

**A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
TO BE HELD IN COUNCIL CHAMBERS AT  
LADYSMITH CITY HALL ON  
MONDAY, OCTOBER 15, 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 October 2, 2018..... 1 - 6



## 5. DELEGATIONS

### 5.1. Renee Hutchinson, Select Committee on Council Remuneration Remuneration Committee Report to Council .....7 - 13

Staff Recommendation:

That Council:

1. Amend “Council Remuneration and Expenses Bylaw 2001, No. 1427” to include wording that states that the daily meal allowances for Council will match those of staff; and
2. Effective January 1, 2019 make Council remuneration whole in terms of the 1/3 tax exemption by establishing the Mayor remuneration at \$34,320 and Councillor remuneration at \$14,940; and
3. Effective January 1, 2019, implement an annual remuneration increase based on the immediate three year average of the Victoria Consumer Price Index up to a maximum of 2%; and
4. Direct staff to provide corporate cell phones to Council member as well as include the members on the Town’s corporate cell phone plan; and
5. Include in the Financial Plan \$1,000 per term toward the purchase of a corporate tablet device for the Mayor and each Council member, with the dollar amount to be reviewed during the next term of Council.
6. Continue with the current practice of not providing health benefits to Council.
7. Reconvene a Select Committee on Council Remuneration in October 2019 to review Council remuneration in the municipalities used as a comparison basis, after the change in Canada Revenue Agency rules regarding the tax exemption on one third of the remuneration has been applied.

## 6. PROCLAMATIONS - None

## 7. DEVELOPMENT APPLICATIONS - None

## 8. BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING

### 8.1. Bylaw 1976 - Rezoning Application Thrift Store Addition - 920 1<sup>st</sup> Avenue (J. Anderson) Subject Property: Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Ave.)..... 14 - 18

Staff Recommendation:

That Council:

1. Proceed with third reading of Bylaw 1976 cited as “Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.19) 2018, No.1976”; and
2. Direct staff to refer Bylaw 1976 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

**8.2. Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978 (Cannabis Cultivation, Processing and Research)..... 19 - 24**

Staff Recommendation:

That Council:

1. Proceed with third reading of Bylaw 1978, cited as “Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No. 20) 2018, No. 1978”; and
2. Direct staff to refer Bylaw 1978 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

## **9. COMMITTEE REPORT**

- 9.1.** Council will recall that at the October 2, 2018 Council meeting, Councillor Fradin requested that a recommendation from his report related to the Protective Services Committee be referred to the next Council meeting in order to include a supporting document. .... 25 - 31

**Recommendation from the Protective Services Committee**

That the Committee recommend that Council:

1. Increase the Town of Ladysmith’s Royal Canadian Mounted Police Detachment from 7 to 8 members, and begin implementing this increase in 2019 to be fully funded in 2020; and
2. Explore funding from the Regional District of Nanaimo and Areas G and H of the Cowichan Valley Regional District for this expense.

## **10. REPORTS**

- 10.1. Waterfront Area Plan: Transportation Review .....32 - 127  
(The full report is available for review in Council Chambers at City Hall)**

Staff Recommendation:

That Council:

1. Receive the Waterfront Area Plan: Transportation Review prepared by RF Binnie and Associates Ltd. dated September 21, 2018.
2. Confirm the inclusion of the Ludlow Road/Rocky Creek Road roundabout recommended by the Ludlow Roadway Driveways Feasibility Assessment in the Town’s proposed new Development Cost Charges program.

3. Direct staff to include the extension of the median on Ludlow Road as recommended by the Ludlow Road Driveways Feasibility Assessment in the 2019-2023 Financial Plan for discussion.
4. Direct staff to discuss the identified highway intersection improvements with MOTI, including the pedestrian overpass included in the Waterfront Area Plan.
5. Refer the Grade Crossing Safety Assessment dated September 21, 2018 to the Island Corridor Foundation.

**10.2. Proposed Lot 108 Multi-use Trail ..... 128 - 132**

Staff Recommendation:

That Council receive the updated information from the Lot 108 working committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) regarding the proposed multi-use trail.

**10.3. Child Care Space Grant ..... 133 - 159**

Staff Recommendation:

That Council:

- Direct staff to work with community partners, including the CVRD, toward developing applications for the UBCM Community Child Care Planning and Community Child Care Space Creation Program, and the Childcare BC New Spaces Fund;
- Request staff to provide Council with the recommendations from the community partners on ways this new funding opportunity can create new child care spaces in the community.

**10.4. Boys and Girls Clubs of Central Vancouver Island Memorandum of Understanding ..... 160 - 167**

Staff Recommendation:

That Council authorize the Town to enter into a Memorandum of Understanding with the Boys and Girls Clubs of Central Vancouver Island.

**11. BYLAWS**

**11.1. Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936 ..... 168 - 172**

The purpose of Bylaw 1936 is to regulate smoking in the Town of Ladysmith.

Staff Recommendation:

That Council adopt “Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936”.

**11.2. 2019 Permissive Tax Exemption Bylaws 2018, No. 1972 and 1979..... 173 - 184**

The purpose of the Permissive Tax Exemption Bylaws 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:

1. Adopt the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972; and
2. Adopt the Permissive Tax Exemption Bylaw (Partnering Agreements) 2018, No. 1979.

**11.3. Town of Ladysmith Financial Plan Bylaw 2018, No. 1956, Amendment Bylaw 1980 ..... 185 - 186**

Staff Recommendation:

That Council adopt the 2018-2022 Financial Plan Amendment Bylaw, cited as “Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980”.

**11.4. Business Licence Bylaw Amendment: Cannabis Cultivation, Processing and Research ..... 187 - 188**

Staff Recommendation:

That Council adopt “Business Licence Bylaw No. 1513, 2003, Amendment Bylaw (No. 2) 2018, No. 1981”.

**12. CORRESPONDENCE**

**12.1. Cynthia Damphousse  
Petition to Keep a Permanent Connection between Churchill Place and  
McKinley Road..... 189 - 197**

Staff Recommendation:

That Council receive the correspondence and petition from Cynthia Damphousse, dated October 1, 2018, requesting that the Town keep a permanent connection between Churchill Place and McKinley Road.

**12.2. The Residents of McKinley Road, Davidson Road and Walkem Road  
Opposition to Petition to Keep Open a Connection between Churchill Place  
and McKinley Road..... 198 - 209**

Staff Recommendation:

That Council receive the correspondence dated October 10, 2018 from residents of McKinley Road, Davidson Road and Walkem Road, opposing the

petition to keep open a connection between Churchill Place and McKinley Road.

**12.3. Kelly Styles  
Concerns about the Connection between Churchill Place and McKinley Road, and Request for Public Consultation..... 210**

Staff Recommendation:

That Council receive the correspondence, dated October 5, 2018, from Kelly Styles, expressing concern about the connection between Churchill Place and McKinley Road, and requesting public consultation on future use.

**12.4. Karen and Gary McBurney  
Concerns regarding the Temporary Access Road between McKinley Road and Churchill Place ..... 211**

Staff Recommendation:

That Council receive the correspondence dated October 9, 2018 from Karen and Gary McBurney, opposing the access road connecting Churchill Place and McKinley Road.

**13. NEW BUSINESS**

**13.1. DL 2059 – Application for Crown Lease..... 212 - 216**

Staff Recommendation:

That Council receive the correspondence from the province of BC advising that the Town’s application for a crown lease of DL 2059 has not been approved.

**13.2. DL 2016 Holdings Corporation Annual General Meeting**

Staff Recommendation:

That Council, as the sole shareholder of the Company entitled to vote at an annual general meeting, resolve that:

- (1) The financial statements of the Company for the period ended December 31, 2017, are hereby approved;
- (2) All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
- (3) The number of directors of the Company is hereby fixed at five;

- (4) The following persons, each of whom has consented to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:

GUILLERMO FERRERO

BRUCE LAXDAL

JAN CHRISTENSON

And two members of the Ladysmith Maritime Society (names to be provided at the meeting)

- (5) Grant Thornton LLP are hereby appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
- (6) July 31, 2018 is selected as the annual reference date for the Company for its current annual reference period.

This resolution shall be deemed to be effective as at July 31, 2018.

## **14. 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  
TUESDAY, OCTOBER 2, 2018  
CALL TO ORDER 7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone	Councillor Steve Arnett (via telephone)
Councillor Cal Fradin	Councillor Rob Hutchins
Councillor Duck Paterson	

**COUNCIL MEMBERS ABSENT:**

Councillor Joe Friesenhan

**STAFF PRESENT:**

Guillermo Ferrero	Felicity Adams	Erin Anderson
Joanna Winter	Sue Bouma	

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**CALL TO ORDER**

Mayor Stone called this Regular Meeting of Council to order at 5:45 p.m.

**CLOSED SESSION**

CS 2018-366

*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)

*Motion carried.*

**REGULAR OPEN MEETING**

Mayor Stone called this Meeting of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation.

**AGENDA APPROVAL**

CS 2018-367

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of Council for October 2, 2018 with the following amendments:

- Add Item 6.2., "Community Living Proclamation"
- Defer recommendation #1 , item 9.5., "Councillor Fradin Committee Report", to the next Council meeting, in order to include a supporting document
- Add Item 13.1., "Cemetery Access and Gate"

*Motion carried.*

## RISE AND REPORT

Council rose from Closed Session at 6:20 p.m. with report on the following:

- Resolution CE 2018-117

That Council endorse the Protective Services Committee recommendation to appoint Christy Villiers as a representative for youth on the Protective Services Committee.

## MINUTES

CS 2018-368

*Moved and seconded:*

That Council rescind the previous adoption of the minutes of the Special Meeting of Council held August 30, 2018.

*Motion carried.*

CS 2018-369

*Moved and seconded:*

That Council adopt as amended the minutes of the Special Meeting of Council held August 30, 2018.

*Motion carried.*

CS 2018-370

*Moved and seconded:*

That Council adopt the minutes of the Regular Meeting of Council held Sept 17, 2018.

*Motion carried.*

## PROCLAMATIONS

### **Waste Reduction Week**

Mayor Stone proclaimed the week of October 15 to 21, 2018 as "Waste Reduction Week" in the Town of Ladysmith. He urged all citizens to commit to environmental sustainability by conserving resources.

### **Community Living Month**

Mayor Stone proclaimed October, 2018 as "Community Living Month" in the Town of Ladysmith, in recognition that a thriving community requires the inclusion and participation of all its members.

## COMMITTEE REPORTS

CS 2018-371

### **Recommendation from the Protective Services Committee**

*Moved and seconded:*

That Council send a letter of support from the Town to the Ladysmith Search and Rescue Society to assist them in applying for future BC Lottery Corporation Gaming Grants for projects.

*Motion carried.*

CS 2018-372

*Moved and seconded:*

That Council receive for information the October 2, 2018 Council

member committee report from Councillor Arnett.  
*Motion carried.*

## **BYLAWS**

- CS 2018-373** **Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (No. 2), 2018, No. 1971**  
*Moved and seconded:*  
That Council rescind resolution CS 2018-333 to adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (No. 2), 2018, No. 1971” as the bylaw notice period was not complete at the time of adoption.  
*Motion carried.*
- CS 2018-374** *Moved and seconded:*  
That Council adopt “Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (No. 2), 2018, No. 1971”.  
*Motion carried.*  
OPPOSED: Councillor Fradin
- CS 2018-375** **2019 Permissive Tax Exemptions Bylaw 2019**  
*Moved and seconded:*  
That Council rescind third reading of the 2019 Permissive Tax Exemption Bylaw 2018, No. 1972.  
*Motion carried.*
- CS 2018-376** *Moved and seconded:*  
That Council give third reading to 2019 Permissive Tax Exemption Bylaw 2018, No. 1972 as amended.  
*Motion carried.*
- CS 2018-377** *Moved and seconded:*  
That Council give first, second and third readings to Permissive Tax Exemption Bylaw (Partnering Agreements) 2018, No. 1979.  
*Motion carried.*
- CS 2018-378** **Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973**  
*Moved and seconded:*  
That Council adopt “Town of Ladysmith Development Procedures Bylaw 2008, Bylaw 1667, Amendment Bylaw No. 4, 2018, No. 1973.”  
*Motion carried.*

**Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974**

*Moved and seconded:*

**CS 2018-379**

That Council adopt "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw No. 6, 2018, No. 1974".

*Motion carried.*

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

*Moved and seconded:*

**CS 2018-380**

That Council adopt "Town of Ladysmith Officers and Delegation of Authority Bylaw 1905, Amendment Bylaw (No.2) 2018, No. 1977".

*Motion carried.*

**Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980**

*Moved and seconded:*

**CS 2018-381**

That Council give first, second and third readings to the 2018-2022 Financial Plan Amendment Bylaw, cited as "Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980".

*Motion carried.*

OPPOSED: Councillor Fradin

**Business Licence Bylaw Amendment: Cannabis Cultivation, Processing and Research**

*Moved and seconded:*

**CS 2018-382**

That Council give first, second and third readings to "Business Licence Bylaw No. 1513, 2003, Amendment Bylaw (No. 2) 2018, No. 1981".

*Motion carried.*

**CORRESPONDENCE**

**Ladysmith Resources Centre Association Request to Display Julian North Paintings**

*Moved and seconded:*

**CS 2018-383**

That Council consider whether it wishes to:

1. Approve the request by the Ladysmith Resources Centre Association, dated September 23, 2018, to display the Julian North paintings, and if so,
2. Direct staff to draft an agreement between the Town of Ladysmith Resources Centre Association (LRCA) that ensures:
  - Appropriate care of the artwork
  - That the LRCA obtains applicable insurance
  - That any such arrangement is in keeping with the Town's Public Art Strategy policy

*Motion carried.*

**Alex Cook, Festival of Lights  
Waiving of Trolley Rental Fee**

*Moved and seconded:*

**CS 2018-384**

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 29, 2018 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 20, 2018, with funds to come from the Grant in Aid budget.

*Motion carried.*

**NEW BUSINESS**

**Cemetery Access and Gate**

Mayor Stone discussed the current situation regarding cemetery access and noted that there is no proper pathway for mobility vehicles with the existing gate.

*Moved and seconded:*

**CS 2018-385**

That Council direct staff to:

1. Develop a policy regarding cemetery access that reflects the financial implications of offering increased access; and
2. Investigate the costs involved in widening and improving the gate's pathway to make it more accessible for mobility vehicles.

*Motion carried.*

**UNFINISHED  
BUSINESS**

**Welcoming Figure at Ladysmith Secondary School**

*Moved and seconded:*

**CS 2018-386**

That Council direct staff to provide funding to the Ladysmith Secondary School in the amount of \$1,800 for the Welcoming Figure unveiling, with the funds to come from the Grant in Aid budget.

*Motion carried.*

**QUESTION PERIOD**

Members of the public enquired about various aspects of the Financial Plan Amendment Bylaw, including the status of the Holland Dam Upgrade grant application, the purchase of 1260 Churchill Place and its effect on the Town's borrowing power with the Municipal Finance Authority, and the logging poles at Transfer Beach.

**ADJOURNMENT**

*Moved and seconded:*

**CS 2018-387**

That this Regular Meeting of Council adjourn at 7:28 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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Mayor (A. Stone)

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Corporate Officer (J. Winter)

Subject to Adoption

## REMUNERATION COMMITTEE REPORT TO COUNCIL

Meeting Date: October 15, 2018  
 File No: 0540-20  
 RE: COUNCIL REMUNERATION

**RECOMMENDATION:**

That Council:

1. Amend "Council Remuneration and Expenses Bylaw 2001, No. 1427" to include wording that states that the daily meal allowances for Council will match those of staff; and
2. Effective January 1, 2019 make Council remuneration whole in terms of the 1/3 tax exemption by establishing the Mayor remuneration at \$34,320 and Councillor remuneration at \$14,940; and
3. Effective January 1, 2019, implement an annual remuneration increase based on the immediate three year average of the Victoria Consumer Price Index up to a maximum of 2%; and
4. Direct staff to provide corporate cell phones to Council member as well as include the members on the Town's corporate cell phone plan; and
5. Include in the Financial Plan \$1,000 per term toward the purchase of a corporate tablet device for the Mayor and each Council member, with the dollar amount to be reviewed during the next term of Council.
6. Continue with the current practice of not providing health benefits to Council.
7. Reconvene a Select Committee on Council Remuneration in October 2019 to review Council remuneration in the municipalities used as a comparison basis, after the change in Canada Revenue Agency rules regarding the tax exemption on one third of the remuneration has been applied.

**PURPOSE:**

The purpose of this report is to determine the parameters regarding Council remuneration increases.

**PREVIOUS COUNCIL DIRECTION**

Resolution	Meeting Date	Resolution Details
CS 2018-149	05/07/2018	That Council appoint a Select Committee on Council Remuneration, to report to Council with recommendations prior to September 30, 2018.

**DISCUSSION:**

Often at the end of a Council term, the Council remuneration is reviewed for the future Council. New for 2019 is the impact of the CRA changes that eliminated the municipal officer expense allowance. The Committee considered the financial impact of the after-tax dollars currently being received by each position.

To offset the CRA changes, it was suggested that the positions change by:

Position	Currently	2019 "to make whole"	Difference in remuneration
Mayor	30,515	34,320	3,805
Councillor	14,475	14,940	465

The Committee reviewed Council remuneration of select municipalities. The municipalities, based on the recently release economic development strategy were:

- Castlegar
- Creston
- Duncan
- Lake Country
- Nelson
- Osoyoos
- Parksville
- Peachland
- Powell River
- Qualicum Beach
- Sechelt
- Sidney
- Summerland
- Trail
- And CVRD municipalities:
  - CVRD Board
  - Duncan
  - Ladysmith
  - Lake Cowichan
  - North Cowichan

Currently, the position of Mayor of the Town of Ladysmith earns \$30,515 and each member of Council is entitled to earn \$14,475. It was found that the each member was earning less than the average of the comparison municipalities (see Appendix A).

The Committee reviewed additional increases to ensure the Town was compensating members of Council at a level similar to these comparison municipalities. The following was discussed:

	Current	Comparable Municipalities	% change	2019 "to make whole"	2019 Proposed with 6.8% increase
	(A)	(B)	(C)	(D)	(D + C)
Mayor	30,515	32,560	6.7%	34,320	36,619
Council	14,475	15,481	6.9%	14,940	15,971

Aware that the income tax impact will already incur a property tax increase, the Committee looked at other methods of an annual increase. The Committee reviewed other policies within the Town of Ladysmith. It was suggested that an annual increase to each member of Council be based on the average Consumer Price Index (Victoria) for the immediately preceding 3 years up to a maximum of 2% be provided.

Cell Phones & Tablets

The Select Committee discussed providing cell phones to Mayor and Council. These cell phones will be corporate cell phones and will be placed on the Town’s current plan. The additional financial impact of this:

	Mayor	Per Council member	Annual Total
Phone & Plan	Existing	720	4,320

If the phones are used solely for corporate use, there is no taxable benefits associated with phone and plan.

Providing a \$1,000 allowance for a tablet per term per member of Council be included into the Financial Plan.

The Committee also reviewed the option of providing benefits for Council members. No change was recommended.

**SUMMARY**

In light of the CRA rules changing regarding the 1/3 tax exemption for municipal councilors and mayor, an additional increase to the remuneration must be put in place for January 1, 2019 to avoid a net decrease in take home pay. This increase, along with ensuring the Town is compensating similarly to other comparable municipalities, is recommended for Council consideration.

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Renee Hutchinson, Committee Chair

**Attachments:**

Ladysmith Economic Strategy – Average Council Remuneration

Appendix A - Annual Council Remuneration Rates - Based on Ladysmith Economic Strategy - Populations

Local Government	Population	Mayor (2016)	Councillor (2016)	Electronics	Benefits	Other	Total Municipal Taxes (2018)	Taxation per capita (2018)
Castlegar	7,934	\$ 28,000	\$ 14,000	Laptops for Council. Mayor cell.	Incremental car insurance, lost wage compensation, childcare	Travel, per diem (\$85/day and \$20/day for incidentals w/o receipts). Mayor car allowance (\$400/month). Councillors \$1,500 grant/term.	\$ 7,931,558	998
Creston	4,661	\$ 26,000	\$ 11,776	iPhones & iPads for Council.	None	Travel, per diem (\$65/day). Mileage (CRA rate).	\$ 4,240,199	924
Duncan	4,768	\$ 23,584	\$ 12,145	iPad	Extended Health, Dental, AD&D	Travel, per diem	\$ 4,164,406	826
Lake Country	14,183	\$ 38,265	\$ 15,842	<i>No updated response. In the past iPads for Council</i>	AD&D	Mayor mil. (\$225/mo.)/misc. expenses (Travel, per diem.	\$12,762,825	960
Nelson	11,249	\$ 38,000 (\$49,500 proposed 2019)	\$ 16,300 (\$20,000 proposed 2019)	\$1,500 technology allowance (\$2,000 proposed 2019)	Medical, dental, extended health, AD&D (100% premium coverage)	Travel, per diem \$150/mo. childcare (if needed for Cncl mtgs.)	\$ 9,711,792	866
Osoyoos	4,800	\$ 27,143	\$ 15,496	Laptops for Council. Mayor cell.	Extended health, dental.	Travel, per diem for out of town meetings	\$ 3,643,300	749

						(\$100/day or \$50/half day).		
Parksville	12,883	\$ 34,554	\$ 13,946	None	None	Travel, per diem (\$75/day or \$37.50/half day out of town).	\$13,717,943	1,055
Peachland	4,959	\$ 33,953	\$ 14,166	<i>No response received</i>	<i>No response received</i>	<i>No response received</i>	\$ 5,088,300	1,002
Powell River	13,729	\$ 41,342	\$ 16,305	<i>No response received</i>	<i>No response received</i>	<i>No response received</i>	\$18,747,426	1,391
Qualicum Beach	8,687	\$ 34,819	\$ 20,520 (incl \$549/ea. for Dep. Mayor)	Laptop & printer for Council, Mayor cell \$30/mo. (no data)	Pacific Blue Cross benefits. Pay for own MSP.	Travel, per diem.	\$ 9,004,577	1,022
Sechelt	9,490	\$ 37,109	\$ 24,945	<i>No updated response. In the past, iPads for Council, Mayor cell.</i>	<i>No updated response. In the past, medical, dental, vision.</i>	<i>No updated response. In the past, travel expenses, per diem.</i>	\$ 8,512,386	887
Sidney	11,129	\$ 33,801	\$ 13,502	Tablet (iPad, surface pro) for Council	Extended health/dental, MSP, life (up to 65), AD&D, EFAP 80% employer / 20% employee	Per diem (max. \$75/day).	\$12,108,371	1,067
Summerland	11,375	\$ 28,333	\$ 12,322	Mayor cell. Computer for Council	None	None	\$ 9,072,292	779
Trail	7,705	\$ 30,936	\$ 15,468	\$57.67/month Council phone reimbursement.	<i>No response received.</i>	Travel, per diem (\$80/day or \$100/day lower mainland, outside BC)	\$14,114,341	1,970
<b>Average</b>	<b>9,087</b>	<b>\$ 32,560</b>	<b>\$ 15,481</b>	--	--	--	<b>\$ 9,487,122</b>	<b>1,035</b>
Ladysmith	8,342	\$ 30,515	\$ 14,475	Mayor cell phone*	None**	Travel, per diem	\$ 8,348,007	933

**Notes:**

\* Est. cost of cell phone if provided to TOL Council: \$65/each Council member/month (\$5,460/year).

\*\* Est. cost of benefits if provided to TOL Council: \$4,100/each Council member (\$28,700/year).

**Information sources for all tables:**

- CivicStats by CivicInfo BC, 2017 Statement of Financial Information Reports, confirmation by staff at each municipality
- Ladysmith Economic Development Strategy (2018)

### CVRD Municipalities – Based on 2018 Statistics

CVRD Municipality	Population	Mayor	Councillor	Electronics	Benefits	Other	Total Municipal Taxes	Taxation per capita
CVRD	Areas A-H 36,118 Municipal 47,621	Chair (2019) \$ 47,887 (\$18,954 + \$28,933)	Elec.Area Dir. (2019) \$ 33,136 Muni Dir. (2019) \$ 18,954	Phone, tablet for Directors	Basic (UBCM pkg fr. Pac. Blue Cross)	Per diem (\$75/day), mileage for scheduled mtgs only).	--	--
Duncan	5,040	\$ 23,584	\$ 12,145	iPad	Extended Health, Dental, AD&D	Travel, per diem	\$ 4,164,406	826
Town of Lake Cowichan	3,016	\$ 21,224	\$ 12,733	Mayor cell, iPad. \$30/month for Council for personal phone	None	Travel, per diem (\$60/day in BC, \$75/day Vancouver/outside BC)	\$ 2,206,840	732
District of North Cowichan	30,616	\$ 77,854	\$ 28,025	iPad.	Medical/Dental.	Dep.Mayor \$358/month when in role. Travel, per diem (\$65/day, \$10 incidentals).	\$27,784,637	940
<b>Average (municipalities only - does not include CVRD)</b>	<b>12,891</b>	<b>\$ 40,977</b>	<b>\$ 17,634</b>	--	--	--	<b>\$11,385,294</b>	<b>833</b>
Ladysmith	8,342	\$ 30,515	\$ 14,475	Mayor cell phone*	None**	Travel, per diem	\$ 8,348,007	933

**Notes:**

\* Est. cost of cell phone if provided to TOL Council: \$65/each Council member/month (\$5,460/year).

\*\* Est. cost of benefits if provided to TOL Council: \$4,100/each Council member (\$28,700/year).

**Information sources for all tables:**

- CivicStats by CivicInfo BC, 2017 Statement of Financial Information Reports, confirmation by staff at each municipality
- Ladysmith Economic Development Strategy (2018)

**STAFF REPORT TO COUNCIL**

From: Lisa Brinkman, Senior Planner  
 Meeting Date: October 15, 2018  
 File No: 3360-18-08  
 RE: **Bylaw 1976 - 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 third reading of Bylaw 1976 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.19) 2018, No.1976"; and
2. Direct staff to refer Bylaw 1976 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

**PURPOSE:**

The purpose of this staff report is to present to Council recommendations regarding consideration of third reading of Zoning Amendment Bylaw 1976; and direct staff to refer Bylaw 1976 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

**PREVIOUS COUNCIL DIRECTION**

Meeting Date and Resolution #	Resolution Details
September 17, 2018  CS 2018-342	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 <i>Local Government Act</i> . 3. Direct staff to proceed with notification of the waiver of public hearing as required by the <i>Local Government Act</i> and the <i>Procedures Bylaw</i> .
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 <sup>st</sup> 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.



**INTRODUCTION/BACKGROUND:**

The current stage of this application is to consider third reading of Bylaw 1976 and to receive direction to refer Bylaw 1976 to the Ministry of Transportation and Infrastructure.

**Bylaw 1976**

Bylaw 1976 proposes to amend the Zoning Bylaw by changing the zoning of the subject property at 920 First Avenue from Live-Work Residential Zone (R-2-LW) to Downtown Commercial Zone (C-2) to permit commercial uses.

**Table 1: Rezoning Application Summary – 920 First Avenue.**

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

**ALTERNATIVES:**

That Council not proceed with Bylaw 1976.

**FINANCIAL IMPLICATIONS:**

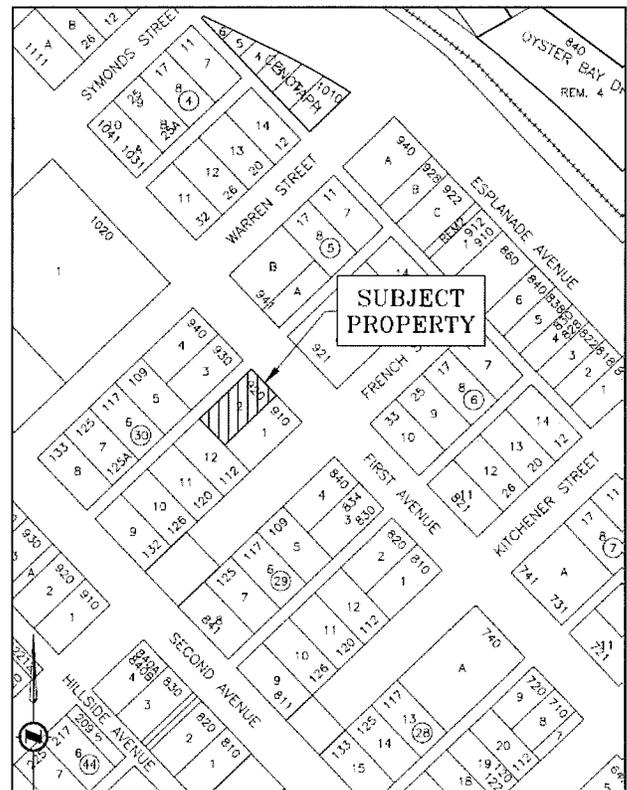
N/A

**LEGAL IMPLICATIONS:**

Referral to the Ministry of Transportation (MOTI) will be required for Bylaw 1962 as the subject property is within 800 metres of a controlled access highway. Following approval by MOTI, Bylaw 1976 would be presented to Council for consideration of adoption.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Notification regarding the proposed amendment to the Zoning Bylaw and waiver of public hearing was published in the Ladysmith Chronicle on October 3 and 10, 2018. The notice was also mailed and delivered to properties within 60 metres of the subject property. Also, a notification sign was posted on the property advising of the proposed amendment to the Zoning Bylaw and waiver of public hearing.



**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

None

**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:**

It is recommended that Council consider third reading of Bylaw 1976 and direct staff to refer Bylaw 1976 to the Ministry of Transportation and Infrastructure.

Report prepared by:



Lisa Brinkman, Senior Planner

October 3, 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 17<sup>th</sup> day of , September 2018

**READ A SECOND TIME** on the 17<sup>th</sup> day of , September 2018

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

on the 17<sup>th</sup> day of , September 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

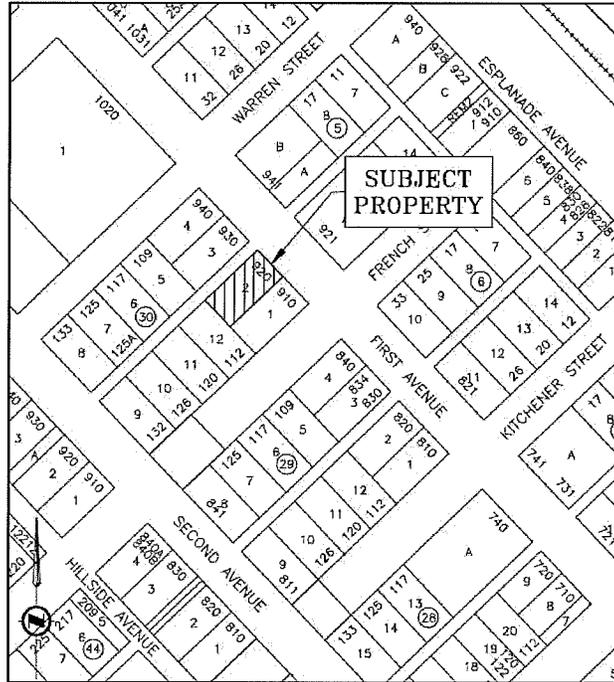
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Mayor (A. Stone)

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Corporate Officer (J. Winter)

Schedule I – Bylaw 1976



**STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
 Meeting Date: October 15, 2018  
 File No: 3360-18-10  
**RE: BYLAW 1978 - CANNABIS CULTIVATION, PROCESSING AND RESEARCH**

**RECOMMENDATION:**

That Council:

1. Proceed with third reading of Bylaw 1978 cited as “Town of Ladysmith Zoning Bylaw 2014, 1860, Amendment Bylaw (No.20) 2018, No. 1978”; and
2. Direct staff to refer Bylaw 1978 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

**PURPOSE:**

The purpose of this staff report is to present to Council Bylaw 1978 for consideration of third reading and referral to MOTI.

**PREVIOUS COUNCIL DIRECTION**

<p><b>September 17, 2018</b>  <b>CS 2018-333</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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 the agenda;</li> <li>2. Waive the holding of the public hearing for Bylaw 1978 pursuant to s. 464(2) of the <i>Local Government Act</i>; and</li> <li>3. Direct staff to proceed with notification of the waiver of public hearing as required by the <i>Local Government Act</i>.</li> <li>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.</li> </ol>
--	---

**INTRODUCTION/BACKGROUND:**

The current stage of this application is to consider third reading of Bylaw 1978 and



receive direction to refer Bylaw 1978 to the Ministry of Transportation and Infrastructure (MOTI).

### **Bylaw 1978**

Bylaw 1978 proposes to amend the Zoning Bylaw by:

- adding definitions for Cannabis, Cannabis Cultivation, Cannabis Micro-Cultivation, Cannabis Micro-Processing, Cannabis Processing, Cannabis Research and Development,
- deleting the definition of Medical Marihuana Growing and Production,
- excluding Cannabis from the definitions of Commercial Plant Nursery, Laboratory, Manufacturing, Produce Stand, and Research and Development Facility,
- excluding commercial Cannabis cultivation from the definition of Urban Agriculture,
- adding that Cannabis production not expressly permitted in the Zoning Bylaw or the Agricultural Land Reserve (ALR) is a prohibited use,
- adding Cannabis Micro-Cultivation, Cannabis Micro-Processing and Cannabis Research and Development as permitted uses within a building on properties located in the Light Industrial Zone (I-1) and Industrial Zone (I-2), as shown on the Zoning Map which is available at [www.ladysmith.ca](http://www.ladysmith.ca),
- deleting Medical Marihuana Growing and Production and adding Cannabis Cultivation and Cannabis Processing to the permitted uses in the Industrial Zone (I-2) for the locations in South Ladysmith, as shown on the map, and
- adding parking requirements.



### **ALTERNATIVES:**

That Council not proceed with Bylaw 1978.

**FINANCIAL IMPLICATIONS:** None.

### **LEGAL IMPLICATIONS:**

Referral to the MOTI is required for Bylaw 1978 given that some of the properties located in the I-1 and I-2 zones are located within 800 metres of a controlled access highway. Following approval by MOTI, Bylaw 1978 would be presented to Council for consideration of adoption.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Notification regarding the waiver of the public hearing was published in the Ladysmith Chronicle on October 3 and 10, 2018 and provided by mail as required by the Local Government Act. The proposed bylaw was available for review at City Hall. Staff were available to respond to questions about the bylaw. At the time of writing this report no written submissions have been received.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

None.

**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:**

Bylaw 1978 was given first and second reading on September 17, 2018 and the public hearing was waived at that same meeting. It is recommended that Council consider third reading of Bylaw 1978 and direct staff to refer it to MOTI pursuant to the Transportation Act.



\_\_\_\_\_  
Felicity Adams, Director of Development Services

October 3, 2018

I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENT:**

Bylaw 1978

**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 17<sup>th</sup> day of September, 2018

**READ A SECOND TIME** on the 17<sup>th</sup> day of September, 2018

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

on the 17<sup>th</sup> day of September, 2018

**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

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Mayor (A. Stone)

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Corporate Officer (J. Winter)

**COMMITTEE LIAISON REPORT TO COUNCIL**

To: Council  
From: Councillor Cal Fradin  
Date: September 24, 2018  
File No: 0550-04

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Re: **MONTHLY COUNCIL LIAISON REPORT**

**Protective Services Committee**

Met on September 10<sup>th</sup> 2018  
Did not meet this month

**A. Agenda Items:**

1. RCMP Detachment Complement (Staff Report) Purpose of report is to provide information regarding the Ladysmith detachment's request for an additional RCMP member. Recommendation from PSC as per following.
2. Youth Services Representative. It has been a number of years that the PSC has not had a youth representative member at the table. It was recommended that Ms. Christy Villiers be nominated to that position. Ms. Villiers has an extensive experience with youth and youth issues and through her position with Safer Futures Cowichan and her dealings with youth regionally in the Cowichan Valley and locally make her a valuable asset to this committee and for the community. Ms. Villiers has recently accepted the position as Executive Director of the Ladysmith Resource Centre Association.

**Reports from Agencies**

3. Ladysmith Fire Department Chief Ray Delcourt submitted report to August 2018 see attached. Ray advised that the HIGH fire hazard rating for the island has put a hold on local/private projects/operations throughout the community and regionally. The department has received 2 new thermal imaging cameras through the generous funding by the Ladysmith Hospital Auxiliary. Sonic the

movie is ongoing thru September and LFRD will be monitoring movie events as required.

4. Ladysmith Search and Rescue representative Al McDermid reported that SAR has received a \$42,000.00 grant for new equipment from BC Gaming. They are also wanting to relocate in order to store their equipment and hold training exercises. Town Staff is presently reviewing and will update their findings for this request to council. SAR group is requesting a Letter of Support from Council to assist LSAR for future BCLC Gaming grants for future projects. See attached letter.
5. Jason De Jong (Fire/Rescue Coordinator, CVRD) reported that the fire season started earlier due to the dry spring and lack of rains during the summer months. An EOC was activated for structure protection with the RDN and CVRD assisting for the Nanaimo Lakes road fire event. The ongoing Community Wildfire Protection Planning (CWPP) for the Cowichan South has been completed and a report to the CVRD Board will be presented.
6. Sybille Sanderson (Emergency Program Coordinator CVRD) Advised that a LEVEL 1 EOC was activated for the Maple Mountain fire event. This event is followed by a Tactical Evacuation Alert for residents. Communication between local emergency groups and the public is vital in the information to the public for resources to temporary shelters and emergency needs. Identifying emergency locations such as FJCC and other locations should be communicated to the public for emergency events. Sybille will be planning a table top exercise with TOL/SFN/CVRD in the future for such events.
7. Eric Kesteloot (Stz'uminus First Nations Rep.) advised the SFN has received funding from Indigenous Environment Monitoring Committee for an Emergency Coordinator. Planning/training for oil response spills and other emergencies will planned for not only their area but other First Nations areas. Sybille Sanderson will be offering EOC essential training to SFN.
8. Cal Fradin advised that the sonic pre-emption warning signals have been installed at the Davis Road/TCH #1/Chemainus Road intersection and are now activated. Fire Chief Ray Delcourt advised that there may be some issues with the emergency flash signal. I contacted Mr. Pearson and he advised that town contact Mr. Ron De Jager of Raylec Electrical at 250-755-3046 ext. 221 to discuss any issues/concerns to the system and operation.

## B. Recommendation(s) for Council

That Council:

1. a) Increase the Town of Ladysmith's Royal Canadian Mounted Police Detachment from 7 to 8 members, and begin implementing this increase in 2019 to be fully funded in 2020; and  
b) That funding from the Regional District of Nanaimo and Areas G and H of the Cowichan Valley Regional District be explored.
  2. Send a letter of support from the Town to the Ladysmith Search and Rescue Society to assist them in applying for future BCLC Gaming Grants for projects.
  3. Endorse the Protective Services Committee recommendation of Christy Villiers to the Protective Services Committee's Youth Representative.
- 

## Community Safety Advisory Commission

Met on August 4<sup>th</sup> 2018

Did not meet this month

### A. Agenda Items:

1. That the current Community Safety Advisory Commission in its present form be dissolved and recommended to the CVRD Board. Further and future discussions through Safer Futures with the communities/region/stakeholders be conducted to determine current safety priorities/needs and a framework for addressing these priorities. See attached recommendation to CVRD Board for consideration.

B. Recommendation(s) for Council - None

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## Liquid Waste Management Committee

Did not meet this month

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## Celebrations Committee

Did not meet this month.

## Ladysmith Downtown Business Association

Met on September 20<sup>th</sup>, 2018

Informative learning session was held for businesses on “How to Keep Your Business Safe”. Presentations from RCMP Staff Sgt. Ken Brissard, Chad McGillivray, Emergency Planning/Get My Kit, and Sam Day, Island Savings. Presenters offered businesses safety tips to identify fraud techniques used, emergency preparedness tips etc.

Respectfully submitted

Councillor Cal Fradin

Reviewed Previously

**STAFF REPORT TO THE PROTECTIVE SERVICES COMMITTEE**

From: Erin Anderson, Director of Financial Services  
 Meeting Date: July 9, 2018  
 File No: 7400-01  
 RE: RCMP MUNICIPAL POLICING

**RECOMMENDATION:**

That the Committee recommend that Council increase the Town of Ladysmith authorized strength from 7 to 8 members, and begin implementing this increase in 2019 to be fully funded in 2020.

**PURPOSE:**

The purpose of this report is provide information regarding the detachment's request for an additional RCMP member.

**PREVIOUS COUNCIL DIRECTION**

Not applicable.

**INTRODUCTION/BACKGROUND:**

Currently the Town funds 7 of the 13 members in the detachment. Each member costs \$180,716 + overtime (2019/20 estimates) and the Town is responsible for 70% of these costs.

**FINANCIAL IMPLICATIONS:**

Based on 2019/20 estimates, an increase for 1 FTE would cost the Town an additional \$133,009 including overtime. This increase will directly impact property taxation.

	<b>Current Costs at 7 FTE</b>	<b>Proposed Costs at 8 FTE</b>
Total	1,265,012	1,445,728
Overtime	93,530	102,826
Town's portion (70%)	950,979	1,083,988

As the additional member is not required until 2020, it is suggested that the Committee recommend that Council spread this tax increase over 2 years with the first increase in 2019 of approximately \$66,505 and a further increase in 2020 for the remainder (plus an contract increases).



**ALTERNATIVES:**

The Committee can recommend that Council can choose to:

- A) Continue with the 7 member strength
- B) Begin the process of establishing a Town of Ladysmith police department instead of contracting with the RCMP.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

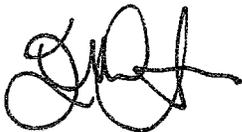
- |  |  |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings             | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure   | <input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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input 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 checked="" type="checkbox"/> Not Applicable      |

**SUMMARY:**

An additional RCMP Ladysmith detachment member is requested.



Erin Anderson

July 1, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

RCMP letter: Request for one (1) Municipally Funded Regular Member



Royal Canadian Gendarmerie Royale  
Mounted Police du Canada

Staff Sergeant K.W. Brissard  
Non-Commissioned Officer in Charge  
Ladysmith Detachment  
320 6<sup>th</sup> Avenue  
PO Box 280  
Ladysmith, British Columbia  
V9G 1A2

Protective Services Committee  
Town of Ladysmith  
Ladysmith British Columbia

July 3, 2018

**RE: Request for Increase of One (1) Municipally Funded Regular Member**

Attention Ladysmith Protective Services Committee:

This request is for an increase of one (1) additional regular member, municipally funded (70 %) by the Town of Ladysmith and the remaining (30 %) funded by the Federal Government of Canada. As you are aware, the current establishment of regular members at this detachment, is thirteen (13). Seven (7) being funded by The Town of Ladysmith (the above noted 70-30 split); five (5) by the Province of British Columbia; and then one (1) (First Nation Policing) funded jointly by the Federal Government (52 %) and the Province of British Columbia (48 %). All of the Non-Commissioned Officers (Staff Sergeant and the two Corporals) are funded provincially. I am told this has been the number of regular members at Ladysmith Detachment since 2002. This breakdown has the Town of Ladysmith funding 54 % of the regular members, at the 70-30 cost sharing split with the Federal Government of Canada.

Besides the thirteen (13) regular members, this detachment also has a total of five (5) Public Service Employees. Essentially three (3) funded by the Town of Ladysmith and the remaining two (2) by the Province of British Columbia. It was July 2016, that the Town of Ladysmith approved the third position which they now fund and thus, fund 60 % of the administrative staff.

**STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
 Meeting Date: October 15, 2018  
 File No: 8620-20 (WAP)  
 RE: **WATERFRONT AREA PLAN: TRANSPORTATION REVIEW**

**RECOMMENDATION:**

That Council:

1. Receive the Waterfront Area Plan: Transportation Review prepared by RF Binnie and Associates Ltd. dated September 21, 2018.
2. Confirm the inclusion of the Ludlow Road/Rocky Creek Road roundabout recommended by the Ludlow Roadway Driveways Feasibility Assessment in the Town’s proposed new Development Cost Charges program.
3. Direct staff to include the extension of the median on Ludlow Road as recommended by the Ludlow Road Driveways Feasibility Assessment in the 2019-2023 Financial Plan for discussion.
4. Direct staff to discuss the identified highway intersection improvements with MOTI, including the pedestrian overpass included in the Waterfront Area Plan.
5. Refer the Grade Crossing Safety Assessment dated September 21, 2018 to the Island Corridor Foundation.

**PURPOSE:**

The purpose of this staff report is to present the findings from the Waterfront Area Plan transportation review.

**PREVIOUS COUNCIL DIRECTION**

CS 2017- 433	12/18/2017	That Council provide early budget approval for the following two studies to be undertaken in support of the Waterfront Area Plan: <ul style="list-style-type: none"> <li>• Transportation Review including a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road and the potential for a traffic circle at Ludlow Road and Rocky Creek Road</li> <li>• Municipal Servicing Review</li> </ul>
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**INTRODUCTION/BACKGROUND:**



Binnie and Associates was selected to undertake the transportation review. The consulting team worked with Town staff and staff from the Ministry of Transportation on this project over the past several months. This study is an implementation action in the Waterfront Area Plan (WAP).

The final report dated September 21, 2018 provides a series of recommendations for transit, pedestrian and cyclist, and intersection capacity improvements which are based on horizon years associated with the build-out of the project. Conclusions and recommendations can be found starting at page 61 of the attached report, including a table with potential timelines for improvements. Highlights are provided below.

**DISCUSSION:**

**New road behind Area 12:**

Council will recall that there was discussion about the potential to extend the new road located behind the residential development (Area 12 in the WAP concept plan) through to Tristen deKonnick Way as a means of redirecting existing through-traffic away from Transfer Beach Park. A preliminary cost estimate for this additional road length was in the range of about \$500,000.

The study concludes that the extension of the new road through to Tristen deKonnick Way is not needed for traffic flow purposes. This new road (developer paid) would end in a cul-de-sac as shown on the WAP concept plan.

**Intersection improvements (existing and new):**

The following intersections were examined as part of the study: Highway 1 at First Avenue/Ludlow and Roberts Street/Transfer Beach Boulevard; Ludlow at Rocky Creek Road and at Oyster Bay Drive; Oyster Bay Drive at Transfer Beach Boulevard.

The report concludes that two of the study intersections (Highway 1 and First Avenue/Ludlow and Highway 1 and Roberts Street/Transfer Beach Boulevard) are expected to reach capacity in the 2038 and 2043 horizon years respectively (build-out dependent) and will require capacity improvements. It is recommended that the Town liaise with the Ministry of Transportation to implement the recommended improvements. The remaining study intersections are expected to operate within the study thresholds by the 2043 horizon year.

As well, the report includes a conceptual sketch of the proposed new intersection of the new road (discussed above) and the realigned Oyster Bay Drive associated with the first phase of residential development (2023 horizon year), including removing the existing median to accommodate turning movements of the new intersection. This project would be developer paid.

The consultant conducted a grade crossing safety assessment for the Transfer Beach Boulevard rail crossing (Mile 52.2) and provides a series of recommendations (primarily directed to the railway company) to be undertaken prior to the creation of the new

intersection (horizon year 2023). The recommendations for the Town focus on signage, road markings and vegetation management. These recommendations assume an active rail line.

#### **Local Road Design Concept:**

The study also provides further detail for the local road design concept included in the Waterfront Area Plan. This information is timely as new private development is being proposed on Oyster Bay Drive adjacent to the north end of the WAP area, and a site planning process is commencing for the Arts and Heritage Hub (Area 9 on the WAP concept plan) which also fronts onto Oyster Bay Drive. Staff will use this concept in discussion on both initiatives.

#### **Ludlow Driveways:**

The report also includes a separate review of driveways in the Ludlow Road and Rocky Creek Road area. The driveways for these developments are important to consider as pre-existing conditions and given their proximity to the northern entrance to the waterfront area. This driveway assessment has been used by staff when discussing subdivision and development applications on these parcels.

