



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, AUGUST 17, 2015
Call to Order 5:00 p.m.
Closed Meeting 5:00 p.m.
Regular Open Meeting 7:00 p.m.

A G E N D A

1. CALL TO ORDER 5:00 P.M. – in order to retire immediately into Closed Session

2. CLOSED SESSION

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

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

3. AGENDA APPROVAL

4. MINUTES

4.1. Minutes of the Regular Meeting of Council held July 20, 20151 - 4

5. DELEGATIONS

5.1. Griffin Russell and Gord Long, The Dogwood Drive Challenge
Concerns of Citizens along Dogwood Drive

6. DEVELOPMENT APPLICATIONS

- 6.1. Development Variance Permit Application – 509 French Street (G. Sedola)5 - 11
Lot 5, Block 127, Oyster District, Plan 703A**

Staff Recommendation:

That Council consider issuing Development Variance Permit 3090-15-02 to vary the permitted siting for a proposed single storey coach house dwelling within an existing accessory building and to legalize the siting of an existing garden shed on Lot 5, Block 127, Oyster District, Plan 703A (509 French Street); and that Council authorize the Mayor and Corporate Officer to sign the Development Variance Permit.

- 6.2. Coach House Intensive Residential Development Permit Application –
509 French Street (G. Sedola)..... 12 - 18
Lot 5, Block 127, Oyster District, Plan 703A**

Staff Recommendation:

That, subject to Council issuing Development Variance Permit 3090-15-02, Council issue Development Permit 3060-15-08 to permit the issuance of a building permit for the conversion of an existing accessory building to a single storey coach house dwelling on Lot 5, Block 127, Oyster District, Plan 703A (509 French Street); and that Council authorize the Mayor and Corporate Officer to sign the Development Permit.

- 6.3. Coach House Intensive Residential Development Permit Application –
425 French Street (D. McNeil)..... 19 - 23
Lot 7, Block 92, Oyster District, Plan 703A**

Staff Recommendation:

That Council issue Development Permit 3060-15-11 to permit the issuance of a building permit for the construction of a single storey coach house dwelling on Lot 7, Block 92, Oyster District, Plan 703A (425 French Street); and that Council authorize the Mayor and Corporate Officer to sign the Development Permit.

- 6.4. Official Community Plan Amendment / Rezoning Application – Holland
Creek Development (Glencar Consultants Inc.) 24 - 95
Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156**

Staff Recommendation:

1. That Council direct staff to:

- a. Review OCP amendment / rezoning application 3360-15-02 submitted by Glencar Consultants Inc. for Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156, within the scope of the Town's planning documents including the Official Community Plan, Holland Creek Area Plan, and the Visioning Report;

- b. Review the transportation and servicing aspects comprehensively for the new neighbourhood in the Holland Creek Development Area and provide recommendations to Council for the consideration of development phasing and financing, including potential modifications and amendments to the existing DCC Program;
 - c. Review the application in conjunction with the Financial Plan and the Liquid Waste Management Plan; and
 - d. Request G.P. Rollo and Associates to provide comments on the proposed commercial land use and to waive the Purchasing Policy in this regard.
2. Pursuant to s. 879 of the *Local Government Act* (Consultation during OCP development), that Council direct that consultation shall be early and on-going for OCP amendment application 3360-15-02 and include the following consultation plan:
 - a. The applicant shall host a project website, hold open houses about the application and at least two public meetings with presentations about the application prior to the holding of the public hearing. Public input will assist with the refinement of the proposal and presentations will respond to input and questions from the public. Further public consultation may be directed by Council as the review proceeds. Reports from the public processes shall be provided to the Town following each open house/meeting in a form acceptable to the Director of Development Services;
 - b. Staff shall refer the application to the Advisory Planning Commission for review and comment at times to be determined by the Director of Development Services. The applicant will be invited by staff to make a presentation to the Advisory Planning Commission;
 - c. The application shall be referred to School District #68 for school planning purposes and pursuant to s. 881 of the *Local Government Act*;
 - d. The application shall be referred to Stz'uminus First Nation pursuant to the Town's Memorandum of Understanding; and
 - e. The Director of Development Services may refer the application to provincial or federal agencies.

6.5. Development Approval Information Bylaws..... 96 - 98

Staff Recommendation:

1. That Council has considered s. 879 of the *Local Government Act* (consultation during OCP development) and determines that for Official Community Plan (OCP) amendment Bylaw 1886 that would establish a Development Approval Information (DAI) Area, the Bylaw be referred to the Stz'uminus First Nation and the Advisory Planning Commission.
2. That under the Bylaws portion of the agenda, Council proceed with:

a. First two readings of “Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886” to establish a Development Approval Information (DAI) Area and refer the Bylaw to a Public Hearing, and

b. First three readings of “Development Approval Information Bylaw 2015, No. 1887” to establish procedures and policies for requiring Development Approval Information.

7. REPORTS

7.1. Municipal Services Committee Recommendations (Meeting of July 20, 2015).....99

Committee Recommendations

1. Direct staff to present terms of reference for an updated waterfront area plan to the August 17, 2015 meeting of Council for review.
2. Authorize staff to finalize the Managed Information Technology (IT) Services Agreement with the District of North Cowichan for the provision of IT support services commencing in September 2015 for an initial three year term at a cost not to exceed \$75,000 for the first year and an inflationary increase for years thereafter.
3. Adopt the following water conservation measures:
 - Establish a Council policy on Sustainable Drought Tolerant Planting Strategies in Fall 2015
 - Establish a policy on Municipal Water Use during water restrictions in Fall 2015
 - Consider adopting further water conservation measures
 - Review Water Metering for non-residential properties.
4. Direct staff to report to Council regarding the authority to determine when to secure building permits for Town construction projects.

7.2. Financing for Ladysmith Fire/Rescue 2005 Spartan Engine #2.....100 - 102

Staff Recommendation:

That Council direct staff to enter into an equipment leasing agreement with the Municipal Finance Authority for up to \$46,400 for a period of five years, to continue the financing of the 2005 Spartan Engine #2, pursuant to section 175 of the *Community Charter*.

7.3. Nuisance Abatement103 - 110

Staff Recommendation:

That Council support in principle the nuisance abatement process and associated bylaw as outlined in the staff report and direct staff to proceed with the establishment of the process, and that the new Nuisance

Abatement Bylaw be placed on the next Council agenda for first three readings.

7.4. Holland Creek Traffic Study Update111 - 135

Staff Recommendation:

That Council authorize staff to proceed with a Town funded Traffic Study, to a maximum cost of \$30,000, with funding allocated from Gas Tax funds, and amend the Financial Plan accordingly.

7.5. Subdivision and Development Servicing Bylaw Amendments – Works and Services136 - 138

Staff Recommendation:

That Council direct staff to:

1. Amend the Subdivision and Development Servicing Bylaw to allow for a reduction in the curb, sidewalk, and street tree standard for single family developments involving a single lot in existing neighborhoods to match the existing standard of the neighborhood; and
2. Relax the requirement of a concrete curb and street tree for the building permit application for 430 Walker Ave.

8. BYLAWS

8.1. Parks Usage Bylaw 1995, No. 1158, Amendment Bylaw 2015, No. 1882 139
May be adopted.

The purpose of Bylaw No. 1882 is to amend the Parks Usage Bylaw to clarify on and off leash areas for dogs in the community.

8.2. Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2015, No. 1883..... 140
May be adopted.

Council will recall that at the March 16, 2015 Council meeting, the following resolution was adopted:

That Council authorize an increase to dog licence fees of \$4.00 per licence effective 2016 and that the additional revenue be used for the development of a fenced dog park (i.e. construction/signage) and to offset the increase to the parks operations budget due to the addition of new parks facilities.

The purpose of Bylaw No. 1883 is to increase dog licensing fees by \$4.00 as per Council direction.

- 8.3. Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884141 - 143**
May be adopted.

The purpose of Bylaw 1884 is to establish updated fees and charges for the use of the Frank Jameson Community Centre and other Town of Ladysmith recreation facilities. The fees contained in Bylaw 1884 were approved by Council at a previous meeting.

- 8.4. Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886144 - 145**
May be read a first and second time and a public hearing may be scheduled.

Bylaw 1886 is the subject of a staff report under agenda item 5.5. The purpose of Bylaw 1886 is to amend the Town's Official Community Plan to designate the Development Approval Information Area and specify circumstances when development approval information may be required.

- 8.5. Ladysmith Development Approval Information Bylaw 2015, No. 1887.....146 - 153**
May be read a first, second and third time.

Bylaw 1887 is the subject of a staff report under agenda item 5.5. The purpose of Bylaw 1887 is to establish procedures and policies on the process for requiring Development Approval Information.

9. CORRESPONDENCE

- 9.1. Jonathan Zeiler, Ladysmith Festival of Lights.....154 - 156**
Request for Town Assistance in Obtaining Liability Insurance coverage

Staff Comments:

The Town has assisted other community groups such as the Kinsmen Club of Ladysmith in obtaining liability insurance for community events. This coverage is available through the Municipal Insurance Association under its Associate Member Program on the condition that the associate member is providing a service for the local government. In this case, the Festival of Lights provides promotional services by promoting the Town of Ladysmith in various publications and in the parades themselves, and by attracting people to Ladysmith from out of town to the Light-up and through the Festival of Lights season. The society must enter into a Service Provider Agreement with the Town (see attached). The annual fee for this additional insurance coverage is \$250 for which the Festival of Lights will be responsible. In order to proceed with this request, the Town is required to:

- Adopt a resolution authorizing the Town to enter into a Service Provider Agreement with the Society
- Execute a Service Provider Agreement signed by both parties

- Process payment of the \$250 annual premium

Staff Recommendation:

That Council authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Festival of Lights for the provision of promotional services for Ladysmith, and that the Festival of Lights be required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of B.C.

9.2. Pascale Knoglinger, BC Economusée.....157 - 158
Street Signage Proposal for new Economusée Site at Mary Fox Pottery Studio

Staff Comments:

The Mary Fox Pottery Studio is a home-based business located at 321 Third Avenue, being certified as an Economusée site. While the studio sign meets the sign regulations, the proposed Economusée post sign and banner exceeds the signage permitted for a home-based business, and the Bylaw does not adequately address this type of request.

Staff Recommendation:

That Council accept the Economusée post sign and banner as requested in the correspondence from Economusée dated July 30, 2015 for the Mary Fox Pottery studio under the heritage designation exemption in Sign & Canopy Bylaw 1176, and direct that such designations be clarified in the review of Bylaw 1176 planned for 2016.

9.3. Sharon Hamilton, Ladysmith Resources Centre Association159 - 160
Clarification of Administrative Costs as Requested by Council

Council will recall that it requested information about administrative costs from the Ladysmith Resources Centre Association during Grant-in-Aid deliberations at the April 20, 2015 Council meeting. The attached information has been provided by the Ladysmith Resources Centre Association in response.

Staff Recommendation:

That Council confirm whether it wishes to provide the following grants-in-aid to the Ladysmith Resources Centre Association for 2015:

<i>Ladysmith Resources Centre Association</i>	<i>11,000</i>
<i>Victim Services</i>	
<i>Ladysmith Resources Centre Association</i>	<i>8,000</i>
<i>Seniors</i>	
<i>Volunteer Counselling</i>	
<i>Soup Kitchen</i>	
<i>Dad's Drop-In</i>	
<i>Berry Mania</i>	
<i>Adventures in Early Literacy</i>	
<i>Mother Goose</i>	

Ladysmith Resources Centre Association – 8,000
Youth at Risk
Ladysmith Resources Centre Association – 8,000
Family Support

10. NEW BUSINESS

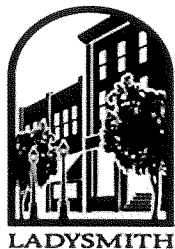
11. UNFINISHED BUSINESS

12. 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.

13. RISE AND REPORT

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, JULY 20 2015
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 7:00 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone
Councillor Joe Friesenhan
Councillor Duck Paterson

Councillor Steve Arnett
Councillor Carol Henderson

Councillor Cal Fradin
Councillor Rob Hutchins

STAFF PRESENT:

Ruth Malli
John Manson

Sandy Bowden
Joanna Winter

Erin Anderson

CALL TO ORDER

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

AGENDA APPROVAL

CS 2015-261

Moved and seconded:

That the agenda for the Regular Council Meeting of July 20, 2015 be approved as amended by the following addition:

8.1 Medical Marijuana Dispensaries

Motion carried.

MINUTES

CS 2015-262

Moved and seconded:

That the minutes of the Regular Meeting of Council held July 6, 2015 be approved as circulated.

Motion carried.

DELEGATIONS

**Charlyne Smilinski, Gail Ralphs, Arts on the Avenue
Presentation to Council**

Charlyne Smilinski and Gail Ralphs presented a print by Leona Petrak to Council in appreciation of the Town's support over 17 years of Arts on the Avenue.

STAFF REPORTS

Holland Creek Area Plan – Traffic Study

MOTION AMENDED

Moved and seconded:

CS 2015-263

That Council:

1. Direct staff to coordinate a Traffic Study for the Holland Creek Area Plan, which will incorporate all major development proposals for this area and require that the developers agree to cover the cost of the study (paid in advance) and generally follow

the terms of reference as outlined in the report from the Director of Infrastructure Services dated July 20, 2015.

2. Waive the purchasing policy to award the study to Boulevard Transportation Group of Victoria, and confirm that the study generally follow the terms of reference as outlined in this report.
3. Agree to cost share 25 per cent of the cost of the study, with funding to come from Gas Tax Funds, provided that all of the developers in the Holland Creek Local Area agree to the proposed Study Terms of Reference.

AMENDMENT MOTION

Moved and seconded:

That resolution CS 2015-263 be amended to read as follows:

CS 2015-264

That Council:

1. Direct staff to coordinate a Traffic Study for the Holland Creek Area Plan, which will incorporate all major development proposals for this area and require that the developers agree to cover the cost of the study (paid in advance) and generally follow the terms of reference as outlined in the report from the Director of Infrastructure Services dated July 20, 2015.
2. Waive the purchasing policy to award the study to Boulevard Transportation Group of Victoria, and that the study generally follow the terms of reference as outlined in this report.
3. Agree to cost share 25 per cent of the cost of the study, with funding to come from Gas Tax Funds in 2016, provided that all of the developers in the Holland Creek Local Area agree to the proposed Study Terms of Reference and the total cost of the study does not exceed \$25,000.

Amendment carried.

Motion as amended carried.

Special Occasion Licence Applications

Moved and seconded:

CS 2015-265

That Council approve the following Special Occasion Licence applications:

1. Ladysmith Downtown Business Association (LDBA) for a beverage garden to take place at the Arts on the Avenue "Light Up the Night" event to be held August 22, 2015 from 6:00 p.m. to 10:00 p.m.
2. Ladysmith Kinsmen Club for a beverage garden to take place at the Ladysmith Car Show to be held August 15, 2015 from 11:00 a.m. to 4:00 p.m.

Motion carried.

BYLAWS

Town of Ladysmith Business License Bylaw 2003, No. 1513, Amendment Bylaw 2015, No. 1870

Moved and seconded:

CS 2015-266

That Town of Ladysmith Business License Bylaw 2003, No. 1513, Amendment Bylaw 2015, No. 1870 be adopted.

Motion carried.

Town of Ladysmith Parks Usage Bylaw 1995, No. 1158, Amendment Bylaw 2015, No. 1882

Moved and seconded:

CS 2015-267

That Town of Ladysmith Parks Usage Bylaw 1995, No. 1158, Amendment Bylaw 2015, No. 1882 be read a first, second and third time.

Motion carried.

Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2015, No. 1883

Moved and seconded:

CS 2015-268

That Town of Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2015, No. 1883 be read a first, second and third time.

Motion carried.

OPPOSED: Councillor Hutchins

Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884

Moved and seconded:

CS 2015-269

That Town of Ladysmith Community Centre Fees and Charges Bylaw 2015, No. 1884 be read a first, second and third time.

Motion carried.

NEW BUSINESS

Notice of Motion – Medical Marijuana Dispensaries

Councillor Arnett served notice of his intent to introduce a motion concerning medical marijuana dispensaries.

**UNFINISHED
BUSINESS**

Ladysmith Bio-Solids Composting Facility

Moved and seconded:

CS 2015-270

That Council direct staff to execute the Ladysmith Bio-Solids Composting Facility grant funding agreement and authorize the Mayor and Corporate Officer to sign the agreement.

Motion carried.

QUESTION PERIOD

Members of the public enquired about a new opportunity for Town signage, the proposed Holland Creek Traffic Study and the Town's bio-solids composting facility.

CLOSED SESSION

CS 2015-271

Moved and seconded:

That Council retire into Closed Session at 8:13 p.m. in order to consider the following:

- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 9:28 p.m. without report.

ADJOURNMENT

CS 2015-272

Moved and seconded:

That this Regular Meeting of Council adjourn at 9:29 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: July 31, 2015
File No: 3090-15-02

Re: Development Variance Permit Application – 509 French Street (Sedola)
Lot 5, Block 127, Oyster District, Plan 703A

RECOMMENDATION(S):

That Council consider issuing Development Variance Permit 3090-15-02 to vary the permitted siting for a proposed single storey coach house dwelling within an existing accessory building and to legalize the siting of an existing garden shed on Lot 5, Block 127, Oyster District, Plan 703A (509 French Street);

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

PURPOSE:

The purpose of this staff report is to obtain Council direction regarding a development variance permit application for the siting of a proposed single storey coach house dwelling in an existing single storey accessory building at 509 French Street.

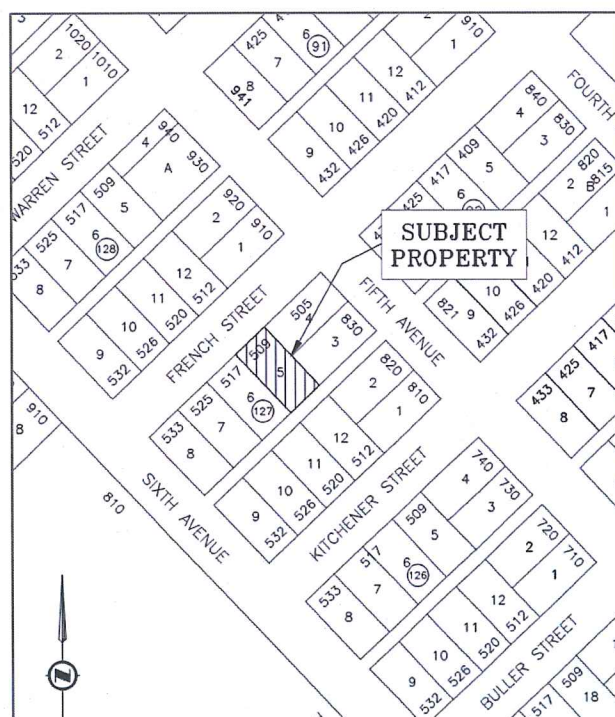
INTRODUCTION/BACKGROUND:

The applicant, Gordon Sedola, is requesting a variance: 1) for the siting of a proposed single storey coach house in an existing accessory building; and 2) to legalize the siting of an existing garden shed. Currently a single unit dwelling, single storey detached garage, and garden shed are located on the property.

At its meeting held July 6, 2015 Council directed staff to proceed with statutory notice for development variance permit application 3090-15-02.

SCOPE OF WORK:

The current stage of this application is to seek Council's decision on the proposed development variance permit application. The subject property is zoned Old Town Residential (R-2).



Variance request for Proposed Coach House

The applicant is requesting a variance for the required distance between the principal dwelling and the proposed coach house dwelling as shown in Table 1. The detached garage is located 1.5 metres from the principal dwelling and six meters is required for a coach house building, thus a variance of 4.5 metres is requested for the distance between the two buildings. In addition, 9m² of the 44.6m² building is outside of the rear yard. The coach house zoning regulations require that the coach house building be in the rear yard.

Table 1: Proposed Coach House Variance – 509 French Street

	Required	Proposed	Proposed Variance
6.5(b)(v) Required distance between the principal dwelling and the coach house dwelling.	6 metres	1.5 metres	4.5 metres
6.5(b)(iv) Rear yard	Shall be located in the rear yard.	As shown on the attached DVP form Schedule A.	As shown on the attached DVP form Schedule A.

Variance request for existing Garden Shed

The existing garden shed is 8.92m² (96ft²) in size. The timing of its construction is unknown as a building permit would not have been required as it is less than 10m² in size. The applicant is seeking a variance to legalize the siting of the garden shed. The shed is located 0.3 metres from the side parcel line and 0 metres from the rear parcel line, the required side and rear parcel setback for an accessory building less than 10m² in size is 1 metre as shown in Table 2.

Table 2: Proposed Shed Variances – 509 French Street

	Required	Proposed	Proposed Variance
10.6 (e) Exterior side parcel line	1 metre (3.2ft)	0.3 metres (1ft)	0.7 metre (2.3ft)
10.6 (e) Rear parcel line	1 metre	0 metres	1 metre

If the development variance permit application is successful a Coach House Intensive Residential Development Permit (DPA10) will be required prior to issuance of a building permit.

ALTERNATIVES:

To not support Development Variance Permit application 3090-15-02.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town of Ladysmith notice regarding Development Variance Permit application 3090-15-02 was sent to seventeen neighbouring properties (within 60 metres of the subject property) on July 17, 2015. At the time of writing this report the Town received one phone call from a neighbour who wanted to confirm that the coach house would be one storey in height.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Variance Permit application 3090-15-02 has been referred to the Infrastructure Services Department. There are no servicing issues.

RESOURCE IMPLICATIONS:

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning report calls for increasing the diversity of housing across the community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

Council may consider approving a Development Variance Permit to vary the siting of a proposed coach house in the existing detached garage and to legalize the siting of the existing garden shed at 509 French Street.

I concur with the recommendation.

R. Malli

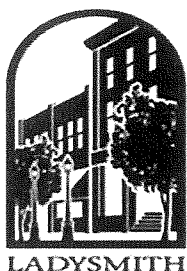
Ruth Malli, City Manager

ATTACHMENT:

DVP form 3090-15-02



Photo 1: Accessory building at 509 French St. (view from French St.)



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 920 *Local Government Act*)

FILE NO: 3090-15-02

DATE: August 17, 2015

Name of Owner(s) of Land (Permittee): Gordon R Sedola and Raquel G Sedola

Applicant: Gordon Sedola

Subject Property (Civic Address): 509 French Street

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

Lot 5, Block 127, Oyster District, Plan 703A – PID: 008-558-469
(509 French Street)

3. Part 6.5 “Coach House Regulations” of “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Schedule A – Zoning Bylaw Text” is varied for the subject property as follows:

From:

Part 6.5 (b) A Coach House Dwelling, where permitted in this Bylaw, shall satisfy all of the following conditions: (v) “Shall not be located closer than 6.0 metres to the *Principal Dwelling*, as measured between the foundations of each.”

To:

Part 6.5 (b) A Coach House Dwelling, where permitted in this Bylaw, shall satisfy all of the following conditions: (v) “Shall not be located closer than 1.5 metres to the *Principal Dwelling*, as measured between the foundations of each.”

AND

From:

Part 6.5 (b) A Coach House Dwelling, where permitted in this Bylaw, shall satisfy all of the following conditions: (iv) Shall be located in the rear yard.

To:

Part 6.5 (b) A Coach House Dwelling, where permitted in this Bylaw, shall satisfy all of the following conditions: (iv) Shall be located in the rear yard, except that a coach house dwelling limited to one storey (5 metres) in height may be located as shown on 'Schedule A: Site Plan' attached to and forming part of this permit.

4. Part 10.6 "Old Town Residential" (R-2) of "Town of Ladysmith Zoning Bylaw 2014, No.1860, Schedule A - Zoning Bylaw Text" is varied for the subject property as follows:

From:

Part 10.6 (5) (e) No *Accessory Building or Structure*, with a *Finished Floor Area* (m²) as shown in the Table below, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK ≤ 10.0 M ²	MINIMUM SETBACK >10.0 M ²
<i>Front Parcel Line</i>	6.0 metres	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	1.0 metres	1.5 metres
<i>Rear Parcel Line</i>	1.0 metres	1.5 metres

To:

Part 10.6 (5) (e) No *Accessory Building or Structure*, with a *Finished Floor Area* (m²) as shown in the Table below, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	MINIMUM SETBACK ≤ 10.0 M ²	MINIMUM SETBACK >10.0 M ²
<i>Front Parcel Line</i>	6.0 metres	6.0 metres
<i>Interior or Exterior Side Parcel Line</i>	1.0 metres	1.5 metres
<i>Rear Parcel Line</i>	1.0 metres	1.5 metres

Except one accessory structure with a floor area less than 9m² may be located 0 metres to the rear property line and 0.3 metres to the northeast side property line as shown on 'Schedule A: Site Plan' attached to and forming part of this permit.

5. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit.
6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY OF ,
2015.

Mayor (A. Stone)

Corporate Officer (S. Bowden)

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

Signed

Witness

Title

Occupation

Date

Date

Signed

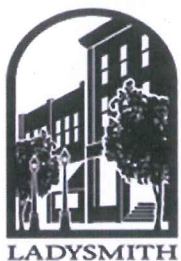
Witness

Title

Occupation

Date

Date



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: July 31, 2015
File No: 3060-15-08

Re: Coach House Intensive Residential Development Permit Application – G. Sedola
Lot 5, Block 127, Oyster District, Plan 703A (509 French Street)

RECOMMENDATION(S):

Subject to Council issuing Development Variance Permit 3090-15-02, that Council issue Development Permit 3060-15-08 to permit the issuance of a building permit for the conversion of an existing accessory building to a single storey coach house dwelling on Lot 5, Block 127, Oyster District, Plan 703A (509 French Street);

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.

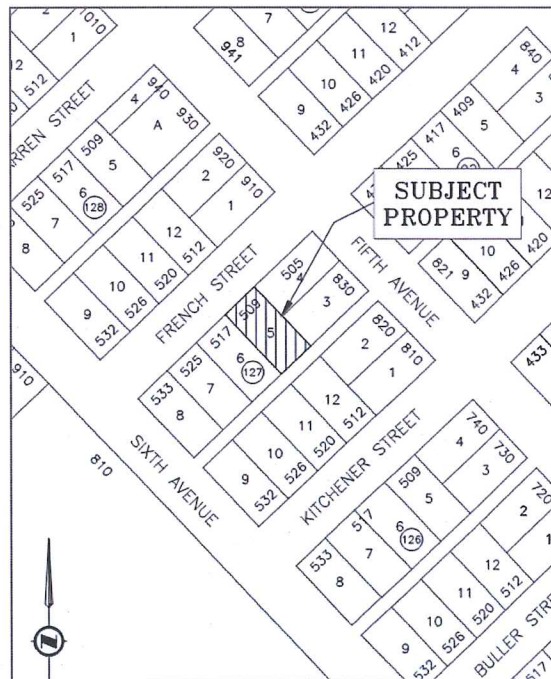
PURPOSE:

The purpose of this staff report is to present for Council's consideration a Coach House Intensive Residential Development Permit application for 509 French Street.

INTRODUCTION/BACKGROUND:

Currently a single unit dwelling and two accessory buildings (a detached single-storey garage and a garden shed) are located on the property. The subject property is 669 m² in size, and is located on a lane.

The applicant has submitted a development permit application to permit the issuance of a building permit for the conversion of the existing detached garage into a single storey coach house dwelling unit. The garage is 44.6 m² (480 ft²) in size and the coach house unit is proposed to be 27m² (288 ft²) in area, with the remainder to be a utility room for the primary dwelling. A development variance permit application is also being considered for the location of the proposed coach house.



SCOPE OF WORK:

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

the DPA 10 guidelines and amendments were made by the applicant to better meet the guidelines.

Building Character and Design Guidelines

- Minor external alterations are proposed to the existing garage including replacing the garage doors with windows and a coach house entry door (as shown in Schedule B to the DP form attached).
- The massing of the single storey garage is an appropriate proportion to the buildings on the adjacent property and does not overpower the principal dwelling.
- The building materials, design and colour are harmonious with the principal residential building.
- The existing single storey design respects the adjacent building and overlook is not an issue.

Accessibility and Livability Guidelines

- The entrance to the coach house and amenity space will face French Street given the location of the buildings onsite. A garden shed and outdoor space for the principal dwelling is located at the rear of the property, thus orienting the coach house as proposed works well for this particular site.
- The concrete driveway will provide the walkway to the coach house entry.
- An address post for the coach house will be placed in a visible location on French Street.
- There will be a utility room window located at the rear facing the lane.
- The space between the lane and coach house contains a wooden fence and a garden shed.
- Lighting will be provided at the coach house entry.

Landscaping Guidelines

- An outdoor amenity space, 7.6m² (81.5 ft²) in size, will be provided at the front of the coach house by the coach house entry. The outdoor amenity space will be screened from the primary dwelling for privacy with a landscape screen of evergreen shrubs and plants (minimum 1.2m in height) in a cedar planter box.
- A parking space for the coach house resident will be provided on the existing concrete driveway.
- A location for garbage and recycling will be provided and screened from view at the side of the coach house.

Energy and Water Conservation Guidelines

- A rainwater barrel will be installed to collect rainwater from the coach house roof.

ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 15-08 where the refusal is based upon a determination that the Development Permit application does not meet the Development Permit Area guidelines. If the



Photo 1: Principal dwelling and existing detached garage, view from French Street.

Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

A Development Variance Permit and Development Permit are required prior to the issuance of a building permit to convert the existing detached garage into a coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. However, as a result of the statutory notice for the associated development variance permit application, notification was provided to properties within 60m of the subject property. One neighbour called to confirm that the building would remain as one storey, such that it is a one storey coach house.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Permit application was referred to the Infrastructure Services Department for review. They have no servicing issues with the proposal.

RESOURCE IMPLICATIONS:

Processing Development Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a Sustainable Development Checklist and indicates that the proposal:

- Provides affordable housing and adds to the diversity of housing in the neighbourhood;
- Fronts onto a public street and allows for interaction between the building and people on the street;
- Is located near public transit and schools; and,
- Does not cause additional shadow or shade to adjacent properties.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

The owner of 509 French Street applied for a Coach House Intensive Residential Development Permit to convert an existing detached garage to a coach house dwelling. The proposal has been reviewed utilizing the DPA 10 guidelines. Its consideration is subject to Council first approving the associated Development Variance Permit application.

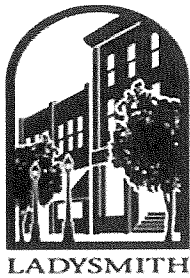
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Development Permit 3060-15-08



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 920 Local Government Act)

FILE NO: 3060-15-08

DATE: August 17, 2015

Name of Owner(s) of Land (Permittee): Gordon R Sedola and Raquel G Sedola

Applicant: Gordon Sedola

Subject Property (Civic Address): 509 French Street

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

Lot 5
Block 127
Oyster District
Plan 703A
PID# 008-558-469
(referred to as the "Land")
3. This Permit has the effect of authorizing:
 - (a) the issuance of a building permit to install a single storey coach house dwelling unit in an existing single storey accessory building on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit; and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
 - a) Develop the Land as shown in Schedule A:

- i. Create an outdoor amenity space that is 7.6 square metres in size, and that is screened from the primary dwelling with a minimum of four evergreen shrubs that are 1.2 metres in height at installation;
 - ii. Provide a screened receptacle for coach house garbage and recycling;
 - iii. Place an address post that is visible from French Street;
 - iv. Provide a parking space, 2.6m x 5.8m in size, on the existing paved driveway; and
 - v. Install a rainwater collection barrel to gather rainwater from the roof of the coach house building.
 - b) Convert the existing detached building to a coach house, in accordance with the building designs as shown in **Schedule B**.
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.927 of the *Local Government Act*, and upon such filing, the terms of this Permit (DP 3060-15-08) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
 7. 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.
 8. The plans and specifications attached to this Permit are an integral part of 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 _____ 2015.**

MAYOR

CORPORATE OFFICER

OWNER

PLEASE PRINT NAME

OWNER

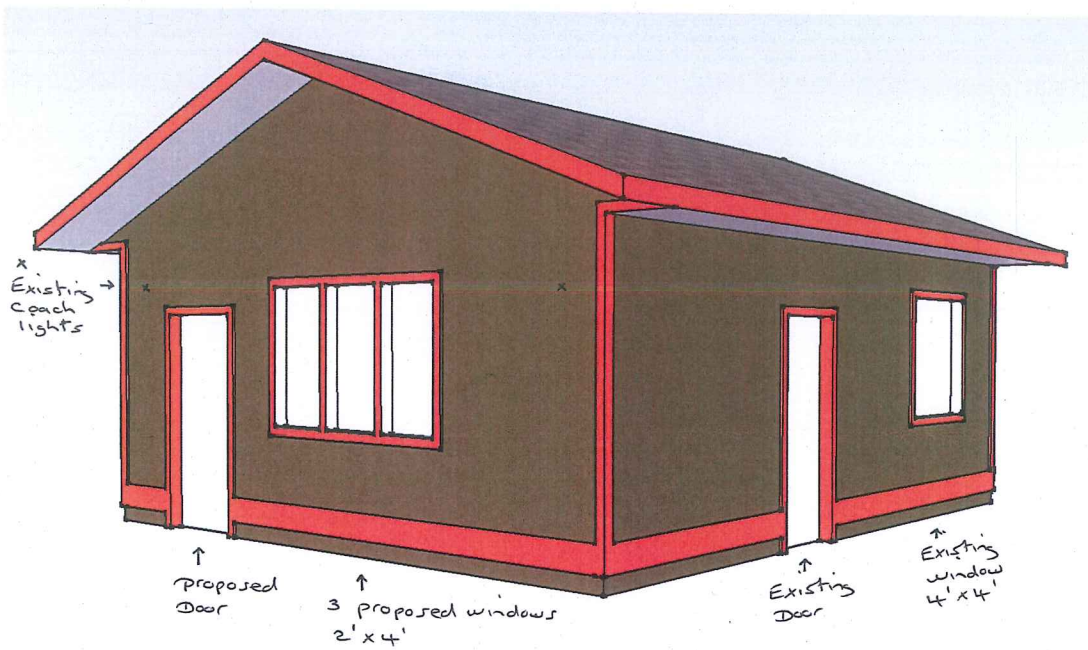
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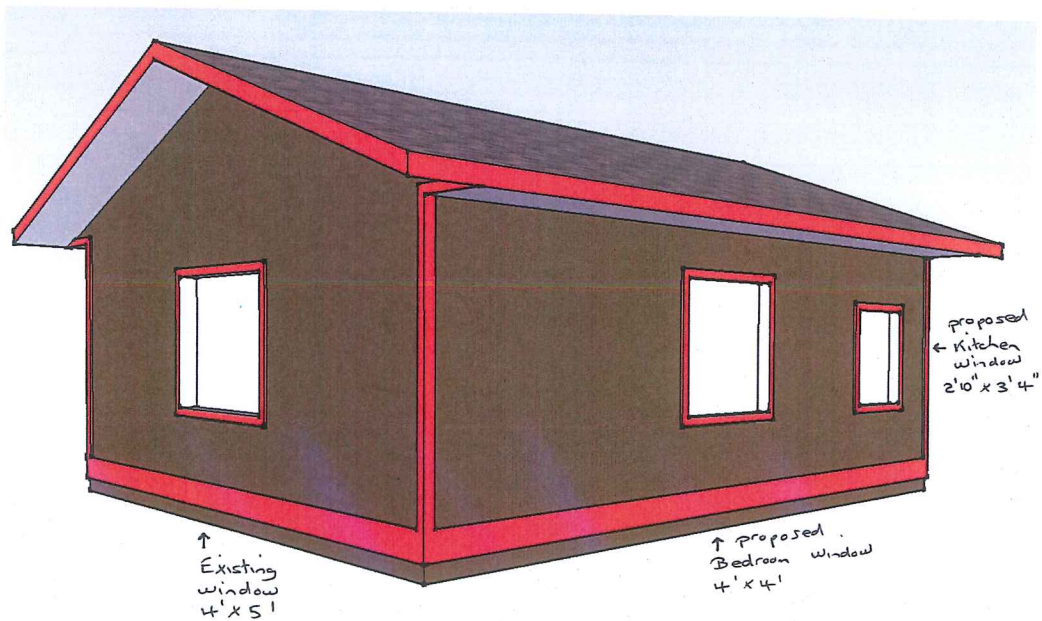
Schedule A

Development Permit 3060-15-08
Gordon Sedola, August 17, 2015
509 French Street

509 French st Looking East



509 French st Looking West



June 20, 2015

Schedule B

Development Permit 3060-15-08
Gordon Sedola, August 17, 2015
509 French Street



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: July 31, 2015
File No: 3060-15-11

Re: Coach House Intensive Residential Development Permit Application – D.McNeil
Lot 7, Block 92, Oyster District, Plan 703A (425 French Street)

RECOMMENDATION(S):

That Council issue Development Permit 3060-15-11 to permit the issuance of a building permit for the construction of a single storey coach house dwelling on Lot 7, Block 92, Oyster District, Plan 703A;

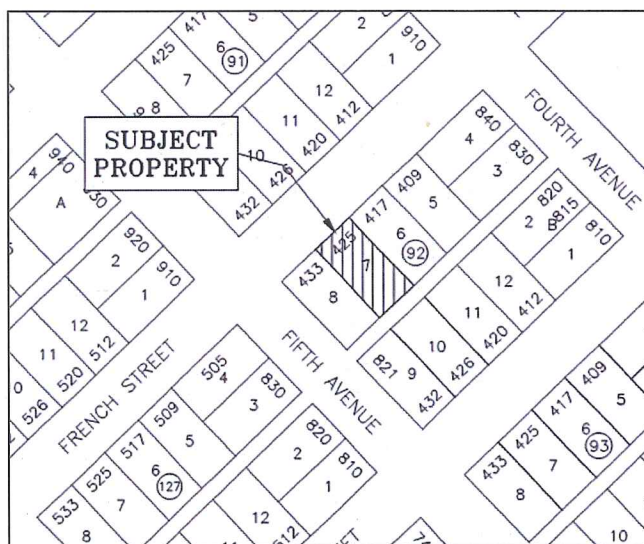
AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.

