



# AGENDA

## Community Planning Advisory Committee

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

**Mandate:** *The mandate of the committee is to provide feedback to applicants and advice to Council on land use applications, policies, regulations and initiatives referred either directly by Council or through the Development Approval Procedures Bylaw.*

1. CALL TO ORDER AND ACKNOWLEDGEMENT (7:00pm)  
The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.
- 1.1 INFORMATION ON HOW TO ATTEND THE MEETING  
Residents are welcome to attend in person at City Hall Chambers at 410 Esplanade.
2. AGENDA APPROVAL (7:00pm)
3. ADOPTION OF September 3, 2025 MINUTES\* (7:05pm)
4. COUNCIL REFERRALS (7:05pm)
  - a. Façade Development Permit Application 3060-25-10 – 621 1<sup>st</sup> Avenue \*  
(30 minutes)
5. MONTHLY BRIEFING (7:35pm)  
File Updates (10 minutes)
6. NEXT MEETING – TBD
7. ADJOURNMENT (7:45pm)

\*Attachments





# MINUTES

## Community Planning Advisory Committee

Wednesday, September 3, 2025 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

**PRESENT:** Outgoing Chair – Keona Wiley; Chair - Anthony Price; Members - Tonya Soules, Stefan Crucil, Julika Pape, Robert Reddekopp; Council Liaison – Jeff Virtanen; Director of Development Services – Jake Belobaba; Recorder – Cassandra Taylor

**ABSENT:** Member - John Scott

**GUESTS:** Applicants – Tom Arwan, Peter Arwan and Daniel Martins (file no. 3060-25-07)

Outgoing Chair Keona Wiley called the meeting to order at 7:01 pm.

**1. ELECTION OF CHAIR**

It was moved, seconded and carried that Anthony Price be elected Chair of the Community Planning Advisory Committee for 2025-2027 term.

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

**2. AGENDA APPROVAL**

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

**3. ADOPTION OF MINUTES**

It was moved, seconded, and carried that the Minutes of the August 6, 2025, Community Planning Advisory Committee meeting be approved.

**4. COUNCIL REFERRALS**

**Development Permit Application 3060-25-07 – 20 Baden Powell & 311, 315, 319, 321 1st Avenue**

Director of Development Services Jake Belobaba introduced the applicants and provided a brief overview of the proposal.

Applicant Tom Arwan & Architect Daniel Martins provided a verbal summary of the project, noting that the design aims to respect the heritage character of the area by reflecting a similar aesthetic and by articulating the building Façade. A bell tower is proposed as a visual landmark to enhance the corner of Baden Powell & 1<sup>st</sup> Ave and to serve as an iconic feature when entering the Town.

The Committee sought clarification on items including parking, drop-off space for a proposed daycare and the turn-round access on Baden Powell. Other discussion included the width and access from the lane way, landscaping, frontage improvements, and site accessibility.

The Committee moved to discussion and raised concerns about the façade design and the use of dark colors, parking and the narrow access through the lane way. Other discussions included the inclusion of drought tolerant plants and lighting. The Committee was pleased with option 2 of the proposal as it aligns more with the heritage feel of the Town. The Committee was in agreement that the courtyard will be a great amenity if properly designed, landscaped and lit and that this is a much needed development for the downtown and Ladysmith as a whole.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Development Permit application 3060-25-07 for 20 Baden Powell & 311, 315, 319, 321 1st Avenue with the following considerations:

- Ensure that high quality materials and embellishments are provided throughout the development in keeping with Ladysmith's historic character, giving considerable attention to the window trim details along 1<sup>st</sup> Ave.
- That attention be given to the building's street interface and that priority should be given to activating the frontages and the courtyard.
- That focus is given on creating a prominent corner on Baden Powell and 1<sup>st</sup> by way of color choices and differing materials.
- Maximize the use of landscape features and seating into the corner of Baden Powell and 1<sup>st</sup>.
- Ensure that accessibility is maintained throughout the site.
- Request that site line prospective drawings be provided to staff prior to approval.

**5. MONTHLY BRIEFING**

- Development Variance Permit 3090-25-01 and Development Permit 3060-25-03 for Lot A Holland Creek was approved at the September 2, 2025 Council meeting.

**6. NEXT MEETING - TBD**

**7. ADJOURNMENT**

It was moved, seconded, and carried that the meeting be adjourned at 8:26 PM.