The key findings of the study are:

- The proposed driveway access at 1030 Oyster Bay Drive (Oyster Bay Quay/XTend Rentals) is recommended to be consolidated with the existing Home Hardware access to become a RIRO configuration. Alternatively, a right-in access at 1030 Oyster Bay Drive will accommodate ingress traffic, while egress traffic can exist the property via the existing driveway along Oyster Bay Drive. The intended right-in only configuration at the existing Home Hardware access must also be enforced.
  - Note: The subdivision of 1030 Oyster Bay Drive is proceeding with its own right-in driveway. The right-in only at Home Hardware would become mandatory if the median is extended on Ludlow Road.
- The existing median along Ludlow Road can be extended to enforce the RIRO restriction at 1130 Rocky Creek Road (corner property) and the consolidated Home Hardware access.
  - Note: This work is included in the staff recommendations.
- The existing stop-controlled intersection of Rocky Creek Road and Ludlow Road is recommended to be upgraded to a roundabout to allow vehicles to make a U-turn to access Highway 1 from Home Hardware. This change would help enforce the RIRO configuration at the Home Hardware access and the proposed XTend Rentals access. The roundabout should accommodate the large vehicles using the intersection to access the lumber mill.
  - Note: This upgrade is included in the draft new DCCs program.
- Two driveway accesses are recommended for 1130 Rocky Creek Road development – one on Rocky Creek Road and one on Ludlow (RIRO)
  - Note: a new assessment would be required if a use is proposed with higher traffic demands such as a drive-through restaurant or coffee shop.

- The driveway accesses for 930 Ludlow Road are recommended to be consolidated (Wash Me, Co-op Cardlock, E. Madill).
  - Note: This is how this development is proceeding.

**ALTERNATIVES:**

Council can choose to:

1. Not include the Rocky Creek Road/Ludlow Road roundabout in the new DCC program.

**FINANCIAL IMPLICATIONS:**

The DCC program includes \$1 million for the Ludlow Road/Rocky Creek Road roundabout which includes a municipal share of about \$336,000. A cost estimate for extending the median on Ludlow Road would be provided as part of the review of the Capital Plan. The total cost of constructing transportation infrastructure in the waterfront area has not been costed. Funding will be a combination of developer-paid and Town funding for improvements that are adjacent to public land or a public amenities like the waterfront board walk. Sources of funding include land sale revenue and grants.

**LEGAL IMPLICATIONS:**

None.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

This study is an implementation action in support of the Waterfront Area Plan. The report provides confirmation of what is needed and when from a transportation lens, including pedestrian access which is a high priority for the public.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Director of Infrastructure Services was involved in this project. The implementation of the findings will be shared among various areas including Public Works, Development Services and Project Manager - Waterfront Implementation.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Employment & Tax Diversity   | <input 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:**

The Waterfront Area Plan transportation review provides recommendations for the timing of transportation improvements as the build-out of the development occurs over time. The recommendations in this staff report will provide direction for next steps by staff.



---

Felicity Adams, Director of Development Services

October 2, 2018

I concur with the recommendation.



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Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Waterfront Area Plan: Transportation Review prepared by RF Binnie & Associates Ltd. (September 21, 2018) – without Appendices (a copy of the full report can be viewed at City Hall)
- Rocky Creek Road/Ludlow Road Driveway Assessment
- New intersection and new road conceptual sketch

# *FINAL Transportation Review - REV.0*

**Town of Ladysmith  
Waterfront Area Plan: Transportation Review**

**September 21, 2018**

*Reviewed by:*  
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Traffic Engineer

*Prepared by:*  
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Traffic Engineer

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- Appendix B: At-Grade Railway Crossing Book
- Appendix C: Intersection Traffic Data
- Appendix D: Sidra and Synchro Analysis Results
- Appendix E: Signal Traffic Warrant
- Appendix F: Conceptual Sketch of Proposed Intersection

## 1 INTRODUCTION

The Waterfront Area Plan is a partnership between the Town of Ladysmith (the Town) and the Stz'uminus First Nation that will be used to guide future decision-making and planning for the Waterfront Area.

### 1.1 Background

R.F. Binnie & Associates Ltd. (Binnie) has been retained by the Town to conduct a Transportation Review of the Waterfront Area Plan. The scope of this Study is to estimate the effects of the proposed developments on the adjacent road network's pedestrian and cyclist accessibility, traffic operations, as well as evaluate the proposed new intersection near the existing Highway 1 and Roberts street intersection. The proposed developments are located along the Town's waterfront on the Salish Sea and are expected to provide a variety of different land-uses including residential developments, commercial developments, live-work-learn areas, an arts and heritage hub, a hotel, marina and moorage area, and a park.

### 1.2 Study Objectives

The following sections in this report outline the existing transportation conditions within the area, including pedestrian and cyclist accommodations, findings, and recommendations to support the proposed Waterfront Area Plan. The objectives of this Transportation Review are summarized as follows:

- Gather data and information of the study intersections confirmed with the Town;
- Assess existing traffic volume data and conduct a traffic analysis for the study intersections and road network
- Identify and evaluate the existing transportation network and traffic patterns for walking, cycling, transit, and vehicles
- Identify the existing traffic demands on the road and conduct a detailed safety assessment for the at-grade rail crossing at Transfer Beach Boulevard
- Evaluate the transportation network demands and recommend phased improvements for the study intersections and associated road network for the full build-out of the proposed developments
- Review operations performance of the proposed Transfer Beach Boulevard and New Road intersection for the expected traffic flows and demands based on the full build-out of the proposed developments
- Identify requirements such as intersection controls, laning configuration, and signal timing plans with associated signal phasing for the new proposed intersection, if required

### 1.3 Study Approach

As part of this Transportation Review, Binnie has conducted two site visits to observe roadway characteristics and to conduct a safety assessment for the at-grade rail crossing at Transfer Beach Boulevard. Similar waterfront development areas such as the South False Creek Seawall located in the

City of Vancouver, Steveston Harbor located in the City of Richmond, and the Rocky Point Park located in the City of Port Moody are used as references in providing recommendations for improvements to the transportation network. In addition, a Driveway Assessment was completed by Binnie and previously submitted to the Town in March 2018. The Driveway Assessment is provided in **APPENDIX A**.

The traffic operations analysis in this report was performed using the Synchro 9 software suite for unsignalized and signalized intersections, which is based on the Highway Capacity Manual (HCM) methodologies. Traffic operations analysis for roundabout intersections were analysed using the Sidra Intersection 6 software, which is also based on the HCM methodologies.

The following traffic operation parameters were evaluated:

- **Volume-to-capacity (v/c) ratios:** indicates that traffic demands exceed the intersection capacity when the v/c ratio is greater than 1.00;
- **Approach delays:** represents the average wait time experienced by a driver on the approach to the intersection;
- **Level-of-services (LOS):** indicates a grading system on the intersection operation based on the calculated delays; and
- **95<sup>th</sup> percentile queue lengths:** represents the expected queue length with 5 percent probability of being exceeded during the analysis period.

**Table 1-1** illustrates the LOS grading based on traffic delays. LOS A means that the intersection experiences little to no delay, whereas a LOS F indicates significant delay is present. The LOS grading criteria for roundabout intersections is equivalent to the LOS grading criteria for the unsignalized intersection shown below.

Table 1-1: HCM LOS Criteria for Signalized and Unsignalized Intersections

Level of Service	Average Control Delay (s/veh)	
	Signalized Intersection	Unsignalized Intersection
A	0 - 10	0 - 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

The existing signal timing plans for the study intersections along Highway 1 were provided by the British Columbia Ministry of Transportation and Infrastructure (BC MOTI) and were optimized based on typical clearance intervals and minimum green time as per BC MOTI and Institute of Transportation Engineers (ITE) standards.

The traffic operation analysis conducted in this Study is based on the following study thresholds:

- Overall intersection LOS D or better;
- Overall intersection v/c ratio of 0.85 or less;
- Individual movement LOS D or better;
- Individual movement v/c ratio of 0.85 or less; and
- 95<sup>th</sup> percentile queue lengths not impacting adjacent intersections.

## 2 EXISTING CONDITIONS

The following sections of the report describes the current conditions of the study area. The project location is shown in **Figure 2-1**. This Study will assume the north direction to be towards the true northeast direction and will assume Highway 1 to be in the east-west direction as shown in the figures throughout this Study.

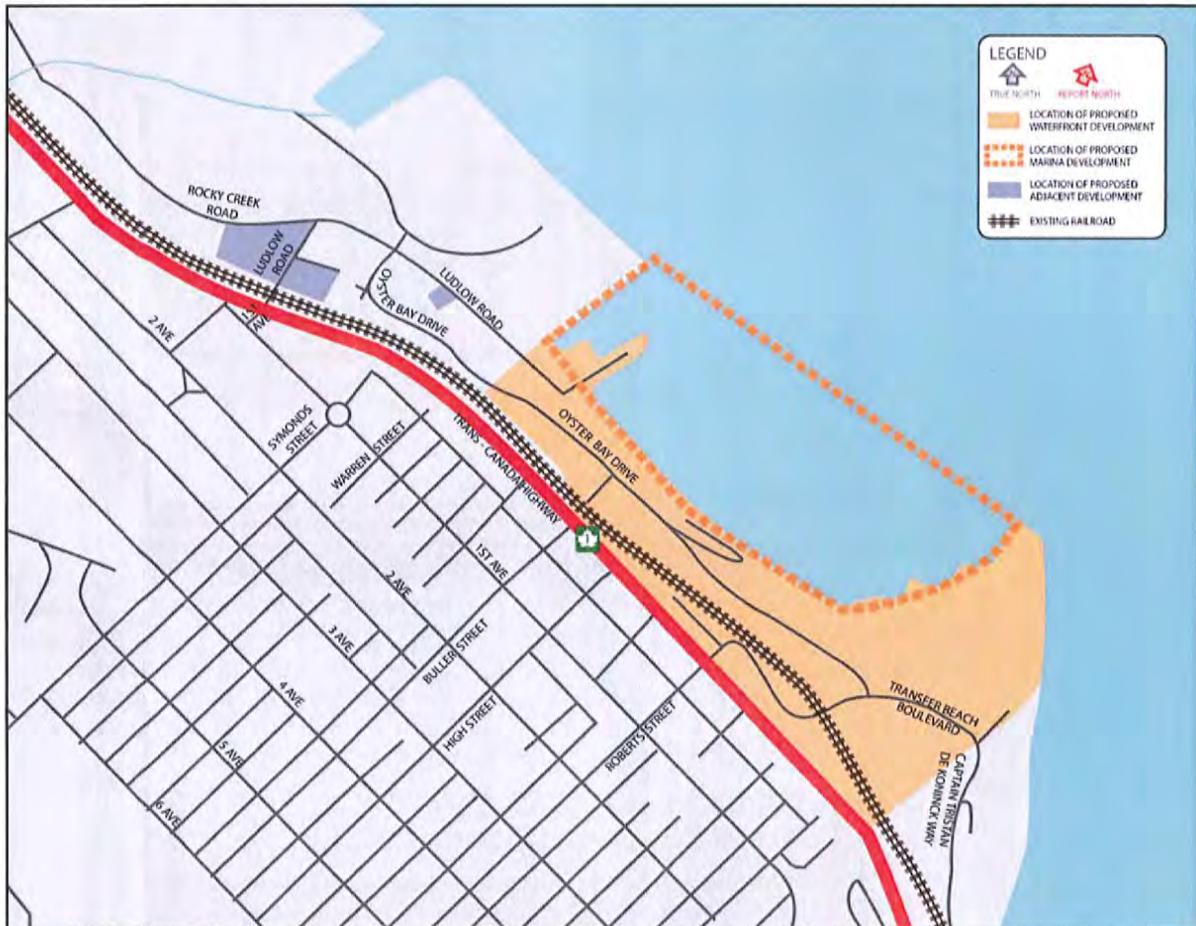


Figure 2-1: Project Location

### 2.1 Study Area and Existing Land Use

The Waterfront Area is located on the Salish Sea, between the Town's Transfer Beach Park to the south, the existing industrial areas in the north, and the Trans-Canada Highway 1 (Highway 1) to the west. The Study area is defined by Ludlow Road/Rocky Creek Road to the north, and Highway 1 to the south. The existing land use is generally light industrial with a gas station, a bottle recycling depot, commercial space, a machine shop, and waterfront art gallery, as well as the Town's Transfer Beach Park. The road network consists of collector roads with a major highway running in the east-west direction.

### 2.1.1 Study Intersections

The Study area is comprised of the following intersections and their associated road network:

- Highway 1 at First Ave/Ludlow Road
- Highway 1 at Roberts Street/Transfer Beach Boulevard
- Ludlow Road at Rocky Creek Road
- Ludlow Road at Oyster Bay Drive
- Oyster Bay Drive at Oyster Bay Drive (Driveways to Ladysmith Motorsports)
- Oyster Bay Drive at Transfer Beach Boulevard

A site visit was conducted on January 16, 2018 to confirm and observe the roadway characteristics and traffic behaviors. The intersection at Ludlow Road and Oyster Bay Drive is assumed to be operating as a four-way stop-controlled intersection. The existing laning configurations and traffic controls at the study intersections are shown in **Figure 2-2**.

## 2.2 Adjacent Road Network

The Study transportation networks includes Trans-Canada Highway 1, Ludlow Road, Rocky Creek Road, Oyster Bay Drive, and Transfer Beach Boulevard. The roadway parameters and characteristics for the Study transportation network are described below:

### 2.2.1 Trans-Canada Highway 1

The Trans-Canada Highway 1 (Highway 1) is a major highway connecting the communities on Vancouver Island under the jurisdictions of BC MOTI. It generally runs in the east-west direction through the Town and in the north-south direction along the east coast of Vancouver Island. Within the Study area, the highway has a four-lane cross-section and a posted speed of 70 km/h. Highway 1 also provides goods movement throughout the Island, and trucks make up approximately 12% of the highway traffic demands.

### 2.2.2 Ludlow Road/ 1<sup>st</sup> Avenue

Ludlow Road intersects Rocky Creek Road and runs in the north-south direction. To the south of Highway 1, Ludlow Road becomes 1<sup>st</sup> Avenue. Ludlow Road continues through the Town and connects residents to Highway 1. Ludlow Road generally has a four-lane cross-section and 1<sup>st</sup> Avenue has a two-lane cross-section. Ludlow Road has a posted speed of 40 km/h and 1<sup>st</sup> Avenue has a posted speed of 30 km/h. There is a slight grade and a painted median on Ludlow Road between Rocky Creek Road and Highway 1.

### 2.2.3 Rocky Creek Road/Ludlow Road

Rocky Creek Road is a two-lane cross-section roadway, which runs in the east-west direction where it changes to Ludlow Road at the stop-controlled intersection of Rocky Creek Road and Ludlow Road. The roadway has a posted speed of 40 km/h.

#### 2.2.4 Oyster Bay Drive

Oyster Bay Drive is a two-lane cross-section roadway, which generally runs in the east-west direction. It intersects with Ludlow Road and extends south for approximately 100 m before it runs eastbound towards Transfer Beach Boulevard. The roadway has a posted speed of 40 km/h.

#### 2.2.5 Transfer Beach Boulevard

Transfer Beach Boulevard is a two-lane cross-section roadway which generally runs in the east-west direction. It intersects with the existing railroad and connects vehicles to the Town's Transfer Beach Park. The roadway has a posted speed of 30 km/h west of the existing railroad.

### 2.3 Pedestrian Facilities

Based on the Parks and Trails brochure found on the Town's website, there are currently two trails that run through the Study area.

The Heritage Route Walk connects the downtown area to the waterfront with sections that highlight the Town's history of coal mining, forestry, as well as the rail and marine industry. The trail begins at the intersection of Symonds Street and 1<sup>st</sup> Avenue and ends at Transfer Beach Park. The route passes by many historical artifacts and landmarks.

The Town's section of the Trans Canada Trail begins at the intersection of Chemainus Road and Davis Road and ends at the intersection of Christie Road and Strathcona Road. The 4.6 km portion of the Trans Canada Trail runs through the Study area along the waterfront and leads trail users to Slack Point, an area many residents use as a park.

Aside from the trails and walk routes described above, there are limited sidewalks within the Study area to accommodate pedestrian traffic. The existing pedestrian trails available throughout the Town are shown in **Figure 2-3** below.

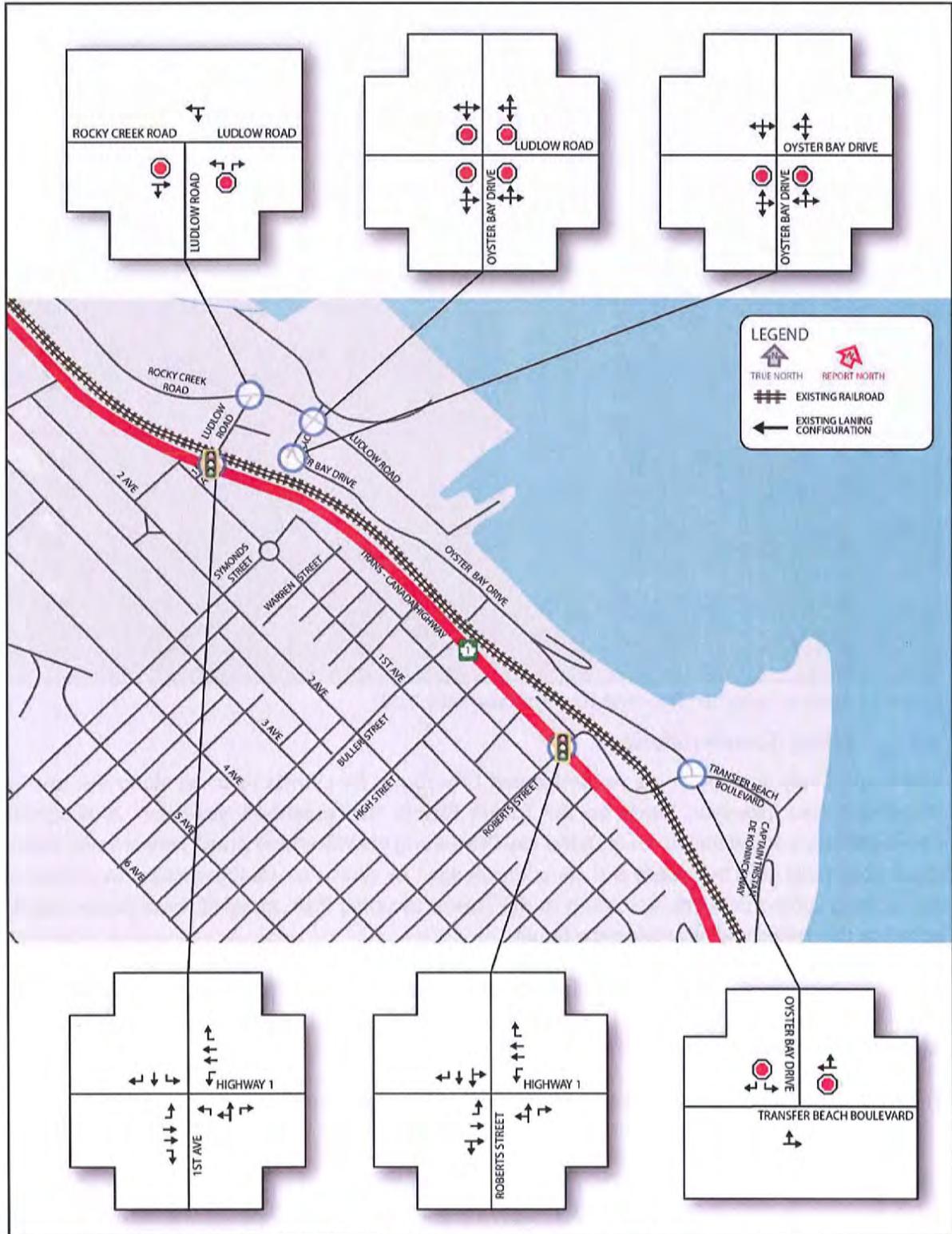


Figure 2-2: Existing Laning Configuration and Controls



Figure 2-3: Existing Pedestrian Trails Map (Town of Ladysmith, 2018)

## 2.4 Cycling Accommodations

Within the Study area, there are no designated bike routes for cyclists to travel along the existing Waterfront Area. However, based on the Town’s Bicycle Plan published November 2009, cyclists commonly use a gravel trail south of Oyster Bay Drive along the Waterfront Area. There are also various roads commonly used by cyclists and are acknowledged by cyclists to use these routes to connect to the existing cycling network. According to the Town’s Bicycling Plan, many of these routes may be added to the designated network in the future.

There are currently designated cycling routes within the Town’s downtown area with future routes planned to connect cyclists on the Town’s western side to the downtown area. There are also plans for a potential Recreational Rail Trail along Highway 1.

The existing cycling route within the Town are shown in **Figure 2-4** below.

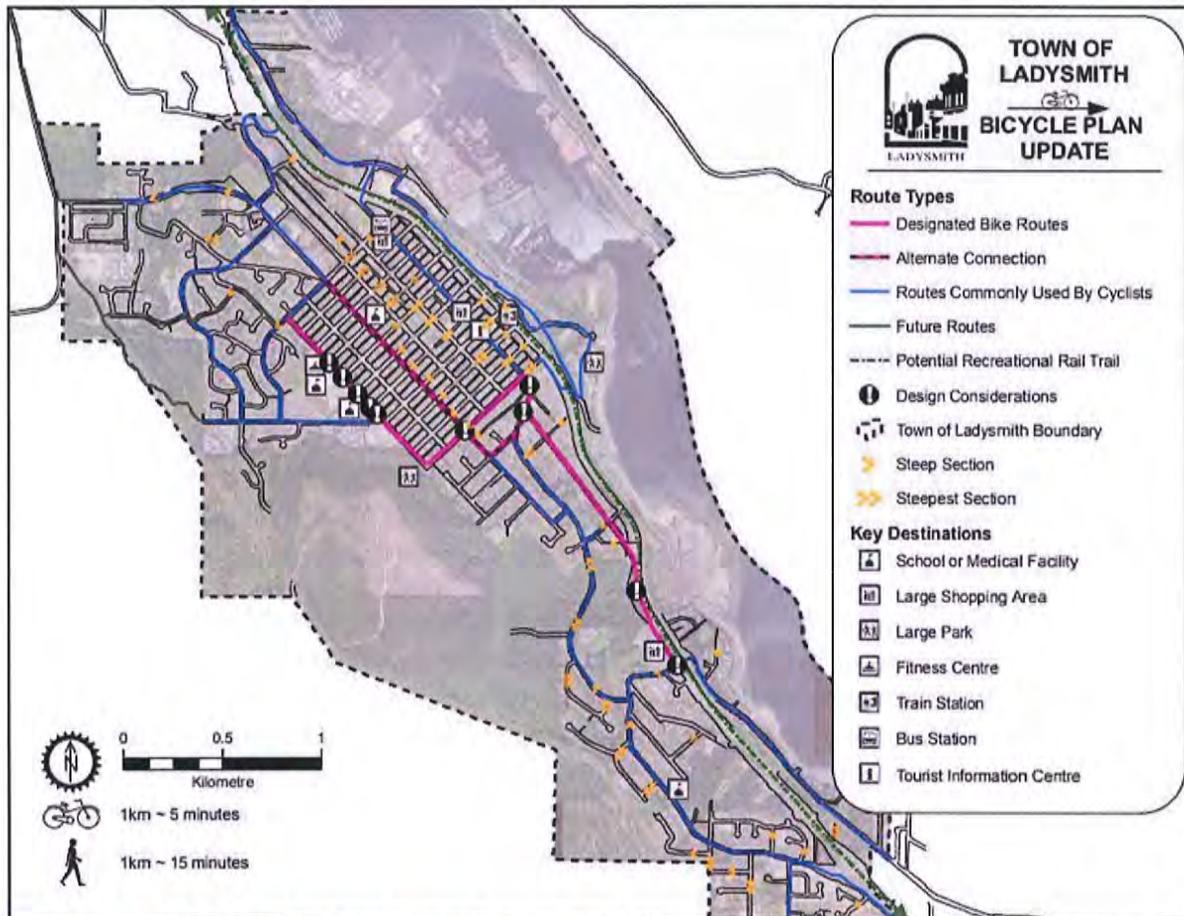


Figure 2-4: Existing Cycling Routes (Town of Ladysmith, 2018)

## 2.5 Transit Services

BC Transit is responsible for the transit services that serve the Town. The Study area is currently serviced by bus routes that connect the Town to various other regions. Based on the information obtained from BC Transit's website, the key bus routes are as follows:

- Route #31 – Originates at 1<sup>st</sup> Avenue and Symonds and travels to the seniors centre as well as the Ladysmith Health Centre before returning to 1<sup>st</sup> Avenue and Symonds Street. The service frequency of this route is generally once every two hours.
- Route #34 – Originates at 1<sup>st</sup> Avenue and Symonds Street and travels to Chemainus before returning to 1<sup>st</sup> Avenue and Symonds Street. This route runs four times a day; three times in the AM and once in the PM.
- Route #36 – Originates at Village Green Mall and travels to Chemainus and Duncan before returning to 1<sup>st</sup> Avenue and Symonds Street. This route runs generally three times a day; once in the AM and twice in the PM.

The buses servicing the Town generally operate on Monday to Saturday, with no service on Sundays. A map of the buses servicing the Town is provided in **Figure 2-5** below.



Figure 2-5: BC Transit Route Maps

## 2.6 At-Grade Railway Crossing

The two existing at-grade railway crossings within the study area are Mile 58.8 Ludlow Road, Victoria subdivision, and Mile 58.2 Roberts Street, Victoria Subdivision. Mile 58.8 Ludlow Road is currently under the BCMOTI jurisdiction while Mile 58.2 Roberts Street falls under the Town's jurisdiction.

The Mile 58.2 Roberts Street railway crossing is located east of the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard and has a track type classified as Class 2. For the purposes of this report, Transfer Beach Boulevard is described in an east-west orientation while the rail line is described in a north-south orientation. The crossing is in proximity to a kayak rental service, playground, the Ladysmith Amphitheatre, as well as the Town's Transfer Beach Park. The crossing has an active warning system with flashing lights and bells. Transport Canada Grade Crossing Inventory indicates that this crossing currently has three trains per day. The railway authority, Southern Railway of Vancouver Island Limited (SVI), informed Binnie that the current proposal is for four passenger trains per day, and two freight trains for a total of six trains per day. The maximum speed of trains on this railway is 40 mph.

Based on the *Grade Crossing Standards* (Ottawa: Transport Canada, July 2014), a grade crossing detailed safety assessment was conducted by Binnie on February 28, 2018. For compliance with the *Grade Crossing Regulations* (Ottawa: Transport Canada, November 2014) and *Grade Crossing Standards*, numerous items that will need to be addressed for the Mile 58.2 Roberts Street railway crossing. The following components are identified for improvements:

- Road Surface Extension – Extend road surface beyond the roadway and the sidewalk by minimum of 0.5 m on each side;
- Flangeway and Field Side Gaps – Check maintenance and clear debris and sand in gaps;
- Vegetation Obstruction – Clear bushes and vegetation at the southwest corner to improve sightlines;
- Railway Crossing Signs – Install new retroreflective strips for both signs.
- Roadway Posted Speed - A posted speed of 30 km/h is currently in effect after the railway tracks in the westbound direction. Install an additional posted speed 30 km/h sign such that traffic in both directions are operating at a maximum speed of 30 km/h;

- Emergency Notification Signs – Install emergency notification signs for both approaches as these were not observed in the field;
- Pavement Markings – Install double stop bars and “X” markings on the pavement for both approaches;
- Warning System - The bells on the warning system are slightly rusted and should be checked during maintenance. The warning system housing is located less than the required 8 m away from the nearest rail, and this location should be checked in the design of the new proposed intersection (Transfer Beach Boulevard and Oyster Bay Drive) such that the sightline is not compromised; and
- Unauthorized access by pedestrians on the railway – this was observed during the field safety assessment. Install “No Trespassing” signs to discourage unauthorized access.

**Figure 2-6** shows the existing at-grade railway crossing. The completed *Canadian Road/Railway Grade Crossing Detailed Safety Assessment Field Guide* is provided in **APPENDIX B** of this report.



Figure 2-6: Existing At-Grade Railway Crossing

## 2.7 Existing Traffic Volumes

To evaluate the existing conditions, traffic volume data was collected in January 2018 by Binnie’s traffic data contractor, TransTech Data Services (TransTech), and the BC MOTI. The study time periods include weekday AM peak (7 AM to 9 AM), weekday PM peak (3 PM to 6 PM), and weekend Saturday peak (10 AM to 3 PM). The turning movement count data are attached in **APPENDIX C** of this report.

A summer peak factor was calculated from BC MOTI’s closest permanent traffic counters (P-12-4NS and p-12-3 NS). This factor was applied to the traffic data collected in January to reflect the Town’s seasonal variation. The AM peak hour, PM peak hour, and Saturday peak hour were balanced between all Study intersections with exception of Highway 1 between Ludlow Road/1<sup>st</sup> Avenue, and Oyster Bay Drive between Oyster Bay Drive and Transfer Beach Boulevard.

The turning movement data identified the AM peak hour, PM peak hour, and Saturday peak hour for the intersection of Highway 1 and Ludlow Road/1<sup>st</sup> Avenue to be from 7:30 AM to 8:30 AM, 3:45 PM to

4:45 PM, and 1:15 PM to 2:15 PM, respectively. These peak hour periods were used for the remainder of the Study intersections for the traffic operations analysis.

The evaluation on existing traffic conditions for the study road network was completed using traffic volumes summarized in **Figure 2-7**.

## 2.8 Existing Traffic Operations

As described previously, this Study will assume the north direction to be towards the true northeast direction and will assume Highway 1 to be running in the east-west direction as shown in the figures throughout this study. The intersection of Ludlow Road and Oyster Bay Drive is also assumed to be operating as a four-way stop-controlled intersection. The traffic operations analysis results for the existing conditions are summarized in **Table 2-1**.

### 2.8.1 AM Peak Hour

During the AM peak hour, the northbound movements at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road was observed to be operating at LOS E with a v/c ratio of 0.82. All remaining intersections and turning movements were found to be operating within the study thresholds at LOS D or better.

### 2.8.2 PM Peak Hour

During the PM peak hour, the northbound movements at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road was observed to be operating at LOS E with a v/c ratio of 0.80. All remaining intersections and turning movements were found to be operating within the study thresholds at LOS D or better.

### 2.8.3 Saturday Peak Hour

During the Saturday peak hour, the northbound movements at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road was observed to be operating at LOS E with a v/c ratio of 0.72. All remaining intersections and turning movements were found to be operating within the study thresholds at LOS D or better.

All Synchro and Sidra analysis results are provided in **APPENDIX D**.

### 2.8.4 Existing Conditions Summary

In general, all study intersections are currently operating within the study thresholds except for the northbound movements along 1<sup>st</sup> Avenue at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road. Signal timing optimization for this intersection should be completed prior to the construction of the proposed developments.

In addition, all recommendations stated in the Driveway Assessment are recommended for consideration prior to the opening day of the proposed developments. This includes upgrading the existing stop-controlled intersection of Rocky Creek Road and Ludlow Drive to a roundabout configuration by the 2023 horizon year to allow vehicles to make a U-turn to access Highway 1 from

Home Hardware. It is also expected that the right-in right-out (RIRO) configuration at the Home Hardware Access is enforced.

Various items will also need to be addressed prior to the construction of the proposed developments regarding the railway crossing at Highway 1 and Roberts Street/Transfer Beach Boulevard. As stated in **Section 2.6**, this includes but are not limited to surface extensions for both the road and sidewalk. The debris and sand located in the flangeway and field side gaps will require removal and cleaning. The railway authority company, SVI, should also install emergency notification signs. In addition, warning signs should be installed to prevent unauthorized access by pedestrians on the railway.

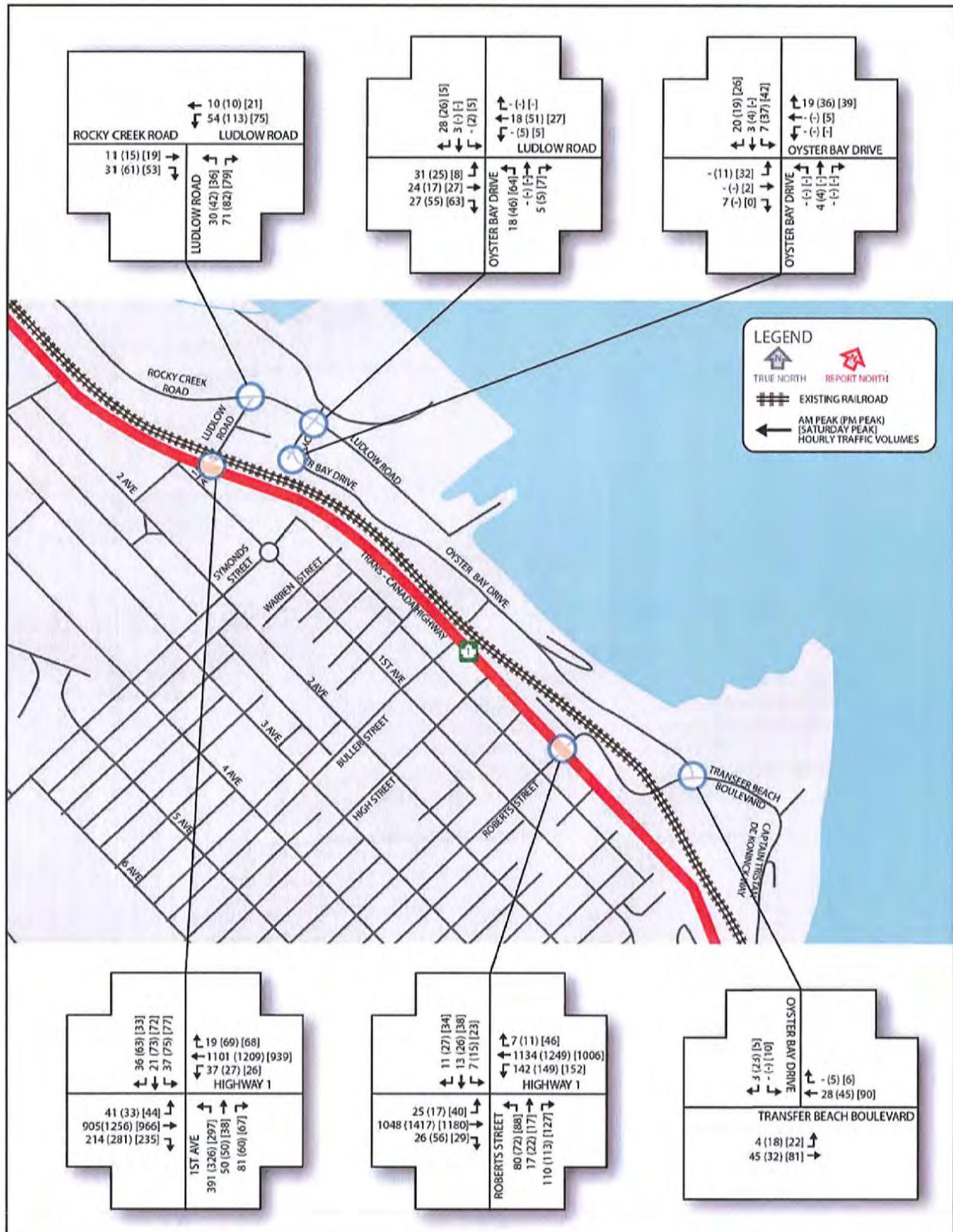


Figure 2-7: Existing Traffic Volumes

Table 2-1: Existing Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour						
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)			
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	12.5	0.21	9.0	B	13.9	0.19	8.3	B	13.5	0.20	10.3			
	EBT	B	14.7	0.51	79.5	C	21.2	0.73	137.3	B	17.8	0.58	94.1			
	EBR	A	2.2	0.24	10.2	A	2.4	0.31	12.2	A	2.4	0.27	11.3			
	WBL	C	20.7	0.17	12.7	C	28.2	0.26	12.5	C	22.4	0.15	10.3			
	WBT	C	26.9	0.75	137.7	C	30.1	0.81	#170.6	C	27.5	0.70	118.3			
	WBR	A	0.1	0.03	-	A	0.2	0.09	-	A	0.3	0.10	-			
	NBL	E	66.9	0.82	#104.8	E	66.5	0.80	#88.9	E	60.5	0.72	#77.5			
	NBL/T	E	66.6	0.82	#105.4	E	66.6	0.80	#90.5	E	60.1	0.72	#77.6			
	NBR	A	2.1	0.22	1.9	A	1.1	0.18	-	A	1.3	0.20	-			
	SBL	D	46.2	0.21	17.8	D	48.0	0.39	30.7	D	47.8	0.38	31.6			
	SBT	D	44.3	0.12	12.1	D	46.9	0.35	29.7	D	46.5	0.33	29.4			
	SBR	A	-	0.02	-	A	-	0.04	-	A	-	0.02	-			
	Int. LOS		C				C				C					
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	14.0	0.13	7.6	B	13.3	0.09	5.7	B	15.1	0.18	11.3			
	EBT/R	B	17.9	0.68	101.5	C	23.3	0.84	#184.3	C	20.1	0.74	125.7			
	EBR	A			-	A			-	A			-			
	WBL	A	9.0	0.43	16.6	B	19.2	0.54	30.1	B	15.2	0.50	27.7			
	WBT	A	6.9	0.50	63.3	A	6.8	0.53	72.5	A	6.5	0.44	56.6			
	WBR	A	-	0.01	-	A	-	0.01	-	A	1.7	0.04	3.3			
	NBL	A			-	A			-	A			-			
	NBL/T	D	41.7	0.50	32.0	D	45.4	0.54	31.2	D	45.6	0.57	34.7			
	NBR	B	10.0	0.35	13.8	B	10.2	0.38	14.0	A	9.5	0.39	14.5			
	SBL	A			-	A			-	A			-			
	SBL/T	C	31.1	0.05	4.9	C	32.7	0.11	8.0	C	32.6	0.15	10.8			
	SBR	A	-	0.01	-	A	-	0.02	-	A	-	0.02	-			
	Int. LOS		B				B				B					
Ludlow Rd / Rocky Creek Rd (Unsignalized)	EBT/R	A	4.8	N/A	14.5	A	5.4	N/A	14.3	A	4.9	N/A	14.3			
	WBL/T	A	0.8		-	A	1.2		-	A	1.0		-			
	NBL/R	A	3.7		6.3	A	4.2		7.4	A	3.8		7.3			
	Int. LOS		A				A				A					
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	N/A	7.5	A	7.4	N/A	9.0	A	7.3	N/A	0.11			
	WBL/T/R	A	7.2			0.02	A			7.6	0.07			A	7.4	0.04
	NBL/T/R	A	7.4			0.03	A			7.8	0.07			A	7.8	0.09
	SBL/T/R	A	6.8			0.03	A			6.9	0.03			A	7.2	0.01
Int. LOS		A				A				A						
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.5	N/A	7.5	A	4.2	N/A	9.0	A	3.9	N/A	14.0			
	WBL/T/R	A	0.1			-	A			0.3	-			A	0.6	-
	NBL/T/R	A	4.0			5.2	A			3.9	4.7			A	-	-
	SBL/T/R	A	0.8			-	A			0.4	-			A	0.3	0.8
Int. LOS		A				A				A						
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.6	-	0.1	A	2.7	-	0.3	A	1.7	0.02	0.4			
	WBT/R	A	-	0.02	-	A	-	-	-	A	-	0.06	-			
	SBL/R	A	8.5	-	0.1	A	8.6	-	0.6	A	9.6	0.02	0.5			
	Int. LOS		A				A				A					

### 3 FUTURE CONDITIONS

The following sections describe the proposed future conditions as described in the Waterfront Area Plan. The Waterfront Area Plan area includes approximately 49 hectares of total area. Land and fill parcels make up approximately 23 hectares (47%) and water parcels make up approximately 26 hectares (53%).

#### 3.1 Proposed Development Concept and Phasing

The study area is expected to comprise of multiple developments with various residential, commercial, institutional, and public park spaces. There are adjacent developments west of the study area that are expected to be constructed within the same time as the Waterfront Area. Traffic generated from these developments will be included in the background traffic volumes for analysis purposes.

##### 3.1.1 Study Developments

The Waterfront Area is expected to be constructed in three phases. The proposed developments are expected to be completely built-out by the 2038 horizon year. The following summarizes the developments that are expected to be completed by each phase and horizon year:

- Phase 1 – 2023 Horizon Year
  - Residential Apartments – 241 units
  - Residential Townhomes – 25 units
- Phase 2 – 2028 Horizon Year
  - Expanded Marina – 152 Moorage
  - Expanded Marina – 10 Float Homes
  - Stz’uminus First Nations Cultural Centre – 12,750 sq. ft.
  - Restaurant and Shops – 12,000 sq. ft.
  - Marine Services – 14,500 sq. ft.
- Phase 3 – 2038 Horizon Year
  - Residential Apartments – 30 units
  - Live-Work-Learn – 43,000 sq. ft.
  - Hotel – 80 Rooms
  - Visitor Centre – 5,000 sq. ft.
  - Restaurant and Shops – 5,000 sq. ft.

The Waterfront Area Plan is expected to transform the area into a space that will accommodate new residential development, an expanded marina, a cultural centre, restaurant and commercial space, a hotel, a visitor centre, as well as live-work-learn areas. As part of the first phase of the proposed developments, the relocation of the intersection of Oyster Bay Drive at Transfer Beach Boulevard is expected to also be constructed by the 2023 horizon year. The Town should liaise with the Island Corridor Foundation (ICF) for concerns relating to constructing an intersection in proximity to the

railway crossing. All civil works, including the requirement of retaining walls, should be reviewed in detail during the design stage of the relocation of the intersection.

**Figure 3-1** shows the proposed location of the developments within the Waterfront Area.



Figure 3-1: Proposed Location for Developments within the Waterfront Area

### 3.1.2 Adjacent Developments

Three adjacent developments are also expected to be completed in Phase 1 by the 2023 horizon year. The proposed adjacent developments include: 1130 Rocky Creek Road, 1030 Oyster Bay Drive, and 930 Ludlow Road.

The property at 1130 Rocky Creek Road is currently vacant and the site was originally rezoned for a future hotel. However, based on the information provided, the proposed development has potential to be rezoned to an I-1 zoning with retail space, restaurant space, gas station, and convenience store. The Town has also received inquiries regarding the possible rezoning of this property into a coffee shop with a drive-through window. However, this Study will reflect the current proposed I-1 land use zoning.

The property at 930 Ludlow Road is currently vacant at the south end of the lot. This site is expected to be developed into an office supply warehouse space. The site at 1030 Oyster Bay Drive currently has

existing buildings for Ladysmith Motorsports, with the remainder of the site left vacant. This vacant portion is expected to develop Materials and Equipment Supply shop.

### **3.2 Pedestrian Facilities**

Based on the Waterfront Area Plan, a new park is proposed at Slack Point – an area that was used for industrial operations in the early 1900s. A continuous pedestrian walkway that will function as a connection between destinations and open space is proposed along the entirety of the Waterfront Area. Similar to the existing Steveston Village located in Richmond, B.C., a boardwalk-like material could be considered for this walkway as it will minimize slippage for wet environments. Spaces for resting, gathering, and lingering are also expected to be created in both public and private areas throughout the open space.

A pedestrian overpass is also proposed to connect pedestrians to various facilities including the Stz'uminus First Nations Cultural Centre, restaurants, and retail shops. Elevators or ramps along with pedestrian amenities should be included in the planning for the pedestrian overpass to accommodate the needs of pedestrians with varying degrees of mobility. Trails and loops could also be created to encourage pedestrian access within the Waterfront Area. These trails can be connected to existing trails such as the Trans Canada Trail or the Heritage Walk. Traffic calming measures such as curb bulges at pedestrian crossings or speed bumps can be incorporated to reduce driving speeds and increase safety for pedestrians.

### **3.3 Cycling Accommodations**

To encourage cycling activity within the Waterfront Area, high quality bicycle parking facilities should be considered near building entrances and gathering areas. Simple designs such as the ring design are preferred as these can be expanded and readily sized to match demands.

The roadways within the Waterfront Area should be designed to accommodate cycling traffic. This can be accomplished by creating bicycle lanes or incorporating a multi-use pathway (MUP) that can accommodate both pedestrians and cyclists. Cyclist friendly routes within the Waterfront Area are expected to connect or have close accessibility to existing and planned cycling routes within the Town.

The Town could consider collaborating with local companies and retailers to offer incentives for employees that utilize cycling as their main mode of transportation to work in the Waterfront Area. This will also encourage employees who previously did not use cycling as their main mode of transportation to work.

### **3.4 Transit Services**

There are currently no plans in place for expansion of transit services within the Town. The Town could engage and collaborate with BC Transit to increase the frequency of existing bus routes during weekends and summer seasons to discourage the use of vehicles to access the Waterfront Area. In addition, a shuttle service to the Waterfront Area from existing transit stops could be further explored.

### 3.5 Traffic Operations Analysis

In addition to pedestrian, cyclist, and transit facilities, the development of the Waterfront Area is also proposing to create parking spaces for vehicular traffic. The Waterfront Area Plan discourages above ground parking structures. However, if they are necessary, these parking structures are expected to maintain an active frontage, such as retail, to prioritize pedestrian activities.

The traffic operations analysis performed for this report are described in the sections below.

#### 3.5.1 Site Generated Traffic and Distribution

The forecast trip generation for the proposed developments and adjacent developments was based on the rates published in the *ITE Trip Generation, 10<sup>th</sup> Edition*. The forecast site generated traffic for the proposed developments and adjacent developments for each phase is summarized in **Table 3-1** and **Table 3-2**, respectively.

The following ITE References were used to generate the tables below:

- General Light Industrial – ITE Ref. 110
- Warehousing – ITE Ref. 150
- Single-Family Detached Housing – ITE Ref. 210
- Multifamily Housing (Low-Rise) – ITE Ref. 220
- Multifamily Housing (Mid-Rise) – ITE Ref. 221
- Hotel – ITE Ref. 310
- Marina (Berths) – ITE Ref. 420
- Museum – ITE Ref. 580
- Building Materials and Lumber Store – ITE Ref. 812
- Shopping Centre – ITE Ref. 820
- Convenience Market with Gas Pumps – ITE Ref. 853
- High-Turnover (Sit-Down) Restaurant – ITE Ref. 932

The trips generated from the proposed Visitor Centre were assumed to be included in the trips for the rest of the development and are not expected to generate additional trips onto the study road network. Vehicles that visit Visitor Centres typically stay at the development for a short period and continue to travel toward their travel destination.

The forecast trip distribution for the study development site generated traffic volumes and the adjacent development site generated traffic volumes is estimated based on the existing travel patterns as identified by the recent turning movement counts. The trip distribution and assignment procedures were assumed to be consistent among the various proposed developments and summarized below in **Table 3-3**.