PURPOSE:

The purpose of this staff report is to present for Council's consideration a Coach House Intensive Residential Development Permit application for a proposed coach house dwelling at 425 French Street.

INTRODUCTION/BACKGROUND:

Currently a single unit dwelling is located on the property. The subject property is 668m² in size. The applicant has submitted a development permit application to permit the issuance of a building permit for a single storey coach house dwelling unit, 60m² in size, in the rear yard.



SCOPE OF WORK:

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

Building Character and Design Guidelines:

- The single storey coach house is proposed to be 4.4 metres in height, and will have a pitched roof. The coach house will be 60m² in area, and will be smaller in area than the main house.

- The exterior materials of the main house are beige vinyl with white windows, and the coach house is proposed to be sided with sage green vinyl with white windows and white trim.

Accessibility and Livability Guidelines:

- A path of crush rock is proposed from French Street to the coach house entrance.
- An address signpost will be placed adjacent to the path such that it is visible from French Street.
- The coach house entry and living areas have an outlook to mature landscaping in the rear yard. A window will be located in the bedroom and will have an outlook to the lane.
- A crush gravel parking stall, 2.6m x 5.8m in size, will be accessible from the lane. There will be a path from the parking stall to the coach house entry. It is anticipated that the coach house resident will usually access the coach house entry from the lane. Lighting will be provided for the parking stall and coach house entry.
- The space between the coach house and lane will be landscaped with concrete pavers, boulders, and ornamental grasses.
- A screened area for garbage and recycling will be provided.

Landscaping Guidelines:

- The coach house has been designed and located specifically to maintain several mature trees and shrubs on the property (cedar tree, redwood tree, and hazelnut shrubs).
- The at-grade amenity space will be 7.8 m² (1.2m x 6.4m) in size and will be adjacent to the entrance of the coach house. The surface of the amenity area will be concrete pavers. This area will also form part of the path from the parking stall to the coach house entry.
- Five new Juniper shrubs (1.2 metres in height) and a 1.5 metre high lattice will enhance the privacy of the at-grade outdoor amenity area for the coach house resident.

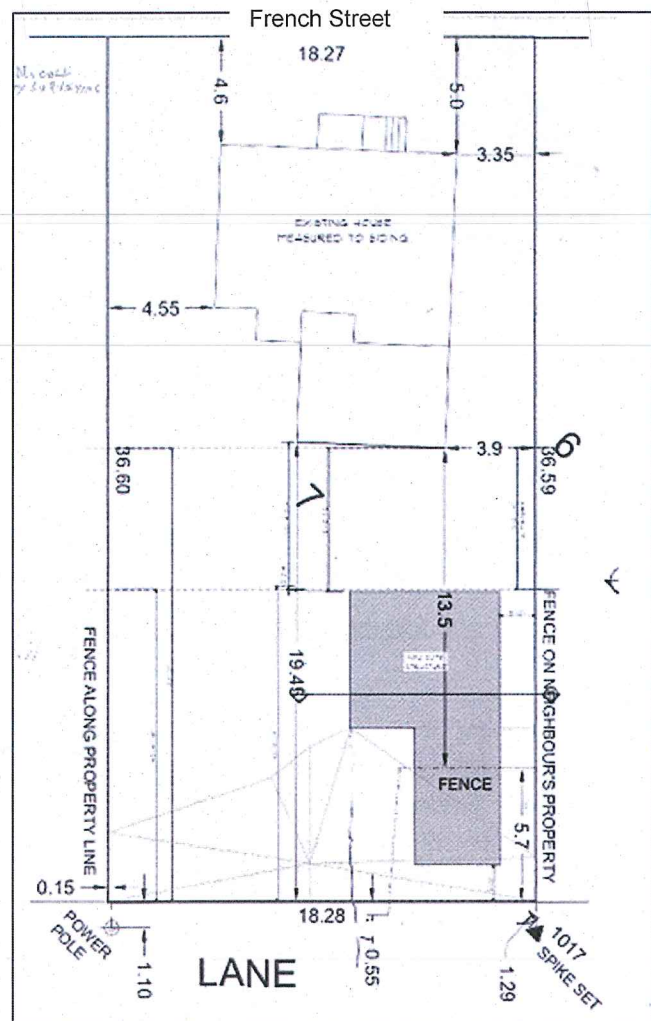


Figure 1: Location of proposed coach house at 425 French St.

Energy and Water Conservation Guidelines:

- Drought resistant grasses will be planted and permeable surfaces will be installed for the paths, the amenity area, and the parking stall.

ALTERNATIVES:

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide to not issue Development Permit 15-11 where the refusal is based upon a determination that the Development Permit application does not meet the Development Permit Area guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and it must be reasonable, not arbitrary.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

A Development Permit is required prior to the issuance of a building permit to construct the coach house dwelling.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Development Permit applications do not require statutory notice. Public input was received during the preparation of the coach house development permit guidelines.



Figure 2: View of existing house from French St.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Development Permit application was referred to the Infrastructure Services Department for review. They have no servicing issues with the proposal.

RESOURCE IMPLICATIONS:

Processing Development Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The proposed coach house will contribute to the diversity of housing options in the neighbourhood.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are strategic Council directions.

SUMMARY:

It is recommended to support Development Permit 3060-15-11 to permit a single storey coach house at 425 French Street.

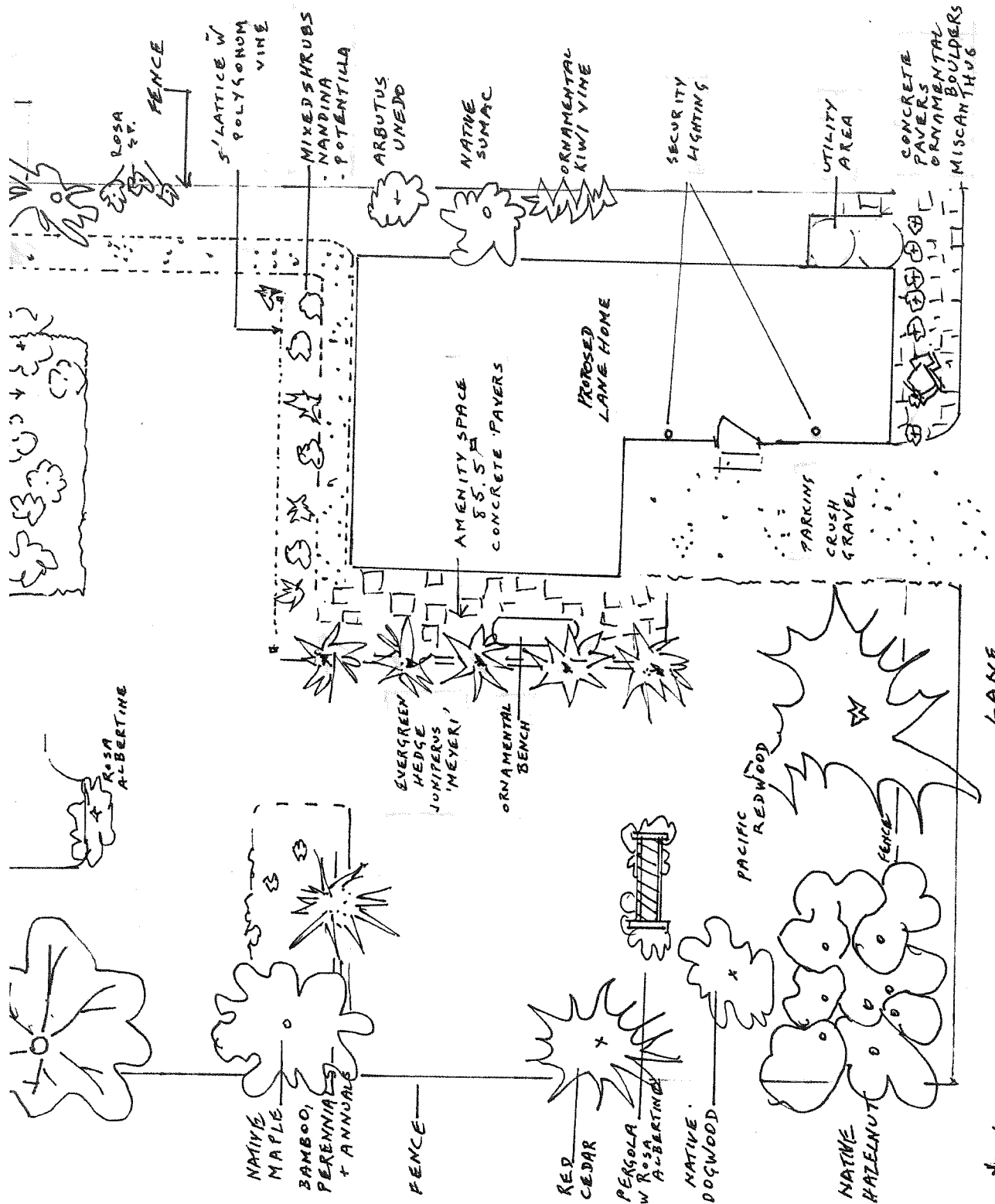
I concur with the recommendation.

Ruth Malli

Ruth Malli, City Manager

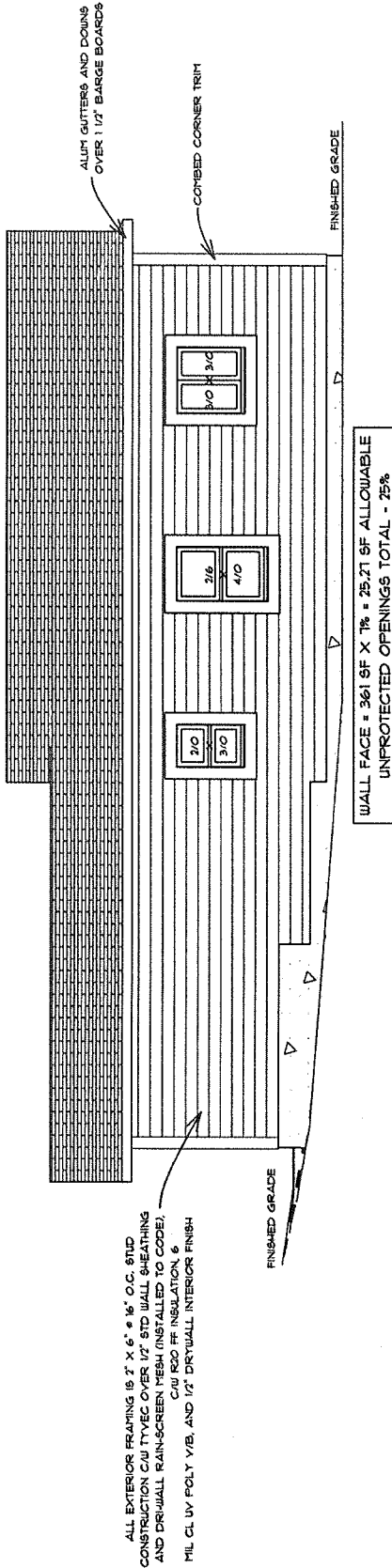
ATTACHMENT:

DP form 3060-15-11



12/15
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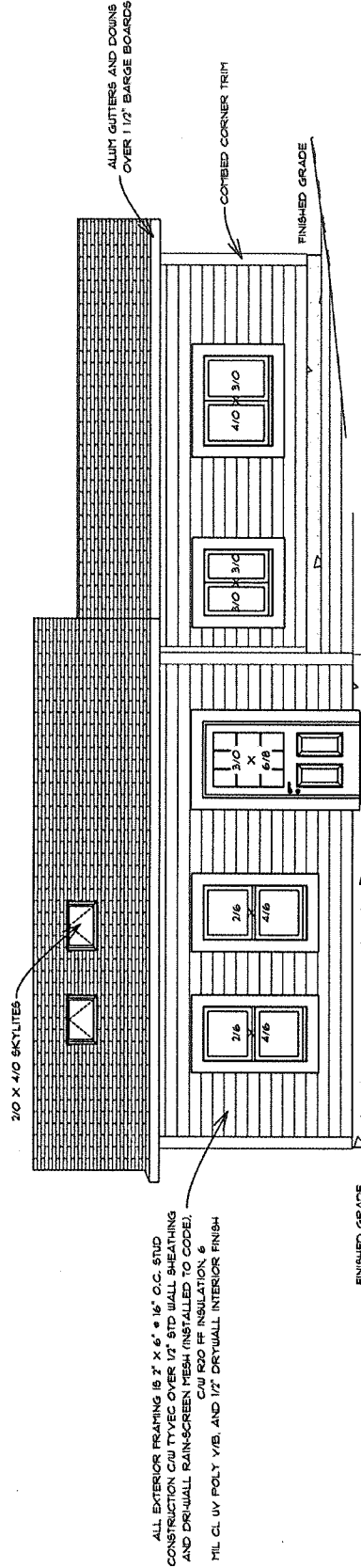
Schedule A - Rear Yard Site Plan for Coach House
Development Permit 3060-15-11
425 French Street



RIGHT ELEVATION

1/4" = 1'-0"

23



LEFT ELEVATION

1/4" = 1'-0"

Schedule B - Coach House Elevations
Development Permit 3060-15-11
425 French Street



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: August 17, 2015
File No: 3360-15-02

Re: OCP AMENDMENT / REZONING APPLICATION – HOLLAND CREEK DEVELOPMENT
(GLENCAR CONSULTANTS INC.)
SUBJECT PROPERTY: Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156

RECOMMENDATION(S):

1. That Council direct staff to:
 - a. Review OCP amendment / rezoning application 3360-15-02 submitted by Glencar Consultants Inc. for Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156, within the scope of the Town's planning documents including the Official Community Plan, Holland Creek Area Plan, and the Visioning Report;
 - b. Review the transportation and servicing aspects comprehensively for the new neighbourhood in the Holland Creek Development Area and provide recommendations to Council for the consideration of development phasing and financing, including potential modifications and amendments to the existing DCC Program;
 - c. Review the application in conjunction with the Financial Plan and the Liquid Waste Management Plan; and
 - d. Request G.P. Rollo and Associates to provide comments on the proposed commercial land use and to waive the Purchasing Policy in this regard.
2. Pursuant to s. 879 of the *Local Government Act* (Consultation during OCP development), that Council direct that consultation shall be early and on-going for OCP amendment application 3360-15-02 and include following consultation plan:
 - a. The applicant shall host a project website, hold open houses about the application and at least two public meetings with presentations about the application prior to the holding of the public hearing. Public input will assist with the refinement of the proposal and presentations will respond to input and questions from the public. Further public consultation may be directed by Council as the review proceeds. Reports from the public processes shall be provided to the Town following each open house/meeting in a form acceptable to the Director of Development Services;
 - b. Staff shall refer the application to the Advisory Planning Commission for review and comment at times to be determined by the Director of Development Services. The applicant will be invited by staff to make a presentation to the Advisory Planning Commission;
 - c. The application shall be referred to School District #68 for school planning purposes and pursuant to s. 881 of the *Local Government Act*;
 - d. The application shall be referred to Stz'uminus First Nation pursuant to the Town's Memorandum of Understanding; and

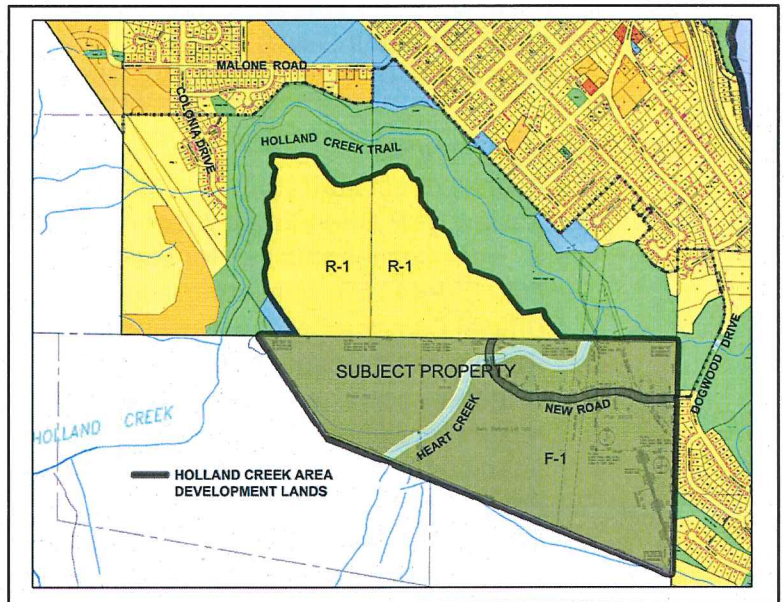
- e. The Director of Development Services may refer the application to provincial or federal agencies.

PURPOSE:

The purpose of this staff report is to introduce a new application that proposes to amend the Holland Creek Area Plan, which is part of the Official Community Plan, and to rezone the subject property from Forestry Zone (F-1) for a new development comprising 610 residential units to be built out over a 20-30 year period (approximately 1400 population).

INTRODUCTION/BACKGROUND:

An OCP amendment / rezoning application has been received for the newly created 55.5 ha parcel located within the southern portion of the Holland Creek development lands. (see map) The Provincial Crown is the current property owner; however, it has authorized Thuy'she'num Property Management Limited Partnership to proceed with this application in advance of the Crown grant which is in process. GlenCar Consultants Inc. is the agent for the Holland Creek Partnership which includes Thuy'she'num and 0885538BC Ltd.



Heart Creek bisects the property and tributaries to Holland Creek are located on the land. Council has previously issued a Riparian Development Permit (DP) for these lands which was required as part of the subdivision to create the subject property. A new collector road was dedicated (not built) as part of the recent subdivision that will serve as the primary access into the development and connect to the adjacent development lands.

Holland Creek Area Plan

The subject property is one of three large holdings located within the Holland Creek Area Plan (HCAP). The HCAP proposes a new neighbourhood for the area and covers the following topics: planning principles, objectives and policies for parks and open spaces; objectives and policies for land use (residential and commercial), objectives and policies for transportation; objectives and policies for servicing (sanitary system, water, and storm drainage); implementation (zoning bylaw, land use agreements), and financing (municipal sources, DCCs, developer construct, latecomer payments, and parkland dedication). Servicing cost estimates (2001 dollars) and phasing are also included. The current HCAP "Parks & Open Space, Land Use & Circulation Plan" is attached to this report.

The Visioning Report (Report), which has been endorsed by previous Councils, recommends that the HCAP should be updated to reflect the values and vision of the community as expressed in the Report and to create policy for a model sustainable neighbourhood, working closely with the land owners. Previous Councils have also identified the need for a

review of the HCAP given new commitments such as those in the Climate Action Charter. Following the completion of the Visioning Initiative, the three land owners and the Town had meetings in 2009 to discuss proceeding with a review of the HCAP; however, the conditions were not right at that time for this review to take place.

Since 2009, the preconditions of land ownership and road access certainty essentially have been met and the interest of the three land owners to participate in an HCAP review has waned. Two of the land owners are satisfied with the Single Dwelling Residential (R-1) Zone on their land; the other land owner has made the subject application for the lands that are currently zoned F-1 Zone. Given these circumstances and the rationale below, the updating of the HCAP is recommended to be undertaken concurrently with the consideration of this application.

- The planning principles, objectives and policies in the HCAP are consistent in many ways with the Visioning Report.
- The Visioning Report can be used as a lens through which to review this application without first undertaking an area plan review.
- The HCAP Parks and Open Space, Land Use and Circulation map was updated in 2014 to recognize areas that have already been included on the OCP Land Use Designations map and it now focuses on the three large land holdings.
- The HCAP can be updated through the application process and the application can be reviewed as part of a new neighbourhood.
- The current application includes a detailed site plan with lot layout which moves the proposal beyond a broad planning exercise into detailed analysis.
- At a minimum the HCAP will require amendment due to the Provincial Riparian Areas Regulation (RAR) and the Streamside Protection and Enhancement Areas (SPEA) identified in the recently issued DP for the subject property.
- None of the land owners are keen to participate in a formal HCAP review. Only the current applicant requires a rezoning to pursue residential development. The other two properties have residential (R-1) zoning in place.
- Other updates to the HCAP are also anticipated as a result of the application under consideration. The scope of the work will need to include the required legislative content for OCPs (and area plans). Much of this work can be completed by staff working with the applicant and its consultants.

The short-coming of this approach is that the primary focus will be on the current application as the development aspirations for the other lands can be addressed through the current R-1 zoning, except possibly a future school site. The referral to School District #68 will help to determine if a location within the Holland Creek development area is still desired.

SCOPE OF WORK:

The current stage of this application is to obtain direction from Council about the process for the review of the OCP Amendment and related consultation pursuant to s. 879 of the Local Government Act.

Introduction to the Proposal

This proposal is for a new primarily residential community (single and multi-unit, community care facility uses) of 610 units, park and open space and a small commercial area. This application is important as it is the first opportunity since the completion of the Visioning

Initiative (and since consideration of the Couverdon proposal) for the Town to implement its values and vision for the development of new neighbourhoods. The application is also unique as, despite being part of a woodlot, the subject property contains valuable riparian and environmental features (as identified in the HCAP and the studies provided with the application). The current proposal identifies 42.5 percent of the land (23 ha) as either park or open spaces, as a direct result of the application of the Provincial RAR and the vision in the current HCAP.

The application provides the opportunity to consider key questions such as whether the Town wishes to consider:

- extending the Holland Creek trail system along the Heart Creek corridor and other parks and open spaces to serve the development and community;
- the range of housing options needed over the next 20-30 years, including the potential for coach house use in new neighbourhoods located outside of the Downtown area;
- the potential for a small commercial area within this new neighbourhood without the associated expansion of the golf course/clubhouse into this area as anticipated by the HCAP;
- coordination of transportation and servicing for the neighbourhood as a whole;
- continuing to pre-approve development in areas above the available water pressure zones (including portions of Arbutus Hump above 130metres elevation);
- the timing of the construction of connector roads in new development;
- introducing a soil deposit and removal scheme; and
- infrastructure services phasing and financing (i.e. DCCs).

The applicant has provided a series of studies which are currently under review by staff. The applicant advises that the studies will be made available on the project website when it is available. These studies include: Servicing Study; Initial Traffic Study; Initial Biological Report (Fisheries); Bio-inventory; Site Profile; Riparian Areas Regulation Report; Geotechnical Report; and Archaeological Report. Additional initial information that is to be provided includes: Visioning Context Statement; Visual Impact Analysis; Wildfire Interface Planning; and Community Amenity Contribution Policy. Other information could be needed as the application proceeds.

Transportation, Servicing and Residential Land Use

While not party to this current application, the other two land owners that comprise the new neighbourhood have indicated to the Director of Infrastructure Services their interest at this time to proceed with determining roadway and infrastructure design criteria and the financial framework associated with their development plans. The three property owners are using the same engineering consulting firm (Newcastle Engineering) and have agreed to use the same traffic engineering firm (Boulevard Transportation Group) which assists with the comprehensive review approach to transportation (including bridge locations) and servicing, and ultimately DCC program considerations and project phasing.

The total number of residential units under consideration at this time is 610 for the subject property and approximately 400 for the adjacent R-1 zoned parcels for a total potential population at build-out of about 2,300 (2.3 persons per household). The location and mix of proposed housing units will be reviewed for the subject property only.

Most recently, at its meeting held July 20, 2015, Council considered the terms of reference for a neighbourhood traffic study and provided the following direction. The Director of Infrastructure Services is coordinating this study.

1. *Direct staff to coordinate a Traffic Study for the Holland Creek Area Plan, which will incorporate all major development proposals for this area and require that the developers agree to cover the cost of the study (paid in advance) and generally follow the terms of reference as outlined in the report from the Director of Infrastructure Services dated July 20, 2015;*
2. *Waive the purchasing policy to award the study to Boulevard Transportation Group of Victoria, and that the study generally follow the terms of reference as outlined in this report; and*
3. *Agree to cost share 25 per cent of the cost of the study, with funding to come from Gas Tax Funds in 2016, provided that all of the developers in the Holland Creek Local Area agree to the proposed Study Terms of Reference and the total cost of the study does not exceed \$25,000.*

The intention is that the financing arrangements are in place, including modifications to the DCC Program and other financing mechanisms that Council wishes to implement, prior to development occurring in the Holland Creek Area. If this work is not completed in advance of new subdivision applications being received for the Holland Creek development lands, it would be prudent for Council to request the Approving Officer to consider the issue of servicing feasibility as part of the subdivision application review process.

Parks and Open Spaces and Commercial Land Use

Staff will obtain the necessary information and studies to evaluate the parks and open spaces proposal given the direction in the HCAP and the Parks Master Plan, and will provide recommendations to Council in this regard. It is recommended that the consideration of commercial land use within the subject property be reviewed by G.P. Rollo and Associates as the original market analysis to support this direction was undertaken by Mr. Rollo when the HCAP was prepared in 2000 and uses associated with a golf course were anticipated, such as a club house, restaurant and related services.

Once the scope of the OCP amendment has been determined and the general terms have been identified, staff will begin the review of the rezoning proposal and provide further reports to Council.

ALTERNATIVES:

Council could choose to direct that prior to consideration of the current application, the Town undertake to update the Holland Creek Development Area plan. This update would create policy for a model sustainable neighbourhood to be an example for future neighbourhoods, working closely with the land owners and using the values and vision the community created through the Visioning Initiative.

There are financial, timing and resource implications if this review and update is to occur.

FINANCIAL IMPLICATIONS:

The applicant will be responsible to provide required studies and to fund the cost of the public process and the development and review of legal agreements and covenants.

The consideration of potential DCC projects for the Holland Creek area would be included in the DCC Review that is funded in this year's capital plan. The property owners are amenable to provide the required technical and financial information to assist the Town and its DCC consultant.

The scope of work for the commercial land use review will be capped at \$2,500 to be funded from the economic development budget, or Gas Tax funding if eligible.

LEGAL IMPLICATIONS:

The Local Government Act has requirements when an OCP is developed or reviewed, including:

- Council decision regarding consultation – early and on-going? Process?
- Referral to the School District #68, First Nations
- Review within context of the Financial Plan, Liquid Waste Management Plan
- Provincial or Federal agencies
- Required content

A public hearing(s) will be required for the HCAP amendment to the Official Community Plan and the amendment of the Zoning Bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A consultation plan was not submitted with the application and the proponent expects to receive direction from Council in this regard. The Town's Development Procedures Bylaw provides direction on neighbourhood meeting requirements. The *Local Government Act* requires Council to determine if consultation on the OCP/HCAP amendment should be early and ongoing and where it should be referred.

The applicant held an open house on July 2, 2015 following submission of the application to the Town. The open house was attended by 51 people and 31 feedback forms were submitted. The report from the applicant shows the following areas as important to residents. The staff recommendations consider this early input.

- Traffic Study: Impact of increased traffic on parking available on First Avenue; Dogwood and Thetis as primary access to the development; Impact on Dogwood Drive – traffic count; grade; icy/slippery in winter; traffic calming; Impact of road contemplated over Holland Creek; Access roads into the development; No development until Holland Creek bridge is built; Phasing of road building (to avoid areas being under development for years, e.g. Calonia Drive) and impact on roads during development period from trucks. (The traffic study will deal with many of these issues, but not all.)
- Water Supply: impact on water supply – drought – water restrictions – water storage – availability and capacity – climate change; Moratorium on new development until existing lots are built-out; Developer contribution to the Town's water utility – capacity and supply.
- Servicing – study for maximum build-out; impact on current tax payers
- Storm Water Management - impact of run-off from land clearing; supportive of fish-friendly management
- Other services that could be impacted: police, health care, schools, fire department
- View impacts
- Trails – no impact on Holland Creek and Heart Creek and new trails

- Character – maintain heritage Town
- Development finance – costs per lot for roads, sewer, water, hydro etc.
- Process – more details; public meetings (not just open house); growth plan context; presentation and discussion

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments are involved in this application. The Development Services Department is leading the application review process, Infrastructure Services Department will be involved in the servicing, transportation, phasing and DCC aspects, Parks, Recreation and Culture is involved in the parks and open spaces aspects. The DCC Review is being managed by Financial Services Department. Corporate Services will be involved in the statutory processes.

RESOURCE IMPLICATIONS:

This application and associated studies are expected to take significant staff time which could impact the timing of other files and strategic Council priorities. Council will need to determine the priority of this project against other operational requirements and strategic projects. To move forward on this application as recommended will impact the timing of the Waterfront Area Plan – Sub-Area Review.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

A Visioning Context Statement is to be provided. The Visioning Report will be used as a lens through which to review this application.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are Council strategic directions. While the processing of this development application for the Holland Creek lands has not been identified as a specific action for 2015, both economic development and First Nation initiatives are important to Council as identified in its key focus areas.

Council is required to consider all OCP amendment/rezoning applications it receives.

SUMMARY:

A new application for an OCP amendment / rezoning has been received for one of the three large parcels that comprise the new neighbourhood planned for the Holland Creek development lands. The subject property contains Heart Creek and significant riparian areas and other environmental values. The property is currently zoned Forestry (F-1) Zone.

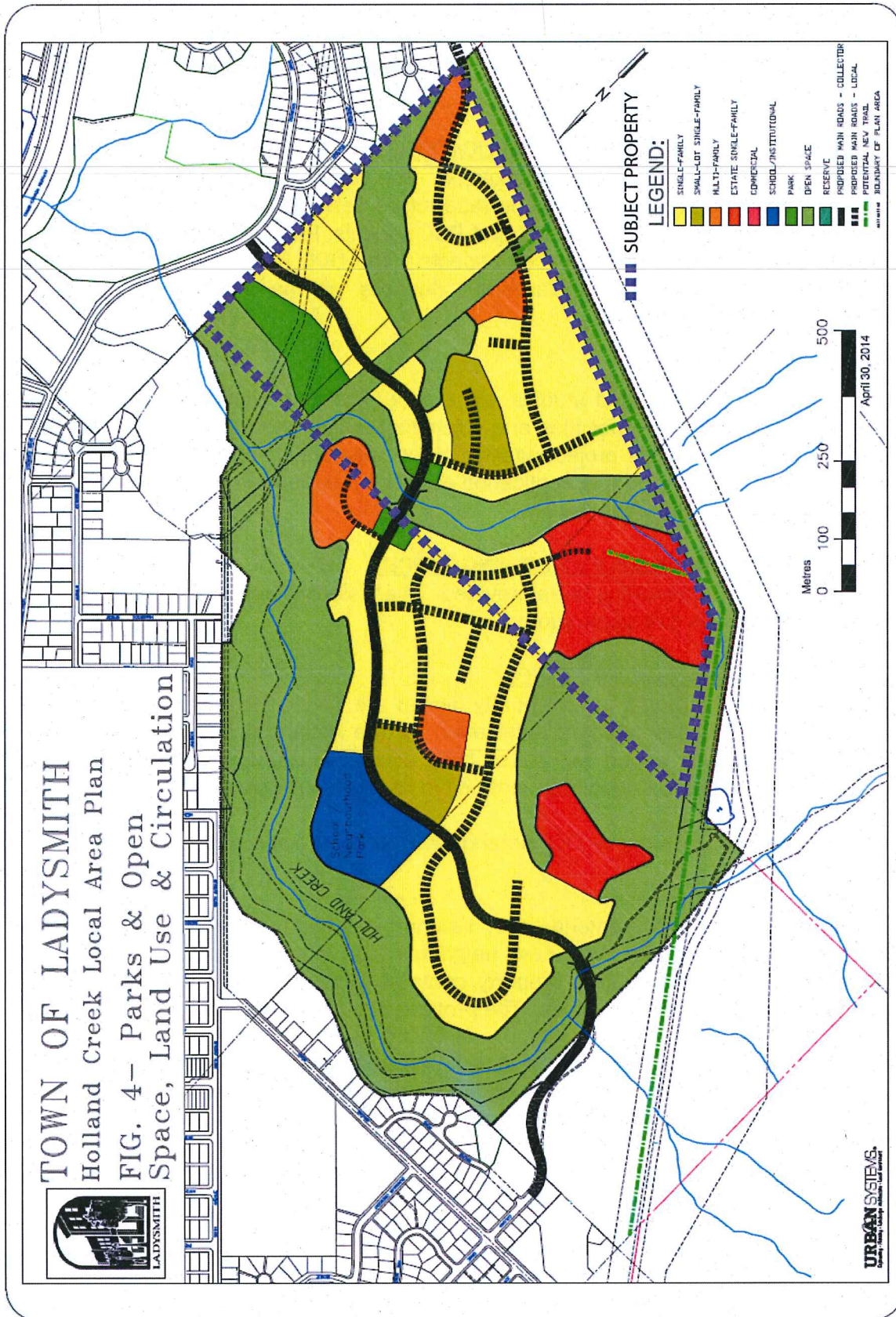
A development of 610 residential units, a small commercial area and parks and open spaces is proposed. Staff has provided initial recommendations for the consideration of and consultation process for the OCP amendment part of the application.