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Chair (Anthony Price)

RECEIVED:

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Corporate Officer (S. Bouma)

## CPAC REFERRAL REPORT

**Report Prepared By:** Andrew Wilson, Planner  
**Meeting Date:** October 1, 2025  
**File No:** 3060-25-10  
**RE:** Façade DP – 621 1st Avenue (Royal Canadian Legion)

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### **EXECUTIVE SUMMARY:**

A façade Development Permit (DP) application has been received for 621 1<sup>st</sup> Avenue for the construction of an elevator, staircase, and exit doors on the exterior of the building. The Community Planning Advisory Committee (CPAC) is being asked to provide feedback regarding the application in accordance with the CPAC Terms of Reference.

### **INTRODUCTION/BACKGROUND:**

621 1<sup>st</sup> Avenue is a two-storey wood-framed building located between High Street and Buller Street (see Attachment A). According to Ladysmith & District Historical Society, the building was built in 1952 for the Royal Canadian Legion, Ladysmith Branch No. 171, which still owns and occupies the building. The building is not listed on the Town's Community Heritage Register.



The applicant is proposing the following changes to the building:

- Construction of a new elevator addition and new metal staircase on the northwest corner of the building; and
- Relocation of two exit doors on the main and upper levels to accommodate the elevator lift tower.

As noted on the architectural plans (see Attachment B), the proposed exit stairs will be narrower than the existing stairs and will provide an increase in passageway width. The new stairs will be constructed in the same relative location as the existing staircase.

### **DEVELOPMENT PERMIT AREA 2: DOWNTOWN**

621 1<sup>st</sup> Avenue is within Development Permit Area 2 – Downtown (DPA 2) therefore a development permit (DP) must be issued for the proposed changes. The objective of DPA 2 is to strengthen the historic downtown as the Town's primary commercial area. New development in the downtown (including façade improvements) should make a positive contribution to revitalization of the area and to the greater whole of the Ladysmith experience. Where buildings have been altered, the guidelines support restoring historic/character defining elements.

The following DPA 2 guidelines are relevant to this new proposal:

- Materials & Colours (guideline 8, page 187)
- Accessibility & Connectivity (guideline 10, page 188)

### **CPAC REFERRAL:**

In accordance with CPAC's Terms of Reference, the committee is asked to provide feedback on any development or redevelopment of lands, buildings and structures that are within the Downtown DPA (DPA2). CPAC is asked to review the proposed façade changes in the context of the DPA 2 Guidelines.

Façade DP applications are delegated to the Director of Development Services for approval in accordance with "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905". As such, this proposal will not be presented to Council.

### **ATTACHMENTS:**

- A. Subject Property Map
- B. Architectural Plans

# ATTACHMENT A







# Attachment B

**AYPQ ARCHITECTURE**

**RCL 171 - HC Lift Addition**

621 1st Avenue  
Ladysmith, BC V9G 1A2

Owner:  
**Royal Canadian Legion Branch 171**  
621 1st Avenue  
Ladysmith, BC V9G 1A2  
*Paul Dunn, Project Coordinator*  
*t. 250 714 3573*  
*e. pauldunnbc@gmail.com*

Architect:  
**AYPQ Architecture**  
13270 Doole Road  
Ladysmith, BC V9G 1G6  
*Angela Quek, Architect AIBC*  
*t. 250 245 7555*  
*e. angela@aypqarchitecture.com*

Structural:  
**Thetis Engineering Ltd.**  
2082 Gourman Place  
Victoria, BC V9B 6E1  
*Clint Hoffman*  
*t. 250 858 2570*  
*e. thetisengineering@gmail.com*

**Drawing List:**

- A0.1 Cover
- A0.2a Existing
- A0.2b Code Items
- A1.1 Existing Plans
- A1.2 Floor Plans
- A2.1 Elevation - Lane
- A2.2 Elevation - Enclosure
- A3.1 Section A & Details
- A3.2 Section B & Details
- A4.1 Specifications & Perspective
- A4.2 Specifications & Aerial View

25.08.13 Issued for Client Review  
25.08.14 Issued for DP Submission



**Location plan**

SCALE 1/32" = 1'-0"

PROJECT & CODE SUMMARY

**NEW Elevator Addition:** Project Scope of Work limited to 5.83ft x 5.83ft HC Lift addition at exterior northwest corner and the relocation of two exit doors, one each main and upper levels to accommodate the HC Lift tower.

