

**A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, OCTOBER 16, 2017**

**Call to Order and Closed Meeting**

**5:00 p.m.**

**Regular Open Meeting**

**7:00 p.m.**

**AGENDA**

**CALL TO ORDER (5:00 P.M.)**

**1. CLOSED SESSION**

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider matters related to the following:

- Potential lease of property – section 90(1)(e)
- Negotiations and related discussions respecting the proposed provision of a municipal service – section 90(1)(k)
- Strategic discussions regarding municipal objectives – section 90(1)(l)

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

**2. AGENDA APPROVAL**

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

**4. MINUTES**

- 4.1. Minutes of the Regular Meeting of Council held October 3, 2017..... 1 - 6



## 5. DELEGATIONS

- 5.1. Dr. Shannon Waters, Island Health  
2015 Local Health Area Profile for Ladysmith
- 5.2. Jane Osborne, BC Community Response Networks  
Ladysmith Age-friendly Walkability/Accessibility Project

## 6. PROCLAMATIONS

- 6.1. Foster Family Month..... 7  
Mayor Stone has proclaimed the month of October 2017 as Foster Family Month in the Town of Ladysmith, recognizing and celebrating the families who open their hearts and homes to our most vulnerable, and who play a vital role in helping children and families heal and reconnect.

## 7. DEVELOPMENT APPLICATIONS

- 7.1. Development Permit Application 3060-17-12 (Riparian) - Thetis Drive (Leahy, Drakensburg Development) .....8 - 15

Staff Recommendation:

That Council:

- 1. Issue Development Permit 3060-17-12 for Lot 3, District Lot 52, Oyster District, VIP86054 (Thetis Drive) to guide the protection of riparian areas during the development of a proposed residential subdivision; and
- 2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-17-12 and remove DP 3060-00-06 and 3060-07-09 from the title for Lot 3, District Lot 52, Oyster District, VIP86054.

- 7.2. Development Permit Application 3060-17-13 (Hazard Lands) - Thetis Drive (Leahy, Drakensburg Development) ..... 16 - 34

Staff Recommendation:

That Council:

- 1. Issue Development Permit 3060-17-13 for Lot 3, District Lot 52, Oyster District, VIP86054 (Thetis Drive) to establish geotechnical conditions for the development of a proposed residential subdivision; and
- 2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-17-13.

**7.3. Zoning Bylaw Amendment Application 3320-17-04 618 Farrell Road (Schnurch, Turner Land Surveying Inc.)..... 35 - 37**

Staff Recommendation:

That Council:

1. Consider the application to amend the Zoning Bylaw to rezone the property legally described as Lot 1, District Lot 41, Oyster District, Plan 11706, except part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road) from the Rural Residential (RU-1) zone to the Single Dwelling Residential (R-1) zone;
2. Direct staff to work with the applicant on land use matters, including lot layout, tree retention, and the location and finished grade of the strata road and lots; and
3. Direct that the applicant host a neighborhood information meeting, with staff support, and that the meeting be held early in the rezoning process.

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

**8.1. Bylaw No. 1939 to Amend Small Lot Zones R-1-B and R-1-HCA ..... 38 - 40**

Staff Recommendation:

That Council receive the staff report from the Senior Planner regarding Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 10) 2017, No. 1939.

**8.1.a. Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.10) 2017, No. 1939 ..... 41**

The purpose of Bylaw 1939 is to amend the R-1-B and R-1-HCA small lot zones.

Staff Recommendation:

That Council:

1. Give first and second readings to Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 10) 2017, No. 1939; and
2. Refer Bylaw 1939 to Public Hearing.

**9. REPORTS**

**9.1. Operating and Capital Budgets – to August 2017 ..... 42 - 54**

Staff Recommendation:

That Council receive the operating and capital budgets financial report for the period ending August 2017 for information purposes.

**9.2. Servicing Agreement with Ladysmith Resources Centre Association ..... 55 - 66**

Staff Recommendation:

That Council:

1. Direct the Mayor and Corporate Officer to sign the Servicing Agreement between the Town and the Ladysmith Resources Centre Association for the provisions of community services as specified in the agreement; and
2. Direct staff to issue the 2017 payment in the amount of \$40,500 from the Grant in Aid budget.

**10. BYLAWS**

**10.1. Town of Ladysmith 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935..... 67 - 76**

The purpose of Bylaw 1935 is to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings.

Staff Recommendation:

That Council adopt Town of Ladysmith 2018 Permissive Tax Exemptions Bylaw 2017, No. 1935.

**11. CORRESPONDENCE**

**11.1. Susan Chalmers, Community Energy Association  
Climate Leadership Institute (CLI) November 1-3, 2017 in Richmond, BC..... 77**

Staff Recommendation:

That Council receive for information the Community Energy Association's invitation to Council regarding the Climate Leadership Institute held in Richmond, BC on November 1 -3, 2017.

**11.2. Amy Melmock, Manager, Economic Development, Cowichan Valley Regional District  
Request for Letter of Support for the Ladysmith Economic Development Plan Proposal Submitted to Island Coastal Economic Trust ..... 78 - 87**

Staff Recommendation:

That Council:

1. Approve for submission to the Island Coastal Economic Trust the attached letter of support for the Town of Ladysmith Economic Development Plan Objectives;
2. Approve funding in the amount of \$5250.00; and

3. Amend the financial plan accordingly.

## **12. NEW BUSINESS**

### **12.1. Transport Canada Abandoned Boats Program Grant Application**

Staff Recommendation:

That Council direct staff to:

1. Apply to the Transport Canada Abandoned Boats Program for up to \$75,000 in grant funding for the removal and disposal of derelict vessels in Ladysmith Harbour, with the Town's share of 25 percent of the total to come from reserves; and
2. Amend the financial plan accordingly.

## **13. UNFINISHED BUSINESS**

### **QUESTION PERIOD**

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

## **ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF COUNCIL  
TUESDAY, OCTOBER 3, 2017  
CALL TO ORDER 5:04 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Guillermo Ferrero	Felicity Adams	Joanna Winter
Sue Bouma		

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**CALL TO ORDER** Mayor Stone called this Meeting of Council to order at 5:04 p.m.

**CLOSED SESSION**

**CS 2017-288**

*Moved and seconded:*

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:05 p.m. in order to consider items related to the following:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose – section 90(1)(i)
- strategic discussions regarding municipal objectives – section 90(1)(l)

*Motion carried.*

**REGULAR OPEN MEETING**

Mayor Stone called this Regular Meeting to order at 7:00 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**AGENDA APPROVAL**

**CS 2017-289**

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of October 3, 2017 as amended by the following addition:

- Item 12.1, "UBCM Resolution regarding the Legalization of Cannabis"

*Motion carried.*



## MINUTES

CS 2017-290

*Moved and seconded:*

That Council approve the minutes for the following meetings:

- the September 11, 2017 Special Meeting of Council
- the September 18, 2017 Regular Meeting Council

*Motion carried.*

## DELEGATIONS

**Alex Stuart, Nanaimo Airport Commission, and Mike Hooper  
Nanaimo Airport CEO**

### **Update on Nanaimo Airport YCD Activities**

Alex Stuart of the Nanaimo Airport Commission introduced Nanaimo Airport CEO, Mike Hooper, who gave a presentation highlighting the Nanaimo Airport's impressive growth, recent expansion and development initiatives, as well as their future long-term and short-term development plans.

Mr. Hooper and Mr. Stuart responded to Council's questions regarding new partnerships, economic development and parking. Council thanked Mr. Hooper and Mr. Stuart for their comprehensive presentation, complimented them on the growth of the airport, and wished them well in their future YCD endeavours.

## PROCLAMATIONS

### **Small Business Month**

Mayor Stone proclaimed October, 2017, as "Small Business Month" in the Town of Ladysmith, in recognition of the determination, commitment and contributions made by all businesses in our community.

### **Waste Reduction Week**

Mayor Stone proclaimed the week of October 16-22, 2017 as "Waste Reduction Week" in the Town of Ladysmith and urged all citizens to commit to environmental sustainability by conserving resources.

### **Community Living Month**

Mayor Stone proclaimed October, 2017 as "Community Living Month" in the Town of Ladysmith, in recognition that a thriving community requires the inclusion and participation of all its members. He presented the proclamation to Community Living advocate, Mark Skelton.

**DEVELOPMENT  
APPLICATIONS**

**CS 2017-291**

**Renewal of Temporary Use Permit 15-01 - 614 Oyster Bay Drive  
(Roundhouse Building and Compound)**

*Moved and seconded:*

That Council:

1. Issue a renewal of Temporary Use Permit 3340-15-01 to permit use of the Roundhouse Building and compound for the repair and restoration of Locomotive #11 and the Humdirgen at 614 Oyster Bay Drive; and
2. Authorize the Mayor and Corporate Officer to sign the Temporary Use Permit renewal.

*Motion carried.*

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

**CS 2017-292**

**Zoning Bylaw and Official Community Plan Amendment  
Application**

**1132 - 1142 Rocky Creek Rd. (Ladysmith & District Credit  
Union, J. de Leeuw)**

*Moved and seconded:*

That Council:

1. Refer Bylaw 1937 and Bylaw 1938 to public hearing after first and second reading; and extend the public hearing notice area to include the live-work units at 1154, 1156, and 1158 Rocky Creek Road.
2. Direct staff to review the CD-1 zone and recommend modifications such that the regulations in the zone allow for appropriate site development in relation to the permitted uses and the parcel at 1130 Rocky Creek Road.

*Motion carried.*

**CS 2017-293**

**Official Community Plan Bylaw 2003, No. 1488, Amendment  
Bylaw (No. 49) 2017, No. 1937**

*Moved and seconded:*

That Council:

1. Give first and second reading to Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 49) 2017, No. 1937; and
2. Refer Bylaw 1937 to public hearing.

*Motion carried.*

**CS 2017-294**

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment  
Bylaw (No. 9) 2017, No. 1938**

*Moved and seconded:*

That Council:

1. Give first and second reading to Town of Ladysmith Zoning



Bylaw 2014, No. 1860, Amendment Bylaw (No. 9) 2017, No. 1938; and

2. Refer Bylaw 1938 to public hearing.

*Motion carried.*

## COMMITTEE REPORTS

CS 2017-295

*Moved and seconded:*

That Council receive for information the October 3, 2017 committee reports.

*Motion carried.*

### Recommendations from the Interagency Group EPIC

*Moved and seconded:*

CS 2017-296

That Council receive a delegation headed by Jane Osborne, Community Resource Network, to present a Walkability Study.

*Motion carried.*

*Moved and seconded:*

CS 2017-297

That Council support a UBCM Age Friendly Grant Application.

*Motion carried.*

### Recommendations from the Ladysmith Downtown Business Association

*Moved and seconded:*

CS 2017-298

That Council ask the Province for signage indicating the distance to Ladysmith when driving from Victoria.

*Motion carried.*

### Recommendations from the Protective Services Committee

*Moved and seconded:*

CS 2017-299

That Council direct staff to limit parking on 2<sup>nd</sup> Avenue, between Buller Street and Symonds Street, and place caution and speed reduction signage on 2<sup>nd</sup> Avenue.

*Motion carried.*

## BYLAWS

CS 2017-300

### Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932

*Moved and seconded:*

That Council adopt Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834, Amendment Bylaw 2017, No. 1932.

*Motion carried.*

## CORRESPONDENCE

Councillor Paterson declared a conflict of interest with the following agenda item due to his position as president of the Ladysmith Festival of Lights and left the meeting.

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

*Moved and seconded:*

CS 2017-301

That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 30, 2017 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 14, 2017.

*Motion carried.*

Councillor Paterson returned to the meeting.

**Linda Castle, Town and Country Mobile Home Park  
Waiving of Trolley Rental Fee**

*Moved and seconded:*

CS 2017-302

That Council not waive the fees for the use of the Town trolley and driver on Sunday, December 10<sup>th</sup> for the Town and Country Mobile Home Park social committee dinner at the Eagles Hall, as requested by the Town and Country Mobile Home Park social committee in their correspondence dated September 21, 2017, as the group is not a registered not-for-profit.

*Motion carried.*

## NEW BUSINESS

**UBCM Resolution regarding the Legalization of Cannabis**

Councillor Arnett summarized the UBCM convention discussions (and the resulting UBCM resolution) about the need for federal safeguards to protect youth regarding the legalization of cannabis.

*Moved and seconded:*

That Council request that the Mayor write a letter to Prime Minister Justin Trudeau requesting strong municipal safeguards to protect youth regarding the legalization of cannabis, and that the letter be copied to Public Safety and Emergency Preparedness Minister Ralf Goodale, Minister of Justice and Attorney General Jody Wilson-Raybould, Health Minister Ginette Petitpas Taylor, and BC Minister of Public Safety and Solicitor General Mike Farnworth.

*Motion carried.*

**QUESTION PERIOD**

Members of the public enquired about closed meeting protocol, and gave a brief update regarding a recent Cowichan Valley Regional District Emergency Management meeting.

**CLOSED SESSION**

*Moved and seconded:*  
That this meeting of Council recess at 8:03 pm and that it reconvene in closed session.  
*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 9:29p.m. without report.

**ADJOURNMENT**

CS 2017-303

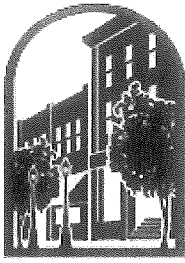
*Moved and seconded:*  
That this regular meeting of Council adjourn at 9:30 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

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

Subject to Adoption



LADYSMITH

TOWN OF LADYSMITH  
PROCLAMATION  
FOSTER FAMILY MONTH

**WHEREAS:** *The family is the very foundation of our community; and*

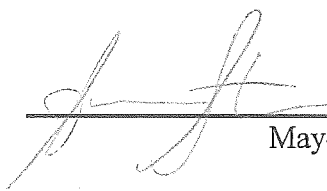
**WHEREAS:** *Every child deserves to experience a safe, loving, supportive and stable home; and*

**WHEREAS:** *Foster families, who open their hearts and homes to children whose families are in crisis, play a vital role in helping children and families heal and reconnect; and*

**WHEREAS:** *Fostering is a community responsibility and provides opportunities for all community members to contribute to the support of children and youth; and*

**WHEREAS:** *We recognize the promise of children and youth in foster care, as well as former foster youth, and we celebrate the professionals and foster parents who demonstrate the depth and kindness of the human heart.*

**THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the month of October, 2017, as Foster Family Month in the Town of Ladysmith, British Columbia.*



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Mayor A. Stone

October 5, 2017

**STAFF REPORT TO COUNCIL**

From: Angela Davies, Planner  
 Meeting Date: October 16, 2017  
 File No: 3060-17-12  
 RE: DEVELOPMENT PERMIT APPLICATION (RIPARIAN) - THETIS DRIVE (LEAHY, DRAKENSBURG DEVELOPMENT CORPORATION)  
 Subject Property: LOT 3, DISTRICT LOT 52, OYSTER DISTRICT, VIP86054

**RECOMMENDATION**

That Council:

1. Issue Development Permit 3060-17-12 for Lot 3, District Lot 52, Oyster District, VIP86054 (Thetis Drive) to guide the protection of riparian areas during the development of a proposed residential subdivision; and
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-17-12 and remove DP 3060-00-06 and 3060-07-09 from the title for Lot 3, District Lot 52, Oyster District, VIP86054.

**PURPOSE**

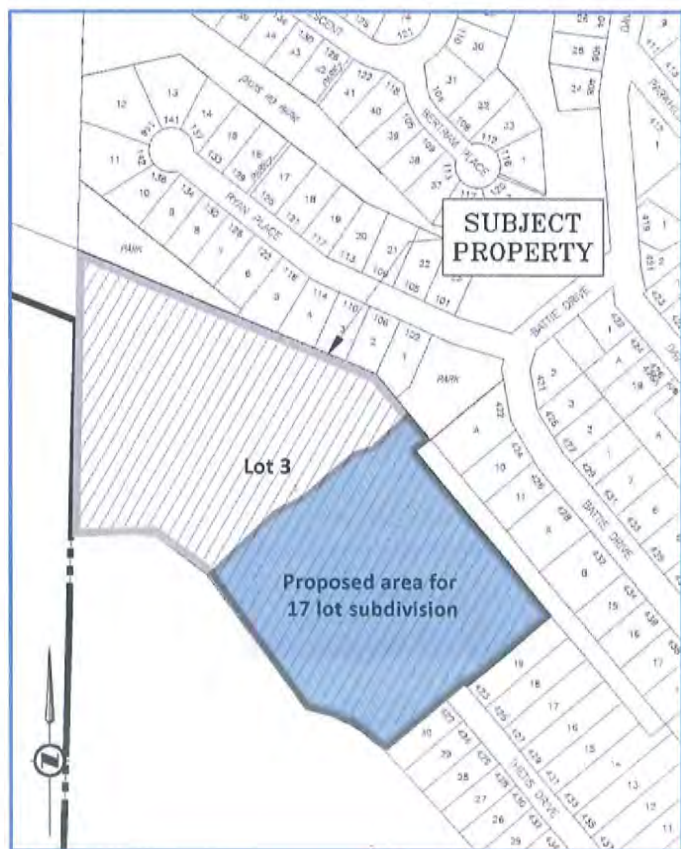
The purpose of this staff report is to present a Riparian Development Permit application for a 17 lot subdivision on Thetis Drive.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

None.

**INTRODUCTION/BACKGROUND**

The applicant, Thomas Leahy of Drakensburg Development Corporation, has applied for a Riparian Development Permit for the development of a 17 lot single dwelling residential subdivision at the north end of Thetis Drive.