Table 3-1: Forecast Study Development Site Generated Traffic

Description	Size	Unit	ITE Ref.	Avg. Trip Ends per Unit	Generated Trip Ends	% Entering	% Exiting	Vehicle Entering	Vehicle Exiting
<b>AM Peak Hour</b>									
Phase 1									
Residential - Apartment (Mid-Rise)	241	Units	221	0.36	87	26	74	23	64
Residential - Townhome (Low-Rise)	25	Units	220	0.46	12	23	77	3	9
								Subtotal:	26 73
Phase 2									
Expanded Marina (Moorage)	152	Berths	420	0.07	11	33	67	4	7
Expanded Marina (Float Homes)	10	Units	210	0.74	8	25	75	2	6
SFN Cultural Centre (Museum)	13	1,000 Sq.ft	580	0.28	4	86	14	3	1
Restaurant/Shops (Shopping Centre)	12	1,000 Sq.ft	820	0.94	12	62	38	7	5
Marine Services (Light Industrial)	15	1,000 Sq.ft	110	0.7	11	88	12	10	1
								Subtotal:	26 20
Phase 3									
Live-Work-Learn (Light Industrial)	43	1,000 Sq.ft	110	0.7	31	88	12	27	4
Residential - Apartment (Mid-Rise)	30	Units	221	0.36	11	26	74	3	8
Hotel	80	Room	310	0.67	54	60	40	32	22
Restaurant/Shops (Shopping Centre)	5	1,000 Sq.ft	820	0.94	5	62	38	3	2
								Subtotal:	65 36
								<b>Total:</b>	<b>117 129</b>
<b>PM Peak Hour</b>									
Phase 1									
Residential - Apartment (Mid-Rise)	241	Units	221	0.44	107	61	39	65	42
Residential - Townhome (Low-Rise)	25	Units	220	0.56	14	63	37	9	5
								Subtotal:	74 47
Phase 2									
Expanded Marina (Moorage)	152	Berths	420	0.21	32	60	40	19	13
Expanded Marina (Float Homes)	10	Units	210	0.99	10	63	37	6	4
SFN Cultural Centre (Museum)	13	1,000 Sq.ft	580	0.18	3	16	84	0	3
Restaurant/Shops (Shopping Centre)	12	1,000 Sq.ft	820	3.81	46	48	52	22	24
Marine Services (Light Industrial)	15	1,000 Sq.ft	110	0.63	10	13	87	1	9
								Subtotal:	48 53
Phase 3									
Live-Work-Learn (Light Industrial)	43	1,000 Sq.ft	110	0.63	28	13	87	4	24
Residential - Apartment (Mid-Rise)	30	Units	221	0.44	14	61	39	9	5
Hotel	80	Room	310	0.89	72	54	46	39	33
Restaurant/Shops (Shopping Centre)	5	1,000 Sq.ft	820	3.81	20	48	52	10	10
								Subtotal:	62 72
								<b>Total:</b>	<b>184 172</b>
<b>Weekend Peak Hour</b>									
Phase 1									
Residential - Apartment (Mid-Rise)	241	Units	221	0.44	107	49	51	52	55
Residential - Townhome (Low-Rise)	25	Units	220	0.7	18	50	50	9	9
								Subtotal:	61 64
Phase 2									
Expanded Marina (Moorage)	152	Berths	420	0.22	34	44	56	15	19
Expanded Marina (Float Homes)	10	Units	210	0.93	10	54	46	5	5
SFN Cultural Centre (Museum)	13	1,000 Sq.ft	580	0.66	9	71	29	6	3
Restaurant/Shops (Shopping Centre)	12	1,000 Sq.ft	820	4.5	54	52	48	28	26
Marine Services (Light Industrial)	15	1,000 Sq.ft	110	0.41	7	47	53	3	4
								Subtotal:	57 57
Phase 3									
Live-Work-Learn (Light Industrial)	43	1,000 Sq.ft	110	0.41	18	47	53	8	10
Residential - Apartment (Mid-Rise)	30	Units	221	0.44	14	49	51	7	7
Hotel	80	Room	310	1.1	88	56	44	49	39
Restaurant/Shops (Shopping Centre)	5	1,000 Sq.ft	820	4.5	23	52	48	12	11
								Subtotal:	76 67
								<b>Total:</b>	<b>194 188</b>

Table 3-2: Forecast Adjacent Development Site Generated Traffic

Description	Size	Unit	ITE Ref.	Avg. Trip Ends per Unit	Generated Trip Ends	% Entering	% Exiting	Vehicle Entering	Vehicle Exiting
<b>AM Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	0.94	5	62	38	3	2
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	9.94	59	55	45	32	27
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	40.59	110	50	50	55	55
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	5.8	16	75	25	12	4
							Subtotal:	102	88
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	1.57	3	63	37	2	1
							Subtotal:	2	1
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.17	4	77	23	3	1
							Subtotal:	3	1
							<b>Total:</b>	<b>107</b>	<b>90</b>
<b>PM Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	3.81	19	48	52	9	10
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	9.77	58	62	38	36	22
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	49.29	134	50	50	67	67
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	8.7	24	42	58	10	14
							Subtotal:	122	113
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	2.06	4	47	53	2	2
							Subtotal:	2	2
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.19	5	27	73	1	4
							Subtotal:	1	4
							<b>Total:</b>	<b>125</b>	<b>119</b>
<b>Weekend Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	4.5	22	50	50	11	11
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	11.19	67	51	49	34	33
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	49.29	134	50	50	67	67
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	8.7	24	42	58	10	14
							Subtotal:	122	125
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	9.58	15	51	49	8	7
							Subtotal:	8	7
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.05	2	64	36	1	1
							Subtotal:	1	1
							<b>Total:</b>	<b>131</b>	<b>133</b>

Table 3-3: Trip Distribution

Trip Distribution Direction	Inbound From			Outbound To		
	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour
Highway 1, west of Ludlow Road/ 1st Ave	35%	40%	40%	45%	40%	40%
Highway 1, east Transfer Beach Blvd/Roberts Street	40%	40%	35%	35%	40%	40%
Ludlow Road, south of Highway 1	15%	10%	15%	10%	10%	10%
Roberts Street, south of Highway 1	10%	10%	5%	10%	10%	5%
Transfer Beach Boulevard, east of Oyster Bay Drive	0%	0%	5%	0%	0%	5%

Based on the assumptions outlined in this section, the resulting study development site generated traffic volumes for Phase 1, Phase 2, and Phase 3 on the study road network are summarized in the **Figure 3-2**, **Figure 3-3**, and **Figure 3-4**, respectively. In addition, the adjacent development site generated traffic volumes are summarized in **Figure 3-5**.

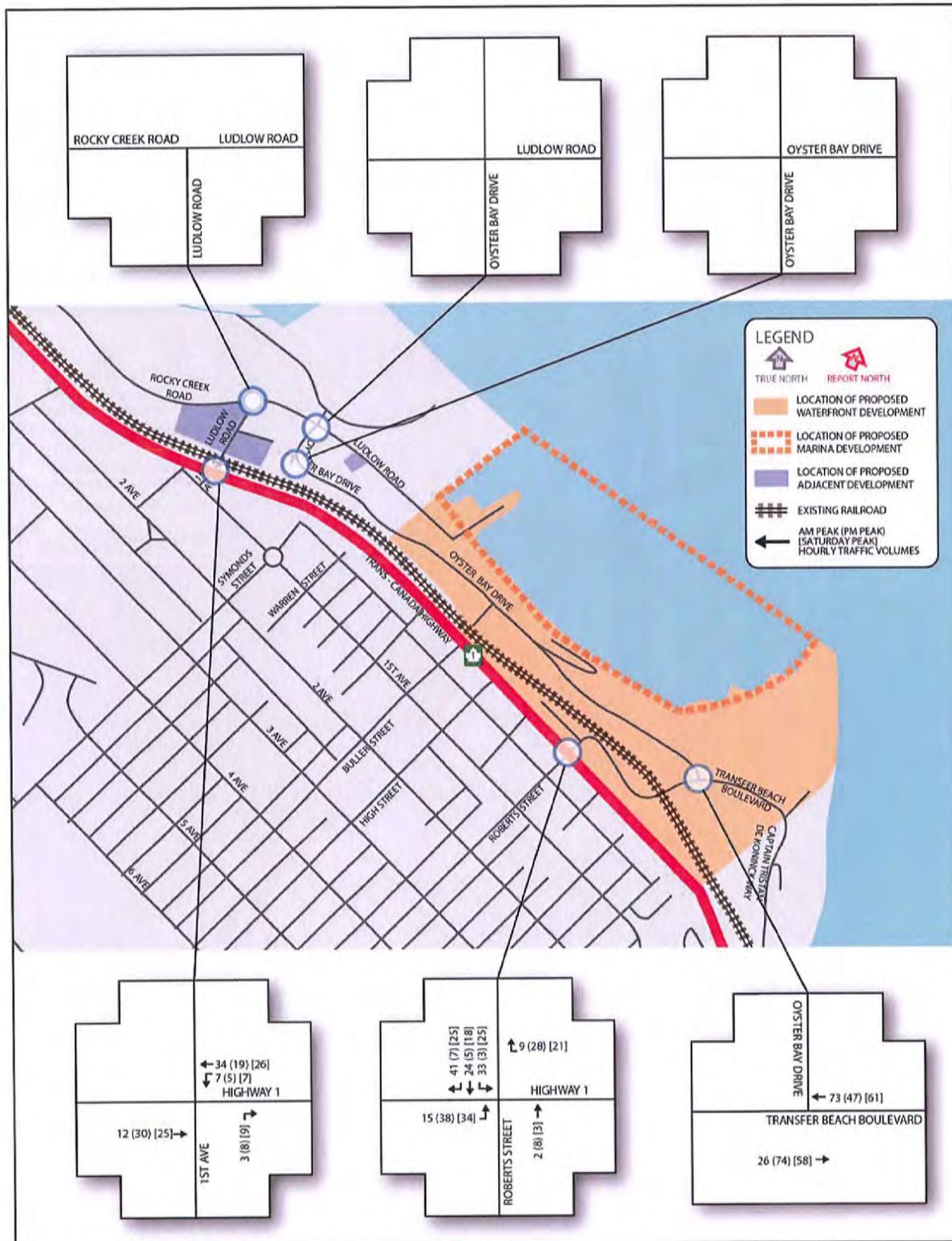


Figure 3-2: Phase 1 Development Site Generated Traffic Volumes

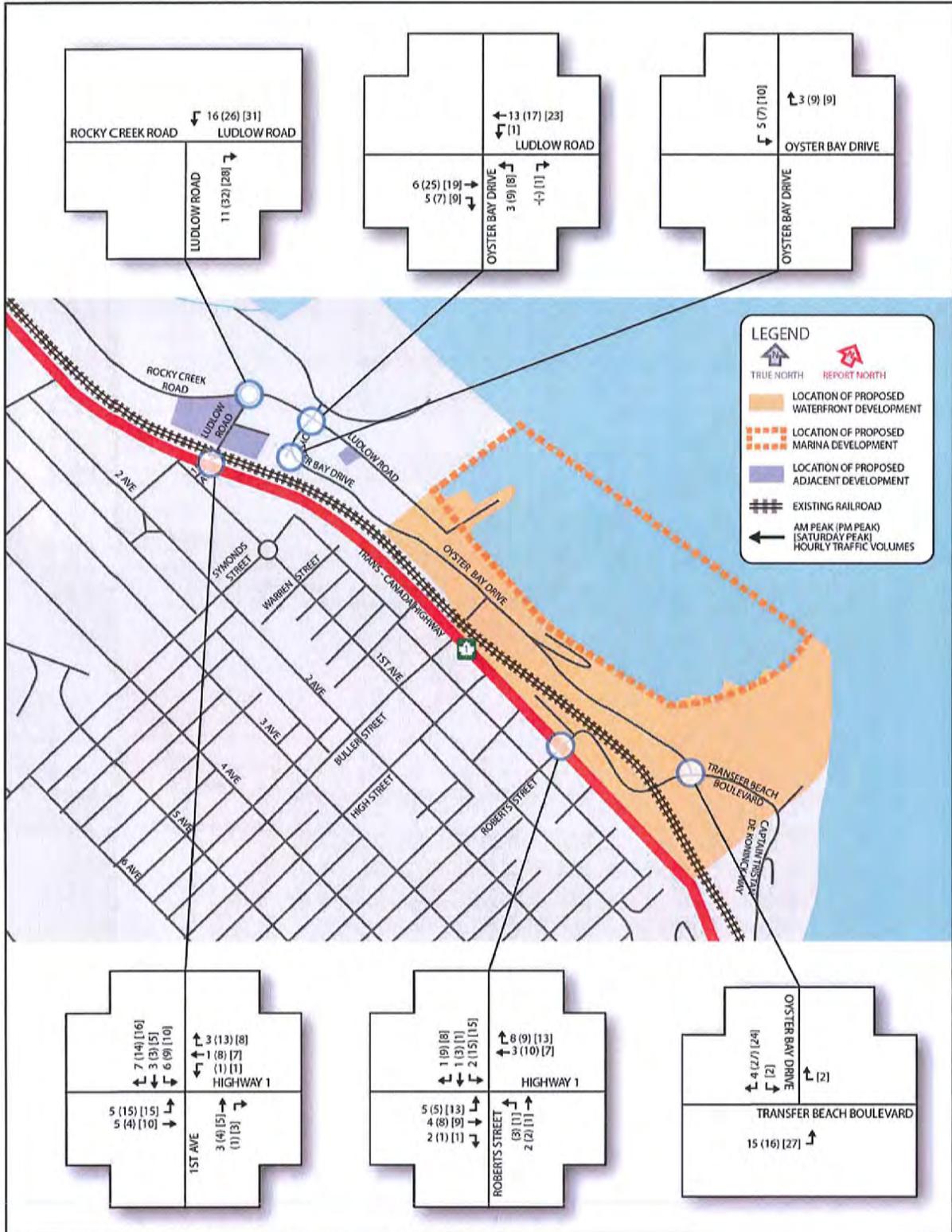


Figure 3-3: Phase 2 Development Site Generated Traffic Volumes

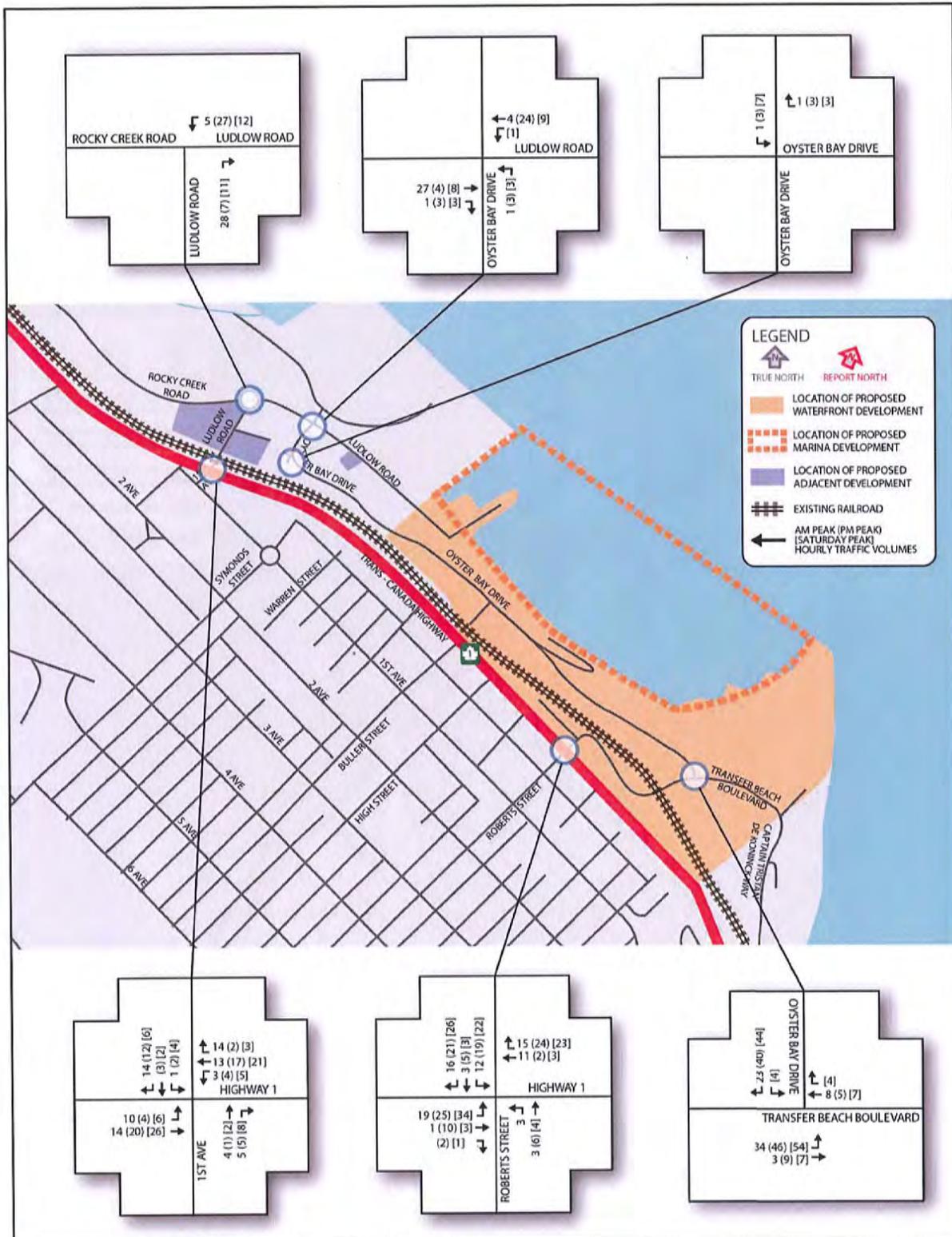


Figure 3-4: Phase 3 Development Site Generated Traffic Volumes

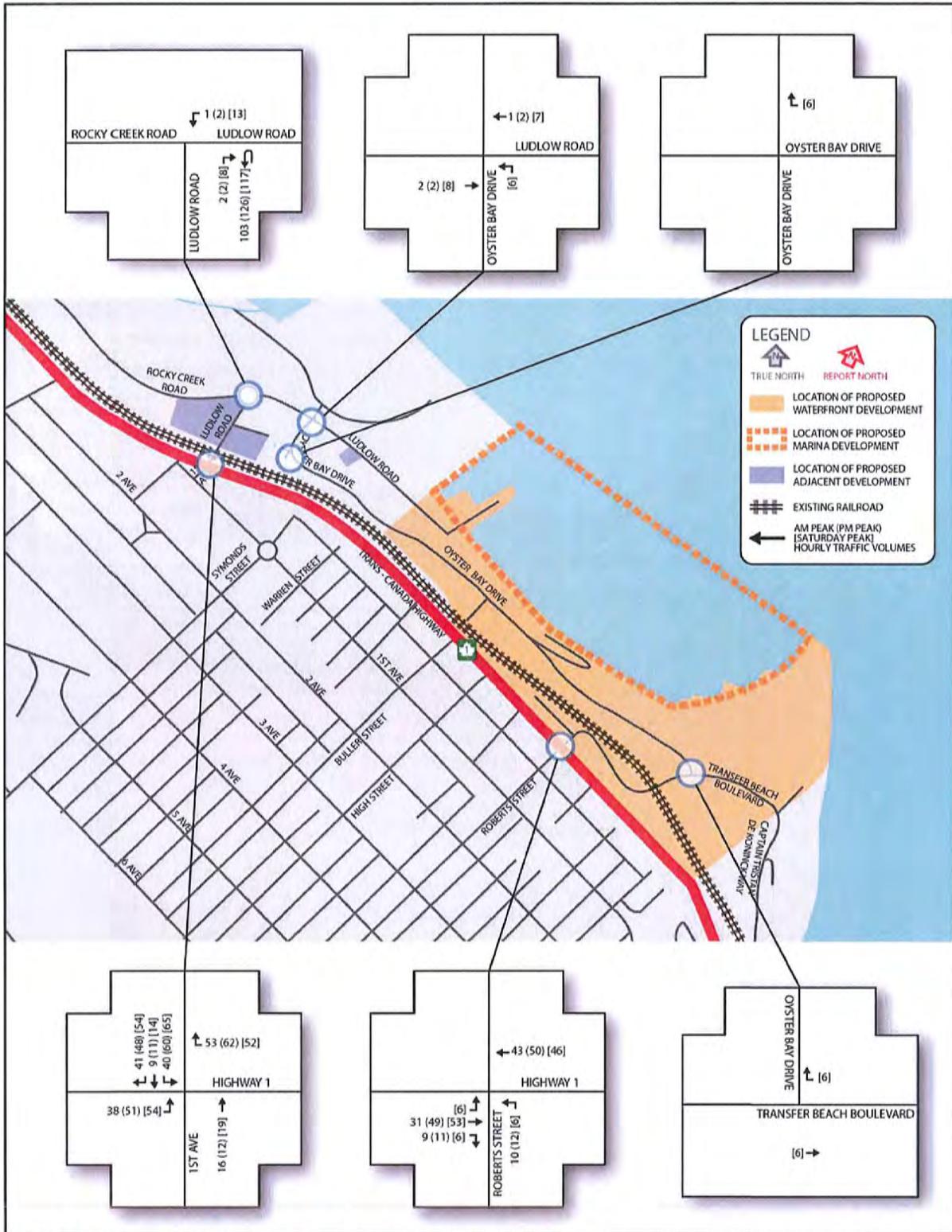


Figure 3-5: Adjacent Development Site Generated Traffic Volumes

### 3.5.2 Background Traffic Operation Analysis

As discussed with the Town, horizon year background traffic volumes were projected based on a 2% growth rate along Highway 1. The traffic operation analyses for the horizon year scenarios were performed based on optimized signal timing plans that follow the typical BC MOTI requirements. In addition, the adjacent development site generated traffic volumes were included for the background traffic operation analysis. As per the Driveway Assessment memo submitted to the Town in March 2018, the intersection of Ludlow Road and Rocky Creek Road is also assumed to be upgraded to a roundabout configuration by the 2023 horizon year. The proposed laning configuration is shown in **Figure 3-6**.

#### 2023 Horizon Year Background Conditions

During the AM peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate above study thresholds at LOS C with a calculated v/c ratio of 0.87. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the eastbound through and westbound through movements at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road are both expected to operate above study thresholds with calculated v/c ratios of 0.87 and 0.98, respectively. The eastbound through/right-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS C with a v/c ratio of 0.89. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the Saturday peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.86. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

The 2023 horizon year background scenario traffic volumes are shown in **Figure 3-7**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2023 horizon year background scenarios are summarized in **Table 3-4**.

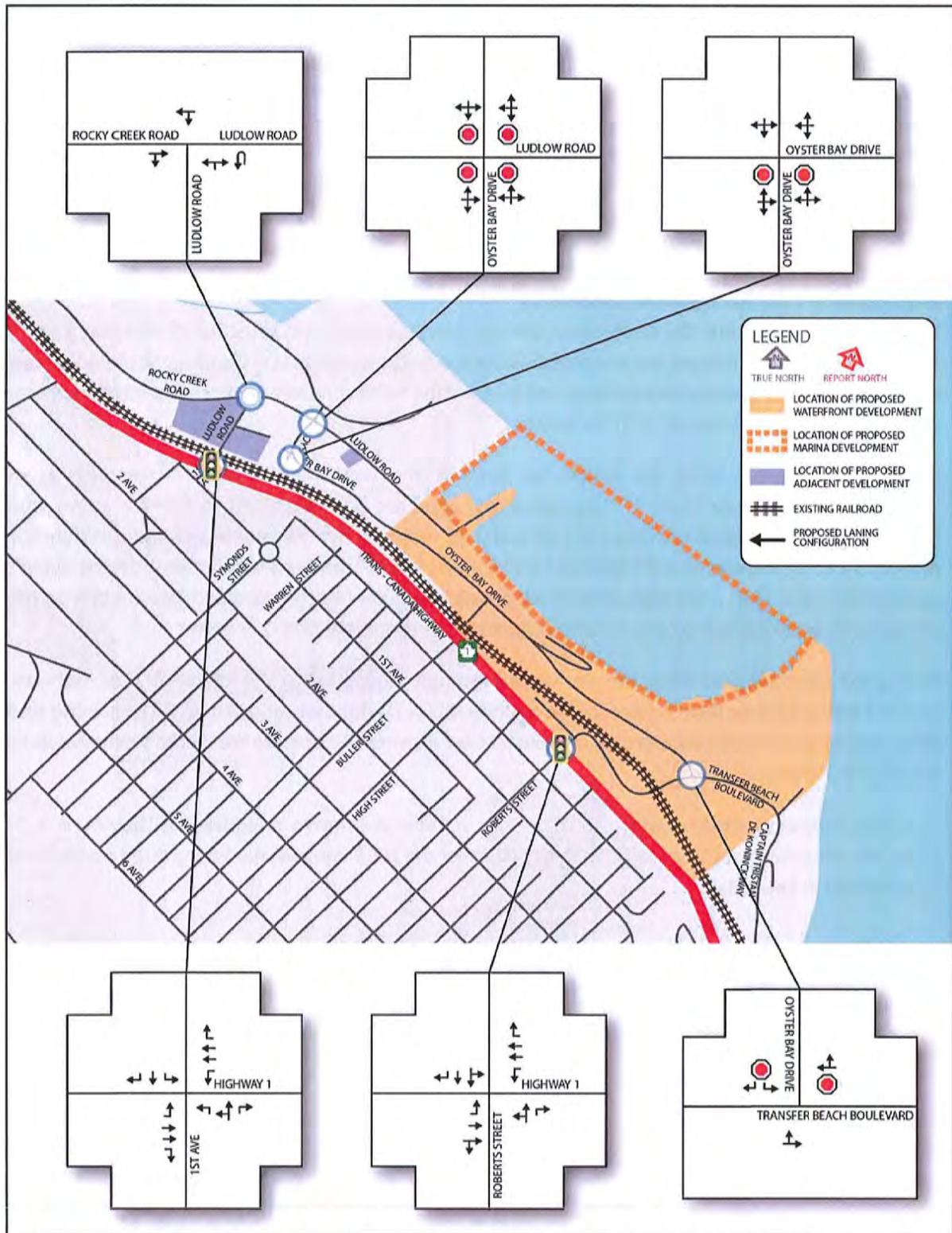


Figure 3-6: Proposed Laning Configuration

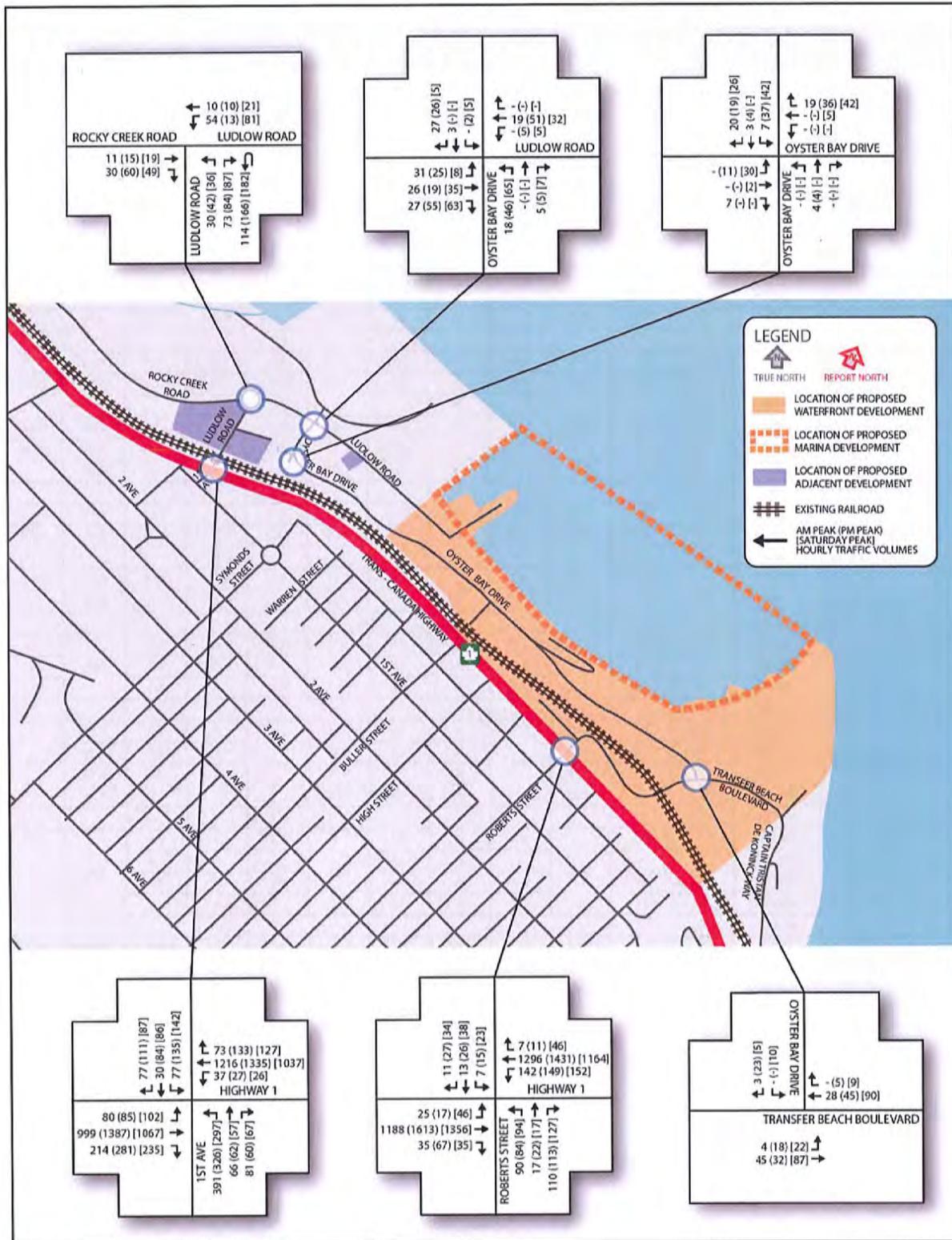


Figure 3-7: 2023 Horizon Year Background Traffic Volumes

Table 3-4: 2023 Horizon Year Background Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	19.2	0.43	16.1	D	41.6	0.67	#25.7	C	25.4	0.56	#22.8
	EBT	B	17.7	0.58	95.6	C	29.6	0.87	#177.7	C	21.1	0.66	111.2
	EBR	A	2.6	0.25	11.2	A	3.5	0.33	15.9	A	2.8	0.28	12.4
	WBL	C	24.6	0.21	13.6	D	39.9	0.37	#15.5	C	27.0	0.20	11.0
	WBT	C	34.3	0.87	#175.5	D	50.3	0.98	#207.2	D	36.7	0.86	#144.0
	WBR	A	0.3	0.10	-	A	2.1	0.19	6.7	A	2.0	0.20	5.7
	NBL	D	52.8	0.76	#81.5	D	54.4	0.74	65.0	D	54.5	0.72	60.1
	NBL/T	D	52.8	0.76	#82.5	D	54.0	0.74	65.3	D	54.2	0.72	60.8
	NBR	A	1.0	0.20	-	A	0.8	0.16	-	A	1.0	0.18	-
	SBL	D	52.2	0.46	30.9	D	52.2	0.62	47.0	D	52.8	0.64	#49.0
	SBT	D	44.4	0.17	15.2	D	43.3	0.36	31.0	D	43.1	0.37	31.4
SBR	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-	
Int. LOS		C				C				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	13.1	0.15	6.8	B	12.5	0.10	5.5	B	14.8	0.24	11.3
	EBT/R	B	17.9	0.74	103.0	C	25.5	0.89	#225.0	C	21.1	0.82	127.5
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	B	14.2	0.51	21.5	C	27.9	0.63	35.1	B	17.0	0.55	25.5
	WBT	A	7.1	0.57	62.8	A	7.5	0.59	89.9	A	6.4	0.51	52.9
	WBR	A	-	0.01	-	A	-	0.01	-	A	1.2	0.04	2.5
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBL/T	D	45.5	0.60	#33.1	D	53.9	0.62	37.8	D	50.4	0.66	#37.5
	NBR	B	10.2	0.37	13.5	B	10.6	0.39	14.8	B	10.0	0.41	14.4
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBL/T	C	29.6	0.05	4.7	D	36.4	0.11	8.6	C	30.9	0.17	10.1
SBR	A	-	0.01	-	A	-	0.02	-	A	-	0.02	-	
Int. LOS		B				B				B			
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	N/A	1.3
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8		1.8
	NBL/R	A	5.4		7.0	A	6.2		10.4	A	6.3		11.1
Int. LOS		A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	0.10	N/A	A	7.4	0.12	N/A	A	7.4	0.12	N/A
	WBL/T/R	A	7.2	0.02		A	7.6	0.07		A	7.5	0.05	
	NBL/T/R	A	7.4	0.03		A	7.8	0.07		A	7.8	0.10	
	SBL/T/R	A	6.8	0.03		A	6.9	0.03		A	7.2	0.01	
Int. LOS		A				A				A			
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.5	N/A	6.3	A	3.7	N/A	8.7	A	8.5	N/A	15.3
	WBL/T/R	A	-		-	A	0.5		-	A	1.5		-
	NBL/T/R	A	4.4		6.0	A	-		7.1	A	0.4		-
	SBL/T/R	A	0.7		-	A	4.5		-	A	-		0.8
Int. LOS		A				A				A			
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.6	0.00	0.1	A	2.7	0.01	0.3	A	1.6	0.02	0.4
	WBT/R	A	-	0.02	-	A	-	0.03	-	A	-	0.06	-
	SBL/R	A	8.5	0.00	0.1	A	8.6	0.02	0.6	A	9.7	0.02	0.5
	Int. LOS		A				A				A		

**2028 Horizon Year Background Conditions**

During the AM peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.96. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to have several turning movements operating above the study thresholds. The eastbound through, westbound through, northbound left-turn, northbound through/left-turn, and southbound left-turn movements are all expected to operate above the study thresholds with v/c ratios of 0.87, 1.01, 0.89, 0.88, and 0.69, respectively. The eastbound through/right-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate above study thresholds at LOS C with a v/c ratio of 0.96. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the Saturday peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.95. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

The 2028 horizon year background scenario traffic volumes are shown in **Figure 3-8**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2028 horizon year background scenarios are summarized in **Table 3-5**.

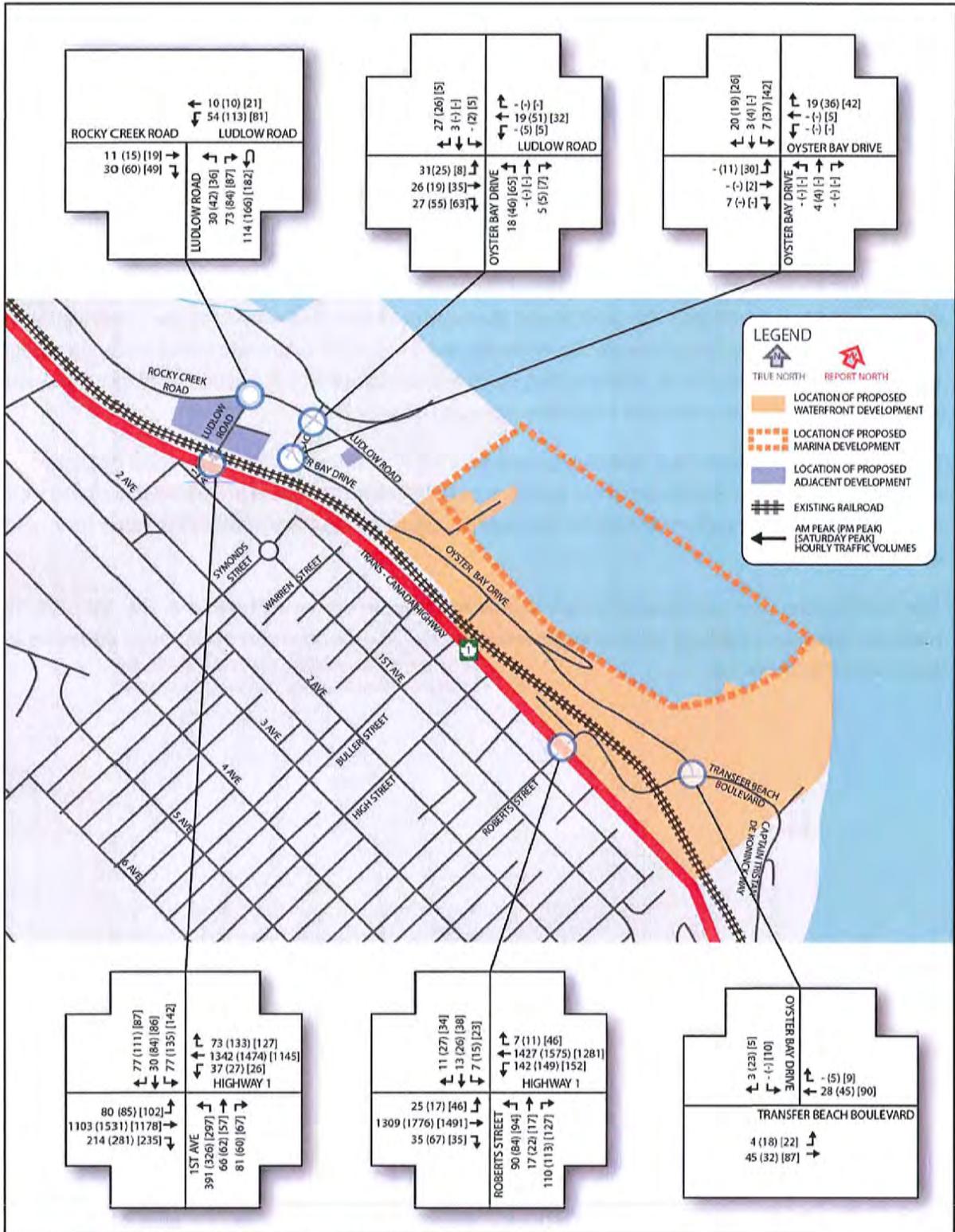


Figure 3-8: 2028 Horizon Year Background Traffic Volumes

Table 3-5: 2028 Horizon Year Background Traffic Operations

a	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	19.6	0.43	16.4	C	22.5	0.51	17.6	C	22.7	0.54	19.4
	EBT	B	19.4	0.64	112.5	C	26.4	0.87	175.3	C	22.7	0.76	118.0
	EBR	A	2.6	0.25	11.5	A	2.5	0.31	12.6	A	2.8	0.29	11.8
	WBL	C	28.3	0.27	14.8	D	39.1	0.39	#15.6	C	31.3	0.28	11.7
	WBT	D	46.1	0.96	#210.1	E	55.4	1.01	#224.6	D	45.0	0.95	#181.1
	WBR	A	0.3	0.10	-	A	1.8	0.18	6.2	A	1.4	0.19	3.3
	NBL	D	54.0	0.77	#81.1	E	79.1	0.89	#84.5	D	52.5	0.73	#61.3
	NBL/T	D	53.9	0.77	#82.1	E	78.3	0.88	#84.9	D	52.1	0.73	#61.4
	NBR	A	1.0	0.20	-	A	1.0	0.17	-	A	0.9	0.18	-
	SBL	D	50.3	0.44	30.5	E	60.4	0.69	#53.4	D	49.8	0.64	#49.0
	SBT	D	43.3	0.17	15.0	D	46.7	0.41	31.7	D	40.0	0.37	29.1
SBR	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-	
Int. LOS	C				D				C				
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	12.7	0.16	6.7	B	13.2	0.13	5.7	B	15.1	0.25	12.2
	EBT/R	B	17.7	0.77	113.1	C	32.5	0.96	#259.6	C	22.0	0.84	155.9
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	B	16.0	0.53	22.7	C	33.4	0.69	#44.1	C	23.6	0.81	31.0
	WBT	A	6.9	0.61	66.0	A	8.6	0.65	111.8	A	6.8	0.54	66.4
	WBR	A	-	0.01	-	A	-	0.01	-	A	1.3	0.04	2.8
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBL/T	D	55.0	0.68	40.0	D	52.7	0.61	37.2	D	54.3	0.67	#37.7
	NBR	B	11.2	0.40	14.0	B	10.4	0.36	14.6	B	10.4	0.41	15.1
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBL/T	C	31.2	0.06	4.8	D	35.8	0.11	8.5	C	34.3	0.17	11.1
SBR	A	-	0.01	-	A	-	0.02	-	A	-	0.02	-	
Int. LOS	B				C				B				
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	NA	1.2	A	4.6	NA	1.3	A	4.7	-	1.3
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8	NA	1.8
	NBL/R	A	5.4		7.0	A	6.2		10.4	A	6.3	NA	11.1
	Int. LOS	A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	NA	0.10	A	7.4	NA	0.12	A	7.4	0.12	NA
	WBL/T/R	A	7.2		0.02	A	7.6		0.07	A	7.5	0.05	
	NBL/T/R	A	7.4		0.03	A	7.8		0.07	A	7.8	0.10	
	SBL/T/R	A	6.8	0.03	A	6.9	0.03	A	7.2	0.01			
Int. LOS	A				A				A				
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.4	NA	7.6	A	4.2	NA	9.6	A	4.4	NA	13.2
	WBL/T/R	A	0.0		-	A	0.2		-	A	0.6		-
	NBL/T/R	A	4.1		5.9	A	3.5		4.7	A	-		-
	SBL/T/R	A	0.7	-	A	0.3	-	A	0.3	-			
Int. LOS	A				A				A				
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.6	0.00	0.1	A	2.7	0.01	0.3	A	1.9	0.02	0.4
	WBT/R	A	-	0.02	-	A	-	0.03	-	A	-	0.06	-
	SBL/R	A	8.5	0.00	0.1	A	8.6	0.02	0.6	A	9.7	0.02	0.5
	Int. LOS	A				A				A			

**2038 Horizon Year Background Conditions**

During the AM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road has several movements operating above the study thresholds. The westbound through movement is expected to operate at LOS D with a v/c ratio of 0.99. The northbound left-turn, northbound through/left-turn, southbound left-turn, and southbound through movements are expected to operate at LOS E with v/c ratios of 0.88, 0.88, 0.61, and 0.23, respectively. The eastbound through/right-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS C with a v/c ratio of 0.86. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds.

During the PM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is estimated to operate at LOS D, however, various turning movements are expected to operate above the study thresholds. The eastbound through, westbound through, northbound left-turn, northbound through/left-turn, and southbound left-turn movements are all expected to have calculated v/c ratios of 0.91, 1.03, 1.06, 1.05, and 0.95, respectively. The southbound through movement is expected to operate at LOS E with a v/c ratio of 0.56. The eastbound through/right-turn movement at Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS F with a v/c ratio of 1.13. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds.

During the Saturday peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS C. However, several turning movements are expected to operate above the study thresholds. The westbound through movement is expected to operate at LOS D with a v/c ratio of 0.97. In addition, the northbound left-turn, northbound through/left-turn, and southbound left-turn movements are expected to operate at LOS E, LOS E, and LOS F, respectively. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds.

The 2038 horizon year background scenario traffic volumes are shown in **Figure 3-9**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2038 horizon year background scenarios are summarized in **Table 3-6**.

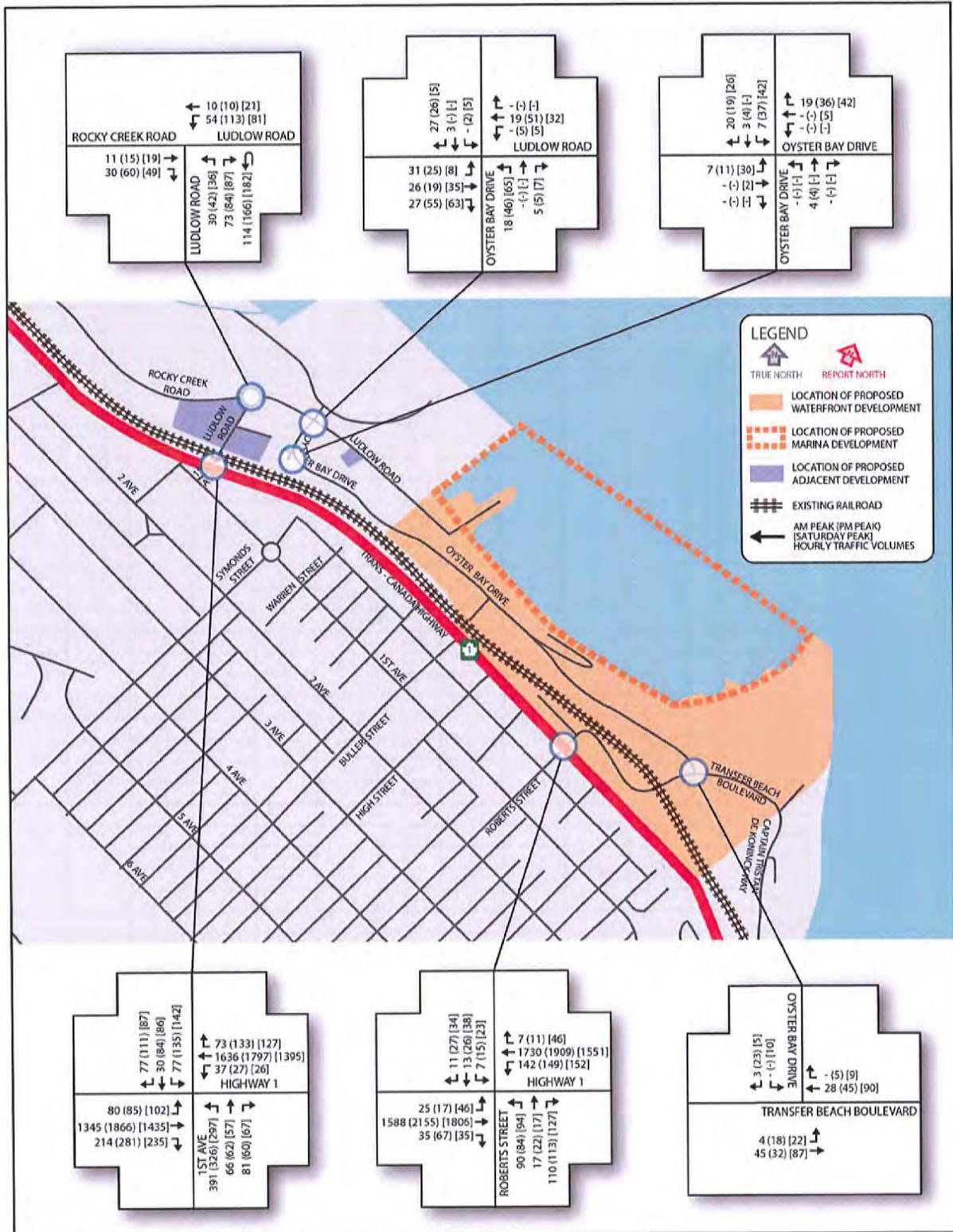


Figure 3-9: 2038 Horizon Year Background Traffic Volumes

Table 3-6: 2038 Horizon Year Background Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	C	28.6	0.56	#21.2	C	31.8	0.61	#25.0	C	27.0	0.60	#25.3
	EBT	B	19.7	0.70	144.6	C	26.9	0.91	245.0	C	21.1	0.78	148.1
	EBR	A	1.9	0.23	9.9	A	2.7	0.28	15.1	A	2.1	0.25	10.3
	WBL	C	30.4	0.35	16.6	D	47.2	0.47	#18.9	D	38.4	0.37	13.1
	WBT	D	46.6	0.99	#275.4	E	59.0	1.03	#302.2	D	44.2	0.97	#198.4
	WBR	A	0.2	0.09	-	A	2.3	0.16	8.3	A	1.5	0.17	4.9
	NBL	E	78.8	0.89	#106.4	F	130.2	1.05	#106.2	E	71.2	0.83	#74.7
	NBL/T	E	78.8	0.88	#108.8	F	129.5	1.05	#107.3	E	70.8	0.83	#75.5
	NBR	A	1.9	0.23	1.6	A	1.5	0.21	-	A	1.2	0.20	-
	SBL	E	72.5	0.61	#40.3	F	114.7	0.95	#74.7	F	82.5	0.85	#63.9
	SBT	E	56.3	0.23	17.8	E	66.4	0.56	38.0	D	51.7	0.49	32.9
	SBR	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-
Int. LOS		D				D				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	18.6	0.26	8.8	B	19.1	0.23	7.1	C	21.7	0.38	14.5
	EBT/R	C	21.5	0.88	165.8	F	85.2	1.13	#342.5	D	51.1	1.04	#221.0
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	C	25.5	0.63	#30.1	D	43.4	0.78	#49.5	C	22.8	0.63	#31.4
	WBT	A	9.1	0.72	110.6	B	11.8	0.79	170.6	A	8.4	0.67	86.3
	WBR	A	-	0.01	-	A	-	0.01	-	A	1.2	0.04	2.5
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBL/T	D	54.4	0.66	#36.6	D	52.8	0.61	37.2	D	51.3	0.67	#37.5
	NBR	B	11.0	0.39	14.5	B	11.2	0.39	15.3	B	10.1	0.41	14.4
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBL/T	C	33.8	0.08	5.1	D	35.8	0.11	8.5	C	30.9	0.17	10.1
	SBR	A	-	0.01	-	A	-	0.02	-	A	-	0.02	-
Int. LOS		B				D				C			
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	1.3	
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8	N/A	1.8
	NBL/R	A	5.4		7.0	A	6.2		10.4	A	6.3	N/A	11.1
	Int. LOS		A				A				A		
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	0.10	N/A	A	7.4	0.11	N/A	A	7.4	0.12	N/A
	WBL/T/R	A	7.2	0.02		A	7.5	0.07		A	7.5	0.05	
	NBL/T/R	A	7.4	0.03		A	7.8	0.07		A	7.8	0.10	
	SBL/T/R	A	6.8	0.03		A	6.9	0.03		A	7.2	0.01	
	Int. LOS		A				A				A		
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.2	N/A	8.1	A	4.2	N/A	9.8	A	5.4	14.3	
	WBL/T/R	A	0.1		-	A	0.5		-	A	0.4	-	
	NBL/T/R	A	4.3		5.6	A	4.1		7.0	A	-	-	
	SBL/T/R	A	0.6		-	A	0.6		-	A	0.3	-	
Int. LOS		A				A				A			
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.6	0.00	0.1	A	2.7	0.01	0.3	A	1.6	0.02	0.4
	WBT/R	A	-	0.02	-	A	-	0.03	-	A	-	0.06	-
	SBL/R	A	8.5	0.00	0.1	A	8.6	0.02	0.6	A	9.7	0.02	0.5
	Int. LOS		A				A				A		

### 2043 Horizon Year Background Conditions

During the AM peak hour, the westbound through, northbound left-turn, northbound through, and southbound left-turn movements at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road are expected to operate above the study thresholds at LOS E with v/c ratios of 1.06, 0.86, 0.86, and 0.54, respectively. The eastbound through/left-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS C with a v/c ratio of 0.93. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS E with several turning movements operating above the study thresholds. The eastbound through, westbound through, northbound left-turn, northbound through, and southbound left-turn movements are expected to operate with v/c ratios of 0.98, 1.12, 1.06, 1.05, and 1.12, respectively. The southbound through movement is expected to operate at LOS E with a v/c ratio of 0.66. The eastbound through/left-turn, westbound left-turn, and northbound through movements at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard are expected to operate above the study thresholds with v/c ratios of 1.06, 0.91, and 0.99, respectively. All remaining study intersections and turning movements are expected to operate within the study thresholds.