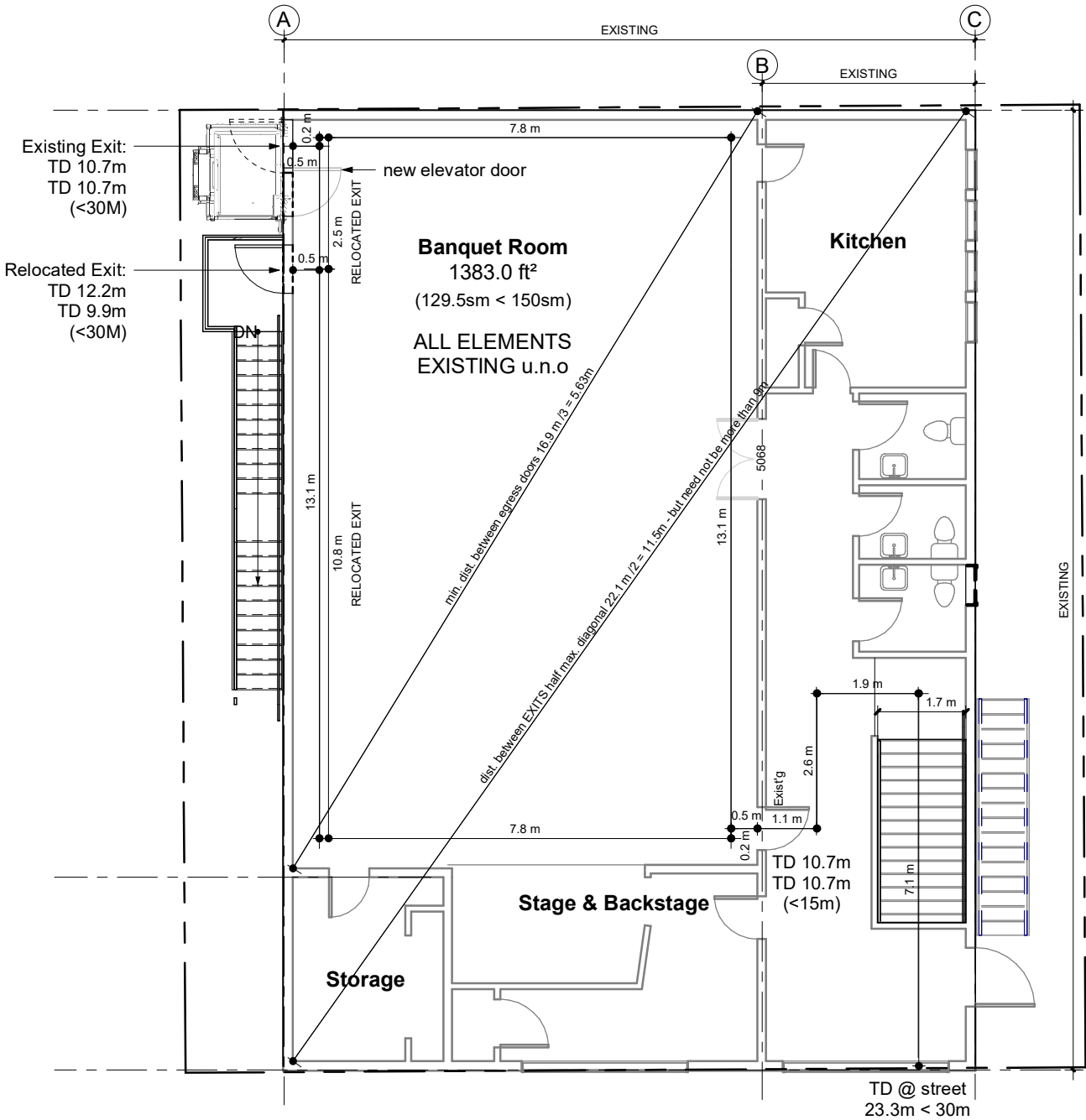
**Lot description:**  
Lot A (DD 65840N), Block 8, DL 56, Oyster District, Plan 703 Except that part lying to the SE of a boundary parallel to and perpendicularly distant 64 feet from south easterly Boundary.

