

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
\*AMENDED AGENDA  
6:30 P.M.**

Tuesday, July 19, 2022  
City Hall Council Chambers  
410 Esplanade

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Pages

**1. CALL TO ORDER**

Call to Order 6:30 p.m. in Open Session, in order to retire immediately into Closed Session.

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

**2. CLOSED SESSION (\*NEW ITEM)**

Recommendation

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)**

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

Members of the public may attend the meeting in person at City Hall or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

**4. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Regular Meeting of Council for July 19, 2022.

## **5. RISE AND REPORT- Items from Closed Session**

### **Items from the Closed Meeting of Council held June 21, 2022**

#### **CE 2022-036**

That Council:

1. Appoint the following three citizen representatives to the Parks, Recreation & Culture Advisory Committee for a two-year term ending June 30, 2024:
  - Colleen Butcher;
  - Gordon Filewych;
  - Terri Merritt-Worden; and
1. Rise and report on Recommendation No. 1 once all applicants have been notified.

#### **CE 2022-037**

That Council:

1. Authorize the Mayor and Corporate Officer to execute the Management and Operating Agreement with the Ladysmith & District Historical Society for a two-year term ending June 30, 2024; and
2. Rise and report on Recommendation No. 1 once the agreement has been signed by both parties.

#### **CE 2022-038**

That Council:

1. Authorize the Mayor and Corporate Officer to execute the Program Administration Agreement with the Ladysmith Resources Centre Association for a two-year term ending June 30, 2024; and
2. Rise and report on Recommendation No. 1 once the agreement has been signed by both parties.

## **6. MINUTES**

### **6.1. Minutes of the Regular Meeting of Council held July 5, 2022**

5

#### Recommendation

That Council approve the minutes of the Regular Meeting of Council held July 5, 2022.

## **7. COMMITTEE MINUTES**

### **7.1. Committee of the Whole Recommendations - July 12, 2022**

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#### Recommendation

That Council direct staff to amend “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”, Schedule 3 – Cemetery Fees, as presented in the July 12, 2022 staff report.

## **8. BYLAWS**

### **8.1. “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No.7) 2022, No. 2065”**

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#### Recommendation

That Council give first, second and third readings to “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065”.

### **8.2. “Public Notice Bylaw 2022, No. 2119”**

23

#### Recommendation

That Council adopt “Public Notice Bylaw 2022, No. 2119”.

### **8.3. Bylaw Status Sheet**

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## **9. CORRESPONDENCE**

### **9.1. Island Corridor Foundation**

25

Request for Permissive Tax Exemption

#### Recommendation

That Council:

1. Provide a payment of the municipal portion of the Island Corridor Foundation property taxes in the amount of \$10,244.08 with the funds to come from operational savings;
2. Provide direction as to how it wishes to proceed regarding the remaining outstanding balance of \$9,178.33 for the 2022 property taxes;
3. Determine whether it wishes to reverse the late penalty of \$388.45; and
4. Direct staff to prepare a 10 Year Permissive Tax Exemption bylaw for the Island Corridor Foundation properties.

**10. NEW BUSINESS**

**11. 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. Alternately, questions can be submitted via email at [info@ladysmith.ca](mailto:info@ladysmith.ca) during the meeting.
- 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.

**12. ADJOURNMENT**



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, July 5, 2022

7:00 P.M.

City Hall Council Chambers  
410 Esplanade

### **Council Members Present:**

Mayor Aaron Stone  
Councillor Rob Johnson  
Councillor Tricia McKay

Councillor Duck Paterson  
Councillor Jeff Virtanen

### **Council Members Absent:**

Councillor Amanda Jacobson

Councillor Marsh Stevens

### **Staff Present:**

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Donna Smith

Christina Hovey  
Ryan Bouma  
Mike Gregory  
Sue Bouma

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## **1. OPEN MEETING AND ACKNOWLEDGEMENT**

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the traditional, unceded territory of the Stz'uminus First Nation.

Mayor Stone expressed condolences to the families and victims of the recent tragedy that took place in Saanich. He shared his sympathy for the family of the perpetrators and thanked the police who bravely responded to the situation.