During the Saturday peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with several turning movements operating above the study thresholds. The westbound through, northbound left-turn, northbound through, and southbound left-turn movements are expected to operate with v/c ratios of 0.99, 1.02, 1.02, and 0.94, respectively. The southbound through movement is expected to operate at LOS E with a v/c ratio of 0.54. The eastbound through/left-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate above the study threshold at LOS E with a v/c ratio of 1.10. All remaining study intersections and turning movements are expected to operate within the study thresholds.

The 2043 horizon year background scenario traffic volumes are shown in **Figure 3-10**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2043 horizon year background scenarios are summarized in **Table 3-7**.

### Background Conditions Summary

Generally, the intersections of Highway 1 at 1<sup>st</sup> Avenue/Ludlow Road and Highway 1 at Roberts Street/Transfer Beach Boulevard are expected to have several turning movements that operate above the study thresholds by the 2023 horizon year for all three peak periods. By the 2043 horizon year, the Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road intersection will operate above the study thresholds at LOS E during the PM peak hour. All remaining study intersections are expected to operate within the study thresholds for all study horizon years.

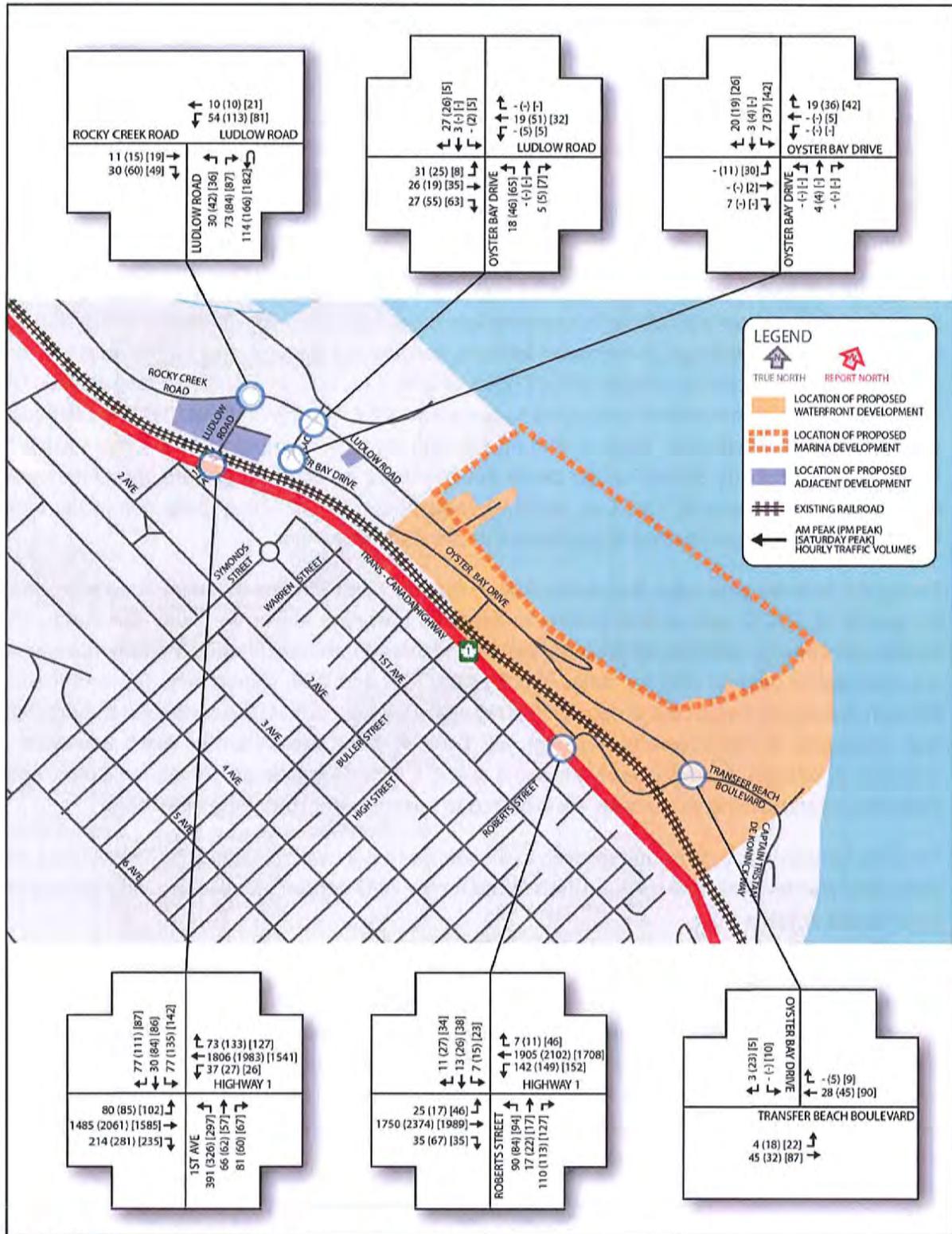


Figure 3-10: 2043 Horizon Year Background Traffic Volumes

Table 3-7: 2043 Horizon Year Background Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	C	27.5	0.54	#21.8	C	30.3	0.59	#23.1	C	26.7	0.61	#25.6
	EBT	C	21.0	0.76	175.5	D	38.3	0.98	#324.1	C	20.1	0.81	160.3
	EBR	A	2.8	0.22	12.3	A	2.9	0.28	16.0	A	1.8	0.24	9.3
	WBL	D	44.9	0.48	#23.4	D	46.3	0.47	#18.9	C	34.5	0.37	13.0
	WBT	E	68.3	1.06	#326.7	F	88.7	1.12	#348.8	D	45.3	0.99	#217.9
	WBR	A	0.2	0.09	-	A	2.2	0.16	8.1	A	1.3	0.16	4.6
	NBL	E	75.2	0.86	#108.4	F	130.2	1.05	#108.2	F	117.2	1.02	#85.5
	NBT	E	75.2	0.86	#108.8	F	129.5	1.05	#107.3	F	116.6	1.02	#86.6
	NBR	A	1.9	0.22	1.6	A	1.5	0.21	-	A	1.5	0.22	-
	SBL	E	66.2	0.54	35.9	F	165.4	1.12	#80.6	F	102.8	0.94	#67.2
	SBT	D	54.5	0.20	17.6	E	76.9	0.68	#44.1	E	55.5	0.54	33.2
SBR	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-	
Int. LOS	D				E				D				
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	C	22.5	0.32	10.0	B	17.3	0.26	6.4	D	36.3	0.5	#23.6
	EBL/T	C	26.9	0.93	#218.0	E	56.9	1.05	#402.5	E	65.3	1.1	#277.0
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	C	28.8	0.67	#35.1	E	75.2	0.91	#62.5	D	37.2	0.8	#44.0
	WBL/T	B	10.9	0.79	138.5	A	8.4	0.79	142.6	B	10.2	0.7	124.1
	WBR	A	-	0.01	-	A	-	0.01	0.1	A	1.5	0.0	3.1
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBT	D	54.4	0.66	#36.6	F	136.7	0.99	#65.1	D	49.7	0.6	36.0
	NBR	B	11.0	0.39	14.5	C	25.1	0.55	24.2	B	11.2	0.4	16.1
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBT/R	C	33.8	0.06	5.1	D	53.3	0.19	11.2	C	32.8	0.2	10.7
SBR	A	-	0.01	-	A	-	0.02	-	A	-	0.0	-	
Int. LOS	B				D				D				
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	1.3	
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8	N/A	1.8
	NBL/R	A	5.4		7.0	A	6.2		10.4	A	6.3	N/A	11.1
	Int. LOS	A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	0.10	N/A	A	7.4	0.12	N/A	A	7.4	0.12	N/A
	WBL/T/R	A	7.2	0.02		A	7.6	0.07		A	7.5	0.05	
	NBL/T/R	A	7.4	0.03		A	7.8	0.07		A	7.8	0.10	
	SBL/T/R	A	6.8	0.03		A	6.9	0.03		A	7.2	0.01	
Int. LOS	A				A				A				
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.6	N/A	7.7	A	4.2	N/A	9.6	A	4.9	14.1	
	WBL/T/R	A	0.1		-	A	0.3		-	A	0.6	-	
	NBL/T/R	A	4.1		4.8	A	4.0		4.7	A	-	-	
	SBL/T/R	A	0.5		-	A	0.4		-	A	0.4	1.3	
Int. LOS	A				A				A				
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.6	0.00	0.1	A	2.7	0.01	0.3	A	1.6	0.02	0.4
	WBT/R	A	-	0.02	-	A	-	0.03	-	A	-	0.06	-
	SBL/R	A	8.5	0.00	0.1	A	8.6	0.02	0.6	A	9.7	0.02	0.5
	Int. LOS	A				A				A			

3.5.3 Combined Traffic Operation Analysis

For the combined traffic operation analysis, which considered the background traffic growth, the adjacent development site generated traffic volumes, and the study development site generated traffic volumes, the signalized study intersections were analyzed based on optimized signal timing plans based on typical BC MOTI timing standards. Based on information provided by the Town, and as described in Section 3.1, Phase 1 will be completed in the 2023 horizon year, Phase 2 will be completed in the 2028 horizon year, and Phase 3 will be completed in the 2038 horizon year. Similar to the background traffic operation analysis, it is assumed that the roundabout at the intersection of Ludlow

Road and Rocky Creek Road, recommended in the Driveway Assessment, is implemented by the 2023 horizon year for the following analyses.

### **2023 Horizon Year Combined Conditions**

During the AM peak hour, the southbound left-turn movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS E with a v/c ratio of 0.42. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road intersection is expected to operate at LOS C, however several of the turning movements were calculated to be operating above the study thresholds. The westbound through movement is expected to operate at LOS D with a v/c ratio of 0.89. The northbound left-turn, northbound through, southbound left-turn, and southbound through movements are all expected to operate at LOS E. The northbound through/left-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS E with a v/c ratio of 0.69. All remaining study intersections and turning movements are expected to operate within the study thresholds.

During the Saturday peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.87. All remaining study intersections and turning movements are expected to operate at LOS D or better with a maximum v/c ratio of 0.83.

The 2023 horizon year combined scenario traffic volumes are shown in **Figure 3-11**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2023 horizon year combined scenarios are summarized in **Table 3-8**.

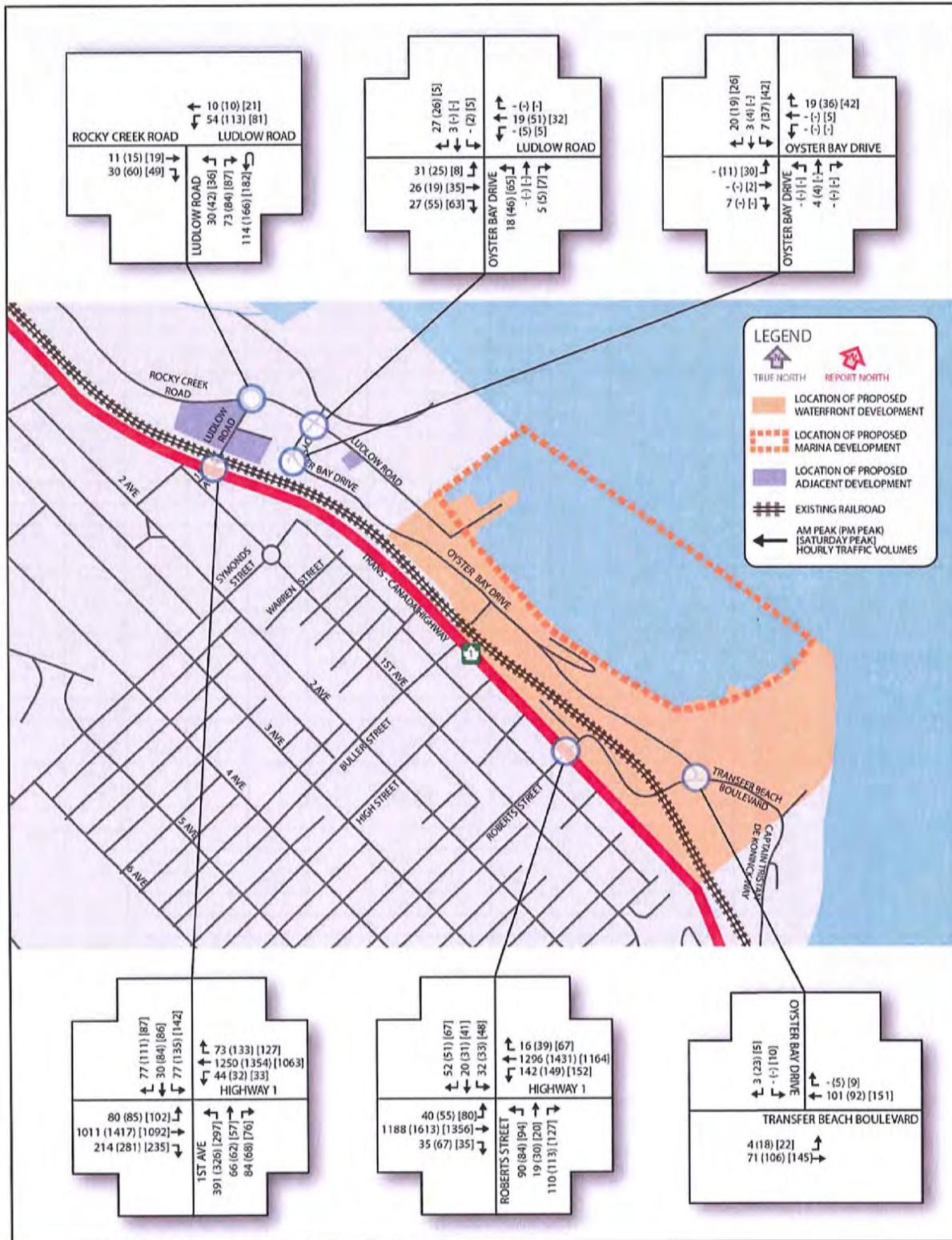


Figure 3-11: 2023 Horizon Year Combined Traffic Volumes

Table 3-8: 2023 Horizon Year Combined Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	C	26.1	0.49	21.4	C	30.0	0.58	#23.1	C	26.8	0.58	#25.2
	EBT	C	20.6	0.58	121.6	C	23.0	0.76	170.5	C	21.5	0.67	115.7
	EBR	A	2.9	0.24	12.9	A	2.8	0.30	14.8	A	2.8	0.28	12.5
	WBL	C	30.0	0.26	18.8	D	41.6	0.43	17.7	C	30.1	0.28	14.1
	WBT	D	36.5	0.85	#217.1	D	37.1	0.89	198.0	D	37.6	0.87	#150.2
	WBR	A	0.2	0.10	-	A	3.1	0.18	9.7	A	2.0	0.20	5.7
	NBL	D	54.8	0.73	83.6	E	75.4	0.83	#87.8	D	54.8	0.72	60.1
	NBT	D	54.6	0.73	85.3	E	74.9	0.83	#88.7	D	54.5	0.72	60.8
	NBR	A	1.9	0.21	2.0	A	1.3	0.20	-	A	1.2	0.21	-
	SBL	E	55.3	0.42	34.7	E	73.4	0.74	#63.4	D	52.2	0.63	48.6
	SBT	D	49.0	0.16	17.0	E	56.5	0.44	36.9	D	42.8	0.36	31.3
SBT	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-	
Int. LOS		C				C				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	15.3	0.24	10.4	B	16.2	0.34	14.9	B	19.9	0.41	20.7
	EBT/R	B	17.9	0.74	103.0	B	19.5	0.83	174.4	C	21.2	0.83	127.5
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	B	14.3	0.51	21.5	D	51.9	0.83	#51.0	B	17.1	0.55	25.5
	WBT	A	7.1	0.57	62.8	A	7.2	0.59	82.3	A	6.4	0.51	52.9
	WBR	A	-	0.02	0.1	A	1.2	0.04	2.4	A	1.2	0.06	3.2
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBL/T	D	47.4	0.63	#36.2	E	60.4	0.69	#42.2	D	52.9	0.69	#39.8
	NBR	B	10.1	0.37	13.5	B	11.1	0.39	15.2	B	10.0	0.41	14.4
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBL/T	C	30.6	0.15	9.1	D	38.9	0.20	12.7	C	32.0	0.26	13.6
SBR	A	-	0.04	-	A	-	0.03	-	A	0.1	0.05	-	
Int. LOS		B				B				B			
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	N/A	1.3
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8		1.8
	NBL/R	A	5.4		7.0	A	6.2		10.4	A	6.3		11.1
Int. LOS		A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.4	0.10	N/A	A	7.4	0.12	N/A	A	7.4	0.12	N/A
	WBL/T/R	A	7.2	0.02		A	7.6	0.07		A	7.5	0.05	
	NBL/T/R	A	7.4	0.03		A	7.8	0.07		A	7.8	0.10	
	SBL/T/R	A	6.8	0.03		A	6.9	0.03		A	7.2	0.01	
Int. LOS		A				A				A			
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.4	N/A	8.2	A	3.4	N/A	9.9	A	4.7	N/A	14.7
	WBL/T/R	A	0.1		-	A	0.4		-	A	0.4		-
	NBL/T/R	A	4.0		4.9	A	4.3		5.3	A	-		-
	SBL/T/R	A	0.6		-	A	0.3		-	A	0.4		-
Int. LOS		A				A				A			
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	0.4	0.00	0.1	A	1.2	0.01	0.3	A	1.1	0.02	0.4
	WBT/R	A	-	0.06	-	A	-	0.06	-	A	-	0.10	-
	SBL/R	A	8.8	0.00	0.1	A	8.9	0.03	0.6	A	10.4	0.02	0.6
	Int. LOS		A				A				A		

**2028 Horizon Year Combined Conditions**

During the AM peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.93. The northbound left-turn, northbound through/left-turn, and southbound left-turn movements are expected to operate at LOS E with v/c ratios of 0.81, 0.82, and 0.52, respectively. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the westbound through movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.98. The westbound left-turn, northbound left-turn, northbound through/left-turn, southbound left-turn, and southbound through movements are expected to operate at LOS E with v/c ratios of 0.57, 0.84, 0.83, 0.79, and 0.45, respectively. The eastbound through/right-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS C with a v/c ratio of 0.92. The northbound through/left-turn movement is expected to operate at LOS E with a v/c ratio of 0.72. All remaining study intersection and intersection turning movements are expected to operate within the study thresholds.

During the Saturday peak hour, the westbound right-turn movement at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D with a v/c ratio of 0.97. The northbound left-turn and northbound through/left-turn movements are expected to operate at LOS E with v/c ratios of 0.73 and 0.73, respectively. All remaining study intersection and intersection turning movements are expected to operate within the study thresholds.

The 2028 horizon year combined scenario traffic volumes are shown in **Figure 3-12**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2028 horizon year combined scenarios are summarized in **Table 3-9**.

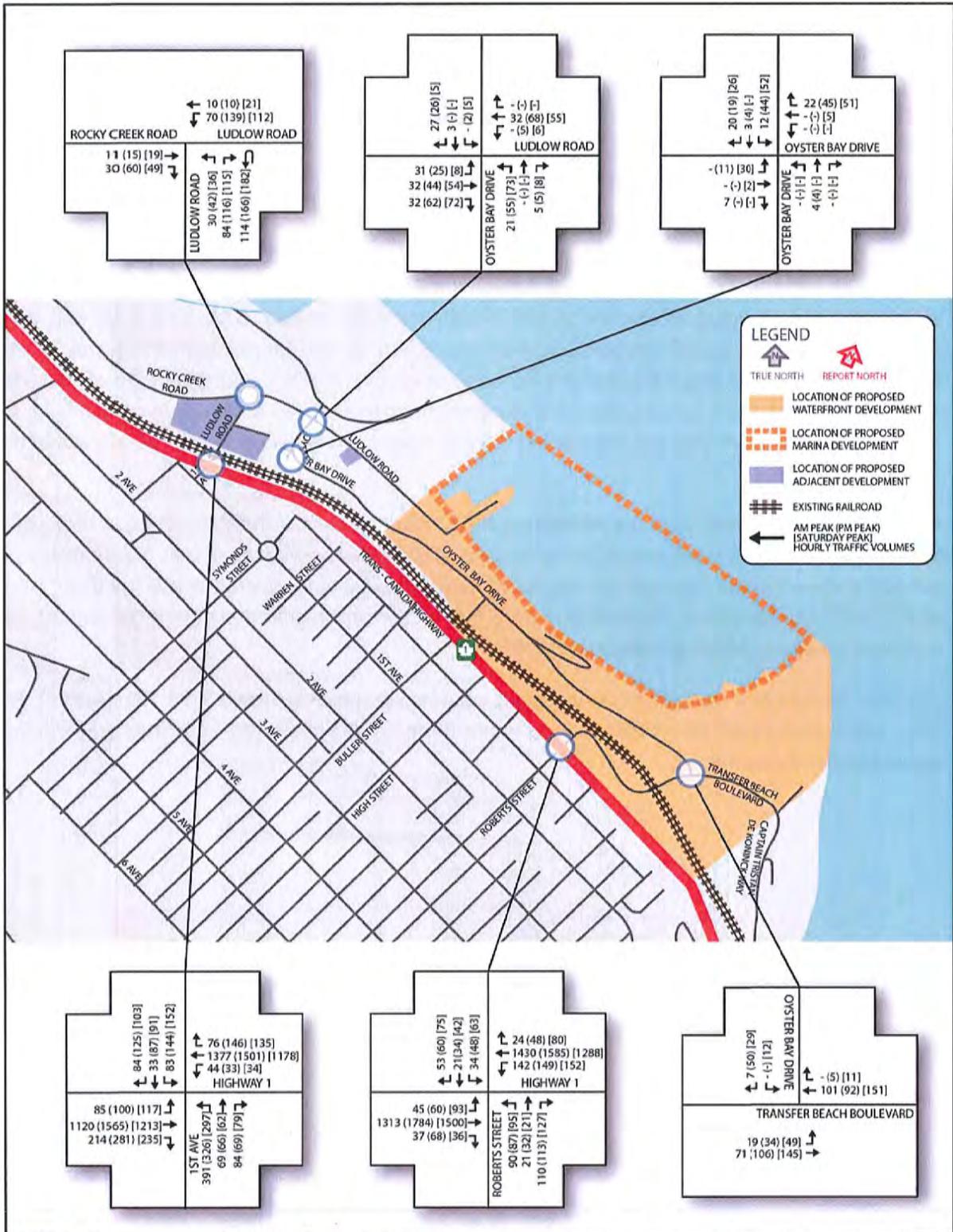


Figure 3-12: 2028 Horizon Year Combined Traffic Volumes

Table 3-9: 2028 Horizon Year Combined Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour					
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)		
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	C	20.5	0.47	17.1	D	39.7	0.69	#35.3	C	33.0	0.66	#33.5		
	EBT	B	17.7	0.63	107.1	C	26.6	0.84	204.1	C	23.7	0.75	135.1		
	EBR	A	2.4	0.24	10.7	A	3.6	0.30	17.9	A	2.8	0.28	12.5		
	WBL	C	27.3	0.30	16.6	E	63.4	0.57	#24.3	D	39.4	0.40	16.3		
	WBT	D	39.4	0.93	#205.8	D	50.4	0.98	#252.0	D	49.3	0.97	#177.7		
	WBR	A	0.2	0.10	-	A	3.4	0.19	11.5	A	2.4	0.21	7.2		
	NBL	E	60.1	0.81	#88.8	E	76.7	0.84	#90.0	E	55.7	0.73	61.0		
	NBL/T	E	61.1	0.82	#91.5	E	75.4	0.83	#89.6	E	55.0	0.73	61.5		
	NBR	A	1.1	0.21	-	A	1.3	0.21	-	A	1.2	0.22	-		
	SBL	E	55.0	0.52	#33.5	E	78.0	0.79	#69.8	D	54.2	0.67	#55.5		
	SBT	D	45.0	0.20	16.2	E	57.1	0.45	38.4	D	43.2	0.38	33.0		
	SBR	A	0.1	0.06	-	A	0.1	0.08	-	A	0.1	0.07	-		
Int. LOS		C				D				C					
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	18.8	0.31	13.1	C	25.2	0.47	22.4	C	24.9	0.50	30.7		
	EBT/R	C	20.4	0.81	124.7	C	25.4	0.92	#242.1	C	22.7	0.84	176.0		
	EBR	A			-	A			-	A			-		
	WBL	B	15.9	0.53	23.0	D	53.4	0.84	#51.0	C	29.1	0.85	#41.0		
	WBT	A	8.1	0.63	78.2	A	8.2	0.65	99.5	A	7.6	0.55	81.7		
	WBR	A	0.5	0.02	0.8	A	1.2	0.04	2.8	A	1.3	0.07	4.2		
	NBL	A			-	A			-	A			-		
	NBL/T	D	45.9	0.62	33.4	E	63.0	0.72	#47.3	D	54.8	0.66	40.4		
	NBR	A	9.7	0.36	13.3	B	12.2	0.39	16.3	A	9.7	0.39	15.3		
	SBL	A			-	A			-	A			-		
	SBL/T	C	30.0	0.16	9.3	D	39.7	0.25	15.3	D	37.4	0.29	17.7		
	SBR	A	-	0.04	-	A	0.1	0.04	-	A	0.1	0.05	-		
Int. LOS		B				C				B					
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	N/A	1.3		
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8		1.8		
	NBL/R	A	5.5		7.5	A	6.6		12.1	A	6.7		12.6		
	Int. LOS	A				A				A					
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.5	N/A	N/A	A	7.7	N/A	N/A	A	7.4	N/A	0.12		
	WBL/T/R	A	7.3			0.04	A			7.8	0.09		A	7.5	0.05
	NBL/T/R	A	7.5			0.03	A			8.0	0.08		A	7.8	0.10
	SBL/T/R	A	6.8			0.03	A			7.1	0.03		A	7.2	0.01
Int. LOS	A				A				A						
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	2.2	N/A	N/A	A	4.2	N/A	N/A	16.3	A	5.9	N/A	13.8	
	WBL/T/R	A	0.4			-	A			4.9	-	A		1.3	-
	NBL/T/R	A	-			-	A			4.3	-	A		-	-
	SBL/T/R	A	0.7			-	A			3.2	-	A		0.4	0.8
Int. LOS	A				A				A						
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	1.7	0.01	0.3	A	2.0	0.02	0.6	A	1.1	0.02	0.4		
	WBT/R	A	-	0.06	-	A	-	0.06	-	A	-	0.10	-		
	SBL/R	A	8.8	0.01	0.2	A	9.0	0.06	1.4	A	10.4	0.02	0.6		
	Int. LOS	A				A				A					

**2038 Horizon Year Combined Conditions**

During the AM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D. However, the westbound through movement is expected to operate at LOS D with a v/c ratio of 0.98. The northbound left-turn, northbound through/left-turn, and southbound left-turn movements are all expected to operate at LOS F with v/c ratios of 0.98, 0.98, and 0.87, respectively. The southbound through movement is expected to operate at LOS E with a v/c ratio of 0.32. The northbound through/left-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS E with a v/c ratio of 0.76. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate above the study thresholds at LOS E. The eastbound through, westbound left-turn, northbound left-turn, northbound through left-turn, and southbound through movements are expected to operate at LOS E with v/c ratios of 1.03, 0.63, 0.84, 0.84, and 0.46, respectively. The westbound through and southbound left-turn movements are expected to operate at LOS F with v/c ratios of 1.21 and 0.84, respectively. The eastbound left-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS F with a v/c ratio of 1.23. The eastbound through/right-turn and northbound through/left-turn movement is expected to operate at LOS E with v/c ratios of 1.11 and 0.75, respectively. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the Saturday peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS E with multiple turning movements operating above the study thresholds. The eastbound through movement is expected to operate at LOS C with a v/c ratio of 0.93. The westbound left-turn movement and southbound left-turn movement is expected to operate at LOS E with v/c ratios of 0.55 and 0.69, respectively. The westbound through movement is expected to operate at LOS F with a v/c ratio of 1.19. The eastbound left-turn, and eastbound through/right-turn movements at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard are expected to operate above the study thresholds with v/c ratios of 1.05, and 1.00, respectively. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at D or better.

The 2038 horizon year combined scenario traffic volumes are shown in **Figure 3-13**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2038 horizon year combined scenarios are summarized in **Table 3-10**.

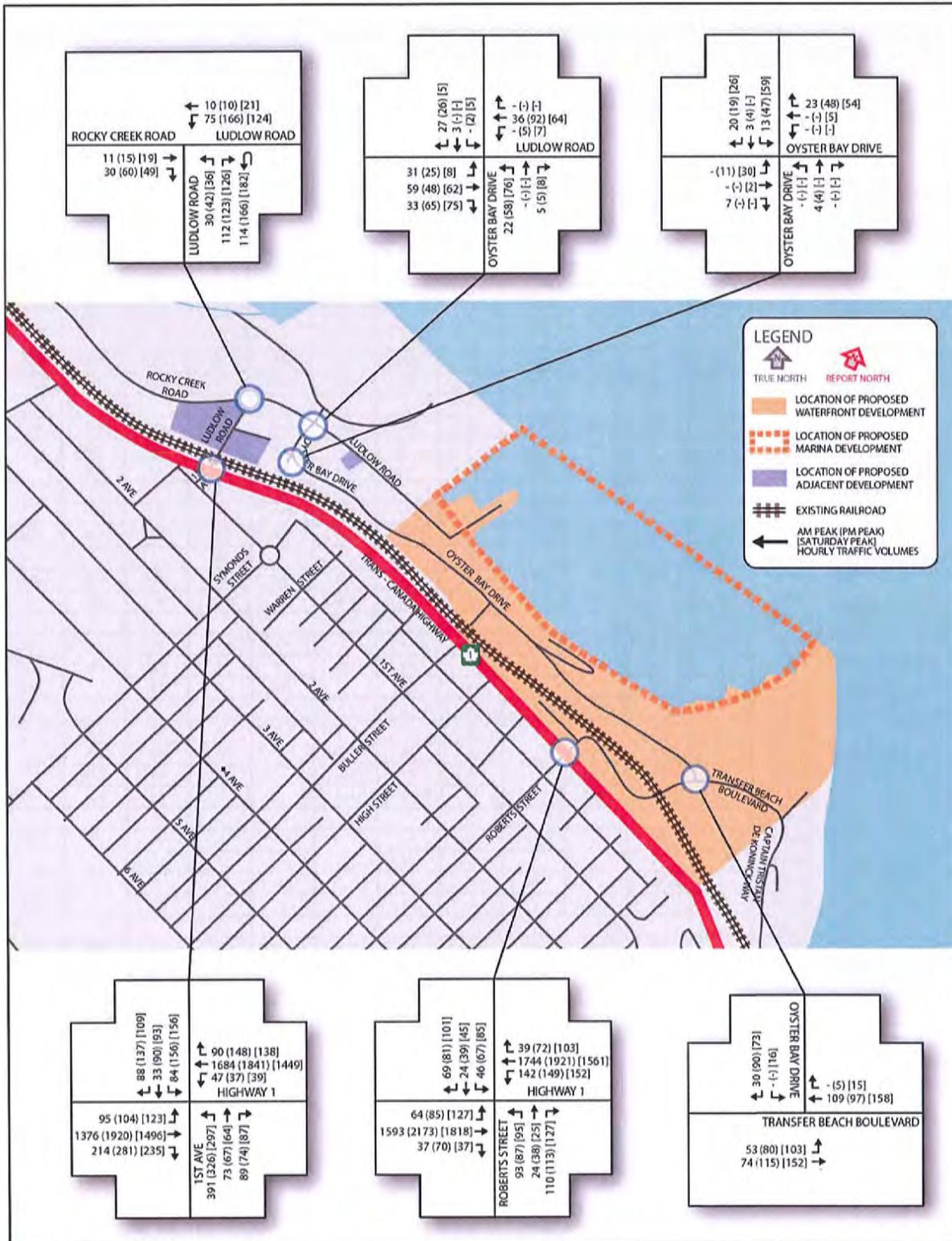


Figure 3-13: 2038 Horizon Year Combined Traffic Volumes

Table 3-10: 2038 Horizon Year Combined Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	D	38.2	0.67	#32.2	D	42.7	0.71	#37.8	D	36.5	0.71	#37.2
	EBT	B	16.9	0.68	136.7	E	55.9	1.03	#322.7	C	34.7	0.93	#206.2
	EBR	A	1.7	0.22	9.0	A	5.3	0.31	24.5	A	4.0	0.28	16.1
	WBL	C	30.4	0.41	20.1	E	72.4	0.63	#27.3	E	55.8	0.55	#23.3
	WBT	D	45.1	0.98	#273.4	F	130.0	1.21	#346.9	F	125.0	1.19	#241.8
	WBR	A	0.6	0.11	1.5	A	3.4	0.19	11.5	A	2.6	0.21	7.7
	NBL	F	103.8	0.98	#117.3	E	76.9	0.84	#90.0	D	54.7	0.72	61.0
	NBL/T	F	101.6	0.98	#118.7	E	76.0	0.84	#90.2	D	54.8	0.73	62.2
	NBR	A	3.4	0.27	3.9	A	1.4	0.22	-	A	1.4	0.24	-
	SBL	F	113.6	0.87	#52.0	F	84.2	0.84	#77.1	E	55.4	0.69	#58.0
	SBT	E	62.3	0.32	19.1	E	57.2	0.46	39.1	D	43.4	0.39	33.6
	SBR	A	0.1	0.08	-	A	0.1	0.09	-	A	0.1	0.07	-
	Int. LOS		D				E				E		
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	D	47.9	0.66	#34.5	F	200.8	1.23	#39.0	F	118.8	1.05	#67.4
	EBT/R	B	19.5	0.82	166.5	E	79.2	1.11	#334.0	D	42.5	1.00	#270.0
	EBR	A			-	A			-	A			-
	WBL	C	31.9	0.67	#36.4	D	53.7	0.84	#51.0	C	31.2	0.67	#41.5
	WBT	A	8.6	0.71	109.6	B	11.5	0.79	152.2	A	9.4	0.66	114.7
	WBR	A	1.1	0.03	2.2	A	1.1	0.07	3.4	A	1.2	0.10	4.7
	NBL	A			-	A			-	A			-
	NBL/T	E	70.6	0.76	#51.2	E	65.7	0.75	#50.6	E	56.4	0.68	41.9
	NBR	B	11.8	0.40	15.4	B	13.8	0.40	17.8	A	9.6	0.39	15.3
	SBL	A			-	A			-	A			-
	SBL/T	D	41.0	0.23	13.8	D	40.8	0.32	18.8	D	38.4	0.36	21.2
	SBR	A	0.1	0.05	-	A	0.1	0.05	-	A	0.1	0.07	-
	Int. LOS		B				D				C		
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	N/A	1.3
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8		1.8
	NBL/R	A	5.8		8.7	A	6.7		12.4	A	6.8		13.2
	Int. LOS	A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.7	N/A	0.15	A	7.8	N/A	0.17	A	7.8	N/A	0.17
	WBL/T/R	A	7.4		0.05	A	7.9		0.13	A	7.8		0.09
	NBL/T/R	A	7.6		0.04	A	8.1		0.09	A	8.2		0.12
	SBL/T/R	A	6.9		0.03	A	7.2		0.03	A	7.4		0.01
	Int. LOS	A				A				A			
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	3.0	N/A	8.3	A	4.1	N/A	8.8	A	4.6	N/A	13.6
	WBL/T/R	A	1.8		-	A	1.0		-	A	1.3		-
	NBL/T/R	A	3.6		5.6	A	5.0		6.5	A	-		-
	SBL/T/R	A	0.4		-	A	0.4		-	A	0.4		3.0
	Int. LOS	A				A				A			
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	3.4	0.04	0.9	A	3.4	0.06	1.4	A	3.6	0.08	2.0
	WBT/R	A	-	0.07	-	A	-	0.06	-	A	-	0.11	-
	SBL/R	A	9.0	0.04	0.8	A	9.2	0.10	2.6	B	10.6	0.13	3.4
	Int. LOS	A				A				A			

### 2043 Horizon Year Combined Conditions

During the AM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS D. However, the westbound through and southbound through movements are expected to operate at LOS E with v/c ratios of 1.08 and 0.32, respectively. The northbound left-turn, northbound through/left-turn, and southbound left-turn movements are expected to operate at LOS F with v/c ratios of 0.98, 0.98, and 0.87, respectively. The Highway 1 and Roberts Street/Transfer Beach Boulevard intersection is expected to operate at LOS C with the eastbound left-turn movement expected to operate at LOS F with a v/c ratio of 0.93. The eastbound through/right-turn movement is expected to operate at LOS C with a v/c ratio of 0.89. The northbound through/left-turn movement is expected to operate at LOS E with a v/c ratio of 0.77. All remaining study intersections and turning movements are expected to operate within the study thresholds at LOS D or better.

During the PM peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate above the study thresholds at LOS F. The westbound left-turn, northbound left-turn, northbound through/left-turn, and southbound through movements are expected to operate at LOS E with v/c ratios of 0.63, 0.84, 0.84, and 0.46, respectively. The eastbound through, westbound through, and southbound left-turn movements are all expected to operate at LOS F with v/c ratios of 1.14, 1.33, and 0.84, respectively. The intersection at Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS E with multiple turning movements expected to operate above study thresholds. The westbound through movement is expected to operate at LOS B with a v/c ratio of 0.90. The northbound through/left-turn movement is expected to operate at LOS E with a v/c ratio of 0.75. The eastbound movements are expected to operate at LOS F. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

During the Saturday peak hour, the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to operate at LOS F with multiple turning movements expected to operate above the study thresholds. The eastbound through movement is expected to operate at LOS D with a v/c ratio of 1.02. The westbound left-turn and southbound left-turn movements are expected to operate at LOS E with a v/c ratio of 0.55 and 0.69, respectively. The westbound through movement is expected to operate at LOS F with a v/c ratio of 1.31. The intersection at Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS D, however, several turning movements are expected to operate above the study thresholds. The eastbound through right-turn and northbound through/left-turn movement are expected to operate at LOS E with v/c ratios of 1.09 and 0.68. The eastbound left-turn movement is expected to operate at LOS F with a v/c ratio of 1.42. All remaining study intersections and intersection turning movements are expected to operate within the study thresholds at LOS D or better.

The 2043 horizon year combined scenario traffic volumes are shown in **Figure 3-14**. The AM peak, PM peak, and Saturday peak hour traffic analysis results for the 2043 horizon year combined scenarios are summarized in **Table 3-11**.



Table 3-11: 2043 Horizon Year Combined Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	D	38.2	0.67	#32.2	D	42.7	0.71	#37.8	D	36.5	0.71	#37.2
	EBT	B	18.8	0.74	162.2	F	95.6	1.14	#376.6	D	53.2	1.02	#243.0
	EBR	A	1.7	0.22	9.0	A	6.0	0.31	27.5	A	4.8	0.29	18.6
	WBL	D	49.6	0.57	#29.1	E	72.4	0.63	#27.3	E	55.8	0.55	#23.3
	WBT	E	74.7	1.08	#320.6	F	182.1	1.33	#398.2	F	175.7	1.31	#276.2
	WBR	A	0.6	0.11	1.5	A	3.6	0.19	11.8	A	2.6	0.21	7.7
	NBL	F	103.8	0.98	#117.3	E	78.9	0.84	#90.0	D	54.7	0.72	61.0
	NBL/T	F	101.6	0.98	#116.7	E	78.0	0.84	#90.2	D	54.8	0.73	62.2
	NBR	A	3.4	0.27	3.9	A	1.4	0.22	-	A	1.4	0.24	-
	SBL	F	113.0	0.87	#52.0	F	84.2	0.84	#77.1	E	55.4	0.89	#58.0
	SBT	E	62.3	0.32	19.1	E	57.2	0.46	39.1	D	43.4	0.39	33.6
	SBR	A	0.1	0.06	-	A	0.1	0.09	-	A	0.1	0.07	-
Int. LOS	D				F				F				
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	F	113.0	0.93	#26.9	F	200.8	1.23	#39.0	F	265.9	1.42	#57.7
	EBT/R	C	23.8	0.89	#207.3	F	125.6	1.22	#385.1	E	73.3	1.09	#313.4
	EBR	A	-	-	-	A	-	-	-	A	-	-	-
	WBL	C	33.2	0.69	#36.9	D	53.7	0.84	#51.0	C	32.6	0.69	#42.0
	WBT	B	10.2	0.78	137.6	B	16.6	0.90	215.9	B	10.8	0.73	139.1
	WBR	A	1.1	0.03	2.2	A	1.1	0.07	3.4	A	1.2	0.10	4.7
	NBL	A	-	-	-	A	-	-	-	A	-	-	-
	NBL/T	E	71.8	0.77	#51.2	E	65.7	0.75	#50.8	E	56.6	0.88	41.9
	NBR	B	11.8	0.40	15.4	B	14.2	0.40	18.2	A	9.6	0.39	15.3
	SBL	A	-	-	-	A	-	-	-	A	-	-	-
	SBL/T	D	41.1	0.23	13.8	D	40.8	0.32	18.8	D	38.5	0.36	21.2
	SBR	A	0.1	0.05	-	A	0.1	0.05	-	A	0.1	0.07	-
Int. LOS	C				E				D				
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.3	N/A	1.2	A	4.6	N/A	1.3	A	4.7	N/A	1.3
	WBL/T	A	4.4		1.7	A	4.8		1.8	A	4.8		1.8
	NBL/R	A	5.8		8.7	A	6.7		12.4	A	6.8		13.2
Int. LOS	A				A				A				
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.7	0.15	N/A	A	7.8	0.17	N/A	A	7.8	0.17	N/A
	WBL/T/R	A	7.4	0.05		A	7.9	0.13		A	7.8	0.09	
	NBL/T/R	A	7.6	0.04		A	8.1	0.09		A	8.2	0.12	
	SBL/T/R	A	6.0	0.03		A	7.2	0.03		A	7.4	0.01	
Int. LOS	A				A				A				
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	3.2	N/A	8.3	A	4.4	N/A	9.0	A	5.3	N/A	14.3
	WBL/T/R	A	0.0		-	A	0.8		-	A	1.1		-
	NBL/T/R	A	4.9		7.9	A	3.9		5.6	A	-		-
	SBL/T/R	A	0.6		-	A	0.3		-	A	0.4		1.4
Int. LOS	A				A				A				
Transfer Beach Blvd / Oyster Bay Rd (Unsignalized)	EBL/T	A	3.4	0.04	0.9	A	3.4	0.06	1.4	A	3.6	0.08	2.0
	WBT/R	A	-	0.07	-	A	-	0.06	-	A	-	0.11	-
	SBL/R	A	9.0	0.04	0.8	A	9.2	0.10	2.6	B	10.6	0.13	3.4
	Int. LOS	A				A				A			

**Combined Conditions Summary**

In general, by the 2043 horizon year combined scenario, the intersections of Highway 1 at 1<sup>st</sup> Avenue/Ludlow Road and Highway 1 at Roberts Street/Transfer Beach Boulevard are both expected to have failing movements mainly on the eastbound and westbound movements along Highway 1.

**3.6 Improved Scenario**

In the 2023 horizon year, two study intersections are expected to operate above the study thresholds in both the combined and background scenarios. As a result, improvements are recommended for the

two intersections on Highway 1 at 1<sup>st</sup> Avenue/Ludlow Road and Highway 1 at Roberts Street/Transfer Beach Boulevard. All horizon year scenarios will be modelled based on the combined volumes shown in **Section 3.5.3**.

**3.6.1 Proposed 2023 Horizon Year Laning Configuration**

During the 2023 horizon year, the existing northbound through/left-turn lane at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow is recommended to change into a through only lane. The existing shared northbound left-turn/through lane at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is also recommended to upgrade to a separate left-turn lane and through lane.

In general, both study intersections and all intersection turning movements are expected to operate within the study thresholds. The 2023 horizon year recommended laning configuration is shown in **Figure 3-15**. The traffic operation analysis results are summarized in **Table 3-12**.

