

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**MONDAY, FEBRUARY 4, 2019**  
**COUNCIL CHAMBERS, LADYSMITH CITY HALL**

Call to Order 6:00 p.m. in Open Session, in order to retire immediately into Closed Session

Regular Open Meeting 7:00 p.m.

*Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.*

**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:

- Sale of Property - section 90 (1)(e) 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

**REGULAR MEETING (7:00 P.M.)**

**2. AGENDA APPROVAL**

**3. RISE AND REPORT – Items from Closed Session**

**4. MINUTES**

- 4.1. Minutes of the Public Hearing and Regular Meeting of Council held January 21, 2019 ..... 1 - 8
- 4.2. Minutes of the Special Meeting of Council held January 22, 2019 ..... 9 - 11
- 4.3. Minutes of the Special Meeting of Council held January 24, 2019 ..... 12 - 13

**5. DELEGATIONS**

- 5.1. Claire Salvador, Senior Consultation Analyst, Ecosystems Management Branch, Fisheries and Oceans Canada, on Behalf of Small Craft Harbours Ladysmith Harbour Long Term Planning
- 5.2. Richard Huggins, Ladysmith Chapter of Cowichan Trail Stewardship Sustainable Trail Development



- 5.3. **Rosalie Sawrie, Social Planning Cowichan  
Ladysmith Age-Friendly/Walkability Project.....14 - 42**

## 6. PROCLAMATIONS

- 6.1. **Heritage Week .....43**  
Mayor Stone has proclaimed the week of February 18 - 24, 2019 as “Heritage Week” in the Town of Ladysmith and encourages all residents to embrace, explore and enjoy our enduring heritage.

## 7. DEVELOPMENT APPLICATIONS

- 7.1. **Development Permit Application 3060-18-21: 333 Symonds Street  
Subject Property: Lot 8, Block 79 of an unnumbered portion of Oyster District,  
Plan 703A .....44 - 51**

Staff Recommendation:

That Council:

1. Issue DP 3060-18-21 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 8, Block 79 of an unnumbered portion of Oyster District, Plan 703A (333 Symonds Street).
2. Authorize the Mayor and Corporate Officer to sign DP 3060-18-21.

- 7.2. **Development Variance Permit 3090-18-03: 359 Chemainus Road  
Subject Property: Lot 8, District Lot 42, Oyster District, Plan 3223 .....52 - 62**

Staff Recommendation:

That Council:

1. Issue Development Variance Permit 3090-18-03 to vary the front and side parcel line setbacks, the setback from the sea, the height of a retaining wall, and the height of a dwelling at 359 Chemainus Road.
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-18-03.
3. Direct staff to remove Development Variance Permit 93-14 from the Certificate of Title on Lot 8, District Lot 42, Oyster District, Plan 3223 (359 Chemainus Road) as this permit is no longer relevant for the property.

- 7.3. **Development Variance Permit 3090-18-04: 517 Baden-Powell Street  
Subject Property: Parcel A (DD 701N) of Lot 6, Block 121, District Lot 56, Oyster  
District, Plan 703A.....63 - 70**

Staff Recommendation:

That Council:

1. Issue Development Variance Permit 3090-18-04 to vary the front and interior side parcel line setbacks, and the maximum parcel coverage for a dwelling at 517 Baden-Powell Street, subject to the owner removing the shipping container from the property prior to issuance of the building permit.
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-18-04.

**7.4. OCP & Zoning Bylaw Amendment Application 3360-19-01: 379 Davis Road  
Subject Property: Lot A, District Lot 43, Oyster District, Plan VIP69091 .....71 - 75**

Staff Recommendation:

That Council:

1. Consider the application (3360-19-01) to amend:
  - a) The Official Community Plan by designating 379 Davis Road from “General Commercial” to “Single Family Residential” and by removing “Development Permit Area 3 – Commercial” from 379 Davis Road; and
  - b) The Zoning Bylaw by rezoning 379 Davis Road from “Shopping Centre Commercial (C-5)” to “Single Dwelling Residential (R-1)” and by removing the 379 Davis Road site specific regulation in the C-5 Zone.
2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development), direct staff to refer the OCP amendment application 3360-19-01 to the Stz’uminus First Nation, pursuant to the Town’s Memorandum of Understanding.
3. Direct staff to commence the preparation of the Official Community Plan (OCP) amendment bylaw and Zoning Bylaw amendment bylaw for application 3360-19-01.
4. Approve of the discharge of Covenant CA1262671 from the title of Lot A, District Lot 43, Oyster District, Plan VIP69091, and authorize the Mayor and Corporate Officer to execute the discharge document for Covenant CA1262671, if and when the proposal to rezone 379 Davis Road to R-1 is approved.

**8. BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING**

**8.1. Bylaw 1985 – Zoning Bylaw Amendments 2018 .....76 - 83**

Staff Recommendation:

That Council:

1. Proceed with third reading of Bylaw 1985, cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985”; and
2. Direct staff to refer Bylaw 1985 to the Ministry of Transportation and Infrastructure, pursuant to the Transportation Act.

## 9. COMMITTEE REPORTS

- 9.1. Draft Minutes of the January 14, 2019 Protective Services Committee Meeting .....84 - 87

### Recommendations from the Protective Services Committee

The Committee recommends that Council appoint a Youth Services Representative to the Protective Services Committee.

9.1.1. Staff Recommendation:

That Council table this recommendation until Terms of Reference for the Protective Services Committee have been developed and adopted.

## 10. REPORTS

- 10.1. 441 Parkhill Terrace .....88 - 90

Staff Recommendation:

That Council:

1. Consider the request from the owner of 441 Parkhill Terrace for an extension to the clean-up deadline from December 31, 2018 to February 28, 2019.
2. Direct that the work authorized on November 19, 2018 (CS 2018-443) be carried out by the Town or its contractors, if the Owner is in default following the February 28, 2019 extension deadline.

- 10.2. Adjustments to Water Billing Accounts .....91 - 93

Staff Recommendation:

That Council approve adjusting the water billing due to leaks for the property account #1052024 for \$4,392.21.

## 11. BYLAWS

- 11.1. Town of Ladysmith Inter-Community Business Licence 2013, No. 1839, Amendment Bylaw 2019, No. 1991 ..... 94

The purpose of Bylaw 1991 is to establish a Vancouver Island-wide Inter-Community Business Licence.

Staff Recommendation:

That Council adopt “Town of Ladysmith Inter-Community Business Licence 2013, No. 1839, Amendment Bylaw 2019, No. 1991”.

**12. CORRESPONDENCE – None**

**13. NEW BUSINESS – None**

**14. UNFINISHED BUSINESS – None**

**QUESTION PERIOD**

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

**ADJOURNMENT**

**MINUTES OF A PUBLIC HEARING AND  
REGULAR MEETING OF COUNCIL  
MONDAY, JANUARY 21, 2019  
CALL TO ORDER 7:00 P.M.  
921 - 1<sup>ST</sup> AVENUE, EAGLES HALL**

---

**COUNCIL MEMBERS PRESENT:**

|                          |                            |
|--------------------------|----------------------------|
| Mayor Aaron Stone        | Councillor Amanda Jacobson |
| Councillor Tricia McKay  | Councillor Marsh Stevens   |
| Councillor Jeff Virtanen | Councillor Duck Paterson   |

**COUNCIL MEMBERS ABSENT:**

Councillor Robert Johnson

**STAFF PRESENT:**

|                  |                |               |
|------------------|----------------|---------------|
| Geoff Goodall    | Felicity Adams | Erin Anderson |
| Clayton Postings | Joanna Winter  | Kim Fowler    |
| Sue Bouma        |                |               |

---

**CALL TO ORDER**

Mayor Stone called this Public Hearing and Open Session of Council to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus people.

**AGENDA APPROVAL**

CS 2019-014

*Moved and seconded:*

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for Monday, January 21, 2019.

*Motion carried.*

**MINUTES**

CS 2019-015

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held January 10, 2019.

*Motion carried.*

Councillor Stevens declared a conflict of interest with the following agenda item due to his role on the board of the Ladysmith Resources Centre Association and excused himself from the meeting.

## PUBLIC HEARING

Mayor Stone outlined the Public Hearing process.

He stated that the public would have the opportunity to provide their comments to Council about the content of Bylaws 1982 and 1983. He noted that written submissions received prior to the agenda deadline had been included in the agenda package. There were no written submissions received after the agenda deadline.

Mayor Stone advised the public that following the close of the Public Hearing, no further submissions or comments from the public or interested persons could be accepted by members of Council.

Mayor Stone stated that in accordance with the *Local Government Act*, a Public Hearing is not an opportunity for debate or to have questions answered, but rather an opportunity for members of the public to provide their input and comments on the bylaws to Council. He stated that there would be an opportunity for Council to consider public hearing input during debate on the bylaws following the close of the Public Hearing.

### **Public Hearing – Bylaws 1982 and 1983**

*Members of the public present: 27*

Felicity Adams, Director of Development Services, introduced the following bylaws as the subject of the Public Hearing:

- Bylaw 1982, cited as “Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.55) 2018, No.1982”; and
- Bylaw 1983, cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 21), 2018, No. 1983”.

Ms. Adams noted that the following property was the subject of the Bylaw amendment:

314 Buller Street

She stated that the purpose of Bylaw 1982 was to amend:

(1) The text of the Official Community Plan (OCP) by adding two new policies to:

- (i) Encourage rental tenure housing in multi-unit developments; and
- (ii) Support that greater density may be achieved through the provision of not-for-profit rental tenure housing

where a housing agreement is established with the Town.

- (2) The OCP 'Land Use' map by designating the property at 314 Buller Street as "Multi-Family Residential".
- (3) The OCP 'Development Permit Area' map by placing "Multi-Unit Residential Development Permit Area (DPA 4)" on the subject property, and
- (4) The Development Permit Area Guidelines by adding new guidelines to 'DPA 4 - Multi-Unit Residential' relating to parking variance requests and building setback variance requests.

Ms. Adams advised that the purpose of Bylaw 1983 is to amend the Zoning Bylaw by adding:

- a definition for 'residential rental tenure' and
- a new zone called 'Comprehensive Development 5 - Community Housing Zone (CD-5)' which would be applied to the property located at 314 Buller Street.

Ms. Adams informed Council that the principal use of the new CD-5 Zone is multi-unit dwellings with residential rental tenure. The zone permits up to 180 dwelling units per hectare, and a maximum building height of 12.5 metres. The zone also permits accessory home-based business, recreation activity space for the residents and assembly use.

Ms. Adams noted that to secure the affordable not-for-profit rental tenure housing amenity, a housing agreement between the Town and the owner, Ladysmith Resources Centre Association, had been directed by Council, which is secured through the proposed Housing Agreement Bylaw 1984. She advised Council that if the OCP and Zoning amendments were supported, this bylaw would be considered for final adoption at the same time as Bylaws 1982 and 1983.

Ms. Adams reviewed with Council the following proposed terms and conditions in the Housing Agreement:

- 100% of the housing units in the development (36units) must be rental units and must be owned and operated by an incorporated not-for-profit organization;
- 70% of the units (25 units) must be Affordable Units, meaning they must be occupied by renters whose income is equal to or less than the Housing Income Limit (HIL) for



Nanaimo.

- An annual report is provided by the Owner, LRCA, to the Town that confirms that the conditions of the Housing Agreement are being met, and that this report is provided initially at time of the building permit application and on January 15 of each year.

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on January 10 and January 17, 2019 and posted on community notice boards through-out Town, as well as on the Town's website. The Notice was mailed and delivered to the subject property and properties located within 60 metres of the properties that are the subject of the bylaws.

A copy of the Notice, the proposed Bylaws and background information considered by Council was made available at the Front Counter of City Hall for the notice period. Staff in the Development Services office were available to respond to questions prior to the public hearing.

The applicant, Guido Weisz of the Ladysmith Resources Centre Association, made a presentation to Council, noting that there is a shortfall of rental housing and a significant need for affordable housing in Ladysmith. He expressed gratitude for having received preliminary approval to access funding from the provincial government, and noted that this funding specifies program and policy requirements.

The project architect, David Poiron, explained that the height, density and use of the building were the focus of the public hearing. He reviewed the composition of the project, noting that it will incorporate inclusive and integrated spaces, with the intent of creating a cohesive community and social network.

Mayor Stone called for submissions to Council.

*Kobi Taylor, 149 Buller Street*, expressed his support for the bylaws as presented, noting that the project fills a need in Ladysmith for ethical, responsible and affordable housing.

*Bill Vershere, 641 3<sup>rd</sup> Avenue*, expressed his concern regarding traffic speed at the three-way stop intersection on Buller Street. He recommended that the intersection be changed to a four-way stop to improve safety.

Mayor Stone called a second and third time for submissions to Council.

Hearing no further comments and receiving no additional written submissions, Mayor Stone declared the Public Hearing for Bylaws 1982 and 1983 closed and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

**BYLAWS (SUBJECTS OF PUBLIC HEARING)**

**CS 2019-016**

**Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 55) 2018, No. 1982; and Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 21) 2018, No. 1983**  
**Subject Property: 314 Buller Street (Lot A, DD B92367, of Block 76, District Lot 56, Oyster District, Plan 703A)**

The correct version of Bylaw 1983 was circulated to Council.

*Moved and seconded:*

That Council:

1. Proceed with third reading of Bylaw 1982 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.55) 2018, No. 1982".
2. Proceed with third reading of Bylaw 1983 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 21) 2018, No. 1983".
3. Direct staff to refer Bylaw 1983 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

*Motion carried.*

Council took a brief recess at 7:19 p.m. before resuming the regular Council meeting at 7:23 p.m.

Councillor Stevens returned to the meeting.

**BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)**

**CS 2019-017**

**Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 52) 2018, No. 1954**  
**Subject Property: Lot B, District Lot 97, Oyster District, Plan VIP56663, Except part in plan VIP89355 (1240 Fourth Avenue)**

*Moved and seconded:*

That Council adopt "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 52) 2018, No. 1954".

*Motion carried.*

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 14) 2018, No. 1955**

**Subject Property: Lot B, District Lot 97, Oyster District, Plan VIP56663, Except part in plan VIP89355 (1240 Fourth Avenue)**

*Moved and seconded:*

**CS 2019-018**

That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 14) 2018, No. 1955".

*Motion carried.*

## **PROCLAMATIONS**

### **BC Aware Days**

Mayor Stone proclaimed January 28 to February 5, 2019 as BC Aware Days in the Town of Ladysmith.

## **REPORTS**

### **Infrastructure Grant Approval for First Phase of the Arts & Heritage Hub Concept Plan, Waterfront Area Plan**

*Moved and seconded:*

**CS 2019-019**

That Council:

1. Direct staff to submit an application for grant funding for the Arts & Heritage Hub Concept Plan Phase I through the *Investing in Canada Infrastructure Program—Rural and Northern Communities*; and
2. Support the project and commit to its share (\$430,500) of the project, with the funds to come from reserves.

*Motion carried.*

### **Downtown Public Washroom**

*Moved and seconded:*

**CS 2019-020**

That Council:

1. Advise Ladysmith Kinsmen Club of a grant opportunity and the intention of the Town to submit an application for funding for the remainder of the downtown public washroom project, and request that the Club continue to work as a partner in the development of the downtown washrooms; and
2. Direct staff to submit an application to the Canada - British Columbia Investing in Infrastructure Program (Community, Culture and Recreation) for the downtown washroom project, with a budget of \$150,000.00; and
3. Support the project and commit to its share (\$40,500) of the project, with funds to come from reserves; and
4. Direct staff to include in the 2020-2024 Financial Plan \$26,000.00 for servicing and maintenance of the downtown washrooms.

*Motion carried.*

**Ladysmith Golf Club Society Financial Support Request**

**CS 2019-021**

*Moved and seconded:*

That Council direct staff to renew the maintenance agreement between the Town of Ladysmith and the Ladysmith Golf Club Society for two years, in order to provide cutting of the rough area and irrigation maintenance of the course, as well marketing and promotional support.

*Motion carried.*

**Letter of Support for Coast Salish Development Corporation Grant Application**

**CS 2019-022**

*Moved and seconded:*

That Council provide a letter of support to the Coast Salish Development Corporation's application for environmental remediation of a portion of the Ladysmith Harbour to the Rural and Northern Communities fund.

*Motion carried.*

**BYLAWS**

**Town of Ladysmith Inter-Community Business Licence 2013, No. 1839, Amendment Bylaw 2019, No. 1991**

**CS 2019-023**

*Moved and seconded:*

That Council give first, second and third readings to "Town of Ladysmith Inter-Community Business Licence 2013, No. 1839, Amendment Bylaw 2019, No. 1991".

*Motion carried*

**CORRESPONDENCE**

**The Honourable François-Philippe Champagne, P.C., M.P., Minister of Infrastructure and Communities**

**Recommendation to Submit the Ladysmith Waterfront Area Plan to the Provincial Ministry of Community Affairs and Housing**

**CS 2019-024**

*Moved and seconded:*

That Council receive for information the correspondence dated December 14, 2018 from the Honourable François-Philippe Champagne, Minister of Infrastructure and Communities, regarding funding consideration for the Ladysmith Waterfront Area Plan and direct staff to continue discussions with the Province of British Columbia.

*Motion carried.*

**NEW BUSINESS**

**2019 Conference Attendance**

**CS 2019-025**

*Moved and seconded:*

That Council authorize Mayor Stone, Councillor McKay, Councillor Jacobson, Councillor Stevens and Councillor Paterson to attend the Association of Vancouver Island and Coastal Communities annual

convention from April 11 to 13, 2019 in Powell River;  
*Motion carried.*

Staff advised Council that they would report back at the February 4<sup>th</sup> Council meeting with research related to a potential resolution to the Association of Vancouver Island and Coastal Communities regarding the waiving of federal goods and services tax, and provincial sales tax on building materials for affordable rental housing projects.

**CS 2019-026** *Moved and seconded:*  
That Council authorize Mayor Stone to attend the Federation of Canadian Municipalities 2019 Convention in Quebec City from May 30 to June 2, 2019 at an estimated cost of \$4,000.  
*Motion carried.*

**CS 2019-027** *Moved and seconded:*  
That Council authorize Mayor Stone, Councillor McKay, Councillor Jacobson, Councillor Stevens and Councillor Paterson to attend the Union of British Columbia Municipalities annual convention September 23-27, 2019, in Vancouver.  
*Motion carried.*

**QUESTION PERIOD** There were no questions from members of the public.

**ADJOURNMENT**

**CS 2019-028** *Moved and seconded:*  
That this regular meeting of Council adjourn at 8:04 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

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

**MINUTES OF A SPECIAL MEETING OF COUNCIL  
TUESDAY, JANUARY 22, 2019  
CALL TO ORDER 5:01 P.M.  
COUNCIL CHAMBERS, CITY HALL**

---

**COUNCIL MEMBERS PRESENT:**

|                          |                            |
|--------------------------|----------------------------|
| Mayor Aaron Stone        | Councillor Amanda Jacobson |
| Councillor Tricia McKay  | Councillor Marsh Stevens   |
| Councillor Jeff Virtanen | Councillor Duck Paterson   |

**COUNCIL MEMBERS ABSENT:**

Councillor Robert Johnson

**STAFF PRESENT:**

|                   |                |
|-------------------|----------------|
| Guillermo Ferrero | Felicity Adams |
| Erin Anderson     | Geoff Goodall  |
| Clayton Postings  | Joanna Winter  |
| Kim Fowler        |                |

**CALL TO ORDER**

Mayor Stone called this Special Meeting of Council to order at 5:01 p.m.

