A SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF LADYSMITH TO BE HELD IN COUNCIL CHAMBERS AT LADYSMITH CITY HALL ON MONDAY, JULY 9, 2018 5:00 P.M.

A G E N D A

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

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Public Hearing and Special Meeting of Council held June 25, 2018 ..... 1 - 9

3. REPORTS

3.1. Facility Condition Assessment ..... 10 - 63
Consultant Kevin Gratsy will present the report

The Town commissioned this report as part of its ongoing Asset Management Program.

Staff Recommendation:
That Council receive the Facility Condition Assessment Report, and direct staff to develop a capital and financial plan for implementing recommendations contained in the report.

3.2. Park Asset Inventory and Condition Assessment .....64 - 107

The Town commissioned this report as part of its ongoing Asset Management Program.

Staff Recommendation:

That Council receive the Park Asset Inventory and Condition Assessment Report, and direct staff to develop a capital and financial plan for implementing recommendations contained in the report.

3.3. Coach House Consultation 2018 ..... 108 - 124

Staff Recommendation:
That Council:

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

3.4. Film Permit Application - *Sonic the Hedgehog* ..... 125 - 152

Staff Recommendation:
That Council:

1. Approve in principle the requests for the closure of 1st Avenue between Roberts and High Streets, and Gatacre Street between 1st Avenue and the laneway, between September 13 and 24 for the days and times as outlined in the filming schedule provided by the producers of The Sonic Movie, subject to final confirmation of filming arrangements.
2. Approve in principle the requests for use of other Town sites for parking, catering, lighting and related production vehicles as outlined in the documents entitled "Proposed Essential Works Trucks Parking" and request provided by the producers of The Sonic Movie, subject to final confirmation of filming arrangements.
3. Confirm that approval of the above requests is subject to:
    a. Confirmation by the applicant that the film company has designated a community liaison to be on site at all times to act as liaison between Town residents and businesses and the film company; and
    b. Commitment by the applicant to ensure detailed signage with respect to parking closures and alternatives, "Open for Business" signs listing businesses within the street closure area in key locations.
    c. Confirmation that the applicant has contacted all businesses and residents in the affected area with information, alternative arrangements if required, and a satisfactory compensation package.
4. Direct the Corporate Officer to execute the Town of Ladysmith Film Industry Permit Package and Addendum submitted by the applicant, subject to approval by the Town's legal counsel.

4. BYLAWS

4.1. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2018, No. 1969..... 153 - 158

The purpose of Bylaw 1969 is to update some fees and provide further clarification of some of the current charges.

Staff Recommendation:
That Council give first three readings to "Town of Ladysmith Fees and Charges Bylaw 2008, No.1644, Amendment Bylaw 2018, No.1969".

5. CORRESPONDENCE

6. UNFINISHED BUSINESS

QUESTION PERIOD

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

ADJOURNMENT

MINUTES OF A PUBLIC HEARING AND SPECIAL MEETING OF COUNCIL MONDAY, JUNE 25, 2018 CALL TO ORDER 7:03 P.M. 921 – 1ST AVENUE, EAGLES HALL

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

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

CALL TO ORDER

Mayor Stone called this Public Hearing and Open Session of Council to order at 7:03 p.m., recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.

AGENDA APPROVAL

CS 2018-218

Moved and seconded:
That Council approve the agenda for this Public Hearing and Special Meeting of Council for Monday, June 25, 2018 with the following amendments:

- Add item 12.1., "DL 108 (Forrest Field) Expansion Initiative, Request for a Letter of Support"
- Add item 12.2., "Terms of Commissions and Committees"

Motion carried.

MINUTES

CS 2018-219

Moved and seconded:
That Council approve the minutes of the Special Meeting of Council held June 18, 2018, as amended to include the boundary extension map in resolution CS 2018-209.
Motion carried.

BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)

Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960; and
Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961
Ladysmith Marina, Rocky Creek Road - D. Strongitharm
Subject Properties:

- **901 Gladden Road** (legally described as Lot A, District Lots 81, 86, 87, 98, Oyster District and District Lot 2054 Cowichan District, Plan EPP35537)
- **1301 Rocky Creek Road** (legally described as Lot 1, District Lots 81 and 86, Oyster District, Plan VIP88459)
- **1251 Rocky Creek Road** (legally described as Lot 2, District Lots 87 and 98, Oyster District, Plan VIP88459)
- **Provincial Lease Area** (legally described as VIP88459 Block C, District Lot 2054, Cowichan District, Plan EPC721)

Staff confirmed that with respect to measures to mitigate potential noise concerns identified at the Public Hearing, the owner will be required to register a document on the title of the residential parcel regarding the existence of noise from the adjacent mill.

CS 2018-220

Moved and seconded:
That Council adopt "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960".
Motion carried.

CS 2018-221

Moved and seconded:
That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961".
Motion carried.

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 16) 2018, No. 1962
Subject Property: 1280 Rocky Creek Road (Lot 7, District Lot 38, Oyster District, Plan VIP73070)

CS 2018-222

Moved and seconded:
That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.16) 2018, No. 1962".
Motion carried.

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.17) 2018, No.1963
Subject Property: 431 1st Avenue (formerly known as Barb's Kitchen) - AYPQ Architecture

Moved and seconded:

CS 2018-223 That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.17) 2018, No. 1963**".**

Motion carried.

PUBLIC HEARING

Mayor Stone outlined the Public Hearing process.

He stated that the public would have the opportunity to provide their comments to Council about the content of Bylaws 1965 and 1966. He noted that written submissions received prior to the agenda deadline had been included in the agenda package, and those received after the agenda deadline were provided separately to Council.

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

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

Public Hearing – Bylaws 1965 and 1966
Members of the public present: 37

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

- Bylaw 1965 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.54) 2018, No. 1965"; and
- Bylaw 1966 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No. 18), 2018, No. 1966".

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

She stated that the purpose of Bylaw 1965 was to amend the Official Community Plan 'Land Use' map by designating a 1.4 acre portion of the subject property from 'Single Family Residential' to 'Parks and Open Spaces', and the purpose of Bylaw 1966 was to amend the Zoning Bylaw Map by placing the 'Parks and Open Spaces (P-2)' Zone on a 1.4 acre portion of the subject property and the 'Single Dwelling Residential – Small Lot A (R-1-A)' Zone on a 2.4 hectare portion of the subject property, to permit residential parcels that are 460m^2 in size.

Ms. Adams advised the public that neither Bylaw1965 nor Bylaw 1966 would determine the use of the park. If the bylaws were adopted, the use of the park would be designated through the Parks Usage Bylaw.

The Public Hearing Notice was printed in the Ladysmith Chronicle newspaper on June 13 and June 20, 2018 and posted on community notice boards through-out Town, as well as on the Town's website. The Notice was mailed and delivered to the subject properties and properties located within 60 metres of the properties that are the subject of the bylaws.

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

The applicant, Toby Seward, gave a short presentation to Council, noting that the plan included a range of residence options, with half the lots planned as small lots and only six of those lots at the minimum size. He confirmed that a building scheme had been proposed to influence driveway finishes, fencing and siding, and that a traffic engineer had been hired to provide recommendations.

Mr. Seward responded to Council's questions regarding fencing, the size of lots compared to other small lot developments and the plan for future traffic studies.

Mayor Stone called for submissions to Council.

S. Bond, 601 Stirling Drive noted that the developer had known the zoning of the land when it was purchased and questioned why it

should be changed after the fact.

Denise Spanevello, 499 Davis Road, expressed concerns regarding the subdivision's impact on Russell Road traffic, noting that it is already unsafe to walk on the road and cautioning that more cars backing in and out onto Russell Road would increase the danger.

Brian Smith, 552 Ridgway Place, enquired whether principles of Crime Prevention through Environmentla Design (CPTED) are being used in this development, and noted that there was a significant difference between the configuration of small lots in the Ridgway Place development compared to that used in the Ballou Place development and enquired if there was a set configuration for the proposed development on Russell Road.

Mitch Wilson, 535 Rothdale Road, expressed concern that the housing design of the Russell Road small lot development would resemble the lot use on High Street and 5th Avenue.

Mayor Stone called for submissions to Council a second time.

Dean Richards, 476 Thetis Drive, shared his concern that the green space would not be adequately protected and that the development would impede the public's ability to walk from one side of the park to the other. He expressed his preference that the park remain an off-leash dog park.

Robin Francis, 842 Craig Road, spoke in support of the extension of Craig Road and stated that the current turnaround is a bigger safety issue than the extension would be.

Ann Gillespie, 563 Halliday Place, noted that the current parking practice along Russell Road complicates traffic issues and makes it difficult for cars to pass each other. She expressed concern that the development would increase these traffic issues.

Jennifer Forsyth, 535 Hooper Place, advised Council that half of the lands designated as parkland in the 900 Russell Road development flood in the winter and are unusable. She described the value of an off-leash park as inclusive and community-building, particularly for south-end residents.

Debbie Robinson, 858 Stirling Drive, reiterated that the developer had bought the land under the current zoning and questioned why

the zoning should then be changed.

Vicki-Lynn Stickwood, 512 Louise Road, enquired when the parks bylaw would be updated and what parameters staff used for making their decisions. She recommended that staff use a "Who, What, Where, When" approach when communicating about rezoning and developments.

Ted Fromson, 537 Louise Road, enquired about infrastructure plans for the neighbourhood, noting that plans for sidewalks, road extensions, and safety on Davis Road need to be addressed. He expressed his opinion that the current Council likes to sell off the Town's wonderful assets.

Bruce Klapp, 559 Rothdale Road, asked how many lots will be gained by changing the existing zoning.

Mayor Stone called for submissions to Council a third time.

Sandra Smith, 552 Ridgway Place, cautioned that the Town's infrastructure was not keeping up with the population growth and advised Council that a letter campaign of over 500 signatures had been submitted to the Ministry of Transportation calling for safety upgrades at the intersection of South Davis Road and the Trans-Canada Highway.

Toby Seward, applicant, returned to the podium to provide clarification regarding the proposed rezoning of 900 Russell Road, noting that sidewalk, infrastructure, safety aspects, and traffic would all be addressed in the proposal.

Hearing no further comments, Mayor Stone declared the Public Hearing for Bylaws 1965 and 1966 closed and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

BYLAWS (SUBJECTS OF PUBLIC HEARING)

Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 54) 2018, No. 1965; and
Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 18) 2018, No. 1966
Subject Property: 900 Russell Road
(Lot A, District Lot 67, Oyster District, Plan EPP24148)

Moved and seconded:

CS 2018-224 That Council confirm the direction regarding a future traffic study for speed on Craig Road and potential traffic calming measures, if needed, to be addressed through a covenant as part of the Phase 1 subdivision approval to secure this future commitment by the owner.

AMENDMENT

Moved and seconded:

CS 2018-225 That resolution CS 2018-223 be amended to read as follows:
That Council confirm the direction regarding a future traffic study for speed on Craig Road and potential traffic calming and pedestrian safety measures, if needed, to be addressed through a covenant as part of the Phase 1 subdivision approval to secure this future commitment by the owner.
Amendment carried.

Main motion as amended carried.

Moved and seconded:

CS 2018-226 That the construction of a uniform fence around the park on the property at 900 Russell Road be addressed through a covenant as part of the Phase 1 subdivision approval process.
Motion carried.

Moved and seconded:

CS 2018-227 That Council give third reading and final adoption to "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 54) 2018, No. 1965."
Motion carried.

Moved and seconded:

CS 2018-228 That Council give third reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.18) 2018, No. 1966."
Motion carried.

Moved and seconded:

CS 2018-229 That Council direct staff to refer Bylaw 1966 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.
Motion carried.

REPORTS

Unsightly Property Bylaw Complaints - 317 Dogwood Drive

Moved and seconded:

CS 2018-230 That Council receive for information the report by the Director of

Development Services regarding unsightly property bylaw complaints at 317 Dogwood Drive.
Motion carried.

BYLAWS

Election and Assent Voting Bylaw 1964

Moved and seconded:

CS 2018-231 That Council adopt "Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964".

Motion carried

CORRESPONDENCE

Councillor Arnett declared a conflict of interest with the following agenda item due to a family member's position as treasurer of the Ladysmith Celebrations Society and left the meeting.

Ladysmith Celebrations Society
Request for Municipal Insurance Association of BC Service Provider Agreement between the Town and the Celebrations Society

Moved and seconded:

CS 2018-232 That Council approve the Service Provider Agreement between the Town of Ladysmith and Ladysmith Celebrations Society with the date as set out in the Service Provider Agreement.

Motion carried.

Councillor Arnett returned to the meeting.

NEW BUSINESS

DL 108 (Forrest Field) Expansion Initiative
Request for a Letter of Support

Moved and seconded:

CS 2018-233 That Council provide a letter of support for the Lot 108 (Forrest Field) Expansion Initiative's grant application and direct staff to provide costing information.

Motion carried.

Moved and seconded:

CS 2018-234 That Council refer to the Parks, Recreation and Culture Advisory Committee the Lot 108 (Forrest Field) Expansion Initiative nad related correspondence for information and discussion.

Motion carried.

Outstanding Terms of Commissions and Committees

Moved and seconded:

CS 2018-235 That due to the pending review of Council commissions and committees, Council extend the terms of commission and

committee members to January 31, 2019, if so desired by the members.
Motion carried.

QUESTION PERIOD

There were no questions from members of the public.

ADJOURNMENT

CS 2018-236

Moved and seconded:
That this special meeting of Council adjourn at 8:40 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

FACILITY CONDITION ASSESSMENT

MASTER REPORT - SUMMARY OF ALL THREE PORTFOLIOS

JUNE 28, 2018

FINAL REPORT

wsp

EXECUTIVE SUMMARY

In September of 2017 the Town of Ladysmith ("The Town") retained WSP Consultants Ltd. ("WSP") to develop a facility asset management plan for 42 Town-owned buildings. This report is a summary report of the three portfolio level reports.

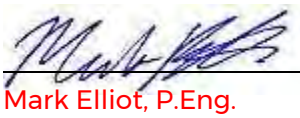
Town-owned buildings support several critical functions of local government, public works/services, community development and emergency operations. They serve as storage for records, historic documents, and specialized vehicles/equipment. They also provide recreation, community-based activities and programmes, and cultural prominence. Collectively, they represent a large portion of Town capital assets. For these reasons, the Town has commissioned a facility asset management plan spanning the next 15 years (2018-2032) to measure and monitor anticipated expenses for maintenance and renewal. These reports are intended to assist decision-makers to plan capital asset budgets toward future investment in Town-owned buildings.

This report provides a summary of the assessments outlined in the three separate portfolios. Each portfolio pertains to a specific subset of Town owned properties with unique uses and requirements. For detailed information on any one portfolio or property please review the corresponding report. The anticipated capital expenses for each of the three portfolios is summarized in Table 1 below, where the costs are combined into five-year increments. The second portfolio, Community Services, Administration and Emergency Services buildings represents the large majority of the capital projects associated with component maintenance and replacement of the Town's properties. Report 2 represents more than 90% of the forecasted costs.

The majority of capital costs are expected to be completed in the first five years of the forecasting, in part due to some deferred maintenance.

SIGNATURES

PREPARED BY



Mark Elliot, P.Eng.
Project Manager

REVIEWED BY

Kevin Grasty, P.Eng., LEED AP
Project Director

This report was prepared by WSP Canada Inc. for the account of TOWN OF LADYSMITH, in accordance with the professional services agreement. The disclosure of any information contained in this report is the sole responsibility of the intended recipient. The material in it reflects WSP Canada Inc.'s best judgement in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. WSP Canada Inc. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. This limitations statement is considered part of this report.

The original of the technology-based document sent herewith has been authenticated and will be retained by WSP for a minimum of ten years. Since the file transmitted is now out of WSP's control and its integrity can no longer be ensured, no guarantee may be given with regards to any modifications made to this document.

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APPENDICES

1 INTRODUCTION

1.1 TERMS OF REFERENCE

In September of 2017 the Town of Ladysmith ("The Town") retained WSP Canada Inc. ("WSP") to develop a facility asset management plan for 42 Town -owned buildings and sites.

WSP has prepared this report solely for the use of The Town. WSP accepts no responsibility for damages suffered by third parties as a result of decisions or actions based on this report. WSP does not claim to have uncovered or identified all building system deficiencies during the course of this work.

1.2 SCOPE OF WORK

WSP conducted the scope of work provided as per the WSP Canada Inc. proposal dated August 8, 2017. This scope of work included:

- A start-up meeting with WSP staff and The Town to confirm intentions, priorities, methodology, and Town contacts for each building group.
- Site visits to each building/site, accompanied by Town staff or external users, gathering information on each building system condition, and apparent deficiencies.
- A progress meeting with WSP staff and the Town to discuss findings and garner feedback.
- Development of a 15-year capital plan for each facility asset from estimated remaining service life, last renewal date and typical renewal period for capital projects greater than $5,000. We also identified larger, full component or full building replacement capital projects anticipated over the next 35 years.

In all cases, an asset pertaining to a particular building was included if it was a part of the building's construction or function as outlined in the proposal.

While the collective building stock assessed consists of 42 buildings, we have divided the buildings into three separate reports with this report providing an overall summary of those three reports. For detailed information regarding a specific portfolio or building in the asset-management plan, please refer to the corresponding report (Public Works and Utilities; Community Services, Administration and Emergency Services; and Parks and Facilities).

1.3 REPORT ORGANIZATION

Section 1 of this report provides general information regarding the scope of work, objectives, preferences and assumptions made in the reporting.

Sections 2 and 3 of this report provide an overall summary and portfolio level summary, respectively. The Portfolio reporting gives a high-level description of the building stock, anticipated maintenance and renewal expenses at five-year increments over the next 15 years, considering capital projects greater than $5,000. Building-level reporting in the appendices provides detail into the building system descriptions, visual review and projected maintenance/renewal expenses pertaining to each building. Appendix B contains further detail and forecasting for each building at a component or project level, while Appendix A contains forecasting for the Portfolio of buildings at the item category level. The individual buildings included within their respective reports are described in Table 1: Distribution Outline of Reports.

TABLE 1: DISTRIBUTION OUTLINE OF REPORTS.

Master Report

	Report 1	Report 2	Report 3
	Public Works and Utilities Buildings	Community Services, Administration and Emergency Services	Park Facilities
Buildings	13, 14, 14A, 15, 16, 37, 38, 39, 40, 41, and 50	1, 2, 3, 4, 8, 9, 10, 11, 12, 24, 25, 26, 27, 28, 29	5, 6, 7, 17, 18, 19, 20, 21, 23, 30, 31, 32, 33, 34, 35, 36
Total (42)	11	15	16

Although every effort has been made to ensure that the report is appropriate for a non-technical audience, some readers may not be familiar with the terminology used in building science. Therefore a glossary of technical terms is included in Appendix E.

1.4 TOWN OBJECTIVES

Per the original request for proposals, the Town sought to receive a Building Condition Assessments for Town-owned buildings/sites located throughout the Town of Ladysmith. The data collected will be used as part of the Town's Asset Management Plan, and long-term capital and strategic plans.

The Town provides a broad range of services to its residents. The services provided include water, sewer, roads, fire protection, parks, recreation and support of various organizations whom deliver services to the community on behalf of the Town. A number of buildings have been selected for condition assessments as part of the Town's ongoing asset management planning process.

Objectives of this assessment are to:

1. Determine the existing physical condition and remaining life of building assets and associated key elements.
2. Identify, prioritize, budget and schedule maintenance work that is required in order to meet operational requirements and applicable code compliance.

1.5 TOWN PREFERENCES

Within the request for proposal, and at start-up and progress meetings, the District described some preferences that were addressed within WSP's reporting. The general intention with the building components is maintenance in perpetuity without renewal, a common example being diligent maintenance of wood board siding (cleaning, substrate prep, and painting) instead of replacing the siding. Where required, renewal is prioritized by building function and operation. Health-and-safety services such as fire, police, and government are given greatest priority.

Preference towards heritage buildings is to maintain indefinitely at steady state, and to prevent deterioration while preserving heritage appeal. The Town generally adheres to the Government of Canada's "Standards & Guidelines for the Conservation of Historic Places in Canada – Second Edition" in their approach to managing the maintenance of heritage buildings. These guidelines primarily deal with preserving the original form and character of heritage sites, advocating repair and stabilization over replacement of components.

1.6 ASSUMPTIONS

A number of reasonable assumptions were necessary to simplify the reporting process. Where specific ages or previous maintenance of building components were unavailable, assumptions for the next maintenance/replacement year were based on visual review and input provided by Town representatives. Assumptions regarding the age of mechanical and electrical equipment were made by the Town's service contractors, where applicable. Where installation dates were not available from The Town, we assigned an age to each respective component from assessment of physical condition, generation of technology, and technical knowledge. Estimates provided by WSP are of class D nature (to feasibility). At the time of replacement, it is expected that The Town will seek a quotation from specific contractors or tendering proponents.

2 OVERALL ASSET SUMMARY

2.1 OVERALL REPORTING

This report provides a summary of the assessments outlined in the three separate portfolios. Each portfolio pertains to a specific subset of Town owned properties with unique uses and requirements. For detailed information on any one portfolio or property please review the corresponding report. The anticipated capital expenses for each of the three portfolios is summarized in Table 2 below, where the costs are combined into five-year increments. As can be seen, the second portfolio, Community Services, Administration and Emergency Services represents the large majority of the capital projects associated with component maintenance and replacement of the Town's properties. Report 2 represents more than 90% of the forecasted costs.

Table 2: Summary of Portfolio Costs every 5 years

Report	1-5yrs	6-10yrs	11-15yrs	1-15yrs	%
1 – Public Works and Utilities Buildings	$ 199,840	$ 55,618	$ 97,640	$ 353,098	6%
2 – Community Srvc, Admin and Emerg. Services	$ 3,112,045	$ 1,171,520	$1,142,245	$5,425,810	90%
3 – Park Facilities	$ 127,700	$ 53,600	$ 30,900	$212,200	4%
Total	$ 3,438,585	$1,280,738	$1,270,785	$5,991,108	100%
Percent for each 5 year period	58%	21%	21%	100%	

Figure 1 displays the maintenance and replacement expenses over the next 15 years. As shown in the figure below and also in the table above, the majority of capital costs are expected to be completed in the first five years of the forecasting, in part due to some deferred maintenance.

Figure 1: Maintenance and Replacement Expenses (Inflated)

2.2 EXCLUSIONS

During the reporting process, WSP and The Town confirmed a number of areas that would be excluded from the assessment. Exclusions were either due to their age, durability, user priority, renewal date beyond 15 years, low cost, or likelihood that they would be replaced promptly from an operating budget as they must remain functional and safe. As time passes, components can be added or deleted from this list based on changing conditions or rising repair costs; some of the items excluded are listed below:

- All parts of UNIFORMAT II E Equipment and Furnishings
- Operation equipment for the town's infrastructure, such as municipal water system distribution pumps
- Mobile equipment, vehicles and similar
- Assets forming part of the ground-works or site infrastructure beyond the building footprint such as perimeter fencing, roadways, parking areas, picnic tables.
- Low-voltage wiring
- Washroom/change-room fixtures
- Supplemental space heaters
- IT and security equipment
- Interior doors
- Interior finishes other than finishes relating to the function/use of the building such as a gymnasium floor within a gym.
- Wall fixtures
- All chattel (such as fixtures or components not attached to the buildings)
- Hazardous Materials Assessments
- Seismic Upgrades to improve performance in the event of a seismic event
- Discretionary upgrades or projects associated with a change of the facility use

3 PORTFOLIO REPORTING

3.1 PORTFOLIO 1 – PUBLIC WORKS AND UTILITIES BUILDINGS

DESCRIPTION

Public works and utilities buildings owned and managed by The Town date from 1960-present. The buildings can be split into three use/service types: Public Works buildings located at 330 6th Avenue, Waste water treatment plant buildings located at 245A Oyster Bay Drive, and Lift Stations, Pump Houses and Reservoir located throughout the Town.

FINANCIAL CONDITIONS

The management of assets over the next 15 years for Report No.1, Public Works and Utilities, is summarized in the table below where anticipated expenses are combined in five-year increments. The costs vary with differences in age, construction, extent of utilities, size and occupancy. The Public Works Building and the WWTP and Office each represent about 40% of the anticipated costs for this portfolio of buildings over the next 15 years. No capital expenditures are anticipated at twelve of the properties over the next 15 years.

Table 3: Summary of Present-Value Costs Every 5 Years for Portfolio 1

	1-5 Years	6-10 Years	11-15 Years	1-15 Years
NO. 13 - PUBLIC WORKS COAL STORAGE (SALT)	$17,600	$-	$5,000	$22,600
NO. 14 - PUBLIC WORKS EQUIPMENT STORAGE	$5,000	$11,400	$-	$16,400
NO. 14A - PUBLIC WORKS 2ND EQUIPMENT STORAGE	$10,400	$27,178	$-	$37,578
NO. 15 - PUBLIC WORKS BUILDING	$142,840	$5,040	$5,040	$152,920
NO. 16 - PUBLIC WORKS TRUCK STORAGE	$-	$-	$-	$-
NO. 37 - WWTP & OFFICE	$-	$12,000	$87,600	$99,600
NO. 38 - WWTP SCREENER BUIDLING	$-	$-	$-	$-
NO. 39 - WWTP VEHICLE SHELTER	$11,000	$-	$-	$11,000
NO. 40 - ARBUTUS PUMP HOUSE	$-	$-	$-	$-
NO. 41 - ARBUTUS RESERVOIR	$-	$-	$-	$-
NO 43 – GILL RD LIFT STATION	$13000			$13000
NO. 50 – BIO-SOLIDS EXISTING BUILDING	$-	$-	$-	$-
TOTAL	$199,840	$55,618	$97,640	$353,098

3.2 PORTFOLIO 2 – COMMUNITY SERVICES, ADMINISTRATION AND EMERGENCY SERVICES

DESCRIPTION

Community Services, Administration and Emergency Services buildings owned and managed by The Town date from 1901-present. The buildings within this portfolio are typically larger and include more complicated mechanical and electrical systems than the other two portfolios. The buildings provide public spaces, such as the community centre or museum; and community services, such as the RCMP Building or City Hall.

FINANCIAL CONDITIONS

The management of assets over the next 15 years for Report No.2, community services, administration and emergency services is summarized in Table 5 where anticipated expenses are combined in five-year increments. The costs vary with differences in age, construction, extent of utilities, size and occupancy. The majority of costs for this portfolio of buildings anticipated for the next three years are deferred maintenance and replacement projects, particularly with the Machine Shop. Capital expenditures are also focused during the last four years of the 15 year period with many components at the Frank James Community Centre approaching the end of their reliable service use.

Table 4: Summary of Present-Value Costs Every 5 Years for Portfolio 2

	1-5 Years	6-10 Years	11-15 Years	1-15 Years
NO.1 MUSEUM	$65,000	$12,000	$95,000	$172,000
NO.2 FOOD BANK STORAGE	$75,000	$-	$-	$75,000
NO.3 BOYS & GIRLS CLUB	$33,000	$ 5,000	$30,500	$68,500
NO.4 LADYSMITH RESOURCE/SENIORS CENTRE	$68,000	$27,000	$28,000	$123000
NO.8 SPLICING SHED	$23,250	$-	$-	$23,250
NO.9 MACHINE SHOP (COMOX LODGING & RAILWAY BUILDING)	$1,678,500	$50,000	$-	$1,728,500
NO.10 BOAT BUILDING BY MACHINE SHOP	$120,000	$-	$5,000	$125,000
NO.11 LOCI SHOP	$92,500	$-	$	$92,500
NO.12 WASHROOM HUT BY MACHINE SHOP	$26,000	$-	$46,750	$72,750
NO.24 AGGIE HALL	$57,000	$-	$45,000	$102,000
NO.25 FRANK JAMESON COMMUNITY CENTRE	$680,275	$646,500	$552,500	$1,879,275
NO.26 FIRE HALL	$73,000	$271,300	$-	$344,300
NO.27 RCMP DETACHMENT	$67,520	$39,720	$289,245	$396,485
NO.28 CITY HALL	$27,000	$75,000	$34,000	$136,000
NO.29 ARCHIVES	$71,000	$-	$16,250	$87,250
TOTAL	$3,112,045	$1,171,520	$1,142,245	$5,425,810

3.3 PORTFOLIO 3 – PARK FACILITIES

DESCRIPTION

Park Facilities buildings owned and managed by The Town date from 1945-present. The properties can be split into four use/service types: park washrooms and concession buildings, public use shelters, park facilities buildings such as electrical sheds and similar and trail bridges within the Holland Creek trail network.

FINANCIAL CONDITIONS

The management of assets over the next 15 years for Report No.3, Parks and Facilities, is summarized in Table 7 where anticipated expenses are combined in five-year increments. The costs vary with differences in age, construction, extent of utilities, size and occupancy. The majority of costs for this portfolio of buildings is anticipated for the next five years as some deferred maintenance items are resolved. No capital expenditures are anticipated at nine of the properties over the next 15 years.

Table 5: Summary of Present-Value Costs Every 5 Years for Portfolio 2

	1-5 Years	6-10 Years	11-15 Years	1-15 Years
NO.5 PORTABLE WASHROOMS - FORREST FIELD	$7,500	$-	$2,500	$10,000
NO.6 PORTABLE CHANGE ROOMS - FORREST FIELD	$7,500	$-	$2,500	$10,000
NO.7 FORREST FIELD ELECTRICAL SHED	$-	$-	$-	$-
NO.17 TRANSFER BEACH WASHROOM HUT	$7,200	$-	$-	$7,200
NO.18 TRANSFER BEACH CONCESSION	$29,200	$33,900	$-	$63,100
NO.19 TRANSFER BEACH KINSMEN SHELTER	$10,000	$-	$-	$10,000
NO.20 KAYAK BUILDING	$18,000	$-	$18,000	$36,000
NO.21 TRANSFER BEACH ELECTRICAL SHED	$-	$19,700	$7,900	$27,600
NO.23 SPORTSMAN SHELTER	$-	$-	$-	$-
NO.30 HOLLAND CR WASHROOMS	$11,700	$-	$-	$11,700
NO.31 LITTLE LEAGUE BALLFIELD WASHROOM	$21,600	$-	$-	$21,600
NO.32 BROWN DR. PARK WASHROOM	$-	$-	$-	$-
NO.33 METHEUN WASHROOM	$-	$-	$-	$-
NO.34 METHEUN SHELTER	$-	$-	$-	$-
NO.35 HOLLAND CREEK FOOTBRIDGE (EAST)	$15,000	$-	$-	$15,000
NO.36 HOLLAND CREEK FOOTBRIDGE (WEST)	$-	$-	$-	$-
TOTAL	$127,700	$53,600	$30,900	$212,200

4 LIMITATIONS

WSP Canada Inc. is the "Consultant" referenced throughout this document.