Table 3-12: 2023 Horizon Year Combined Improved Scenario Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	19.2	0.45	17.1	C	22.4	0.50	19.2	B	16.5	0.46	17.4
	EBT	B	15.8	0.55	97.1	B	19.4	0.74	152.0	B	15.5	0.60	95.2
	EBR	A	2.3	0.23	10.7	A	2.0	0.29	11.1	A	2.1	0.26	10.3
	WBL	C	23.4	0.24	15.9	C	34.2	0.37	16.2	C	22.1	0.20	12.0
	WBT	C	29.6	0.82	168.4	C	30.0	0.84	#182.5	C	25.5	0.72	122.4
	WBR	A	0.2	0.09	-	A	1.5	0.16	5.2	A	1.0	0.17	2.5
	NBL	D	46.3	0.84	#107.2	D	48.7	0.83	#105.5	D	38.0	0.74	#80.1
	NBT	D	37.3	0.19	25.0	D	42.3	0.23	25.4	D	37.6	0.20	22.0
	NBR	A	3.2	0.21	4.8	A	1.5	0.21	0.9	A	1.7	0.22	1.3
	SBL	C	31.4	0.32	22.8	C	30.9	0.40	38.6	C	29.8	0.44	36.8
	SBT	D	51.3	0.21	16.5	D	53.7	0.45	34.8	D	53.0	0.48	#34.2
	SBR	A	0.1	0.05	-	A	0.1	0.08	-	A	0.1	0.06	-
	Int. LOS	C				C				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	14.8	0.23	11.1	B	15.9	0.33	16.0	B	17.7	0.38	20.2
	EBT/R	B	17.1	0.70	115.7	B	19.7	0.84	179.6	B	18.4	0.77	128.3
	WBL	B	11.6	0.48	20.3	D	39.9	0.75	#47.1	C	22.5	0.60	30.4
	WBT	A	6.7	0.55	69.6	A	6.7	0.58	82.3	A	5.9	0.49	54.5
	WBR	A	0.2	0.01	0.4	A	1.2	0.03	2.4	A	1.1	0.06	3.2
	NBL	D	49.5	0.55	33.8	D	54.5	0.57	31.9	D	53.1	0.62	32.5
	NBT	D	36.5	0.08	10.2	D	39.1	0.15	14.1	C	34.6	0.09	9.9
	NBR	B	11.2	0.38	15.0	B	11.6	0.41	15.2	B	11.0	0.43	15.3
	SBL/T	D	36.5	0.15	10.8	D	39.3	0.20	12.7	D	36.4	0.26	15.0
	SBR	A	-	0.04	-	A	-	0.03	-	A	0.1	0.05	-
	Int. LOS	B				B				B			

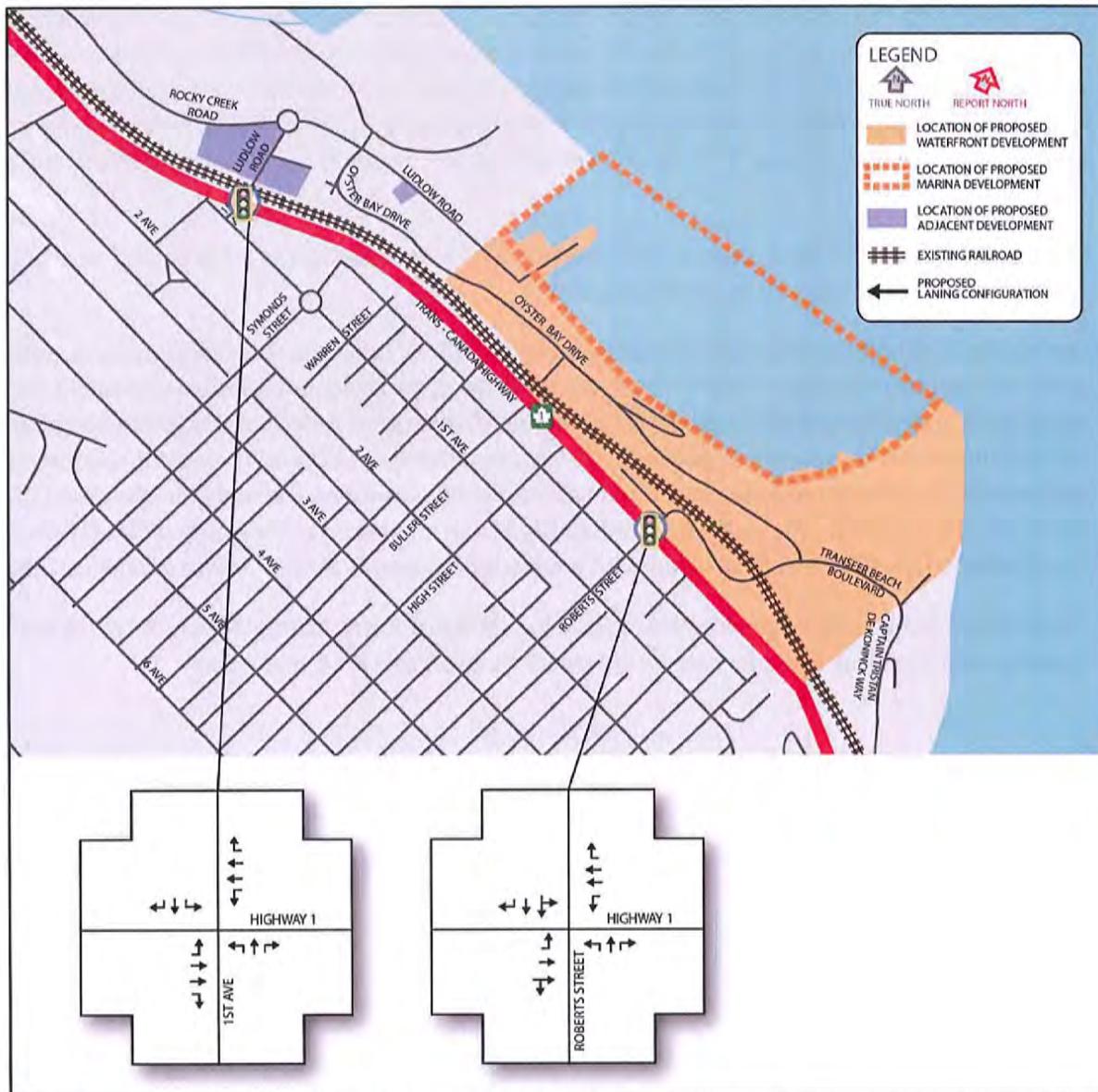


Figure 3-15: Proposed 2023 Horizon Year Laning Configuration

**3.6.2 Proposed 2028 and 2038 Horizon Year Laning Configuration**

During the 2028 horizon year, an additional through lane is recommended for all four approaches at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road. An additional through lane is also recommended in the eastbound direction for the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard. The existing shared southbound through/right-turn lane at Highway 1 and Roberts Street/Transfer Beach Boulevard is recommended to separate into a through lane and a right-turn only lane. All laning configuration recommendations for the 2028 horizon year is also recommended for the 2038 horizon year.

With the addition of the third through lanes on Highway 1, it is recommended that left-turning vehicles do not make permissive left-turn movements when the opposing through movement has more than two travel lanes. Therefore, as a conservative approach, it is assumed that all left-turn movements along Highway 1 were modelled as protected-only turn movements in the signal optimization for the intersections of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road and Highway 1 and Roberts Street/Transfer Beach Boulevard.

In general, both study intersections and all intersection turning movements are expected to operate within the study thresholds for the 2028 horizon year.

During the 2038 horizon year, both intersections are operating within the study thresholds. However, at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road, the eastbound left-turn movement is still expected to operate above the study thresholds during all three peak periods at LOS E. The westbound left-turn movement is expected to operate at LOS E during the AM peak hour. The westbound through and northbound left-turn movements are still expected to operate above the study thresholds at LOS E during the PM peak hour. The eastbound through/right-turn movement at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to operate at LOS C with a v/c ratio of 0.86.

The 2028 and 2038 horizon year recommended laning configuration is shown in **Figure 3-16**. The traffic operation analysis results are summarized in **Table 3-13** and **Table 3-14**, respectively.

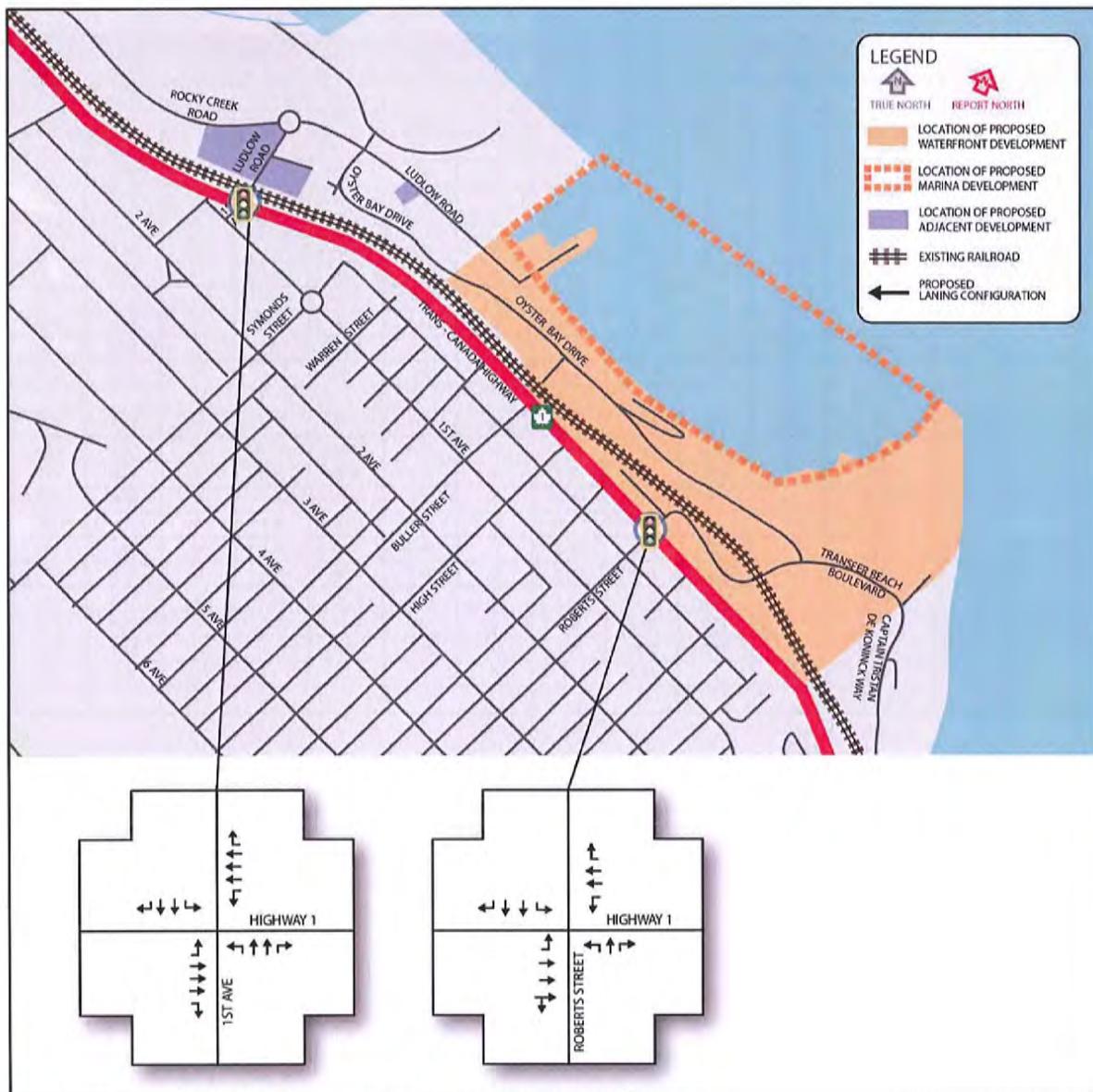


Figure 3-16: Proposed 2028 and 2038 Horizon Year Laning Configuration

Table 3-13: 2028 Horizon Year Combined Improved Scenario Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	D	52.1	0.52	#33.5	D	51.4	0.58	#37.6	D	51.0	0.59	41.4
	EBT	C	24.6	0.59	93.3	C	24.7	0.76	#122.9	B	19.6	0.54	88.2
	EBR	A	4.6	0.30	16.0	A	3.8	0.35	15.6	A	3.4	0.28	14.3
	WBL	D	47.3	0.31	20.2	D	42.6	0.23	15.1	D	47.3	0.25	16.7
	WBT	C	34.5	0.84	#141.9	C	31.0	0.84	#133.2	C	27.5	0.68	96.1
	WBR	A	5.3	0.13	8.8	A	4.8	0.23	12.5	A	4.3	0.21	11.2
	NBL	D	42.0	0.85	103.1	D	46.9	0.85	#95.7	D	49.9	0.84	#89.7
	NBT	B	17.7	0.06	8.5	B	19.6	0.06	8.6	C	22.8	0.06	9.2
	NBR	A	4.5	0.14	8.6	A	3.4	0.13	6.0	A	1.0	0.15	1.5
	SBL	B	19.8	0.19	20.5	C	24.8	0.37	35.3	C	29.3	0.42	41.6
	SBT	B	17.4	0.03	5.0	C	20.0	0.08	10.7	C	23.3	0.09	12.4
	SBR	A	0.1	0.06	-	A	0.1	0.08	-	A	0.1	0.07	-
Int. LOS		C				C				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	B	18.2	0.30	14.5	C	27.6	0.45	25.7	C	23.1	0.50	28.4
	EBT/R	B	13.9	0.54	80.3	B	16.4	0.67	136.5	B	13.9	0.58	84.9
	WBL	B	11.3	0.48	19.7	C	26.9	0.60	36.1	B	18.6	0.57	28.9
	WBT	A	7.8	0.62	91.8	A	7.8	0.64	111.1	A	6.4	0.53	69.1
	WBR	A	0.8	0.02	1.2	A	1.3	0.04	3.0	A	1.1	0.07	3.5
	NBL	D	45.8	0.51	32.3	D	54.5	0.56	34.4	D	54.1	0.59	35.3
	NBT	D	35.1	0.09	10.5	D	40.7	0.15	15.4	D	37.9	0.10	10.9
	NBR	B	10.7	0.37	14.4	B	11.6	0.40	15.5	B	11.3	0.43	16.1
	SBL	D	37.2	0.19	14.9	D	45.0	0.31	21.0	D	45.1	0.38	24.8
	SBT	C	34.2	0.05	5.4	D	39.1	0.08	8.3	D	37.5	0.10	9.2
	SBR	A	-	0.04	-	A	0.1	0.04	-	A	0.1	0.05	-
Int. LOS		B				B				B			

Table 3-14: 2038 Horizon Year Combined Improved Scenario Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	E	63.8	0.57	#40.8	E	56.8	0.56	42.0	E	55.0	0.64	#44.6
	EBT	C	27.3	0.58	105.4	C	29.6	0.83	#208.0	C	21.8	0.65	116.4
	EBR	A	4.5	0.29	16.5	A	8.8	0.34	36.1	A	3.4	0.28	14.3
	WBL	E	56.5	0.34	23.1	D	54.7	0.29	19.6	D	48.7	0.30	18.3
	WBT	C	32.6	0.75	141.2	D	50.4	0.99	#223.1	C	31.0	0.81	124.0
	WBR	A	6.6	0.12	10.8	A	4.9	0.22	13.7	A	4.3	0.21	11.5
	NBL	D	47.7	0.85	121.8	E	58.5	0.88	#122.3	D	51.5	0.85	#90.2
	NBT	C	21.7	0.06	10.0	C	25.9	0.07	11.3	C	22.9	0.07	9.5
	NBR	A	5.0	0.14	9.5	A	6.2	0.14	9.9	A	1.7	0.17	3.1
	SBL	C	24.0	0.19	23.9	C	32.7	0.41	49.2	C	30.0	0.44	42.9
	SBT	C	21.3	0.03	5.8	C	26.3	0.09	14.2	C	23.4	0.10	12.6
	SBR	A	0.1	0.06	-	A	0.1	0.09	-	A	0.1	0.07	-
Int. LOS		C				D				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	D	42.8	0.30	19.0	D	53.2	0.51	34.1	D	46.7	0.59	40.1
	EBT/R	B	17.0	0.60	85.7	C	23.9	0.86	#202.1	B	19.2	0.76	121.0
	EBR	A			-	A			-	A			-
	WBL	D	41.6	0.57	41.8	D	54.6	0.66	52.8	D	48.1	0.65	46.6
	WBT	B	10.1	0.49	70.0	B	14.4	0.65	130.8	B	15.1	0.61	88.6
	WBR	A	-	0.03	-	A	2.4	0.08	5.7	A	2.7	0.12	7.4
	NBL	D	44.4	0.52	30.3	D	54.4	0.57	33.8	D	51.3	0.60	32.7
	NBT	C	33.0	0.09	10.0	D	40.7	0.18	17.0	C	34.8	0.11	11.4
	NBR	A	5.9	0.34	8.6	B	11.0	0.40	14.8	B	11.0	0.43	15.3
	SBL	D	35.3	0.19	14.0	D	48.6	0.43	27.1	D	47.0	0.53	29.7
	SBT	C	32.1	0.05	5.1	D	38.8	0.10	8.8	C	34.1	0.11	8.9
	SBR	A	-	0.04	-	A	0.1	0.05	-	A	0.1	0.07	-
Int. LOS		B				C				B			

**3.6.3 Proposed 2043 Horizon Year Laning Configuration**

During the 2043 horizon year, an additional through lane is recommended for the northbound and westbound directions for the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard. Similar to the reasoning stated in **Section 3.6.2**, as a conservative approach, left-turn movements along Highway 1 were modelled as protected-only turn movements in the signal optimization for both intersections.

During the 2043 horizon year, the eastbound left-turn and northbound left-turn movements are expected to operate at LOS E at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road for all three peak periods. The eastbound through movement is expected to operate at LOS C with a v/c ratio of 0.86 during the PM peak hour. The westbound left-turn and westbound through movements are expected to operate at LOS E and D, respectively for both the AM and PM peak periods.

All four left-turn movements at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard are expected to operate at LOS E with v/c ratios of 0.66, 0.78, 0.62 and 0.47, respectively.

While there are some movements calculated to operate above the study thresholds, all movements are expected to operate at LOS E or better with v/c ratios less than 1.00. In addition, it is expected that the analysis of the future horizon years is likely conservative due to the calculated traffic growth along Highway 1.

The 2043 horizon year recommended laning configuration is shown in **Figure 3-17**. The traffic operation analysis results are summarized in **Table 3-15**.

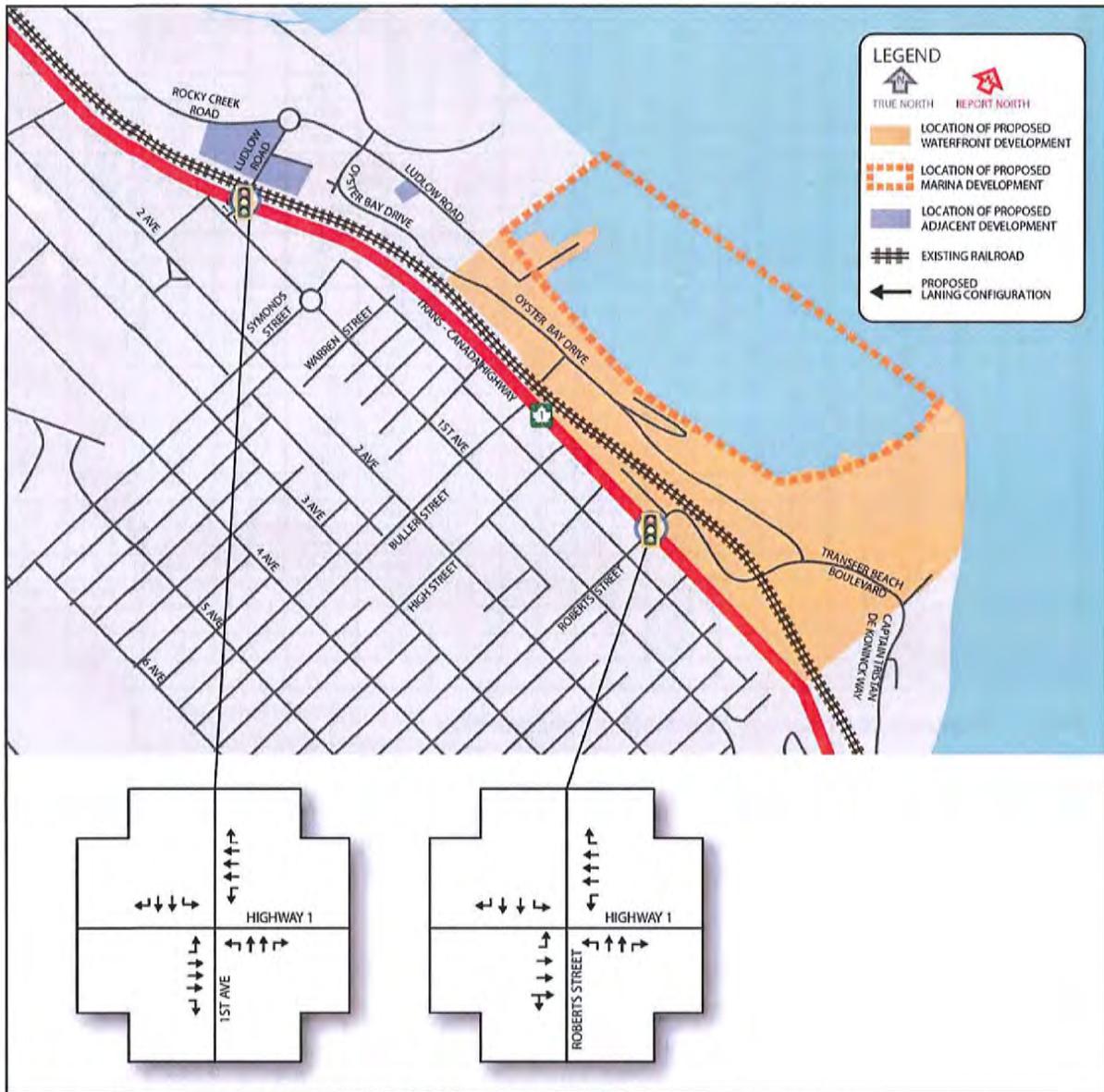


Figure 3-17: Proposed 2043 Horizon Year Laning Configuration

Table 3-15: 2043 Horizon Year Combined Improved Scenario Traffic Operations

Intersection	Turning Movement	AM Peak Hour				PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	E	77.7	0.70	#48.1	E	61.0	0.58	42.9	E	63.1	0.68	#53.3
	EBT	C	27.1	0.68	133.1	C	29.2	0.86	#209.1	C	23.2	0.69	141.6
	EBR	A	3.7	0.27	14.9	A	7.4	0.33	32.0	A	3.8	0.27	16.0
	WBL	E	62.5	0.40	24.4	E	57.4	0.31	19.9	D	54.7	0.32	20.0
	WBT	D	39.2	0.91	#186.5	D	49.1	0.99	#233.3	C	32.6	0.83	#151.4
	WBR	A	4.6	0.13	9.8	A	4.0	0.20	12.5	A	4.6	0.20	12.6
	NBL	E	71.7	0.95	#156.9	E	74.2	0.94	#141.0	E	55.0	0.85	93.8
	NBT	C	27.6	0.07	12.2	C	30.5	0.07	12.4	C	25.0	0.07	10.2
	NBR	A	6.2	0.17	11.5	A	7.2	0.15	10.9	A	2.3	0.17	4.7
	SBL	C	30.5	0.21	28.3	D	38.3	0.44	54.2	C	32.5	0.44	46.0
	SBT	C	27.3	0.03	6.8	C	30.8	0.09	15.7	C	25.6	0.10	13.6
	SBR	A	0.1	0.06	-	A	0.1	0.09	-	A	0.1	0.07	-
Int. LOS		C				D				C			
Hwy 1 / Roberts St & Transfer Beach Blvd (Signalized)	EBL	D	54.0	0.47	27.0	E	74.2	0.66	#43.7	D	49.5	0.59	43.6
	EBT/R	B	17.7	0.69	121.4	C	22.5	0.85	217.4	C	22.1	0.82	160.3
	EBR	A			-	A			-	A			-
	WBL	D	52.9	0.85	47.8	E	74.4	0.78	#69.4	D	52.0	0.67	51.2
	WBT	B	13.3	0.64	113.2	B	14.3	0.70	147.6	B	17.9	0.67	121.7
	WBR	A	0.1	0.04	-	A	2.0	0.07	5.5	A	3.1	0.12	8.3
	NBL	D	54.7	0.59	34.5	E	65.8	0.62	38.0	D	50.5	0.57	33.9
	NBT	D	37.2	0.06	6.1	D	45.5	0.10	9.7	C	34.9	0.06	6.0
	NBR	A	6.7	0.37	9.3	B	12.7	0.43	16.6	B	10.6	0.42	15.5
	SBL	D	43.0	0.29	19.5	E	57.8	0.47	30.4	D	47.0	0.50	30.7
	SBT	D	37.2	0.06	6.1	D	45.5	0.10	9.8	D	35.4	0.10	9.2
	SBR	A	0.1	0.05	-	A	0.1	0.05	-	A	0.1	0.07	-
Int. LOS		B				C				C			

### 3.7 Review of Proposed Intersection: Transfer Beach Boulevard and Oyster Bay Drive

As part of the Waterfront Area Plan, a new intersection is proposed south of the existing Transfer Beach Boulevard and Oyster Bay Drive intersection and is expected to replace the intersection of Transfer Beach Boulevard and Oyster Bay Drive. Based on the 2043 horizon year combined traffic volumes, a traffic signal is not warranted at the location of the new location of Transfer Beach Road and Oyster Bay Drive. The traffic signal warrant is provided in **APPENDIX E**.

SVI has expressed a proposal to increase train frequency to four passenger trains and two freight trains per day. The expected maximum train speed is expected to be 40 mph. Based on this information as well as the forecast Average Annual Daily Traffic (AADT) along Transfer Beach Boulevard in the 2043 horizon year, a warning system with gates is not warranted for this intersection.

Existing laning configuration is recommended to be maintained for the new intersection at the intersection of Transfer Beach Boulevard and Oyster Bay Drive: one southbound shared left/right-turn lane, one westbound shared through/right-turn lane, and one eastbound shared through/right-turn lane. The southbound movement is expected to be stop-controlled while the eastbound and westbound movements are free-flowing. The existing median along Transfer Beach Boulevard west of Oyster Bay Drive is recommended for removal to accommodate the location of the new intersection. The existing laning configuration and traffic control for the intersection of Transfer Beach Boulevard and Oyster Bay Drive is shown in **Figure 2-2**.

The new road is recommended to be a two-lane undivided urban roadway with 3.5 m wide lanes as per typical urban roadways. The Town could consider installing a MUP on one side of the roadway with a sidewalk on the other. Installing trees or other foliage between the vehicular travel lanes and MUP and sidewalk can provide separation from vehicular traffic for pedestrians and cyclists, enhancing comfort and safety. The sidewalk must maintain a minimum width of 1.5 m as per the Town's bylaws. A MUP for pedestrians and cyclists is typically 2 m wide.

As per the *Grade Crossing Standards* (Ottawa: Transport Canada, July 2014), the new intersection must be located at a minimum of 30 m away from the railway tracks. The planning for development setbacks and footprint should note this requirement as sightline to the at-grade railway crossing may be hindered otherwise.

Based on the traffic analysis and the recommendations above, **Figure 3-18** below shows a conceptual representation of the recommended intersection approach configuration of Transfer Beach Boulevard and Oyster Bay Drive. A more detailed conceptual sketch is provided in **APPENDIX F**.



Figure 3-18: Conceptual Sketch of Transfer Beach Boulevard and Oyster Bay Drive

## 4 CONCLUSION AND RECOMMENDATIONS

### 4.1 Conclusions

The developments mentioned in the Waterfront Area Plan will provide residential developments, commercial developments, live-work-learn areas, an arts and heritage hub, a hotel, marina and moorage area, and a park along the Town's Waterfront Area. All study and adjacent developments are expected to reach full build out by the 2038 horizon year. As part of the new developments, the Town anticipates pedestrian, cyclist, and vehicular traffic to increase along the Town's Waterfront Area. A summary of the study findings are as follows:

- The future Waterfront Area is expected to generate 246 vehicle trips onto the study road network during the AM peak hour, with 117 inbound trips and 129 outbound trips.
- The future Waterfront Area is expected to generate 356 vehicle trips onto the study road network during the PM peak hour, with 184 inbound trips and 172 outbound trips.
- The future Waterfront Area is expected to generate 382 vehicle trips onto the study road network during the Saturday peak hour, with 194 inbound trips and 188 outbound trips.
- The intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is currently operating with several turning movements above study thresholds. Its traffic operations should be monitored in order to provide capacity improvements when required to support the growing traffic demands.
- The existing stop-controlled intersection at Ludlow Road and Rocky Creek Road is expected to upgrade into a roundabout as mentioned in the previous Driveway Assessment.
- As part of the proposed developments, a new intersection is proposed to replace the existing Oyster Bay Road and Transfer Beach Boulevard intersection. Based on the forecasted 2043 volumes, a signal is not warranted at the new intersection location. However, if a traffic signal is implemented, the intersection must be located at a minimum of 30 m from the existing railway tracks. In addition, if the intersection is located within 60 m of the railway tracks, the signal must be coordinated with the adjacent signal at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard.
- As part of the Waterfront Area Plan, pedestrian and cycling facilities are anticipated to be constructed to meet the growing demands of residents and visitors visiting the new Waterfront Area. A pedestrian overpass, gathering places, sidewalks, and MUPs are facilities for consideration when designing accommodations for pedestrians and cyclists.
- The intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road is expected to reach capacity in the 2038 horizon year and will require capacity improvements. The Town should liaise with the BC MOTI to implement these improvements.
- The intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is expected to reach capacity in the 2043 horizon year and will require capacity improvements. The Town should liaise with the BC MOTI to implement these improvements.
- The remaining study intersections are all expected to operate within the study thresholds by the 2043 horizon year.

## 4.2 Recommendations

The following recommendations were made based on the analysis findings outlined in this report. **Table 4-1** shows a timeline of the recommended improvements. The recommended improvements are also illustrated in **Figure 4-1**.

### 4.2.1 Transit Improvements

Transit improvements are recommended for the 2023 horizon year. The Town can consider liaising with BC Transit to increase the frequency of existing bus routes during weekends and some seasons to discourage the use of vehicles to access the Waterfront Area. The Town can also consider implementing a shuttle service to the Waterfront Area from existing transit stops or changing existing routes to service the Waterfront Area.

### 4.2.2 Pedestrian and Cyclist Accommodations

Pedestrian and cyclist accommodation recommendations are proposed for the 2023 horizon year. A continuous pedestrian walkway is recommended to provide a connection between destinations and open space along the entirety of the Waterfront Area. Boardwalk-like material is proposed for this walkway as it will minimize slippage for wet environments and for water activities that may be happening along the waterfront. Spaces for resting and gathering should also be created throughout the open space. Pedestrian trails and loops are recommended within the Waterfront Area that connect to existing trails such as the Trans Canada Trail or the Heritage Walk route. These pedestrian trail connections will encourage walking as a mode of transportation to the Waterfront Area and reduce vehicular traffic.

The proposed pedestrian overpass will also connect pedestrians to various facilities that the Waterfront Area will provide. Elevators and ramps along with pedestrian amenities should be included in the planning to accommodate the needs of pedestrians with varying degrees of mobility.

### 4.2.3 Intersection Capacity Improvements

The signalized intersections of Highway 1 at 1<sup>st</sup> Avenue/Ludlow Road and Highway 1 at Roberts Street/Transfer Beach Boulevard is recommended to have separate signal timing plans during the AM peak period, PM peak period, and the weekend. Different signal timing plans will allow for the turning movements with higher volumes to be accommodated.

By the 2023 horizon year, the existing northbound through/left-turn lane at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow are recommended to convert into a through only lane. The existing shared northbound left-turn/through lane at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard is also recommended to upgrade to a separate left-turn lane and through lane.

During the 2028 horizon year, an additional through lane is recommended for all four approaches at the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road. An additional through lane is also recommended in the eastbound direction at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard. The existing shared southbound through/right-turn lane at Highway 1 and Roberts

Street/Transfer Beach Boulevard is recommended to separate into a through lane and a right-turn only lane.

During the 2043 horizon year, an additional through lane is recommended for the northbound and westbound directions at the intersection of Highway 1 and Roberts Street/Transfer Beach Boulevard.

#### 4.2.4 Proposed Intersection Configuration

The new intersection at Transfer Beach Boulevard and Oyster Bay Drive is recommended to maintain its current stop-controlled configuration with one southbound shared left/right-turn lane, one westbound shared through/right-turn lane, and one eastbound shared through/left-turn lane. The southbound movement will remain as stop-controlled and the eastbound and westbound movements will be free-flowing. The existing median along Transfer Beach Boulevard west of Oyster Bay Drive is recommended to be removed to accommodate the turning movements of the new intersection. According to Transport Canada's *Grade Crossing Standards* and *Grade Crossing Regulations*, the new intersection must be located at a minimum of 30 m from the railway crossing. For concerns relating to the interaction of the new intersection and the railway crossing, the Town should liaise with the ICF for more information. All civil works, including the requirement of retaining walls, should be reviewed in detail during the design stage of the relocation of the intersection.

The new road is recommended to maintain Oyster Bay Drive's current two-lane undivided configuration. A travel lane width of 3.5 m is recommended as per typical urban roadway design. The Town may consider installing a MUP on one side of the roadway with a sidewalk on the other side. Trees or other foliage between the travel lanes and MUP and sidewalk will enhance comfort and safety by separating vehicular traffic from pedestrians and cyclists. Sidewalks must maintain a minimum width of 1.5 m as per the Town's bylaws. The MUP for pedestrians and cyclists is typically 2 m wide.

Table 4-1: Recommended Improvements Timeline

Horizon Year	Recommended Improvements
2023	Transit, pedestrian, cyclist accommodation improvements Proposed intersection at Transfer Beach Boulevard and Oyster Bay Drive
2023	Highway 1 and 1st Avenue/Ludlow: Convert existing shared northbound left/through lane to through lane
2023	Highway 1 and Roberts Street/Transfer Beach Boulevard: Upgrade existing northbound through/left-turn lane to separate left-turn lane and through lane.
2028	Highway 1 and 1st Avenue/Ludlow: Additional through lane for all approaches
2028	Highway 1 and Roberts Street/Transfer Beach Boulevard: Additional through lane for eastbound direction. Upgrade existing shared southbound through/right-turn lane into separate through lane and right-turn lane.
2043	Highway 1 and Roberts Street/Transfer Beach Boulevard: Additional through lane for northbound and westbound directions.

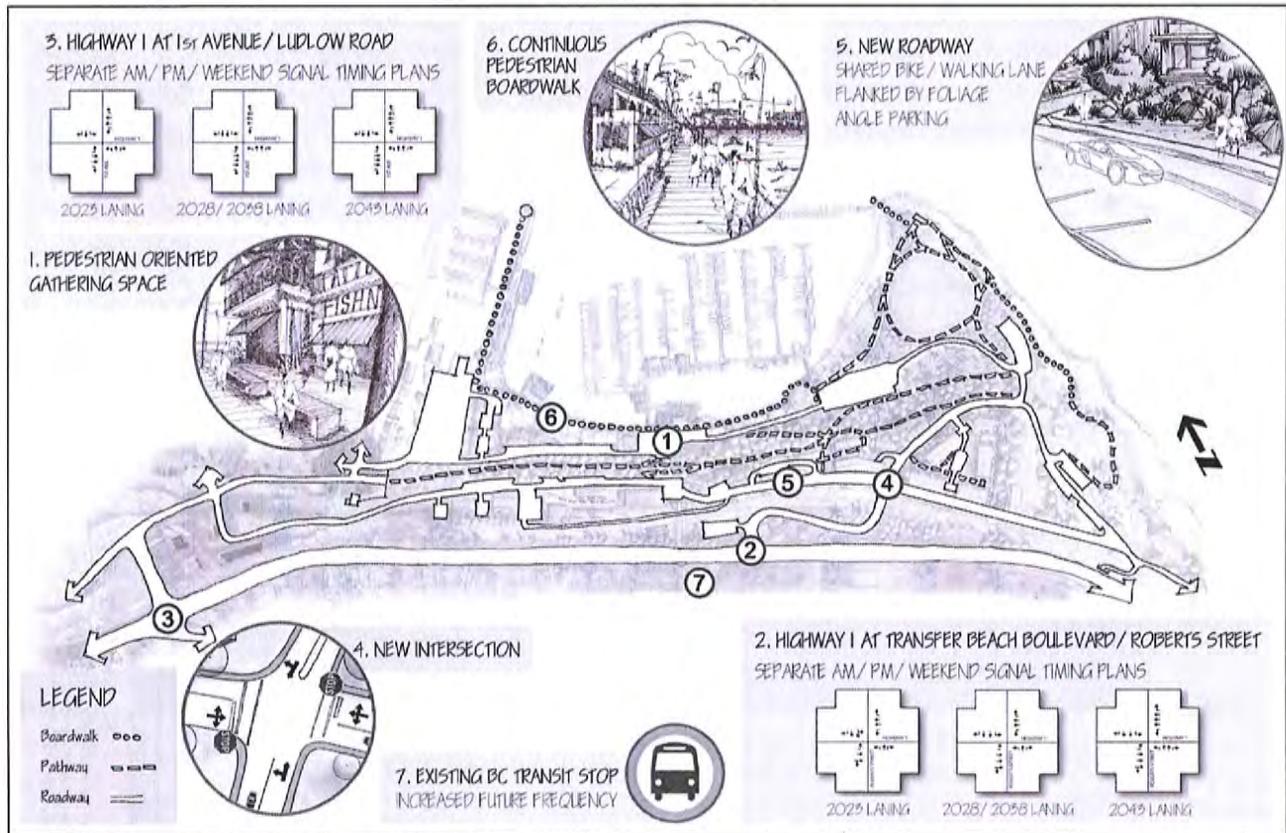


Figure 4-1: Recommended Improvements

## 5 CLOSING

We trust you find the above suitable for your needs. Should you have any questions or comments on the information contained herein, please do not hesitate to contact the signed below.

**Prepared by:**



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**Ava Li, EIT**  
Traffic Engineer

**Reviewed by:**



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**Brendan Stevenson, P.Eng, PTOE**  
Traffic Engineer



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**Amy Choh, P.Eng, PMP**  
Senior Project Manager

## Memorandum

<b>To:</b>	Felicity Adams, MCIP, RPP Town of Ladysmith	<b>From:</b>	Brendan Stevenson, P.Eng., PTOE, Binnie Ava Li, EIT, Binnie
<b>Cc:</b>	Amy Choh, P.Eng., PMP, Binnie	<b>Date:</b>	March 23, 2018
<b>Project Title:</b>	<b>Waterfront Area Plan - Transportation Review</b>	<b>File No.:</b>	17-0943-05
<b>Re:</b>	Ludlow Road Driveways Feasibility Assessment (Final) Rev.0		

### 1 BACKGROUND

R.F. Binnie & Associates Ltd. (Binnie) has been retained by the Town of Ladysmith (Town) to conduct a Transportation Review of the recently developed Ladysmith Waterfront Area Plan. As part of the Transportation Review, the Town requested Binnie to assess the feasibility of several driveway accesses proposed by potential developments in the Study area. The proposed driveway accesses are currently under review by the Town and the BC Ministry of Transportation and Infrastructure (BC MOTI). This Technical Memorandum summarizes the technical analysis, findings, and recommendations of the feasibility assessment of the proposed driveway accesses.

#### 1.1 Study Area

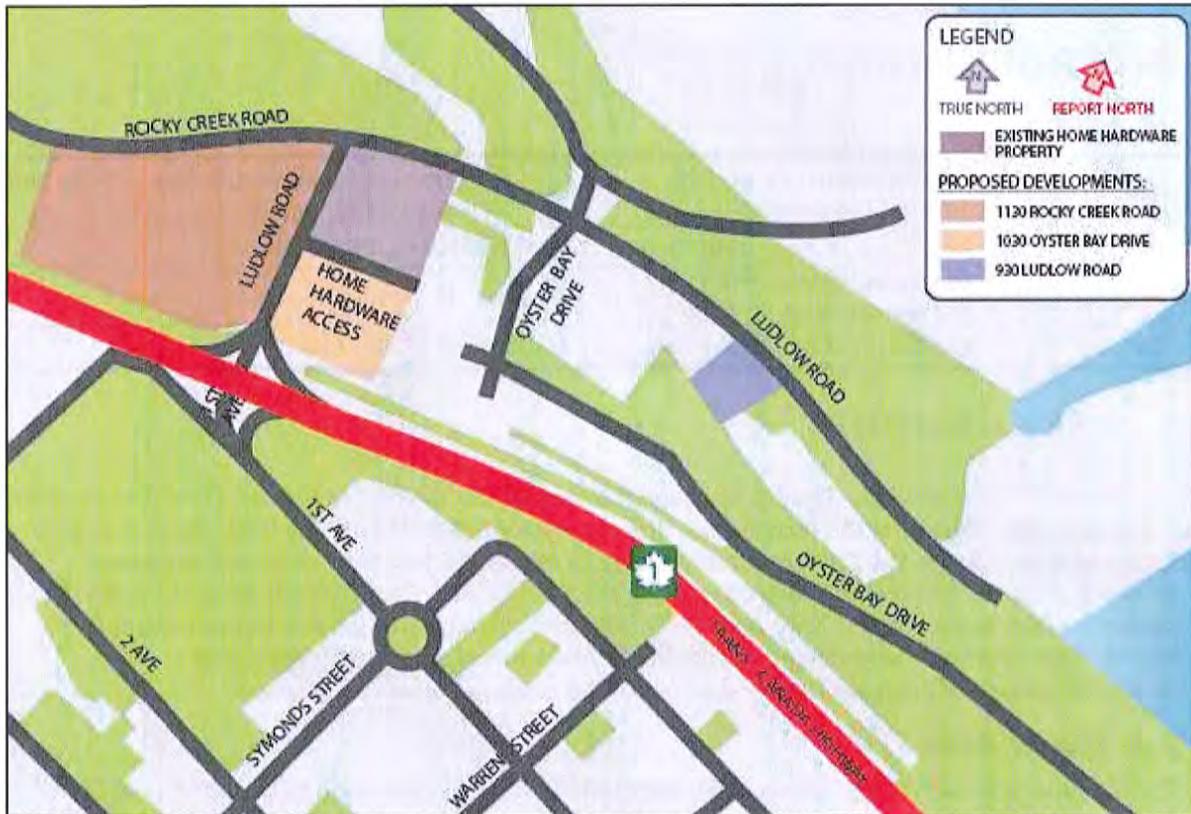
The Study area is defined by Ludlow Road, Rocky Creek Road/Ludlow Road to the north, and Trans-Canada Highway 1 (Highway 1) to the south. The land use is generally light industrial with a gas station, a bottle recycling depot, commercial space, and an existing Home Hardware store. The road network is comprised of collector roads with a major highway running in the east-west direction. The proposed new developments include: 1130 Rocky Creek Road, 1030 Oyster Bay Drive, and 930 Ludlow Road.

The property at 1130 Rocky Creek Road is currently vacant and the site was originally rezoned for a future hotel. However, based on the information provided, the proposed development has potential to rezone to an I-1 zoning with retail space, restaurant space, gas station, and convenience store. This Study will reflect the I-1 land use zoning. The Town has received inquiries regarding the possible rezoning of this into a coffee shop with a drive-through window. If this occurs, an additional traffic study will be required to reflect the land use changes and revised trip generation estimates.

The property at 930 Ludlow Road is currently vacant at the south end of the lot. This site is expected to be developed into an office supply warehouse space. The site at 1030 Oyster Bay Drive currently has existing buildings for Ladysmith Motorsports, with the remainder of the site left vacant. This vacant portion is expected to develop Materials and Equipment Supply shop.

There is an existing Home Hardware store that is in the southeast quadrant of the Ludlow Road and Rocky Creek Road intersection. The access to Home Hardware is located along Ludlow Road and currently operates as a full-movement intersection as opposed to its intended right-in only configuration.

This Study will assume the north direction to be towards the true northeast direction and will assume Highway 1 to be in the east-west direction as shown in the figures throughout this Study. The Study area is shown in **Figure 1-1**.



**Figure 1-1: Study Area**

## 2 EXISTING CONDITIONS

To evaluate the existing conditions, traffic volume data was collected in January 2018 by Binnie’s traffic data contractor, TransTech Data Services (TransTech) and BC MOTI. The Study time periods include Weekday AM Peak (7 to 9 AM); Weekday PM Peak (3 to 6 PM); and Saturday Peak (10 AM to 3 PM). The Study intersections are as follows:

- Ludlow Road at Rocky Creek Road
- Ludlow Road at Oyster Bay Drive
- Oyster Bay Drive at Oyster Bay Drive (Driveways to Ladysmith Motorsports)
- Ludlow Road at Home Hardware access
- Highway 1 at 1<sup>st</sup> Avenue/Ludlow Road

A site visit was also conducted on January 16, 2018 to confirm and observe roadway characteristics and traffic behaviours.

### 2.1 Study Transportation Network and Roadway Characteristics

The Study transportation network includes Trans-Canada Highway 1, Ludlow Road, Rocky Creek Road, and Oyster Bay Drive. The roadway parameters and characteristics for the Study transportation network are described below.

### **Trans-Canada Highway 1**

The Trans-Canada Highway 1 (Highway 1) is major highway connecting the communities on Vancouver Island under the jurisdiction of the BC MOTI. It generally runs in the east-west direction through the Town and in the north-south direction along the coast of Vancouver Island. Within the Study area, the highway has a four-lane cross-section and a posted speed of 70 km/h. This highway also provides goods movement throughout the Island, and trucks make up approximately 12% of the highway traffic demands.

#### **Ludlow Road/1<sup>st</sup> Avenue**

Ludlow Road intersects Rocky Creek Road and runs in the north-south direction. To the south of Highway 1, Ludlow Road becomes 1<sup>st</sup> Avenue. Ludlow Road continues through the Town and connects residents to Highway 1. Ludlow Road generally has a four-lane cross-section and 1<sup>st</sup> Avenue has a two-lane cross-section. Ludlow Road has a posted speed of 40 km/h and 1<sup>st</sup> Avenue has a posted speed of 30 km/h. Between Highway 1 and Rocky Creek Road, there is a slight grade, a 45 m long median, and a painted median that extends to Rocky Creek Road.

#### **Rocky Creek Road/Ludlow Road**

Rocky Creek Road is a two-lane cross-section roadway, which runs in the east-west direction where it changes to Ludlow Road at the stop-controlled intersection of Rocky Creek Road and Ludlow Road. The roadway has a posted speed of 40 km/h.

#### **Oyster Bay Drive**

Oyster Bay Drive is a two-lane cross-section roadway, which generally runs in the east-west direction. It intersects with Ludlow Road and extends south for approximately 100 m before it runs eastbound towards Transfer Beach Boulevard. The roadway has a posted speed of 40 km/h.

The existing laning configuration for the Study area is shown in **Error! Reference source not found.**

Field observations noted that the existing driveway access to the Home Hardware is operating as a full-movement intersection, although the Town has advised that the intended operation of this access was to be a right-in only configuration with the egress intended to be along Oyster Bay Drive. This Study will analyze the Home Hardware access as a full-movement access for the existing traffic operations condition. The intersection of Ludlow Road and Oyster Bay Drive is also assumed to be operating as a four-way stop-controlled intersection.

## **2.2 Existing Traffic Volumes**

The existing (balanced) traffic volumes for the Weekday AM Peak Hour, Weekday PM Peak Hour, and Saturday Peak Hour are summarized in **Error! Reference source not found.** The raw traffic volume counts are provided in **Appendix A**.

## **2.3 Existing Traffic Operations Analysis**

The traffic operations analysis in this Technical Memorandum was performed using the Synchro 10 software suite for unsignalized and signalized intersections, which is generally based on the Highway Capacity Manual (HCM) 2010 methodologies. The existing signal timing plans for the intersection of Highway 1 and 1<sup>st</sup> Avenue/Ludlow Road were provided by BC MOTI.

The following traffic operation parameters were evaluated:

- **Volume-to-capacity (v/c) ratios:** indicates that traffic demands exceed the intersection capacity when the v/c ratio is greater than 1.00;

- **Approach delays:** represents the average wait time experienced by a driver on the approach to the intersection;
- **Level-of-services (LOS):** indicates a grading system on the intersection operation based on the calculated delays; and
- **95<sup>th</sup> percentile queue lengths:** represents the expected queue length with 5 percent probability of being exceeded during the analysis period.

**Table 2-1** Error! Reference source not found. and **Table 2-2** illustrates the LOS grading based on traffic delays. LOS A means that the intersection experiences little to no delay whereas a LOS F indicates significant delay is present.

**Table 2-1: HCM LOS Criteria for Signalized Intersection**

Level of Service	Average Control Delay (s/veh)
A	0 - 10
B	> 10 - 20
C	> 20 - 35
D	> 35 - 55
E	> 55 - 80
F	> 80

**Table 2-2: HCM LOS Criteria for Unsignalized Intersection**

Level of Service	Average Control Delay (s/veh)
A	0 - 10
B	> 10 - 15
C	> 15 - 25
D	> 25 - 35
E	> 35 - 50
F	> 50

For this Study, the target intersection operation thresholds are assumed to be as follows:

- LOS D (overall intersection and individual movements)
- V/C ratio of 0.85
- Delay less than 55 s for signalized intersection and 35 s for unsignalized intersection (LOS D)

The analysis results for the existing traffic conditions are summarized in **Table 2-3** Error! Reference source not found..