I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

ATTACHMENT: Holland Creek Area Plan - Parks & Open Space, Land Use & Circulation Plan





TOWN OF LADYSMITH

HOLLAND CREEK AREA PLAN

SCHEDULE "C"

CONSOLIDATED FOR CONVENIENCE ONLY

The amendment bylaws which are included in this consolidated version of the 'Holland Creek Area Plan - Schedule C of Bylaw No. 1488' are:
1672, 1700, 1736, 1843, and 1859
As on August 18, 2014

This consolidation of the 'Town of Ladysmith Community Plan' and amendments has been prepared exclusively for the use of the Town of Ladysmith for convenience only.

The Town of Ladysmith does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.

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Part One: Introduction

The Town of Ladysmith is completing an Official Community Plan Update¹. As part of that process, the community has reviewed potential new development areas and forms of development. The Holland Creek area was included in the community review to determine potential for future residential development to accommodate future growth. Holland Creek Area is located in the southwest part of Ladysmith (Figure 1). It consists of Crown Land and private ownership with existing timber licences covering a portion of the Area (Figure 2).

This Report examines Holland Creek and identifies recommendations for future use.

1. Purpose of Area Plan

Holland Creek Area Plan sets out direction for the future development of the Holland Creek area within the context of Ladysmith Official Community Plan. The Local Government Act [Part 26: Section 875 (1)] describes the purposes of an official community plan:

An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

Holland Creek Area Plan identifies the future form and character and proposed land use and servicing for the Plan Area by:

- Identifying Planning Principles for the overall structure of the Area;
- Designating the location, type and density of land uses;
- Identifying the conceptual servicing strategy for sanitary sewer, water, and storm drainage infrastructure;
- Designing a future transportation network;
- Identifying an approach for plan implementation.

¹ Although the Town of Ladysmith is currently (i.e., spring 2001) completing the Official Community Plan Update, until that Update is completed the 1994 Official Community Plan sets the overall policy direction in Ladysmith.

2. Process

Holland Creek has been identified as a future growth area for a number of years. In 2000, additional lands in the Holland Creek area were incorporated into the Town of Ladysmith boundary. During community review for the preparation of a new Official Community Plan, Holland Creek was examined and confirmed by the public, Advisory Planning Commission and Town Council as a potential future neighbourhood area. That process identified a future target population of 15,000 to 20,000 by 2020 for the entire Town, with Holland Creek area accounting for 2,000 to 3,000 of that total. The plan preparation process consisted of four phases; Phase One – Background Studies, Phase Two – Concept Alternatives, Phase Three – Draft Plan, and Phase Four – Area Plan Adoption.

2.1 Phase One

In anticipation of completing the Holland Creek Area Plan, the Town of Ladysmith completed topographic mapping and associated slope analysis for the area, and commissioned a report entitled, Holland Creek Environmental Analysis (1999). That report identified environmentally sensitive areas within the Holland Creek Area. A topographic assessment identified steep slopes (greater than 30 percent) and parcels of land that did not exceed 30 percent slope. Potential access routes were reviewed for the area.

2.2 Phase Two

In the fall of 2000, the Town of Ladysmith and British Columbia Assets and Land Corporation commissioned Urban Systems Ltd. to complete the Area Plan. Market, engineering and transportation planning advice was provided separately and integrated into the overall planning process². Background information for the study area was collected and reviewed. A Design Workshop, that included the Town staff, key

² Market analysis was completed by G.P. Rollo and Associates. Stormwater, water and wastewater was completed by R.G. Fuller and Associates. Transportation concepts were prepared by GMK 2000 Ltd.

landowners, and the consulting team, was held to identify planning principles, a preferred development programme, and to develop concept alternatives for the area. A Public Open House was held in late November to review two concept alternatives. The public was in general support of both development concepts, with a majority endorsing Concept Alternative B. Following the Public Open House, a Preferred Concept was prepared during a review with the key landowners and Town staff. The Advisory Planning Commission reviewed the Preferred Concept and gave direction to proceed to adopt a Draft Plan.

2.3 Phase Three

On the basis of the review process and a Preferred Concept, a Draft Plan was prepared. The Draft Plan received input from the Advisory Planning Commission and key landowners and the was then presented at a Public Open House for community input. A Final Draft Plan was then recommended by the Advisory Planning Commission to Council for consideration.

2.4 Phase Four

The formal Area Plan adoption process was undertaken in accordance with the Local Government Act, including circulation to government agencies, and holding a Public Hearing.

3. Plan Context

Located in the southwest part of Ladysmith, Holland Creek Area is approximately 1 km south of the centre of Downtown and 0.5 km west of the Island Highway. The Plan Area contains 186 hectares. It extends approximately 1800 metres (north to south) by 900 metres (east to west). The northern and eastern portion of the area lies adjacent to existing residential development (Figure 2). The steep slopes of the Holland Creek watershed have established Holland Creek as a barrier to continued development from the north. For existing residential areas along Malone Road, Jamison Road and Arbutus Crescent, Holland Creek is a natural backdrop to their residential lots. The Creek forms a

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natural barrier between those existing residential neighbourhoods and potential development lands on the south side of Holland Creek (see: Figure 3).

Holland Creek Area is a large rugged forested landscape with two permanent drainage courses, Holland Creek and Heart Creek. Both provide salmonid habitat. Each creek is located in a steep ravine, draining the undeveloped uplands to the west of Ladysmith. Two landowners, British Columbia Assets and Lands Corporation (BCAL) and TimberWest, retain title to the largest portion of the area (Figure 2).

Holland Creek Area is undeveloped forested land, much of which is within the Forest Land Reserve (Figure 2). It is part of the larger regional Forest District and has been included in regional cutting plans. A portion of the southeast area is designated as a Woodlot License under the management of the Chemainus First Nation.

Two small parks are located in the Area; one on the northwestern corner immediately west of Holland Creek and one along Dogwood Drive south of Holland Creek (Figure 2). Trails have been constructed along Holland Creek, providing local residents and visitors with access to a portion of the area (Figure 2). An electrical power line corridor provides a boundary along the west and south of the site. Another electrical power line crosses the southeast portion of the site (Figure 2). Access to the area is limited. Potential access occurs on the periphery, particularly Dogwood Drive along the eastern edge of the site.

The Area has varied terrain, rising to 195 metres at Arbutus Hump and falling to 25 metres in the Holland Creek basin to the northeast, and to 95 metres in the Heart Creek basin to the east. Holland Creek is 4 metres above sea level where it exits the Plan Area. Much of the Area lies between 130 metres and 30 metres in elevation. Approximately 40% of Holland Creek Area contains environmentally sensitive and/or steep slopes over +30%.

The Area is currently designated in the Official Community Plan (1994) primarily as Suburban Residential (10 units per hectare). Smaller designations include Parks and Open Space along Holland Creek, Urban Reserve and Urban Residential in the northeast portion.

4. Description of the Plan

Holland Creek Area Plan is organised into Three Parts:

- Part One: Introduction
- Part Two: Area Plan Policies
- Part Three: Implementation.

Part One: Introduction provides the introductory and background information, together with the purpose, process and context for the Plan. Part Two: Area Plan Policies describes the overall plan structure and planning principles, and then sets out the objectives and policies for Parks and Open Space, Land Use, Transportation, and Servicing. Part Three: Implementation sets out issues and approaches to implementation for the Plan, including the OCP amendment, the Zoning Bylaw, Development Agreements, financing, servicing cost estimates, and phasing of development.

Part Two: Area Plan Policies

1. Overall Holland Creek Plan Structure

Holland Creek is an important future residential development area that will provide housing stock over the next 15 to 20 years. Development will be shaped primarily by the area's environmental setting: steep slopes, views to the northeast, sensitive landscapes and Holland and Heart Creeks. Road and locations will be determined largely by topography.

Planning for Holland Creek Area Plan is guided by Planning Principles.

1.1 Planning Principles

Planning Principles have been identified for Holland Creek Area Plan. These Planning Principles provide a framework for the development of the Land Use Plan and subsequent policies. The Planning Principles are:

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- ✓ The Holland Creek area is proposed as a future neighbourhood in Ladysmith.
- ✓ The Official Community Plan process identified Holland Creek to accommodate a portion of the community's future growth requirements.
- ✓ It is expected this neighbourhood area can provide housing opportunities for 2,000 – 3,000 residents over a 20-year period.
- ✓ Elements of a future neighbourhood should include:
 - principally housing with a mix of densities and dwelling types;
 - the single family/multi-family mix should be in the 85/15 range;
 - a neighbourhood centre, including a school/park;
 - some local commercial uses.
- ✓ Design principles for the neighbourhood should:
 - reduce visual impact of hillside development to protect views to/from the site;
 - include land with slopes ranging from 0% – 30% as the principle development area;
 - create a connected green space network;
 - minimise stormwater impacts;
 - support multi-modal transportation;
 - incorporate alternative development standards (roads, drainage);
 - provide a mix of housing sizes and housing types;
 - encourage neighbourhood centre(s);
 - give Arbutus Hump special consideration:
 - protect top of the Hump;
 - encourage recreational uses;
 - limit development.
 - maintain the area's special environmental/social/cultural relationship for the Community.

The preceding Planning Principles have been used to shape the Area Plan. The Area Plan is consistent with these Principles.

2. Park and Open Space

Holland Creek Local Area Plan is dominated by Holland Creek with its steep slopes and broad riparian zone. It contains habitat for salmonids. Holland Creek watershed provides an important riparian corridor, connecting the waterfront to uplands to the west. It is used by wildlife

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species as a movement corridor and place of refuge habitat for mammals and invertebrates. Local residents use the Holland Creek valley as a linkage between the utility corridor to the west and Dogwood Drive to the east.

Two other natural features, Arbutus Hump and Heart Creek, also affect the Holland Creek area by creating an island of potential developable land in the centre of the Local Area (Figure 3). Holland Creek, Heart Creek and Arbutus Hump frame the Local Area Plan and the potential development sites within it. The environment and resulting Park and Open Space system create a special identity for the Area Plan, ensuring that environmentally sensitive areas are protected from development while providing a natural backdrop to future development. As a result, a large amount of future development will be located adjacent to the Open Space system. All types of proposed attached and detached residential uses will be located adjacent to Parks and Open Space. By weaving Open Space throughout the neighbourhood, Holland Creek Area Plan promotes a unique marketing opportunity.

The Area Plan identifies three park sites totalling 3.4 ha. One site is proposed for potential extension of the existing golf course across Dogwood Drive. Two other sites are located either side of Heart Creek at the bridge crossing. These two park features are intended as entry nodes to the development west of Heart Creek. They will provide passive recreation opportunities next to the Creek, such as sitting, viewing and walking.

Approximately 84 hectares of the Holland Creek Area Plan –out of a total area of 186 ha– is identified as Open Space. Land within that designation has been identified as environmentally sensitive (Holland Creek), riparian setback (Holland Creek and Heart Creek), and/or having slopes with a grade greater than 30% (scattered throughout the site), and with special vegetation features and visually sensitive areas (Arbutus Hump). The Open Space system occurs throughout the site and ensures that environmentally sensitive land, steep slopes, prominent views and streams are protected from development.

The objectives and policies for Parks and Open Space within Holland Creek Plan Area are presented in this section.

2.1 Objectives

1. Preserve and protect environmentally sensitive areas, steep slopes and sensitive viewsapes from development.
2. Integrate natural areas within the Plan Area, so that the natural environment is a defining feature of the Plan Area.
3. Provide for a system of trails, including a continuous linear trail along Holland Creek linking to the perimeter electrical power line corridor.
4. Protect Arbutus Hump as a special natural feature and viewscape.

2.2 Policies

2.2.1 Provide for parks and open space uses to serve residents and visitors by developing the parks and open space system as shown on Figure 4.

2.2.2 Special Area Park designations are provided for the Heart Creek crossing sites.

2.2.3 A Golf Course expansion study will be completed to determine the feasibility of extending the existing golf course into the Plan Area as shown on Figure 4. A Community Active Park designation is provided for this area.

2.2.4 A Neighbourhood Park designation is provided for a combined School/Neighbourhood Park site.

2.2.5 The combined School/Neighbourhood Park site will be designed and developed as a neighbourhood centre with uses and facilities that support neighbourhood activities and gatherings.

2.2.6 Potential linkage between the School/Neighbourhood Park site and Holland Creek trail system will be examined.

2.2.7 Areas within an Open Space designation are to be retained in their natural state to allow for protection of environmentally sensitive areas, steep slopes, and scenic viewsapes.

2.2.8 A continuous linear trail system will be established to connect the existing Holland Creek trail to a perimeter trail as shown on Figure 4.

2.2.9 The fish bearing and non-fish bearing riparian areas in the Holland Creek Plan Area will be protected in accordance with Development Permit Area 6 Bylaw 1736 Riparian Development Permit Area.

2.2.10 Arbutus Hump has been identified as Open Space to protect its sensitive vegetation as well as the significant view exposure from other parts of the community.

3. Land Use

The natural environment is the defining characteristic of the Holland Creek Area Plan. Holland Creek, Heart Creek and Arbutus Hump are significant environmental features that require protection from development. They frame potential development areas, creating islands of development potential (Figure 3). There are two primary development pods; one between Holland Creek and Heart Creek and one east of Heart Creek. Three small development areas are west of Holland Creek.

Holland Creek Area Plan has been identified as primarily a residential neighbourhood. It will provide housing to approximately 2,500 people. Holland Creek Area is a key location for the Town as a future housing site and is essential if Ladysmith is to accommodate future growth in an orderly manner. Since residential development is located along the northern side of Holland Creek and to the east of the eastern boundary of the Plan Area, residential development will be a compatible use.

The Plan Area is framed by Holland Creek to the north, an electrical grid powerline to the west and south, and Dogwood Drive area to the east. West of the electrical grid powerline and the Town boundary lies a vast forested natural area, largely undeveloped (except for logging activity) and giving way to wilderness. Interface with existing residential development occurs on the east boundary of the Plan Area. Compatible residential use will occur adjacent to existing residential areas.

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Based upon the previously identified Planning Principles, land use is defined by a residential focus with a housing mix of approximately 85 percent/15 percent: detached/attached. Roads connecting the residential development pods follow the topography in parallel to the slope. A small commercial site (0.5 ha) is located near the northeastern entrance along the main access road to the Plan Area (Figure 4). This commercial site could serve a potential golf course expansion with clubhouse/commercial uses access near Dogwood Drive and located in the vicinity of the internal power corridor. The primary land use designation for the Plan Area is detached housing with lot frontages between 18 and 21 metres. These single family homes are located on approximately 57 hectares. Detached estate housing is identified on approximately 9 hectares. Small lot detached housing is found on approximately 4.5 hectares. Attached multi-family housing is located on approximately 4.2 hectares. The Area Plan projects a total potential 966 units with a possible population of approximately 2,415 people (Table 1).

As shown on Figure 4, many of the 18-21 metre detached house lots are located abutting Open Space. In the central portion of the Plan Area, northwest of Heart Creek -where topography permits- the residential layout is proposed to reflect a neo-traditional form, resembling 'old town' housing built at the turn of the century with back lanes for servicing and resident access. The remainder of the 18-21 metre detached lots will be located generally along local streets that follow the contours that run for the most part in a northwest to southeast direction. The Area Plan identifies sites for approximately 707 single family lots, 18-21 metres in width (612 to 840 metres² in size) and approximately 23 lots of estate housing with a minimum lot size of 0.2 hectares and lots varying in size up to a maximum of 0.8 hectares. The estate lots are located on the edge of Arbutus Hump, so that they do not detrimentally affect the sensitive vegetation and views of the Hump.

Small-lot detached residential houses will be located in two sites, as shown on Figure 4. One site is located in the centre of the large development area between Heart Creek and Holland Creek. The other small-lot site is located on a cul-de-sac east of Heart Creek. The Plan Area provides for approximately 111 compact lots. Four attached multi-family sites -possibly ground-oriented townhouses- are proposed to provide approximately 125 dwelling units. The multi-family designations are located in small sites and are integrated into the other residential densities as shown on Figure 4.

Table 1: Residential Land Use

Land Use Assumptions

<u>Development Type</u>	<u>Lot Dimensions*</u>	<u>Area</u>	<u>Gross Density</u>
Estate Single Family	various	Minimum .5 acre	1- 2 units per acre
Single Family	18-21 m x 34 - 40 m (60-70 ft x 112- 130 ft)	612 - 840 m ² 6,720 - 9,100 ft ²	12.5 per ha 5.0 per ac
Small Lot Single Family	11-15 m x 34 -35 m (35-50 ft x 112 -115 ft)	374 - 525 m ² 3,920 - 5,750 ft ²	25 per ha 10 per ac
Multi-Family Development	N/A	N/A	20.5 - 37 per ha 8 - 15 per ac

* Lot dimensions are represented as an average for the site

- **Total Area – 186.2 ha (460 acres)**
- **Total Undevelopable Area – 90.8 ha (224.4 acres)**
 - Conservation Area (Watercourse/Steep Slopes) – 71 ha (175.4 acres)
 - Utility ROW – 17.7 ha (43.7 acres)
 - Public Works Yard – 2.1 ha (5.2 acres)
- **Total Developable Area – 95.5 ha (234.9 acres)**
 - Developable Area: Non-residential
 - Park Space – 3.4 ha (8.4 acres)
 - School site – 3.6 ha (8.9 acres)
 - Commercial – .5 ha (1.2 acres)
 - Reserve – 7.6 ha (18.8 acres)
 - Residential:
 - Single Family Estate– 9.15 ha (22.6 acres): 23 units (2.4% of units)
 - Single Family – 57.25 ha (141.5 acres): 707 units (73.2% of units)
 - Small Lot Single Family – 4.5 ha (11.1 acres): 111 units (11.5% of units)
 - Multi-Family Development – 9.5 ha (23.5 acres) : 125 units (12.9% of units)
 - Total Units/Gross Density – 966 units
 - Total Population (2.5 persons per unit) – 2,415

Bylaw 1672

Bylaw 1672

A portion of the Holland Creek Plan Area, which lies in the northwest of the Plan Area, is isolated by a major utility right-of-way from the remainder of the Plan Area. The area has been designated as an Urban Reserve where forest harvesting will be encouraged (Figure 4). This area will remain unserviced with a minimum lot size of 8 hectares (20 acres). In the long term, beyond the life of this Local Area Plan, this Urban Reserve may be considered for future urban residential uses.

As shown on Figure 4, a School/Neighbourhood Park site is located in the central area of the largest development area. It is adjacent to the Holland Creek Open Space area.

3.1 Residential

3.1.1 Objectives

1. Provide a mix of housing types and densities with a ratio of approximately 85 percent detached to 15 percent attached.
2. Provide a range of detached lot sizes.
3. Encourage attached housing in the form of ground-oriented townhouses that reflect the form and character of single family homes.
4. Site residential lots to take advantage of views.
5. Minimise the detrimental effects of residential development upon views from other parts of Ladysmith into the Plan Area.
6. Utilise site features to define residential site planning .

3.1.2 Policies

3.1.2.1 Residential development will consist of a mix of housing types and densities with a ratio of housing types across the Plan Area of 85/15 percent detached to attached.

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3.1.2.2 The majority of housing will be detached single family.

3.1.2.3 Secondary suites will be permitted in the single family and estate family land use designations.

3.1.2.4 Secondary suites are not permitted in the small lot or multi-family land use designations.

3.1.2.5 Special care and attention will be taken to encourage a positive interface between new residential development and existing residential areas.

3.1.2.6 Guidelines for development are contained in the Official Community Plan to ensure that the form and character of residential development is appropriate for the Plan Area.

3.1.2.7 Where different densities of residential development adjoin, developers will be required to identify specific landscape and building design that increases fit between the different types of residential development.

3.1.2.8 Where residential sites are located adjacent to Open Space, developers and owners will be encouraged to create a positive interface between the developed lot and the Open Space area.

3.1.2.9 Residents will be discouraged from using the Open Space system for refuse dumping.

3.1.2.10 Where possible and practical, neo-traditional lot patterns -grid streets, back lanes, short streets- will be encouraged in subdivision design.

~~3.1.2.11 An Urban Reserve will be designated in an isolated portion of the northwest of the Plan Area to provide for forestry uses over the near term and long term potential urban residential uses for a future period beyond the life of this Local Area Plan.~~

Bylaw 1672

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3.2 Commercial

3.2.1 Objectives

1. Encourage neighbourhood commercial use.
2. Provide opportunity for a mix of commercial uses, including potential for a golf course clubhouse and associated amenities.

3.2.2 Policies

3.2.2.1 Neighbourhood commercial use will be limited to the east portion of the Plan Area at a site near the internal power corridor as identified on Figure 4.

3.2.2.2 The potential to expand the existing golf course west of Dogwood Drive will be examined with a view of constructing a clubhouse and associated commercial amenities.

3.2.2.3 Permitted commercial uses include retail and personal services, golf clubhouse and restaurant to a maximum convenience retail floor area of 200 metres² (excluding golf clubhouse and restaurant).

3.2.2.4 Commercial development will create a pleasant street-side building face and presence with parking located at the rear of the building.

4. Transportation

The rugged terrain and existing development limit access of Holland Creek Plan Area to three points; Battie Drive, Dogwood Drive and Colonia Drive. Primary access will occur at Dogwood Drive and Colonia Drive. A hierarchy circulation system, composed of collector roads, local streets and lanes, is proposed for the internal transportation system. Between Dogwood Drive and Colonia Drive a collector is proposed to parallel Holland Creek and provide access into most of the Plan Area. That collector road will cross Heart Creek and Holland Creek. The Holland Creek crossing will be a major bridge crossing. Local streets will follow the topography as much as possible avoiding steep slopes and paralleling slope contours. A grid street pattern will be promoted where slopes and general terrain permit, particularly in the site between Heart Creek and Holland Creek. Access into the Estate detached housing sites will be challenging, due to steep terrain and rock outcrops.

Road standards will be applied in the Plan Area that complement the intended character and land use described in this area plan. These standards will include minimised pavement widths while maintaining provisions for bike travel. The use of a round-a-bout at the key intersection of the collector -between Heart Creek and Holland Creek- will manage traffic flows safely and provide opportunities for landscaping. Streetscape and gateway features will be located at major entry points off of Colonia Drive and Dogwood Drive. Back lanes will be utilised in selected locations for access and utilities and thus will reduce the requirements of providing right of way for these on the local and collector roads. In keeping with the principle of reduced pavement widths on street parking will be provided for on collector roads on one side only. The accommodation of on street parking on collector roads will be creative in application so as to minimise pavement (Figure 5, 6 and 7). Public access to the open space system will be promoted. Public "pocket" parking will be considered at these access points to the Open Space system.

The proposed transportation system will promote connections to the remainder of Ladysmith, especially the south end (via Dogwood Drive) and Downtown via Colonia Drive. Pedestrian connections will be promoted throughout the development, ensuring that residential areas and the school site are well connected. Connections to the open space system will also be provided where practical and feasible. Although

transit service is not available at this time, key transit stop locations, pedestrian linkages, street lighting and appropriate street furniture (transit shelters) should be considered.

4.1 Objectives

1. Provide alternative access points into the Plan Area.
2. Minimise detrimental environmental effects of road location and development.
3. Promote road standards that:
 - Embrace the development principles described
 - Minimise the negative effects of motorised vehicles in the community.
 - Integrate with the adjacent land uses
4. Encourage traffic calming in street design.
5. Promote safe and efficient multi-modal transportation.

4.2 Policies

4.2.1 Road access will be provided at Battie Drive, Colonia Drive, and Dogwood Drive.

4.2.2 Street layout will avoid crossing steep slopes as much as possible, but will encourage, instead, street layout that parallels slopes.

4.2.3 Road standards used in the Plan Area will minimise pavement widths and provide bike facilities. Use of traffic calming, back lanes, and providing on-street parking in strategic locations will enhance these road standards (Figure 5, 6 and 7).

4.2.4 Pedestrian movement will be given a priority when designing streets, considering potential transit routes and identifying building setbacks.

4.2.5 Traffic calming measures will be incorporated into street design.

4.2.6 A circulation network that promotes multi-modal facilities and consists of a hierarchy of roads, that are classified according to function and design as collector roads, local streets and lanes, will be provided.

4.2.7 Collector Roads as shown on Figure 4 shall have the following major function and design characteristics:

- A Collector Road will function as the primary connection between Dogwood Drive and Colonia Drive. Direct access to adjacent properties will be by back lanes where provided.
- A Roundabout will be developed for the major four-way intersection of the main collector.
- The design characteristics for the Collector Road in the Plan Area, including illustrative cross-sections, are provided below:
 - One 3.5m travel lane and one 1.5m bike lane in each direction to accommodate vehicles and cyclists;
 - Road right-of-way widths to range from 17.0m to 20.0m depending upon the road section. (optimum 18m: 1.5m bike lanes, no parking, 2m sidewalk, and 2m boulevard on both sides);
 - Curb bulges on side streets and at intermittent locations to calm traffic and reduce pedestrian crossing distances;
 - Sidewalks and boulevard planting on each side of the roadway.

Note: on street parking may be considered but the accommodation of parking must examine impacts to the right of way and alternative treatments must be used other than asphalt

Note: Boulevards play an important role in integrating the adjacent land use with the streetscape however if utilities are contained in the back lanes, boulevard widths may be adjusted accordingly.

4.2.8 Local Streets as shown on Figure 4 shall have the following major function and design characteristics:

- The design characteristics for Local Streets in the Plan Area, including illustrative cross-sections, are provided below:
- An 8m travelled way providing a lane in each direction for shared vehicle and bicycle use (typically centre lines will not be marked).

- Road right-of-way widths to range from 15.5 m to 19.5 m. (optimum 15.5m: on street parking, 1.5m sidewalk, and 2m boulevard both sides)
- On-street parking lanes on either one side or both sides.
- Curb bulges at intermittent locations to calm traffic and reduce pedestrian crossing distances.
- Sidewalks and planting on each side of the roadway.
- Local Streets will function to provide access as an alternative to back lanes for adjacent properties and as routes to connect a minimum amount of traffic to the collector roads.

Note: Boulevards play an important role in integrating the adjacent land use with the streetscape however if utilities are contained in the back lanes boulevards may be adjusted accordingly.

4.2.9 Lanes shall have the following major function and design characteristics:

- Lanes in the Plan Area will provide direct access to adjacent properties and to connect traffic to local streets or collector roads.
- Lanes will contain the majority of utility corridors such as hydro, telephone and gas.
- The design characteristics for Lanes in the Plan Area, including illustrative cross-sections, are provided as follows:
 - A 5.5m travelled way providing a traffic lane in each direction for shared vehicle and bicycle use.
 - Road right-of-way widths of 6m to 8m.
 - No on-street parking.
 - 1.5m utility strips will be located in back lanes as a priority.

5. Servicing

The majority of the Holland Creek local area is currently undeveloped and unserviced forest land, with the exception of the perimeter fringe of the area located on the easterly side of Holland Creek, which is accessible to existing services. The future development of the area south and west of Holland Creek will require an extension of the municipal sanitary sewer mains and improvements to the current water distribution infrastructure. A municipal stormwater management system will also be required.

5.1 Sanitary System

The Town of Ladysmith is currently undertaking an upgrading program of the sewage collection and treatment facility which is intended to provide for future population growth in the community including the subject local area.

Connection to the Town's Sewage Treatment Plant (STP) can be provided through an existing trunk sewer which provides sewage collection for south Ladysmith. The recommended connection point to the existing trunk sewer is via a recently installed 300 mm diameter main crossing the highway near the southerly end of Bayview Avenue. The recommended route for the proposed 300 mm diameter sanitary sewage trunk sewer upstream of the Trans Canada Highway is:

- along the easterly bank of Holland Creek to the Dogwood Drive Bridge, then across Holland Creek on the Bridge and south of Holland Creek into the plan area.

This alignment provides for gravity flow and avoids the need for offsite pumping stations.

Within the local area, a gravity sewage collection trunk sewer will be located along the lower edge of the development. Smaller 200 mm diameter local sewage collection mains, extending into the proposed development, will connect to the trunk main to service the entire area with gravity sewer. Pumping of sewage will be required for only one area: adjacent to the westerly end of Colonia Drive north of Holland Creek.

There are several pockets of potential development east of Holland Creek within the local area. Connection to adjacent gravity sanitary sewer collection systems is proposed for these pockets. Sewage pumping will likely be required at the westerly end of Colonia Drive because some of the developable land is lower than adjacent existing gravity sewer mains.

5.2 Water

Ladysmith is currently exploring options for significant upgrading to the municipal water supply. The outcome of this work will impact the

municipal water service to the Holland Creek local area including pressure zone boundaries and water main connection points.

It is recommended that the overall water supply review integrate planning for water supply to the Holland Creek local area. The objective of this planning is to provide a suitable level of water service for future development, provide for sufficient fire flows and strengthen the looping systems for the Town's water servicing network.

Within the Plan Area, it is anticipated that the main feeder watermain will be sized in accordance with the integrated plan and will follow the through road within the plan area from Dogwood Drive to Colonia Drive. 200 mm diameter lines will provide distribution within the development and looping to strengthen the network.

5.3 Storm drainage

The topography of the Holland Creek local area slopes down to Holland Creek which serves as the major drainage corridor for the area. Heart Creek bisects the Plan Area and provides a west to east drainage corridor into Holland Creek. The development of the Holland Creek Local Area will require a formal municipal storm drainage system providing stormwater management that respects:

- the creek values (as defined in the report entitled Holland Creek Environmental Analysis [1999]),
- sensitive terrain conditions,
- Urban Salmon Habitat Program, and
- requirements of the Riparian Areas Regulation.

The storm drainage system recommended will include individual home site services and surface water drainage collection to storm sewers. The storm sewers are proposed to discharge at four storm outfall locations into the creeks via energy dissipaters.

5.4 Objectives

1. Provide for adequate servicing infrastructure to allow for the future development of the Holland Creek local area.

2. Integrate the Holland Creek local area into the overall water supply infrastructure in order to provide sufficient water supply and fire flow protection for water service delivery to the Holland Creek local area, while maintaining adequate service to existing areas of Ladysmith.
3. Continue improvements to the sanitary sewer system in order to ensure sanitary sewer service is available for the Holland Creek local area.
4. Provide stormwater management which prevents increased flooding and erosion and mitigates the negative impacts of future development on the environment.

5.5 Policies

5.5.1 New development in the Holland Creek Plan Area will be serviced by municipal sanitary sewer, water, and storm drainage systems.

5.5.2. The sewer system upgrading program will be completed to ensure the Sewage Treatment Plant will meet the anticipated sewage flow capacity demand of the plan area.

5.5.3 The municipal watermains and sanitary sewer system will be extended for new development in the Plan Area as shown on Figure 8.

5.5.4 The existing municipal water supply will be upgraded to ensure adequate capacity is available to service development in the local area.

5.5.5 New development in the Plan Area will be designed and constructed to include the necessary water system infrastructure for proposed new developments, including connections to the upgraded municipal water system , new watermains and water distribution lines within this Holland Creek local area in order to deliver adequate supply and fire flow protection.

5.5.6 Stormwater management will be addressed for new development in the Plan Area, including surface water collection into storm sewers and then discharged to a series of storm outfalls as shown on Figure 8.

5.5.7 Stormwater management shall address the potential impact of post-development stormwater runoff on Holland Creek and Heart Creek.

5.5.8 The stormwater management system shall be developed in a manner which recognises the sensitivities and downstream capacities of the Holland Creek system.

5.5.9 The Stormwater Management Plan shall also show that both stormwater quality control and groundwater recharge opportunities are being maximised, wherever practical. The Plan must also be developed within both the Provincial and Federal fish habitat protection regulations.

Part Three: Implementation

1. Plan Implementation

Holland Creek Area Plan provides a framework for the future development of the Holland Creek Area, including principles, objectives and policies. Objectives and policies will be implemented through steps and methods identified in this part of the Area Plan. This Section identifies the legislative framework, approach and costs of servicing development, and phasing.

1.1 Amendment to the Official Community Plan

Holland Creek Area Plan should be adopted by the Town of Ladysmith as a Local Area Plan amendment to the Town of Ladysmith "Official Community Plan Bylaw 1993, No. 1100" in accordance with the Local Government Act. Adoption of the Holland Creek Area Plan will permit the Area Plan policies to direct future land use, transportation and servicing of Holland Creek Area.

1.2 Zoning Bylaw

The "Town of Ladysmith Zoning Bylaw No. 1160," as amended, is a key implementation tool for Holland Creek Area Plan. Zones contained in the Zoning Bylaw will regulate land use and density of development in the Plan Area.

1.3 Land Use Agreements

The Town of Ladysmith requires that prospective developers enter into a Land Use Agreement with the Town of Ladysmith prior to granting rezoning or subdivision approval. The Land Use Agreement addresses issues of servicing, financing, staging of development, site planning, and other matters or conditions the Town wishes to include in the Agreement.

1.4 Financing

Municipal services and facilities will need to be provided for the Plan Area. Capital costs associated with infrastructure services (roads, waster water, water, and storm drainage) will be financed by the landowner/developer through mechanisms of developer construct, latecomer agreements, and, for certain infrastructure services, development cost charges. Costs for Community facilities (parks, open spaces and trails, public buildings) will have to be recovered to accommodate development and provide facilities to serve the residents of the Town and Holland Creek. Municipal sources and joint ventures may be considered to ensure Community facilities are provided.

The Town intends to avoid financial risk to the municipality and general tax payer by requiring that future servicing costs associated with the development of Holland Creek Area will be borne by the proponent, while ensuring that the costs of development are not so excessive as to prevent development occurring in a timely manner. As much as possible, the costs of services should be allocated to the beneficiaries of those services.

There are number of mechanisms available for addressing the financing and recovery of the services.

1.4.1 Municipal Sources

The Town of Ladysmith can make use of several sources to fund municipal services required for the implementation of Holland Area Plan. These sources include the use of current revenues, borrowing, reserve funds, and taxation to pay for capital projects. Increasing taxation in Ladysmith to provide for development of Holland Creek Plan Area will not likely be considered an appropriate means of financing implementation. For those items for which the developer is not expected to pay, the Town may consider use of current revenues or borrowing as a means of financing such items, (e.g., recreation facilities). Reserve funds represent an alternative form of financing services.

1.4.2 Development Cost Charges

The Town of Ladysmith has implemented bylaws to collect development cost charges (DCC's) to finance infrastructure and services for new growth. Projects for which DCC's can be applied include roads as part of a major road network, water, sanitary sewer, storm drainage systems, and parkland acquisitions and improvements.

1.4.3 Developer Construct

The Town of Ladysmith can impose subdivision servicing requirements as established under Section 938 of the Local Government Act. Section 938 places the responsibility of constructing municipal services directly on the developer as a condition of subdividing land. This approach reduces the financial burden to the Town, because the developer finances development costs. This approach would allow development to proceed without impacting current taxpayers.

1.4.4 Latecomer Payments

Latecomer payments occur when a developer or landowner provides services such as roads, water, waste water or storm drainage. Under a latecomer policy, the developer would provide the excess or extended service and the Town later impose connection charges to other owners that hook up to the services, up to a period of a maximum of 10 years. The funds collected by the Town are passed back to the initial developer. This approach complements the developer construct approach, and reduces the risk to the municipality.