- Our scope of work and responsibilities related to this report are defined by the documents that form the agreement and authorization for this work.
- Any user accepts that decisions made or actions taken based upon interpretation of our work are the responsibility of only the parties directly involved in the decisions or actions.
- No party other than the Client shall rely on the Consultant's work without the express written consent of the Consultant, and then only to the extent of the specific terms in that consent. Any use which a third party makes of this work, or any reliance on or decisions made based on it, are the responsibility of such third parties. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees).The work reflects the Consultant's best judgement in light of the information reviewed by them at the time of preparation. It is not a certification of compliance with past or present regulations. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. No portion of this report may be used as a separate entity; it is written to be read in its entirety.
- Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. We can perform further investigation on items of concern if so required.
- The Consultant is not responsible for, or obligated to identify, mistakes or insufficiencies in the information obtained from the various sources, or to verify the accuracy of the information.
- No statements by the Consultant are given as or shall be interpreted as opinions for legal, environmental or health findings. The Consultant is not investigating or providing advice about pollutants, contaminants or hazardous materials.
- The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.
- Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. As an example, design loads (such as those for temperature, snow, wind, rain, seismic etc.) and the specific methods of calculating the capacity of the systems to resist these loads may have changed significantly. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.
- Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.
- Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.
- Any costs for repair in this report are the Consultant's opinions of probable construction costs and quantities, based on current year dollars. These estimates do not include any unforeseen conditions that require repair at the time the repair work is being completed. Any cost estimates provided are subject to confirmation or adjustment at the time competitive bids are obtained from contractors who specialize in the various items of repair work required. The Consultant makes no representation or warranty expressed or implied as to the reliability of these cost estimates.
- Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.

A 15 YEAR OVERALL PLAN

Town of Ladysmith Facilities Condition Assessment
Summary Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
P1 - Public Works and Utilities Buildings																
No.13 Public Works	Maintenance	5,000				5,000										5,000
Coal Storage (salt)	Replacement			7,600												
No.14 Public Works	Maintenance		5,000													
Equipment Storage	Replacement								11,400							
No.14A Public Works Second	Maintenance															
Equipment Storage	Replacement	10,400								27,178						
No.15 Public Works Building	Maintenance		5,000		5,040				5,040				5,040			
	Replacement			110,000	22,800											
No.16 Public Works	Maintenance															
Truck Storage	Replacement															
No.37 WWTP & Office	Maintenance															
	Replacement									12,000			80,000			7,600
No.38 WWTP Screener Building	Maintenance															
	Replacement															
No.39 WWTP Vehicle Shelter	Maintenance															
/ Dewatering Building	Replacement	11,000														
No.40 Arbutus Pump House	Maintenance															
	Replacement															
No.41 Arbutus Reservoir	Maintenance															
	Replacement															
No.43 Gill Road Lift Station	Maintenance	8,000														
	Replacement		5,000													
No.50 Thicke Road	Maintenance															
Utilities Building	Replacement															
Portfolio Summary	Maintenance	13,000	10,000		5,040	5,000			5,040				5,040			5,000
	Replacement	21,400	5,000	117,600	22,800				11,400	39,178			80,000			7,600

Town of Ladysmith Facilities Condition Assessment
Summary Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
P2 - Community Centres, Office Buildings and Emergency Services																
No.1 Museum	Maintenance						12,000									
	Replacement	5,000		60,000										90,000		5,000
No.2 Food Bank Storage	Maintenance															
	Replacement	75,000														
No.3 Boys & Girls Club	Maintenance			23,000					5,000					23,000		
	Replacement		10,000										7,500			
No.4 Ladysmith Resource/Senio	Maintenance	5,000			24,000										24,000	
Centre	Replacement	9,000	30,000					11,000		16,000			4,000			
No.8 Splicing Shed	Maintenance															
	Replacement	23,250														
No.9 Machine Shop	Maintenance	167,500		81,000												
(legacy Building)	Replacement	452,000		978,000					50,000							
No.10 Boat Building	Maintenance			5,000										5,000		
by Machine Shop	Replacement		100,000	15,000												
No.11 Loci Shop	Maintenance			5,000												
	Replacement		62,500	25,000												
No.12 Washroom Hut	Maintenance					6,000										
by Machine Shop	Replacement					20,000						26,500				20,250
No.24 Aggie Hall	Maintenance		12,000				45,000						45,000			
	Replacement															
No.25 Frank Jameson	Maintenance	23,000	20,000	35,000		10,000	8,000	5,000	10,000	60,000	5,000	8,000	20,000	15,000		10,000
Community Centre	Replacement	35,000	227,500	29,000	10,000	290,775	5,000	142,500	406,000	5,000		5,000			214,500	280,000
No.26 Fire Hall	Maintenance	6,000	5,000	10,000			21,300									
	Replacement	12,000		40,000							250,000					
No.27 RCMP Detachment	Maintenance	15,000	5,000		15,120			5,000		15,120			5,000		15,120	
	Replacement		32,400								19,600	62,500				206,625
No.28 City Hall	Maintenance	17,000														
	Replacement		10,000						50,000	25,000			10,000	24,000		
No.29 Archives	Maintenance	11,000														
	Replacement		60,000									16,250				
Portfolio Summary	Maintenance	244,500	42,000	159,000	39,120	16,000	86,300	10,000	15,000	75,120	5,000	8,000	70,000	43,000	39,120	10,000
	Replacement	611,250	532,400	1,147,000	10,000	310,775	5,000	153,500	506,000	46,000	269,600	110,250	21,500	114,000	214,500	511,875

Town of Ladysmith Facilities Condition Assessment
Summary Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
P3 - Park Facilities																
No.5 Portable Washrooms	Maintenance	5,000			2,500										2,500	
- Forrest Field	Replacement															
No.6 Portable Changerooms	Maintenance	5,000			2,500										2,500	
- Forrest Field	Replacement															
No.7 Forrest Field	Maintenance															
Electrical Shed	Replacement															
No.17 Transfer Beach	Maintenance			7,200												
Washroom Hut	Replacement															
No.18 Transfer	Maintenance	10,000														
Beach Concession	Replacement			19,200					33,900							
No.19 Transfer Beach	Maintenance	10,000														
Kinsmen Shelter	Replacement															
No.20 Kayak Building	Maintenance			18,000										18,000		
	Replacement															
No.21 Transfer Beach	Maintenance															
Electrical Shed	Replacement								19,700					7,900		
No.23 Sportsman Shelter	Maintenance															
	Replacement															
No.30 Holland Cr Washrooms	Maintenance															
	Replacement	11,700														
No.31 Little League Ballfield	Maintenance		11,500													
Washroom/Concession	Replacement		10,100													
No.32 Brown Dr.	Maintenance															
Park Washroom	Replacement															
No.33 Metheun Washroom	Maintenance															
	Replacement															
No.34 Metheun Shelter	Maintenance															
	Replacement															
No.35 Holland Creek	Maintenance	15,000														
footbridge (east)	Replacement															
No.36 Holland Creek	Maintenance															
footbridge (west)	Replacement															
Portfolio Summary	Maintenance	45,000	11,500	25,200	5,000									18,000	5,000	
	Replacement	11,700	10,100	19,200					53,600					7,900		
Facilities Summary	Maintenance	302,500	63,500	184,200	49,160	21,000	86,300	10,000	20,040	75,120	5,000	8,000	75,040	61,000	44,120	15,000
Present	Replacement	644,350	547,500	1,283,800	32,800	310,775	5,000	153,500	571,000	85,178	269,600	110,250	101,500	121,900	214,500	519,475
Facilities Summary	Maintenance	308,550	66,065	195,475	53,212	23,186	97,188	11,487	23,480	89,775	6,095	9,947	95,169	78,910	58,215	20,188
Inflated	Replacement	657,237	569,619	1,362,379	35,504	343,121	5,631	176,323	669,018	101,795	328,641	137,082	128,727	157,691	283,028	699,145
Yearly Totals		$946,850	$611,000	$1,468,000	$81,960	$331,775	$91,300	$163,500	$591,040	$160,298	$274,600	$118,250	$176,540	$182,900	$258,620	$534,475
Totals Inflated at 2% per Year		$965,787	$635,684	$1,557,853	$88,716	$366,306	$102,819	$187,810	$692,498	$191,571	$334,736	$147,029	$223,895	$236,601	$341,244	$719,333

B 15 YEAR PORTFOLIO PLAN

P1 - Public Works and Utilities Buildings
Portfolio 1 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.13 Public Works Coal Storage (salt)																
B10 - Superstructure	Maintenance	5,000														
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement			7,600												
B30 - Roofing	Maintenance					5,000										5,000
Summary	Replacement															
Building Summary	Maintenance	5,000				5,000										5,000
	Replacement			7,600												
No.14 Public Works Equipment Storage																
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement								11,400							
B30 - Roofing	Maintenance		5,000													
Summary	Replacement															
Building Summary	Maintenance		5,000													
	Replacement								11,400							
No.14A Public Works Second Equipment Storage																
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement	10,400														
B30 - Roofing	Maintenance															
Summary	Replacement									27,178						
Building Summary	Maintenance															
	Replacement	10,400								27,178						
No.15 Public Works Building																
B20 - Exterior Enclosure	Maintenance		5,000													
Summary	Replacement				22,800											
B30 - Roofing	Maintenance															
Summary	Replacement			110,000												
D30 - HVAC	Maintenance				5,040				5,040				5,040			
Summary	Replacement															
Building Summary	Maintenance		5,000		5,040				5,040				5,040			
	Replacement			110,000	22,800											
No.16 Public Works Truck Storage																
Building Summary	Maintenance															
	Replacement															
No.37 WWTP & Office																
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement															7,600
D20 - Plumbing	Maintenance															
Summary	Replacement									12,000						
D30 - HVAC	Maintenance															
Summary	Replacement												60,000			
D50 - Electrical	Maintenance															
Summary	Replacement												20,000			
Building Summary	Maintenance															
	Replacement									12,000			80,000			7,600

P1 - Public Works and Utilities Buildings
Portfolio 1 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.38 WWTP Screener Building																
Building Summary	Maintenance															
	Replacement															
No.39 WWTP Vehicle Shelter / Dewatering Building																
B30 - Roofing	Maintenance															
Summary	Replacement	11,000														
Building Summary	Maintenance															
	Replacement	11,000														
No.40 Arbutus Pump House																
Building Summary	Maintenance															
	Replacement															
No.41 Arbutus Reservoir																
Building Summary	Maintenance															
	Replacement															
No.43 Gill Rd Lift Stn																
A10 - Foundations	Maintenance	8,000														
Summary	Replacement															
B30 - Roofing	Maintenance															
Summary	Replacement		5,000													
Building Summary	Maintenance	8,000														
	Replacement		5,000													
No.50 Thicke Road Utilities Building																
Building Summary	Maintenance															
	Replacement															
Portfolio Summary	Maintenance	13,000	10,000		5,040	5,000			5,040				5,040			5,000
Present	Replacement	21,400	5,000	117,600	22,800				11,400	39,178			80,000			7,600
Portfolio Summary	Maintenance	13,260	10,404		5,455	5,520			5,905				6,392			6,729
Inflated	Replacement	21,828	5,202	124,798	24,679				13,357	46,821			101,459			10,229
Yearly Totals		$34,400	$15,000	$117,600	$27,840	$5,000			$16,440	$39,178			$85,040			$12,600
Totals Inflated at 2% per Year		$35,088	$15,606	$124,798	$30,135	$5,520			$19,262	$46,821			$107,851			$16,958

P2 - Community Centres, Office Buildings and Emergency Services
Portfolio 2 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.1 Museum																
B20 - Exterior Enclosure	Maintenance						12,000									
Summary	Replacement			60,000										90,000		
C20 - Stairs	Maintenance															
Summary	Replacement	5,000														
D30 - HVAC	Maintenance															
Summary	Replacement															5,000
Building Summary	Maintenance						12,000									
	Replacement	5,000		60,000										90,000		5,000
No.2 Food Bank Storage																
B10 - Superstructure	Maintenance															
Summary	Replacement	75,000														
Building Summary	Maintenance															
	Replacement	75,000														
No.3 Boys & Girls Club																
B20 - Exterior Enclosure	Maintenance			18,000										18,000		
Summary	Replacement															
C30 - Interior Finishes	Maintenance			5,000					5,000					5,000		
Summary	Replacement															
D30 - HVAC	Maintenance															
Summary	Replacement												7,500			
D50 - Electrical	Maintenance															
Summary	Replacement		10,000													
Building Summary	Maintenance			23,000					5,000					23,000		
	Replacement		10,000										7,500			
No.4 Ladysmith Resource/Seniors Centre																
B20 - Exterior Enclosure	Maintenance				24,000										24,000	
Summary	Replacement															
D20 - Plumbing	Maintenance															
Summary	Replacement									12,000						
D30 - HVAC	Maintenance	5,000														
Summary	Replacement	9,000	13,000					11,000		4,000			4,000			
D50 - Electrical	Maintenance															
Summary	Replacement		17,000													
Building Summary	Maintenance	5,000			24,000										24,000	
	Replacement	9,000	30,000					11,000		16,000			4,000			
No.8 Splicing Shed																
B10 - Superstructure	Maintenance															
Summary	Replacement	23,250														
Building Summary	Maintenance															
	Replacement	23,250														

P2 - Community Centres, Office Buildings and Emergency Services

Portfolio 2 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.9 Machine Shop (legacy Building)																
A10 - Foundations	Maintenance	8,000														
Summary	Replacement															
B10 - Superstructure	Maintenance	5,000														
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement			882,000												
B30 - Roofing	Maintenance	50,000														
Summary	Replacement	432,000														
C10 - Interior Construction	Maintenance	89,500		16,000												
Summary	Replacement								20,000							
C20 - Stairs	Maintenance			65,000												
Summary	Replacement															
D20 - Plumbing	Maintenance															
Summary	Replacement			81,000												
D30 - HVAC	Maintenance															
Summary	Replacement			15,000					10,000							
D40 - Fire Protection	Maintenance	10,000														
Summary	Replacement															
D50 - Electrical	Maintenance	5,000														
Summary	Replacement	20,000							20,000							
Building Summary	Maintenance	167,500		81,000												
	Replacement	452,000		978,000					50,000							
No.10 Car Shop																
B20 - Exterior Enclosure	Maintenance			5,000										5,000		
Summary	Replacement			15,000												
B30 - Roofing	Maintenance															
Summary	Replacement		100,000													
Building Summary	Maintenance			5,000										5,000		
	Replacement		100,000	15,000												
No.11 Loci Shop																
B20 - Exterior Enclosure	Maintenance			5,000												
Summary	Replacement			25,000												
B30 - Roofing	Maintenance															
Summary	Replacement		62,500													
Building Summary	Maintenance			5,000												
	Replacement		62,500	25,000												
No.12 Washroom Hut by Machine Shop																
B20 - Exterior Enclosure	Maintenance					6,000										
Summary	Replacement															20,250
B30 - Roofing	Maintenance															
Summary	Replacement											26,500				
D20 - Plumbing	Maintenance															
Summary	Replacement					20,000										
Building Summary	Maintenance					6,000										
	Replacement					20,000						26,500				20,250

P2 - Community Centres, Office Buildings and Emergency Services
Portfolio 2 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.24 Aggie Hall																
B20 - Exterior Enclosure	Maintenance						45,000						45,000			
Summary	Replacement															
C30 - Interior Finishes	Maintenance		12,000													
Summary	Replacement															
Building Summary	Maintenance		12,000				45,000						45,000			
	Replacement															
No.25 Frank Jameson Community Centre																
B20 - Exterior Enclosure	Maintenance	5,000								60,000						
Summary	Replacement															280,000
B30 - Roofing	Maintenance	8,000					8,000					8,000				
Summary	Replacement			24,000					324,000						92,000	
C10 - Interior Construction	Maintenance			30,000					5,000					10,000		
Summary	Replacement		150,000	5,000												
C30 - Interior Finishes	Maintenance															
Summary	Replacement	15,000	52,500				5,000					5,000				
D10 - Conveying	Maintenance															
Summary	Replacement														70,000	
D20 - Plumbing	Maintenance	10,000	20,000	185,000									20,000			
Summary	Replacement	20,000			10,000	132,000		50,000	62,000						10,000	
D30 - HVAC	Maintenance			5,000		10,000			5,000		5,000			5,000		10,000
Summary	Replacement							92,500		5,000					42,500	
D40 - Fire Protection	Maintenance							5,000								
Summary	Replacement		25,000													
D50 - Electrical	Maintenance															
Summary	Replacement					158,775			20,000							
Building Summary	Maintenance	23,000	20,000	35,000		10,000	8,000	5,000	10,000	60,000	5,000	8,000	20,000	15,000		10,000
	Replacement	35,000	227,500	29,000	10,000	290,775	5,000	142,500	406,000	5,000		5,000			214,500	280,000
No.26 Fire Hall																
B10 - Superstructure	Maintenance	6,000	5,000													
Summary	Replacement										250,000					
B20 - Exterior Enclosure	Maintenance						21,300									
Summary	Replacement	12,000														
D30 - HVAC	Maintenance															
Summary	Replacement			40,000												
D50 - Electrical	Maintenance			10,000												
Summary	Replacement															
Building Summary	Maintenance	6,000	5,000	10,000			21,300									
	Replacement	12,000		40,000							250,000					

P2 - Community Centres, Office Buildings and Emergency Services
Portfolio 2 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.27 RCMP Detachment																
B10 - Superstructure	Maintenance	5,000														
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance				15,120					15,120					15,120	
Summary	Replacement										7,600					
B30 - Roofing	Maintenance															
Summary	Replacement															120,000
C10 - Interior Construction	Maintenance	10,000														
Summary	Replacement															
C30 - Interior Finishes	Maintenance															
Summary	Replacement		32,400													
D10 - Conveying	Maintenance															
Summary	Replacement															35,000
D20 - Plumbing	Maintenance		5,000										5,000			
Summary	Replacement															
D30 - HVAC	Maintenance															
Summary	Replacement											62,500				51,625
D40 - Fire Protection	Maintenance							5,000								
Summary	Replacement										12,000					
Building Summary	Maintenance	15,000	5,000		15,120			5,000		15,120			5,000		15,120	
	Replacement		32,400								19,600	62,500				206,625
No.28 City Hall																
A10 - Foundations	Maintenance	10,000														
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance	7,000														
Summary	Replacement									25,000				24,000		
B30 - Roofing	Maintenance															
Summary	Replacement								50,000							
D30 - HVAC	Maintenance															
Summary	Replacement		10,000										10,000			
Building Summary	Maintenance	17,000														
	Replacement		10,000						50,000	25,000			10,000	24,000		
No.29 Archives																
B20 - Exterior Enclosure	Maintenance	11,000														
Summary	Replacement															
D30 - HVAC	Maintenance															
Summary	Replacement											16,250				
D40 - Fire Protection	Maintenance															
Summary	Replacement		60,000													
Building Summary	Maintenance	11,000														
	Replacement		60,000									16,250				
Portfolio Summary	Maintenance	244,500	42,000	159,000	39,120	16,000	86,300	10,000	15,000	75,120	5,000	8,000	25,000	43,000	84,120	10,000
Present	Replacement	611,250	532,400	1,147,000	10,000	310,775	5,000	153,500	506,000	46,000	269,600	110,250	21,500	114,000	214,500	511,875
Portfolio Summary	Maintenance	249,390	43,697	168,732	42,345	17,665	97,188	11,487	17,575	89,775	6,095	9,947	31,706	55,625	110,995	13,459
Inflated	Replacement	623,475	553,909	1,217,206	10,824	343,121	5,631	176,323	592,860	54,974	328,641	137,082	27,267	147,471	283,028	688,916
Yearly Totals		$855,750	$574,400	$1,306,000	$49,120	$326,775	$91,300	#######	$521,000	$121,120	$274,600	$118,250	$46,500	$157,000	$298,620	$521,875
Totals Inflated at 2% per Year		$872,865	$597,606	$1,385,938	$53,169	$360,786	$102,819	$187,810	$610,435	$144,750	$334,736	$147,029	$58,973	$203,096	$394,023	$702,375

P3 - Park Facilities
Portfolio 3 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.5 Portable Washrooms - Forrest Field																
B30 - Roofing	Maintenance	5,000														
Summary	Replacement															
C10 - Interior Construction	Maintenance															
Summary	Replacement															
C20 - Stairs	Maintenance				2,500										2,500	
Summary	Replacement															
Building Summary	Maintenance	5,000			2,500										2,500	
	Replacement															
No.6 Portable Changerooms - Forrest Field																
B30 - Roofing	Maintenance	5,000														
Summary	Replacement															
C20 - Stairs	Maintenance				2,500										2,500	
Summary	Replacement															
Building Summary	Maintenance	5,000			2,500										2,500	
	Replacement															
No.7 Forrest Field Electrical Shed																
Building Summary	Maintenance															
	Replacement															
No.17 Transfer Beach Washroom Hut																
B20 - Exterior Enclosure	Maintenance			7,200												
Summary	Replacement															
Building Summary	Maintenance			7,200												
	Replacement															
No.18 Transfer Beach Concession																
A10 - Foundations	Maintenance	10,000														
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement			19,200												
B30 - Roofing	Maintenance															
Summary	Replacement								33,900							
Building Summary	Maintenance	10,000														
	Replacement			19,200					33,900							
No.19 Transfer Beach Kinsmen Shelter																
B10 - Superstructure	Maintenance	10,000														
Summary	Replacement															
Building Summary	Maintenance	10,000														
	Replacement															
No.20 Kayak Building																
B20 - Exterior Enclosure	Maintenance			18,000										18,000		
Summary	Replacement															
D20 - Plumbing	Maintenance															
Summary	Replacement															
Building Summary	Maintenance			18,000										18,000		
	Replacement															

P3 - Park Facilities
Portfolio 3 Forecasting Table

Component Name	Task	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
No.21 Transfer Beach Electrical Shed																
B20 - Exterior Enclosure	Maintenance															
Summary	Replacement													7,900		
D50 - Electrical	Maintenance															
Summary	Replacement								19,700							
Building Summary	Maintenance															
	Replacement								19,700					7,900		
No.23 Sportsman Shelter																
Building Summary	Maintenance															
	Replacement															
No.30 Holland Cr Washrooms																
B30 - Roofing	Maintenance															
Summary	Replacement	11,700														
Building Summary	Maintenance															
	Replacement	11,700														
No.31 Little League Ballfield Washroom/Concession																
A20 - Basement Construction	Maintenance		6,500													
Summary	Replacement															
B20 - Exterior Enclosure	Maintenance		5,000													
Summary	Replacement															
B30 - Roofing	Maintenance															
Summary	Replacement		10,100													
Building Summary	Maintenance		11,500													
	Replacement		10,100													
No.32 Brown Dr. Park Washroom																
Building Summary	Maintenance															
	Replacement															
No.33 Metheun Washroom																
Building Summary	Maintenance															
	Replacement															
No.34 Metheun Shelter																
Building Summary	Maintenance															
	Replacement															
No.35 Holland Creek footbridge (east)																
B10 - Superstructure	Maintenance	15,000														
Summary	Replacement															
Building Summary	Maintenance	15,000														
	Replacement															
No.36 Holland Creek footbridge (west)																
Building Summary	Maintenance															
	Replacement															
Portfolio Summary	Maintenance	45,000	11,500	25,200	5,000									18,000	5,000	
Present	Replacement	11,700	10,100	19,200					53,600					7,900		
Portfolio Summary	Maintenance	45,900	11,965	26,742	5,412									23,285	6,597	
Inflated	Replacement	11,934	10,508	20,375					62,801					10,219		
Yearly Totals		$56,700	$21,600	$44,400	$5,000				$53,600					$25,900	$5,000	
Totals Inflated at 2% per Year		$57,834	$22,473	$47,118	$5,412				$62,801					$33,504	$6,597	

C BUILDING/SITE SUMMARY

APPENDIX C – BUILDING & SITE SUMMARY

Portfolio No.	Building No.	Building Name and Address	Site Visit Date	Est. Square Footage	Est. Year Built
2	1	Museum - 721 1st Ave	2017/10/24	2,600	1901
2	2	Food Bank Storage - 12 Buller Street	2017/10/24	1,050	1910
2	3	Boys & Girls Club - 220 High Street	2017/11/22	7,200	2010
2	4	Ladysmith Resource/Seniors Centre - 610-630 2nd Ave	2017/11/22	14,700	2011
3	5	Portable Washrooms - Forrest Field - DL 108 Jim Cram Drive	2017/10/24	350	2011
3	6	Portable Change Rooms - Forrest Field - DL 108 Jim Cram Drive	2017/10/24	470	2011
3	7	Forrest Field Electrical Shed - DL 108 Jim Cram Drive	2017/10/24	200	2010
2	8	*Splicing Shed - 610 Oyster Bay Drive	2017/10/20	1,000	1945
2	9	*Machine Shop (legacy Building) - 610 Oyster Bay Drive	2017/11/22	24,000	1988
2	10	*Boat Building by Machine Shop - 610 Oyster Bay Drive	2017/11/22	3,000	1988
2	11	*Loco Shop - 610 Oyster Bay Drive	2017/11/22	1,800	c.1988
2	12	*Washroom Hut by Machine Shop - 610 Oyster Bay Drive	2017/11/22	1,000	1988
1	13	Public Works Coal Storage (salt) - 330 6th Avenue	2017/10/02	735	1992
1	14	Public Works Equipment Storage - 330 6th Avenue	2017/10/02	3,100	1994
1	14A	Public Works Second Equipment Storage - 330 6th Avenue	2017/10/02	3,100	1994
1	15	Public Works Building - 330 6th Avenue	2017/10/02	5,850	1976
1	16	Public Works Truck Storage - 330 6th Avenue	2017/10/02	7,550	2006
3	17	Transfer Beach Washroom Hut - Transfer Beach Park	2017/10/20	1,200	1965
3	18	Transfer Beach Concession - Transfer Beach Park	2017/10/20	900	1965
3	19	Transfer Beach Kinsmen Shelter - Transfer Beach Park	2017/10/20	1,200	1965
3	20	Kayak Building - Transfer Beach Park	2017/10/20	1,000	2005
3	21	Transfer Beach Electrical Shed - Transfer Beach Park	2017/10/20	200	c.1985
3	23	Sportsman Shelter - Transfer Beach Park	2017/10/20		c.2006
2	24	Aggie Hall - 1110 1st Avenue	2017/10/24	13,500	1930
2	25	Frank Jameson Community Centre - 810 6th Avenue	2017/11/21	25,900	2006
2	26	Fire Hall - 340 6th Avenue	2017/10/02	7,200	1972
2	27	RCMP Detachment - 320 6th Avenue	2017/10/02	9,800	2007
2	28	City Hall - 410 Esplanade	2017/11/21	4,100	1952
2	29	Archives - 1115 1st Avenue	2017/10/24	550	2003
3	30	Holland Cr Washrooms - 373 Dogwood	2017/10/24	400	1978

Portfolio No.	Building No.	Building Name and Address	Site Visit Date	Est. Square Footage	Est. Year Built
3	31	Little League Ballfield Washroom/Concession - High Street Park	2017/10/24	1,000	1994
3	32	Brown Dr. Park Washroom - Brown Drive Park	2017/10/24	30	2002
3	33	Metheun Washroom - 6th & Metheun	2017/10/02	160	c.2000
3	34	Metheun Shelter - 6th & Metheun	2017/10/02	890	c.2000
3	35	Holland Creek footbridge (east) - Holland Creek Park	2017/10/20		c.2000
3	36	Holland Creek footbridge (west) - Holland Creek Park	2017/10/02	300	2015
1	37	WWTP & Office - 245A Oyster Bay Dr.	2017/10/11	10,800	2014
1	38	WWTP Screener Building - 245A Oyster Bay Dr.	2017/10/11	1,525	c.2011
1	39	WWTP Vehicle Shelter - 254A Oyster Bay Dr.	2017/10/11	4,300	1960
1	40	Arbutus Pump House	2017/10/04		c.2013
1	41	Arbutus Reservoir	2017/10/04		c.2013
1	43	Gill Rd. Lift Station	2017/10/02		1982
1	50	Bio-Solids Existing Building – 4142 Thicke Road	2017/11/21	120	c.1979

D GLOSSARY OF TERMS

APPENDIX D

GLOSSARY OF TERMS

Term	Definition
Adhesion	That property of a coating or sealant which measures its ability to stick or bond to the surface to which it is applied.
Adhesion Failure	Failure of a compound by pulling away from the surface with which it is in contact. (See "cohesive failure")
Air Barrier	A combination of materials/components that together control the flow of air through an assembly to reduce heat loss/gain, condensation and water penetration due to air movement.
Air Infiltration	The amount of air leaking in and out of a building through cracks in walls, windows and doors.
Air Voids	Internal spaces in a compacted mix surrounded by asphalt-coated particles, expressed as a percentage by volume of the total compacted mix.
Alligator Cracks	Interconnected cracks forming a series of small blocks resembling an alligator's skin or chicken-wire, and caused by excessive deflection of the surface over unstable subgrade or lower courses of the pavement.
Annealing	In the manufacturing of float glass, it is the process of controlled cooling done in a lehr to prevent residual stresses in the glass. Re-annealing is the process of removing objectionable stresses in glass by re-heating to a suitable temperature followed by controlled cooling.
Anodize	To provide an aluminum oxide coating by electrolytic action.
Anodized Finish	An aluminum surface finish resulting from anodizing. Coatings may be clear, integral colour or electrolytically deposited colour.
Anodizing	High performance protective finish applied to aluminium components. Electrochemical based process that thickens and toughens the naturally occurring protective oxide of aluminium.
Asphalt (asphalt cement)	A dark brown to black cementitious material in which the predominating constituents are bitumens, which occur in nature or are obtained in petroleum processing. Asphalt is a constituent in varying proportions of most crude petroleum and used for paving, roofing, industrial and other special purposes.
Asphalt Application	The application of sprayed asphalt coatings not involving the use of aggregates.