**EXISTING Building**  
Building Height: *Two (2) storeys in building height*  
Max. Building Area: *Facing two (2) Streets: 479.4sm (5160sf)*  
Floor, roof and *load-bearing* walls assemblies: Existing FRR  
Zoning: C2 Downtown Commercial;  
DPA: Downtown Heart

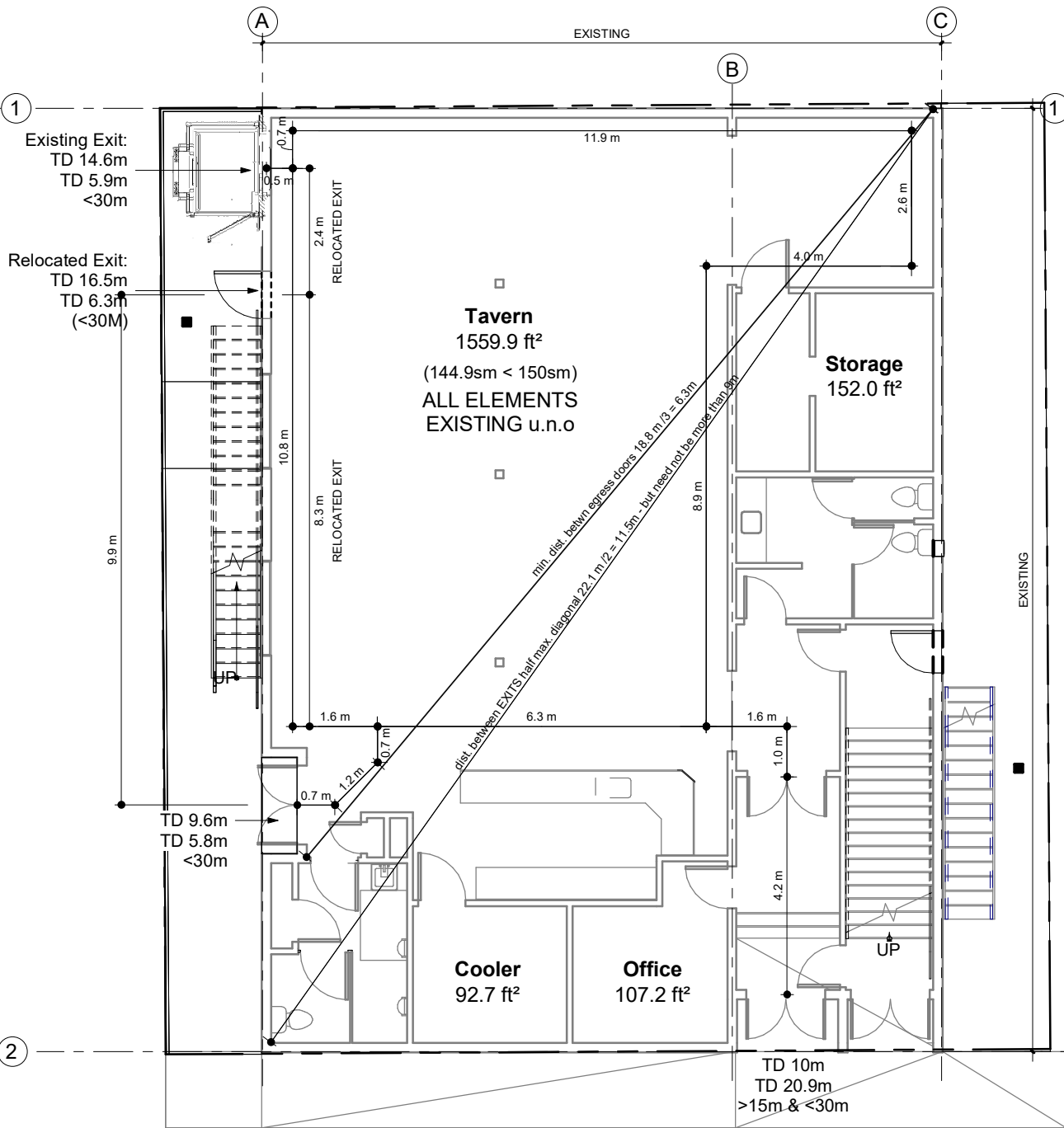
**3.2.2.25. Group A2, up to 2 Storeys**  
Not more than 2 Storeys  
For 2 Streets, Max. 1000sm (10764sf)  
*Combustible or non-combustible* permitted  
Floor, roof and *load-bearing* wall to be 45mFRR

