

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
TO BE HELD IN COUNCIL CHAMBERS AT
LADYSMITH CITY HALL ON
MONDAY, SEPTEMBER 17, 2018**

Call to Order and Closed Meeting

5:00 p.m.

Regular Open Meeting

7:00 p.m.

CALL TO ORDER (5:00 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:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality - section 90 (1) (a)
- 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)
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90 (1) (i)

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 August 20, 2018..... 1 - 11
- 4.2. Minutes of the Special Meeting of Council held August 30, 2018..... 12 - 13
- 4.3. Minutes of the Special Meeting of Council held September 4, 2018..... 14 - 16
- 4.4. Minutes of the Special Meeting of Council held September 7, 2018..... 17 - 18



5. DELEGATIONS

- 5.1. Amy Melmock, Economic Development Manager, Cowichan Valley
Regional District
Ladysmith Economic Development Strategy 19 - 74

6. PROCLAMATIONS - None

7. DEVELOPMENT APPLICATIONS

- 7.1. Coach House Intensive Residential Development Permit Application – 1125
Third Avenue (L. Lamontagne)
Subject Property: Lot 7, District Lot 144, Oyster District, Plan 12499 75 - 81

Staff Recommendation:

That Council:

1. Issue Development Permit 3060-18-11 to permit the issuance of a building permit for the construction of a two-storey coach house on Lot 7, District Lot 144, Oyster District, Plan 12499 (1125 Third Avenue)
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

8. BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING

- 8.1. Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 11) 2018, No. 1944
Subject Property: Lot 1, District Lot 41, Oyster District, Plan 11706, Except Part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road) 82 - 83

Staff Recommendation:

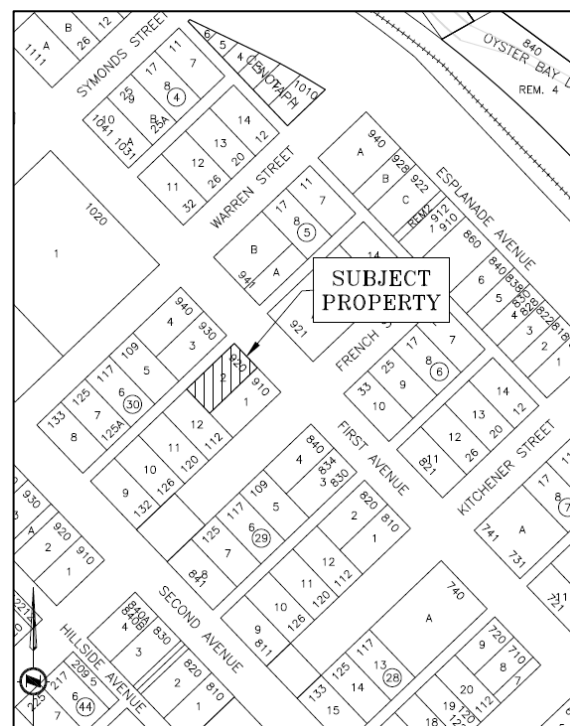
That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 11) 2018, No. 1944”.

- 8.2. Rezoning Application Thrift Store Addition - 920 1st Avenue (J. Anderson)
Subject Property: Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Ave.)..... 84 - 88

Staff Recommendation:

That Council:

1. Proceed with first and second readings of Bylaw 1976 cited as “Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.19) 2018, No.1976.
2. Waive the holding of the public hearing pursuant to Section 464(2) of the *Local Government Act*.
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act* and the *Procedures Bylaw*.



9. REPORTS

9.1. New Noise Bylaw 89 - 98

Staff Recommendation:

That Council provide direction to staff on the content of a new and updated noise suppression bylaw with reference to the table in the report by the Bylaw Compliance Officer dated September 17, 2018.

9.2. Arts and Heritage Hub Concept Planning 99 - 100

Staff Recommendation:

That Council receive for information the Arts and Heritage Hub Concept Planning report.

9.3. Licenced Cannabis Cultivation, Processing and Research..... 101 - 110

Staff Recommendation:

That Council:

1. Proceed with first and second reading of “Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978” under the Bylaws portion of this agenda;
2. Waive the holding of the public hearing for Bylaw 1978 pursuant to s. 464(2) of the *Local Government Act*; and
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act*.

4. Direct staff to bring forward amendments to the Business Licence Bylaw with respect to locational criteria, odour abatement and licence fees for cannabis cultivation, processing and research.

9.4. Public Consultation on the Retail Sale of Cannabis in Ladysmith 111 - 119

Staff Recommendation:

That Council:

1. Approve the proposed public survey on the retail sale of cannabis in Ladysmith
2. Direct that the survey be mailed to every household in Ladysmith
3. Confirm whether it wishes to seek additional community input through other forms of public engagement such as Place Speak and/or, community meeting(s).

9.5. Aggie Play Space Project Update 120 - 123

Staff Recommendation:

That Council authorize staff and volunteers to continue the project plan relating to the installation of play space equipment at Aggie play area, with recognition that some adjustments to the original concept will be required to ensure the least impact on existing trees.

9.6. Solid Waste Contract, Extension..... 124 - 125

Staff Recommendation:

That Council direct staff to extend the existing contract for up to one year for solid waste collection services with Waste Connections.

9.7. Rocky Creek Road Storm & Water Services, Construction Services 126 - 128

Staff Recommendation:

That Council direct staff to waive the purchasing policy in order to complete the storm and water service upgrade along the existing properties of 1148, 1150, 1152 and 1154 Rocky Creek Road utilizing the Town's Time and Material contract with David Stalker Excavating.

10. BYLAWS

10.1. Town of Ladysmith Smoking Regulation Bylaw, 2018, No. 1936..... 129 - 134

Staff Recommendation:

That Council rescind third reading of Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936, and repeat third reading as amended to incorporate changes suggested by Island Health.

10.2. Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971 135

The purpose of Bylaw 1971 is to make housekeeping amendments to Council Procedure Bylaw 1966.

Staff Recommendation:

That Council adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971”.

10.3. 2019 Permissive Tax Exemptions Bylaw 2018, No. 1972..... 136 - 146

The purpose of Bylaw 1972 is to is to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings.

Staff Recommendation:

That Council give first, second and third readings to “2019 Permissive Tax Exemptions Bylaw 2018, No. 1972”.

10.4. Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973..... 147 - 149

The purpose of Bylaw 1973 is to amend Bylaw 1667, as directed by Council, in order to streamline the development review process.

Staff Recommendation:

That Council give first, second and third readings to “Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973.”

10.5. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974..... 150 - 154

The purpose of Bylaw 1974 is to amend the Fees and Charges Bylaw, as directed by Council.

Staff Recommendation:

That Council give first, second and third readings to “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974”.

- 10.6. Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977 155 - 157**

The purpose of Bylaw 1977 is to amend the Officers and Delegation of Authority Bylaw in order to delegate the issuance of Riparian Development Permits and Hazard Land Development Permits to the Director of Development Services.

Staff Recommendation:

That Council give first, second and third readings to Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977.

- 10.7. Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978..... 158 - 160**

Staff Recommendation:

That Council give first and second reading to “Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978”.

11. CORRESPONDENCE

- 11.1. Jolinne Ibbotson
Offer to Donate A Logging Artifact 161 - 163**

Staff Recommendation:

That Council refer to staff the offer by Jolinne Ibbotson in her correspondence dated August 17, 2018 to donate to the Town a logging artifact called a “Swifter”, to be considered at a later date once the Public Arts Strategy has been adopted.

- 11.2. BC Soccer Association
#RespectAll Initiative 164 - 165**

Staff Recommendation:

That Council receive for information the correspondence from the BC Soccer Association regarding the #RespectAll Initiative.

- 11.3. Ladysmith Golf Society
Request for Financial Assistance 166 - 169**

Staff Recommendation:

That Council refer to staff the request for financial assistance by the Ladysmith Golf Society in their correspondence dated September 4, 2018, for review in the context of the Parks Master Plan.

**11.4. Ladysmith Resources Centre Association
Request for Fire Suppression System 170**

Staff Recommendation:

1. That Council refer to staff for review the request by the Ladysmith Resources Centre Association in their correspondence dated June 11, 2018, to install a Guardian Shield fire suppression system; and
2. That prior to Town approval, the system is reviewed and authorized by the Fire Chief, the Town’s insurer and any other authorities required.

12. NEW BUSINESS

12.1. Welcoming Figure at Ladysmith Secondary School

Staff Recommendation:

That Council determine their participation in the Ladysmith Secondary School Welcoming Figure unveiling event.

13. UNFINISHED BUSINESS

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
MONDAY, AUGUST 20, 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 Rob Hutchins	Councillor Duck Paterson

STAFF PRESENT:

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

CALL TO ORDER

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

CLOSED SESSION
CS 2018-286

Moved and seconded:

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

- labour relations or other employee relations - section 90 (1) (c)
- 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) (k)
- 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)

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 2018-287

Moved and seconded:

That Council approve the agenda for this Regular Meeting of Council for Monday, August 20, 2018 as amended by the following:

- Add item 13.4., “Environmental Compliance - Contractors”
- Add item 13.5., “Official Town Thank you Letters Regarding Ladysmith Days”
- Add item 13.6., “Council Remuneration Meeting”

Motion carried.

MINUTES

CS 2018-288

Moved and seconded:

That Council rescind the adoption of the June 28, 2018 minutes and re-adopt as amended.

Motion carried.

CS 2018-289

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held July 16, 2018.

Motion carried.

DEVELOPMENT APPLICATIONS

Riparian Development Permit Application -1399 Developments, Inc.

Subject Property: DL 143, Oyster District and Lot 4, Block 1399, Oyster District, Plan VIP75559 and That part of District Lot 110, and of unsubdivided land, Oyster District, containing 27.99 acres more or less, as shown on Plan 13RW, except part in Plan VIP7643

Staff, Julie Budgen of Corvidae Environmental Consulting, and the proponent, Bill Eller, responded to Council’s questions about the Holland Creek Crossing Riparian Development Permit application and landscaping plan.

CS 2018-290

Moved and seconded:

That Council:

1. Issue Development Permit 3060-18-09 to permit land alteration, habitat restoration and construction of the road and engineered arch culvert bridge to connect Colonia Drive over Holland Creek to access Lot 5, Block 1399, Oyster District, Plan VIP75559; and
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-18-09.

Amendment

Moved and seconded:

That Resolution CS 2018-290 be amended to read as follows:

CS 2018-291

That Council:

1. Issue Development Permit 3060-18-09 to permit land alteration, habitat restoration and construction of the road and engineered arch culvert bridge to connect Colonia Drive over Holland Creek to access Lot 5, Block 1399, Oyster District, Plan VIP75559 subject to the condition that the landscape bond be increased from \$12,300 to \$50,000; and
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-18-09.

Amending motion carried.

Amendment

Moved and seconded:

That Resolution CS 2018-290 be amended to read as follows:

CS 2018-292

That Council:

1. Issue Development Permit 3060-18-09 to permit land alteration, habitat restoration and construction of the road and engineered arch culvert bridge to connect Colonia Drive over Holland Creek to access Lot 5, Block 1399, Oyster District, Plan VIP75559 subject to the condition that the landscape bond be increased from \$12,300 to \$50,000;
2. Direct staff to ensure that equipment used to construct the bridge will use biofuels and environmentally friendly fluids, and that the biologist's report is updated accordingly.
3. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-18-09.

Amending motion carried.

OPPOSED: Councillor Fradin

Main motion as amended carried.

OPPOSED: Councillors Fradin and Friesenhan

Moved and seconded:

CS 2018-293

That Council move item 12.4., "Ladysmith Fire Rescue Request to Build a Memorial Open Shelter" to the next agenda item.

Motion carried.

Ladysmith Fire Rescue

Request to Build a Memorial Open Shelter

Fire Chief Ray Delcourt introduced the agenda item and the rationale behind it.

CS 2018-294

Moved and seconded:

That Council approve the request by Ladysmith Fire Rescue in their correspondence dated August 10, 2018, to build a memorial shelter on the existing cement pad next to their flag pole.

Motion carried.

Development Permit Application 3060-18-07 - 1148 and 1150 Rocky Creek Road

Subject Properties: Lots A and B, District Lot 38, Oyster District, Plan EPP36585

Moved and seconded:

CS 2018-295

That Council:

1. Issue Development Permit 3060-18-07 to permit an industrial development at 1148 and 1150 Rocky Creek Road
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-18-07
3. Authorize the Mayor and Corporate Officer to sign the release of EP96966 (DP00-08), FB178787 (DP 07-03) and FB21999- (DP 08-18) from the certificate of titles of Lots A and B, District Lot 38, Oyster District, Plan EPP36585.

Motion carried.

Rezoning Application 920 1st Avenue (Ladysmith Health Care Auxiliary Thrift Store addition)

Subject Properties: Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Ave.)

Moved and seconded:

CS 2018-296

That Council:

1. Consider the application (3360-18-08) to amend the Zoning Bylaw by rezoning the property at 920 1st Avenue from Live-Work Residential (R-2-LW) to Downtown Commercial (C-2) to permit commercial use.
2. Direct staff to commence the preparation of the Zoning Bylaw amendment for application 3360-18-08, with the intent to waive the public hearing on the matter.

Motion carried.

OCP and Zoning Bylaw Amendment Application - 314 Buller Street (LRCA Affordable Housing Project)

Subject Property: Lot A (DD B92367) of Block 76, District Lot 56, Oyster District, Plan 703A

Marsh Stevens, President of the Board of the Ladysmith Resources Centre Association, and David Poiron, architect for the project,

answered Council's questions regarding building shape, exterior finishes and landscaping plans.

CS 2018-297

Moved and seconded:

That Council:

1. Has considered the application (3360-18-09) to amend:
 - (a) The Official Community Plan by designating 314 Buller Street from "Institutional" to "Multi-Family Residential" with a density of 180 units per hectare for a Ladysmith Resources Centre Association rental housing development; and
 - (b) The Zoning Bylaw by rezoning 314 Buller Street from "Institutional (P-1)" to a multi-unit residential zone that permits a density of 180 units per hectare for a Ladysmith Resources Centre Association rental housing development; (for the property legally described as Lot A (DD B92367) of Block 76, District Lot 56, Oyster District, Plan 703A)
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 3360-18-09 to the Stz'uminus First Nation, pursuant to the Memorandum of Understanding between the Town and the Stz'uminus First Nation; and
 - (b) Refer application 3360-18-09 to the Advisory Planning Commission for review and comment.
3. Direct staff to:
 - (a) Work with the applicant regarding land use matters (i.e., housing agreement)
 - (b) Report the results of the Neighbourhood Information meeting to Council; and
 - (c) Commence the preparation of the Official Community (OCP amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-18-09 (314 Buller Street).

Motion carried.

**COMMITTEE
REPORTS
CS 2018-298**

Moved and seconded:

That Council receive for information the August 20, 2018 Council member committee reports.

Motion carried.

REPORTS

Determination Whether to Hold By-Election for Vacant Council Seat

Moved and seconded:

CS 2018-299

1. That the Town of Ladysmith not hold a by-election to fill the Council seat left vacant by the resignation of Coun. Carol Henderson, in accordance with s. 54(2) of the *Local Government Act*.
2. That the Mayor appoint the respective alternates to replace former Councillor Carol Henderson on the commissions and committees to which she was appointed.

Motion carried.

Development Application Process Review 2018

Moved and seconded:

CS 2018-300

That Council direct staff to:

1. Prepare the following amendments to "Development Application Procedures Bylaw 2008, No. 1667":
 - a. Require pre-application meetings for planning applications
 - b. Require complete planning applications to be submitted prior to staff review
 - c. Amend the requirement for a neighbourhood information meeting for a rezoning application, if the application is OCP consistent, and for all DVP applications
 - d. Remove the requirement for the completion of the Sustainable Development Checklist
 - e. Remove the two-stage process for the consideration of DVP applications, so that staff may proceed to notification for all applications
 - f. Update legislative references.
2. Consider the recommended improvements regarding streamlining the committee referral process following the current Commissions and Committees Review.
3. Proceed with completing conceptual design and cost analysis for expanding the Public Works/Engineering office to accommodate Development Services.

Motion carried.

Moved and seconded:

CS 2018-301

That Council direct staff to:

1. Include funding in the Development Services and Engineering operational budgets for preparing and updating development application forms, process guides and checklists.
2. Prepare an amendment to "Officers and Delegation of Authority

Bylaw 2016, No. 1905” to delegate the issuance of Riparian Development Permits and Hazard Land Development Permits to the Director of Development Services.

Motion carried.

OPPOSED: Councillors Fradin and Friesenhan

Direction to submit grant applications for the ICP – Green Infrastructure Environmental Quality Sub-stream

Moved and seconded:

CS 2018-302

That Council:

1. Direct staff to submit an application for grant funding for Holland Dam Upgrade through the *ICIP – Green Infrastructure: Environmental Quality Sub-stream*; and
2. Supports the project and commits to the Town’s share (\$3,400,000) of the project.

Motion carried.

Second Quarter Financial Update – Operating and Capital Budgets

Moved and seconded:

CS 2018-303

That Council receive for information purposes the financial report for the period ending June 2018.

Motion carried.

2019 – 2023 Financial Plan Deliberation dates

Moved and seconded:

CS 2018-304

That Council refer the 2019 – 2023 Financial Plan deliberations to the next Mayor and Council.

Motion carried.

Adjustments to Water Billing Accounts

Moved and seconded:

CS 2018-305

That Council approve adjusting the water billing due to leaks for the property account number 1306000 for the amount of \$3,843.26.

Motion carried.

Youth Plan Report

Moved and seconded:

CS 2018-306

That Council:

1. Adopt the Ladysmith Youth Plan as presented.
2. Refer the plan to the December meeting of Council for the next Mayor and Council to establish a Youth Council.

Motion carried.

BYLAWS

CS 2018-307

Property Maintenance Bylaw and Bylaw Compliance Policy

Moved and seconded:

That Council:

1. Give first, second and third readings to "Ladysmith Property Maintenance Bylaw 2018, No. 1970".
2. Adopt the Bylaw Compliance Policy as presented in the staff report from the Director of Development Services dated August 20, 2018.

Motion carried.

CS 2018-308

Amendments to Council Procedure Bylaw

Moved and seconded:

That Council give first, second and third readings to "Town of Ladysmith Council Procedure Bylaw 2009, No. 1966, Amendment Bylaw (No. 2), 2018, No. 1971".

Motion carried.

CORRESPONDENCE

CS 2018-309

Ministry of Transportation and Infrastructure – Highway Safety Study

Moved and seconded:

That Council receive for information the response from the Ministry of Transportation, dated July 25, 2018 regarding their plans to undertake a traffic safety study on the section of Highway 1 through Ladysmith between Davis Road and Christie Road.

Motion carried.

CS 2018-310

Ladysmith Search and Rescue – Possibility of Leasing Land for more Permanent Storage of Ladysmith Search and Rescue Materials

Moved and seconded:

That Council refer to staff the request by Ladysmith Search and Rescue in their correspondence dated July 22, 2018, to lease land from the Town of Ladysmith in order to build a structure to contain their operational equipment.

Motion carried.

Councillor Paterson declared a conflict of interest with the next agenda item due to his association with the Kinsmen Club and left the meeting.

Ladysmith Kinsmen

Request to Hold a Beer Garden in Conjunction with Arts on the Avenue

CS 2018-311

Moved and seconded:

That Council approve the request by the Ladysmith Kinsmen in their correspondence dated August 7, 2018, to hold a beer garden on 1st Avenue in conjunction with the Arts Council during the Arts on the Avenue event on Saturday, August 25, 2018.

Motion carried.

Councillor Friesenhan requested that in future Arts on the Avenue move to Spirit Square.

Councillor Paterson returned to the meeting.

NEW BUSINESS

Rainbow Crossings

CS 2018-312

Moved and seconded:

That Council send a letter to the Board of Trustees of School District 68 and the principals of Ladysmith Primary School, Ladysmith Intermediate School and Ladysmith Secondary School, informing them that the Town is considering installing additional rainbow crosswalks in the community and enquiring whether the schools and district would welcome such an addition in their respective areas.

Motion carried.

MIA Voting Delegate for the Annual General Meeting of the Municipal Insurance Association of BC

CS 2018-313

Moved and seconded:

That Council appoint Mayor Stone as the voting delegate and Councillor Arnett as alternate voting delegate for the Annual General Meeting of the Municipal Insurance Association of BC on September 11, 2018 during the annual convention of the Union of BC Municipalities.

Motion carried.

Appointment of Deputy Approving Officer

CS 2018-314

Moved and seconded:

That Council appoint Ryan Bouma as Deputy Approving Officer.

Motion carried.

Environmental Compliance – Contractors

Councillor Arnett enquired as to staff protocol when contractors do not follow the Town's environmental standards.

Official Town Thank you Letters Regarding Ladysmith Days

Moved and seconded:

CS 2018-315

That Council send thank you letters to the RCMP, Ladysmith Search and Rescue, Citizens on Patrol and Town staff, thanking them for their assistance with Ladysmith Days.

Motion carried.

Council Remuneration Meeting

Councillor Arnett was advised that the Council Remuneration Meeting is an open meeting.

**UNFINISHED
BUSINESS**

Ladysmith Lions Club's Request for Signage at Little League Park on High Street

Moved and seconded:

CS 2018-316

That, having considered the historical information supplied by the Ladysmith Lion's Club, Council approve the installation of proposed signage at the Little League baseball park on High Street, as originally requested by the Ladysmith Lions Club in their correspondence dated July 4, 2018.

Motion carried.

QUESTION PERIOD

Members of the public complimented the Director of Finance regarding the clarity of the Financial Update report, expressed concerns regarding the Holland Creek crossing structure design and maintenance, as well as the timeline of the fishing window and the Holland Creek Riparian Development Permit Application. Members of the public also made suggestions regarding additional rainbow crosswalks and enquired about the status of the commission and committee review and the Town's policy regarding Council members attending the Union of British Columbia Municipalities Convention.

CLOSED SESSION

Moved and seconded:

CS 2018-317

That this meeting of Council recess at 9:18 p.m., and that it reconvene in closed session.

Motion carried.

RISE AND REPORT

Council rose at 10:07 p.m. with report on the following: Resolutions CE 090, 091, 092 (rise and report of resolutions from 2017 and 2018).

ADJOURNMENT

CS 2018-318

Moved and seconded:
That this regular meeting of Council adjourn at 10:04 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

**MINUTES OF A SPECIAL MEETING OF COUNCIL
THURSDAY, AUGUST 30, 2018
CALL TO ORDER 10:30 A.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

Clayton Postings (Acting CAO)	Erin Anderson	Geoff Goodall
Joanna Winter	Sue Bouma	

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 10:30 a.m.

CLOSED SESSION
CS 2018-319

Moved and seconded:

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 10:31 a.m. in order to consider items 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);
- 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) (k)
- Rise and report on closed session resolutions for the period April 2017 to June 2018 – Section 90
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose 90 (1) (i);

Motion carried.

SPECIAL MEETING

Mayor Stone called this Open Session of Council to order at 11:43 a.m.

AGENDA APPROVAL

CS 2018-320

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for Thursday, August 30, 2018.

Motion carried.

RISE AND REPORT

Council rose at 11:42 a.m. with report on the following:

- CE 2018-102

That Council:

1. Approve the purchase agreement with Graham and Patricia Tanner for 1260 Churchill Place.
2. Authorize the Mayor and Corporate Officer to execute the agreement.

- CE 2018-103

That, further to Council's previous direction with respect to rising and reporting on Closed Session resolutions between April 2017 and June 2018, Council **not** rise and report on Resolutions CE 2017-104, 105, 149, 177 and 189, and CE 2018-048. [See attached.]

OPPOSED: Councillor Friesenhan

REPORTS

CS 2018-321

4th Avenue Bridge Reconstruction Tender Award

Moved and seconded:

That Council refer the 4th Avenue Bridge Reconstruction tender award to the September 4th Special Meeting of Council.

Motion carried.

ADJOURNMENT

CS 2018-322

Moved and seconded:

That this Special Meeting of Council adjourn at 11:49 a.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

**MINUTES OF A SPECIAL MEETING OF COUNCIL
TUESDAY, SEPTEMBER 4, 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 Rob Hutchins	Councillor Duck Paterson

STAFF PRESENT:

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

CALL TO ORDER

Mayor Stone called this Open Session of Council to order at 5:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people.

AGENDA APPROVAL**CS 2018-323***Moved and seconded:*

That Council approve the agenda for this Special Meeting of Council for Tuesday, September 4, 2018.

*Motion carried.***MINUTES****CS 2018-324***Moved and seconded:*

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

*Motion carried.***REPORTS****CS 2018-325****Purchase of 1260 Churchill Place***Moved and seconded:*

That Council:

1. Authorize up to \$1,000,000 to be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing the property located at 1260 Churchill Place, Ladysmith and constructing an access road; and
2. Acknowledge that the loan be repaid within 5 years, with no rights of renewal; and

3. Amend the 2018-2022 Financial Plan accordingly.
Motion carried.

OPPOSED: Councillors Fradin and Friesenhan

Permissive Tax Exemptions for the 2019 Tax Year

Staff responded to Council's questions. Councillor Arnett declared a conflict of interest with aspects of this agenda item due to his association with the Ladysmith Maritime Society and left the meeting.

CS 2018-326

Moved and seconded:

That Council direct staff:

1. To provide a Permissive Tax Exemption to all properties currently on the 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935;
2. Not to charge the fully exempt properties the water parcel tax or sewer parcel tax; and
3. To prepare the Permissive Tax Exemption Bylaw for 2019.

Motion carried.

OPPOSED: Councillors Fradin and Friesenhan

Councillor Arnett returned to the meeting.

BYLAWS

Holland Dam Loan Authorization Bylaw 2018, No. 1975

Moved and seconded:

CS 2018-327

That Council give first, second and third readings to "Holland Dam Loan Authorization Bylaw 2018, No. 1975".

Motion carried.

Ladysmith Property Maintenance Bylaw 2018, No. 1970

Moved and seconded:

CS 2018-328

That Council adopt "Ladysmith Property Maintenance Bylaw 2018, No. 1970".

Motion carried.

QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved and seconded:

CS 2018-329

That this Special Meeting of Council adjourn at 5:25 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

**MINUTES OF A SPECIAL MEETING OF COUNCIL
FRIDAY, SEPTEMBER 7, 2018
CALL TO ORDER 3:30 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone Councillor Steve Arnett Councillor Cal Fradin
Councillor Rob Hutchins Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Joe Friesenhan

STAFF PRESENT:

Guillermo Ferrero Erin Anderson Geoff Goodall
Sue Bouma

CALL TO ORDER

Mayor Stone called this Open Session of Council to order at 3:30 p.m., recognizing the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2018-330

Moved and seconded:

That Council approve the agenda for this Special Meeting of Council for Friday, September 7, 2018.

Motion carried.

REPORTS

CS 2018-331

4th Avenue at Rocky Creek - Culvert Tender Update

Moved and seconded:

That Council:

1. Cancel tender 2018-IS-05 (4th Avenue Rocky Creek Culvert) due to insufficient budget and notify the three proponents;
2. Direct staff to revise and re-budget the Rocky Creek Culvert project in the 2019 - 2023 Financial Plan, with work to take place in 2019;
3. Direct staff to proceed with the interim measure of hardening the existing crossing (option 3 in the staff report from the Director of Infrastructure Services dated September 7, 2018) and constructing emergency access routes through Churchill Place and the forestry service road at the end of 4th Avenue;

4. Waive the purchasing policy and engage Dave Stalker Excavating on a time and material basis to complete the interim hardening of the existing crossing on 4th Avenue at Rocky Creek; and
5. Delay the tender for 4th Avenue (at Hambrook) road upgrades until such time as the 4th Avenue/Rocky Creek Culvert project is complete.

Motion carried.

ADJOURNMENT

CS 2018-332

Moved and seconded:

That this Special Meeting of Council adjourn at 3:32 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Deputy Corporate Officer (E. Anderson)

LADYSMITH ECONOMIC DEVELOPMENT STRATEGY



Final Report - September 2018

A partnership for a vibrant local economy



Ladysmith Economic Development Strategy

FINAL REPORT - SEPTEMBER 2018

Prepared by:

VANN STRUTH CONSULTING GROUP INC.



In collaboration with:

ALGIS CONSULTING LTD.



TABLE OF CONTENTS

EXECUTIVE SUMMARY	IV
1. INTRODUCTION	2
1.1 Study Process.....	2
1.2 Study Area.....	3
1.3 Value of Economic Development.....	4
2. COMPETITIVE ASSESSMENT	7
2.1 Challenges to Overcome.....	7
2.2 Strengths to Build On.....	8
2.3 Projects and Opportunities.....	9
2.4 Community Branding Attributes.....	12
3. EVALUATION OF OPPORTUNITIES	16
3.1 Screening Filters	16
3.2 Rating of Opportunities	20
3.3 Overview of Grant Funding Options	26
4. STRATEGIES.....	30
4.1 Immediate Priority Projects	30
Strategy 1. Arts and Heritage Hub development.	31
Strategy 2. Walking tour app development.	31
Strategy 3. Develop project parameters and pursue funding.	31
Strategy 4: Develop a funding-ready plan for mountain bike trail development.....	33
4.2 Medium-Term Development Projects.....	34
Strategy 5: Develop a funding-ready program for marina expansion and fuel dock development.	34
Strategy 6: Support Stz'uminus First Nation in expanding aquaculture production and establishing a seafood processing facility.	35
Strategy 7: Continue to pursue the establishment of a post-secondary facility in Ladysmith... ..	35
Strategy 8: Continue to pursue and support residential development.....	35
Strategy 9: Continue to develop new event and promotional ideas for Downtown Ladysmith.	36
Strategy 10: Continue to support region-wide economic development initiatives.....	36
Strategy 11: Support an expanded range of tourist activities.	36
4.3 Supporting a Strong Local Economy.....	37
Strategy 12: Support an expanded supply of industrial land.	37
Strategy 13: Continue and expand access to tools and resources for business owners.....	37
Strategy 14: Pursue enhanced transportation options linking Stz'uminus to Ladysmith.	38
Strategy 15: Continue to focus on improvements to the development approval process and relationship with developers.	38

Strategy 16: Support the continued presence of traditional industries in Ladysmith.....	38
Strategy 17: Continue to invest in downtown vitality and place-making.....	39
APPENDIX A: ECONOMIC ANALYSIS	40
Overview	40
Benchmark Group	40
Census Population	2
Population Growth.....	2
Median Age	3
Employment Income	3
Employment Income (Full-Year and Full-Time)	4
Work in Home Municipality	4
Jobs per Working Resident.....	5
Average Home Value	5
Property Taxes and User Charges	6
Post-Secondary Credentials.....	6
Employment in Ladysmith.....	7
Total Employment for Ladysmith Area Residents.....	8
Detailed Industry Strengths.....	9
APPENDIX B: COMMUNITY CONSULTATION	10
APPENDIX C: FUNDING PROGRAMS FOR ECONOMIC DEVELOPMENT.....	11
I. Island Coastal Economic Trust (ICET)	11
II. BC Rural Dividend Program.....	11
III. Community Gaming Grants	11
IV. BC Real Estate Foundation (REFBC) Grant Program:	11
V. Tourism Funding	11

EXECUTIVE SUMMARY

“This strategy lays the groundwork for how we will move forward together in the coming decade, with a shared vision of creating a vibrant local economy that will be of benefit to all people.”