## **2. AGENDA APPROVAL**

### **CS 2022-167**

That Council approve the agenda for this Regular Meeting of Council for July 5, 2022.

*Motion Carried*

### **3. MINUTES**

#### **3.1 Minutes of the Regular Meeting of Council held June 21, 2022**

##### **CS 2022-168**

That Council approve the minutes of the Regular Meeting of Council held June 21, 2022.

*Motion Carried*

### **4. DELEGATIONS**

#### **4.1 John Elzinga, CVRD General Manager of Community Services**

Mr. Elzinga updated Council regarding the recent recreational facility use study and the resulting usage-based funding formula underpinning the upcoming Regional Recreation Service Establishment Bylaw. The Bylaw, which will require voter approval, will be the subject of Assent Voting in the 2022 General Local Election this October.

Mr. Elzinga thanked Town staff for their assistance and confirmed that a communication plan regarding the Bylaw is underway.

Council thanked Mr. Elzinga for his presentation.

### **5. COMMITTEE MINUTES**

#### **5.1 Official Community Plan Steering Committee - June 14, 2022**

##### **CS 2022-169**

That Council receive the minutes of the Official Community Plan Steering Committee meeting held June 14, 2022.

*Motion Carried*

## **6. REPORTS**

### **6.1 Agricultural Land Reserve Non-Farm Use Application 3015-20 (Saltair Water System Upgrade)**

#### **CS 2022-170**

That Council recommend that the Agricultural Land Commission approve Agricultural Land Reserve Non-Farm Use application 3015-20 (Saltair Water System Upgrade).

*Motion Carried*

### **6.2 Ladysmith Traffic Study Options**

#### **CS 2022-171**

That Council direct staff to include an area-specific traffic study as outlined in Option 2 of the staff report dated July 5, 2022, to be included in the 2023 - 2027 Financial Plan.

*Motion Carried*

OPPOSED: Councillor Johnson

## **7. BYLAWS**

### **7.1 “Public Notice Bylaw 2022, No. 2119”**

#### **CS 2022-172**

That Council give first three readings to “Public Notice Bylaw 2022, No. 2119”.

*Motion Carried*

### **7.2 Bylaw Status Sheet**

## **8. CORRESPONDENCE**

### **8.1 CVRD Request for Letter of Support for Stocking Lake Dam Grant Application**

#### **CS 2022-173**

That Council direct the Mayor, on behalf of Council, to provide a letter of support endorsing the Cowichan Valley Regional District as the lead applicant for grant funding through the SPF Federal/Provincial Community Building Fund - Capital Infrastructure for the Stocking Lake Dam which is jointly owned by the Town of Ladysmith and the CVRD.

*Motion Carried*

**9. QUESTION PERIOD**

There were no questions submitted by the public.

**10. ADJOURNMENT**

**CS 2022-174**

That this Regular Meeting of Council be adjourned at 8:04 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (A. Stone)

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Corporate Officer (D. Smith)



## **Committee of the Whole Recommendations to Council July 19, 2022**

At its July 12, 2022 meeting, the Committee of the Whole recommended:

1. That Council direct staff to amend “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”, Schedule 3 – Cemetery Fees, as presented in the July 12, 2022 staff report.



## COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, July 12, 2022

6:30 P.M.

This meeting was held electronically

### **Council Members Present:**

Councillor Marsh Stevens, Chair  
Councillor Amanda Jacobson  
Councillor Rob Johnson

Councillor Tricia McKay  
Councillor Duck Paterson (arrived 6:33 p.m.)  
Mayor Aaron Stone

### **Council Members Absent:**

Councillor Jeff Virtanen

### **Staff Present:**

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Ryan Bouma

Donna Smith  
Christina Hovey  
Mike Gregory  
Sue Bouma

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## **1. CALL TO ORDER AND ACKNOWLEDGEMENT**

Councillor Stevens, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the traditional, unceded territory of the Stz'uminus First Nation.

## **2. AGENDA APPROVAL**

### **CW 2022-030**

That the agenda for this July 12, 2022 Committee of the Whole meeting be approved.

*Motion Carried*

### **3. MINUTES**

#### **3.1 Minutes of the Committee of the Whole Meeting held May 10, 2022**

##### **CW 2022-031**

That the minutes of the Committee of the Whole meeting held May 10, 2022 be approved.