**AGENDA APPROVAL**

**CS 2019-029**

*Moved and seconded:*

That Council approve the agenda for this Special Meeting of Council (Budget Workshop) for January 22, 2019.

*Motion carried.*

**BUDGET WORKSHOP**

**Budget Workshop**

The Director of Financial Services reviewed the information discussed at the previous budget workshop on January 10, 2019, including e level service request decisions and the 2019 Capital Plan, and outlined the agenda for the current workshop,

**CS 2019-030**

*Moved and seconded:*

That Council provide early budget approval for the following 2019 capital projects:

|                              |             |
|------------------------------|-------------|
| Planning Guides & Checklists | \$10,000.00 |
| FJCC -Main Roof repairs      | \$15,000.00 |



|  |              |
|--|--------------|
| High Street Concession building roof replacement | \$15,000.00  |
| Holland Creek Washrooms (ball field)             | \$11,700.00  |
| PW Building Roof Repair                          | \$23,000.00  |
| Holland Creek Trail Rebuild                      | \$20,000.00  |
| Mobile Food Service site upgrades                | \$9,000.00   |
| Bucket Truck Replacement (1982)                  | \$175,000.00 |
| One Tonne Utility Truck Replacement (1987)       | \$80,000.00  |
| Bio-Filter Cover                                 | \$100,000.00 |
| Compost Screener                                 | \$100,000.00 |
| WWTP Lab Testing Equipment                       | \$10,000.00  |
| Arts & Heritage Hub                              | \$50,000.00  |
| Biz plan & Communications strategy               | \$15,000.00  |
| Community Advisory Panel                         | \$5,000.00   |
| Geotechnical study for road alignment            | \$50,000.00  |
| Infrastructure costing study                     | \$30,000.00  |
| Legal survey of development parcels              | \$10,000.00  |
| Storm drainage relocation                        | \$15,000.00  |

*Motion carried.*

Staff reviewed the proposed budgets, rates and parcel taxes for the water and sewer utilities, and responded to questions from Council.

*Moved and seconded:*

**CS 2019-031**

That Council direct staff to prepare an amendment to Sanitary Sewer Rate Bylaw 1999, No. 1299 to increase each rate classification by 16 per cent, effective April 1, 2019.

*Motion carried.*

*Moved and seconded:*

**CS 2019-032**

That Council direct staff to set the 2019 Sewer Parcel Tax rate at \$335 per parcel.

*Motion carried.*

CS 2019-033

*Moved and seconded:*

That Council direct staff to prepare an amendment to Waterworks Regulations Bylaw 1999, No. 1298 to increase the base rate by \$10.00 and to increase the rate for each consumption step by 10 per cent , effective April 1, 2019.

*Motion carried.*

CS 2019-034

*Moved and seconded:*

That Council direct staff to set 2019 Water Parcel Tax rate at \$459 per parcel.

*Motion carried.*

## QUESTION PERIOD

A member of the public enquired about:

- A staff report on the 2018 to 2022 Financial Plan from the April 9, 2018 Council meeting
- The value of the real property reserve
- The amount of grant funding requested for phase one of the Waterfront Arts and Heritage Hub
- Further information on the proposed timeline for completing all phases of the Arts and Heritage Hub
- The allocation of reserve funds to waterfront area plan implementation and sources of related revenues
- Proposed timing for constructing an overpass connecting the downtown to the waterfront
- Information regarding the proposed spending on economic development in 2019

## ADJOURNMENT

CS 2019-035

*Moved and seconded:*

That this Special Meeting of Council adjourn at 6:49 p.m.

*Motion carried.*

CERTIFIED CORRECT:

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)



**MINUTES OF A SPECIAL MEETING OF COUNCIL  
THURSDAY, JANUARY 24, 2019  
CALL TO ORDER 5:01 P.M.  
COUNCIL CHAMBERS, CITY HALL**

---

**COUNCIL MEMBERS PRESENT:**

|                          |                            |
|--------------------------|----------------------------|
| Mayor Aaron Stone        | Councillor Amanda Jacobson |
| Councillor Tricia McKay  | Councillor Marsh Stevens   |
| Councillor Jeff Virtanen | Councillor Duck Paterson   |

**COUNCIL MEMBERS ABSENT:**

Councillor Robert Johnson

**STAFF PRESENT:**

|                   |                |
|-------------------|----------------|
| Guillermo Ferrero | Felicity Adams |
| Erin Anderson     | Geoff Goodall  |
| Clayton Postings  | Joanna Winter  |
| Kim Fowler        |                |

---

**CALL TO ORDER**

Mayor Stone called this Special Meeting of Council to order at 5:01 p.m.

**AGENDA APPROVAL**

CS 2019-036

*Moved and seconded:*

That Council approve the agenda for this Special Meeting of Council (Budget Workshop) for January 24, 2019.

*Motion carried.*

**BUDGET WORKSHOP****Budget Workshop**

The Director of Financial Services reviewed the information discussed at the previous budget workshops and decisions made by Council to date. She then presented various scenarios showing tax rates applied to all classes using a number of formulas to illustrate the options Council will have for allocating taxation among the different property classes.

*Moved and seconded:*

That Council reduce the funds allocated to capital projects in 2019 from 10 per cent to 9 per cent of the previous years' property taxation.

*Motion defeated in a tied vote.*

OPPOSED: Councillors Paterson, Stevens and McKay.

CS 2019-038

*Moved and seconded:*

That Council direct staff not to proceed with consultation coach houses.

*Motion carried.*

CS 2019-039

*Moved and seconded:*

That Council confirm:

1. The 2019 General Property Tax Levy at \$7,130,506;
2. The 2019 Police Taxation Levy at \$1,320,624; and
3. The 2019 Vancouver Island Regional Library Levy at \$414,050.

*Motion carried.*

OPPOSED: Councillors Jacobson and Virtanen.

## QUESTION PERIOD

A member of the public expressed appreciation to Council and staff for their work in preparing the budget and Financial Plan, and was assured that available meeting videos and reports will be posted on the Town's website.

## ADJOURNMENT

CS 2019-040

*Moved and seconded:*

That this Special Meeting of Council adjourn at 6:36 p.m.

*Motion carried.*

CERTIFIED CORRECT:

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

# Town of Ladysmith Age-Friendly: Walkability/Accessibility Project 2018



Photo Credit: [Trip Advisor Australia](#)



# Contents

|   |    |
|---|----|
| <b>Introduction</b> .....   | 2  |
| Background .....  | 2  |
| <b>Project Activities</b> .....                                     | 3  |
| Seniors & Elders Outreach, Consultation Sessions & Interviews ..... | 3  |
| Neighbourhood Audits .....  | 5  |
| Business Outreach .....   | 5  |
| Health Fair & Scooter Rodeo .....                                   | 6  |
| Ladysmith Accessibility Recommended Routes .....                    | 6  |
| <b>Feedback &amp; Recommendations</b> .....                         | 7  |
| Accessibility .....   | 7  |
| Transportation.....   | 9  |
| Scooters .....  | 11 |
| Social Participation .....  | 12 |
| Communication Recommendations .....                                 | 13 |
| Affordability Recommendations .....                                 | 13 |
| <b>Capital Improvements</b> .....                                   | 14 |
| <b>Conclusion</b> .....   | 17 |
| Appendix A.....   | 18 |
| Appendix B.....   | 19 |
| Appendix C.....   | 0  |
| Resource List .....   | 0  |
| Endnotes.....   | 1  |

# Introduction

## Background

In 2017, a Walkability - Accessibility Assessment highlighted some of the challenges faced by residents especially with the geographical challenges in Ladysmith. With a significant projected increase of seniors over the next 20 years, Ladysmith is working toward becoming an Age-Friendly Community.

The World Health Organization defines an age-friendly city as one that encourages active ageing by optimizing opportunities for health, participation and security in order to enhance quality of life as people age. It will adapt its structures and services to be accessible to and inclusive of older people with varying needs and capacities<sup>1</sup>.

They have developed a checklist in each of the following areas for identifying improvements:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

Project partners for this phase included the Town of Ladysmith, Social Planning Cowichan (SPC), Island Health (IH), the Ladysmith Resource Centre Association (LRCA) and the BC Community Response Networks (BC CRN) who worked with other community partners to connect with the community to evaluate existing services and take a deeper look at how the current infrastructure can evolve to meet the needs of an aging population. The most important part of this process was to engage with people in the community with a focus on seniors, elders, local businesses and service providers to identify what improvements could be made.

Representatives from each of the project partners made up the steering committee who guided the project direction, activities and decisions. Due to the short timeline on the project, we focused on accessibility regarding transportation and scooters and social participation including communication and affordability.



# Project Activities

The following is a list of activities that took place during the project. A summary of the feedback received as a result of these activities is included with the recommendations.

## Seniors & Elders Outreach, Consultation Sessions & Interviews

The project began with outreach in the community for the purpose of introducing the project, soliciting feedback for what is working well and where improvements needed to be made on a large map of Ladysmith and to invite seniors and elders to attend a seniors Consultation that was scheduled for June 19, 2018. This was held in the Seniors Centre at the LRCA during a regularly scheduled Seniors Information Session. To spread the word, we set up tables at the Frank Jameson Community Centre and Health Centre at various times on several different dates when seniors programming was taking place and made a visit during several of the Seniors Coffee Drop in meetings.

Invitations were also delivered to the Ladysmith Branch Library, Soup Kitchen and Food Bank. During this outreach process some feedback and information was collected that has been incorporated in this report.

At the June 19<sup>th</sup> consultation session we presented highlights from the 2017 Walkability - Accessibility Assessment as well as an overview and the purpose, goals and timeline of the current Age Friendly Project.



We divided the larger room of approximately 28 seniors into three smaller groups and facilitated rotating discussions that included the following:

- A mapping activity to identify places that worked well and places that needed improvement including safe/unsafe zones for scooter and pedestrian safety, service and business access and washrooms.
- A path activity to identify barriers seniors face, what is working well for seniors and to identify some of the dreams and wishes they would like to see in their community.
- A world café dialogue asking questions including:

1. How do you socially get involved in community and stay in touch?
2. How are you engaged in the community (i.e. volunteering, employment)?
3. Where do you get your information from? (source & frequency?)
4. Where do you access health & community services and where (locations)?  
Do you participate in community?



Mapping exercise



Path activity



World Café



Path Activity final outcome

We also attended a Stz'uminus Elders Lunch to invite the elders to join the June 19<sup>th</sup> session in Ladysmith and to offer the option to return to host their own session at a later date. Due to limited transportation options, it was preferred to host a consultation session on Stz'uminus Territory following their lunch, which took place on July 4, 2018.

At this session a similar presentation was given followed by separating approximately 24 elders into 4 small groups with a facilitator at each to host discussions of the following:

- What are the barriers you face in Ladysmith?
- What's working well and what can be improved to make it more accessible?
- What are some dreams/wishes you would like to see?
- How do you get involved socially in the Ladysmith community and stay in touch?
- Do you engage in Ladysmith through volunteering and/or employment?
- Where do you get community information from? (source & frequency?)
- Where do you access health & community services (locations)?



Stz'uminus Health Centre

Following each of the sessions, participants were invited to sign up to take part in upcoming neighbourhood audits, assist with doing outreach to local businesses and/or join a conversation to explore the option of redeveloping a Seniors Coalition.

Interviews also took place with three seniors who were identified by staff through Island Health to be isolated from community as they do not engage in any group activities where they would either be invited to attend a consultation session or likely would not consider participating.

## Neighbourhood Audits

With three Seniors from the June 19, 2018 consultation and members of the steering committee, we conducted a neighbourhood audit from Aggie Hall along First Street to Roberts Street and around Coronation Mall. Outcomes from the audits are included in the next section with raw data in Appendix B.



## Business Outreach

To engage the local businesses in the project we attended the Ladysmith Downtown Business Association meeting in October to introduce the project and invite individual businesses to complete an [Age Friendly Business Assessment](#). We also visited most business in person along First Street and in the Coronation Mall by hand delivering a project overview that included a link to the assessment while also offering a hard copy. For the Coronation Mall business visits, we



worked with a senior on a scooter to identify key obstacles and issues for people with mobility issues.

The Ladysmith Chamber of Commerce also posted a notice in their November 2018 newsletter reminding businesses to participate.

Follow up emails were made to 48 businesses who shared their contact information with us.

## Health Fair & Scooter Rodeo

On November 2, 2018 we set up a booth at the Ladysmith Health Fair that included project information for community members and a large map of Ladysmith to solicit feedback on safe and unsafe scooter routes. We set up a Scooter Rodeo (a scooter testing obstacle course) with the help of Advanced Mobility who lent us a scooter for the day so people could test drive it through the course to gain an understanding of safe driving practices. We oriented each driver with a quiz and tips of information on being courteous, good neighbours to those using scooters (see Appendix A).



## Ladysmith Accessibility Recommended Routes

Based on the risk of fatal accidents for scooter drivers due to the steep terrain of some roads in Ladysmith, a safety Ladysmith Accessibility Recommended Routes map was designed to highlight safe, recommended routes. The map focusses on most visited areas and routes accessed including La Rosa Gardens Independent Living Housing Centre and the Health Centre to Downtown, to Coronation Mall and to Transfer Beach. Listing accesses to public washrooms was also included with the invitation to businesses to notify us if they offered access to a public washroom that could be added to the map.

A copy of the Recommended Scooter Routes Map can be found in Appendix C.



# Feedback & Recommendations

## Accessibility

As Ladysmith is built on a hill, it causes a great challenge for walkability and accessibility. There are benches and railings downtown and alongside walks and trails; however, it was identified that there are not enough along the hilled areas which are more commonly residential. There are additional challenges in areas with only one sidewalk on one side of the road or none at all.

There is a high need to increase the number of accessible public washrooms especially downtown Ladysmith, but also along trails and both outside and inside of businesses. Lack of washroom access can be stressful for people at any age, but especially for seniors and elders. Due to an increase of social issues including addictions and homelessness, we heard from some businesses owners during our Age Friendly Business Assessments that many have closed access to their washrooms to the public making it difficult to find an accessible washroom on short notice. While some businesses may allow patrons to use the washroom upon request, it can make it awkward and uncomfortable for someone in need to ask, as well as foster judgement and discrimination.

Accessible meeting places for seniors with mobility issues were also identified as a growing need. For example, Tim Hortons is at the bottom of the hill and presents a large challenge for people with mobility restrictions. The Seniors Centre is a great place that hosts a wide range of activities; however, it is not accessible to everyone who may not be able to afford the \$20 annual fee to become a member. One must be a member to gain access to the activity calendar and there may be additional smaller one-time fees to participate in some of the specific activities.



Limited access to doctors, dentists and other health care professionals has also forced many seniors to look outside of Ladysmith for these services.

When conducting the neighbourhood audits of downtown Ladysmith and at Coronation Mall, the following concerns were observed:

- Much of the sidewalks downtown in Ladysmith are laid with brick which can create tripping hazards especially if they are uneven or shift out of place, even slightly.
- Sidewalks appeared to be wide enough for travelling scooters and pedestrians to pass; however, there were no clearly marked areas for scooter parking.
- Downtown, most of the curb cuts from the parking spaces to a sidewalk were located at the end of each block to gain access smoothly. This could be a challenge for anyone

using a walker, wheelchair or stroller from a parked car, requiring them to walk on the road. At Coronation Mall, curb cuts were sometimes in the middle of two parking spaces with no clear signage or were blocked by sandwich boards or shopping carts creating obstacles for wheelchairs, walkers, scooters or strollers.

- Due to the hills, some entry ways to public buildings and businesses on side streets off of First Street are at an uneven angle or sloping with slanted steps.



A copy of the Age-Friendly Neighbourhood Assessment used during the audits along with the raw data collected can be found in Appendix B.

### *Recommendations for Consideration*

Based on observations from the neighbourhood audits the following recommendations have been included for consideration of future development or upgrades:

- Placement of curb cuts for easier vehicle to sidewalk accessibility, particularly in identified wheelchair access parking stalls
- Paint/repaint manholes, sidewalk curbs and entry ways, pedestrian crosswalks
- Consider increasing the number of parking spaces for people with disabilities
- Add clearly marked public accessible washrooms to downtown and Coronation Mall
- Repaint and place clear signage in areas with curb cuts where parking is not allowed
- Add secure parking spaces for scooters
- Install barricades to block vehicles from jumping curbs when parking
- Place time tables and maps of the transit routes in large print at convenient locations
- Create subsidies for Senior Center memberships and activities similar to the Leisure Access Program available with Ladysmith Parks & Recreation and/or promote gifting memberships during the holidays

With the steep geography of Ladysmith, it would be helpful to create parklets. These would be places for resting that are accessible in high traffic areas.<sup>ii</sup> To ensure they are spaced appropriately in Ladysmith, a walkability audit could be performed.<sup>iii</sup> It is important to note that

there needs to be a balance between parklets and sidewalk space for people to walk and for scooter use; especially in narrow sidewalk areas.<sup>iv</sup>

It is also important to have public and accessible washrooms that are clean and well maintained both in public buildings and in sufficient number along busy routes, downtown, at Coronation Mall and outside along the trails.<sup>v</sup>

In order to give seniors and elders more options for meeting places, allow them to book meeting rooms in recreation centers, libraries and other community places at a minimal to no cost.<sup>vi</sup> The LRCA offers free space for the Friday Senior's Coffee Drop In or a minimal fee is charged for private events. While very accessible, the Ladysmith library does not have meeting spaces available. It is recommended that more meeting spaces be identified that are accessible with parking and that this information be posted in accessible places with clear instructions on how to reserve a room, allowing the ability to choose a meeting space, and not feel restricted to meet in less accessible areas.

By having the Town of Ladysmith work with health care organizations, improvements in wellness and preventative health education, accessibility to services with an increased level of care can be achieved for seniors and elders.<sup>vii</sup> It is important to coordinate the delivery of health care service providers with accurate and up to date information about eligibility, price and wait lists.<sup>viii</sup> These services should have clearly marked entry points, so that seniors know where to access the services.<sup>ix</sup>

Finally, the creation of a health co-op similar to the Cool Aid Society in Victoria would allow for more community based solutions to be created for seniors.<sup>x-xi</sup> This Society provides temporary shelter, help with employment, food services and health care appointments.<sup>xii</sup> There was some exploration of reviving the Seniors Advisory Council, or a Seniors Coalition in Ladysmith to help carry on this work and that should be explored further with the leadership of inclusive seniors and elders with the support of some key service providers, ideally from the steering committee of this project. The LRCA provides some of these services including providing shelter, help with accessing or providing food services and providing medical transportation to appointments, however these services could be more coordinated and expanded.

## Transportation

In Ladysmith there are many concerns with the availability of transportation services within the city limits and beyond. From the feedback collected, seniors in Ladysmith and Stz'uminus elders voiced that they do not have an affordable option for transportation, as bus routes are infrequent and taxi services are too expensive. This especially limits access to Ladysmith's foodbank, health centre and other businesses and services for elders that are traveling from Stz'uminus. In fact, a majority of elders who participated stated they rarely travel into Ladysmith as a result, with most travelling to Duncan or Nanaimo at the discretion of family or friends. Transportation to the health center was a highlighted need along with additional parking spaces within Ladysmith.