1.4.5 Parkland Dedication

Holland Creek Area Plan will have only a few dedicated Parks. These will be dedicated to the Town at the time of subdivision of land. The Open Space designation will be the dominant form for protecting Environmentally Sensitive Areas and/or steep slopes. Land designated as Open Space will register a covenant under Section 215 of the Local Government Act to allow the Town to restrict land use.

2. Servicing and Cost Estimates³

The development of the Holland Creek area will require the extension of water mains and a trunk sanitary sewer to the area. Within the Holland Creek Area Plan boundary, the construction of a network of infrastructure will be necessary including roads, water, sanitary sewer, storm drainage, and hydro.

The development of the Holland Creek Local Area will contribute to capacity building within the overall municipal infrastructure through the payment of Development Cost Charges (DCC) by the land developer to the municipality.

The preliminary estimate of the land developer's cost of servicing the proposed 966 housing units and commercial site totals over 34 million dollars or \$35,500 per housing unit. This estimate includes the cost of on-site and off-site development services, municipal Development Cost Charges, engineering and contingency. The preliminary cost estimate for servicing the land development in 2001 dollars is summarized in the following breakdown:

A: ONSITE COSTS	
1. single family detached housing	12,920,000
2. estate detached housing	2,052,000
3. small lot detached housing	1,332,000
4. attached multi family	1,000,000
5. commercial	20,000
6. school *	00
7. rock premium	<u>1,600,000</u>
Subtotal A	\$18,924,000

³ Completed by R.G. Fuller & Associates Ltd.

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**Holland Creek
Local Area
Plan**

B .OFFSITE / TRUNK COSTS

Sewer pumping	50,000
Access road premium	140,000
Trunk sewer	260,000
Trunk water	100,000
Heart Creek road crossing	600,000
Holland Creek road crossing	1,000,000
BC Hydro servicing	929,500
BC Hydro pole relocation	100,000
Drainage control	<u>180,000</u>
Subtotal B	\$3,359,500

C. ADDITIONAL COSTS

DCC's – single family	6,522,000
DCC's - small lot single family	907,000
DCC's - attached housing **	00
Engineering	2,216,000
Contingency	<u>2,437,000</u>
Subtotal C	\$12,082,000

Total Cost Subtotals = A + B + C \$34,365,500

Average Servicing Cost/Unit = \$35,500

*school servicing costs are not a development cost because the developer's cost is reimbursed by the municipality from DCC funding.

** DCC's for the multifamily (attached) housing and commercial are not included as land development costs because such charges are collected by the municipality from the building developer at the building permit stage.

Roads

- The key element of the transportation network to service the Holland Creek area is a collector road connecting from the westerly end of Colonia Drive to Dogwood Drive.
- This collector road is proposed to parallel Holland Creek and provide access into the plan area.
- Major crossings of both Heart Creek and Holland Creek will be required along this collector road.
- A local road network within the area will be provided to connect each neighbourhood to the collector road.

Sanitary Sewer

- Pumping of sewage will be required for only one area: adjacent to the westerly end of Colonia Drive north of Holland Creek.
- The sanitary sewer system for the local area will provide for gravity sewage collection through a network of local sewage collector mains.
- The local mains will discharge into a 300 mm diameter sanitary sewer trunk main which will connect to the existing municipal system near the southerly end of Bayview Avenue adjacent to the Trans Canada Highway.
- The alignment of the off-site downstream trunk main is proposed to traverse across Holland Creek on the Dogwood Drive bridge and is proposed to be located on the north east bank of Holland Creek downstream of the Dogwood Drive bridge.

Water

- The primary water main feeding the Holland Creek area will follow the collector road within the plan area from Dogwood Drive to Colonia Drive.
- 200 mm diameter lines will provide water distribution within the development and provide looping to strengthen the municipal water works network.

Storm Drainage

- A piped storm drainage collection system will be designed to collect, transport and discharge storm water to both Heart Creek and Holland Creek respecting sensitive terrain conditions and applicable environmental guidelines.

3. Phasing of Development

Development will be staged within Holland Creek Plan Area. Given the location of the Plan Area, staging will be determined largely by points of access, namely Dogwood Drive and Colonia Drive, connections to off-site servicing, and market conditions as they affect residential demand. This section reviews the implications of phasing development in the Holland Creek Plan Area.

Phasing is proposed in at least three phases (Figure 9). A primary determinant for phasing identified on Figure 9 relates to the location of potential access (from Colonia Drive to the northwest and Dogwood Drive to the east). Initial phasing of development is proposed to be in

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**Holland Creek
Local Area
Plan**

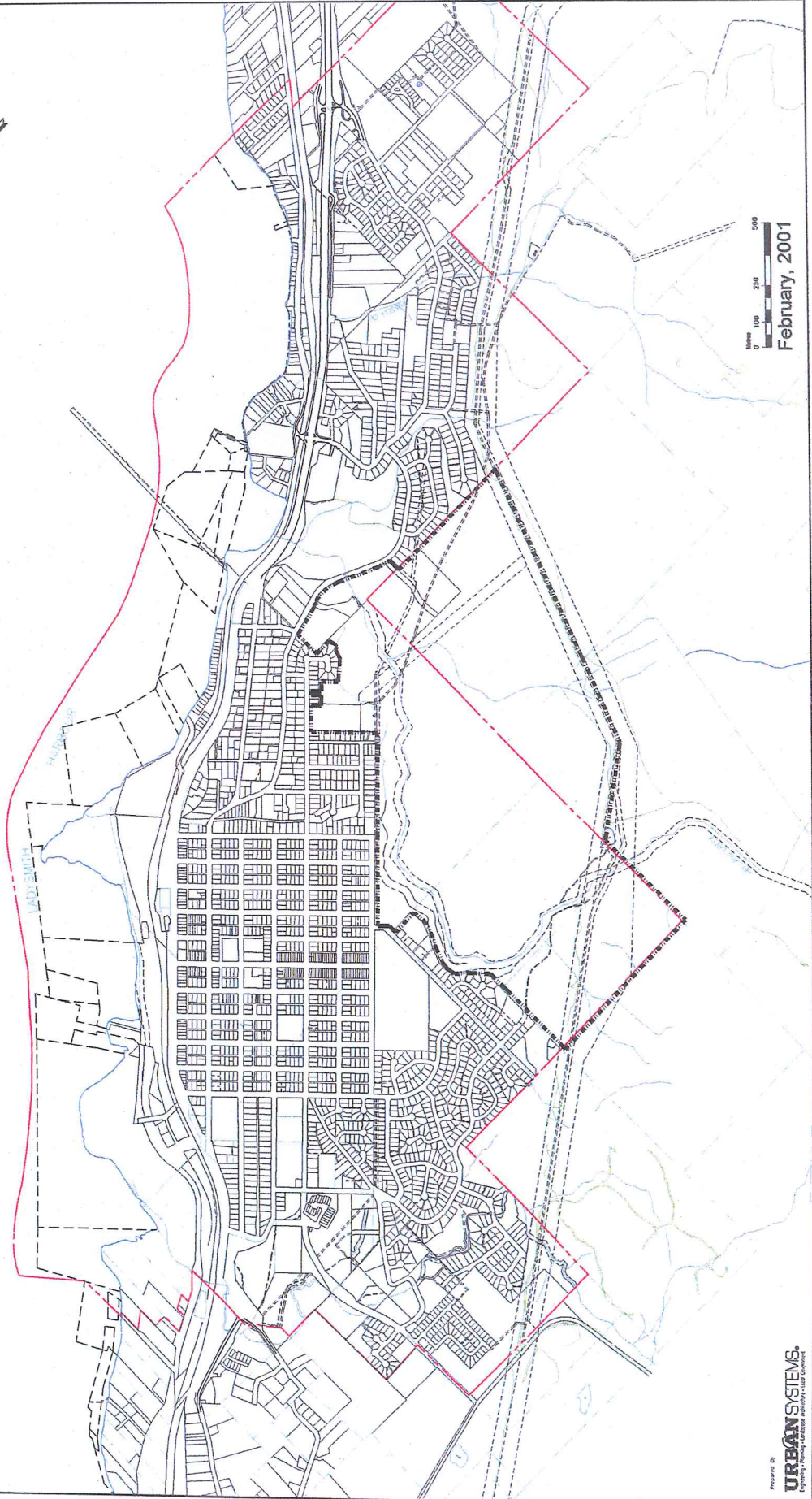
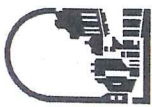
close proximity to Colonia Drive and Dogwood Drive. As well, in order to minimise infrastructure costs, connection to off-site services will likely require that the initial major development staging occur on the eastern portion of the Plan Area. Bridge costs to cross Heart Creek and Holland Creek will also affect phasing of development. Phasing as identified on Figure 9 also assumes a steady absorption of residential lots. Market conditions could accelerate or de-accelerate the rate of lot absorption and proposed phasing. The proposed phasing for the Plan Area is a guide to expected development sequencing and may change depending upon the preceding factors and developer priorities.

Based upon the proposed phasing for the Plan Area, the first phase of development in areas east of Heart Creek currently constitute part of a Woodlot License to the Chemainus First Nation. In addition, most of the Phase 1 area east of Heart Creek is included within the Forest Land Reserve. The Town of Ladysmith has discussed the proposed Area Plan with the Ministry of Forests and the woodlot licensee and will work with the property owners and users to facilitate the reclassification of the land so that orderly development is able to proceed during the next five year period.

TOWN OF LADYSMITH

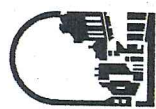
Holland Creek Local Area Plan

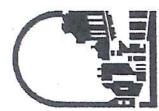
FIG. 1 - LOCATION MAP



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TOWN OF LADYSMITH Holland Creek Local Area Plan **FIG. 2 – OWNERSHIP**

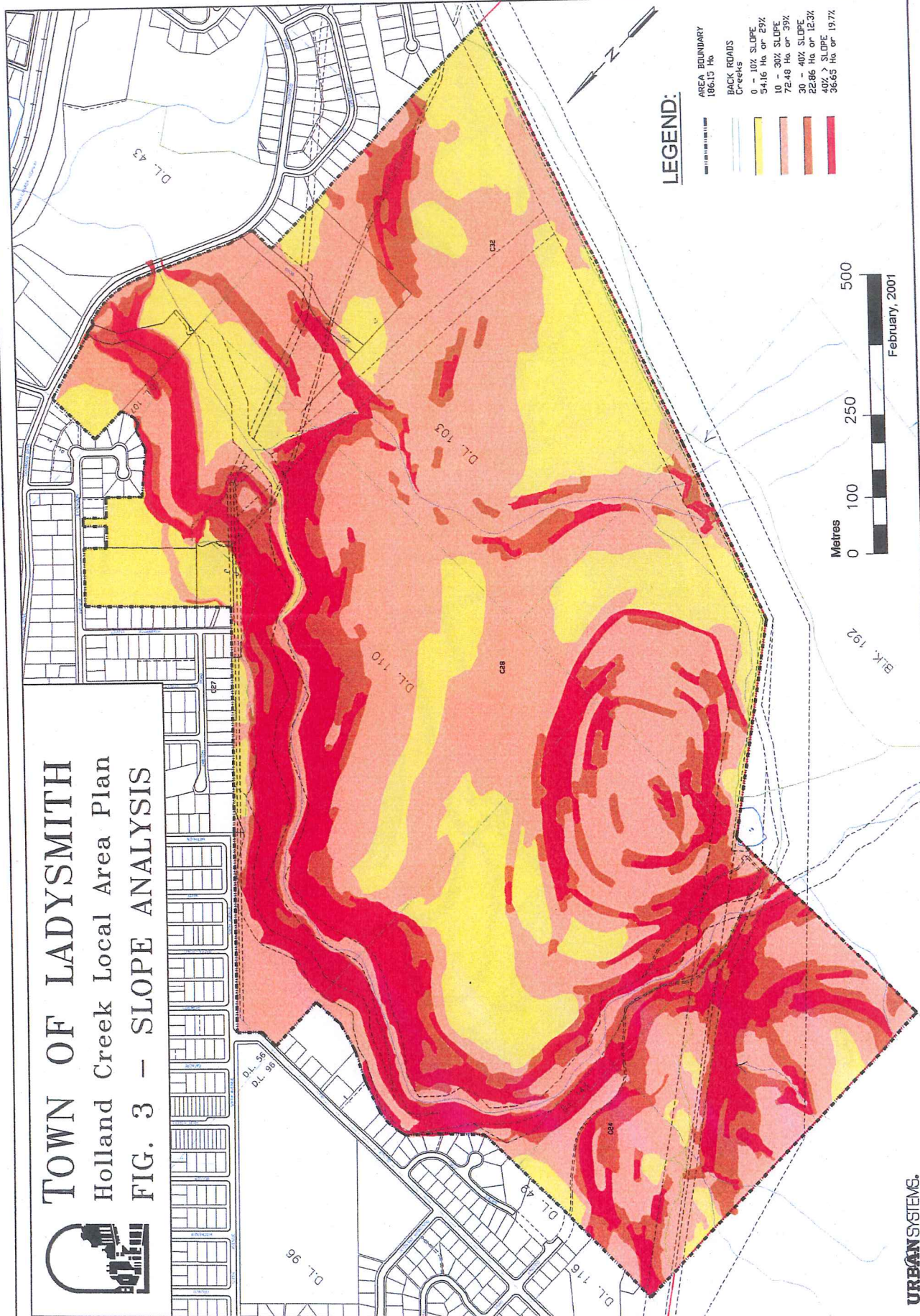




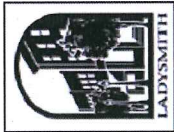
TOWN OF LADYSMITH

Holland Creek Local Area Plan

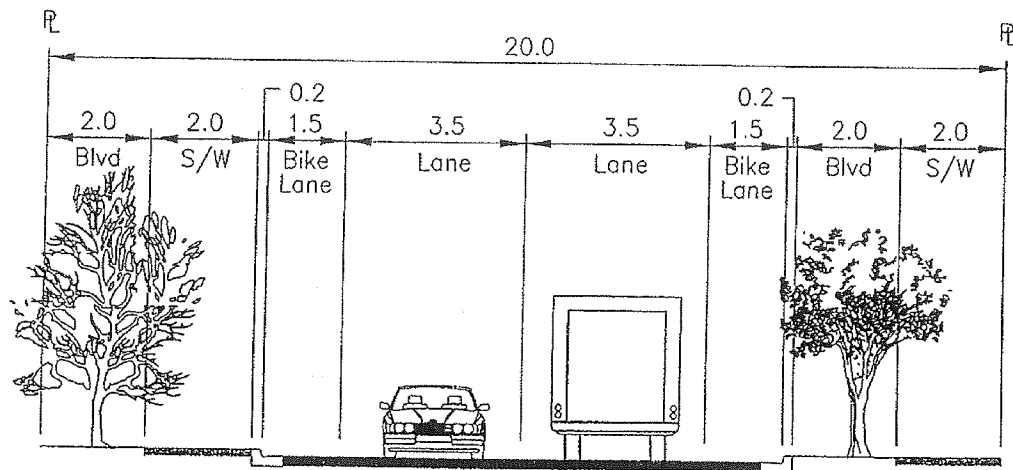
FIG. 3 - SLOPE ANALYSIS



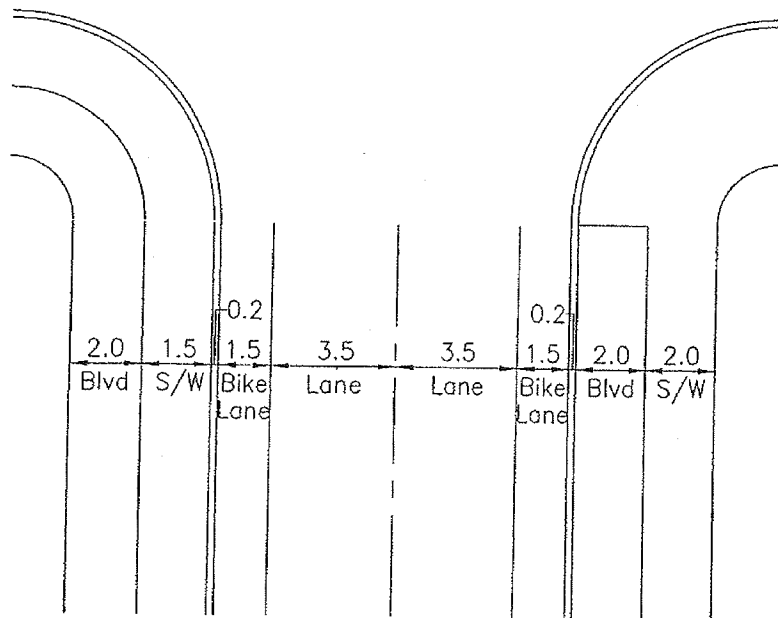
TOWN OF LADYSMITH Holland Creek Local Area Plan FIG. 4- Parks & Open Space, Land Use & Circulation



Bylaw 1859



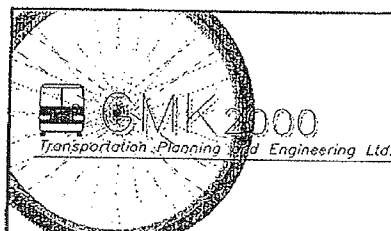
20.0m = R.O.W.
 *(1.6m DISCREPANCY)



COLLECTOR ROAD

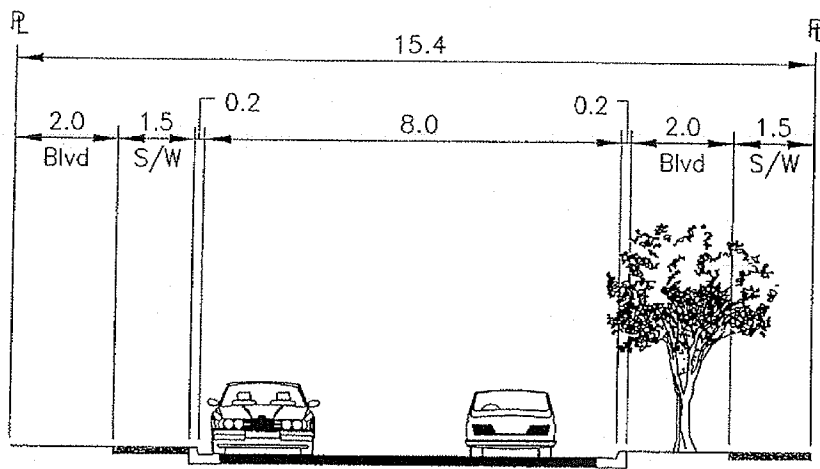
- sidewalk both sides
- no parking
- boulevard and sidewalk may be reversed, depending on pedestrian buffer needs

- * 1) 1.6m used for on street parking one side in residential areas
- * 2) 1.6m used for wider travel lanes in heavy industrial areas
- * 3) 1.6m used for wider sidewalks in commercial areas

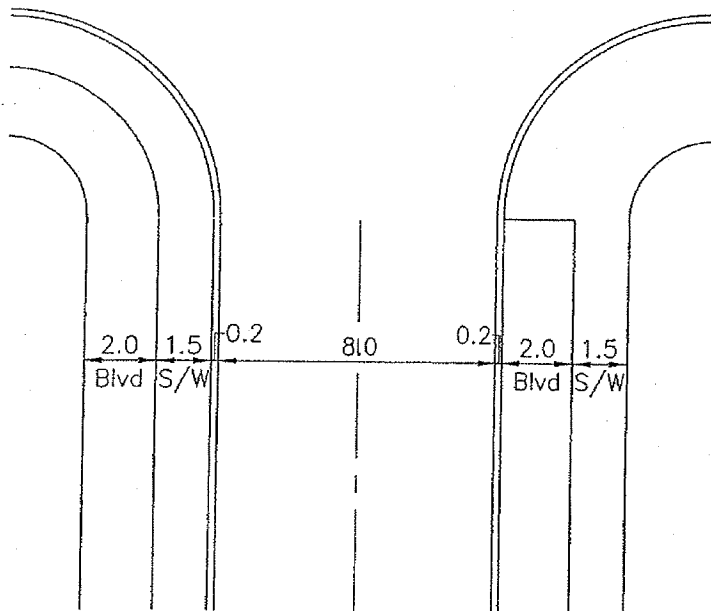


TITLE:
FIG. 5 – HOLLAND CREEK AREA
 20.0m ROW – Collector Road

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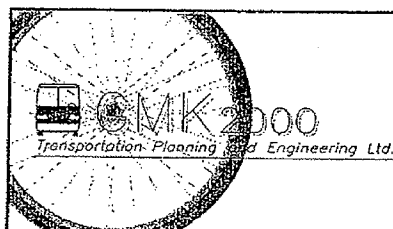


15.4m = R.O.W.



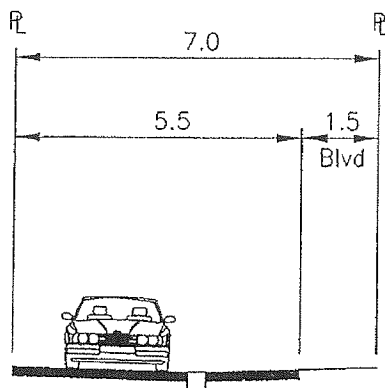
LOCAL ROAD

- sidewalk both sides
- parking both sides
- boulevard can be adjacent to curb or property line (usually depends on pedestrian buffer required and on street parking)

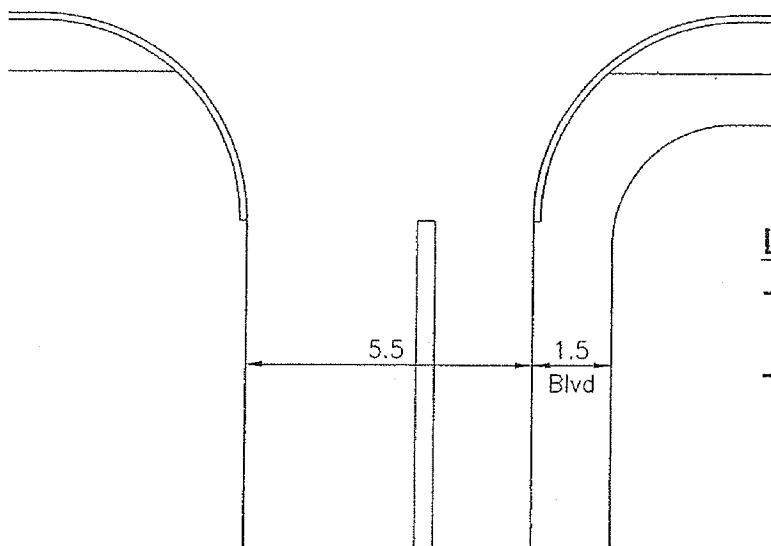


TITLE:
FIG. 6 - HOLLAND CREEK AREA
15.4m ROW - LOCAL ROAD

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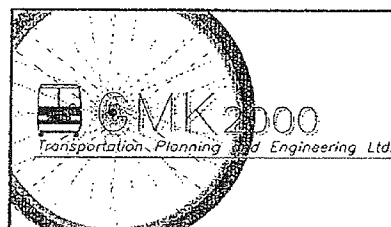


7.0m = R.O.W.



LANE

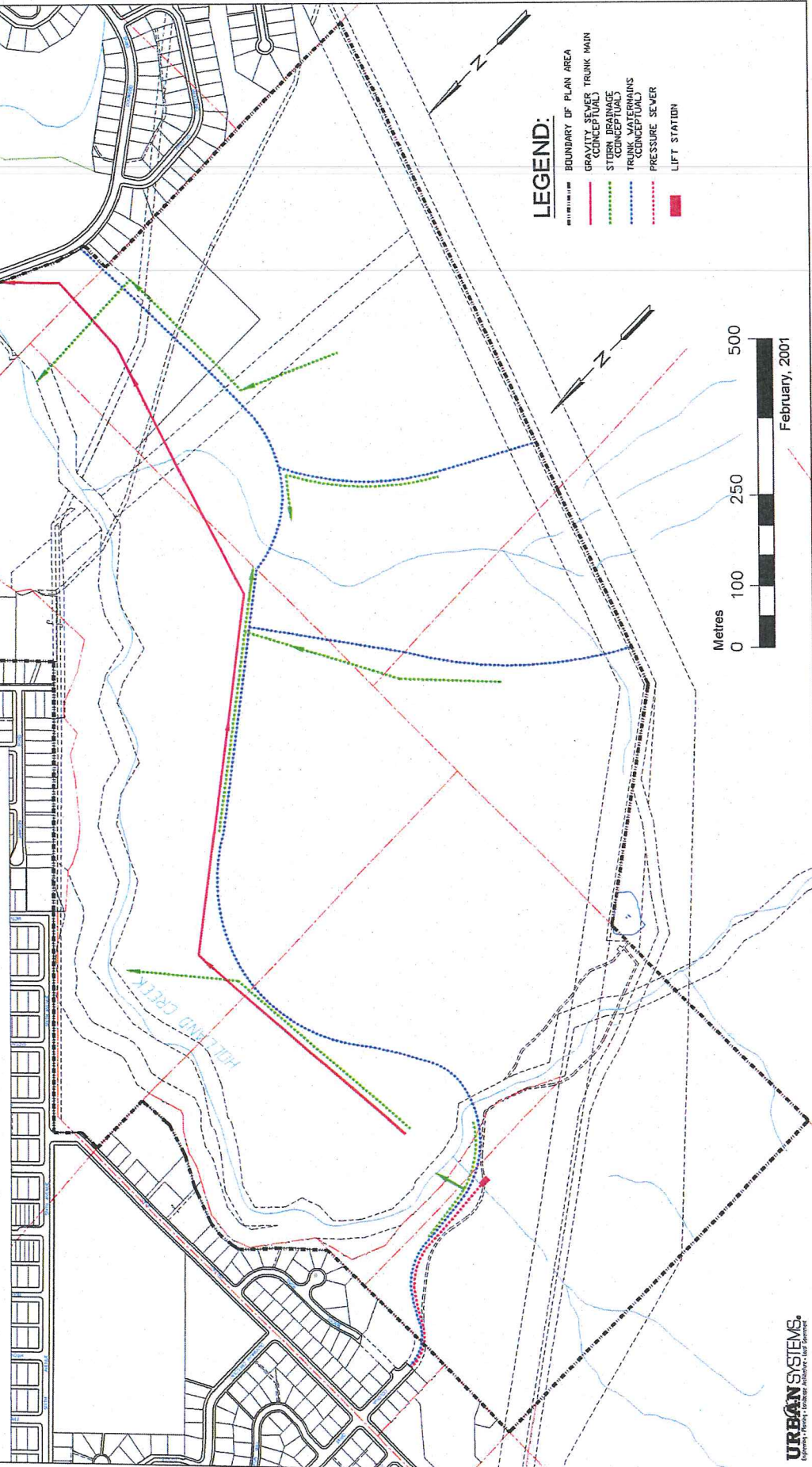
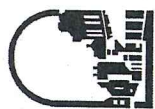
- boulevard one side only
- for utilities
- drain in centre



TITLE:
FIG. 7 – HOLLAND CREEK AREA
7.0m ROW – LANE

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TOWN OF LADYSMITH Holland Creek Local Area Plan FIG. 8 – Proposed Servicing

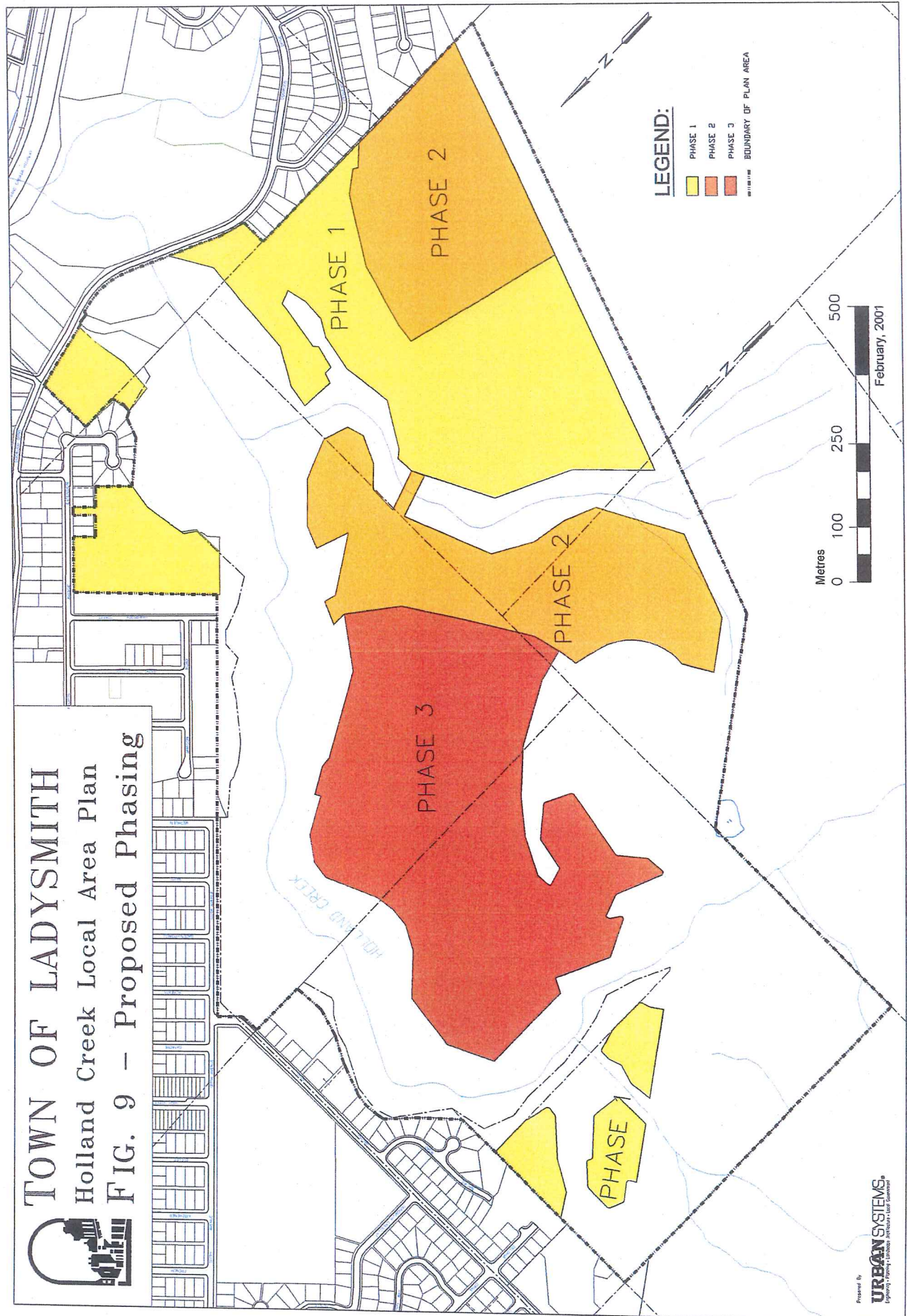
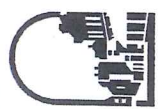


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TOWN OF LADYSMITH

Holland Creek Local Area Plan

FIG. 9 - Proposed Phasing



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Section 6

Holland Creek Development Area

Introduction

While the downtown of Ladysmith and some existing neighbourhoods will absorb growth over the upcoming decades, new development will also occur – and one of the first areas expected for this to happen in is an area known as the Holland Creek Development Area (HCDA).



Relationship to the Holland Creek Trail

The HCDA does NOT include the Holland Creek Trail area and will be designed to have little to no impact on it in any way. Road and bridge rights of way that may be required may cross the trail area in one specific place. The Holland Creek Trail area is seen not only as a sacred and precious place to preserve, but its presence is a true asset to this future neighbourhood. Further, the development of the HCDA offers opportunities to further the amenity of the Trail area with better connections to a greenway network throughout the community.

Current Conditions

The Holland Creek Development Area is located approximately one kilometre west and slightly south of downtown, across the prized Holland Creek and Holland Creek Trail system in a hillside knoll. Backed in the west by the Hydro powerline and forests beyond with trails leading to Heart Lake, this area is home to the prominent natural amenity known as Arbutus Hump and offers some spectacular views of the ocean.

The development area is divided into three parcels, two of which are privately owned, and the third parcel is provincial land currently leased as a woodlot to the Chemainus First Nation. All of the privately owned land except portions of Arbutus Hump has been either logged or cleared. The provincial land is designated for ongoing logging as part of its woodlot status.

The Town of Ladysmith has spent considerable effort in the past to secure and protect the riparian forests and trail systems that flank Holland Creek. The lands in between these riparian corridors and Arbutus Hump are waiting for final planning and infrastructure design to proceed with development. This visioning project explored key characteristics that the community of Ladysmith thought important for this development.

Existing Future Plans

In the original site plan from the Holland Creek Development Area Plan of July 2001 the breakdown of the site as depicted in the map titled Holland Creek Trails Site-lines.



Details

Total Area – 186.3 hectares (ha)

Total Undevelopable Area – 90.8 ha

- Conservation area 71 ha
- Utility Rights of Way 17.7 ha
- Public Works Yard 2.1 ha



Total Developable Area – 20.4 ha

- Park space 3.4 ha
- School site 3.6 ha
- Commercial 0.5 h
- Reserve 12.9 ha

Residential

Currently the Holland Creek Area is zoned primarily as Single Family residential.

- Single family estate 9.15 ha (23 units)
- Single family 57.25 ha (707 units)
- Small lot single family 4.5 ha (111 units)
- Multifamily 4.2 ha (125 units)

Total units – 966

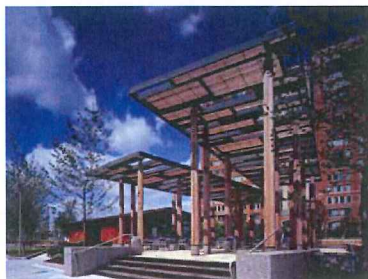
Total population expectations – 2,415 (2.5 persons per unit)



The Community Vision

A model for future neighbourhoods

Future growth in Ladysmith will include adding new neighbourhood areas uphill, to the west of the main village area as well as other areas. The HCDA is seen as a potential model in general terms of responsible, sustainable and attractive development that other areas in the future can emulate. As such, this section endeavours to provide perspective and suggestions on the vision for the HCDA that the residents of Ladysmith would support in accordance with the “8 Pillars” structure used in the sustainability strategy section of this report.



1) Land uses for a complete community

The land uses to be considered for the HCDA are those that will create a complete community that offers opportunities to live, work, play, shop and learn, including:

- Housing – including single family, townhomes, row houses, infill coach houses, and apartments (standalone and over shops in the village centre);
- Live/work buildings for artisans, consultants and others.

- Small scale retail shops of various types, such as a book store, corner food store;
- Small scale office spaces;
- A brew pub;
- Small scale hospitality (small hotel, B&B);
- Health, wellness or medical services such as clinics;
- Schools
- Community services and facilities:
Small community centre / neighbourhood house;
Fire / police;
- Arts and culture: Theatre, Music facility;
- Artisan work spaces which might include small scale light industrial;
- Gas station; and
- Churches.

The village centre

The village centre is seen as the heart of the HCDA neighbourhood. It is envisioned to be a public square or plaza that offers the experience of meeting neighbours, eating in a village environment, displays of art or other interest, and possibly supporting a farmers' market in the future.