**3.3.1.5. Egress Doorways** - not sprinklered, occupant load more than 60 – 2 egress doorways required with min. distance apart at 1/3 diagonal

**3.4.2.5. Location of Exits** - Except as permitted by Sentences (2) and 3.3.2.5.(6), if more than one exit is required from a floor area, the exits shall be located so that the travel distance to at least one exit shall be not more than (f) 30m in any *floor area* other than those referred to in Clauses (a) to (e)



2 Upper Level - Existing u.n.o  
A0.2a SCALE 1" = 10'-0"



1 Main Level - Existing u.n.o  
A0.2a SCALE 1" = 10'-0"

rv# yy.mm.dd description

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25.08.13 Issued for Client Review

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**AYPQ ARCHITECTURE**

11270 Duane Road  
Ladysmith, British Columbia  
Canada V9G 1G6  
tel 250 245 7555 fax 7565  
www.ayparchitecture.com

**RCL 171 - HC Lift  
Addition**

621 1st Avenue  
Ladysmith, BC V9G 1A2

Project number: AQ2420

Existing

Scale

1" = 10'-0"

Date [yy.mm.dd]

02/10/25

Drawn by

Author

Checked by

Checker

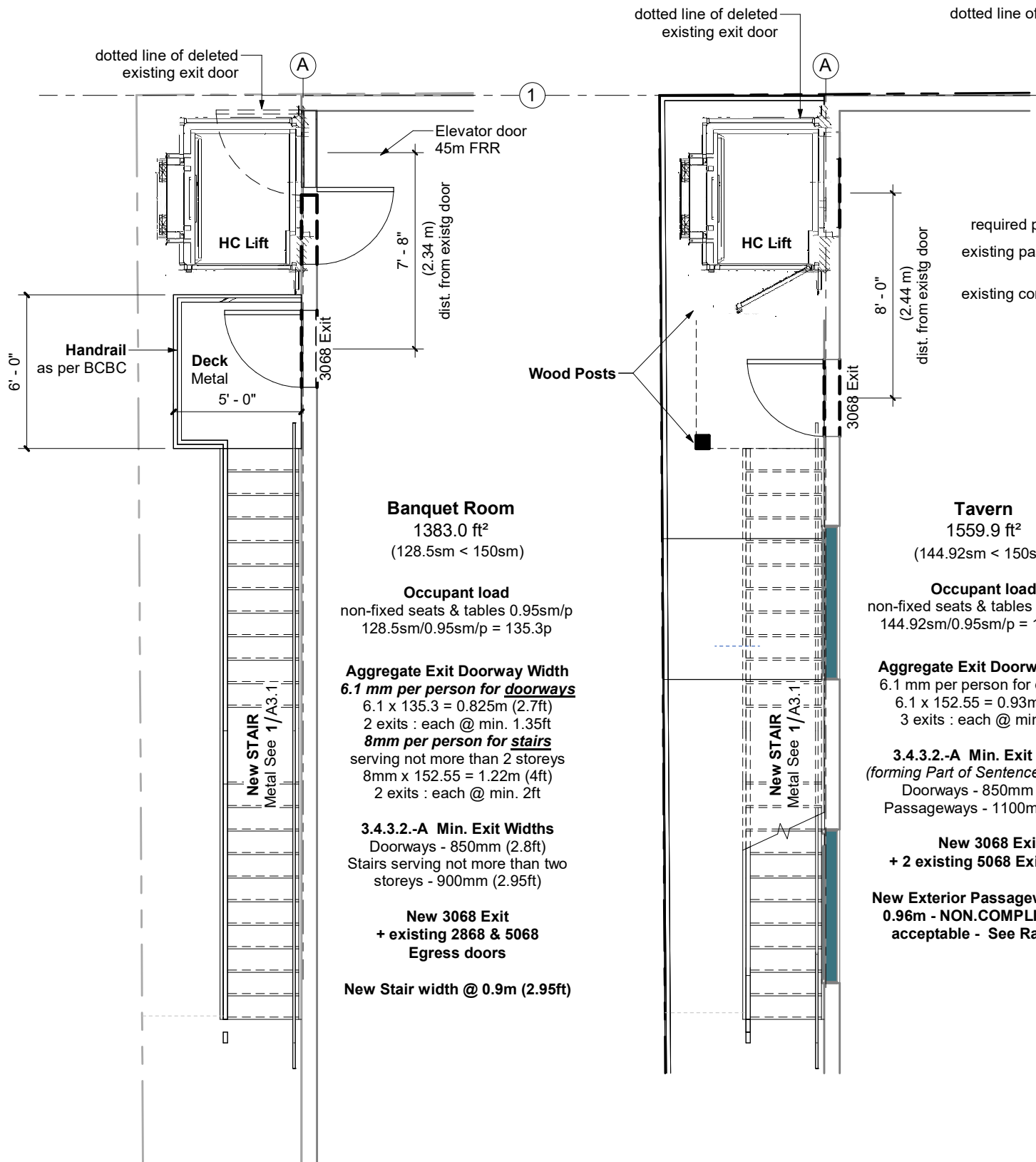
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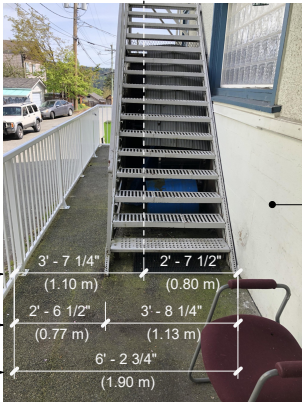
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**A0.2a**