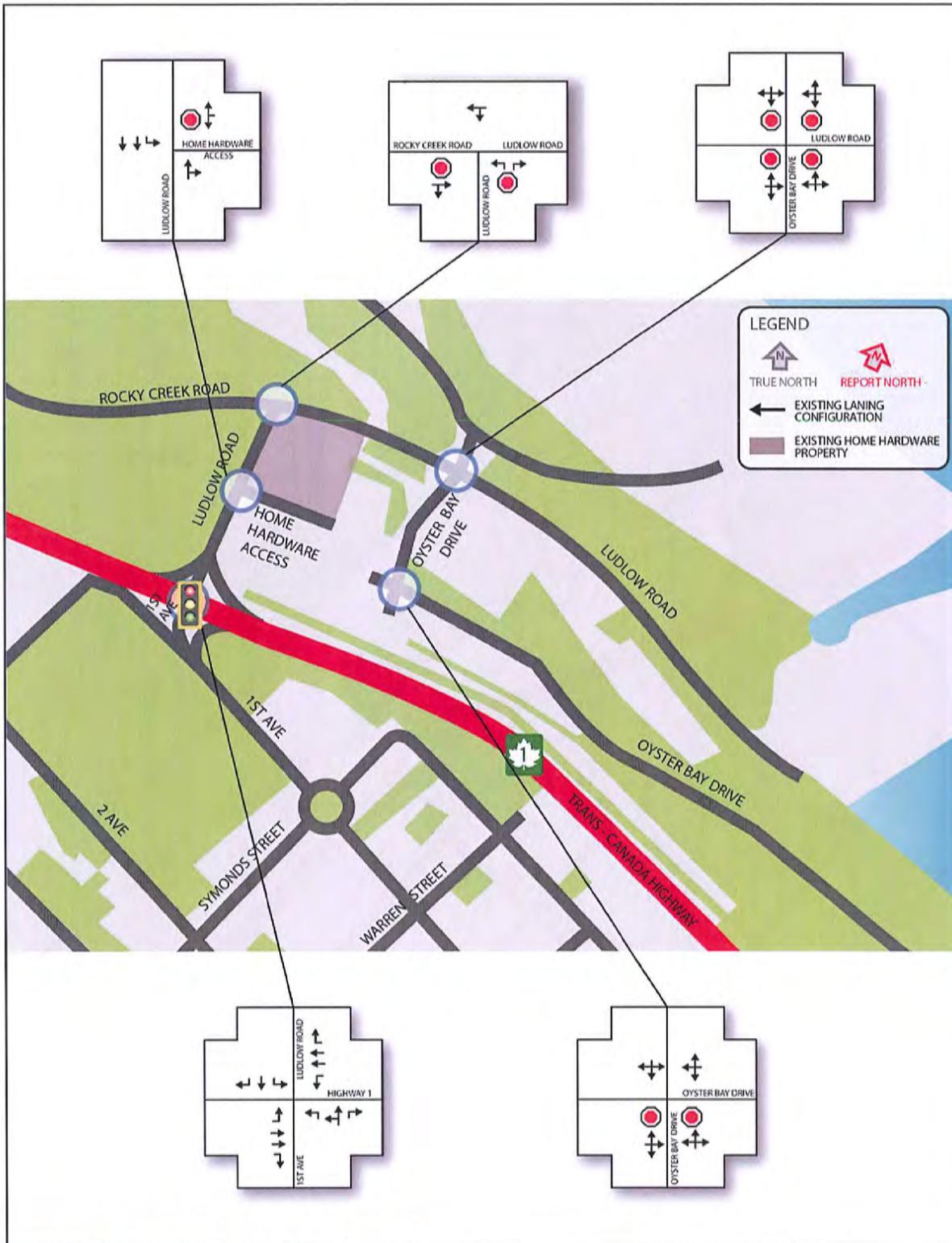


Figure 2-1: Existing Laning Configuration

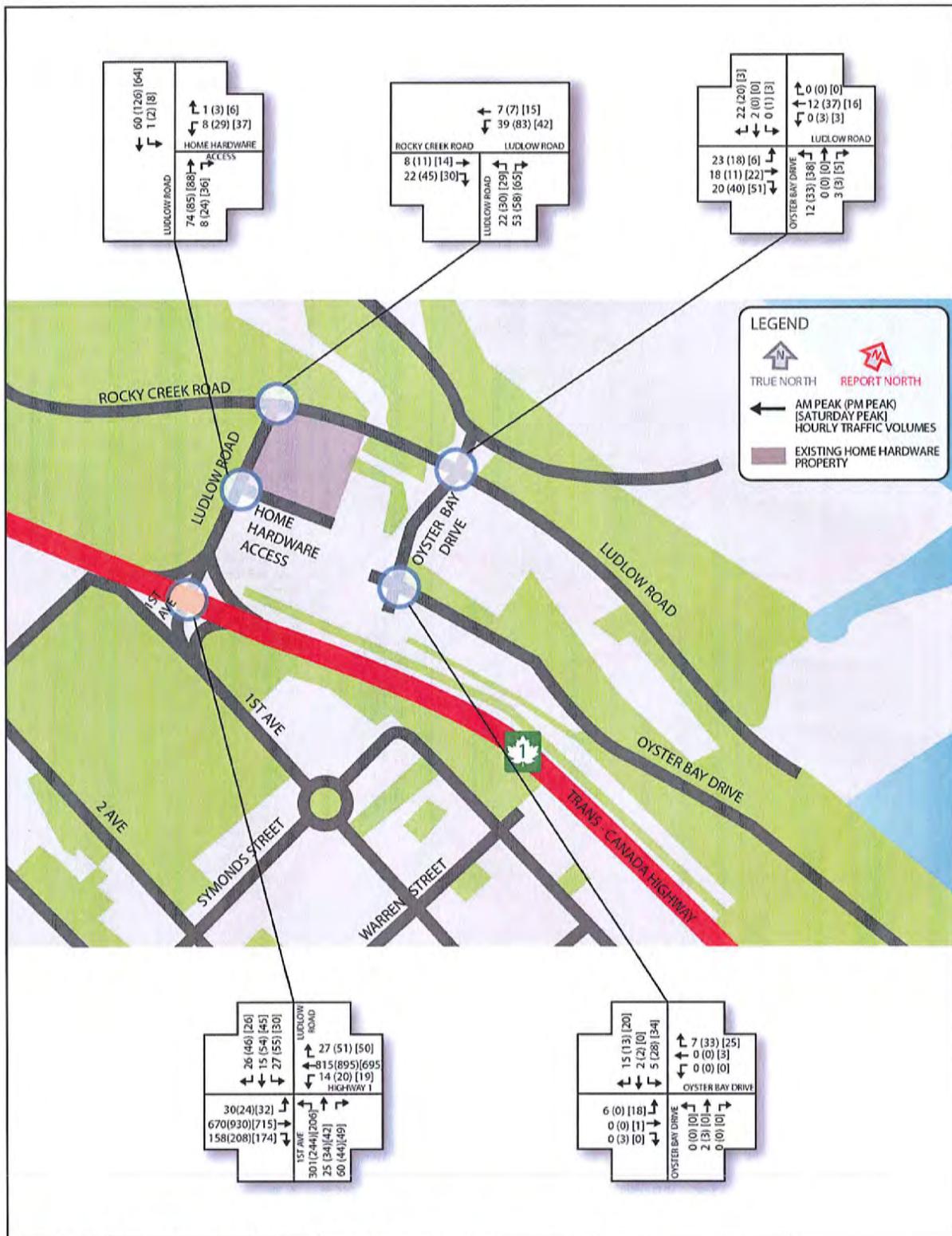


Figure 2-2: Existing (Balanced) 2018 Traffic Volumes

**Table 2-3: Existing Traffic Operations**

Intersection	Turning Movement	Weekday AM Peak Hour				Weekday PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	11.3	0.11	7.0	B	12.0	0.10	6.4	B	12.6	0.11	7.8
	EBT	B	13.4	0.42	53.6	B	16.9	0.57	85.8	B	16.1	0.48	60.4
	EBR	A	2.5	0.20	8.8	A	2.4	0.25	10.5	A	2.7	0.23	9.8
	WBL	B	18.4	0.05	5.8	C	20.2	0.11	8.2	C	20.5	0.08	7.6
	WBT	C	21.6	0.60	89.9	C	23.8	0.64	105.5	C	23.4	0.57	76.6
	WBR	A	0.1	0.04	-	A	0.2	0.07	-	A	0.2	0.08	-
	NBL	E	59.2	0.85	#137.9	E	60.3	0.80	#110.9	D	43.9	0.62	#84.1
	NBT	D	36.5	0.07	12.7	D	39.3	0.11	16.5	C	34.9	0.12	18.4
	NBR	A	0.6	0.14	-	A	0.6	0.11	-	A	0.6	0.12	-
	SBL	D	41.6	0.13	14.1	D	44.2	0.27	24.0	D	39.0	0.15	14.8
	SBR	D	41.5	0.07	9.5	D	43.8	0.25	23.5	D	39.5	0.21	19.7
	SBR	A	-	0.02	-	A	-	0.03	-	A	-	0.02	-
Int. LOS		C				C				C			
Ludlow Rd / Home Hardware Access (Unsignalized)	WBL/R	A	9.2	0.01	0.3	A	9.7	0.04	1.0	A	9.7	0.06	1.4
	NBT/R	A	-	0.05	-	A	-	0.07	-	A	-	0.08	0
	SBT/L	A	0.3	0.03	-	A	0.3	0.05	-	A	2.1	0.03	0.1
	Int. LOS		A				A				A		
Ludlow Rd / Rocky Creek Rd (Unsignalized)	EBT/R	A	4.6	N/A	12.9	A	4.7	N/A	14.8	A	4.5	N/A	14.1
	WBL/T	A	0.9		-	A	1.1		-	A	1.0		-
	NBL/R	A	3.4		5.1	A	4.8		9.4	A	3.8		6.5
	Int. LOS		A				A				A		
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.2	0.07	N/A	A	7.1	0.08	N/A	A	7.1	0.09	N/A
	WBL/T/R	A	7.1	0.01		A	7.4	0.05		A	7.3	0.02	
	NBL/T/R	A	7.3	0.02		A	7.6	0.05		A	7.5	0.05	
	SBL/T/R	A	6.7	0.03		A	6.7	0.02		A	7.0	0.01	
	Int. LOS		A				A				A		
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	4.1	N/A	6.9	A	-	N/A	-	A	3.9	N/A	11.0
	WBL/T/R	A	0.0		-	A	0.1		-	A	0.4		-
	NBL/T/R	A	3.8		3.8	A	4.4		5.2	A	-		-
	SBL/T/R	A	1.1		-	A	0.7		-	A	0.3		-
	Int. LOS		A				A				A		

Based on the analysis results, all five study intersections are generally operating within the Study thresholds. However, the northbound left-turn movement along 1<sup>st</sup> Avenue at the intersection of Highway 1 and Ludlow Road/1<sup>st</sup> Avenue is operating at LOS E with delays of approximately 60 s during the Weekday AM and PM peak hours.

The detailed Synchro analysis results are provided in **Appendix B**.

### 3 FUTURE CONDITIONS

There are three proposed developments within the Study area that are expected to be fully built out by the 2023 horizon year.

The vacant lot at 1130 Rocky Creek Road is expected to rezone to I-1 zoning. The parcel is expected to provide approximately 15,000 sq. ft. of retail space, restaurant space, and various other automobile services. Based on the information provided, the 1130 Rocky Creek Road development is expected to create two additional driveways: one connecting to Ludlow Road along the east frontage of the property, and one connecting to Rocky Creek Road along the north frontage of the property. For a conservative approach for this Study, all traffic generated from the 1130 Rocky Creek Road development will be channeled through the access at Ludlow Road. The proposed access for the 1130 Rocky Creek Road development on Ludlow Road is expected to be a right-in right-out (RIRO) configuration. The Town has received inquiries regarding the possible rezoning of this property into a coffee shop with a drive-through window. If this occurs, an additional traffic study will be required to reflect the land use changes and revised trip generation estimates.

The development at 1030 Oyster Bay Drive is currently under an application to develop a new building for Xtend Rental, which rents and supplies equipment for site development and landscaping purposes. The proposed development is expected to be approximately 1,500 sq. ft. Based on the information provided, the 1030 Oyster Bay Drive development is proposing a new RIRO access onto Ludlow Road along the western frontage of the site.

The vacant portion at the south end of the 930 Ludlow Road property is expected to develop a new building for E. Madill. The proposed building is expected to provide approximately 21,500 sq. ft. in office supply warehousing space.

#### 3.1 Trip Generation

The forecast trip generation for the proposed developments was estimated based on the rates published in the Institute of Transportation Engineers' (ITE) *Trip Generation, 10<sup>th</sup> Edition*. The forecast site generated traffic for the proposed developments for the 2023 horizon year is summarized in **Table 3-1: Forecast Study Developments Site Generated Traffic**.

Based on forecast trip site generated traffic, the following new trips could be expected from all the proposed developments:

- At the full build out stage, the proposed developments are expected to generate a total of 197 vehicles trips onto the study road network during the AM peak hour, with 107 inbound trips and 90 outbound trips.
- At the full build out stage, the proposed developments are expected to generate a total of 244 vehicle trips onto the study road network during the PM peak hour, with 125 inbound trips, and 119 outbound trips.
- At the full build out stage, the proposed developments are expected to generate a total of 264 vehicle trips onto the study road network during the Saturday peak hour, with 131 inbound trips, and 133 outbound trips.

**Table 3-1: Forecast Study Developments Site Generated Traffic**

Description	Size	Unit	ITE Ref.	Avg. Trip Ends per Unit	Generated Trip Ends	% Entering	% Exiting	Vehicle Entering	Vehicle Exiting
<b>AM Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	0.94	5	62	38	3	2
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	9.94	59	55	45	32	27
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	40.59	110	50	50	55	55
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	5.8	16	75	25	12	4
							Subtotal:	102	88
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	1.57	3	63	37	2	1
							Subtotal:	2	1
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.17	4	77	23	3	1
							Subtotal:	3	1
							<b>Total:</b>	<b>107</b>	<b>90</b>
<b>PM Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	3.81	19	48	52	9	10
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	9.77	58	62	38	36	22
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	49.29	134	50	50	67	67
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	8.7	24	42	58	10	14
							Subtotal:	122	113
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	2.06	4	47	53	2	2
							Subtotal:	2	2
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.19	5	27	73	1	4
							Subtotal:	1	4
							<b>Total:</b>	<b>125</b>	<b>119</b>
<b>Weekend Peak Hour</b>									
1130 Rocky Creek									
Retail	4.8	1,000 Sq.ft	820	4.5	22	50	50	11	11
High-Turnover (Sit-Down) Restaurant	5.9	1,000 Sq.ft	932	11.19	67	51	49	34	33
Convenience Market with Gas Pumps	2.7	1,000 Sq.ft	853	49.29	134	50	50	67	67
Quick Lubrication Vehicle Shop	2.7	1,000 Sq.ft	941	8.7	24	42	58	10	14
							Subtotal:	122	125
1030 Oyster Bay Drive (Xtend Rental)									
Construction Equipment Rental	1.5	1,000 Sq.ft	812	9.58	15	51	49	8	7
							Subtotal:	8	7
930 Ludlow Road									
Office Supply Warehouse	21.5	1,000 Sq.ft	150	0.05	2	64	36	1	1
							Subtotal:	1	1
							<b>Total:</b>	<b>131</b>	<b>133</b>

Note: The following ITE References were used to generate the above table: Shopping Centre rate (ITE Ref. 820), High-Turnover (Sit-Down) Restaurant (ITE Ref. 932), Convenience Market with Gas Pumps (ITE Ref. 853), Market with Gas Pumps (ITE Ref. 853), Quick Lubrication Vehicle Shop (ITE Ref. 941), Building Materials and Lumber Store (ITE Ref. 812), Office Supply Warehouse (ITE Ref. 150)

### 3.2 Proposed Driveway Access Scenarios

Based on discussions with the Town and BC MOTI, the following driveway access scenarios were analyzed:

- **Scenario 1:** A new driveway is proposed for the Xtend development, which provides access onto Ludlow Road and would be approximately 15 m south of the existing Home Hardware access.
- **Scenario 2:** The access to and from the Xtend development onto Ludlow Road would be allowed through the existing Home Hardware access. The existing Home Hardware access at Ludlow Road would be signed and reconfigured for RIRO movements only. To facilitate convenient access to Highway 1, a roundabout is proposed for the intersection of Ludlow Road at Rocky Creek Road.
- **Scenario 3:** Driveway accesses for 930 Ludlow Road and 1130 Rocky Creek Road would be evaluated based on sightline requirements. The proposed driveway accesses for 1130 Rocky Creek Road would be directly across the Home Hardware access with a second access on Rocky Creek Road. The proposed driveway access for 930 Ludlow Road is expected to be shared with the existing access for the Wash Me car wash site.

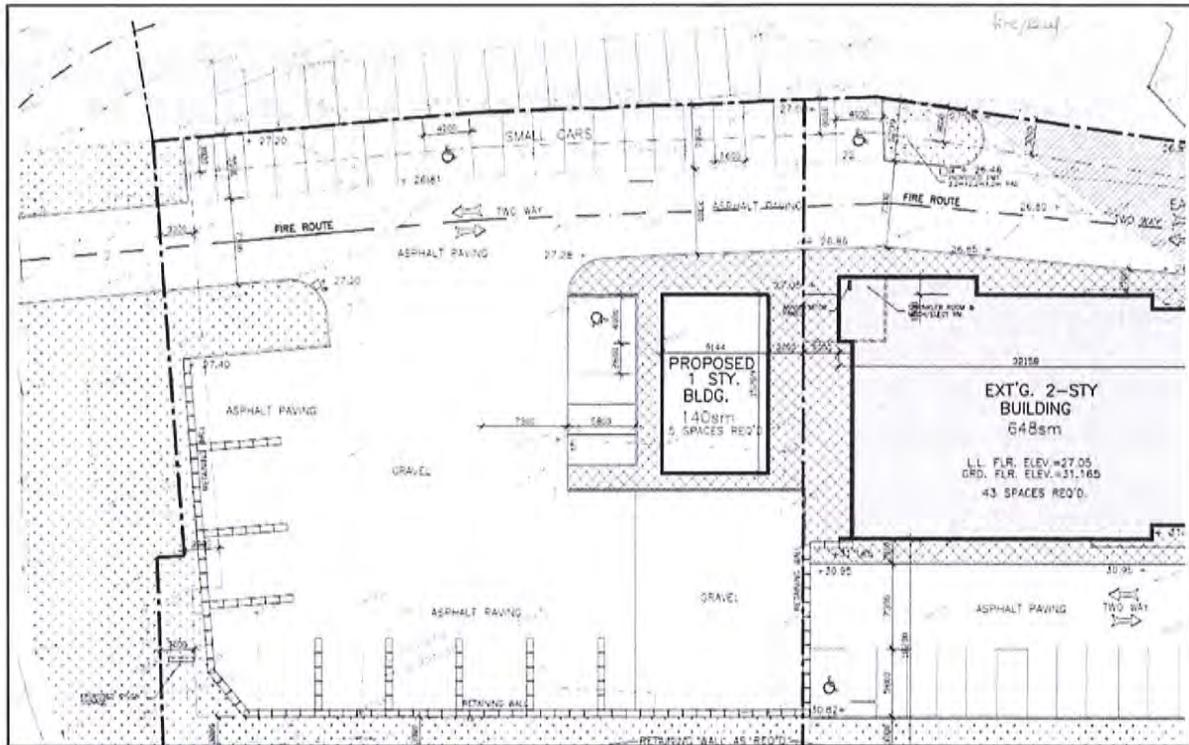
### **3.2.1 Scenario 1 – New Driveway to Xtend Development**

To analyze the feasibility of Scenario 1, sightline evaluation and safety assessment were conducted. Based on the proposed location of the new Xtend Rental driveway, and the existing roadway characteristics with a slight grade on Ludlow Road, the requirement for appropriate sightline and any safety considerations take precedence over traffic operations analysis.

#### **Sightline Assessment**

To assess whether the proposed driveway location would be recommended for continued use by passenger vehicles to access the Xtend Rental development, two types of sight distances were evaluated: Stopping Sight Distance and Intersection Sight Distance. The Geometric Design Guide for Canadian Roads (Ottawa: Transportation Association of Canada (TAC), 2017) recommends minimum stopping sight distances and intersection sight distances based on the design speed of the adjacent roadway. The posted speed limit along Ludlow Road is 40 km/h.

The proposed driveway is illustrated in **Figure 3-1** provided by the Town on January 16, 2018 for this assessment.



**Figure 3-1: 1030 Oyster Bay Drive Proposed Site Plan**

**STOPPING SIGHT DISTANCE**

Stopping Sight Distance (SSD) is the distance required by an approaching driver on Ludlow Road to see and stop should a vehicle exit abruptly from the proposed driveway onto Ludlow Road. The SSD for vehicles approaching the proposed driveways are summarized in **Table 3-2**.

**Table 3-2: SSD at Proposed Driveway and Ludlow Road**

Travel Direction on Ludlow Road	Posted Speed on Major Roadway	Grade on Major Roadway	Required SSD	Available SSD	Sight Distance Adequate?
Northbound	40 km/hr	6%	50 m	30 m	No
Southbound	40 km/hr	6%	44 m	72 m	Yes

As indicated in the table above, the SSD is not met for the northbound direction (vehicles travelling from Highway 1 toward Rocky Creek Road) for the proposed driveway. SSD is a fundamental safety consideration for driveway placement and the required SSD must be met for a driveway location to be recommended.

**INTERSECTION SIGHT DISTANCE**

Intersection Sight Distance (ISD) is the minimum distance that a driver exiting a driveway needs to be able to see approaching vehicles before making a turning maneuver. The proposed driveway must accommodate the required ISD for vehicles making a turning maneuver onto Ludlow Road. The ISD for vehicles turning from the proposed driveway are summarized in **Table 3-3**. Note that the values shown are for passenger vehicles.

**Table 3-3: ISD at Proposed Driveway and Ludlow Road**

Turning Movement from Proposed Driveway	Posted Speed on Major Roadway	Grade on Proposed Driveway	Required TSD	Available TSD	Sight Distance Adequate?
Right-Turn	40 km/hr	10%	75 m	30 m	No
Left-Turn, looking left	40 km/hr	10%	100 m	30 m	No
Left-Turn, looking right	40 km/hr	10%	100 m	72 m	No

As indicated in the table above, the ISD is not met for both the right-turn and left-turn movements. Meeting the required ISD would indicate that exiting movements from the driveway would not impact the through traffic on the major roadway and will not potentially incur an operational issue for the major roadway.

**SAFETY CONSIDERATION**

Based on the information provided, the proposed driveway for the 1030 Oyster Bay Drive is expected to be placed within 15 m of the existing access to Home Hardware. Adding the proposed RIRO Xtend Rental access within proximity to the existing full-movement Home Hardware access may compromise driver decision-making with simultaneous turning movements from both accesses and is not recommended from an access management perspective.

In addition, the existing Home Hardware access is currently operating as a full-movement three-legged intersection, as opposed to its intended right-in only configuration. The proposed Xtend Rental access and the Home Hardware access would create conflicting turning movements.

Based on the above findings, the proposed RIRO configuration for the Xtend Rental access is not recommended. Alternatively, a right-in only access will accommodate ingress traffic accessing Xtend Rental along Ludlow Road while egress traffic can exit the property via the existing driveway along Oyster Bay Drive. Similarly, the right-in only configuration of the existing Home Hardware must be enforced to mitigate conflicting turning movements.

**3.2.2 Scenario 2 – Shared Existing Driveway with New Roundabout**

In the analysis for Scenario 2, the proposed driveway for Xtend Rental was assumed to be consolidated with the existing access to Home Hardware. This scenario also assumes the enforcement of a RIRO configuration at the driveway to Home Hardware. The existing median is recommended to be extended along Ludlow Road to Rocky Creek Road to help facilitate the enforcement of the RIRO configuration from Home Hardware. Based on discussions with the Town, a roundabout is proposed for the existing stop-controlled intersection of Rocky Creek Road and Ludlow Road to facilitate vehicles wishing to access Highway 1 from exiting the existing Home Hardware access. The roundabout should be designed to accommodate the B-train vehicles that utilize the intersection to access the existing lumber mill north of the Study area.

The following sections describe the evaluations of the traffic operations for the 2023 horizon year based on the assumptions listed above.

**Trip Distribution**

The forecast trip distribution for the site generated traffic volumes is estimated to be based on the existing travel patterns as identified by the recent turning movement counts. The trip distribution and assignment procedures were assumed to be consistent among the various proposed developments and summarized below in **Table 3-4**.

**Table 3-4: Trip Distribution Percentages**

Trip Distribution Direction	Inbound From			Outbound To		
	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour
Highway 1, west of Ludlow Road/ 1st Ave	40%	45%	45%	55%	45%	45%
Highway 1, east of Ludlow Road/ 1st Ave	40%	40%	40%	35%	40%	40%
Ludlow Road, south of Highway 1	20%	15%	15%	10%	15%	15%

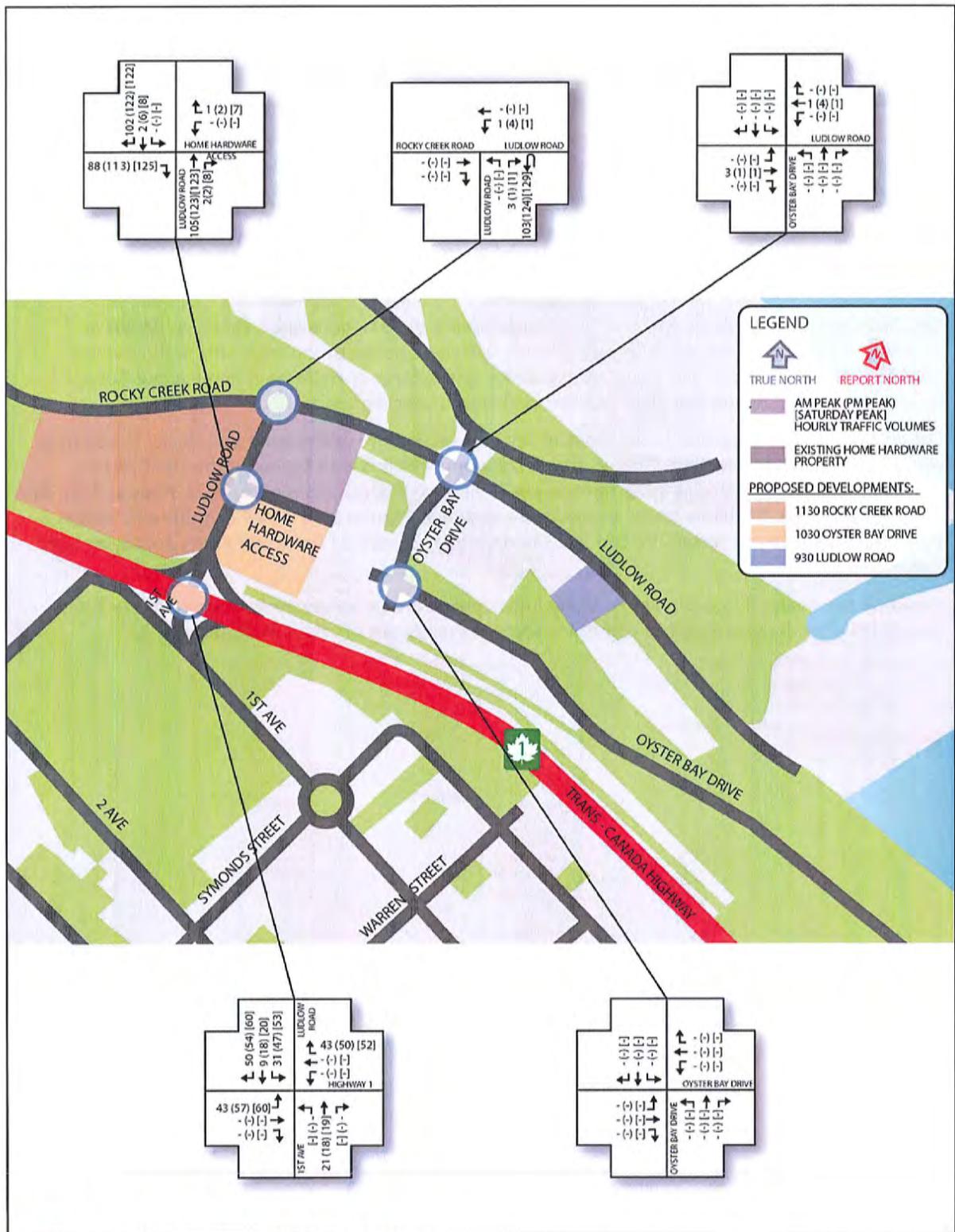
Based on the assumptions outlined in this section, the resulting site generated traffic volumes on the study road network are summarized in **Figure 3-2: Site Generated Traffic Volumes**.

**2023 Horizon Year Combined Traffic Operation Analysis**

The 2023 horizon year combined traffic volumes include the site generated volumes. Based on discussions with the Town, a 2% annual growth rate was applied to the adjacent road network, outside of the study area. The signal timing at the intersection of Highway 1 and Ludlow Road/1<sup>st</sup> Avenue was optimized for the 2023 horizon year traffic operation analysis.

The analysis on the proposed roundabout at the intersection of Ludlow Road and Rocky Creek Road was performed using the Sidra Intersection 6 software, which is also based on the HCM 2010 methodologies. The proposed 2023 horizon year laning configurations are shown in **Figure 3-3**. The 2023 horizon year combined traffic volumes are shown in **Figure 3-4: 2023 Combined Traffic Volumes**. The analysis results for the 2023 horizon year combined traffic condition are summarized in **Table 3-5**.

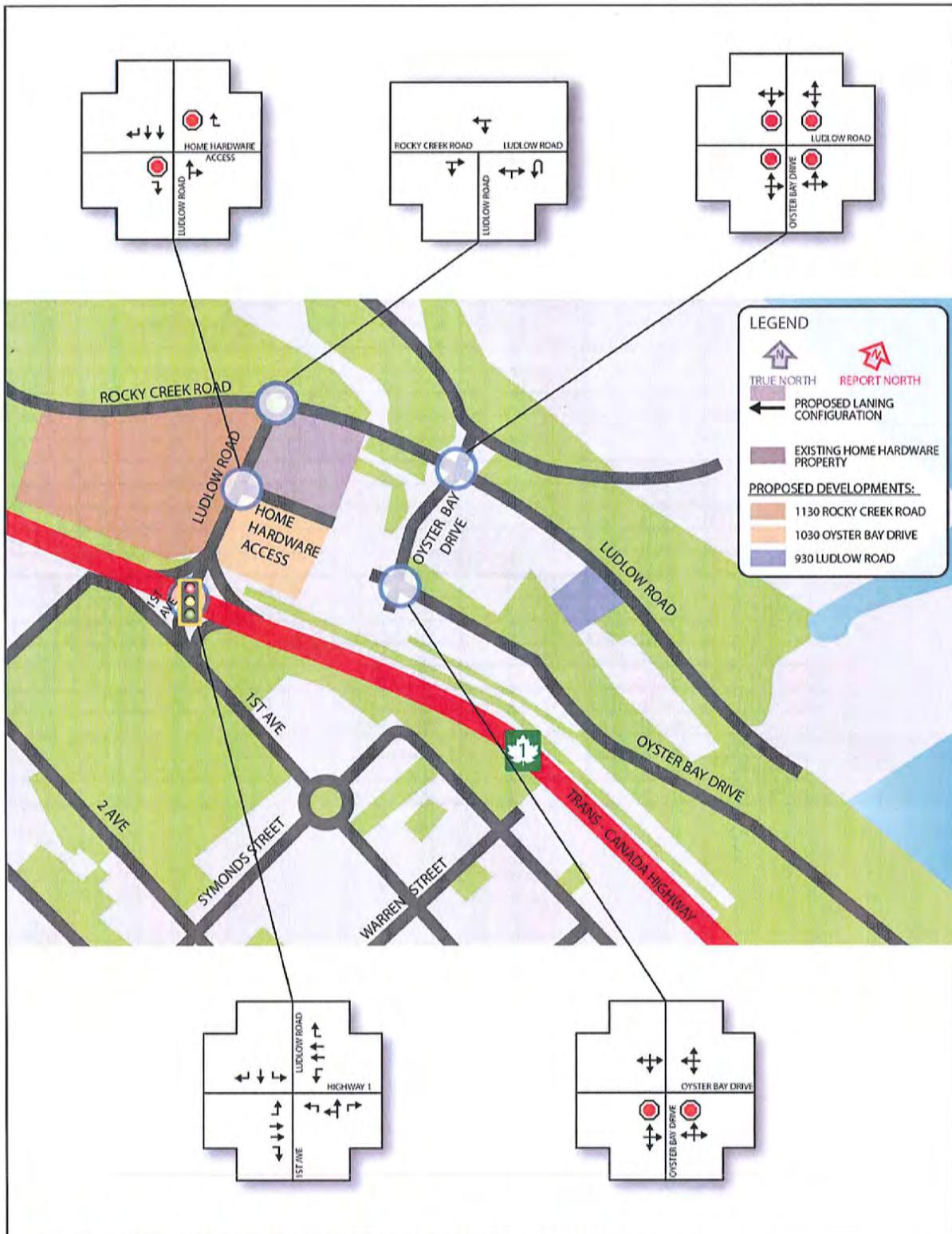
Based on the analysis results, all five study intersections are generally operating within the Study thresholds. The detailed Synchro and Sidra analysis results are provided in **Appendix B**.



**Figure 3-2: Site Generated Traffic Volumes**

**Table 3-5: 2023 Horizon Year Combined Traffic Operations**

Intersection	Turning Movement	Weekday AM Peak Hour				Weekday PM Peak Hour				Saturday Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q(m)	LOS	Delay (s)	V/C Ratio	95% Q(m)	LOS	Delay (s)	V/C Ratio	95% Q(m)
Hwy 1 / 1st Ave & Ludlow Rd (Signalized)	EBL	B	19.9	0.34	18.5	C	25.7	0.48	21.7	B	19.1	0.37	22.9
	EBT	B	19.5	0.47	81.4	C	24.5	0.67	132.9	B	19.9	0.53	87.7
	EBR	A	3.4	0.20	11.3	A	3.3	0.26	13.5	A	3.2	0.23	11.9
	WBL	C	24.7	0.06	7.0	C	29.3	0.16	10.6	C	27.5	0.10	9.7
	WBT	C	31.7	0.71	127.3	D	35.3	0.78	151.4	C	32.5	0.69	111.7
	WBR	A	0.3	0.11	-	A	2.0	0.16	4.8	A	2.5	0.18	5.7
	NBL	D	50.5	0.76	100.7	D	54.1	0.74	84.0	D	50.1	0.68	71.8
	NBT	C	34.3	0.11	18.7	D	37.5	0.15	21.6	D	37.7	0.19	24.6
	NBR	A	0.5	0.13	-	A	0.5	0.11	-	A	0.6	0.13	-
	SBL	D	54.3	0.33	28.1	D	52.9	0.48	42.4	D	47.4	0.38	34.0
	SBT	D	50.3	0.13	14.5	D	48.8	0.32	31.5	D	45.1	0.29	27.9
	SBR	A	0.1	0.05	-	A	0.1	0.07	-	A	0.1	0.06	-
Int. LOS		C				C				C			
Ludlow Rd / Home Hardware Access (Unsignalized)	EBR	A	9.2	0.10	2.6	A	9.9	0.14	3.8	A	9.7	0.15	4
	WBR	A	9.5	0.01	0.3	A	9.9	0.05	1.1	B	10.1	0.07	1.7
	NBT/R	A	0.0	0.12	-	A	0.0	0.15	-	A	0.0	0.17	-
	SBT/R	A	0.0	0.08	-	A	0.0	0.11	-	A	0.0	0.1	-
Int. LOS		A				A				A			
Ludlow Rd / Rocky Creek Rd (Roundabout)	EBT/R	A	4.2	0.04	0.9	A	5.0	0.07	1.9	A	4.6	0.05	1.3
	WBL/T	A	4.3	0.05	1.3	A	5.1	0.11	3.1	A	4.7	0.07	1.8
	NBL/R	A	5.0	0.19	5.9	A	5.6	0.24	8.1	A	5.8	0.26	8.9
Int. LOS		A				A				A			
Ludlow Rd / Oyster Bay Rd (Unsignalized)	EBL/T/R	A	7.2	0.08	N/A	A	7.2	0.08	N/A	A	7.1	0.09	N/A
	WBL/T/R	A	7.1	0.02		A	7.4	0.05		A	7.2	0.02	
	NBL/T/R	A	7.3	0.02		A	7.6	0.05		A	7.5	0.05	
	SBL/T/R	A	6.7	0.02		A	6.8	0.02		A	7.0	0.01	
	Int. LOS		A				A				A		
Oyster Bay Rd / Driveway (Unsignalized)	EBL/T/R	A	3.9	N/A	6.0	A	2.7	N/A	6.9	A	6.2	N/A	11.1
	WBL/T/R	A	0.0		-	A	0.1		-	A	-		-
	NBL/T/R	A	4.0		5.0	A	4.4		5.0	A	0.2		-
	SBL/T/R	A	0.3		-	A	0.3		-	A	0.1		-
Int. LOS		A				A				A			



**Figure 3-3: 2023 Horizon Year Proposed Laning Configuration**

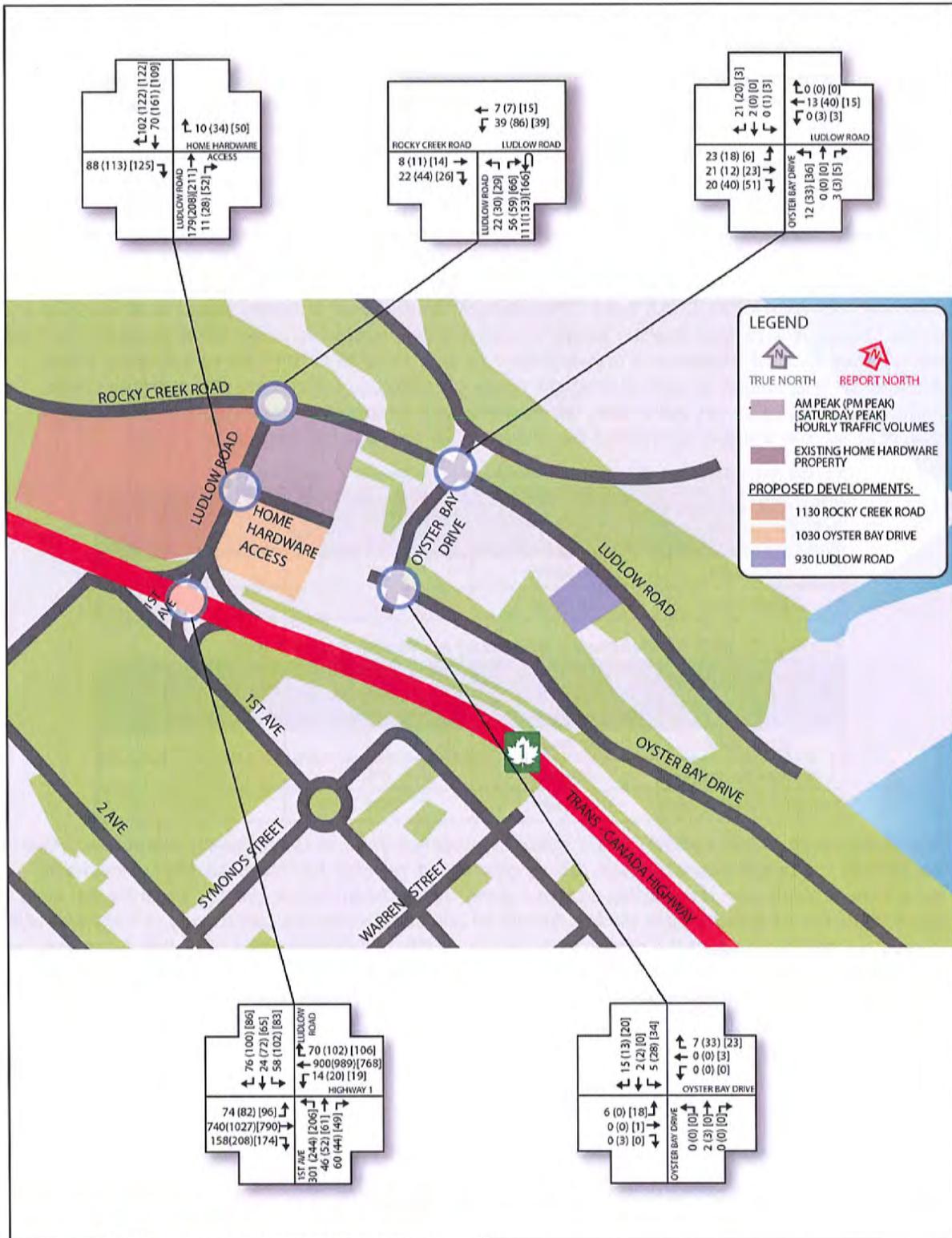


Figure 3-4: 2023 Combined Traffic Volumes

### 3.2.3 Scenario 3 – Proposed Driveway Accesses for 1130 Rocky Creek Road and 930 Ludlow Road

The development at 1130 Rocky Creek Road is currently proposed to be a mixed-used development with retail space, restaurant space, and automobile services. Based on the expected trips to be generated, two driveway accesses are recommended. Based on best practice, a driveway access on Ludlow Road is suggested to be directly across from the existing Home Hardware access. As per Scenario 2, the extension of the existing median would enforce the turning movements from this driveway access to be RIRO. The second access for 1130 Rocky Creek Road would intersect Rocky Creek Road. Based on the *Geometric Design Guide for Canadian Roads* (Ottawa: Transportation Association of Canada (TAC), 2017), the required minimum SSD and ISD based on 0% grade on major road approach (Rocky Creek Road) are 50 m and 85 m, respectively, for a full-movement driveway access on Rocky Creek Road. The grade of the proposed driveway access is assumed to be at 0%. Hence, the optimal location for the second driveway access on Rocky Creek Road for the 1130 Rocky Creek Road development is recommended to be at least 85 m from the center of the access width to the intersection of Ludlow Road and Rocky Creek Road on the south side of Rocky Creek Road. Should 85 m be not achievable, left-turn movements should be restricted due to inadequate ISD. **Tables 3-6** and **3-7** summarize the required SSD and ISD, respectively.

**Table 3-6: SSD for Proposed Driveway on Rocky Creek Road**

Travel Direction on Rocky Creek Road/ Ludlow Road	Posted Speed on Major Roadway	Grade	Required SSD
Eastbound	40 km/hr	0%	50 m
Westbound	40 km/hr	0%	50 m

**Table 3-7: ISD for Proposed Driveway on Rocky Creek Road**

Turning Movement from Proposed Driveway	Posted Speed on Major Roadway	Assumed Grade on Proposed Driveway	Required ISD
Right-Turn	40 km/hr	0%	75 m
Left-Turn, looking left	40 km/hr	0%	85 m
Left-Turn, looking right	40 km/hr	0%	85 m

The development at 930 Ludlow Road is currently proposed to be an Office Supply Warehouse. Due to the existing grade along Ludlow Road, it is recommended vehicles accessing the 930 Ludlow Road development should use the existing accesses along Ludlow Road for the existing Wash Me car wash site and the CO-OP Cardlock gas station. Should an additional access be constructed, a minimum of 85 m must be maintained from the center of the access width to the intersection of Ludlow Road and Rocky Creek Road. The grade of the proposed driveway access is assumed to be at 0%. Should 85 m be not achievable, left-turn movements should be restricted due to inadequate ISD.

## 4 FINDINGS

The key findings of the Driveway Feasibility Assessment are listed below:

- In the existing conditions, all five Study intersections are generally operating at acceptable levels with minimal delays except for the eastbound left-turn movement at the intersection of Highway 1 and Ludlow Road/1<sup>st</sup> Avenue, which is operating at LOS E with delays of approximately 60 seconds during the Weekday AM and PM peak hours.
- At the full build-out stage, the proposed developments are expected to generate a total of 197 vehicles trips onto the study road network during the AM peak hour, with 107 inbound trips and 90 outbound trips.

- At the full build-out stage, the proposed developments are expected to generate a total of 244 vehicle trips onto the study road network during the PM peak hour, with 125 inbound trips, and 119 outbound trips.
- At the full build-out stage, the proposed developments are expected to generate a total of 264 vehicle trips onto the study road network during the Saturday peak hour, with 131 inbound trips, and 133 outbound trips.
- The Town has received inquiries regarding the possible rezoning of the property at 1130 Rocky Creek Road to provide a coffee shop with drive-through. If this is approved, an additional traffic study should be prepared based on the revised zoning.
- The proposed Xtend Rental driveway is expected to be placed within 15 m of the existing Home Hardware access as per the drawing provided by the Town. Driver decision-making will be compromised with simultaneous turning movements from both the Xtend Rental access and the existing Home Hardware access. The Home Hardware access is currently operating as a full-movement three-legged intersection as opposed to its intended right-in only configuration. The proposed Xtend Rental access and Home Hardware access would create conflicting turning movements.
- The SSD for the proposed driveway at 1030 Oyster Bay Drive was not met for the vehicles travelling from Highway 1 toward Rocky Creek Road based on the TAC standards set in *The Geometric Design Guide for Canadian Roadways*.
- The ISD for the proposed driveway at 1030 Oyster Bay Drive was not met for both right-turn and left-turn movements based on the TAC standards set in *The Geometric Design Guide for Canadian Roadways*.
- In the 2023 horizon year condition, the addition of the traffic generated from the proposed developments, a roundabout at the intersection Rocky Creek Road and Ludlow Road, and an enforced RIRO configuration at the consolidated driveway access at the existing Home Hardware access were implemented in the analysis. All five Study intersections are expected to operate at acceptable levels with minimal delays. No queuing issues are expected to occur along Ludlow Road based on the analysis observations.
- Based on best practice, a RIRO driveway access on Ludlow Road for 1130 Rocky Creek Road is suggested to be directly across the Home Hardware access. Due to the number of expected trips generated by the site, a second driveway access is suggested on Rocky Creek Road, and the optimal location for this second driveway access with full-movement is at least 85 m from the center of the access width to the intersection of Ludlow Road and Rocky Creek Road on the south side of Rocky Creek Road.
- Due to the existing grade along Ludlow Road, the driveway access on Ludlow Road for the 930 Ludlow Road development is recommended to be consolidated with the existing accesses on Ludlow Road for the Wash Me car wash and CO-OP Cardlock gas station.

## 5 RECOMMENDATIONS

The following recommendations are offered for consideration:

- The proposed driveway access at 1030 Oyster Bay Drive is recommended to be consolidated with the existing Home Hardware access to become a RIRO configuration due to inadequate sight distances as well as safety concerns. Alternatively, a right-in only access at 1030 Oyster Bay Drive will accommodate ingress traffic, while egress traffic can exit the property via the existing driveway along Oyster Bay Drive. The intended right-in only configuration at the existing Home Hardware access must also be enforced.

- The existing median along Ludlow Road can be extended to enforce the RIRO restriction at the proposed 1130 Rocky Creek Road and the consolidated Home Hardware Access.
- The existing stop-controlled intersection of Rocky Creek Road and Ludlow Drive is recommended to be upgraded to a roundabout to allow for vehicles to make a U-turn to access Highway 1 from Home Hardware. Changing the stop-controlled intersection to a roundabout would help enforce the RIRO configuration at the Home Hardware access and the proposed Xtend Rental access. The roundabout should be designed to accommodate the B-train vehicles that utilize the intersection to access the existing lumber mill north of the Study area
- Two driveway accesses are recommended for the 1130 Rocky Creek Road development. The first driveway location is suggested to be directly across from the existing Home Hardware access with a RIRO restriction. The second driveway is suggested on Rocky Creek Road to be at least 85 m from the center of the access width to the intersection of Ludlow Road and Rocky Creek Road for a full-movement access.
- Based on the existing grades, the driveway access for the proposed development at 930 Ludlow Road is recommended to be consolidated with the existing accesses for the Wash Me car wash site and CO-OP Cardlock gas station along Ludlow Road.

## 6 CONCLUSION

Based on the technical analysis and field observations explained in this memo, Scenario 1 with a new proposed driveway access on Ludlow Road is not recommended. Scenario 2 is recommended with the consolidation of the proposed driveway access from the 1030 Oyster Bay Drive development with the existing Home Hardware access. The RIRO configuration at the Home Hardware access may be enforced by extending the existing raised median along Ludlow Road. The intersection at Rocky Creek Road and Ludlow Drive is also recommended to be upgraded to a roundabout to help enforce the RIRO configuration at the Home Hardware access as well as to facilitate vehicles wanting to access Highway 1. Scenario 3 requires the driveway access on Rocky Creek Road be at least 85 m from the center of the access width to the intersection of Ludlow Road and Rocky Creek Road for a full-movement access. It is recommended that the access to proposed development at 930 Ludlow Road be consolidated with the existing accesses to the existing Wash Me car wash site and CO-OP Cardlock gas station. A new RIRO driveway access directly across the Home Hardware access could be considered to serve the development at 1130 Rocky Creek Road.