A preliminary economic analysis of the commercial capacity for the HCDA village area concluded it could support approximately 10-15,000 sqft of commercial – which equates to approximately a dozen businesses (shops, restaurants, small offices, others) – which is the perfect amount to create an small, neighbourly village experience.

Retail stores associated with this village centre are encouraged to include:

- Bakery and other small food stores;
- Restaurants / pub;
- Coffee shop;
- Small boutique stores for various goods and services;
- Artisan workshops and galleries;
- Medical / dental services;



- Hair dressers; and
- Others of this character.

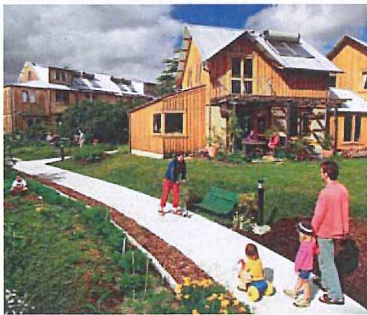
The commercial areas in the village centre are not intended to be extensive so as to challenge the main shopping area in the downtown. Instead the commercial area in the HCDA is expected to primarily support daily local needs, and it will be implemented likely slowly over many years as the residential area develops.

2) Transportation

The transportation network for the HCDA is expected to be exemplary of a sustainable community, with connections to the surrounding street grid at both the north and south ends of the neighbourhood, including a bridge over the Holland Creek ravine and trail area. The design of this bridge will need to be carefully addressed to ensure an appropriate fit with the aesthetics and use of the Holland Creek Trail.

The HCDA transportation network is envisioned as including:

- **Pedestrian-oriented design** with a fine-grained network of paths, sidewalks and greenways to make walking the most convenient way of getting around in the neighbourhood;
- **Bicycle lanes and facilities** to encourage cycling and make it safe, particularly for areas that link housing with schools;
- **Planning for trolley transit** to position every home within 400m of a transit stop that would link HCDA with the downtown, waterfront and other areas of the Town;
- **Shared cars** to support a reduced need for second cars amongst the neighbourhood residents. Parking requirement relaxations should be offered in exchange for the provision of shared cars;
- **Great streets** including:
 - Street trees;
 - An old world feel to street created through dimension and materials;
 - The narrowest paved areas for cars possible;
 - Patterns that both provide a strong geometric structure to the Town (eg: grid) while responding appropriately to the area's terrain;
 - Roundabouts in intersections with gardens in the roundabout structures;



- Areas to sit along sidewalks and in special park areas;
- Areas for children to play;
- Stormwater management that keeps stormwater on the surface as much as possible, supports; cleaning and polishing, minimizes peak runoff surges and permits slow percolation into the groundwater table (eg: through rain gardens) to keep the Holland Creek hydrology regime healthy;
- Parking areas and garages that do not dominate the street experience and aesthetics; and
- Appropriate emergency access for fire, police and ambulance.

3) Green buildings

The buildings in the HCDA will include several densities of residential as well as commercial and institutional (school). Green building practices should be pursued and encouraged, and possibly include the use of respected green building programs such as the Built Green program, or the Canadian Green Bldg Council's LEED program, with the aim of:

- Reducing energy use;
- Harvesting local renewable energy where possible (eg: geoechange);
- Reducing water consumption;
- Re-using harvested rainwater (and possibly treated wastewater) where possible;
- Using natural and locally harvested or manufactured materials;
- Using non-toxic materials;
- Providing facilities that make it easy to recycle;
- Reducing construction waste
- Using materials that are recyclable; and
- Others.

4) Multi-dimensional landscape design

The landscape in HCDA needs to support healthy local ecosystems and habitat, provide opportunities for recreation, opportunities to grow food, and to celebrate the artistic and heritage values in the community, including:





- A **greenway network** that offers pedestrian paths, surface stormwater swales and habitat corridors connecting the neighbourhood internally and externally;
- A **variety of recreation opportunities** such as:
Fields associated with a school or park;
Playground facilities;
Direct access to key trails and greenways in the area;
Small community centre activities or facilities; and
Others;
- **Habitat friendly landscapes** with a landscape plant palette that includes a strategy to enhance insect and songbird habitat;
- **Community gardens and productive landscaping** to support the growing of food, particularly near multi-family areas;
- **Public art** including celebrating heritage.

5) Innovative infrastructure

Innovative infrastructure systems should be addressed in the HCDA that support sustainable community objectives, such as reducing climate emissions, reducing water consumption and reducing waste. These may be centralized or decentralized, and could include:

- **Energy systems** that focus on increasing energy efficiency in buildings and infrastructure, providing alternative energy sources (eg: geexchange) and possibly developing district heating systems in appropriate areas;
- **Water management activities** that focus on reducing water consumption in buildings and landscapes;
- **Wastewater treatment** that includes opportunities and technology that supports re-use of treated water;
- **Rainwater** that is harvested and re-used where possible, with runoff being managed on the surface wherever possible, to remove contaminants and percolate it back into the Holland Creek watershed groundwater; and
- **Solid waste** that is managed to facilitate recycling and composting, including construction waste and addressing the design of buildings to support this (3-stream separation).



6) Sustainable food systems

Addressing sustainable food systems is an important opportunity for the HCDA to assist citizens to both reduce their environmental footprint and to increase the culture and economic advantage of local food, including:

- **Local restaurants** and cafes in the HCDA village centre.
- **Local food stores** in the village centre to provide basic daily needs, as well as possibly specialize in Island sourced food;
- **Community garden plots** in sunny areas for a minimum of 10% of residents in the multi-family buildings, including supporting systems such as deer fencing, a small storage shed for tools, and sources of water; and
- **The celebration of food** in the public landscape in the HCDA – including public art, landscape plantings, facilities for food-related events and others.

7) Community health

The social experience is one of the most important aspects of culture and experience of Ladysmith and will be for the future community in the HCDA and therefore the planning and design of the HCDA should consider:

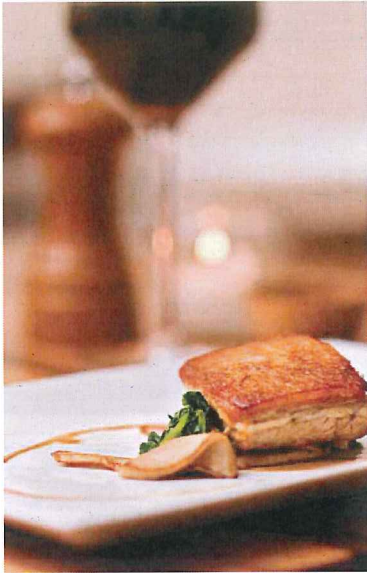
- **Socially supportive public landscapes** that facilitate social interaction – providing places to meet and sit, providing a central village square to be the heart of the social community, and others;
- **Community meeting and recreation amenities**, possibly integrated with a school;
- **Public art**;
- **Safety and accessibility** through application of the principles of CPTED (Crime Prevention Through Environmental Design) and through supporting the needs of the elderly for mobility; and
- **First Nations partnership opportunities** for profiling their art and culture.

8) Economic opportunity

Economic prosperity is a fundamental goal of any sustainable community and the HCDA can offer the following elements to support prosperity in Ladysmith:

- **A realistic approach to development economics** and the cost of community amenities and sustainability initiatives;





- **Small businesses opportunities** including commercial space (retail / office / artisan studio) in the village centre, as well as live/work compatible housing forms throughout; and
- **Employment opportunities** for many, including exploring the potential to get underprivileged individuals or those apprenticing in trades involved in the development of the HCDA.

Integrating Ladysmith's past into the Holland Creek Development Area

Ladysmith's history and the heritage quality of its downtown, older neighbourhoods and waterfront areas is central to its identity, reputation and quality of life. The HCDA will be an entirely "new" area with little physical history to preserve or draw on. However, as a new neighbourhood, and one of many more future neighbourhoods, in a context of Ladysmith's desire to enhance its identity, including the heritage dimension, the issue of how heritage aspects of the Town can be woven into the HCDA needs to be addressed. The following offers some ideas for how to weave heritage forms and character in to the HCDA:

- **(Neo) Traditional town planning patterns** can be used in the HCDA to harmonize with the older town areas of Ladysmith, particularly the use of a grid street system;
- **Streets** can be made as narrow as possible to emphasize an older village character, including street trees, with street names that draw from Ladysmith's past to weave in Ladysmith history into the wayfinding of the neighbourhood;
- **Parking** can be minimized and located in clusters (versus large parking lots);
- **A central town square** can be created with a strong geometry, a sense of enclosure and a central feature (public art, fountain) also resonate with traditional town patterns;
- **Smaller buildings** that have a smaller "human scale" massing at the street edge and are more environmentally friendly can be mandated;
- **Heritage style architecture** that harmonizes the new and the old in terms of massing, roof lines, colour palettes, windows, detailing, materials and others can be specified. Architectural advice should be sought on all building plans

to ensure heritage character aspects do not cheapen the overall heritage value of the Town by poorly implemented schemes;

- **Public landscapes** with high quality heritage styled landscape lighting and furniture where possible, with advanced “green” technology like solar powered street lighting, can be used; and
- **Educational information displays** on the natural, First Nations and town history in the village area can be integrated into the pedestrian experience.



Implementation Strategy

The vision for the Holland Creek Development Area as outlined in this section creates a powerful image and goal for future neighbourhoods in Ladysmith.

The first key step in planning and implementation for the HCDA includes:

Holland Creek Development Area plan update

- Short term
- Town lead

Update the Holland Creek Development Area plan to reflect the values and vision the community created for its next chapter. This update should create policy for a model sustainable neighbourhood to be an example for future neighbourhoods, working closely with the landowners.

Conclusion

This report describes a vision for a sustainable future for Ladysmith that was created by the community through an experience-driven planning process in the fall of 2008.

Ladysmith is a special and unique town with a strong sense of identity and history. Conventional growth patterns were seen to be falling short of the potential great future that residents saw for Ladysmith. Residents have not been against development per se, but rather they wanted it to bring them more of what they love about Ladysmith, not less.

The “experience-driven” approach to the planning was unique in that it focused on facilitating residents to articulate the experiences and character they value and want to have more of in Ladysmith. The technical planning work can then proceed with a focus on setting in place the policies and guidelines to creating a place that would deliver those experiences.

This vision document is intended to serve as a guide and reference point for the many decisions Ladysmith has ahead as it engages developers and continues to work to make the quality of life of its residents the best it can be.

Ladysmith is already a leader in sustainability in BC, and the “8 Pillars” framework in this report outlines a path to build on that commitment and extend it to all aspects of the community. There is a broad scope of work ahead on sustainability for the Town, and with the path outlined here, its sustainability goals can be realized over time.

The overall Town vision outlines the desired identity of Ladysmith and how that identity can be infused into all aspects of the Town. The character guidelines and preferred images that emerged from the work offer a compelling vision of a great small Town, built around the principles of sustainability, heritage and a vibrant small town experience.

The heart of Ladysmith is its beautiful downtown. The vision for this boutique downtown sees many more people living there, creating a vibrant urban village with a greatly increased choice of shopping and many more jobs, as well as a significant presence of art and First Nations culture.

The soul of Ladysmith lies in its waterfront, and the residents see a significant increase in amenity over time in natural, recreational, and village areas. This is the building on investment the community has already made in Transfer Beach and other areas. The process to complete the update to this plan, and develop it, will occur over time as resources allow and as the Town considers the evolution of its industrial land uses in the area.

There are areas around Ladysmith that will become new neighbourhoods, allowing the Town to grow in a sustainable manner over time. The first of these is to be the Holland Creek Development Area (HCDA), which the community envisions as an innovative village; with a diversity of housing, a mixed-use village centre, networked in a pedestrian orientated natural setting, while well connected to the existing town areas. The implementation of this plan and others will occur in a sensitive manner that expresses the values and character of Ladysmith in a market reality.

The implementation of the overall vision will occur over many years with both the Town and the community working together to lead the development and implementation of a wide range of strategies and initiatives.

Using this community-authored vision as a guide, Ladysmith can develop in the future into a sustainable town that embodies both the best of what it is today, and the best of what the future and development investment can offer.

Appendix 1

Public Preference Handbook



"Identity is the extent to which a person can recognize or recall a place for being distinctive from other places, as having a vivid and unique, or at least a particular character of its own."

Kevin Lynch
The Image of the City

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Introduction

Process

The character preferences were gathered during six interactive workshops with the community of Ladysmith. The community identified preferred and non-preferred images and provided comments. These responses have generated a collage of visual preference ideas regarding the preferred character in developing a vibrant town.

The resulting collages of preferences are articulated in this handbook as a general set of points that can be used to provide direction and guidance in how to actualize and arrange the built aspects of Ladysmith's preferred community vision.

"Ladysmith is on the leading edge, in that we embrace change and see the potential in embracing innovative and sustainable ideas and solutions."

Resident of Ladysmith

Section 4



What residents said:

- "The development must enhance the existing town."
- "Design a community that blends into the natural landscape and topography."
- "Do not disturb Holland Creek."

Holland Creek Area

Character Preference

A predominantly residential precinct and village centre that supports a range of medium density housing, including affordable and rental housing, with small scale retail serving local residents. The landscape should contribute to the creation of livable, healthy and environmentally responsive neighborhoods and centre.

4.1 The Village Centre

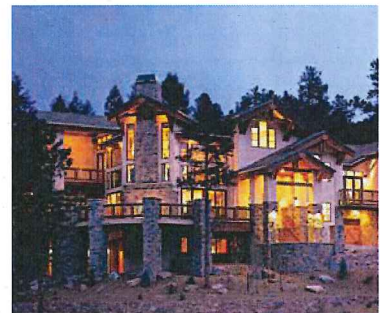
The village centre concept incorporates community facilities and other institutional uses when supported by the integration of residential and commercial intensification. A pedestrian oriented environment is prevalent, providing a dynamic user environment.

- Integrated residential/commercial buildings enclosing a pedestrian mall/square with sufficient areas for street furniture, vegetation, public art, water features, entertainment, and outdoor cafes.
- Building features should promote a human scale interaction.
- Building design elements, details, and materials should create a well-proportioned and unified building form and exhibit an overall architectural concept.
- Commercial level should be continuous with short intervals of doorways that open onto the sidewalk.
- Building frontage should provide weather protection, (awnings and overhangs) and spaces for outdoor seating.
- Residential units above commercial should be marked out clearly from other uses with architectural detailing.
- The compatibility and transition of scale from the village centre to the neighborhood needs to be addressed through massing, building height, articulation of the building facade, and use of materials.
- A harmonious character, scale, and massing of the village should be evident.

4.2 Housing

A building's architectural elements should help establish a human scale and a sense of neighbourhood identity through a coherent architectural language (in addition to form, siting, landscaping, and streetscape elements.)

- Several different architectural responses are preferred. Neo-Heritage, eco-responsive, and Pacific North West are encouraged where appropriate.
- Small compact housing without garages or limited side garages.
- A landscape strategy that supports multiple vegetation layers, from ground-covers to trees, while utilizing thoughtful ecological principles.
- Compositionally, an elegant design solution addresses homeowner privacy and an engaging street presence.
- A synthesis with outlying vegetation patterns (trees and shrubs), where appropriate.
- Residential projects should be sited to maximize opportunities for creating usable, attractive, and well integrated open space networks.
- Methods in which building articulation can provide complementary building facades.
- Façade modulation, window patterns, roof line changes/ alternating dormers, gables, stepped roofs.
- Building plane material changes, colour, and intervals of lighting fixtures, trees and other landscape features.



What residents said:

- "Different types of housing with a good mix of high/low density, and affordability are important."
- "Construction that is sensitive to terrain, green space and mixed density for the look of a 'village'."



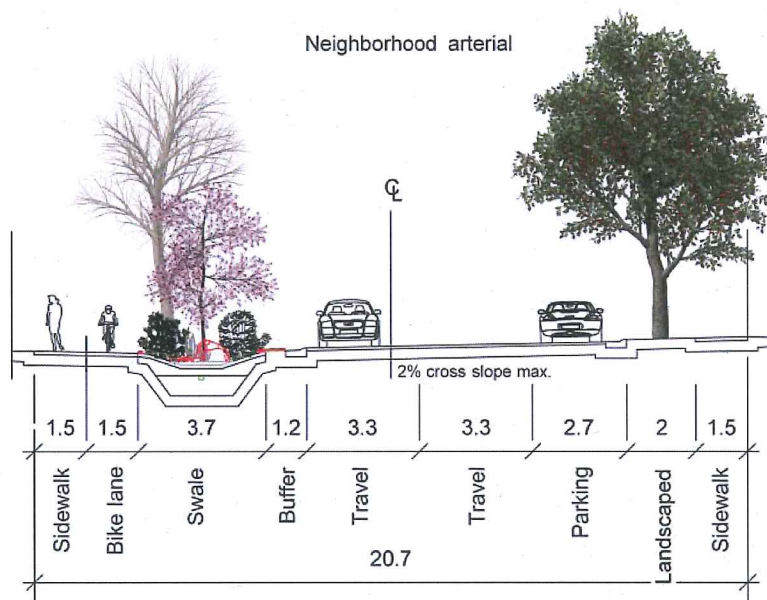
What residents said:

- “Walkable places include street trees, sidewalks, and interesting places for kids to congregate and play (not just neglected places or carbon-copy playground places).”
- “Public areas should be in the most desirable places.”

4.3 Streets & Sidewalks

Street and pathway networks, inter-connected to other areas of town offer new links and encourage good transitions. Multiple types are encouraged where they can enhance the local context.

- Narrowed streets, harmonious building heights to street width proportions, and a defined pedestrian edge of pathways and open spaces are desired.
- A strong tree presence and planted bio-swale are encouraged along residential boulevards.
- The sidewalk environment for the village centre should include more highly detailed elements, such as different surface treatments with paver types, pedestrian lighting and amenities.
- The sidewalk environment for the neighborhood should connect to pocket parks and plazas and contain strategic bench locations.



Above: This neighborhood greenway street design is an excellent example of providing both an alternative water infiltration technique and multi use pathway in section.

4.4 Pocket Parks & Plazas

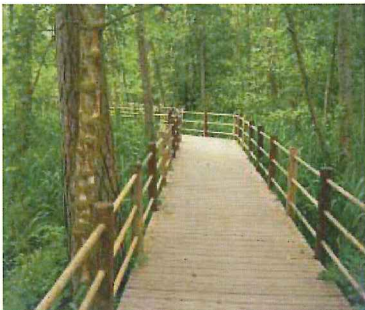
A variety of types and scaled pocket parks & plazas is preferred for the development of the Holland Creek Area.

- A distinguished set of types should be explored. These include children's play spaces, open flex spaces, predominantly vegetation orientated pocket parks, offering daily and seasonal interest.
- Both a neo-heritage and contemporary design language regarding the immediate local and connection to other neighborhoods are preferred.
- Natural materials and colour choices taking cues from the natural setting.



What residents said:

- "Consider areas of green space, supporting wildlife while addressing recreational needs of residents."
- "A central meeting area with benches and enough space to host local festivals, and garden spaces."



4.5 Lanes & Pathways

A pedestrian oriented lane and pathway system is to respond in character to its immediate context. Pathways and lanes are desired to be a part of the interconnections within the Holland Creek residential areas and the outlying trails of Holland Creek. Different forms and characteristics are appropriate for both areas.

- Community oriented lanes as greenways and linkage to the surrounding landscape and the neighborhood fabric are preferred.
- Permeable surface techniques where appropriate.
- Pathways to be well articulated.
- Natural surface materials and vegetative edge where possible, edging character, lighting only where required.
- Building form and techniques such as boardwalks in sensitive areas should be achieved where possible. Least impact strategies are preferred.

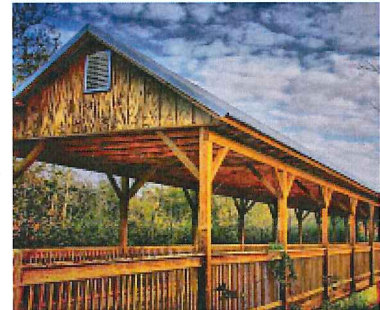
What residents said:

- "A well laid out community plan like narrow lots with houses built close to the street, with off street parking, either a common parking area or park behind your house."
- "Walking and bike paths should surround the whole development."

4.6 Bridges: Pedestrian & Vehicular

Both pedestrian and vehicular bridge access as required need to respect the natural setting, both in ecological approaches and aesthetic integration.

- A contemporary architectural style is desired that best reflects the values, identity, and character of Ladysmith and by extension, Holland Creek.
- A pedestrian bridge either single span wood structured or suspension cabled is preferred. A covered bridge is also desirable.
- A single lane, vehicular covered bridge, expressed in a style that best suits Ladysmith and Holland Creek such as the Pacific North West architecture of the region, is suitable.
- Natural materials, most preferably the use of solid wood structures, are appropriate
- Harmonizing materials and visual integrity are of primary aesthetic considerations.
- Bridge footings need to minimize stream impact, and situate themselves comfortably onto the bank.
- A contemporary architectural language referencing the distinct local identity is preferred.

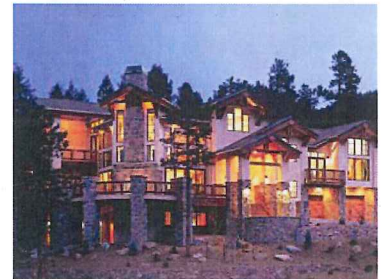


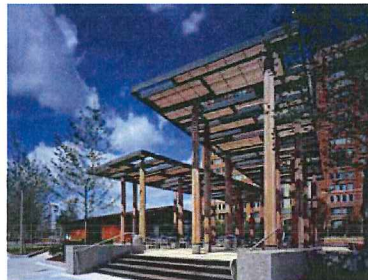
What residents said:

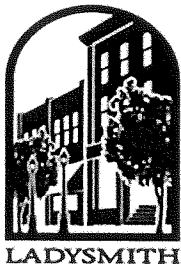
- "If there is going to be a bridge, it should have minimal impacts on Holland Creek, its footings should be high up on the bank, and blend into the forest."

4.7 Holland Creek collage

The collection of images below represents residents' preferred character traits from selections made at the community workshop.







Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: August 17, 2015
File No: 3900-10

Re: Development Approval Information Bylaws

RECOMMENDATION(S):

1. That Council has considered s.879 of the *Local Government Act* (consultation during OCP development) and determines that for Official Community Plan (OCP) amendment Bylaw 1886 that would establish a Development Approval Information (DAI) Area, the Bylaw be referred to the Stz'uminus First Nation and the Advisory Planning Commission.
2. That under the Bylaws portion of tonight's agenda, Council proceed with:
 - (a) first two readings of "Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886" to establish a Development Approval Information (DAI) Area and refer the Bylaw to a Public Hearing, and
 - (b) first three readings of "Development Approval Information Bylaw 2015, No. 1887" to establish procedures and policies for requiring Development Approval Information..

PURPOSE:

The purpose of this staff report is to introduce an Official Community Plan (OCP) amendment bylaw to establish a Development Approval Information (DAI) area in the OCP and a bylaw to establish procedures and policies for requiring development approval information.

INTRODUCTION/BACKGROUND:

The *Local Government Act* provides the authority for Council to designate in the OCP an area where development approval information may be required and under what circumstances. Development Approval Information is defined in the legislation as 'information on the anticipated impact of the proposed activity on the community' including, information regarding impact on such matters as:

- (a) transportation patterns including traffic flow,
- (b) local infrastructure,
- (c) public facilities including schools and parks,
- (d) community services, and
- (e) the natural environment of the area affected.

The DAI provisions are applicable to certain types of development applications only: Zoning Bylaw amendments, Development Permits, and Temporary Use Permits.

SCOPE OF WORK:

If Council chooses to enact a DAI area in the OCP, there is also a requirement to enact a bylaw to authorize staff to require such information and to establish procedures and policies on the process related to that requirement.

Bylaw 1886

The proposed amendment to the OCP provides that the DAI area is the boundary of the Town and provides that the Town's strategic directions and priorities as the focus of the information that could be collected. It also provides that the scope of information outlined in the DAI Bylaw may also be useful for the consideration of other development proposals such as subdivision applications or boundary extension proposals.

Bylaw 1887

This Bylaw outlines the procedures and policies for requiring development approval information. Similar bylaws from other communities, as well as the Town's strategic directions and sustainability targets were reviewed in the development of the Bylaw. The terms of reference for various reports have been set-up in a "check-list" style to enable staff using the Bylaw to identify and customize the topics for the consideration of individual development proposals.

From the developer's perspective having the terms of reference outlined in advance assists with understanding the development expectations of the community and also provides certainty and efficiencies to the development review process by establishing terms of reference in advance.

ALTERNATIVES:

That Council not proceed with the implementation of the DAI area for the Town.

FINANCIAL IMPLICATIONS:

The cost to provide development approval information is the applicant's cost. If a peer review is required that is also the applicant's cost.

LEGAL IMPLICATIONS:

A public hearing is required to be held for the consideration of establishing the DAI area in the OCP. Staff will also be bringing forward other OCP amendments with the intention that there would be one public hearing scheduled.

In addition to holding a public hearing on the OCP amendment bylaw, Council must:

1. Consider whether consultation on the OCP amendment should be early and on-going, and
2. Specifically consider whether consultation is required with:
 - (i) the boards of the CVRD and the RDN
 - (ii) the council of a municipality adjacent to Ladysmith
 - (iii) First Nations
 - (iv) the school district, great boards or improvement district boards, and
 - (v) the provincial or federal government and their agencies.

It is recommended to refer the proposed OCP amendment to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding, and to the Advisory Planning Commission.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is expected that the public will support formalizing development requirements to address the Town's strategic directions and priorities in a transparent manner.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments have been involved in the review of the draft bylaws.

RESOURCE IMPLICATIONS:

It is not expected that the implementation of the DAI bylaw will require additional resources. Information about this bylaw will be added to the Business and Development Portal on the Town's website. In addition, time will be spent in the administration of the requirements and the review of reports; however, as reports are currently received with development applications, time demands are not expected to change. It is anticipated that by having the terms of reference in advance, efficiencies will be found in the development processing timeline.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The implementation of the Development Approval Information bylaws will support the desired outcomes of the Sustainability Visioning Report by requiring with greater certainty relevant information to be provided as part of the development review process.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Strategic Direction B - Effective land use planning and community design.

The establishment of the DAI Bylaw is a specific action identified for 2015.

SUMMARY:

Two bylaws are presented for the consideration of Council to assist with the evaluation of certain development proposals with respect to the Town's strategic directions and sustainability targets. It is recommended that Council give readings to the bylaws and direct staff to proceed with the statutory requirements.

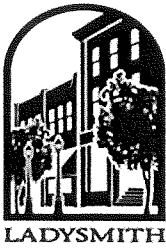
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None.



Town of Ladysmith

COMMITTEE REPORT

To: Mayor and Council
From: Councillor Steve Arnett
Chair, Municipal Services Committee
Date: July 21, 2015
File No:

Re: **MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS**

At its July 20, 2015 meeting, the Municipal Services Committee recommended that Council:

1. Direct staff to present terms of reference for an updated waterfront area plan to the August 17, 2015 meeting of Council for review.
2. Authorize staff to finalize the Managed Information Technology (IT) Services Agreement with the District of North Cowichan for the provision of IT support services commencing in September 2015 for an initial three year term at a cost not to exceed \$75,000 for the first year and an inflationary increase for years thereafter.
3. Adopt the following water conservation measures:
 - Establish a Council policy on Sustainable Drought Tolerant Planting Strategies in Fall 2015
 - Establish a policy on Municipal Water Use during water restrictions in Fall 2015
 - Consider adopting further water conservation measures
 - Review Water Metering for non-residential properties.
4. Direct staff to report to Council regarding the authority to determine when to secure building permits for Town construction projects.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: August 11, 2015
File No: 1855

Re: Financing for Ladysmith Fire/Rescue 2005 Spartan Engine #2

RECOMMENDATION(S):

That Council direct staff to enter into an equipment leasing agreement with the Municipal Finance Authority for up to \$46,400 for a period of 5 years, to continue the financing of the 2005 Spartan Engine #2, pursuant to section 175 of the *Community Charter*.

PURPOSE:

The purpose of this staff report is to seek Council's approval for continued financing of the 2005 Spartan Engine #2.

INTRODUCTION/BACKGROUND:

In 2005, the Town purchased a Pumper Fire Truck for over \$411,000. The truck was financed with a down payment from Town reserves and financing through the Municipal Finance Authority for \$372,422.

The financing is up for renewal this year. The balance outstanding is approximately \$47,250. The balance can be rolled into another 5-year financing cycle at an interest rate of 1.70 per cent (current rate).

If financed over 5 years, the annual servicing cost (payments) would be approximately \$8,550 per year plus taxes. This lease is considered to be debt and is part of the Town's total debt servicing. Leasing the remaining balance owing was included in the 2015-2019 Financial Plan.

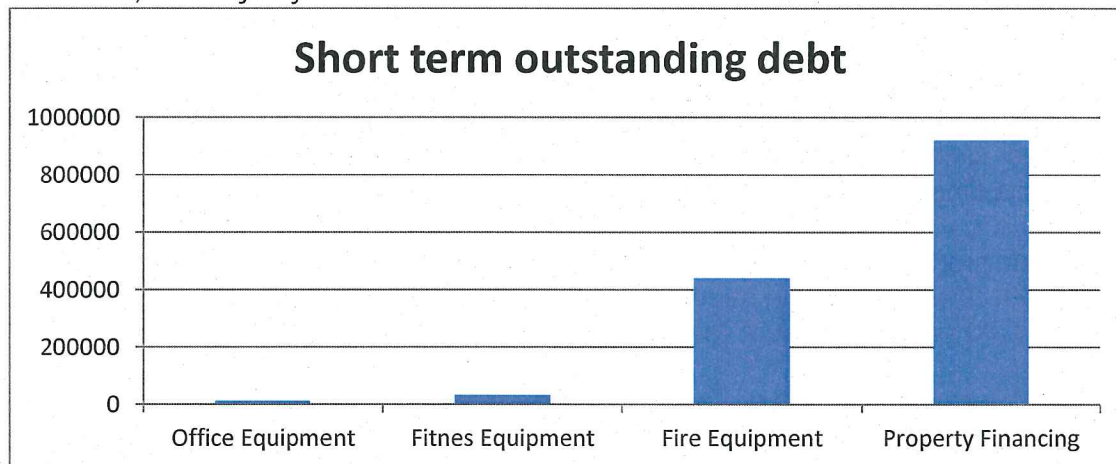
Council may recall that the Province restricts the total amount of debt a municipality may incur. The Town's current long term debt is::

Long Term Debt	End Year	Original Amount	Current Balance (Jul 2015)
First Avenue	2015	\$ 1,438,000	\$ 130,462
Sewer Improvements	2015	\$ 93,500	\$ nil
RCMP Building	2031	\$ 2,750,000	\$ 2,051,187
Water Supply Improvements	2037	\$ 1,000,000	\$ 925,044

Waste Water Treatment Plant	2036	\$10,000,000*	
* \$2m of short-term financing debt has been utilized; long term debt to be executed in 2016			
Short Term Debt & Leases	End Year	Original Amount	Current Balance (Jul 2015)
Photocopier CH	2016	19,780	3,910
Fire Bush Truck	2017	83,652	29,872
Photocopier PW	2017	6,748	2,609
Photocopier FJCC	2019	8,967	6,101
Fitness Equipment - FJCC	2019	47,765	33,902
Buller Street Properties	2020	920,000	920,000
Spartan Fire Truck (Rescue)	2028	422,491	364,816

Additional leasing and borrowing will be required for a new ladder truck, new Water Filtration Plant as well as a new City Hall, Fire Hall and other water supply upgrades. Council is advised that the borrowing capacity of the Town could be reached. In the event of a major unanticipated incident, borrowing may be required and funding could be limited.

For 2015, the majority of short-term debt is:



As mentioned, a new fire truck was included in the 2015-2019 Financial Plan, proposed for 2016. This will require alternate approval before proceeding as it will be financed for a period of greater than 5 years.

A Fire Hall reserve was established in 2014 to fund an eventual upgrade to the Fire Hall. Currently, there is \$80,000 in this reserve.

SCOPE OF WORK:

If approved, the Financial Services department will initiate the paperwork with the Municipal Finance Authority.

ALTERNATIVES:

1. Council could direct staff to pay out the remaining balance from the Fire Hall reserves, although this would deplete the funding set aside to eventually replace the fire hall or provide funding for the fire truck bay expansion.
2. Council could choose to utilize funding set aside for a new fire pick-up truck, though this will simply postpone the purchase to a future year.

FINANCIAL IMPLICATIONS:

The continued leasing arrangement was included in the 2015-2019 Financial Plan.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If approved, the Financial Services department will initiate the paperwork with the Municipal Finance Authority.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A – Wise Financial Management and Strategy F – Safe & Healthy Community.

SUMMARY:

The Ladysmith Fire/Rescue 2005 Spartan Engine #2 financing is due for re-financing. It is recommended that the Town continue to finance the purchase through the Municipal Finance Authority for a final 5 years.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

none



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: August 5, 2015
File No: 4020 - 26

RE: NUISANCE ABATEMENT

RECOMMENDATION(S):

That Council support in principle the nuisance abatement process and associated bylaw as outlined in the staff report and direct staff to proceed with the establishment of the process, and that the new Nuisance Abatement Bylaw be placed on the next Council agenda for first three readings.

PURPOSE:

The purpose of this staff report is to provide Council with an overview of a proposed process to address nuisance properties within the Town of Ladysmith.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith Nuisance Regulation Bylaw No. 1094 was adopted in 1993. It does not incorporate current provincial legislation and, as a result, requires updating. The new provisions of the *Community Charter* (sections 8 and 64) authorize a local government to regulate, impose requirements and prohibit in relationship to nuisances. Staff propose that the draft bylaw and process to address these matters be similar to the process implemented in the City of Nanaimo which has been successful according to discussions with their staff. The process is also similar to that used by the City of Victoria which is deemed to be very functional and operationally effective according to Victoria staff.

Town staff met with City of Nanaimo staff and members of the Nanaimo RCMP and Fire Department to learn about the process and how it works in Nanaimo. Both the local government and the local RCMP participate in the process and work closely together to resolve nuisance property issues. The Nanaimo process is outlined in Attachment 1 (Nuisance Property Action Procedures). As Council will note, outcomes of the process are dependent on the severity of the issue and the response from the property owner. Regardless of the outcomes, the local government works closely with enforcement agencies including the RCMP and the Fire Department, to address nuisance properties in order to mitigate the impact on area residents and resolve nuisances which can become hazardous situations before they become serious. Other agencies that may become involved in a nuisance issue include BC Hydro, the Provincial Social Services Integrated Housing Team, and the BC Safety Authority Electrical Inspector.

The City of Nanaimo has established a Nuisance Property Committee which meets monthly to discuss nuisance properties and is composed of staff from the Bylaw Services, Building, Planning/Development Services, Social Planning, Finance and Fire Rescue Departments, as well as the external agencies noted above including the RCMP.

