
- All donors listed on event sponsorship sign and in program

Contact:

For sponsorship and donation opportunities or questions please contact us by email at laffadmin@shawbiz.ca
www.familyandfriends.ca

From: Cathy Peters
Sent: February 26, 2018 4:50 PM
To: Town of Ladysmith; Aaron Stone; Steve Arnett; Rob Hutchins
Subject: Child sex trafficking in BC Municipalities and how to stop it
Importance: High

Dear Mayor Aaron Stone and City Councillors,
Child Sex trafficking (including child pornography) is the fastest growing crime in the world, Canada and in BC.

I have been raising awareness to this issue for the past 5 years.

I have included two attachments addressing how to stop this crime and the UBCM 2015 Resolutions on Human trafficking/Rape culture.

BC needs a properly funded Human Trafficking Task Force (like Ontario) for awareness, education and training for law enforcement.
Also, the current Federal Law, "Protection of Communities and Exploited Persons Act" needs to be properly enforced.

ASK: Would you please write a letter to the BC Premier John Horgan and the Public Safety Minister/Solicitor General Mike Farnworth that we need a Human Trafficking Task Force AND the Federal Law enforced (it is in the rest of the country), and send me a copy of that letter.

#MeToo and #TimesUp are 2 timely anti- sexual abuse campaigns. Please write me if you support these campaigns.

Sincerely,

Mrs. Cathy Peters
BC's anti-human trafficking educator, speaker, advocate

Mission statement: A Modern Equal Society does not buy and sell women and children.

My goal: to traffick-proof every community in BC and insure there is not another Robert Pickton (Port Coquitlam serial killer) situation.

Strategy: the 2 E's- **Education** (of the problem), **Enforcement** (of the Law, The Protection of Communities and Exploited Persons Act)

Result: to make it known that British Columbia is a bad place (for buyers of sex, traffickers, facilitators) for the business of sexual exploitation.

WHAT CAN I DO AS A PARENT? Here are five things that you can do to help prevent your child from being lured away by a trafficker:

1. Set a high standard of “love” within your home.

The way you define and express love shapes your children’s self-image, confidence and opinions of future relationships. Treat them the way you want their future spouses to treat them. Help them to distinguish between real love and empty promises or cheap gifts.

2. Talk to your children about sexual abuse.

According to the US Department of Justice, every two minutes someone in the US is sexually assaulted, of which 29% are ages 12-17. Let your children know that if anyone has or ever does hurt them, they can talk to you. This is the most important thing you can say. Don’t assume they have not been hurt by sexual violence before. Leave the door open for your child to talk about past circumstances that they haven’t shared with you.

3. Talk to your children about sex trafficking.

Discuss ways children and teens are targeted for sex trafficking. Let them know that traffickers specifically try to woo young girls and boys with promises of a better life – whether it’s promises of love and attention or promises of nice things and trips – these pimps look for ways of exploiting dreams. Traffickers can be male or female, even classmates. Traffickers may even use kids to recruit other kids.

4. Talk to your children about the dangers of social media.

It’s important to provide practical safety tips like: don’t share personal information on the Internet; don’t accept Facebook requests from unknown people; NEVER share naked photos of yourself with anyone; and tell a parent or a trusted adult if you feel threatened or uncomfortable online. Also, children need help in defining friendships. Social media has distorted our childrens’ understanding of what friendship means. Teach them that a friend is not someone you met yesterday and that a “friend” on Facebook is not the same thing as a friendship.

5. Pay attention to your children.

Monitor your children’s social media accounts, look for ways to meet their friends, their friends’ parents and those they hang out with. Be alert to boyfriends who are much older, or friendships that tend to isolate your child from other friends or family. Notice if your child has new clothing items, makeup products, cell phone or other items and inquire about how they acquired them.