Ladysmith Economic Development Strategy Steering Committee, September 2018

The Ladysmith area has many advantages for building and sustaining economic opportunity. While traditional industries like forestry and manufacturing continue to have a substantial impact on the local community, new industries and opportunities are emerging that will increasingly position Ladysmith and the surrounding area as an attractive place to live, work and invest.

Ladysmith has **natural assets** like a spectacular waterfront, a central location on Vancouver Island, a natural harbour with plentiful marine resources, and countless outdoor recreational options like mountain biking, hiking and kayaking. It has **built assets** created over many generations, including a historic and attractive downtown, excellent infrastructure, a thriving local airport that builds linkages to the broader world, and a strong sense of community.

These assets can position the town and the surrounding area as a leader in tourism development, while opening the door to new residential, commercial and industry growth.

This study acknowledges the existing collaborative relationship with the Town of Ladysmith and Stz'uminus First Nation, and the vital role which Stz'uminus First Nation will play in activating both the Ladysmith Waterfront Development Plan and future industrial, residential and commercial development in Ladysmith and the surrounding area.

In the course of developing this study, a powerful partnership was forged between project steering committee members, including the Town of Ladysmith, Stz'uminus First Nation, Ladysmith Chamber of Commerce, the Ladysmith Downtown Business Association, Economic Development Cowichan, Nanaimo Airport, and Community Futures Central Island.

The study partners realized that while Ladysmith has challenges to overcome to realize its full potential, new opportunities can be revealed through the analysis of data related to population, employment and industry strengths. This study combines these practical insights with an overview on how community strengths can be leveraged.

Strategies

The Ladysmith Economic Development Strategy is an action-oriented blueprint for the local partners to continue to work together for community benefit. The strategy contains three types of recommendations and supports several initiatives that are already underway:

1. **Immediate Priority Projects** include the Arts and Heritage Hub on the waterfront, developing a walking tour app, creating and enhancing online tools for investment and resident attraction and tourism promotion, and developing a funding-ready plan for mountain bike trail development.

2. **Medium-Term Development Projects** include the waterfront marina expansion and enhanced aquaculture production and seafood processing. Post-secondary facilities, residential development, new events and promotions for Downtown Ladysmith and enhancing Ladysmith's role in tourism, residential growth, and tech, film and industrial development are also seen as medium-term priorities.
3. **Supporting a Strong Local Economy** for the long-term will require an expanded supply of industrial land, enhanced support for local business owners, and the pursuit of new transportation linkages between Stz'uminus, Ladysmith and Nanaimo. Partners should also support the continued presence of traditional industries like forestry and manufacturing and continue to invest in downtown vitality and place-making.

Through these efforts, a shared desire to support business attraction and expansion will be realized and the Town of Ladysmith and the surrounding area will attract a new demographic of investors, entrepreneurs and residents.



Image: Duck Paterson photographer

1. INTRODUCTION

“All of the partner organizations in the Ladysmith Economic Development Strategy share a common interest in building a vibrant community through enhanced employment opportunities, successful local businesses, and a solid base of tax revenue to support community services and amenities.”

1. INTRODUCTION

Economic development in the Ladysmith area benefits from a strong collaborative relationship between the Town of Ladysmith, Stz'uminus First Nation, and other local and regional organizations, including the Ladysmith Chamber of Commerce, Ladysmith Downtown Business Association, Cowichan Valley Regional District (through Economic Development Cowichan), Community Futures Central Island, and the Nanaimo Airport.

These organizations have been meeting regularly and cooperating on joint projects in recent years, including securing funding and overseeing the creation of this Economic Development Strategy.

The strategy's terms of reference are action-oriented and reflect a desire among the community partners to identify specific project opportunities that they should pursue in tandem with funding support options.

1.1 Study Process

The study was prepared by the consulting team of Jamie Vann Struth (Vann Struth Consulting Group Inc.) and Al Baronas (Algis Consulting Ltd.) from February to July 2018.

The project was managed by Amy Melmock and Janae Enns of Economic Development Cowichan, which is the economic development division of the Cowichan Valley Regional District.

Guidance throughout the project was provided by a community steering committee comprised of the following members:

- Mayor Aaron Stone, Town of Ladysmith
- Chief John Elliott, Stz'uminus First Nation
- Mark Drysdale, Executive Director, Ladysmith Chamber of Commerce
- Guillermo Ferrero, Chief Administrative Officer, Town of Ladysmith
- Jolynn Green, Executive Director, Community Futures Central Island
- Mike Hooper, President and Chief Executive Officer, Nanaimo Airport Commission
- Tammy Leslie, President, Ladysmith Chamber of Commerce
- Andrea Rosato-Taylor, President, Ladysmith Downtown Business Association

Key elements of the study process included:

- Four meetings with the community steering committee to review preliminary work, generate ideas and provide feedback.
- Research and economic analysis, including a review of a significant volume of past studies on the Ladysmith economy (including studies developed by Stz'uminus First Nation) and a benchmarking analysis comparing Ladysmith to similar BC communities on a variety of economy-related variables (see Appendix A for details)

- Consultation with business and community stakeholders, including detailed in-person interviews and telephone interviews. A list of consulted individuals can be found in Appendix B.
- Creation and use of an evaluation framework that analyzed a range of project ideas according to determine those that are most worthwhile for the community partners to pursue in the short and medium term.
- Developing a set of additional recommended strategies to support economic opportunities that encourage an overall strengthening of the economic climate in Ladysmith.

1.2 Study Area

The study area is centered on the Town of Ladysmith and includes nearby Stz'uminus First Nation communities and adjacent unincorporated areas.

Ladysmith is also part of an integrated Central Island economy and has employment and business relationships to the south (North Cowichan/Duncan) and north (Nanaimo). Only one-third of employed Ladysmith residents have a regular place of work within the town, meaning that two-thirds are commuting elsewhere or have no fixed place of work (which is common in sectors like construction). On the other hand, more than 600 rural residents from Cowichan Valley Area G (including Saltair), Cowichan Valley Area H (including Diamond and North Oyster/Yellow Point) and Nanaimo Area A (including Cassidy) work in Ladysmith. Wherever employment linkages exist, social, recreational, and commercial linkages tend to follow.

The approximate population of the local study area is shown in Table 1. The table also shows the population of the “sub-regional” area that is within about a 20-minute drive of Ladysmith, as well as the entire Central Island market encompassing the Cowichan Valley and Nanaimo Regional Districts.

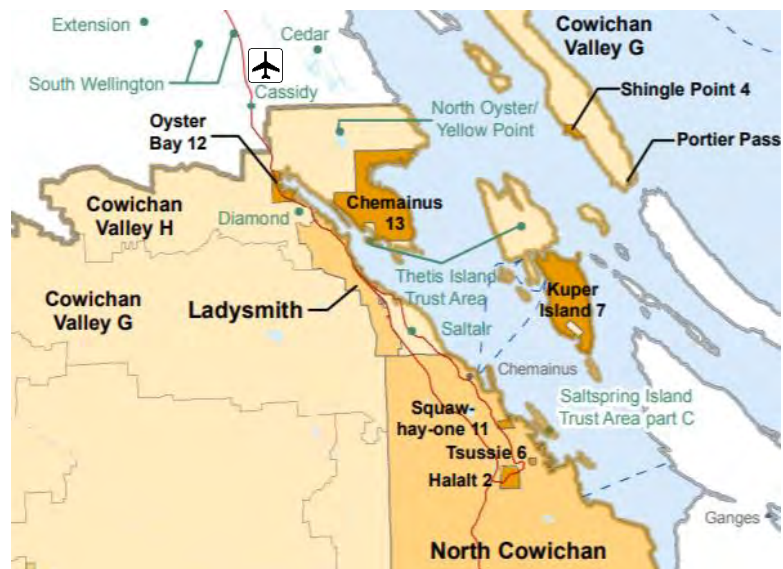


FIGURE 1: LADYSMITH'S LOCAL MARKET AREA (BC STATS)

Table 1. Study Area and Market Area Population, 2016

Community	2016 Census Population
Ladysmith	8,537
Stz'uminus First Nation (Chemainus, Oyster Bay Reserves)	812
Diamond	200
Local Study Area	9,549
Chemainus	3,021
Saltair	2,069
North Oyster/Yellow Point	1,320
Cassidy	995
Rest of Cowichan Valley Area H	926
Rest of Cowichan Valley Area G	256
Sub-Regional Market (including Local Study Area)	18,136
Rest of Cowichan Valley Regional District	66,598
Rest of Regional District of Nanaimo	154,703
Total Central Island Market	239,437

Source: Statistics Canada Census

1.3 Value of Economic Development

The Town of Ladysmith, in Council's Strategic Priorities for the current term, identified "Employment and Tax Diversity" as one of its five strategic priorities. Council's vision is:

Promote responsible investment and innovative management of municipal resources to support community prosperity, sustainable economic development, industry diversification and quality employment opportunities in the Ladysmith area.

Stz'uminus First Nation Council has vision statements in six areas, including:

Be able to provide enhanced employment opportunities for our membership.

Economic Development Cowichan recently completed an economic development strategic plan for the entire region that aims to secure a vibrant regional economy through:

- *Increasing high quality employment opportunities*
- *Building a more diversified and sustainable local economy*
- *Supporting existing and emerging businesses that bring new investment to the region*

The other project partners have similar interests. The Ladysmith Chamber of Commerce has a mission "to promote and improve local business." The Ladysmith Downtown Business Association has a vision of "cultivating the heart of the community for a vibrant downtown where businesses work together in support of each other and the community."

The Nanaimo Airport Commission has a vision to “to provide a safe, efficient and financially viable airport, offering excellent services and value to all users while fostering economic development.’ Community Futures Central Island has been working for more than 25 years to help grow the Central Island’s economy.

All of the partner organizations in the Ladysmith Economic Development Strategy share a common interest in building community through enhanced employment opportunities, successful local businesses, and a solid base of tax revenue to support community services and amenities.



2. COMPETITIVE ASSESSMENT

“More than any other factor, the waterfront was identified as the asset Ladysmith should be focused on for future economic development.”

2. COMPETITIVE ASSESSMENT

The competitive assessment of the Ladysmith economy is based on a combination of prior research, consultation with the steering committee and other community members, and a comparative economic analysis. It is intended as a summary of the most common observations and most noteworthy economic facts within the study area.

For purposes of this report, we have determined that these are the trends and characteristics that are most important for guiding economic development initiatives in the Ladysmith area in the next few years.

2.1 Challenges to Overcome

Perception as a bedroom community. The opinion of both local and non-local residents is that if Ladysmith is perceived as primarily a bedroom community for Nanaimo, it will not be viewed as a serious option for business investment or as a shopping, dining or tourist destination.

Perceptions of a declining local employment base. Ladysmith is a net exporter of workers and locally-based employment declined slightly from 2011 to 2016, yet it continues to function as the centre of economic activity in its sub-regional area (roughly from Saltair to Cassidy.)

Emerging labour shortages. This is an increasing challenge for many businesses, especially with entry-level positions in sectors like retail and accommodation services. Local employers have had difficulty recruiting from outside the region for some management and higher-skill positions as a result of lower wages than larger urban centres and a limited supply of housing options.

Limited housing options to support skilled worker attraction. As is noted above, the supply of attainable housing that is accessible to a broad base of professionals and skilled workers is limited.

Limited supply of leasable space. The supply of leasable space for industries like retail and food service is reported to be cyclical in Ladysmith, with current supply being limited.

Limited supply of industrial land. Some industrial space is available in South Ladysmith, in the Rocky Creek Industrial Area, and other select sites adjacent to current industrial and commercial parcels on the waterfront. Overall supply is relatively low, particularly for 1 to 2 acre serviced parcels. An Industrial Land Use Strategy that is being undertaken by Economic Development Cowichan for the entire CVRD region will identify new priorities for future industrial land development.

Some business owners lack the will or business acumen to grow. Like many communities, Ladysmith has many small businesses run by owner-operators. It is natural for some of these individuals to lack expertise in some aspects of running a business, suggesting they could benefit from business mentoring to reach their full potential. Other owner-operators are not inclined to expand their operations due to lifestyle preferences.

Limited range of local tourist activities. While Ladysmith has a variety of local tourist attractions, it is generally not perceived as a destination community where a visitor would plan to spend multiple days. Its current role is more accurately viewed as the northern gateway to the Cowichan region (or the southern gateway to the Nanaimo region).

Perceived highway barrier between waterfront and downtown. The perceived barrier between Ladysmith's waterfront and downtown assets has been a long-standing concern that is being addressed within the Ladysmith Waterfront Development Plan.

Rapidly evolving retail sector increasing competition for downtown merchants. This issue is not unique to Ladysmith and is faced by all retail businesses. The combination of online shopping and online research that precedes in-store purchases has reduced the amount of "window-shopping" and has placed a higher burden on retailers to create reasons to frequent their locations.

Development approval and building inspection process. Various stakeholders identified challenges with the developmental approval and building inspection processes managed by local government. These processes have recently been reviewed by the Town of Ladysmith with the goal of improving service delivery.

Comparatively high property taxes. Several consulted business owners mentioned that property taxes and fees are higher than in other Island communities. There is some acknowledgement that simple comparisons of property taxes do not reflect differences in service levels and that Ladysmith has some special circumstances, such as operating its own Wastewater Treatment Plant.

Lack of public transportation options. There are no public transportation linkages between Ladysmith and Nanaimo or between Ladysmith and the main Stz'uminus community. This limits options for post-secondary students, lower-income individuals and seniors.

2.2 Strengths to Build On

Spectacular waterfront site. More than any other factor, the waterfront was identified during consultation as the asset that Ladysmith should be most focused on for future economic development. It was variously referred to as one of the premier waterfront sites on Vancouver Island and as a relatively unknown and under-appreciated asset. There is significant enthusiasm for capitalizing on the recently-completed Waterfront Development Plan and a sense that after previous plans failed to materialize, that the community can capitalize on current momentum.

Historic and attractive downtown area. The downtown was also frequently mentioned as a key local asset and discussed in terms of its historic character and the specialized local businesses that are attracted to the area. There are many ideas for enhancing the downtown's effectiveness, including through improved services like offsite parking, better signage, and new street furniture, public washroom facilities and design elements to enhance vitality.

Strong sense of community. Nearly every individual consulted for the study mentioned Ladysmith's strong community character and small-town feel that is increasingly rare in other communities. Preserving this character is a prime concern for many.

Established pattern of population growth locally and regionally. Ladysmith and the broader Central Island and Vancouver Island regions have a longstanding pattern of consistent population growth. While growth creates some challenges, the underlying desirability of the region is a tremendous benefit compared to rural regions in other parts of Canada that are consistently losing population, local tax base, and services.

Central location between the population clusters of the Nanaimo and Cowichan Valley Regional Districts, which have a combined population of nearly a quarter million people. Ladysmith is also within a 90-minute drive of more than 700,000 people from Greater Victoria to the Comox Valley, meaning the community is an excellent location for distribution and service businesses with customers throughout Vancouver Island.

Proximity to the Nanaimo Airport and Duke Point ferry, container and barge terminals. These are significant human and goods transportation facilities for Vancouver Island and further enhance Ladysmith's value as a central distribution and service location for the Central Island region.

Housing. Access to affordable housing is a challenge in many communities, including Ladysmith, but housing prices are lower in Ladysmith than in many comparable lower mainland communities. New residential developments are aggressively being pursued in Ladysmith.

More affordable developable land than Nanaimo. While Ladysmith does not have a large supply of available developable land for industry and business, land costs are generally more affordable than in Nanaimo.

Good working relationship between Town of Ladysmith and Stz'uminus First Nation. The two communities are working together on a variety of projects, including waterfront development. The desire to find mutually beneficial projects will enhance the future wellbeing of both communities.

2.3 Projects and Opportunities

The project and opportunities listed below were discussed through consultation and with the steering committee as either (i) community projects that the project partners could pursue with funding support, or (ii) more general economic development opportunities that are not currently suitable for funding support but could be pursued through other local or regional initiatives. They are listed in alphabetical order.

1. **Aquaculture development.** Refers to expanded aquaculture production, not including related seafood processing. This includes a new focus on geoduck production and is an opportunity being pursued by Stz'uminus First Nation that would have broader economic benefits to Ladysmith and surrounding areas.
2. **Arts and Heritage Hub development.** The Arts and Heritage Hub is a key feature of the Waterfront Plan and is centered on the "Machine Shop" building that currently houses the Ladysmith Art Gallery, Heritage Centre, artist studios and administrative offices for several local organizations.

A total of \$1.8 million in federal gas tax funding was recently secured for structural and related repairs and upgrades to the facility and subsequent funding is being pursued to develop the programming elements of the Hub. This will enhance its role as a waterfront tourist attraction and further support the arts and various creative endeavors through expanded gallery and studio space, as well as showcasing Stz'uminus First Nation heritage and the industrial history of the waterfront.

3. **Downtown enhancement.** Refers to additional funding for the type of downtown enhancement activities already initiated by the Town that aim to create active street life (places to sit, games on the street, distinctive art or structural elements) rather than general “beautification” elements that are more passive and often more expensive to maintain.
4. **Downtown shopping promotion.** Refers to concerted marketing and promotion of Ladysmith’s historic downtown as a regional shopping destination, including a focus on boutique shopping opportunities through some of the more specialized retailers. One promotional idea is to organize or to entice existing companies that offer shopping bus tours. Ladysmith successfully hosted a previous tour, allowing it to showcase its historic downtown and specialist retailers. The tours could be day-trips from Victoria, from the Lower Mainland via the Duke Point or Departure Bay ferries, or linked to cruise ship visits in Nanaimo or Port Alberni.
5. **Festival expansion and promotion.** Refers to the potential to secure funding support for festival development, which could include expanded programming, improved infrastructure, or simply increased external marketing. The goal is to have another festival on the yearly calendar that drives tourist visits to Ladysmith.
6. **Highway commercial.** Refers to further expansion of the type of auto-oriented development found at SFN’s Oyster Bay development and is contemplated for parts of the Nanaimo Airport lands (but not in any significant way within municipal boundaries). This opportunity builds on the significant through-traffic on the Island Highway that would not otherwise stop in the Ladysmith area at all.
7. **Industrial business development.** Refers to a wide range of possible business types, including light industrial, service commercial and distribution that share a common need for industrial space, typically in proximity to the highway (or the waterfront) and may be oriented toward serving the broader Central Island region. The potential for a manufacturing operation, perhaps associated with processing of regional agricultural products or a new wood manufacturing operation, will remain a possibility so long as the region has primary resource industries like logging, farming, fishing, and mining.

- 8. Marina expansion and fuel dock development.** Refers to the expansion and reconfiguration of Ladysmith Community Marina moorage space that is shown in the Waterfront Plan, ideally to be accompanied by a marine fuel facility, which will increase transient marine traffic and tourism.
- 9. Marine-related services or light manufacturing.** Refers to a subset of the broader range of light industrial companies that might consider Ladysmith as a Central Island hub, with a particular focus on those that are marine-related and require proximity to the waterfront. Examples include marine-related manufacturing (e.g., small boat building) and marine support services like repair and maintenance.
- 10. Mountain bike trail development.** Refers to funding for additional trail development and other product development within the Town, including surveying and mapping trails, creating signage, and promoting mountain biking in Ladysmith as part of a growing network of Island-based mountain biking destinations. This will build on the work already done by the non-profit Ladysmith Trail Alliance.
- 11. Multi-modal transportation facility.** Refers to the development of a facility with excellent transportation connections (highway, water, air) to transfer freight from one mode to another, often involving repackaging and sorting for delivery.
- 12. New Visitor Centre.** Refers to the development of a new highway-oriented Visitor Centre, as identified in the Waterfront Plan as a medium-term (3-5 year) priority. The proposed location is the northeast corner of the Island Highway and Roberts Street and other locations within this vicinity may hold potential.
- 13. Post-secondary institution.** Refers to the attraction of a post-secondary facility or research institute.
- 14. Regional trail development.** Refers to Ladysmith supporting the completion and/or enhancement of regional-scale trails as a tourist attraction both locally and regionally. Ideas include completion of the Trans-Canada Trail (rather than having the current trail use the road shoulder), as well as developing a bike tourism trail using the right-of-way of the Esquimalt & Nanaimo (E&N) Railway.
- 15. Residential attraction (prime-age demographic).** Refers to a specific initiative focused on attracting new residents with desirable demographic characteristics, including working-age adults and those with entrepreneurial talents or desired professional or technical skills.
- 16. Residential development.** Refers to both single-family and multi-family housing developments that would increase Ladysmith's population and resident labour force, and ideally would also address current deficiencies in housing stock for professionals and skilled workers seeking to relocate to the area.

- 17. Seafood plant.** Refers to a facility for processing seafood product caught or harvested by Stz'uminus First Nations, including from geoduck aquaculture.
- 18. Seniors housing development.** Refers to the need for seniors housing to allow older residents to stay in the community if they reach a point where remaining in their own home is not possible. Stz'uminus First Nation is currently finalizing a seniors housing project that will serve the entire community and make a valuable contribution to the local seniors housing market in the near term. Given the aging of the population, additional seniors housing or senior-friendly housing will be required.
- 19. Technology sector attraction.** Refers to the attraction of companies or individuals working within a variety of technology-based industries, such as software, new media, environmental technology, alternative energy, aerospace, advanced manufacturing, film, and others.
- 20. Tourism marketing (general).** Refers to general tourism marketing for the community and its events and attractions, including the development of new and improved marketing tools like a new tourism promotion website, creation of a web marketing strategy, etc.
- 21. Tourism signage (wayfinding).** Refers to the desire among some of those interviewed that Ladysmith needs more and better wayfinding signage of several types – leading visitors from the highway into downtown or to the waterfront, directing visitors between the waterfront and downtown, and leading visitors to key amenities like off-street parking, public washrooms, and walking trails.
- 22. Walking tour app development.** Refers to the creation of an app to guide visitors through one or more walking tours in the community, including downtown heritage tours, food tours, and so on.

2.4 Community Branding Attributes

When considering the Ladysmith attributes that should be highlighted in community branding for economic development, it is useful to think about the intended target.

Attracting new businesses to smaller communities usually means attracting new people as well, including small-business owners as well as managers and skilled personnel who would support the establishment or growth of a larger business.

The ideal demographic target might be young adults, including those with children, with entrepreneurial ambitions or valuable skills.

This demographic has adults to contribute to local business growth and expansion, a household in its “high-spending” years that would contribute to the local retail and services market for existing businesses, and children who would sustain the student count in local schools and help sustain the demand for community-based recreational, cultural and educational programs.

With this target demographic in mind, the Ladysmith attributes that are most important to highlight from a community branding perspective include the following:

- The **historic character** of the downtown area. There is emerging cultural value placed on “authenticity” and Ladysmith has a tremendous asset with its classic small town main street. Entrepreneurs also want unique spaces that can be created or adapted to reflect the historic character of the downtown.
- The **connection to nature**, including through recreational opportunities in nature (hiking, mountain biking, kayaking, scuba diving), as well as a strong environmental ethic.
- The strong **sense of community**. This returns to the notion of authenticity and how people in Ladysmith talk about their community’s character and their relationships with their neighbours, as well as community institutions, recreational and cultural programs, festivals, and so on.
- Affordable and desirable **housing options**. Younger adults and families from larger urban centre are seeking out communities that can provide more affordable locations.
- Central and accessible location. This is important both as a selling feature for businesses, who will have opportunities to service a Central Island market, as well as being located in close proximity to larger centres and with easy access to transportation linkages to Vancouver and beyond for business or personal reasons.

Building the Brand

The Ladysmith brand relates to what people think of when they hear the name “Ladysmith.” Marketing and promotions (what people are told about Ladysmith) is less powerful in establishing the community brand than people’s actual experience of the community.

To reach the desired demographic will involve a blend of traditional economic development and business-related measures, as well as supporting quality of life-related initiatives that build upon the desirable sense of place that already exists. Within the business-related realm, it should be as easy as possible to start a business, with supportive services in place for business advice, a welcoming and supporting business community, and a local market that is open to entrepreneurs who are trying out new ideas.

The Ladysmith brand also depends on the sense of place and the quality of life for residents, especially the entrepreneurial and skilled mid-career adults with families that are the most desired demographic.

By supporting recreational and cultural amenities like mountain biking and public art, ensuring a good supply of quality and affordable housing is built, encouraging entertainment and dining options like craft breweries or a waterfront restaurant and emphasizing local interest in “green” products and lifestyles, new business and resident attraction messages will be underscored.

As Ladysmith becomes more and more a community of choice for families and prime-age adults, the message will spread organically through word-of-mouth and social media. A positive feedback loop occurs as more entrepreneurs and skilled workers and families are attracted to the community, helping to bring about even more positive change.

Communicating the Brand through Partnered Business Attraction, Retention and Expansion

The various members of the Project Steering Committee each have a role to play in promoting the Ladysmith brand and encouraging new business development. In particular, the Ladysmith Chamber of Commerce is often a first point of contact for prospective new businesses and residents through their operation of the Ladysmith Visitor Centre.

In Steering Committee discussions, it was noted that a prospective Visitor Centre, located within a fully developed Ladysmith Waterfront, could serve as a more formal business attraction, retention and expansion center. This would involve forming strategic partnerships that would drive a new and innovative approach to service delivery at the VIC, and that takes into account a combined tourism/business/resident attraction website. A waterfront VIC could also be co-located with retail, business incubation and cultural-heritage facilities to create a more dynamic and sustainable operating model.



3. EVALUATION OF OPPORTUNITIES

“New residents create an expansion of the local consumer market through their household spending and expand the local labour market in their role as workers and entrepreneurs.”

3. EVALUATION OF OPPORTUNITIES

The focus of this section is the evaluation and prioritization of the 22 projects/opportunities listed in section 2.3. The desired result is to identify the best projects for the Ladysmith community partners to actively pursue, based on a combination of largest economic impact, those most likely to succeed given Ladysmith’s competitive position, and those most open to influence from economic development initiatives.

3.1 Screening Filters

The first level of evaluation is several filters that are “pass/fail.” These provide an initial review of whether the project/opportunity is suitable for a community-level partnership. As noted above, projects that are rejected by the filters may still be valid opportunities for a different type of strategy.

Filter #1 – Traded Sector?

The distinction in this filter is between (i) traded sectors, which sell to markets beyond the local area, and (ii) local-serving sectors, which are primarily selling to residents and other businesses in the local area.

Traded sectors are the drivers of a local economy because they are not constrained by the size of their home market. Companies that sell to larger markets are forced by competition to be innovative and to operate as efficiently as possible, often leading to higher productivity, more capital investment, more research and development, and higher wages. Productivity and investment and innovation are important for local-serving sectors too, but the community growth impacts are more limited by the size of the local market.

Project/Opportunity	#1 – Traded Sector?
Aquaculture development	YES
Arts and Heritage Hub development	YES
Downtown enhancement	YES
Downtown shopping promotion	YES
Festival expansion and promotion	YES
Highway commercial	YES
Industrial business development	YES
Marina expansion and fuel dock development	YES
Marine-related services or light manufacturing	YES
Mountain bike trail development	YES
Multi-modal transportation facility	YES
New Visitor Centre	YES
Post-secondary institution	YES
Regional trail development	YES
Residential attraction (prime-age demographic)	YES
Residential development (general)	YES
Seafood plant	YES
Seniors housing development	YES
Technology sector attraction	YES
Tourism marketing (general)	YES
Tourism signage (wayfinding)	YES
Walking tour app development	YES

Tourism is considered a traded sector because its market is people living outside the local area. Some public-sector organizations are also classified as traded sectors if they are funded primarily at a non-local level – examples include federal and provincial government offices, public post-secondary institutions, and hospitals.

In this report, initiatives that attract or retain residents are also considered part of the traded sector. New residents create an expansion of the local consumer market through their household spending and expand the local labour market in their role as workers and entrepreneurs. Seniors housing does not make the same direct contribution to the supply of workers, but seniors housing facilities will create local jobs and are often supported partly through external government funding or private pensions and investments.

As shown in the accompanying table, all 22 opportunities are considered part of the traded sector.

Downtown enhancement is included because it makes the community more attractive for tourism, enhances the street vitality and “sense of place” of the downtown area (which makes the community more attractive to potential residents and investors), and supports the attraction of new businesses downtown.

Filter #2 – High-Level Fit as a Local Initiative?

The primary purpose of this filter is to make an initial, high-level assessment of whether the opportunity is best pursued locally or through broader partnerships.

The following five opportunities are removed from further consideration:

Industrial business development; Marine-related services or light manufacturing. These two opportunities are related to industrial land, which is being considered in detail as part of a separate Industrial Land Use Study through Economic Development Cowichan. Despite removing these opportunities from the current analysis, there are several strategies in Section 4 related to industrial land based on its value in supporting quality jobs (particularly for mid and low-skilled workers) and its importance to the municipal tax base.

Multi-modal transportation facility. While the rationale for this opportunity appears sound given Ladysmith’s proximity to highway, air, and ocean transportation routes, the idea requires further study to determine land and labour requirements, market potential, possible operating models, etc.

Regional trail development. This opportunity is regional in nature and while Ladysmith has a role to support regional trail connectivity and new trail development, it is best pursued as a regional initiative rather than by the local Ladysmith partners.

Technology sector attraction. Economic development initiatives to build the technology sector are already underway within the Cowichan Valley and at a broader Vancouver Island level. Ladysmith is well positioned to host tech companies and can support these initiatives by partnering on developing a technically skilled workforce, enhanced fiber connectivity, post-secondary facilities, and through efforts to attract a younger demographic to the region.

Project/Opportunity	#2 – Fit for Local?
Aquaculture development	YES
Arts and Heritage Hub development	YES
Downtown enhancement	YES
Downtown shopping promotion	YES
Festival expansion and promotion	YES
Highway commercial	YES
Industrial business development	REGIONAL
Marina expansion and fuel dock development	YES
Marine-related services or light manufacturing	REGIONAL
Mountain bike trail development	YES
	REQUIRES FURTHER STUDY
Multi-modal transportation facility	REQUIRES FURTHER STUDY
New Visitor Centre	YES
Post-secondary institution	YES
Regional trail development	REGIONAL
Residential attraction (prime-age demographic)	YES
Residential development (general)	YES
Seafood plant	YES
Seniors housing development	YES
Technology sector attraction	REGIONAL
Tourism marketing (general)	YES
Tourism signage (wayfinding)	YES
Walking tour app development	YES

Filter #3 – Requires Economic Development Support?

This filter is used to distinguish between (i) projects/opportunities that are likely to realize their potential only with economic development support, which may include project funding, and (ii) projects/opportunities that are already proceeding and do not currently need active economic development support.

For the purposes of this strategy, the following eight opportunities are removed from current consideration:

Aquaculture development; Seafood plant.

These two opportunities are related, and both are being led by the Stz’uminus First Nation (SFN) under their own process and access to business development funding. There is not currently a role for active participation of other community partners in bringing these opportunities to fruition, although the economic benefits of expanded aquaculture and seafood product processing would be felt throughout the local area.

Highway commercial. This opportunity is currently focused primarily on the SFN Oyster Bay development, with potential for future growth on the Nanaimo Airport’s highway frontage and modest growth and redevelopment within municipal borders. Development of the Oyster Bay site is managed by SFN’s Coast Salish Development Corporation, which has successfully attracted multiple national companies in retail, accommodation and housing. Broader community initiatives to expand tourism and attract residents to the area will benefit the Oyster Bay development, but there are no collaborative project opportunities relating to highway commercial at the present time. Future commercial growth at the Nanaimo Airport will similarly be complementary to regional tourism and residential growth.

Downtown enhancement; Tourism signage (wayfinding). Downtown enhancement activities and signage improvements are already underway and are being funded by the Town of Ladysmith. Investment in downtown infrastructure and in tourist signage will remain viable candidates for future collaboration among community partners.