*Motion Carried*

Councillor Paterson joined the meeting at 6:33 p.m.

### **4. REPORTS**

#### **4.1 Grants-in-Aid Policy Refinement Discussion**

Based on the Committee's discussion, staff advised that they would return to a future Committee of the Whole meeting with suggested revisions to the Grants-In-Aid Policy.

#### **4.2 Review of Cemetery Fees**

##### **CW 2022-032**

That the Committee recommend that Council direct staff to amend "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644", Schedule 3 – Cemetery Fees, as presented in the July 12, 2022 staff report.

*Motion Carried*

#### **4.3 2020-2023 Strategic Priorities Update**

##### **CW 2022-033**

That the Committee receive the 2020-2023 Strategic Priorities Update dated July 12, 2022.

*Motion Carried*

## **5. COUNCIL SUBMISSIONS**

### **5.1 Daytime Parking for Recreational Vehicles**

The Committee discussed options for daytime parking for recreational vehicles.

### **5.2 Black Nugget Museum**

The Committee discussed the Black Nugget Museum and some potential safety concerns to be investigated by staff.

### **5.3 Affordable Housing Fund**

The Committee discussed mechanisms for contributions to the Affordable Housing Reserve and that it is part of the Official Community Plan review.

## **6. ADJOURNMENT**

### **CW 2022-034**

That this Committee of the Whole meeting adjourn at 8:17 p.m.

*Motion Carried*

CERTIFIED CORRECT:

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Chair (Councillor M. Stevens)

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Corporate Officer (D. Smith)

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Julie Thompson, Planner  
**Reviewed By:** Christina Hovey, MCIP, RPP, Senior Planner  
**Meeting Date:** July 19, 2022  
**File No:** N/A  
**Re:** “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No.7) 2022, No. 2065”

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**RECOMMENDATION:**

That Council give first, second and third readings to “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065”.

**EXECUTIVE SUMMARY:**

This report presents “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065” for Council consideration. The proposed bylaw amendments are intended to make minor updates to the Sign Bylaw to streamline the Sign Permit application process and respond to trends in requests for Development Variance Permits for signage.

**PREVIOUS COUNCIL DIRECTION:**

N/A

**INTRODUCTION/BACKGROUND:**

“Sign and Canopy Bylaw 1995, No. 1176” (hereafter referred to as the Sign Bylaw) was adopted in 1996 and has received six amendments since adopted, the latest of which was in 2019. Staff are recommending that the Sign Bylaw be given a number of minor amendments intended to allow for more flexibility of signage types, improve inconsistencies within the bylaw and streamline the sign permit application process.

There are two current applications for sign permits that cannot be issued, but that could be issued following adoption of this amending bylaw. If the proposed sign bylaw amendment is not supported by Council, these applications will need to be addressed via Development Variance Permits. See Table 1 for details.

**ANALYSIS:**

Each of the proposed amendments is provided in Table 1 with staff comments.