## Recommendations for Consideration

It is suggested that Ladysmith continue to review the transportation structure networks. An example is Vancouver's age friendly project; in which they did so at both a micro and macro level.<sup>xiii</sup> That study also looked at speeding drivers, narrow sidewalks, number of ramps, crossing times, and road/pedestrian signs.<sup>xiv</sup>

Creating workshops for developers and builders to make them aware of ideas that would make new infrastructure age friendly would also be beneficial.<sup>xv</sup> In general, paths for pedestrian and other modes of transportation need to be/have:

- Flat and free of obstacles (ex. leaves, snow and ice)<sup>xvi</sup>
- Maintained<sup>xvii</sup>
- Well lighted<sup>xviii</sup>
- Curbs that are visible to the visually challenged and suitable for mobility assistance devices<sup>xix</sup>
- Marked cross walks that are easily seen by pedestrians and drivers<sup>xx</sup>
- Cross walks that have auditory and visual signals<sup>xxi</sup>

To address transportation for seniors via the bus system, the creation of a transit orientation<sup>xxii</sup> or bus ambassador program<sup>xxiii</sup> is suggested. The ambassador program in Duncan is used to educate seniors on how to use the bus services.<sup>xxiv</sup> Stemming from the feedback from the consultations, regular public transportation is desired from Stz'uminus to Ladysmith, especially for medical appointments but also to encourage social interactions between First Nations and non-First Nations. Additionally, giving seniors/elders a companion pass, may increase ridership and allow them to travel with a companion affordably.<sup>xxv</sup>



It is also recommended to place time tables and maps of the transit routes in large print and convenient locations, so that seniors can read them.<sup>xxvi</sup> This will allow seniors who are no longer able to drive or who have restricted access to their own transportation an additional option. Another best practice is to include volunteer driving programs, community taxis and/or shuttles that transport seniors around town and beyond.<sup>xxvii</sup> The LRCA has transportation for medical appointments outside of Ladysmith and the Cowichan Seniors has a volunteer driving program in Ladysmith. Promotion to increase awareness of these services is strongly encouraged.

Cost sharing and coordinated booking options between service groups and organizations is another way to offer more flexible and affordable transportation. For example, a small bus or van could be circulated between community partners on different days of the week, all sharing the lease and insurance expenses.

It would also be beneficial to increase awareness and education around the needs of the elderly population<sup>xxviii</sup> as well as safety and good neighbour practices of keeping sidewalks and walk ways clear and accessible for scooters and pedestrians who may use a walking aid or stroller.

## Scooters

Concerns around scooter safety and accessibility were raised in Ladysmith during the consultations and interviews. There is a need for convenient and accessible scooter parking and charging stations in front of services and businesses. Where there are trails along green space and beaches there is a need for scooter access, while still prohibiting ATVs (all-terrain vehicles).

Some safety concerns associated with the roads for scooter use included:

- Under body scraping on slope transitions
- Pot holes
- Narrow sidewalks/walkways
- A better option to replace using a scooter on the highway to get places
- High curbs



Lack of education for scooter drivers and others sharing sidewalks and roads was a highlighted concern as many people are not aware scooters are considered pedestrians and are required to follow pedestrian rules of the road. Some suggested scooter drivers be required to take a vision test, that a defensive scooter driving program be created to decrease the amount of aggressive scooter drivers and that safe routes be identified and encouraged due to the steep terrain of Ladysmith. There were also concerns about the visibility of the scooters themselves.

## *Recommendations for Consideration*

A best practice that has come from the Town of Lake Cowichan is to include a plan and program for the maintenance and creation of sidewalks in the OCPs.<sup>xxix</sup> This plan would identify the areas where the sidewalks and crosswalks are narrow, in need of repair and where curb cuts or new sidewalks are needed.<sup>xxx</sup>

Other recommendations include:

- Covered parking for scooters at frequently used businesses and/or services.<sup>xxxi</sup>

- The newly created Ladysmith Accessibility Recommended Routes map, created from this project, indicating accessible routes should be widely circulated and promoted, so scooter drivers know exactly where they can travel safely.
- To help increase the amount of safe scooter drivers, education about safe scooter use should be given to drivers, similar to the City of Victoria's Safety Tips for Mobility Scooters.<sup>xxxii</sup> This information sheet outlines safety considerations when buying, transporting and using the scooters, and also highlights that mobility scooter users are to follow the same rules as pedestrians.
- Another avenue to explore is to develop partnerships with local scooter companies to create and facilitate new driver training and education programs for new buyers.
- The Town of Ladysmith may also want to consider including regulations for scooter use within the municipal bylaws. For example, under section 17 in the Streets and Parking Regulations Bylaw, the City of Duncan has outlined regulations including a 3km/hr speed limit for Motorized Wheelchairs.<sup>xxxiii</sup>

## Social Participation

Social participation is an issue for many people in the Ladysmith area. Many seniors feel isolated during the summer months as there are less events during this time including the cancellation of the soup and sandwich nights. This is also felt with many of the shops being closed on Sundays, more specifically, the restaurants. There was feedback on increasing the amount of cultural events in Ladysmith, as well as hosting events with both the seniors and Stz'uminus elders. It was identified that there is a variety of volunteer opportunities in Ladysmith that seniors could participate in, with a particular interest in connecting with youth.

There is also a need for a services, programs and groups directory (online and hard copies available) so that seniors and elders know what is available to them via the Senior's Centre, Stz'uminus Elders Lunch or other organizations. There was a desire to incorporate Stz'uminus Elders into the senior's community groups and events by hosting them both on Stz'uminus territory and in Ladysmith.

## *Recommendations for Consideration*

The issue of isolation can be mitigated through many simple reminders such as sending out personalized invitations in person or on the phone.<sup>xxxiv</sup> The Senior's Centre does this with its membership but it's recommended that this be expanded to include others who may not be members and/or waive the fee to include more seniors and elders. This could be done by developing relationships between staff at the Senior's Centre and at the Stz'uminus Health Centre to ensure existing programming is more accessible and inclusive.

Providing the option to participate with a companion, choosing a convenient time that is suitable for seniors and elders and providing accessible transportation would also assist in this.<sup>xxxv</sup>

To increase community involvement:

- Volunteer opportunities should be advertised through the services and businesses that they regularly access
  - o For example, both the Ladysmith and Stz'uminus Health Centres, the Senior's Centre at the LRCA, etc.
- There should be efforts made by local organizations to recruit and retain senior volunteers, and if training is required, it should be provided with no cost to the volunteer.<sup>xxxvi</sup>
- Socializing opportunities utilizing community facilities to host events with various activities and programming should include all age groups and cultures to help bring the community closer together across generations.<sup>xxxvii</sup>



### Communication Recommendations

It is important to practice consistency with the sharing of information. This requires that available services, programs, information and opportunities are being promoted in the same place and distributed at a regular schedule. Key locations for this information could include the library, health centres, community centres, service clubs, government facilities, businesses where seniors often frequent, etc., with cross promotion.<sup>xxxviii</sup> These materials should be available in multiple forms of media including print, email and online and shared in regional publications.<sup>xxxix</sup> For example, there is no listing of the LRCA in the CVRD's Senior Directory. A Resource Directory specific to Ladysmith would be helpful in print as many seniors and elders do not access information online.

Furthermore, any information that is targeted towards seniors should be in an easy to read format, is available in various languages and be accessible to those who are visually impaired. If services or programs use automated phone services, the information should be given slowly and be repeated.

The consideration of a community based senior's coalition or collective could help to ensure these measures are being taken and that new ways of engaging seniors are considered on an ongoing basis. This group could be supported by volunteer members of this project's steering committee and/or the Ladysmith Interagency.

### Affordability Recommendations

Some seniors in Ladysmith shared that they are having difficulty finding affordable places to shop locally and therefore, shop in areas outside of Ladysmith. This further points to the need for affordable transportation options.

To ensure that Ladysmith is affordable, opportunities for seniors to work and supplement their retirement income should be made available with affordable and accessible transportation.<sup>xl</sup>



Retraining opportunities should be provided for seniors, so that they can re-enter the work force if they so desire. <sup>xli</sup>

Other options for improving affordability include:

- Providing property tax relief. <sup>xlii</sup>
- Offering public, voluntary and private services and events. <sup>xliii</sup>
- Giving subsidies for membership fees to the Senior's Center.
- Encouraging businesses to offer seniors discounts and other incentives.
- Increasing awareness of gifting opportunities could be promoted for people to purchase passes, memberships, etc. on behalf of another person.



## Capital Improvements

Part of the budget of this project was to install a bench and railings close to the Pharmasave downtown; however, it was realized that these have already been installed.

Through the work of the neighbourhood audits and interviews with seniors around identifying routes for the Ladysmith Accessibility Recommended Routes map, the following capital improvements are being suggested to the Town of Ladysmith instead:

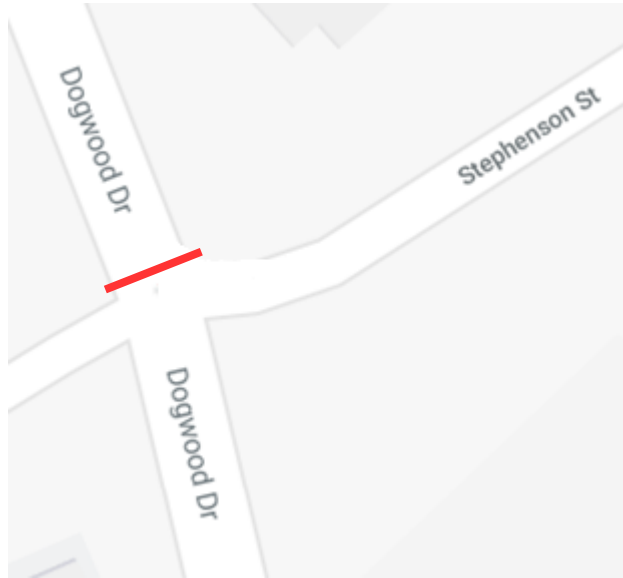
- Re-paint cross walk at Dogwood Drive and Davis Road (between Walker Avenue and Parkhill Terrace)
- Install a flashing pedestrian beacon or add reflective paint and poles at:
  - Dogwood Drive and Davis Road
  - Dogwood Drive and Stevenson



Davis Road facing north-east at Dogwood Drive



Davis Road at Dogwood Drive



Dogwood Drive at Stevenson Street



Looking south along Dogwood Drive at Stevenson Street

## Looking Ahead & Recommended Next Steps

As a follow up to the Walkability and Accessibility Assessment in 2017, this phase helped to gain a more specific understanding of the steps needed to make Ladysmith a more Age Friendly community by involving the seniors, elders, service providers and businesses who make it such a vibrant place to live. With a focus of becoming more age-friendly, the town will only become more accessible to everyone who lives here, at all stages of life.

Existing members of the Age-Friendly steering committee fully realize the need of this project and have identified it as necessary capacity building within the community. As a result, they are committed to keeping connected as an ongoing committee on a bi-monthly basis, assuming there is larger organizational approval.

Here are the recommendations for continuing this work:

- Apply for larger \$25k grant for further, more broad Age Friendly study that includes a designated project manager for coordination:
  - Establish a steering committee of service providers to continue partnership opportunities, similar to the structure and decision making of this project.
  - Develop a workplan and implementation plan to follow through on previously outlined recommendations.
- Encourage existing senior's and elder's groups to become better connected:
  - Look at opportunities for senior/elder leadership development and increase volunteerism.
  - Utilize the members of the steering committee to identify an initial core leadership team. Members from the current steering committee are committed to continuing to meet on a bi-monthly basis throughout the next year.
  - Consider a senior's/elders coalition or collective to carry out and monitor this work.
    - This could be supported by the current project steering committee of volunteers from the Town of Ladysmith, Social Planning Cowichan (SPC), Island Health (IH), the Ladysmith Resource Centre Association (LRCA) and the BC Community Response Networks (BC CRN) or the current Ladysmith Interagency Committee.
- Consider recruiting neighbourhoods to “adopt a street” and ensure they are scooter friendly (paths are clear, etc.). This could be done by engaging existing neighbourhood watch groups.

# Conclusion

With the beauty Ladysmith has to offer, it is a desirable place for our aging population to retire. Aging in place is a top goal for many, and there are challenges that need to be addressed to accommodate that need.

Everyone can do their part. Service and health organizations, businesses, government and community groups can each play a role, but there also needs to be a focus on continuing to develop partnerships to address the service gaps that exist. Many of the seniors and elders who participated in the consultations and interviews still want to be involved in community and live an active and healthy life style through physical and social activities, recreation, volunteerism and accessing businesses and services locally.

By identifying how we can make Ladysmith more accessible now, we can better plan for the future. Accessible and affordable transportation, walkable streets, benches, public washrooms, clearly marked pedestrian crossings, accessible curb cuts and ample parking will all help to provide ease and comfort to everyday tasks and outings. Ensuring consistent and available communication of services, information and events and developing more opportunities for affordability, diversity and continued learning will foster inclusivity and participation leading to a healthier and more vibrant community.



# Appendix A

## Scooter Safety Skill Testing Questions

1. The maximum speed of a scooter is typically 5 kilometers per hour.

Scooters move about twice as fast as the average walking pedestrian. Slow down when in crowds of people, stores and on sidewalks. Pedestrians often move about making unpredictable turns and stops so it's a good practice to stay a safe distance behind them.

2. When you come to an uncontrolled intersection it is advisable to stop and look.

Too many motorists are in a hurry and not as careful as they could be. Please take a moment to become aware of traffic in all directions before you enter an intersection.

3. It is important to remember that you are considered a pedestrian when operating a scooter.

Most scooters do not brake instantly so you want to be careful by staying alert and/or slowing down with plenty of time to come to a complete stop when approaching intersecting sidewalks, blind corners or driveways.

4. Three things you can do as a scooter user to be safe on the streets are:

**Answers:**

- **Go slow**
- **Plan your route**
- **Practice safe road use as a pedestrian**

It really is your responsibility to be a safe scooter user. Do not rely on others to keep you safe.

### Helpful tips to being a good neighbour:

- Keep sidewalks clear of debris, waste bins, over-grown hedges and branches, etc. for those traveling on a scooter.
- Make eye contact with pedestrians when passing each other and/or with drivers when crossing the street to ensure you both see one another.
- As a walking pedestrian, respectfully share sidewalks, public transportation and elevators. Be mindful that it is more difficult for a scooter to navigate over potholes, large cracks, narrow pathways or uneven ground.

# Appendix B

## Age-Friendly Neighbourhood Assessment

### Rating Guide

Please use the following rating system for the questions below to assess your neighbourhood.

Excellent = 4    Good = 3    Fair = 2    Needs work = 1    N/A = does not apply

***Safety: Provide for people with reduced mobility, agility and balance.***

**Area of Neighbourhood Audit:**

| Score | Observation:  | Comments: |
|-------|---|-----------|
|       | Sidewalk access from transit stop and parking areas is level and well-maintained, with curb cuts where needed.                                |           |
|       | Pickup/drop-off areas are convenient, sheltered and clearly marked.   |           |
|       | Sidewalks and parking lot are well and evenly lit.  |           |
|       | Accessible and seniors' parking spaces are designated and enforced.   |           |
|       | Parking lot and sidewalks are promptly cleared of snow, wet leaves, puddles and other hazards (including paths from parking lot to sidewalk). |           |
|       | Pavement is smooth, without cracks or dips and bumps.   |           |
|       | Adequate parking for scooters   |           |
|       | Entrances to sidewalks are flush with the road for scooter ease   |           |
|       | Sidewalks wide enough for scooters and walking pedestrians  |           |
|       | Benches are accessible and frequent   |           |
|       | Railings accompany any sets of stairs   |           |
|       | Crosswalks are clearly marked   |           |
|       | <b>= Total Audit Score</b>  |           |

**Additional Comments:**

## Age-Friendly Neighbourhood Assessment

### Rating Guide

Please use the following rating system for the questions below to assess your neighbourhood.

Excellent = 4    Good = 3    Fair = 2    Needs work = 1    N/A = does not apply

**Safety: Provide for people with reduced mobility, agility and balance.**

Area of Neighbourhood Audit: AGGIE & ROUND ABOUT

| Score | Observation:  | Comments:  |
|-------|---|--|
| ①     | Sidewalk access from transit stop and parking areas is level and well-maintained, with curb cuts where needed.                                | Some maintenance req. pd.<br>New parking lot                 |
|       | Pickup/drop-off areas are convenient, sheltered and clearly marked.   | Convenient<br>not sheltered.<br>Signage for drop-off needed. |
|       | Sidewalks and parking lot are well and evenly lit.  | street lights. Good visibility during day                    |
|       | Accessible and seniors' parking spaces are designated and enforced.   | ② spots  |
|       | Parking lot and sidewalks are promptly cleared of snow, wet leaves, puddles and other hazards (including paths from parking lot to sidewalk). |  |
| ①     | Pavement is smooth, without cracks or dips and bumps.   | at entrance from Symonds to Aggie.                           |
| n/a   | Adequate parking for scooters   |  |
| ①     | Entrances to sidewalks are flush with the road for scooter ease   | dip.   |
| 3.    | Sidewalks wide enough for scooters and walking pedestrians  |  |
|       | Benches are accessible and frequent   | rock wall  |
|       | Railings accompany any sets of stairs   |  |
| ①     | Crosswalks are clearly marked   |  |
|       | <b>= Total Audit Score</b>  |  |

Additional Comments: Crosswalk needed from 49th - Aggie.

Crosswalk @ bottom of Symonds not well marked

2 bathrooms @ Aggie<sup>outdoor</sup>

paver stones bad for walking/mobility. Tripping hazards.

Step down to Cadets door is higher on one end.

## Age-Friendly Neighbourhood Assessment

### Rating Guide

Please use the following rating system for the questions below to assess your neighbourhood.

Excellent = 4    Good = 3    Fair = 2    Needs work = 1    N/A = does not apply

**Safety: Provide for people with reduced mobility, agility and balance.**

Area of Neighbourhood Audit: First Ave - Symonds to Roberts. West Side

| Score | Observation:  | Comments:  |
|-------|---|--|
|       | Sidewalk access from transit stop and parking areas is level and well-maintained, with curb cuts where needed.                                | transit stop @ 49th @ curb. Do buses kneel. If not, no ramp.<br>- could be painted |
|       | Pickup/drop-off areas are convenient, sheltered and clearly marked.   |  |
|       | Sidewalks and parking lot are well and evenly lit.  | no lighting @ warren   |
|       | Accessible and seniors' parking spaces are designated and enforced.   |  |
|       | Parking lot and sidewalks are promptly cleared of snow, wet leaves, puddles and other hazards (including paths from parking lot to sidewalk). |  |
|       | Pavement is smooth, without cracks or dips and bumps.   | uneven cement & pavers.  |
|       | Adequate parking for scooters   |  |
|       | Entrances to sidewalks are flush with the road for scooter ease   |  |
| 3 ✓   | Sidewalks wide enough for scooters and walking pedestrians  |  |
|       | Benches are accessible and frequent   | Benches.<br>@ 49th<br>@ Kitchen<br>@ Butler<br>rock wall at warren.                |
|       | Railings accompany any sets of stairs   |  |
|       | Crosswalks are clearly marked   | require paint  |
|       | <b>= Total Audit Score</b>  |  |

### Additional Comments:

paver stones uneven & sloping  
illuminate/paint manholes tripping hazard  
mark curbs & paint @ entry / 0  
@ Library - corner shrub blocks vis



## Age-Friendly Neighbourhood Assessment

### Rating Guide

Please use the following rating system for the questions below to assess your neighbourhood.