Post-secondary institution. The potential benefits for Ladysmith to attract a post-secondary institution are significant and are being pursued by the Town and Economic Development Cowichan.

General and seniors housing. There is currently significant interest from developers and service organizations in general and seniors housing and multiple projects are underway or in the planning stages. Given the continued growth of the Vancouver Island housing market, developer interest is likely to remain strong for the foreseeable future. The community need for attainable housing is being addressed by local and regional not-for-profits and will require local government cooperation and support that is outside the confines of this study.

Project/Opportunity	#3 – Requires Support?
Aquaculture development	TBD
Arts and Heritage Hub development	YES
Downtown enhancement	IN FUTURE
Downtown shopping promotion	YES
Festival expansion and promotion	YES
Highway commercial	NO
Marina expansion and fuel dock development	YES
Mountain bike trail development	YES
New Visitor Centre	YES
Post-secondary institution	IN FUTURE
Residential attraction (prime-age demographic)	YES
Residential development (general)	IN FUTURE
Seafood plant	TBD
Seniors housing development	IN FUTURE
Tourism marketing (general)	YES
Tourism signage (wayfinding)	IN FUTURE
Walking tour app development	YES

3.2 Rating of Opportunities

The next stage in the evaluation process is the rating of the remaining 9 projects according to a series of criteria that fit into two general categories: (i) assessing the potential benefit to the community from each opportunity; and (ii) assessing Ladysmith’s competitive fit for each opportunity.

Caveat

The rating scales for each criterion are explained in the discussion below, but it must be noted that even though this analysis has the appearance of a precise mathematical exercise, it is providing only an overall assessment of the positive, negative, or mixed status of each opportunity.

Economic Impact Assumptions

The “Scale of Economic Impact” variable is based on preliminary assumptions about the type of economic activity that would be generated by successful completion of each project. Most projects require a start-up period to become known among their target market and to start operating at full efficiency, so the estimates are for 3 to 5 years following project completion.

Project/Opportunity	Economic Impact Assumption
Arts and Heritage Hub development	<ul style="list-style-type: none"> An additional 15,000 people per year visiting the Ladysmith Art Gallery, the Harbour Heritage Centre and other new attractions in the facility. This is based on double current Art Gallery attendance of 11,000 plus growth for other attractions. Each additional visitor is assumed to be a tourist. Each tourist visit corresponds to 0.5 additional days spent in Ladysmith.
Downtown shopping promotion	<ul style="list-style-type: none"> Four bus tours per year with 40 people per tour. Retail and food service spending per person per day is \$250. These figures are arbitrary and require further research.
Festival expansion and promotion	<ul style="list-style-type: none"> Festival attendance for some of the more successful mid-Island events ranges from just over 30,000 for the evening of Ladysmith’s Festival of Lights to more than 130,000 for the multi-day Parksville Beach Festival. Provided a Ladysmith community group was sufficiently motivated, with ideas for festival expansion or a new event and an available pool of volunteers, an achievable goal is 6,000 additional visitor-days for an event like Ladysmith Days.
Marina expansion and fuel dock development	<ul style="list-style-type: none"> Approximate doubling of existing moorage space at Ladysmith Community Marina and establishment of a marine fuel facility would attract both overnight stays and fueling stops from transient boaters. Additional 3,000 boat-nights and 1,500 shorter stops for fuel and other supplies and services. This is an approximation based on previous economic impact assessments in Ladysmith and other communities of moorage expansions of similar scale.
Mountain bike trail development	<ul style="list-style-type: none"> Visitor spending impacts estimated relative to Squamish, which had a mountain biking economic impact study completed in 2014 showing nearly \$10 million in annual visitor spending. Ladysmith impacts are estimated at 1/15th the level of Squamish after 3-5 years of growth, or about \$650,000 per year. Per trail impacts are assumed to be only one-third as high in Ladysmith given Squamish’s proximity to other biking destinations like North Vancouver and Whistler and its more established tourism infrastructure like accommodations and gear shops.

New Visitor Centre	<ul style="list-style-type: none"> • A 50% increase in visits to the Visitor Information Centre (VIC) would occur if the VIC was moved to a more prominent location. Visitors to the Ladysmith VIC declined by 18% from 2012 to 2017. • 10% of additional VIC visitors spend one extra day in Ladysmith, and 30% find a new activity for a few hours, similar to VIC economic impact studies in other communities. • The success of a new VIC would be keyed to developing new and sustainable co-location partnerships and a more dynamic role for the Ladysmith Chamber of Commerce in business and resident attraction.
Residential attraction (prime-age demographic)	<ul style="list-style-type: none"> • Permanent residential attraction has a fundamentally deeper economic impact on a community, depending on the labour skills, business ideas, and personal characteristics of the new residents. • For purposes of enabling a comparison to other projects in this analysis, the estimated local household spending impacts of new residents are counted. • An extra +1 is added to the score to account for positive economic impacts on labour force and entrepreneurship. • Assume a 0.5% increase in new households after five years, over and above other population growth that would occur (this is about 19 households, or nearly 4 per year over a five-year period). • Assume total current consumption per household is the same as the BC average (\$64,600). Note this ignores the significant spending typically associated with establishing a new home. • Assume 75% of spending is captured locally, based on estimated retail leakage out of Ladysmith (based on Ladysmith having 4.3 locally-based retail jobs per 100 residents compared to 5.7 in the Vancouver Island and Coast region).
Tourism marketing (general)	<ul style="list-style-type: none"> • It is reasonable to assume that with updated online tools (for example, more targeted advertisements through Google or Facebook), that additional visitors can be attracted to Ladysmith.
Walking tour app development	<ul style="list-style-type: none"> • A growing number of communities have walking tour apps available, but usage figures are not available. • Past visitor surveys in the region suggest there is strong interest in historic sites, museums, local shops and artisans, all of which will benefit from the app.
General assumptions	<ul style="list-style-type: none"> • Economic impacts calculated using multipliers from Statistics Canada's BC Input-Output Model for 2013. • Per-day spending estimates for general tourists and boaters, as well as the distribution of that spending into categories, based on past BC visitor surveys and the national Travel Survey of Residents of Canada. • All data assumptions are part of a community economic impact model developed by Vann Struth Consulting Group over the last 15 years and regularly used to assess projects in Vancouver Island communities on behalf of Island Coastal Economic Trust and other clients. • The "Scale of Economic Impact" variable uses a rating of +1 for every 5 local jobs in the economic impact assessment.

The results of these preliminary economic impact assessments and related variables are shown in the table below.

Potential Benefits Criteria

Project/Opportunity	Scale of Economic Impact (+1 per 5 local jobs)	Local Fiscal Impact (-2 to +2)	Social/Cultural/Sense of Place Impact (-2 to +2)	Potential Benefits TOTAL
Arts and Heritage Hub development	+2	0	+2	+4
Downtown shopping promotion	0	0	0	0
Festival expansion and promotion	+1.5	0	+1	+2.5
Marina expansion and fuel dock development	+2.5	+1	+1	+4.5
Mountain bike trail development	+1.5	+1	+2	+4.5
New Visitor Centre	0	-1	+1	0
Residential attraction (prime-age demographic)	+2.5	0	+1	+3.5
Tourism marketing (general)	+1	0	0	+1
Walking tour app development	+0.5	0	0	+0.5

The “**Local Fiscal Impact**” variable is for projects that generate a net positive or net negative financial impact on local government (which could include Stz’uminus or the Cowichan Valley RD, but for these projects relates mostly to the Town of Ladysmith).

Projects that generate local employment and business activity will generate corresponding local government tax and fee revenue through higher property taxes (from new buildings and improved buildings). They may also generate higher servicing costs for local government depending on their operational model.

The Arts and Heritage Hub, for example, generates positive employment and business impacts that will generate some corresponding increase in local government revenues, but the municipality could incur operations and maintenance costs that offset the revenue.

The marina expansion and mountain bike trail development are rated as a net positive because there will be reduced municipal costs for ongoing servicing. A new Visitor Centre, as a public asset, will have ongoing operating costs and is unlikely to be self-sustaining on its own. However, if a VIC is given a strong business and resident attraction focus, it will provide other economic development advantages to the community.

The “**Social/Cultural/Sense of Place Impact**” variable highlights projects that make a meaningful contribution to the non-economic aspects of quality of life. The Arts and Heritage Hub and mountain bike development are rated highest (+2) because of the contribution they make to community life in general, with special appeal to the artistic and cultural community (including Stz’uminus artists) and to the active, outdoor recreation market.

Other projects that create a new facility or event are also rated positively (+1) while projects that are aimed outside the community (like marketing) or do not create something new that would be used by locals are rated neutral (0).

Competitive Fit Criteria

The next set of rating criteria relate to Ladysmith’s competitive fit for each opportunity, under the presumption that opportunities with a very good fit with Ladysmith assets are more likely to be successfully realized in the future.

Project/Opportunity	Provincial/ Regional Growth Trend (-2 to +2)	Real Estate Fit (-2 to +2)	Labour Force Fit (-2 to +2)	Transportation & Location Fit (-2 to +2)	Other Factors (-2 to +2)	Competitive Fit TOTAL
Arts and Heritage Hub development	+1	+2	+1		+1	+5
Downtown shopping promotion		+1		-1		0
Festival expansion and promotion	+1					+1
Marina expansion and fuel dock development	+1	+1		+1		+3
Mountain bike trail development	+1	+2				+3
New Visitor Centre		-1				-1
Residential attraction (prime-age demographic)	-1	-1		+1	+2	+1
Tourism marketing (general)	+1				+1	+2
Walking tour app development	+1	+1				+2

The “**Provincial/Regional Growth Trend**” variable relates to whether the industry or business type is growing, or not, at a provincial and regional level.

Most opportunities are tourism-related, which remains a strong and growing sector provincially, and are rated positively. Residential attraction of the prime-age demographic is rated negatively because it is currently trending downward in the Vancouver Island and Coast region.

The next three variables relate to Ladysmith’s competitive assets in real estate, labour force, transportation and infrastructure. These are standard categories for evaluating opportunities and the default rating is neutral (0) unless there are clear advantages or disadvantage with respect to a particular opportunity.

For **real estate**, both the Machine Shop building and existing mountain bike trails are significant assets and are scored favourably. Downtown shopping and the walking tour app both rely on historic downtown real estate, which is a positive asset. A new Visitor Centre is rated negatively because a new building and site preparation are required. Residential attraction is also rated negatively given current shortages of desirable housing for the target demographic.

For **labour force**, shortages of workers are a growing concern, including entry-level workers who are common in tourism. However, none of the opportunities are huge employers and the labour challenges are not necessarily worse in Ladysmith than elsewhere so most opportunities are given a neutral rating. The only positive labour force rating is the Arts and Heritage Hub given the pool of artists that has developed over time in the community.

For **transportation and location**, most opportunities are rated neutrally. Even though tourism in Ladysmith benefits from proximity to the Island Highway, Nanaimo Airport and ferry terminals, but the Vancouver Island location is an extra hurdle for potential tourists from the mainland. The marina expansion project is +1 because it has a very favourable location for recreational boaters exploring the Island and Coast from the South Island, Lower Mainland or United States.

Ladysmith's location, with proximity to air transport links especially, is a plus for residential attraction. Only the downtown shopping opportunity is rated negatively because the Lower Mainland is a key market and the ferry is sometimes an obstacle for visitors compared to participating in existing shopping tours to Washington State.

The **Other Factors** variable is a catch-all for important issues not covered elsewhere that affect which opportunities could be pursued as community partnerships. Prime-age residential attraction is given the highest rating due to the factors outlined in section 2.4, relating to sense of community, affordable housing, heritage character, etc. The Arts and Heritage Hub is also rated positively due to the significant investment already announced in the Machine Shop building and the need to leverage that investment to achieve maximum benefits for the community. Tourism marketing is also rated positively because it will remain an ongoing priority of the community that will require the development of a multi-purpose tourism and business attraction website.

Summary of Opportunity Ratings

The opportunities are shown in order from highest to lowest overall rating in the table below.

Project/Opportunity	Potential Benefits TOTAL	Competitive Fit TOTAL	OVERALL TOTAL
Arts and Heritage Hub development	+4	+5	+9
Marina expansion and fuel dock development	+4.5	+3	+7.5
Mountain bike trail development	+4.5	+3	+7.5
Residential attraction (prime-age demographic)	+3.5	+1	+4.5
Festival expansion and promotion	+2.5	+1	+3.5
Tourism marketing (general)	+1	+2	+3
Walking tour app development	+0.5	+2	+2.5
Downtown shopping promotion	0	0	0
New Visitor Centre	0	-1	-1

These ratings do not necessarily reflect the preferences of the project partners with respect to their priority. They are instead, one mechanism for determining how economic development return may be calculated.

3.3 Overview of Grant Funding Options

Economic development funding options from granting organizations are discussed in this section in terms of “best fit” to identified Ladysmith economic development priorities, maximum funding available and implications for matching, timing constraints, past funding examples, and some constraints created by traditional funders who are currently unavailable.

The two funders that appear to be the best fit for Ladysmith economic development priorities are the Island Coastal Economic Trust (ICET) and the BC Rural Dividend program.

ICET

Advantages	Challenges
Significant funding for physical economic development, with a maximum \$400,000 ICET contribution	If over \$50,000, a two-step process requires more time to approval
Requires sophisticated submissions with economic development benefits identified	Requires all pre-planning to be relatively in final form
Many forms of economic development readiness programs available for smaller funding amounts (see list on page 11 in Appendix C)	

Previously approved projects with funding and project summaries available on website:
www.islandcoastaltrust.ca/projects

BC Rural Dividend

Advantages	Challenges
	Most recent funding window closed July 31, 2018 and program future is unknown, pending an updated BC Rural Development Strategy
Can reach \$500,000 maximum if a partnership application is made	Requires most preplanning to be in place
Wide range of project types eligible – community capacity building; workforce development; community and economic development; business sector development	Infrastructure costs limited to 25% of total project cost
Trail funding available and well established and costs not limited to the 25% infrastructure cap	
Available only for communities with populations under 25,000	
Matching funding is positive factor for project development - 100% for small projects (\$10,000) and up to 80% for single applicant projects with a maximum grant of \$100,000	On maximum funding for projects at \$500,000 requires a 40% applicant contribution
Flexible project options related to a variety of community needs	

Lists of approved projects available for previous intakes, an excellent cross check for applicants. See: <https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/rural-dividend/funded-projects>

Government of Canada Economic Development Funding

In past years, federal Western Economic Diversification (WED) grant funding has been represented by two key programs: Western Innovation (WINN) Initiative and the Western Diversification (WDP) program. These funding programs provide significant matching resources for larger projects.

WINN supports small and medium-sized enterprises (SMEs) to move their new and innovative technologies from the later stages of research and development in the marketplace.

WDP is the main WED program which makes strategic investments in initiatives that enhance and strengthen the economy of Western Canada. In short, it supports innovation, business development and/or community economic growth.

Currently, WINN and WDP are not open for applications in British Columbia. In fact, WED is basically absent in BC since it departed from the twice a year intake process in the past.

It is understood that new or additional WED priorities will focus on community partnerships with First Nations for economic development reflecting national priorities. Other significant federal priorities include inclusivity, governance improvement in terms of gender balance, and labour force equality for women in terms of pay and role in management.

Federal economic development is currently focusing on clusters, usually in larger centres, and, in BC at least, no programming for rural and smaller communities.

Community Gaming Grants

Not-for-profits that provide programs or services of direct benefit to the broader community are eligible for support.

These grants complement or support economic development through construction of community infrastructure like docks and parks which create or expand community recreational assets and contribute to community attractiveness for new residents and retain existing residents, including business enterprises.

Advantages	Challenges
Complementary source of funding to local government or First Nations which strengthens community public assets such as for the construction of new facilities, community infrastructure (parks and docks), acquisitions, and facility upgrades. Can include indigenous not-for-profit organizations as applicants.	Must identify not-for-profit eligible organizations willing to submit applications for Gaming Grants. Extensive regulations on eligibility.
Application window opens at a predictable time, from June 1 to July 31 each year.	Planning should be well advanced for this relatively short-term application period

Capital projects can be funded with a total cost of \$20,000 to \$1,250,000	Requires 50% matching of a capital project to a maximum of \$250,000; funding for minor capital projects under \$20,000 available without a capital grant application.
Mandatory eligibility is for primarily community benefit in the following sectors: Arts and Culture; Sport; Environment; Public Safety; Human and Social Services; PACS and DPACs.	Organization must be driven by volunteers; extensive regulations on governance are provided. No playgrounds are eligible this intake.
Excellent application guidelines for applicants and projects as well as assessment criteria for approvals. Plus excellent webinar.	Guidelines are lengthy and very detailed - 60 pages.
Applicant must be registered with Community Grants	All supportive documents must be attached with the application; no mail ins.
Service clubs can act as conduit organizations for distribution of scholarships and bursaries	Various restrictions limit club to precise roles

BC Real Estate Foundation

Advantages	Challenges
Well-established and professionally managed program. Listing of previously funded projects on-line at www.refbc.com/funded-grants .	Only available to non-profits and C3Cs working on land-use in BC; however, local governments can partner on compatible projects. Approved projects list shows some local government involvement as approved project proponents
Has been used by CVRD, Courtenay, Kelowna and Richmond, Islands Trust, Community Futures, and various First Nations	
Two step application process enables a quick read by the Foundation before approving the mounting a major effort for a stage two application	Applications can only be submitted on-line
Two intakes per year for general grants (September 6, 2018 and March 2019. For Industry grants, one intake per year in by December 2018.	
Cost sharing 50/50 % of project budget	Funding is intended for non-capital costs
Ggeneral Grants: sustainable land use; built environment sustainability; freshwater sustainability; local and sustainable food systems; professional excellence in real estate	Has only limited applicability for economic development but can complement it
Can complement municipally or First Nations led projects in approved grant areas/topics	



4. STRATEGIES

“The Ladysmith Economic Development Strategy has been designed as an action-orientated document that focuses on specific project opportunities for local community partners.”

4. STRATEGIES

This Ladysmith Economic Development Strategy has been designed as an action-oriented document that focuses on specific project opportunities for local community partners.

The recommended strategies are organized into three sections:

- 1. Immediate Priority Projects.** This outlines an approach to securing funding support and moving ahead on priority projects over a period of about nine months (from fall 2018 to spring 2019).
- 2. Medium-Term Economic Development Projects.** This outlines a series of strategies for pursuing other projects that may require more preparatory work or where funding programs are not available in the short term.
- 3. Supporting a Strong Local Economy.** These strategies are not related to specific projects but are designed to improve the local economy and business climate.

4.1 Immediate Priority Projects

The current project funding environment for BC communities is limited for larger capital projects. There is uncertainty over the future of several of the larger programs, including federal funding through Western Economic Diversification, which has been largely absent from the funding landscape in the recent past. Following the summer 2018 intake, the provincial government's Rural Dividend Program is likely to evolve to a modified program in support of a new BC Rural Development Strategy sometime in 2019.

The best short-term approach for Ladysmith is to pursue projects within the existing capital funding that is available, while also taking advantage of smaller projects that are relatively easy wins for the community. It is also a time for planning and developing cost e

Strategy 1. Arts and Heritage Hub development.

- Pursue capital funding from ICET under the Economic Infrastructure program in 2018-2019.
- Pursue Gaming Grant funding through the Ladysmith Regional Arts Council (LRAC).
- Pursue Cultural Spaces funding through the LRAC.



- **Project Lead:** Town of Ladysmith, with support from Ladysmith Regional Arts Council, Stz'uminus First Nation and other community partners.

This is the highest-scoring opportunity in the ratings in section 3.2 and has been a key focus for the Town of Ladysmith. The project is increasingly well-defined and ready for further development.

Strategy 2. Walking tour app development.



- Pursue Quick Start Implementation funding from ICET under the Economic Development Readiness program.
- Pursue support through the BC Smart Communities Pilot Project.
- **Project Lead:** Ladysmith Chamber of Commerce with funding support from the Town of Ladysmith and content provided by the Ladysmith Heritage Society, Stz'uminus First Nation, the Ladysmith Maritime Society and other partners.

The walking tour app scored lower in terms of total economic impact than some other opportunities but can be successfully completed at a modest project cost. The project parameters have been well developed based on prior work completed by the Chamber and other project partners.

Strategy 3: Develop project parameters and pursue funding for online investment and resident attraction tools to be combined with tourism promotion.

- Position the Ladysmith Chamber of Commerce to play a leadership role in conveying the Ladysmith brand. This positioning will include creating, promoting and managing online and website tools related to tourism, business and resident attraction.
- All online tools should be closely integrated with Tourism Cowichan and Economic Development Cowichan websites.
- Align tourism promotion strategies with those of the Tourism Cowichan Society and jointly seek support from the Province's Destination Marketing Program.
- Pursue funding from ICET under the Investment Attraction Tools stream of the Economic Development Readiness program in fall 2018 or early 2019.
- Long-term, this strategy may involve creating a business and resident attraction hub at a new Visitor Information Centre to be located within the Ladysmith Waterfront Development Plan catchment area.
- **Project Lead:** Ladysmith Chamber of Commerce, with funding support from Town of Ladysmith (including existing tourism promotion funds) and other community partners to assist with information, including Economic Development Cowichan.

As noted in section 2.4, investment attraction and resident attraction are two sides of the same coin. Most new residents and business investors visit a community first as tourists, before making the choice to live and invest in a location. Ladysmith has an opportunity to effectively combine these synergies.

Strategy 4: Develop a funding-ready plan for mountain bike trail development



- In collaboration with the Ladysmith Trail Alliance, create a fully-costed program of desired improvements, including further trail development, surveying and mapping, signage, etc.
- In early 2019, explore the possibility of funding support from ICET (through the Economic Infrastructure program) and the Community Gaming Grants program (in which case the Trail Alliance or other non-profit would be the applicant) under the rationale that trail infrastructure is a freely-available public benefit.
- Monitor the elements of the revised BC Rural Dividend Program, or whatever alternative program emerges from a new BC Rural Development Strategy, for funding options in spring and summer 2019. The current Rural Dividend Program has a funding stream for trails, including a higher permissible share for capital expenditures, but the future of this funding stream is currently unknown.
- Monitor other funding programs that may emerge, including possible new federal opportunities through Western Economic Diversification and Bike BC.
- **Project Lead:** Town of Ladysmith, in partnership with Ladysmith Trial Alliance and other local partners.

The possible benefits of mountain bike trail development extend beyond the tourism impact from bikers themselves and include enhancements to Ladysmith's recreational infrastructure in an area that is highly desirable to the prime-age demographic of entrepreneurs and skilled workers.

4.2 Medium-Term Development Projects

These are projects that will not go ahead for funding applications before the spring/summer of 2019, but for which planning work can be started.

Strategy 5: Develop a funding-ready program for marina expansion and fuel dock development.

- In collaboration with Stz'uminus First Nation and possible private and not-for profit sector partners in the harbour, create a fully-costed program for building and reconfiguring floats at the Community Marina, as well as required supportive infrastructure including: breakwater and marine fuel facility.
- Stz'uminus First Nation may view a marine fuel facility as a potential business opportunity for their waterfront lands. Multiple First Nations in coastal BC have developed marine fuel facilities in recent years, including the Ahousaht First Nation near Tofino and the Kitasoo First Nation at Klemtu on the Central Coast.
- Ensure the necessary technical analyses have been completed in support of the expanded facility, such as wind and wave studies to determine optimal breakwater type and location.
- Explore feasibility of partial funding support from the BC Gaming Grants program for publicly accessible features of the project.
- Monitor the availability of funding programs for larger capital projects as this may have larger capital costs than nearly any other community project under consideration. Candidates include Western Economic Diversification, the possible successor to the BC Rural Dividend program that may allow more than the current maximum of 25% for capital expenditures, and ICET (currently capped at \$400,000 for the Economic Infrastructure program).
- Fuel dock development may be part of the same planning process, but likely needs to be excluded from funding applications given that funds cannot be used to subsidize a private business.
- **Project Lead:** Town of Ladysmith, in partnership with Ladysmith Maritime Society, Small Craft Harbours, Stz'uminus First Nation, and other local partners, including possible private interests in the harbour.

The exact timing of when to proceed with the project may depend on other developments in the larger Waterfront Plan, but it is one of the highest-scoring opportunities in terms of economic impact and competitive fit in Ladysmith.

Strategy 6: Support Stz'uminus First Nation in expanding aquaculture production and establishing a seafood processing facility.

- These initiatives may generate significant economic benefits for Stz'uminus people and the local area through business supply linkages and possible employment opportunities.
- The nature of the support for Stz'uminus may be in the form of supporting regulatory or funding applications. Other opportunities to help should be identified through ongoing discussions between the partners.
- **Project Lead:** All community partners in collaboration with Stz'uminus.

Successful realization of this opportunity is linked to the strengthening of the overall marine sector in the Ladysmith area, including enhanced support services such as repair services and marine supplies and tourism and consumer development such as dockside fish markets.

Strategy 7: Continue to pursue the establishment of a post-secondary facility in Ladysmith.

- Discussions with potential post-secondary partners are ongoing and should be continued.
- Monitor the need for a specific community project that would assist with post-secondary development, such as developing a site or facilities.
- **Project Lead:** Town of Ladysmith and Economic Development Cowichan.

The potential community benefits in terms of direct operating impacts, attraction of skilled workers, tourism-type impacts from student residents, and creation of community-accessible programming are also potential upsides of this opportunity.

Strategy 8: Continue to pursue and support residential development.

- Actively seek to attract residential developers, including for multi-family development on the waterfront and future seniors housing needs.
- Continue to participate and monitor activities related to attainable housing development by local non-profit organizations.
- **Project Lead:** Town of Ladysmith, in partnership with Stz'uminus First Nation and other local partners.

Residential development and modest population growth will allow Ladysmith to expand its local workforce, will create a larger resident market for local businesses, will ensure that important public services and facilities (e.g., programs for children) and maintained and improved, and will allow for community character and social cohesion to remain.

Strategy 9: Continue to develop new event and promotional ideas for Downtown Ladysmith.

- Downtown Ladysmith is an essential asset for the community and various initiatives and recommendations in the Economic Development Strategy relate to the downtown.
- Pursue funding support for new project ideas if and when they arise, such as new events or new capital investments to support street vitality.
- Consider the development of shopping bus tours as a promotional vehicle for Downtown Ladysmith. The direct economic impact of tours is modest, but the larger promotional and word-of-mouth marketing benefits may be significant.
- **Project Lead:** Town of Ladysmith, in partnership with Downtown Ladysmith Business Association, Ladysmith Chamber of Commerce, and other local partners.

Strategy 10: Continue to support region-wide economic development initiatives.

- Examples of regional initiatives include regional trail development, regional technology sector attraction, and regional industrial land studies and film promotion.
- Within the tech and film sectors, isolate and pursue opportunities to locate educational training activities in Ladysmith and position the community to welcome new activity across the tech spectrum, from advanced manufacturing to entrepreneurial tech start-ups.
- Downtown Ladysmith has increasingly become a preferred location with major film producers because of its small-town ambience and historic charm. Ladysmith municipal staff and the business community will require continued support from Film Cowichan and the regional film commissions in their efforts to accommodate film activity.
- Ensure that Ladysmith opportunities such as marine-related manufacturing, marine repair and maintenance services, and value-added forestry and advanced manufacturing are identified as business attraction opportunities within the Cowichan Industrial Land Use Action Plan. The plan, which is due for release in November 2018, will include recommendations for how municipal planning departments across the region and Economic Development Cowichan can collaborate to support new industrial development.
- **Project Lead:** Economic Development Cowichan, Film Cowichan and local Ladysmith partners.

Strategy 11: Support an expanded range of tourist activities.

- Many specific project ideas discussed in this report relate to tourism, but there is an ongoing need for the number and range of tourist options in Ladysmith and the surrounding area to be expanded.
- New ideas should continually be discussed and many may be suitable for future funding applications.
- **Project Lead:** All community partners.

4.3 Supporting a Strong Local Economy

The strategies in this section are not specific to any project but represent responses to highlighted business climate issues and are intended to support a better overall economy for all local industries.

By their nature, many of the issues concerning regulation and taxation relate primarily to the Town of Ladysmith, but all local organizations have a role in supporting a healthy and vibrant local economy.

Strategy 12: Support an expanded supply of industrial land.

- Partnerships with Stz'uminus First Nation will be a priority in bringing new industrial land to market.

Strategy 13: Continue and expand access to tools and resources for business owners.

- The Ladysmith Downtown Business Association and Ladysmith Chamber of Commerce are the natural leads to providing and/or facilitating access to these services.
- Ensure that local businesses are aware of resources and programs available through Community Futures Central Island and other mentoring and/or funding organizations, including coaching opportunities as a substitute or complement to training opportunities.
- Consider pursuing provincial funding for a future business retention and expansion (BRE) pilot that creates a collaboration between the Ladysmith Chamber of Commerce and Economic Development Cowichan.

Strategy 14: Pursue enhanced transportation options linking Stz'uminus to Ladysmith



- This will provide better access to goods and services for Stz'uminus members but also increase the supply of locally-available labour.

Strategy 15: Continue to implement development approval process recommendations

- To support improved relations with local developers, the Town of Ladysmith recently conducted a Development Approval Process Review. The town is now acting on recommendations pertaining to OCP amendments, rezoning and development permits. All partners can play a role in supporting and promoting this process.

Strategy 16: Support the continued presence of traditional industries in Ladysmith.

- Ladysmith Sawmill is the largest remaining heavy industry operator and their presence and continued success should be valued as a significant local employer and industrial taxpayer.
- Resource-based manufacturing operations have among the highest economic impact for a community on a per-job basis and provide among the highest-quality employment opportunities for low and mid-skilled workers.

Strategy 17: Continue to invest in downtown vitality and place-making.

- This includes addressing issues like parking, goods movement for existing businesses (particularly when the streets are full of visitors), and access and wayfinding for public services (e.g., washrooms).



IMAGE: DUCK PATERSON PHOTOGRAPHER

APPENDIX A: ECONOMIC ANALYSIS

The statistical data and commentary shown in this appendix is based on presentations given to the project Advisory Committee in May and June 2018. Insights from the analysis are incorporated into the Competitive Assessment in Section 2 of the report.

Overview

The economic analysis covers a range of topics on the Ladysmith economy, labour force, and population. By examining how this information changes over time and how Ladysmith compares to other communities, it is possible to gain insight into some of the strengths and weaknesses of the community and to set priorities for economic development activities that will be keyed to the population and to areas of strength within the study area.

While most of the data shown in this section is for the Town of Ladysmith, selected references have been included for the Stz'uminus communities and the surrounding rural areas. Data sources are noted throughout, but the largest source of data at a community level is the national Census, last conducted in 2016.

Benchmark Group

It is always useful when looking at the economic data for a community to put the numbers into context. A practical approach to developing this context is to compare Ladysmith to a group of similar communities.

The “benchmark group” of communities for Ladysmith has the following characteristics:

1. Similar in population (in the range of 5,000 to 13,000 people).
2. Located in Vancouver Island and Coast, Okanagan or Kootenay regions due to the similarities between these areas in demographics and economic structure, including a traditional reliance on resource industries, the importance of tourism and recreation, and a growing focus on lifestyle-focused entrepreneurs as well as retirees.