CODE Upper Level  
SCALE 3/16" = 1'-0"

CODE - Main Level  
SCALE 3/16" = 1'-0"



Existing Stair

SCALE 3/16" = 1'-0"

**RATIONALE: to retain passageway**

Existing Condition:  
The area beside the existing stair serves as an exit passageway and is presently non-compliant at a width of \_\_\_\_\_, as the required min. passageway width is 1100mm.

The Proposed HC Lift addition and stair construction will improve this condition but will remain non-compliant

The Proposed HC Lift addition and stair construction affects :  
1. Main Level NW exit door moved 8'-0" from original location. TD remains less than 30m.  
2. Upper Level NW exit door moved 7'-8" from original location. TD remains less than 30m.  
3. The new exit stair will be constructed in the same relative location as the existing stair retaining the existing passageway "condition". It is noted that the existing passageway \_\_\_\_\_ width is non-compliant. The new stair will be narrower than the existing stair and will provide an increase in passageway width of approx. \_\_\_\_\_ but remains non-compliant.

With consideration of the Objectives & Functional statement regarding the passageway width as well as the low exiting load for this exit, it would be reasonable to maintain the existing exiting conditions.

Note: all other existing exits are not within this project scope and remains as is.

**BCBC 2024 Objectives & Functional Statements & Discussion**

3.4.3.2. Exit Width  
(8) [ F12, F10 - OS3.7 ] [ F30 - OS3.1 ]  
[ F12 - OP1.2 ]  
[ F12 - OS1.2 ]

**F10** To facilitate the timely movement of persons to a safe place in an emergency.

**F12** To facilitate emergency response.

**OS1 Fire Safety** An objective of this Code is to limit the probability that, as a result of the design or construction of the building, a person in or adjacent to the building will be exposed to an unacceptable risk of injury due to fire. >>>> **no change**.

**OS1.2** fire or explosion impacting areas beyond its point of origin. >>>> **no change**

**OS3 Safety in Use**

An objective of this Code is to limit the probability that, as a result of the design or construction of the building, a person in or adjacent to the building will be exposed to an unacceptable risk of injury due to hazards.

The risks of injury due to hazards addressed in this Code are those caused by-

**OS3.1** tripping, slipping, falling, contact, drowning or collision >>>> **no change**

**OS3.7** persons being delayed in or impeded from moving to a safe place during an emergency >>>>

**no change with slight improvement in passageway width**

**Note A-2.2.1.1.(1)**

Emergency: The term "emergency"-in the context of safety in buildings-is often equated to the term "fire emergency;" however, the wording of objectives **OS3.7** and **OS5.9** makes it clear that the Code addresses any type of emergency that would require the rapid evacuation of the building, such as a bomb threat or the presence of intruders.

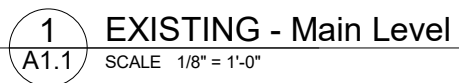
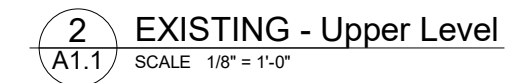
Fire Safety : In the definition of Objective **OS1**, Fire Safety, the term "person" refers to any individual in or adjacent to the building, including the occupants, the public, and emergency responders including firefighters when performing their duties. Certain technical requirements in the BC Codes are intended to address the safety of emergency responders, including firefighters, when performing their duties

**OP1 Fire Protection of the Building**

An objective of this Code is to limit the probability that, as a result of its design or construction, the building will be exposed to an unacceptable risk of damage due to fire.