Excellent = 4    Good = 3    Fair = 2    Needs work = 1    N/A = does not apply

**Safety: Provide for people with reduced mobility, agility and balance.**

Area of Neighbourhood Audit: 1st Street

*kind of difficult to know what's Ladysmith and what's near hot*

*Symonds to Roberts - East side*

| Score | Observation:  | Comments:  |
|-------|---|--|
| 2-3   | Sidewalk access from transit stop and parking areas is level and well-maintained, with curb cuts where needed.                                | lose sidewalk from Kitchener to Bulver @ Shark Lane + Ladysmith Museum puddle pooling @ High + 1st (NE side) |
| 2     | Pickup/drop-off areas are convenient, sheltered and clearly marked.   | no shelters -  |
| 3     | Sidewalks and parking lot are well and evenly lit.  | extra street light beside Phamawake  |
| 2     | Accessible and seniors' parking spaces are designated and enforced.   |  |
| 2     | Parking lot and sidewalks are promptly cleared of snow, wet leaves, puddles and other hazards (including paths from parking lot to sidewalk). | leaves along sidewalks lane post in way of sidewalk @ French   |
| 1-2   | Pavement is smooth, without cracks or dips and bumps.   |  |
| 2     | Adequate parking for scooters   | in blank corners of parky ends   |
| 3     | Entrances to sidewalks are flush with the road for scooter ease   |  |
| 3     | Sidewalks wide enough for scooters and walking pedestrians  |  |
| 3     | Benches are accessible and frequent   | downtown yes!  |
| 1-2   | Railings accompany any sets of stairs   | stairs in front of Phamawake - no railings   |
| 3     | Crosswalks are clearly marked   |  |
|       | <b>= Total Audit Score</b>  |  |

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Age-Friendly Neighbourhood Assessment

### Rating Guide

Please use the following rating system for the questions below to assess your neighbourhood.

Excellent = 4    Good = 3    Fair = 2    Needs work = 1    N/A = does not apply

**Safety: Provide for people with reduced mobility, agility and balance.**

**Area of Neighbourhood Audit:** Covington Mall

| Score | Observation:  | Comments:  |
|-------|---|--|
|       | Sidewalk access from transit stop and parking areas is level and well-maintained, with curb cuts where needed.                                | raised speedbump/crosswalk/paint<br>well painted curbing.<br>quasi speedbump |
|       | Pickup/drop-off areas are convenient, sheltered and clearly marked.   | sheltered walk (partial)   |
|       | Sidewalks and parking lot are well and evenly lit.  | .  |
|       | Accessible and seniors' parking spaces are designated and enforced.   | ✓ curb removed @ handicap parking.   |
|       | Parking lot and sidewalks are promptly cleared of snow, wet leaves, puddles and other hazards (including paths from parking lot to sidewalk). |  |
|       | Pavement is smooth, without cracks or dips and bumps.   |  |
|       | Adequate parking for scooters   | none   |
|       | Entrances to sidewalks are flush with the road for scooter ease   |  |
|       | Sidewalks wide enough for scooters and walking pedestrians  | narrow at entrance.<br>sidewalk not wide enough for scooter/pedestrian       |
|       | Benches are accessible and frequent   | wooden bench<br>benches @ Save On  |
|       | Railings accompany any sets of stairs ✓   |  |
|       | Crosswalks are clearly marked   |  |
|       | <b>= Total Audit Score</b>  |  |

**Additional Comments:**

Need bathroom on this checklist.



## Resource List

Ladysmith Walkability / Accessibility Assessment Report (2017)

[http://www.socialplanningcowichan.org/uploads/2/0/0/2/20022563/ladysmith\\_walkability\\_accessibility\\_assessment\\_full\\_report\\_november\\_2017.pdf](http://www.socialplanningcowichan.org/uploads/2/0/0/2/20022563/ladysmith_walkability_accessibility_assessment_full_report_november_2017.pdf)

The Age-friendly Action Plan: A safe, inclusive, and engaging city for seniors (2013)

<https://vancouver.ca/files/cov/age-friendly-action-plan.pdf>

City of Duncan Age-friendly Seniors Safety Project Report (2010)

<https://www.cvrld.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>

Global Age-friendly Cities: A Guide (2007)

[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)

New Westminster Age-Friendly Community Strategy (2017)

[https://www.newwestciy.ca/database/files/library/Age\\_Friendly\\_Community\\_Strategy\\_reduced\\_size.pdf](https://www.newwestciy.ca/database/files/library/Age_Friendly_Community_Strategy_reduced_size.pdf)

Age-friendly Neighbourhoods Guidelines and Toolkit for Local Government (2012)

<http://www.sahealth.sa.gov.au/wps/wcm/connect/e373ac0042a5706fa978edd8cec31b16/Age-friendlyGuidelinesLocalGovernment2012-PC-OFTA-20131218.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-e373ac0042a5706fa978edd8cec31b16-IDQNsum>

Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>

Age Friendly Plan Lake Cowichan. (2015). Retrieved from

[http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan\\_FINAL\\_Nov9.pdf](http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan_FINAL_Nov9.pdf)

Safety Tips for Mobility Scooters. (n.d.).

[https://www.victoria.ca/assets/Departments/Engineering~Public~Works/Documents/mobility\\_scooter\\_safety\\_e.pdf](https://www.victoria.ca/assets/Departments/Engineering~Public~Works/Documents/mobility_scooter_safety_e.pdf)

## Endnotes

- <sup>i</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>ii</sup> New Westminster Age-Friendly Community Strategy (2017)  
[https://www.newwestciy.ca/database/files/library/Age\\_Friendly\\_Community\\_Strategy\\_reduced\\_size.pdf](https://www.newwestciy.ca/database/files/library/Age_Friendly_Community_Strategy_reduced_size.pdf)
- <sup>iii</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>iv</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>v</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>vi</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>vii</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>viii</sup> Age-friendly Neighbourhoods Guidelines and Toolkit for Local Government (2012)  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/e373ac0042a5706fa978edd8cec31b16/Age-friendlyGuidelinesLocalGovernment2012-PC-OFTA-20131218.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE->
- <sup>ix</sup> Age-friendly Neighbourhoods Guidelines and Toolkit for Local Government (2012)  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/e373ac0042a5706fa978edd8cec31b16/Age-friendlyGuidelinesLocalGovernment2012-PC-OFTA-20131218.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE->
- <sup>x</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xi</sup> About Us. (n.d.). Retrieved from <https://coolaid.org/about-us/>
- <sup>xii</sup> Infographic: Cool Aid Services. (n.d.). Retrieved from <https://coolaid.org/about-us/infographic/>
- <sup>xiii</sup> The Age-friendly Action Plan: A safe, inclusive, and engaging city for seniors (2013)  
<https://vancouver.ca/files/cov/age-friendly-action-plan.pdf>
- <sup>xiv</sup> The Age-friendly Action Plan: A safe, inclusive, and engaging city for seniors (2013)  
<https://vancouver.ca/files/cov/age-friendly-action-plan.pdf>
- <sup>xv</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xvi</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>xvii</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>xviii</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>xix</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>xx</sup> Best Practices in Age-friendly Planning (2010) <https://lakecountry.civicweb.net/document/12980>
- <sup>xxi</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxii</sup> New Westminster Age-Friendly Community Strategy (2017)  
[https://www.newwestciy.ca/database/files/library/Age\\_Friendly\\_Community\\_Strategy\\_reduced\\_size.pdf](https://www.newwestciy.ca/database/files/library/Age_Friendly_Community_Strategy_reduced_size.pdf)
- <sup>xxiii</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xxiv</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xxv</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxvi</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxvii</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010)  
<https://www.cvr.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xxviii</sup> Global Age-friendly Cities: A Guide (2007)  
[http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)

- <sup>xxix</sup> Age Friendly Plan Lake Cowichan. (2015). Retrieved from [http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan\\_FINAL\\_Nov9.pdf](http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan_FINAL_Nov9.pdf)
- <sup>xxx</sup> Age Friendly Plan Lake Cowichan. (2015). Retrieved from [http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan\\_FINAL\\_Nov9.pdf](http://www.town.lakecowichan.bc.ca/dl/AgeFriendlyPlanLakeCowichan_FINAL_Nov9.pdf)
- <sup>xxxi</sup> Age-friendly Neighbourhoods Guidelines and Toolkit for Local Government (2012) <http://www.sahealth.sa.gov.au/wps/wcm/connect/e373ac0042a5706fa978edd8cec31b16/Age-friendlyGuidelinesLocalGovernment2012-PC-OFTA-20131218.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE->
- <sup>xxxii</sup> Safety Tips for Mobility Scooters. (n.d.). [https://www.victoria.ca/assets/Departments/Engineering~Public~Works/Documents/mobility\\_scooter\\_safety\\_e.pdf](https://www.victoria.ca/assets/Departments/Engineering~Public~Works/Documents/mobility_scooter_safety_e.pdf)
- <sup>xxxiii</sup> City of Duncan, Bylaw No. 3101, 2014. Streets and Parking Regulations Bylaw. <https://duncan.civicweb.net/document/29984>
- <sup>xxxiv</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxxv</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxxvi</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxxvii</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xxxviii</sup> Age-friendly Neighbourhoods Guidelines and Toolkit for Local Government (2012) <http://www.sahealth.sa.gov.au/wps/wcm/connect/e373ac0042a5706fa978edd8cec31b16/Age-friendlyGuidelinesLocalGovernment2012-PC-OFTA-20131218.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE->
- <sup>xxxix</sup> City of Duncan Age-friendly Seniors Safety Project Report (2010) <https://www.cvr.d.bc.ca/DocumentCenter/View/63084/Age-Friendly-Seniors-Safety-Report---FINAL>
- <sup>xl</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xli</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xlii</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xliii</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)
- <sup>xliiii</sup> Global Age-friendly Cities: A Guide (2007) [http://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)

# LADYSMITH ACCESSIBILITY RECOMMENDED ROUTES

- ### SCOOTER SAFETY TIPS
- \* Remember you are a pedestrian when on a scooter.
  - \* If there is a sidewalk you must use it.
  - \* If there is no sidewalk use the shoulder and travel facing traffic.
  - \* Only cross intersections that have crosswalks and always use the crosswalk.
  - \* Please use only green recommended routes for scooter safety

### LEGEND

- BEST ROUTE TO TRAVEL
- USE WITH CAUTION
- SCOOTER/STROLLER ACCESSIBLE TRAIL
- + HEALTH CENTRE
- R PHARMACY
- P PUBLIC WASHROOM
- P PARKING





TOWN OF LADYSMITH

# PROCLAMATION

## HERITAGE WEEK

- WHEREAS:** *The Town of Ladysmith recognizes the importance of protecting and conserving our rich and diverse heritage by proclaiming Heritage Week; and*
- WHEREAS:** *The theme for Heritage Week 2019 is “Heritage: The Tie that Binds”; and*
- WHEREAS:** *Heritage Week is held to recognize the legacy that is the foundation of our community, connecting our citizens through shared values and creating a place of pride and social well-being and*
- WHEREAS:** *Heritage encourages economic activity, job creation, and tourism; and*
- WHEREAS:** *Our community is enhanced and sustained by its heritage places and spaces; and*
- WHEREAS:** *Our community celebrates the past and future by embracing, exploring and enjoying our enduring heritage; and*
- WHEREAS:** *We acknowledge that all people of our community contribute to our rich and cultural heritage;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of February 18 – 24, 2019 as “Heritage Week” in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

January 23, 2019



**STAFF REPORT TO COUNCIL**

From: Julie Thompson, Planner  
 Meeting Date: February 4, 2019  
 File No: 3060-18-21  
 RE: Development Permit Application: 333 Symonds Street (Tye McKie)  
 Subject Property: Lot 8, Block 79 of an unnumbered portion of Oyster District, Plan 703A

**RECOMMENDATION:**

That Council:

1. Issue DP 3060-18-21 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 8, Block 79 of an unnumbered portion of Oyster District, Plan 703A (333 Symonds Street).
2. Authorize Mayor and Corporate Officer to sign DP 3060-18-21.

**PURPOSE:**

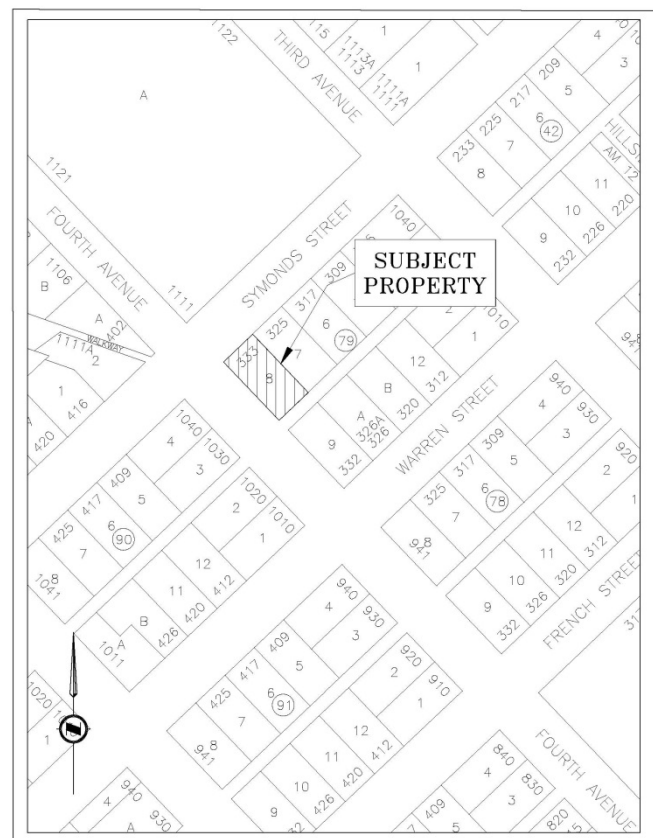
The purpose of this report is to present for Council's consideration a Coach House Intensive Residential Development Permit (DP) application for a proposed coach house in the rear yard at 333 Symonds Street.

**PREVIOUS COUNCIL DIRECTION**

None.

**INTRODUCTION/BACKGROUND:**

The applicant has submitted a DP application for a 60m<sup>2</sup> two storey coach house. The dwelling unit is proposed to be on the second storey with a garage on the first storey. The subject property is bordered by a rear lane and is on the corner of Symonds Street and Fourth Avenue. There is currently a dwelling on the property fronting onto Symonds Street.



## **SCOPE OF WORK:**

The subject property falls within the Coach House Intensive Residential Development Permit Area (DPA 10), the objective of which is to provide guidance for the design and placement of coach houses on residential parcels while encouraging sustainable design practices. The proposed coach house design has been reviewed in relation to the DPA 10 guidelines.



*View of existing dwelling from Symonds Street.*

### *Building Character & Design Guidelines*

- The coach house is complementary in size to the principal dwelling and there is a two storey coach house under construction on a neighbouring property.
- The coach house is located in the rear yard of the property.
- The coach house exterior is proposed to be grey vinyl siding with off-white and black accents. The applicant plans to update the main dwelling exterior to complement the proposed exterior for the coach house.
- The coach house is proposed to be two storeys, 60m<sup>2</sup> and 6.5m in height, with a roof pitch of 4:12.
- The coach house entry is proposed to be accessed by an external staircase to the second storey. The external staircase allows for maximum floor area in the first floor garage and second storey coach house unit.
- Windows on the second storey facing the neighbouring side yard are modestly sized.
- No second storey windows are proposed for the sides of the coach house facing the rear lane and facing the main dwelling.

### *Accessibility & Livability*

- A pathway from Symonds Street to the coach house entry is proposed.
- A signpost next to the pathway, visible from Symonds Street, is proposed.
- The coach house is situated in the rear yard and will be visible from Fourth Avenue.
- The proposed garage entry faces the rear lane.



*View of rear yard looking toward rear lane and neighbouring coach house.*

*Landscaping Guidelines*

- The proposed design includes an area under the stair landing for garbage and recycling.
- A permeable parking space for the coach house is provided onsite near the coach house entry.
- A permeable surface and shrub plantings are proposed between the coach house and the rear lane.
- The proposed design includes a 20m<sup>2</sup> permeable outdoor amenity space in the side yard and is proposed to be screened with a 1.5m high fence.

The proposed coach house meets the Zoning Bylaw regulations and the DPA 10 guidelines.

**ALTERNATIVES:**

While the issuance of a DP is not a completely discretionary decision of Council, Council may decide not to issue Development Permit 3060-18-21 where the refusal is based upon a determination that the DP application does not meet the Development Permit guidelines. If the DP is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

A DP is required prior to issuance of a building permit to construct a coach house dwelling.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

DP applications do not require statutory notice.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application has been referred to the Infrastructure Services Department and Building Inspector for review. Engineering and building requirements will be addressed at the time of building permit.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input 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:**

A DP application has been received for a coach house dwelling at 333 Symonds Street. The proposal has been reviewed in conjunction with the DPA 10 guidelines and the Zoning Bylaw.

Report prepared by: Julie Thompson



---

Report Author: Julie Thompson, Planner

January 24, 2019

Director Approval:



---

Felicity Adams, Director of Development Services

I concur with the recommendation.



---

Guillermo Ferrero, City Manager

**ATTACHMENTS:**

DP 3060-18-21



# TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 *Local Government Act*)

FILE NO: 3060-18-21

DATE: February 4, 2019

---

Name of Owner(s) of Land (Permittee): Tye McKie, Kaleigh Duralia, John Duralia

Applicant: Tye McKie

Subject Property (Civic Address): 333 Symonds Street

---

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.

2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

**Lot 8**  
**Block 79 of an unnumbered portion of**  
**Oyster District**  
**Plan 703A**  
**PID: 000-114-464**  
(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a two storey coach house dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.

4. This Permit does not have the effect of varying the use or density of the Land specified in Town of Ladysmith Zoning Bylaw 2014, No. 1860.