The 15 communities that meet these characteristics include 7 from the Island and Coast region:

- | | |
|-------------------|---------------|
| 1. Ladysmith | 5. Parksville |
| 2. Powell River | 6. Duncan |
| 3. Sechelt | 7. Sidney |
| 4. Qualicum Beach | |

...and 8 more from the Okanagan or Kootenay regions:

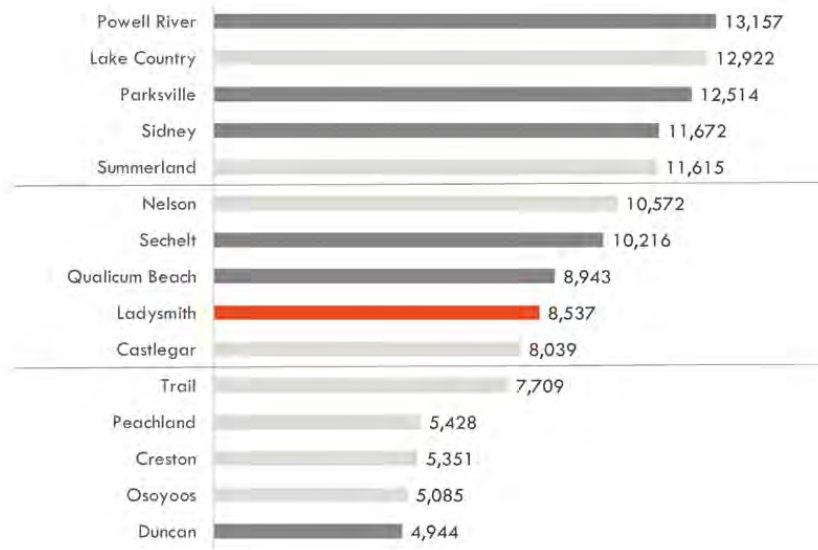
- | | |
|-----------------|---------------|
| 8. Lake Country | 12. Nelson |
| 9. Peachland | 13. Castlegar |
| 10. Summerland | 14. Trail |
| 11. Osoyoos | 15. Creston |

Census Population

Ladysmith ranks near the middle of the 15-community comparison group.

The darker grey bars are the other Island and Coast communities and most of them are larger than Ladysmith in population. The lighter grey bars are Okanagan or Kootenay communities.

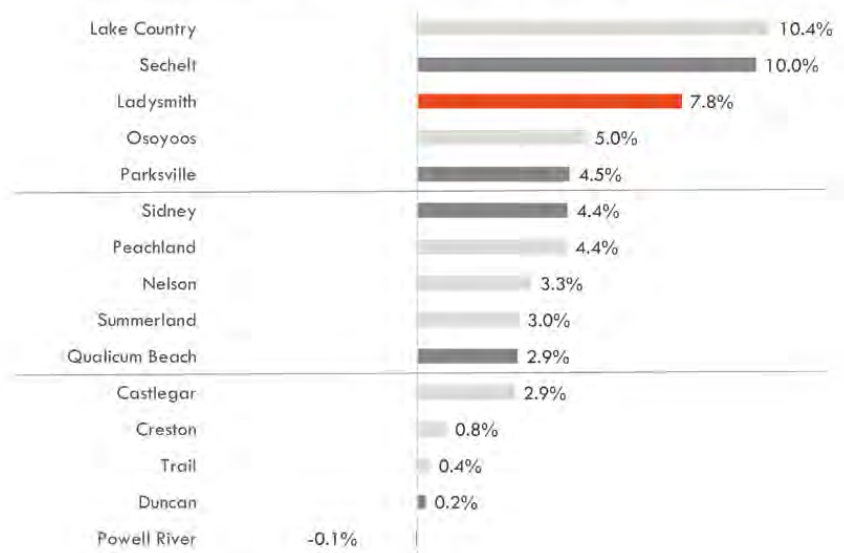
Population, 2016



Population Growth

Within the benchmark group, Ladysmith was one of the fastest growing communities in terms of overall population from 2011 to 2016.

Population Growth, 2011 to 2016



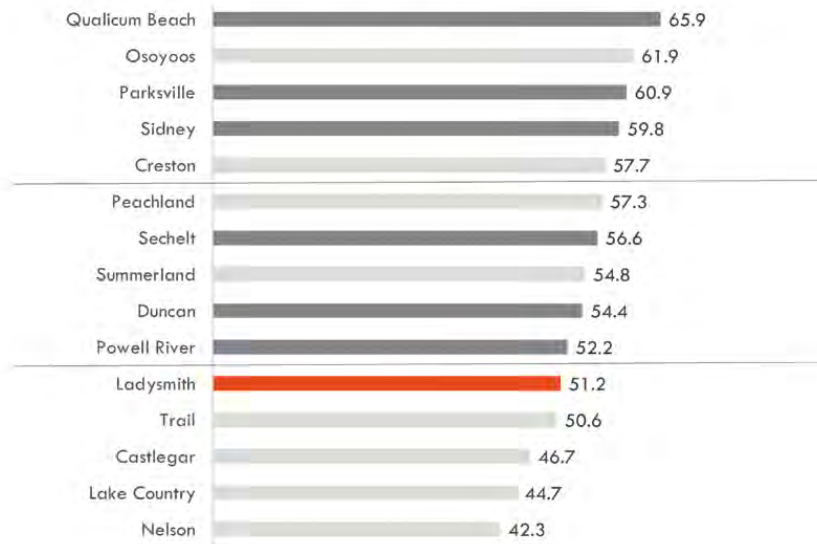
Median Age

Ladysmith's median age of 51.2 is the lowest among the comparable Island and Coast communities, but still significantly higher than the BC median of 43.0 years.

Most communities of Ladysmith's size in the southern part of the province have an older age profile than the BC median.

The Stz'uminus communities have a much younger population. For example, the Oyster Bay median age was 20.

Median Age, 2016



Employment Income

Average employment income in Ladysmith is in the upper tier of the comparison communities.

These figures refer to jobs with a usual place of work in Ladysmith.

Average Employment Income for Ladysmith-Based Jobs (including part-time, seasonal), 2015

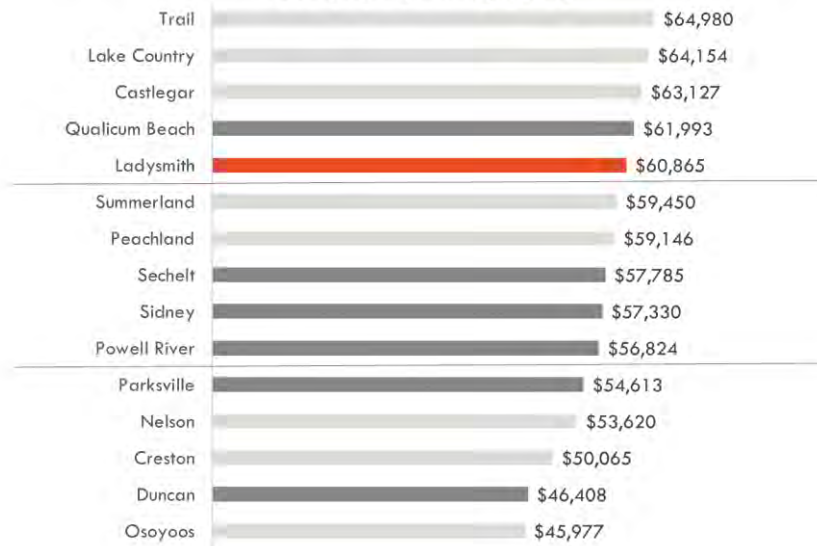


Employment Income (Full-Year and Full-Time)

Ladysmith ranks 5th for average incomes by residents working full-year and full-time (including those who commute to work elsewhere).

Elsewhere in the local area, average full-year, full-time income is slightly higher for Area H residents (\$61,500) and slightly lower for Area G residents (\$57,700), but only about half as much for Chemainus Reserve residents (\$30,500).

Average Employment Income for Residents Working Full-Year and Full-Time, 2015

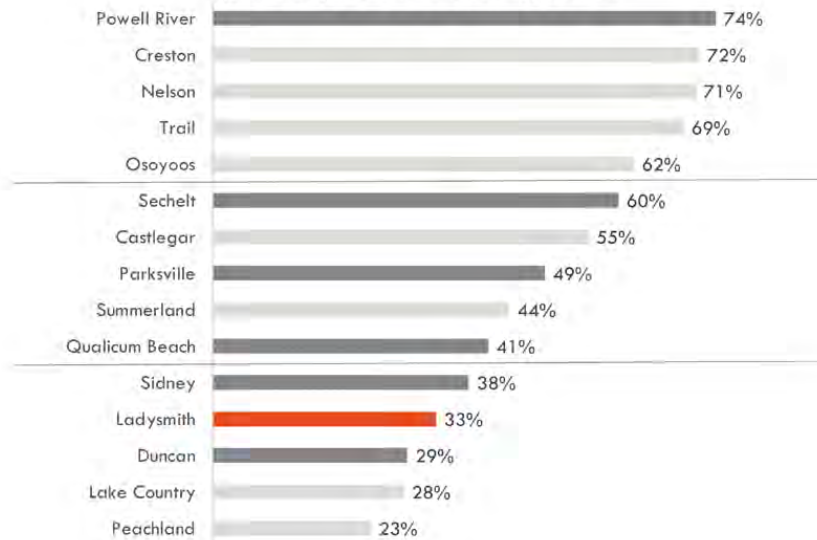


Work in Home Municipality

Given its location between two larger urban areas (Nanaimo to the north and Duncan/North Cowichan to the south), Ladysmith residents have access to employment opportunities throughout the Central Island and consequently only one-third have a fixed place of work within municipal borders.

Other communities that are more isolated tend to have a much higher percentage of residents working in their home community.

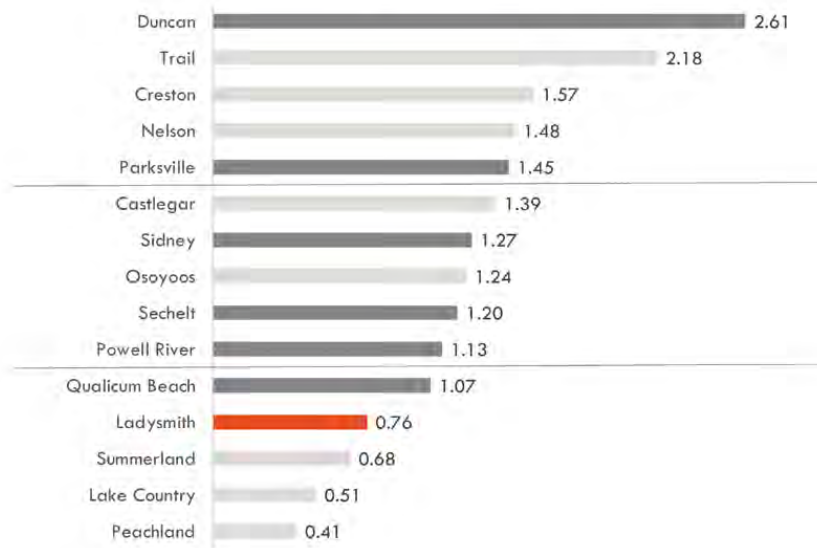
Usual Place of Work in Home Municipality (including Work at Home), 2016



Jobs per Working Resident

Related to the previous section, Ladysmith residents have the benefit of proximity to larger employment centres, meaning the community is a net exporter of commuters. Ladysmith is a net importer of workers from its immediately surrounding neighbours - Chemainus Reserve, Cowichan Valley Areas G and H, and Nanaimo Area A (including Cassidy).

Jobs to Working Residents Ratio, 2016

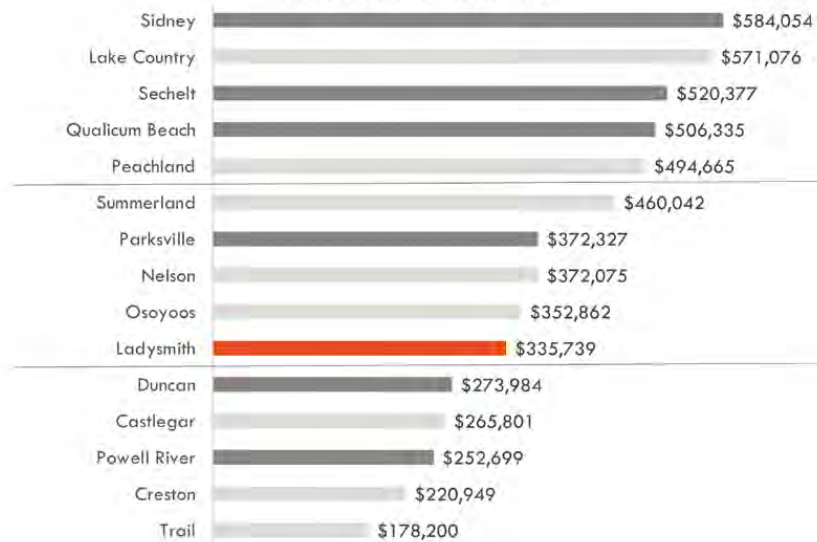


Other similarly-sized municipalities in the region function as more of a commercial centre for neighbouring communities, such as Duncan functioning as the downtown for the much larger region North Cowichan.

Average Home Value

The data in this chart is dated, but the purpose is to show how Ladysmith compares to other communities. Assessment data has the advantage of being collected in a consistent fashion for all BC communities.

Average Assessed Value for Single Family Home, 2017 Assessment Roll



Ladysmith's average single-family home price ranked in the middle tier among the comparable communities, higher than Duncan but lower than Sidney, Qualicum Beach and Parksville among the Vancouver Island comparables.

Property Taxes and User Charges

Combined property taxes and user charges for the average single-family home are higher in Ladysmith than most comparable communities.

Each community offers a different mix of locally-funded services, amenities and standards.

Post-Secondary Credentials

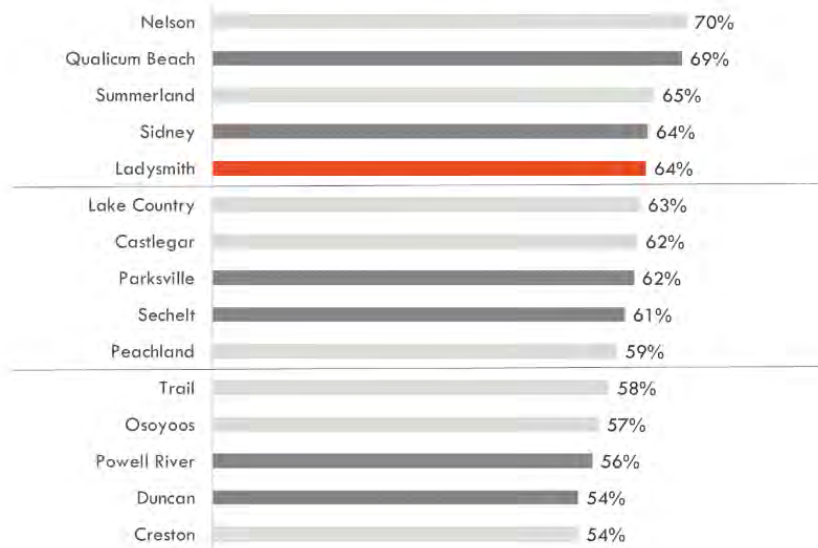
Nearly two-thirds of Ladysmith residents in the 25 to 64 age range have a post-secondary credential (including university degrees and certificates, college diplomas, and trades certificates.)

This ranks in the upper tier among similar BC communities.

Residential Property Taxes And Charges on Average Home, 2017



Any Post-Secondary Credential, Age 25 to 64, 2016



Employment in Ladysmith

Table 2 shows employment with a “usual place of work” in Ladysmith from the 2011 and 2016 Census.

Total employment declined sharply, down 17%, although there is a sense that employment has grown in the last two years since the Census.

Retail trade and accommodation and food services (which is closely tied to tourism) are the two largest locally-based employment sectors. Both sectors lost jobs between 2011 and 2016.

Manufacturing is an area of strength, with growth of 40 jobs and a location quotient (right-hand column) of nearly 1.5. This means that compared to BC, the manufacturing sector is nearly 50% larger as a share of employment. Most of these jobs are in wood manufacturing associated with Western Forest Products operations.

Table 2. Number of Employed at “Usual Place” in Ladysmith, by NAICS¹ Sector

Community	2011	2016	Growth, 2011-2016	2016 Location Quotient (to BC)
Retail trade	475	365	-23%	1.16
Accommodation and food services	460	310	-33%	1.37
Health care and social assistance	285	305	7%	1.03
Manufacturing	210	250	19%	1.48
Educational services	275	175	-36%	0.94
Public administration	155	175	13%	1.28
Agriculture, forestry, fishing and hunting	125	155	24%	2.94
Other services (except public administration)	140	135	-4%	1.16
Finance and insurance	170	120	-29%	1.14
Professional, scientific and technical services	130	105	-19%	0.50
Construction	130	55	-58%	0.57
Real estate and rental and leasing	105	55	-48%	0.97
Administrative and support, waste management and remediation services	20	55	175%	0.72
Transportation and warehousing	30	45	50%	0.43
Information and cultural industries	50	30	-40%	0.47
Arts, entertainment and recreation	55	25	-55%	0.43
Wholesale trade	35	20	-43%	0.23
Mining, quarrying, and oil and gas extraction	0	0	--	0.00
Utilities	15	0	-100%	0.00
Total	2,870	2,390	-17%	1.00

Source: Statistics Canada Census (2016) and National Household Survey (2011), custom data purchase

¹ North American Industrial Classification System. This is the standard system used by Statistics Canada and statistical authorities in the United States and Mexico to classify industries.

Total Employment for Ladysmith Area Residents

An alternative way to look at employment² is to examine the employment patterns of local residents, regardless of where they work. Table 3 shows combined employment sectors for Ladysmith as well as the nearby Stz'uminus First Nation communities and Areas G and H of the Cowichan Valley Regional District. A significant number of residents of these areas work in the Nanaimo and Duncan areas, so results are based in part on economic conditions throughout the Central Island region (and beyond).

Contrary to the trend in Ladysmith-based jobs shown in Table 2, total employment by Ladysmith and rural area residents increased by 25% from 2011 to 2016. Some of the sectors with strong growth rates, as well as higher-than-average location quotients (meaning they are larger in the local area than in BC), include health care and social assistance, manufacturing, public administration, and agriculture, forestry and fishing.

Table 3. Experienced Labour Force, Ladysmith Area (Town of Ladysmith, Chemainus and Oyster Bay Reserves, Cowichan Valley Areas G and H), by NAICS Sector

Community	2016	Growth, 2011-2016*	2016 Location Quotient (to BC)
Health care and social assistance	765	35%	1.07
Retail trade	730	14%	0.97
Manufacturing	530	38%	1.27
Construction	505	-12%	0.95
Accommodation and food services	495	19%	0.90
Public administration	440	63%	1.33
Educational services	435	30%	0.95
Professional, scientific and technical services	380	49%	0.73
Transportation and warehousing	360	11%	1.06
Other services (except public administration)	345	57%	1.16
Agriculture, forestry, fishing and hunting	340	66%	1.97
Administrative and support, waste management and remediation services	275	15%	0.95
Finance and insurance	205	-9%	0.83
Wholesale trade	160	68%	0.74
Real estate and rental and leasing	120	-11%	0.82
Arts, entertainment and recreation	105	-32%	0.68
Information and cultural industries	90	125%	0.51
Utilities	65	160%	1.97
Mining, quarrying, and oil and gas extraction	55	175%	0.80
Total	6,425	25%	1.00

* Data for 2011 for the Chemainus and Oyster Bay Reserves was suppressed by Statistics Canada, so the 2011-2016 Growth Rate includes only the change in Ladysmith and Areas G and H.

Source: Statistics Canada Census (2016) and National Household Survey (2011)

² Technically, the data is for “experienced labour force” rather than employment, which includes both the employed as well as the unemployed according to their last job within the previous 17 months.

Detailed Industry Strengths

Statistic Canada’s “detailed data set” is used to identify specific industry groups that are notable strengths for the Ladysmith economy. This data set, which includes more than 300 industry group classifications, highlights the strengths for the Ladysmith economy of specific industry groups.

The criteria to identify these comparative areas of strength include:

- Having at least 20 local jobs (with a usual place of work within municipal boundaries)
- Having a location quotient relative to BC of at least 1.5 (meaning that the industry group is at least a 50% larger share of local employment than of BC employment overall)
- The location quotient ranks either 1st or 2nd highest among the five Vancouver Island communities included in the benchmark group – Qualicum Beach, Parksville, Ladysmith, Duncan and Sidney.

Table 4 shows all industry groups with at least 20 local jobs and a location quotient of at least 1.50, along with their rank among the Vancouver Island group. Those shown in bold rank 1st on the Island, those in regular typeface rank 2nd, and those in faded grey rank lower.

Table 4. Industry Group Specialties in Ladysmith, 2016

NAICS Industry Group	2016 Employed	2016 Location Quotient (to BC)	Vancouver Island Rank (out of 5)
Full-service restaurants and limited service eating places	295	1.72	1
Sawmills and wood preservation	170	9.35	1
Logging	130	15.61	1
Grocery stores	105	1.64	4
Nursing and residential care facilities	105	2.33	5
Local, municipal and regional public administration	90	2.00	1
Health and personal care stores	65	2.02	1
Depository credit intermediation	65	1.71	2
Gasoline stations	45	5.24	1
Personal care services	45	1.53	5
Office supplies, stationery and gift stores	35	6.42	1
Newspaper, periodical, book and directory publishers	30	4.64	1
Civic and social organizations	25	4.42	1
Real estate	20	1.90	1
Specialized design services	20	1.80	2
Religious organizations	20	1.80	2

Source: Statistics Canada Census (2016), custom data purchase

Based on the indicators above, the industries that show the highest strength in Ladysmith include forestry-related industries, hospitality, retail, publishing, civic and social organizations, health-related industries and local government.

APPENDIX B: COMMUNITY CONSULTATION

The input provided by the following individuals is greatly appreciated:

- Frank Crucil, F&M Installations
- John de Leeuw, Ladysmith Credit Union
- Mark Drysdale, Ladysmith Chamber of Commerce
- Sean Dunlop, Home Hardware
- Chief John Elliott, Stz'uminus First Nation
- Guillermo Ferrero, Town of Ladysmith
- Ray Gauthier, Coast Salish Development Corporation
- Jolynn Green, Community Futures Central Island
- Kathy Holmes, Ladysmith Arts Council
- Mike Hooper, Nanaimo Airport Commission
- Tammy Leslie, Ladysmith Chamber of Commerce (and Palmer Leslie Chartered Accountants)
- Ehren Madill, Madill – The Office Company
- Jeff McKay, Oak Bay Marine Group
- Peter Richmond, 49th Parallel Grocery
- Andrea Rosato-Taylor, Ladysmith Downtown Business Association (and Ladysmith Chronicle)
- Kamal Saab, The Worldly Gourmet Kitchen
- Mayor Aaron Stone, Town of Ladysmith (and Uforik Computers)
- Amy Melmock and Janae Enns, Economic Development Cowichan (CVRD)
- Peter Watts, Microtel Inn & Suites

APPENDIX C: FUNDING PROGRAMS FOR ECONOMIC DEVELOPMENT

Links to the main economic development funding programs are listed below. Specific application criteria evolve over time and the program details should be consulted for the most up-to-date program requirements.

I. Island Coastal Economic Trust (ICET)

Economic Infrastructure and Innovation Program

<http://www.islandcoastaltrust.ca/economic-infrastructure-program>

Economic Readiness Program

<http://www.islandcoastaltrust.ca/economic-development-readiness>

II. BC Rural Dividend Program

www.gov.bc.ca/ruraldividend

III. Community Gaming Grants

www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-cgg.pdf

IV. BC Real Estate Foundation (REFBC) Grant Program:

<http://www.refbc.com/grants>

V. Tourism Funding

<https://www.destinationbc.ca/Programs/Regions-Communities-and-Sectors/Destination-BC-Co-op-Marketing-Program.aspx>

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: September 17, 2018
 File No: 3060-18-11
 RE: **Coach House Intensive Residential Development Permit Application
 Lot 7, District Lot 144, Oyster District, Plan 12499 (1125 Third Ave.)**

RECOMMENDATION:

That Council:

1. Issue Development Permit 3060-18-11 to permit the issuance of a building permit for the construction of a two-storey coach house on Lot 7, District Lot 144, Oyster District, Plan 12499 (1125 Third Ave.)
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 in the rear yard at 1125 Third Avenue.

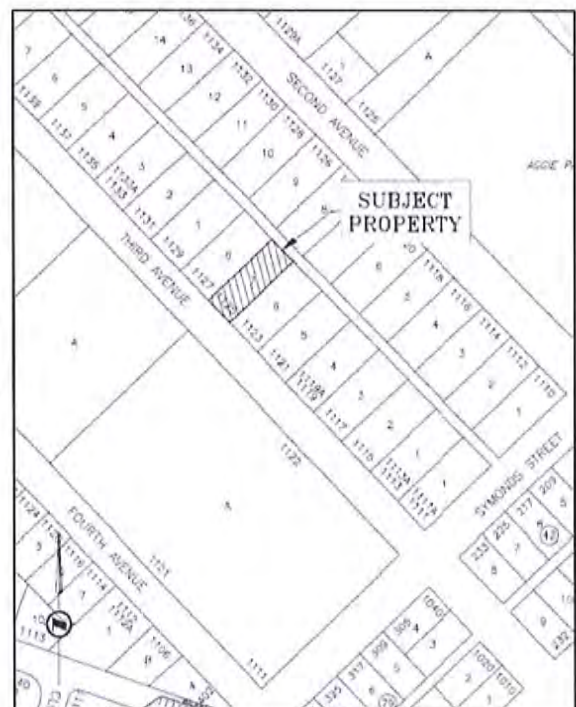
PREVIOUS COUNCIL DIRECTION

None

INTRODUCTION/BACKGROUND:

The subject property falls within the 'Coach House Intensive Residential Development Permit Area' (DPA10). The objective of DPA 10 is to establish good neighbor design standards, as well as encourage building character and sustainable design for coach homes. The proposed coach house has been reviewed in relation to the DPA 10 guidelines and the Zoning Bylaw.

The subject property is 1154m² (12,429ft²) in size, contains one dwelling and is a sloping site accessed from both Third Avenue and the lane at the rear. The coach house would be located in the rear yard and would be primarily accessed from the lane. The coach house is proposed to be two storeys and 60m² in size. A garage and workshop space is proposed to be located on the main floor with the living space on the second



storey. A parking space for the coach house resident would be located in the first floor garage portion of the building and/or in front of the garage door.

Building Character and Design Guidelines

The two-storey building is proposed to be set into the slope of the land such that only one storey is visible from the primary dwelling, with two storeys visible from the lane. A flat roof is proposed, similar to the roof form of the primary dwelling. The maximum permitted height of a coach house with a flat roof is 5.7m, and the average height of the proposed building is 4.5m. The exterior siding would be hardiplank painted the same muted green as the dwelling with cream trim. Upper level windows are modestly sized.



Figure 1: 1125 Third Avenue - View from the lane showing the proposed location for the coach house. The retaining wall shown in the photo would be removed.

Accessibility and Liveability Guidelines

Access to the coach house for emergency services and everyday use will be from the paved lane at the rear of the property and also from Third Avenue. Access from Third Avenue to the coach house is possible on a paved driveway with steps through the carport to the lower level paved driveway in the rear yard.

The coach house entry will be accessed from the lane to exterior steps built into the slope of the land to the upper level of the coach house building. A small 2.9m² balcony facing the lane will provide outdoor space and ocean views for the coach house resident. An exterior light will be placed on the coach house building facing the lane.

Landscaping Guidelines

An existing patio area (66m²), finished with pavers and lattice fencing, is stepped down from the primary residence rear yard and will provide a clearly defined outdoor space for the coach house resident. A screened area for garbage and recycling will be provided. Five trees will be planted between the lane and coach house building. The area between the lane and the coach house will be a permeable surface.

ALTERNATIVES:

While the issuance of a development permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 3060-18-11 where 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 Permit is required prior to the issuance of a building permit to construct the coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. 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 for review. As there are no stormdrains in the area a solution for rainwater management will be required at the time of building permit.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

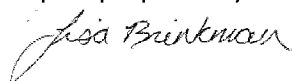
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The owner of 1125 Third Avenue has submitted an application for a Coach House Intensive Residential Development Permit. The proposal has been reviewed utilizing the Zoning Bylaw and DPA 10 guidelines.

Report prepared by:



Lisa Brinkman, Senior Planner

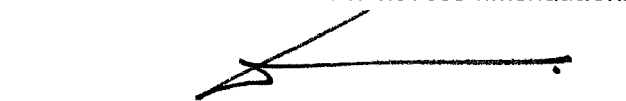
September 11, 2018

Director Approval:



Felicity Adams, Director of Development Services

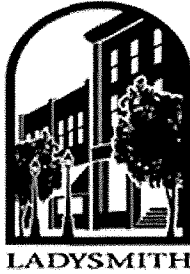
I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT:

Development Permit 3060-18-11



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

FILE NO: 3060-18-11

DATE: September 17, 2018

Name of Owner(s) of Land (Permittee): Louis Lamontagne and Jill Hood

Applicant: Louis Lamontagne

Subject Property (Civic Address): 1125 Third Avenue

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 7
District Lot 144
Oyster District
Plan 12499
PID# 004-771-532
(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a two-storey coach house dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit 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 develop the Land as shown in **Schedule A** including:
 - i. Placing a coach house address so that it is visible from Third Avenue and an address that is visible from the lane.
 - ii. That the coach house exterior siding is hardi-plank painted 'hampshire gray'(HC-101) with cream trim (CH-99) by Sherwin Williams.
 - iii. Providing a screened area for garbage and recycling for the coach house resident.
 - iv. Placing an exterior light on the Northeast Elevation of the coach house building to provide safety lighting to the lane.
 - v. That the coach house second storey balcony will be a maximum size of 2.9m².