Some Ways to Prevent Your Child from Being Recruited Into Prostitution

- Recruiters frequent malls, movie theaters, bowling alleys, parks, typical teen hang out areas, and around school grounds. Make sure your children are supervised and not alone when in these areas.
- Recruiters are always looking for girls who are alone or isolated; if your child is with a group, she is much less likely to be targeted.
- Make sure your child is not alone when they are going to or from school or other extracurricular activities.
- Check your child's emails, social media, and internet activities. Many recruiters will build a relationship with children through the internet over time in order to gain their trust.
- Screen any boyfriend by checking his age and status in the community. Check with his parents to verify his age, any gang affiliation, or any criminal history. Recruiters are notorious for lying about their age and who they are in order to gain a girl's—and even her parent's—trust.
- Know where your child is all times. It may be annoying to your child, but it also could mean saving their life.
- Adding a GPS tracker to your child's phone is a great form of protection, as it allows you to find out exactly where your child is at any time.
- Have a code word or phrase. For example, saying "I'm fine" means "*Not okay! I need help!*". This way, if they are in the hands of an abductor they can text you this code without raising the suspicion of the abductor or recruiter.
- Use the percentage sign or some unique symbol that will allow your child to text you one quick symbol to tell you they are in trouble.
- Have specific and periodic check in times with your children. Setting a recurring alarm on your child's phone will help them remember to check in. If your child misses a check in time, you can set a response in motion assuming that they are in trouble.
- Ethical Modeling agencies do not typically solicit girls who are alone. Thoroughly screen any solicitation for your child to model or to go somewhere with someone who has not been vetted.
- Talk to your child about what to do if they get into trouble with someone who is threatening them. The basic rule is to never go to the second location once you realize you are in danger. No matter what the threat, advise them to go to a figure of authority *immediately*.
- It is a difficult discussion to have, especially with junior high age children, but 8 to 14 year-olds are the primary targets of recruiters. Children really need to be coached on how to respond to that type of threat if it happens to them.
- If your child is going to a party, make sure that you know it is held at a safe place with the supervision of people you trust. Recruiters for sex trafficking will often frequent parties that teenagers attend and wait until a child is alone, single them out, and actually take them during the party. Many times the recruiter will take them to a back room where any kind of disturbance would not be heard due to the noise of the party.
- Advise your child to never leave any drink, even water, unattended at any party or event. Recruiters will drop what they call a "roofie" into the drink which causes the victim to become submissive to anyone without bringing attention to the situation.

Most importantly, get involved in your child's life and be their parent, not their buddy. They may resist, but it is our job as parents to protect our children from the predators that seek to destroy their lives.

CANADIAN FEDERAL LAW:

“The Protection of Communities and Exploited Persons Act”

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized 2. Recognizes the seller of sex is a victim; usually female and is not criminalized 3. Exit strategies put in place to assist the victim out of the sex trade.

UBCM RESOLUTIONS September 2015:

B53

HUMAN TRAFFICKING; NCLGA Executive

WHEREAS human trafficking is a real and devastating issue in British Columbia; AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report (“NO MORE’ Ending Sex -Trafficking In Canada”) as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."
ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

B80

RAPE CULTURE IN CANADA; NCLGA Executive

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the “rape culture” that is pervasive in schools, universities, workplaces and elsewhere across Canada;
AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

Ontario unveils \$72-million plan to fight human trafficking

Tavia Grant

The Globe and Mail

Published Thursday, Jun. 30, 2016 10:37AM EDT

Last updated Thursday, Jun. 30, 2016 8:28PM EDT

The Ontario government will spend up to \$72-million over four years in a new anti-trafficking strategy, with support for indigenous-led approaches to tackling the issue as one of its priorities.

Government ministers unveiled the strategy on Thursday at Covenant House in Toronto, a shelter for homeless youth. They said the money will be used to bolster support for culturally appropriate services for indigenous survivors of trafficking, establish a provincial anti-trafficking coordination centre and create a specialized prosecution team for human-trafficking crimes.

Ontario is the third province in Canada to adopt a plan to fight human trafficking. The province has about 65 per cent of the human trafficking cases reported to police in the country, and the RCMP has identified Ontario as a major hub for trafficking in Canada.