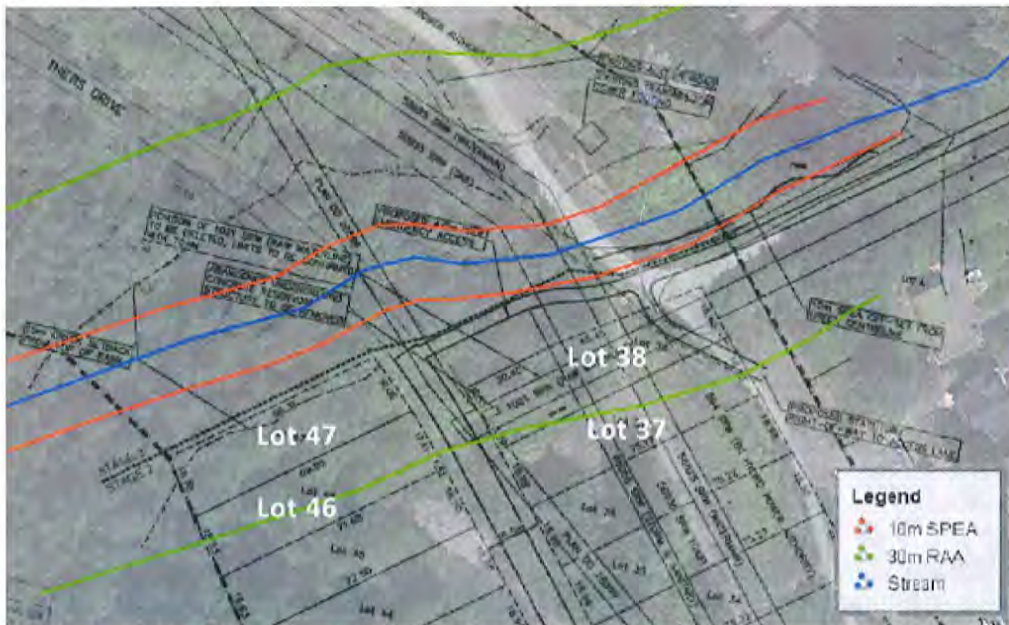
The property is located within Development Permit Area (DPA) 6 – Riparian on the Official Community Plan Map #2. The property also falls within the Hazard Lands Development Permit Area (DPA 7), which is presented in a separate staff report for consideration by Council.

Two existing Development Permits, DP 3060-00-06 and 3060-07-09, are listed on title for the subject property. Both Development Permits relate to Riparian and Hazard Land areas, but have expired and do not relate to the current subdivision proposal for the land. Staff recommends that these Development Permits are removed from the title.

### **DISCUSSION**

The Riparian Development Permit Area is established to protect the natural environment, ecosystems, and biological diversity of fish bearing and non-fish bearing riparian areas.

The applicant retained Cascadia Biological Services to conduct a Riparian Area Regulation Assessment Report. The watercourse under assessment is north of the proposed subdivision, and is a tributary to Holland Creek. Subdivision of the land will involve road construction, service installation, and creation of proposed lots 37, 38, 46, and 47 within 30m of the watercourse.



The Province of BC's Riparian Area Regulations and the Development Permit Guidelines require that no development can take place within the Streamside Protection and Enhancement Area (SPEA), which in this case is 10m on either side of the watercourse. The guidelines require that a detailed plan for the protection of the SPEA must be provided for land development and over the long term.

The Riparian Area Regulation Assessment Report outlines recommended strategies for protecting the SPEA during road construction and service installation, and these recommendations are reflected in DP 3060-17-12 attached to this staff report. A Qualified Environmental Professional must monitor work within the riparian assessment area and provide a post-construction monitoring report. For the long term protection of the SPEA a permanent fence must be installed along the north property boundaries of the two lots adjacent to the SPEA, along with signage indicating it is a protected area.

**SCOPE OF WORK**

The current stage of this application is for Council to consider issuing Development Permit 3060-17-12.

**ALTERNATIVES**

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 3060-17-12 where the refusal is based upon a determination that the application does not meet the Development Permit guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

**FINANCIAL IMPLICATIONS**

None.

**LEGAL IMPLICATIONS**

A Riparian Development Permit is required prior to subdivision of the subject property.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

None.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The issuance of a Riparian Development Permit is a condition of subdivision approval.

**RESOURCE IMPLICATIONS**

Processing Development Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

Riparian protection contributes to complete community land use.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Watershed protection is strategic Council priority.

**SUMMARY**

It is recommended to support Development Permit application 3060-17-12.

Report Page 4

Reviewed By

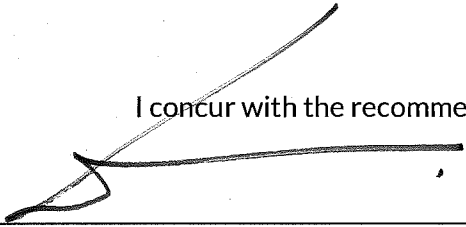


Felicity Adams, Director of Development Services

October 5, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT**  
DP 3060-17-12





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

FILE NO: 3060-17-12

DATE: October 16, 2017

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Name of Owner(s) of Land (Permittee): Drakensburg Development Corporation, Inc.  
No. BC0946055

Applicant: Thomas Leahy, Drakensburg Development Corporation

Subject Property (Civic Address): Thetis Drive

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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 3**  
**District Lot 52**  
**Oyster District**  
**Plan VIP86054**  
**PID# 027-765-199**  
(referred to as the "Land")

3. This Permit has the effect of authorizing:
  - (a) Road construction and service installation under section 488(1)(a) of the Local Government Act; and
  - (b) An application for approval to subdivide the Land, subject to the requirements of the Local Government Act and the Land Title Act.

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 Zoning Bylaw 2014, No. 1860.

5. The Permittee, as a condition of the issuance of this Permit, agrees;
- (a) To the protection of the Streamside Protection and Enhancement Area (SPEA) which is 10 metres on either side of the tributary to Holland Creek as shown in **Schedule A: SPEA** attached to this permit.
  - (b) That no vegetation removal or development activities may take place within the SPEA.
  - (c) That prior to road construction and service installation;
    - i. Provide a survey plan showing the location of the SPEA;
    - ii. Install high visibility markers and temporary fencing marking the edge of the SPEA;
    - iii. Install signage to indicate that the SPEA is a “protected area – no trespassing”; and
    - iv. Develop a sediment and erosion control plan.
  - (d) That the required strategies for protecting the SPEA during and after road construction and service installation are as follows:
    - i. Provide detailed direction to contractors regarding protection of the SPEA;
    - ii. Monitor heavy equipment operating within 30 metres of the watercourse for leaks;
    - iii. Reduce soil compaction by avoiding the use of machinery near retained vegetation whenever possible; and
    - iv. Following road construction and service installation, allow natural succession of vegetation to proceed with minimal disturbance.
  - (e) That for the long term protection of the SPEA:
    - i. Install a permanent fence, a minimum of 1.2 metres in height, along the full side parcel lines of proposed lots 38 and 47, being the north property boundary of the two lots that are adjacent to the SPEA and within the riparian assessment area; and
    - ii. Install permanent signage on the fencing stating that it is a “Protected Area”.
  - (f) That site monitoring will be conducted by a Qualified Environmental Professional (QEP) during road construction and service installation; and the QEP will provide a post-construction report on items 5(a) to (e), to the Town of Ladysmith and the Provincial Riparian Area Regulation Notification System prior to an application for subdivision approval.

6. If the Permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3060-17-12) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.**

\_\_\_\_\_  
MAYOR

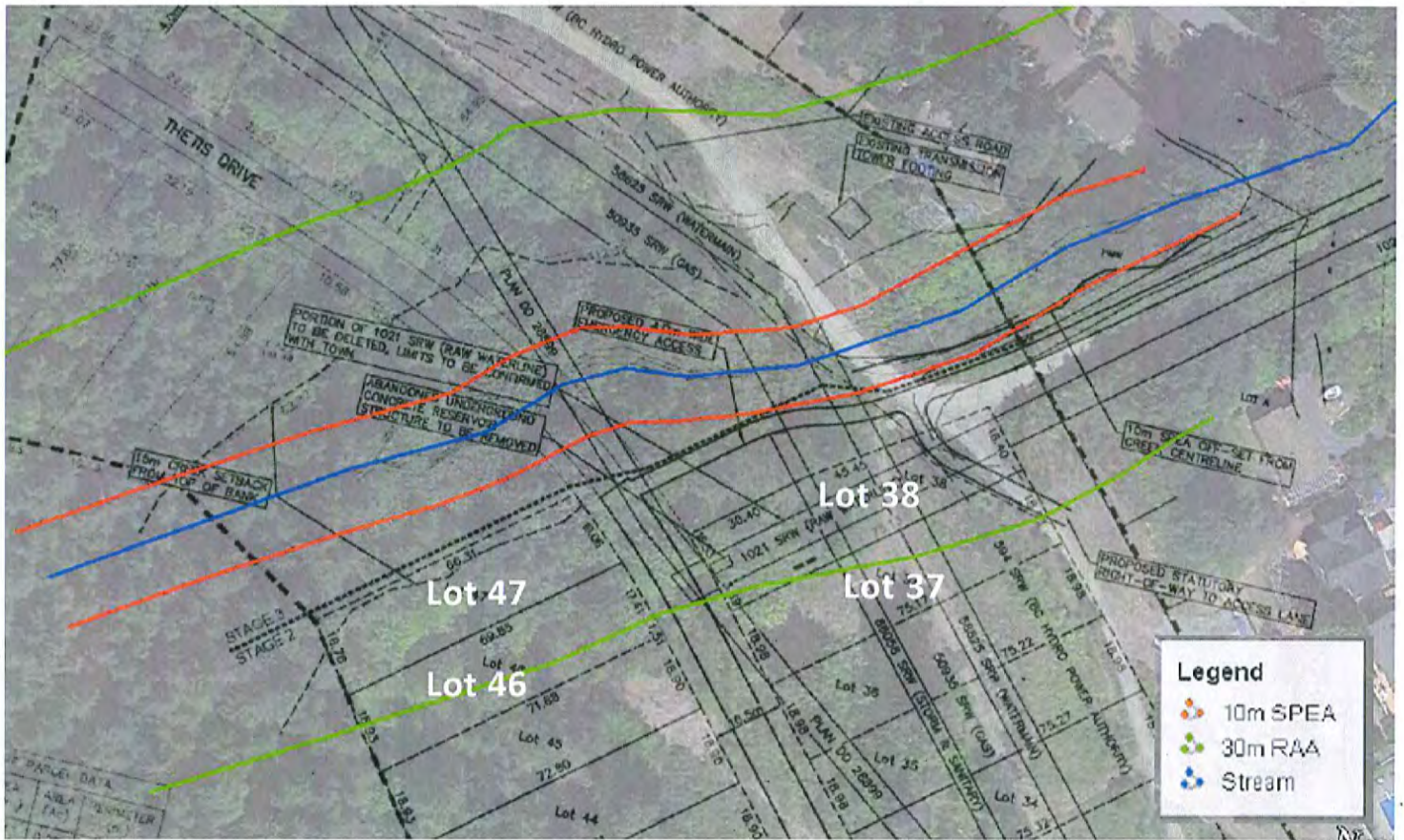
\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME



**Schedule A: SPEA**  
 DP 3060-17-12, Thetis Drive  
 Drakensburg Development Corporation

**STAFF REPORT TO COUNCIL**

From: Angela Davies, Planner  
 Meeting Date: October 16, 2017  
 File No: 3060-17-13  
 RE: **DEVELOPMENT PERMIT APPLICATION (HAZARD LANDS) - THETIS DRIVE (LEAHY, DRAKENSBURG DEVELOPMENT CORPORATION)**  
 Subject Property: **LOT 3, DISTRICT LOT 52, OYSTER DISTRICT, VIP86054**

**RECOMMENDATION**

That Council:

1. Issue Development Permit 3060-17-13 for Lot 3, District Lot 52, Oyster District, VIP86054 (Thetis Drive) to establish geotechnical conditions for the development of a proposed residential subdivision; and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

**PURPOSE**

The purpose of this staff report is to present a Hazard Lands Development Permit application for a 17 lot subdivision on Thetis Drive.

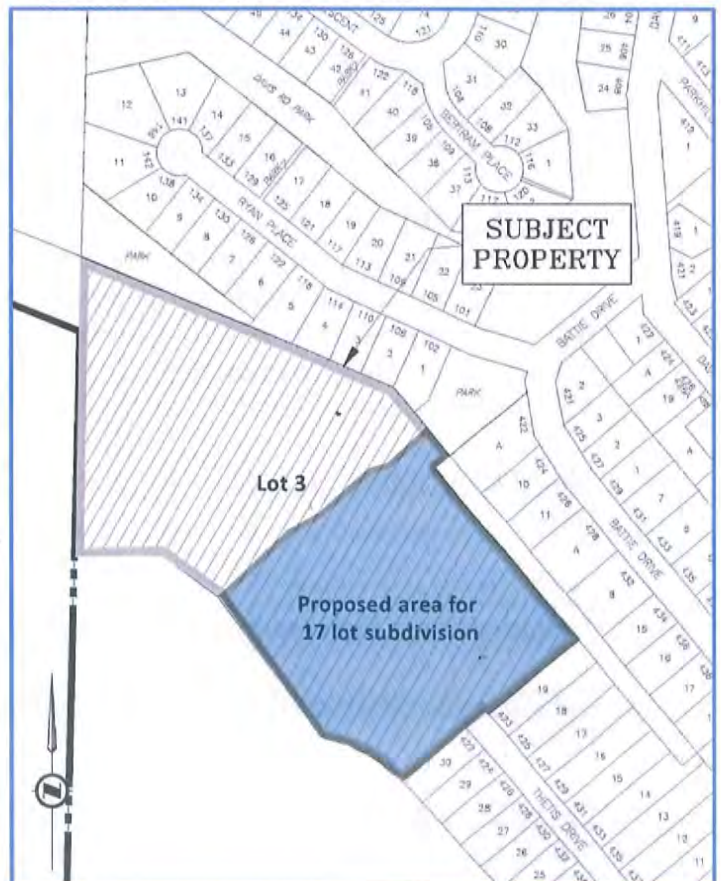
**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

None.

**INTRODUCTION/BACKGROUND**

The applicant, Thomas Leahy of Drakensburg Development Corporation, has applied for a Hazard Lands Development Permit for the development of a 17 lot residential subdivision at the north end of Thetis Drive.

The property is within Development Permit Area (DPA 7) – Hazard Lands on the Official Community Plan Map #2. The property also falls within the Riparian Development Permit Area (DPA 6), however this will be presented in a separate staff report for consideration by Council.



## **DISCUSSION**

The purpose of the Hazard Lands Development Permit guidelines is to protect development from hazardous conditions.

The applicants retained WSP Canada Inc. to complete a geotechnical evaluation of the proposed subdivision. The Preliminary Geotechnical Slope Stability Review (dated October 11, 2017) forms part of DP 3060-17-13 which will be registered on the Certificate of Title for the subject properties.

The geotechnical report recommends that:

- The local, natural mineral soils and/or bedrock is suitable for a standard municipal road section. Site preparation for the road construction should consist of stripping surficial organics and loose colluvium to expose intact (unweathered) soil or bedrock.
- Additional geotechnical review should be completed for each lot prior to a building permit application to determine required lot stability remedial and preventative measures.

These recommendations are reflected in Development Permit 3060-17-03 attached to this staff report.

## **SCOPE OF WORK**

The current stage of this application is for Council to consider issuing Development Permit 3060-17-13 for a 17 lot subdivision.

## **ALTERNATIVES**

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 3060-17-13 where the refusal is based upon a determination that the application does not meet the Development Permit guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

## **FINANCIAL IMPLICATIONS**

None.

## **LEGAL IMPLICATIONS**

A Hazard Lands Development Permit is required prior to subdivision of the subject property.

## **CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

None.

## **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Infrastructure Services staff were involved in the review of the Geotechnical Report completed by WSP Canada Inc. The issuance of a Hazard Lands Development Permit is a condition of subdivision approval.

**RESOURCE IMPLICATIONS**

Processing Development Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Employment and tax diversity are Council strategic priorities.

**SUMMARY**

It is recommended to support Development Permit application 3060-17-13.

Reviewed By

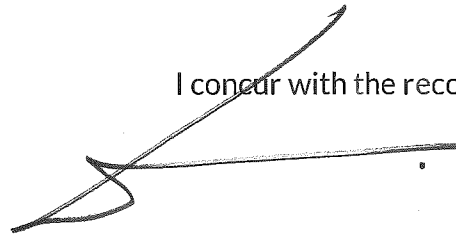


\_\_\_\_\_  
Felicity Adams, Director of Development Services

October 11, 2017

\_\_\_\_\_  
Date Signed

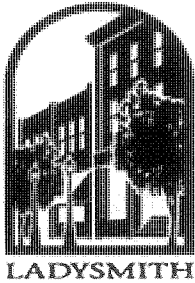
I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT**

DP 3060-17-13



# TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 Local Government Act)

FILE NO: 3060-17-13

DATE: October 16, 2017

---

Name of Owner(s) of Land (Permittee): Drakensburg Development Corporation, Inc.  
No. BC0946055

Applicant: Thomas Leahy, Drakensburg Development Corporation

Subject Property (Civic Address): Thetis Drive

---

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 3  
District Lot 52  
Oyster District  
Plan VIP86054  
PID# 027-765-199  
(referred to as the "Land")

3. This Permit has the effect of authorizing:

(a) the alteration of land designated in the Official Community Plan under section 488(1)(b) of the *Local Government Act*, and

(b) an application for approval to subdivide the Land, subject to the requirements of the *Local Government Act* and the *Land Title Act*;

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 Zoning Bylaw 2014, No. 1860.



5. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - i. Follow all of the recommendations in **Schedule A: Preliminary Geotechnical Slope Stability Review (WSP Canada Inc. – October 11, 2017)**.
  - ii. Site preparation for the road construction should consist of stripping surficial organics and loose colluvium to expose intact (unweathered) soil or bedrock.
  - iii. Obtain a Hazard Lands Development Permit and provide a geotechnical report prior to Building Permit application on each residential lot.
6. If the Permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3060-17-13) 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 Preliminary Layout Approval, Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME



# THETIS DRIVE SUBDIVISION PRELIMINARY GEOTECHNICAL SLOPE STABILITY REVIEW

DRAKENSBURG DEVELOPMENTS LTD.

PROJECT NO: 171-09487-00(R2)  
DATE: OCTOBER 2017

WSP  
1935 BOLLINGER ROAD  
NANAIMO, BC, CANADA  
V9S 5W9

TEL: +1 250 753-1077  
FAX: +1 250 753-1203

WSP.COM

**Schedule A: DP 3060-17-13  
Preliminary Geotechnical Slope Stability Review  
WSP Canada Inc. - October 11, 2017  
Drakensburg Development Corporation**



11 October 2017

Project No: 171-09487-00(R3)

Drakensburg Development Corp.  
104 - 2220 Sooke Road  
Sooke, BC  
V9B 0G9

Attention: Thomas J. Leahy

**Project: Proposed Residential Subdivision - Seaside Acres Phase 2  
Thetis Drive - Ladysmith, BC**

**Subject: Geotechnical Slope Stability Review**

## 1 INTRODUCTION

As requested, WSP Canada Inc. (WSP) has completed a preliminary geotechnical slope stability review relating to a proposed 17 lot single family residential subdivision development on Thetis Drive in Ladysmith, BC (Figure 1). The assessment was carried out in support of a Development Permit application with the Town of Ladysmith.

The purpose and scope of the assessment were presented in a proposal dated 10 May 2017 (WSP reference: P17-11049-53). Authorization to proceed with the work was received from Drakensburg Developments Ltd. on 30 June 2017.

This report presents a summary of the findings of a background information review and a site reconnaissance along with preliminary geotechnical discussion and recommendations relating to the proposed development.

Further geotechnical engineering input will be needed in support of detailed design and construction when the project develops to that stage.

## 2 SUBDIVISION DESCRIPTION

WSP understands that the proposed subdivision site consists of approximately 2.5 hectares of land at the north end of Thetis Drive in Ladysmith. The proposed subdivision will include an approximately 150 m extension of Thetis Drive to the north with nine proposed lots on the western side (up slope) and eight proposed lots on the eastern side (down slope) of the new extension. A proposed lot layout plan (Figure 2) is attached for reference.



### 3 BACKGROUND INFORMATION REVIEW

Surficial geology mapping<sup>1</sup> indicates that the proposed subdivision site is underlain by a blanket (greater than 1 m thick) of colluvial material over bedrock. Colluvium generally consists of material formed from weathering or by mass wasting that is deposited downslope by gravity. Colluvial products can include weathered bedrock that form talus slopes. The bedrock geology mapping<sup>2</sup> indicates that the underlying bedrock consists of mainly volcanic tuff and breccia of the Nitinat Formation.

The Town of Ladysmith Official Community Plan (OCP) designates that the subdivision site falls within the Development Permit Area 7 (DPA 7) which indicates hazard lands due to the steep slopes. Immediately adjacent to the north of the subdivision area is designated as DPA 6 indicating riparian land associated with a small stream. WSP understands that the proposed subdivision will not encroach into the riparian area and it is therefore not considered in this report.

### 4 SITE RECONNAISSANCE

A reconnaissance of the subdivision site was completed on 11 July 2017. Select photographs taken during this site visit are attached.

In general, the subdivision area consisted of steep, vegetated slopes and bedrock outcrops. A dry creek bed was noted immediately to the north of the subdivision area and BC Hydro transmission lines ran through the eastern edge of the subdivision area. The currently paved portion of Thetis Drive terminated at the southern proposed property boundary and there was a temporary access road that ran north-south through the centre of the subdivision area (as shown on Figure 1).

For discussion purposes, the subdivision area to the east of the temporary access road (proposed Lots 31 to 38) has been broken down into three roughly equal areas from north to south. The southern section consisted of slopes up to 40 degrees that were vegetated with small brush and grass. Two smaller (less than 5 square metres) bedrock outcrops were noted within this section and exposed soils consisted of sandy, gravelly silt. The central section consisted of slopes between 25 and 35 degrees that were vegetated with small brush and trees. No bedrock outcrops were noted within this section and soil exposures indicated gravelly, sandy silt.

---

<sup>1</sup> *Surficial Geology of the Duncan Area*. Province of British Columbia Ministry of Energy, Mines and Petroleum Resources, 1993.

<sup>2</sup> *Geology of the Chemainus River and Duncan Area*. Province of British Columbia Ministry of Energy, Mines and Petroleum Resources, 1988.



The northern section consisted of slopes between 30 and 35 degrees that were vegetated with trees with locally shallow slopes (20 to 25 degrees) at the end of the temporary access road. No bedrock exposures were noted but cobbles and boulders were present on the slope and soil exposures indicated gravelly, sandy silt.

Slopes were locally steeper at the edge of the temporary access road in all three sections. Stubbed off utility services were noted along the toe of the slopes near the power transmission lines throughout all three sections.

The area to the west of the temporary access road (proposed Lots 39 to 47) generally consisted of steeper slopes that were vegetated with small brush and trees. These slopes consisted of bedrock exposures with the steepest slopes along the western edge of the subdivision area. Soil cover was minimal within this area but exposures indicated that it consisted of silty sand and gravel with cobbles and boulders. Soil slopes were up to 45 degrees and rock slopes were up to 90 degrees in some locations.

A small gully, approximately 25 m long by 5 m wide by 2 m deep, was noted between two bedrock outcrops in the west central area of the site (Figure 1). The gully bottom consisted of broken rock cobbles and was vegetated with small trees - as shown in Photo 6.

A vertical rock outcrop was noted in the southwestern section of the subdivision area. The outcrop was approximately 6 m high by 10 m wide and its approximate location is indicated on Figure 1. The exposed rock in this outcrop was highly fractured with open continuous joints as shown in the attached Photo 7. Below the vertical outcrop, there were large boulders on the slope surface which likely originated from the bedrock outcrop. This section of slope was at approximately 30 degree and was vegetated with small brush. The boulders on the slope below the outcrop extended down to the temporary access road.

At the time of the site visit, no seepage or surface water was noted within the subdivision area. Bedrock on the site generally consisted of medium strong to strong volcanic rock with some jointing and slight to moderate weathering. In general, the observed rock joints were widely spaced (>1 m) and tight but some occurrences of more closely spaced and open joints were observed.

## 5 DISCUSSION AND RECOMMENDATIONS

Based on the results of the background review and field reconnaissance, the proposed subdivision site does not present any significant geotechnical hazards or constraints that would preclude its development with single family homes. There are, however, specific areas of the site that will require additional geotechnical assessment to stabilize and/or remediate localized stability issues associated with the bedrock slopes. These areas are discussed in detail below.



At the time of the site reconnaissance, the proposed subdivision lot lines were not marked in the field, and the comments below are in general reference to the lot lines from the proposed subdivision plan that was provided to WSP dated July 2013.

Proposed Lots 31 to 38 - on the down slope (east) side of the access road - are generally considered acceptable for development from a geotechnical perspective. These lots have an overall slope angle of less than 40 degrees with no indications of localized geotechnical hazards associated with steeper slopes, such as rock fall or soil failures.

Proposed Lots 43 to 47 - on the up slope (west) side of the access road - are generally considered acceptable for development from a geotechnical perspective. Steep slopes do exist within these lots but are primarily located at the rear/western side of the lots and generally consist of bedrock slopes. There are no indications of local rock fall hazards or large soil failures. Some jointing in the bedrock outcrops was noted on the slopes within these proposed lots but were generally widely spaced and tight with no indication of large blocks separating off.

Lots 41 and 42 are generally considered acceptable for development from a geotechnical perspective though some potential hazards were noted. The slopes within these lots were steep over the majority of the area but were generally comprised of good quality bedrock. The small gully between bedrock outcrops noted within these lots may require additional mitigation measures to avoid mobilizing the loose rock along the bottom of the gully. These remedial measures should be developed by a qualified geotechnical engineer at the building permit stage on a lot specific basis.

Lots 39 and 40 are not considered acceptable for development without future assessment and measures to reduce the rock fall hazards. The vertical bedrock outcrop was comprised of medium strong rock but contained open joints with spacing less than approximately 0.5 m. Joints were noted to be both vertical and horizontal and intercepted at roughly 90 degree angles creating unsupported blocks. The outcrop showed signs of recent hazards given the boulder field located below it. It should be expected that preventative measures, such as scaling or pinning, could be required to mitigate the rock fall hazard prior to development of these lots. These remedial measures should be developed by a qualified geotechnical engineer at the building permit stage on a lot specific basis.

Subdivision access road - at the time of the site reconnaissance the access road had been roughed in and surfaced with angular rock fill apparently generated during development of Phase 1. It is expected that the local, natural mineral soils and/or bedrock would be suitable as a subgrade for a standard municipal road section. As such, site preparation for road construction should consist of stripping surficial organics and loose colluvium to expose intact (unweathered) soil or bedrock. Stripping and replacement of the existing rock fill surfacing may be required to confirm removal of the surficial organics/colluvium prior to final road construction. The construction of the access road and installation of site services would not be impacted by the geotechnical hazards outlined above and could proceed prior to development of individual lots.



Once the lots are registered, additional geotechnical review should be completed for each lot at the building permit application stage to determine the suitability of building design and/or placement and to prepare hazard remediation measures, if required from a geotechnical standpoint.

## 6 CLOSURE

This report was prepared for the exclusive use of Drakensburg Developments Ltd. The work outlined above was carried out in accordance with the attached Terms or Reference for Geotechnical Reports.

We trust that the information presented herein meets your current requirements. Please contact the undersigned if you have any questions, or when you are ready to proceed to the next stage of development.

Yours truly,

**WSP Canada Inc.**

Reviewed by:

*Signature on File*


*Signature on File*

Per: Luke Marquis, EIT  
Geotechnical Engineer

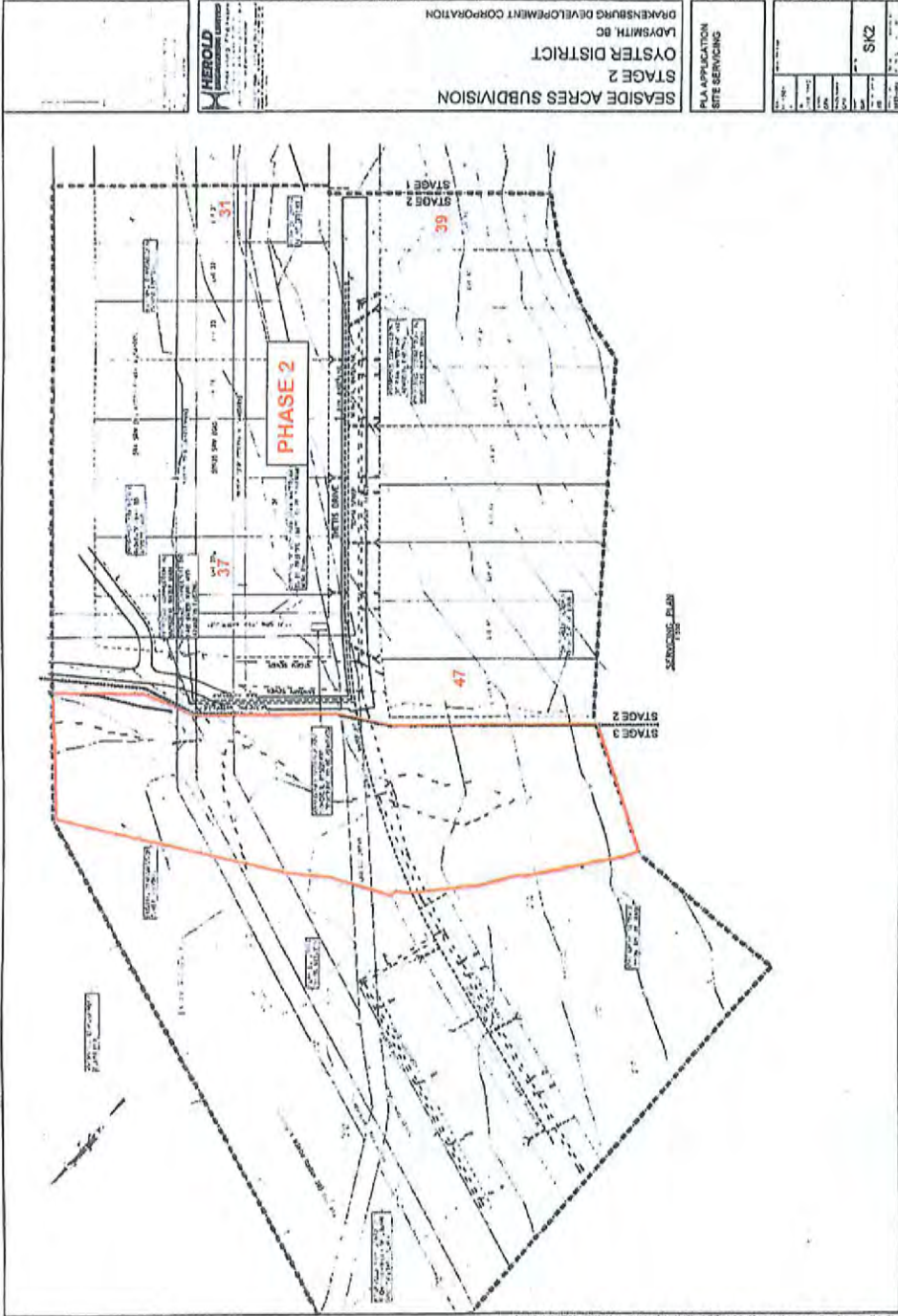
Tom Oxland, P.Eng.  
Senior Geotechnical Engineer

Attachments: Figure 1: Site Location Plan  
Figure 2: Subdivision Lot Plan (Herold Engineering)  
Site Photos  
Terms of Reference for Geotechnical Reports



		PROJECT: Thetis Drive Subdivision Preliminary Geotechnical Slope Stability Review	
		TITLE: Site Location Plan	
CLIENT: Drakensburg Developments Ltd.		DRAWN BY: LM	
FIGURE NO.: 1	DATE: October 2017	FILE NO.: 171-09487-00	SCALE: NTS
VSP Canada Inc., 1075 Brillingar Road, Nr. Reno, B.C., V2S 0V9 Phone: 253752-1077 Fax: 257753-1200 Email: <a href="mailto:info@wsp.ca">info@wsp.ca</a>		REV NO.: 3	






**HEROLD**  
 CONSULTANTS  
 10000 14th Avenue S.E.  
 Surrey, B.C. V3T 4R2  
 TEL: 604-591-1111  
 FAX: 604-591-1112  
 WWW.HEROLD-CONSULTANTS.COM

SEASIDE ACRES SUBDIVISION  
 STAGE 2  
 OYSTER DISTRICT  
 LADYSMITH BC  
 DRAKENSBURG DEVELOPMENT CORPORATION

PLA APPLICATION SITE SERVING	
DATE	17/10/17
BY	SK2
CHKD	
APP'D	
DATE	

	<b>PROJECT:</b> Thetis Drive Subdivision Preliminary Geotechnical Slope Stability Review Subdivision Lot Layout Plan
	<b>TITLE:</b>
<b>CLIENT:</b> Drakensburg Developments Ltd.	<b>SCALE:</b> NTS
<b>DATE:</b> October 2017	<b>FILE NO.:</b> 171-09487-00
<b>FIGURE NO.:</b> 2	<b>DRAWN BY:</b> TWO
<small>WSP Canada Inc., 13-5 Dalinger Road, Nanaimo, B.C. V9Y 0Y3 Phone: 250/753-1077 Fax: 250/753-1203 Email: nanaimo@wsp.ca</small>	<b>REV NO.:</b> 3



**Photo 1:** General view of site from the end of Thetis Drive looking northeast.



**Photo 2:** An example of a soil exposure on the downslope side of the rock access road off the end of Thetis Drive.



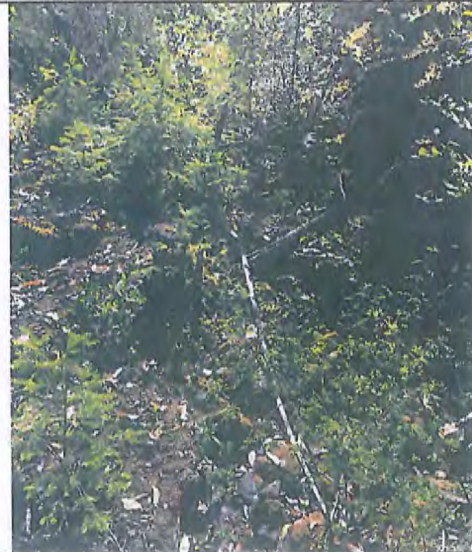
**Photo 3:** An example of the exposed bedrock, note fractures in the rock.



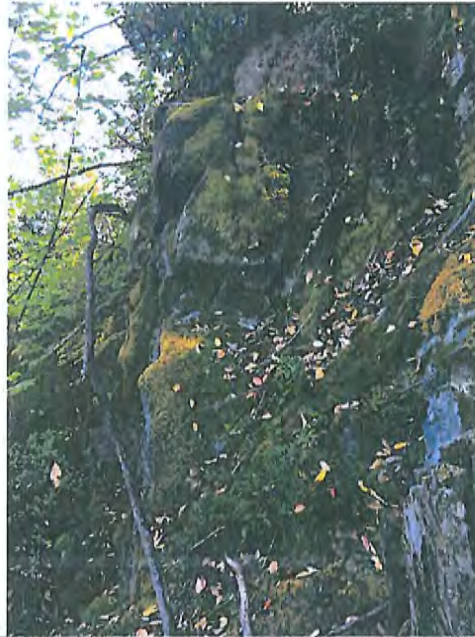
**Photo 4:** An example of the vegetated slope on the down slope side of the temporary access road at the north end of the site.



