



# MINUTES

## Community Planning Advisory Committee

Wednesday, October 1, 2025 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

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**PRESENT:** Chair – Anthony Price; Members – Tonya Soules, Stefan Crucil, Julika Pape, Keona Wiley, John Scott; Council Liaison – Jeff Virtanen; Planners – Andrew Wilson, Rahul Parameswaran; Recorder – Cassandra Taylor

**ABSENT:** Member – Robert Reddekopp

**GUESTS:** Applicant – Angela Quek (file no. 3060-25-10)

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Chair Anthony Price called the meeting to order at 7:00 pm.

Anthony Price acknowledged with gratitude that Ladysmith is located on the unceded territory of the Stz'uminus First Nation.

### 1. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of the October 1, 2025, Community Planning Advisory Committee meeting be approved.

### 2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of the September 3, 2025, Community Planning Advisory Committee meeting be approved.

### 3. COUNCIL REFERRALS

#### **Façade Development Permit Application 3060-25-10 – 621 1<sup>st</sup> Avenue**

Planner Andrew Wilson provided a brief overview of the application noting that the proposed upgrades include the construction of a new elevator addition and new metal staircase on the northwest corner of the building to improve accessibility.

Applicant Angela Quek spoke to the application and was available to answer questions from the Committee.

Questions from the Committee were raised regarding the width of the staircase, fire safety concerns and evacuation in the event of a fire. It was mentioned by the applicant that the plans meet the BC Building Code requirements. The Committee noted that these concerns would be addressed during the building permit stage.

CPAC members moved into discussion and expressed general support for the application. They acknowledged that the current stair lift is outdated and that the proposed elevator would be a significant upgrade.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that the Director of Development Services approve Facade Development Permit application 3060-25-10 for 621 1st Avenue with the following considerations:

- That bird safe treatments (collision prevention window treatments) be installed on the plexi-glass elevator.

4. **MONTHLY BRIEFING**

The Committee was provided a brief update on the following files:

- 3360-23-10 Lot A Malone Rd
- 3060-24-21 Eastern Lot A

5. **NEXT MEETING - TBD**

6. **ADJOURNMENT**

It was moved, seconded, and carried that the meeting be adjourned at 7:29 PM.

  
Chair (Anthony Price)

RECEIVED:



Corporate Officer (S. Bouma)