Table 1: Summary of Sign & Canopy Bylaw Amendments

Proposed Amendments	Staff Comments
<b>Institutional Uses:</b>	
Exempt schools, police stations, ambulance stations and hospitals from the requirements of the Bylaw.	<ul style="list-style-type: none"> <li>• These uses are proposed to be exempt because they are institutional uses and signage is generally used for information or identification purposes, rather than advertising (e.g. notice/message boards, the name of the school, etc.).</li> <li>• These types of institutional sites have unique configurations and signage needs. For example: <ul style="list-style-type: none"> <li>○ a hospital may need large signage for a separate emergency entrance.</li> <li>○ Multiple uses may be located on one parcel (e.g. Ladysmith Elementary, Ladysmith Secondary (LSS), and Frank Jameson Community Centre (FJCC) are all located on one parcel).</li> </ul> </li> <li>• SD68 currently has an open development variance permit (DVP) application and sign permit application for a proposed freestanding message board sign at LSS to replace the existing sign. <ul style="list-style-type: none"> <li>○ Only one freestanding sign is permitted per parcel, and FJCC also has a freestanding sign.</li> <li>○ If the current amendment bylaw is approved, SD68 may construct the freestanding message board sign without the need for a sign permit or variance.</li> <li>○ The Town does not have any sign permits on file for the existing signage at LSS, however, a DVP was issued in 2000 for the existing freestanding sign at the school.</li> </ul> </li> <li>• The Town is already exempt from the Sign Bylaw.</li> </ul>
Add definition of school.	<ul style="list-style-type: none"> <li>• Definition of school is the same as in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.</li> </ul>
<b>Sandwich Board Signs:</b>	
Allow one sandwich board sign per business, rather than per property.	<ul style="list-style-type: none"> <li>• It is common for multiple businesses or buildings to occupy a single property (e.g. 720 1<sup>st</sup> Avenue is one property, with two buildings and two businesses).</li> <li>• The current regulation is unnecessarily restrictive.</li> <li>• Sandwich board signs must still comply with regulations in the Sign Bylaw (such as not blocking pedestrian movement).</li> </ul>
Allow more than one sandwich board sign per business if the business occupies more than one street frontage.	<ul style="list-style-type: none"> <li>• Businesses on a corner could then place a sandwich board on both fronting streets.</li> </ul>

Delete the requirement that sandwich board signs may only be made from wood.	<ul style="list-style-type: none"> <li>To allow for flexibility in sandwich board signage materials. The requirement that sandwich board signs be designed to a professional standard and finish will remain.</li> </ul>
Revise definition of sandwich board to remove requirements that are repeated elsewhere in the Sign Bylaw.	<ul style="list-style-type: none"> <li>Current definition includes requirements for sandwich boards which are repeated elsewhere.</li> </ul>
Allow sandwich board signs without a sign permit, provided the signage complies with the regulations.	<ul style="list-style-type: none"> <li>Sandwich board signs are not affixed to a building and can easily be moved or removed if needed.</li> <li>The signage on a sandwich board is also often subject to change, such as menus for restaurants.</li> <li>The amendment will align the bylaw with the practice in recent years which has been not to require a sign permit for sandwich boards.</li> <li>It is noted that the Bylaw Officer has no records of complaints related to sandwich board signs.</li> </ul>
<b>Home Based Business Signs:</b>	
Combine the signage regulations for home occupations, bed & breakfasts (B&Bs) and day cares	<ul style="list-style-type: none"> <li>These uses are all home-based in nature and generally located in residential areas.</li> <li>The current regulations for each use in the Sign Bylaw are nearly identical.</li> </ul>
Allow a wider variety of permitted signage types and signage information for these uses.	<ul style="list-style-type: none"> <li>Allows a small projecting sign, a fascia sign (wall mounted), or a freestanding sign.</li> <li>Allows a sandwich board sign, in addition to one other sign.</li> </ul>
Allow home based business signs without a sign permit, provided the signage complies with the regulations.	<ul style="list-style-type: none"> <li>The Town rarely receives sign permit applications for home based businesses (including day cares and B&amp;Bs), even though there are several home-based business signs around Town.</li> <li>The permitted size for home based business signs is small (maximum 0.4m<sup>2</sup>).</li> <li>Although the Bylaw Officer has received complaints about home based business signs, the nature of the complaints is that these signs should not be permitted in residential areas in general. It is not recommended that the allowance for home based business signage be removed as the permitted signage is small.</li> </ul>