**Photo 5:** An example of the steep rock outcrops in the west central section of the site.



**Photo 6:** Looking west at a small gully between bedrock outcrops in the west central section of the site.



**Photo 7:** Looking southwest at the highly jointed vertical bedrock outcrop near the southwest corner of the site.



**Photo 8:** Looking up slope to the west at some moss covered boulders that have travelled from the vertical rock outcrop.



## **TERMS OF REFERENCE FOR GEOTECHNICAL REPORTS ISSUED BY WSP CANADA INC.**

### **1. STANDARD OF CARE**

WSP Canada Inc. ("WSP") prepared and issued this geotechnical report (the "Report") for its client (the "Client") in accordance with generally-accepted engineering consulting practices for the geotechnical discipline. No other warranty, expressed or implied, is made. Unless specifically stated in the Report, the Report does not address environmental issues.

The terms of reference for geotechnical reports issued by WSP (the "Terms of Reference") contained in the present document provide additional information and caution related to standard of care and the use of the Report. The Client should read and familiarize itself with these Terms of Reference.

### **2. COMPLETENESS OF THE REPORT**

All documents, records, drawings, correspondence, data, files and deliverables, whether hard copy, electronic or otherwise, generated as part of the services for the Client are inherent components of the Report and, collectively, form the instruments of professional services (the "Instruments of Professional Services"). The Report is of a summary nature and is not intended to stand alone without reference to the instructions given to WSP by the Client, the communications between WSP and the Client, and to any other reports, writings, proposals or documents prepared by WSP for the Client relative to the specific site described in the Report, all of which constitute the Report.

TO PROPERLY UNDERSTAND THE INFORMATION, OBSERVATIONS, FINDINGS, SUGGESTIONS, RECOMMENDATIONS AND OPINIONS CONTAINED IN THE REPORT, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. WSP CANNOT BE RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT AND ITS VARIOUS COMPONENTS.

### **3. BASIS OF THE REPORT**

WSP prepared the Report for the Client for the specific site, development, building, design or building assessment objectives and purpose that the Client described to WSP. The applicability and reliability of any of the information, observations, findings, suggestions, recommendations and opinions contained in the Report are only valid to the extent that there was no material alteration to or variation from any of the said descriptions provided by the Client to WSP unless the Client specifically requested WSP to review and revise the Report in light of such alteration or variation.

### **4. USE OF THE REPORT**

The information, observations, findings, suggestions, recommendations and opinions contained in the Report, or any component forming the Report, are for the sole use and benefit of the Client and the team of consultants selected by the Client for the specific project that the Report was provided. **NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION OR COMPONENT WITHOUT THE WRITTEN CONSENT OF WSP.** WSP will consent to any reasonable request by the Client to approve the use of this Report by other parties designated by the Client as the "Approved Users". As a condition for the consent of WSP to approve the use of the Report by an Approved User, the Client must provide a copy of these Terms of Reference to that Approved User and the Client must obtain written confirmation from that Approved User that the Approved User will comply with these Terms of Reference, such written confirmation to be provided separately by each Approved User prior to beginning use of the Report. The Client will provide WSP with a copy of the written confirmation from an Approved User when it becomes available to the Client, and in any case, within two weeks of the Client receiving such written confirmation.

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## **TERMS OF REFERENCE FOR GEOTECHNICAL REPORTS ISSUED BY WSP CANADA INC. (continued)**

### **5. INTERPRETATION OF THE REPORT**

- a. **Nature and Exactness of Descriptions:** The classification and identification of soils, rocks and geological units, as well as engineering assessments and estimates have been based on investigations performed in accordance with the standards set out in Paragraph 1 above. The classification and identification of these items are judgmental in nature and even comprehensive sampling and testing programs, implemented with the appropriate equipment by experienced personnel, may fail to locate some conditions. All investigations or assessments utilizing the standards of Paragraph 1 involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and all persons making use of such documents or records should be aware of, and accept, this risk. Some conditions are subject to changes over time and the parties making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. Where special concerns exist, or when the Client has special considerations or requirements, the Client must disclose them to WSP so that additional or special investigations may be undertaken, which would not otherwise be within the scope of investigations made by WSP or the purposes of the Report.
- b. **Reliance on information:** The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site investigation and field review and on the basis of information provided to WSP. WSP has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, WSP cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the report as a result of misstatements, omissions, misrepresentations or fraudulent acts of persons providing information.
- c. **Additional Involvement by WSP:** To avoid misunderstandings, WSP should be retained to assist other professionals to explain relevant engineering findings and to review the geotechnical aspects of the plans, drawings and specifications of other professionals relative to the engineering issues pertaining to the geotechnical consulting services provided by WSP. To ensure compliance and consistency with the applicable building codes, legislation, regulations, guidelines and generally-accepted practices, WSP should also be retained to provide field review services during the performance of any related work. Where applicable, it is understood that such field review services must meet or exceed the minimum necessary requirements to ascertain that the work being carried out is in general conformity with the recommendations made by WSP. Any reduction from the level of services recommended by WSP will result in WSP providing qualified opinions regarding adequacy of the work.

### **6. ALTERNATE REPORT FORMAT**

When WSP submits both electronic and hard copy versions of the Instruments of Professional Services, the Client agrees that only the signed and sealed hard copy versions shall be considered final and legally binding upon WSP. The hard copy versions submitted by WSP shall be the original documents for record and working purposes, and, in the event of a dispute or discrepancy, the hard copy versions shall govern over the electronic versions; furthermore, the Client agrees and waives all future right of dispute that the original hard copy signed and sealed versions of the Instruments of Professional Services maintained or retained, or both, by WSP shall be deemed to be the overall originals for the Project.

The Client agrees that the electronic file and hard copy versions of Instruments of Professional Services shall not, under any circumstances, no matter who owns or uses them, be altered by any party except WSP. The Client warrants that the Instruments of Professional Services will be used only and exactly as submitted by WSP.

The Client recognizes and agrees that WSP prepared and submitted electronic files using specific software or hardware systems, or both. WSP makes no representation about the compatibility of these files with the current or future software and hardware systems of the Client, the Approved Users or any other party. The Client further agrees that WSP is under no obligation, unless otherwise expressly specified, to provide the Client, the Approved Users and any other party, or any or all of them, with specific software and hardware systems that are compatible with any electronic submitted by WSP. The Client further agrees that should the Client, an Approved User or a third party require WSP to provide specific software or hardware systems, or both, compatible with the electronic files prepared and submitted by WSP, for any reason whatsoever included but not restricted to an order from a court, then the Client will pay WSP for all reasonable costs related to the provision of the specific software or hardware systems, or both. The Client further agrees to indemnify and hold harmless WSP, its officers, directors, employees, agents, representative or sub-consultant, or any or all of them, against any claim or any nature whatsoever brought against WSP, whether in contract or in tort, arising or related to the provision or use of any specific software or hardware provided by WSP.

**STAFF REPORT TO COUNCIL**

From: Angela Davies, Planner  
 Meeting Date: October 16, 2017  
 File No: 3360-17-04  
 RE: **ZONING BYLAW AMENDMENT APPLICATION – 618 FARRELL ROAD (SCHNURCH, TURNER LAND SURVEYING INC.)**  
 Subject Property: **LOT 1, DISTRICT LOT 41, OYSTER DISTRICT, PLAN 11706, EXCEPT PART IN PLANS 43985, VIP58153 AND VIP79598**

**RECOMMENDATION:**

That Council:

1. Consider the application to amend the Zoning Bylaw to rezone the property legally described as Lot 1, District Lot 41, Oyster District, Plan 11706, except part in Plans 43985, VIP58153 and VIP79598 (618 Farrell Road) from the Rural Residential (RU-1) zone to the Single Dwelling Residential (R-1) zone;
2. Direct staff to work with the applicant on land use matters; including lot layout, tree retention, and the location and finished grade of the strata road and lots;
3. Direct that the applicant host a neighborhood information meeting, with staff support, and that the meeting be held early in the rezoning process.

**PURPOSE:**

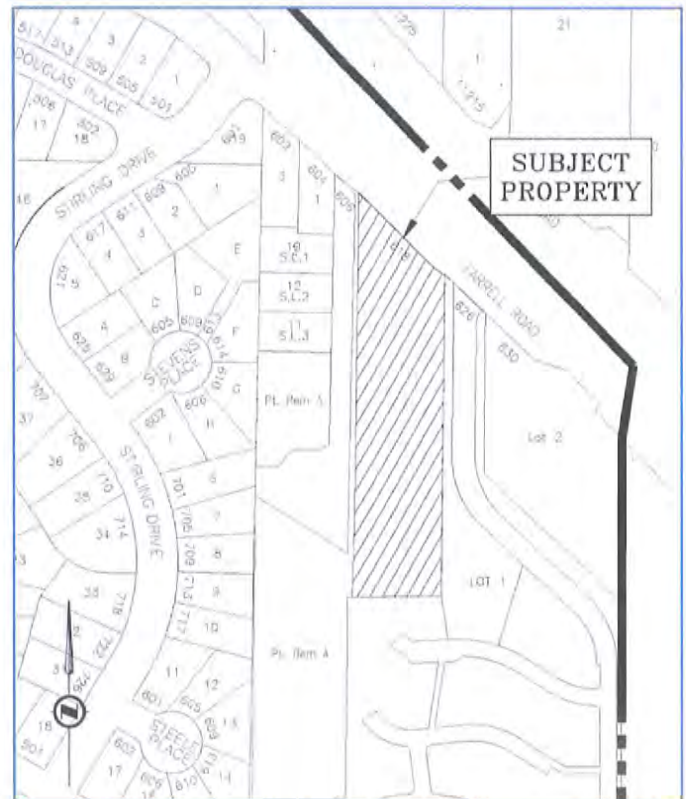
The purpose of this staff report is to introduce an application to amend the Zoning Bylaw for 618 Farrell Road and to seek direction from Council regarding consultation and next steps.

**PREVIOUS COUNCIL DIRECTION**

None

**INTRODUCTION/BACKGROUND:**

The application is to amend the Zoning Bylaw by rezoning the subject property to Single Dwelling Residential (R-1) to permit a single family subdivision.



The subject property is 0.8 hectares in size, and slopes toward the north and east. The parcel is



bounded by strata properties and a strata access road to the west, the Gales to the south and by the Gales common access road to the east. The property is primarily treed and provides some privacy to surrounding property owners. The location and the finished grade of the future strata road and lots, and the strategic retention of existing trees will be important considerations for the development of the property.

**Official Community Plan**

The subject property is designated as 'Single Family Residential' in the OCP. The Single Family Residential designation is applied to lower density residential areas found outside the downtown and waterfront. The OCP encourages promoting a range of housing types and densities; and supports infill in existing residential areas.

**Zoning Bylaw**

The subject property is currently zoned 'Rural Residential' (RU-1) with a 0.4ha (4000 m<sup>2</sup>) minimum parcel size. The applicant is requesting that the property be zoned to 'Single Dwelling Residential' (R-1). The minimum lot size in the R-1 zone is 668 m<sup>2</sup> (7190 ft<sup>2</sup>). The principle permitted use in the R-1 zone is 'single unit dwelling'. The maximum permitted height of a single unit dwelling in the R-1 zone is 9 metres. The applicant is working with staff to develop a lot layout. It is anticipated that there could be 7 to 9 single family lots.

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

**Community Amenity Contribution (CAC) Policy**

The objective of the CAC Policy is to offer guidance for the provision of community amenity contributions when land is rezoned. The applicant has volunteered a contribution of \$1000 per residential lot.

**ALTERNATIVES:**

- Council can choose to not proceed with rezoning application 3360-17-04.
- Also, Council may direct that the rezoning application be referred to the Advisory Planning Commission for review; however the proposal is consistent with the Official Community Plan.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

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

If the application proceeds, a public hearing will be required to be held.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The applicant will be required to host a neighborhood information meeting prior to the public hearing as required by the Development Procedures Bylaw. It is recommended that this meeting occur early in the process.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Development Services Department will continue to work with Infrastructure Services on the review of this rezoning proposal.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

The applicant has completed a sustainable development checklist and indicates that the proposal is consistent with the Visioning Report by increasing density in the Town's existing neighbourhoods, and is located within the Town's urban containment boundary.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Employment and tax diversity are Council strategic priorities.

**SUMMARY:**

An application has been received to amend the Zoning Bylaw to rezone the property at 618 Farrell Road from RU-1 to R-1. Recommendations are provided for the next steps in the application review process.

Reviewed By

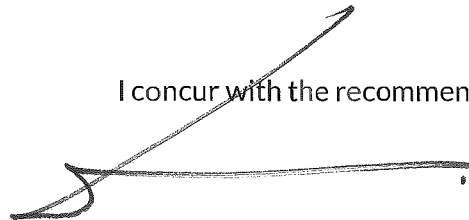


\_\_\_\_\_  
Felicity Adams, Director of Development Services

October 5, 2017

\_\_\_\_\_  
Date Signed

I concur with the recommendation.



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

**ATTACHMENTS:**

None

**STAFF REPORT**

**From:** Lisa Brinkman, Senior Planner  
**Meeting Date:** October 16, 2017  
**File No:** 3360-17-02

**RE: Bylaw No. 1939 to Amend Small Lot Zones R-1-B and R-1-HCA**

**RECOMMENDATION(S)**

**That Council:**

1. Proceed with first and second reading of Bylaw 1939 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 10) 2017, No. 1939, under the Bylaws portion of tonight's agenda; and
2. Refer Bylaw 1939 to public hearing.

**PURPOSE**

The purpose of this staff report is to present amending Bylaw 1939 and to report on the Advisory Planning Commission consultation.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

Resolution	Meeting Date	Resolution Details
CS-2017-279	Sept. 18 2017	<p>That Council:</p> <p>Direct staff to prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw 2014, No. 1860 as follows:</p> <ul style="list-style-type: none"> <li>i) in the Single Dwelling Residential – Holland Creek Area (R-1-HCA) zone:                             <ul style="list-style-type: none"> <li>a. amend the permitted parcel coverage from 33% to 35% for parcels 560m<sup>2</sup> or less in size; and</li> <li>b. remove the finished floor area maximum.</li> </ul> </li> <li>ii) in the Single Dwelling Residential – Small Lot B Zone (R-1-B) remove the maximum finished floor area requirement.</li> </ul> <p>Refer the proposed zoning amendments to the Advisory Planning Commission for review.</p>

**INTRODUCTION/BACKGROUND**

Bylaw 1939 proposes amendments to the R-1-B and R-1-HCA small lot zones. In general the Advisory Planning Commission is supportive of the proposed amendments to the two small lot zones.



**DISCUSSION**

**Bylaw 1939**

Bylaw 1939 proposes to amend the Zoning Bylaw by:

- changing the permitted lot coverage for buildings and structures in the R-1-HCA zone from 33% to 35% for parcels that are 560m<sup>2</sup> or less in size; and
- removing the maximum finished floor area requirement of 175m<sup>2</sup>.

Bylaw 1939 also proposes to remove the maximum finished floor area requirement of 121m<sup>2</sup> from the R-1-B Zone. Table A below summarizes the proposed amendments in Bylaw 1939.

**Table A: Proposed Amendments to the Zoning Bylaw**

	<b>Building and Structures Lot Coverage</b>	<b>Finished Floor Area</b>
<b>R-1-HCA Zone</b>	Change from 33% to 35% for parcels 560m <sup>2</sup> or less in size	Remove the maximum finished floor area requirement of 175m <sup>2</sup>
<b>R-1-B Zone</b>	n/a	Remove the maximum finished floor area requirement of 121m <sup>2</sup> .

**SCOPE OF WORK**

If proposed Bylaw 1939 receives first and second reading, the next step is a public hearing.

**ALTERNATIVES**

To not proceed with Bylaw 1939.

**FINANCIAL IMPLICATIONS** n/a

**LEGAL IMPLICATIONS** n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

At its meeting held September 21, 2017 the Advisory Planning Commission (APC) passed the following motion:

It was moved, seconded and carried that the Advisory Planning Commission (APC) recommends support to:

- Amend the R-1-HCA Zone by changing the permitted lot coverage from 33% to 35%; and removing the maximum finished floor area requirement of 175m<sup>2</sup>; and
- Amend the R-1-B Zone by removing the maximum finished floor area requirement of 121m<sup>2</sup>.

The Advisory Planning Commission also cautions that they are concerned about the affordability of homes in Ladysmith and cautions that allowing greater lot coverage could be a “slippery slope”.

The APC discussed that increasing lot coverage from 33% to 35% allows for a slight increase of floor area, approximately 9-11m<sup>2</sup>, and that this will likely have minimal impact on home affordability; however they wanted Council to be aware that home affordability is a general concern of the APC. Also, while the APC supports the proposed amendments, they would like to advise Council that they would likely not support variances to allow for more parcel coverage, which is their intention with the term "slippery slope".

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The Building Inspector and the Infrastructure Services Department have no concerns with the proposed amendments.

**RESOURCE IMPLICATIONS**

The review of the small lot zones is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

The proposed Bylaw contributes to complete community land use.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Employment and tax diversity are Council strategic priorities.

**SUMMARY**

It is recommended to give first and second reading to proposed Bylaw 1939.