Term	Definition
Asphalt Binder	Asphalt cement that is classified according to the Standard Specification for Performance Graded Asphalt Binder, AASHTO Designation MP1. It can be either unmodified or modified asphalt cement, as long as it complies with the specifications.
Asphalt Concrete	A mixture of asphalt binder and aggregate thoroughly mixed and compacted into a mass.
Asphalt Emulsion	An emulsion of asphalt binder and water that contains a small amount of an emulsifying agent. Emulsified asphalt droplets may be of either the anionic (negative charge), cationic (positive charge) or nonionic (neutral).
Asphalt Emulsion Mix (Cold)	A mixture of unheated mineral aggregate and emulsified (or cutback) asphalt binder. It can be plant-mixed or mixed in-place.
Asphalt Emulsion Mix (Warm)	A mixture of asphalt emulsion and mineral aggregate usually prepared in a conventional hot mix asphalt plant at a temperature less than 95°C (200°F). It is spread and compacted at a temperature above 65°C (150°F).
Asphalt Emulsion Slurry Seal	A mixture of slow-setting emulsified asphalt, fine aggregate, and mineral filler with a slurry consistency.
Asphalt Leveling Course	A course of hot mix asphalt of variable thickness used to eliminate irregularities in the contour of an existing surface prior to placing the subsequent course.
Asphalt Pavement Structure	A pavement structure that is designed and constructed so that all courses above the subgrade are asphalt concrete (Full-Depth Asphalt Pavement).
Asphalt Pavements	Pavements consisting of a surface course of asphalt concrete over supporting courses such as asphalt concrete bases, crushed stone, slag, gravel, Portland Cement Concrete (PCC), brick, or block pavement.
Asphalt Prime Coat	An application of asphalt primer to an absorbent surface. It is used to prepare an untreated base for an asphalt surface. The prime penetrates or is mixed into the surface of the base and plugs the voids, hardens the top and helps bind it to the overlying asphalt course.
Asphalt Primer	Low viscosity asphalt (highly liquid) that penetrates into a non-bituminous surface upon application.
Asphalt Rubber Binder (AR)	Conventional asphalt cement to which recycled ground tire rubber has been added, that when reacted with the hot asphalt cement causes a swelling and/or dispersion of the tire rubber particles.
Asphalt Tack Coat	A relatively thin application of asphalt binder applied to an existing asphalt concrete or PCC surface at a prescribed rate. Asphalt emulsion diluted with water is the preferred type. It is used to form a bond between an existing surface and the overlying course.

Term	Definition
Awning Window	An operable vent that is hinged along its top edge and opens outward.
Backer Rod	A polyethylene or polyurethane foam material installed under compression and used to control sealant joint depth, provide a surface for sealant tooling, serve as a bond breaker to prevent three-sided adhesion, and provide an hour-glass contour of the finished bead.
Balcony	A horizontal surface exposed to the outdoors that is not located over interior living space.
Ballast	A heavy material, typically stone, installed to help resist wind uplift.
Barrier Sealed Window System	A window system that is sealed at the exterior with generally no internal drainage provisions. This system generally relies on one line-of-defense against water and air leakage.
Base Coat (EIFS)	A compound used to embed and to cover the reinforcing fabric in an EIFS lamina. The base coat acts as the primary weatherproofing layer and typically also provides fire protection to the insulation.
Base Coat (Stucco)	The term typically used to describe the first (scratch coat) and second (brown coat) plaster layers.
Base Course	The layer in the pavement system immediately below the binder and surface courses. It usually consists of crushed stone, although it may consist of crushed slag or other stabilized or unstabilized material.
Base Insulation	The lower layer of insulation in a roof system. The base insulation typically provides the primary thermal resistance (whereas the "cap insulation" typically is used to provide improved impact resistance).
Batch Plant	A manufacturing facility for producing asphalt paving mixtures that proportions blending. They manufacture asphalt in batches rather than continuously and are more suited for small manufacturing runs and (frequent) changes in mixture types.
Bead	A sealant or compound after application in a joint irrespective of the method of application, such as caulking bead, glazing bead, etc. Also a molding or stop used to hold glass or panels in position.
Binder Course	The hot mix asphalt course immediately below the surface course, generally consisting of larger aggregates and less asphalt (by weight) than the surface.
Bite	The dimension by which the inner edge of the stop overlaps the edge of the glass.
Bitumen	Asphalt

Term	Definition
Bitumen	A class of black or dark-colored (solid, semisolid, or viscous) cementitious substances, natural or manufactured, composed principally of high molecular weight hydrocarbons, of which asphalts, tars, pitches, and asphaltites are typical.
Bleeding or Flushing Asphalt	The upward migration of asphalt binder in an asphalt pavement resulting in the formation of asphalt film on the surface.
Blister	A bubble in a roof membrane, typically caused by moisture (vapour pressures).
Blistering	Bubbling of installed sealant often caused by expansion of gas below the sealant surface.
Block	Rectangular, cured section of EPDM, neoprene, silicone or other suitable material, used to position the glass product in the glazing channel.
Blow-Up	The localized buckling or upward movement of a PCC pavement caused primarily by excessive expansion.
Blueberries	Balls of asphalt that develop in built-up roof membranes due to water escaping from within the membrane.
Bond Breaker	A material, usually foam or plastic tape, used to prevent three-sided adhesion in a sealant joint.
Break and Seat	A fractured slab technique used in the rehabilitation of Reinforced Concrete Pavement (RCP) that minimizes slab action by fracturing the PCC layer into smaller segments. This reduction in slab length (and debonding from the reinforcement steel) minimizes reflective cracking in new HMA overlays.
Bubbles	In laminated glass, a gas pocket in the interlayer material or between the glass and the interlayer from ASTM C1172). In float glass, a gaseous inclusion greater than 0.7 mm (1.32 inch) diameter.
Building Envelope	The building elements that separate the inside conditioned space from the outside weather (or an unconditioned space within the building). This typically includes the exterior walls, windows, doors, roofs and terraces/decks and foundations.
Building Paper	A breathable asphaltic paper applied within an exterior wall assembly to limit the passage of bulk water. These are typically rated by the number of minutes required for water to penetrate the paper at a set pressure.
Built-Up Roof (BUR)Membrane	A roof membrane constructed from alternating layers of asphalt and felt topped with a thicker top coat of asphalt (flood coat).
Butt Glazing	The butting together of typically vertical edges of two lites of glass and sealing with silicone sealant.
Butt Joint	Joint between 2 adjacent/abutting surfaces
Butyl	A synthetic rubber formed from isobutylene and isoprene, used in either a curing or non-curing form.
Cap Flashing	Flashing installed over horizontal surfaces (such as the tops of parapets). In multi-ply roofing membranes (such as modified bitumen), this term is also used to describe the top membrane layer.
Cap Insulation	The top layer of insulation in a roof system. This layer is typically selected on the basis of strength characteristics rather than insulating value.
Cape Seal	A surface treatment where a chip seal is followed by the application of either slurry seal or micro-surfacing.
Capillary Break	A gap between parallel layers of material that is sufficient to break the surface tension of liquid water.

Term	Definition
Carbonation	A natural process that reduces the alkalinity of concrete. Once the carbonation reaches the level of the embedded reinforcing steel, the natural corrosion protection provided by concrete is lost.
Chalked	Oxidized
Channel	A three-sided, U-shaped opening in sash or frame to receive light or panel, with or without removable stop or stops. Contrasted to a rabbet, which is a two-sided, L-shaped section, as with face glazed window sash.
Channels (Ruts)	Channeled depressions that sometimes develop in the wheel paths of an asphalt pavement.
Checks	Very small cracks in flat glass, usually at the edge.
Chipped Edge	An imperfection due to breakage of a small fragment from the cut edge of the glass.
Cladding	The exposed (outer) portion of the exterior wall assembly.
Coal Tar	A dark brown to black cementitious material produced by the destructive distillation of bituminous coal.
Coarse Aggregate	Aggregate retained on the 2.36 mm (No. 8) sieve.
Coarse-Graded Aggregate	One having a continuous grading in sizes of particles from coarse through fine with a predominance of coarse sizes.
Cohesive Failure	Splitting and opening of a compound resulting from over-extension of the compound caused by excessive movement. (See adhesion failure)
Cold In-place Recycling Train	A unit consisting of a large milling machine towing a screening/crushing plant and pugmill mixer for the addition of asphalt emulsion and production of cold mix base.
Compaction	The act of compressing a given volume of material into a smaller volume.
Compatibility	The ability of two or more materials to exist in close and permanent association for an indefinite period with no adverse effect of one on the other.
Compression Gasket	A gasket designed to function under compression.
Concealed Barrier	A building envelope design strategy whereby the moisture barrier is located directly behind (in contact with) the cladding. This type of assembly has limited drainage and drying potential.
Condensation	The appearance of moisture (water vapour) on the surface of an object caused by warm moist air coming into contact with a colder object.
Condensation Track	An interior channel located at the base of a window or skylight that is intended to intercept water that condenses on the interior surface of the glass and frames.
Control Flow Device	An insert installed in some roof drains to limit drainage to a constant level, resulting in water being temporarily retained on the roof.
Control Joint	An intentional joint provided in a cladding assembly used to limit the potential for cracking in brittle materials, such as stucco.
Conventional Roof	A roof assembly where the membrane is installed overtop of the insulation.
Corner Block	Rectangular, cured section of EPDM, neoprene, silicone or other suitable material, used to fill the void between the screw chases at the intersection of rails and mullions.
Corrugations (Washboarding) and Shoving	A type of pavement distortion. Corrugation is a form of plastic deformation typified by ripples across the pavement surface. These distortions usually occur at points where traffic starts and stops, on hills where vehicles brake on the downgrade, on sharp curves, or where vehicles hit a bump and bounce up and down. They occur in asphalt layers that lack stability.
Counter Flashing	A layer of sheet metal installed to protect the underlying materials from UV and mechanical damage.
Crack	An approximately vertical random cleavage of the pavement caused by traffic loading, thermal stresses and/or aging of the binder.

Term	Definition
Crack and Seat	A fractured slab technique used in the rehabilitation of PCC pavements that minimizes slab action in a jointed concrete pavement (JCP) by fracturing the PCC layer into smaller segments. This reduction in slab length minimizes reflective cracking in new HMA overlays.
Crack-Relief Layer	A large stone, open graded asphalt mixture placed over a distressed pavement that minimizes reflective cracking by absorbing the energy produced by movement in the underlying pavement.
Cross Cavity Flashing	A flashing installed to intercept water from within a wall cavity and drain it to the exterior.
Crush	A lightly pitted area on glass resulting in a dull gray appearance.
Crusher-Run	The total unscreened product of a stone crusher.
Curing	The development of the mechanical properties of the asphalt binder. This occurs after the emulsion has broken and the emulsion particles coalesce and bond to the aggregate.
Curtain Wall	A continuous exterior-wall cladding system consisting of a metal framework that supports no vertical load other than its own weight. **Note:** The outdoor surface may be metal, glass, concrete, or other material. Transparent assemblies are referred to as vision panels and opaque assemblies are referred to as spandrel panels.
Cutback Asphalt	Asphalt cement that has been liquified by blending with petroleum solvents (diluents). Upon exposure to atmospheric conditions the diluents evaporate, leaving the asphalt cement to perform its function.
Deep Strength Asphalt Pavement	Pavements containing at least four inches of HMA over non-stabilized base courses.
Delamination (1)	Concrete that has spalled off (separated) due to corrosion of the embedded reinforcing steel.
Delamination (2)	As steel corrodes, it expands, pushing on the concrete with sufficient force to cause it to crack and fracture. The fractured concrete is termed a "delamination". When sounded by dragging a chain over the surface or by tapping with a hammer, the concrete sounds hollow.
Demising Walls	Walls between suites.
Desiccant	A material used in IG units to adsorb water vapour and certain volatile gases from the hermetically sealed air space.
Design Pressure	Specified pressure a product is designed to withstand.
Disintegration	The breaking up of a pavement into small, loose fragments caused by traffic or weathering (e.g. raveling).
Distortion	Any change of a pavement surface from its original shape.

Term	Definition
Double Glazing	In general, any use of two lites of glass, separated by an air space, within an opening, to improve insulation against heat transfer and/or sound transmission. In insulating glass units the air between the glass sheets is thoroughly dried and the space is sealed, eliminating possible condensation and providing superior insulating properties.
Drain Sump	Reduced insulation thickness (or sloped insulation) around drains to improve drainage.
Drainage System	A system intended to direct water that penetrates exterior seals back out to the exterior through discrete weep holes.
Drip Edge/Slot	Drips edges and slots are incorporated into construction to provide proper water shedding away from the building. Slots are typically cast into the underside of the concrete slab edge to prevent water from running along the underside of the slab, whereas drop edges are typically formed out of sheet metal.
Dry Glazing	Glazing that uses gaskets (flexible rubber that does not have adhesive properties) to provide a seal between the glass and framing.
Dry Seal	Accomplishment of weather seal between glass and sash by use of strips or gaskets of Neoprene, EPDM, silicone or other flexible material. A dry seal may not be completely watertight.
Durability	The property of an asphalt pavement that represents its ability to resist disintegration by weathering and traffic.
Duracron	Medium performance protective finish applied to window frames. Not recommended for use as an exterior finish due to chaulking and colour retention problems when exposed to high levels of UV.
Duranar	High performance protective finish applied to metal components. The fluoropolyner based coating provides a chemically inert finish, UV resistant, and reduced fading over service life.
Edge Clearance	Nominal spacing between the edge of the glass product and the bottom of the glazing pocket (channel).
Edge Joint Cracks	The separation of the joint between the pavement and the shoulder, commonly caused by the alternate wetting and drying beneath the shoulder surface. Other causes are shoulder settlement, mix shrinkage, and trucks straddling the joint.
Effective Thickness	The ratio of the thickness of an existing pavement material compared to the equivalent thickness of a new HMA layer.
Efflorescence	Salts from a material (i.e. concrete or clay brick) that are dissolved by water and redeposited on the surface after evaporation of moisture.
EIFS	The abbreviation for "Exterior Insulation and Finish System", also referred to as synthetic or insulated stucco. EIFS consists of rigid insulation covered with a thin skin (lamina).

Term	Definition
Elastomeric Material	An elastic, rubber-like substance capable of stretching easily and having the ability to recover to its original configuration.
Emissivity	The measure of a surface's ability to emit long-wave infrared radiation.
EPDM	Ethylene Propylene Diene Monomer, a synthetic rubber.
Etch	To alter the surface of glass with hydrofluoric acid or other caustic agents. Permanent etching of glass may occur from alkali and other runoff from surrounding building materials.
Expansion Joint	A joint in the building structure provided to allow for differential movement between portions of a building.
Exterior Glazed	Glass that is required to be installed/replaced from the exterior of the building.
Facade	A face or elevation of a building.
Face Sealed	A building envelope strategy where all water is intended to be entirely shed at the exterior surface (i.e. there is no means of draining out water that penetrates past the exterior face).
Fatigue Resistance	The ability of asphalt pavement to resist crack initiation caused by repeated flexing.
Fenestration	Any glass panel, window, door, curtain wall or skylight unit on the exterior of a building.
Finish Coat	The outer (coloured and textured) layer in EIFS and stucco cladding.
Flare	A protrusion on the edge of a lite of glass.
Flashing	The material(s) used to deflect water and make interfaces between wall and roof components watertight. Flashings can also be used to provide UV/mechanical protection and improve aesthetics.
Flat Glass	A general term that describes float glass, sheet glass, plate glass and rolled glass.
Flexibility	The ability of an asphalt pavement structure to conform to settlement of the foundation. Generally, flexibility of the asphalt paving mixture is enhanced by high asphalt content.
Float Glass	Glass formed on a bath of molten tin. The surface in contact with the tin is known as the tin surface or tin side. The top surface is known as the atmosphere surface or air side.
Flush Glazing (Pocket Glazing)	The setting of a lite of glass or panel into a four-sided sash or frame opening containing a recessed U-shaped channel without removable stop on three sides of the sash or frame and one channel with a removable stop along the fourth side.
Fog Seal	A light application of diluted asphalt emulsion. It is used to renew old asphalt surfaces, seal small cracks and surface voids, and inhibit raveling.

Term	Definition
Frame	An assembly of members to support glazing or spandrel infill.
Freeze-Thaw Damage	Refers to damage caused by water in the pores of the material freezing. Subsequent thawing and freezing accelerates the deterioration.
Full-Depth Asphalt Pavement	The term FULL-DEPTH (registered by the Asphalt Institute with the U.S. Patent Office) certifies that the pavement is one in which asphalt mixtures are employed for all courses above the subgrade or improved subgrade. A Full-Depth asphalt pavement is placed directly on the prepared subgrade.
Gas-Filled Units	Insulating glass units with a gas other than air in the air space to decrease the unit's thermal conductivity (U-value) or to increase the unit's sound insulating value.
Gasket	Pre-formed (extruded) profiles of rubber or rubber-like composition, used to fill and seal a joint or gap either alone or in conjunction with supplemental application of sealant.
Glass Stop	A glazing bead which is either applied to, or is an integral part of the frame.
Glazing	(n) A generic term used to describe an infill material such as glass, panels, etc.
Glazing	(v) The process of installing an infill material into a prepared opening in windows, door panels, partitions, etc.
Glazing Cavity Pocket	The securing glass in prepared openings in windows, doors, or other framing systems.
Glazing Pocket	The cavity within the framing where the glass is set and secured.
Glazing Tape	A soft, sticky tape extruded from butyl mastic material commonly used in wet glazing applications.
Grade Depressions	Localized low areas of limited size.
Half -Cell Corrosion Potential Readings	A measure of the current corrosion activity within a reinforced concrete element.
Head	The top of a window or door.
Heat-Absorbing Glass	Glass that absorbs an appreciable amount of solar energy.
Heat-Resisting Glass	Glass able to withstand high thermal shock, generally because of a low coefficient of expansion.
Heat-Strengthened Glass	Flat or bent glass that has been heat-treated to a specific surface and/or edge compression range to meet the requirements of ASTM C 1048, kind HS. Heat-strengthened glass is approximately two times as strong as annealed glass of the same thickness when exposed to uniform static pressure loads. Heat-strengthened glass is not considered safety glass and will not completely dice as will fully tempered glass.

Term	Definition
Heel Bead	Sealant applied between the inner lite of the IGU and the window frame perimeter. Generally intended to be the main air seal and a back-up moisture seal in drained systems.
High-Transmission Glass	Glass, which transmits an exceptionally high percentage of visible light.
Hot Mix Asphalt (HMA)	High quality, thoroughly controlled hot mixture of asphalt binder (cement) and well-graded, high quality aggregate, which can be compacted into a uniform dense mass.
Hot Mix Asphalt (HMA) Overlay	One or more courses of HMA over an existing pavement.
Housewrap	A plastic sheet material (typically spun bonded polyolefin) which is used as a sheathing paper.
IGU	Two or more panes of glass spaced apart and hermetically sealed.
Impermeability	The resistance an asphalt pavement has to the passage of air and water into or through the pavement.
Insulating Value (U-factor)	Heat transfer occurs as a result of conduction, convection, and radiation through the window frame and glazing. This is indicated in terms of the U-factor of a window assembly, expressed in W/sq m-°C (Btu/hr-sq ft °F). The lower the U-factor, the greater the window's resistance to heat flow. Centre of Glass (C. O. G.) U-factor refers to the heat transfer of the glass neglecting any perimeter boundary conditions. Total effective U-factor refers to the complete window system (i.e. includes losses through frames and glass edges).
Interior Glazed	Glass that is required to be installed/replaced from the interior of the building.
Interior Stop	The removable molding or bead that holds the glass in place, when it is on the interior side of the glass, as contrasted to an exterior stop which is located on the exterior side of a glass or panel.
Interlayer	Any material used to bond two lites of glass and/or plastic together to form a laminate.
Inverted Roof Membrane Assembly (IRMA)	A roof assembly where the membrane is below the insulation. Also known as a "protected membrane assembly".
Jamb	The sides of a window or door assembly.
Laminated Glass	Two or more lites of glass permanently bonded together with one or more interlayers.
Lane Joint Cracks	Longitudinal separations along the seam between two paving lanes.
Lift	A layer or course of paving material applied to a base or a previous layer.
Lite	A pane of glass or a sealed insulating unit.

Term	Definition
Longitudinal Crack	A vertical crack in the pavement that follows a course approximately parallel to the centerline.
Low-Conductance Gas Fills	Nontoxic gases with a lower thermal conductivity than air (argon, krypton, and carbon dioxide) can be used in an insulating glass unit to reduce heat transfer between the glazing layers.
Low-Emittance Coatings (Low-E)	Consists of an invisible metallic coating that improves the thermal performance of an IGU by blocking infrared radiant heat transfer through the glass. Some coatings have been designed to also reduce solar heat gain.
Masonry Tie	A metal connector that fastens the brick veneer to the back-up structure.
Mechanical Spreaders	Spreader boxes that are mounted on wheels. The spreaders are attached to and pushed by dump trucks (HMA boxes are pulled and chip spreaders are pushed).
Mesh	The square opening of a sieve.
Micro-Surfacing	A mixture of polymer modified asphalt emulsion, crushed dense graded aggregate, mineral filler, additives and water. It provides a thin resurfacing of 10 to 20 mm (3/8 to 3/4 inch) to the pavement.
Milling Machine	A self-propelled unit having a cutting head equipped with carbide-tipped tools for the pulverization and removal of layers of asphalt materials from pavements.
Modified Asphalt Rubber - Asphalt Concrete (MAR-AC)	High quality, thoroughly controlled hot mixture of modified asphalt rubber binder (AR) and well-graded, high quality aggregate, which can be thoroughly compacted into a uniformly dense mass.
Modified Asphalt Rubber Binder (MAR)	Conventional asphalt cement to which recycled ground tire rubber and compounds have been added, that when reacted with the hot asphalt cement causes a dispersion of the tire rubber particles and compounds.
Mullion	A vertical framing member in a fenestration assembly.
Multiple-Glazed Units	Insulating glass units with three or more lites of glass.
Muntin	In sash having horizontal and vertical bars that divide the window into smaller lights of glass, the bars are termed muntin bars. Similar to mullion but lighter weight.
Needle Glazing	Caulking compound installed at glass-metal joint in fenestration assemblies.
Nondestructive Testing (NDT)	In the context of pavement evaluation, NDT is deflection testing, without destruction to the pavement, to determine a pavement's response to pavement loading.
Open-Graded Aggregate	One containing less-fine aggregate in which the void spaces in the compacted aggregate are relatively large and interconnected, usually 10% more.

Term	Definition
Open-Graded Asphalt Friction Course	A pavement surface course that consists of a high-void, asphalt plant mix that permits rapid drainage of rainwater through the course and out the shoulder. The mixture is characterized by a large percentage of one-sized coarse aggregate. This course prevents tires from hydroplaning and provides a skid-resistant pavement surface with significant noise reduction.
Parapet	The wall around the perimeter of a roof.
Patterned Glass	One type of rolled glass having a pattern impressed on one or both sides. Used extensively for light control, bath enclosures and decorative glazing. Sometimes called "rolled," "figured" or "obscure" glass.
Pavement Base	The lower or underlying pavement course atop the subbase or subgrade and under the top or wearing course.
Pavement Structure	The entire pavement system of selected materials from subgrade to the surface.
Performance Graded (PG)	Asphalt binder grade designation used in Superpave. It is based on the binder's mechanical performance at critical temperatures and aging conditions.
Pneumatic-Tire Roller	A compactor with a number of tires spaced so their tracks overlap delivering a kneading type of compaction.
Polished Aggregate	Aggregate particles in a pavement surface that have been worn smooth by traffic.
Polymer Modified Mortar	Prebagged concrete material with additives to improve bond/adhesion.
Polymer-Modified Asphalt (PMA) Binder	Conventional asphalt cement to which one or more polymer compounds have been added to improve resistance to deformation at high pavement temperatures and often cracking resistance at low temperatures.
Ponding	Standing water.
Positive Lap	The technique of applying building materials where the top layer overlaps the lower layer to shed water over rather than behind the lower layer.
Potholes	Bowl-shaped openings in the pavement resulting from localized disintegration.
Pressure Plate	A plate or strip, usually metal, used on the exterior of a curtain wall mullion/rail to hold the glazing units and spandrel panels in place against the framing.
Pumping	Slab deflection under passing loads sometimes resulting in the discharge of water and subgrade soils along joints, cracks and pavement edges.
Punched Window	Single rather than continuous (strip) windows.
Rabbet	A two-sided L-shaped recess in sash or frame to receive glass or panels. When no stop or molding is added, such rabbets are face glazed. Addition of a removable stop produces a three-sided U-shaped channel.
Rail	A horizontal structural framing member in a curtain or window wall system.

Term	Definition
Rainscreen	A building envelope design strategy where the air and moisture barriers are located behind the cladding (the "screen"), separated by a cavity. The cavity serves as a capillary break, and promotes drainage and drying.
Raveling	The progressive separation of aggregate particles in a pavement from the surface downward or from the edges inward.
Rebar	The reinforcing steel provided within concrete elements.
Reclaimed Asphalt Pavement (RAP)	Excavated asphalt pavement that has been pulverized, usually by milling, and is used like an aggregate in the recycling of asphalt pavements.
Reclaiming Machine	A self-propelled unit having a transverse cutting and mixing head inside of a closed chamber for the pulverization and mixing of existing pavement materials with asphalt emulsion. Asphalt emulsion (and mixing water) may be added directly through the machine by a liquid additive system and spray bar.
Recycled Asphalt Mix	A mixture produced after processing existing asphalt pavement materials. The recycled mix may be produced by hot or cold mixing at a plant, or by processing the materials cold and in-place.
Reflection Cracks	Cracks in asphalt overlays (usually over deteriorated PCC pavements) that reflect the crack pattern in the pavement structure below it.
Removable Double Glazing (RDG)	A removable glazed panel or sash on the inside or outside of an existing sash or window, such as a storm panel, used for additional insulation and protection against the elements.
Residue	The asphalt binder that remains from an asphalt emulsion after the emulsifying agent has broken and cured, or the remains of a cutback after the volatiles have cured.
Ridge	Buckle or bump in roof membrane often caused by insulation movement and/or moisture flow between insulation boards. \
Roll (or roller) Distortion	Waviness imparted to horizontal heat-treated glass while the glass is transported through the furnace on a roller conveyor. The waves produce a distortion when the glass is viewed in reflection.
Rough Opening	An opening in the building frame in which windows and doors are located.
R-Value	The thermal resistance of a glazing system expressed ft^2/hr/°F/Btu (m^2/W/°C). The R-value is the reciprocal of the U-value. The higher the R-value, the less heat is transmitted throughout the glazing material.
Saddle	The junction between horizontal and vertical surface (such as the transition between the top of a balcony balustrade and exterior wall).

Term	Definition
Sandy Soil	A material consisting essentially of fine aggregate particles smaller than 2.36 mm (No. 8) sieve and usually containing material passing a 75 µm (No. 200) sieve. This material usually exhibits some plasticity characteristics.
Sash	The operable portion of a window assembly.
Saw-Cut and Seal	A method of controlling reflective cracking in HMA overlays that involves constructing joints in the new overlay exactly over the joints in the existing pavement.
Scaling	The peeling away or disintegrating of the surface of portland cement concrete.
Scupper	A type of drain which directs water through and out the other side of a wall.
Seal Coat	A thin surface treatment used to improve the surface texture and protect an asphalt surface. The main types of seal coats are fog seals, sand seals, slurry seals, micro-surfacing, cape seals, sandwich seals and chip seals.
Sealant	A caulking compound used to fill and seal a joint in or between building components.
Self-Propelled Spreaders	Spreaders having their own power units and two hoppers. The spreader pulls the truck as it dumps its load into the receiving hopper. Conveyor belts move the aggregate forward to the spreading hopper.
Setting Block	See "Block"
Shading Coefficient (SC)	The SC is the ratio between solar heat gain for a specific type of glass and that of 3 mm (1/8") clear glass. The lower the SC, the lower the solar heat gain.
Sheathing	Refers to the material applied on the outside of (wood or steel stud) framed wall and roof assemblies.
Sheet Asphalt	A hot mixture of asphalt binder with clean, angular, graded sand and mineral filler. Its use is ordinarily confined to reservoir liners and landfill caps; usually laid on an intermediate or leveling course.
Shoving	A form of plastic movement resulting in localized bulging of the pavement.
Shrinkage Cracks	Interconnected cracks forming a series of large blocks, usually with sharp corners or angles.
Sill	The bottom of a window or door assembly.
Single Surface Treatment	A single application of asphalt to a road surface followed immediately by a single layer of aggregate. The thickness of the treatment is about the same as the nominal, maximum size aggregate particles.
Skid Resistance	The ability of a paved surface, particularly when wet, to offer resistance to slipping or skidding. Proper asphalt content and aggregate with a rough surface texture are the greatest contributors. The aggregate must not only have a rough surface texture, but also resist polishing.
Slab-on-Grade	Concrete poured on compacted granular/soil.