The Town of Ladysmith's current practice to address nuisance properties is, once a complaint is received, to contact the property owner and verbally request that they address the nuisance matter. If the nuisance persists, the Town sends the property owner up to three letters requesting that the matter be rectified immediately. If the property owner does not comply with the Town's direction, the matter is addressed at a Council meeting at which a staff report is considered and the property owner is afforded an opportunity to address Council. Council may, at the meeting, adopt a resolution declaring the property a nuisance property and directing staff to perform whatever tasks are necessary to bring the property into compliance and directing that all costs associated with resolving the nuisance issue are charged to the property owner on the next property tax bill. On occasion the RCMP and the Fire Department are involved in attempting to resolve the nuisance depending on the issue. The proposed Nuisance Abatement Process outlined above ensures the cooperative involvement of Town staff and the RCMP from the beginning to facilitate a quick resolution of the issue. In the case of routine nuisance property complaints, the new process enables staff to address the issue and enforce the nuisance abatement bylaw without the involvement of the Council. If the problem escalates, or if the property owner wishes to appeal staff's enforcement actions, the matter will be placed on a Council agenda for Council direction. Currently the Town employs a full-time Building Inspector/Bylaw Enforcement Officer whose priority is building inspection. The Town also employs a temporary part-time Bylaw Enforcement Officer.

Staff have reviewed the Nanaimo procedures for addressing nuisance properties and has prepared a modified version for the Town of Ladysmith. See Attachment 2 (Ladysmith Nuisance Property Procedures). Also attached is the draft Nuisance Abatement Bylaw (see Attachment 3) for Council's review.

Staff are also reviewing the possible adoption of a Property Maintenance Bylaw which is another useful tool that other local governments have implemented to address nuisance property issues.

SCOPE OF WORK:

Upon direction from Council, staff will implement the process and monitor its functionality as it is applied to various nuisance situations and modify as necessary. Any significant modifications will be presented to Council for approval.

ALTERNATIVES:

Council could direct staff to maintain the current process for dealing with nuisance properties.

FINANCIAL IMPLICATIONS:

Financial implications are unknown at this time. An increased level of Bylaw Compliance Officer support may be required in the future.

LEGAL IMPLICATIONS:

The process was developed in accordance with current legislation. The proposed Nuisance Abatement Bylaw will be subject to a legal review.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that enhancing the current process for addressing nuisance properties within the Town will be supported by the public. Enhancing the process will help to address a number of concerns raised by the public every year.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The proposed nuisance abatement process involves the Bylaw Compliance Office, Development Services, Finance, Fire Rescue, and other departments as required. Interaction with external agencies is also critical for the program to succeed. This process has been reviewed by the Ladysmith RCMP who have indicated their support and willingness to participate in the process.

RESOURCE IMPLICATIONS:

It is unknown at this time if additional resources will be required to implement the nuisance abatement process. Currently the Town employs a half-time Bylaw Compliance Officer. An increase in the level of support may be required in the future.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative aligns with Sustainability Goal 8 – create healthy communities and individuals.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Strategic Direction F – a safe and healthy community.

SUMMARY:

Recent issues in Ladysmith have highlighted the need for the Town to enhance its process for addressing nuisance properties. Town staff met with City of Nanaimo staff and members of the Nanaimo RCMP detachment and Fire Departments who have implemented a system considered to be successful in Nanaimo. Discussions have also taken place with City of Victoria staff who have implemented a similar process. Staff requests Council's consideration of the proposed nuisance property process for Ladysmith which is modeled after the Nanaimo process.

I concur with the recommendation.

R. Malli

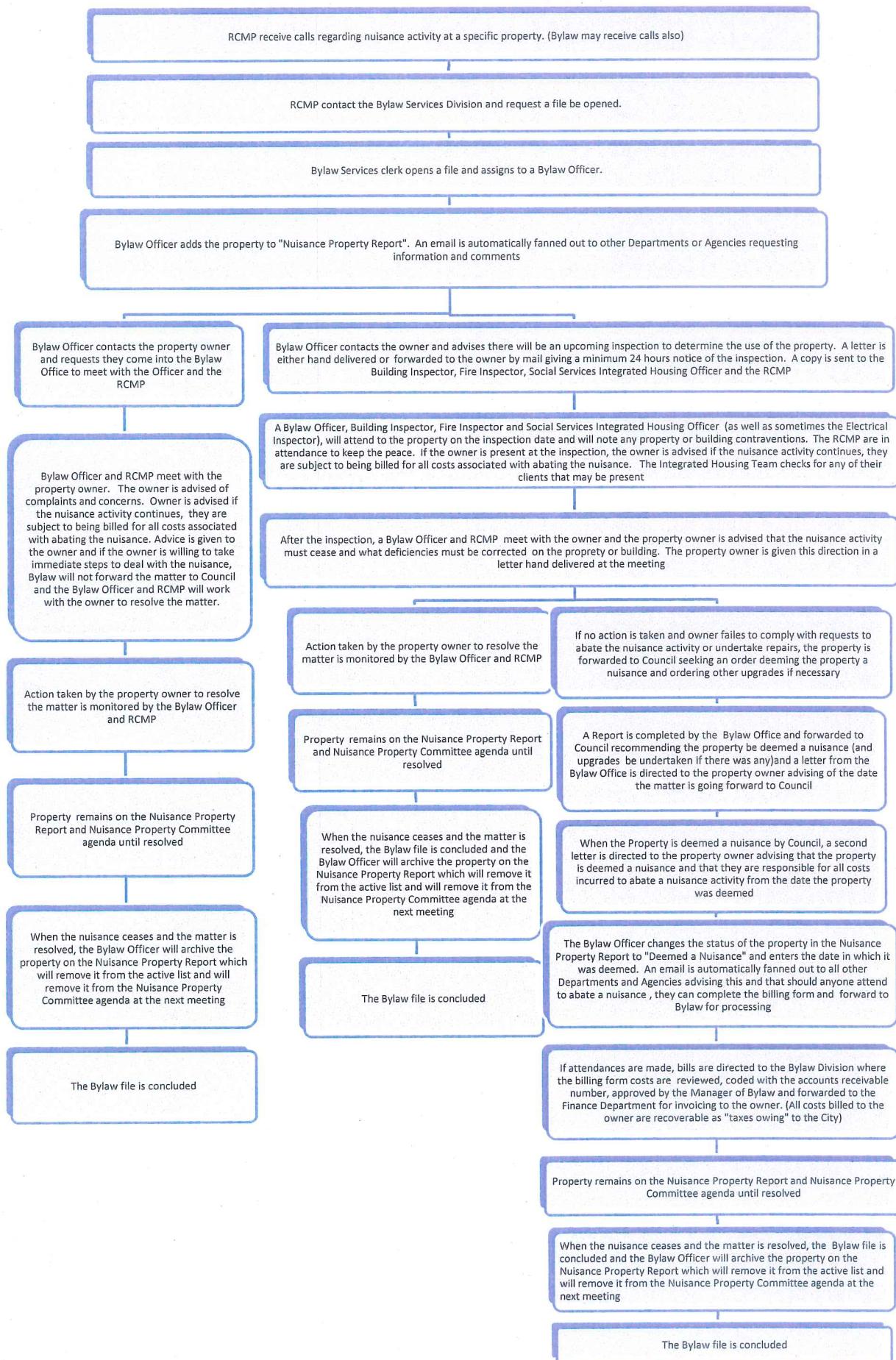
Ruth Malli, City Manager

ATTACHMENTS:

- Attachment 1 (Nanaimo Nuisance Property Action Procedures)
- Attachment 2 (Ladysmith Nuisance Property Procedures)
- Attachment 3 (Draft Ladysmith Nuisance Abatement Bylaw)

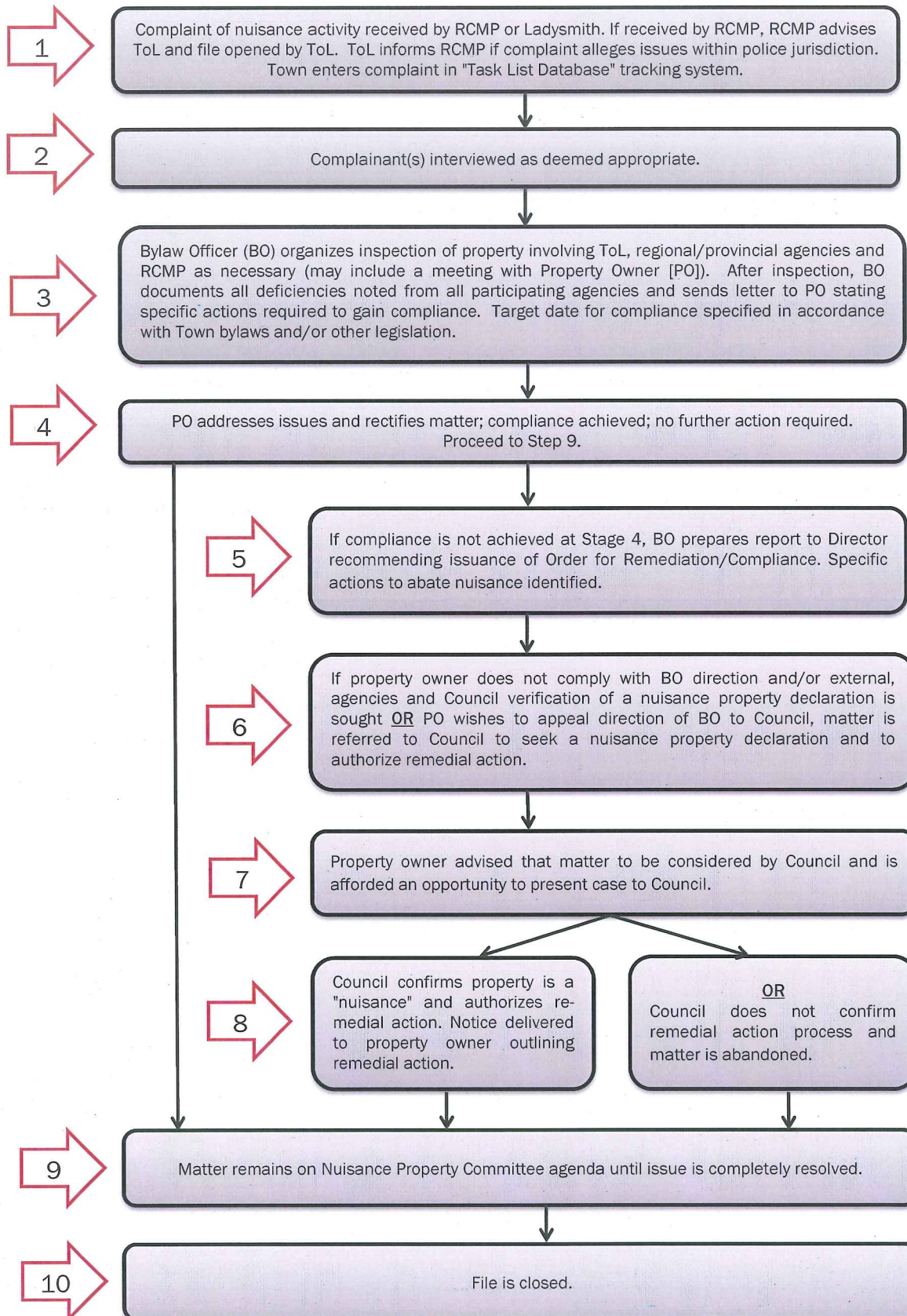


Nuisance Property Action Procedures





TOWN OF LADYSMITH
NUISANCE PROPERTY PROCEDURES

DRAFT

TOWN OF LADYSMITH

NUISANCE ABATEMENT BYLAW NO. XXXX

A Bylaw to regulate, prohibit and impose requirements in relation to the abatement of nuisances, disturbances and other objectionable situations.

WHEREAS in accordance with sections 8(3)(h) and 64 of the *Community Charter* Council may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of the Community in relation to nuisances or any other matter that is liable to disturb the quiet, peace, rest, enjoyment or comfort or convenience of individuals or the public, or other objectionable situations as set out in Section 64 of the *Community Charter*;

AND WHEREAS under sections 17 and 194 of the *Community Charter* Council may impose costs and recover costs of taking action in the event of default by a person who fails to take action as lawfully directed.

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

1. CITATION

This Bylaw may be cited for all purposes as the "Ladysmith Nuisance Abatement Bylaw 2015, No. XXXX."

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"BYLAW OFFICER" – means the employee(s) of the Town of Ladysmith so designated from time to time by the Council of the Town of Ladysmith.

"TOWN" – means the Town of Ladysmith.

"FIRE CHIEF" – means the Fire Chief duly appointed by Council from time to time and shall include the Deputy Fire Chief.

"NUISANCE" – means an activity or any matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public, and without limiting the generality of the foregoing, may include noisy parties, a group of people making noise, loud music, car racing, revving engines, yelling, shouting, screaming, fighting, littering, trespassing, illuminations, vibration, odour, accumulation of water or other liquids on a property, or unsanitary conditions on property or other objectionable situations.

"NUISANCE ABATEMENT" – means works or services undertaken by the Town to land or improvements, to abate, or cause to be abated, an activity or any matter that causes a nuisance.

"PUBLIC PLACE" – includes land owned by a public authority.

3. GENERAL PROHIBITION

- (a) No person shall cause a nuisance or permit property which he or she owns or occupies to be used so as to cause a nuisance.
- (b) No person or persons shall make or cause or permit to be made or caused any nuisance in or on any highway or other public place in the Town which is liable to disturb the quiet, peace, rest, enjoyment or comfort or conveniences of individuals or persons in the neighbourhood or vicinity of that place.

4. DECLARATION OF NUISANCE

If Council of the Town of Ladysmith, in open meeting assembled, declares that a nuisance exists, if the person directed to abate the nuisance fails to do so within the time stipulated by Council, Town staff is authorized to undertake the steps and utilize resources deemed necessary to abate the nuisance and recover the costs of abating the nuisance as set out in this bylaw.

5. COST RECOVERY AND COLLECTION

- (a) The Town may recover the costs of abating a nuisance from one or more of the following:
 - (i) a person causing the nuisance;
 - (ii) the occupier of land from which the nuisance emanates; and
 - (iii) the owner of land from which the nuisance emanates.
- (b) The Town may recover the costs of abating a nuisance under section 5(a) in accordance with:
 - (i) Section 231 of the *Community Charter*, as a debt due and recoverable in a court of competent jurisdiction;
 - (ii) Section 258 of the *Community Charter*, in the same manner as property taxes,or in any other manner authorized by law.

6. COSTS RECOVERABLE

- (a) The costs recoverable for nuisance abatement shall be the actual costs of the actions taken by the Town to abate the nuisance, including, but not limited to, hiring an independent contractor to abate a nuisance on private property.
- (b) In addition to the costs set out in 6(a), in the event that the members of the RCMP or Town staff, including Fire Rescue personnel, are involved in abating the nuisance, or are called to investigate a nuisance complaint at a property that has been declared a nuisance under section 4, the charges shall be as follows:
 - (i) \$300 per hour for RCMP attendance plus 15% for administration, and
 - (ii) \$150 per hour for Town staff attendance, including Fire Rescue personnel, plus 15% for administration.
- (c) All charges as set out in this bylaw are in addition to and separate from any fine assessed through the issuance of a municipal ticket under the "*Ladysmith Ticket Information Utilization Bylaw 2002, No. 1457*" and amendments thereto or a fine assessed by a court under the *Offence Act*.

7. OFFENCES

- (a) A person who contravenes a provision of this Bylaw is guilty of an offence and is subject to the following enforcement provisions:
 - (i) to the penalties imposed by the *Offence Act*;
 - (ii) the issuing and enforcement of a ticket under the "*Ladysmith Ticket Information Utilization Bylaw 2002, No. 1457*".

- (b) Each day that a contravention of a provision of this Bylaw occurs or continues shall constitute a separate offence.

8. SEVERABILITY

If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

9. REPEAL

This bylaw repeals “Nuisance Regulation Bylaw 1993, No. 1094” and all amendments thereto.

Read a First time this	day of	, 2015.
Read a Second time this	day of	, 2015.
Read a Third time this	day of	, 2015.
FINALLY ADOPTED this	day of	, 2015.

Mayor (A. Stone)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Holland Creek Traffic Study Update
Date: August 10, 2015
File No: 6520-20

Re: Holland Creek Traffic Study Update

RECOMMENDATION:

That Council authorize proceeding with a Traffic Study, to a maximum cost of \$30,000, with funding allocated from gas tax funds and that the Financial Plan be amended accordingly.

PURPOSE:

On July 20, 2015 Council considered the terms of reference for a neighbourhood traffic study and provided the following direction.

1. *Direct staff to coordinate a Traffic Study for the Holland Creek Area Plan, which will incorporate all major development proposals for this area and require that the developers agree to cover the cost of the study (paid in advance) and generally follow the terms of reference as outlined in the report from the Director of Infrastructure Services dated July 20, 2015;*
2. *Waive the purchasing policy to award the study to Boulevard Transportation Group of Victoria, and that the study generally follow the terms of reference as outlined in this report; and*
3. *Agree to cost share 25 per cent of the cost of the study, with funding to come from Gas Tax Funds in 2016, provided that all of the developers in the Holland Creek Local Area agree to the proposed Study Terms of Reference and the total cost of the study does not exceed \$25,000.*

The purpose of this report is to provide options for Council to consider with respect to proceeding with a traffic study that would cover the development envisioned in the Holland Creek area, as well as other areas.

INTRODUCTION/BACKGROUND:

Subsequent to the Council meeting of July 20, 2015, staff were advised that members of the Holland Creek developer 'group' were not in agreement with proceeding with a jointly funded study. It is understood that the Holland Creek Partnership is in the process of undertaking their own traffic study, using a terms of reference of their own. One of the other developers in the area has indicated that they do not wish to participate in any further traffic studies. As a result, action on this matter has not progressed since the last Council meeting.

At tonight's meeting, Council will be considering options and recommendations for proceeding with the OCP amendment and rezoning application by the Holland Creek

Partnership. This OCP amendment and rezoning application, together with the potential development of the two adjoining properties in the Holland Creek Local Area, represents a significant potential increase in the Town's population, and as such, the Town needs to know what the cumulative impacts of development in this area will have on the Town's existing transportation network.

The existing Holland Creek Area Plan assumes the construction of a new collector road linkage, which will connect Dogwood Drive south of Holland Creek to Colonia Drive, west of Malone Road. This new roadway will include two bridge structures, and will include significant portions of roadways to be built through dedicated (or soon to be dedicated) park areas. The costs of the bridge structures will be significant, and this cost is not currently contained in the Town's roads DCC programs. It has not been established at this time who will build these sections of roads and bridges, and how the costs can be divided equitably between the developers and/or the Town. In view of the substantial cost of this infrastructure, it is essential that a phasing and financial plan be put in place to provide certainty and fairness in the upcoming development process for this area. Delaying this work could ultimately result in the cost of this significant infrastructure being left uncertain and potentially left to be funded by the taxpayers of Ladysmith.

The Town has recently received inquiries from developers wishing to subdivide their lands in advance of an overall plan being adopted for the area. For this reason, it is recommended that Council consider moving forward with a transportation modelling exercise that was originally scheduled to occur in 2016 as part of the Master Transportation Plan. Changing the order (2016 to 2015) will not have an impact on the funding of the work, as it is funded from gas tax.

Transportation Model Scope

It is recommended that the Town initiate its own transportation or traffic study in the fall of 2015, in order to assess the potential impacts of future development on the Town's existing road network. The results of the study would be used to identify future transportation system improvements that should be considered as development occurs in the future. These improvements would likely form the basis of an updated Roads DCC program.

The terms of reference would need to be finalized, but conceptually could include the following considerations:

1. Development Growth Projection: 20 Years, and/or Buildout;
2. Development Areas: Which areas are expected to experience growth (that are not already zoned);
3. Potential new road linkages, inside or outside the Town;
4. Impact of Colonia Bridge Connection at Holland Creek (i.e. a model run with the bridge included, and another run with it NOT included);
5. Impact of phasing Holland Creek from the south (i.e. determining when the Colonia bridge connection would be required);

The study should also provide for some basic research and conclusions on current origin/destinations in the Ladysmith area, which would be projected into the future in order to assign traffic to various destinations outside the study area.

A similar study has already been completed for the Town as part of the Couverdon Boundary Extension proposal, and is included for illustrative purposes in Appendix "A". This study included an allowance for some development in the Holland Creek area, and could be used as the basis for an updated study (with or without the additional growth in the boundary extension proposal included in the results). That study identified a number of intersection improvements required on the Town's road network, at Sixth Avenue, First Avenue, and intersections with the TCH.

If Council authorizes proceeding with a Traffic Study at this time, the terms of reference and RFP would be issued over the next month. The cost of the study would depend on the terms of reference, but would likely be in the range of \$20,000-30,000.

SCOPE OF WORK:

The scope of work includes the preparation of a Traffic Study which can be used to update the Town's Transportation Plan (originally scheduled to occur in 2016). It would also be used to assist with the preparation of an updated Roads DCC program.

ALTERNATIVES:

1. Council could direct staff to amend the Roads DCC program to reflect the projects identified in the Couverdon Traffic Study, as the basis for road improvements in the northern portion of town (north of Holland Creek), and rely on the Holland Creek Traffic Plan (yet to be submitted) to address improvement projects south of Holland Creek.
2. Council could not proceed with any Traffic study at this point, and defer the matter to 2016 Budget Deliberations.

FINANCIAL IMPLICATIONS:

Funding would be required to proceed with the traffic study, estimated at \$20,000-30,000 (depending on Terms of Reference). Funds are available from gas-tax to fund this work.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The completion of a Traffic Study will enable Council to provide the public with information regarding the impacts of future development to the Town's existing network, and ensure that the impacts are mitigated and financial plans are in place to fund required infrastructure.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Traffic study will become one of the planning tools used to assess future development not only in the Holland Creek area, but other areas of the Town.

RESOURCE IMPLICATIONS:

Other departments are involved in this work. The reorder of the work from 2016 to 2015 could have an impact on other projects.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This work aligns with the Complete Community Land Use and Innovative Infrastructure.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This work aligns with wise Financial Management and Enhanced Standard of Infrastructure.

SUMMARY:

It is recommended that the Town undertake a Traffic Study in the fall of 2015, that the Financial Plan be amended to finance the project from gas tax to a maximum of \$30,000. The results of the study will be used to prepare an updated Roads DCC program, and provide the basis for potential additional work that may be undertaken next year as part of the Master Transportation Plan Update.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Excerpts from Traffic Study provided
for illustrative purposes.
Terms of Reference for the study are included.
A full copy of the study is available at City Hall
and at www.ladysmith.ca

Couverdon



Proposed Neighbourhood Development, Town of Ladysmith Preliminary Transportation Planning Review – DRAFT REPORT

Jonathan Ho, P.Eng., PTOE
Traffic Manager

Brendan Stevenson, EIT
Traffic Engineer

R.F. Binnie & Associates Ltd.
205 – 4946 Canada Way,
Burnaby, BC
Tel: 604-420-1721
Fax: 604-420-4743
Email: jho@binnie.com

#10-369-04

Date of Issue: January 14, 2014 (Rev.3)

BINNIE
Engineering • Project Management • Geomatics

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1.0 INTRODUCTION

1.1. BACKGROUND

R.F. Binnie & Associates Ltd. (Binnie) was retained by Couverdon, the real estate business of TimberWest Forest Corporation, to provide civil engineering services for a proposed neighbourhood development immediately adjacent to the Town of Ladysmith (Town). The new neighbourhood will be located outside of the existing municipal boundary and the goal of an on-going planning study is to annex the Couverdon land into the Town.

The purpose of this transportation planning review is to study the existing road network surrounding the development and propose integration strategies to amalgamate the two road networks together. This report will forecast the site generated vehicular traffic and estimate its impacts on the existing road network. The planning review will also propose necessary on-street and off-street infrastructure improvements to support all modes of traffic.

The preparation of this report will follow the Terms of Reference dated November 6, 2012, which was prepared following the meeting with Town's engineering and planning staff members. The analysis procedures, study results and recommendations are outlined in the following sections to facilitate the on-going land annexation process.

1.2. PROJECT LOCATION

The proposed Couverdon neighbourhood is located immediately to the northwest of the Town, a community with a population of approximately 8,000 according to 2011 Census Profile published by Statistics Canada. The Town's website also noted that there was an increase of 24.3% in population between 2001 and 2011, making the Town one of the fastest growing communities in this province.

The Couverdon land is situated outside of the existing municipal boundary and one of the main focuses of this development project is to extend the Town's boundary to annex the new neighbourhood as part of the Town. The new neighbourhood will generally be served by the Town's existing road network, and Highway 1 will connect it with the City of Nanaimo to the north (approximately 20 minute drive) and the City of Victoria to the south (approximately 70 minute drive).

The existing Ladysmith downtown core is generally located along 1st Avenue that runs parallel to Highway 1. The proposed Couverdon neighbourhood will be connected to 4th Avenue on the north side of the Town and to Malone Road on the west side of the Town. Reviewing the existing road network, it is anticipated that the Couverdon neighbourhood traffic will mainly access Highway 1 via the existing intersection at Highway 1 and Grouhel Road and at Highway 1 and 1st Avenue. The existing Highway 1 and Roberts Street intersection is also anticipated to be used by the Couverdon neighbourhood traffic going to or coming from areas located south of the Town.

The location of the study development is shown in **Figure 1**.

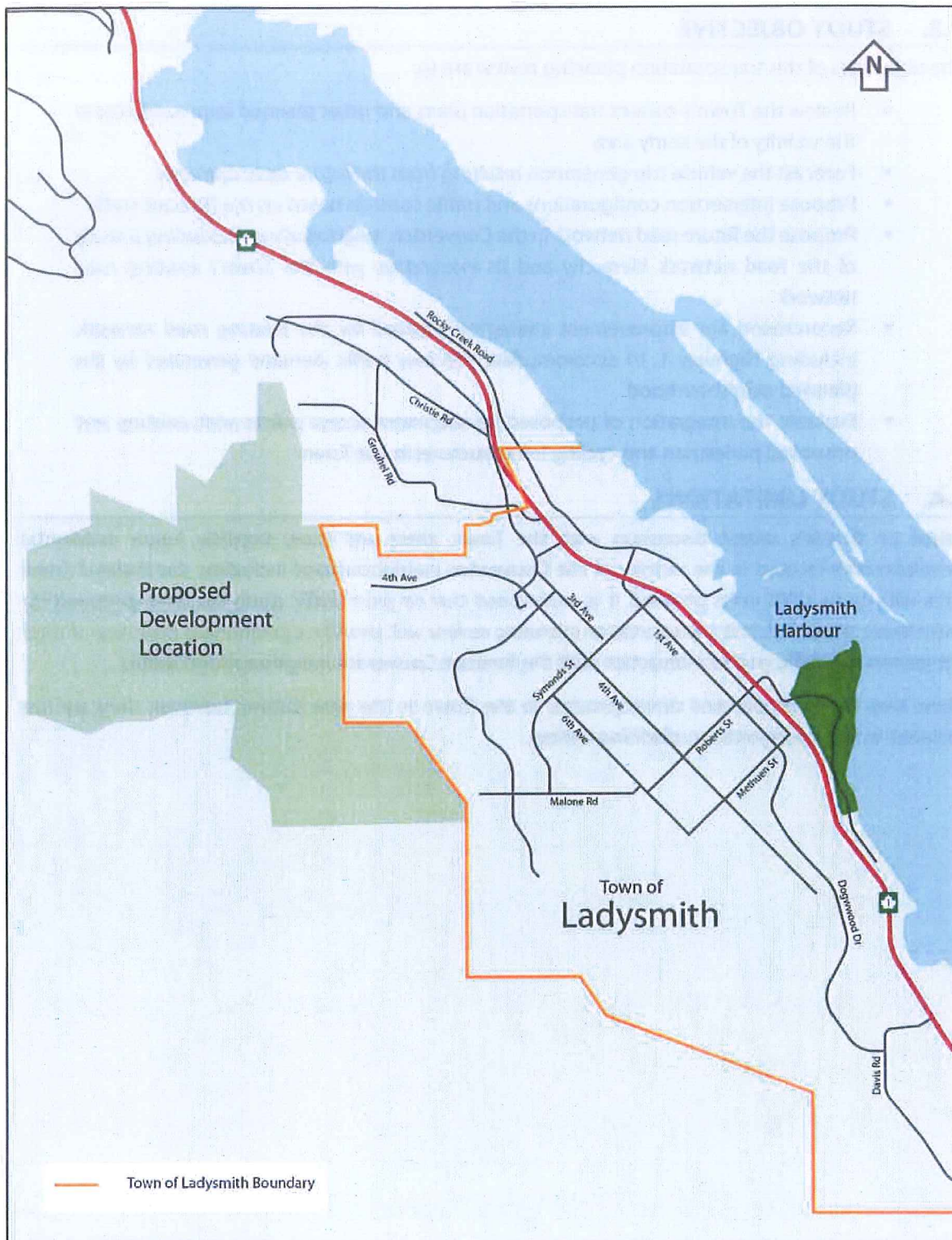


Figure 1 – Project Location

1.3. STUDY OBJECTIVE

The objectives of this transportation planning review are to:

- Review the Town's current transportation plans and other planned improvements in the vicinity of the study area
- Forecast the vehicle trip generation resulting from the future developments
- Propose intersection configurations and traffic controls based on the forecast traffic
- Propose the future road network in the Couverdon neighbourhood including a study of the road network hierarchy and its integration with the Town's existing road network
- Recommend any improvement strategies required for the existing road network, including Highway 1, to accommodate the new traffic demand generated by the planned neighbourhood
- Evaluate the integration of proposed development access points with existing and proposed pedestrian and cycling infrastructures in the Town

1.4. STUDY LIMITATIONS

Based on Binnie's recent discussion with the Town, there are three possible future residential developments located in the vicinity of the Couverdon neighbourhood including the Holland Creek Area with up to 1,000 units planned. It is understood that no prior traffic study has been prepared for these three sites, thus this transportation planning review will provide a preliminary overview of their site generated traffic and its interaction with the forecast Couverdon neighbourhood traffic.

There may be other planned developments in the Town in the near future; however, they are not included in this transportation planning review.

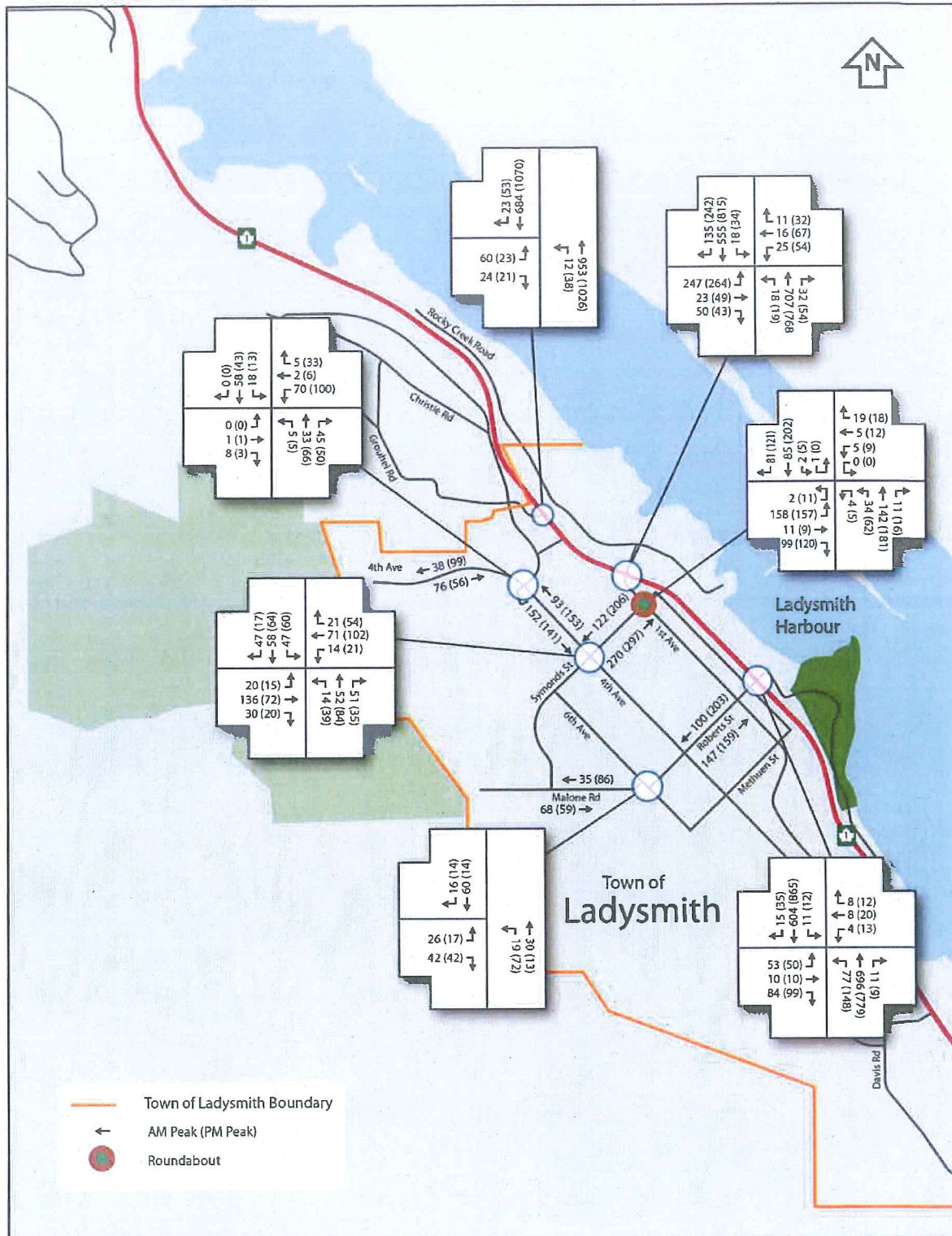


Figure 3 – Existing Traffic Volumes

3.0 PROPOSED DEVELOPMENT

3.1. DEVELOPMENT CONCEPT

The proposed Couverdon neighbourhood will be located outside of the existing Town boundary. It will border the north side and west side of the Town with its proposed road network connected to 4th Avenue and Malone Road to access the Town and Highway 1. The current conceptual plan is attached to this report in **Appendix B**.

3.2. PHASING AND TIMING

Based on the information provided by Couverdon, the property is expected to be developed in four phases. The total development area is estimated to be 215 acres and the breakdown of each phase is described in the following sections.

The proposed dwelling unit types in the planned neighbourhood include estate homes, cluster homes, cluster cottages, traditional single-family homes, village neighbourhoods, townhouses, and other multi-family homes. For the purpose of this study, the development types will be simplified as single-family dwelling units and multi-family dwelling units. It was assumed that there will be no commercial or institutional developments within the proposed neighbourhood.

3.2.1. Phase 1

Phase 1 of the neighbourhood will be developed on the north side of the Town with a connection to the existing 4th Avenue. This phase of the development will contain a variety of dwelling types from townhouses to cluster cottages. The overall development area in Phase 1 is estimated to be 87 acres, and it is assumed that all of the multi-family dwelling units proposed for the study development will be contained in this phase. In summary, 294 multi-family dwelling units and 370 single-family dwelling units will be developed in Phase 1. It is assumed that Phase 1 will be completed by the 2017 horizon year.

3.2.2. Phase 2

Phase 2 of the neighbourhood will be developed on the west side of the Town with a connection to the existing Malone Road. This phase of the development will contain cluster homes, cluster cottages and traditional single-family homes. The overall development area in Phase 2 is estimated to be 45 acres, and it is assumed that 322 single-family dwelling units will be developed in this phase. It is assumed that Phase 2 will be completed by the 2022 horizon year.