- vi. Planting five trees or shrubs in the area between the lane and coach house building; and the tree or shrub must be a minimum pot size of 10 litres.
 - vii. That the area between the lane and coach house, as shown in Schedule A, be a permeable surface.
- b) To construct a two storey coach house dwelling on the Land in accordance with the building designs shown in **Schedule B**.
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 (**3060-18-11**) 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

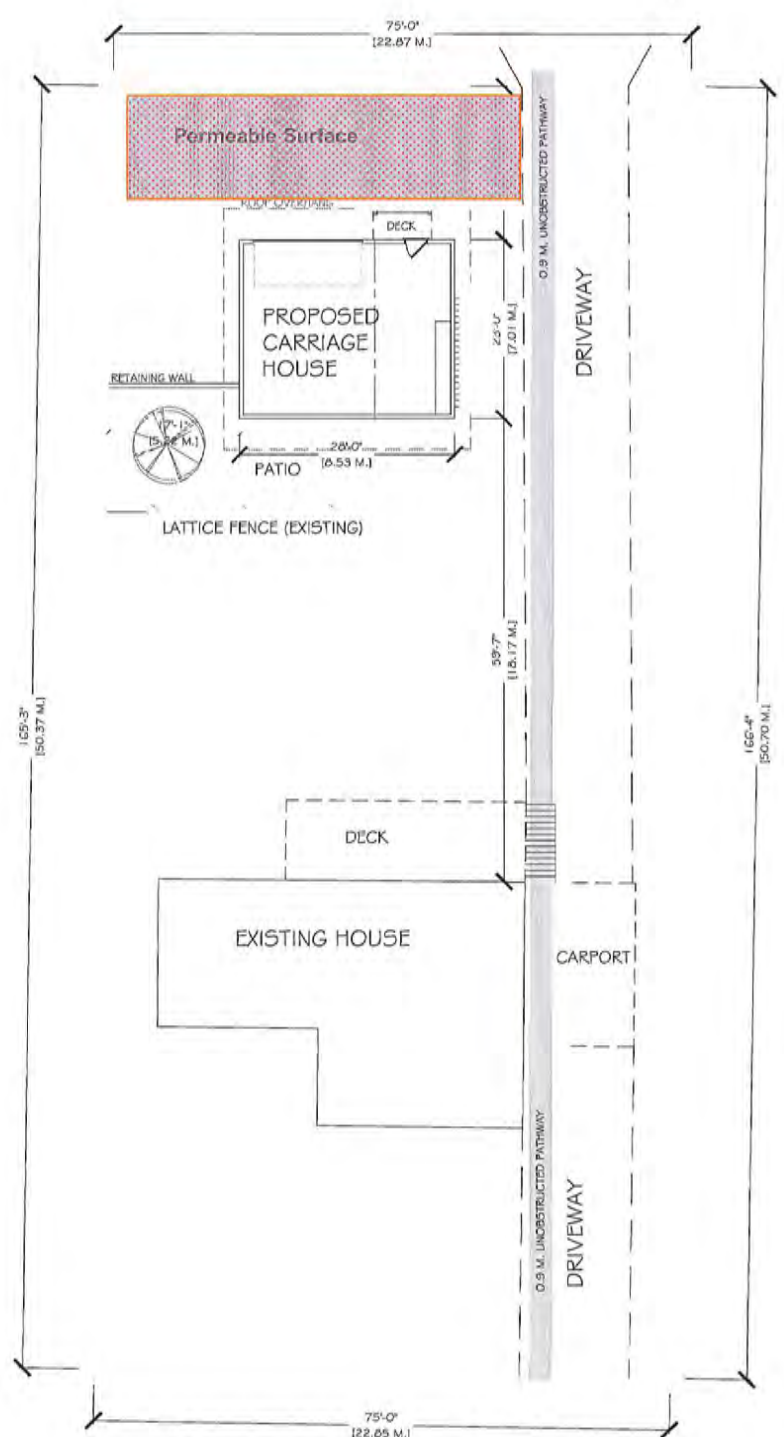
OWNER

PLEASE PRINT NAME

OWNER

PLEASE PRINT NAME

LANE



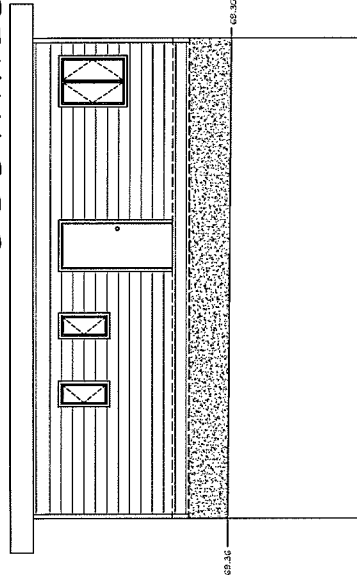
THIRD AVENUE

Schedule A: Site Plan
Development Permit 3060-18-11
Louis Lamontagne
1125 Third Avenue

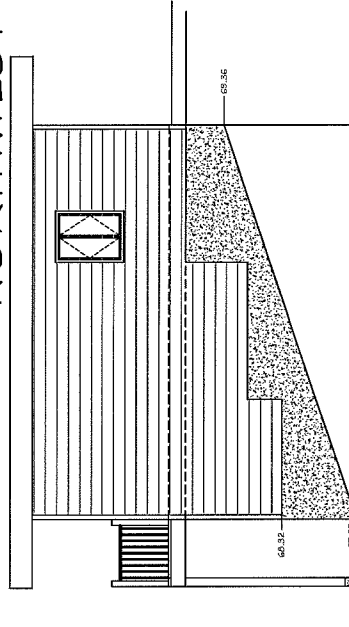
Greenplan
 1655 Cedar Road
 Nanaimo, BC
 (250) 722-3455
 www.greenplan.ca
 info@greenplan.ca

Designed	Drawn	Checked
Date	AUGUST 13 2018	
Project	1845-LJL-LAMONTAGNE	
Drawing #	1845-W-0813-71	
Scale	1/16" = 1'	
Sheet Title	SITEPLAN	
Sheet #	S-1 / 1	

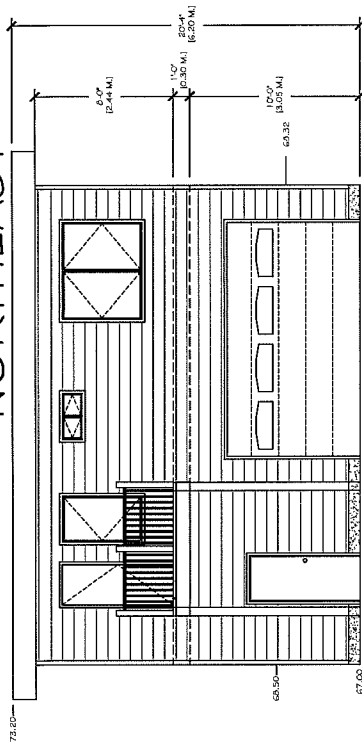
SOUTHWEST



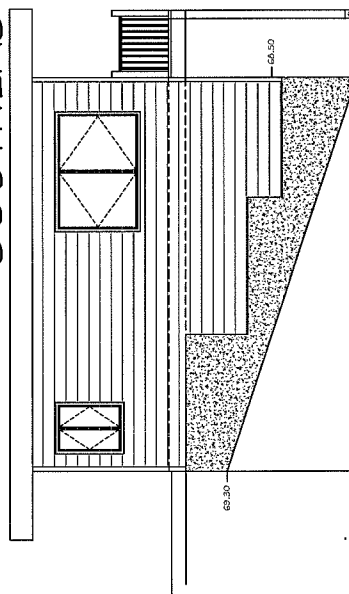
NORTHWEST



NORTHEAST



SOUTHEAST



Schedule B: Coach House Elevations
 Development Permit 3060-18-11
 Louis Lamontagne
 1125 Third Avenue

TOWN OF LADYSMITH

BYLAW NO. 1944

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) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No.1860" is hereby amended as follows:
 - (a) By placing "Single Dwelling Residential (R-1)" on the subject property legally described as Lot 1, District Lot 41, Oyster District, Plan 11706 except part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road), as shown in 'Schedule 1' attached to and forming part of this Bylaw.

CITATION

- (2) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.11) 2018, No.1944".

READ A FIRST TIME on the 19th day of March, 2018

READ A SECOND TIME on the 19th day of March, 2018

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

on the 16th day of April, 2018

READ A THIRD TIME on the 16th day of April, 2018

APPROVED by the Minister pursuant to the provisions of the *Transportation Act*

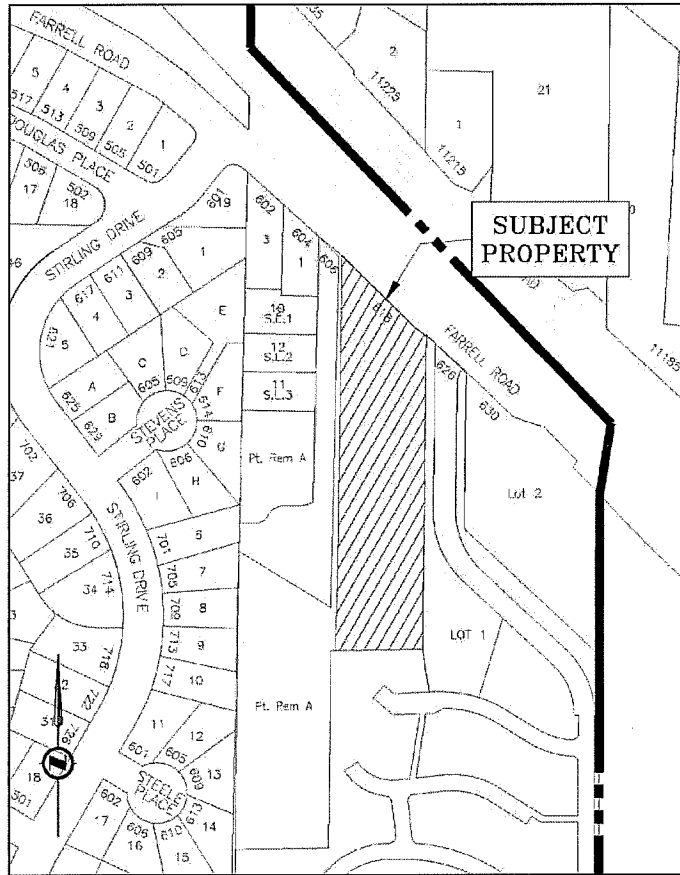
on the day of, 2018

ADOPTED on the day of, 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

Bylaw 1944 – Schedule 1



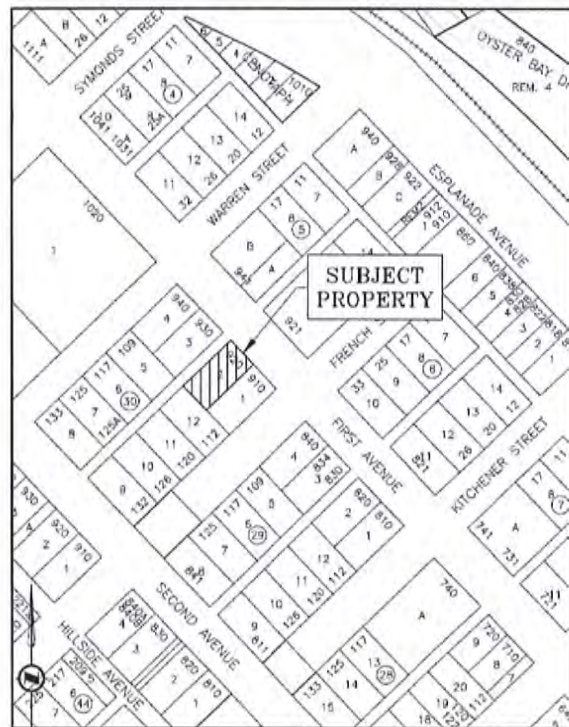
STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: September 17, 2018
 File No: 3360-18-08
 RE: Rezoning Application – J. Anderson
 Subject Property: Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Ave.)

RECOMMENDATION:

That Council:

1. Proceed with first and second reading of Bylaw 1976 cited as “Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.19) 2018, No.1976.
2. Waive the holding of the public hearing pursuant to Section 464(2) of the *Local Government Act*.
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act* and the *Procedures Bylaw*.



PURPOSE:

The purpose of this staff report is to present Zoning Amendment Bylaw 1976 to permit commercial use at 920 First Avenue.

PREVIOUS COUNCIL DIRECTION

Meeting Date and Resolution #	Resolution Details
August 20, 2018 CS 2018-296	That Council: 1. Consider the application (3360-18-08) to amend the Zoning Bylaw by rezoning the property at 920 1 st Avenue from Live-Work Residential (R-2-LW) to Downtown Commercial (C-2) to permit commercial use. 2. Direct staff to commence the preparation of the Zoning Bylaw amendment for application 3360-18-08, with the intent to waive the public hearing on the matter. <i>Motion carried.</i>



INTRODUCTION/BACKGROUND:

The current stage of this application is to present Zoning Bylaw amending Bylaw 1976. Bylaw 1976 proposes to amend the Zoning Bylaw by changing the zoning of the property at 920 First Ave. from Live-Work Residential (R-2-LW) to Downtown Commercial (C-2). The C-2 permits commercial use such as retail sales, restaurant and office use. The purpose of the application is for an expansion to the Ladysmith Health Auxillary Thrift Store.

Table 1: Rezoning Application – 920 First Avenue.

	Current	Proposed
OCP	Downtown Core	Downtown Core
DPA	DPA 2 Downtown	DPA 2 Downtown
Zoning	Live-Work Residential (R-2-LW)	Downtown Commercial (C-2)

ALTERNATIVES:

That Council not proceed with the bylaw readings and provide additional direction to staff.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notification regarding the waiver of public hearing must be mailed and delivered to the neighbourhood and be published in two consecutive issues of the local newspaper (s.467 of the *Local Government Act*). The *Procedures Bylaw* also requires that a sign be posted on the property advising of the proposed amendment to the Zoning Bylaw.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Staff are in discussions with the applicant regarding potential building and road frontage improvements.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended to proceed with first and second reading of Bylaw 1976.

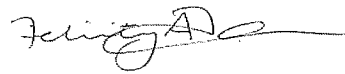
Report prepared by:



Lisa Brinkman, Senior Planner

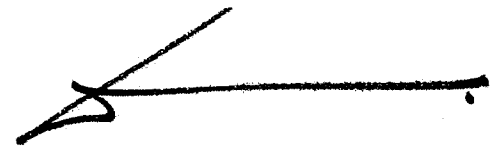
September 11, 2018

Director Approval:



Felicity Adams, Director of Development Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT:

Bylaw 1976

TOWN OF LADYSMITH

BYLAW NO. 1976

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 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) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
 - (a) By placing "Downtown Commercial (C-2)" on the subject property legally described as Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Avenue) as shown in Schedule I attached to and forming part of this Bylaw.

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.19) 2018, No.1976".

READ A FIRST TIME on the _____ day of _____, 2018

READ A SECOND TIME on the _____ day of _____, 2018

PUBLIC HEARING waived pursuant to s.464(2) 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 _____

ADOPTED on the _____ day of _____

Mayor (A. Stone)

Corporate Officer (J. Winter)

STAFF REPORT TO COUNCIL

From: Robin MacNair, Bylaw Officer
Meeting Date: September 17, 2018
File No: 4020-20 – Property Maintenance
RE: **New Noise Bylaw**

RECOMMENDATION:

That Council provide direction to staff on the content of a new and updated noise suppression bylaw with reference to the table in this report.

PURPOSE:

The purpose of this staff report is to present issues and options for the consideration of Council for the content of a new noise bylaw.

INTRODUCTION/BACKGROUND:

The “Noise Suppression Bylaw 2003, No. 1478” was adopted in March, 2003. As the current bylaw is 15 years old, it is in need of updating. The preferred action would be to adopt a completely new bylaw to address all of the issues and update some of the language to make it more consistent with today’s standards.

While this Bylaw has some consistencies with most municipalities, there have been several issues that have arisen due to bylaw complaints that are not addressed in the Bylaw or are difficult to mitigate as they are subjective in nature. This staff report outlines issues that staff would like direction on before bringing forward a new bylaw for Council’s consideration.

Over the past one year period, staff have investigated 18 bylaw complaints about noise. Two of these are related to noise from industrial operations, the remainder relate to noise from residential properties and noise from land development activity, primarily rock works.

DISCUSSION:

The following table of regulations and topics are matters where staff request direction prior to preparing a new bylaw. The current Noise Suppression Bylaw is attached to this report.

Bylaw reference	Regulations / Topics	Considerations
s.1	Sound Level Meter - limited to three specific manufacturers	Determine if there are new manufacturers to consider
ss. 4 and 5	Combine the section on "dogs" with the section on "animals"	Streamlining
s.12 (e)	Add exemption for rock work for land development	With a PLA or valid building permit. Same exemption as construction noise in s.12(e)
s.12(k)	Add to noise exemptions (8a.m. to 9p.m. on any day) to include other gardening equipment, in addition to lawnmowers	e.g. leaf blowers, weed eaters, hedge trimmers, etc.
New	Establish decibel readings for interface of industrial and residential properties	Decibel level would need to be set for industrial property; Equipment would be needed; Could affect existing industrial operations
New	Exempt noise from industrial operations (Noise is currently regulated by s.2a - General Prohibition.)	Some industrial operations are 24hrs/day. Others may start at 5a.m. Should there be specific exemptions for 1-2 industrial operations with outdoor noise?
New	General clean-up of Bylaw language	Streamlining and modernizing

ALTERNATIVES:

Council can direct additional changes to the Bylaw.

FINANCIAL IMPLICATIONS:

None

LEGAL IMPLICATIONS:

An updated bylaw will assist in achieving compliance with desired community standards regarding noise.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A clear and concise bylaw will make it easier to educate the public about noise regulations and to be able to respond effectively to noise complaints. Noise complaints fall within Priority 2 – Negative Impact on adjacent properties/neighbourhood of Council’s recently adopted Bylaw Compliance Policy.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Bylaw staff recommend that the Noise Suppression Bylaw be updated. Direction is required prior to preparing a new bylaw.

Report prepared by:

Robin MacNair
Bylaw Compliance Officer

August 28, 2018

Director Approval:

Felicity Adams, Director of Development Services

I concur with the recommendation.

Guillermo Ferrero, City Manager

ATTACHMENTS:

Noise Suppression Bylaw 2003, No. 1478

TOWN OF LADYSMITH

BYLAW NO. 1478

A Bylaw for abatement and control of noise in the Town of Ladysmith

The Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- a) **CONTINUOUS SOUND** means any sound occurring for a duration of more than 3 Minutes, or occurring continually, sporadically or erratically but totaling more than 3 minutes in any 15 minute period of time;
- b) **DECIBEL** means the ratio between levels of sound pressure expressed as 20 times the logarithm to the base of 10 of the said ratio;
- c) **DULY AUTHORIZED** means authorized by the Municipality;
- d) **FARM LAND** means land classified as a farm pursuant to the provisions of the *Assessment Act*;
- e) **HEAT PUMP** means a device which has the capability to transfer heat from the air outside a building or structure to the air inside a building or structure or vice versa, by means of a compressible refrigerant and includes an air conditioner, condenser, compressor, refrigeration unit and all equipment and devices accessory thereto;
- f) **MOTOR BOAT** means a vessel which is propelled by an internal combustion engine;
- g) **MUNICIPALITY** means the Town of Ladysmith
- h) **POINT OF RECEPTION** means:
 - i any place on a parcel where sound originating from any source, other than a source on such parcel, is received; or
 - ii any place on a highway sound is received;
- i) **QUIET ZONE** means any area of land or highway included within any zone under the provisions of the Zoning Bylaw of the Municipality in effect from time to time other than land in an Industrial Zone or Commercial Zone on which no residential dwelling units have been constructed;
- j) **SHOPPING CENTRE ZONE** means the C-2 and C-3 Zone in the area commonly referred to as "Coronation Square Mall" under the Zoning Bylaw of the Town of Ladysmith or any successor bylaw;
- k) **SOUND** means the oscillation in pressure, stress, particle displacement or particle velocity, in a medium with internal forces (i.e. elastic, viscous) or the super position of such propagated oscillations, which oscillations are capable of causing an auditory sensation;
- l) **SOUND LEVEL** is the average of the medians of 5 or more sets of lower and upper measurements of a series of A-weighted sound pressure levels read or recorded at a point of reception on a slow response of a sound level meter;
- m) **SOUND LEVEL METER** means a sound measuring device designated to meet the American National Standard A.N.S.I. S14-1971 or the C.S.A. Standard Z107.1-1973, as the same may exist from time to time and specifically shall include:

- i) Bruel and Kjaer – Sound Level Meter types 2205, 2208, 2213 and types 2203, 2204, 2206 and 2209, calibrated with a Bruel and Kjaer Sound Level Calibrator type 4230 or Pistophone type 4220;
 - ii) General Radio – Sound Level Meter model 156-B, 1511-C and model 1933 calibrated with a General Radio Sound Level Calibrator model 1562-A.
 - iii) Quest Electronics model 214 Sound Level Meter calibrated with a Quest Electronics Calibrator model CA-12.
- n) **STRUCTURE** means any construction, except a building, affixed to or sunk into land; includes fences and walls and excludes paved parking surfaces, on-grade patios and boats.
- o) **WATER PUMP** means a pump, which circulates water in a swimming pool or hot tub.
- p) **PERSONAL WATER CRAFT** means a vessel less than 4 m (13.1 ft.) in length, without a cockpit, propelled by equipment which includes an internal combustion engine and a jet pump and which is designed to be operated by a person sitting, standing or kneeling on the vessel.
- q) **MOTOR VEHICLE** means a vehicle, not run upon rails, that is designed to be self-propelled.
- r) **ROAD SURFACE** means gravel, asphalt, cement or material of any kind whatsoever placed upon any road, highway, bridge, viaduct, land or any way designed or intended for use by the general public for the passage of vehicles and every private place or passage-way to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited

2. GENERAL PROHIBITION

- a) No person shall make or cause to be made any noise or sound in or on a highway or elsewhere in the Municipality which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity thereof.
- b) No person shall shout, use a megaphone or make other noise in or at or on streets, wharves, docks, piers, railway stations, or other public places which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity thereof.

3. PRIVATE PROPERTY

No person, being the owner or occupier or being in possession or control of real property shall suffer or permit any person to make or cause to be made any noise or sound therein or thereon which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity thereof.

4. ANIMALS

No person shall harbour or keep any animal or bird which by causing frequent or loud noise disturbs the quiet, rest, enjoyment, comfort or convenience of the neighbourhood or of persons at or near the source of such noise or sound.

5. DOGS

- a) The sound made by a dog barking, howling or creating any kind of sound continually or sporadically or erratically for any period of time in excess of ten minutes is, in the opinion of Council, an objectionable noise.

- b) It shall be unlawful for any person to harbour or keep a dog, which shall make an objectionable noise by barking, howling or creating any kind of sound continually or sporadically or erratically for any period of time in excess of ten minutes.

6. MOTOR BOAT

- a) No person shall launch a motor boat from any lands in the Municipality or remove a motor boat from any body of water onto any lands within the Municipality if that motor boat is equipped with an exhaust system that permits the exhaust gases from the engine to be expelled directly into the air and without first passing through water, unless the motor boat is equipped with a muffling device that ensures that the exhaust gases from the engine are cooled and expelled without excessive noise.
- b) No person shall use or operate a motor boat anywhere in the Municipality if that motor boat is equipped with an exhaust system that permits the exhaust gases from the engine to be expelled directly into the air and without first passing through water, unless the motor boat is equipped with a muffling device which ensures that the exhaust gases from the engine are cooled and expelled without excessive noise.
- c) Notwithstanding anything contained in this bylaw to the contrary, the Council, may, by Resolution, grant a permit for a race or regatta and in such event any motor boat competing in such race or regatta may be exempted from the provisions of this bylaw.

6.1 PERSONAL WATER CRAFT

- a) The Council believes that the noises produced by the operation of personal water craft in front of Transfer Beach Park are objectionable and liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals and members of the public within 25 metres of Transfer Beach Park.
- b) No person shall make noise by operating a personal water craft within 25 metres of Transfer Beach Park.

7. HEAT PUMPS AND WATER PUMPS

- a) The Council is of the opinion that the operation of a heat pump or water pump resulting in a sound level at a point of reception located in a Quiet Zone in excess of 50 decibels between 7:00 a.m. and 10:00 p.m. on any day, or in excess of 45 decibels between 10:00 p.m. and 7:00 a.m. of the following day is objectionable and liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.
- b) No person shall emit or cause, suffer or permit the emission of sound from the operation of a heat pump or a water pump resulting in a sound level at a point of reception located in a Quiet Zone in excess of:
 - i. 50 decibels between 7:00 a.m. and 10:00 p.m. on any day, or
 - ii. 45 decibels between 10:00 p.m. and 7:00 a.m. of the following day.

7.1 ENGINE RETARDANT BRAKES

- a) The Council believes that the noise produced by the use of an engine retardant brake on a motor vehicle on any highway in the Town of Ladysmith is objectionable and liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals and members of the public.
- b) No person shall use an engine retardant brake while operating a motor vehicle on a highway in the Town of Ladysmith except to assist in stopping or slowing down the vehicle in an emergency.

8. SHOPPING CENTRES

- a) No person shall make, cause or permit to be made or caused continuous sound on any land within a Shopping Centre Zone, the sound level of which exceeds 58 decibels measured at a point of reception in a Quiet Zone any time between 9:00 a.m. and 10:00 p.m.
- b) Sections 2 and 3 of this bylaw shall not apply to any continuous sound made in a Shopping Centre Zone between 9:00 a.m. and 10:00 p.m. which does not exceed 58 decibels measured at a point of reception in a Quiet Zone.
- c) The provisions of Section 8 of this bylaw shall not apply to:
 - i. the sound emitted from a heat pump or water pump, or
 - ii. sounds caused by building or property maintenance or repair activities.

9. MOTOR VEHICLES

The following noises are, in the opinion of the Council of the Town of Ladysmith, objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:

- (a) the squeal of a tire on a road surface made by a motor vehicle which is accelerating or changing direction;
- (b) a loud, roaring or explosive sound emitted by a motor vehicle;
- (c) the amplified sound of a radio, television, player or other sound playback device or amplification equipment, or the sound of a musical instrument, that emanates from a motor vehicle and can easily be heard by someone outside the motor vehicle;
- (d) the sound from vehicle-mounted sound amplification equipment which is continuously made for more than two (2) minutes at the same location;
- (e) the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding one minute, or the sound of an automobile security system, but not including its activation status signal, which is made more than three times in a 24-hour period.

No person shall make or cause to be made any objectionable noise set forth in Section 9 hereof.

No person shall operate a motor vehicle so as to cause a nuisance by noise there from.

No person shall use or operate a horn or other warning device on a motor vehicle for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle.

The prohibitions contained in this section shall not apply to participants in a motor vehicle race or a parade provided such race or parade has first been approved by Town Council.

10. SOUND MEASUREMENT

A sound level measurement shall be sufficient for all purposes if it is carried out in accordance with the following:

- a) sound level measurements shall be taken with a sound level meter;
- b) sound levels shall be measured on the A-weighted network and the slow meter response;
- c) the sound level meter shall be complete with calibrator and windscreen and shall be operated in the following manner:

- i Sound level meters shall be used and operated in accordance with manufacturer's instructions. The sound level meter shall be calibrated before and after readings have been taken.
- ii When determining the sound level from a source, the ambient or background noise or sound level shall be established at the appropriate position and during the relevant period of time wherever possible before taking sound measurements from the source. No measurement shall be attempted if the difference is 3 decibels or less.
- iii Sound measurements shall be made at a distance of approximately 10 feet from any wall, buildings or other reflecting structures, with the microphone appropriately oriented to eliminate as much as possible all reflected sound.

11. INTERPRETATION

Where any word or term or name or abbreviated word or abbreviated term or abbreviated name that is not defined in this bylaw, or where any technical standard or abbreviated technical standard that is not set out in this bylaw, is used in this bylaw, such work, term, name, abbreviated word, abbreviated term, abbreviated name, technical standard or abbreviated-technical standard shall be interpreted by reference to the definitions and technical standards last published by the Canadian Standards Association (C.S.A.), or by the American National Standards Institute (A.N.S.I.), or by the International Organization for Standardization (I.O.S.) or by the International Electro-Technical Commission (I.E.C.) or by the Society of Automotive Engineers (S.A.E.) or by the Machinery and Equipment Manufacturers' Association of Canada (M.E.M.A.C.) as the context of this bylaw and the case may require.

12. EXEMPT NOISE

The provisions of this bylaw shall not apply to:

- a) The use, in a reasonable manner, of any apparatus or mechanism for the amplification of the human voice or of music in a public park or square in connection with any duly authorized public meeting, public celebration or other public gathering.
- b) Any duly authorized parade or performance by a military or other band.
- c) Any vehicle or equipment of the Municipality, the Police Department or any other public body engaged in carrying out a public service or carrying out work in or on a highway, park or the Municipal Public Works Yard.
- d) The sounding of a horn or other signaling device on any vehicle, boat or train where such sounding is properly and necessarily used as a danger or warning signal.
- e) The erection, demolition, construction, reconstruction, altering or repairing of any building or other structure within the Municipality or the excavating of any street, highway, lane or any other land between the hours of 7:00 a.m. and 6:00 p.m. on each day except Sunday, or in the case of urgent necessity, at any other time during the week if such work is essential to the health, safety or protection of the public.
- f) Persons and their agents, servants and employees or independent contractors under contract therewith and their agents, servants, and employees who are engaged in work of an essential or emergency nature and being done for the primary purpose of ensuring the health, safety or welfare of the residents of the Municipality.
- g) The use of bells or chimes on churches or any public body.
- h) Any delivery or collection service between the hours of 6:00 a.m. and 9:00 p.m. on each day except Sunday and any statutory holiday in any commercial, industrial or public zone as defined in the Zoning Bylaws of the Municipality, and between the

hours of 7:00 a.m. and 9:00 p.m. on each day except Sunday and any statutory holiday in all other districts defined in the said Zoning Bylaw.

- i) Any sound or noise caused by a farming activity carried out in a reasonable manner on farmland between the hours of 7:00 a.m. and 9:00 p.m.
- j) Any sound or noise caused by a farming activity carried out in a reasonable manner on farmland between the hours of 9:00 p.m. and 7:00 a.m. if:
 - .i in the circumstances it is essential that the activity take place during such hours;
 - .ii the activity must, in accordance with sound farming practice, take place between such hours.
- k) The use of a lawnmower between the hours of 8:00 a.m. and 9:00 p.m. on any day.
- l) Any sound or noise caused by blasting or the operation of drills, compressors or other equipment used to prepare land for blasting between the hours of 8:00 a.m. and 5:00 p.m. on each day except Sunday or a statutory holidays.

13. Notwithstanding anything else contained in this bylaw, delivery or collection services to or from the lands and premises described as:

Lots A&B, District Lot 43, Oyster Land District, Plan VIP 70526 (Coronation Square Shopping Centre)

shall be exempt from the provisions of this bylaw between the hours of 8:00 a.m. and 9:00 p.m. on each day except Sundays and statutory holidays and the exemption set out in Section 11(h) of this bylaw shall not apply to these lands and premises.

14. A Peace Officer or Bylaw Enforcement Officer, and any person duly authorized by the Municipality to measure sound levels are hereby authorized to enter, at any reasonable time, upon any property in order to ascertain whether the provisions of this bylaw are being obeyed.

15 **OFFENCE**

Any person who violates any provision of this bylaw is guilty of an offence and liable upon summary conviction to a fine of not less than \$100 or more than \$500 for a first offence and of not less than \$250 or more than \$1,000 for a second or subsequent offence. For the purposes of this Section, an offence shall be deemed to occur upon each day during or on which violation occurs or continues.

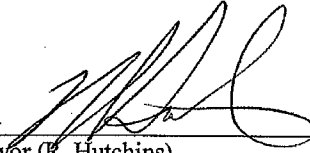
16 **REPEAL**

“Nuisance Regulation Bylaw 1993, No. 1094, Section 2(a)” and “Nuisance Regulation Bylaw 1993, No. 1094, Amendment Bylaw 1994, No. 1132” are hereby repealed.

17 **CITATION**

This Bylaw may be cited for all purposes as “NOISE SUPPRESSION BYLAW 2003, NO. 1478”.

READ A FIRST TIME on the	3 rd	day of	FEBRUARY, 2003
READ A SECOND TIME on the	3 rd	day of	FEBRUARY, 2003
READ A THIRD TIME on the	17 th	day of	FEBRUARY, 2003
ADOPTED on the	03 rd	day of	MARCH, 2003



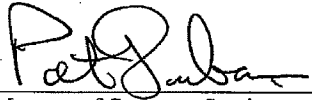
Mayor (R. Hutchins)



Manager of Corporate Services (P. Durban)



I hereby certify this to be a true and correct
Copy of "Noise Suppression Bylaw 2003,
No. 1478".



Manager of Corporate Services

INFORMATION REPORT TO COUNCIL

From: Kim Fowler, Project Manager, Waterfront Area Plan Implementation
Meeting Date: September 17, 2018
File No:
RE: ARTS AND HERITAGE HUB CONCEPT PLANNING

RECOMMENDATION:

That Council receive for information the Arts and Heritage Hub Concept Planning report.