Term	Definition
Slippage Cracks	Crescent-shaped cracks resulting from traffic-induced horizontal forces that are open in the direction of the thrust of wheels on the pavement surface. They result when severe or repeated shear stresses are applied to the surface and there is a lack of bond between the surface layer and the course beneath.
Sloped Glazing	Includes the fenestration of skylights and space enclosures which are tilted more than 15 degrees from the vertical. Sloped glazing systems should be inclined a minimum of 15 degrees from the horizontal to insure proper condensation and water infiltration control and to minimize accumulation of dirt above horizontal or purlin framing supports. Systems inclined less than 15 degrees from the horizontal may require special consideration. Glazing sloped less than 15 degrees from vertical is considered vertical glazing.
Slurry Seal	A mixture of emulsified asphalt, well-graded fine aggregate, mineral filler or other additives, and water. A slurry seal will fill minor cracks, restore a uniform surface texture, and restore friction values.
Snap Cap	A decorative metal cap that is anchored to the pressure plates.
Soffit	Underside (typically of a slab).
Solar Control Glazings and Coatings	Spectrally selective glazing and coatings absorb and reflect the infrared portion of sunlight while transmitting visible daylight, thus reducing solar heat gain coefficients and the resulting cooling loads. Solar coatings can reduce solar heat gain while providing more daylight than traditional reflective or tinted glazing.
Solar Energy Reflectance	In the solar spectrum, the percentage of solar energy that is reflected from the glass surface(s).
Solar Energy Transmittance	The percentage of ultraviolet, visible and near infrared energy within the solar spectrum (300 to 2100 nanometers) that is transmitted through the glass.
Solar Heat Gain Coefficient (SHGC)	The ability to control the heat gained by direct or indirect solar radiation is indicated in terms of the SHGC. This is the fraction of incident solar radiation admitted through a window, expressed as a number between 0 and 1. It is the standard indicator of a window's shading ability. The lower the SHGC, the less solar heat the window transmits.
Spacer	A metal, plastic, or foam strip used to separate two lites of glass in an IG unit.
Spall	A broken off fragment of a building material, such as concrete or masonry, which has been detached from a physical blow, freeze/thaw action, movement binding or internal pressures (such as efflorescence or corroding steel elements).
Spalling	The breaking or chipping of a PCC pavement at joints, cracks, or edges, usually resulting in fragments with featheredges.
Spandrel	The wall panel(s) located between vision areas (typically used to conceal structural columns, floors and shear walls).
Stability	The ability of an asphalt paving mixture to resist deformation from imposed loads. Stability is dependent upon both internal friction and cohesion.

Term	Definition
Steel-Wheel Static Rollers	Tandem or three-wheel rollers with cylindrical steel rolls that apply their weight directly to the pavement.
Steel-Wheel Vibratory Rollers	A compactor having single or double cylindrical steel rolls that apply compactive effort with weight and vibration. The amount of compactive force is adjusted by changing the frequency and amplitude of vibration.
Stick Built	A wall system where generally horizontal and vertical framing members are installed onto the building frame piece by piece. Infill of vision glass and spandrel panel is then added to the framing system.
Stop	Either the stationary lip at the back of a rabbet or the removable molding at the front of the rabbet, either or both serving to hold the glass or panel in sash or frame, with the help of spacers.
Storm Door	A panel or sash door placed on the outside of an existing door to provide additional protection from the elements.
Storm Window	A glazed panel or sash placed on the inside or outside of an existing sash or window as additional protection against the elements.
Strapping	Wood, metal or other material to separate cladding from the wall and to form a drainage cavity that acts as a capillary break behind the cladding.
Structrual Silicone Glazing	The use of a silicone sealant for the structural transfer of loads from the glass to its perimeter support system and retention of the glass in the opening.
Structural Overlay	A HMA overlay constructed for the purpose of increasing the structural value and ride quality of the pavement system.
Stucco	A thin cementitious cladding material with a variety of available finishes.
Subbase	The course in the asphalt pavement structure immediately below the base course. If the subgrade soil has adequate support, it may serve as the subbase.
Subgrade	The soil prepared to support a pavement structure or a pavement system. It is the foundation of the pavement structure.
Subgrade, Improved	Subgrade that has been improved as a working platform by: 1) the incorporation of granular materials or stabilizers such as asphalt, lime, or portland cement into the subgrade soil; 2) any course or courses of select or improved material placed on the subgrade soil below the pavement structure.
Superpave™	Short for "Superior Performing Asphalt Pavement" a performance-based system for selecting and specifying asphalt binders and for designing asphalt mixtures.
System	Describes a combination of materials and components that work together to perform a particular function (such as an air barrier system, moisture barrier system).

Term	Definition
Tape Sealant	A sealant having a pre-formed shape, and intended to be used in a joint under compression.
Tender Zone	A tenderness in compacted asphalt mat that can occur when the internal moisture in aggregates is released into the binder making it semi-emulsified in the vibratory rolling process. This may lead to a tender zone in the rolling pattern. If a tender zone exists, all rolling activity must stop until the mix has cooled to a much lower temperature because the binder characteristics have been modified by the emulsification. The tender zone typically occurs from 93°C (200°F) to 135°C (275°F).
Terrace	A horizontal surface exposed to the outdoors that is located over interior living space.
Test Pit	Exploratory hole in an assembly.
Thermal Break	A material with low thermal conductance that is incorporated in a building envelope assembly to reduce the transfer of heat.
Thermal Bridge	A path for heat flow through a building envelope assembly caused by the use of a component with higher thermal conductivity (ex. a steel stud in an exterior wall assembly).
Three-Sided Adhesion	In joints, sealant that is adhered to three surfaces and therefore restricted in movement capability.
Through-Wall Flashing	A membrane or sheet metal flashing used to direct water out of drained wall cavities.
Tire Shears	Splits in the waterproofing system (typically mastic) caused by car wheels turning.
Toe Bead	Sealant applied at the intersection of the outboard glazing stop and the bottom of the glazing channel; must be sized to also provide a seal to the edge of the glass.
Tooling	Operation of pressing in and striking a compound in a joint in order to press compound against the sides of a joint and secure good adhesion. Also the finishing off of the surface of a compound in a joint so that it is flush with the surface. A narrow, blunt bladed tool is used for this purpose.
Transmittance	The ability of the glass to pass light and/or heat, usually expressed in percentages (visible transmittance, thermal transmittance, etc.).
Transverse Crack	A crack that follows a course approximately at right angles to the centerline.
Two-Sided Adhesion	In joints, sealant that is adhered to two opposing surfaces and therefore allowed to extend freely.
Upheaval	The localized upward displacement of a pavement due to swelling of the subgrade or some portion of the pavement structure.

Term	Definition
U-Value	A measure of air-to-air heat transmission (loss or gain) due to the thermal conductance and the difference in indoor and outdoor temperatures. As the U-value decreases, so does the amount of heat that is transferred through the glazing material. The lower the U-value, the more restrictive the fenestration product is to heat transfer. Reciprocal of R-value.
Valley Flashing	A membrane or sheet metal flashing used in open valleys of sloped roof systems.
Vapour Retarder	A material with a high resistance to water vapour diffusion (low vapour permeability) used to limit the potential for condensation within building envelope assemblies.
Venting	Providing circulation of air or ventilation between various layers in a wall assembly. Accomplished by vents, breather tubes or other openings.
Visible Transmittance (VT)	VT is the percentage or fraction of the visible spectrum weighted by the sensitivity of the eye, that is transmitted through the glazing. The higher the VT, the more daylight is transmitted.
Vision Unit	Single lite or IG unit used in the vision area of a wall.
Warm Edge Spacers	Upgraded spacers used to separate glass in the IGU's made of a thermally broken material or a low conductance material. Warm edge spacers have greater resistance to conductive heat transfer around the IGU perimeter and therefore reduced heat loss.
Wear Course	The protective covering over the waterproofing element.
Weatherstripping	A material used around operable windows used to control air leakage and water leakage.
Weep/Drain Hole	An opening (drain hole or notch) at the base of a cladding assembly to permit incidental water to drain to the exterior. Weep holes also allowing air movement related drying.
Wet Glazing	Glazing that uses materials with adhesive properties (such as butyl tape) to provide a seal between the glass and framing.
Wet Seal	Application of an elastomeric sealant between the glass and sash to form a weather-tight seal.
Wind Scouring	Areas where the wind has blown the gravel surfacing off the membrane, exposing the membrane to deterioration.
Window	The component of an exterior wall that is installed in a vertical orientation and provides vision, day lighting, and/or ventilation.

Term	Definition
Window Wall	A lightweight form of curtain wall consisting of pre-manufactured metal framing (combination and composite window framing), transparent vision panels, and opaque glass or metal spandrel panels. **Note:** Window walls span from the underside of a floor slab to the top of the next lower floor slab and are available in two basic forms: (a) separate slab edge cover (SSEC) window wall; and (b) integral slab edge cover (ISEC) window wall. For the SSEC system, the window-wall framing bears entirely on the slab with a separate metal cover for the exposed edge of the slab. The ISEC system only partially bears on the slab with the exterior sections of the window wall extending over the slab edge to the head of the adjacent window wall below.
Breather (tube) Units	(See also "capillary tubes") – A tube and/or factory placed hole in the spacer of an IGU that will allow the unit to accommodate pressure differences encountered in shipping due to change in elevation. The tube/hole should be properly sealed on site prior to installation of the unit.
Capillary Tube Units	(See also "breather (tube) units") – Small diameter tube that is factory-placed into the spacer of an IGU to accommodate pressure differences encountered during shipping due to change in elevation and pressure differences that will be encountered daily by the unit after installation. Depending on the design, the tube may or may not require sealing prior to installation of the unit.

Town of Ladysmith

Park Asset Inventory and Condition Assessment

ANDREW GILES CONSULTING

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Introduction

The Town of Ladysmith is expanding its asset management practices by updating asset inventory and condition assessment information for its infrastructure assets. In conjunction with gathering information on Engineering assets such as buildings, underground utilities, and roads/bridges/parking lots, the state of major park assets is also being assessed. In this way, the Town is able to advance its asset management approach by understanding replacement costs, expected life, and relative priority for all its major assets. This forms the foundation for updating the multi-year capital plan.

The Town owns and manages 20 parks that cover approximately 97 hectares. Based on community feedback during the 2016 Parks and Recreation Master Plan process, the overall impression of the parks system is a well-maintained, high functioning system. The park system includes major assets such as playgrounds, sports fields, spray park and skateboard park that are enjoyed by scores of residents and tourists each year. The condition of these park amenities is of high importance to the social and economic fabric of the community.

Scope

Of Ladysmith's 20 parks, many offer natural areas, open space, and other basic improvements which do not require major capital investment for asset renewal or replacement. Others have substantial assets such as playgrounds, sports fields, buildings and other structures that justify a multi-year approach to replacement planning.

This Parks Inventory and Condition Assessment focuses only on the locations with major assets maintained by the Town. These include:

- Transfer Beach
- Kinsmen (Brown Drive) Park
- Skateboard Park (at Frank Jameson Community Centre)
- Forrest Field
- Holland Creek Ball Park
- Aggie Fields
- High Street Field
- Root Street Kin Park
- Harbourview Park
- Spirit Square and Lions Park

The following non-park locations are also included:

- Davis Road Elementary Site
- Rotary Boat Launch

Other parks maintained by the Town that do not have major assets (and are not covered in this report) are:

- Arboretum
- Bob Stuart Park
- Davis Road Park
- Gourlay-Janes Park
- Holland Creek Park
- Queen's Park
- Stonewall Park
- Wickham Park
- Rotary Memorial Peace Garden and Cenotaph

Assets included in the assessment include playgrounds, spray park, sports fields, sports courts, dog off-leash area, and boat ramps. There are also several major asset types that are included in other assessments (and are therefore not covered in this report). These include bridges, parking lots, trails, and buildings.

Methods

Each location was visited with the Parks Supervisor to gather historical context and base information. A more detailed assessment was completed following this meeting.

After the asset inventory process, each asset was assigned an estimated replacement cost and useful life expectancy. The estimated replacement cost is the present value (2017 $) that the Town may budget to replace the asset, including material, labour, and other indirect costs. The estimated replacement costs were based on Town's historical installation cost, a staff estimate, or costs from other comparable projects.

Similarly, useful life expectancy was based on existing tangible capital asset registry information and similar information from other jurisdictions. Useful life was also adjusted to reflect the lower than typical usage experienced for some assets such as some of the playgrounds and the artificial turf field.

Condition Rating Scale

A five point rating scale is used to classify asset condition as follows:

Condition Rating System

	Condition Grade	Performance	% of Expected Useful Life Remaining	Description of Condition
1	Excellent (A)	Fit for the Future	80-100%	Well maintained, good condition, new or recently rehabilitated, only normal maintenance required.
2	Good (B)	Adequate for Now	60-79%	Acceptable, generally approaching mid-stage of expected service life, minor defects or deterioration only.
3	Fair (C)	Requires Intervention	40-59%	Signs of deterioration, some elements exhibit defects/deficiencies, but function not significantly affected.
4	Poor (D)	At Risk	20-40%	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration; function is inadequate.
5	Very Poor (F)	Unfit for Sustained Use	<20%	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable. No longer supports intended function.

Ratings are based on a visual inspection only, looking for damage, wear, rust, rot, cracks, or other safety considerations. They do not reflect internal or non-visible conditions or defects.

Foundation for an Asset Management Approach

The goal of the inventory and condition assessment is to provide the basic information needed to support financial planning and asset replacement priorities. When applied to decision making, this information will help to shift from reactive to proactive planning and management of the Town's infrastructure assets. Specifically, the benefits of this approach include:

- understanding the current condition of infrastructure and its future needs
- proactively identifying the asset replacement and rehabilitation requirements and developing resource plans accordingly

As the Town develops its asset management approach, this inventory and condition assessment can be expanded to include an asset risk profile (probability x consequence of failure), appropriate levels of service, and financial resources required to sustain the delivery of services. This will also help to communicate priorities and resource requirements to Council and the public.

Park Asset Conditions

General Observations

The Ladysmith Parks system is well-maintained and the condition of the infrastructure performs the intended function at most parks. A few general observations on the condition of parks assets:

- high profile park assets are generally in newer condition, such as Transfer Beach playground/spray park, Forrest field artificial turf, and Kinsmen Park playground
- some baseball facilities are aging, showing drainage and irrigation deficiencies in particular
- a few neighbourhood playgrounds that receive considerable local use are nearing the end of their service life
- chain link fences in many parks are of a lighter grade, and a repair/replacement program may be beneficial to extend the service life and reduce hazards
- 130 park benches, tables, garbage cans and signs are generally in good condition
- irrigation systems (and associated turf/landscaping quality) may benefit from investment in a preventative maintenance program, including water audits, realigning heads, and replacing aging components before they fail

Transfer Beach

Park Type:	Community Park
Major Park Assets:	Playground
	Spray Park
	Sports Court
	Volleyball Court
	Amphitheatre
Other Park Assets:	Picnic Shelters
	Kayak Launch Steps
	Gravel Parking Lot Shoreline Protection
	Irrigation

Playground

Condition Rating:	1 - Excellent	Surface Area:	1,250 yd^2
Year of Construction:	2015	Surface Type:	Engineered Wood Fibre
Expected Life:	15 years	Replacement Cost:	$250,000
Projected Replacement:	2030		

The large playground at Transfer Beach is a draw for residents of Ladysmith, the region and beyond. The new playground will remain a key asset in Ladysmith's park system for years to come. With a variety of structures by Henderson and two rope disc swings by Berliner Seilfabrik, there is excellent play opportunity for children aged 5-12.

There is additional play surface area available on the west end (furthest from parking) that could be used for additional 2-5 year old play features, which would be well received by local pre-schools. Play equipment was in excellent condition overall, but a cracked concrete sidewalk panel along the south end should be replaced.

There is also a sand play area notched out of the lawn area just behind the beach. This area gets topped with a 30-40yds pile of sand each year and kids are allowed to spread it. There is no border around this sand area.

Maintenance recommendations:

- top-up engineered wood fibre surfacing every few years (Rough cost - ~$50 yd^3 for chips blown-in by Denbow, a certified supplier from the Fraser Valley)
- remove weeds from engineered wood fibre surfacing on the west side

Spray Park

Condition Rating:	2 - Good	Surface Area:	approx. 2400 sq. ft.
Year of Construction:	2005	Surface Type:	Poured in place rubber
Expected Life:	30 years	Replacement Cost:	$250,000
Projected Replacement:	2035		

The rubberized surface is in generally good condition, but the expected useful life of the surface may be reduced due to the high amount of sand that gets tracked in from the beach and abrades the surface. Water from the spray park is reclaimed for irrigation, but is left untreated. This was permitted in the past, but current health regulations may require future upgrades that provide for above ground re-use of water to have treatment, which comes with a high capital and ongoing operating cost.

Maintenance recommendations:

- top dress and seed behind drop off / lip from the concrete pad down to surrounding grass along parts of the east and south edges
- remove weeds in crack between rubber surface and concrete surround
- clean drains as needed – close to sand

Sport Court

Condition Rating:	2 - Good	Surface Area:	165 yd^2
Year of Construction:	2000	Surface Type:	Asphalt
Expected Life:	50 years	Replacement Cost:	$65,000
Projected Replacement:	2050		

Formerly the playground location, this are became a sports court when the new playground was created in 1999. The asphalt is in good condition, showing little deterioration, heaving or settling. The backboard is in fair condition, but the Kin decal is peeling. The rim is at 9'9", which is 3" below regulation height, but reasonable given its use by players with a wide range of ages. Cloth or chain nets are not provided due to maintenance issues and a history of finger injuries. A painted key would broaden the types of games that could be played. If this facility receives high demand, consideration may be given to replacing the single backboard on the northwest side with two backboards on the northeast/southwest ends.

Maintenance recommendations:

- power wash the backboard and rim, invite Kinsmen to provide a new decal
- consider painting a key on the court at the backboard

Volleyball Court

Condition Rating:	4 - Poor	Surface Area:	420 yd^2
Year of Construction:	est. late 90's	Surface Type:	Sand
Expected Life:	30 years	Replacement Cost:	$30,000
Projected Replacement:	2019 – major maintenance		

The sand volleyball court has conditions that detract from its use for recreational play. Despite topping up sand with approximately 100yd each year, and having approximately 14" of sand depth above the subgrade, the sand is firmer than desirable for beach volleyball. This is partly due to it not yet being tilled for the season before this assessment, but also in part because of the finer texture and high silt content of the sand.

Sand for beach volleyball is often difficult to source as it needs to be not too coarse (abrasive on skin), not too silty (dusty), and doesn't compact too much. Often, suppliers are limited in the sand options they have available, but checking a few sources can optimize sand selection.

The posts and ratchet mechanisms are at the end of their service life. The net height is only 6'8", and is loose and sagging. This will suffice for recreational play, but with new posts, the net could have an adjustable height up to 8' and remain taut for better action off the net.

The concrete border is buried by encroaching grass in many areas. Although this does not present any hazard, it does increase the rate of vegetation growth into the sand area. This also increases the organics, in the sand profile, leading to firmer sand conditions. Cutting back the sod around the edges and re-grading the lawn area is desirable.

Maintenance recommendations:

- adjust net tension, if possible
- remove weeds, till sand, and consider cutting back sod from concrete borders

Amphitheatre

Condition Rating:	2 - Good	Projected Replacement:	2029
Year of Construction:	1999/2000	Replacement Cost:	$100,000
Expected Life:	30 years		

The amphitheatre provides and event venue for a variety of shows, including logger sports. The irrigated grass terraces with rock/concrete walls provide the viewing area for performances on the concrete paver plaza. Some concrete brick pavers require adjustment each year due to settling, but they are in good condition at this time. Two climbing poles are set into the plaza, but without more intrusive testing, the condition of the poles could not be assessed. An annual visual inspection of the poles should help indicate when specialized testing would be prudent.

There is a 4' deep pt covered by a three-piece wooden lid that is lifted off once a year. This lid can support vehicle loading, but has required patching in recent years. The wood cover will require replacement before the 30 year expected life is reached in 2029.

Maintenance recommendations:

- review options for replacing wood lid

Other park assets

Transfer Beach Park also contains several other key assets that were not assessed in detail as part of this work.

Picnic Shelters

The park has two picnic shelters with wood frame and metal roofing on concrete slab. The roofs are in good condition, and just the exterior wood cladding will need attention in the next 5 years.

Kayak Launch Ramp

The south end of the park has a set of concrete steps leading to the beach. These steps are used by the water sport rental business in the nearby building. The concrete steps are generally in good condition, but there are some edges that have been chipped by driftwood in winter storms. These chipped edges can have a sharp edge, and if left unrepaired may contribute to the premature weakening and cracking of the concrete steps.

Gravel Parking Lot

The northeast gravel parking lot is graded three times a year and magnesium chloride applied for dust control in spring. In front of the lot, the slope drops to the beach 20' below. These bluffs have shown signs of erosion in recent winters, and some areas have been shored up with large rip rap at the base of the bluff. With climate change increasing the likelihood of intense winter storms and rising sea levels, additional protection for the slope could be considered.

Irrigation

Irrigation was expanded in lawn areas in 1997. However, due to bedrock under a thin layer of topsoil, some areas brown off during the summer. The irrigation has been a patchwork over the last 25 years, and with a 20-25yr expected useful life, the system is nearing the end of its service. A program to replace key components over the next ten years would reduce future emergency repairs and compromised turf, horticulture displays, and specimen trees.

Kinsmen (Brown Street)

Park Type:	Neighbourhood Park
Major Park Assets:	Playground
Other Park Assets:	Lighting, fence, washroom

Playground

Condition Rating:	2 - Good	Surface Area:	1,120 yd^2
Year of Construction:	2011 (north area) 2012 (south area)	Surface Type:	Engineered Wood Fibre
		Replacement Cost:	$215,000
Expected Life:	15 years		
Projected Replacement:	2026		

The playground at Kinsmen Park features two areas of play equipment. The north area is a 73'x90' two level split playground with large wood platform structures featuring Henderson play equipment intended for ages 5-12. The south area is intended for 2-5 years, and is 39'x90'. Concrete borders will last for several equipment replacement cycles. However, wood posts set directly in concrete are more prone to rot, and untreated wood structures can only be expected to last 15 years.

The engineered wood fibre is 8" thick, and consideration should be given to topping this up to achieve 12" depth. Although there is pea gravel providing drainage under the wood fibre, there appears to be a layer of fine material and mud 4" below the play surface in some areas, including under the slide. High impact areas could be removed and replaced with new material.

Maintenance recommendations:

- replacement of plastic components such as the clear bubble and X's and O's blocks can be expected every 5 years or earlier due to vandalism
- power wash mould that forms under roofs, or treat with anti-mildew or bleach solution annually, then finish dried wood with an anti-mould wood stain
- top up EWF to 12" depth every 1-3 years, particularly in fall safety zones
- high drop to EWF from north entrance – could use a barrier/railing, or possibly high visibility paint to indicate the grade change
- access from the path onto the wood deck of one of the platform structures requires a small step up a concrete curb. Bringing the path surface to the same grade as the top of curb would eliminate a trip hazard and improve accessibility
- similarly, the concrete lip a the front entrance gate presents an unnecessary trip hazard. It could eliminated by bringing the surrounding material up to the same grade

Other park assets:

- the wood utility poles with overhead power line and single davit street lamp should remain a low maintenance asset, with only occasional lamp replacements
- the chain link fence along street frontage is damaged. The mesh is bowing out at the base, and a post and top rail are broken. This fence and gate are a lighter gauge, and will continue to be prone to damage
- a simple single-stall washroom building is provided. Built from durable materials, this small structure will last for many years

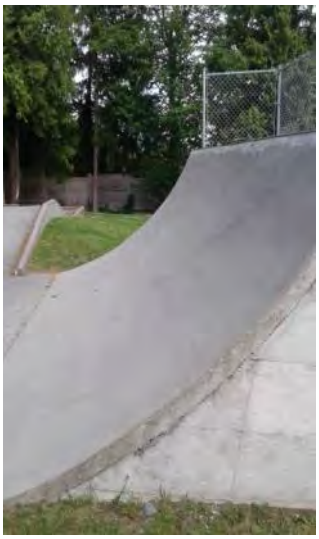
Frank Jameson Community Centre – Park Assets

Park Type:	Athletic Park
Major Park Assets:	Skate Park
	Sports Field Lighting

Skate Park

Condition Rating:	2 - Good	Projected Replacement:	2049
Year of Construction:	1999	Replacement Cost:	$150,000
Expected Life:	50 years		

The skate park at Frank Jameson Community Centre is made up of a series of concrete ramps, steps and metal rails. Most of the concrete is in good condition, but there are some sections with hairline cracking to monitor, and some minor patching of chips and cracks needed. The fence at the top of the east ramp is curling up, and would benefit from additional ties and tension wires. Also concrete around metal coping needs patching in a few spots.



There appear to be a few design and flow issues with the structures as they are. The south side ramp is not well-used, as evidenced by the good condition of the fencing. The transition from pyramid at the base is a sharp 120 degree angle, which limits flow onto and off from the feature. Also, the drop in to the half pipe is steep and has a sharp curl at base that could be difficult to negotiate. Finally, the grinding rail at the east side appears to be a little high.

Although the concrete structures have an expected life of 50 years, the surface may start to exhibit cracking and pitting that would detract from the user experience within the next 10-15 years.

Sports Field Lighting

Condition Rating:	3 - Fair	Projected Replacement:	2022
Year of Construction:	1992	Replacement Cost:	$100,000
Expected Life:	30 years		

At the east end of the grass fields behind FJCC, there are three wooden poles with sports field lights. With 4 lamps per pole, and the low height, these lights would provide practice level field lighting to a portion of the field.

The poles have been treated with creosote to resist rot, and although they show signs of physical wear from contact with weed trimmer cords, they do not appear to show other signs of decay.

Occasional inspection of the condition of the wood at the base of the posts is recommended. Maintenance history indicates that the wiring and the lamps are still in fair condition, with only lamp replacements from time to time.

When this lighting is ready for replacement, taller poles with LED's and modern lighting technology can reduce light spillage and energy use while increasing illumination on the field.

Forrest Field / Lot 108

Park Type:	Athletic Park
Major Park Assets:	Artificial Turf Field Playground
Other Park Assets:	Gravel parking lot

Artificial Turf Field

Condition Rating:	1 - Excellent
Year of Construction:	2011
Expected Life:	20 years (turf carpet); 40 years (related infrastructure)
Projected Replacement:	2031 (turf carpet); 2051 (related infrastructure)
Surface Area:	10,970 yd^2 (9,170 m^2)
Surface Type:	FieldTurf artificial turf
Replacement Cost:	$500K (turf carpet); $1Mil (related infrastructure)

The artificial turf at Forrest Field is a FieldTurf product with rubber crumb infill. It is 255' (77.7m) wide x 387' (118m) long. Football uprights and chain link backstops are situated at each end, and a concrete sidewalk with 4' chain link fence surrounds the field. Four sets of aluminum bleachers (two covered) are situated on the north side between two portables, and there are two covered player benches along the south sideline. There are also 4 Musco sports field light standards, with 13 lamps on each.

The field was designed to support football and soccer, and currently receives only moderate use in part due to play being distributed to other new artificial turf fields in Duncan and Nanaimo. The turf and rubber crumb are generally in good condition, and GMax testing done every 2 years continues to yield results within FIFA impact attenuation standards. If the level of use continues similar to recent years, the moderate use will help extend the useful life of the artificial turf and related infrastructure. Industry standard expected life for artificial turf is 10-15 years, but it is reasonably foreseeable that this field could still offer acceptable conditions for recreational play for up to 20 years.

Chain link fencing is good quality, with 9 gauge black vinyl coated fabric, a tighter weave and more frequent ties. Top rails have areas where paint has flecked off the galvanized surface underneath. The aluminum bleachers are of good quality, with only occasional maintenance required to inspect and repair the chain link backing, particularly where the bottom edge may start to curl in.

Maintenance recommendations:

- continue to top dress every few years
- monitor and replace worn out penalty kick spots and high wear areas, as required
- continue leveling and loosening crumb with the drag brush, particularly in areas where the fibres have matted down
- remove weeds encroaching into the artificial turf to reduce organics that can bind the artificial turf profile
- annual paint touch-up for fence rails and adjustment of gate assemblies

Playground

Condition Rating:	2 - Good	Surface Area:	125 yd^2
Year of Construction:	2011	Surface Type:	Engineered Wood Fibre
Expected Life:	15 years	Replacement Cost:	$40,000
Projected Replacement:	2026		

The playground at Forrest Field features a wooden Henderson structure installed in June 2011, designed for 1.5 yrs – 5 yrs. The untreated wood posts and decking is exhibiting some cracking and some boards may require replacement before the 15 year expected life. There are no signs of rot in any of the wood posts that were exposed for this assessment.

Due to damp winter conditions, low light and poor ventilation, mould is staining the underside of the roof. This can be removed by applying a mould/mildew remover or bleach solution. Applying mould-resistant paint or stain to the dried wood after cleaning can reduce recurrence.

Although some playground structures can last beyond the typical expected life of 15 years, untreated structures like this one are not likely to remain in acceptable condition past this period.

The engineered wood fibre surfacing was measured at 10” depth, and is in good condition. With periodic top-ups, the surface should last through the equipment’s expected life.

Maintenance recommendations:

- clean mould periodically
- replace cracked boards
- top-up engineered wood fibre surfacing every few years

Other park assets:

- The gravel parking lot is graded annually, and dust control solution applied in the spring.
- 3 LED lights at the parking lot are in good condition, and are not expected to require substantial maintenance for many years.