<b>Projecting Signs:</b>	
Allow one projecting sign per business, rather than one per building, where the building has a canopy.	<ul style="list-style-type: none"> <li>The Bylaw currently allows only one projecting sign per building when the building has a canopy. When there is no canopy, one is permitted per business.</li> <li>Many buildings in the Town's downtown core contain more than one business or storefront and some already have a non-conforming combination of canopies and projecting signs (for example the building at the corner of Roberts Street and 1<sup>st</sup> Avenue).</li> <li>DVP 20-08 was approved by Council on April 6, 2021 to allow the 49<sup>th</sup> Parallel building (1020 1<sup>st</sup> Avenue) to erect a canopy over the Bloooms storefront along 1<sup>st</sup> Avenue, as the building already had more than one projecting sign, including a projecting sign at Bloooms.</li> <li>The Town currently has an open sign permit application for the "Four One One Apparel" business at 411B 1<sup>st</sup> Avenue, which cannot be issued since the application proposes a projecting sign over the business entrance. <ul style="list-style-type: none"> <li>This is consistent with the other businesses in the building which all have a non-conforming combination of canopies and projecting signs.</li> <li>If the proposed bylaw is approved, the sign permit may be issued.</li> </ul> </li> </ul>
Allowing more than one projecting sign per business if the business occupies more than one street frontage.	<ul style="list-style-type: none"> <li>The proposed bylaw would allow a business to have one projecting sign per street frontage if the business is on a corner.</li> </ul>
<b>Administrative and Procedural Changes:</b>	
Delete the application form from the Bylaw and references to it within the Bylaw.	<ul style="list-style-type: none"> <li>Maintaining and updating application forms is a routine administrative matter that should not require a bylaw amendment.</li> <li>The Bylaw will require the application to be made on an application form prescribed by the Building Inspector, which is consistent with the regulations for other application types including development applications and building permit applications.</li> </ul>
Add two additional requirements for sign permit applications: <ul style="list-style-type: none"> <li>Dimensions and area of the proposed sign(s), and</li> <li>Dimensions and materials of sign brackets or supporting structures.</li> </ul>	<ul style="list-style-type: none"> <li>This additional information is necessary to review the proposed signage for compliance with the Sign Bylaw.</li> </ul>



Delete Schedule B (encroachment agreement) and references to Schedule B.	<ul style="list-style-type: none"> <li>• When signs or canopies encroach over Town property (mainly sidewalks), the property owner is required to enter into an “encroachment agreement” with the Town. This requirement will remain.</li> <li>• As with application forms, the encroachment agreement template needs to be maintained and updated from time to time and this should not require a bylaw amendment.</li> <li>• Entering into these encroachment agreements is a routine administrative task that does not require Council approval.</li> </ul>
Remove the requirement that applicants must submit to the Town a “notice of completion” once signage has been installed.	<ul style="list-style-type: none"> <li>• Currently, applicants are required to sign and submit a form notifying the Town once signage is installed, then staff must inspect the signage and sign this form before the permit is officially issued and the file closed.</li> <li>• However, applicants often never return the notice of completion once their signage is complete, meaning sign permits are sometimes never officially issued. The signage has been approved, and installed as approved, but without completing the paperwork the approval “expires” after six months or the file stays open indefinitely.</li> <li>• Staff recommend that this requirement be removed and that sign permits be issued at the time when they are approved without requiring a notice of completion.</li> <li>• Staff can continue to inspect new signs as needed and non-conforming signage can be dealt with through the bylaw complaint process.</li> </ul>

#### **Additional Review and Modernization:**

The proposed minor amendments are intended to streamline the sign permit application process, provide clarification to users of the Bylaw, and correct some inconsistencies in the Bylaw. Additional review and modernization of this Bylaw will be required to address items that are beyond the scope of the minor amendments proposed in this staff report. The additional review and modernization of the Ladysmith Sign Bylaw will be addressed in the future.

#### **ALTERNATIVES:**

Council can choose to:

1. Not give any readings to “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065”.
2. Amend “Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065” and give first, second and third readings as amended.
3. Refer the application back to staff for further information, as requested by Council.

#### **FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The proposed bylaw amendment has been reviewed with Infrastructure Services (Bylaw Enforcement and Building Inspection) and Corporate Services.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Community      | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront     |  |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

A. Bylaw No. 2065

# ATTACHMENT A

## TOWN OF LADYSMITH

### BYLAW NO. 2065

#### A Bylaw to amend "Sign and Canopy Bylaw 1995, No. 1176"

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The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to "Sign and Canopy Bylaw 1995, No. 1176":

1. Section 1.0 is amended by:

- a) Deleting the definition of "Sandwich Board" in its entirety and replacing with the following:

"means a sign advertising a business or occupation, consisting of two panels not permanently attached to a building or the ground;"

- b) Adding a new definition, in alphabetical order, as follows:

""**School**" means educational facilities as defined by the *School Act*."