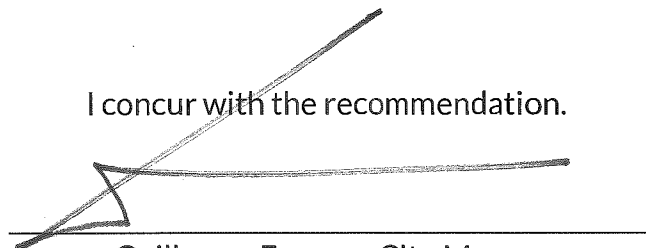
Reviewed By



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

Date Signed: Oct. 5, 2017

I concur with the recommendation.



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

**ATTACHMENT(S)**

Bylaw 1939

TOWN OF LADYSMITH

BYLAW NO. 1939

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

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

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

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

- (1) Schedule A - Zoning Bylaw Text of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
  - (a) Amending Section 10.4 Single Dwelling Residential – Small Lot B Zone (R-1-B) Zone as follows:
    - i. Section (4)(a) is deleted.
  - (b) Amending Section 10.13 Single Dwelling Residential – Holland Creek Area (R-1-HCA) Zone as follows:
    - i. Section (4)(b) and (4)(c) are deleted and the following is substituted:
      - “(b) No Buildings or Structures on a Parcel that is 560 square metres or less in size shall exceed a Parcel Coverage of 35.0 percent.
      - (c) No Buildings or Structures on a Parcel that is greater than 560 square metres in size shall exceed a Parcel Coverage of 33.0 percent.

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 10) 2017, No. 1939".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

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

on the day of

READ A THIRD TIME on the day of

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

on the day of

ADOPTED on the day of

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

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



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Erin Anderson, Director of Financial Services  
Meeting Date: October 16, 2017  
File No:

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RE: Operating & Capital Budgets – to August 2017

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#### **RECOMMENDATION(S):**

That Council receive the financial report for the period ending August 2017 for information purposes.

#### **PURPOSE:**

The purpose of this report is to continue to inform Council of the financials.

#### **INTRODUCTION/BACKGROUND:**

Continuing with the objective of transparency and providing good information to Council and the taxpayers, this report is completed to provide regular financial information. This is the second report for the year 2017.

#### *Overall*

The Town is forecasting to be under budget at year-end. This projected surplus is the result of un-executed borrowing for the Water Filtration Plant and the new Fire Rescue Apparatus. There were some vacant positions and additional revenues received to add to this surplus. The Sewer Utility is the only area of concern over the remaining portion of the year. Staff are reviewing the operations and working to keep as close to budget as possible.

#### **OPERATING BUDGET**

As shown in Table 1, the Operations Budget with Projections to December 31<sup>st</sup> show an overall projected surplus due to un-issued debt payments.

Table 1: Operations

	Operations					
	Actuals			Forecast		
	Actuals to August 31, 2017	Amended Budget 2017	Actual Variance %	Year-End Forecast	Year-End Forecast Variance	Forecast Variance %
<b>REVENUES</b>						
Taxes	7,899,000	7,893,000	100%	7,901,000	-2,000	100%
Parcel Taxes	2,236,000	2,254,000	99%	2,254,000	0	100%
Sale of Services	1,710,000	3,238,000	53%	3,338,000	-100,000	103%
Licence, Permits, Rentals & Penalties	580,000	713,000	81%	782,000	-69,000	110%
Investment Income	109,000	119,000	92%	149,000	-30,000	125%
Grants	644,000	655,000	98%	656,000	-1,000	100%
<b>REVENUES Total</b>	<b>13,178,000</b>	<b>14,872,000</b>	<b>89%</b>	<b>15,080,000</b>	<b>-203,000</b>	<b>101%</b>
<b>EXPENSES</b>						
General Government Services	1,235,000	2,370,000	52%	2,346,000	24,000	99%
Protective Services	1,321,000	1,924,000	69%	1,876,000	48,000	98%
Transportation Services	734,000	2,185,000	34%	2,173,000	12,000	99%
Garbage Services	281,000	519,000	54%	492,000	27,000	95%
Cemetery Operations	24,000	30,000	80%	40,000	-10,000	133%
Development Services	353,000	678,000	52%	620,000	58,000	91%
Recreation & Cultural Services	1,535,000	2,650,000	58%	2,649,000	1,000	100%
Parks	426,000	970,000	44%	965,000	5,000	99%
Sewer Services	820,000	2,262,000	36%	2,332,000	-70,000	103%
Water Services	481,000	1,340,000	36%	1,260,000	80,000	94%
Transfers	-412,000	-2,081,000	20%	-2,084,000	3,000	100%
Debt payments	1,465,000	2,025,000	72%	1,621,000	404,000	80%
<b>EXPENSES Total</b>	<b>8,263,000</b>	<b>14,872,000</b>	<b>56%</b>	<b>14,290,000</b>	<b>582,000</b>	<b>96%</b>
<b>Surplus/Deficit</b>	<b>4,915,000</b>			<b>790,000</b>		<b>0</b>

Revenue - Taxes Projected to be on budget

The 2017 annual property taxes were levied in May. Since that time, one supplemental adjustment has been received from BC Assessment resulting in a decrease of \$2,560 in overall taxes of which \$1,845 is municipal taxes. The Grant in lieu revenues are slightly greater than budget which makes up for the reduction from the supplemental.

Revenue - Water & Sewer Parcel Taxes Projected to be on budget

At this time, there is a slight variance on the water parcel taxes. Per the agreement with the Diamond Improvement District, the equivalent water parcel tax is charged per quarter. It is expected that the full budget amount will be received by year end.





Revenue – Sale of Services (Fees & Charges) Projected to be \$100k above budget

- For this report, the Utility billings (water, sewer and garbage) are billed for half of a year. A rate increase for both water and sewer came into effect during that time (April 1).
- Water revenues are approximately 50% of the budget for half of the year. Being that the summer months usually see the highest consumption, it is expected that the water revenues will exceed budget. Sewer rates, being a flat rate, are expected to be greater than budget at yearend due to additional property billings. Solid waste (garbage, recycling & organics) will be greater than budget projections by the end of the year, though this additional amount will be reserved as directed.
- The revenues from Parks, Recreation & Culture are trending consistently as in previous years.
- Cemetery revenue is less than in 2016, though it is still expected to be within budget by year-end.
- Servicing Agreements for Protective Services is expected to slightly exceed budget by \$5k.

Revenue – Licence, Permits, Rentals & Penalties Projected to be \$69k above budget

- There were fewer penalties charged on late payment of current taxes in 2017 than in 2016.
- Interest charges on arrears and delinquent taxes is projected to be below budget at year-end, even though the Provincially set interest rate will increase from 5.7% to 6.2% for the last quarter of the year.
- Penalties on utility late payments are expected to exceed budget.
- Licencing revenues have already met budget targets and are expected to exceed budget by year-end by \$6k due to expected additional business licences and dog licences.
- Subdivision Approval fees continue to exceed budget and are forecasted to be \$20k above budget. Building permit inspection fees are at 90% of the budget and are expected to exceed budget projections by \$20k. Other development permits and OCP & Zoning fees are expected to exceed budget by \$15k.
- Rental revenues are projected to be less than budgeted due to a vacancy at FJCC.

Revenue – Operating Grants Projected to be on budget

The Traffic Fine Revenue operating grant received was less than expected (\$2k), though other budgeted amounts are expected to make up the difference.

Revenue – Investment Income Projected to be \$30k above budget

Interest earned on invested money is expected to be \$30k greater than budgeted due to additional funds reserved for capital works invested.

Revenue – Development Cost Charges Projected to be \$225k under budget

Part of the proceeds from the sale of the Russell Road property was returned, with interest, to the Development Cost Reserve.

<i>Expenses - General Government Services</i>	Projected to be \$24k under budget
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The expenses for general government services are on budget. There is an expected cost savings at the end of the year due to positions being vacant in part of the year.

<i>Expenses - Protective Services</i>	Projected to be \$48k under budget
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The overall protective services area is under budget.

The Fire Department costs are lower than budget and are expected to remain slightly under budget by yearend.

The Policing budget remains under budget due to the less than budgeted municipal strength numbers for the first quarter. Some of this savings will be used to offset the expected cost overruns for the Keep of Prisoners charges which are 15k greater than the same time in 2016.

Animal Control and Bylaw Compliance are expected to be roughly on-budget by year-end.

<i>Expenses - Transportation/Public Works</i>	Projected to be \$12k under budget
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It is expected that Public Works will be under budget by \$16k at the end of the year as much of the year-to-date costs are lower in 2017 than in 2016. Some of this is the result of using Public Works crew to complete some capital projects, such as the Bio-solids composting facility. An adjustment for the Snow and Ice removal costs will be completed at year end.

<i>Expenses - Solid Waste</i>	Projected to be \$27k under budget
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As in previous years, the expenses for solid waste are expected to be under budget by year end.

<i>Expenses - Cemetery Operations</i>	Projected to be \$10k over budget
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Cemetery expenses are trending higher than anticipated though much of these costs are offset with the corresponding revenue.

<i>Expenses - Development Services</i>	Projected to be \$58k under budget
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Overall, Development Services is forecasted to be under budget at year-end. Building Inspection services is under budget as the authorized additional hours have not been utilized. The Board of Variance funding was not fully spent and is not anticipated to be used by year-end. Also, the Strategic Plan Implementation funding and some heritage contract work will be rolled forward to 2018.

<i>Expenses - Parks</i>	Projected to be \$5k under budget
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The temporary parks positions have terminated as expected. There is an expected savings in wages as the parks crew was utilized earlier in the year for snow and ice removal.

**Expenses – Recreation & Culture Services** **Projected to be on budget**

It is expected that this area will be on budget at year end. Recreation expenses are less than this time last year. Facility Maintenance expenses are trending slightly greater than in 2016. This can be partially due to the maintenance staff overseeing all of the Town’s buildings.

**Expenses – Sewer Services** **Projected to be \$70k over budget**

It is expected that the sewer costs will be over budget at year-end. Lab testing fees, materials & supplies and hydro costs continue to add to the increase in the sewer treatment costs.

Council may recall that they authorized an additional position for the Sewer utility. That position has yet to be filled, though it is expected to be complete at year end. In the meantime, water utility personnel have been utilized to assist the sewer operations.

**Expenses – Water Services** **Projected to be \$80k under budget**

Water utility costs are lower in 2017 than in 2016 and are expected to remain below budget at the end of the year. Much of this is due to the utility crews being utilized in the sewer utility versus the water utility. Council also authorized an additional position to be funded for a portion of the year. That position has not been filled and it is not expected to be filled by year-end.

**Expenses – Debt Payments** **Projected to be \$404 under budget**

Included in the Financial Plan were debt payments on the Water Filtration Plant and the new Fire Rescue Truck. It is expected that these debt servicing payments will not be made until early 2018, which will result in a surplus.

**Capital Projects**

Below is a summary of all of the capital projects to the end of August:

Not Started	On Track	Delayed	Requires add't funds	Complete
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General:

Account Name	Year to Date including committed	Budget Amount	Variance	% Variance	Status as of Aug
Asset Management	74,784.00	110,000.00	35,216.00	32%	
Mobile Version of Website	0.00	35,000.00	35,000.00	100%	
City Hall Front Counter	0.00	22,958.00	22,958.00	100%	



Waterfront Area Plan	161,732.42	167,900.00	6,167.58	4%	
DCC Review	2,156.84	30,000.00	27,843.16	93%	
Recreation Software Upgrade	21,940.55	23,795.00	1,854.45	8%	
Vadim Upgrades	0.00	10,500.00	10,500.00	100%	
Pumper Truck	0.00	682,212.00	682,212.00	100%	
Fire hall Front Truck Bay	21,400.99	100,000.00	78,599.01	79%	
RCMP Emergency Back-up Generator	95,880.19	95,000.00	-880.19	-1%	
RCMP Automatic Compound Fence & Gate	17,977.03	20,000.00	2,022.97	10%	
Forklift	23,540.00	25,000.00	1,460.00	6%	
Equipment Replacements	43,011.35	49,400.00	6,388.65	13%	
Fire Hall Upgrade	32,768.93	38,355.00	5,586.07	15%	
4th Ave Improvements (Hambrook north)	120,685.30	1,233,542.00	1,112,857.00	90%	
Fueling System Replacement	121,037.56	150,000.00	28,962.44	19%	
2nd Ave/High St Crosswalk	2,793.13	45,000.00	42,206.87	94%	
Traffic Safety Audit	6,270.00	15,000.00	8,730.00	58%	
Engineering Standards Review	0.00	10,000.00	10,000.00	100%	
Paving 3rd & Hillside Ave	14,270.00	15,000.00	730.00	5%	
Buller St Sidewalk	24,935.64	24,200.00	-735.64	-3%	
Storm water Master Plan Review	0.00	30,000.00	30,000.00	100%	
Rocky Creek Rd Storm	849.00	60,000.00	59,151.00	99%	
Ortho-Lidar Aerial Photos	0.00	25,000.00	25,000.00	100%	
Engineering Office Reno	11,251.41	18,000.00	6,748.59	37%	
Public Works Building Assessment	5,016.82	10,000.00	4,983.18	50%	
Amphitheatre Tank Lid Replacement	0.00	5,000.00	5,000.00	100%	
2017 Tree Replacements	2,040.00	15,000.00	12,960.00	86%	
PRC - Dog Park	4,774.84	6,300.00	1,525.16	24%	
Directional Signage	12,538.28	37,000.00	24,461.72	66%	
Dev Services Front Office Improvements	8,000.00	10,000.00	2,000.00	20%	
Open for Business	3,071.43	20,000.00	16,928.57	85%	
Waterfront Contract Services	9,014.69	100,000.00	90,985.31	9%	
Waterfront Area Plan Implementation	20,916.36	40,000.00	19,083.64	48%	
900 Russell Road	68,592.21	68,600.00	7.79	0%	
Upper Transfer Beach Improvements	5,407.72	22,608.00	17,200.28	76%	
Aggie Parking & Signage	11,679.50	103,850.00	92,170.50	89%	
Machine Shop Improvements	50,748.00	45,860.00	-4,888.00	-11%	
Parks Bench/Pavers Program	1,467.74	0.00	-1,468.00	0%	
Ultra Violet Sanitation System	112,821.02	112,000.00	-821.02	-1%	
Hot Tub Boiler	11,565.71	13,000.00	1,434.29	11%	
Oasis Pool Filter	24,642.61	25,000.00	357.39	1%	
RCMP Building Staining	9,500.00	14,000.00	4,500.00	32%	
Sauna Heater	0.00	2,800.00	2,800.00	100%	

PRC Sprinkler Repairs	6,168.54	6,200.00	31.46	1%	
FJCC Heat Pump Replacement	14,032.00	14,400.00	368.00	3%	
FJCC Change room Upgrades	51,651.13	70,000.00	18,348.87	26%	
Transfer Beach Washroom Roof	13,916.00	20,000.00	6,084.00	30%	
Youth Strategy	0.00	26,000.00	26,000.00	100%	
Machine Shop Museum Grant Work	0.00	125,000.00	125,000.00	100%	
FJCC Sports Lights	0.00	60,000.00	60,000.00	100%	
Aggie Playground	7,500.00	80,000.00	72,500.00	91%	
Transfer Beach Food Truck Location	1,252.49	2,000.00	747.51	37%	
Canada 150	19,333.13	46,000.00	26,666.87	58%	
FJCC Leased Space Improvements	9,150.17	12,000.00	2,849.83	24%	
Rotary Picnic Shelter	0.00	20,300.00	20,300.00	100%	

Sewer:

Not Started	On Track	Delayed	Requires add't funds	Complete

Account Name	Year to Date including commitments	Budget Amount	Variance	% Variance	Status as of August
Equipment Replacements	0.00	62,000.00	62,000.00	100%	
Composting Facility Upgrade	1,828,922.09	2,972,419.00	1,143,496.91	38%	
Pump-stations Emergency Ops Review	0.00	25,000.00	25,000.00	100%	
Sewer Source Control Program	0.00	20,000.00	20,000.00	100%	
Flow Monitoring	53,500.00	53,000.00	- 500.00	-1%	
Gill Rd Lift Station Upgrade	11,941.28	60,000.00	48,058.72	80%	
Water & Sewer Rates Bylaw	0.00	20,000.00	20,000.00	100%	
Lift Station Condition Assessment	49,058.55	50,000.00	941.45	2%	
Sandy Beach Lift Station Upgrade	0.00	8,000.00	8,000.00	100%	
WWTP Tools & Shelving	0.00	15,000.00	15,000.00	100%	
Oyster Cove Strata Paving	110,540.11	120,000.00	9,459.89	8%	
Sewer UV Pilot Study	0.00	100,000.00	100,000.00	100%	
Bio-Solids Business Case	9,600.00	12,000.00	2,400.00	20%	
WWTP – Eyewash Station	1,143.38	0.00	-1,143.38		
MBBR - DAF Process Phase 3	486,394.54	496,275.00	9,880.46	2%	

Water:

Not Started	On Track	Delayed	Requires add't funds	Complete
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Account Name	Year to Date including commitments	Budget Amount	Variance	% Variance	Status as of August
Holland Dam Inundation Study	41,853.00	45,000.00	3,147.00	7%	
Holland Dam Storage Feasibility	5,067.88	100,000.00	94,932.12	95%	
Data Connection	0.00	8,000.00	8,000.00	100%	
Sentinel Upgrades	0.00	5,400.00	5,400.00	100%	
Arbutus Reservoir Access Ladder	14,860.00	16,800.00	1,940.00	12%	
Water Filtration Plant	214,817.54	6,800,000.00	6,585,182.46	97%	
Backflow Preventer	3,689.49	3,000.00	-689.49	-23%	
Holland Lake Vegetation Control	36,366.00	40,000.00	3,634.00	9%	
Water & Sewer Rates Bylaw	0.00	20,000.00	20,000.00	100%	
Thicke Rd Water Main	5,113.26	100,000.00	94,886.74	95%	
Stocking Lake Meter Vault	0.00	20,000.00	20,000.00	100%	
Holland Lake Generator & Controls	0.00	25,000.00	25,000.00	100%	
Holland Supply Main Repl-PW to Colonia	11,960.00	292,000.00	280,040.00	96%	

The above capital projects are funded from a variety of sources, including taxation, utility fees, own funds, restricted funds and borrowing. Below is a summary of the budgeted funds per funding source for capital projects:

Summary of Capital Funding:

		Actuals	Budget
General Capital:	Taxation	111,536	531,396
	Prior Year	310,827	1,759,982
	Grant	46,888	249,500
	Borrowing		682,212
	DCC	-225,366	173,000
	Gas Tax	164,934	672,790
	Donations	12,735	33,800
	Real Property	2,251,000	
Water Capital:	Utility Fee	17,974	315,000
	Prior Year	31,650	360,200
	Grant	165,665	800,000
	Borrowing		6,000,000

Sewer Capital:	Utility Fee	111,001	243,000
	Prior Year	1,304,013	3,170,440
	Grant	449,096	580,224
	Gas Tax		20,000

**ALTERNATIVES:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

Keeping Council informed of the financial state of the organization.