Holland Creek Ball Park

Park Type:	Athletic Park
Major Park Assets:	Two baseball diamonds
Other Park Assets:	Equipment shed building

Baseball Diamonds

Condition Rating:	3 - Fair	Expected Life:	30 years
Year of Construction:	est. 1980's	Projected Replacement:	est. 2030

Holland Creek Ball Park offers two baseball diamonds, one Babe Ruth diamond (west) and one Little League diamond (east). The backstops/dugouts are in fair condition, and should have a remaining service life over 15 years. The outfield fence closest to Dogwood Dr. is damaged in several places, requiring repair. The bleachers and scoreboard are undersized for the facility, with the scoreboard rarely used because it is too small and obscured by the fence.

Drainage appears to not impair the play or conditions at these fields. Irrigation was installed around 1993, and continues to provide reasonable coverage with regular raising and straightening of heads required. Upgrades to the west diamond may be lower priority if a new baseball facility is constructed at Forrest Field.

Other park assets:

- the roof on the equipment shed on the west diamond needs replacement
- the water fountain is prone to vandalism, and could be replaced with a more vandal resistant spigot or fountain/bottle filler station

Aggie Fields

Park Type:	Athletic Park
Major Park Assets:	Two baseball diamonds
Other Park Assets:	Playground (slated for replacement)
	Parking lot
	Irrigation and drainage systems

Baseball Diamonds

Condition Rating:	3 - Fair	Expected Life:	30 years
Year of Construction:	est. mid 90's	Projected Replacement:	2028

Aggie Fields is home to two baseball diamonds with skinned infields constructed in 1981/82. The south diamond (closest to the parking lot) includes new dugouts (2016) and a recent backstop (2008). Bleachers are at eh end of their service life, and would benefit from replacement with new aluminum bleachers.

The north diamond receives less use than the south, and is in slightly worse condition. The chain link on the 16' backstop is bowing out long the bottom. Some tension wires are missing, and additional tension wires or cross bars with more frequent ties would reduce the mesh curling out toward the field. Dugouts are original (1981/82), and will likely need replacement in 5-7 years, ideally with a more open fence style to match the south diamond.

The fence between the diamonds was installed in 2016, and is good condition. The field lighting system (by Musco) doesn't receive a lot of use, and bulbs haven't required replacement often. The irrigation system is past its service life. Since the valves are hydraulically controlled (rather than electric solenoid valves), the turf cannot be aerated or sliced due to the risk of cutting the hydraulic control lines that run close to the surface, and losing zones. As a result turf maintenance practices are limited, and soil compaction contributes to drainage and weed problems.

Drainage is another challenge for turf health at Aggie Fields. While there is a French drain along the base of the slope to the Southwest, there is no other drainage in the fields. As such, there continues to be standing water through March in many years. Patches of buttercup in the turf indicate areas of particularly poor drainage.

Other park assets:
- the parking lot and playground are slated for replacement, and were not included in the scope of this assessment

High Street Little League Park

Park Type:	Athletic Park
Major Park Assets:	Baseball Diamond
Other Park Assets:	Retaining Wall
	Community Gardens

Baseball Diamond

Condition Rating:	3 - Fair	Expected Life:	30 years
Year of Construction:	est. 1980's	Projected Replacement:	2024

High Street Little League Park is predominately made up of a single baseball diamond with skinned infield. The dugouts were re-roofed 1-2 years ago and are in good condition, and the backstop was replaced in 2008 at the same time as the south backstop at Aggie Fields (both collapsed due to snow loading). However, chain link fencing along the west side (3rd base) would benefit from some maintenance, including additional ties and mesh repairs. This fence could also be extended further north along the retaining wall.

The two wood bleachers set into the 3rd base side slope are in fair condition, and a new scoreboard will provide many years of service with routine maintenance. The field itself has a drainage issue in left field, limiting early season maintenance and play.

Root Street Kin Park

Park Type:	Neighbourhood Park
Major Park Assets:	Playground
	Sports Court
Other Park Assets:	Fence
	Irrigation

Playground

Condition Rating:	4 - Poor	Surface Area:	playground - 130yd^2
Year of Construction:	1987		swings – 90yd^2
Expected Life:	15 years	Surface Type:	Pea Gravel
Projected Replacement:	1-3 years (2020)	Replacement Cost:	$65,000

The Root Street playground is a well-used neighbourhood amenity, but it is showing its age. The pea gravel appears to be adequate for fall protection around the structures, and the concrete paver border is in excellent condition. The baby swings appear to be in reasonably good condition, and the wood posts do not show signs of rot. However, the 5' safety zone to the concrete border at the south does not meet current CSA Playground Safety Standards.

The slide is an older metal frame style made by Blue Imp. It faces southeast, which is not a preferred aspect due to heating from the sun. Although the welds on the slide are in good condition, there is an area at the top corner of each side that may present an entanglement hazard. This style of slide no longer conforms to current standards.

The slide is an older metal frame style made by Blue Imp. It faces southeast, which is not a preferred aspect due to heating from the sun. Although the welds on the slide are in good condition, there is an area at the top corner of each side that may present an entanglement hazard. This style of slide no longer conforms to current standards.

The plywood fire truck is wearing out in places. Paint and chips from plywood are starting to flake, which could cause splinters. Although the wood sides and steps are not yet rotten, the decking is nearing the end of its life.

The Blue Imp swings have a 12’ safety zone to the concrete paver border at the northwest, which may be slightly under standard. The clamps at the top corners exhibit some bending of one of the bolts, but they appear stable for now. The clamps are weathering, and the metal components will continue to deteriorate. Replacement of the swings should be considered at the time of playground replacement.

Maintenance recommendations:

- remove weeds encroaching into the southwest side of the playground
- sand off areas of delaminating plywood on the fire truck and monitor screws on decking to ensure they don’t start to loosen as the wood deteriorates
- monitor condition of top clamps on swings

Sports Court

Condition Rating:	4 - Poor	Surface Area:	280yd^2
Year of Construction:	1987	Surface Type:	Asphalt
Expected Life:	40 years	Replacement Cost:	$50,000
Projected Replacement:	(2025)		

The 36’x70’ asphalt sports court is in generally good condition, with the main playing area free of cracks or heaves. There is some heaving along the southeast fence line, but it is a lower use area of the court and does not present and immediate hazard. The backboards are near the end of their useful life, the plastic is beginning to break down become loose and the rims are no longer horizontal. The northeast backstop is pulling away from the metal support. The posts are rusting, but still structurally sound.

The chain link mesh at the north corner is bowing out due to the lack of a tension wire at 3’ height. Mesh is also damaged along the top rail of the south section, but does not currently present a hazard. The neighbour is growing wisteria vines along the south fence, which provides some whimsy to the park, but may restrict future fence repairs or replacement.

Maintenance recommendations:

- reinforce lower right bolt on northeast backboard
- repair fencing by tying back mesh and bending back protruding wires. Re-wire mesh to the bottom tension wire

Other park assets:

- irrigation is in fair working condition
- the 6’ fencing and equipment gate along the front of the park needs minor repair, including tightening of the lower tension wire and re-tying the mesh in places where it has separated from the frame
- park identification signage on the side fence by the front gate is worn out

Harbourview Park

Park Type:	Neighbourhood Park
Major Park Assets:	Playground
Other Park Assets:	Stairs with handrail

Playground

Condition Rating:	3 - Fair	Surface Area:	180 yd^2
Year of Construction:	1997	Surface Type:	Fine Pea Gravel
Expected Life:	25 years	Replacement Cost:	$65,000
Projected Replacement:	3-5 years (2022)		

This playground consists of a Blue Imp platform structure connected with monkey bars, rings, and chinup bars, plus a small dolphin bouncy rider. The concrete border is in good condition, with only a few small chips in the cap. The pea gravel is a little finer texture than pea gravel at other playgrounds, but it appears adequate for the height of these structures.

The plastic coating over the metal deck is peeling in places, such as on the stairs of the main platform and at the top edge of the large slide. There are some small areas where the paint has cracked and is starting to peel. However, the playground is in fair condition despite its 20 year age, and still has 3-5 years of service remaining.

Maintenance recommendations:

- buff away flaking paint and monitor cracking plastic coating on deck to ensure no sharp edges or entanglement hazards
- power wash algae on white stair railings as needed and inspect for paint touch ups, as required

Other park assets:

- the drinking fountain has been deactivated due to frequent damage. Replacement with a more robust spigot design or bottle filler station could be considered
- the gravel parking pullout along the frontage at community mailbox is in good condition
- the concrete stairs and white metal railing from the street to the playground is in good condition and requires only routine service maintenance

Spirit Square / Lions Park

Park Type:	Community Park
Major Park Assets:	Playground
Other Park Assets:	Irrigation

Playground

Condition Rating:	5 – Very Poor	Surface Area:	130 yd^2
Year of Construction:	late 1980's	Surface Type:	Pea Gravel
Expected Life:	15 years	Replacement Cost:	$40,000
Projected Replacement:	1-2 years (2018)		

The Lions playground at Spirit Square is located in the upper corner of the square, adjacent to the preschool. The play equipment includes a platform structure and a double wide spring totter component. The condition of this playground is very poor, with several substantial deficiencies. In fact, the preschool has been instructed by its Licensing agents to not use this facility due to its condition and the inadequate fall safety zone between the east end of the platform structure and the fence (existing setback is only 3', where minimum safety zone is 6').

The wood landscape tie border is in fair condition, and the pea gravel appears to be adequate for the height of the structure. Also, the 4"x4" posts appear to be in fair condition, with no rot observed on the posts that were exposed for this assessment.

The plywood roof is delaminating and has warped with water saturation and mould, requiring replacement. The curved deck (yellow bridge) is slippery when wet, and the wood deck boards are nearing the need for replacement. The plywood lower step on the west side is cracked and it gives way underfoot.

Maintenance recommendations:

- replace lower step and plywood roof on an interim basis until a replacement can be scheduled
- trim back encroaching blackberry bushes at the southwest corner

Other park assets:

- Spirit Square hardscape and irrigation are relatively new, and were not included in this assessment

Davis Road Elementary Site

Park Type:	Community
Major Park Assets:	Playground (Bonne Marshall playground) Off-leash Area
Other Park Assets:	backstop

Playground

Condition Rating:	4 - Poor	Surface Area:	1,400 yd^2
Year of Construction:	early 2000's	Surface Type:	Pea Gravel
Expected Life:	15 years	Replacement Cost:	$150,000

Projected Replacement:	1-3 years for swings, retaining wall, pea gravel (2020) 4-10 years for platform structure (2024) 10+ years for other components (2027)

The playground is a larger sized area containing 11 components. It is in fair condition overall, with some components requiring replacement before others (condition rating in brackets beside each one). Play structures include:

- platform structure with slides. Playsense by Landscape Structures, with Slidewinder slides. (Rating - 3)
- big rig tire (Rating - 1)
- twisty ribbon handhold climber (Rating - 1)
- two seat spinners red/blue (Rating - 1)
- landscape structures plastic “tire” swing (Rating - 2)
- yellow wave monkey bars (Rating - 1)
- three way red/blue climbing wall (Rating - 1)
- blue/green circular monkey bars (Rating - 1)
- two 2-bay swings, one with 4 seats and one with 3 seats and a chinup bar (Rating - 5)
- wood retaining wall between swings and other structures (Rating - 5)
- pea gravel surfacing (Rating – 3)

The swings are nearing the end of their service life. Although flaking paint is merely cosmetic, the dented support pole at the north end, and the bent bolts and possible shifting at the top caps/clamps of the south swings are of immediate concern. The safety zone for the swings meets current CSA Playground Safety Standards.

The support posts for some areas of the platform structure are metal L angle posts, which may not provide as much strength in the long term as square or round pipe posts. Monitoring these posts for deformation, cracking or rusting is recommended. There are a few scratches in the plastic panels.

The creosote wood stringer retaining wall between the swings and other play structures is pushing outward, and top cap boards are uneven and breaking down at the end of their life. This wall could be replaced with a similar timber retaining wall. If the wall were to be removed, the two benches and pads along the top of the wall would also need to go. With no wall, additional pea gravel may be required to reduce the downhill migration from the swings to playground area.

The concrete no posts that form the north and east sides of the playground are still in good condition. The south side only has 4x4 timbers partway, and the west side has no border, resulting in the migration of pea gravel to the adjacent lawn area.

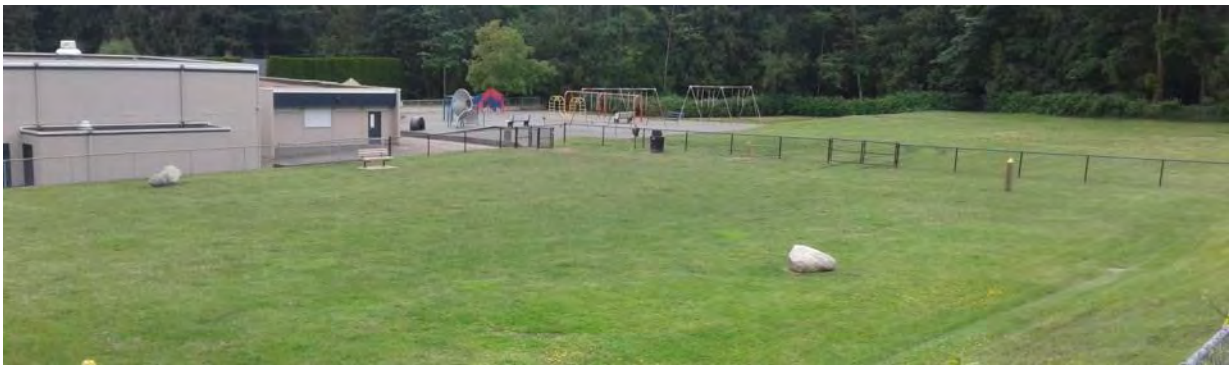
The pea gravel surface is forming a layer of fines approximately 4" below grade, which reduces the fall impact attenuation. Consideration should be given to checking pea gravel depth and looseness within fall safety zones, and loosening by hand, rototilling, or replacing with new surfacing if necessary. The total area of pea gravel is 460yd^2, which could be reduced by 32 yd^2 by eliminating the gravel area to the north of the swings where there is no play equipment. This is still a very large area, which would cost over $20K to convert to engineered wood fibre. Therefore, continuing to maintain the pea gravel surface, and replace compacted areas as required seems prudent.

Maintenance recommendations:

- take prompt action to ensure safety of swings
- consider removal or replacement of retaining wall
- begin planning for replacement of swings
- consider completing borders around west and south sides to reduce migration of pea gravel to adjacent lawn areas

Dog Off-leash Area

Condition Rating:	1
Year of Construction:	2016
Expected Life:	25 years (fencing/gates)
Projected Replacement:	2041
Replacement Cost:	$15,000



A fenced dog off-leash area was built at the Davis Road Elementary Site in 2016 to serve the south Ladysmith area. The off-leash area is a square of turf surrounded by a 4' chain link fence with gates at two ends. There is also a water spigot / bowl filler near the east entrance. Originally galvanized posts were installed, but these were subsequently modified with black powder coated sleeves to achieve the current appearance.

The chain link mesh is only 9 gauge vinyl, which means the wire inside is only 12 gauge. There is a top rail, but with ties roughly only every 10 knuckles, and a bottom tension wire instead of a rail, the fencing is prone to damage from contact with people or equipment.

Maintenance recommendations:

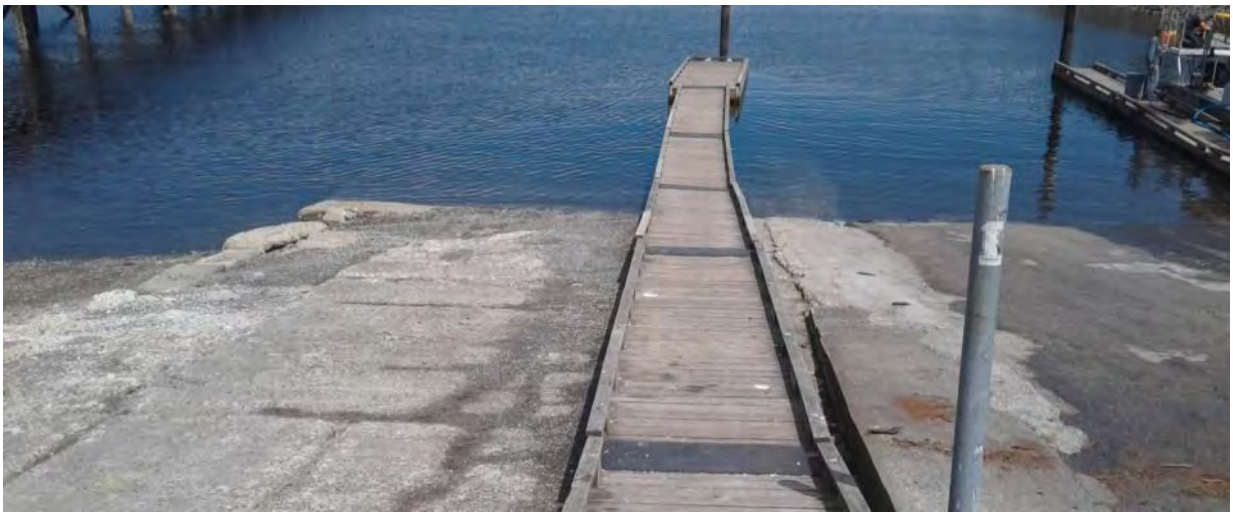
- tighten bottom tension wire and add more ties for mesh to rail and bottom wire
- monitor and repair gate hinges, latches and mesh that starts to curl or detach from the lower wire. Avoid protruding wires from bottom of mesh
- touch up chipped paint, especially around gate latches and top rails to maintain appearance and influence people's respect for the facility
- fill in long jump pit area to west of playground – tripping hazard
- top dress tire ruts from equipment at dog park access gate

Rotary Boat Launch

Park Type:	Waterfront Access
Major Park Assets:	Concrete ramps
	Wood floats
Other Park Assets:	Post and chain barrier
	Gravel parking area

Concrete Ramps

Condition Rating:	4 - Poor	Projected Replacement:	1 - 3 years (2020)
Year of Construction:	1990's	Replacement Cost:	$50,000
Expected Life:	30 years		



This heavily used public boat launch has three lanes/ramps separated by two wood floats. The centre ramp between the two floats has been patched with concrete or asphalt several times, but is generally sound with only some minor chipping in places.

The right (north) and left (south) ramps are in poor condition. These ramps were constructed by layering a new concrete pour on top of older concrete. The exposed sides are eroding and allowing water to infiltrate between the concrete slabs and weaken it. The surface is eroded and heavily pitted, concrete is crumbling, and the surface is uneven with exposed rebar in places. Aggregate that is loosened from the concrete remains in the gaps between slabs and can shift when walking on it.

Maintenance recommendations:

It may be possible to resurface the existing ramps and pin in new concrete to the existing slabs. Unfortunately, the cracking of the right (north) and left (south) ramps appears to be exacerbated by the saturated marine subgrade conditions, and erosion of the sides at high tide. These conditions would continue to affect future repairs, unless the whole ramp structure was to be replaced. As this would be very costly, occasional patches and repairs would likely continue to be the most pragmatic approach. It is recommended that a civil engineer be engaged to provide options and costs for ongoing repair, including pinning in to the existing structure, fortifying with rip-rap on the outer edges, and specific concrete mix for use in the marine environment.

Wood Floats

Condition Rating:	2 - Good	Projected Replacement:	10 - 15 years (2025)
Year of Construction:	2000's	Replacement Cost:	$30,000
Expected Life:	15 years		

The decking and substructure on the floats is made from pressure-treated wood and is in fairly good condition. There are few slightly loose boards, but they are not a hazard, and the substructure is still holding the nails from the decking well. The floats are a good design and have a life expectancy of 15-20 year with proper maintenance. Three new metal pylons were installed in summer 2017.

Maintenance recommendations:

On an annual basis, loose or rotted boards should be replaced and protruding nails hammered back in. For board replacements, use Chromated Copper Arsenate (CCA) pressure treated lumber for supporting structure and decking, but consider using the less-resistant copper azole (CA) pressure treated lumber for top rails that are in frequent contact with skin. Use galvanized nails and other hardware to reduce rusting.

Other park assets:

- concrete post and chain around gravel parking area. Fair condition, minor repairs/adjustments only
- gravel parking area. Fair condition. There are some sections with the 3" rock base coming through the gravel surface and chunks of asphalt exposed. Adding 4" of ¾" road base in localized exposed areas when conducting pothole grading would improve serviceability. The concrete wheel stops between parking stalls for boat trailers require occasional work, including replacing chipped barriers, realignment and checking that rebar pins are not protruding

Summary and Next Steps

In general, assets in the Ladysmith Parks system are in fair to good condition, and continue to provide a high quality level of service to residents, business, and visitors to the Town. Assets that are in poorer condition and attention is recommended in the next 1-3 years include:

- Transfer Beach volleyball court
- Root Street Kin Park (playground and sports court)
- Davis Road School site (certain playground equipment)
- Rotary boat launch (concrete ramps)

This asset inventory covers a portion of the park assets in the Ladysmith Parks system. This information needs to be combined with other asset inventory information for major parks infrastructure such as parking lots and buildings. Once a complete inventory and condition assessment is assembled, a list of asset replacements and major maintenance projects (projects that extend the useful life of an asset, without requiring full replacement) can be made. When costs and budget year are added, this is the foundation for a multi-year capital plan for Parks to assist with budget discussions.

In addition to planning for lifecycle replacement and major maintenance, it is recommended that consideration be given to funding enhanced maintenance programs for particular components in parks, including:

- engineered wood fibre top-up
- playground pea gravel / volleyball sand top-up
- fence and gate repair
- irrigation valve and sprinkler head replacements
- untreated playground wood cleaning and staining

Some assets are made up of several components that have different expected life, such as:

- baseball diamonds - backstops may have been replaced recently, while drainage or other fencing requires more immediate attention
- Davis Road School playground - some components require prompt attention, while others have up to 15 years life remaining.

As such, a complete replacement of those complex assets is not required to be planned for. Rather, the multi year capital plan should identify just those components that require replacement, their timing and cost.

In some cases, some components or assets may make sense to be replaced as part of a “complete park project”, even if the component/asset still has a few years of useful life remaining. It is often more efficient and cost effective to undertake a single public engagement process and construction mobilization costs to replace asset in close proximity at the same time, such as the playground and sports court at Root Street Park.

Appendix 1 – Park Asset Inventory Information

Park Name (Site)	Address	Asset	Description	Max. Dimensions	Area	Surface Material
Transfer Beach	200A Capt Tristian DeKoninck Way	Playground Apparatus	Platforms, swings and other structures	77'x158'	1250 sq. yd.	Eng. Wood Fibre
Transfer Beach	200A Capt Tristian DeKoninck Way	Sports Court	asphalt sports court with 1 backboard	31'x48'	165 sq. yd.	asphalt
Transfer Beach	200A Capt Tristian DeKoninck Way	Volleyball Court	sand volleyball court with concrete border	47'x81'	420 sq. yd.	sand
Transfer Beach	200A Capt Tristian DeKoninck Way	Spray Park	spray features with rubberized surface	75'x35'	2400 sq. ft.	poured in place rubber
Transfer Beach	200 Capt Tristian DeKoninck Way	Amphitheatre	concrete/grass terraces, paving stone plaza	-	-	concrete pavers
Kinsmen Park	Colonia Drive	Playground Apparatus	Concrete border, Henderson wood structures, 2-5yrs	39'x90'	390 sq. yd.	Eng. Wood Fibre
Kinsmen Park	Colonia Drive	Playground Apparatus	Concrete border, Henderson wood structures, 5-12yrs	73'x90'	730 sq. yd.	Eng. Wood Fibre
FJCC - Skate Park	Sixth Avenue	Skateboard Park	concrete structures with metal coping	-	-	concrete
FJCC - Sports Field Lights	Sixth Avenue	Sport Field Lights	3 wood posts with 4 lamps on each	-	-	wood poles
Forrest Field	Jim Cram Drive	Sport Field - Artificial Turf - Lit	sport field and light infrastructure, excl. turf	-	-	artificial turf
Forrest Field	Jim Cram Drive	Artificial turf	Fieldturf carpet and infill system	255'x387'	10,970 sq. yd.	artificial turf
Forrest Field	Jim Cram Drive	Playground Apparatus	Henderson wood platform structure	30'x37'	125 sq. yd.	Eng. Wood Fibre
Holland Creek Ball Park	373 Dogwood Drive	Sport Field - Baseball	Babe Ruth (west diamond)	-	-	grass infield
Holland Creek Ball Park	373 Dogwood Drive	Sport Field - Baseball	Little League (east diamond)	-	-	grass infield
Aggie Fields	1110 1st Avenue	Sport Field - Baseball - Lit	north diamond, with lights (1995)	-	-	skinned infield
Aggie Fields	1110 1st Avenue	Sport Field - Baseball - Lit	south diamond, with lights (1995)	-	-	skinned infield
High Street Little League Park	524 2nd Avenue	Sport Field - Baseball	diamond, backstop, bleachers, wall	-	-	
Root Street Kin Park	Root Street	Playground Apparatus	concrete border, swings, tot swings, slide, fire truck	31'x38' playgnd 29'x28' swings	220 sq. yd.	pea gravel
Root Street Kin Park	Root Street	Sports Court	asphalt sports court with 2 backboards	36'x70'	280 sq. yd.	asphalt
Harbourview Park	Louise Road	Playground Apparatus	concrete border, Blue Imp platform/climbers, spring toy	52' x 31'	180 sq. yd.	pea gravel
Spirit Square / Lions Park	630 2nd Avenue	Playground Apparatus	wood border, Kompan structure, spring totter	28'x53'	130 sq. yd.	pea gravel
Davis Road School Site	444 Parkhill Terrace	Playground Apparatus	swings and Landscape Structures equipment	125'x105'	1400 sq. yd.	pea gravel
Davis Road School Site	444 Parkhill Terrace	Dog Off leash Area	fenced grass area with water fountain, bench, inground	-	-	grass
Rotary Boat Launch	901 Ludlow Road	Boat Launch - floats	wood decking on floats	-	-	wood
Rotary Boat Launch	901 Ludlow Road	Boat Launch - ramps	concrete ramps	-	-	concrete

Appendix 2 – Park Asset Condition Assessment and Replacement Forecast

Condition Rating	Park Name (Site)	Asset	Full Replacement Cost ($2017)	Year of Constr.	Expected Useful Life	Approx. Year for Replacement / Major Maintenance.
1	Transfer Beach	Playground Apparatus	$250,000	2015	15	2030
2	Transfer Beach	Sports Court	$65,000	2000	50	2050
4	Transfer Beach	Volleyball Court	$30,000	*late 1990's*	30	2019
2	Transfer Beach	Spray Park	$250,000	2005	30	2035
2	Transfer Beach	Amphitheatre	*$100,000*	1999	30	2029
2	Kinsmen Park	Playground Apparatus	$65,000	2012	15	2027
2	Kinsmen Park	Playground Apparatus	$150,000	2011	15	2026
2	FJCC - Skate Park	Skateboard Park	$150,000	1999	50	2049
3	FJCC - Sports Field Lights	Sport Field Lights	$100,000	1992	30	2022
1	Forrest Field	Sport Field - Artificial Turf - Lit	$1,000,000	2011	40	2051
1	Forrest Field	Artificial turf	$500,000	2011	20	2031
2	Forrest Field	Playground Apparatus	$40,000	2011	15	2026
3	Holland Creek Ball Park	Sport Field - Baseball	$200,000	*1980's*	30	2030
3	Holland Creek Ball Park	Sport Field - Baseball	$200,000	*1980's*	30	2030
3	Aggie Fields	Sport Field - Baseball - Lit	$200,000	*mid 1990's*	30	2028
3	Aggie Fields	Sport Field - Baseball - Lit	$200,000	*mid 199'0s*	30	2028
3	High Street Little League Park	Sport Field - Baseball	$200,000	*1980's*	30	2024
4	Root Street Kin Park	Playground Apparatus	$65,000	1987	15	2020
4	Root Street Kin Park	Sports Court	$50,000	1987	40	2025
3	Harbourview Park	Playground Apparatus	$65,000	1997	15	2022
5	Spirit Square / Lions Park	Playground Apparatus	$40,000	*late 1980's*	15	2018
4	Davis Road School Site	Playground Apparatus	$150,000	*early 2000's*	15	2020
1	Davis Road School Site	Dog Off leash Area	*$15,000*	2016	25	2041
2	Rotary Boat Launch	Boat Launch - floats	*$30,000*	*2000s*	15	2025
4	Rotary Boat Launch	Boat Launch - ramps	*$50,000*	*1990's*	30	2020

Rating System	
	Condition Grade*
1	Excellent (A)
2	Good (B)
3	Fair (C)
4	Poor (D)
5	Very Poor (F)

* see Appendix 3 for Condition Grade Explanation

Appendix 3 – Park Asset Condition Grade Description

Rating System				
	Condition Grade	**Performance**	**% of Expected Useful Life Remaining**	**Description of Condition**
1	Excellent (A)	Fit for the Future	80-100%	Well maintained, good condition, new or recently rehabilitated, only normal maintenance required.
2	Good (B)	Adequate for Now	60-79%	Acceptable, generally approaching mid-stage of expected service life, minor defects or deterioration only.
3	Fair (C)	Requires Intervention	40-59%	Signs of deterioration, some elements exhibit defects/deficiencies, but function not significantly affected.
4	Poor (D)	At Risk	20-40%	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration; function is inadequate.
5	Very Poor (F)	Unfit for Sustained Use	<20%	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable. No longer supports intended function.