**Prepared by:**



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**Ava Li, EIT**  
Traffic Engineer

**Reviewed by:**



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**Brendan Stevenson, P.Eng, PTOE**  
Traffic Engineer

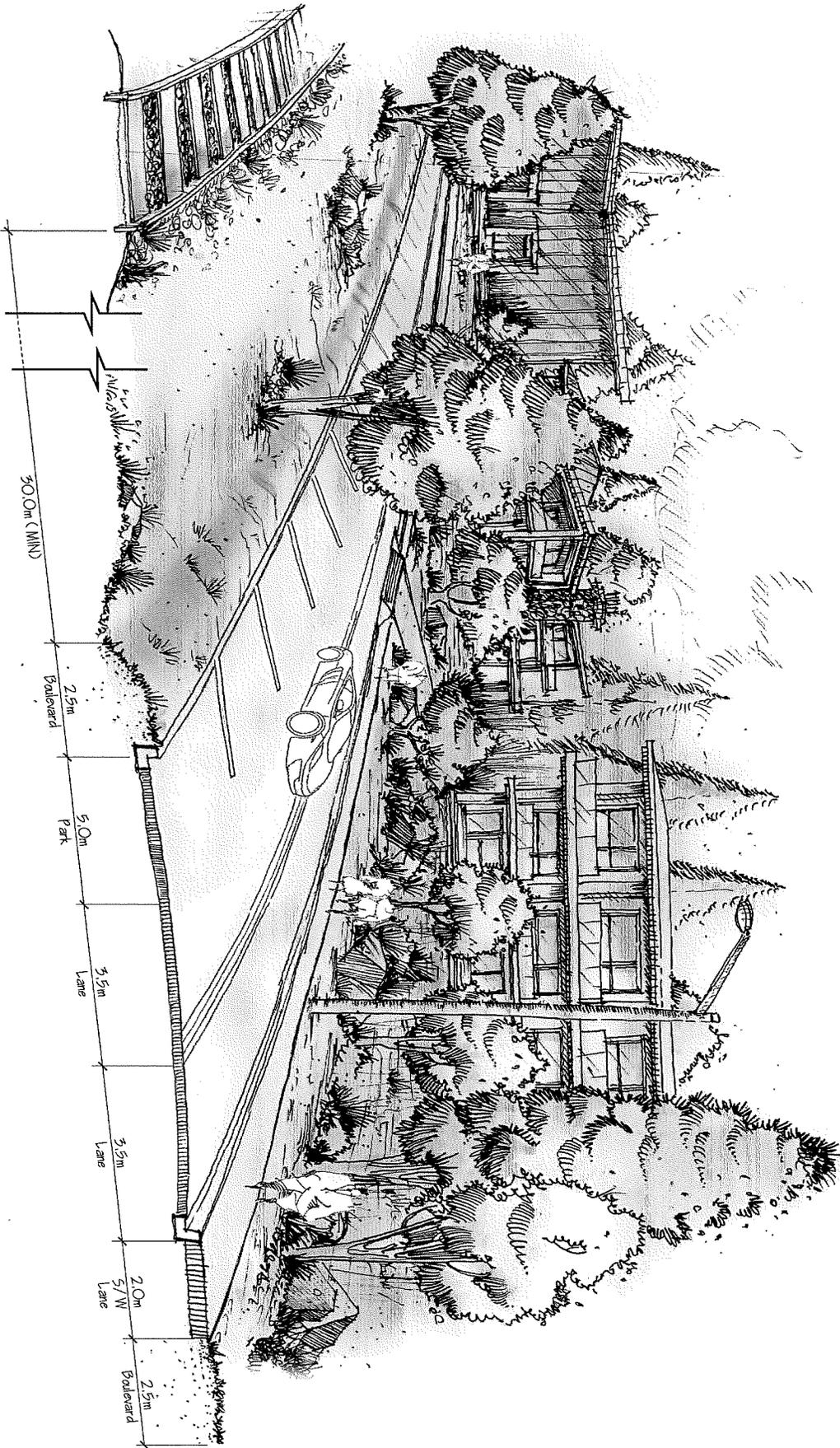
# OPTIONS

**1** Concrete to be a concrete detail (as opposed to a painted concrete):

**2** No boulevard - the curb standard will be non-mountable curb and catch basin:

**3** With boulevard - the curb standard will be flak panel curb:

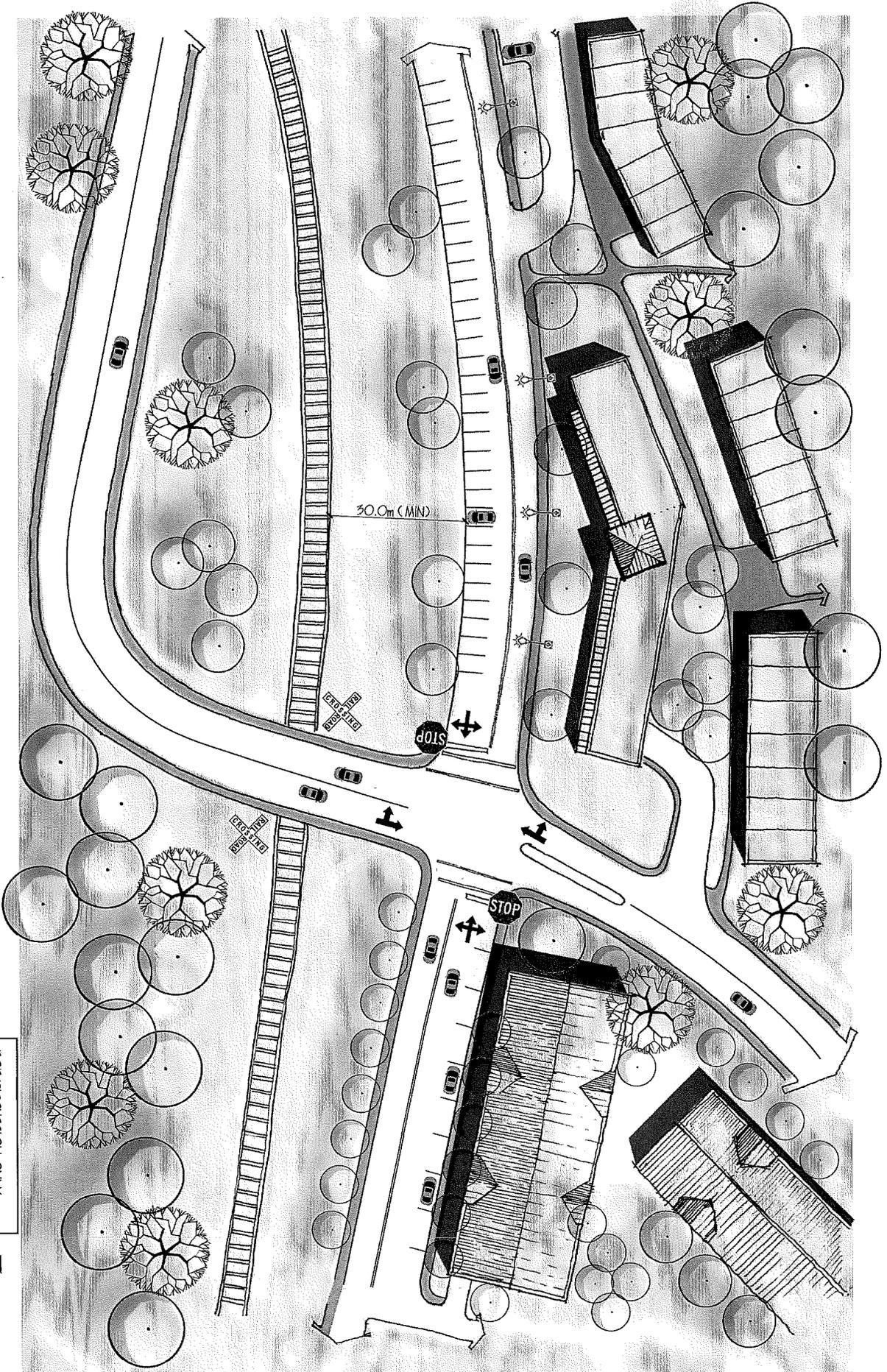
**4** Parallel parking can be considered for on-street parking:



Waterfront Area Plan: Transportation Review

FOR DISCUSSION ONLY  
NOT FOR IMPLEMENTATION





FOR DISCUSSION ONLY  
NOT FOR IMPLEMENTATION



**INFORMATION REPORT TO COUNCIL**

**From:** Clayton Postings, Director Parks, Recreation and Culture  
**Meeting Date:** October 15, 2018  
**File No:**  
**RE:** PROPOSED LOT 108 MULTI-USE TRAIL

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**RECOMMENDATION**

That Council receive the updated information from the Lot 108 working committee (Rotary, Lions, Eagles, Kinsmen and Mid Isle Soccer) regarding the proposed multi-use trail.

**PURPOSE**

The purpose of this report is to provide Council with an update on the progress of the Lot 108 working group committee.

**DISCUSSION**

The committee has continued to make progress with plans to develop a multi-use trail at the Lot 108 site. They are aware of the future development of the site and are therefore developing their plans based on using the outside of the site for the trail, limiting impact on future expansion. Fundraising and grant applications are being pursued with the anticipation that funding will be secured to complete this trail in the spring of 2019.

The significance of a large number of Ladysmith service clubs working collaboratively has been recognized and the groups are excited about the progress and partnership to date. The group has also extended an invitation to Ladysmith Trail Alliance to participate in this project.

The intent of the committee upon successful completion of this project is to have an updated site plan developed, so that the group can work toward future development of facilities on-site.

**SUMMARY POINTS**

- The committee has continued to make progress with plans to develop a multi-use trail at the Lot 108 site.
- The significance of a number of Ladysmith service clubs working collaboratively has been recognized and the groups are excited about the progress and partnership to date.
- Fundraising and grant applications are being pursued with the hope that funding will be secured to accomplish this trail in the spring of 2019.



  
Report Author:

Clayton Postings  
Director, Parks, Recreation and Culture

October 10, 2018

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

- Lot 108 proposed trail plan
- Correspondence relating to application for Rick Hansen accessibility funding
- Okotberfest Poster



Approximate location of the proposed Lot 108 Fitness Trail

## Sue Bouma

---

**From:** Gerry Beltgens  
**Sent:** September 20, 2018 11:36 AM  
**To:** bcgrants@rickhansen.com  
**Cc:** Patrick H. Moore; Clayton Postings; Shirley Louie  
**Subject:** Ladysmith Forrest Field Fitness Trail  
**Attachments:** Proposed Trail Location.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,  
The Service Clubs of Ladysmith are working together to complete a fitness trail around Lot 108, a designated community park area that presently houses a soccer field, bleachers and other facilities. All facilities are presently accessible including a wide paved walk and bikeway around about a third of the property. The goal is to begin work on the project in the spring of 2019. The Ladysmith service clubs including Rotary, Lions, Kinsmen and Eagles are working with the Town of Ladysmith and Stz'uminus First Nation to raise funds and make this a reality for our shared communities.

The total finished length of the trail would be about 1 kilometer with several access and exit points and lots of parking. I have read your design recommendations for trails and we would like to make sure that we meet or exceed your accessibility criteria for our project and become a certified trail for all to enjoy. We are also interested in applying for a BC Accessibility Grant to complete the project.

Who should I contact about your programs so that we can get started with the process and make sure that this trail can be enjoyed by people of all ages and abilities.

Sincerely,  
Gerry

***Gerry Beltgens***  
***Rotary Club of Ladysmith***



**Live  
Music**

**Fred Izon  
& Family**

**Ladysmith Community Fundraiser  
For the Forrest Field Exercise Trail**



**Beer Garden**

**\$25.00 Entry includes**

**Prize for best Bavarian Costume**

**Beverage, Bratwurst & Sauerkraut**



**Aggie Hall Ladysmith  
7:00 PM to 10:00 PM  
October 20, 2018**

**Tickets Available:  
49<sup>th</sup> Parallel Stores  
Service Club Members**

A Project of the Service Clubs of Ladysmith  
Attendees must be of legal drinking age - Rides Home available by Donation



**STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director Parks Recreation and Culture  
Meeting Date: October 15, 2018  
File No:  
RE: **CHILD CARE SPACE GRANT**

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**RECOMMENDATION:**

That Council:

- Direct staff to work with community partners, including the CVRD, toward developing applications for the UBCM Community Child Care Planning and Community Child Care Space Creation Program, and the Childcare BC New Spaces Fund;
- Request staff to provide Council with the recommendations from the community partners on ways this new funding opportunity can create new child care spaces in the community.

**PURPOSE:**

The purpose of this staff report is to receive Council direction for Staff to work with Community partners in developing applications for the the UBCM Community Child Care Planning and Community Child Care Space Creation Programs, and the Childcare BC New Spaces Fund.

**PREVIOUS COUNCIL DIRECTION**

Not applicable

**INTRODUCTION/BACKGROUND:**

There are unprecedented funding programs now offered by the Union of British Columbia Municipalities (UBCM) and the Province of British Columbia to help local government plan and build new child care spaces. In order to better meet the child care needs of families, the Province of British Columbia announced expanded investment in the child care sector totaling \$1 billion over three years. This includes \$237 million to improve access to child care, including funding the creation of 22,000 new licensed child care spaces. Strong planning at the community level will ensure that this investment creates child care spaces in areas with the greatest need.

The two programs available include:

- Community Child Care Space Creation

The Community Child Care Space Creation Program will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers.

- Community Child Care Planning Program  
The Community Child Care Planning Program will provide funding up to \$25,000 for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets.

With the fact that the Town would be the required applicant for these programs, it will be essential to work with our local partners such as Ladysmith Resource Centre, LaFF, Boys & Girls Clubs of Central Vancouver Island as well as Stz'uminus First Nation and other partners who participate with the Ladysmith Early Years Partnership (LEYP).

It would be planned that the Town will begin consultation immediately, as the application deadline is January 18, 2019.

#### **ALTERNATIVES:**

Council can choose to:

- not apply for the Community Child Care Space Creation or the Planning Programs.
- apply only for the Community Child Care Planning Program.

#### **FINANCIAL IMPLICATIONS:**

At this point there are no implications identified. Staff will be required to allocate time to conduct community engagement with community partners and prepare the applications, which will impact existing projects.

#### **LEGAL IMPLICATIONS:**

There may require some lease or service agreements to be entered into.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Public consultation has occurred through recent LEYP projects and there is already a known need for more child care spaces in the community. Further consultation will occur during the Community Planning Program project if the Town is successful in receiving this funding.

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

None at this time.

**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 checked="" type="checkbox"/> Healthy Community         | <input checked="" 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 checked="" type="checkbox"/> Partnerships                   |
| <input type="checkbox"/> Communications & Engagement             | <input type="checkbox"/> Not Applicable                            |

**SUMMARY:**

There are unprecedented funding programs now offered by the Union of British Columbia Municipalities (UBCM) and the Province of BC to help local government plan and build new child care spaces.



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Clayton Postings  
Director Parks, Recreation and Culture

October 15, 2018

I concur with the recommendation.



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Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Community Child Care Planning Program Guide
- Community Child Care Space Creation Program Guide

# Community Child Care Planning Program

## 2019 Program & Application Guide

### 1. Introduction

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In order to better meet the child care needs of families, the Province of British Columbia recently announced expanded investment in the child care sector totalling \$1 billion over three years. This includes \$237 million to improve access to child care, including funding the creation of 22,000 new licensed child care spaces. Strong planning at the community level will ensure that this investment creates child care spaces in areas with the greatest need.

The BC Ministry of Children and Family Development is earmarking \$2.85 million for the Community Child Care Planning Program. Under the program, eligible projects can receive up to \$25,000. The program is administered by the Union of BC Municipalities (UBCM).

In addition to the provincial investments outlined above, the Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement and administered by UBCM, will provide approximately \$13 million to fund the creation of new licensed child care spaces in local government-owned facilities. Please see the Community Child Care Space Creation Program guide for details.

#### Community Child Care Planning Program

The Community Child Care Planning Program will provide funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the [Child Care BC New Spaces Fund](#). Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

### 2. Eligible Applicants

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Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake, including collaborative projects.

### **3. Collaborative Projects Among Multiple Local Governments**

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Funding requests from two or more eligible applicants for collaborative projects may be submitted as a single application for eligible projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

The primary applicant submitting the application for a collaborative project is required to submit a resolution as outlined in Section 8 of this guide. All partnering applicants are required to submit a Council or Board resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

### **4. Eligible Projects & Guiding Principles**

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Eligible projects include the completion of a community child care space inventory (using the required Excel template) and the development of a community child care space creation action plan. These planning activities should result in local governments collecting information regarding the child care needs of the community and identifying short-term, medium-term, and long-term actions that can be taken to improve access to child care in the community through the creation of new child care spaces.

Eligible projects will demonstrate a commitment to the following guiding principles:

- **Community Driven** — Community solutions are based on local priorities and plans, and address the unique needs of the community
- **Catalysts for Action** — Funded activities enable local governments and community partners to create new child care spaces and improve access to affordable, quality child care in their community
- **Coordinated** — Activities of different levels of government (including local governments, school districts, Métis Nation BC, and neighbouring First Nations) and community partners (including organizations providing child care to underserved communities) encourage collaboration, avoid duplication among programs and projects, and facilitate the co-location of child care services with other child and family services
- **Sustainable Results** — Will result in an actionable plan, supported with sufficient resources, that will improve access to affordable, quality child care over time

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within one year from the date of grant approval

### **5. Requirements for Funding**

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As part of the approval agreement, all approved applicants are required to adhere to the following requirements:

- Comply with all applicable privacy legislation

### **Updated September 2018**

- Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/ summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

Refer to Appendix 1 for important information on all requirements for funding.

## **6. Eligible & Ineligible Costs & Activities**

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### **Eligible Costs & Activities**

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Planning Grant program, eligible activities must be cost-effective and may include:

- Completion of a community child care space inventory (using the required Excel template)
- Development/update of a community child care space creation action plan, including the required content outlined in Appendix 2
- Data collection (e.g. research, community consultations, workshops) and analysis
- Community engagement activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Capital projects, including renovations or upgrades to buildings

- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing child care
- Ongoing or regular planning activities
- Regular maintenance, operational or administrative expenses, as well as overhead costs such as rent, office supplies, and communications services such as telephone and the internet
- Fundraising, lobbying, or sponsorship campaigns
- Legal, audit, or interest fees
- Project components already completed

## **7. Grant Maximum**

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The Community Child Care Planning Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## **8. Application Requirements & Process**

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### **Application Deadline**

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- For collaborative projects only: Each partnering applicant must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive and manage the grant funding on their behalf.

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## **Review of Applications**

UBCM will perform a preliminary review of applications to ensure that the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee, which will include representatives from the Ministry of Children and Family Development. Scoring considerations and criteria include the following:

- Alignment with the objectives and guiding principles of the Community Child Care Planning Program
- Organizational capacity
- Anticipated results
- Partnerships and demonstrated community support
- Engagement and inclusivity
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province, and funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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## **9. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded in two payments: 75% at the approval of the project and 25% when the project is complete and UBCM has received the required final report and a financial summary.

## Changes to Approved Projects

Approved grants are specific to the project identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## 10. Final Report Requirements & Process

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Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Completed community child care space inventory (using the required Excel template)
- Completed community child care space creation action plan, including the required content outlined in Appendix 2
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be submitted to the Ministry of Children and Family Development for review before final payment of the grant is issued.

All final report materials will be shared with the Province of BC
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The Community Child Care Planning Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

## 11. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

In addition, the following resources are available:

- Regional Health Authorities are responsible for child care licensing in BC, and for the health and safety inspection of licensed facilities. For more information, please [contact your regional Health Authority](#).
- For information on the child care spaces licensed by your regional health authority, you may consult the following resources:
  - [Fraser Health Authority](#)
  - [Vancouver Island Health Authority](#)
  - [Vancouver Coastal Health Authority](#)
  - [Interior Health Authority](#)
  - [Northern Health Authority](#)
- [BC School Districts](#) are responsible for K-12 capital planning in their districts.
- [BC Child Care Resource and Referral Centres \(CCRRs\)](#): CCRRs offer quality child care and community referrals, resources and support to child care providers and families in every community across the Province of British Columbia.

## **Appendix 1: Requirements of Funding**

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As outlined in Section 5, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Community Child Care Planning Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within one year of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicants are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

## **Appendix 2: Required Content for Community Child Care Space Creation Action Plans**

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In order to be eligible for funding, community child care space creation action plans **must** include the required process elements and required content outlined below.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the Child Care BC New Spaces Fund. Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

### **Updated September 2018**

Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

### **Required Process**

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The completion of the action plan requires (but is not limited to) the following:

- Completing the required community child care space inventory (using the required Excel template) to record details regarding the child care facilities and spaces in your plan area. Recommended resources include:
  - The following resources from BC Stats:
    - [Sub-provincial Population Estimates](#): Population estimates sorted by region, year, sex, and age.
    - [Population Estimates for Municipalities, Regional Districts, and Development Regions, 2011-2017](#)
    - [P.E.O.P.L.E. household projections](#): Each year BC Stats prepares an updated set of sub-provincial household projections after the population projection for the current year has been created using P.E.O.P.L.E. (Population Extrapolation for Organization Planning with Less Error).
    - Custom detailed regional population projections by age are available for purchase. For details please contact the demographic analysis section: 250-216-2291
  - [Statistics Canada Age \(in Single Years\) data tables](#)
  - [Regional Health Authorities](#) are responsible for child care licensing in BC. For information on licensed child care facilities in your area, please consult your Health Authority.

- The Ministry of Children and Family Development collects data on the licensed child care facilities that receive ministry operating funding. To review this data, you may:
  - Refer to the [BC Child Care Map](#); or,
  - Download child care facility location data from the [BC Data Catalogue](#) (search “Child Care Map”).
  - Note that “Multi-Age Child Care Programs” may be separated as “Family Multi-Age” and “Group Multi-Age” in these sources of data; simply combine these two categories for a full list of Multi-Age Child Care Programs.
  - Note that the Child Care Map and child care facility location data do not provide complete lists of licensed child care facilities in BC, as they only detail licensed child care facilities in receipt of government operating funding. Cross-reference any information with information from your Health Authority to gather a complete list of all child care facilities
- Engaging with local child care stakeholders, particularly parents and child care providers (including Indigenous providers).
  - Recipients are also encouraged to engage with their local school district(s), other local governments, local First Nations, Métis Nation BC, and local Indigenous organizations.
  - Community engagement activities must include at least one of the following:
    - A survey targeting child care providers in the community
    - A survey targeting parents in the community and/or parents from a neighbouring community accessing child care in the plan area;
    - A community town hall or open house on child care issues
    - Visits to local child care centres
  - Community engagement activities must gather information regarding the needs of under-served populations in child care—including children with extra support needs, Indigenous children and families, low-income children and families, young parents under the age of 25, children and families from minority culture and language groups, immigrant and refugee children and families, and francophone children and families.
- Developing (or updating) an action plan, including the required content outlined below

### **Required Content for the Action Plan**

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Using the results of the inventory and community engagement process, the completion of the action plan requires (but is not necessarily limited to) the following content:

#### **Current State of Child Care in Community**

- The child care space utilization rate in your [Service Delivery Area](#)<sup>1</sup>. Information on utilization rates is available from the [Ministry of Children and Family Development](#).

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<sup>1</sup> Utilization rates are an indicator of the degree to which families may be able to access a child care space. Generally, higher utilization rates correlate with lower accessibility. Utilization rates above 80 percent indicate

- Child care utilization patterns and concerns that stakeholders indicate regarding:
  - How many families use child care in your community, and how many use [licensed versus license-not-required](#) care;
  - Whether there is a sufficient number of spaces to meet demand;
  - Whether spaces are in convenient locations for families, including whether these spaces are located close to parents' home, work, or school;
  - Whether enough spaces are co-located with organizations offering other services benefiting children and families (such as those offered through schools, post-secondary institutions, libraries, recreation facilities, and family support programs) and/or facilitating a seamless transition for children between such programs, and what kinds of services families would like child care to be co-located with; and
  - Whether child care is offered at convenient times for families, including whether there is a sufficient number of "flexible" child care spaces offered outside of regular business hours.
- Information on the programs and services that currently exist in your community to meet the child care needs of underserved populations and/or provide additional support services as required.
  - Underserved populations include, but may not be limited to, children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
  - In completing this required content, you may wish to consider whether there are any of the following organizations, programs, or services in your community:
    - Supported Child Development Programs;
    - [Aboriginal Supported Child Development Programs](#);
    - Cultural safety training for child care staff;
    - Child care offered by Indigenous providers;
    - Child care offering minority language and/or culture programming;
    - Child care offering Francophone programming;
    - Programs to assist low-income families with child care fees;
    - [Young Parent Programs](#); and/or

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difficulty finding a child care space and utilization rates of approximately 90 percent would indicate that a region has poor accessibility where provider waitlists are likely commonplace.

While lower utilization rates indicate improved accessibility, local conditions may differ to that in the region overall; families may still encounter challenges finding care to meet their individual preferences and needs. It is important to engage with community stakeholders to learn more about some of the factors influencing the utilization rate in your area.

- Social “wrap-around” supports for children and families offered in conjunction with child care (such as meal assistance, health supports, housing supports, counselling, transportation supports, and referrals).
- Description of the programs and services that are most needed in your community to meet the child care needs of underserved populations and/or provide additional support services as required.

### **Interpreting Trends**

- Identification and interpretation of trends related to the number, location, and care types of licensed child care facilities and spaces in your community, including:
  - Whether the number and type of licensed spaces in your community is sufficient to meet the needs of your ages 0-12 population, and what age groups are in most need of more child care spaces;
  - Whether licensed facilities are located in areas of high need, including high density areas and areas where parents attend work and school;
  - What locations in your community present the highest unmet demand for licensed child care spaces;
  - Whether there are a sufficient number of “flexible” licensed child care spaces offered outside of regular business hours;
  - Whether there are a sufficient number of licensed child care spaces and services providing child care for underserved populations; and
  - Whether there are a sufficient number of care facilities that are co-located with other organizations offering services benefiting children and families to meet the community’s needs.

### **Plan, Bylaw, and Policy Review**

- Review of local plans, policies, and bylaws. This review may include only your local government’s documents, but it is recommended that it extend to other local governments as well (e.g. a review of policies in a municipality’s regional district and/or in adjacent municipalities).
- Analysis of local plans, policies, and bylaws to identify any aspects that may create barriers to the creation of licensed child care spaces in your community, and what actions can be taken to eliminate these barriers and encourage the creation of child care spaces and growth of services

### **Action Plan Targets and Goals**

- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) space creation targets that will meet the licensed child care space needs identified above. Considerations must include, but are not limited to:
  - The number of licensed child care spaces that are required to meet the identified need.

- The child care age groups and license types that are most in demand, and how many licensed spaces in each age group and license type are needed to meet this demand.
- Where new spaces need to be located to best meet families' needs. Consider any opportunities for co-locating child care facilities with organizations offering other services and programs benefiting children and their families, such as schools, post-secondary institutions, libraries, recreation facilities, and family support programs. If possible, include an estimate of the number of spaces that can be co-located with each type of facility.
- The number of new spaces that need to be flexible (i.e. offered outside of regular business hours).
- The number of spaces that can be created using public assets.
- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) actions that the local government and community will take to meet licensed space creation targets and improve access to child care services within the community. Considerations must include, but are not limited to:
  - What actions your local government will take to meet the targets identified above. Please be specific; you may wish to categorize what actions will be taken in each neighbourhood.
  - Specifically, how your local government will meet the targets identified for flexible child care.
  - Specifically, how your local government will ensure that the new child care spaces in your community meet the needs of underserved populations in child care, including children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
  - Which organization(s) will be responsible for leading the creation of which child care spaces in which years.
  - Which public assets can be leveraged to expand publically-owned child care in your community.
  - What community partners your local government will work with to meet the identified targets.
  - How your local government will increase the number of child care spaces co-located with organizations offering other services benefiting children and their families, and which community partners will you work with to increase the number of co-located spaces.
  - What plans, policies, and bylaws your local government will amend or create to reduce barriers to child care space creation.
  - What internal resources and capacity your local government will require in order to implement this plan (e.g. staff resources, funding, time, etc.).
  - What supports your local government will require from external organizations, including the BC Government, to achieve your space creation targets.

- How your local government will continue to engage with stakeholders, including parents and child care providers, in meeting your space creation targets.

### **Optional Considerations for Further Planning**

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*Please note that recipients of the Community Child Care Planning Grant are encouraged but not required to identify the following in their child care planning:*

- Child care human resources available in the community (i.e. number of early childhood educators and other child care facility staff).
- How your community may help to increase the number of early childhood educators and child care facility staff serving the community in coming years
- Trends related to the affordability of child care in your community
- Trends related to the quality of child care in your community
- Existing children and family services in your community, in addition to child care and how these services can be expanded in the coming years.

# Community Child Care Space Creation Program

## 2019 Program & Application Guide

### 1. Introduction

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The demand for licensed child care spaces in BC exceeds the existing supply, resulting in significant shortages across the province. Data from the Ministry of Children and Family Development indicates the shortage is most critical in terms of spaces for children aged 0-5 years. There is an opportunity for local governments to assist in meeting local needs by developing new licensed child care spaces within their own facilities.

#### **Community Child Care Space Creation Program**

The Community Child Care Space Creation Program will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers. An estimated 1,370 spaces are to be created under the program.

This funding is provided through the BC Ministry of Children and Family Development under the Canada-British Columbia Early Learning and Child Care (ELCC) Agreement, which will provide a total of \$153 million over three years to improve the delivery of child care services in BC.

The Community Child Care Space Creation Program is administered by the Union of BC Municipalities (UBCM).

### 2. Eligible Applicants

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Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake.

### 3. Eligible Projects and Priority Areas

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Eligible projects will result in the creation of new full-time (over four hours per day) child care spaces of the following license types under the Child Care Licensing Regulation:

- Group Child Care (Under 36 months);
- Group Child Care (30 months to School Age); and/or
- Preschool (30 months to School Age).

Funding will be prioritized for projects that will:

- Create child care spaces serving infants and toddlers by becoming licensed as Group Child Care (Under 36 months)

- Create child care spaces serving at least one of the following underserved populations:
  - Children requiring extra support (as defined in the *Child Care Licensing Regulation*)
  - Lower-income families
  - Indigenous (First Nations, Métis and Inuit) families and communities
  - Young parents (25 years and under) completing their secondary education
  - Single-parent families
  - Recent immigrant and refugee families
  - Children and families of minority languages and culture
  - Francophone families
- Create child care spaces offering services outside of core business hours (e.g. evenings, early mornings, weekends, etc.)
- Operate the child care spaces through either a public body (including a school district or local government) or a non-profit organization, particularly those with expertise in serving underserved populations

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within two years from the date of grant approval

#### **4. Requirements for Funding**

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As part of the approval agreement, all approved applicants (and their child care operator(s)) are required to adhere to the following requirements:

- Commit to continuing licensed child care operations for the following periods:
  - A minimum of five years for projects under \$50,000
  - A minimum of 10 years for projects between \$50,000 and \$500,000
  - A minimum period of 15 years for all projects over \$500,000.
- Offer and/or provide service to families eligible for the Affordable Child Care Benefit
- Apply to and be approved by the [Child Care Operating Funding \(CCOF\) program and the Child Care Fee Reduction Initiative \(CCFRI\)](#) administered by the Ministry of Children and Family Development (where applicable), once the space becomes operational and prior to receiving their final space creation payment.
- Comply with all applicable privacy legislation

#### **Updated September 2018**

- Recipients of the Community Child Space Creation Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. [Personal information](#) is any recorded

information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.

Refer to Appendix 1 for important information on all requirements for funding.

## 5. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Space Creation program, projects must be located within a facility owned by a local government and must result in the creation of new child care spaces. Eligible activities must be cost-effective and may include:

- Construction of a new child care facility and related infrastructure costs (e.g. water, sewer, road and sidewalk)
- Purchase of building and/or assembling a modular building
- Site development costs
- Renovations to an existing building or space
- Capital purchases that are essential to project implementation, including:
  - Office equipment
  - New or updated software/technology required to run child care operations
  - Large appliances (e.g. fridge, stove, dishwasher, etc.)
  - Furniture and equipment (e.g. change tables, strollers, room dividers)
  - Buses and vans (for transport for childcare purposes only)
  - Fixtures and equipment required by fire regulations (e.g. fire alarms, exit signs, fire extinguishers)
  - Permanently installed equipment (e.g. whiteboards and bulletin boards, cubbies, lighting fixtures, washroom dividers)
  - Large educational materials (e.g. sand/water tables, art easels)
  - Dramatic play furniture (e.g. activity tables, Indigenous drums/drumming logs, child-sized sink, stove, fridge and/or work bench)
  - Housewares (e.g. pots and pans, dishes, flatware, brooms, garbage cans, diaper disposal units)
  - Indoor play structures (e.g. climbers, tunnels, mats and cushions)
  - Permanent outdoor equipment (e.g. fencing, covered entrance, outdoor playground prep)
  - Outdoor play equipment (e.g. nature-based landscaping, climbers, basketball hoop, wheeled toys)

- Accessibility equipment (e.g. wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment)
- Equipment or other capital costs where no building, renovation, or site development costs were incurred, if the equipment is required to:
  - Allow the facility to become licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation
  - Allow the facility to become operational
  - Create new spaces in an existing facility, and ensure those new spaces are compliant with the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs (including project management, design/engineering costs, business planning and project related professional fees)
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Non-capital items such as toys, art supplies, books, games and small appliances
- Project contingency costs
- Legal costs
- Project related fees payable to the approved applicant
- Ongoing costs for existing staff salaries and benefits
- Costs related to attending conferences or trade shows
- Directly meeting and/or lobbying any level of government
- Coordinating or hosting conferences or events
- Vehicles (other than buses and vans for transport for child care purposes)
- Remuneration and travel costs for elected officials
- Meals and project travel related expenses
- Academic research
- Financing costs and interest charges

## **6. Grant Maximum**

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The Community Child Care Space Creation program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$1,000,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

The Community Child Care Space Creation program is funded by the Government of Canada under the Canada-B.C. Early Learning and Child Care Agreement. If a project is partially funded by an additional capital program administered by the Government of Canada, the project may be ineligible to receive further funding under the Community Child Care Space Creation program. Please refer to the funding requirements of the relevant funding program(s) administered by the Government of Canada for further details on any funding stacking limitations.

## **7. Application Requirements & Process**

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### **Application Deadline**

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Order of magnitude cost estimates (completed by facilities project manager) or project budget
- Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for retained and new spaces
- Where applicable, copy of *Community Care & Assisted Living Act* licenses(s) for projects proposing to expand an existing child care facility
- Confirmation of partnership with a child care provider (if available at time of application)

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### **Review of Applications**

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, the Ministry of Children & Family Development will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Address one or more of the priority areas identified in Section 3
- Demonstrate significant community partnerships and support, particularly those with public bodies, non-profit organizations, and organizations with expertise in serving underserved populations
- Are located near public sector institutions, such as schools, universities, colleges, and hospitals, or near family-oriented social or supportive housing developments
- Are from communities with demonstrated need for new child care spaces
- Consider principles of universal and accessible design and a commitment to accessibility
- Have/will have operators with demonstrated organizational capacity and experience, including:
  - The number of retained spaces
  - Involvement/connection to the local community
  - Parental involvement in the organization
- Are cost-effective (based on cost per space), including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Demonstrate readiness (business plan, bylaw compliance report)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, the Evaluation Committee will review all applications, a summary of each technical review, and the provincial, regional and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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## **8. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded as follows:

- Initial payment: 75% of the approved grant will be awarded at project approval
- Final payment: 25% of the approved grant will be awarded when the project is complete, reporting requirements have been met and the full-time child care spaces are:
  - Licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form; and,
  - Operational and approved for the Child Care Operating Funding (CCOF) program and the Child Care Fee Reduction Initiative (CCFRI), where applicable.

Note that only projects creating or retaining child care spaces eligible for the CCFRI—i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces—are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are only required to be approved for the CCOF program.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application and are based on the proposed number of new child care spaces that will be created. Grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within two years of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## **9. Final Report Requirements & Process**

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Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Financial summary
- Evidence that the funded spaces are successfully licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form;

- Evidence that the funded spaces are operational and successfully enrolled in the Child Care Operating Funding program and Child Care Fee Reduction Initiative (where applicable)
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8

### Review of Final Reports

UBCM will review of all final reports to ensure all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be reviewed by the Ministry of Children and Family Development for review before final payment is made.

All final report materials will be shared with the Province of BC

The Community Child Care Space Creation Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

## 10. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

In addition, the following resources are available:

- Information on [child care license types](#)
- Information on [child care licensing requirements](#) (or contact your regional Health Authority Community Care Facility Licensing program)
- Information on the [Child Care Operating Funding \(CCOF\) program and the Child Care Fee Reduction Initiative \(CCFRI\)](#)

## Appendix 1: Requirements of Funding

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As outlined in Section 4, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Child Care Space Creation Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within two years of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicant is required to ensure continuing licensed child care operations in the funded new spaces for the following 'Child Care Commitment Periods':
  - o For projects involving Space Creation Grant Funding under \$50,000 – a minimum period of five years from the date of completion of the project;
  - o For projects involving Space Creation Grant Funding between \$50,000 and \$500,000, - a minimum period of ten years from the date of completion of the project; and
  - o For projects involving Space Creation Grant Funding over \$500,000 - a minimum period of fifteen years from the date of completion of the project.
7. The approved applicant is required, either directly or through their child care operator(s), to:
  - o Offer and provide child care services to families eligible for the Affordable Child Care Benefit
  - o Ensure child care services are accessible to children with extra support needs (as defined in the Child Care Licensing Regulation) and to establish policies to support inclusion of such children
  - o Be enrolled in the Child Care Operating Funding program upon the child care spaces becoming licensed and operational and, if eligible, simultaneous enrolment in Child Care Fee Reduction Initiative (CCFRI) or such other related successor programs as MCFD may have in place at that time.

*Note: only projects creating or retaining child care spaces eligible for the CCFRI - i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces—are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are not eligible to apply for the CCFRI and so are only required to be approved for the CCOF program to receive their final payment.*

*CCOF and CCFRI eligibility criteria and assessment processes are subject to change as the Ministry of Children and Family Development continues to improve the application process to better meet the needs of families and child care providers.*

*Approved applicants under the Community Child Care Space Creation Program are responsible for ensuring the provider operating the new spaces will be able to meet the*

*eligibility requirements for CCOF/CCFRI, and that the provider remains current on the policy requirements for each program.*

8. The approved applicants and their child care operator(s) are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

**Updated September 2018**

Recipients of the Community Child Space Creation Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.

**STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director of Parks  
Meeting Date: October 15, 2018  
File No:  
RE: **BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND -  
MEMORANDUM OF UNDERSTANDING**

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**RECOMMENDATION:**

That Council authorize the Town to enter into a Memorandum of Understanding with the Boys and Girls Clubs of Central Vancouver Island.

**PURPOSE:**

The purpose of this staff report is to receive authorization for the Town of Ladysmith to enter into a Memorandum of Understanding (MOU) with the Boys & Girls Clubs of Central Vancouver Island.

**PREVIOUS COUNCIL DIRECTION**

Not applicable

**INTRODUCTION/BACKGROUND:**

Over the years the Town has worked closely with the Boys & Girls Clubs on various projects and programs. There has been discussion of the importance of strengthening this relationship through a more formal agreement. The proposed Memorandum of Understanding allows the Town and the Boys & Girls Clubs to enter into this agreement in order to formalize their commitment to:

- sharing information
- improving communications
- addressing specific concerns and community needs
- setting a foundation for future planning; and
- raising awareness and understanding of current and future challenges, duties and responsibilities.

The Boys and Girls Clubs of Central Vancouver Island has implemented this Memorandum of Understanding in a number of the communities it currently services.

**ALTERNATIVES:**

Council may choose to not enter into a MOU with the the Boys and Girls Clubs of Central

Vancouver Island at this time.

**FINANCIAL IMPLICATIONS:**

None

**LEGAL IMPLICATIONS:**

None identified

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Town and BGCCVI have engaged the community in various projects over the years. The formalization of the partnership through a MOU would demonstrate to the community both organizations commitment to collaboration.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

None identified

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

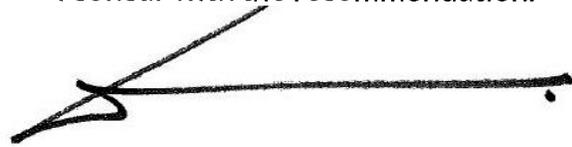
**SUMMARY:**

The proposed MOU allows the Town and BGCCVI enter into this agreement to formalize their commitments toward working a partners in meeting the needs of the community.

  
\_\_\_\_\_  
Clayton Postings  
Director Parks, Recreation and Culture

October 15, 2018

I concur with the recommendation.

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

Guillermo Ferrero, City Manager

**ATTACHMENTS:**

Memorandum of Understanding Between the Boys & Girls Clubs of Central Vancouver Island & the Town of Ladysmith



## MEMORANDUM OF UNDERSTANDING (MOU)

### Between the Boys & Girls Clubs of Central Vancouver Island (BGCCVI) & Town of Ladysmith

DATE: October 2, 2018

The Town of Ladysmith and Boys and Girls Clubs of Central Vancouver Island will work together to work on initiatives of mutual interest for the benefit of Ladysmith and area residents. It is important to think and act strategically, creatively, and collaboratively about our shared responsibility for community well-being.

This Memorandum of Understanding signals our commitment to:

- Open communication
- Think and act strategically employing a collaborative approach to decision-making
- Short and long term planning that best meets community needs

*This agreement dated for reference the \_\_\_\_\_ of \_\_\_\_\_ 20\_\_.*

**BETWEEN:** *Town of Ladysmith*

**AND:** *The Boys and Girls Clubs of Central Vancouver Island (BGCCVI)*

**WHEREAS:**

- A. The Town of Ladysmith and BGCCVI each have distinct governance authorities and responsibilities towards their constituents and stakeholders and acknowledges that the interests of all community members are best served by working together in the spirit of cooperation AND
- B. The Town of Ladysmith and BGCCVI recognize that a formal commitment to collaborative decision-making and effective communication will result in more successful community development.

NOW THEREFORE Town of Ladysmith and BGCCVI enter into this agreement to formalize their commitment to: sharing information, improving communications, addressing specific concerns and community needs, setting a foundation for future planning and raising awareness and understanding of current and future challenges, duties and responsibilities.



## 1. PURPOSE:

The purpose of this MOU is to:

1.1 Enter into a more formal relationship between the Town of Ladysmith and BGCCVI to establish and maintain a long-term relationship based upon effective communications and collaboration; and

1.2 Establish a Working Committee comprised of senior staff of both parties to further the development of Clause 1.1.

1.3 The MOU does not replace or diminish any existing agreements between the Town of Ladysmith and BGCCVI.

## 2. PRINCIPLES OF COOPERATION

We agree to that the Town of Ladysmith and BGCCVI will:

2.1 Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.

2.2 Continually promote understanding of each other's governing structures, capacities, roles, responsibilities and current projects.

2.3 Maintain respect for the views and authority of each other.

2.4 Respect that all matters discussed, are confidential in nature.

## 3. PRINCIPLES OF COMMUNICATION

3.1 We recognize that the foundation of a successful relationship between the Town of Ladysmith and the BGCCVI is open and timely communication. Effective communication between each other can help achieve collaborative decision-making and lead to cooperative action on common areas of interest.

3.2 We consider ourselves to have an obligation to communicate effectively between each other and with the residents, stakeholders and other partners.

3.3 We acknowledge and recognize that communication and information sharing for the key joint interests set out in Clause 4.1 may be subject to Federal and Provincial Freedom of Information and Protection of Privacy legislation.



#### 4. KEY JOINT INTERESTS

4.1 We agree to work together within applicable statutes on all areas of mutual interest, which may, at various times include the following elements:

- Education
- Land use planning
- Cultural planning and implementation
- Development Planning and Processes
- Child Care, Daycare and Preschool
- Joint Facility Planning and Use, where appropriate
- Capacity Building
- Fundraising and Grant Development
- Economic Development
- Sustainable Healthy Communities
- Special Projects

#### 5. WORKING COMMITTEE

5.1 A Working Committee will carry out the intent of this agreement based on direction provided by both Boards and Town of Ladysmith Council

5.2 The Committee will meet annually, or as required and the primary liaison will be the Executive Director and Director of Parks, Recreation and Culture.

5.3 The duties of the Working Committee are:

- To facilitate communications and collaboration on items of mutual interest to each other.
- To provide advice to our respective Boards +/- owners
- To implement decisions of respective Boards +/- owners. For the undertaking of special projects and initiatives.
- To identify and recommend financial and other resources required to undertake projects of mutual benefit.
- To develop an annual report to our respective Boards +/- owners.



## 6. TERMS OF THE AGREEMENT

6.1 This agreement shall take effect by each Board +/- or owners passing a formal resolution to adopt this MOU.

6.2 This agreement is a living document and may be subject to revision from time to time by mutual consent.

6.3 This agreement will remain in effect continuously unless terminated by either of the parties by providing sixty (60) days' notice in writing, delivered by hand, email, or registered mail.

6.4 This agreement does not prejudice or affect the Town of Ladysmith's rights, powers, duties or obligations in the exercise of its functions pursuant to the Societies Act and other applicable statutes as amended from time to time.

6.5 This agreement does not prejudice or affect BGCCV's rights, powers, duties or obligations under the Societies Act and other applicable statutes as amended from time to time.

## 7. CONTACT INFORMATION

**Town of Ladysmith**  
Box 220, 810 Sixth Avenue  
Ladysmith, BC  
V9G 1A2

**BGCCVI**  
#20 Fifth Street  
Nanaimo, BC  
V9R 1M7



Boys & Girls Clubs  
of Central Vancouver Island

**IN WITNESS THEREOF** the parties have hereunto affixed their signatures as of the day and year first written above.

Town of Ladysmith - Boys and Girls Clubs of Central Vancouver Island

\_\_\_\_\_  
Town of Ladysmith Representative

\_\_\_\_\_  
Ian Kalina, Executive Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Registered Charitable Organization No. BN10680 4016 RR 0001  
A good place to be

20 Fifth St.  
Nanaimo  
British Columbia V9R 1M7  
T 250 / 754-3215  
F 250 / 754-4771  
www.bgccvi.com



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) 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**

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- (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;
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### **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".

<b>READ A FIRST TIME</b>	<b>on the 7<sup>th</sup></b>	<b>day of May,</b>	<b>2018</b>
<b>READ A SECOND TIME</b>	<b>on the 7<sup>th</sup></b>	<b>day of May,</b>	<b>2018</b>
<b>READ A THIRD TIME</b>	<b>on the 7<sup>th</sup></b>	<b>day of May,</b>	<b>2018</b>
<b>THIRD READING RESCINDED</b>	<b>on the 17<sup>th</sup></b>	<b>day of September,</b>	<b>2018</b>
<b>READ A THIRD TIME AS AMENDED</b>	<b>on the 17<sup>th</sup></b>	<b>day of September,</b>	<b>2018</b>
<b>DEPOSITED WITH THE MINISTER OF HEALTH</b>	<b>On the 4<sup>th</sup></b>	<b>day of October,</b>	<b>2018</b>
<b>ADOPTED</b>	<b>on the</b>	<b>day of</b>	

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)

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.

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."