5. The Permittee, as a condition of the issuance of this Permit, agrees:

a) To construct a two storey coach house dwelling that is a maximum of 60m<sup>2</sup> in size in accordance with the buildings designs shown in **Schedule A: Elevation Plan**, including:

- i. **Placing an exterior light on the Rear Elevation and Left Elevation of the coach house building to provide safety lighting to the lane; and**
- ii. **Construction of a second-storey stair landing that is a maximum of 2.4m<sup>2</sup> in size.**

- b) To develop the Land as shown in **Schedule B: Site Plan** including:
  - i. **A permeable amenity space that is screened from the primary dwelling with a 1.5m high fence;**
  - ii. **A minimum of one parking space for the coach house resident to be located as shown on Schedule B: Site Plan;**
  - iii. **A garbage and recycling enclosure for the coach house resident;**
  - iv. **Placement of the coach house street address on a signpost so that it is visible from Symonds Street; and**
  - v. **Constructing the area between the rear lane and couch house with a permeable surface.**
- 6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
- 7. The plans and specifications attached to this Permit are an integral part of this Permit.
- 8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (**3060-18-21**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 10. Despite issuance of this Permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH  
ON THE DAY OF 2019.**

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

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

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

\_\_\_\_\_  
Signed

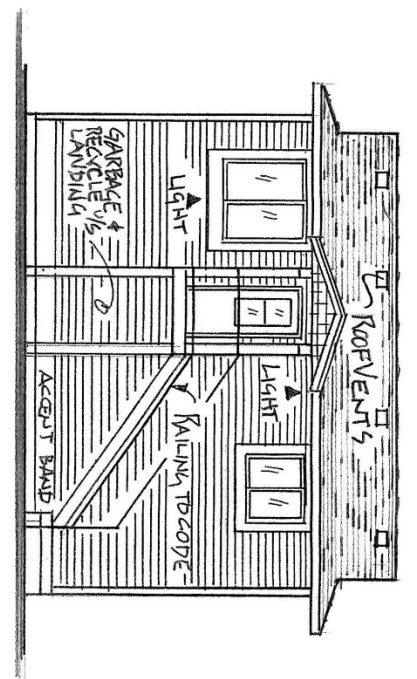
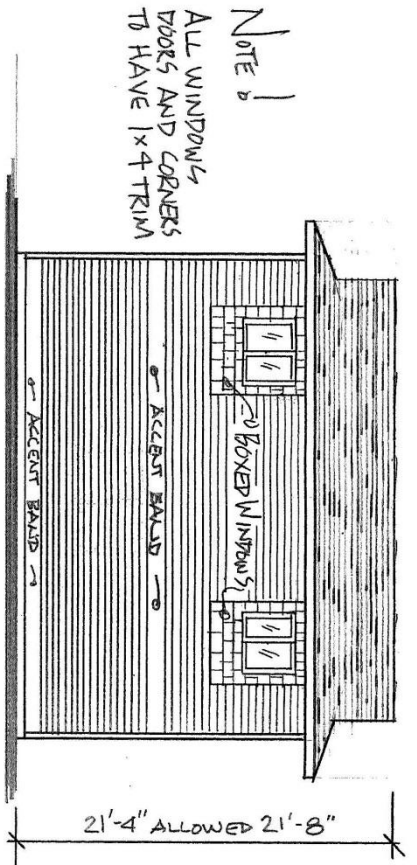
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

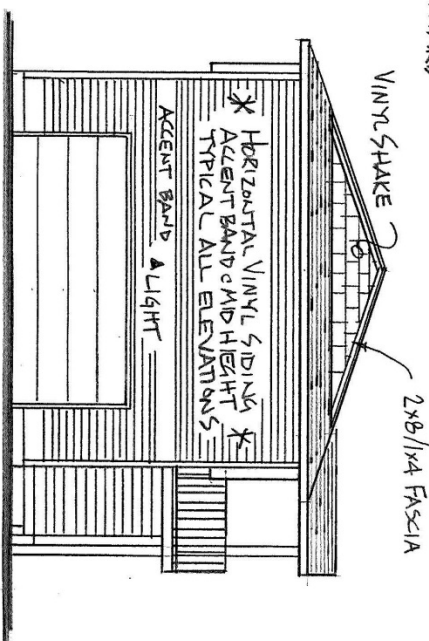
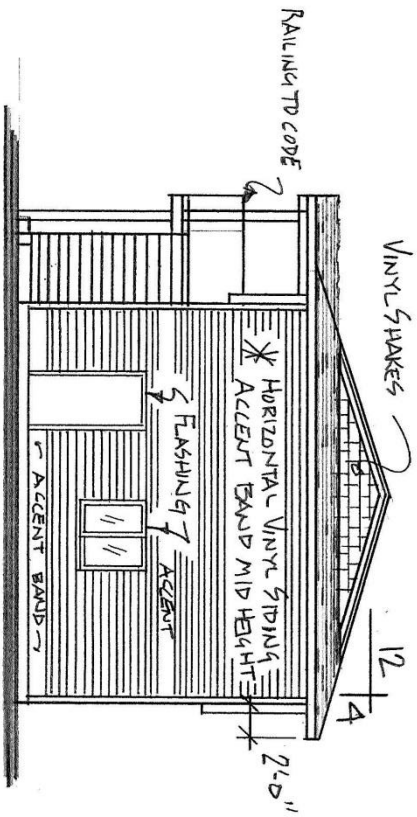
\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



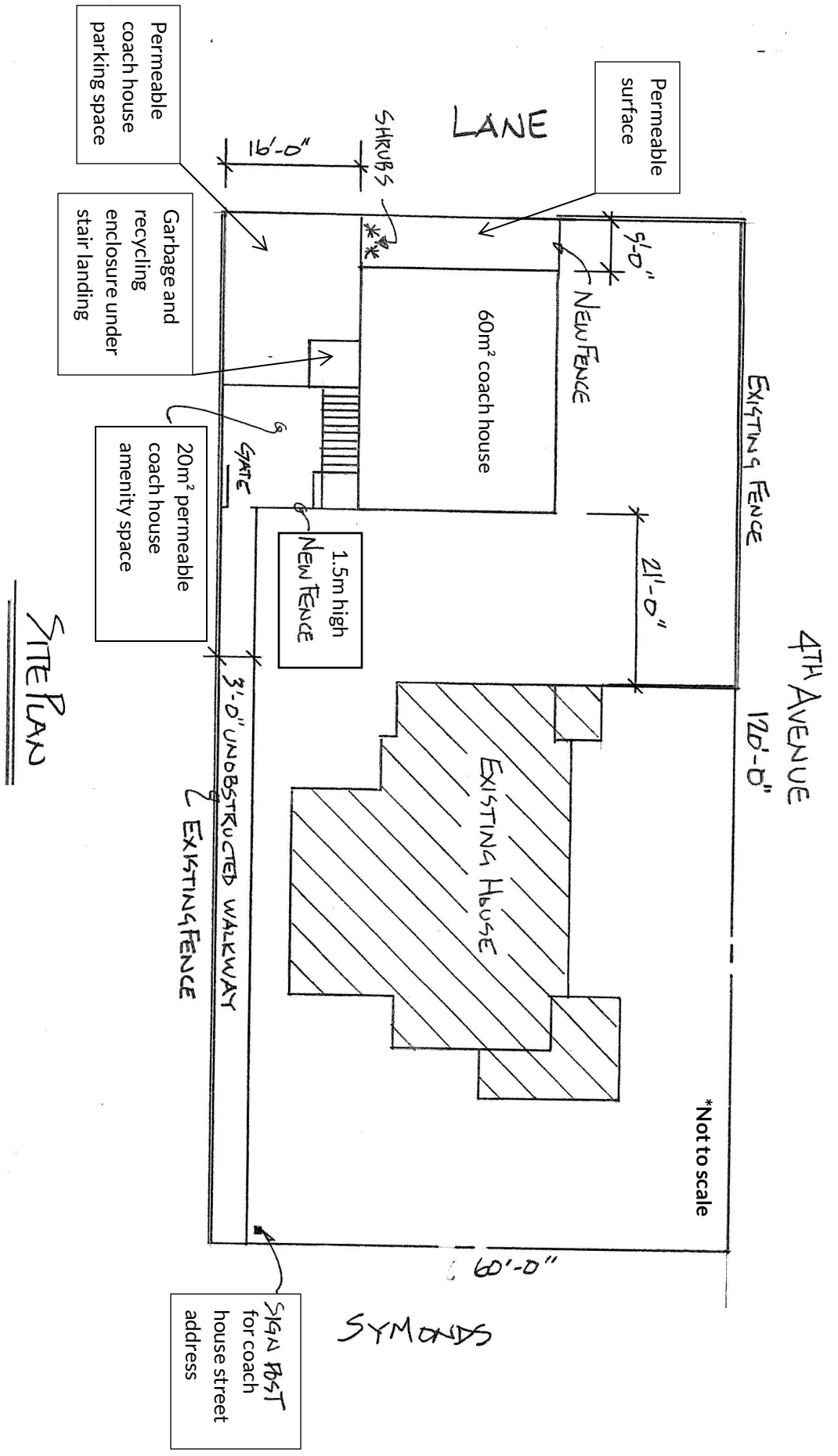
NOTE!  
EXTERIOR LIGHTS ON MOTION DETECTORS FACING DOWNWARD



\*Drawings not to scale

**Exterior Coach House Colours:**  
 Gutter: Black (Gentek No. 525)  
 Soffit: Black (Gentek No. 525)  
 Trims: Linen (Gentek No. 012)  
 Accent: Linen (Gentek No. 012)  
 Main Body: Storm (Gentek No. 631)

**Schedule A: Elevation Plan**  
 Development Permit 3060-18-21  
 Tye McKie, Kaleigh Duralia, John Duralia  
 333 Symonds Street



SITE PLAN

Schedule B: Site Plan  
 Development Permit 3060-18-21  
 Tye McKie, Kaleigh Durallia, John Durallia  
 333 Symonds Street



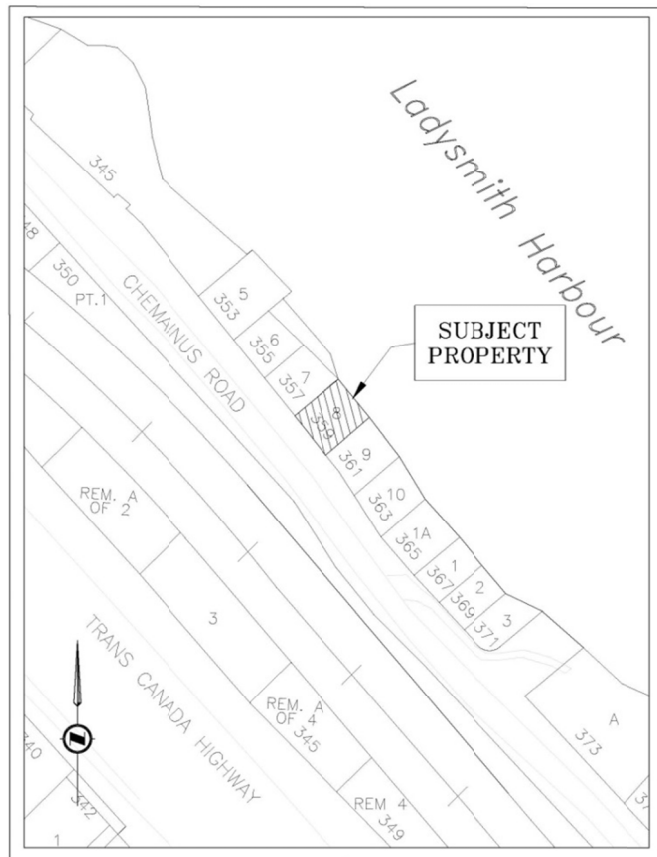
**STAFF REPORT TO COUNCIL**

From: Julie Thompson, Planner  
 Meeting Date: February 4, 2019  
 File No: 3090-18-03  
 RE: Development Variance Permit – 359 Chemainus Road  
 Subject Property: Lot 8, District Lot 42, Oyster District, Plan 3223

**RECOMMENDATION:**

That Council:

1. Issue Development Variance Permit 3090-18-03 to vary the front and side parcel line setbacks, the setback from the sea, the height of a retaining wall, and the height of a dwelling at 359 Chemainus Road.
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-18-03.
3. Direct staff to remove Development Variance Permit 93-14 from the Certificate of Title on Lot 8, District Lot 42, Oyster District, Plan 3223 (359 Chemainus Road) as this permit is no longer relevant for the property.



**PURPOSE:**

The purpose of this report is to present for Council’s consideration a development variance permit (DVP) application for proposed variances to the front and side parcel line setbacks, the setback from the sea, as well as retaining wall and building height for a proposed dwelling at 359 Chemainus Road.

**PREVIOUS COUNCIL DIRECTION:**

On September 23, 1993 Council issued DVP 93-14 to permit construction of an addition to the existing dwelling. Since the addition is proposed to be altered it is recommended to remove DVP 93-14 from the title.

## **INTRODUCTION/BACKGROUND:**

The applicant is proposing to construct a new dwelling on the subject property. There is an existing dwelling on the property, which the applicant plans to remove while maintaining part of the existing foundation. The existing dwelling is two storeys and approximately 111 m<sup>2</sup> (1200 ft<sup>2</sup>) in size, with one storey visible from Chemainus Road and two storeys visible from the sea. The property is 420.9 m<sup>2</sup> (4530.5 ft<sup>2</sup>) in size and is steeply sloped. The lot was created in 1925. The new dwelling is proposed to be approximately 219 m<sup>2</sup> (2352 ft<sup>2</sup>) in size, three storeys in height, with a secondary suite located in the first storey. All three storeys would be visible from the sea and one storey would be visible from Chemainus Road. A new driveway and a parking area able to accommodate two vehicles are also proposed onsite.



*3D rendering of the northwest corner of the proposed dwelling.  
View from Ladysmith Harbour.*

## **DISCUSSION:**

The subject property is zoned Single Dwelling Residential (R-1). The applicant has requested to vary the following in order to construct the proposed new dwelling:

### **1. Setback from the Sea:**

The majority of the new dwelling is proposed to be constructed on the existing foundation of the old dwelling. The rear of the existing foundation does not meet the required 8.0 m setback from the sea and thus requires a variance from 8 m to 7.6 m from the natural boundary of the sea. The proposed deck on the second storey also projects into the setback area, requiring a variance from 8.0 m to 5.1 m from the natural boundary of the sea.

### **2. Setback Exemption for a Front Porch:**

A covered front porch facing Chemainus Road is proposed to project 1.75 m into the 6 m front parcel line setback area. The Zoning Bylaw allows for front porches and canopies to project a maximum of 1.5 m into a front parcel line setback area. The proposed variance of 0.25 m is to allow the covered front porch to project a maximum of 1.75 m into the 6 m front parcel line setback area, or 4.25 m from the front parcel line. The proposed area of the front porch is 3.05 m x 3.66 m or 11.16 m<sup>2</sup> (120 ft<sup>2</sup>).

### **3. Retaining Wall Height:**

The proposed development includes the creation of an onsite parking area. Currently, there is no existing parking area located on the parcel. The Zoning Bylaw requires two parking spaces, one for the dwelling and one for the secondary suite, to be located on the parcel. As such, the applicant has proposed to construct a retaining wall 4 m in height in

order to create a level parking area able to accommodate two vehicles. The 4 m height of the retaining wall is proposed to allow the parking area to be raised and provide a shorter, less steeply sloped driveway. A 4 metre retaining wall would be required to be setback 2 metres for every 3 metres in height . A stepped design is not proposed thus a variance is required.



4. Dwelling Height

The applicant has applied to vary the height of the proposed dwelling from 9 m to 9.3 m. It is proposed that the peak of the sloped roof extends 0.3 m past the 9 m height maximum.

*3D rendering of the northeast corner of the proposed dwelling. View from Ladysmith Harbour.*

Due to the potential for sea level rise, the portion of the dwelling foundation nearest to the sea has been raised, contributing to the proposed height of the building.

5. Other (East) Side Parcel Line Setback:

The first storey of the existing dwelling and attached deck are currently 0 m from the east side parcel line and are 9.75 m in length. The first storey of the new dwelling is proposed to be built in the same location, 0 m from the eastern side parcel line, but is proposed to be 11.12 m in length. Thus a variance of 1.5 metres is proposed for the first storey and attached deck. The new portion of the first storey requiring the variance would be partially underground as the dwelling will be built into the slope of the land. The second and third storey of the new dwelling would meet the required 1.5 m setback from the eastern side parcel line.

Summary of Proposed Variances

|    | Zoning Bylaw/<br>R-1 Zone            | Purpose  | Requirement                      | Proposed   | Proposed Variance                                |
|----|--------------------------------------|--|----------------------------------|--|--|
| 1. | Minimum setback from the sea         | The existing foundation does not meet this setback, and a second storey deck is proposed to project further into the setback | 8 m (26.2 ft)                    | Dwelling setback: 7.6 m (24.9 ft)<br>Deck setback: 5.1 m (16.7 ft) | Dwelling: 0.4 m (1.3 ft)<br>Deck: 2.9 m (9.5 ft) |
| 2. | Setback exemption for a porch/canopy | To construct a covered front porch facing Chemainus Road   | Maximum 1.5 m (4.9 ft) exemption | 1.75 m (5.7 ft) (siting is 4.25 m from front parcel line)          | 0.25 m (0.8 ft)                                  |

|    |   |   |  |  |                                 |
|----|---|---|--|--|---------------------------------|
| 3. | Retaining wall height                           | To create a yard and construct a parking area   | For every 3m in height step back wall 2 m. | 4 m (13.1 ft) (with no step back)            | No step back in retaining wall. |
| 4. | Maximum principal building height               | 30 cm of the dwelling peak would extend past the 9 m height requirement.  | 9 m (29.5 ft)                              | 9.3 m (30.5 ft)                              | 0.3 m (1 ft)                    |
| 5. | Minimum other interior side parcel line setback | First storey and attached deck is proposed to be at 0 m setback. Proposed second and third storey would meet the 1.5 m setback requirement. | 1.5 m (4.9 ft)                             | 0 m for first storey and attached deck only. | 1.5 m                           |

**Development Permit Area:**

The subject property is within the Hazard Lands Development Permit Area (DPA 7) due to the steep slope conditions in the Chemainus Road area. A geotechnical assessment of the proposed development has been provided with the development permit (DP) application to ensure that the property is safe for the use intended. The DP application in conjunction with the geotechnical assessment will be considered by the Director of Development Services for issuance under Council’s delegated authority.

**ALTERNATIVES:**

Council can choose to not support DVP 3090-18-03.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

The Local Government Act enables Council to vary zoning regulations, except use and density regulations, through the issuance of a DVP. This is a discretionary decision of Council. Public notification is required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Development Procedures Bylaw No. 1667 provides that DVP applications may proceed directly to neighbourhood notice. The notice regarding DVP 3090-18-03 was delivered and sent to neighbouring properties within 60 m of the subject property on January 18, 2019.

At the time of writing this report, the Town has received no comments from the public regarding the proposed variances.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application has been referred to the Infrastructure Services Department and Building Inspector for review. Engineering and building requirements have been incorporated into the design and will further be addressed at the time of building permit.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input 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:**

Council may consider approving DVP 3090-18-03.

Report prepared by: Julie Thompson



January 28, 2019

Report Author: Julie Thompson, Planner

Director Approval:



Felicity Adams, Director of Development Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

DVP 3090-18-03



# TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-18-03

DATE: February 4, 2019

---

Name of Owner(s) of Land (Permittee): Patricia Cramer and Casjen Cramer

Applicant: Casjen Cramer

Subject Property (Civic Address): 359 Chemainus Road

---

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

**Lot 8, District Lot 42, Oyster District, Plan 3223  
PID: 006-258-018  
(359 Chemainus Road)**

3. Section 5.2(e)(iii) in the "Number, Location and Siting of Buildings and Structures" regulations of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied as follows:

**From:**

(e) Despite any other regulation of this Bylaw, no *Building* or *Structure* located on a *Parcel* shall be located closer than:

(iii) In the case of a *Parcel* adjacent to or abutting the sea, 8.0 metres horizontally distant inland from the top of slope on a *Parcel* with an average slope of 30 percent or more, whichever is greater.

**To:**

(e) Despite any other regulation of this Bylaw, no *Building* or *Structure* located on a *Parcel* shall be located closer than:

(iii) In the case of a *Parcel* adjacent to or abutting the sea, 7.6 metres horizontally distant inland from the *Natural Boundary* of the sea to the exterior of a *Principal Building* or *Structure*, with allowance for an attached deck to be 5.1 metres horizontally distant from the *Natural Boundary* of the sea, as shown on **Schedule B: Site Plan**.

4. Section 5.8(a)(vi) in the “Setback Exemptions” regulations of the “Town of Ladysmith Zoning Bylaw 2014, No.1860” is varied as follows:

**From:**

- (a) Except as otherwise expressly provided for in this Bylaw, no *Building, Structure* or architectural feature may project into the *Setback* requirements of this Bylaw, including the separation distance between a *Principal Building or Structure* and a *Coach House Dwelling*, except the following:
- (vi) Unenclosed porches and canopies (not including carports), sunshades, unenclosed stairwells, or balconies provided that such projections do not exceed 1.5 metres into a front or side *Setback* or 2.0 metres into a rear *Setback*.