Appendix 4 – Park Asset Replacement – Timing and Cost

In addition to addressing maintenance recommendations and deficiencies noted in the body of this report, it is recommended that Ladysmith Parks and Recreation consider and plan further for major maintenance or asset replacements (depending on budget), prioritized as follows:

Short term (1-3 years)

Condition Rating	Park Name (Site)	Asset	Description of work	Order of magnitude cost estimate
5	Spirit Square / Lions Park	Playground	Replace playground	$40,000
4	Davis Road School Site	Playground	Replace swings, retaining wall, loosen and top up pea gravel	$20,000
4	Root Street Kin Park	Playground and Sports Court	Replace playground and sports court	$115,000
4	Rotary Boat Launch	Concrete ramps	Drill in pins, form and tie new slab to existing concrete ramps for north and south ramps	$50,000
4	Transfer Beach	Vollevball court / Amphitheatre	Replace posts, net; regrade grass perimeter, top up sand; replace wood cover on amphitheatre pit	$15,000

Medium term (4-10 years)

Condition Rating	Park Name (Site)	Asset	Description of work	Order of magnitude cost estimate
3	FJCC – Sports Field Lights	Lighting	Replace sports field lighting	$100,000
3	Harbourview Park	Playground	Replace playground	$65,000
3	Davis Road School Site	Playground	Replace platform structure	$30,000
3	High Street Little League Park	Sport Field – Baseball	Repair outfield drainage	$10,000
3	Aggie Fields	Sport Field – Baseball - Lit	Replace north dugouts, backstop, add drainage, replace irrigation, regrade, topsoil/seed	$200,000
2	Forrest Field	Playground	Replace playground	$40,000
2	Rotary Boat Launch	Wooden floats	Replace substructure and decking on floats	$30,000

Long Term (10+ years)

Condition Rating	Park Name (Site)	Asset	Description of work	Order of magnitude cost estimate
3	High Street Little League Park	Sport Field – Baseball	Replace dugouts, backstop, outfield fencing, infields, other associated infrastructure, regrade topsoil/seed	$200,000
3	Holland Creek Ball Park	Sport Field – Baseball	Replace irrigation, drainage, infields, dugouts, backstops, outfield fencing, scoreboard	$100,000
2	Kinsmen Park	Playground	Replace upper and lower playgrounds	$215,000
2	FJCC – Skate Park	Skateboard Park	Replace some concrete components, resurface concrete pad, replace fencing	$50,000
1	Transfer Beach	Playground	Replace playground	$250,000
2	Transfer Beach	Spray Park	Replace equipment and rubber surfacing	$250,000
2	Transfer Beach	Amphitheatre	Replace plaza, climbing poles	$100,000
2	Transfer Beach	Sports Court	Replace asphalt sports court and backboard	$65,000
2	Davis Road School Site	Playground	Replace other components	$75,000
1	Davis Road School Site	Dog off-leash area	Replace fencing and other infrastructure	$15,000
1	Forrest Field	Artificial Turf	Replace turf carpet	$500,000
1	Forrest Field	Other related infrastructure	Replace fencing, backstops, lamps, repair sidewalks	$200,000

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
Meeting Date: July 9, 2018
File No: 3360-17-06
RE: Coach House Consultation 2018

RECOMMENDATION:

That Council:

1. Receive the staff report dated July 9, 2018 summarizing the coach house consultation 2018 results.
2. Direct staff to amend the 'Fees and Charges' bylaw such that a reduced application fee of $1000 is applied for coach house rezoning applications on an R-1 zoned lot.

PURPOSE:

The purpose of this staff report is to present the results of the 2018 coach house community consultation and to seek direction from Council regarding next steps.

PREVIOUS COUNCIL DIRECTION

Date and Motion #	Council Motion
August 21, 2017 *CS 2017-255*	That Council direct staff to: Bring back a report outlining recommendations for possible amendments to the zoning bylaw to permit coach houses outside the downtown area.
December 4, 2017 *CS 2017-397*	That Council: 1. Pursuant to s.475 of the Local Government Act, direct early and ongoing consultation for the consideration of extending Development Permit Area 10 "Coach House Intensive Residential" to new areas where a coach house is permitted. 2. Direct that the project to allow coach houses outside of the Downtown area focus on properties in the R-1 Zone, as well as form and character considerations. 3. Confirm that this project will be included in the 2018-2022 Financial Plan, if Council wishes to pursue this project.

INTRODUCTION/BACKGROUND:

As directed by Council, community consultation to consider allowing coach houses on properties zoned Single Dwelling Residential (R-1) took place in February and March 2018. The community consultation included an APC meeting, press release, surveys, social media promotion and a public open house (see Table 1).

The display panels presented at the March 1st public open house are attached as Schedule B to this

report. The display panels illustrate how a coach house could fit on three lot types in the R-1 zone, a mid-block rectangular lot, a corner lot and a cul-de-sac pie shaped lot. The display panels also illustrate neighbourhood relationship considerations if coach houses were to be located on R-1 lots, such as respect of privacy, sunlight exposure and views.

A summary of the survey results is shown in Table 2. A total of 63 surveys were completed (35 PlaceSpeak surveys and 28 paper surveys). However, only 36 surveys were from R-1 residents who would be directly impacted. In general there was support for allowing coach houses in R-1 zoned neighbourhoods. There was also support for allowing two storey coach houses and for maintaining similar setbacks as is currently permitted for coach houses in the downtown area. The results of the surveys from residents in R-1 zoned neighbourhoods is also shown in Table 2, and these results are similar to survey results from all residents. To view the comments received with the surveys see Schedule A attached to this report.

There are approximately 1100 parcels zoned R-1 in the Town of Ladysmith. The 2018 consultation received only 36 surveys from residents of R-1 properties, which is too low of a response to know the general consensus of the R-1 residents.

When coach houses were initially being considered in 2011 and 2013 the following community input was received:

- The community in general and the stakeholder working group was interested in allowing coach houses in the downtown and in areas outside of the downtown.
- The community in general supported the maximum coach house size of 60m^2.
- The 2011 town wide telephone survey resulted in 56% of respondents supporting a one storey coach house and 66% of respondents supporting a two storey coach house above a garage.

At this stage in the process staff is seeking Council direction regarding next steps. Options to consider include:

Staff Recommended Option

1. Require a rezoning application and development permit application for a coach house; and direct staff to amend the 'Fees and Charges' bylaw such that a reduced application fee of $1000 is applied for coach house rezoning applications. This option allows for neighbourhood input into each proposed coach house on an R-1 zoned lot. This approach can also allow for a trial period to assess one and two storey coach houses on R-1 lots in Ladysmith.

Other Options to Consider

2. Direct staff to prepare a report to Council with recommendations for conducting further community consultation (i.e. telephone survey). Council may wish to seek more input specifically from R-1 zone residents as they are directly impacted by the proposal to permit coach houses in the R-1 zone.

3. Direct staff to present to Council the required amending bylaws to allow <u>one storey</u> coach houses (garden suites) in the R-1 zone, utilizing similar development permit guidelines and zoning regulations as is currently applied to coach houses in the downtown area. This option ensures that potential impacts such as a neighbour's privacy, sunlight exposure and views are reduced.

4. Direct staff to present to Council the required amending bylaws to allow <u>two-storey</u> coach houses in the R-1 zone, utilizing similar development permit guidelines and zoning regulations as is currently applied to coach houses in the downtown area.

Table 1: 2018 Coach House Consultation Events

Date(s)	Community Consultation Event
February 8, 2018	Advisory Planning Commission (APC) meeting
February 21, 2018	Press Release
February 14 to March 9	Survey (PlaceSpeak and paper surveys) Social media promotion
March 1, 2018	Public open house

Table 2: 2018 Coach House Survey Results

	All Surveys (63 surveys – including R-1 resident surveys)		**R-1 Resident Surveys** (36 surveys – R-1 resident surveys only)	
	Does support	***Does not support***	***Does support***	***Does not support***
Coach houses in R-1 zoned neighbourhoods.	51 (81%)	12 (19%)*	26 (72%)	10 (28%)*
One storey coach house in R-1 zoned neighbourhoods.	51 (81%)	12 (19%)	26 (72%)	10 (28%)
Two storey coach houses in R-1 zoned neighbourhoods.	42 (82%)	9 (18%)	20 (77%)	6 (23%)
Maximum floor area of 60m^2 for coach houses in R-1 zoned neighbourhoods.	26 (51%)	23 (45%) support coach houses greater than 60m^2 in size. 2 (4%) support coach houses less than 60m^2 in size.	15 (58%)	11 (42%) support coach houses greater than 60m^2 in size.
Coach house setback from side property line of 1.5 metres.	38 (75%)	10 (20%) support a side setback of less than 1.5 metres. 3 (5%) support a side setback of greater than 1.5 metres.	24 (92%)	2 (8%) support a side setback of greater than 1.5 metres.
Coach house setback from rear property line of 1.5 metres.	35 (69%)	10 (20%) support a rear setback of less than 1.5 metres. 6 (12%) support a rear setback of greater than 1.5 metres.	22 (85%)	3 (12%) support a rear setback of greater than 1.5 metres. 1 (3%) supports a rear setback of less than 1.5 metres.

Note: Those that did not support coach houses in the R-1 zone were not required to complete the full survey.

ALTERNATIVES:

Council can choose any of the options presented in this report or provide additional direction to staff.

FINANCIAL IMPLICATIONS;

Additional consultation through a telephone survey and consultant services will have budget implications. The estimated cost for a telephone survey is $10,000 to $15,000; and the cost of consultant services would be based on the scope of the project. If Council wishes to do further consultation a budget item could be presented during financial plan deliberations.

LEGAL IMPLICATIONS:

none

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

At their February 8, 2018 meeting the Advisory Planning Commission passed the following motion:

> "It was moved, seconded and carried that the Advisory Planning Commission (APC) recommends support for the review of allowing coach houses outside of the downtown area in the Single Dwelling Residential (R-1) zones, utilizing the existing coach house regulation framework and considering each local neighbourhood."

The staff recommendation to require a rezoning application and development permit application for a coach proposed on an R-1 lot will allow for specific neighbourhood consideration of each coach house proposal.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Regarding the proposal to allow coach houses in R-1 zoned neighbourhoods the Town's Fire Chief provided the following comments for consideration:

- A path is required from the road to the coach house to allow for emergency services access to the coach house.
- A fire hose can extend through the main house to reach a coach house at the rear of the property if needed.
- If there are vehicles parked on the street this limits the ability of a firefighter to reach the fire efficiently.
- Buildings built within close proximity can increase the chance of a fire spreading to nearby buildings.
- A firefighter has the ability to cross private property to reach a burning building.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

Presented in this staff report are the results of a community consultation to consider coach houses in R-1 zoned neighbourhoods. Staff is seeking Council direction regarding next steps.

Reviewed By:

July 4, 2018

Felicity Adams
Director of Development Services

I concur with the recommendation.

for: Guillermo Ferrero, City Manager

ATTACHMENTS:

Schedule A: Community Comments from Coach House Surveys
Schedule B: Public Open House Panels (March 1, 2018)

Schedule A: Community Comments from Coach House Surveys (2018)

R-1 zone resident comments that do not support coach houses in R-1 zoned neighbourhoods: (10 surveys)

- This neighbourhood already has suites which causes enough parking issues.
- This is a quiet single residential area. Traffic is busy enough. Taxes will go up, but that is nothing new. Not for this area!!!
- I don't disagree with coach houses BUT how about putting them just in the neighbourhoods where people are buying new houses only. My house purchase was made on the expectations of what the population density would look like. YOU CAN'T CHANGE THE RULES AFTER THE FACT. I have a very shallow property and a coach house at the back of the bigger property behind me would seriously impact on my back yard and privacy.
- I would only support ground level coach houses in areas where there are existing houses. I do not think it fair that a neighbour adds a second level to a garage which would possibly block sunshine in a neighbouring yard. The second storey also allows overview into a neighbouring yard. I do not believe that coach houses make affordable housing. The existing property / house value would increase with the addition of a coach house that then adds to the ever rising price of housing. I very highly doubt that the Town of Ladysmith has anyone on staff that checks to see what the rental rates are on existing coach houses and suites to ensure that these rents actually match the definition of affordable housing in the Town's bylaws.
- This is an incremental expropriation of our property value. We moved to this neighbourhood as an R-1 (Single Dwelling Individual), and this change would make it effectively multiple dwelling. While the change may make properties more accessible to lower income people (as yet unproven), it will certainly make it less interesting to people looking for the medium to higher end of what this neighbourhood provides; it places doubt on any prospective buyers as to future standards for any asset under consideration. This is not similar to the DPA-10 area, transportation is by vehicle, there is no realistic walking access to shops, restaurants, convenience stores, it has no lanes or alleys, there are no schools etc. May affect personal privacy, and emergency vehicles already seem to have difficulty.
- While it is important to implement solutions for housing affordability, towns also need to attract and retain people that can create jobs, generate and spend money. Not every neighbourhood's zoning needs to change to accommodate specific affordability issues. Ladysmith does not have the same land scarcity issues such as Vancouver where the land value far exceeds the cost of and availability of new lots. Even if coach houses are allowed, the now-current building codes and standards would apply, making the unit cost similar to new construction. While the permitted density may not be increasing, adding coach houses to the R-1 can only increase the actual density.
- May obstruct view of existing residences and parking issues.
- We moved to this neighbourhood as an R-1 and this would change it to multiple dwelling. This affects our property value and makes it less appealing to prospective buyers looking for a higher end lifestyle neighbourhood. Unlike the downtown where coach houses are permitted, this neighbourhood requires a vehicle for transportation, there are no schools, no realistic walking access to grocery stores, restaurants, shops, banks etc.
- Affordable housing for lower income people is an important issue however I do not agree with a blanket rezoning of all neighbourhoods.
- To allow coach house development in established neighbourhoods is in effect zoning to double density. It can dramatically change neighbourhood dynamics and create ill feeling among neighbours. Should Town of Ladysmith wish greater density, it can be accomplished in what are presently undeveloped areas.

- When a property is purchased, the buyer puts a lot of thought and equity into that purchase, knowing what zoning is in place. Trying to now put coach houses in established areas could cause loss of privacy, loss of sunshine, noise issues, loss of green space, feeling closed in, loss of good relations in a neighbourhood, possibility of some property values falling. Town could look at zoning for some apartments or entry level townhouses in new development areas.
- Parking is already minimal.

R-1 zone resident comments that support coach houses in R-1 zoned neighbourhoods: (26 surveys)

- I think it's a great way to open up the rental market availability. Plus it provides a great mortgage helper for the property owner, win win.
- I support this change. Better affordability for home owners and more housing availability for renters.
- There needs to be ample parking to accommodate the residents of the coach house as well as the main house occupants. Parking needs to be considered
- With the never ending rise in the cost of living thru - out the lower mainland and the island. It is going to be impossible for the children to afford any sort of independent living without some sort of help. Coach housing is a realistic option for the children of the future. It has been allowed in other countries for years, it's about time we (Canada) caught up with the rest of the world.
- I think this is a great way to help with the housing crisis. We need it sooner rather than later.
- Do your rezoning from this point forward and grandfather out the existing properties. Already we have bylaws in place about parking, boats, big rig trucks and trailers and none of it is ever looked at. Beautiful neighbourhoods are becoming parking lots. Take a critical look, do some lateral thinking for a change. Consider balcony up to 50ft2 in size. Two storey coach house would permit two vehicles to be stored off-street, avoiding cluttering up the streets with parked cars.
- Make sure they are well constructed and not just shacks, and do not obstruct ocean views. If you have a larger lot you should be able to have a larger coach house. Would like a coach house in the front yard.
- I believe this could allow young families another avenue into an already very difficult housing market. I'm in full support of this idea.
- On appropriate lots they enable softer densification and can provide accommodation for older family; or younger family, or low cost rental. Should only be coach house OR secondary suite, not both.
- Coach houses could assist with many current issues around housing. That is aging parents, young people, and parents, lack of housing.
- Two storey coach houses are ok IF they do not impede the view of adjacent homes. Adding an additional storey to a garage could take away an ocean view of an adjoining lot.

More comments of support from residents in all areas: (25 surveys)

- A nice way to deal with lack of affordable housing.
- Additional housing is needed in the area.
- Addresses housing shortages, extra taxes for the Town.
- A good idea for those who want to. Some will, some won't. Old Town doesn't have that many since being allowed, only those who can afford it want to be landlords. It will help spread infrastructure costs.
- I believe coach houses could really help with the rental shortage.

- In this day of expensive housing it is a great way for families to pool resources and be able to afford a home for their families. As well it is an option for alleviating homelessness.
- Affordable is a must in this market. Also nice for children and parents to be on the same property.
- I support any innovations that could potentially provide affordable rental accommodation and or flexible inter-generational family accommodation, allowing us to keep our elders at home and support young adults, while still maintaining the aesthetics of our neighbourhoods.

Suggested coach house criteria and conditions from all residents:

- Balcony on 2nd storey provides outdoor space next to the living area, just like any other apartment.
- Min 800ft2 for two bedrooms.
- I would like the Town Council to consider living space being split between the two levels.
- I think living space should be permitted on both levels if there is only one garage parking spot. Living on main level reduces intrusion on newborns.
- I think for function and accessability a coach house with living on both floors within the square footage, one garage.
- Typical one storey garden houses are fine but not the type where you are putting a coach house above a garage etc.
- I think the process of issuing coach house permits should be with staff if the applicant meets the design criteria – removes the political process which is lengthy and biased.
- I am most concerned about viewlines for privacy and preventing buildings that block ocean views.
- There should be some stipulation as to the appearance of the coach house. I love a cute coach house, but I wouldn't want to see a bunch of run down shacks.
- Concerned about the size. Should allow for a one storey and a footprint no greater than 40% of the main house, 40% of the size of the yard. No parking on street or boulevard.

TOWN OF LADYSMITH

Working together to build our future

WELCOME

We want to hear from you!

We are seeking your comments, thoughts, and ideas about expanding the area where coach houses are permitted in Ladysmith.

- Currently, coach houses are permitted in and around the downtown.
- Should this area be expanded such that coach houses are permitted on all residential properties zoned 'Single Dwelling Residential' (R-1)?
- Currently a secondary suite is permitted in all single family homes in the R-1 zone.
- Should an owner have the option of a coach house or a secondary suite?

Background

The Town has taken incremental steps to support a range of housing options in Ladysmith's neighbourhoods. In 2011, the Zoning Bylaw was amended to permit secondary suites in most single dwelling residential zones. In 2014 coach houses were permitted in and around the downtown. To continue the effort to create more options for housing affordability, and given interest expressed by some residents, Council is consulting the community about permitting coach houses on parcels zoned 'Single Dwelling Residential' (R-1).

Questions to think about:

Should coach houses be permitted in the R-1 zoned neighbourhoods? If yes, then what should the regulations and design standards be for coach houses in the R-1 Zone neighbourhoods?

- Do you support one storey or two storey coach houses?
- What size of coach house should be permitted?
- On what lot size should a coach house be permitted?
- On what lot type should a coach house be permitted?
- What should be the setback from the side and rear property line?
- Should a two storey coach house be permitted to have a second floor balcony?
- Should the regulations be the same in all neighbourhoods?
- How will parking be addressed?
- Other...

CONTACT US **250.245.6400** / info@ladysmith.ca
410 Esplanade MAIL PO Box 220 . Ladysmith . BC . V9G 1A2

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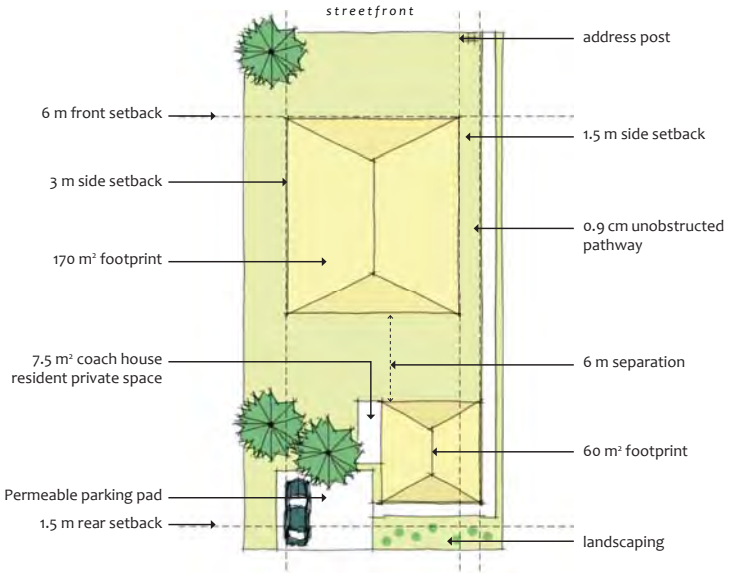
LADYSMITH

WHAT'S PERMITTED NOW?

Currently coach houses are permitted in and around the downtown.

Required parcel size (no lane)	**780 m² or greater** (8396 ft²)
Required parcel size (with lane or corner parcel)	**668 m² or greater** (7190 ft²)
Maximum permitted size	**60 m²** (645 ft²)
Maximum permitted height of two-storey coach house	**6.6 m** (21.6 ft)
Maximum permitted height of single storey coach house	**5 m** (16.4 ft)
Required distance from house (in rear yard)	**6 m** (1.8 ft)
Typical required setback from the side and rear lot line (on a lane)	**1.5 m** (5 ft)
Max permitted size of upper level balcony	**2.9 m²** (31.2 ft²)



STEPS TO BUILD A COACH HOUSE:

1. Design your site plan and coach house
2. Obtain a coach house development permit
3. Obtain a coach house building permit
4. Build your coach house

Frequently Asked Questions:

What types of coach houses are permitted?

A coach house can be in a single storey building or in a suite above a detached garage.

How big can a coach house be?

A coach house suite can be a maximum of 60 m².

What is needed to install a coach house dwelling unit in an existing accessory building?

A Development Permit is required to install a coach house dwelling unit in an existing accessory building. If the existing building does not meet the requirements of the Zoning Bylaw, a Development Permit Variance Permit application may also be required. The Development Variance Permit application process requires notification to the neighbours.

A building permit is also required to convert an accessory building to residential occupancy. When a 'change of occupancy' is proposed to an accessory building the BC Building Code requires that the building be upgraded to meet current code standards. Thus, you will need to assess the extent of the required building upgrades, and in some cases, existing accessory buildings cannot be made suitable for residential use. Also, be advised that home warranty insurance, from the Homeowner Protection Office of BC (HPO), may be required. For more information visit www.hpo.bc.ca.

Do I need a Building Permit for a coach house and what is the cost?

Yes. If you are constructing a new coach house or converting an existing building to a coach house. A Building Permit fee will be charged based on construction values contained in the Building and Plumbing Bylaw.

How many parking spaces do I need to provide?

One parking stall is needed on the property for the coach house resident, and another stall is needed for the residents of the primary dwelling. Parking may be arranged in tandem, such that one space is located behind the other, with a shared point of access to the adjacent road or lane.

Are there other costs?

Yes. The Town will charge an additional wastewater user rate for each coach house, as well as an additional charge for garbage, recycling, and organic waste collection. Also, water is metered, so usage will increase with the addition of the coach house. There will be only one quarterly bill sent to the owner of the property.

Can I sell my coach house suite?

No. A coach house suite cannot be stratified, subdivided, or otherwise legally separated from the property.

What if I don't use the coach house as an accessory dwelling anymore?

Utility fees will be charged for a coach house until the residential use is removed. Contact the Building Inspector for more information on removing a coach house suite.

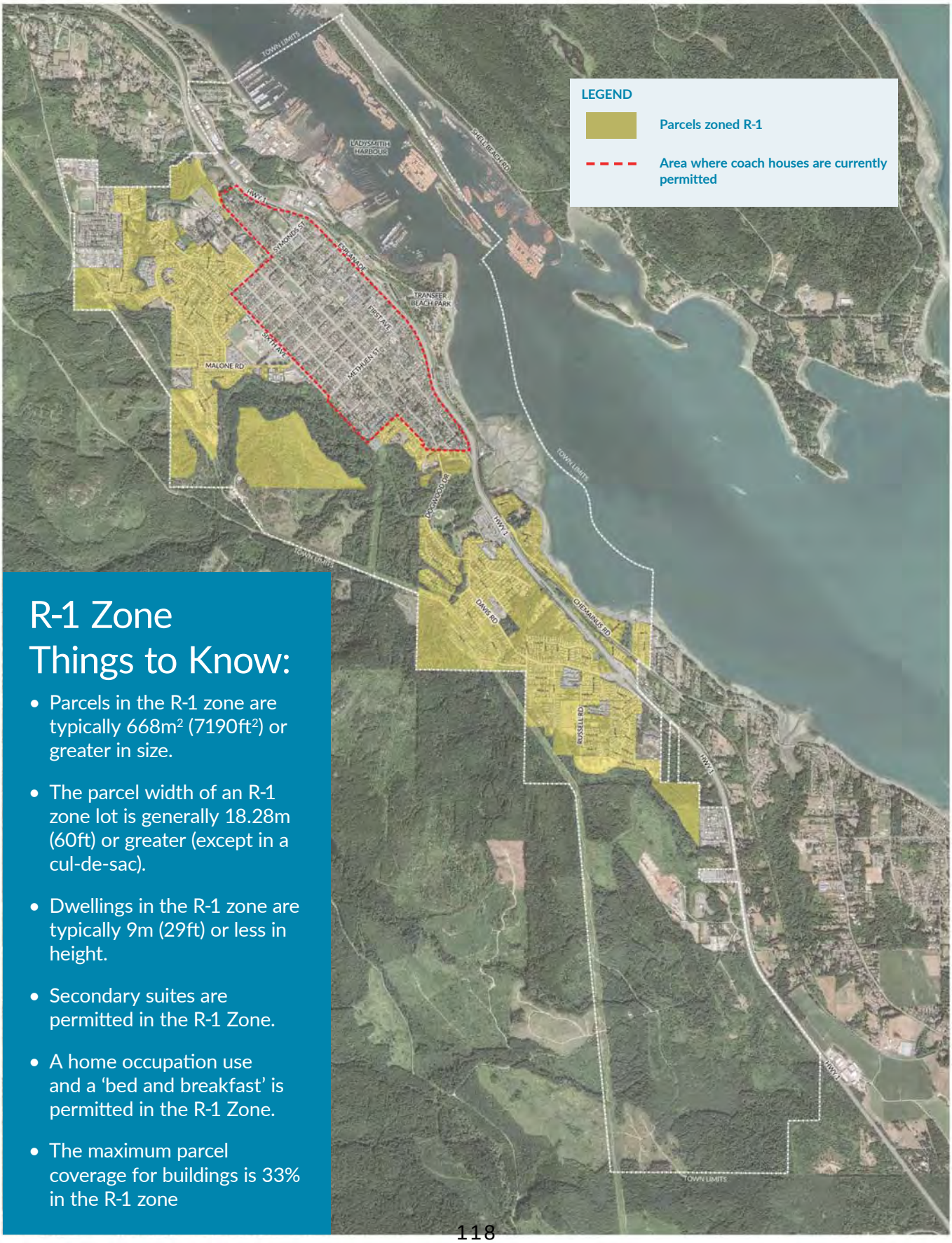
Is a coach house permitted on a parcel that already contains a secondary suite?

No.

How can I learn more about being a landlord?

The Provincial Residential Tenancy Branch website (www.rto.gov.bc.ca) provides resources for landlords and tenants.

COACH HOUSES WHERE?



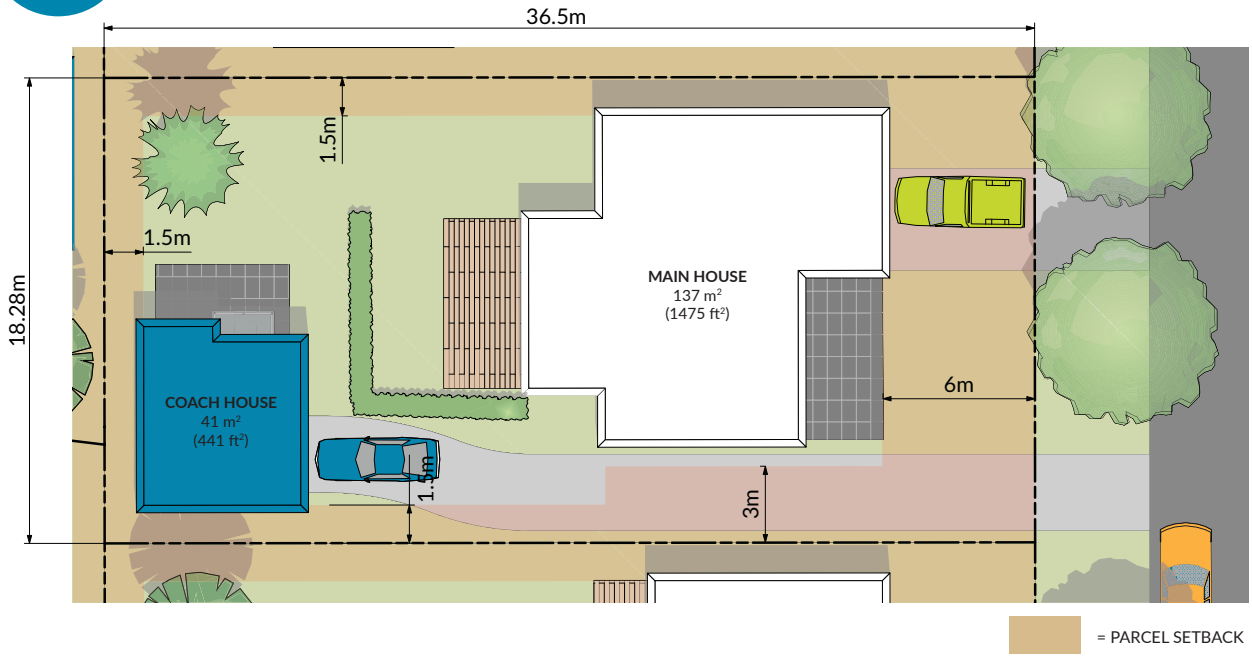
R-1 Zone Things to Know:

- Parcels in the R-1 zone are typically 668m^2 (7190ft^2) or greater in size.
- The parcel width of an R-1 zone lot is generally 18.28m (60ft) or greater (except in a cul-de-sac).
- Dwellings in the R-1 zone are typically 9m (29ft) or less in height.
- Secondary suites are permitted in the R-1 Zone.
- A home occupation use and a 'bed and breakfast' is permitted in the R-1 Zone.
- The maximum parcel coverage for buildings is 33% in the R-1 zone

1

EXAMPLES IF COACH HOUSES WERE ALLOWED IN R-1 PARCELS

MID-BLOCK RECTANGULAR LOT



Mid-Block Rectangular Lot Scenario Overview:

This example shows a main house and a two storey coach house in the rear yard. The coach house building has a workshop or garage on the ground floor and the coach house living space on the second storey.