Human trafficking “is a deplorable crime that robs the safety, livelihood and dignity of those who are being exploited and abused,” Attorney-General Yasir Naqvi said at the announcement.

Indigenous women and girls are disproportionately affected, he said in an interview. “We know the number is high. A lot of indigenous women, unfortunately, get trafficked, and that is why we wanted to have an indigenous approach as a wraparound for this entire strategy. It is disproportionate, absolutely.”

A Globe and Mail investigation earlier this year showed that, despite a raft of studies, reports and surveys showing that aboriginal youth and women comprise an outsized share of trafficking victims, relatively little dedicated federal funding has gone to prevention or protection.

Covenant House has provided services to 60 victims of sex trafficking so far this year, which already surpasses last year’s numbers. The agency has estimated about a quarter of cases involve indigenous girls and young women.

Trafficking charges have resulted in few convictions. The rate, specifically for human trafficking, is less than 10 per cent of charges in the Ontario Court of Justice. Mr. Naqvi said that reflects the complexity of the crime and difficulty in getting victims to testify.

The provincial government did not break down how the \$72-million will be spent. It did say it will expand supports for at-risk youth leaving care and bolster services for survivors, such as trauma counselling and job skills training.

Barbara Gosse, CEO of the Canadian Centre to End Human Trafficking, said she would have liked the plan to include education for judges on the issue, and more emphasis on data collection. “We need a coordinated and integrated system of collecting data from law-enforcement, frontline service providers and non-profit organizations who provide services and supports to victims,” she said, so that governments can develop policies based on evidence.

Canada’s national action plan on human trafficking expired in March. Public Safety Canada, which coordinated the federal response to trafficking, said the government is determining “next steps.”

Human trafficking is defined as recruiting, transporting or exercising control over a person to exploit them, typically through sexual exploitation or forced labour. The majority of trafficking cases in Canada are domestic, rather than international or cross-border, and most domestic cases are sex trafficking, the RCMP says.

The province’s announcement came as a global report said Canada remains a source, transit and destination for sex trafficking. Canada is also a destination country for men and women subjected to forced labour, the U.S. State Department said in its annual global report on trafficking in persons.

“Women and girls from Aboriginal communities; migrants, including those newly arrived, at-risk youth; runaway youth; and girls in the child welfare system are especially vulnerable,” it said.

The report recommended Canada “significantly increase” specialized services and shelter for victims. Data collection should be improved, while inter-agency co-ordination between the provinces has been “uneven.” It said training efforts – particularly for prosecutors and judges – should be increased.

It also said the government “did not provide adequate funding for specialized victim services; and the range, quality, and timely delivery of services varied across the provinces.”

Globally, human trafficking is now a \$150-billion industry, the report said.

Follow Tavia Grant on Twitter: [@taviagrant](https://twitter.com/taviagrant)

More Related to this Story

- [The Taken: Five women, five serial killers and how their paths came to meet](#)
- [The Trafficked: Sexual exploitation is costing Canadian women their lives](#)

From: Nora Arajs
Sent: February 27, 2018 12:02 PM
Subject: Cowichan Million Litre Challenge - March 6 deadline

The Cowichan Watershed Board is launching this weeklong campaign in an effort to encourage Cowichan residents to conserve water by installing water-saving infrastructure. From cisterns to drip-irrigation to garden mulch, we're partnering with local businesses to offer discounts on water-saving materials from March 17 - 24 in recognition of UN World Water Day March 22.

We are also offering \$100 cash to the first 10 people who purchase and install a 1000 gallon or more water cistern.

We will be running a full-page ad in the Cowichan Citizen on March 16th listing all those businesses who are offering discounts, as well as supporters of the campaign. We are asking local governments to support this initiative by agreeing to sponsor the initiative with their logo on the March 16th ad, at a cost of \$200. These monies will help to support the program costs.

I've attached a letter outlining the details of the campaign and the challenge to local residents. I hope the Town of Ladysmith will join us in the challenge. Our deadline is March 6 to participate.