**LEGAL IMPLICATIONS:**

This is a snapshot of the Town's finances for a point in time. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The public is encouraged to review the report and provide comments.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

There is coordination among the various departments to ensure all information is coded properly and received in a timely manner by the Finance Department.

**RESOURCE IMPLICATIONS:**

The majority of this work is done by the Finance Department.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

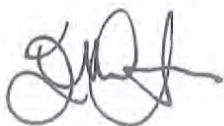
Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This is within the Town strategy of "Wise Financial Management".

**SUMMARY:**

It is recommended that Council receive this report.



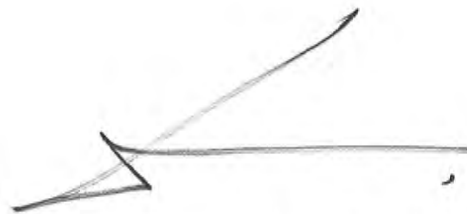
Report Author: Erin Anderson, Director of Financial Services

Sept 26, 2017

Date

I concur with the recommendation.





---

Guillermo Ferrero, City Manager

**ATTACHMENTS:**

Consolidated Statement of Operations – August 31, 2017

Consolidated Statement of Financial Position – August 31, 2017

Listing of Vendor Payments over \$25,000 Jan 1 – August 31, 2017



**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT Aug 31, 2017**

	Actuals 2017	Budget 2017	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	6,560,595	\$ 6,560,678	100%
Policing taxation	1,173,189	1,173,166	100%
Parcel taxes	2,235,894	2,254,447	99%
Grants in Lieu	165,294	159,024	104%
Sale of Services:			
General - other	21,871	30,800	71%
Recreation	367,750	555,035	66%
Protective Services	38,595	65,500	59%
Cemetery	20,975	30,500	69%
Solid Waste	321,135	617,136	52%
Sewer	502,205	1,062,842	47%
Water	437,944	900,193	49%
Investment Income	112,594	118,800	95%
Licence, Permits, Rentals & Penalties	579,883	688,811	84%
Grants	1,305,451	2,224,585	59%
Donations and contributed property	17,735	23,500	75%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital asse	2,251,000	-	
Development Cost Charges utilized	- 225,366	173,000	-130%
Gas tax funds utilized	164,934	663,500	25%
	<u>16,051,678</u>	<u>17,301,517</u>	93%
Expenses: (excluding amortization)			
General government services	1,245,149	2,301,655	54%
Protective services	881,145	1,824,899	48%
Transportation services	749,430	1,434,459	52%
Garbage services	280,912	517,496	54%
Cemetery services	24,496	30,372	81%
Development services	594,179	932,926	64%
Recreation and cultural services	1,517,079	2,509,540	60%
Parks operation services	432,140	726,258	60%
Sewer	954,660	1,928,981	49%
Water	548,525	1,424,775	38%
Operating Expenses	<u>7,227,716</u>	<u>13,631,361</u>	53%
General Capital Projects	369,723	3,250,918	11%
Water Capital Projects	204,711	7,068,800	3%
Sewer Capital Projects	1,860,130	3,384,987	55%
Proceeds from New debt (capital financing)	-	(6,635,000)	0%
Principal Payments	1,302,114	1,089,927	119%
Internal Funding	(265,813)	(4,489,476)	6%
	<u>5,353,097</u>	<u>-</u>	
BALANCE			

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT Aug 31, 2017**

	<b>2017</b>
<b>Financial Assets</b>	
Cash and short term deposits	22,759,930
Accounts receivable:	
Property Taxes	1,406,684
User Fees	255,916
Other	1,796,397
	<u>26,218,927</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	859,892
Taxes payable to other agencies	91,078
Post-employment benefits	250,300
Deferred revenue	246,228
Refundable deposits and other	509,532
Restricted reserves - other	432,427
Development cost charge reserve	2,513,348
Federal gas tax reserve	1,347,477
Obligations under capital lease	348,235
Equipment Financing	28,260
Short term debt (financing)	-
Debenture debt	12,265,191
	<u>18,891,969</u>
<b>Net Financial Assets</b>	<b>7,326,958</b>
<b>Non-Financial Assets</b>	
Tangible Capital Assets	92,215,270
Capital Projects in Current Year	2,434,564
Prepays	15,141
Inventory	75,775
	<u>94,740,750</u>
<b>Accumulated Surplus</b>	<u><u>102,067,709</u></u>

Vendor Payments over \$25,000  
January 1, 2017 – August 31, 2017

1098828 BC LTD FORMERLY CANBRIGHT ENTERPRISES LTD	46,717.58
AFD PETROLEUM LTD	65,541.82
ASSOCIATED ENGINEERING (BC) LTD	229,208.29
AUSTIN ENGINEERING LTD	27,910.71
BANK OF CANADA (CSB)	25,235.00
BC ASSESSMENT AUTHORITY	72,172.92
BC HYDRO & POWER AUTHORITY	338,740.25
BC LIFE & CASUALTY COMPANY	67,897.83
CANCOR CUTTING AND CORING LTD	50,972.25
CLEARTECH INDUSTRIES INC	36,893.64
COAST AUTOMATION	122,083.19
COAST ENVIRONMENTAL LTD	47,837.30
COWICHAN VALLEY REGIONAL DISTRICT	2,081,029.61
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	789,416.36
CUPE LOCAL 401	50,268.40
DIALOG BC ARCHITECTURE ENGINEERING INTERIOR	117,276.95
DISTRICT OF NORTH COWICHAN	57,970.54
FINNING (CANADA)	65,250.16
FOWLER ELECTRIC LTD	100,000.00
G & G ROOFING LTD	211,678.95
HOULE ELECTRIC LTD.	98,272.19
HUB CITY PAVING LTD	117,271.97
ICBC	41,145.00
ISLAND KEY COMPUTER LTD	36,610.56
JLC BUILDERS LTD	151,200.00
LADYSMITH & DISTRICT HISTORICAL SOCIETY	28,500.00
LAFARGE ASPHALT TECHNOLOGIES A DIV OF	32,549.81
MAXXAM ANALYTICS	45,805.23
MEDICAL SERVICES PLAN	55,922.00
MID VALLEY MANUFACTURING INC	100,000.00
MID-ISLAND FENCE PRODUCTS LTD	29,148.00
MINISTER OF FINANCE	31,712.71
MINISTRY OF SMALL BUSINESS AND REVENUE	298,808.42
MUNICIPAL FINANCE AUTHORITY	679,499.97
MUNICIPAL INSURANCE ASSOCIATION OF BC	86,435.00
MUNICIPAL PENSION FUND	550,060.81
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD	186,876.05
PACIFIC BLUE CROSS	130,347.98
PROGRESSIVE WASTE SOLUTIONS CANADA INC	200,700.38
RECEIVER GENERAL	972,008.58
RECEIVER GENERAL FOR CANADA	721,717.33
SOFTCHOICE CORP.	58,858.93
STEWART MCDANNOLD STUART	57,599.98
STEWART MCDANNOLD STUART-IN TRUST	837,117.22
TRANSFORM COMPOST SYSTEMS LTD	29,263.29
TRITECH GROUP LTD	363,508.48
US BANK	166,641.60
VANCOUVER ISLAND REGIONAL LIBRARY	273,828.00
VANCOUVER ISLAND TREE SERVICE LTD	27,226.53
VANDERBEKEN ENTERPRISES LTD	74,012.41
WASTE CONNECTIONS OF CANADA INC	125,395.72
WESTERN OIL SERVICES LTD	69,930.00
WORKSAFE BC	96,276.40
WORLD WATER WORKS INC	169,071.35
ZENN DEVELOPMENTS LTD	155,581.80

**INFORMATION REPORT TO COUNCIL**

**From:** Erin Anderson, Director of Financial Services  
**Meeting Date:** October 16, 2017  
**File No:**  
**RE:** Servicing Agreement with Ladysmith Resources Centre Association

**RECOMMENDATION:**

That Council:

- 1) Direct the Mayor and Corporate Officer to sign the Servicing Agreement between the Town and the Ladysmith Resources Centre Association for the provisions of community services as specified in the agreement; and
- 2) Direct staff to issue the 2017 payment in the amount of \$40,500 from the Grant in Aid budget.

**PURPOSE:**

To obtain authorization from Council to sign the servicing agreement between the Town and the Ladysmith Resources Centre Association (LRCA) to provide advocacy, programs and partnerships to people in need in the Ladysmith area.

**PREVIOUS COUNCIL DIRECTION**

Resolution	Meeting Date	Resolution Details
CS 2016-245	Jul-04-2016	<p>4. Direct staff to develop recommendations for service agreements with the Ladysmith and District Historical Society (Archives and Museum), Ladysmith Resources Centre Association and other agencies who currently receive grants-in-aid for providing a service to the community, and bring the recommendations to the Committee for consideration.</p> <p>5. Refer consideration of a proposed set budget for grants-in-aid until after the Committee has determined whether to establish Service Agreements instead of grants-in-aid for organizations that provide a service to the community.</p> <p>6. Direct staff to maintain the current policy with respect to timing of grants-in-aid applications and deliberations for the 2017 budget deliberations.</p>
CS 2016-374	Nov-21-2016	That Council refer to staff the Ladysmith Resources Centre Association’s annual request for financial assistance under the Grants-in-Aid program to review other options, including Service Agreements for individual services, and report back to Council.



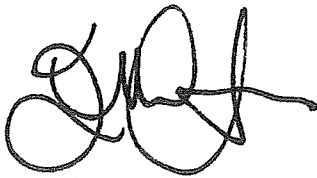
**DISCUSSION:**

Previously, the Town has provided a Grant-in-Aid to the LRCA to provide specific services for the community. During the 2017 grant in aid discussions, Council opted for a servicing agreement to replace the annual grant in aid request from the LRCA.

Staff met with representatives of the LRCA and reviewed the proposed agreement. The draft document has been reviewed by the LRCA Board. It is now up to Town Council to approve the agreement.

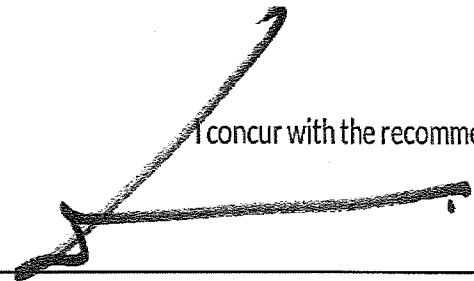
**SUMMARY POINTS**

- The Agreement is for 5 years and details which party is responsible for expenses;
- Its base amount is \$40,500 for 2017 with an incremental 2% increase per year.



\_\_\_\_\_  
Erin Anderson, Director of Financial Services

\_\_\_\_\_  
September 28, 2017



I concur with the recommendation.

\_\_\_\_\_  
Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT(S)**

Draft Ladysmith Resources Centre Association Servicing Agreement

**SERVICING AGREEMENT**

**THIS AGREEMENT** made the                      day of                      2017.

**BETWEEN:**

**TOWN OF LADYSMITH**  
410 Esplanade  
Ladysmith, British Columbia  
V9G 1A2

(the "**Municipality**")

OF THE FIRST PART

**AND:**

**LADYSMITH RESOURCES CENTRE ASSOCIATION**  
PO BOX 1653  
LADYSMITH BC  
V9G 1B2

(the "**Association**")

OF THE SECOND PART

**WHEREAS :**

- A. The Town of Ladysmith (herein called the "Town") and the Ladysmith Resources Centre Association (herein called the "Association") agree that the Association will provide advocacy, programs and partnerships to people in need in the Ladysmith area as specified within this agreement;
- B. The Municipality is the owner of the premises located at 630 2<sup>nd</sup> Avenue;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the foregoing and the mutual covenant and agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

**1.0 TERM**

- 1.1 The Association shall provide services for a term of five (5) consecutive years commencing July 1, 2017 and ending June 30, 2022, unless earlier terminated in accordance with the terms and conditions of this Agreement.

1.2 Renewal Options

Provided that the Association is not in default under this Agreement, the Association may, by delivering notice in writing to the Town ninety (90) days before the 5<sup>th</sup> anniversary of the Commencement Date, renew this Agreement for a further term of five (5) years on the same terms and conditions as are herein contained save and except for the renewal option and the Town's financial contribution.

**2.0 SERVICE PROGRAMS**

2.1 The Association must provide the Services described in Schedule A attached to and forming part of this Agreement in order to receive the funding outlined in section 3.1 from the Town.

**3.0 FINANCIAL CONTRIBUTION**

3.1 If the Association complies with all terms and conditions of this Agreement, and while the programs outlined below are offered by the Association, the Town will make the following payments:

**October 1, 2017:**

Victim Services	\$ 15,000
Volunteer Counselling	1,500
Family Support	8,000
Youth Support	8,000
Dad's Programs	2,000
Mother Goose	2,000
Adventures in Early Literacy	2,000
Seniors Support	2,000

**October 1, 2018:**

Victim Services	\$ 15,300
Volunteer Counselling	1,530
Family Support	8,160
Youth Support	8,160
Dad's Programs	2,040
Mother Goose	2,040
Adventures in Early Literacy	2,040
Seniors Support	2,040

**October 1, 2019:**

Victim Services	\$15,606
Volunteer Counselling	1,561
Family Support	8,323
Youth Support	8,323
Dad's Programs	2,081
Mother Goose	2,081
Adventures in Early Literacy	2,081
Seniors Support	2,081

**October 1, 2020**

Victim Services	\$15,918
Volunteer Counselling	1,592
Family Support	8,490
Youth Support	8,490
Dad's Programs	2,122
Mother Goose	2,122
Adventures in Early Literacy	2,122
Seniors Support	2,122

**October 1, 2021**

Victim Services	\$16,236
Volunteer Counselling	1,624
Family Support	8,659
Youth Support	8,659
Dad's Programs	2,165
Mother Goose	2,165
Adventures in Early Literacy	2,165
Seniors Support	2,165

- 3.2 This agreement does not limit the Association for applying for any additional Grant in Aid funding. The Association recognizes that if it wishes to apply for any additional Grant-in-Aid funding, it will be required to adhere to the Town's general Grant-in-Aid policy and procedures. Nothing in this agreement implies a commitment from the Town to increase funding support to the Association.
- 3.2 The parties agree that the annual funding provided by the Town is only to be allocated to the programs listed in section 3.1. Should the Association cease to offer any of the programs listed in section 3.1, the Town will adjust the annual payment accordingly.
- 3.3 Both parties acknowledge that there is an existing, unrelated lease agreement for the space at 630 2<sup>nd</sup> Avenue.
- 3.4 The Association will ensure that all of its employees, licensees, contractors and volunteers are appropriately trained, are familiar with the rules, regulations and bylaws



applicable to the operations of the Association, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement.

#### **4.0 RELATIONSHIPS**

4.1 This Agreement does not create a partnership, joint venture, agency or other legal entity or relationship.

4.2 The Association is not an employee or agent of the Town.

#### **5.0 RULES AND REGULATIONS**

5.1 The Association shall make such rules and regulations as are required to provide for the proper operation and management of the services provided that such rules and regulations shall not be inconsistent with:

- a) the bylaws of the Association;
- b) the provisions, terms and conditions of this Agreement; and
- c) all applicable Federal, Provincial and Town laws, by-laws and regulations.

#### **6.0 ACCOUNTING, FINANCES AND REPORTING**

##### **6.1 Financial Records**

Proper and separate books of account and financial records of the Association, as required by the Societies Act, shall be kept by the Association at its expense. The Director of Finance for the Town of Ladysmith shall have free access to the Association's financial records at all reasonable times and notice.

##### **6.2 Budget**

The Association's Board of Directors shall approve its annual Operating and Capital Budgets. The budgets shall be submitted to the Town of Ladysmith by January 31st each year.

##### **6.3 Annual Financial Statement**

The Association will prepare and deliver to the Town on an annual calendar year basis an externally verified statement of expense and income with respect to all revenues from and expenses for the use and operation of the Association as well as a statement of all related assets and liabilities.

##### **6.4 Annual Report**

The Association shall submit an annual report at an open Council meeting stating the previous year's operating and capital results and the previous year's operation statistics

and highlights for those Association programs that are supported financially by the Town.

6.5 Revenue

All revenue obtained from Association operations shall become the property of the Association.

6.6 Surplus

Should the Ladysmith Resources Centre Association earn a surplus in any year the Association shall be entitled to retain that surplus for operations and reserves. These funds are not to be used to support an ongoing deficit, or to pay down a program deficit.

6.7 Board Meetings

As soon as is practical following all Association Board meetings, the Association shall provide minutes of all Association Board meetings to the Town.