**To:**

- (a) Except as otherwise expressly provided for in this Bylaw, no *Building, Structure* or architectural feature may project into the *Setback* requirements of this Bylaw, including the separation distance between a *Principal Building or Structure* and a *Coach House Dwelling*, except the following:
- (vi) Unenclosed porches and canopies (not including carports), sunshades, unenclosed stairwells, or balconies provided that such projections do not exceed 1.5 metres into a front or side *Setback* or 2.0 metres into a rear *Setback*.

Except for one porch may project 1.75 metres into the front setback as shown in **Schedule A: Site Plan**.

5. Section 5.19(c) in the “Retaining Walls Regulations” of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is varied for the subject property as follows:

**From:**

- (c) Despite Section 5.19 (a), a single engineered *Retaining Wall* used for structural purposes to create a *Yard* may exceed 1.2 metres in *Height*, provided that it:
- (i) Is stepped back 2.0 metres for every 3.0 metres in *Height*; and
- (ii) Includes a *Landscape Screen* within the stepped-back area to buffer and visually conceal the retaining wall.

**To:**

- (c) Despite Section 5.19 (a), a single engineered *Retaining Wall* used for structural purposes to create a *Yard* may exceed 1.2 metres in *Height*, provided that it:
- (i) Is stepped back 2.0 metres for every 3.0 metres in *Height*; and
- (ii) Includes a *Landscape Screen* within the stepped-back area to buffer and visually conceal the retaining wall.

Except for one single engineered retaining wall may be a maximum of 4 metres in height as shown in **Schedule B: Retaining Wall Plan**.

6. Section 10.2(5)(a) in the Single Dwelling Residential (R-1) zone of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is varied as follows:

**From:**

- (a) No *Principal Building or Structure* shall exceed a *Height* of 9.0 metres; except where a *Principal Building* roof pitch is less than 4:12, in which case the maximum *Height* shall be 7.5 metres.

**To:**

- (a) No *Principal Building or Structure* shall exceed a *Height* of 9.3 metres; except where a *Principal Building* roof pitch is less than 4:12, in which case the maximum *Height* shall be 7.5 metres.

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

**From:**

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

| PARCEL LINE                                  | MINIMUM SETBACK |
|--|-----------------|
| <i>Front Parcel Line</i>                     | 6.0 metres      |
| <i>Interior or Exterior Side Parcel Line</i> | 3.0 metres      |
| <i>Other Interior Side Parcel Line</i>       | 1.5 metres      |
| <i>Rear Parcel Line</i>                      | 4.5 metres      |

**To:**

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

| PARCEL LINE                                  | MINIMUM SETBACK  |
|--|--|
| <i>Front Parcel Line</i>                     | 6.0 metres   |
| <i>Interior or Exterior Side Parcel Line</i> | 3.0 metres   |
| <i>Other Interior Side Parcel Line</i>       | The first storey of the <i>Principal Building</i> and attached deck may be setback 0 metres from the side parcel line as shown on <b>Schedule A: Site Plan</b><br>The second and third storey of the <i>Principal Building</i> shall be located a minimum of 1.5 metres from the side parcel line. |
| <i>Rear Parcel Line</i>                      | 4.5 metres   |

8. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.



9. The following plans and specifications are attached:
  - a) **Schedule A: Site Plan**
  - b) **Schedule B: Retaining Wall Plan**
  
10. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3090-18-03** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
  
11. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

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

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

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

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

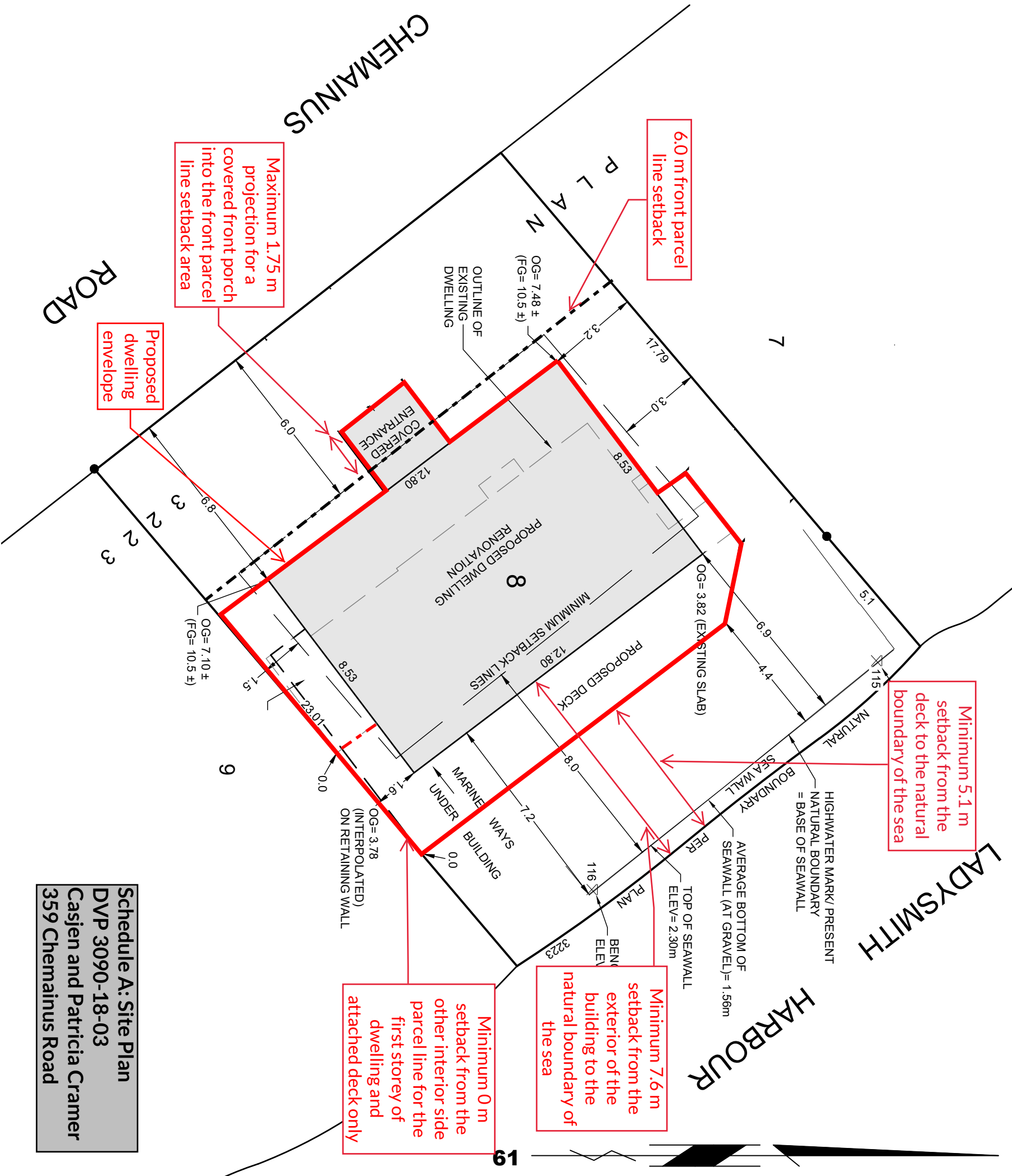
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



6.0 m front parcel line setback

Maximum 1.75 m projection for a covered front porch into the front parcel line setback area

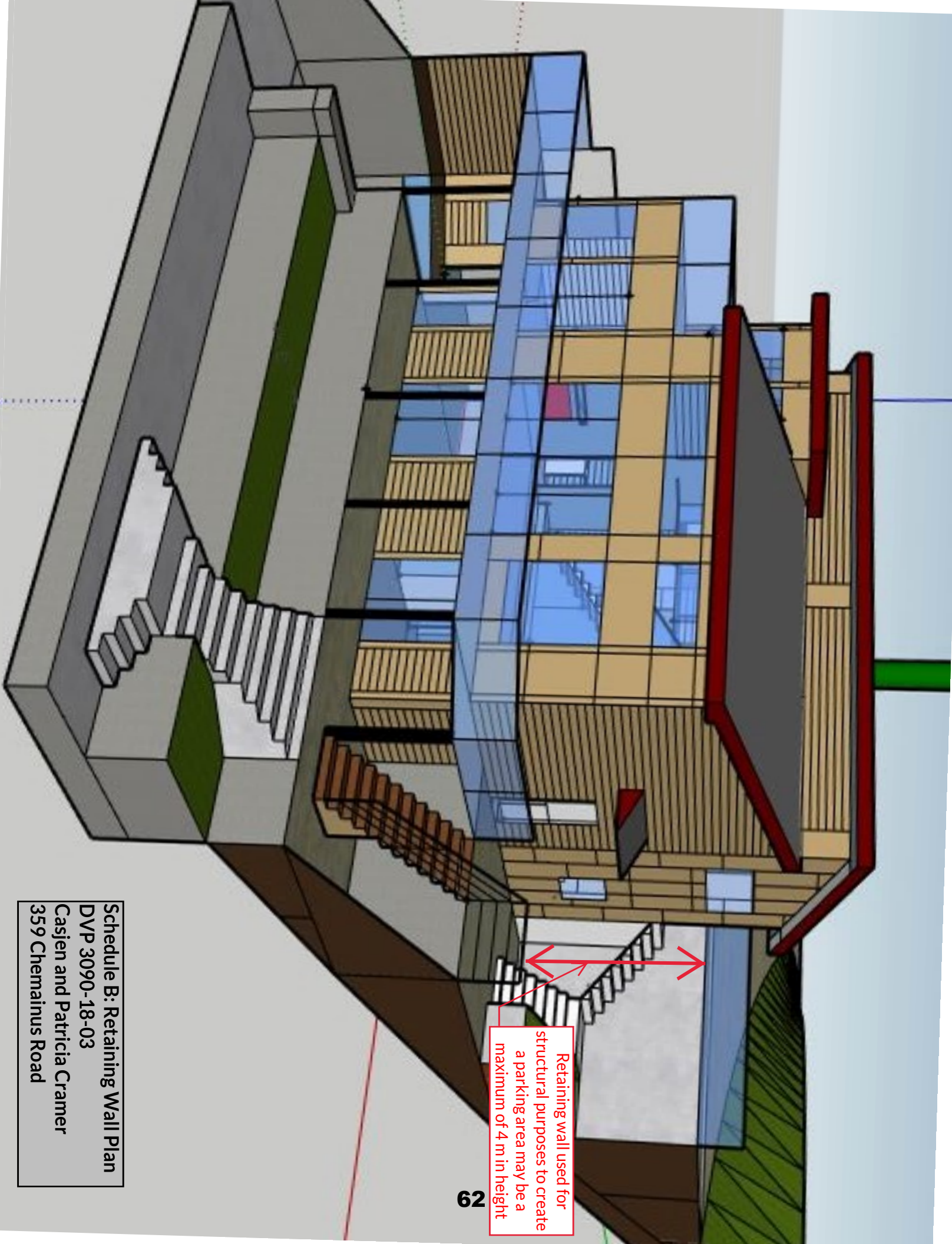
Proposed dwelling envelope

Minimum 5.1 m setback from the deck to the natural boundary of the sea

Minimum 7.6 m setback from the exterior of the building to the natural boundary of the sea

Minimum 0 m setback from the other interior side parcel line for the first storey of dwelling and attached deck only

Schedule A: Site Plan  
 DVP 3090-18-03  
 Casjen and Patricia Cramer  
 359 Chemainus Road



Retaining wall used for structural purposes to create a parking area may be a maximum of 4 m in height

Schedule B: Retaining Wall Plan  
DVP 3090-18-03  
Casjen and Patricia Cramer  
359 Chemainus Road

**STAFF REPORT TO COUNCIL**

From: Julie Thompson, Planner  
 Meeting Date: February 4, 2019  
 File No: 3090-18-04  
 RE: Development Variance Permit – 517 Baden-Powell Street  
 Subject Property: Parcel A (DD 701N) of Lot 6, Block 121, District Lot 56, Oyster District, Plan 703A

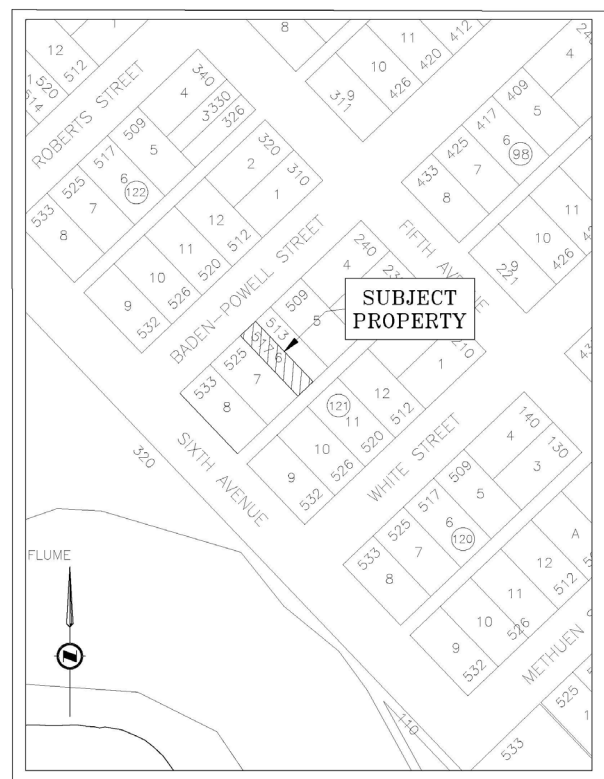
**RECOMMENDATION:**

That Council:

1. Issue Development Variance Permit 3090-18-04 to vary the front and interior side parcel line setbacks, and the maximum parcel coverage for a dwelling at 517 Baden-Powell Street, subject to the owner removing the shipping container from the property prior to issuance of the building permit.
2. Authorize Mayor and Corporate Officer to sign Development Variance Permit 3090-18-04.

**PURPOSE:**

The purpose of this report is to present for Council’s consideration a development variance permit (DVP) application for proposed variances to the front and interior side parcel line setbacks, and the maximum permitted parcel coverage for a dwelling at 517 Baden-Powell Street.



**PREVIOUS COUNCIL DIRECTION:**

None.

**INTRODUCTION/BACKGROUND:**

The applicant is proposing to raise, relocate and add onto the existing dwelling located at 517 Baden-Powell Street. Currently, the dwelling is one storey with a crawlspace and is approximately 103.9m<sup>2</sup> (1118.5ft<sup>2</sup>) in size. The property also contains an 8.2m<sup>2</sup> accessory building. The subject property and an adjacent property (513 Baden-Powell) are both 334.3m<sup>2</sup>

(30ft x 120ft); half the size of a typical 60ft x 120ft lot in the same neighbourhood. The subject property and the adjacent narrow lot contain similarly sized dwellings while most lots on the street contain larger dwellings. Dwellings adjacent to the subject property appear similarly situated in the front yard, close to the front parcel line. The existing dwelling on the subject property does not currently meet the front parcel line or interior side parcel line setbacks, and the parcel coverage exceeds the maximum that is permitted. As the applicant is proposing to alter the existing dwelling, a DVP is required.

### **DISCUSSION:**

The subject property is zoned Old Town Residential (R-2). The applicant has proposed to make the following alterations to the dwelling:

- Raising the dwelling an additional 1.2m (4ft) above the ground in order to accommodate a new basement. The dwelling is currently 4.5m in height. It is proposed to limit the maximum building height to 6.5m to accommodate the owner's house plans and reduce the overall impact on the property given the request for reduced setbacks. The proposed height of the dwelling is consistent with the building heights on neighbouring properties.
- Shifting the dwelling closer to the northeast interior side parcel line so that it is located in the middle of the property and both side yards are 1.2m in width.
- Enclosing a 2m<sup>2</sup> alcove at the rear of the dwelling, adding to the total gross floor area of the dwelling, and total parcel coverage.
- Constructing a 1.9m<sup>2</sup> (20ft<sup>2</sup>) front porch and constructing a 24m<sup>2</sup> (258ft<sup>2</sup>) unenclosed rear deck.



*View of existing dwelling from Baden-Powell Street*

In order to alter the dwelling as proposed the applicant has requested the following variances:

#### **1. Parcel Coverage**

In accordance with the Zoning Bylaw, parcel coverage means the total horizontal area within the vertical projection of the outermost walls of principal and accessory buildings and structures on a parcel, not including permitted projections into required setbacks, expressed as a percentage of the parcel area. The maximum permitted parcel coverage in the R-2 zone is 33%. The current parcel coverage is 33.5%, including an accessory building 8.2m<sup>2</sup> in size. As the applicant plans to add an additional 2m<sup>2</sup> to the rear of the dwelling, a total parcel coverage of 34.5% is being requested. The proposed alterations to the dwelling will increase the gross floor area of the dwelling to 211.7m<sup>2</sup> (2279ft<sup>2</sup>). The rear deck and front porch are not included in the parcel coverage calculation.

2. Front Parcel Line Setback

The minimum front parcel line setback in the R-2 zone is 6m. Due to the smaller lot size, the existing dwelling is currently located 4.7m from the front parcel line, thus a variance of 1.3m is being requested as the front setback is not proposed to change. Additionally, a 1.9m<sup>2</sup> front porch facing Baden-Powell Street has been proposed. The front porch would project 1.2m from the wall face of the dwelling. However, setback exemptions under the Zoning Bylaw allow a front porch to project a maximum of 1.5m into the front setback area. If the proposed variance to the front setback is approved, the front porch would meet the setback exemption and thus would not require a further variance.

3. Interior Side Parcel Line Setbacks

The minimum side parcel line setbacks in the R-2 zone are 3m from an interior or exterior side parcel line, and 1.5m from the other interior side parcel line. The existing dwelling is currently located 0.4m from the southwest side parcel line, and 2.13m from the northwest side parcel line. The applicant has proposed to shift the dwelling closer to the northeast side parcel line, so that it is situated in the middle of the property, 1.2m from each of the interior side parcel lines. Due to the narrow width of the parcel, the dwelling is not able to meet the side parcel line setbacks. As such, a variance to both side parcel lines is being requested.

Summary of Proposed Variances:

|    | Zoning Bylaw/<br>R- 2 Zone                            | Requirement                | Proposed      | Proposed<br>Variance |
|----|---|----------------------------|---------------|----------------------|
| 1. | Maximum parcel coverage                               | Maximum 33% of parcel area | 34.5%         | 1.5%                 |
| 2. | Front parcel line setback                             | Minimum 6m (19.7ft)        | 4.7m (15.4ft) | 1.3m (4.3ft)         |
| 3. | Minimum interior or exterior side parcel line setback | Minimum 3m (9.8ft)         | 1.2m (3.9ft)  | 1.8m (5.9ft)         |
| 4. | Minimum other interior side parcel line setback       | Minimum 1.5m (4.9ft)       | 1.2m (3.9ft)  | 0.3m (1ft)           |

A shipping container is currently located on the property. The Zoning Bylaw does not permit shipping containers on residential parcels. It is recommended that Council support the variance requests subject to the owner removing the shipping container from the property prior to a building permit being issued.

**ALTERNATIVES:**

Council can choose to not support DVP 3090-18-04.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

The Local Government Act enables Council to vary zoning regulations, except use and density regulations, through the issuance of a DVP. This is a discretionary decision of Council. Public notification is required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Development Procedures Bylaw No. 1667 provides that DVP applications may proceed directly to neighbourhood notice. The notice regarding DVP 3090-18-04 was delivered and sent to neighbouring properties within 60m of the subject property on January 18, 2019.