2. Section 3.0 is amended by:

- a) Deleting the first paragraph of Subsection 3.2.1 and replacing with the following:

"Application for a permit shall be made in writing to the Building Inspector on an application form prescribed by the Building Inspector and shall be accompanied by:"

- b) Adding to clause 3.2.1(a) the following new subclauses :

"(vi) the dimensions and area of the proposed sign(s); and  
(vii) the dimensions and materials of any sign bracket or supporting structures."

- c) Deleting Subsection 3.2.2 in its entirety.

3. Section 4.0 is amended by:

- a) Adding to Section 4.1 the following new clause:

"(r) Signs erected by a School, police station, ambulance station, or hospital, provided they are not within the Downtown Specified Area."

- b) Deleting Subsection 4.11.1 in its entirety and replacing with the following:

"4.11.1 One sandwich board sign is permitted per business, except if the

business fronts onto more than one Highway, in which case the business may have one sandwich board sign on each Highway frontage."

- c) Deleting Subsection 4.11.4 in its entirety and replacing with the following:

"4.11.4 The signs must have a professional standard of design and finish".

- d) Adding a new Subsection 4.11.8 as follows:

"4.11.8 A sign permit is not required for a Sandwich Board sign provided it complies with the requirements of section 4.11."

- e) Deleting Subsection 4.16.8 in its entirety and replacing with the following:

"4.16.8 One projecting sign per business is permitted, except if a business fronts onto more than one Highway, in which case the business may have one projecting sign on each Highway frontage"

4. Section 6.0 is amended by:

- a) Deleting Clause 6.1.2(a) in its entirety.

- b) Deleting Subclause 6.1.2(b)(ii) in its entirety and replacing with the following:

"6.1.2(b)(ii) Information relating to the occupancy or activity of an institutional use".

- d) Deleting the heading of Section 6.2 in its entirety and replacing with the following:

"Home Occupation, Bed and Breakfast, and Day Care"

- d) Adding two new clauses to Subsection 6.2.1 as follows:

"(c) a freestanding sign  
(d) a fascia sign"

- e) Deleting Subsection 6.2.2 in its entirety and replacing with the following:

"6.2.2 Signs within this designation, not including sandwich boards, shall:

- (a) not display information other than the name, telephone number, business hours, address or business in the premises or the occupation of the occupant
- (b) not exceed 0.4 sq.m on any property for all sides of the sign which can be seen simultaneously
- (c) not project over property owned or possessed by the Municipality"

- f) Adding three new subsections under Section 6.2 Home Occupation as follows:
    - "6.2.3 One sign is permitted per property for a home occupation, bed and breakfast, or daycare, in addition to one sandwich board sign.
    - 6.2.4 A freestanding sign shall be at least 1.0 m behind any property line and not exceed a height of 2.0 m
    - 6.2.5 A sign permit is not required for a home occupation, bed and breakfast, or day care provided the signage complies with the requirements of sections 6.2 and 4.11."
  - g) Deleting Sections 6.3 and 6.4 in their entirety.
5. Section 8.0 is amended by:
- a) Replacing the word "shall" with "may" in Section 8.1.
  - b) Deleting Sections 8.3 and 8.4 in their entirety.
6. Section 10.0 is amended by:
- a) Deleting Clause 10.1(a) in its entirety and replacing with the following:
    - "10.1(a) no sign or canopy shall project over property owned or possessed by the Municipality unless an "Encroachment Agreement" is first entered into with the Municipality"
7. By deleting Schedule "B" in its entirety.
8. By deleting Schedule "C" in its entirety.
9. By renumbering all schedules, sections, subsections, clauses, and subclauses and references thereto in accordance with the above.

### **Citation**

10. This Bylaw may be cited for all purposes as "Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw (No. 7) 2022, No. 2065".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

\_\_\_\_\_  
Corporate Officer (D. Smith)

**TOWN OF LADYSMITH**

**BYLAW NO. 2119**

**A Bylaw to provide for alternative means of publication**

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

1. Any notice required to be advertised under section 94 of the *Community Charter* of a bylaw, resolution, meeting, public hearing or other matter may be given by using the following methods to advertise statutory notices, not including posting in the public notice posting places:
  - (a) Newspaper; and
  - (b) Town of Ladysmith website.