6.8 Constitution and Bylaws

The Association will endeavour to provide reasonable notice to the Town of amendments to its Constitution or Bylaws.

**7.0 EVENTS OF DEFAULT AND REMEDIES**

7.1 Termination

This Agreement may be terminated by the Association or the Town upon giving to the other party six months' notice of its intention to terminate, such notice to be given in writing on the last day of any month.

7.2 Termination for Breach

Upon breach by the Association of any term or condition of this Agreement, the Town may give to the Association 30 days' notice to commence action to correct such breach to the satisfaction of the Town, and if such breach is not corrected within an agreed reasonable period, the Town may without further notice declare this Agreement terminated and may recover all fees, costs and damages due to the Town under this Agreement by suit or otherwise.

7.3 Termination for Other Reasons

In the event that:

- (a) The Association shall make an assignment for the benefit of creditors; or
- (b) The Association, for an unjustifiable reason fails to hold a general meeting of members for a period of eighteen (18) months or longer; or
- (c) The Association becomes bankrupt or insolvent or takes the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors; or
- (d) Any order shall be made for the winding up of the Association; or
- (e) The Association is struck off the Register by the Registrar for any just reason whatsoever;

the Town may give to the Association 30 days' notice to rectify the matter in question after which time, if the problem is not rectified to the satisfaction of the Town, this Agreement shall be terminated.

7.4 Tenders

The Association agrees that it shall adhere to a competitive system of tendering for purchased goods and services for the Association. The Purchasing Policy shall be as approved by the Association. The Association shall have the option of joining with the Town on tenders or to purchase merchandise from Town suppliers.

7.5 Amendments

All amendments proposed to the terms and conditions of this Agreement shall be submitted in writing for consideration.

7.6 Communications

All communications relating to this Agreement between the Association and the Town (apart from the ongoing exchange of operating information), shall be done in writing.

7.7 Notices

Any notice herein provided or permitted to be given by the Association to the Town shall be sufficiently given if delivered to the Town at:

Town Hall  
410 Esplanade  
Ladysmith, BC V9G 1A2

Attention: Corporate Officer

Any notice herein provided or permitted to be given by the Town to the Association shall be sufficiently given if delivered to the Association addressed to:

Ladysmith Resources Centre Association  
630 Second Ave. , PO Box 1653  
Ladysmith, B.C. V9G 1B2

Attention: President of Ladysmith Resources Centre Association

Either party may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified shall be deemed to be the address for such party for the giving of notice there under. The word "notice" in this paragraph shall be deemed to include any request, statement or other writing in this Agreement provided or permitted to be given by the Town to the Association or by the Association to the Town. Such notices may be

given by personal delivery, mail or by fax and if given by mail shall be deemed to have been received five days after the date of mailing.

7.8 Conflict of Interest

Association Board Members and Staff shall be subject to the Association's "Conflict of Interest" policies.

7.9 Agents

It is understood and agreed that the Association and all agents, servants and employees of the Association are not and shall not be deemed to be agents, servants or employees of the Town.

7.10 Assignment

This Agreement shall enure to the benefit of and be binding upon the parties hereto. This Agreement is personal to the Association and cannot be assigned to any other person or party.

7.11 Interpretation

Wherever the singular and masculine are used throughout this Agreement the same shall be constructed as meaning the plural or feminine or the body corporate or politic as the context requires.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as on the \_\_\_\_\_ day of \_\_\_\_\_ 2017.

by its authorized signatories	)
	)
	)
_____	)
Mayor	)
	)
	)
_____	)
Manager of Legislative Services	)
	)
by its authorized signatories	)
	)
	)
_____	)
President of the Board	)
Ladysmith Resources Centre Association	)
	)
	)
	)
	)

**SIGNED, SEALED AND DELIVERED**

in the presence of:

\_\_\_\_\_  
Witness (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Witness Signature

## SCHEDULE A

### *Preamble:*

*Often, the Association leverages the Town's funding contribution to obtain additional monies to fully fund the Association's programs. Recognizing a complex funding formula exists to operate each program, the Association will provide the following programs:*

#### 1. Volunteer Counselling

The Association will provide counselling services free of charge to the residents of Ladysmith, who would not otherwise have access to services.

#### 2. Victim Services

The Victim Services Program will be administered in accordance with the agreement between the Ladysmith Resources Centre Association and Her Majesty the Queen in Right of the Province of British Columbia.

Services include being on call 24 hours per day, 7 days per week to provide Critical Incident Response, Criminal Justice Information and Support, Safety Planning, Information and Referrals, and Emotional and Practical Support.

The Association acknowledges that the Town's contribution to the program is intended to provide services to residents of the town of Ladysmith. It is understood that services provided to residents of the Cowichan Valley Regional District outside the Town boundaries are to be funded by the province of British Columbia, the Association, and/ or the Cowichan Valley Regional District.

#### 3. Family Support

The Family Support Program will be administered in accordance with the agreement between the Ladysmith Resources Centre Association and the Province of British Columbia.

The Association will provide approximately 31 hours per week for a Family Support Worker to work with children (aged 6-12) to teach life skills, emotional resilience and coping skills.

#### 4. Youth Support

The Youth Support Program will be administered in accordance with the agreement between the Ladysmith Resources Centre Association and the Province of British Columbia.

The Association will provide approximately 31 hour per week for a Youth Support Worker to work with troubled youth (ages 13-18) who are facing a variety of emotional, physical and behavioral challenges.

5. Adventures in Early Literacy

The Association will provide one coordinator and one part-time assistant to host 8 week sessions, 3 times annually to promote literacy for children 3-5 years old.

6. Dad's Program

The Association will provide 2 part-time coordinators, every Saturday morning to create a program where fathers bring their children, share a healthy breakfast and get involved with organized bonding activities, or one on one playtime.

7. Mother Goose

The Association will provide a part-time coordinator to provide a weekly an opportunity for parents and children (aged 0 - 5) to promote socialization and bonding through rhymes and songs.

8. Seniors

The Association will provide one part-time coordinator working approximately 10 hours per week providing information and assistance to seniors to in accessing existing community and LRCA programs and services.

TOWN OF LADYSMITH

BYLAW NO. 1935

A bylaw to exempt from taxation certain lands and buildings for the year 2018.

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

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

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Part 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2018.

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

All lands and improvements within the legal boundaries of those properties listed under and to the extent described Part 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2018.

Part 3 – Partnering Exemption Authority

All lands and improvements within the legal boundaries of those properties listed under and to the extent described in Part 3 of Schedule ‘A’ are hereby exempted from taxation for the year 2018.

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

This bylaw may be cited as "2018 Permissive Tax Exemptions Bylaw 2017, No. 1935."

**READ A FIRST TIME** on the 18<sup>th</sup> day of September, 2017  
**READ A SECOND TIME** on the 18<sup>th</sup> day of September, 2017  
**READ A THIRD TIME** on the 18<sup>th</sup> day of September, 2017  
**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2017

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Mayor (A. Stone)

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Corporate Officer (J. Winter)

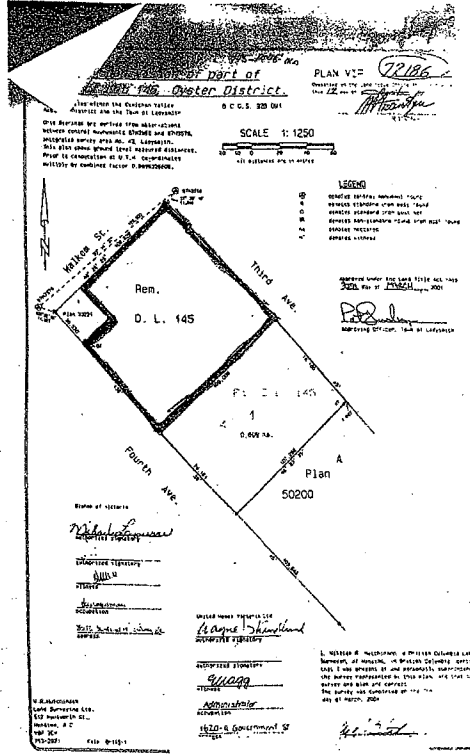


This is Schedule "A" attached to and forming part of  
Permissive Tax Exemption Bylaw 2017, No.1935

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

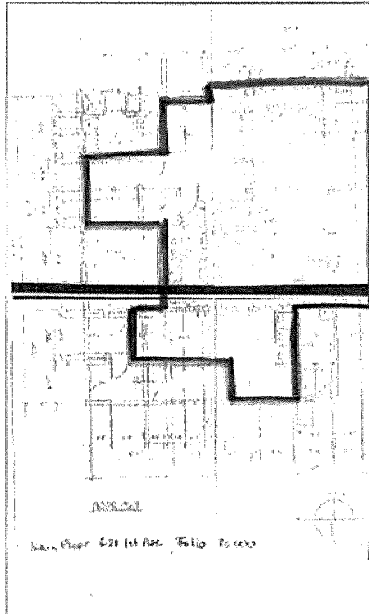
Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
Ladysmith Festival of Lights	1163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

This is Schedule "B" attached to and forming part of  
 Permissive Tax Exemption Bylaw 2017, No.1935

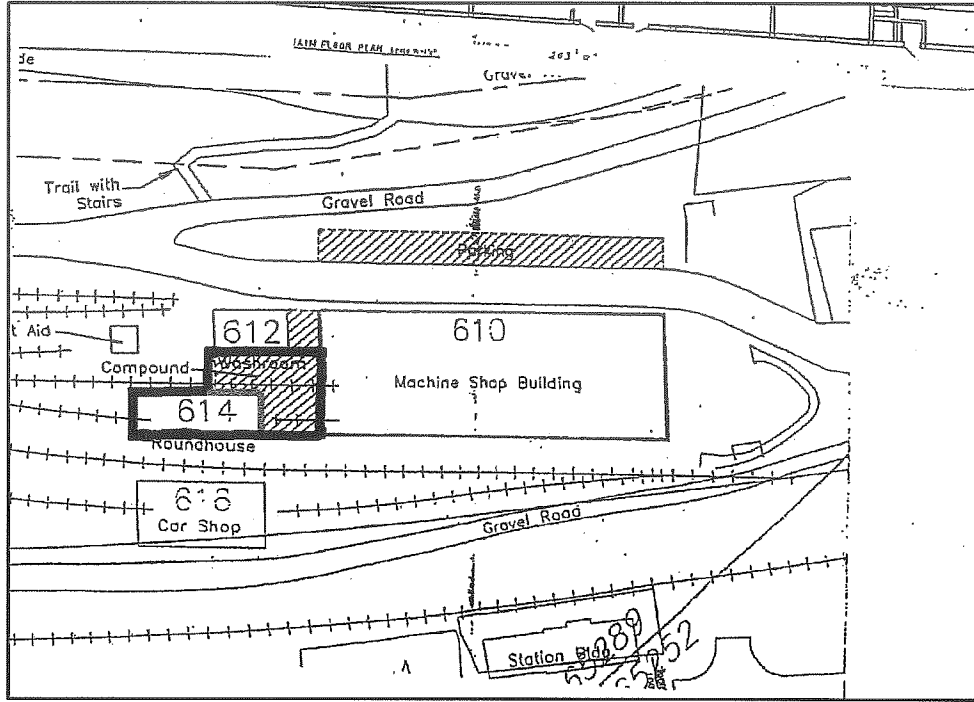




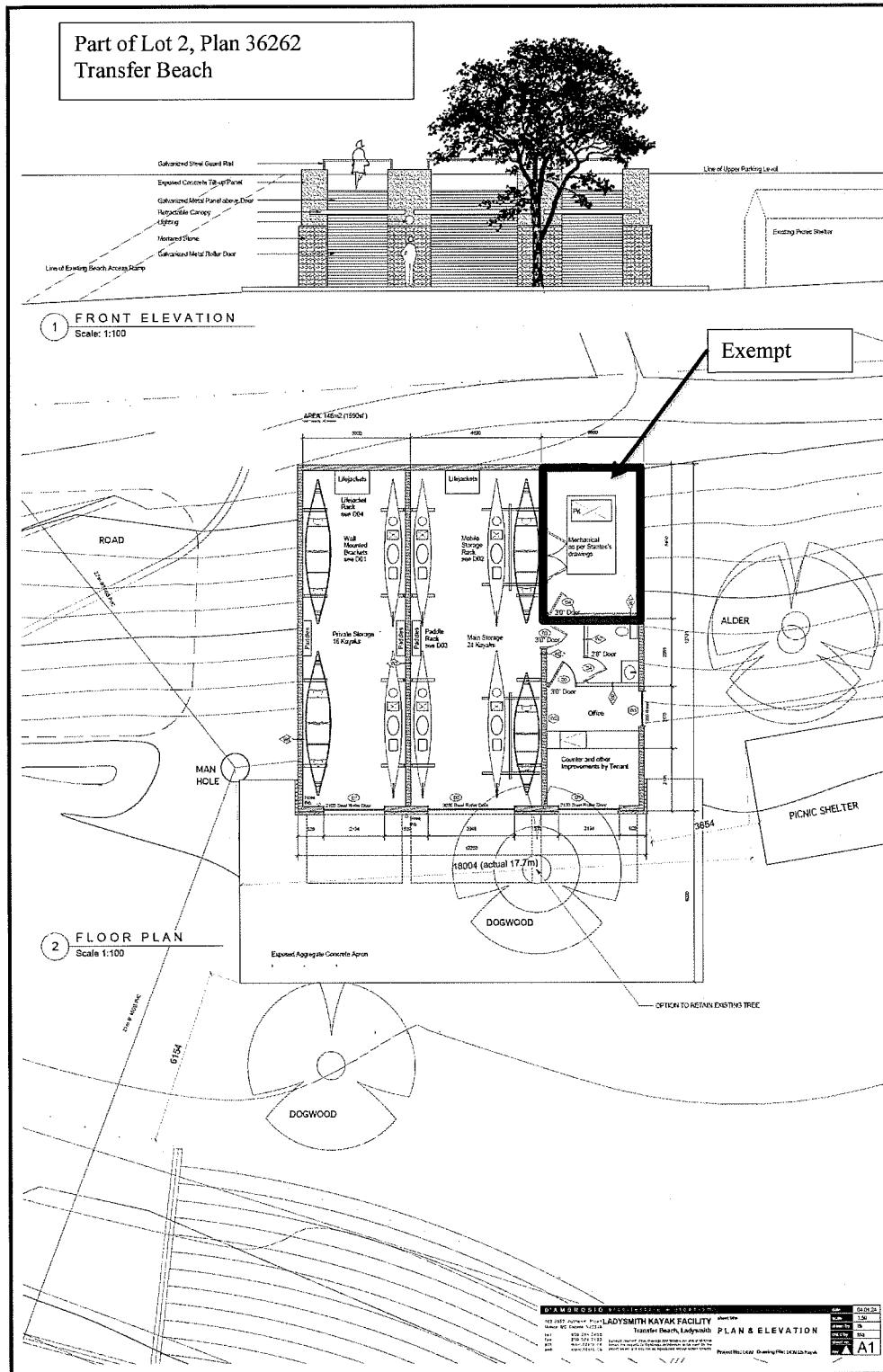
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Permissive Tax Exemption Bylaw 2017, No.1935



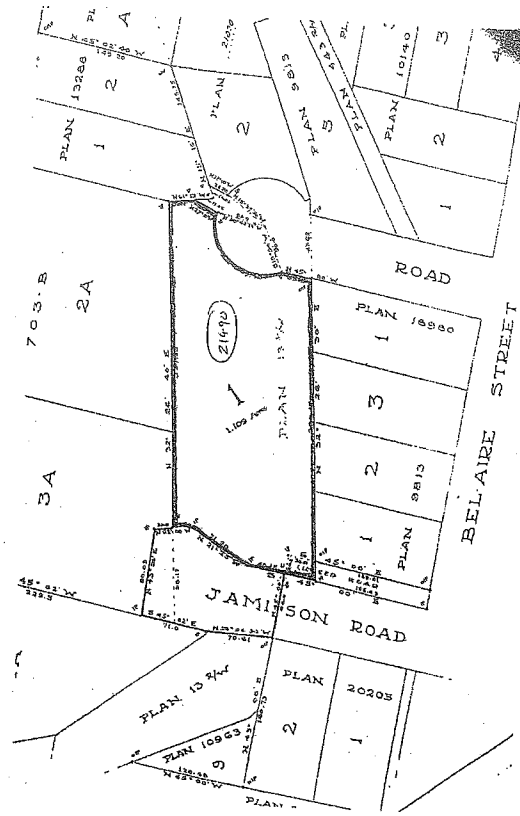
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Permissive Tax Exemption Bylaw 2017, No.1935



This is Schedule "F" attached to and forming part of  
 Permissive Tax Exemption Bylaw 2017, No.1935

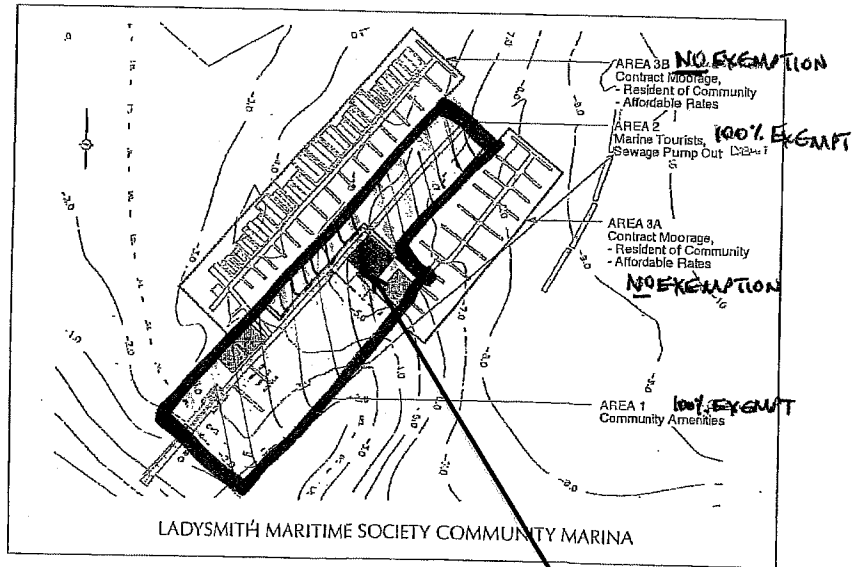


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Permissive Tax Exemption Bylaw 2017, No.1935



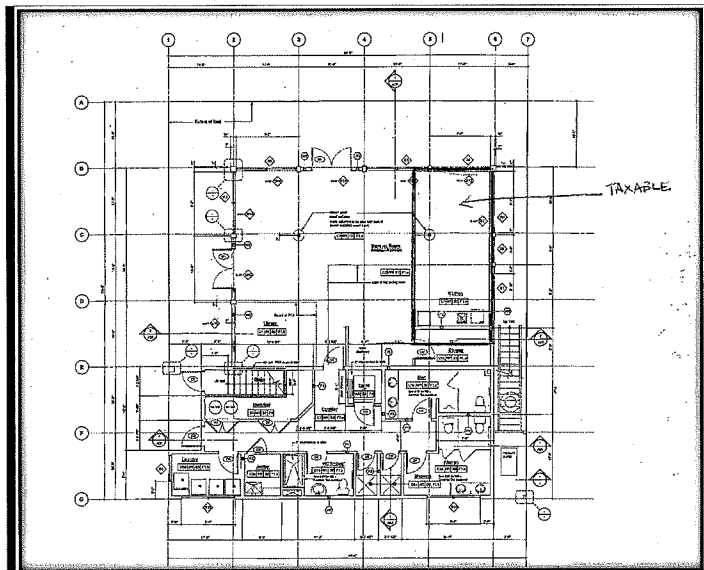


This is Schedule "H" attached to and forming part of  
Permissive Tax Exemption Bylaw 2017, No.1935



See insert below

Insert:



October 5, 2017

Good morning Mayor Stone and Ms. Winter,

In follow up to our recent direct mail letter to Mayor and Council, the Community Energy Association (CEA) requests the following information be included in Council's upcoming agenda package under "For Information".