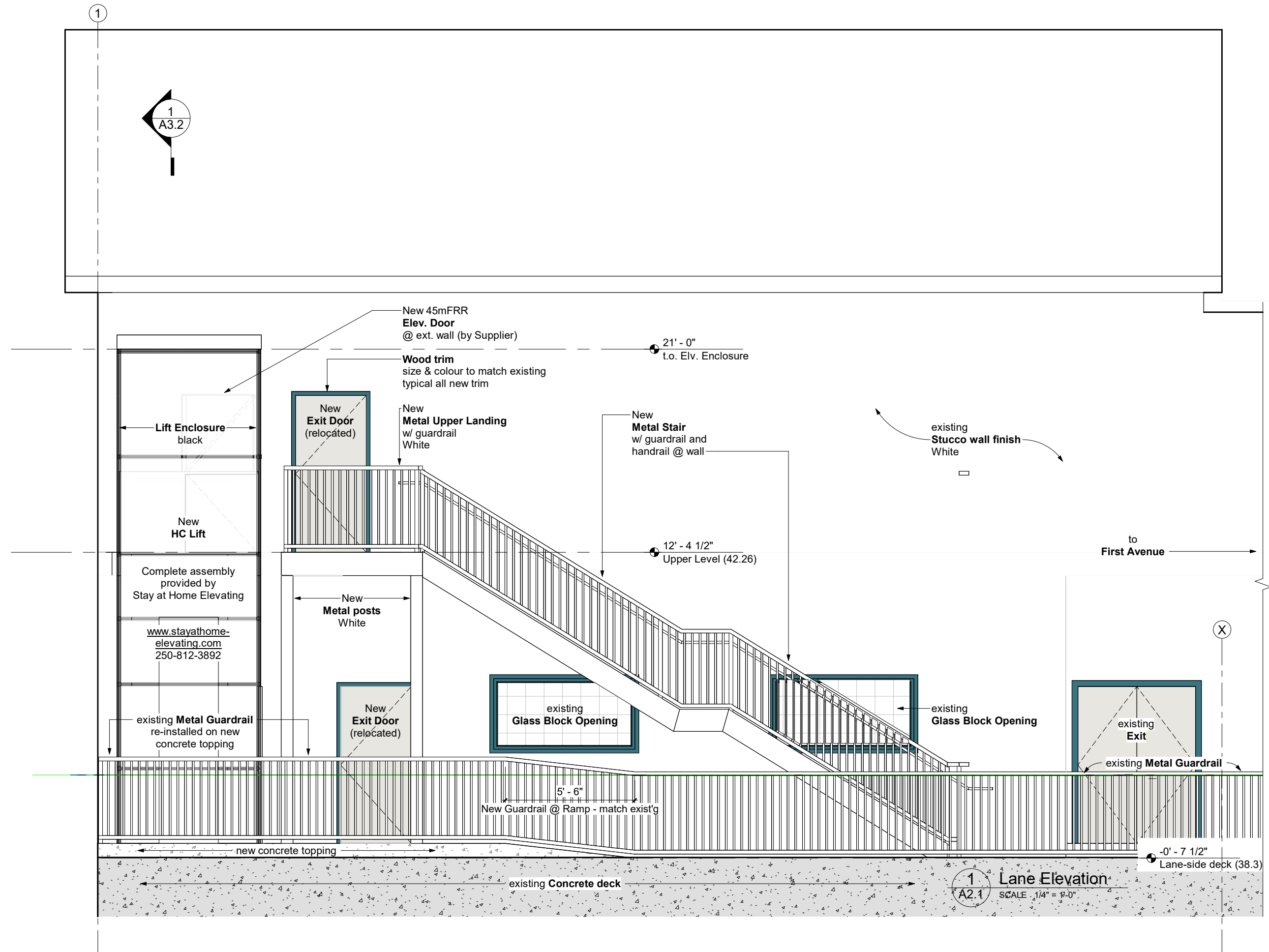
**OP1.2** fire or explosion impacting areas beyond its point of origin >>>> **no change**