3.2.3. Phase 3

Phase 3 of the neighbourhood will be developed in the central area of the planned community. This portion of the neighbourhood will have roadway connection to both 4th Avenue and Malone Road, which the residents can choose the appropriate route for their travels. This phase of the development will contain cluster homes, cluster cottages and traditional single-family homes similar to Phase 2. The overall development area in Phase 3 is estimated to be 50 acres, and it is assumed that 179 single-family dwelling units will be developed in this phase. It is assumed that Phase 3 will be completed by the 2027 horizon year.

3.2.4. Phase 4

Phase 4 of the neighbourhood will be developed in the west side of the planned community. This portion of the neighbourhood will connect to the planned roadway system within the Couverdon land and access to the Town and Highway 1 can be done using both 4th Avenue and Malone Road. This phase of the development will contain estate homes, cluster cottages and traditional single-family homes. The overall development area in Phase 4 is estimated to be 33 acres, and it is assumed that 130 single-family dwelling units will be developed in this phase. It is assumed that Phase 4 will be completed by the 2032 horizon year.

The proposed development phasing is shown in **Figure 5**.

3.3. ADJACENT DEVELOPMENTS

As noted in Section 2.2.3, there are three proposed developments located in the vicinity of planned Couverdon neighbourhood. The forecast traffic volumes to be generated from these developments are expected to interact with the site generated traffic from the Couverdon neighbourhood in the horizon years, thus they are estimated from a high-level perspective such that Binnie's traffic analysis findings can appropriately reflect the future road network conditions. Since limited information is available for these three adjacent developments, the following sections outline development assumptions made to estimate their site generated traffic volumes.

3.3.1. Residential Development on Malone Road (Site 1)

One of the developments will be located at the end of Malone Road and no existing traffic study has been prepared for this development. This development is anticipated to contain 44 single-family and 103 multi-family residential dwelling units and its main access will be located off Malone Road. It is assumed that this development will be complete at the same time as Phase 1 of the planned Couverdon neighbourhood, which will be in the 2017 horizon year.

3.3.2. GPM/Brower Development (Site 2)

A second development noted by the Town is currently known to Binnie as the GPM/Brower development and no existing traffic study has been prepared for this development. This development site is located south of Malone Road and west of Colonia Drive, and its access is assumed to be provided off Colonia Drive and onto Malone Road. This development is anticipated to contain 91 single-family and 190 multi-family residential dwelling units. It is assumed that this development will be complete at the same time as Phase 2 of the planned Couverdon neighbourhood, which will be in the 2022 horizon year.

3.3.3. Holland Creek Area Development (Site 3)

The Holland Creek Area has been identified as a future growth area by the Town and it was incorporated into the Town's boundary in 2000 as per the Local Area Plan report by Urban Systems Ltd. A detailed review and transportation planning of the Holland Creek Area development is outside of the scope for this study, but a preliminary review has been performed to integrate its development considerations and assumptions into this transportation planning review for the planned Couverdon neighbourhood.

Table 1 – Forecast Trip Generation for the Planned Couverdon Neighbourhood

Trip Generation for Phase 1										
Dev. Pod	Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour										
1A	Single Family Detached Housing	210	Number of Dwelling Units	84	0.75	25	75	63	16	47
1A	Residential Condo/Townhouse	230	Number of Dwelling Units	138	0.44	17	83	61	10	51
								Subtotal:	26	98
1B	Single Family Detached Housing	210	Number of Dwelling Units	114	0.75	25	75	86	22	65
1B	Residential Condo/Townhouse	230	Number of Dwelling Units	156	0.44	17	83	69	12	57
								Subtotal:	34	122
1C	Single Family Detached Housing	210	Number of Dwelling Units	97	0.75	25	75	73	18	55
1D	Single Family Detached Housing	210	Number of Dwelling Units	75	0.75	25	75	57	14	43
								Total:	92	318
Weekday PM Peak Hour										
1A	Single Family Detached Housing	210	Number of Dwelling Units	84	1.01	63	37	85	54	31
1A	Residential Condo/Townhouse	230	Number of Dwelling Units	138	0.52	67	33	72	48	24
								Subtotal:	102	55
1B	Single Family Detached Housing	210	Number of Dwelling Units	114	1.01	63	37	116	73	43
1B	Residential Condo/Townhouse	230	Number of Dwelling Units	156	0.52	67	33	82	55	27
								Subtotal:	128	70
1C	Single Family Detached Housing	210	Number of Dwelling Units	97	1.01	63	37	98	62	36
1D	Single Family Detached Housing	210	Number of Dwelling Units	75	1.01	63	37	76	48	28
								Total:	340	189
Trip Generation for Phase 2										
Dev. Pod	Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour										
2A	Single Family Detached Housing	210	Number of Dwelling Units	57	0.75	25	75	43	11	32
2B	Single Family Detached Housing	210	Number of Dwelling Units	165	0.75	25	75	124	31	93
2C	Single Family Detached Housing	210	Number of Dwelling Units	70	0.75	25	75	53	13	40
2D	Single Family Detached Housing	210	Number of Dwelling Units	30	0.75	25	75	23	6	17
								Total:	61	182
Weekday PM Peak Hour										
2A	Single Family Detached Housing	210	Number of Dwelling Units	57	1.01	63	37	58	37	21
2B	Single Family Detached Housing	210	Number of Dwelling Units	165	1.01	63	37	167	105	62
2C	Single Family Detached Housing	210	Number of Dwelling Units	70	1.01	63	37	71	45	26
2D	Single Family Detached Housing	210	Number of Dwelling Units	30	1.01	63	37	31	20	11
								Total:	207	120
Trip Generation for Phase 3										
Dev. Pod	Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour										
3A	Single Family Detached Housing	210	Number of Dwelling Units	102	0.75	25	75	77	19	58
3B	Single Family Detached Housing	210	Number of Dwelling Units	77	0.75	25	75	58	15	44
								Total:	34	102
Weekday PM Peak Hour										
3A	Single Family Detached Housing	210	Number of Dwelling Units	102	1.01	63	37	104	66	38
3B	Single Family Detached Housing	210	Number of Dwelling Units	77	1.01	63	37	78	49	29
								Total:	115	67
Trip Generation for Phase 4										
Dev. Pod	Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour										
4A	Single Family Detached Housing	210	Number of Dwelling Units	35	0.75	25	75	27	7	20
4B	Single Family Detached Housing	210	Number of Dwelling Units	70	0.75	25	75	53	13	40
4C	Single Family Detached Housing	210	Number of Dwelling Units	25	0.75	25	75	19	5	14
								Total:	25	74
Weekday PM Peak Hour										
4A	Single Family Detached Housing	210	Number of Dwelling Units	35	1.01	63	37	36	23	13
4B	Single Family Detached Housing	210	Number of Dwelling Units	70	1.01	63	37	71	45	26
4C	Single Family Detached Housing	210	Number of Dwelling Units	25	1.01	63	37	26	16	10
								Total:	84	49

Table 2 – Forecast Trip Generation for the Proposed Adjacent Developments

Trip Generation for Residential Development on Malone Road									
Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	44	0.75	25	75	33	8	25
Residential Condo/Townhouse	230	Number of Dwelling Units	103	0.44	17	83	46	8	38
Total:							79	16	63
Weekday PM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	44	1.01	63	37	45	28	17
Residential Condo/Townhouse	230	Number of Dwelling Units	103	0.52	67	33	54	36	18
Total:							99	64	35
Trip Generation for GPM/Brower Development									
Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	91	0.75	25	75	69	17	52
Residential Condo/Townhouse	230	Number of Dwelling Units	30	0.44	17	83	14	2	12
Low-Rise Residential Condo	231	Number of Dwelling Units	160	0.67	25	75	108	27	81
Total:							191	46	145
Weekday PM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	91	1.01	63	37	92	58	34
Residential Condo/Townhouse	230	Number of Dwelling Units	30	0.52	67	33	16	11	5
Low-Rise Residential Condo	231	Number of Dwelling Units	160	0.78	58	42	125	73	53
Total:							233	142	92
Trip Generation for Holland Creek Area Development Phase 1									
Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	100	0.75	25	75	75	19	56
Residential Condo/Townhouse	230	Number of Dwelling Units	150	0.44	17	83	66	11	55
Total:							141	30	111
Weekday PM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	100	1.01	63	37	101	64	37
Residential Condo/Townhouse	230	Number of Dwelling Units	150	0.52	67	33	78	52	26
Total:							179	116	63
Trip Generation for Holland Creek Area Development Phase 2									
Description	ITE Ref.	Unit	Number of Units	Avg. Vehicle Trip	% Entering	% Exiting	Total Trip Ends	Vehicle Entering	Vehicle Exiting
Weekday AM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	250	0.75	25	75	188	47	141
Total:							188	47	141
Weekday PM Peak Hour									
Single Family Detached Housing	210	Number of Dwelling Units	250	1.01	63	37	253	159	94
Total:							253	159	94

3.5. TRIP DISTRIBUTION AND ASSIGNMENT

3.5.1. Trip Distribution

Trip distribution and assignment for the planned Couverdon neighbourhood, including its adjacent developments located near Malone Road, were generally derived based on the existing travel patterns observed at the Highway 1 intersections. This study assumes that a portion of the site generated traffic will be distributed onto Highway 1 via the Town's road network to either head north towards the City of Nanaimo or head south towards the City of Victoria. It is also assumed that a portion of the site generated traffic will remain within the Town's road network for work and shopping purposes. The

percentages of internal Town traffic were estimated based on the existing traffic composition that enters the Town from the highway with the assumption that the origins of these trips will be relocated to the Town in the future as a result of the planned residential developments.

Based on the above assumptions, it is estimated that 45% of the site generated outbound traffic will travel to the north via Highway 1 and 40% will travel to the south in the AM peak. For the inbound traffic, 40% will be arriving from the north and 45% will be arriving from the south. Approximately 15% of the site generated traffic in the AM will remain within the Town.

During the PM peak hour, it is estimated that 35% of the site generated outbound traffic will travel to the north and 40% will travel to the south. For the inbound traffic, 40% will be arriving from the north and 35% will be arriving from the south. Approximately 25% of the site generated traffic in the PM will remain within the Town.

3.5.2. Trip Assignment

For Phase 1 of the planned Couverdon neighbourhood, it was assumed that 80% of the outbound highway traffic will be using the intersection of Highway 1 and Grouhel Road, and the remaining 20% of the outbound highway traffic will be using the intersection of Highway 1 and 1st Avenue. For the internal traffic, approximately 60% will be travelling to and from 1st Avenue and the remaining internal traffic is distributed among 4th Avenue and 6th Avenue. These assumptions are made based on the proposed Phase 1 access being connected to 4th Avenue.

For Phase 2 of the planned Couverdon neighbourhood, it was assumed that 80% of the traffic travelling to and from the north will be using the Highway 1 and Roberts Street intersection, and the remaining 20% of the traffic will use the existing Highway 1 and 1st Avenue intersection. It is estimated that 100% of the traffic travelling to and from the south will be using the Highway 1 and Roberts Street intersection. For the internal traffic, approximately 60% will be travelling to and from 1st Avenue and the remaining internal traffic is distributed among 4th Avenue and 6th Avenue. These assumptions are made based on the proposed Phase 2 access being connected to Malone Road.

For Phase 3 and 4 of the planned Couverdon neighbourhood, the planned road network will be connected to both 4th Avenue and Malone Road thus the distribution of site traffic among the three highway intersections is assumed to be less concentrated. It was assumed that 80% of the traffic travelling to and from the north will be using the Highway 1 and Grouhel Road intersection, and the remaining 20% of the traffic will use the existing Highway 1 and 1st Avenue intersection. It is estimated that 50% of the traffic travelling to and from the south will be using the Highway 1 and Grouhel Road intersection, 20% will use the Highway 1 and 1st Avenue intersection, and 30% will use the Highway 1 and Roberts Street intersection. For the internal traffic, approximately 60% will be travelling to and from 1st Avenue and the remaining internal traffic is distributed among 4th Avenue and 6th Avenue.

Based on these trip distribution and assignment assumptions, the site generated traffic breakdowns on the study road network are shown as follow:

2017 Horizon Year

- Couverdon Neighbourhood Phase 1 Traffic Volumes – **Figure 7**

- Malone Road Development Traffic Volumes – **Figure 8**

2022 Horizon Year

- Couverdon Neighbourhood Phase 2 Traffic Volumes – **Figure 9**
- GPM/Brower Development Traffic Volumes – **Figure 10**

2027 Horizon Year

- Couverdon Neighbourhood Phase 3 Traffic Volumes – **Figure 11**
- Holland Creek Area Phase 1 Development Traffic Volumes – **Figure 12**

2032 Horizon Year

- Couverdon Neighbourhood Phase 4 Traffic Volumes – **Figure 13**
- Holland Creek Area Phase 2 Development Traffic Volumes – **Figure 14**

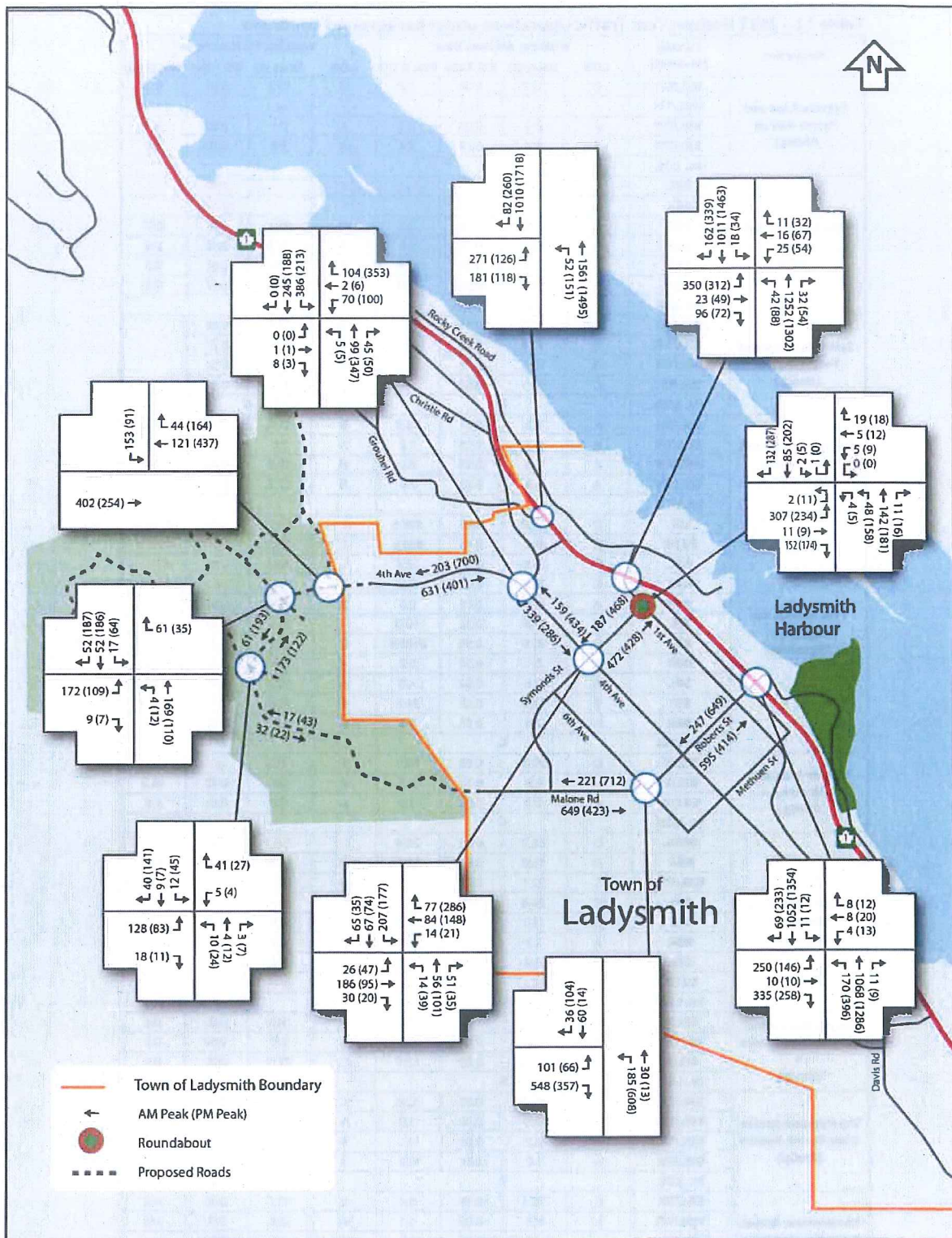


Figure 18 - 2032 Horizon Year Combined Traffic Volumes

Table 12 – 2032 Horizon Year Traffic Operations under Background Condition

Intersection	Turning Movement	Weekday AM Peak Hour				Weekday PM Peak Hour			
		LOS	Delay (s)	V/C Ratio	95% Q (m)	LOS	Delay (s)	V/C Ratio	95% Q (m)
Christie Road and Fourth Avenue (Unsig.)	EBL/T/R	B	12.7	0.02	0.5	B	13.7	0.01	0.2
	WBL/T/R	F	65.0	0.82	47.2	F	182.1	1.30	172.1
	NBL/T/R	A	0.3	0.00	0.1	A	0.1	0.00	0.1
	SBL/T/R	A	6.4	0.29	9.4	A	5.8	0.20	5.8
	Int. LOS	C				F			
Grouhel Road and Highway 1 (Unsig.)	EBL	F	-	7.13	-	F	-	26.64	-
	EBR	F	-	7.13	-	F	-	26.64	-
	NBL	B	11.2	0.09	2.2	D	27.1	0.51	20.7
	NBT	A	0.0	0.50	0.0	A	0.0	0.48	0.0
	SBT	A	0.0	0.32	0.0	A	0.0	0.55	0.0
	SBR	A	0.0	0.05	0.0	A	0.0	0.17	0.0
	Int. LOS	F				F			
Symonds Street and Fourth Avenue (Unsig.)	EBL/T/R	B	12.5	0.41		B	12.7	0.32	
	WBL/T/R	B	10.9	0.29		C	24.9	0.77	
	NBL/T/R	B	10.1	0.21		B	13.2	0.35	
	SBL/T/R	C	15.1	0.56		C	17.3	0.56	
	Int. LOS	B				C			
Symonds Street and First Avenue (Roundabout)	EBL/T/R	A	9.8	0.51	23.8	B	11.3	0.53	24.0
	WBL/T/R	A	6.1	0.05	1.2	A	7.0	0.07	1.8
	NBL/T/R	A	7.9	0.29	8.9	B	10.3	0.47	18.4
	SBL/T/R	A	5.6	0.23	7.4	B	12.7	0.60	31.3
	Int. LOS	A				B			
First Avenue and Highway 1 (Signalized)	EBL	D	54.9	0.81	#95.8	E	69.9	0.82	#108.5
	EBT/R	D	44.6	0.75	#83.8	E	62.2	0.79	#100.5
	WBL	D	39.6	0.16	12.4	E	66.9	0.48	#30.5
	WBT	D	38.9	0.10	9.0	E	71.3	0.57	#39.2
	WBR	A	0.0	0.01	0.0	A	0.0	0.02	0.0
	NBL	B	17.6	0.20	13.0	F	89.5	0.88	#55.6
	NBT	C	25.9	0.85	#168.8	C	22.7	0.76	164.1
	NBR	A	0.1	0.04	0.0	A	0.1	0.06	0.0
	SBL	A	9.6	0.09	4.3	B	10.2	0.19	6.8
	SBT	B	13.9	0.62	80.8	B	17.9	0.77	153.2
	SBR	A	2.0	0.18	8.0	A	1.7	0.32	10.0
	Int. LOS	C				C			
Malone Road and Sixth Avenue (Unsig.)	EBL/R	D	29.0	0.85	79.1	F	160.4	1.24	150.8
	NBL/T	A	6.8	0.13	3.5	A	9.4	0.45	18.3
	SBT/R	A	0.0	0.06	0.0	A	0.0	0.08	0.0
	Int. LOS	C				F			
Roberts Street and Highway 1 (Signalized)	EBT/L	D	53.9	0.79	92.4	F	106.1	0.94	#82.2
	EBR	B	16.8	0.61	53.8	B	11.6	0.61	24.7
	WBL/T/R	C	22.1	0.03	4.4	D	37.0	0.13	9.8
	NBL	C	26.8	0.62	43.4	F	84.4	1.01	#152.9
	NBT	B	13.7	0.59	100.6	A	6.6	0.55	72.2
	NBR	A	1.2	0.01	1.0	A	0.2	0.01	0.3
	SBL	B	19.0	0.06	5.3	B	15.9	0.07	5.1
	SBT/R	C	34.1	0.87	159.2	D	51.4	1.00	#263.1
	Int. LOS	C				D			
Fourth Avenue and Development Access 1 (Unsig.)	EBL/R	A	0.0	0.00	0.0	A	0.0	0.00	0.0
	WBT/R	A	0.0	0.11	0.0	A	0.0	0.38	0.0
	SBL/R	C	16.8	0.35	12.0	C	20.1	0.29	9.1
	Int. LOS	A				A			
Development Access 2 and Fourth Avenue (Unsig.)	EBL/T/R	C	15.4	0.36	12.6	C	19.3	0.34	11.0
	WBL/T/R	A	9.5	0.08	1.9	A	9.0	0.04	1.0
	NBL/T/R	A	0.2	0.00	0.1	A	0.9	0.01	0.3
	SBL/T/R	A	1.2	0.01	0.3	A	1.5	0.05	1.1
Development Access 3 and Fourth Avenue (Unsig.)	Int. LOS	A				A			
	EBL/T/R	B	10.4	0.19	5.4	B	11.5	0.16	4.2
	WBL/T/R	A	8.6	0.05	1.1	A	8.8	0.03	0.8
	NBL/T/R	A	4.3	0.01	0.2	A	4.3	0.02	0.4
	SBL/T/R	A	1.5	0.01	0.2	A	1.9	0.03	0.7
	Int. LOS	A				A			

7.0 RECOMMENDATIONS

Based on the traffic analysis carried out in this report for the planned Couverdon neighbourhood, the recommended road network improvements under the four development phases are outlined in the following sections.

7.1. 2017 HORIZON YEAR (OPENING DAY)

The following road network improvements are recommended to support Phase 1 of the Couverdon neighbourhood with approximately 660 dwelling units provided:

- Coordinate with the Town and MOTI to install a traffic signal at the intersection of Highway 1 and Grouhel Road. A protected/permissive northbound left-turn phase will be required at this signal
- Connect the development road network with 4th Avenue
- Review the existing alignment and condition of 4th Avenue at the Rocky Creek area to determine whether safety and capacity improvements will need to be provided to support the future traffic
- Coordinate with the Town and BC Transit to extend the existing Route 32 to the Couverdon neighbourhood

7.2. 2022 HORIZON YEAR (OPENING DAY + 5 YEARS)

The following road network improvements are recommended to support Phase 2 of the Couverdon neighbourhood with approximately 990 dwelling units provided in total (including Phase 1):

- Construct a westbound right-turn lane at the intersection of 4th Avenue and Christie Road
- Connect the development road network with Malone Road
- Coordinate with the Town and BC Transit to extend the existing Route 31 to the Couverdon neighbourhood

7.3. 2027 HORIZON YEAR (OPENING DAY + 10 YEARS)

The following road network improvements are recommended to support Phase 3 of the Couverdon neighbourhood with approximately 1,170 dwelling units provided in total (including Phase 1 and 2):

- Coordinate with MOTI to provide a protected/permissive northbound left-turn movement phase at the intersection of Highway 1 and 1st Avenue
- Monitor the traffic operations at the intersection of Highway 1 and Roberts Street to identify if geometric improvements are required to increase the intersection capacity. If feasible, the suggested improvements include dual left-turn lane for the northbound left-turn movement and a right-turn lane for the southbound movement
- Coordinate with the Town and BC Transit to provide a new transit route to service the Couverdon neighbourhood if there is adequate demand and funding

7.4. 2032 HORIZON YEAR (OPENING DAY + 15 YEARS)

The following road network improvements are recommended to support Phase 4 of the Couverdon neighbourhood, which is assumed to be the buildout phase for the study development. Approximately 1,300 dwelling units will be provided by all phases combined:

- Monitor the traffic operations at the intersection of 6th Avenue and Malone Road to identify when the traffic demand requires an upgrade to this intersection. A roundabout is proposed to control this intersection

7.5. SITE PLANNING CONSIDERATIONS

The following road network features should be considered during the planning stage of the Couverdon neighbourhood:

- Provide pedestrian sidewalk on one side of the roadway at a minimum
- Provide on-street bicycle lane with appropriate level of signing and pavement markings on the proposed Urban Collector Roads
- Provide streetlights to enhance the environment for pedestrians and cyclists
- Provide traffic calming features such as curb extensions, raised crosswalks, raised intersections, etc. throughout the new road network to reduce vehicle speed
- If appropriate, construct roundabouts as intersection controls where two Urban Collector Roads meet within the proposed development
- Provide connectivity to the nearby trails (i.e. Rocky Creek)
- In the planned multi-family developments, investigate the feasibility to provide transportation demand management tools such as electric charge station for electric vehicle, carpool program, co-op vehicles, bicycle lockers, etc.
- Review the feasibility of providing an alternative access to the Couverdon neighbourhood from Oyster Sto'Lo Road via a new crossing at Bush Creek

BINNIE

Memorandum

*Terms of
Reference
Example*

Client oriented.
Solution driven.
Since 1969

To:	John Manson, FEC, P.Eng., Town of Ladysmith Felicity Adams, MCIP, RPP, Town of Ladysmith	R.F. Binnie & Associates Ltd. 205 – 4946 Canada Way Burnaby, BC V5G 4H7 tel: 604.420.1721 fax: 604.420.4743 www.binnie.com
Cc:	Frank Limshue, Couverdon Phil Slater, Town of Ladysmith Tom Rabey, ASCT, PMP, Binnie David Edgar, P.Eng., A/Sr. Highway Safety Engineer	
From:	Jonathan Ho, P.Eng., PTOE, Traffic Engineer, Binnie	
Date:	November 6, 2012	
Project #	10-369	File # 10-369-04
Re:	Preliminary Transportation Planning Review for the Town of Ladysmith – Revised Terms of Reference	

1.0 PURPOSE

The purpose of this document is to outline the scope of work required of R.F. Binnie & Associates Ltd. (Binnie) to undertake a preliminary transportation planning review for the future Couverdon development adjacent to the Town of Ladysmith (Town). The purpose of this study is to review the proposed road network for future developments in the Town and its integration into the existing transportation infrastructure. This study will also estimate the impacts of the forecast traffic on vehicular, pedestrian and cyclist traffic within the Town. Necessary on-street and off-street infrastructure improvements will be reviewed and quantified.

2.0 SCOPE OF WORK

The scope of the study will include, but not limited to, the following:

- Review relevant aspects of the Town's current transportation plans and other planned improvements in the vicinity of the study area;
- Propose the future road network required to sustain the planned developments west of the Town including a study of the road network hierarchy and its integration with the Town's existing road network;
- Evaluate the integration of proposed development access points with existing and proposed pedestrian and cycling infrastructures in the Town;
- Forecast the vehicle trip generation resulting from the future developments;
- Propose intersection configurations and traffic controls based on the forecast traffic; and
- Summarize the findings from the transportation planning review to facilitate the planning of the future neighbourhood west of the Town.

3.0 METHODOLOGY

3.1. STUDY AREA

The key study area for this assignment will include the planned community west of the Town, as well as the major intersections within the existing transportation network that may be affected by the forecast traffic. The study will also include the existing Trans Canada Highway 1 and 1st Avenue intersection, and the Highway 1 and Grouhel Road, as they are considered to be critical access points to the future development and the Town from Highway 1.

3.2. TRANSPORTATION NETWORK

Review the proposed road network supporting the planned community with the focus on the following items:

- Key access points to the Town (primary and secondary) and to the Trans Canada Highway 1
- Road network layout and hierarchy for the planned community
- Proposed road cross-section
- Future walking and cycling infrastructure
- Geometrics (laning and traffic control) of existing and future intersections
- Proposed road network improvements planned by the Town
- On-street and off-street parking requirements and configurations
- Existing and planned transit services

3.3. ANALYSIS SCENARIOS

Existing intersection turning movements or corridor data will generally be obtained from field studies. The study horizon years will include the following based on the meeting with the Town's engineering and planning staff on October 31, 2012:

- Existing Condition
- Opening Day for Phase 1 of the development
- Opening Day for Phase 2 of the development
- Opening Day for Phase 3 of the development
- Build-out (Phase 4) of the whole development

Please note that the phases listed above are general phases only and more details will be provided during the preparation of the planning study.

3.4. TRIP GENERATION FORECAST AND ASSIGNMENT

The exact development breakdown of the planned community may not be determined at the time of the study. Binnie will estimate the vehicular trip generation based on a number of assumed land uses to estimate the most probable scenario and provide sensitivity analysis if necessary. As agreed upon at

the meeting with the Town, the trip generation forecast will be performed based on the rates published by the Institute of Transportation Engineers (ITE) for the daily and peak periods study.

The forecast vehicular trips will be assigned and distributed onto the planned and existing road network based on the existing traffic patterns to be identified by the turning movement counts.

Based on the discussion with the Town, it was generally agreed that the local traffic is unlikely to sustain a steady growth over the study horizons; therefore, the background traffic growth on the Town's road network will be generated by other planned developments. The additional development information will be provided by the Town's planning staff.

It was noted that the First Nation's land further to the west of the Town may see substantial developments in the future. Since the planned development breakdown and timing are unknown at this point, this report will not include the future traffic trips to be generated by the First Nation's developments and separate transportation studies will be required when they proceed.

3.5. INTERSECTION CAPACITY ANALYSIS

The intersection capacity analysis will be performed using Trafficware's Synchro 8 software for the unsignalized (two-way stop and all-way-stop) intersections and signalized intersections, and Sidra Intersection 5.1 will be used to analyze roundabout intersections. Key study criteria will include the intersection level-of-service (LOS), vehicle delays, volume-to-capacity (v/c) ratios, and the 95th percentile queue lengths. The intersection operations will be studied based on the latest Highway Capacity Manual (HCM) 2010 methodologies.

As recommended by the Ministry of Transportation and Infrastructure (BC MoT)'s *Site Impact Analysis Requirements Manual* and similar publications from ITE, the target study thresholds are proposed as follow:

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

3.6. SAFETY ASSESSMENT

This study will assess and identify any future safety concerns for the planned road network such as the horizontal and vertical profiles, intersection geometries, pedestrian crossing locations, truck routes, emergency routes, sight visibility, and conflicting movements from a high-level standpoint.

3.7. IMPROVEMENTS TO THE EXISTING ROAD NETWORK

This study will identify any necessary improvements to the existing road network in the Town. Improvements may include:

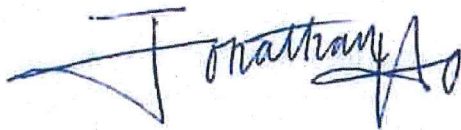
- Intersection laning configurations (changes required to improve capacity)

- Intersection traffic controls (sustainable approach such as roundabout over traffic signal)
- Traffic signal warrants, including left-turn signal warrants, based on BC MoT methodologies
- Intersection geometries
- On-street and off-street parking requirements
- Traffic calming features
- Pedestrian and cyclist infrastructures (integration into the proposed road network templates)

4.0 REPORTING

A draft report will be prepared to outline the study methodologies, recommended road network layout and improvements required for the existing transportation network nearby. An electronic copy and six (6) hard copies of the draft report will be submitted to the Town for review and comment, and it will also be circulated to BC MoT representatives for review. Once all comments have been received, the report will be finalized and submitted to the Town for future planning purposes.

Prepared by:



Jonathan Ho, P.Eng., PTOE
Traffic Engineer



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Subdivision Bylaw Amendments: Works and Services
Date: August 10, 2015
File No: 3300 - 01

Re: Subdivision and Development Servicing Bylaw Amendments: Works and Services

RECOMMENDATION(S):

That Council direct staff to:

1. Amend the Subdivision and Development Servicing Bylaw to allow for a reduction in the curb, sidewalk, and street tree standard for single family developments involving a single lot in existing neighborhoods to match the existing standard of the neighborhood, and
2. Relax the requirement of a concrete curb and street tree for the building permit application for 430 Walker Ave.

PURPOSE:

Council amended the Subdivision and Development Servicing Bylaw recently to expand the scope of works and services upgrading to include a trigger for building permits. The amended clause is as follows:

2.04 Works and Services Requirement

As a condition of

- a) The approval of a subdivision, or*
- b) The Issuance of a Building Permit, where the value of construction, as determined by the Building Bylaw, is greater than \$50,000*

The owner of the land is required to provide works and services in accordance with the standards established in this Bylaw, on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the center line of the highway.

The purpose of this report is to seek Council direction to amend the Subdivision and Development Servicing Bylaw to allow for an alternate, reduced (or eliminated) standard for single family building permits in existing residential neighborhoods, where the existing standard in the neighborhood is less than the current bylaw standard, and is likely to remain that way in the future.

INTRODUCTION/BACKGROUND:

Council adopted a change to the Subdivision and Development Servicing Bylaw to include building permits over a value of \$50,000 in the scope of frontage upgrading triggered by

development. Previously, only subdivisions had to upgrade frontage to the standards of the bylaw.

The main purpose of the change was to ensure 'large' projects not involving subdivisions, such as multi-family sites, are upgraded in a similar manner and cost than an equivalent subdivision. It also ensures that developments along unopened roads upgrade to road to the subdivision standard, just as it would if the road had been dedicated. However, in capturing all building permits within this scope, it was recognised that some smaller permit applicants might be asked to upgrade their existing road frontages in a fashion not consistent with the rest of the neighborhood. Also, those improvements, such as concrete sidewalks, might not ever end up connecting to an existing sidewalk network, particularly in existing well established neighborhoods not undergoing development.

The value of \$50,000 in the trigger was intended to allow smaller building renovations to bypass this requirement, larger renovations and new home construction (or commercial equivalent) would either have to upgrade their frontages, or apply to Council for a Development Variance Permit. To date, few DVP's have been processed under this section of the Bylaw. However, notwithstanding the relatively few DVP applications made, the downside of the DVP route is a 4-6 week delay in the issuance of the building permit, or the requirement for the applicant to provide security to guarantee the work in advance of a Council decision.

Alternatively, staff are recommending that staff bring forward specific wording changes to the Subdivision and Development Servicing Bylaw that would provide for the relaxation of 'surface' standards (curbs, sidewalks, and street trees) such that any upgrading, if required, be allowed to match the standard of the neighborhood. This will provide for a cost effective and logical improvement to the streetscape that better blends in with the existing neighborhood. This exception would apply to single family residential building permits, multi-family projects would continue to be required to upgrade their road frontages to the standard of the Subdivision and Development Servicing Bylaw.

SCOPE OF WORK:

The scope of work includes the reduction in the works and services standards for a building being constructed at 430 Walker Ave, and directs staff to make changes to the Subdivision and Development Servicing Bylaw to allow for a reduction in standard in similar circumstances in the future.

FINANCIAL IMPLICATIONS:

There should be no financial implications to the Town, on the assumption that the Town would not be improving these works in the near future.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The proposed amendment will make it more efficient for the building community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This Bylaw amendment will reduce the number of development variance applications that would be required to be processed.