At the time of writing this report, the Town has received no comments from the public regarding the proposed variances.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application has been referred to the Infrastructure Services Department and Building Inspector for review and they have no concerns with the proposal.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

**SUMMARY:**

Council may consider approving DVP 3090-18-04.

Report prepared by: Julie Thompson

January 28, 2019

Report Author: Julie Thompson, Planner

Director Approval:



---

Felicity Adams, Director of Development Services

I concur with the recommendation.



---

Guillermo Ferrero, City Manager

**ATTACHMENTS:**

DVP 3090-18-04





# TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-18-04

DATE: February 4, 2019

Name of Owner(s) of Land (Permittee): Larry Glover

Applicant: Keene Anderson

Subject Property (Civic Address): 517 Baden-Powell Street

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

**Parcel A (DD 701N) of Lot 6, Block 121, District Lot 56, Oyster District, Plan 703A  
PID: 006-825-231  
(517 Baden-Powell Street)**

3. Section 10.6(4)(e) in the Old Town Residential (R-2) zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied as follows:

**From:**

(e) No *Buildings* or *Structures* shall exceed a *Parcel Coverage* of 33.0 percent.

**To:**

(e) No *Buildings* or *Structures* shall exceed a *Parcel Coverage* of 34.5 percent.

4. Section 10.6(5)(d) in the Old Town Residential (R-2) zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is varied, only for a *Principal Building* less than 6.5 metres in height and a roof pitch not less than 4:12, as follows:

**From:**

(d) Section 10.6(5)(d) No *Principal Buildings* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

| PARCEL LINE                                  | MINIMUM SETBACK |
|--|-----------------|
| <i>Front Parcel Line</i>                     | 6.0 metres      |
| <i>Interior or Exterior Side Parcel Line</i> | 3.0 metres      |
| <i>Other Interior Side Parcel Line</i>       | 1.5 metres      |
| <i>Rear Parcel Line</i>                      | 4.5 metres      |

To:

(d) Section 10.6(5)(d) No *Principal Buildings* shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

| PARCEL LINE                                  | MINIMUM SETBACK                                      |
|--|--|
| <i>Front Parcel Line</i>                     | 4.7 metres, as shown on <b>Schedule A: Site Plan</b> |
| <i>Interior or Exterior Side Parcel Line</i> | 1.2 metres, as shown on <b>Schedule A: Site Plan</b> |
| <i>Other Interior Side Parcel Line</i>       | 1.2 metres, as shown on <b>Schedule A: Site Plan</b> |
| <i>Rear Parcel Line</i>                      | 4.5 metres   |

5. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
6. The following plans and specifications are attached:
  - a) **Schedule A: Site Plan**
7. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3090-18-04** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

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

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

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

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

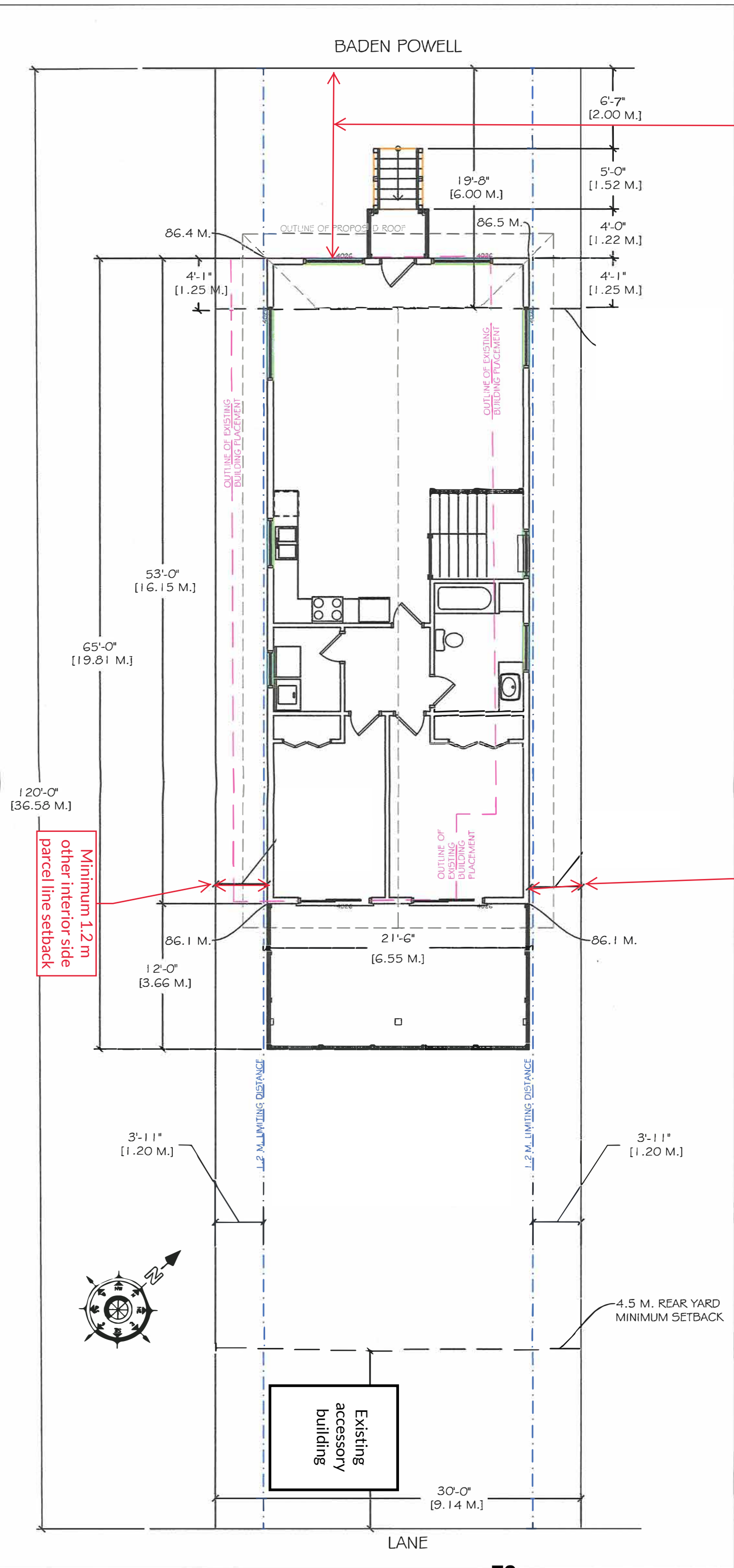
\_\_\_\_\_  
Title

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

BADEN POWELL



Minimum 4.7 m front parcel line setback

Minimum 1.2 m interior side parcel line setback

Minimum 1.2 m other interior side parcel line setback

Schedule A: Site Plan  
DVP 3090-18-04  
Larry Glover  
517 Baden-Powell Street



**PURPOSE:**

The purpose of this staff report is introduce an application to amend the Official Community Plan (OCP) and Zoning Bylaw to permit residential use at 379 Davis Road and to seek direction from Council regarding consultation and next steps.

**PREVIOUS COUNCIL DIRECTION**

In 2009 Council approved Bylaw 1657 which rezoned 379 Davis Road from an R-1 single family residential zone to a commercial zone which permitted multi-family residential units on the upper floors. As part of this rezoning, Covenant CA1262671 was registered on the title of the property, to secure the standard amenity contribution of \$1000 per multi-family residential unit. If Council supports the proposal to zone the property back to single family residential use, it is recommended to support removal of Covenant CA1262671 from the title.

**INTRODUCTION/BACKGROUND:**

An application has been received from Kris Kennedy on behalf of the property owners Nishad Thowfeek and Fathuma Masfi to amend the OCP and Zoning Bylaw for 379 Davis Road. Attached to this staff report is a letter from Kris Kennedy explaining that they have not been able to lease out the vacant building for commercial use. Note that the original zoning of the land was R-1, the R-2 zone is in the downtown area. The building was used as a dwelling prior to 1991. The purpose of the application is to amend the OCP and Zoning Bylaw so that the building can once again be used as a dwelling. The property is 1670m<sup>2</sup> (17,975ft<sup>2</sup>) in size and contains one house with parking at the rear.

The property is designated as “General Commercial” in the OCP and it is proposed that the property be designated as “Single Family Residential”. Also, it is proposed to remove Development Permit Area 3 – Commercial (DPA 3) from the property as a commercial use would no longer be permitted.

The property is zoned as “Shopping Centre Commercial (C-5)” and it is proposed that the property be zoned to “Single Dwelling Residential (R-1)”. The R-1 zone permits single dwelling residential use as a principal use, and allows a secondary suite, home based business, and bed and breakfast as accessory uses.

As a result of the 2009 rezoning to commercial use, the C-5 zone has a site specific regulation for 379 Davis Road such that ‘indoor recreation facility’, ‘theatre’, and ‘assembly’ uses are not permitted. It is recommended that the 379 Davis Rd. site specific regulations in the C-5 zone be removed as it would no longer be relevant.

**Proposed OCP and Zoning Amendments for 379 Davis Road**

|                                      | <b>Current</b>  | <b>Proposed</b>  |
|--------------------------------------|---|--|
| <b>OCP</b>                           | General Commercial  | Single Family Residential  |
| <b>Development Permit Area (DPA)</b> | DPA 3 Commercial  | none   |
| <b>Zoning</b>                        | Shopping Centre Commercial (C-5)<br><ul style="list-style-type: none"> <li>• With site specific regulations in C-5 zone.</li> </ul> | Single Dwelling Residential (R-1)<br><ul style="list-style-type: none"> <li>• And remove 379 Davis Rd. site specific regulations from C-5 zone.</li> </ul> |

**ALTERNATIVES:**

Council can choose to not proceed with application 3360-19-01.

**FINANCIAL IMPLICATIONS:**

None

**LEGAL IMPLICATIONS:**

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

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

If the application proceeds a public hearing will be required, as an amendment to the OCP is proposed.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application has been referred to the Infrastructure Services Department for review.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input 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 application has been received to amend the OCP and Zoning Bylaw for the property at 379 Davis Road. Recommendations are provided for next steps in the application process.

Report prepared by:



Lisa Brinkman, Senior Planner

January 28, 2019

Director Approval:



---

Felicity Adams, Director of Development Services

I concur with the recommendation.



---

Guillermo Ferrero, City Manager

**ATTACHMENT:**

Kris Kennedy letter Nov. 9, 2018

November 9, 2018

To the Town of Ladysmith

Development Department

Attn : Lisa Brinkman

My Name is Kris Kennedy and I am writing on behalf of my colleagues Nishad Thowfeek and his wife Fathuma Masfi the owners of 379 Davis Rd .

We are applying today for a rezoning of the attached property 379 Davis Rd Ladysmith BC today .

We are asking the town council to consider rezoning from its current zoning of C-5 to a more flexible zoning for this property of R-1 .

The reason we ask for this rezoning is that it is a single family home first and foremost. We have tried for over 6 months to lease the property out at its current zoning status and it has not been successful.

With so many new medical, law and small businesses already in town and functioning well, we feel we can address another issue in town such as Ladysmith low vacancy for families.

We are looking for the R-1 zoning to be able to rent this home to a deserving resident.

With the C-5 Zoning we just are unable to attract a business to this specific property. I feel it is due to fact that it is designed as a home. So we feel that the right zoning is to go back to its original zoning of R-1 /R-2

Thanks you for your consideration and looking forward to your response

Kris Kennedy



**STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
 Meeting Date: February 4, 2019  
 File No: 3360-18-12  
 RE: **BYLAW 1985 - ZONING BYLAW AMENDMENTS 2018**

**RECOMMENDATION:**

That Council:

1. Proceed with third reading of Bylaw 1985 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985”; and
2. Direct staff to refer Bylaw 1985 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.

**PURPOSE:**

The purpose of this staff report is to present Bylaw 1985 for consideration of third reading and referral to Ministry of Transportation and Infrastructure (MOTI).

**PREVIOUS COUNCIL DIRECTION**

|                                 |   |
|---------------------------------|---|
| CS 2018-481<br><br>Dec. 3, 2018 | That Council:<br>1. Proceed with first and second reading of Bylaw 1985 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985”;<br>2. Waive the holding of the public hearing for Bylaw 1985 pursuant to s.464(2) of the Local Government Act; and<br>3. Direct staff to proceed with notification of the waiver of public hearing as required by the Local Government Act. |
|---------------------------------|---|

**INTRODUCTION/BACKGROUND:**

The current stage of this process is to consider third reading of Bylaw 1985 and receive direction to refer Bylaw 1985 to MOTI.

In general terms, Bylaw 1985 proposes to amend the Zoning Bylaw by amending:

- Definitions of Mobile Home and Public Utility Use
- General Regulations for storage and shipping containers in institutional zones
- Specific Use Regulations for coach house minimum lot size, caretaker dwellings and bed and breakfast use



- The Industrial Zone (I-2) for caretaker dwellings and add a site specific use for the Town's bio-solids facility
- The Zoning Map to correct a map error for six properties to be correctly zoned R-1-A (from R-1) and for a closed road to be zoned R-1 (from R-2).

**ALTERNATIVES:**

Council can choose to not proceed with Bylaw 1985.

**FINANCIAL IMPLICATIONS:**

None.

**LEGAL IMPLICATIONS:**

Under the Transportation Act, when a zoning bylaw affects properties within 800 metres of a controlled access highway, it must be approved by the Ministry of Transportation and Infrastructure after third reading of the bylaw. Following approval by MOTI, Bylaw 1985 would be presented to Council for consideration of adoption.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Notice regarding the waiver of the public hearing was published in the Ladysmith Chronicle on January 24 and 31, 2019 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 checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation         |
| <input type="checkbox"/> Green Buildings                        | <input type="checkbox"/> Multi-Use Landscapes              |
| <input type="checkbox"/> Innovative Infrastructure              | <input type="checkbox"/> Local Food Systems                |
| <input type="checkbox"/> Healthy Community                      | <input 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 1985 was given first and second reading on December 3, 2018 and the public hearing was waived at this same meeting. The statutory notice requirements have been


met. It is recommended that Council consider third reading of Bylaw 1985 and direct staff to refer it to the MOTI pursuant to the Transportation Act.



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

January 29, 2019

I concur with the recommendation.



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

**ATTACHMENT:**

None.

## TOWN OF LADYSMITH

### BYLAW NO. 1985

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) Amending the definition of Mobile Home by adding the words "that carries a Canadian Standards Association Certification (CSA Z240) and is" so that the definition reads:

"Mobile Home: means a factory manufactured *Dwelling Unit* that carries a Canadian Standards Association Certification (CSA Z240) and is transported on its own foundation, and does not include a *Recreation Vehicle*."

(ii) Amending the definition of Public Utility Use by deleting the words "composting of municipal generated bio-solids;" so that the definition reads:

"Public Utility Use: means the *Use of Land, Buildings or Structures* for the provision of community water services; community sewer services; community surface water drainage services; public access; natural gas pipeline serving the community; gas, electric, and telecommunication service; district energy or heat systems; or other similar *Uses* or services.

(b) Part 5: General Regulations is amended by:

(i) Adding a new (iii) to section 5.10 as follows:

"iii) Despite section 5.10 (a), a *Recreation Vehicle* may be placed on a *Parcel* for the purpose of providing a temporary *Caretaker Dwelling* during the construction of a *Public Utility Use*."

(ii) Amending section 5.16 (b) by inserting the words "not more than one" so that the section reads:

"b) No *Parcel* in a *Residential Zone* shall be used for the unenclosed storage of not more than one *Derelict Vehicle*."

(iii) Amending section 5.18 (a)(iii) so that it reads:

"iii) When sited in an institutional *Zone* shall be limited to *Accessory* storage for the *Principal Use*."

(c) Part 6: Specific Use Regulations is amended by:

(i) Amending section 6.5 (a)(i) by replacing "668 square metres or greater" with "660 square metres or greater" so that it reads as follows:

"i) Where a *Parcel* is located on a *Lane*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 660 square metres or greater."

(ii) Deleting section 6.6 (a)(ii) and replacing it with the following:

“ii) May be located within the same *Building* as the *Principal Use*, an *Accessory Building* or a *Mobile Home*.”

(iii) Amending 6.6(a) by adding a new (v) as follows:

“v) Despite section 5.9(c), a *Caretaker Dwelling* located in an *Accessory Building* or in a *Mobile Home* may have a maximum *Gross Floor Area* of 90 square metres.”

(iv) Amending section 6.7(a) by adding a new (iii) as follows and renumbering the section:

“iii) Shall be first established in the *Single Unit Dwelling* as a condition of locating an *Accommodation Unit* in an *Accessory Building* located on the *Land*.”

(d) Part 12: Industrial Zones is amended by:

(i) Amending section 12.3 by deleting the words “and shall only be located on the second *Storey*, except that the entrance to the *Caretaker Dwelling* may be located within the *First Storey*.” from (8)(b) so that it reads:

“(8)(b) A *Caretaker Dwelling Use* shall be limited to one *Dwelling Unit* per *Parcel*.”

(ii) Amending section 12.3 by adding a new (8)(d) as follows:

“(8)(d) Despite Section 12.3(1), composting of municipal generated bio-solids is a *Principal Use* on the *Parcel* legally described as Lot 3, District Lot 72, Oyster District, Plan 50979 (4142 Thicke Road).”

(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.

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

(a) By placing the R-1-A Zone on the subject properties legally described as:

- (i) Lot A, Section 67, Oyster District, Plan VIP72077 (601 Craig Road);
  - (ii) Lot 1, Section 67, Oyster District, Plan VIP72331 (603 Craig Road);
  - (iii) Lot A and Lot B, Section 67, Oyster District, Plan VIP80902 (605 and 607 Craig Road);
  - (iv) Lot 1, Section 67, Oyster District, Plan VIP73733 (609 Craig Road);  
and
  - (v) Lot 1, Section 67, Oyster District, Plan VIP73362 (611 Craig Road)
- as shown in Schedule 1 attached to and forming part of this Bylaw.

(b) By placing the R-1 Zone on the subject property legally described as That Part of District Lot 43, Oyster District shown on Plan VIP52455 except part in Plan EPP68873 as shown on Schedule 2 attached to and forming part of this Bylaw.

## CITATION

(3) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985”.