<b>READ A FIRST TIME</b> on the	17 <sup>th</sup>	day of	September,	2018
<b>READ A SECOND TIME</b> on the	17 <sup>th</sup>	day of	September,	2018
<b>READ A THIRD TIME</b> on the	17 <sup>th</sup>	day of	September,	2018
<b>RESCINDED</b>	2 <sup>nd</sup>	day of	October,	2018
<b>READ A THIRD TIME AS AMENDED</b>	2 <sup>nd</sup>	day of	October,	2018
<b>ADOPTED</b> on the		day of		

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)

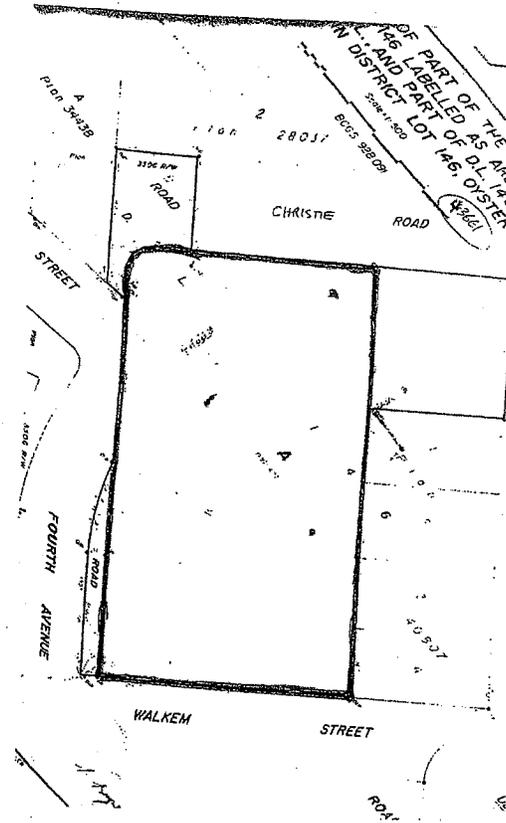
This is Schedule "A" attached to and forming part of  
Permissive Tax Exemption Bylaw 2018, No.1972

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)

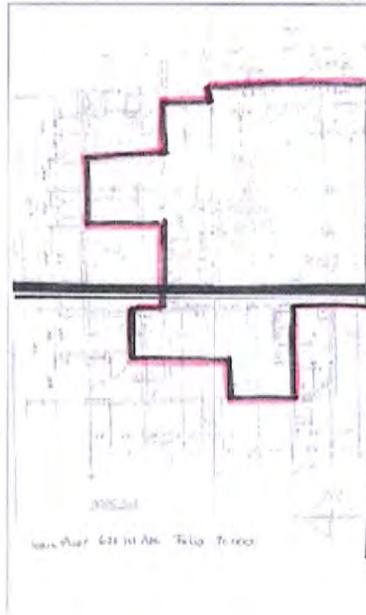
Ladysmith Senior Citizens Housing Society	101 1st Ave	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District
Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion 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



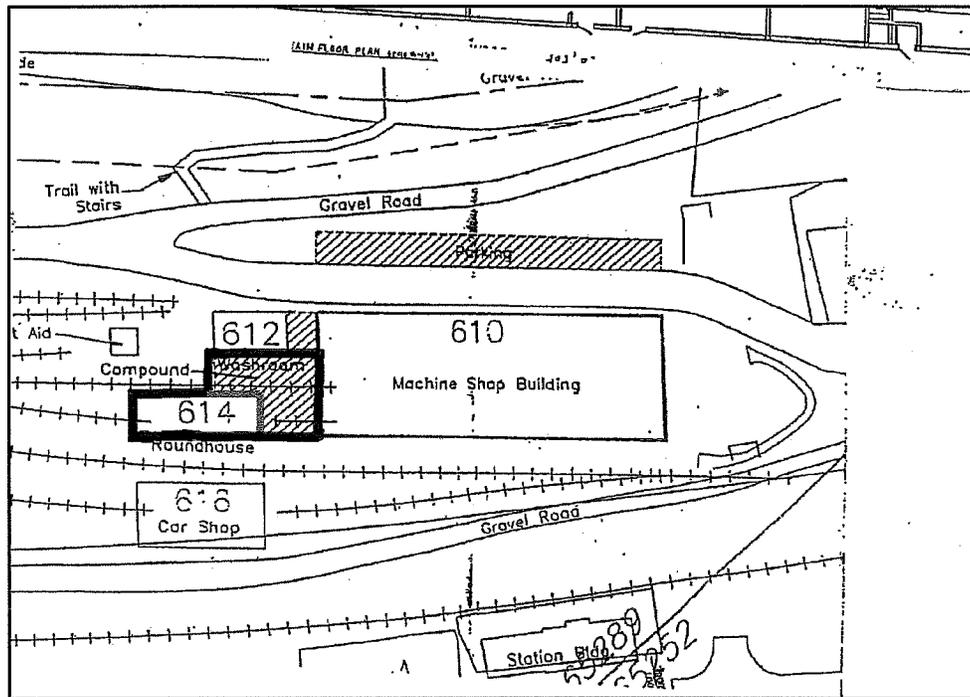
This is Schedule "C" attached to and forming part of  
2019 Permissive Tax Exemption Bylaw 2018, No.1972



This is Schedule "D" attached to and forming part of  
2019 Permissive Tax Exemption Bylaw 2018, No.1972



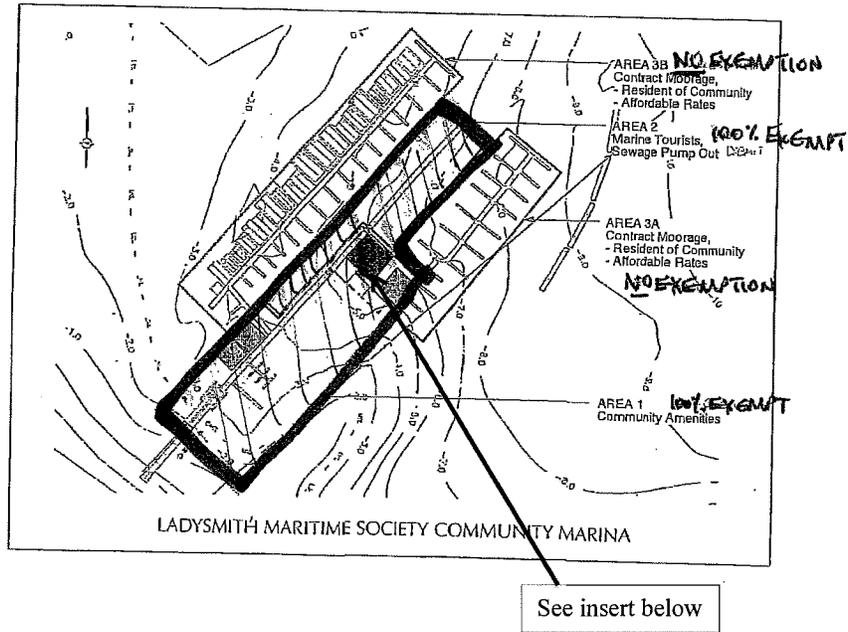
This is Schedule "E" attached to and forming part of  
2019 Permissive Tax Exemption Bylaw 2018, No.1972



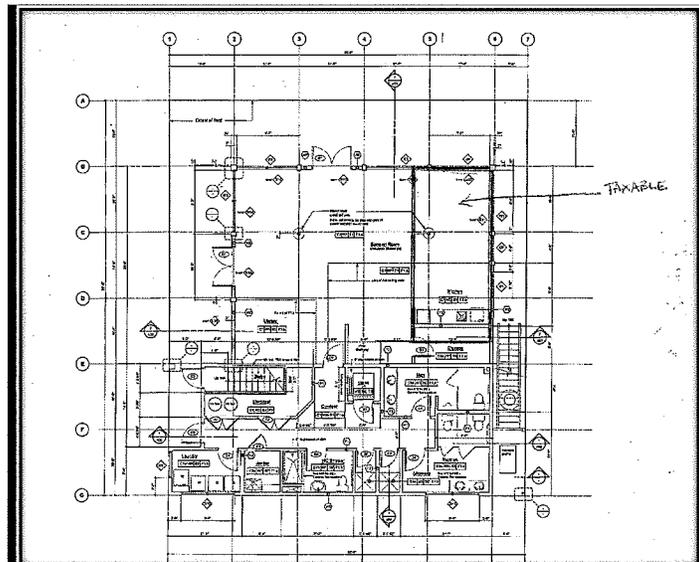




This is Schedule "H" attached to and forming part of  
Permissive Tax Exemption Bylaw 2018, No.1972



Insert:



TOWN OF LADYSMITH

**BYLAW NO. 1979**

A bylaw to exempt from taxation certain lands and buildings through a partnering agreement for the years 2019-2028.

---

**WHEREAS** Section 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:

1. All lands and improvements within the legal boundaries of those properties listed under and to the extent described in Schedule 'A' are hereby exempted from taxation for the years 2019 – 2028 as shown in Schedule 'A'.

**Citation**

2. This bylaw may be cited as "Permissive Tax Exemptions Bylaw (Partnering Agreements) 2018, No. 1979."

**READ A FIRST TIME** on the 2<sup>nd</sup> day of October, 2018

**READ A SECOND TIME** on the 2<sup>nd</sup> day of October, 2018

**READ A THIRD TIME** on the 2<sup>nd</sup> day of October 2018

**ADOPTED** on the day of

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

This is Schedule "A" attached to and forming part of  
Permissive Tax Exemptions Bylaw (Partnering Agreements) 2018, No. 1979

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

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**TOWN OF LADYSMITH**

**BYLAW NO. 1980**

A bylaw to amend the Financial Plan for the years 2018-2022

---

**WHEREAS** the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

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

- (1) Delete Schedule "A" of the "Town of Ladysmith Financial Plan Bylaw 2018, No.1956" and replace it with the attached Schedule "A".

Citation

- (4) This bylaw may be cited for all purposes as "*Town of Ladysmith Financial Plan Bylaw 2018, No. 1956 Amendment Bylaw 1980*".

**READ A FIRST TIME** on the 2<sup>nd</sup> day of October 2018

**READ A SECOND TIME** on the 2<sup>nd</sup> day of October, 2018

**READ A THIRD TIME** on the 2<sup>nd</sup> day of October, 2018

**ADOPTED** on the day of

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

## Schedule 'A' of Bylaw 1956

## 2018 – 2022 Financial Plan

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>REVENUES:</b>					
Revenue From Property Tax Values	7,961,111	8,271,026	8,684,577	9,274,202	9,452,677
Revenue From Grants In Lieu	165,877	169,195	172,578	176,029	179,550
Revenue From Parcel Taxes	2,557,527	2,872,983	3,182,797	3,205,506	3,228,669
Revenue From Fees & Charges	4,361,409	4,486,497	4,537,612	4,628,364	4,720,936
Revenue From Other Sources	20,510,953	6,810,030	1,631,913	842,515	918,046
	<u>35,556,877</u>	<u>22,609,731</u>	<u>18,209,477</u>	<u>18,126,616</u>	<u>18,499,878</u>
<b>EXPENSES:</b>					
General Operating Expense	11,009,288	10,442,291	10,652,154	10,865,191	11,082,474
Sanitary Sewer Operating Expenses	1,944,203	1,394,299	1,591,647	1,623,473	1,655,940
Water Operating Expenses	1,294,475	1,127,347	1,399,894	1,427,886	1,456,439
Interest Payments	495,201	506,106	889,144	1,124,311	1,087,022
Amortization	3,211,065	3,275,286	3,340,792	3,407,608	3,475,760
	<u>17,602,645</u>	<u>5,864,402</u>	<u>335,846 -</u>	<u>321,853 -</u>	<u>257,757</u>
Annual Surplus/Deficit					
<b>Add back:</b>					
Amortization	3,211,065	3,275,286	3,340,792	3,407,608	3,475,760
<b>Capital Expenditures</b>					
General Capital	7,800,154	1,934,500	1,443,000	11,744,200	2,959,752
Sanitary Sewer Capital	1,084,927	430,000	320,000	590,000	280,000
Water Capital	27,959,169	10,546,000	7,215,000	550,000	5,090,000
Proceeds from New Debt	(8,516,472)	(3,660,000)	(4,985,675)	(10,400,000)	(2,250,752)
Principal Payments	835,237	857,942	1,220,909	1,397,361	1,462,889
Transfers from Reserves	(1,542,972)	(625,699)	(978,262)	(328,132)	(3,549,045)
Transfer to (from) Own Funds	(6,806,333)	(343,055)	(558,334)	(467,674)	(774,841)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financial Plan Balance					

TOWN OF LADYSMITH

BYLAW NO. 1981

A Bylaw to amend Town of Ladysmith "Business License Bylaw No. 1513, 2003"

**WHEREAS** the *Community Charter* empowers Council to provide for a system of licences, permits or approvals, including prohibiting any activity or thing until a licence, permit or approval has been granted; to establish terms and conditions of a licence, permit or approval and to impose license fees;

**AND WHEREAS** a Council may, from time to time, amend such a bylaw as deemed appropriate;

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

1. Bylaw No. 1513, as amended, is further amended as follows:

(a) Section 2. Interpretation is amended by adding a new definition in alphabetical order:

"Odour Abatement Plan" means an odour impact assessment and odour control plan identifying odour control measures and equipment, such as an air filtration / ventilation system, to prevent the escape of odours from the permitted use of buildings or structures on the land.

(b) Section 5 – Licence Fees is amended by adding a new section 5.1.1 following section 5.1, as follows:

"5.1.1 Despite Section 5.1, the business licence fee for cannabis cultivation, production and research authorized by a licence under the *Cannabis Act* and its regulations shall be \$450.00 for the initial business licence or a change of location and \$200.00 in subsequent years."

(c) Adding a new Section 12, as follows:

"12. Cannabis Processing, Cannabis Micro-Processing, Cannabis Micro-Cultivation and Cannabis Research and Development

12.1 No business licence shall be issued for Cannabis Processing, Cannabis Micro-Processing, Cannabis Micro-Cultivation and Cannabis Research and Development, authorized by a licence under the *Cannabis Act* and its regulations, if:

12.1.1 Any portion of the building in which the business premise is located falls within 500 meters, measured in a straight line, of a lot line of a property located within a zone in "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended from time to time, that permits any residential use of the land, building or structure, unless an Odour Abatement Plan has been prepared and the required air filtration / ventilation system is operational as verified by a mechanical engineer.

12.2 No business licence shall be transferred to a new location unless the conditions in section 12.1 have been met.

12.3 No business licence shall be renewed unless the business owner provides to the Town of Ladysmith a record from a qualified person demonstrating the performance of the Odour Control Plan at the location where the business operation occurs, for the previous twelve (12) month period, or a lesser period if the business licence was issued for less than twelve (12) months.

(d) Replacing the words "*Local Government Act*" through-out the Bylaw with the words "*Community Charter*."

(e) And making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering of the Business License Bylaw.

**Citation**

2. This Bylaw may be cited for all purposes as the "Business License Bylaw No. 1513, 2003, Amendment Bylaw (No.2) 2018, No. 1981".

<b>READ A FIRST TIME</b>	<b>on the</b>	<b>2<sup>nd</sup> day of</b>	<b>October, 2018</b>
<b>READ A SECOND TIME</b>	<b>on the</b>	<b>2<sup>nd</sup> day of</b>	<b>October, 2018</b>
<b>READ A THIRD TIME</b>	<b>on the</b>	<b>2<sup>nd</sup> day of</b>	<b>October, 2018</b>
<b>ADOPTED</b>	<b>on the</b>	<b>day of</b>	<b>,</b>

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

**REQUEST FOR DELEGATION STATUS**

<b>APPLICANT INFORMATION</b>	
NAME: <b>Cynthia Damphousse</b>	DATE: <b>Oct. 1/18</b>
ADDRESS: <b>1327 Cedarwood Rd., Ladysmith</b>	
<b>ORGANIZATION INFORMATION</b>	
NAME: <b>Concerned Resident</b>	
PHONE: <b>250-245-2546</b>	E-MAIL: <b>cldamphousse@gmail.com</b>
<b>MEETING INFORMATION</b>	
COUNCIL or COMMITTEE REQUESTED:	
DATE REQUESTED: <b>Oct 15/18</b>	NUMBER ATTENDING: <b>2</b>
NAME(S) OF PRESENTER(S): <b>Cynthia Damphousse</b>	
<input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT NEED PRESENTATION EQUIPMENT	
TOPIC TO BE PRESENTED:	
<p>To request that the Town of Ladysmith keep a permanent connection between Churchill and McKinley Roads as an alternative route to the 300+ residents that live above this connection. As the 4th Avenue repair is taking a very long time, and with winter approaching and only 1 lane of traffic available on 4th Avenue this is a safety issue. I have collected over 120 names on a petition to request this access remain open permanently.</p>	
NATURE OF REQUEST / CONCERN:	
<p>Safety Issue having more than 1 access route available to the residents that live at the top end of 4th Avenue.</p>	

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



Petition to keep a permanent connection between Churchill & McKinley

As the population at the top end of 4<sup>th</sup> Avenue continues to grow a secondary exit route is needed. As we have seen with the collapse of the culvert on 4<sup>th</sup> Avenue events can happen that are beyond our control. We need to maintain an alternative route, not an active logging road. The residents of McKinley are banding together to stop this road connection. We need to voice our opposition.

Please sign this petition to let the mayor and council know that we need to keep a permanent connection Churchill & McKinley.

Name	Address
<u>Pennis DAMP Housse</u>	<u>1327 CEDARWOOD RD.</u>
<u>CINBY DAMPHOUSSE</u>	<u>1327 CEDARWOOD RD</u>
<u>Meghan Henry</u>	<u>1331 Cedarwood Rd.</u>
<u>Shandal Beaudry</u>	<u>1334 cedarwood rd.</u>
<u>Alex Beaudry</u>	<u>1334 cedarwood rd.</u>
<u>Becky Rose</u>	<u>1338 Cedarwood Rd</u>
<u>Brad Rose</u>	<u>1338 Cedarwood Rd</u>
<u>John Pufflet</u>	<u>1347 CEDARWOOD Rd.</u>
<u>Wendy Butler</u>	<u>1351 Cedarwood Rd</u>
<u>Eve Bayle</u>	<u>1362 Cedarwood Rd.</u>
<u>Roberta Cottam</u>	<u>1363 Cedarwood Rd.</u>
<u>Dianna MacTavish.</u>	<u>1367 Cedarwood. Rd.</u>
<u>CHRIS TROMBLEY</u>	<u>1375 CEDARWOOD RD.</u>
<u>Tom Holmes</u>	<u>622 oakwood Rd</u>
<u>HILARY BEHL</u>	<u>629 OAKDALE Rd</u>
<u>Mark Buckley</u>	<u>633-Oakwood Rd.</u>

Name	Address
Joan M. Manner	21-541 Jim Cram Drive
STEVEN FREERLAND	38-541 " " "
Laurie Millington	37-541 " " "
E.M. Blatchford	23 " " "
Dave Jones	34 541 " " "
L. Latta	33/541 JIM CRAM DR.
Alan Manner	32
Katherine Larwin	29-541 Jim Cram Dr.
Alex Manner	29-541 Jim Cram Dr.
P. Gleadall	30-524 Jim Cram DR.
M. Gleadall	" " "
A. DELORIE	31-541 11 4
D Reid	# 19-525 JIM CRAM DR.
D Reid	# 19-525 ✓ ✓ ✓
D JANUSON	# 18-525 Jim Cram Dr
Jan Olymyk	# 15-525 Jim Cram Dr.
Wendy Hennig	# 14-525 Jim Cram Dr.
WINSTON TAYLOR	# 4-525 - JIM CRAM DR
Lesley McCormick	5-525 Jim Cram Dr.
Michael McCormick	5-525 Jim Cram Drive
A Baas	6-525 JIM CRAM

Name

Address

Ann A Calder

637 OAKWOOD RD.

Ken Brown

641 OAKWOOD RD

Dianne Bayes

642 OAKWOOD RD

Gary Bayes

—————

KRISTAN BAYES

642 OAKWOOD RD.

Simone Donatelli

634. Oakwood St.

Doris Jeffers

630 Oakwood Rd.

J. Oriskany

626 Oakwood Rd.

Sue Koelnic

618 Oakwood Rd.

Jean Brewer

610 Oakwood Rd

R Brewer

610 OAKWOOD RD

J. L.

1378 Cedarwood Rd

Jaurie Andrews

1374 Cedarwood.

~~—————~~

1366 Cedarwood.

Phil Noonan

1343 Cedarwood

Stidley

613 Maplewood.

Jeanette

614 Maplewood

John J. ~~—————~~

1339 Cedarwood

Helen Lidgate

1329 4th Avenue Ladysmith

Jackie Williams

1331 4th Ave Ladysmith

Vilja Breker

1323 CEDARWOOD RD

## Name

## Address

Name	Address
Joan Tompkins	81335 4th Ave Ladysmith.
Leon Tompkins	1335 4th Ave "
Sheila Weatherell	589 Jim Cram Drive
Arley Dalziel	577 Jim Cram Dr
Tin Smith	729 Parks Pl.
Annie Hayward	720 Parks Pl
Tatla Dusseault	720 Parks Pl.
Pauline Harrison.	713 Parks Pl.
LEN HARRISON	713 PARKS PL.
Ray Zimmerman	705 Park Place
<del>Ray Zimmerman</del>	705 Parks Place.
B.C. Florence	701 Parks Place
B.A. Macaulay	701 Parks Place
TARA FAWLER	700 PARKS PLACE
CAROL MARRIOTT	700 PARKS PLACE.
P.H. Wootton	1372 CEDARWOOD Rd
NICK REILLY	1330 CEDARWOOD RD
MICHAEL REILLY	1330 CEDARWOOD RD.
Donna Low	1359 Cedarwood Rd
Michael Roethke	1371 Cedarwood Rd
COURTNEY HENN	649 oakwood Rd.

Name

Address

~~Ryan Sullivan~~  
JANE FRANKLIN

11-525 Jim Cram Dr.

LYNDA CURRY

9-525 Jim Cram Dr.

Maryse Morgan

38-512 Jim Cram Dr.

Ryan Clark

37-512 Jim Cram Dr.

Maurya Calabrese

40-512 Jim Cram Dr.

Natalya Bendro

40-512 Jim Cram Dr.

Ed Wark

47-512 " " "

Creese

#44 512 Jim Cram

Andrew Laban

442-512 Jim Cram Dr.

Marc Piche (Marc Piche)

36-512 Jim Cram Dr.

Marti Harder

36-512 Jim Cram Dr.

Wendy Ues

34-512 Jim Cram Dr.

Tamara Hutchinson

26-512 Jim Cram Dr.

Todd Gaber

25-512 Jim Cram Dr.

Amanda Gaber

25-512 Jim Cram Dr.

Kyle Hewitt

14-512 Jim Cram Dr.

Michaela Marden

22-512 Jim Cram Dr.

Paul Cellworth

#24-512 Jim Cram Dr.

ERICA RUSKIN

19-512 Jim Cram Dr.

Chris VanZandwyk

11-512 Jim Cram Dr.

J. VanZandwyk

11-512 Jim Cram Dr.

Name

Address

Pamela Allen

1359 Birchwood Rd

Amita L. Cloke

1339 Birchwood Rd.

Shelia Jensen

1338 Birchwood Rd.

Nel Ford

1326 Birchwood Rd

Bonnie Ford

1326 Birchwood Rd

Sherry Schmidt

1323 Birchwood Rd.

Sepehr Jalali

636 Alderwood Drive

Caroline Paulson

621 Maplewood Way

Mr. Raymond BIRKELAND

643 MAPLEWOOD WAY

Camille Hillis

644 Maplewood Way

ARDEN BOUCHARD

537 GREENHORN PLACE

HENRY KRAFT

651 MAPLEWOOD WAY

B. S. SUNDHAY

652 Maplewood Way

LARRY WARD

656 MAPLEWOOD WAY

Gene Ward.

656 Maplewood Way

FRANK GUNZ

658 BIRCHWOOD

Shelby Scott

1370 Cedarwood

Brandon Scott

1370 Cedarwood Rd.

Dennis Bair

1326 Cedarwood Rd

Matthew Osborne

29-512 Jim Cream Dr

Ruby Walmsley

32-512 Jim Cream Dr.

Name

Address

R. Rindero

578 Greenhorn Pl.

K. Mountain

532 Greenhorn Pl.

meagan Dives

533 Greenhorn Pl.

Mary Gait hjart

535 Greenhorn Pl.

Nancy Banks

541 Greenhorn Pl.

Ryan Tucker

583 Greenhorn Pl.

Barbara Hombley

1375 Cedarwood Rd.

Petition to keep a permanent connection between Churchill & McKinley

As the population at the top end of 4<sup>th</sup> Avenue continues to grow a secondary exit route is needed. As we have seen with the collapse of the culvert on 4<sup>th</sup> Avenue events can happen that are beyond our control. We need to maintain an alternative route, not an active logging road. The residents of McKinley are banding together to stop this road connection. We need to voice our opposition.

Please sign this petition to let the mayor and council know that we need to keep a permanent connection Churchill & McKinley.

Name	Address
Tom Fletcher	19 658 Alderwood Dr.
Effie Meloshyn	613 Alderwood Dr
Bail Orcland	29-658 Alderwood Dr.
Marge Vupp	6-658 Alderwood Dr
Sandra Darling	2-658 Alderwood Dr
U'ham	70A Alderwood
Tannis Money	28-658 Alderwood Dr.
Liz Spauls	80 658 Alderwood Dr
Debie	76-658 Alderwood Dr

October 10, 2018



Attention: Mayor & Town Council

Attached is our letter dated October 2, 2018 regarding the Churchill/McKinley temporary road, a letter from Muriel Carlson, Block Watch Cpt. Walkem Road and the petition signatures obtained from the residents of Walkem Road, Davidson Road, Carey Place, Oliver Terrace, Poulain Place, McKinley Road and Churchill Place.

These signatures were obtained in support of:

- Temporary Emergency access only to Churchill/McKinley Road
- Better communication in the future regarding any changes to the road status
- Safety for the residents living in the area which has no crosswalks, some sidewalks, too many vehicles going too fast. We would like to have a traffic monitor system to tabulate the volume. The traffic was excessive especially on a game night. Did Town Council monitor the increased traffic volume on Davidson/McKinley Road which included heavily loaded commercial vehicles?

October 2, 2018

Dear Mayor Stone & Town Council,

We are the residents living on McKinley, Davidson and Walkem who have been severely impacted by the temporary road through to Churchill Road. We are trying to be patient while the repairs are done to 4<sup>th</sup> Avenue. Our neighbourhood has gone from a quiet local traffic only to a speeding freeway with many inconsiderate drivers that have no concerns to safety. During sports events at Forrest Field there are also out of town drivers unfamiliar with the roadways and in a hurry to get to the field (apparently lost, running late and speeding) We have heard that there is a petition to leave this temporary road open and we are strongly opposed to this suggestion. Some of our reasons are:

- For the safety of our children, pets and residents
- The structure of our own bridge across Rocky Creek with all the dump trucks, delivery vehicles, fire trucks and added traffic. Was this bridge engineered for the weight of tandem dump trucks?
- Crime will rise with all the added traffic
- Our health – our peace and quiet has been destroyed and it is impacting our lives
- The temporary road is not a good road. It is only meant for temporary use.
- McKinley Road narrows at the lower end.

We are not objecting to the temporary road when required in an emergency situation and understand that eventually (with public input) the road will become permanent.

We would also question why private dump trucks(not related to the road repairs) are not being directed onto the logging road. Instead they are using the temporary road which is not designed for this weight.

The professional drivers ( ie the Transit bus) are not adhering to the posted 30 km speed limit. ( on a schedule and trying to make up time??)

Sincerely

The Residents of McKinley, Davidson & Walkem

Further information with regards to the Walkem Rd., Davidson Rd. & McKinley Rd. Petition

1. Twin Falls Strata at 1150 Walkem Rd.: A Seniors Complex: The total number of Units in this Strata is 72 Units. Approximately, 144 Residents if each unit has 2 occupants. Quite a few residents have 2 vehicles. They have 2 exits/entries into their parking area. All entering & exiting on Walkem Rd. These Residents are finding it very difficult to get into and out of their parking areas due to the increase in the volume of traffic & the speed that some drivers are going. Plus there are 49 other Homes on Walkem Rd., most are 2 vehicle homes, some have up to 4 vehicles, plus RV's. Davidson has 15 plus homes, McKinley has 25 homes, Carey Pl. has 8 homes, Oliver Tr. has multiple homes also, plus multiple vehicles at each home on each of these roads.
2. Under comments on the Petition I did on Walkem Rd., I am only missing a few homes as the Residents were not at home when I was canvassing. People in only 3 homes did not sign the Petition due to "conflict of interest." Comments both written and verbal came from everyone that the a) volume of traffic is too heavy b) the speed being driven is too high & dangerous & they are having difficulty getting into or out of their driveways, especially for the people who live on the curved corners of the roadway c) they can't let their children play in the front yard nor ride their bicycles on the street anymore d) they want to see the Permanent Speed Limit of Walkem Rd. "dropped to 30 km per hr." e) they want the sidewalks completed on the surrounding streets e) they want more crosswalks placed in the areas that their children walk to school. Note: the elderly would like crosswalks as they are out walking every day & they feel very unsafe when crossing the roadways in the area. f) Some residents claim they will sell their homes and move from the area if the Churchill Rd. & McKinley Rd. become a permanent exit for the residents up in that Subdivision.
3. The Residents are hoping that Town Council will take a serious look at the "Safety" for all the residents on Walkem Rd., Davidson Rd. & McKinley.

Thank you,

Muriel Carlson, Cpt.

Block Watch Walkem Rd.



Name	Address
Garnet : Charlie Schaal	1224 McKinley Road.
Jackie Lindstrom	1223 McKinley Road
Thomas Humbroff	1229 McKinley Road
Russ Vincent	1123 CAREY PL.
Jinell	1123 Carey Pl.
Holly Hughes	1136 Carey Pl
Shawn Flynn	1124 Carey Pl
Lori + Darin Phillips	1218 McKinley Rd.
Melanie + Tyler Oldendorf	956 Davidson Rd.
Juanita Halland	953 Davidson Road
Rellie Halland	953 Davidson Road
Linda Mix	963 Davidson Road
Heather Herman	967 DAVIDSON
Ciff Herman	U LI
Joanne Armstrong	1205 Mc Kinley Rd.
John Deeto	1211 McKinley Rd
J. Arken	1235 McKinley.
DARRYL & ERIN	1217 MCKINLEY. RD
SITAWAT STURGEON	1247 MCKINLEY RD.
Parker Krause	944 OLIVER Terrace.
Robert Volkmar	2152 <del>McKinley</del> Road
Connie Forrest	2152 McKinley Road

ROBY LECCOTT  
WENDY DRAHO  
EMIL ROBERTSON

960 DAVIDSON RD  
1244 MCKINLEY RD  
1244 MCKINLEY RD

Name

Address

Kelly Styles

*K Styles*

1282 McKinley Rd.

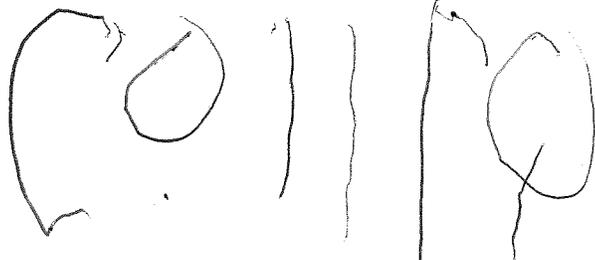
Ross Styles

1282 McKinley Rd.

Alex Kulai

*[Signature]*

1282 McKinley Rd.



1282 McKinley

McBurney

1288 M-Kinley Rd.

Helen McBurney

1288 McKinley Rd.

Kelsea Styles

1282 McKinley Rd

Irene Lewis

1289 McKinley Rd

Irene Lewis

" " "

Sarah ~~Kat~~

1283 McKinley Rd

Mary ~~Tiel~~

1277 McKinley Rd

~~Sarah~~

1271 McKinley Rd

Gemma & Mark Galang

1265 McKinley Rd.

Laura & Ian Reimer

1259 McKinley Rd.

Jim Roth

1253 McKinley Rd.

Julian Camp

1253 McKinley Rd

Kate Hanson

1253<sub>203</sub> McKinley Rd.

Name

Signature

Address

1224

245-5307

Rose Mary Roth 1253 McKinley Rd.

~~Rose Mary Roth~~

Jody Ferguson 1241 McKinley Rd.

1241 McKinley Rd

Mel Ferguson

1264 McKinley Rd.

1285 Churchill Place

Louis Attridge

Rosanne Beatty

Sue Stevens

1300 Churchill Pl

Jaimie Styles

1282 McKinley

Nicole Styles

1282 McKinley

James Black

1276 McKinley.

Melissa Black

1276 McKinley Rd

Name

Address

Jamie Copp

1212 McKinley Rd

Laura Owens

985 Oliver Terrace

STAN MILLER

950 OLIVER TERRACE

CINDY LEON

956 OLIVER TERRACE

Devon Warren

964 Oliver Terrace

Jenn Byrne

968 Oliver Terrace

Clara Septa

1005 POULAN PL.

Rig and

1003 Poulain Pl.

B. Hugh

972 Oliver Terrace

Vicki Reynolds

980 Oliver Terrace

Lynette Frost

984 Oliver Terrace

Patricia Hemlock

988 Oliver Terrace

3797

1212 McKinley Rd

Bonnie Meloy

969 OLIVER TERRACE

Ky Nakamura

960 Oliver Terrace

Ann Bompa

1009 Poulain Place

Brenda McIntosh

973 Oliver Terr.

David Blair

981 OLIVER Ten.

Name

Address

Derald Hamilton

876 DAVIDSON RD

Gloria Hamilton

876 Davidson Rd.

Elise Sacht

852 Davidson Rd.

Malcolm Sacht

852 davidson rd.

~~James Sacht~~

842 Davidson Rd.

JAMES Power

832 Davidson Rd.

Glophia Smith

811 Davidson Rd

Norm Knowles

821 Davidson Rd.

Yonna Knowles

82 DAVIDSON RD

Chris Streeten

831 Davidson Rd.

~~Y. Caplan~~

851 Davidson Rd.

Doug Buchanan

861 Davidson Rd

Edgnis Buchanan

861 Davidson Rd.

J. Hadley

877 Davidson Rd.

Lyb. Hadley

877 Davidson Rd.

~~R. Lee~~

Ryly Lee-Blinkhorn

885 DAVIDSON RD

~~Tracy Tshi~~

Tracy Tshi

885 Davidson Rd

Barbara Wilson

893 Davidson Rd.

Jean Wilson

893 Davidson Rd

Kelly RADZIUŁ

841 Davidson Road

SARA RADZIUŁ

841 Davidson Road

William Alex Walker

841 Davidson Road

1224 McKinley Rd. 245-5307

Shannon Morrow 841 Davidson Road  
WILFRED WALKME 841 Davidson Road

*[Faint, illegible handwritten notes]*

# WALKEM RD. Petition

Name	Address	Phone #	Comments
1. Muriel & Ken Carlson	1133 WALKEM	245-4655	Unsafe, need cross-walks, sidewalks, 30% -walks, sidewalks, 30%
2. Jodi + John DeHoop	1132 WALKEM	245-2208	Totally unsafe
3. Heidi Kuehary	1128 Walkem	245-8380	needs planning
4. LARRY SHAW	1121 ✓	924-1213	
5. Margaret Shaw	1121 Walkem	924 1213	
6. Kara Olson	1125 Walkem	245-4516	
7. Kim Olson	1129 Walkem	245-4828	
8. Sylvia + Stuart Buchner	1137 Walkem	<sup>250</sup> 667-2456	
9. Grace K + Mike Nob	1141 Walkem	250-215-1240	
10. MARY ELLEN BENSON	1149 WALKEM	245-0786	SLOW DOWN!!
11. ROBERTA MORRIS	639 WALKEM	245 2456	TOO MUCH TRAFFIC
12. BARRIE MORRIS	639 WALKEM	245 2456	
13. Christine Mills	633 Walkem	245-0650	Slower speed please!
14. Elaine Hrushkin	629 Walkem	245-1157	Way too much traffic + speed.
15. Brendan Willson	621 Walkem	245-3971	
16. Kelsey Burt	616 Walkem	668-8236	Slower speed!
17. Kristen Eick	620 Walkem rd.	245-3302	
18. CHRIS BURNESS	628 WALKEM RD	734-1746	Slower speed
19. WILLIAM KROLL	1145 WALKEM RD.	245-459	SLOWE SPEED
20. ROD MAC NEIL	641 WALKEM RD	245 5245	" "
21. MARIA MACNEIL	" " " "	" "	" "
22. MIKE MILNER	644 WALKEM RD.	245 8066	" "
23. ELLINORE MILNER	644 WALKEM RD	245-8066	" "
24. AMANDA FEADER	514 WALKEM RD	284-1261	Slower Speed!
25. Shicky Moore	505 Walkem R.	245-2010	Speed lower 30
26. Deb Windsor	632 Walkem R.	245 8440	speed lower 30.
27. Tera Smith	811 Davidson Rd	245-0922	too much traffic.
28. A STUART	621 WALKEM	245-3767	SPEED
29. Lissy Vitonen	525 Walkem	618-4651	SPEED!
30. Kirsten Toole	515 Walkem rd.	816 2591	Way too fast + too much traffic
31. Dan Toole	515 walkem Rd	68 7523	need traffic calming.

# WALKEM Rd. Petition

	Name	Address	Phone#	Comments
1.	BUD GILFOY BARB GILFOY	26-1150 WALKEM RD	778-269- 0811	DANGEROUS FOR PEDESTRIANS
2.	JACK Thomson	#30		Slow down
3.	Len Briden	#21	245-5253	
4.	Ann Thomson	#30		speeders on Highway - don't need it in residential area
5.	Anne Augustine	#53		slow down stop at signs
6.	Shirley & Joe Theriault	#31	245-8076	Speed to high Dangerous
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

October 5, 2018

To: Mayor and Council

Re: McKinley Road Access

From: Kelly Styles – 1282 McKinley



During the course of the infrastructure work being done on the Rocky Creek culvert at 4<sup>th</sup> Avenue, myself and residents of McKinley Road have been severely impacted by the road being open between McKinley and Churchill due to high volume of vehicle traffic. I have concerns that this temporary road access will:

- a) be an inappropriate access route once construction on the culvert begins next summer, and
- b) will become a permanent vehicle connector to 4<sup>th</sup> Avenue

I request an opportunity for public consultation for area residents to offer input, and work towards a solution that is beneficial to both the Town and area residents.

I have come to understand that there has been a petition from residents of the Forrest Field Area who are in support of keeping Churchill open to McKinley permanently. I am in strong opposition to this request.

I recognize that council has made the decision to close the road between McKinley and Churchill with cement barriers once the hardening work is complete on Rocky Creek culvert in preparation for single lane traffic over the winter. I trust that council will not rescind a previous decision based on a petition to keep the road open.

While residents of Forrest Field area may appreciate the access through Churchill during the current hardening and stabilization of the culvert, residents of McKinley, Churchill and neighbouring streets do not, as reflected in the signatures on the petition submitted to council.

The Report from Geoff Goodall, Director of Infrastructure on September 7 to council stated that staff have been preparing to upgrade the existing emergency access route located at the end of 4<sup>th</sup> Avenue and connects with Timber West forestry road. Does council think that McKinley Churchill access is more viable than the Timber West road? An emergency route from 4<sup>th</sup> to this forestry road in my opinion is a far more suitable route for Forrest Field area residents. McKinley Road narrows significantly from Oliver Terrace to the end of McKinley and is not designed to handle over 400 plus cars and commercial traffic including loaded tandem dump trucks McKinley Road residents have come to experience on a daily basis over the past weeks. In spite of efforts made by the town to control traffic speeds, safety continues to be an ongoing issue, and further does not address the extreme traffic volume. This can not be the new normal!

Once work begins next summer on the Rocky Creek culvert it is my understanding the scope and depth of this work will be significant and could last months. I urge council to consider the severe, negative consequences vehicle use of the McKinley Churchill access will have on safety and health for this neighbourhood and instead consider using the Timber West access as an alternate during the construction period.

Thank you  
*Kelly Styles*  
210

October 12, 2018



Mayer Stone and Ladysmith Town Council

We are writing to express our concerns re "the temporary access road" that exits onto McKinley Road. We are an elderly couple who live in the first home on the right as you exit onto McKinley. It is most hazardous for us to endeavor to either back into or exit our driveway. The major part of the traffic flow are not doing the 30km speed limit and immediately pick up speed as they hit the pavement on McKinley. Something other than signage is required to slow drivers down.

When this "access road" is once again open for the summer getting our R.V. in and out will be a nightmare. My husband has already stood out on the road while our neighbor across the road got his boat parked back in his yard. The road is unsafe for children, pets and even crossing (walking) the road. We certainly appreciate our local R.C.M.P. for all their extra patrols. One police officer even stopped one day as I trying to pull out of our driveway just to talk and express his concerns.

When the "access road" was originally opened dust was extreme but thankfully the town rectified that after complaints by the residents. The dump trucks (mostly tandem) are constantly on the road and dust is once again becoming a problem - think what it will be like through the summer!! Why can't the town use the Forestry Road past Forest Field for access? It would be less disrupting we would think for most involved.

Mr. Ferrero in his update to residents dated October 5, 2018 stated that "it was a frustrating situation for everyone who uses 4th Ave & area residents" - how about the residents of McKinley Road? They are generally extremely upset and frustrated.

Thank you for hearing our concerns.

Karen McBurney  
KM-Burney



October 3, 2018

**CLR File: 1414828**  
FCBC File: 10100-30/333256

Corporation of the Town of Ladysmith  
PO Box 220  
Ladysmith BC V9G 1A2

Via email to: [gferrero@ladysmith.ca](mailto:gferrero@ladysmith.ca)

Dear Guillermo Ferrero:

Re: Application for Crown Land Tenure for Industrial General Purpose in the Sayward District

---

Thank you for your application submitted to FrontCounterBC which was received on July 6, 2018.

FrontCounter is unable to proceed with a thorough review of your application as Crown Lands Authorization has requested disallowance. The reasons for this disallowance are provided in the Reasons For Decision for file 1414780 and the Reasons For Decision for file 1414789 (attached).

As per the Provincial Fee Refunds – Application Fees [http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/refund\\_policy.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/refund_policy.pdf) you will be provided with a full refund of your application fees. This shall be returned to your credit card.

If you have any questions regarding the above determination, please contact Gary Morley at 250 751-7238 or email at: [gary.morley@gov.bc.ca](mailto:gary.morley@gov.bc.ca).

Yours truly,

Diane Elliott  
Natural Resource Specialist

Attachment



# REASONS FOR DECISION

September 24, 2018

**FILE NUMBER:** 1414789 and file 1414828

**APPLICANT:** 0767479 BC LTD, doing business as Ladysmith Marine Services

**BACKGROUND:** The area under application is a portion of lands formerly leased to Aqua Pod Flotations Ltd. ("Aqua Pod") (file 1401132). Aquapod's lease expired in June of 2016 and was not replaced due to the lessee entering into an unapproved subtenancy with the applicant and another business. Aqua Pod was directed to vacate the land by December 31, 2017. Following AquaPod being ordered to vacate the land, 0767479 BC Ltd, doing business as Ladysmith Marine Services, one of Aqua Pod's unapproved subtenants, has made application for Crown lease tenure under file 1414789.

The application, if approved, would continue the current use of the land for light industrial activities including boat maintenance and repair. First Nations consultation and referral to potentially impacted agencies was undertaken.

Stz'uminus First Nation ("Stz'uminus") and the Town of Ladysmith ("the Town") have raised concerns with the approval of the lease. Stz'uminus has a moderate Strength of Claim to the subject parcel. The application area is within the Ladysmith's Waterfront Area Management Plan (adopted 2018).

The Town of Ladysmith, following the applicant's application being received, has made application for the same parcel for equivalent purposes (file 1414828).

**DECISION:** A decision has been made to approve the application by 0767479 BC LTD with a 10 year term, a 30 year term being standard, as mitigation for potential impacts to First Nations interests.

## REASONS FOR DECISION:

Aqua Pod had without approval entered into a sub-lease with the applicant. Given the applicant's history on the site and their contribution to the local economy it was reasonable and administratively fair to accept the applicant's application for tenure.

The approval of this application and the disposition is consistent with the Land Act and is considered to be in the public interest having regard to Crown land policies. The Crown has met its duty to consult with First Nations; and First Nations Interests have been considered and addressed with the mitigation of potential impacts to be provided by a reduced tenure term.

In considering the competing application by the Town of Ladysmith (file 1414828), it is considered that the application by 0767479 BC LTD is consistent with Town's vision for the waterfront area as per the Waterfron Area Plan, that the Town did not seek to operate the

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Natural Resource Operations  
and Rural Development

West Coast  
Natural Resource Region

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parcel directly but only control the land for the purposes of controlling activities on the land, that the Town of Ladysmith maintains control over the use of the land via the bylaw process and that the tenure contract requires the tenure holder to conform with bylaws, other statutes, etc., and that the Town did not have the level of First Nation's support necessary to provide the Town's application a higher standing relative to the application by 0767479 BC LTD. Decision is therefore also made to disallow the Town of Ladysmith's application in favour of entering into tenure directly with the current user of the land.

For More Information Contact:

Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
West Coast Region, Authorizations

Shawn Meisner

Digitally signed by Shawn Meisner  
Date: 2018.09.24 16:06:40 -07'00'

[AuthorizingAgency.Nanaimo@gov.bc.ca](mailto:AuthorizingAgency.Nanaimo@gov.bc.ca)



# REASONS FOR DECISION

September 25, 2018

**FILE NUMBER:** 1414780 and file 1414828

**APPLICANT:** Saltair Marine Services Ltd.

**BACKGROUND:** The area under application is a portion of lands formerly leased to Aqua Pod Flotations Ltd. ("Aqua Pod") (file 1401132). Aquapod's lease expired in June of 2016 and was not replaced due to the lessee entering into an unapproved subtenancy with the applicant and another business. Aqua Pod was directed to vacate the land by December 31, 2017. Following AquaPod being ordered to vacate the land, Saltair Marine Services Ltd., one of Aqua Pod's unapproved subtenants, has made application for Crown lease tenure under file 1414780.

The application, if approved, would continue the current use of the land for light industrial activities including boat fabrication, maintenance and repair. First Nations consultation and referral to potentially impacted agencies has been undertaken.

Stz'uminus First Nation ("Stz'uminus") and the Town of Ladysmith ("the Town") have raised concerns with the approval of the lease. Stz'uminus has a moderate Strength of Claim to the subject parcel. The application area is within the Ladysmith's Waterfront Area Management Plan (adopted 2018).

The Town of Ladysmith, following the applicant's application being received, has made application for the same parcel for equivalent purposes (file 1414828).

**DECISION:** A decision has been made to approve the application by Saltair Marine Services Ltd. with a 10 year term, a 30 year term being standard, as mitigation for potential impacts to First Nations interests.

## REASONS FOR DECISION:

Aqua Pod had without approval entered into a sub-lease with the applicant. Given the applicant's history on the site and their contribution to the local economy it was reasonable and administratively fair to accept the applicant's application for tenure.

The approval of this application and the disposition is consistent with the Land Act and is considered to be in the public interest having regard to Crown land policies. The Crown has met its duty to consult with First Nations; and First Nations Interests have been considered and addressed with the mitigation of potential impacts to be provided by a reduced tenure term.

In considering the competing application by the Town of Ladysmith (file 1414828), it is considered that the application by Saltair Marine Services Ltd. is consistent with Town's vision for the waterfront area as per the Waterfron Area Plan, that the Town did not seek

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to operate the parcel directly but only control the land for the purposes of controlling activities on the land, that the Town of Ladysmith maintains control over the use of the land via the bylaw process and that the tenure contract requires the tenure holder to conform with bylaws, other statutes, etc., and that the Town did not have the level of First Nation's support necessary to provide the Town's application a higher standing relative to the application by Saltair Marine Services Ltd. Decision is therefore also made to disallow the Town of Ladysmith's application in favour of entering into tenure directly with the current user of the land.

For More Information Contact:

Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
West Coast Region, Authorizations

Shawn Meisner Digitally signed by Shawn Meisner  
Date: 2018.09.25 11:42:33 -0700

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