PURPOSE:

To provide an update on progress in the Arts and Heritage Hub for the building upgrading and planning.

PREVIOUS COUNCIL DIRECTION

Support for a Gas Tax funding application was provided by Council. The Town was successful in obtaining a grant of just over \$1.7 million to rehabilitate/upgrade the Machine Shop.

INTRODUCTION/BACKGROUND:

The Arts and Heritage Hub is a key component of the Waterfront Area Plan. With a \$1.7 million grant for capital improvements to the Machine Shop building, a pre-design report has been undertaken by Hotson Architecture that referenced the 2014 property condition assessment report prepared by Omicron Architecture Engineering Construction. Hotson's report notes the Machine Shop is in need of considerable upgrades to give it a long, purposeful life using two objectives:

1. To make recommendations for a tenant mix and layout that will achieve this vision; and
2. To outline the process for the phased implementation of improvements to the building.

At the Machine Shop Advisory Committee meeting held July 23rd where the draft Hotson report was presented, it became apparent that there is an interest in the Arts and Heritage Hub being planned concurrently (i.e. inside the building and outside uses). Hotson Architecture has provided a proposal for a concept design for the overall Arts and Heritage Hub identified in the Ladysmith Waterfront Plan. This precinct design forms part of the concurrent work on the reuse of the historic 1943 Machine Shop. Hotson proposes to undertake the work in two phases: a visioning workshop and then concept development. Staff will be providing an update on this proposal at the Council meeting. This proposal also

qualifies for the Investing in Canada Infrastructure Program – Community, Culture, and Recreation Stream announced on September 12th at UBCM with an application deadline of January 23, 2019.

ALTERNATIVES:

Council can provide other direction as determined.

FINANCIAL & LEGAL IMPLICATIONS:

New funding grants announced this week at UBCM have short timelines and should be pursued where possible.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Staff will be proceeding with work in the Arts and Heritage Hub for both the Machine Shop upgrading and the sub-area planning to provide full opportunity to apply for new funding grants.



Kim Fowler, MCIP, RPP
Project Manager, Waterfront Area Plan Implementation

September 7, 2018

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: September 17, 2018
File No: 3360-18-10
RE: LICENCED CANNABIS CULTIVATION, PROCESSING AND RESEARCH

RECOMMENDATION:

That Council:

1. Proceed with first and second reading of Bylaw 1978 cited as "Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978";
2. Waive the holding of the public hearing for Bylaw 1978 pursuant to s. 464(2) of the *Local Government Act*; and
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act*.
4. Direct staff to bring forward amendments to the Business Licence Bylaw with respect to locational criteria, odour abatement and licence fees for cannabis cultivation, processing and research.

PURPOSE:

The purpose of this staff report is to provide Council with an overview of land use regulations for cannabis cultivation, processing and research, and to seek direction on next steps.

PREVIOUS COUNCIL DIRECTION

In December 2013, Council adopted new zoning regulations for medical marihuana growing and production (Bylaw 1832) which are part of the current Zoning Bylaw. This use was added to site specific locations in the I-2 Zone (south Ladysmith). Council waived the holding of the public hearing for this bylaw.

In April 2018, Council directed staff to develop land use recommendations for Council's consideration with respect to the production and processing of non-medical cannabis in the Town. The federal licencing scheme is now available allowing for local regulations to be considered.

INTRODUCTION/BACKGROUND:

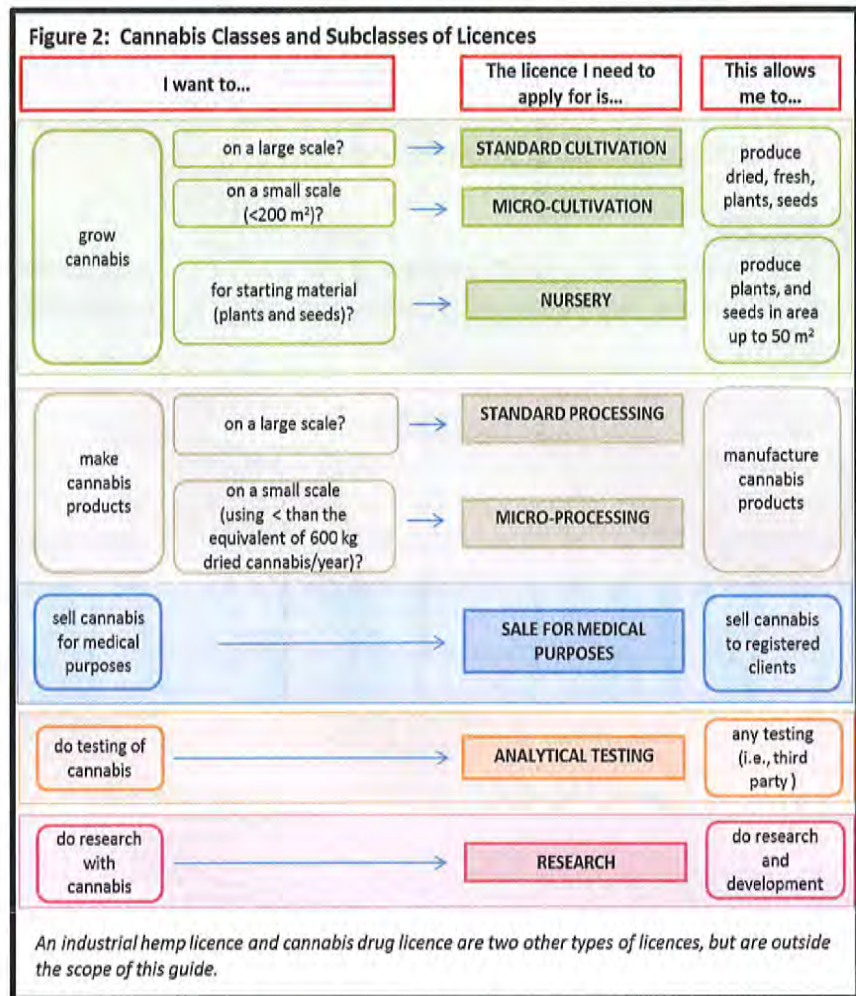
The Federal Cannabis Act comes into force on October 17, 2018. Pursuant to this Act and the Cannabis Regulations, the Federal Government will be issuing licences for the cultivation, processing, research and development and analytical testing of cannabis (see Figure 2 on the next page). The Cannabis Act has transitional provisions that state that all currently licenced producers under the Access to Cannabis for Medical Purposes Regulation (ACMPR) and its predecessor legislation will be licenced producers under the Cannabis Act. In practical terms, this means that regulation on the basis of medical or non-medical cannabis is not as relevant under this new regime.

The Federal Government published a Cannabis Licensing Application Guide at the end of June which has been used in developing the proposed zoning regulations, along with the Municipal Guide to Cannabis Legalization published by the Federation of Canadian Municipalities.

Applicants for a federal licence are required to provide a Notice to Local Authorities (local government, fire and police), including the site address, the type of licence being sought and the expected date the application to the federal government will be submitted.

Applicants are required to submit a description of the legal zoning of the proposed site and all adjacent lots with their application to the federal government. There is not a referral process to local government which is similar to the current federal licensing of facilities for the growing and production marihuana for medical purposes.

In August 2018, the Agricultural Land Reserve issued an Information Bulletin about Cannabis Production in the ALR and the recent amendment to its Regulation. Subject to the legalization of recreational cannabis by the federal government, the Provincial Agricultural Land Reserve Use, Subdivision and Procedure Regulation (Regulation) has been amended



with regard to cannabis production (for medical purposes and recreational purposes) to permit this use in the agricultural land reserve (ALR), subject to licensing at the Federal level.

This change permits/will permit the lawful production of cannabis as a farm use if produced outdoors in a field or inside a structure that has a base consisting entirely of soil or meets other conditions as laid out in the Regulation. Storing, packing, preparing or processing of this cannabis can be undertaken as part of the cannabis production operation, if at least 50% of the cannabis is produced on the farm. Lands in Ladysmith that are located within the ALR are limited to south Ladysmith and are zoned Primary Agriculture Zone (A-1), Agriculture and Resort Recreation Zone (A-RR), and Forestry (F-1).

The Province will be the wholesale distributor of cannabis in BC.

DISCUSSION:

It is proposed that the following new definitions or amendments to definitions in the Zoning Bylaw, be considered:

- Cannabis
- Cannabis Cultivation and Cannabis Micro-Cultivation
- Cannabis Processing and Cannabis Micro-Processing
- Cannabis Research and Development
- Amend Urban Agriculture, Manufacturing, Produce Stand, Laboratory, Research and Development Facility, Commercial Plant Nursery
- Delete Medical Marijuana Growing and Production as this use is being rolled into the federal Cannabis Act licences

Licensed Cannabis Cultivation:

Cannabis cultivation is a form of agriculture, but it can also be undertaken on an industrial scale (e.g. Tilray). It can occur outdoors or indoors. Indoor cultivation is more suited to Industrial zoned land given the form and character of the buildings (e.g. concrete buildings) and the site (e.g. security fencing).

Federally issued licences provides three types of cultivation: standard, micro (<200m² growing area), and nursery (up to 50m² for starting material) as shown in Figure 2. These size parameters allow Council some room to zone by the scale of cultivation, if desired. The Federal cultivation licences may also permit research and development and analytical testing.

In addition, the ALR regulation will permit cannabis production as an outright farm use, subject to conditions regarding the type of structure (i.e. base of soil) effectively permitting this use within the Town's Primary Agriculture Zone (A-1), the Agriculture and Resort Recreation Zone (A-RR) and the Forestry Zone (F-1) which are located within the ALR.

Licensed Cannabis Processing:

Processing licences will be available for standard and micro (<600kg dried cannabis/year) processing. These licences may also permit research and development and analytical testing. These licensed facilities will be indoor operations and will require physical security on the site to prevent unauthorized access. Micro cannabis producers may be similar to other “craft” industries that have emerged, such as craft breweries and distilleries.

Potential Impacts:

Impacts that may come from permitting cannabis cultivation and processing include incompatible uses next to residential use, parking/loading, odours and increased demand for and property values of agricultural land which could make food production unsustainable (although at this time ALR land in Ladysmith is forested and is not used to grow food). Ways to mitigate these potential impacts include limiting locations where the use is permitted, establishing parking requirements, requiring greater setbacks for structures, separation of uses and odour abatement plans. Some of these mitigation measures would be land use regulations and others would be business regulations.

Proposed Land Use Approach:

Staff are proposing that the land uses of “cannabis cultivation” and “cannabis production” be permitted in specific areas of the Industrial Zone (I-2) in the South Ladysmith Industrial Park, similar to the current use of Medical Marijuana Growing and Production, as shown on the map.

The I-1 Zone which is located in the South Ladysmith and Rocky Creek Industrial Parks is more suited to uses located within a building and, as such, “cannabis micro-cultivation” and “cannabis micro-production,” as well as “cannabis research and development” are proposed for the I-1 Zone. As the I-1 Zone uses are also permitted in the I-2 Zone, these uses do not need to be repeated in the I-2 Zone.

Parking regulations for cannabis cultivation and processing of any scale would be similar as those for other industrial uses including manufacturing and are shown in the table below. Research and development would be similar to laboratory.

It should be noted that at this time local government does not have a clear authority to prohibit the personal cultivation of non-medical cannabis (up to 4 plants) which the federal government is legalizing on October 17, 2018 with the enactment of the Cannabis



Act, and the Province is permitting under certain conditions in the Cannabis Control and Licensing Act. Landlords and strata councils have authority to prohibit this use.

Proposed Business Licence Approach:

The business licence regulation is a means to capture locational criteria (e.g. distance from a residential use) and mitigation of nuisance elements such as potential odour. Staff will be working on amendments to the Business Licence Bylaw with respect to establishing a buffer zone or odour abatement plan as a condition of issuing a business licence. In addition, as noted in the Financial Implications section, a different fee schedule may be appropriate to consider for these new uses based on the cost of administering and enforcing the regulatory scheme.

The table below provides an overview of existing and proposed land use regulations. If Council wishes to proceed, the attached Bylaw No. 1978 could be given first two readings and the public hearing waived at tonight’s Council meeting.

	Current	Proposed	
Zones	I-2	I-2	I-1
Land use	Medical Marihuana Growing and Production	Cannabis Cultivation Cannabis Processing (Note: All uses permitted in I-1 are permitted in I-2)	Cannabis Micro-Cultivation Cannabis Micro-Processing Cannabis Research and Development
Type	Medical only	Medical and recreational	Medical and recreational
Scale	-	Standard, Micro, Nursery	Micro, Nursery
Location/ Setbacks	Site specific area Building setback - 10m	Site specific area Building setback – 10m	Building setback – 6m front and 3m all others
Conditions of use	Federally licenced Business licence	Federally licenced Processing is within a building Business licence	Federally licenced Within a building Business licence
DPA	DPA 5 - Industrial	DPA 5 - Industrial	DPA 5 - Industrial
Parking – cultivation and processing	1 per 100m2 gross floor area (GFA)	0.5 per employee 1 per 100m2 GFA 1 per fleet vehicle	0.5 per employee 1 per 100m2 GFA 1 per fleet vehicle
Parking – research and development	n/a	1 per 30m2 of GFA	1 per 30m2 of GFA
Loading – all uses	1 / 300-500m2 GFA 2 / 501-2500 GFA 1 / each add'l 3000GFA	1 per 300-500m2 GFA 2 per 501-2500 GFA 1 per each add'l 3000GFA	1 per 300-500m2 GFA 2 per 501-2500 GFA 1 per each add'l 3000GFA

ALTERNATIVES:

Council can choose to provide further direction to staff regarding amendments to the Zoning Bylaw for the land use regulation of licenced cannabis cultivation, production and research. The proposed regulations, if adopted, could be reviewed in the future. Rezoning applications can also be considered for other uses or areas.

FINANCIAL IMPLICATIONS:

Council may wish to consider if a different business licence fee is suitable for these new uses. The current business licence fee is \$100 annually.

LEGAL IMPLICATIONS:

Council can choose to waive the holding of the public hearing if the proposed changes are consistent with the Official Community Plan (OCP).

Properties that are zoned I-1 and I-2 are within the Industrial land use designation in the OCP. This land use is intended to accommodate industrial development and employment centres for a range of industrial and light industrial uses, and limited commercial to support industrial parks. In the South Ladysmith Area Plan, industrial land use policies support land- extensive heavy industry, primary processing, manufacturing, wholesaling and storage (I-2 type uses). In the business park designation, the policies support light industrial and office associated with small-scale manufacturing, wholesaling and storage (I-1 type uses).

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Council has established a Task Force to support the public consultation process on the retail sale of non-medical cannabis which is currently prohibited in Ladysmith. Clear land use and business regulations for cultivation, production and research will be important for the community and investors.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services is working with the Council Task Force.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input 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 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 type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

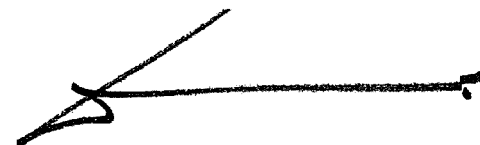
The Federal Government is legalizing the production, sale and use of recreational cannabis on October 17, 2018. The Province of BC will be the sole wholesaler in this province. The Town currently has a prohibition on the retail sale of cannabis. This report presents recommendations for licenced cannabis cultivation, processing and research in the Town's industrial zones.



Felicity Adams, Director of Development Services

September 12, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT:

Bylaw 1978

Discussed Later in the agenda

TOWN OF LADYSMITH

BYLAW NO. 1978

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 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) Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:

(a) Part 4: Definitions is amended by:

(i) Adding the following definitions in alphabetical order:

"Cannabis: means cannabis as defined by the *Cannabis Act* (Canada) and any subsequent regulations or acts which may be enacted in substitution therefor.

Cannabis Cultivation: means the cultivation of *Cannabis* as authorized by a licence for standard cultivation under the *Cannabis Act* and its regulations.

Cannabis Micro-Cultivation: means the cultivation of *Cannabis* as authorized by a licence for micro-cultivation or a nursery under the *Cannabis Act* and its regulations that is contained entirely within a *Building*.

Cannabis Micro-Processing: means the processing of *Cannabis* as authorized by a licence for micro-processing under the *Cannabis Act* and its regulations and is contained entirely within a *Building*.

Cannabis Processing: means the processing of *Cannabis* as authorized by a licence for standard processing under the *Cannabis Act* and its regulations and is contained entirely within a building.

Cannabis Research and Development: means the cultivation, processing, production, and testing of *Cannabis* as authorized by a licence for research under the *Cannabis Act* and its regulations.

(ii) Amending the definitions of:

a. "Laboratory", "Manufacturing", "Produce Stand", and "Research and Development Facility" by adding the following words in each of the definitions to take effect to the amendment:
", excluding *Cannabis*."

b. "Agriculture, Urban" by adding the following words at the end of the definition "
", excluding the cultivation of *Cannabis* for commercial purposes."

c. "Commercial Plant Nursery" by deleting the words "but does not include Medical Marihuana Growing and Production" and inserting the words "
", excluding *Cannabis*," following the words "and landscaping products."

Discussed Later in the agenda

- (iii) Deleting the definition of “*Medical Marihuana Growing and Production.*”
- (b) Part 6: Specific Use Regulations is amended by:
 - (i) Adding the following wording to section 6.3 Uses Prohibited in All Zones:
 - (ix) The production of *Cannabis* except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under s. 2(2.5) of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002 on lands designated as Agricultural Land Reserve.
 - (c) Part 8: Parking and Loading is amended by:
 - (i) Deleting from the Industrial section of Table 8.1:
 - a. “Medical Marihuana Growing and Production” in Column 1 and the related parking requirements in Column 2.
 - (ii) Adding to the Industrial section of Table 8.1:
 - a. “Cannabis Cultivation, Cannabis Processing, Cannabis Micro-Cultivation, Cannabis Micro-Processing” in Column 1 and “0.5 per employee, plus 1 per 100 square metres of Gross Floor Area, plus 1 per fleet vehicle” in Column 2.
 - b. “Cannabis Research and Development” in Column 1 and “1 per 30 square metres of Gross Floor Area” in Column 2.
 - (d) Part 12: Industrial Zones is amended by:
 - (i) Adding the following uses to the list of Principal Uses in 12.2.1 of the Light Industrial (I-1) Zone:
 - “ff) *Cannabis Micro-Cultivation.*
 - gg) *Cannabis Micro-Processing.*
 - hh) *Cannabis Research and Development.*”
 - (ii) Deleting the use “n) Medical Marihuana Growing and Production” from the list of Principal Uses in 12.3.1 of the Industrial (I-2) Zone.
 - (iii) Adding the following uses to the list of Principal Uses in 12.3.1 of the Industrial (I-2) Zone:
 - “n) *Cannabis Cultivation*, subject to Section 12.3(8)(a).
 - o) *Cannabis Processing*, subject to Section 12.3(8)(a).
 - (iv) Deleting section 12.3(8)(a) and replacing it with the following:
 - “a) *Cannabis Cultivation* and *Cannabis Processing* shall be restricted to the locations shown zoned I-2 as illustrated in Figure 12.3.1: Cannabis Cultivation and Cannabis Production Area.”
 - (v) Replacing the title of Figure 12.3.1 with the following title:
 - “Figure 12.3.1: Plan of Cannabis Cultivation and Cannabis Production Area.”
 - (e) And by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, ordering of alphabetical lists, and Table of Contents of the Zoning Bylaw.

CITATION

- (2) This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.20) 2018, No. 1978”.

Discussed Later in the agenda

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

PUBLIC HEARING waived pursuant to s. 464(2) of the *Local Government Act*

on the day of

READ A THIRD TIME on the day of

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*

on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (J. Winter)

COMMITTEE REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services, FOR THE Cannabis Consultation Committee
Meeting Date: September 17, 2018
File No:
RE: **PUBLIC CONSULTATION ON THE RETAIL SALE OF CANNABIS IN LADYSMITH**

RECOMMENDATION:

That Council:

1. Approve the proposed public survey on the retail sale of cannabis in Ladysmith
2. Direct that the survey be mailed to every household in Ladysmith
3. Confirm whether it wishes to seek additional community input through other forms of public engagement such as Place Speak and/or, community meeting(s).

PURPOSE:

The purpose of this report is to provide an update to Council on the work of the Council Committee on the Retail Sale of Cannabis in Ladysmith.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2018-113	2018-04-16 00:00:00	That Council establish a budget of \$20,000 to support public consultation on the retail sale of non-medical cannabis in Ladysmith, with the funds to come from surplus, and direct staff to amend the Financial Plan accordingly.
CS 2018-114	2018-04-16 00:00:00	That the Mayor appoint three members of Council, including the Mayor, to an ad hoc Committee of Council to support the public consultation process on the retail sale of non-medical cannabis in the Town of Ladysmith.
CS 2018-115	2018-04-16 00:00:00	That Council direct the ad hoc Committee to use the ‘Municipal Guide to Cannabis Legislation’ - the framework provided by the Federation of Canadian Municipalities - to develop recommendations on locational or other criteria and a desired public input strategy and scope for Council’s consideration with respect to the retail sale of non-medical cannabis in the Town of Ladysmith prior to embarking on a public consultation on the matter.



DISCUSSION:

The retail sale of cannabis in Ladysmith is currently prohibited through the Zoning Bylaw. Council established a Committee to seek public input on this matter. Once input has been received, amendments to the Zoning Bylaw can be developed as required to establish a regulatory framework for cannabis sales.

The committee members are Mayor Stone, Councillor Paterson and Councillor Arnett, supported by the Chief Administrative Officer, Manager of Legislative Services and Legislative Services Administrative Coordinator.

Also participating as resource experts to the Committee were Ladysmith RCMP Detachment Commander S/Sgt. Ken Brissard, and Town Bylaw Officer Robin MacNair. Over the course of its meetings, the Committee developed the attached policy framework to guide consultation, and drafted the attached public survey.

The committee considered a variety of ways to administer the survey, and is recommending that a hard copy be mailed to every household in the Town of Ladysmith, in order to ensure the broadest possible opportunity for public input. The mail out will include a postage paid envelope for returning completed surveys.

The survey will be designed by a professional graphic designer.

At the same time, staff are developing a number of communications tools, including a dedicated website page that will provide facts, questions and links to legislation and resources produced by the federal and provincial governments. When the survey is distributed, residents will be encouraged to complete and return the survey through media releases, social media, the Town’s electronic and utility bill newsletters, and advertising.

SUMMARY POINTS

Council established a committee to develop recommendations for Council on means to seek public input on the retail sale of Cannabis in Ladysmith. Recommendations are presented for Council’s consideration and direction.



Manager of Legislative Services

September 11, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

Retail Sale of Cannabis in Ladysmith

Please complete this survey and mail it in the enclosed postage-paid envelope by **October 17, 2018**.

OR

Visit www.ladysmith.ca and complete the online form.

Your feedback is important to help Council decide how to regulate the retail sale of cannabis (marijuana) in Ladysmith.

Introduction/Background

The government of Canada has indicated that cannabis will become legal in the summer of 2018, and sold in stores. 'Cannabis' refers to any product made from the leaves and flowers of the cannabis plant. It is also commonly known as marijuana, weed or pot. It can be smoked, used with a vaporizer, or added to food or drinks. Only dried and fresh cannabis, cannabis oils and seeds and plant for personal cultivation will be legal for purchase. The sale of edible products will remain illegal until legislation shows otherwise.

The Province of B C has recently announced how it will regulate the sale and use of cannabis in this province. Many topics related to the legalization of cannabis are beyond the powers of the Town of Ladysmith (see the chart below). We want to hear from you about where cannabis should be sold in Ladysmith. Please visit our website for background information, FAQs, and more.

Legalization of Recreational Cannabis – Who's Responsible for What?

Federal Government	BC Government	Town of Ladysmith (within the federal and provincial legislation)
Possession limits	Set the minimum age to possess, buy or consume cannabis (19)	Zoning and business licensing to determine where cannabis stores may be located
Taxation	Allows adults to possess up to 30 grams of cannabis in a public place	Identifying where consuming cannabis will be allowed in Ladysmith (through the Smoking Regulation Bylaw)

Regulatory compliance	Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at playgrounds, sports fields, skate parks, and other places where children commonly gather	Setting rules on public visibility and security requirements for growing cannabis plants at home to ensure public safety and limit nuisances (such as odours and visibility).
Education	Authorizes adults to grow up to four cannabis plants per household, but the plants must not be visible from public spaces off the property, and home cultivation will be banned in homes used as day-cares	
Setting minimum regulatory standards that the province may uphold or further restrict	Established a cannabis retail licensing regime similar to the current licensing regime for liquor	

Government of Canada <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations.html>

Government of British Columbia <https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

Town of Ladysmith <http://www.ladysmith.ca/>

We are looking for your feedback on the sale and growth of recreational cannabis Ladysmith.

This is an anonymous survey. We will not see your personal information, and we will not share it. Thank you for taking the time to tell us what you think about this important issue.

1. How many retail cannabis businesses should be allowed in the Town of Ladysmith?

- 0 1 2 5 No limit on number

2. How far apart from each other do you think cannabis outlets should be located?

- 1 kilometre 500 metres 200 metres No restriction Not permitted

3. Where do you think cannabis retail sales should be allowed? (Check all that apply)

- Downtown only
Coronation Square only
Coronation Square and Downtown
Anywhere retail sales are currently allowed
Industrial park
Specific locations only on application for approval by Council
Nowhere
Other (please specify)

4. Should Ladysmith establish distance rules between cannabis outlets and other uses?

- Yes No

5. If you answered yes to question 4, which uses should the distance rules apply to? *(please check all that apply)*

- Schools
Playgrounds
Park entrances
Retirement Homes
Seniors Centre
Day cares
Other *(specify)* _____

6. If you believe distance rules should be established, what should they be?

- 1 kilometre
500 metres (approximately 5 blocks)
200 metres (approximately 2 blocks)
100 metres (approximately 1 block)

I don't think cannabis should be sold in Ladysmith

7. Should Ladysmith place a restriction on the number of plants allowed to be grown for personal use (*the current federal legislation allows up to four plants either indoors or outdoors, and if outdoors, they must not be visible from public spaces, including the street*)

Yes No

8. If you answered yes, what restrictions should apply? (*check all applicable boxes*)

Cultivation indoors only

Cultivation outdoors only

Limit the number of plants to 1 2 3 4

Establish setbacks from all property lines

Allow outdoor growing only on properties exceeding x.000 square metres

Require plants to be grown inside a shed, garage or greenhouse

No cultivation, not indoors or outdoors

9. Ladysmith's smoking bylaw also applies to smoking cannabis. Do you think that Ladysmith should ban all public consumption of cannabis, by any means?

Yes No

LADYSMITH CANNABIS REGULATION – STATUS

Chart to be completed as additional information is available or committee makes recommendations

ISSUE	PROPOSED LEGISLATION OR REGULATION	CURRENT LADYSMITH STATUS	COMMITTEE POSITION	COMMENTS (Staff, RCMP, Bylaw)
Zoning (density, location)	<ul style="list-style-type: none"> N/A 	Retail sales of cannabis not permitted in Ladysmith	Allow retail sales of cannabis with restrictions	<ul style="list-style-type: none"> Do not do site-specific zoning, as the zoning will outlive the individual business (loss of control)
Retail Locations	<ul style="list-style-type: none"> Unclear whether local governments can regulate location of federal or provincial outlets 	Banned by Ladysmith zoning bylaw	Maximum two; staff will provide distance information regarding schools, places where children normally congregate and parks	<ul style="list-style-type: none"> Retail locations to be allowed in commercial zoned areas only
Retail Display Restrictions	<ul style="list-style-type: none"> Cannabis products must not be visible from outside the store (federal) 		<p>Privacy and Discretion from street bylaw; make special permit with additional requirements such as design and sign content, window display content</p>	<ul style="list-style-type: none"> Consider frosted glass windows No advertising that would appeal to kids Build on other municipalities' best practices Create a guide that gives clear directives Add requirement for window protection (e.g. security bars or film) No restrictions about inside merchandising

Home Cultivation	<ul style="list-style-type: none"> 4 plants allowed, must not be visible from public places (provincial) Strata councils, landlords, can prohibit cultivation (provincial) 	Outdoor cultivation not allowed; indoor cultivation of a maximum of four plants, using CSA approved equipment allowed, no permit required; indoor cultivation not allowed in accessory buildings (green houses, garages, etc.)	<ul style="list-style-type: none"> Possibly need a Town discussion paper for applicants explaining the rationale behind the higher fees as it relates to provincial requirements
Business Licensing	<ul style="list-style-type: none"> Retailers must be licensed by the province (provincial); local government approval required before licence will be issued (provincial). Ladysmith can establish rules around local business licence requirements Cannot sell in the same store as liquor or tobacco (provincial) 	Staff will review business licensing requirements, taking into consideration higher application fees and higher annual business licence fees for cannabis retail outlets, as well as window security and closed circuit video requirements	<ul style="list-style-type: none"> Possibly need a Town discussion paper for applicants explaining the rationale behind the higher fees as it relates to provincial requirements
Building codes	None	Insurance will help to regulate	Ladysmith could bring in amendments to Building Bylaw (mostly regarding safety)
Nuisance	Nuisance Bylaw may be a way to address odour or other related nuisances	Use a wait and see approach (track complaints).	Follow example of more urbanized communities.
Smoking Restrictions	Same restrictions as apply to smoking in BC (provincial)	Smoking bylaw will address.	Communications strategy has been developed
Odours		This issue will be tied to the nuisance issue	Ladysmith can include in Nuisance Bylaw if necessary after tracking complaints
Municipal Workplace Safety	In development	Human Resources Manager developing an internal policy	

Enforcement	To discuss with RCMP	Covered in previous categories	Bylaw Officer and S/Sgt. Brissard have been invited to next Committee meeting
Regulations re Public Consumption <ul style="list-style-type: none"> • Minimum age 18 (federal) • Minimum age 19 (provincial) • Max. 30 grams in a person's possession in a public place (provincial) • Zero tolerance for possession/driving under 19 (provincial) • No consumption while driving (provincial) 	Draft smoking bylaw; consumables not yet under consideration by federal government	This will need to be addressed at the Provincial level.	
Personal Possession	Maximum 30 grams in public place (provincial)		
Policing/ Enforcement			
Costs Related to Local Policing			
Consumables	Federal legislation on consumables will not be introduced this year		

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture
Meeting Date: September 12, 2018
File No:
RE: **AGGIE PLAY SPACE**

RECOMMENDATION:

That Council authorize staff and volunteers to continue the project plan relating to the installation of play space equipment at Aggie play area, with recognition that some adjustments to original concept will be required to ensure the least impact on existing trees.

PURPOSE:

The purpose of this staff report is to provide Council with an update on the Aggie play space project.

PREVIOUS COUNCIL DIRECTION

February 20, 2017

Resolution: CS 2017-45

That Council direct staff to:

1. Relocate the playground beside Aggie Hall to a location above the existing location on the Aggie site.
2. Partner with Ladysmith Family and Friends in developing an engagement process with the community in the development of a new play space at Aggie Hall;

INTRODUCTION/BACKGROUND:

Following the public consultation, the consultants incorporated the public input into this draft concept design. The design is structured to allow for a staged approach, meaning depending on funding the project may be completed in stages. This process allowed for community input and involvement, at each stage, as there has been numerous enquires from community groups to participate in the project.

At the June 2018 Parks, Recreation and Culture Advisory Committee meeting the Committee reviewed the play space concept and supported the plan and the ability to include more natural features into the play space.