The BC Municipal Climate Leadership Council invites Mayors, Councillors, Area Directors and senior staff to join them at the **Climate Leadership Institute** (CLI) from November 1-3, 2017 in Richmond, BC. This intensive climate action training will offer locally elected officials the practical skills and knowledge needed to lead their communities into the green future they desire.

Keynote speakers include:

- Mike Harcourt, Former Mayor of the City of Vancouver and Premier of BC
- Travis Streb, Communications coach and group facilitator for business leaders with the Humphrey Group
- Mayor Richard Walton, District of North Vancouver and Chair of BCMCLC
- Mayor Lawrence Chernoff, City of Castlegar and BCMCLC member

CLI offers 3 credit hours toward any level of Local Government Leadership Academy (LGLA) Certification. Further information about this event and registration is available at [www.BCMCLC.ca/CLI](http://www.BCMCLC.ca/CLI) or contact Janice Keyes at 604-561-0646 or [jkeyes@communityenergy.bc.ca](mailto:jkeyes@communityenergy.bc.ca).

Kind Regards,  
Susan

Susan Chalmers, Administrator



*Facilitators of the BC Municipal Climate Leadership Council*

Tel: (604) 628-7076 | Mobile: (778) 871-2711

Connect with CEA: [Website](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)



September 29, 2017

Hello Aaron, Mark, Andrea and Guillermo;

As a follow up to our meeting last week, I've prepared a very brief outline of our objectives and the budget outline for the Ladysmith Economic Development Plan proposal that we agreed we would like to submit to Island Coastal Economic Trust (ICET).

I've taken the liberty of doing some grouping of ideas under sectors and I hope I've captured the essence of what we discussed. I spoke with Line Robert at ICET today, and she is excited about the application and would like me to submit it by next Friday, October 6, in order for it to be reviewed at the October 13 board meeting.

Could I ask everyone to:

- 1) Submit any comments and suggestions they have to me by no later than Wednesday, October 4 at noon.
- 2) If you're able to, provide me with a Letter of Support for the project (if these letters of support need to be vetted by your boards or by council we can send them on to ICET after the application has been submitted.)

Thank you everyone. I look to your follow up.

Amy Melmock  
Manager, Economic Development  
Cowichan Valley Regional District  
135 Third Street, Duncan, BC V9L 1R9  
Email: [amelmock@cprd.bc.ca](mailto:amelmock@cprd.bc.ca)  
Tel: 250.746.7880 Toll Free: 1.866.746.2508 Fax: 250.746.7801

## ECONOMIC DEVELOPMENT READINESS PROGRAM

*Prior to completing the application form, please contact ICET staff to validate the project concept.*

Date of contact with ICET staff: September 29, 2017

Concept Validated By: Line Robert, Chief Executive Officer

### SECTION 1 - EDRP FUNDING FOCUS AREAS

*Please select the appropriate funding focus area for your project*

- Economic Development Strategy
- Quick Start Implementation
- Investment Attraction Tools
- Technology Attraction Strategy/Community Broadband Strategy
- Sectoral Development Strategies
- Regional Collaboration or Regional Marketing Strategies

### SECTION 2 – PROJECT NAME

*Please select a project name that captures the essence of your project.*

Ladysmith Economic Development Strategy

### SECTION 3 - APPLICANT INFORMATION

#### APPLICANT INFORMATION

Name of Organization:	Economic Development Cowichan		
Street Address or PO Box:	135 Third Street		
City/Town/Village:	Duncan, BC	Postal Code:	V9L 1R9
Phone: 250.746.7880		Fax:	250.746.7801
Email: <a href="mailto:amelmock@cverd.bc.ca">amelmock@cverd.bc.ca</a>			
Incorporation/Business/Society Number: 106990617RT0001			

**DESIGNATED OFFICER (SIGNING AUTHORITY)**

Officer's Name:	Amy Melmock		
Title:	Manager, Economic Development Cowichan		
Street Address or PO Box:	135 Third Street		
City/Town/Village:	Duncan, BC	Postal Code:	V9L 1R9
Phone: 250.746.7880		Fax:	250.746.7801
Email: amelmock@cverd.bc.ca			

**PRIMARY CONTACT (IF DIFFERENT FROM DESIGNATED OFFICER)**

Name & Title:			
Street Address or PO Box:			
City/Town/Village:		Postal Code:	
Phone:		Fax:	
Email:			

**SECTION 4 – PROJECT INFORMATION**

*Please be succinct*

**1. DETAILED PROJECT DESCRIPTION**

**Project Rationale** *(the issue or opportunity this project addresses)*

Within the area of Ladysmith, various organizations and local government jurisdictions play a role in determining economic development priorities. In recent months, these entities have come together and recognized the value in working in partnership in order to create a **Ladysmith Economic Development Strategy**. This strategy will support the unified goal of identifying and implementing key economic development projects.

To move forward in a collaborative manner, the various partners in economic development recognize the value of evaluating current plans, exploring the potential of dominant sectors within the community and creating a formal partnership strategy that will detail key economic development assets and create priorities for future development. Our project partners include:

- Economic Development Cowichan
- Town of Ladysmith
- Ladysmith Downtown Business Improvement Association
- Ladysmith Chamber of Commerce
- Stz'uminus First Nations

**Project Description and Activities** (*specific tasks and activities to support economic development readiness or investment attraction*)

This project will involve implementing the following tasks and activities:

- Creating a formal **project steering committee** made up of project partners to oversee the development of the project.
- Hiring a consultant to **assess the overall economic development priorities** of the Municipality, EDC, the Ladysmith Chamber of Commerce, the Ladysmith Downtown Business Association and the Szt'uminus First Nations with respect to sector and economic development in Ladysmith and the nearby region.
- The consultant(s) will draw upon background economic documents produced by the partners, stakeholder interviews and community engagement sessions in conducting their assessment. They will also analyze the respective strengths and weaknesses of the projects, opportunities for collaboration, and the potential for developing a partnered approach to sourcing funding.
- Creating a **timeline and critical path** for investing shared resources and project implementation

Based on the current strategies and activities of project partners, the preliminary list of key sectors and economic development priorities includes:

- **Tourism** (Wayfaring Signage Projects, Sport Tourism, Cycling Product Development, Watersport Development at the Ladysmith Waterfront, Culinary and Hospitality Opportunities)
- **Culture and Heritage Infrastructure** (First Nations Interpretive Centre at the Ladysmith Waterfront, Development of the Ladysmith Marine Building (currently housing the Ladysmith Art Gallery), other potential heritage sites in the downtown core)
- **Business Retention, Expansion and Attraction** (Tech Sector Strategies, Advanced Manufacturing and Clean Tech, Expansion of the Specialty Retail Sector)
- **Residential Housing Sector** (potential for growth of the sector and its relationship to business growth)

**Project Deliverables** (*tools that will be developed and measurable outcomes*)

This project will create the following deliverables and measurable outcomes:

- 1) A current **inventory of desired economic development projects, according to sector.**  
(Measurable outcome: evidence of significant stakeholder engagement and completion and review of the inventory by project partners.)
- 2) A list of agreed upon **priority projects**, accompanied by detailed research into funding sources  
(Measurable outcome: completion and review of priority projects by project partners and a go-forward plan for applying for future project resources)
- 3) A three-year **project implementation strategy**, accompanied by an assessment of the need for project management (Measurable outcome: plan for assigning funding to project management, review of project implementation strategy by steering committee on a regular basis)

## ECONOMIC DEVELOPMENT READINESS PROGRAM APPLICATION

### 2. CONSISTENCY WITH ECONOMIC DEVELOPMENT STRATEGIES OR PRIORITIES

*Describe how your project will help achieve your community/regional/industry economic priorities.*

This project aligns with the strategic focus of Economic Development Cowichan in the following ways:

- 1) The project will create new and lasting partnerships in economic development between business, community and municipal leaders.
- 2) The project will lead to the strengthening of key infrastructure and priority sectors within Ladysmith and the surrounding area. This will in turn, add to the community's attractiveness and competitiveness as a place to live, work and invest in.

### 3. DEMONSTRATED NEED FOR FUNDING

Economic Development Cowichan manages a wide variety of regional and sub-regional strategies that demand leveraged investment and administrative support through the resources of a limited budget. Each year, we allocate resources across a focused selection of projects that will produce the most lasting benefit to communities. The Ladysmith Economic Development Strategy has evolved through ongoing discussions with economic development partners in Ladysmith over the past year. We are hopeful that our leveraged contribution, combined with the resources of partner organizations and the Town of Ladysmith, will help engage the much-needed support of Island Coast Economic Trust.

### 4. PROJECT TIMELINES

**Estimated Project Start Date** November 2017

**Estimated Project Completion Date** May 2018

#### Implementation Plan

PROJECT ACTIVITY	TIMELINE
Creation of a form Project Steering Committee made up of project partners	November 2017
Development of a Project RFP and Selection of Project Consultant	November-December 2017
Assessment of Economic Development Priorities by Consultant, including literature review, stakeholder and community engagement, review of funding sources.	December 2017 to March 2018
Creation of First Draft of Project Report for review by Steering Committee	Late March 2018
Completion of Final Draft for Review and Endorsement of project partners	April-May 2018

## 5. PROJECT BENEFITS

Project benefits to the Ladysmith community include:

- Local business and community leaders will have a clear blueprint for future economic development activities and an agreed upon plan for implementing priorities
- The potential for new resources flowing to the community for economic development partnerships and infrastructure as the result of developing a partnered strategy
- The opportunity to forge strong relationships between stakeholders will lead to new and innovative collaborations in a variety of sectors that are important to Ladysmith and the surrounding region.
- The potential creation of new business and community partnerships that will enhance local prosperity and job growth.

## 6. PROJECT SUSTAINABILITY

The project will sustain itself through the ongoing commitment of the Project Steering Committee to continue meeting on a regular basis. As the project evolves, additional stakeholders and supporters will participate, including the Nanaimo Airport Authority, provincial and federal funding partners, and others who have a stakeholder interest in the economic future of Ladysmith.

## 7. PERFORMANCE MEASUREMENT

Success measures will include:

- 1) Completion of a Ladysmith Economic Development Strategy endorsed by all project partners.
- 2) Implementation of a minimum of three priority projects over three years.
- 3) New funding resources flowing to Ladysmith in the coming three years in conjunction with completing the Ladysmith Economic Development Strategy.

## 8. COMMUNITY CONSULTATION AND SUPPORT

Economic Development Cowichan will provide evidence of community endorsement for the project through support letters provided by:

- The Town of Ladysmith
- Ladysmith Chamber of Commerce
- Ladysmith Downtown Business Association
- Cowichan Valley Regional District/Economic Development Cowichan
- Szt'uminus First Nations



**9. ORGANIZATION CAPACITY**

**Economic Development Cowichan** has supported the development and implementation of major strategies in agriculture, technology, land use development and a variety of other sectors during the past decade. Through the administrative support and project oversight offered by EDC, we have the capacity to effectively facilitate the project, bring together project stakeholders and provide financial management of this initiative.

**10. FUNDING AND BUDGET**

*Please see attached.*

**11. SUPPORTING DOCUMENTATION**

*Please refer to the Economic Development Readiness Program Applicant Guidelines for the specific supporting documents required for your project.*

- Organization's annual plan
- Organization's latest financial statement (audited if available)
- Organization's strategic plan
- Formal letter(s) of support (to be forwarded by mid-October)
- Organization's latest economic development strategy
- Completed Funding and Budget Worksheet

**SUBMISSION**

Application Form and all supporting documents should be submitted electronically, by email to: [info@islandcoastaltrust.ca](mailto:info@islandcoastaltrust.ca)

***Please do not submit hard copies of the application by mail or fax.***

## ECONOMIC DEVELOPMENT READINESS PROGRAM APPLICATION

### AUTHORIZATION

I/we certify that the information provided in this Economic Development Readiness Program Application Form is to the best of my/our knowledge, complete, true and accurate and the proposal including plans and budgets is fairly presented.


I/we authorize the Island Coastal Economic Trust to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization's field of activities, to collect and share information with them, as Island Coastal Economic Trust deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate results after project completion.

I/we agree that the information provided in this application form will be shared with the appropriate Regional Advisory Committee and Island Coastal Economic Trust staff and consultants.

I understand that the information in this application may be accessible under the Freedom of Information Act (FOI).

I/we also understand that all Trust correspondence, relative to our Application, must be kept confidential and that any breach whatsoever of confidentiality will immediately result in the annulment of the Application.

I/we also understand that ICET will not be responsible for any costs incurred in the preparation of this application, or any subsequent application for funding from the Trust, and this application is being prepared entirely at my/our own risk and cost.

Signature of Authorized Representative(s):	
Printed Name(s):	Amy Melmock
Title(s):	Manager, Economic Development Cowichan
Date:	October 5, 2017

### Economic Development Readiness Program - Funding and Budget

Sources of Funding	Cash	Confirmed Yes/No	Percent of Total
Applicant's Equity (if applicant is a local government use row below)	\$ -		0%
Local government (specify below):			0%
Economic Development Cowichan	\$ 5,250.00	Yes	18%
Town of Ladysmith	\$ 5,250.00	Yes	18%
Federal Funding Sources (specify below):			
	\$ -		0%
	\$ -		0%
Provincial Government Funding Sources (specify below):			
	\$ -		0%
	\$ -		0%
Private Sector Contributions (specify below):			
Nanaimo Airport Authority	\$ 1,000.00	Pending	3%
	\$ -		0%
Other sources of funding (specify below):			
Ladysmith Downtown Business Association	\$ 1,000.00	Yes	3%
Stz'uminus First Nations	\$ 1,000.00	Pending	3%
Ladysmith Chamber of Commerce	\$ 1,500.00	Yes	5%
Request from Island Coastal Economic Trust	\$ 15,000.00		50%
<b>TOTAL</b>	<b>\$ 30,000.00</b>		<b>100%</b>

Project Budget (define categories)	\$ Amount
Consulting Fee for Project Development	\$ 30,000.00
<b>Total Project Budget</b>	<b>\$ 30,000.00</b>

October XX, 2017

File: 0400-60-30

*Via email: [line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca)*

Ms. Line Robert  
Chief Executive Officer  
Island Coastal Economic Trust  
108-501 4<sup>th</sup> Street  
Courtenay, BC V9N 1H3

Dear Ms. Robert:

**Re: Letter of Support – Town of Ladysmith Economic Development Plan Objectives**

Please accept this letter of support for the Town of Ladysmith Economic Development Plan Objectives, initiated through Economic Development Cowichan. The Town of Ladysmith is in support of this collaborative approach and looks forward to working with our partners, Ladysmith Downtown Business Association, Ladysmith Chamber of Commerce, Stz'uminus First Nation and Economic Development Cowichan. By working together, we can create a formal strategy that will map current assets and create priorities for future development.

The Town acknowledges the importance of working with our partners to support the goal of identifying and implementing key economic development projects in Ladysmith. This letter supports the approach agreed to by all partners to harmonize the overall economic development priorities shared by us with respect to sector development. The opportunity to share our resources and implement projects is invaluable and, along with our partners, the Town of Ladysmith is prepared to contribute financially to this project.

We look forward to participating in this important project and endorse the implementation through Economic Development Cowichan.

Sincerely,

Aaron Stone  
Mayor

C: Amy Melmock, Manager, Economic Development Cowichan (*Via email: [amelmock@cvrd.bc.ca](mailto:amelmock@cvrd.bc.ca)*)