**Citation**

2. This Bylaw may be cited for all purposes as “Public Notice Bylaw 2022, No. 2119”.

**READ A FIRST TIME** on the 5<sup>th</sup> day of July, 2022

**READ A SECOND TIME** on the 5<sup>th</sup> day of July, 2022

**READ A THIRD TIME** on the 5<sup>th</sup> day of July, 2022

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

\_\_\_\_\_  
Corporate Officer (D. Smith)

## BYLAW STATUS SHEET

July 5, 2022

Bylaw #	Description	Status
2068	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068" (permit a commercial plaza with drive-through coffee shop at 1130 Rocky Creek Road)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. Conditions to be met prior to adoption.
2069	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069" (permit a commercial plaza with drive-through coffee shop at 1130 Rocky Creek Road)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval received July 27, 2021. Conditions to be met prior to adoption.
2102	"Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 70) 2022, No. 2102" (allow a mix of multiple-dwelling, single-detached dwellings and other uses at 1301 and 1391 Rocky Creek Road)	First and second readings, February 1, 2022. Public Hearing and third reading June 14, 2022. Conditions to be met prior to adoption.
2103	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 47) 2022, No. 2103" (allow a mix of multiple-dwelling, single-detached dwellings and other uses at 1301 and 1391 Rocky Creek Road)	First and second readings, February 1, 2022. Public Hearing and third reading June 14, 2022. MOTI approval required. Conditions to be met prior to adoption.
2106	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 71) 2022, No. 2106" (amend land use and Development Permit Areas at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing required prior to adoption.
2107	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.48) 2022, No. 2107" (include secondary suites, coach house dwellings and townhouse dwellings at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing required prior to adoption.
2114	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114" (allow single-family dwellings at 626 Farrell Road (The Gales) and 606 Farrell Road)	First, second and third readings, June 7, 2022. Public Hearing not required. MOTI approval required.
2119	"Public Notice Bylaw 2022, No. 2119" (to provide for alternative means of publishing a statutory notice)	First, second and third readings, July 5, 2022.





**VIA EMAIL**

July 7, 2022

**Town of Ladysmith**

**For the Attention of: Director of Financial Services**

**RE: Permissive Tax Exemption, Town of Ladysmith**

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Please find attached an application for Permissive Tax Exemption for land owned by the Island Corridor Foundation within the jurisdiction of the Town of Ladysmith.

As you may know the Island Corridor Foundation is a federally registered charity that owns the Island Rail Corridor (formerly the E&N Corridor) on Vancouver Island. Since acquiring this asset in February 2006 the Foundation has worked to ensure the long-term viability of the corridor for the benefit of all Vancouver Island Residents. These actions include the successful operating agreement with Southern Rail of Vancouver Island on the Victoria Subdivision and successful rails with trails construction on over 100km of the corridor as well as utility installations.

Property taxes along the 290km property are beyond the budget of the Island Corridor Foundation, being a self-funded, not-for-profit and registered charity organization. Reducing this tax burden is central to the sustainable future of this corridor. In this regard, your favourable review of this 10-year Permissive Tax Exemption application is a significant step in confirming the long-term sustainability of this vital island asset. The ICF requests a refund or grant to recover the costs of the property taxes issued in 2022. The ICF receives renewal notices from all municipalities for PTE applications. There was no notice sent for the renewal of the 10-year application for the Town of Ladysmith, so the application deadline was unfortunately missed. We are hopeful that Mayor and Council will honour this request as it is our understanding that: *"As the Town policy states for late applications: Applicants may, at that time, request Council to consider a refund of the Municipal portion of taxes paid for the property to be exempted the following year.* By policy, the Town can refund the municipal portion (\$10,244.08), though the additional amounts which the Town collects and pays over to the Province and Regional District will require a specific request to Council (eg. a letter)."

As you review this application, please note that representatives from the Island Corridor Foundation can be available to provide additional information and/or make a presentation to staff or council as appropriate. If you have any questions or comments, please contact Andrea Thomas, Manager, Corridor Development at (250) 754-7254.

Respectfully yours,

Larry Stevenson,  
Chief Executive Officer