**READ A FIRST TIME** on the 3<sup>rd</sup> day of December, 2018

**READ A SECOND TIME** on the 3<sup>rd</sup> day of December, 2018

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

on the 3<sup>rd</sup> day of December, 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

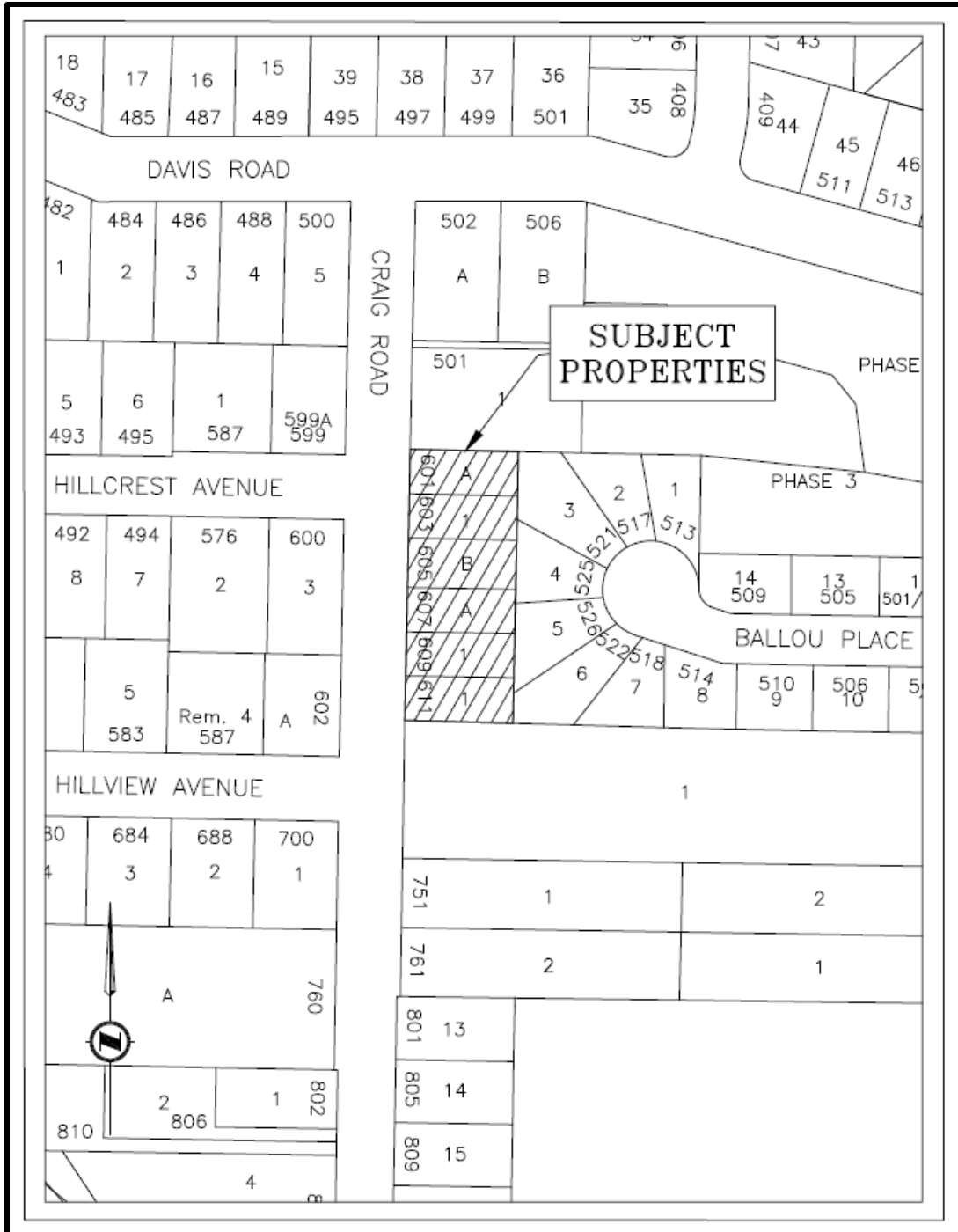
---

Mayor (A. Stone)

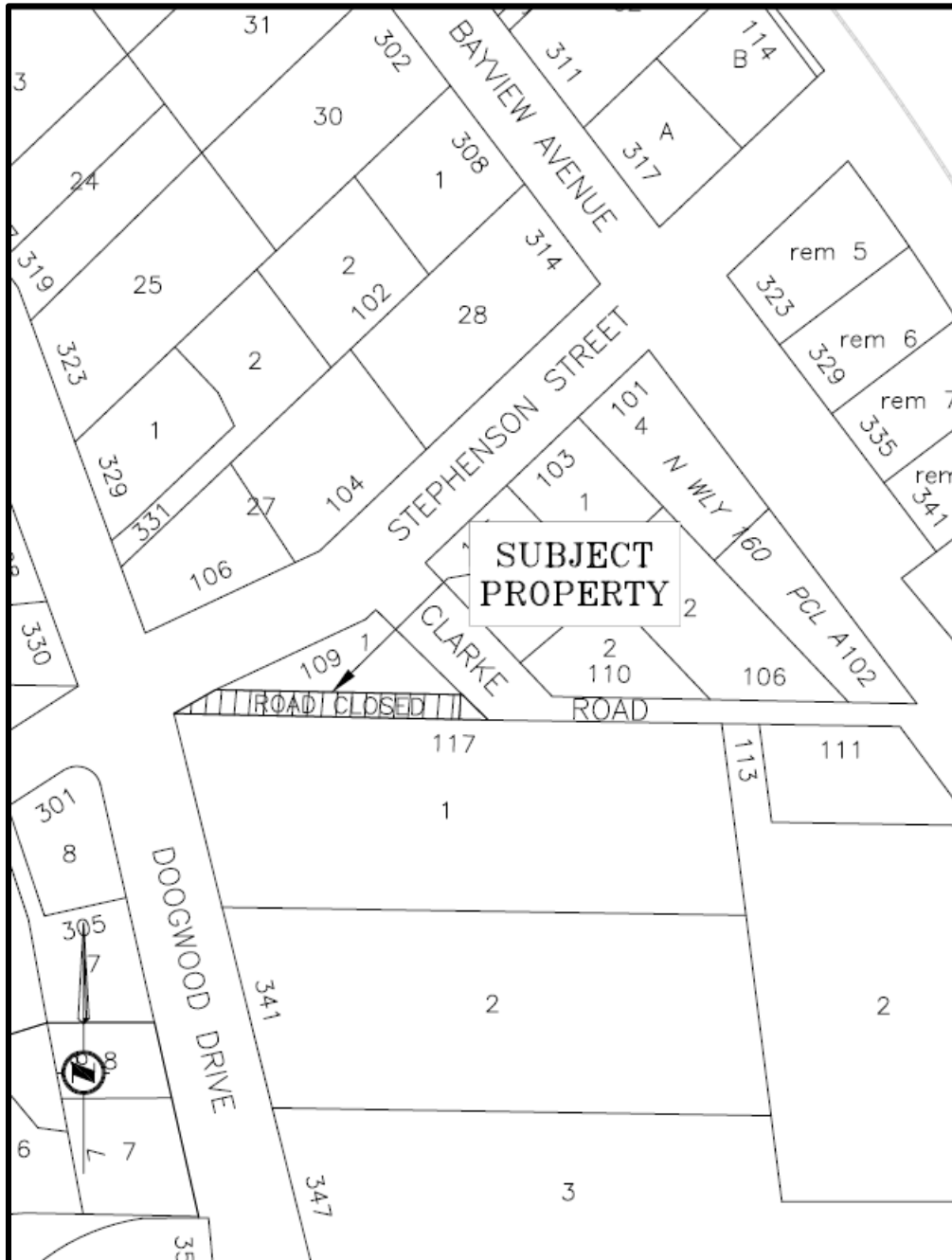
---

Corporate Officer (J. Winter)

Schedule 1 of Bylaw 1985



Schedule 2 of Bylaw 1985





**MINUTES OF PROTECTIVE SERVICES COMMITTEE  
MONDAY, JANUARY 14, 2019  
CALL TO ORDER 2:07 P.M.  
COUNCIL CHAMBERS, CITY HALL**

---

**MEMBERS PRESENT**

Councillor Marsh Stevens (Chair), Councillor Duck Paterson (alt.), Chief Ray Delcourt (Ladysmith Fire/Rescue), Sybille Sanderson (Emergency Program Coordinator, Cowichan Valley Regional District), Steven Van Der Minne (BC Ambulance Service), Bill Drysdale (Ladysmith Search & Rescue), Eric Kesteloot (Stz'uminus First Nation), Alana Newton (Citizens on Patrol).

**MEMBERS ABSENT**

Councillor Rob Johnson (alt.), S.SGT Ken Brissard (RCMP), Jason De Jong (Fire/Rescue Coordinator, Cowichan Valley Regional District), Al McDermid (Ladysmith Search & Rescue), John Davis (Ladysmith Marine Search & Rescue), Guillermo Ferrero (CAO).

**STAFF PRESENT**

Geoff Goodall (Director of Infrastructure Services), Andrea Hainrich (Minute Taker).

---

**CALL TO ORDER**

*Councilor Marsh Stevens (Chair) called the Protective Services Committee meeting to order at 2:07 p.m.*

**AGENDA APPROVAL**

*Moved and seconded:*

That the agenda for the January 14, 2019 meeting of the Protective Services Committee be approved.

*Motion carried.*

**MINUTES APPROVAL**

*Moved and seconded:*

That the minutes for the December 3, 2018 meeting of the Protective Services Committee be approved as amended.

*Motion carried.*

**NEW BUSINESS**

*Committee Terms of Reference*

Councillor Stevens discussed the lack of terms of reference for the committee, and recommended that members consider the committee's purpose for discussion at an upcoming meeting.

*December Windstorm*

- Committee discussed that during the storm 9-1-1 calls defaulted to BC Ambulance (BCAS) when they're not specifically for Fire/Police calls. BCAS cannot attend when they are not medical emergencies.  
Also, due to the high volume of emergency calls in this area during the storm, long delays for emergency services were prioritized by severity for responders.
- Grass roots approaches within communities (eg. Neighbourhood Watch) were encouraged as a way to check in on all residents, especially vulnerable populations, as well as Emergency Preparedness sessions. Education and support are key in large incidents.
- It was suggested that during this post windstorm time, using media to help in reminding citizens about emergency plans is a good idea
- Frank Jameson Community Centre (FJCC) warming hours were discussed, as well as the suggestion to have longer hours. Many residents went to the Urgent Care Centre after FJCC was closed for the day.
- Stz'uminus Community School was on lockdown during the incident as a result of fallen trees blocking the road, with some students even needing to stay overnight. Generator was used to pump water/sewer as needed
- The committee will discuss the December windstorm again, once staff have had the time to debrief and develop recommendations. Members were encouraged to bring back recommendations for this committee from their own debriefing sessions.

**UNFINISHED BUSINESS**

*Youth Services Representative*

Members discussed the need to have the perspective of youth on the committee.

*Moved and Seconded:*

That the Protective Services Committee recommended that Council appoint a Youth Services Representative to the Committee.

*Motioned carried*

**REPORTS**

**LADYSMITH MARINE SEARCH AND RESCUE**

See attached report

**LADYSMITH SEARCH AND RESCUE**

- Not a lot of calls in recent weeks
- A rescue training activity is coming up at the Ladysmith Fish & Game Club Hatchery

**LADYSMITH FIRE/RESCUE**

**Ray Delcourt, Fire Chief**

See attached report

- Reviewed 2018 calls
- The department is still dealing with the December windstorm aftermath, and planning emergency supplies for Fire Fighters during long events, such as food, and water
- The department is down to 23 Firefighters – goal is to have 30, therefore

- are currently recruiting
- New fire truck is now here

**STZ'UMINUS FIRST NATION (SFN)**

**Eric Kesteloot, Community Director**

- SFN are still looking for an Emergency Program Coordinator, who will also look after spill response when required.
- E. Kesteloot expressed thanks to S. Sanderson for recent emergency operations training. Came in handy during the December windstorm.
- Windstorm also led to activation of a portable EOC. Since the event, SFN have had one debrief, with one more to come.

**CVRD EMERGENCY PROGRAM**

**Sybille Sanderson, Emergency Program Coordinator**

- December windstorm created many learning opportunities, especially considering the scale of the event.
- The CVRD has contacted Cowichan Valley Fire/Rescue Chiefs to be on a notification system for very large emergencies
- S. Sanderson encouraged Ladysmith to give Council a role during large emergencies, to help get the word out on where help is available
- There will be emergency operations training opportunities to come

**BC AMBULANCE SERVICE (BCAS)**

**Steven Van Der Minne, Unit Chief**

- Discussed staffing for BC Ambulance Service (BCAS)
- Advised that a medical program is currently taking place, which could mean taking patients to Victoria when needed, not just to Ladysmith, Nanaimo, or Duncan. This means one less ambulance in Ladysmith for emergencies, in which case ambulances from Duncan or Nanaimo are dispatched.

**SPEED WATCH/COPS**

**Alana Newton**

Since last meeting

- There have been 7 patrols, which is fewer than anticipated, due to sickness, and lack of membership
- 2 speed watch training activities have taken place
- A safety presentation to the LRCA

**DISCUSSION AND QUESTIONS**

**Windstorm debrief to come after staff have had a time to debrief.**

**NEXT MEETING**

**Next meeting will take place on March 11, 2019 at 2:00 pm.**

**ADJOURNMENT**

Meeting adjourned at 3:23pm.

RECEIVED:

---

Councillor Marsh Stevens  
Chair

DRAFT

**STAFF REPORT TO COUNCIL**

From: Robin MacNair, Bylaw Compliance Officer  
 Meeting Date: February 4, 2019  
 File No: 4020-20-Property Maintenance  
 RE: **441 PARKHILL TERRACE, LADYSMITH, BC**

**RECOMMENDATION:**

That Council:

1. Consider the request from the owner of 441 Parkhill Terrace for an extension to the clean-up deadline from December 31, 2018 to February 28, 2019.
2. Direct that the work authorized on November 19, 2018 (CS 2018-443) be carried out by the Town or its contractors, if the Owner is in default following the February 28, 2019 extension deadline.

**PURPOSE:**

The purpose of this staff report is to present a request from the property owner for an extension to the timeline for the clean-up of the property located at 441 Parkhill Terrace.

**PREVIOUS COUNCIL DIRECTION**

| Resolution                           |  |
|--------------------------------------|--|
| CS 2018-443<br><br>November 19, 2018 | That Council:<br>1. Direct staff to issue a Notice to the Owner of the property, situated at 441 Parkhill Terrace, Ladysmith, BC (legally described as Lot 27, District Lot 52, Oyster District, Plan 11855) to clean up the unsightly accumulation on the property and remove the unlicensed vehicles, refuse, discarded material, rotting wood and piles of dead vegetation by December 31, 2018, pursuant to the provisions of the “Ladysmith Property Maintenance Bylaw 2018, No. 1970.”<br>2. Authorize the work to be carried out by the Town or its contractors, if the Owner is in default of such removal being undertaken by December 31, 2018, and the expense charged to the Owner of the property. If unpaid on December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears. |

**INTRODUCTION/BACKGROUND:**

The required clean-up of the property was not been completed by December 31, 2018.



Following an inspection in the new year, a letter was sent to the owner on January 9, 2019 confirming that the Town will be pursuing the work as directed by Council. The Town's contractor was on-site with the Bylaw Compliance Officer on January 18 to review the required work. Subsequently, the owner made a request for an extension to the end of February. Letters of support from two neighbours have been received.

The extent of the clean-up work exceeds the time resources of the individual undertaking the clean-up for the owner which has resulted in the work not be completed in a timely manner. The additional time period to the end of February is the timeline requested by the property owner.

**ALTERNATIVES:**

Council can choose to not grant the extension and direct staff to proceed with the clean-up.

**FINANCIAL IMPLICATIONS:**

The costs of clean-up are charged to the owner and if unpaid by December 31<sup>st</sup> are added to the property taxes.

**LEGAL IMPLICATIONS:**

None.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Compliance efforts commenced in July 2018. Clean-up efforts have been made since that time; however, the conditions of the property still do not meet the minimum standard of the Property Maintenance Bylaw. The immediate neighbours have recognized the work that has been completed. One neighbour has indicated support for additional time being allowed.

**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 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:**

Council is being asked by the property owner for an extension from December 31, 2018 to the end of February 2019 to complete the required clean-up. Staff are supportive of this extension and recommend that this be a one-time extension only.



\_\_\_\_\_  
Robin MacNair, Bylaw Compliance Officer


January 25, 2019

Director Approval:



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

I concur with the recommendation.



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

**ATTACHMENTS:**

None.

**STAFF REPORT TO COUNCIL**

From: Erin Anderson, Director of Financial Services  
Meeting Date: January 29, 2019  
File No: 1820-01  
RE: **ADJUSTMENTS TO WATER BILLING ACCOUNTS**

---

**RECOMMENDATION:**

That Council approve adjusting the water billing due to leaks for the property account #1052024 for \$4,392.21.

**PURPOSE:**

The purpose of this staff report is to present to Council specific properties with high water consumption due to water leaks and request authorization to adjust the water billing accounts.

**PREVIOUS COUNCIL DIRECTION**

Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930:

*Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.*

**INTRODUCTION/BACKGROUND:**

Adjustment to water billings due to water breaks or leaks is permitted under the Waterworks Regulation Bylaw. The dollar amount of the adjustments are greater than the \$3,000 authorized by the Director of Finance and require the approval of Council to adjust the billing amounts.

The adjustments are calculated using the consumption during the same period in the previous year as the baseline consumption.

Property owners are to repair the leak on their property within 45 days of notification of high consumption. The notification could be in the form of a notice placed at the property during the meter reading, a letter sent from the Town or the utility bill.



Property owners can apply for one leak adjustment within a ten-year period.

Account #1052024 was notified January 7, 2019 by Town staff as the result of a higher than usual meter reading for the last quarter in 2018. The property owner hired a plumbing company to repair the water service main between the meter and the building. The repair was completed January 10<sup>th</sup>, within the required 45 day window. The adjustment amount is for the last quarter of 2018 and 27 days into the first quarter of 2019.

**ALTERNATIVES:**

Council can choose to:

- Not provide an adjustment to the water billing accounts.
- Amend the Waterworks bylaw to provide greater restrictions on when an adjustment may be made. For example:
  - Adjustments will only apply to repairs made on the main line connecting from the meter to the house; or
  - No adjustments due to leaking appliance, such as toilets; or
  - No adjustments will be given due to leaks within the irrigation system.

**FINANCIAL IMPLICATIONS:**

Adjustments to the water billing accounts impact the water revenues.

**LEGAL IMPLICATIONS:**

There are no legal implications to providing an adjustment to the water billing account.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Citizens are encouraged to quickly repair any water leak when it is discovered. The incentive of a potential adjustment supports repairs made in a timely manner.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Utilities department in the Public Works Department is involved from reading the meters, notifying property owners of high consumption and monitoring consumption until it returns to a normal range. Finance calculates the billing and any subsequent adjustments.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

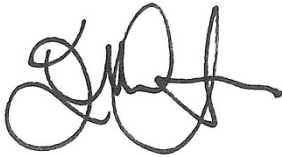
- |  |  |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings             | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure   | <input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

**SUMMARY:**

As of the date of this report, there is one property requesting an adjustment to their water bill due to a water main break on their property. The total amount of the adjustment is over the \$3,000 approval limit of the Director of Finance. It is a decision of Council to authorize any addition adjustment to the water billing accounts.



Erin Anderson, Director of Financial Services

January 29, 2019

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

none

**TOWN OF LADYSMITH**

**BYLAW NO. 1991**

A bylaw to amend Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839

---

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

**Amendment**

1. "Inter-Community Business Licence Bylaw No. 1839, 2013" is hereby amended as follows:
  - A) In Section 1 by adding the following to the definition of "participating municipality":  
"District of Sooke, Corporation of the Township of Esquimalt, and any other local government that adopt this Bylaw at a later date."
  - B) In Section 4(a), substitute the fee of \$150 with \$170.
  - C) By adding the following section 4 (c):  
"The annual Inter-Community Business Licence Fee prescribed in this bylaw may be reduced pro-rata in respect of any person who becomes liable to be licensed after the commencement of the licence period, on the same basis as a municipal business licence."
2. The bylaw takes effect March 1, 2019.

**Citation**

3. This bylaw may be cited as "Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839, Amendment Bylaw 2019, No. 1991".

|                    |        |                  |        |         |
|--------------------|--------|------------------|--------|---------|
| READ A FIRST TIME  | on the | 21 <sup>st</sup> | day of | January |
| READ A SECOND TIME | on the | 21 <sup>st</sup> | day of | January |
| READ A THIRD TIME  | on the | 21 <sup>st</sup> | day of | January |
| ADOPTED            | on the |                  | day of |         |

---

Mayor  
(A. Stone)

---

Corporate Officer  
(J. Winter)