RESOURCE IMPLICATIONS:

Staff from Public Works would make the necessary assessment of works and services on individual building permit applications.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This work aligns with the Complete Community Land Use and Innovative Infrastructure.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This work aligns with wise Financial Management and Enhanced Standard of Infrastructure.

SUMMARY:

It is recommended that provision be made in the Subdivision and Development Servicing Bylaw to allow for the reduction in the standard of surface boulevard works triggered on single family building permits, to allow the standard to match the existing neighborhood.

I concur with the recommendation.



Ruth Malli, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1882

A bylaw to amend "Ladysmith Parks Usage Bylaw 1995, No. 1158".

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

1. Amendments

Section 2.2(o) is hereby deleted in its entirety and replaced with the following:

- o) permit any dog under their ownership or custody to be in a park off leash with the exception of defined restricted areas. Restricted areas include the following:

Dogs **are not** permitted in: all playgrounds, sport field playing areas, and Transfer Beach (below deKoninck Way, amphitheatre, beach front),

Dogs **are** permitted off leash provided they are in the care and control of a responsible person in: Transfer Beach Park in defined off leash area (above deKoninck Way), Mackie Park and Holland Creek Trail, Gourlay-Janes Park.

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Parks Usage Bylaw 1995, No. 1158, Amendment Bylaw 2015, No. 1882".

READ A FIRST TIME on the 20th day of July, 2015

READ A SECOND TIME on the 20th day of July, 2015

READ A THIRD TIME on the 20th day of July, 2015

ADOPTED on the day of , 2015

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1883

A bylaw to amend "Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155".

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

1. Amendments

Section 4(a) is hereby deleted in its entirety and replaced with the following:

- (a) For every dog over the age of six (6) months, whether male or female:

-from January 01 – January 31st \$44.00
-from February 01 – December 31st \$54.00

2. Effective Date

This bylaw becomes effective January 1, 2016.

3. Citation

This bylaw may be cited for all purposes as "Ladysmith Dog Licencing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2015, No. 1883".

READ A FIRST TIME on the 20th day of July, 2015

READ A SECOND TIME on the 20th day of July, 2015

READ A THIRD TIME on the 20th day of July, 2015

ADOPTED on the day of , 2015

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1884

**A bylaw to establish fee schedules for the Frank Jameson Community Centre and other
Town of Ladysmith recreation facilities.**

WHEREAS the Council may by bylaw, pursuant to the *Community Charter* establish fees for the use of recreation or community use property in the municipality;

AND WHEREAS it is deemed appropriate to establish fees for use of the Frank Jameson Community Centre and other recreation facilities;

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

1. The fees set forth in Schedule "A" and Schedule "B" attached hereto and forming part of this bylaw are the admission and user fees for the Frank Jameson Community Centre and other recreation facilities.

2. **Repeal**

"Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2014, No. 1846" is hereby repealed.

3. **Citation**

This bylaw may be cited for all purposes as "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884".

READ A FIRST TIME on the 20th day of July, 2015

READ A SECOND TIME on the 20th day of July, 2015

READ A THIRD TIME on the 20th day of July, 2015

ADOPTED on the day of , 2015

Mayor (A. Stone)

Corporate Officer (S. Bowden)

**Bylaw No. 1884 - Schedule A
Recreation Facility Admission Fees**

Single Admissions			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	2.73	2.79	2.84
Youth 13-18 yrs	3.73	3.81	3.88
Adult 19-59 yrs	5.36	5.46	5.57
Senior 60-79 yrs	3.73	3.81	3.88
Senior 80 & up	FREE	FREE	FREE
Family	10.71	10.92	11.14
10 X Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	23.15	23.62	24.09
Youth 13-18 yrs	31.94	32.57	33.23
Adult 19-59 yrs	45.23	46.13	47.05
Senior 60-79 yrs	31.94	32.57	33.23
Senior 80 & up	FREE	FREE	FREE
Family	90.45	92.26	94.11
30 X Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	55.58	56.69	57.83
Youth 13-18 yrs	84.73	86.43	88.15
Adult 19-59 yrs	119.35	121.74	124.17
Senior 60-79 yrs	84.75	86.45	88.18
Senior 80 & up	FREE	FREE	FREE
Family	238.70	243.47	248.34

1-Month Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A
Youth 13-18 yrs	37.82	38.58	39.35
Adult 19-59 yrs	47.33	48.27	49.24
Senior 60-79 yrs	37.82	38.58	39.35
Senior 80 & up	FREE	FREE	FREE
Family	94.66	96.55	98.48
3-Month Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A
Youth 13-18 yrs	102.28	104.32	106.41
Adult 19-59 yrs	127.86	130.41	133.02
Senior 60-79 yrs	102.28	104.32	106.41
Senior 80 & up	FREE	FREE	FREE
Family	255.71	260.83	266.04
6-Month Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A
Youth 13-18 yrs	193.16	197.02	200.96
Adult 19-59 yrs	241.49	246.31	251.24
Senior 60-79 yrs	193.16	197.02	200.96
Senior 80 & up	FREE	FREE	FREE
Family	482.97	492.63	502.48
12-Month Pass			
Type	2015/16	2016/17	2017/18
Child 0-3 yrs	FREE	FREE	FREE
Child 3-12 yrs	N/A	N/A	N/A
Youth 13-18 yrs	366.39	373.72	381.20
Adult 19-59 yrs	459.38	468.56	477.94
Senior 60-79 yrs	366.39	373.72	381.20
Senior 80 & up	FREE	FREE	FREE
Family	918.75	937.13	955.87

Plus applicable taxes

**Bylaw No. 1884 - Schedule B
Recreation Facility Rental Fees**

Facility	2015/16	2016/17	2017/18
Frank Jameson Community Centre			
Meeting Room Hourly Rate	22.03	22.47	23.38
Meeting Room Hourly with Pool	20.30	20.70	21.54
Meeting Room Daily Rate	88.03	89.79	93.41
Gymnasium Hourly Rate	39.68	40.47	42.11
Gymnasium Daily Rate	341.90	348.74	362.83
Lower Program Room Hourly Rate	39.12	39.90	41.51
Lower Program Room with Pool	20.30	20.70	21.54
Lower Program Room Daily Rate	156.47	159.60	166.05
Locker Rental - small	0.25	0.25	0.25
Locker Rental - large	0.50	0.50	0.50
Swimming Pool Hourly Rate	108.63	110.80	115.28
Aggie Hall			
Aggie Hall Hourly Rate (no kitchen)	39.68	40.47	42.11
Aggie Hall Hourly Rate (with kitchen)	67.01	68.35	71.12
Aggie Hall Daily Rate (includes kitchen)	182.89	186.54	194.08
Aggie Hall Receptions Party, Dance	359.50	366.69	381.50
Transfer Beach			
Transfer Beach Kin Shelter per Day	49.16	50.15	52.17
Transfer Beach Amphitheatre – Full Day Private Family Function	90.53	92.34	96.07
Transfer Beach Amphitheatre – Half Day Private Family Function	51.71	52.75	54.88
Transfer Beach Amphitheatre – Full Day Public Special Event	349.20	356.18	370.57
Transfer Beach Amphitheatre – Performances per Hour	24.74	25.23	26.25
Park Permit (parking lot, upper beach, or lower beach) Full Day	90.53	92.34	96.07
Park Permit (parking lot, upper beach, or lower beach) Half Day	51.71	52.75	54.88
Park Permit (parking lot, upper beach, or lower beach) per Hour	24.74	25.23	26.25
Sports Fields			
Aggie Ball Diamonds per Hour Youth	-	-	-
Aggie Ball Diamonds per Hour Adult	2.55	2.60	2.71
Aggie Ball Diamonds Tournament per Day	128.83	131.40	136.71
High Street Little League Diamonds per Hour	-	-	-
High Street Little League Diamonds Tournament per Day	128.83	131.40	136.71
Holland Creek Ball Diamonds per Hour	-	-	-
Holland Creek Ball Diamonds Tournament per Day	128.83	131.40	136.71
Forrest Field per Hour Youth	6.63	6.76	7.04
Forrest Field per Hour Adult	23.72	24.19	25.17
Forrest Field per Day Youth	43.04	43.90	45.68
Forrest Field per Day Adult	160.04	163.24	169.83
Miscellaneous			
Chairs (25)	20.96	21.38	22.24
Forrest Field Half Lights per Hour	11.12	11.34	11.80
Forrest Field Full Lights per Hour	14.43	14.72	15.32
Aggie Field Lights	5.56	5.67	5.90
FJCC Field Lights	5.56	5.67	5.90

Plus applicable taxes

TOWN OF LADYSMITH

BYLAW NO. 1886

A Bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"

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

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

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

1. Schedule "A" – "Town of Ladysmith Community Plan" is hereby amended as set out in Schedule 1 to this Bylaw.

CITATION

2. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 45) 2015, No. 1886".

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

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Bylaw No. 1886 – Schedule 1

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

- a) Adding the following policy to Section 3.1.4 “Growth Management Policies”:

“16. Consideration of the Town’s strategic directions and priorities in the review of development applications, including subdivision applications and boundary extension proposals, may include matters as outlined in the Town’s Development Approval Information Bylaw.”

- b) Adding the following section to Section 4.4 “Implementation Tools” before the section “Other Municipal Plans”:

“Development Approval Information

All lands located within the boundaries of the Town are designated as the area within which Development Approval Information may be required. The purpose of requiring Development Approval Information is to ensure that applicable studies and relevant information are provided to the Town of Ladysmith to evaluate the impact of a development proposed within the Town.

The Town’s Development Approval Information Bylaw, specifies the procedures and policies for requiring such studies and information. For the purpose of Section 920.01 of the *Local Government Act*, development approval information may be required under the following circumstances:

1. The development proposal requires any of the following:
 - a) an amendment to the Zoning Bylaw;
 - b) the issuance of a development permit; and
 - c) the issuance of a temporary use permit.
2. The approval of the development proposal may impact the Town’s strategic directions and priorities for the following:
 - a) transportation patterns and network;
 - b) local infrastructure (sanitary sewer, water supply, stormwater management);
 - c) the natural environment;
 - d) public facilities including community services, recreation facilities, parks and schools;
 - e) economic and social development;
 - f) archaeology and heritage;
 - g) form and character; and
 - h) climate action including greenhouse gas reduction, energy conservation and water conservation,

as outlined in the Official Community Plan, A Community Vision for a Sustainable West Coast Town, Sustainability Action Plan, Strategic Plan, Liquid Waste Management Plan, and Financial Plan.”

- c) Adding the following definition to the “Glossary” before the definition of “Ecosystem”.

“Development Approval Information – as defined in the *Local Government Act* means information on the anticipated impact of the proposed activity on the community including, without limiting this, information regarding impact on such matters as

- (a) transportation patterns including traffic flow,
- (b) local infrastructure,
- (c) public facilities including schools and parks,
- (d) community services, and
- (e) the natural environment of the area affected.”

Town of Ladysmith

BYLAW NO. 1887

A Bylaw to establish procedures and policies for requiring development approval information.

WHEREAS under Section 920.01 of the *Local Government Act*, Council has specified in the Official Community Plan certain circumstances and designated areas for which development approval information may be required.

AND WHEREAS Council wishes to obtain information on the anticipated impact of proposed activities or proposed development on the community.

AND WHEREAS Section 920.1(2) of the *Local Government Act* requires the Town of Ladysmith to establish the procedures and policies on the process for requiring development approval information and the substance of the information that may be required.

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

INTERPRETATION

1. In this Bylaw:

“*Applicant*” means a person who applies for: a) an amendment to the Zoning Bylaw, under Section 903 of the *Local Government Act*; b) a development permit under Section 920 of the *Local Government Act*; or c) a temporary use permit under Section 921 of the *Local Government Act*.

“*Approving Officer*” means the person appointed by Council to that position, and includes their lawful deputy or a person designated by Council to act in their place.

“*Town*” means the Town of Ladysmith.

“*Council*” means the Council of the Town of Ladysmith.

“*Director of Development Services*” means the person appointed by Council to that position, and includes a person designated to act in their place.

“*Director of Infrastructure Services*” means the person appointed by Council to that position, and includes a person designated to act in their place.

“*Qualified Professional*” means a professional listed in the table provided in Section 9 in the subject matter about which an Applicant may be required to provide a Report under this Bylaw.

“*Report*” means any study or information containing development approval information that fulfils or is intended to fulfil the requirements of this Bylaw.

“*Terms of Reference*” means a document prepared by the Town having regard to the matters outlined in Schedule A that defines the scope of development approval information and the deliverables required to be provided by the Applicant.

PROCEDURES AND POLICIES

2. Where *Official Community Plan Bylaw 2003, No. 1488* identifies circumstances for which development approval information may be required, then the procedures and policies for requiring such information and the substance of that information are set out in this Bylaw.

3. An official referred to in section 4 may require that an Applicant provide development approval in accordance with this Bylaw when considering the following types of applications:

- a) an amendment to the Zoning Bylaw;
- b) development permit; or
- c) temporary use permit.

4. The following officials of the Town of Ladysmith may require development approval information by writing a letter to the Applicant that outlines the Terms of Reference for the Report:
 - a) Director of Development Services,
 - b) Director of Infrastructure Services, or
 - c) Approving Officer
5. The development approval information must be provided by the Applicant at the Applicant's expense, in the form of a Report certified by a Qualified Professional.
6. A Report provided under section 5 must comply with and fully address the Terms of Reference that are provided.
7. A Report provided under section 5 must be prepared by a Qualified Professional as outlined in the table below:

	SUBJECT	QUALIFIED PROFESSIONAL
A	Transportation	Traffic Engineer (P. Eng.)
B	Local Infrastructure	Civil Engineer (P. Eng.)
C	Natural Environment	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
D	Public facilities (including community services, parks and schools)	Certified Planner (MCIP, RPP) Architect (MAIBC) Civil Engineer (P. Eng.) Registered Social Worker (BCCSW) Chartered Professional Accountant (CPA)
E	Economic and Social Development	Certified Planner (MCIP, RPP) Chartered Professional Accountant (CPA) Economist Appraiser (AIC) Land Economist (DULE)
F	Archaeology	Registered Professional Archaeologist (BCAPA)
	Heritage	Qualified Heritage Conservation Professional
G	Form and Character/Built Environment	Certified Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Approved Professional (AP)
H	Climate Action	Certified Planner (MCIP, RPP) Architect (MAIBC) Electrical and/or Mechanical Engineer (P. Eng.) Landscape Architect (BCSLA) Certified Energy Advisor LEED Approved Professional (AP) Graduate Degree in Climate Science Professional Hydrologist

8. The Report must include a quality assurance statement with the signatures and seals of the Qualified Professional involved in its creation.
9. The Town may distribute the Report and publicize the results of any Report.

TERMS OF REFERENCE

10. The Terms of Reference may require one or more Reports related to one or more of the following subject areas:
 - A. Transportation
 - B. Local Infrastructure
 - C. Natural Environment
 - D. Public Facilities (including community services, parks, recreation and schools)
 - E. Economic and Social Development
 - F. Archaeology and Heritage
 - G. Form and Character
 - H. Climate Action (greenhouse gas reduction, energy conservation, and water conservation)
11. The Terms of Reference may require that Report provide all or part of the information contained in 'Schedule A' attached to this bylaw.
12. In general, a Report must contain the following:
 - a) The legal description and property identifier (PID) for the property;
 - b) A description of all relevant land use covenants, easements, statutory rights of way or other charges that affect the use and development of the property registered on title for the subject property;
 - c) A location and context map for the property;
 - d) A description of the methodology and assumptions used to undertake the Report or sufficient detail regarding assessment and the methodology to facilitate a professional peer review, if required under section 14;
 - e) Identification and definition of the context, interaction, scope, magnitude and significance of the anticipated impacts of the proposed activity or development, as well as the data and methodological accuracy, assumptions, uncertainties, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing risks, stressors, and threats; and
 - f) Recommendations for conditions or requirements that Council, the Director of Development Services, Director of Infrastructure Services or the Approving Officer may impose to mitigate the anticipated impacts.

REPORT REVIEW

13. If the Town determines that a Report is incomplete or deficient it will notify the Applicant in writing of the nature of the deficiencies. The Applicant will be required to submit a new Report to address the deficiencies.
14.
 - (a) Without limiting Section 13, the Director of Development Services, Director of Infrastructure Services, or the Approving Officer may, after receiving and reviewing a Report under this Bylaw, require a peer review of a Report, at the expense of the Applicant, if such person considers that the initial Report fails to satisfy the requirements of this Bylaw, including by failing to satisfy a standard, guideline, policy or other matter set out in or incorporated by reference in this Bylaw.
 - (b) If a peer review of a Report is required under this section, one peer of the class of applicable professionals referred to in the Section 7 list, as agreed to by the Town and the Applicant, shall be selected to conduct the review.

RECONSIDERATION

15. An Applicant may apply to Council for the reconsideration of an administrative decision to require development approval information under this Bylaw by delivering to the Town a written application for reconsideration within 30 days after the decision is communicated in writing to the Applicant.
16. An application for reconsideration must set out the grounds upon which the Applicant considers the decision inappropriate and what, if any, decision the Applicant considers

the Council ought to substitute, and must include a copy of any materials considered by the Applicant to be relevant to the reconsideration by Council.

17. The Town must place each application for reconsideration on the agenda of a regular meeting of Council as soon as reasonable practicable after delivery of the application for reconsideration, and must notify the Applicant of the date of the meeting at which the reconsideration will occur.
18. At the meeting, Council may hear from the Applicant and any other person interested in the matter under reconsideration who wishes to be heard, and may either confirm the decision or substitute its own decision.

SEVERABILITY

19. If any section, subsection, sentence, clause, definition, or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the Bylaw.

CITATION

This Bylaw may be cited for all purposes as "Development Approval Information Bylaw 2015, No. 1887".

READ A FIRST TIME on the day of ,

READ A SECOND TIME on the day of ,

READ A THIRD TIME on the day of ,

ADOPTED on the day of ,

Mayor (A. Stone)

Corporate Officer (S. Bowden)

Bylaw No. 1887

Schedule A

A. Transportation

If the Town requires development approval information relating to transportation patterns the following information may be required:

- ☐ Provide a traffic impact assessment for the proposed development considering any and all growth areas identified in the Town's OCP and other potential growth areas adjacent to the Town, including Town facilities and the Provincial highway.
- ☐ Provide an analysis of the proposed development's impact on the public right of way which could include Town roads and the Provincial highway (i.e. traffic circulation, vehicular capacity of the road, size and configuration of intersections, turning lanes, traffic lights, bike lanes, sidewalks, etc.).
- ☐ Provide a breakdown of traffic flows (i.e. weekday, weekend, peak morning and evening) and estimate the number of additional vehicle trips per day to be generated by the proposed development, including origin-destination analysis, and an analysis of the impact on nearby uses of land and intersection points (i.e. sidewalks, cycling paths, train crossings).
- ☐ Identify any public right-of-way upgrading, reconstruction, reconfiguration, or expansion that may be necessary to accommodate the additional pedestrian, bicycle and vehicle trips per day to be generated by the proposed development, including Town facilities and the Provincial highway.
- ☐ Identify pedestrian sidewalks, paths and cycling infrastructure that will be provided to accommodate the proposed development and increase in usage and how they will be integrated into the overall transportation network (including access points).
- ☐ Identify opportunities and improvements required for facilitating transit use.
- ☐ Provide an analysis of any future safety concerns for the planned road network such as the horizontal and vertical profiles, intersection geometrics, pedestrian crossing locations, truck routes, emergency routes and sight visibility.
- ☐ Provide a context map to illustrate connections to the existing Town network of roads, pedestrian routes, bicycle route, and trails.

B. Local Infrastructure

If the Town requires development approval information in the form of a Report relating to the impact of development on local infrastructure, the following information may be required:

- ☐ Identify the possible deficiencies as well as the impact that the proposed development may have on the existing local infrastructure and site servicing including drainage, water, sewer, and other utilities.
- ☐ Provide a conceptual site servicing plan showing the proposed water-main network, water pressure zones, and associated pumping stations if applicable.
- ☐ Estimate the water demand to be generated by the proposed development and conservation measures and impacts.
- ☐ Provide an analysis of the existing public water system and the options available for the supply and delivery of water to the proposed development including an analysis of the impact of the development on the Town's water pressure zones and water reservoir.
- ☐ Provide an analysis of the existing system for disposal and treatment of sewage and the options available for the treatment and disposal of sewage from the proposed development.
- ☐ Estimate the amount of surface drainage waters that would be generated by the proposed development and the options available for collection, storage and dispersal of such drainage using best practices.

- ☐ Identify the new capital works required for the proposed development for water, sewer and drainage systems and their cost and the potential funding sources for these expenditures.
- ☐ Estimate the life-cycle costs of new infrastructure.

C. Natural Environment

If the Town requires development approval information that relates to the impact of development on the natural environment, the following information may be required:

- ☐ Provide an analysis and Report on the natural environment including ecosystems, biological diversity, species at risk, regionally significant species, and riparian ecosystems.
- ☐ Provide a 'Bio-Inventory' utilizing the most recent edition of the '*Develop with Care: Bio-Inventory Terms of Reference*' Ministry of Environment, Province of British Columbia.
- ☐ Provide recommendations for protecting, retaining and restoring environmentally valuable resources.
- ☐ Provide an analysis of the environmental impacts such as noise, vibration, glare, and electrical interference.
- ☐ Provide a tree analysis and detailed tree retention strategy for the site and any potential impacts on adjacent property from tree removal.
- ☐ Provide a hydrological or hydrogeological assessment of the site, or both, including infiltration, interception, groundwater, aquifers, overland flow, accretion, and erosion.
- ☐ Provide an analysis of the proposed development's impact on fish habitat as well as ground (i.e. aquifer) and surface water quality including pollution, nutrients, silts, and pathogens.
- ☐ Provide an analysis of the geotechnical conditions of the site including, but not limited to, soil composition, profiles, agricultural suitability and capability, geologic process and/or terrain stability.
- ☐ Provide an analysis of the hazardous conditions of the site including, but not limited to, mud flow, debris torrents, erosion, land slip, rock fails, and avalanche and specify required setback distances from a natural boundary, property boundary or feature, ecosystem or hazard area and state that the lands are safe for the intended building(s) and use(s), in accordance the Association of Professional Engineers and Geoscientists of British Columbia.
- ☐ Provide an overlay of the natural environment analysis on the site plan for the proposed development.
- ☐ Provide a soil removal and soil deposit plan for the proposed development.
- ☐ Provide wildfire interface planning recommendations for the proposed development.

D. Public Facilities and Services

If the Town requires development approval information relating to public facilities (including community services, parks and schools) the following information may be required:

- ☐ Identify services within a five minute walking distance of the proposed development.
- ☐ Identify the local community services that would be affected by the proposed development including, without limitation, any of the following: the provision of current or future school services, protective services such as fire and police, health care, parks, and recreational services.
- ☐ Examine the potential financial impacts of the proposed development on the existing community public facilities such as schools, fire halls, police detachments, recreation facilities and parks; and examine the impact on the number of users of existing community services and public facilities.

- ☐ Outline any potential costs and identify possible strategies to mitigate against the potential impacts including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the proposed development.
- ☐ Provide recommendations for the location of proposed trails within environmental sensitive areas.

E. Economic and Social Development

If the Town requires development approval information relating to economic and social development the following information may be required:

- ☐ Provide an analysis of the economic impacts of the proposed development and how it may affect the day to day quality of life of residents, visitors and the community, including direct and indirect economic impacts, demographics, housing, local services and sociocultural issues.
- ☐ Provide an analysis of the retail impacts of a proposed commercial development, including but not limited to, the effects of additional competition, traffic impacts, the effects on tenancy, and the impacts on neighbourhood or sector stability.
- ☐ Provide an analysis of the proposed development's impact on the supply, use and quality of industrial land.
- ☐ Provide a market analysis and project pro forma to evaluate and demonstrate the viability of the proposed development.
- ☐ Provide a community amenity contribution policy analysis where community amenities are proposed.
- ☐ Provide an analysis of the affordability of the dwelling units in the proposed development, and/or an analysis of the loss of affordable housing as a result of the proposed development.
- ☐ Provide information about how the proposed development meets adaptable housing needs, elder care needs, and/or child care needs.
- ☐ Provide an analysis of the proposed development's impact on the diversity of residential unit sizes and types in the community.
- ☐ Provide an analysis of the proposed development's impact on the supply, use and quality of agricultural land.

F. Archaeology and Heritage

If the Town requires development approval information relating to archaeology and/or heritage the following information may be required:

- ☐ Identify potential heritage and archaeological features on the development site, including First Nations sites that are protected under the '*Heritage Conservation Act*'.
- ☐ Complete an archaeological impact assessment and impact mitigation study that provides an analysis of the proposed development's impact on historical, cultural and archaeological buildings, sites or assets.
- ☐ Complete a heritage impact assessment and impact mitigation study that provides an analysis of the proposed development's impact on historical, cultural and heritage buildings, sites or assets.
- ☐ Demonstrate how the proposal responds to the most recent edition of the 'Standards and Guidelines for the Conservation of Historic Places in Canada' (Parks Canada)
- ☐ Provide an analysis of how a building or site design reflects, preserves or enhances the heritage of the area.
- ☐ For all of the above demonstrate how the applicable First Nation(s) for the area was involved in the heritage or archaeology study.

G. Form and Character and Built Environment

If the Town requires development approval information relating to the form and character or built environment of a development the following information may be required:

- ☐ Provide an analysis of the proposed development's compatibility with adjacent and community land uses, functions, form, character, aesthetic, grade, and scale of development;
- ☐ Provide an analysis of landscape and visual impacts, including the impact on view corridors, the creation of shadows, prominent features, experiential characteristics, and landscape character (including grade) considering views to and from the proposed development.
- ☐ Provide information about the phasing and timing of the activity or development and how this may impact the surrounding neighbourhood.
- ☐ Provide a Vision context statement explaining how the proposal meets the "Community Vision for a Sustainable West Coast Town".

H. Climate Action

If the Town requires development approval information relating to climate action the following information may be required:

- ☐ Identify in detail how the proposed project will contribute to community greenhouse gas emission reduction targets, energy conservation, and/or water conservation.
- ☐ Provide a climate change risk and vulnerability assessment of the development site and adaptation measures for the proposed development (i.e wildfire, flooding, sea level rise, extreme storm events).
- ☐ Provide an energy audit of the proposed buildings and/or of the proposed development.
- ☐ Provide an analysis of the proposed development on air quality impacts including, but not limited to, pollution, dust, fumes, smoke and odours.
- ☐ Provide the following information with respect to the proposed development:
 - renewable energy technologies being utilized;
 - water efficiency;
 - materials and resources to be used;
 - the indoor environmental quality;
 - innovation in design; and
 - alternative transportation options supported in the development.



**P. O. Box 98
Ladysmith, B.C.
V9G 1A1**

**Office: 250-245-5888
Fax: 250-245-0311**

**Email: ladysmithfol@shawbiz.ca
Web: www.ladysmithfol.com**

Sandy Bowden
Town of Ladysmith
P.O. Box 220
Ladysmith, B.C. V9G 1A2

July 13, 2015

Dear Mayor Stone and Council:

The Ladysmith Festival of Lights would like to request assistance from the Town in obtaining liability insurance through the Municipal Insurance Authority (MIA) for the events that our volunteers put on for the community each year.

For almost 30 years the Festival of Lights has been one of the largest family events on Vancouver Island.

The Festival attracts thousands of people to our heritage downtown. In addition to showcasing the community's heart, the events also provide a strong boost to the Town's downtown economy. It is an event that brings many people back frequently and that is a benefit to many local businesses. It is well known that visitors come from all over the Island as well as the mainland and Northern Washington just for the Light Up "party," plus to see the lights for the remaining six week period the lights are up.

Festival of Lights, being recognized not just on the Island but also province-wide, gives the Town great exposure as well as instills a very strong sense of pride in the citizens in the entire area.


As with most other community groups and events *all this work is done by volunteers* and to have to pay thousands of dollars just for insurance, before evening beginning to promote the event, is very disheartening. This cost also limits what can be implemented and the Festival of Lights is feeling this pinch.

It is hoped that with this letter, the Town of Ladysmith can lend assistance with the liability insurance that Festival of Lights has to pay to put on this annual event for the community and Vancouver Island.

Thank you very much for reading this and please contact us at any time if you have any questions.

Have a great day.

Sincerely,


Jonathan Zeiler
President

Keeping Ladysmith bright!!! Always the last Thursday in November.

We acknowledge the financial support of the Province of British Columbia.



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this ____ day of _____, _____ by and in between:

The Town of Ladysmith (the "Local Government") and
The Ladysmith Festival of Lights (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- Promote the Town of Ladysmith through the hosting of community events, such as the Ladysmith Light-up and the six-week Festival of Lights.

The term of the Agreement is perpetual commencing the 18th day of August, 2015.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF THE TOWN OF LADYSMITH

Aaron Stone

Name

Mayor

Title

Signature

Date

Sandy Bowden

Name

Director of Corporate Services

Title

Signature

Date

ON BEHALF OF THE LADYSMITH FESTIVAL OF LIGHTS

Name

Title

Signature

Date



Artisans à l'œuvre / Artisans at work
ÉCONOMUSÉE®
COLOMBIE-BRITANNIQUE | BRITISH COLUMBIA



Colombie-Britannique

July 30, 2015

OBJECT : Street Signage Proposal for new Économusée site à Mary Fox Pottery Studio located at 321 3rd Avenue, Ladysmith, BC

Dear Mayor Stone and Council :

The ÉCONOMUSÉE® BC Team is pleased to announce that it is in the process of certifying Mary Fox Pottery Studio as an Économusée site. The ÉCONOMUSÉE® Network is a global ensemble of artisan businesses certified according to a visitor experience standard that originated over 20 years ago in Quebec. It is often described as "living museums". We count over 70 ÉCONOMUSÉE® sites opened to the public in the world, and the British Columbia Network has been building its membership since the spring of 2012. Mary Fox Studio will be one of five new Économusée® projects on Vancouver Island scheduled to open their doors to visitors in the spring of 2016.

Each ÉCONOMUSÉE® site consists of 6 components, including a reception area where visitors are greeted and explained what they are about to experience, an area in the business where traditional and contemporary aspects of the trade, a documentation area, and finally, a boutique. Mary Fox Pottery studio is a great fit for our certification program. Our team's work with her involves an investment portion that will be utilized towards improving the experience provided to visitors onsite. Most of these improvements are going to involve interpretation and exhibit displays inside Mary Fox's studio. However, one suggested improvement is to build a sign that would be set on the lawn located at the front of Mary Fox's property. This sign is larger than your bylaw specifies, however, we feel that the proposal that we would like to consider for approval is well aligned with the neighbourhood aesthetics and would not lead to visual obstructions, visual noise or change of the look and feel of the surroundings in a way as to negatively impact 3rd Avenue.

Please find attached our proposed design with specs regarding size and colour scheme.

We look forward to hear back from you in regards to this proposal.

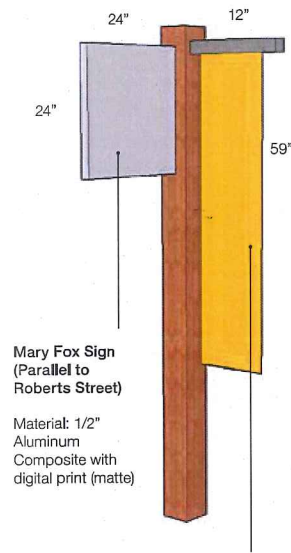
Sincerely,

Pascale Knoglinger
Initiative Manager, bc.economusee.com
SDE Victoria
200-535 Yates Street, Victoria, BC V8W 2Z6 pknoglinger@sdecb.com



ENTRANCE SIGNAGE / BANNER

There is currently wayfinding signage on Roberts Street directing visitors to Mary's studio. We would also suggest adding an addition sign at the corner of Mary's property. Currently Mary uses a sandwich board to direct visitors traveling down Third Street to her studio. The new sign would be a permanent replacement. The same wooden post would also be the location for the Économusée banner.



Mary Fox Sign
(Parallel to
Roberts Street)

Material: 1/2"
Aluminum
Composite with
digital print (matte)



ÉCONOMUSÉE® Banner
(Parallel to Third Street)

Please note the banner will be
yellow not orange

Material: Fabric banner with
metal brackets (top and
bottom).

Mary Fox Pottery - Signage Concept

From: Sharon Hamilton [<mailto:accounts@lrca.bc.ca>]

Sent: July 29, 2015 15:57

To: Erin Anderson

Cc: Pat Denham; shannon@lrca.bc.ca

Subject: Town of Ladysmith - administration clarification July 29 2015

Erin Anderson

Please find enclosed a document designed to answer the questions of council regarding "Administration Costs" as recorded in motion CS 2015-135 of the April 20, 2015 Town of Ladysmith Council Minutes.

In discussion with the new Executive Director Shannon Wilson, who officially begins on August 4, 2015, she wanted me to relay her intention to be proactive in enhancing the relationship between the LRCA and the Council. Shannon looks forward to the opportunity to work together.

Sharon Hamilton

accounts@lrca.bc.ca

Ladysmith Resources Centre Association

630 Second Ave. Box 1653

Ladysmith, B.C. V9G 1B2

Tel: (250) 245-3079

Fax: (250) 245-3798

Visit our website @ <http://lrca.bc.ca>

Blog: [ladysmithresourcescentre@wordpress.com](http://ladysmithresourcescentre.wordpress.com)>

Ladysmith Resources Centre Association
Response to Town Council Grant in Aid question regarding Administration Costs:

Per the attached revised budget, which reflects approved funding to the end of July 2015, and still includes estimates based on fund raising, our charge back to the programs of Administration Wage cost is a follows:

We use a flat rate administration costs, based on estimated administration time spent on programs.

Some programs have a lower financial cost, with a high ratio of volunteers.

Administration Wages Costs net of recovered supervision \$117,842.00 per budget

	Administration Allocation	% of Admin.Cost	Total Program Costs	% of Total Program Costs	Grant In Aid
Adventures in Early Literature (volunteer support)	\$ 2,000.00	1.70%	23,607.00	8.47%	2,000.00
Arms Healthy (volunteer support)	2,473.00	2.10%	46,746.00	5.29%	
Mothers Mental Health	75.00	0.06%	3,490.00	2.15%	
Project Reel Life (equipment lending residual funds)	150.00	0.13%	781.00	19.21%	
Dad's Drop In	3,600.00	3.05%	18,441.00	19.52%	
Youth at Risk	3,600.00	3.05%	61,601.00	5.84%	8,000.00
Family Support	3,600.00	3.05%	59,170.00	6.08%	8,000.00
Mother Goose (wage costs lower due to Volunteer support)	2,000.00	1.70%	19,664.00	10.17%	2,000.00
Seniors Office, Forums, and programs (volunteers)	3,600.00	3.05%	21,903.00	16.44%	2,000.00
Victim Services	3,600.00	3.05%	57,748.00	6.23%	11,000.00
Blue Cross (One Time funding)	500.00	0.42%	10,039.00	4.98%	
Volunteer Counselling (volunteers)	3,600.00	3.05%	36,269.00	9.93%	2,000.00
	<u>\$ 28,798.00</u>		<u>\$ 359,459.00</u>		<u>\$ 35,000.00</u>

The amount of Grant in Aid that is spent on administration is dependant on other funding sources, depending on the requirements of the funding request. It has been understood that Grant in Aid Funding can be used as we decide to fund our approved programs.