Various community groups have continued to express interest in participating in the

project. Staff along with LaFF will be working with these groups to find ways to have them involved in the project.

The Town is ready to proceed with construction of the play space. As part of the project plan an arborist report was completed on the four trees at the site. The report confirmed that the trees are all healthy and only require some thinning and removal of limbs. The report does recommend limiting any construction below the tree drip line to reduce impact on the trees root system. Due to this information the concept plan will need to be adjusted to adapt. The intent is still to include the key features into the play space, yet they will need to be adjusted regarding where they are located. Staff and LaFF are reviewing these options and part of the construction plan will include realigning the location of the play equipment.

Construction is scheduled to commence toward the end of September with the project starting with fencing being installed. The remaining equipment will be installed over the next couple of months. With the project concluding toward the end of 2018

ALTERNATIVES:

Council may choose to have a tree or trees removed from the site and continue with the original concept plan.

FINANCIAL IMPLICATIONS:

There are no financial implications identified at this time.

LEGAL IMPLICATIONS:

There are no legal implications identified at this time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen / public relation implications identified at this time. The community stakeholders will also be provided updates and those groups interested in participating will be giving opportunities to do so.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is no interdepartmental involvement / implications identified at this time.

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 checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Employment & Tax Diversity | <input checked="" type="checkbox"/> Natural & Built Infrastructure |
|---|--|

- Watershed Protection & Water Management
- Communications & Engagement

- Partnerships
- Not Applicable

SUMMARY:

Town Staff are commencing the development/construction of the Aggie play space. Following the updated arborist report there are some adjustments to the original concept plan will be made as a result of the recommendations from the arborist. The project will be scheduled to be completed by the end of 2018.



Clayton Postings
Director of Parks, Recreation and Culture

September 12, 2018
Date

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Aggie Play Space Design Concept

2ND AVENUE

SYMONDS STREET



LANDSCAPE PLAN AGGIE FIELDS NATURAL PLAYSPLACE
SCALE 1:100

DESIGN ELEMENTS

- 1 **Entrance Gateway**
architectural feature, visually impactful entrance, latched gate for safety, play/fit, colourful fence & gate
- 2 **Water Feature**
accessible water pump (child controlled), concrete play stream, follows path down, ends in small pool of water, bridge over stream (connects concrete path to sand area)
- 3 **Central Sand Play Area**
sand (accessible by concrete path), slide, water play, loose parts, mixing sand & water, concrete sit wall for sitting
- 4 **Nature Discovery Area**
open ended play, low impact trail around existing trees, wood boardwalk, juggling, balancing logs, vertical poles (moving around, pieces to hang flags)
- 5 **Log Climb Area**
greater physical climbing challenge, up, down, over & under, edged with boulders for play & seating, concrete sit wall
- 6 **Slips Play**
climbing up & down stepping stones, climbing up & sitting on log rounds, running up & rolling down grass, sliding down, views across playspace
- 7 **Edges**
playful fencing, plantings (provide sensory experience for playground users), seating, surrounds & defines play area, grassy hills, amphitheatre seat, provides seating & views to lower edge fields

DESIGN FOR A NATURAL PLAYSPLACE

AGGIE FIELDS
Prepared For The Town of Ladysmith by: Victoria Landscape & Urban Services

STAFF REPORT TO COUNCIL

From: Geoff Goodall, Director of Infrastructure Services
 Meeting Date: September 17, 2018
 File No:
 RE: **SOLID WASTE CONTRACT, EXTENSION**

RECOMMENDATION:

That Council direct staff to extend the existing contract for up to one year for solid waste collection services with Waste Connections.

PURPOSE:

To have Council direct staff to extend the existing solid waste collection contract with Waste Connections on a month to month basis.

PREVIOUS COUNCIL DIRECTION

CE 2017- 073	2017- 03-13	That Council waive the purchasing policy and extend the existing contract for the collection of solid waste, organics and recyclables with Progressive Waste Solutions for 18 months ending September 30, 2018.
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INTRODUCTION/BACKGROUND:

The existing solid waste collection contract with Waste Connections (previously Progressive Waste Solutions) expires on September 30, 2018. Although staff have been working on the development of a new solid waste collection RFP and amendments to the existing solid waste collection Bylaw, there is not sufficient time to have this work completed prior to the expiry of the existing contract.

ALTERNATIVES:

Council can choose to:

- 1) Direct award Waste Connections for a one-year period; or
- 2) Terminate solid waste services with Waste Connections and allow property owners to choose their own solid waste collection services.

FINANCIAL IMPLICATIONS:

The 2018 budget for the collection of service is \$467,148. The budget included an estimated increase for collection services in the latter part of 2018.



LEGAL IMPLICATIONS:

No legal implications have been identified

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The existing solid waste collection contract with Waste Connections is due to expire in September 30, 2018. Staff have been working to prepare a RFP for the future provisions of these services as well as the development of modifications of the existing Bylaw that will be compatible with the new service. This information will not be available until after the expiration of the existing contract.

Geoff Goodall, Director of Infrastructure Services

September 12, 2018

I concur with the recommendation.

Guillermo Ferrero, City Manager

ATTACHMENTS: None

STAFF REPORT TO COUNCIL

From: Director of Infrastructure Services
 Meeting Date: September 17, 2018
 File No:
 RE: **Rocky Creek Road Storm & Water Services, Construction Services**

RECOMMENDATION:

That Council direct staff to waive the purchasing policy in order to complete the storm and water service upgrade along the existing properties of 1148, 1150, 1152 and 1154 Rocky Creek Road utilizing the Town’s Time and Material contract with David Stalker Excavating.

PURPOSE:

To have Council direct staff to utilize the existing time and material contract with David Stalker Excavating to complete the water and storm sewer works on the properties of 1148, 1150, 1152 and 1154 Rocky Creek Road.

PREVIOUS COUNCIL DIRECTION

CS 2017-425	2017-12-18	That Council provide early budget approval for the following capital projects: <ul style="list-style-type: none"> • Rocky Creek Storm • Rocky Creek Culvert • Holland Creek Bridge Inspection • Development Cost Charges Review • Equipment Replacement Purchases • Clarke Road Storm • Storm water improvements to Public Works • Safety Upgrades to 1st Avenue (bollards) • Asset Management (condition assessment) • Carpentry Tools and Self Retracting Lifeline & Tripod
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INTRODUCTION/BACKGROUND:

Staff having been working on a project to relocate existing services that are currently located on 1148, 1150, 1152 and 1154 Rocky creek Road. These services were part of a proposed strata development that involved these lots, but was not completed and the land was subsequently subdivided into separate lots. The existing services were located in such a way that they hinder development occurring on the subdivided lots.



Council has budgeted money for this project and staff have been working to secure the appropriate right-of-ways and easements to allow the work to proceed. The lots were sold since this work commenced which complicates the project.

There is some urgency to complete this work as there are development applications on two of the lots involved.

From the beginning of this process staff have been working with David Stalker Excavating and for consistency staff recommends utilizing David Stalker Excavating through the Town's time and materials contract to complete these works.

ALTERNATIVES:

Council can choose to direct staff to tender this work. It is anticipated that will extend the timeline to complete the works and could negatively impact the development proceeding on two of the lots.

FINANCIAL IMPLICATIONS:

The 2018 budget for this project is \$97,345 and staff will be obtaining final cost estimates from David Stalker Excavating to confirm the budget. If it is found that the existing budget is insufficient to complete the works staff will request additional funding from Council.

LEGAL IMPLICATIONS:

No legal implications have been identified

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input checked="" 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 type="checkbox"/> Employment & Tax Diversity | <input checked="" type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

Existing services are located on 1148, 1150, 1152 and 1154 Rocky Creek Road. These services were installed when a strata development was planned for the area. The strata development was never completed and the lands were subsequently subdivided. The existing services are located in such a way that they impact development on the newly created lots. Development is now proposed for two of the new lots that require that these services are relocated within new Town right-of-ways. Staff have been working with David Stalker Excavating on this issue and recommend that the Purchasing Policy be waived and the Town utilize David Stalker Excavating to relocate the services.



Geoff Goodall, Director of Infrastructure Services

September 12, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS: None

INFORMATION REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
Meeting Date: September 17, 2018
File No: 3390-20-1945
RE: SMOKING REGULATION BYLAW No. 1936

RECOMMENDATION:

That Council rescind third reading of Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936, and repeat third reading as amended to incorporate changes suggested by Island Health.

PURPOSE:

The purpose of Bylaw 1936 is to introduce updated smoking regulations in the Town of Ladysmith, to reflect current federal and provincial legislation.

PREVIOUS COUNCIL DIRECTION:

Council gave first three readings to Bylaw 1936 on May 7, 2018.

DISCUSSION:

After first three readings of Bylaw 1936, it was sent to Island Health for review. This resulted in the following minor amendments:

- An updated definitions of “burn” or “burning” Include a definition of ‘enforcement officer’ vs. ‘peace officer’ as ‘enforcement officer’ is the terminology used in the body of the document
- A rewording of the title of section 6 (to change Enforcement to Application) so as to avoid confusion with the reference to ‘Enforcement’ in the title of section 3.

It is anticipated that this bylaw will be adopted prior to the legalization of cannabis on October 17.

SUMMARY POINTS

Amendments to Town of Ladysmith Smoking Regulation Bylaw 1936 suggested by Island Health require that previously given third reading be rescinded, and the amended bylaw be given third reading. The bylaw will then be deposited with the Ministry of Health as required by the Community Charter prior to adoption.



Manager of Legislative Services

September 11, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Bylaw 1936

TOWN OF LADYSMITH

BYLAW NO. 1936

A Bylaw to Regulate Smoking in the Town of Ladysmith

WHEREAS it has been determined that Environmental Smoke whether from tobacco, marijuana, heated vapour or the burning of other substances can contain Class A carcinogens, can contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard and a nuisance to inhabitants and visitors of the Town of Ladysmith;

AND WHEREAS it is generally recognized by scientific and medical communities that there is no safe level of smoke or vapour exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of Environmental Smoke can occur;

AND WHEREAS it is desirable for the purposes of maintaining, promoting and preserving public health in the Town of Ladysmith to prohibit, regulate and impose requirements in relation to smoking in the Town of Ladysmith;

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

INTERPRETATION

1. Definitions

In this Bylaw:

“Town” means the Town of Ladysmith

“Council” means the Council of the Town of Ladysmith

“Peace Officer” includes a Bylaw Enforcement Officer appointed by the Town of Ladysmith

“Responsible person” means a person who owns, controls, manages, supervises or operates common public areas;

“Burn” or “Burning” means the combustion of a substance to produce smoke, vapour, aerosol or other substances that can be inhaled;

“Bus stop” means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and may include a transit shelter;

“Customer service area” means a partially enclosed or unenclosed area, including a balcony, patio, yard or side walk, that is part of or connected to or associated with a business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site;

“Designated public space” includes but is not limited to public playing fields, public playgrounds, public squares, and outdoor public places where individuals are required to queue for the receipt of any service;

“Outdoor workplace” means any outdoor place used in conjunction with the workplace, including but not limited to construction and marine sites as well as sites with flag persons;

“Park” means any real property or property subject to a right of occupation by the Town for the purpose of pleasure, recreation or community uses of the public, including playgrounds, sport courts, natural and landscaped areas, sports fields, trails, walkways and other public places and all improvements and may include beaches, and other public places adjacent to streams including land covered by water, but does not include the travelled portion of a highway;

“Public Facility” includes but is not limited to any outdoor gathering place, buildings and land owned or operated by the Town, including but not limited to parks, playgrounds, sports fields and outdoor public places where individuals are required to queue for the receipt of any service;

“Smoke” or “smoking” means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking device or electronic smoking device that burns or heats tobacco, cannabis, or any other weed or substance. It does not include the carrying of lighted incense or smoking as part of a traditional aboriginal cultural activity;

2. Severability

A decision by a court of competent jurisdiction that any part of this Bylaw is illegal, void or unenforceable severs that part from this Bylaw and is not to affect the balance of this Bylaw.

3. Enforcement

The Bylaw Enforcement Officers of the Town of Ladysmith shall be responsible for administration of this Bylaw.

4. Duty of Administration

The intent of this Bylaw is to set standards in the general public interest, and not to impose a duty on the Town of Ladysmith, its employees or any Peace Officer to enforce its provisions and:

-
- (a) a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
 - (b) the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

HEALTH REGULATIONS

5. Prohibition of Smoking

No person shall smoke in, at, on or within 7 meters of any of the following:

- (a) any part of a park within the Town of Ladysmith
- (b) a bus stop;
- (c) a customer service area;
- (d) any designated public place;
- (e) any outdoor workplace;
- (f) common areas of apartment buildings, condominiums and dormitories;
- (g) school grounds;
- (h) motor vehicles when youth under 16 years of age are present;
- (i) any public facility;
- (j) any fully or substantially enclosed workplace;
- (k) inside any part of a building or structure except in a private residence, hotel or motel room;
- (l) any public entrance, open window or air intake

6. Application of Ban on Smoking

A responsible person must not suffer or allow a person to smoke in any of the areas specified in section 5 (a) through (l)

VIOLATIONS AND PENALTIES

7. Offences Under Bylaw

A person who:

- a. violates any provision of this Bylaw or does any act or thing which violates any provision of this Bylaw or allows or permits any other person to do any act or thing which violates any provision of this Bylaw;
- b. neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
- c. fails to comply or allows another person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under Town of Ladysmith Ticket Information Utilization Bylaw No. 1457.

Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate offence.

ENACTMENT

5. Force and Effect

This Bylaw comes into force and takes effect upon adoption.

6. Citation

This Bylaw may be cited for all purposes as “Town of Ladysmith Smoking Regulation Bylaw, 2018, No. 1936”.

READ A FIRST TIME	on the 7th day of May	, 2018
READ A SECOND TIME	on the 7th day of May	, 2018
READ A THIRD TIME	on the 7th day of May	, 2018
DEPOSITED WITH THE MINISTER OF HEALTH	day of	,
ADOPTED	on the day of	,

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1971

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 2009, NO. 1966

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

1. Amendments

a) Amend section 1.1 to read as follows:

“The Inaugural Meeting of Council shall be held on the first Monday of the month following a general local election. At this inaugural meeting, the Mayor shall appoint a Councillor to serve as the Deputy Mayor in the absence, illness or disability of the Mayor. The Mayor may from time to time change the appointment of the Deputy Mayor.”

b) Change all references to “Executive Session” Meetings to “Closed Session” Meetings.

c) Amend section 8.2 to read as follows:

“All documents intended to be submitted for the agenda of a regular meeting of Council must be delivered to the Corporate Officer not later than 12:00 noon on the Tuesday preceding the day of the regular meeting.”

d) Change “be resolution” to “by resolution” in the last line of section 20.5

e) Delete section 21.4.6 to reflect current legislation and practice.

2. Citation

This Bylaw may be cited for all purposes as “Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (No. 2) 2018, No. 1971

READ A FIRST TIME	on the	20th	day of August	, 2018
READ A SECOND TIME	on the	20th	day of August	, 2018
READ A THIRD TIME	on the	20th	day of August	, 2018
ADOPTED	on the	day of	,	

Mayor (A. Stone)

Corporate Officer (J. Winter)

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: September 17, 2018
File No: 1970-04
RE: 2019 Permissive Tax Exemption Bylaw

RECOMMENDATION:

That Council give first three readings to bylaw "2019 Permissive Tax Exemptions Bylaw 2018, No. 1972".

PREVIOUS COUNCIL DIRECTION

Table with 2 columns: Reference (CS 2018-326) and Content (That Council direct staff: 1. To provide a Permissive Tax Exemption to all properties currently on the 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935; 2. Not to charge the fully exempt properties the water parcel tax or sewer parcel tax; and 3. To prepare the Permissive Tax Exemption Bylaw for 2019. OPPOSED: Councillors Fradin and Friesenhan)

DISCUSSION:

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

SUMMARY POINTS

- Permissive Tax Exemptions are only available to properties or property owners listed in the Community Charter
• The legislative requirement of advertising the proposed bylaw, will take place on September 26th and October 3rd in the Ladysmith Chemainus Chronicle.

Handwritten signature of Erin Anderson

Erin Anderson, Director of Financial Services

September 12, 2018

I concur with the recommendation.

Handwritten signature of Guillermo Ferrero

Guillermo Ferrero, City Manager

ATTACHMENT:

Bylaw 1972



TOWN OF LADYSMITH

BYLAW NO. 1972

A bylaw to exempt from taxation certain lands and buildings for the year 2019.

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

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

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Part 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2019.

Part 2 – Charitable, Not-for Profit and Recreational Tax Exemption

All lands and improvements within the legal boundaries of those properties listed under and to the extent described Part 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2019.

Part 3 – Partnering Exemption Authority

All lands and improvements within the legal boundaries of those properties listed under and to the extent described in Part 3 of Schedule ‘A’ are hereby exempted from taxation for the year 2019.

Schedules A through H, inclusive, which are attached hereto, form a part of this bylaw.

Citation

This bylaw may be cited as "2019 Permissive Tax Exemptions Bylaw 2018, No. 1972."

READ A FIRST TIME on the day of
READ A SECOND TIME on the day of
READ A THIRD TIME on the day of
ADOPTED on the day of

Mayor (A. Stone)

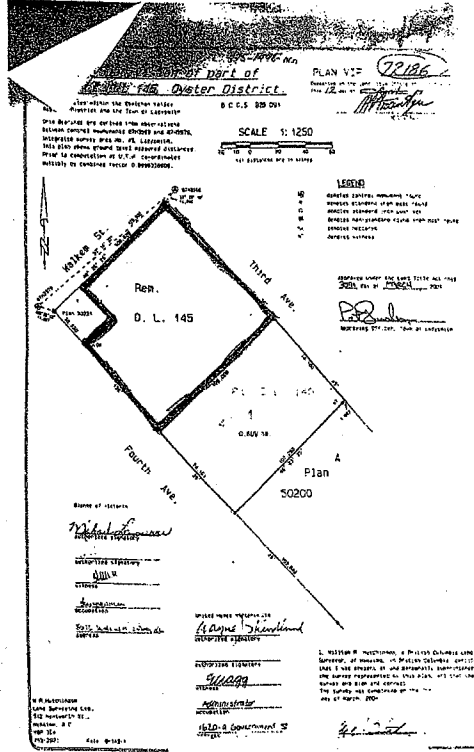
Corporate Officer (J. Winter)

This is Schedule "A" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972

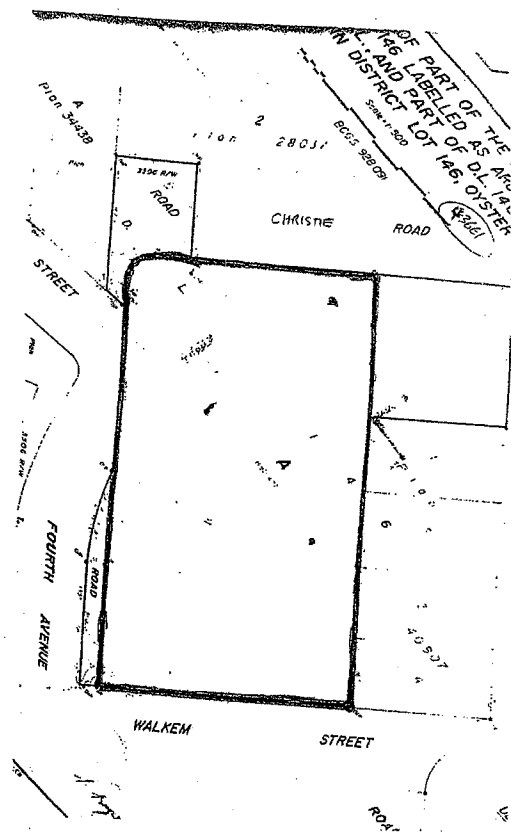
Part 1 224.2 (f) Building for Public Worship		
Organization	Address	Legal Description
United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
Ladysmith Fellowship Baptist Church	381 Davis Rd	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
St. Mary's Catholic Church	1135 4th Ave	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule 'B')
Pentecostal Assemblies of Canada	1149 4th Ave	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule 'C')
Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith & District Historical Society	721 1st Ave	Lot 11, Block 7, Plan VIP703, Oyster Land District
Canadian Legion Branch #171	621 1st Ave	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule 'D')
Ladysmith Health Care Auxiliary	910 1st Ave	Lot 1, Block 30, Plan VIP703a, District Lot 24, Oyster Land District
Ladysmith Resources Centre Association	314 Buller St	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (Dd 392367)
Ladysmith Golf Club Society	380 Davis Rd	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (Dd 24403n) Pcl C (Dd 34443i), VIP65242
Ladysmith & District Historical Society	614 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown In Schedule E)
Ladysmith Maritime Society	616 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith - Car Shop (Parent Folio 445-1109-300)
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 85, 11G, 24, 56, Oyster Land District, Except Plan VIP64405 VIP71943, That Part Included In Lease From Town Of Ladysmith Unit C, I & M Ladysmith Maritime Society
Ladysmith & District Historical Society	612 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith Unit J & K
Eco-Tourism Building	200 Capt Dekonick Way	Plan VIP36262, District Lot 56, Oyster Land District (Specifically The Area Of Land And Buildings Outline In Bold On Schedule 'F')
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule G)
Ladysmith Senior Citizens Housing Society	101 1st Ave	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District

Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
Ladysmith Festival of Lights	1163 4th Ave	Lot A, Plan VIP34438, District Lot 146, Oyster Land District, Portion Part Of Fourth Ave
Ladysmith Maritime Society	611 Oyster Bay Dr	Block C, District Lot 2016, Cowichan Land District, Foreshore Lease For Commercial Marina Purposes; That Part Included In Area Leased From Town Of Ladysmith, Lease/Permit/Licence # 106431 (Shown On Schedule 'H', Including The Insert For The Visitors Centre
Part 3 <i>225.2(a) Partnering Agreement</i>		
Organization	Address	Legal Description
St John's Masonic Temple	26 Gatacre St	Lot 9, Block 9, Plan VIP703, Oyster Land District
Municipal Parking Lot (Jorjorian, Paul)	17 Roberts St	Lot 8, Block 11, Plan VIP703, District Lot 56, Oyster Land District
Municipal Parking Lot (Jorjorian, Paul)	25 Roberts St	Lot 9, Block 11, Plan VIP703, District Lot 56, Oyster Land District, Except Plan VIP52046

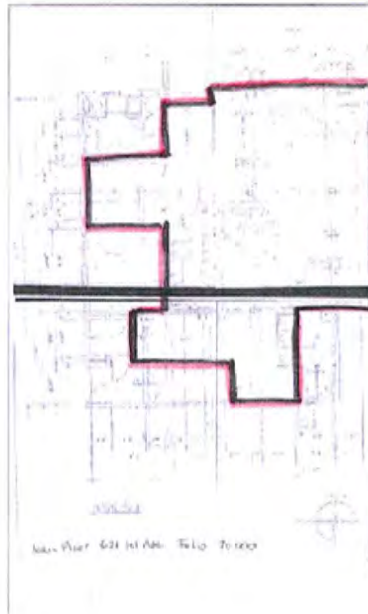
This is Schedule "B" attached to and forming part of
 Permissive Tax Exemption Bylaw 2018, No.1972



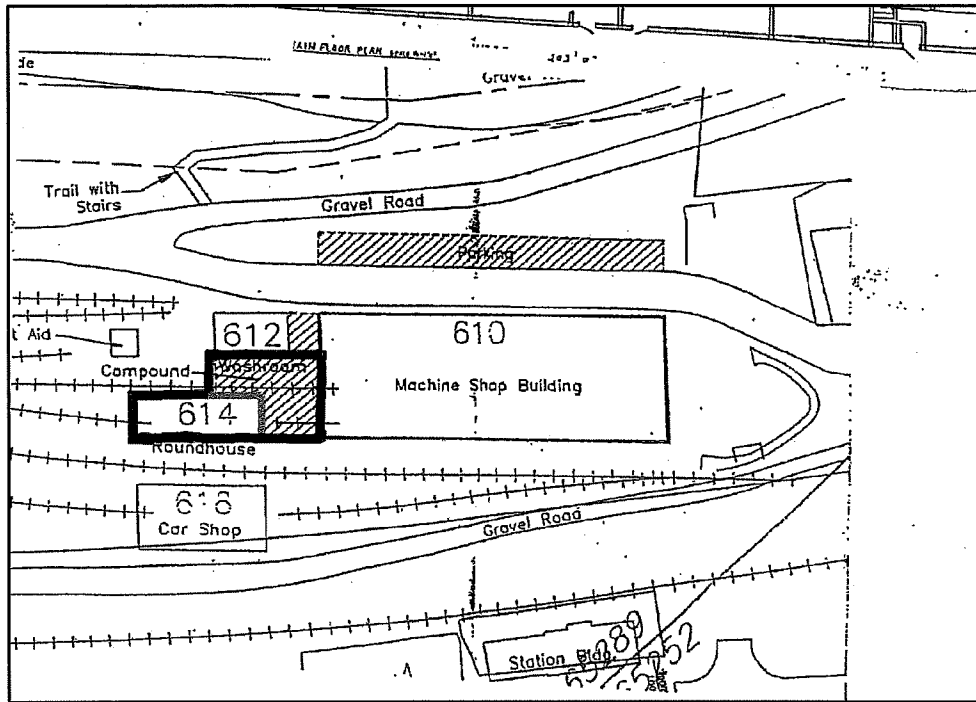
This is Schedule "C" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972



This is Schedule "D" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972



This is Schedule "E" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972

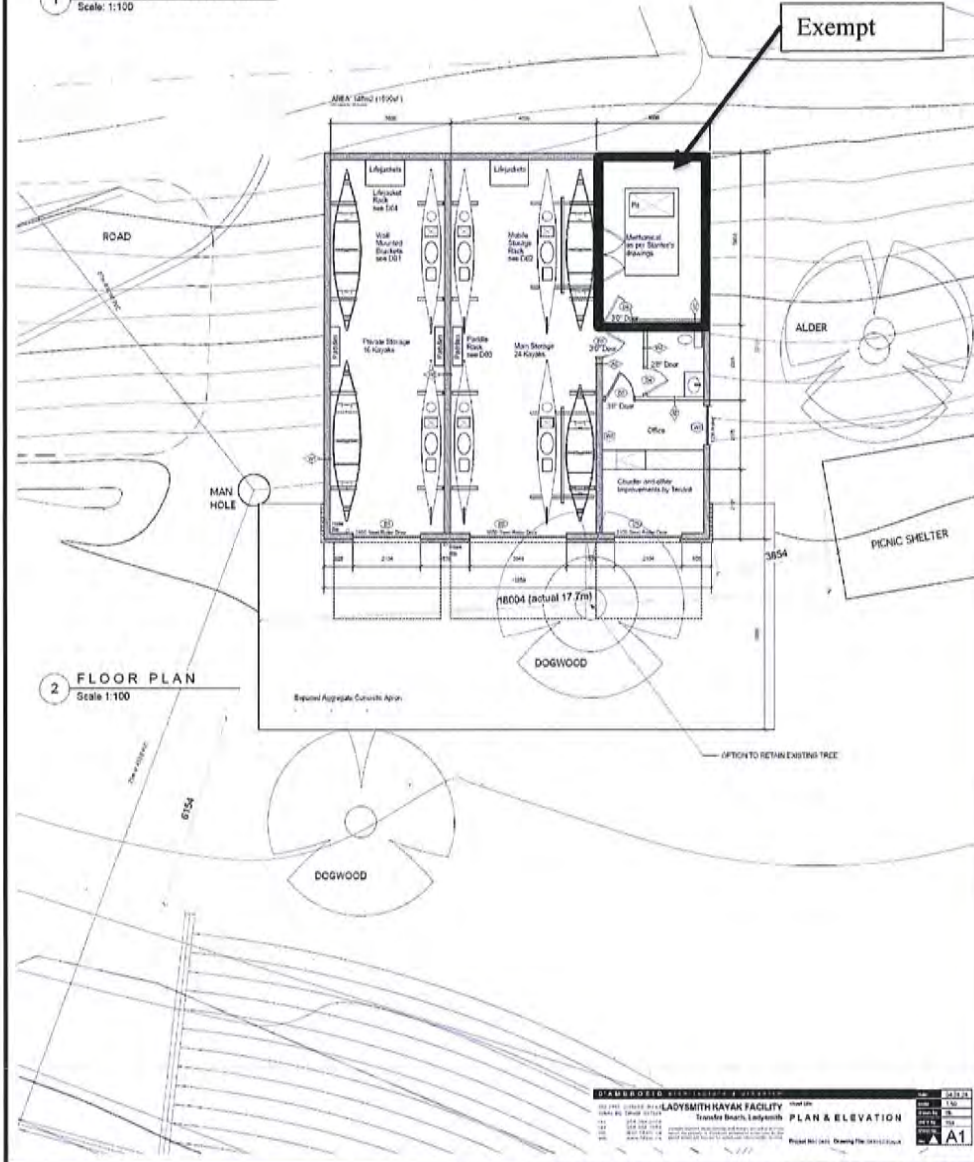


This is Schedule "F" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972

Part of Lot 2, Plan 36262
Transfer Beach



1 FRONT ELEVATION
Scale: 1:100



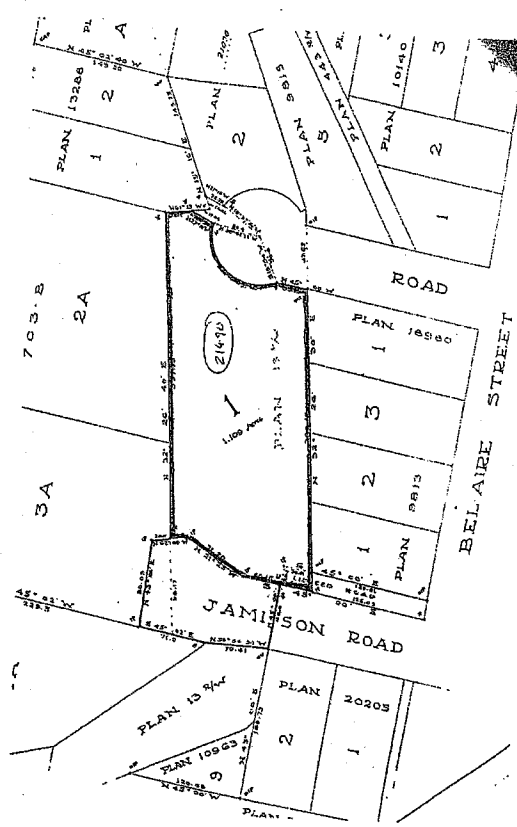
2 FLOOR PLAN
Scale: 1:100

DRAWING		DATE	SCALE
NO. 1	GENERAL	11/16/21	1:100
NO. 2	FLOOR PLAN	11/16/21	1:100
NO. 3	FRONT ELEVATION	11/16/21	1:100
NO. 4	REAR ELEVATION	11/16/21	1:100
NO. 5	SECTION	11/16/21	1:100
NO. 6	DETAIL	11/16/21	1:100
NO. 7	PLAN & ELEVATION	11/16/21	1:100
NO. 8	CONSTRUCTION	11/16/21	1:100
NO. 9	SECTION	11/16/21	1:100
NO. 10	DETAIL	11/16/21	1:100

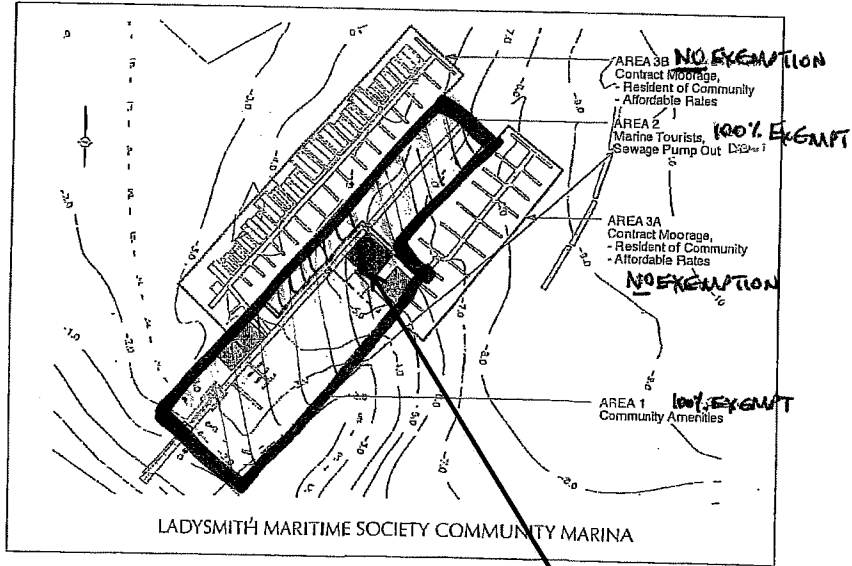
LADYSMITH HAYAK FACILITY
Transfer Beach, Ladysmith

Project No. 241 Drawing Title: TRANSFER BEACH PLAN & ELEVATION
Sheet No. 241-1 of 2

This is Schedule "G" attached to and forming part of
 Permissive Tax Exemption Bylaw 2018, No.1972

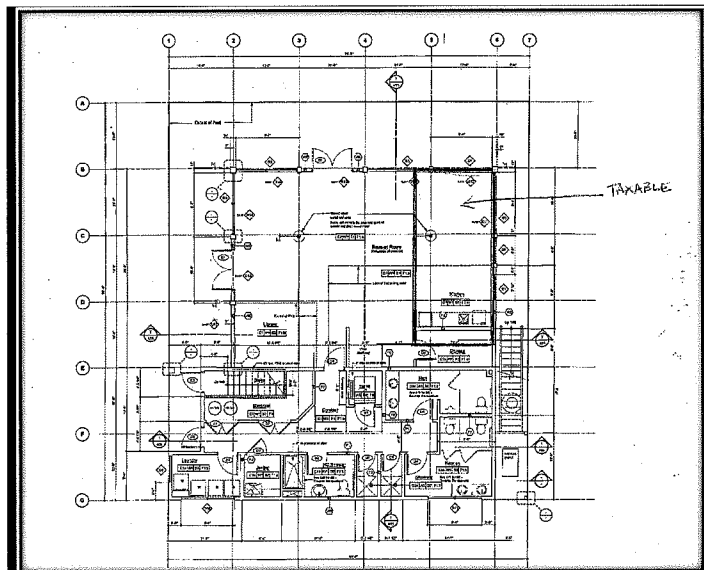


This is Schedule "H" attached to and forming part of
Permissive Tax Exemption Bylaw 2018, No.1972



See insert below

Insert:



INFORMATION REPORT TO COUNCIL

From: *Felicity Adams, Director of Development Services*
Meeting Date: September 17, 2018
File No: 3010-20
RE: *Bylaw 1973 - Amendment to Development Procedures Bylaw No. 1667*

RECOMMENDATION:

That Council give first three readings to Bylaw 1973 cited as “Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973.”