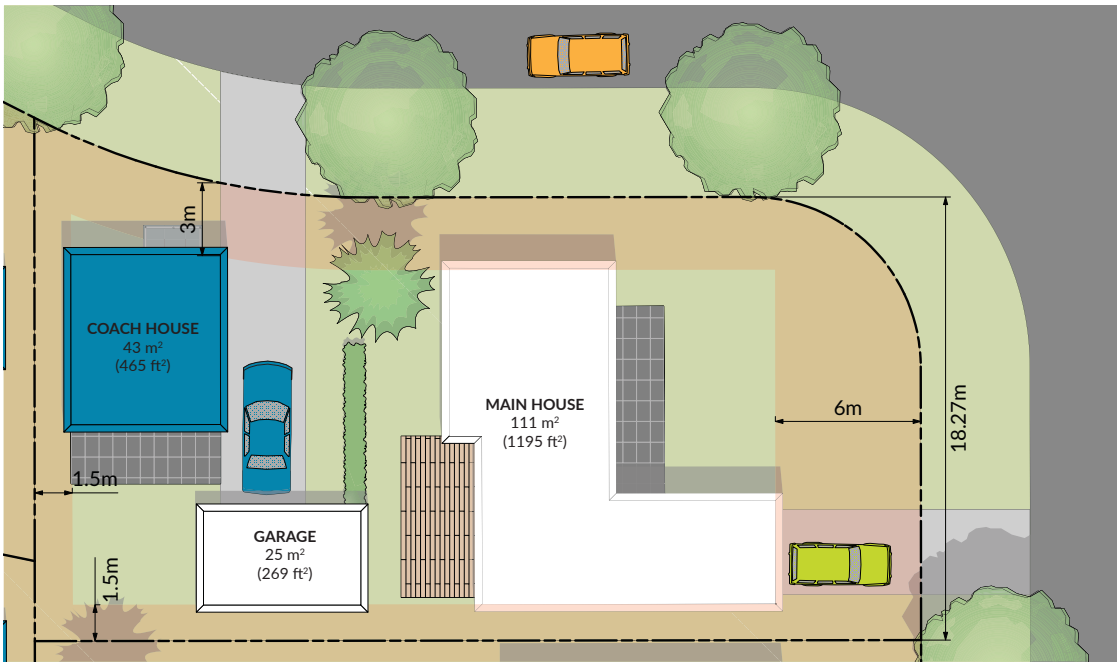
- The coach house shown is 41 m^2 (441 ft^2) in size.
- There is a 1.5m (5ft) setback from the side and rear property line.
- The distance between the main house and coach house is 9m (29.5ft).
- There is one parking space for the main dwelling and one parking space for the coach house.
- There is a pathway from the street to the coach house entry for first responders.
- There is a private outdoor space for both the main house and the coach house.

Parcel Area	668 m^2 (7190 ft^2)
Main House Parcel Coverage	21%
Accessory Building Parcel Coverage	-
Coach House Parcel Coverage	6%
Total % Parcel Coverage	27%

2

EXAMPLES IF COACH HOUSES WERE ALLOWED IN R-1 PARCELS

CORNER LOT



= PARCEL SETBACK

Corner Lot Scenario Overview:

This example shows a main house and a two storey coach house in the rear yard. The coach house building has a workshop or garage on the ground floor and the coach house living space on the second storey.

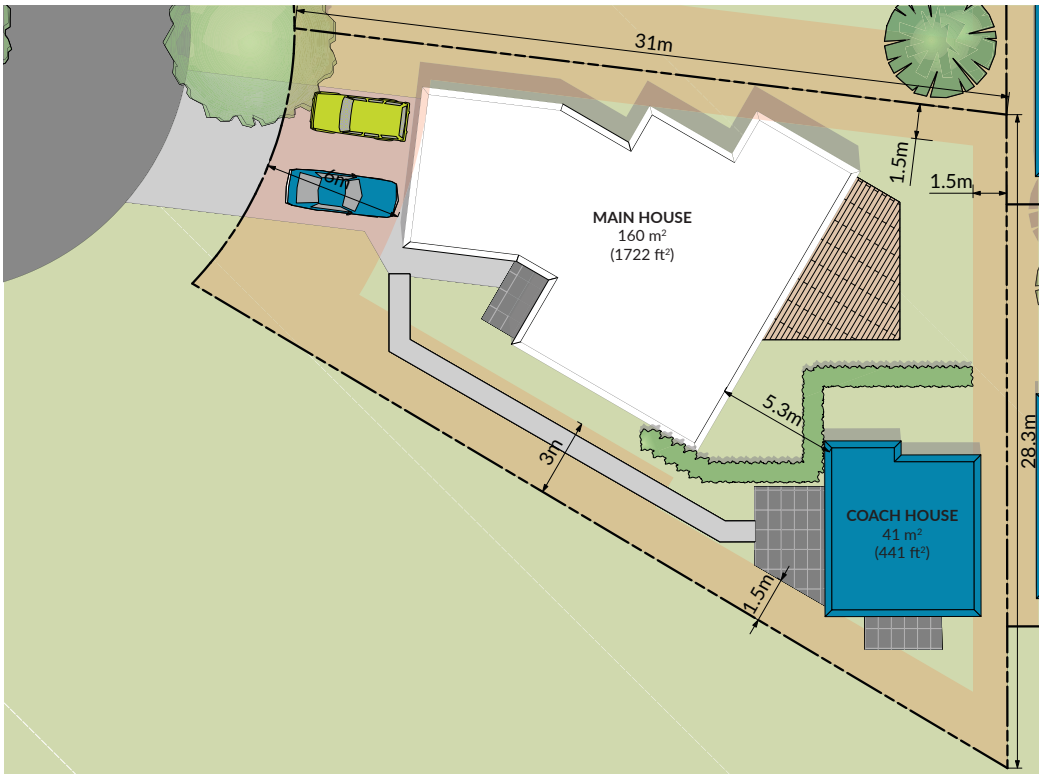
- The coach house shown is 43 m² (465 ft²) in size.
- There is a 1.5m (5ft) setback from the side and rear property line.
- The distance between the main house and coach house is 9.5 m (31.2 ft).
- There is one parking space for the main dwelling and one parking space for the coach house.
- There is a pathway from the street to the coach house entry for first responders.
- There is a private outdoor space for both the main house and the coach house.

Parcel Area	672 m² (7233 ft²)
Main House Parcel Coverage	17%
Accessory Building Parcel Coverage	4%
Coach House Parcel Coverage	6%
Total % Parcel Coverage	27%

3

EXAMPLES IF COACH HOUSES WERE ALLOWED IN R-1 PARCELS

CUL-DE-SAC PIE SHAPED LOT

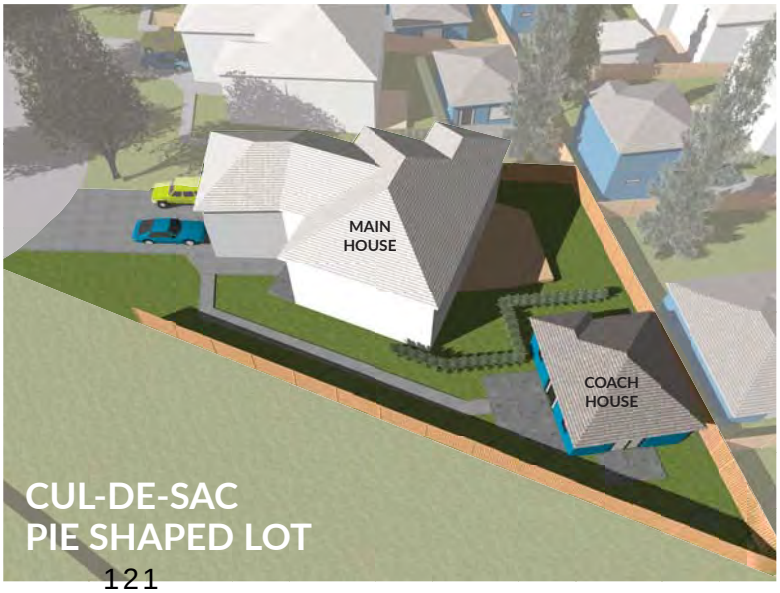


Cul-de-sac Pie Shaped Lot Scenario Overview:

This example shows a main dwelling and a one storey coach house on a cul-de-sac pie shaped lot.

- The coach house shown is 41 m² (441 ft²) in size.
- There is a 1.5m (5ft) setback from the side and rear property line.
- The distance between the main house and coach house is 5.3 m (17.4 ft).
- There is one parking space for the main dwelling and one parking space for the coach house resident.
- There is a pathway from the street to the coach house entry for first responders.
- A private outdoor space is shown for the main house and the coach house resident.

Parcel Area	668 m² (7190 ft²)
Main House Parcel Coverage	24%
Accessory Building Parcel Coverage	-
Coach House Parcel Coverage	6%
Total % Parcel Coverage	30%



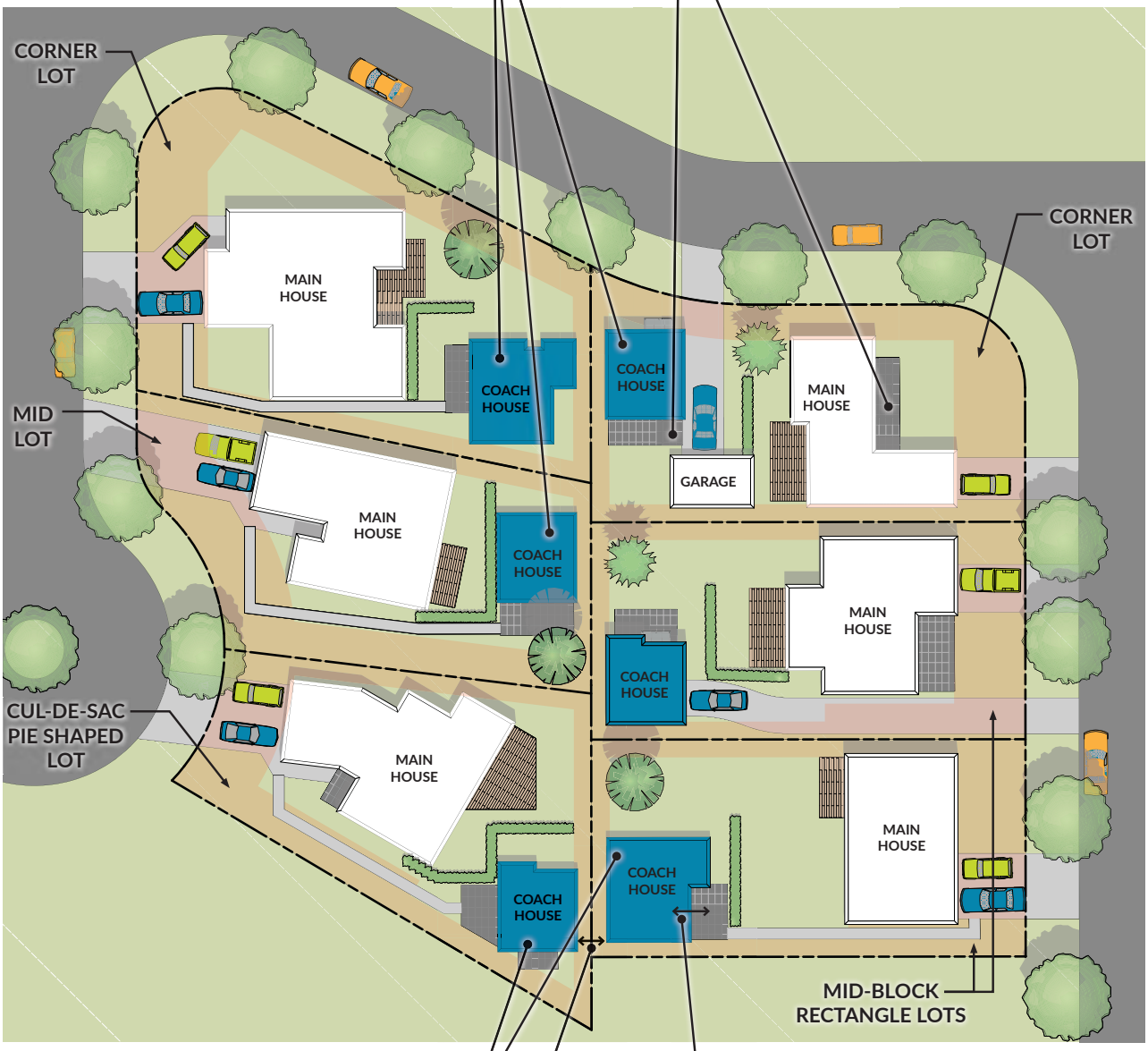
4

EXAMPLES IF COACH HOUSES WERE ALLOWED IN R-1 PARCELS

NEIGHBOURHOOD RELATIONSHIPS

If many parcels in a neighbourhood choose to add coach houses, there may be cumulative impacts.

Private space locations could vary – either at front entrance, back, or side of coach house or main dwellings



Coach house window and balcony location would need to be determined at design review stage to avoid overlook of private space.

Interior and exterior of coach house need design coordination to provide windows in each bedroom and livable indoor/outdoor relationships.

Coach houses could be as close as 3 m (10ft) to each other at back or side property boundaries

Comments or Questions?
Please complete a questionnaire!

4

EXAMPLES IF COACH HOUSES WERE ALLOWED IN R-1 PARCELS

NEIGHBOURHOOD RELATIONSHIPS

Key Considerations

FOR COACH HOUSE NEIGHBOURLINESS

- Respect privacy of neighbouring properties – avoid overlook of private space.
- Respect sunlight exposure of neighbouring properties – avoid undue shading.
- Respect view of neighbouring properties – minimize blocking of views from neighbouring homes.
- Design to be harmonious with the principle dwelling and surrounding buildings in the neighbourhood.
- Impacts on neighbours views are possible – assessment would be site specific.
- Coach houses may not fit on some parcels due to the location or size of an existing house.

Comments or Questions?

Please complete a questionnaire!

TOWN OF LADYSMITH

Working together to build our future

Thank you for attending!
Your feedback is important!

Questions to think about:

Should coach houses be permitted in the R-1 zoned neighbourhoods?

If yes, then what should the regulations and design standards be for coach houses in the R-1 Zone neighbourhoods?

- Do you support one storey or two storey coach houses?
- What size of coach house should be permitted?
- On what lot size should a coach house be permitted?
- On what lot type should a coach house be permitted?
- What should be the setback from the side and rear property line?
- Should a two storey coach house be permitted to have a second floor balcony?
- Should the regulations be the same in all neighbourhoods?
- How will parking be addressed?
- Other...

How to share your ideas:

Add Your Ideas to this Poster
Review the information here today and add your thoughts to the right.

Complete an Input Questionnaire
Fill in a paper Questionnaire today or online at www.PlaceSpeak.com/coachhouseconsultation2018 by March 9th.

Talk with Us!
Town of Ladysmith staff are here today to discuss your concerns, learn new information, and to listen to your ideas. Come and say hello!

Questions or comments?
If you have further questions after this event, contact info@ladysmith.ca. We would love to hear from you!

Please Add Your Value or Concern!

CONTACT US 250.245.6400 / info@ladysmith.ca
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LADYSMITH

STAFF REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
Meeting Date: July 9, 2018
File No:
RE: SONIC MOVIE STREET CLOSURE AND PARKING REQUESTS

RECOMMENDATION:

That Council consider whether it wishes to:

1. Approve in principle the requests for the closure of 1st Avenue between Roberts and High Streets, and Gatacre Street between 1st Avenue and the laneway, between September 13 and 24 for the days and times as outlined in the filming schedule provided by the producers of The Sonic Movie, subject to final confirmation of filming arrangements.
2. Approve in principle the requests for use of other Town sites for parking, catering, lighting and related production vehicles as outlined in the documents entitled "Proposed Essential Works Trucks Parking" provided by the producers of The Sonic Movie.
3. Confirm that approval of the above requests is subject to:
    a. Confirmation by the applicant that the film company has designated a community liaison to be on site at all times to act as liaison between Town residents and businesses and the film company; and
    b. Commitment by the applicant to ensure detailed signage with respect to parking closures and alternatives, and "Open for Business" signs listing businesses within the street closure area in key locations; and
    c. Confirmation that the applicant has contacted all businesses and residents in the affected area with information, alternative arrangements if required, and a satisfactory compensation package.
    d. Confirm that parking tickets will not be issued between September 13 and 24, except in designated 15 minute and disability access parking spots
4. Direct the Corporate Officer to finalize and execute the Town of Ladysmith Film Industry Permit Package and Addendum, subject to approval by the Town's legal counsel.

PURPOSE:

The purpose of this staff report is to provide information to Council with respect to the request to film a portion of The Sonic Movie in Ladysmith, with the community becoming Sonic's home town.

PREVIOUS COUNCIL DIRECTION
N/A

INTRODUCTION/BACKGROUND:
The Town of Ladysmith has been selected as the location for filming a sonic the Hedgehog movie in September 2018. The film is scheduled for release around US Thanksgiving of 2019. Ladysmith will be Sonic's home town. Specifically, filming will be centred on three sites – Bayview Framing, Top Drawer Consignment (exteriors), and the Sportsmen Hotel (interiors). Shooting will require the closure of First Avenue between Roberts and High Streets, and a portion of Gatacre between 1st Avenue and the laneway. In addition, the film company has requested the use of various sites throughout the Town for catering and for parking trucks, trailers and equipment.

Filming is scheduled to take place between September 14 and September 23. In addition, some work will take place in the community with pre-production starting on September 12, and post-production continuing until September 28. The use of Town space during the pre-and post-production phases will be minimal and is outline in the attachments.

As Council will see in the attached documents, First Avenue will not be closed for the entire duration of the shoot. The proposed schedule shows one full day of filming on September 14, and a full shutdown/detour between September 20 and 23. The rest of the filming will take place in the late afternoon through the night.

Staff have worked closely with the location manager (Abraham Fraser, who met with council on June 11), with a location scout, and with Joan Miller of INFilm, the Island North Film Commission. During discussions, staff have raised a number of questions, concerns and requests to try to minimize and/or mitigate impact on businesses, residents, citizens and visitors during filming.

The film company has proposed the following arrangements prior to and during filming:

Communication with residents and businesses in the affected area

- A letter will be sent to residents and businesses in the affected area in the middle of July outlining the proposed filming schedule, providing liaison and contact information for questions and concerns. A follow-up letter will be sent prior to the beginning of filming
- Production staff have been reaching out to businesses and residents throughout the past month to discuss possible implications of the filming and potential arrangements for compensation/mitigation. As an example, staff have discussed ways to ensure customers with limited mobility have their prescriptions delivered or made available to them when they can't park in front of the Pharmasave.

- A dedicated e-mail address will be set up to assist in communications with residents
- During filming, production assistants will be on site to provide directions and answer questions
- The film company has been in communication with the owners of the two buildings on 1st Avenue that are undergoing significant renovations

Compensation

- The film company is working directly with local businesses to determine the impact on them caused by the loss of parking and the street closures. It appears as though each business will have the opportunity to make an arrangement with the film company, as the impact will vary from business to business.
- It is not anticipated that any businesses will have to close or lay off staff during filming
- Film company staff will be posted during the shoot to advise customers that businesses are still open. This will be supported by signage
- The film company advises staff that they have directed the caterers to use Ladysmith businesses for food and ingredients including meat and baked goods

Communication with the community at large

- The film company will post signage advising of street closure hours and alternative parking locations
- "Open for Business" signage will be posted directing potential customers to businesses on First Avenue between Gatacre Street and High Street
- Notices will be placed in the Chronicle and provided to the Town for our website

ALTERNATIVES:

Council can choose:

- Not to approve the film permit and associated street closures
- To impose additional conditions on approval of the film permit and associated street closures
- Not to permit use of the gravel parking lots at Transfer Beach Park and the public boat launch
- To permit use of Oyster Bay Drive in the vicinity of the Machine Shop as an alternative site for the 'circus' (trailer site for cast, hair, makeup, wardrobe, extras, etc.)

FINANCIAL IMPLICATIONS;

The film company has offered to negotiate some compensation to the Town for the use of streets and parking lots. Staff are investigating what other communities have received in similar situations, given that the town itself will not lose parking revenues during this time.

LEGAL IMPLICATIONS;
Staff have received advice from legal counsel regarding the content of the film permit agreement and an addendum proposed by the film company. (The proposed changes have not been incorporated in the documents attached to this report.) The final agreement will be reviewed by the Town's legal counsel again to ensure the Town's interests are protected.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:
It is anticipated that the filming will generate considerable excitement in the community, which will be offset by the inconvenience of loss of access to parking and the other disruptions created by a production of this size. The film company will continue to reach out to the community to address concerns and answer questions in advance of, and during, filming.

Staff have been advised that some local businesses have already agreed to the use of their parking spaces by the film company during filming.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:
N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:
☐Complete Community Land Use
☐Green Buildings
☐Innovative Infrastructure
☐Healthy Community
☒ Not Applicable
☐ Low Impact Transportation
☐ Multi-Use Landscapes
☐ Local Food Systems
☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:
☐Employment & Tax Diversity
☐Watershed Protection & Water Management
☐Communications & Engagement
☐ Natural & Built Infrastructure
☐ Partnerships
☒ Not Applicable

SUMMARY:

The Town has received a film permit application from the company that will be producing the Sonic the Hedgehog movie. The company would like to use Ladysmith as Sonic's home town, with shooting and production to take place between September 12 and 28. The heaviest impact on the Town will be during the main shooting period, September 14 to 23.

July 4, 2018

Joanna Winter, Manager of Legislative Services

I concur with the recommendation.

for

Guillermo Ferrero, City Manager

ATTACHMENTS:

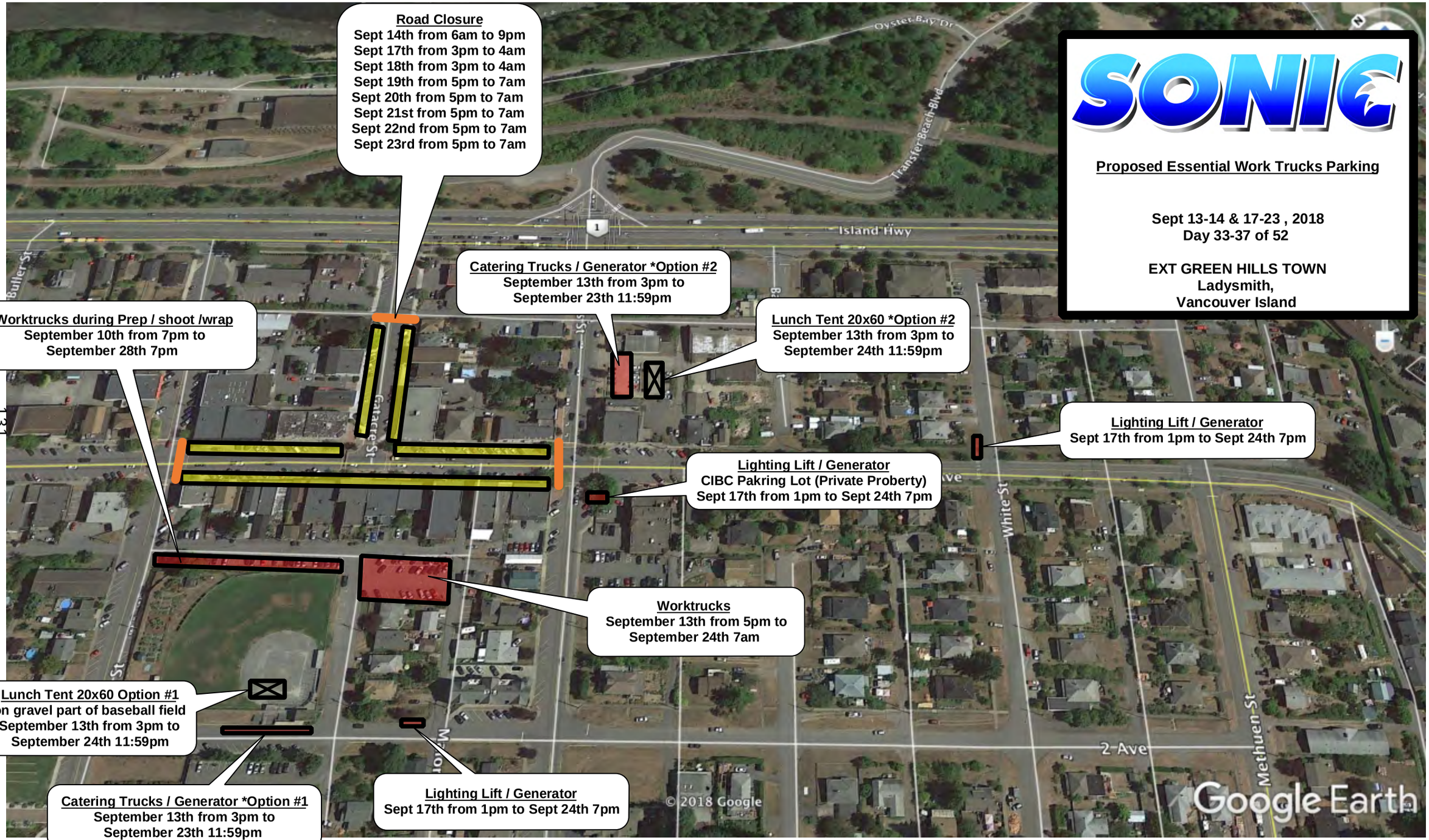
SONIC Proposed Schedule
SONIC Essential Work Trucks Parking
Film Industry Permit Application and Addendum

LADYSMITH -- Proposed schedule - July 3, 2018

NOTE - Road clourses and detours will be required on 1st Ave from Robert St to High St & Gatacre from 1st Ave to the east alley

Main Unit

DATE	TIMES	LOCATIONS	SET	STATUS	SCENE #'s		PAGES
Sept 14	6am - 9pm	Travellers Hotel, 422 1st Ave	Ext. Green Hills Bar	Location	8	D	7/8
	"	1st Ave - Roberts St to Gatacre St	Green Hils Main Street	Ladysmith	20,23	D	4/8
	"	1st Ave - Roberts St to Gatacre St	Overlooking Green Hills	Condor	28pt	D	2/8
							3 2/8
Sept 17	3pm - 4am	1st Ave - Roberts St to Gatacre St	Overlooking Green Hills	Condor	29pt	E/N	1/8
	"	1st Ave - Roberts St to Gatacre St	Green Hils Main Street	Ladysmith	116pt	N	2 1/4
Sept 18	3pm - 4am	1st Ave - Roberts St to Gatacre St	Green Hils Main Street	Ladysmith	123,116pt,3,118,119	N	1 2/8
Sept 19	5pm - 7am	1st Ave - Roberts St to Gatacre St	EGG-POD Main Street	Ladysmith	120pt1,120pt3,122	N	1 2/8
		1st Ave - Roberts St to Gatacre St	Overlooking Green Hills	Condor	34pt	N	1/8
Sept 20	5pm - 7am	Ladysmith INN, 640 1st Ave	Int. Green Hills Bar	Weather Cover	7	N	2
							6 7/8
Weather Cover: In the case of imclement weather, interior scene may be filmed on 1 of the following dates							
Sept 14 - 20	5pm - 7am	Ladysmith INN, 640 1st Ave	Int. Green Hills Bar	Weather Cover	7	D	2
		(ITC required outside front doors)					**2**
2nd Unit - overlap 20		Full detour Sept 20-23					
Sept 20 - 23	5pm - 7am	1st Ave - Roberts St to Gatacre St	Green Hils Main Street	Ladysmith	Various-Establish	E/N	
		(Note: If Main Unit is affected by weather cover, 2nd Unit dates will shift to Sept 21-24)					


SONIC
Proposed Essential Work Trucks Parking
Sept 13-14 & 17-23 , 2018
Day 33-37 of 52
EXT GREEN HILLS TOWN
Ladysmith,
Vancouver Island
Road Closure
Sept 14th from 6am to 9pm
Sept 17th from 3pm to 4am
Sept 18th from 3pm to 4am
Sept 19th from 5pm to 7am
Sept 20th from 5pm to 7am
Sept 21st from 5pm to 7am
Sept 22nd from 5pm to 7am
Sept 23rd from 5pm to 7am
Catering Trucks / Generator *Option #2
September 13th from 3pm to
September 23th 11:59pm
Lunch Tent 20x60 *Option #2
September 13th from 3pm to
September 24th 11:59pm
Worktrucks during Prep / shoot /wrap
September 10th from 7pm to
September 28th 7pm
Lighting Lift / Generator
Sept 17th from 1pm to Sept 24th 7pm
Lighting Lift / Generator
CIBC Pakring Lot (Private Proberty)
Sept 17th from 1pm to Sept 24th 7pm
Worktrucks
September 13th from 5pm to
September 24th 7am
Lunch Tent 20x60 Option #1
on gravel part of baseball field
September 13th from 3pm to
September 24th 11:59pm
Catering Trucks / Generator *Option #1
September 13th from 3pm to
September 23th 11:59pm
Lighting Lift / Generator
Sept 17th from 1pm to Sept 24th 7pm
Oyster Bay Dr
Transfer Beach Blvd
Island Hwy
Buller St
Gatacre St
White St
2 Ave
Methuen St
131
© 2018 Google
Google Earth


SONIC
Proposed Essential Work Trucks Parking
EXT GREEN HILLS TOWN
Ladysmith,
Vancouver Island
Circus:
September 12th from 5pm to
September 24th 7am
Fishermans wharf
837 Ludlow Rd, Ladysmith
Transfer Beach Park
2nd UNIT (Circus)
Sept 19th 7am to
Sept 24 7am
SHOW NEARBY RESTAURANTS
Kaede Sushi
Wild Poppy Bistro
Wigwam Restaurant The
Barnacle Barney's
7-Eleven
Gatacre St
Malone Rd
High St
1st Ave
Roberts St
Ludlow Rd
Gulf Islands
Methuen St
White St
Transfer Beach Blvd
Dogwood Dr
Forward Rd
Gifford Rd
Tristan de koninck Way
Warf Rd
Transfer Beach Park
Google
Map
3D
Imagery ©2018 Google, Map data ©2018 Google
Canada
Terms
Send feedback
100 m


SONIC
Proposed Essential Work Trucks Parking
Sept 20th (if we dont use weatehr cover)
WEATHER COVER Sept 14,17,18,19
EXT GREEN HILLS TOWN
Ladysmith,
Vancouver Island
Worktrucks
Sept 20th (if we dont use weather cover)
September 20th 7am to Sept 21st 9am
WEATHER COVER Sept 14,17,18,19
Clear for Picture
SET:
INT BAR
Sport Grill & Pizza
640 1st Ave, Ladysmith,
Shell
Island Hwy
1st Ave
Black Door Decor
Gatacre St
Shar-Kare Feeds & Pet Supplies
Salon M
Vancouver Island Regional Library...
Buller St
Pizza
Our place
2 Ave
In The Bean Time
Red's Emporium
Curves
Fox and Hounds
Holiday House
Trans-Canada Hwy
Esplanade Ave
Spice Hut Indian Cu
High St
Wild Poppy Bistro
Canada Post
CIBC Branch & ATM
The Phoenix
RBC Royal Bank
7-Elev
Ladysmith Resources Centre Association
2 Aves
Old Town Bakery
Pharmasave
Antique
Map
Google
3D

Town of Ladysmith

FILM INDUSTRY

PERMIT

PACKAGE

FILM PERMIT GENERAL CONDITIONS

The following general conditions apply to all Film Permit Applications:

1. The **Town of Ladysmith** requires that anyone planning a film production on Municipal property, including streets, sidewalks and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the Municipality.