Many thanks,
Nora

Nora Arajs
Project Lead - Capture the Rain
Cowichan Watershed Board
www.cowichanwatershedboard.ca
[Facebook: CowichanWatershedBoard](https://www.facebook.com/CowichanWatershedBoard)



February 22, 2018

Dear Business Owner,

Re: The Cowichan Million Litre Challenge: March 17-24, 2018

In recognition of **UN World Water Day** on March 22, the Cowichan Watershed Board will be urging local residents to take action that week on “big-impact” water-saving measures in their yard and garden that will result in 1,00,000 litres of water savings this year. Examples include installing cisterns, drip or micro-irrigation, rain barrel systems, or tightening leaky taps and hoses, or applying mulch to gardens.

What's your part?

1. Commit to offer a discount of 10-20% throughout that week for relevant water-saving tools, materials, and services to anyone who shares the password ‘Million Litre Challenge’ at the time of purchase. **Deadline to commit: March 6.**

2. Support the Cowichan Million Litre Challenge by sponsoring a World Water Day ad promoting the initiative. The cost of including your logo or business card in this full-page colour ad in the Cowichan Citizen is \$200. Only 14 spots are available. Funds raised will directly support program costs. **Deadline for ad content & payment: March 6.**

What's our part?

We'll do the talking. We will be speaking one-on-one with residents at various locations that week, using handbills and free hose washers to encourage each person to take one water-saving action that week. The **handbill** will list participating business discounts, and the impact of each water-saving action. We will also run a **full-page ad in the Cowichan Citizen on March 16th** with details of supplier offers and/or your company logo or business card.

Our Water Challenge website (www.cowichanwaterchallenge.ca), a Facebook event, and a newsletter to our members will also circulate the campaign information to the community.

In addition, we are offering \$100 cash to the first 10 people who purchase a 1000-gallon or more cistern from a local participating supplier.

Finally we will do follow-up phone calls with people we meet to track actions achieved, and hopefully report at least 1,000,000 litres in savings due to our collective efforts through our media sponsor, The Cowichan Valley Citizen.



Please join the Cowichan Million Litre Challenge. As we prepare for a changing climate and the continuation of drier summers and increasing water restrictions, finding ways to be resilient and water-efficient will be key to protecting our watershed.

If you are interested in partnering with the Cowichan Watershed Board on this campaign and supporting water conservation in our community, please contact me with details of how you'd like to participate by **Tuesday, March 6.**

Thank you!

Nora Arajs

Nora Arajs, Campaign Lead, Capture the Rain
Email: capturerain@cowichanwatershedboard.ca
Cell: 250.886.5365

From: Steve Higgs
Sent: February 20, 2018 4:33 PM
To: Clayton Postings; Julie Tierney
Subject: Aggie Storage

Hi Clayton

I am sending this email on behalf of the Ladysmith Softball Association regarding more storage at Aggie Field. As our numbers are growing more and more each year we are in a real need for more storage, with the number of kids playing now we need to get a piece of equipment (small ride on lawn mower, golf cart etc.) to start dragging the infield's with, right now we have parents and volunteers hand raking each field after each use which is now not practical to keep up with keeping the infield's safe and usable anymore. As we discussed when we met last week at Aggie Field we are looking for at the very least a band-aid solution and add more storage into the existing storage on Field one, also as we discussed as long as we keep it under 100sq ft we should be able to do it without getting building permits, as we have no idea how the town would like to build this add on we cannot determine a price but I'm guessing we should be able to get it done at a reasonable price, as we are a volunteer association and most of our money from registration goes towards the kids uniforms and equipment we do not have much disposable income, so we are hoping the town will be able to compensate the building of this or at the very least see how we can partner and work out some deal that works for both the town and the association. Thanks for your time Clayton and if you could let me know what the next step in getting this done will be so we can hopefully have it ready for start of season.

Thanks again,

Steve
Equipment & Field Coordinator
Ladysmith Softball Association