PURPOSE:

The purpose of this report is to present amendments to Bylaw 1667 as directed by Council.

PREVIOUS COUNCIL DIRECTION

<p>August 20, 2018</p> <p>CS 2018-299</p>	<p>That Council direct staff to:</p> <ol style="list-style-type: none"> 1. Prepare the following amendments to “Development Application Procedures Bylaw 2008, No. 1667”: <ol style="list-style-type: none"> a. Require pre-application meetings for planning applications b. Require complete planning applications to be submitted prior to staff review c. Amend the requirement for a neighbourhood information meeting for a rezoning application, if the application is OCP consistent, and for all DVP applications d. Remove the requirement for the completion of the Sustainable Development Checklist e. Remove the two-stage process for the consideration of DVP applications, so that staff may proceed to notification for all applications f. Update legislative references. 2. Consider the recommended improvements regarding streamlining the committee referral process following the current Commissions and Committees Review. 3. Proceed with completing conceptual design and cost analysis for expanding the Public Works/Engineering office to accommodate Development Services.
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This report addresses #1 in the above resolution.



DISCUSSION:

The amendments to the development application procedures came out of Council's consultation with the development community. The changes to the procedures will help both experienced and inexperienced applicants, and will streamline the development review process.

SUMMARY POINTS

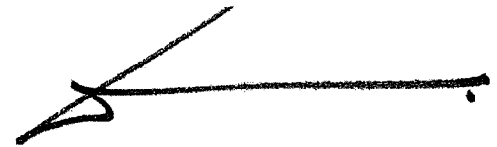
Council provided previous direction to prepare this Bylaw amendment. Staff have also updated the timeline for holding neighbourhood information meetings for OCP amendment applications to provide greater flexibility.



Felicity Adams, Director of Development Services

August 30, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Bylaw 1973

**TOWN OF LADYSMITH
BYLAW NO. 1973**

**A BYLAW TO AMEND THE LADYSMITH DEVELOPMENT PROCEDURES
BYLAW 2008, NO. 1667**

The Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. Amendments:

Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 is amended as follows:

- (a) The purpose section is amended by replacing "Part 26" with "Part 14".
- (b) Section 3 "Application Procedure" is amended by deleting (e) in its entirety and replacing it with a new (e) as follows:
 - "e) Reviewed once all required information has been submitted by the applicant."
- (c) Section 5 "Application Process" is amended by adding a new (a) as follows, and renumbering as required.
 - "a) Every applicant for an application described in Section 2 of this bylaw shall attend a pre-application meeting, unless this requirement is waived by the Director."
- (d) Section 7 "Public Meetings" is amended by:
 - a. Deleting (a) in its entirety and replacing it with the following:
 - "a) Where an application is submitted to amend the Official Community Plan, the applicant shall hold a neighbourhood information meeting at least 30 days prior to the holding of the public hearing on the bylaw, or another date acceptable to the Director, unless this required is waived by Council, and provide the input received to the Director in a form acceptable to the Director;"
 - b. Deleting (b) in its entirety and renumbering as required.
- (e) Section 11 "Development Variance Permit" is amended by deleting (a) in its entirety and replacing it with the following:
 - "a) If Council is considering issuing a Development Variance Permit, notice of the proposed variance to be considered shall be provided in accordance with the *Local Government Act* to owners and tenants of parcels, any part of which is the subject of the permit or lies within 60 meters of the boundary of a parcel that is subject to the permit."
- (f) Section 15 "Reapplication" is amended by replacing "Section 895 (3)" with "Section 460".

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw No. 4, 2018, No. 1973".

READ A FIRST TIME on the _____ day of _____, 2018

READ A SECOND TIME 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)

INFORMATION REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: September 17, 2018
File No: 1810-20
RE: Bylaw 1974 - Amendment to the Fees and Charges Bylaw

RECOMMENDATION:

That Council give first three readings to Bylaw 1974 cited as "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974"

PURPOSE:

The purpose of this report is to present an amendment to the Fees and Charges Bylaw as directed by Council.

PREVIOUS COUNCIL DIRECTION

- That Council:
1. Receive the staff report dated July 9, 2018 summarizing the coach house consultation 2018 results
2. Direct staff to amend the 'Fees and Charges' bylaw such that a reduced application fee of \$1,000 is applied for coach house rezoning applications on an R-1 zoned lot.

DISCUSSION:

The reduced rezoning application fee supports property owners in the R-1 Zone in applying for a coach house zoning and allowing for neighbourhood input.

SUMMARY POINTS

Council provided previous direction to prepare this Bylaw amendment. Staff have also included and updated cost for the purchase of the Waterfront Area Plan.

Your Signature

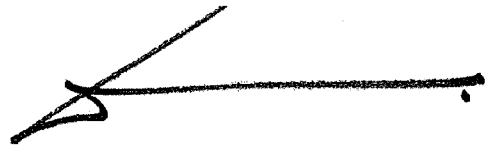
[Handwritten signature of Felicity Adams]

Felicity Adams, Director of Development Services

August 22, 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

ATTACHMENT(S)
Bylaw 1974

TOWN OF LADYSMITH

BYLAW NO. 1974

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

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

1. Delete Schedule "1" of "Ladysmith Fees and Charges Bylaw 2008, No. 1644" and replace it with the attached Schedule "1":

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974".

READ A FIRST TIME	on the	day of	, 2018
READ A SECOND TIME	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)

SCHEDULE "1"**TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644**

Item:	Fee:
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$10.00
Holland Creek Area Plan	\$10.00
South Ladysmith Area Plan	\$10.00
Official Community Plan (including Schedule A.1 – DPAs)	\$35.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$3,200.00
Zoning Bylaw	\$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size)	\$15.00/map
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount up to \$25
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	\$450.00
Current year property tax notice after tax due date (for owner)	No charge
Previous years' property tax notice on year-specific paper (for owner)	\$25.00 per copy
Subdivision trees	\$750/tree
Application Fees:	
Official Community Plan Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment	\$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment – Coach House (R-1 Zone)	\$1000.00 + Advertising and Delivery Costs
Combined OCP/Zoning Bylaw Amendment	\$3,000.00 + Advertising and Delivery Costs
Subdivision – PLA	\$500.00 + \$250.00/lot
Subdivision – Approval, Extension, Form P	\$500.00
Development Permit- Multi-Unit, Commercial, Downtown, Industrial	\$1,000.00
Development Permit – High Street Intensive Residential	\$750.00
Development Permit – Riparian, Hazard Lands	\$250.00

Development Permit – Coach House Intensive Residential	\$250.00
Development Permit- Façade Improvement	\$100.00
Development Permit- Amendment	\$100.00
Development Variance Permit	\$750.00 + Delivery Costs
Board of Variance	\$750.00 + Delivery Costs
Temporary Use Permit	\$1,500.00 + Advertising and Delivery Costs
Strata Conversion	\$500.00 + \$250/unit
Boundary Extension Proposal	\$2,000.00 + \$50.00/hectare plus advertising and electoral approval costs
Liquor License Primary Referral Review Community Consultation	\$250.00 + \$1,500 + Advertising Costs
ALR Application – Subdivision/Non-Farm Use	\$600.00 + ALR Fees
ALR Application - Exclusion	\$2,000.00 + ALR Fees
Film Permit	\$250.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Real Estate Sign	\$20.00/agency
Temporary Sign/Banner Deposit	\$10 + \$100 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Note: All fees are subject to applicable taxes	

INFORMATION REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
Meeting Date: September 17, 2018
File No: 3390-20-1977
RE: **AMENDMENT TO DELEGATION BYLAW 1905**

RECOMMENDATION:

That Council give first three readings to Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977.

PURPOSE:

The purpose of Bylaw 1977 is to amend the Officers and Delegation of Authority Bylaw as directed by Council.

PREVIOUS COUNCIL DIRECTION:

CS 2018-301	2018-08-20	That Council direct staff to: 1. Include funding in the Development Services and Engineering operational budgets for preparing and updating development application forms, process guides and checklists. 2. Prepare an amendment to "Officers and Delegation of Authority Bylaw 2016, No. 1905" to delegate the issuance of Riparian Development Permits and Hazard Land Development Permits to the Director of Development Services.
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DISCUSSION:

The amendments to Bylaw 1905 were recommended as a result of the Development Application Review Process, and are intended to help streamline development application processing. Staff always have the ability to seek Council direction on more complex permits, regardless of the delegated authority.

SUMMARY POINTS

An amendment to Town of Ladysmith Officers and Delegation of Authority Bylaw 1905 is introduced as previously directed by Council

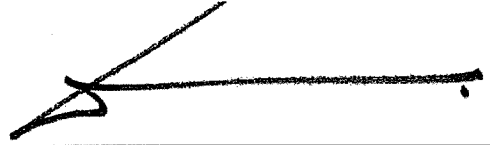


 Manager of Legislative Services

September 11, 2018



I concur with the recommendation.

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

Guillermo Ferrero, City Manager

ATTACHMENT(S)
Bylaw 1977

TOWN OF LADYSMITH

BYLAW NO. 1977

A Bylaw to amend Town of Ladysmith Delegation Bylaw 2016, No. 1905, being a bylaw to provide for the appointment of Officers for the Town of Ladysmith and to prescribe the powers, duties and responsibilities of such officers including the delegation of authority.

The Council of the Town of Ladysmith, in open meeting assembled, enacts as follows:

Amendment

1. Bylaw 1905 is hereby amended as follows:

Amend section 19 by adding “*and to issue Riparian Development Permits and Hazard Land Development Permits*”, to read as follows:

Council hereby delegates to the Director of Development Services the powers, duties and functions to issue development permits for signage and façade improvements, *to issue Riparian Development Permits and Hazard Land Developments*, and to issue amendments to development permits

Citation

2. This bylaw may be cited for all purposes as the “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw No. 2, 2018, No. 1977”.

READ A FIRST TIME	on the	day of	,
READ A SECOND TIME	on the	day of	,
READ A THIRD TIME	on the	day of	, 2018
ADOPTED	on the	day of	, 2018

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1978

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 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) Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:

(a) Part 4: Definitions is amended by:

(i) Adding the following definitions in alphabetical order:

“Cannabis: means cannabis as defined by the *Cannabis Act* (Canada) and any subsequent regulations or acts which may be enacted in substitution therefor.

Cannabis Cultivation: means the cultivation of *Cannabis* as authorized by a licence for standard cultivation under the *Cannabis Act* and its regulations.

Cannabis Micro-Cultivation: means the cultivation of *Cannabis* as authorized by a licence for micro-cultivation or a nursery under the *Cannabis Act* and its regulations that is contained entirely within a *Building*.

Cannabis Micro-Processing: means the processing of *Cannabis* as authorized by a licence for micro-processing under the *Cannabis Act* and its regulations and is contained entirely within a *Building*.

Cannabis Processing: means the processing of *Cannabis* as authorized by a licence for standard processing under the *Cannabis Act* and its regulations and is contained entirely within a building.

Cannabis Research and Development: means the cultivation, processing, production, and testing of *Cannabis* as authorized by a licence for research under the *Cannabis Act* and its regulations.

(ii) Amending the definitions of:

a. “*Laboratory*”, “*Manufacturing*”, “*Produce Stand*”, and “*Research and Development Facility*” by adding the following words in each of the definitions to take effect to the amendment: “, excluding *Cannabis*.”

b. “*Agriculture, Urban*” by adding the following words at the end of the definition “, excluding the cultivation of *Cannabis* for commercial purposes.”

c. “*Commercial Plant Nursery*” by deleting the words “but does not include Medical Marihuana Growing and Production” and inserting the words “, excluding *Cannabis*,” following the words “and landscaping products.”

- (iii) Deleting the definition of “*Medical Marihuana Growing and Production.*”
- (b) Part 6: Specific Use Regulations is amended by:
 - (i) Adding the following wording to section 6.3 Uses Prohibited in All Zones:
 - (ix) The production of *Cannabis* except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under s. 2(2.5) of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002 on lands designated as Agricultural Land Reserve.
- (c) Part 8: Parking and Loading is amended by:
 - (i) Deleting from the Industrial section of Table 8.1:
 - a. “Medical Marihuana Growing and Production” in Column 1 and the related parking requirements in Column 2.
 - (ii) Adding to the Industrial section of Table 8.1:
 - a. “Cannabis Cultivation, Cannabis Processing, Cannabis Micro-Cultivation, Cannabis Micro-Processing” in Column 1 and “0.5 per employee, plus 1 per 100 square metres of Gross Floor Area, plus 1 per fleet vehicle” in Column 2.
 - b. “Cannabis Research and Development” in Column 1 and “1 per 30 square metres of Gross Floor Area” in Column 2.
- (d) Part 12: Industrial Zones is amended by:
 - (i) Adding the following uses to the list of Principal Uses in 12.2.1 of the Light Industrial (I-1) Zone:
 - “ff) *Cannabis Micro-Cultivation.*
 - gg) *Cannabis Micro-Processing.*
 - hh) *Cannabis Research and Development.*”
 - (ii) Deleting the use “n) Medical Marihuana Growing and Production” from the list of Principal Uses in 12.3.1 of the Industrial (I-2) Zone.
 - (iii) Adding the following uses to the list of Principal Uses in 12.3.1 of the Industrial (I-2) Zone:
 - “n) *Cannabis Cultivation*, subject to Section 12.3(8)(a).
 - o) *Cannabis Processing*, subject to Section 12.3(8)(a).
 - (iv) Deleting section 12.3(8)(a) and replacing it with the following:
 - “a) *Cannabis Cultivation* and *Cannabis Processing* shall be restricted to the locations shown zoned I-2 as illustrated in Figure 12.3.1: Cannabis Cultivation and Cannabis Production Area.”
 - (v) Replacing the title of Figure 12.3.1 with the following title:
 - “Figure 12.3.1: Plan of Cannabis Cultivation and Cannabis Production Area.”
- (e) And by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, ordering of alphabetical lists, and Table of Contents of the Zoning Bylaw.

CITATION

- (2) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.20) 2018, No. 1978".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

PUBLIC HEARING waived pursuant to s. 464(2) of the *Local Government Act*

on the day of

READ A THIRD TIME on the day of

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*

on the day of

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (J. Winter)

RECEIVED
AUG. 17 / 18

August 17 2018

To the town of Ladysmith,

I would like to donate a relic of local logging history to the town for display. It is called a "SWIFTER"; a hand operated winch, and was restored by my husband thirty years ago.

My husband and I collected farm equipment and have lived in Ladysmith since 1979. Since his passing last year, I have found homes for many pieces, the SWIFTER is the last to go and I believe that it should be of interest to tourists and town folks alike.

Sincerely,

Mrs. Yolanne Ibbotson





August 14, 2018

Mayor Aaron Stone
410 Esplanade
PO Box 220
Ladysmith BC V9G 1A2



Dear Mayor Aaron Stone,

BC Soccer is the largest Provincial Sport Organization in British Columbia with registered youth and adult player participation reaching upwards of 115,000. Supporting these participants are thousands of BC residents in the form of coaches, referees, administrators, and everything else in-between.

It is important to BC Soccer that everyone involved in soccer is participating in an open, inclusive, and safe environment that is free from harassment and inappropriate behaviour. In line with this, in 2016 BC Soccer introduced our #respectALL initiative designed to remind players, coaches, referees, parents, and spectators to be respectful of each other in hopes of reducing/eliminating negative behaviour within the game, thus creating an even more positive environment for all.

Since the #respectall initiative's introduction we have produced and distributed more than 200 corrugated plastic #respectall signs to BC Soccer members and soccer clubs across the province. These signs have been erected at fields and soccer facilities across BC. A smaller cardstock version of the sign is enclosed for your reference. It has an easel backing allowing for the sign to be showcased on a desk, table, or any flat surface and we ask you place it in an appropriate location within your offices.

Independently working to supply signs to every region of the province has become an onerous and costly task, coupled with the fact that the plastic signs are easily torn down and discarded. Therefore, we are contacting you, along with all the mayors and cities/municipalities in BC, with the ask to support BC Soccer's #respectall initiative by way of reproducing weather proof versions of the sign in your city's sign shop and erecting them at soccer and sport fields within their municipality/city.

Along with the signs, BC Soccer would like to work with all of the other sport organizations and mayors to help drive the #respectall hashtag. We would truly appreciate you and your cities support in this initiative which we believe will help ensure soccer players, and other sport athletes, come back to the sports they love year after year.

Should you have any questions on this initiative or BC Soccer as a whole, please be in touch.

Kind Regards,



Jason Elligott
Executive Director
BC Soccer

CC: Kjeld Brodsgaard, President, BC Soccer

Please Remember:

**This is a game
Everyone's here to have fun
Officials are human
Be Respectful!**



#respectall

REQUEST FOR RENEWABLE SERVICE AGREEMENT BETWEEN LADYSMITH GOLF SOCIETY & TOWN OF LADYSMITH

1/21

TO: MAYOR AND COUNCIL, Town of Ladysmith

The Ladysmith Golf Society respectfully requests financial assistance from the Town of Ladysmith by the way of a Renewable Service Agreement to enable the Ladysmith Golf Course to continue operations.

BACKGROUND:

The Ladysmith Golf Course was developed by volunteers on Town land in the 1970's. It has continued to operate as a non-profit Society providing recreational golf to the community and surrounding area. In recent years, the Town has generously provided support by way of maintenance of the irrigation system and fairways, forgiven taxes, water at no cost and a Grant-in aid of \$5,000 in 2018.

The Golf Course provides affordable golf for new golfers, youth, many seniors as well as golfers wanting to improve their short game. Each summer the Club hosts a clinic for young people ages 8-12 to learn the basics of golf. The course is available to service clubs, business groups and families for tournaments. In the winter months the clubhouse is used for card games by local seniors.

Over the past eight years (see attached Financial Statements) revenues have declined to the point where the Society has had to offset losses by drawing on its contingency fund. In 2013 the berm that provided a crossing from #7 tee to #7 green washed out and resulted in a further decline in use of the course and revenues. The berm has been replaced by a path down to the creek bed that is difficult for many golfers to manage safely. The springs of 2017 and 2018 were unseasonably cold and wet further impacting revenues. The Society has not been able to recover from these losses.

RATIONALE FOR REQUEST:

Unlike many other community recreational resources, the Ladysmith Golf Course until recently, has been self-supporting. As expenses exceeded revenues and to ensure the course remained open to the public, volunteers from among the membership have operated the clubhouse in the evenings. Volunteers aerate and dress the greens twice a year as well as do the repairs and maintenance of the clubhouse, parking areas and grounds. A re-organization of operations in 2016 instituted many cost-cutting initiatives to improve the bottom line. However, the Society continues to operate at a loss and, without financial help, will run out of funds within two years.

REQUEST:

The Ladysmith Golf Society is respectfully requesting the Town enter into a Service Agreement with the Society. This agreement would provide funding in the amount of \$15,000 annually to the Society. These funds would allow the Society to continue operations as a year-round golf course with appropriate staffing. It will allow the Society to repair/replace equipment as needed, maintain the course in a manner that will continue to attract golfers to the course and, possibly, enable the Society to replenish its contingency fund.

The Society will continue working over the next two years on a long term plan to improve the financial viability of the course.

Thank you for your consideration of this request. We are available to answer your questions or concerns.

Respectfully submitted by:

Richard Nichol, President

Mike Smith, Treasurer

Ladysmith Golf Society

August 2018

LADYSMITH GOLF CLUB SOCIETY

2/4

Summary of Financial Position since 2010

- 1) Annual revenues have declined from \$83,000 to \$52,000;
- 2) Losses have been around \$5-7,000 per year;
- 3) To finance these losses we have eroded our Contingency fund;
- 4) Staffing costs will increase \$3-4,000 next year;
- 5) Our all in costs for 2018 will be about \$60,000;
- 6) It will take \$12,000 in assistance to carry the basic costs of the Golf course in 2019;
- 7) If we can't get this amount, we will exhaust our contingency fund in 2019;
- 8) This supposes continued assistance from the Town in the form of fairway and water system maintenance, and leaves no money for equipment purchases;

Bottom Line: A service agreement providing \$15,000 per year for the Golf Course would allow us to continue to provide a nice facility for the 750-800 golf games that are currently being played each month during good weather.

**Ladysmith Golf Club Society
Comparative Income Statement**

3/4

	Actual 01/01/2017 to 07/31/2017	Actual 01/01/2018 to 07/31/2018
REVENUE		
Sales Revenue		
Annual Green Fees	11,374.35	7,666.67
Punch Card	0.00	4,117.17
Daily Green Fees	18,950.99	20,803.24
Balls, Tees and Misc.	21.90	794.27
Rentals	343.33	167.62
Canteen	338.34	690.35
Misc Income	100.25	5,000.00
Donations - BC Lung	70.00	66.66
Donations - Advertising	2,862.00	1,794.17
Total Donations	2,932.00	1,860.83
Advertising Income	383.00	0.00
Interest Revenue	9.05	48.99
Total Other Revenue	34,453.21	41,149.14
TOTAL REVENUE	34,453.21	41,149.14
EXPENSE		
Payroll Expenses		
Wages & Salaries	20,297.83	24,165.45
EI Expense	282.64	561.58
CPP Expense	385.85	381.04
WCB Expense	198.90	562.40
Total Payroll Expense	21,165.22	25,670.47
General & Administrative Expenses		
Accounting & Legal	662.50	1,200.00
Advertising & Promotions	1,118.07	1,306.88
Credit Card Charges	957.97	780.90
Bank charges	24.25	0.81
Business Fees & Licenses	124.00	120.00
Cash over/short	9.00	-5.03
Canteen supplies	311.29	438.72
Clubhouse Expenses	530.69	197.79
Course Maintenance	2,386.24	4,346.93
Course - Seed and Fertilizer	2,009.67	490.65
Insurance	250.00	1,468.63
Office Supplies	168.30	126.43
Freight Expense	0.00	37.95
Equipment Repair & Maintenance	741.14	821.12
Security	0.00	86.12
Telephone	289.04	286.17
BC Hydro	1,245.05	1,115.13
Garbage Disposal	0.00	518.86
Waste disposal	789.53	477.78
Total Utilities	2,034.58	2,111.77
Total General & Admin. Expenses	11,616.74	13,815.84
TOTAL EXPENSE	32,781.96	39,486.31
NET INCOME	1,671.25	1,662.83

NOTICE TO READER

On the basis of information provided by management (or the proprietor), I have compiled the balance sheet of the limited liability company at 07/31/18 and the statements of income, retained earnings and cash flows for the (period) then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Printed Date: 08/13/18

Elaine J Layman
Certified Management Accountant

168

Readers are cautioned that this statement is prepared from information supplied by management.

<u>Revenues</u>	2010	2011	2012	2013	2014	2015	2016	2017
Annual Green Fees - Current Year	\$18,099.84	\$17,786.00	\$19,440.00	\$18,104.70	\$8,750.00	\$10,710.00	\$17,641.41	\$14,148.00
Annual Green Fees - Prepaid			\$900.89	\$0.00	\$10,254.81	\$7,870.00		
Daily Green Fees	\$55,610.37	\$46,024.00	\$42,227.52	\$39,044.77	\$41,818.78	\$31,925.21	\$30,552.27	\$32,226.00
Balls, Tees and Miscellaneous Rentals	\$907.43		\$585.94	\$582.00	\$505.71	\$301.22	\$274.30	\$1,137.00
Canteen	\$1,342.55	\$1,569.00	\$1,013.22	\$673.20	\$608.85	\$554.80	\$431.65	\$383.00
BC Lung & Other	\$3,768.51	\$1,878.00	\$1,613.97	\$1,311.07	\$975.80	\$828.76	\$623.62	
Interest Income	\$2,279.56	\$1,827.00	\$1,555.00	\$1,411.86	\$1,116.27	\$1,580.33	\$2,369.83	\$3,701.00
Other Income	\$1,387.85	\$1,561.00	\$876.60	\$862.14	\$834.84	\$848.44	\$899.45	\$168.00
Total Revenues	\$83,396.11	\$70,645.00	\$68,213.14	\$62,011.74	\$64,865.06	\$54,618.76	\$52,841.92	\$51,763.00
<u>Expenses</u>								
Advertising & Promotions			\$0.00	\$842.39	\$762.15	\$715.70	\$368.16	\$1,508.00
Amortization Expense	\$2,409.00	\$1,974.00		\$1,569.00	\$1,297.56	\$1,078.00	\$1,142.00	\$1,261.00
Bank Charges & Interest	\$777.20		\$1,341.01	\$1,694.77	\$1,713.56	\$1,869.64	\$1,901.79	\$1,543.00
Bookkeeping Cost [external]	\$6,380.50		\$1,022.50	\$713.45	\$546.25	\$384.50	\$420.00	\$1,857.00
Dues and Fees								\$374.00
Cablevision Expense	\$785.22		\$409.41	\$604.60	\$568.24	\$773.42	\$671.96	
Canteen Supplies	\$1,691.48		\$697.88	\$335.17	\$596.68	\$259.29	\$442.95	\$450.00
Cash (over)/short				\$1.96	\$0.61	-\$0.47	\$0.60	
Clubhouse Expenses	\$9,605.92	\$14,026.00	\$11,166.32	\$1,823.49	\$4,642.07	\$5,230.37	\$4,321.05	\$622.00
Course maintenance	\$4,557.67	\$7,054.00	\$2,362.52	\$12,402.09	\$3,392.85	\$4,980.62	\$6,275.12	\$5,670.00
Fertilizer & Seed etc.	\$1,438.55		\$3,077.50		\$1,170.12			\$3,568.00
Equip. & Mach. Maintenance	\$2,074.07		\$3,579.08	\$772.41	\$1,111.27	\$1,031.71	\$2,829.99	\$1,326.00
Hydro Expense	\$1,376.22		\$1,546.53	\$1,380.77	\$1,667.91	\$1,436.88	\$1,497.25	\$3,299.00
Insurance								\$1,942.00
Telephone Expense	\$300.47		\$435.26	\$372.64	\$558.84	\$447.81	\$542.56	\$492.00
Tourn Exp or Office			\$43.76	\$500.25	\$200.00	\$49.37		\$233.00
Gross Wages	\$43,823.17	\$45,733.00	\$45,638.65	\$41,842.92	\$42,918.05	\$41,068.23	\$46,057.42	\$34,429.00
CPP Expense	\$707.03		\$941.61	\$866.31	\$881.55	\$641.42	\$947.57	
EI Expense	\$1,102.88	\$2,151.00	\$1,078.07	\$906.73	\$1,129.59	\$1,080.91	\$1,212.25	
WCB Expense				\$497.93	\$390.56	\$398.36	\$492.81	\$326.00
Total Expense	\$77,029.38	\$70,938.00	\$73,340.10	\$67,126.88	\$63,547.86	\$61,445.76	\$69,123.48	\$58,900.00
Net Income	\$6,366.73	-\$293.00	-\$5,126.96	-\$5,115.14	\$1,317.20	-\$6,827.00	-\$16,281.56	-\$7,137.00

4/4

Sue Bouma

From: marsh@lrca.ca
Sent: June 11, 2018 8:11 PM
To: Clayton Postings
Cc: Cathy Hyndman; shannon@lrca.ca
Subject: LRCA Fire Suppresion

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Clayton,

The LRCA would like to formally express its desire to have a fire suppression system installed in the southern storage area of 630-2nd Avenue. This area has presented challenges in terms of safe storage since #630 was constructed. As you know, Alex Stuart of Cloud Hawk Security has offered to install his company's dry chemical suppression system free of charge in exchange for an endorsement of the product by the LRCA. As you also know, Chief Delcourt has expressed support for this installation provided a secondary alarm is incorporated into the LRCA's existing alarm system that is monitored by Houle Alarm. The rationale for this secondary alarm is that if a fire occurs after hours, the dry chemical system will suppress it, then LFR would attend the scene to ensure the fire is totally extinguished. The Board of Directors of the LRCA has approved the installation/endorsement of the Cloud Hawk System provided the quote for the secondary alarm system is reasonable/affordable. Alex Stuart has advised that Cloud Hawk can supply schematic drawings to Houle to aid in tying the suppression system into the alarm system. Could Parks Recreation and Culture please arrange a quote from Houle Alarm to do this work which I can forward to the LRCA'S Board?

Thanks so much,

Marsh

--

Marsh Stevens
President
LRCA Board of Directors