2. The **Town of Ladysmith** requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least **$2 Million** against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the **Town of Ladysmith** as an additional named insured and contain a cross liability clause.

3. The applicant must comply with all existing Municipal By-laws. Any exemptions must be applied for in writing and approved by **Town of Ladysmith** Municipal Council.

4. All fees as stated in the Municipal Fee Schedule are the responsibility of the applicant and must be paid as per negotiated (see our Fee Schedule for specific costs, deposits and bonds). The **Town of Ladysmith** requires that all Municipal costs be recovered.

5. Where applicable, the applicant must obtain an Electrical Permit from the Province of British Columbia, Electrical Safety Branch and must be available on site for inspection.

6. The **Town of Ladysmith** requires that the Film Company notify neighbourhoods and/or business areas of their upcoming activities by one of two methods as follows:

   (i) For minimum disruption to a neighbourhood and/or business area, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.

   (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signatured survey of the area is required which should encompass a radius of no less than 2 city blocks. Large or disruptive productions may require advertisements in newspapers and other local media as well.

7. No road in the **Town of Ladysmith** may be closed without prior written permission from the Superintendent of Public Works, and all road closures require prior notification of Police, Fire and Ambulance Services.

8. The **Town of Ladysmith** reserves the right to revoke a Permit or shut down a shoot in case of emergency.

9. The applicant is responsible for maintaining the site/route in a clean condition and for any clean-up following, and is liable for any damage caused to Municipal property as a result of the Film Company's use of the facilities. Any damaged or missing equipment/chattel of the Municipality will be replaced/reimbursed by the applicant.

10. The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.

11. Where applicable, the applicant must obtain a Special Effects Permit from the Fire Department and must be available on-site for inspection.

except for such claims, demands, expenses or liabilities arising out of or related to the Town of Ladysmith's negligence or willful misconduct.

FILM COMPANY

Contact Town of Ladysmith
Film Coordinator
(250) 245-6400

Read Permit Conditions

Procedure:

a) Complete application form(s)

Upon Approval:

b) Negotiate fees for service
c) Pay fee estimate
d) Provide proof of insurance
e) Allocation of parking & street closure location, dates and times

Authorization from Police Department
(250) 245-2215

a) use of firearms
b) stunts
c) special effects

Authorization from Fire Department
(250) 245-6436

a) special effects

Notify Neighbourhood and/or Business Area

SCHEDULE OF FEES
FOR FILM PRODUCTION

(Current Town of Ladysmith labour and equipment rates will be used)

APPLICATION PERMIT FEE: **NIL**

The application would be issued after the initial meeting between the Film Co-ordinator or designate and the applicant if necessary, and the applicant is advised that the filming proposal is acceptable.

ELECTRICAL PERMIT FEES: ***Established by Provincial Government Electrical Safety Branch***

The applicant must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of B.C. (Safety

DAMAGE DEPOSIT: **To be Estimated**

A clean-up and Damage Deposit of $500.00 may be required when facilities included for "shoots" involving locations or the use of facilities on Municipal streets or in Municipality buildings and structures over the daily charge rate.

POLICE: Minimum 4-hour callout **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24-hour cancellation notice.

FIREFIGHTERS: **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24-hour cancellation notice.

PUBLIC WORKS - Sign Shop: LABOUR & EQUIPMENT:
(For construction, placement and removal of signs) **To Be Estimated**

PUBLIC WORKS - Waterworks:
(Fire Hydrant Connection Fee per day including GST) **To Be Estimated**

MUNICIPAL BUILDINGS AND STRUCTURES **To Be Estimated**

Fees for MUNICIPAL BUILDINGS AND STRUCTURES will be estimated upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

MUNICIPAL RECREATION BUILDINGS

Fees for **MUNICIPAL RECREATION BUILDINGS** will be established upon request. Criteria for fees are dependent on specific area requirements, actual overhead costs and loss of facility income.

MUNICIPAL PARKS & PLAYING FIELDS **To Be Estimated**

APPLICATION FOR USE OF MUNICIPAL FACILITIES FOR FILM PRODUCTION

APPLICANT:

Local Company Name: _____ Contact Person: _____

Address: _____ Phone #: Res: _____

_____ Bus: _____

Headquarter (Mother) Co. Address: _____

_____ Phone #: _____

Headquarter (Mother) Co. Contact Person: _____ Title: _____

Local Manager's Name & Address _____

Phone #'s: Bus: _____ Res: _____ Fax: _____

Name of Production: _____

Brief Description of Production: _____

REQUESTED FACILITIES (Check the appropriate square):

- ☐ On Street Parking
- ☐ Street Occupancy
- ☐ Street Closure
- ☐ Municipal Hall
- ☐ Municipal Fire Hall
- ☐ Municipal Police Building
- ☐ Other City Buildings
- ☐ Equipment
- ☐ Manpower
- ☐ Municipal Park(s)
- ☐ Traffic Control

except for such claims, demands, expenses or liabilities arising out of or related to the Municipality's negligence or willful misconduct.

Location Of Filming _____

Brief Description of Requirements: _____

_____

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services of the Municipality.

INSURANCE REQUIREMENTS:

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Municipality and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than $2,000,000 per accident or occurrence and other wise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith from time to time, the Certificate of Insurance giving evidence of such coverage.

~~**CREDITS TO THE** _____~~

~~The applicant will give credit to the _____ in the production.~~

On behalf of the applicant, I acknowledge that I have read and understood the conditions contained in the Film Permit General Conditions, and agree to comply with them and any additional conditions noted on the reverse of this page.

_____ Date: _____

AUTHORIZED SIGNATORY OF THE APPLICANT - SIGN AND PRINT NAME

This application becomes the Permit as approved by:

_____ Date: _____

FILM CO-ORDINATOR FOR THE TOWN OF LADYSMITH

Permit #: _____

FILM INDUSTRY CALLOUT PROCEDURE
GUIDELINES FOR ATTENDING PUBLIC WORKS MEMBERS

OVERVIEW:

The Town of Ladysmith requires Film Companies to have Royal Canadian Mounted Police or Public Works Members present during filming of various situations, which are described in this package. Film Companies are required to pay up front for services as established by the RCMP Detachment Commander or the Superintendent of Public Works.

The Film Co-ordinator will ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. RCMP and Public Works Members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police and Public Works Members are not employees of the movie industry.

STREETS and TRAFFIC REGULATIONS:

1. The Superintendent of Public Works may place or order traffic control devices to be placed or installed, as necessity requires within the Municipality.

2. The Superintendent of Public Works may order to be placed for temporary periods not exceeding thirty (30) days at any one time, signs prohibiting parking or stopping and indicating restricting parking or detours:

   (a) Upon either or both sides of any street or portion of street along the route of a parade or procession or in the vicinity of a large public gathering;

   (b) In any other location where under special circumstances it is deemed necessary in the public interest to do so.

GENERAL:

Public Works Members may at any time regulate and direct both vehicular and pedestrian traffic upon all streets and sidewalks and may at any time block off temporarily any street or sidewalk or part thereof. A direction of the Public Works Member regulating traffic may be made by motion of the hand or by word of mouth or any mechanical device.

HOURS OF FILMING:

Hours of filming are established under existing bylaws. Filming hours may be extended with Council approval. Any complaints of excessive noise during late night filming must be reported to the Bylaw Enforcement Officer.

TRAFFIC CONTROL for ROAD CLOSURES & LOCKUPS:

Only Public Works Members or other designates (see *Production Assistants* below) have authority to undertake traffic control duties. Public Works Members must be on location for:

- Road closures (temporary or long term)
- Temporary lockups
- Any filming that will affect / interfere with traffic flow (tow shots, etc.)

PRODUCTION ASSISTANTS:

Production Assistants may control pedestrian traffic on sidewalks. Public Works Members may allow Production Assistants to control lane traffic within an area that is currently being closed or locked down to general traffic. They may also assist in quiet residential areas, but this must be pre-approved.

MUNICIPAL PERMIT for FILMING:

The Municipality issues permits for filming outlining specifications, including Special Event parking regulations, dates and times. Should you have any questions and/or concerns regarding a Permit or its specifications, please contact the Film Co-ordinator at the Municipal Hall.

When on call out, the attending Public Works Member may approve a request to move to an un-permitted location at their own discretion.

MOVIE-INS / SET-UPS:

Public Works provides members, at no cost, for move-ins / set-ups. These requests are made through the Film Co-ordinator (day and night telephone numbers will be provided). This duty should not exceed approximately 15 minutes. Any abuse of this service should be reported to the Film Co-ordinator.

AUTHORITY ON SET:

The Film Coordinator will liaise with the Location Manager while on set. Any regulations of traffic on any Municipal street are under the authority of the Public Works Members on set. A Permit to film is not an open invitation to take over any area within the Municipality.

If filming is not taking place in a safe manner, or the disruption to the surrounding neighbourhood is unacceptable, the Film Company will be informed through Locations personnel. The attending Public Works Member and the Film Company will seek a reasonable solution. If this cannot be done, filming will not continue. Attempts must be made to contact the Film Coordinator before any Film Company is shut down.

ON SET CATERING:

No provisions have been made to provide members with on-set meals or breaks. It is at the member's discretion whether to accept an invitation to dine with the crew, however, that offer would also be at the Film Company's discretion.

CONCLUSION OF CALLOUT:

The end time on any call out is approximate. If Public Works feels that leaving the movie set at the end time stated is inappropriate (i.e. all equipment or crew not off streets, filming may continue after Member leaves) the Location Manager will be informed. If they do not agree to extend the call out time, the

member should inform Locations personnel that the Public Works Member will remain on set until appropriate. This should be noted in the Callout Report and the Municipality will invoice accordingly.

ENFORCEMENT:

General traffic enforcement (i.e. radar, seatbelt road-blocks) will not take place on a movie set. A Public Works Member is on set to control traffic and/or minimize the film impact on the neighbourhood.

Public Works Members may contact the Film Coordinator where immediate concerns include:

- Productions not complying with the terms of the Municipal Permits (Film and/or Special Effects)
- Productions not complying with Public Works Member on-site requests
- Productions using civilians to control Municipal streets
- Any production a member is considering to ask to stop filming.

Any non-immediate type concerns will be forwarded in writing to the Office of the Film Coordinator.

A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED.

FILM INDUSTRY CALLOUT PROCEDURE
GUIDELINES FOR ATTENDING POLICE MEMBERS

OVERVIEW:

The Town of Ladysmith requires Film Companies to have Royal Canadian Mounted Police or Public Works Members present during filming of various situations, which are described in this package. Film Companies are required to pay up front for services as established by the RCMP Detachment Commander or the Superintendent of Public Works.

The Film Co-ordinator will ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. RCMP and Public Works Members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police and Public Works Members are not employees of the movie industry.

STREETS and TRAFFIC REGULATIONS:

The Superintendent of Public Works will implement streets and traffic regulations, with appropriate notification to the RCMP, Fire/Rescue and Ambulance units.

FIREARMS / GUNFIRE:

Any gunfire audible to the public or firearms visible to the public (whether fired or not) require the presence of the RCMP. This is due to potential 9-1-1 calls and their drain on RCMP manpower. Police members attending these call outs must advise the Communication Centre before and after each scene involving gunfire.

STUNTS AND SPECIAL EFFECTS:

All stunts and special effects must be approved by the Royal Canadian Mounted Police Detachment and the Town of Ladysmith. Larger stunts will include the RCMP Detachment during planning stages. The stunt must be re-planned if the attending Police Member believes a stunt requires more Police and/or Production Assistants in order to be completed in a safe manner.

STUNTS MUST NOT INVOLVE REGULAR VEHICULAR OR PEDESTRIAN TRAFFIC.
STUNTS MUST BE COMPLETED IN AN AREA WHERE THE PUBLIC HAS NO ACCESS.

All fires (larger than garbage can fires), explosives and/or special effects must have a Permit to Use Special Effects from Ladysmith Fire/Rescue and should be inspected. This Permit is detailed and specific. Should the attending Member have any questions regarding whether a Special Effects Permit is required or has been issued, the Communication Centre should contact the Fire/Rescue Department. If in disagreement with Locations personnel whether a fire, explosion and/or special effect is safe, the Fire/Rescue Department should be consulted.

ENFORCEMENT:

General traffic enforcement (i.e. radar, seatbelt road-blocks) will not take place on a movie set. A Public Works Member is on set to control traffic and/or minimize the film impact on the neighbourhood.

RCMP or Public Works Members may contact the Film Coordinator where immediate concerns include:

- Productions not complying with the terms of the Municipal Permits (Film and/or Special Effects)
- Productions not complying with Public Works Member on-site requests
- Productions using civilians to control Municipal streets
- Any production a member is considering to ask to stop filming.

Any non-immediate type concerns will be forwarded in writing to the Office of the Film Coordinator.

A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED.

APPLICATION FOR USE OF MUNICIPAL PARKS & RECREATION FACILITIES

(Addendum to Application for Use of Municipal Facilities)

APPLICANT:

Film Company Name: _____ Contact Person: _____

Address: _____ Phone # Res: _____

_____ Bus: _____

Name of Production: _____

REQUESTED FACILITIES / PARKS (Check appropriate square)

- ❑ Frank Jameson Community Centre
  Date(s): _____ Time(s) _____
- ❑ Agricultural (Aggie) Hall
  Date(s): _____ Time(s): _____
- ❑ Agriculture (Aggie) Field
  Date(s): _____ Time(s): _____
- ❑ Ladysmith Skatepark
  Date(s): _____ Time(s): _____
- ❑ Little League Ball Park
  Date(s): _____ Time(s): _____
- ❑ Holland Creek Ball Park
  Date(s): _____ Time(s): _____
- ❑ Transfer Beach Park
  Date(s): _____ Time(s): _____
- ❑ Brown Drive Park
  Date(s): _____ Time(s): _____
- ❑ Queens Park
  Date(s): _____ Time(s): _____
- ❑ Gourlay-Janes Park
  Date(s): _____ Time(s): _____
- ❑ Holland Creek Trails
  Date(s): _____ Time(s): _____
- ❑ Amphitheatre - Transfer Beach Park
  Date(s): _____ Time(s): _____
- ❑ Skateboard Park
  Date(s): _____ Time(s): _____

INDEMNITY & INSURANCE

Indemnity and insurance requirements apply.
Acknowledgement of conditions of Film Permit as per signature and date on the "Use of Municipal Facilities" applications.

FIRE DEPARTMENT

SPECIAL EFFECTS APPLICATION

Application to be received 7 calendar days prior to date scheduled for special effect.

Location, time and date of special effect: _____

_____

_____

☆ Provide and attach a site diagram including, property lines, buildings, vegetation, location of f/x, etc.

Description of type of special effect: _____

_____

_____

_____

_____

Production title: _____

Production company name: _____

Production company contact: _____

Production company local address: _____

_____

Location Manager: _____

Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Assistant Location Manager: _____

Assistant Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Name of Special Effects person(s) or company: _____

Name of Special Effects person in charge: _____

Energy, Mines & Resources Fireworks Supervisory Certificate #: _____

A detailed description of the quantity and type of pyrotechnic material and/or device being used:

Example: 1-10 inch mortar, 3 oz black powder lifter, 1 oz black powder igniter, 1 gal of gasoline

_____

_____

Signature of Special Effects Technician indicating above information is accurate and complete:

SIGN HERE ☞: _____

Method of transporting pyrotechnic material and/or device being used:

_____

Placard to be used on transporting vehicle: _____
(i.e. Explosive Class 1, Flammable Liquids Class 3.1 etc.)

Method of storing pyrotechnic material and/or device while on location:

_____

Placard to be used on storage container/cabinet/room: _____

Duration product(s) will be stored on site: _____

Is propane going to be used on site?: ☐ Yes ☐ No Quantity: _____

Fire suppression equipment to be provided on site:
_____
_____
_____
_____
_____
_____

CONDITIONS

The Fire Chief may issue a permit under the following conditions and any additional conditions noted on completed Permit:

1. Permit will not be transferable and any change in use or operation requires a new permit.
2. Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.
3. Portable fire extinguishers are required to be on site at all times.
4. If a fire hydrant is required for use during the special effect it shall be opened and closed by personnel acceptable to the Public Works Department.
5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.
6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.

The Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as outlined in the Fee Schedule.

except for such claims, demands, expenses or liabilities arising out of or related to the Municipality's negligence or willful misconduct.

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services of the Municipality.

INSURANCE REQUIREMENTS:

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Municipality and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than $2,000,000 per accident or occurrence and other wise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith fro time to time, the Certificate of Insurance giving evidence of such coverage.

Authorized signatory of applicant:

_____ _____

SIGN AND PRINT NAME *DATE*

_____

RECEIVED BY: FIRE DEPARTMENT PERSONNEL ONLY

FIRE DEPARTMENT

PERMIT DATE: _____

SPECIAL EFFECT DATE: _____

SPECIAL EFFECT TIME(S): _____

PERMIT TO USE SPECIAL EFFECTS

Applicant Name: _____

Special Effects Person: _____

Address: _____

Phone #('s): _____ Fax #: _____

Production Title: _____

Production Company Name: _____

Location Address: _____

PERMISSION:

Permission is hereby granted to simulate the following special effect:

_____

_____

_____

_____

SPECIAL EFFECT:

Using the following special effects material and device:

_____

_____

_____

_____

CONDITIONS:

The Fire Chief issues this Permit under the following conditions:

1. This Permit is not transferable and any change in use or operation requires a new permit.

2. This Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.

3. Portable fire extinguishers are required to be on site at all times.

4. If a fire hydrant is required for use during the special effect, it shall be opened and closed by personnel from our Public Works Department and a fee for service shall be paid (See Fee Schedule).

5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.

6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.

7. The Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as per the Fee Schedule.

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

_____

SIGNED BY AUTHORIZED FIRE DEPARTMENT PERSONNEL ONLY

FILM PRODUCTION POLICY AND PROCEDURE

OBJECTIVE:

The objective of this statement is to establish a policy and procedure regarding requests by film production companies who wish to undertake filming projects in the **Town of Ladysmith**. The specific objectives of this policy are to:

(a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
(b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives;
(c) establish fees for the provision of Municipal services.

POLICY:

To achieve the stated objectives and to process the requests of filming companies expeditiously, a Film Co-ordinator shall be responsible for receiving and approving most requests and for pursuing the stated objectives within the parameters herein described.

As the nature of the film industry and the subsequent requests received by the Film Co-ordinator require that prompt responses to the various requests be provided, Council has delegated authority to the Film Co-ordinator as follows:

(a) review the objectives and requirements of the filming request;
(b) assess the impact on the community to ensure that the Municipality and the public interests are protected
(c) establish terms and conditions under which approvals are granted;
(d) to issue approvals or denials of the requests;
(e) to establish a fee schedule which will reflect the Municipality's costs in administering this policy as well as the direct costs in providing labour and materials;
(f) to review applications for compliance with Municipal By-laws and, where applicable, facilitate for exemptions to be granted.

PROCEDURE:

(1) The Film Company representative fills out the Application with the appropriate information and submits it to the Film Co-ordinator.
(2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the **Town of Ladysmith** with a minimum of **$2 Million** public liability.
(3) The Film Company provides the estimated fees for services up front, as determined by the Film Co-ordinator and established in the Municipal Fee Schedule.
(4) The Film Company must notify the neighbourhood of their upcoming activities by one of two methods as follows:
    (i) For minimum disruption to a neighbourhood and/or business area, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner and/or business owner is sufficient.
    (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signatured survey of the area is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.
(5) If applicable, a Special Effects Permit Application will be provided by the Film Co-ordinator and processed through the Fire Department.
(6) For Municipal Parks and/or Recreation Facilities rentals, please submit a written application detailing requirements.

ADDENDUM TO
FILM INDUSTRY PERMIT

Reference is made to that certain Permit ("Agreement") dated as of _____, 2018, to which this addendum ("Addendum") is attached, between the Town of Ladysmith (herein referred to as "Licensor") and Hedgehog Films Inc. (herein referred to as "Company") in connection with the motion picture currently entitled "CASINO NIGHT" ("Picture"). Notwithstanding anything to contrary set forth in the Agreement, the parties hereby agree to the terms set forth in this Addendum. All terms used herein and not defined herein shall have the meaning ascribed to such terms in the Agreement.

1. Rights Granted: Licensor hereby grants to Company, its employees, agents, contractors and suppliers, and such other parties as it may authorize or designate, the right to enter and use the Town of Ladysmith property (such property specifications as defined in the Agreement and/or subsequently issued permit ("Property")), for the purpose of filming scenes of the Picture, which permission includes access to and from the Property, including the interiors and exteriors thereof, the right to bring and utilize thereon personnel, personal property, material and equipment, the right to photograph and make sound recordings on the Property, including the furniture, fixtures and other contents (and the right to rearrange same), the right to use any names, verbiage, address, trademarks, logos, signs and identifying features located on the Property, the right to refer to the Property or any part thereof by any fictitious name and/or to attribute any fictitious events as occurring thereon, and the right to otherwise do all things reasonably necessary to carry out the production of the Picture.

2. Results and Proceeds: Company shall be the exclusive author, owner and copyright proprietor of all the photography, sound recordings and filmed materials ("Results and Proceeds") relating to Company's use of the Property, and Company may exploit, distribute and use all such Results and Proceeds in any manner, including, without limitation, in any films, programs, advertising, marketing, publicity, promotions or other materials, throughout the universe in perpetuity, in any and all media now known or hereafter devised. Licensor on its own behalf and on behalf of any person or entity having any interest in the Property or any materials located on the Property hereby waives any claims they may have in connection with the use of the Results and Proceeds by Company, including, without limitation, claims relating to rights of privacy, rights of publicity, defamation, copyright infringement or trademark infringement. Company shall have the right to assign, transfer and/or grant all or any part of its rights in the Results and Proceeds to any person or entity. Nothing contained in the Agreement or this Addendum shall be construed as obligating Company to actually use the Property or the Results and Proceeds in or in connection with the Picture or in any other manner whatsoever.

3. Breach/Termination Right: Licensor shall inform Company in writing of any alleged breach or default of the Agreement or this Addendum and shall afford Company a reasonable opportunity to evaluate and cure any actual breach of the Agreement or this Addendum. If Company fails to timely commence to cure such actual breach or default after being provided a reasonable opportunity to do so, then upon written notice by Licensor to Company, Licensor may terminate Company's right to enter and occupy the Property; provided, however, that such termination shall not effect Company's rights in the Results and Proceeds.

4. Remedies: Licensor's sole remedy for a breach of the Agreement and/or this Addendum by Company shall be limited to an action at law for money damages, if any. Licensor shall not have the right to seek to enjoin, restrain or otherwise interfere with the production, distribution, exhibition or other exploitation of the Results and Proceeds, the Picture, or the advertising or publicity in connection therewith.

5. Complete Understanding: The Agreement and this Addendum contain the full and complete understanding between the parties and supersede all prior agreements and understandings pertaining hereto and cannot be modified except by a writing signed by each party. The parties acknowledge and agree that Company is proceeding in reliance upon the terms of this Addendum and that without this Addendum Company would not have entered into any agreement with Licensor. Any conflict between the terms of the Agreement and this Addendum shall be governed by this Addendum. The Agreement and this Addendum may be signed in counterparts and transmitted via electronic mail and such electronic signature counterparts taken together shall constitute an original binding agreement.

AGREED AND ACCEPTED:

COMPANY:	**LICENSOR:**
Sign: _____	Sign: _____
Print: _____	Print: _____
Title: _____	Title: _____

STAFF REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: July 9, 2018
File No:
RE: FEES & CHARGES BYLAW AMENDMENT

RECOMMENDATION:

That Council give first three readings to Ladysmith Fees and Charges Bylaw 2008, No.1644, Amendment Bylaw 2018, No.1969".

PURPOSE:

The purpose of this report is to update some fees and provide further clarification of the some current charges.

PREVIOUS COUNCIL DIRECTION

n/a

INTRODUCTION/BACKGROUND:

The following amendments are included in this bylaw:

Memorial Benches

There are over 85 benches installed in the Town's memorial bench program. Some of these benches are metal, though the majority are wood.

Currently, the cost for a wood memorial bench is $2,500. Typically, the wood material used is Ipe wood (Brazilian walnut) which is a dense wood and is preferred by Town staff for durability, longevity and ease of maintenance. The cost of this wood has increased recently. There are less expensive woods available but there are more costs associated over the life of the bench and the wood does not last as long.

Most recently, the direct costs associated with ordering, delivering and installing an Ipe wood bench with a plaque is approximately $2,900, plus there are other indirect cost associated with these installations. For this reason, it recommended to increase the price of the memorial bench by $700 to $3,200.

Refunds

In addition to the administration fee charged on refunds of overpayment of taxes, the same fee will be charged on overpayment of user fees (utilities).

Property Tax Notice

Property taxes for the current year, printed on the original tax notice paper should be provided at no charge. Previous years' notices, printed on original paper, shall be charged at $25.00 per copy as limited copies of the year-specific paper are retained for supplementary adjustments. The $25.00 charge will only be levied when the year-specific paper is needed; a list of property transactions may be provided to property owners upon request at no charge.

ALTERNATIVES:

Council can choose to:

1. Maintain the status quo though this is not financially prudent.
2. Provide direction regarding fees.

FINANCIAL IMPLICATIONS;

Increases in fees are necessary to ensure the municipality is covering the costs of providing the service.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Additional fees, although not necessary appreciated, are necessary. The public will be impacted with the additional costs.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department is responsible for ensuring the fees charged cover the cost of the service. Finance assists the departments in determining the appropriate fees.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council give first three readings to "Ladysmith Fees and Charges Bylaw 2008, No.1644, Amendment Bylaw 2018, No.1969" to amended the cost of the memorial bench, clarify the fees charged on election signs and add an additional administrative fee on refunds of user fees (utilities).

Erin Anderson, Director of Financial Services

June 26, 2018
Date

I concur with the recommendation.

C. Postings for Guillermo Ferrero, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1969

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

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

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

2. Citation

   This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2018, No. 1969".

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

_____
Mayor (A. Stone)

_____
Corporate Officer (J. Winter)

SCHEDULE "1"

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Item:	***Fee:***
Miscellaneous Fees:	
Copies of Extracts of Minutes	$0.25/page
Copies of Bylaws and Council Minutes	$0.25/page
Certificate of Outstanding Taxes	$20.00
Fence Line Fee	$75.00
Topographic Maps	$25.00
Waterfront Area Plan	$25.00
Holland Creek Area Plan	$10.00
South Ladysmith Area Plan	$10.00
Official Community Plan (including Schedule A.1 – DPAs)	$35.00
Engineering Specifications	$30.00
Comfort Letter	$100.00
Memorial Park Bench	$3,200.00
Zoning Bylaw	$40.00
Official Community Plan and Zoning Bylaw Maps (Large Size)	$15.00/map
NSF cheques/Returned items/Stop payments	$25.00
Refunds of overpayments for property taxes or user fees	10% of refund amount up to $25
Mortgage listings of property taxes owing (per folio)	$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	$450.00
Current year property tax notice after tax due date (for owner)	No charge
Previous years' property tax notice on year-specific paper (for owner)	$25.00 per copy
Subdivision trees	$750/tree
Application Fees:	
Official Community Plan Amendment	$2,000.00 + Advertising and Delivery Costs
Zoning Bylaw Amendment	$2,000.00 + Advertising and Delivery Costs
Combined OCP/Zoning Bylaw Amendment	$3,000 + Advertising and Delivery Costs
Subdivision – PLA	$500.00 + $250.00/lot
Subdivision – Approval, Extension, Form P	$500.00
Development Permit- Multi-Unit, Commercial, Downtown, Industrial	$1,000.00
Development Permit – High Street Intensive Residential	$750.00
Development Permit – Riparian, Hazard Lands	$250.00
Development Permit – Coach House Intensive Residential	$250.00

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