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RCL 171 - HC Lift Addition  621 1st Avenue Ladysmith, BC V9G 1A2		
Project number - AQ2420		
Code Items		
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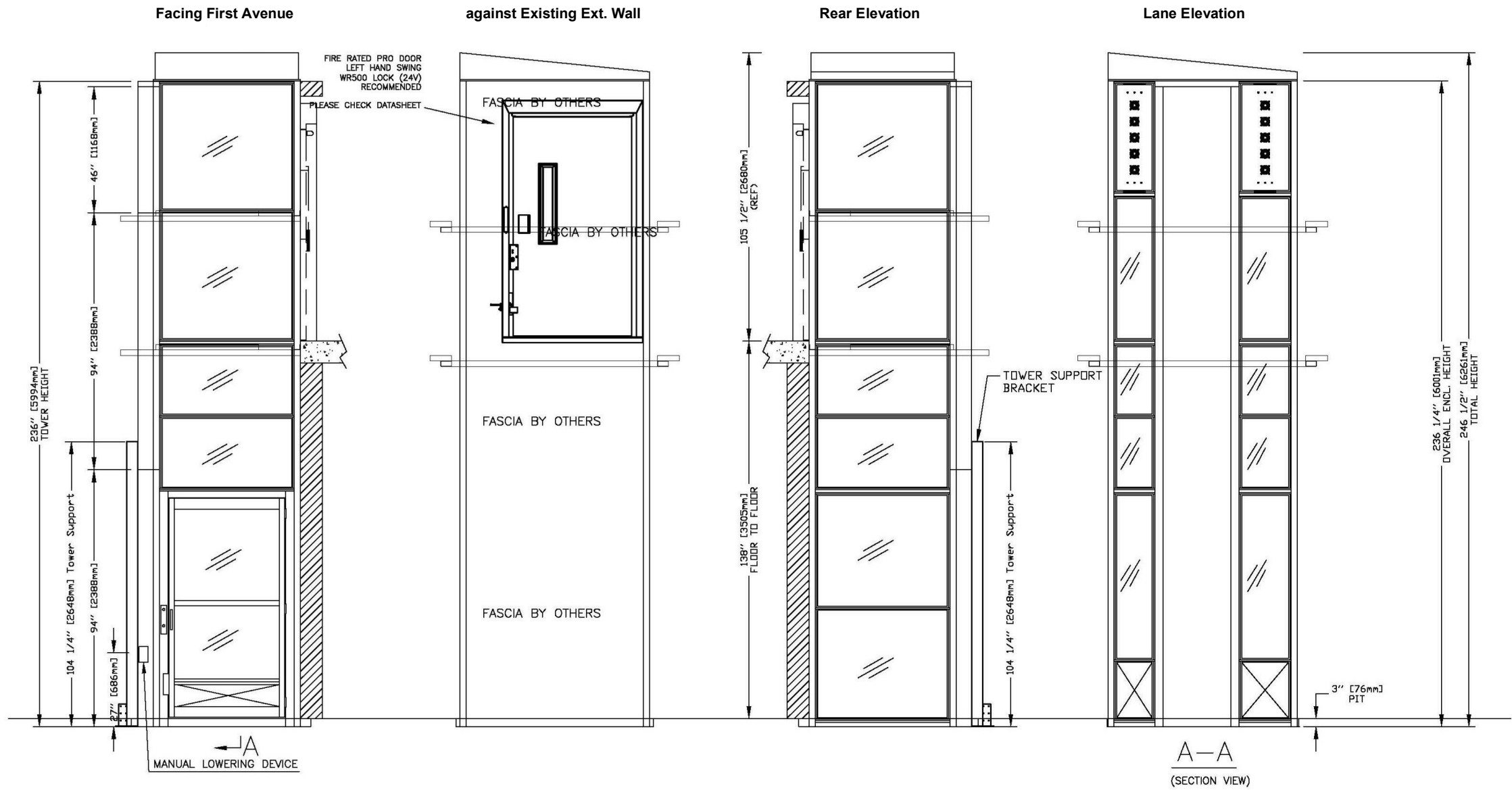
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PANEL DRAWING



INSERT STYLE: DOOR & GATE

INSERT STYLE: Enclosure

✕ SHEET METAL

✕ SHEET METAL

/// CLEAR PLEXIGLASS

/// CLEAR PLEXIGLASS

ELEVATION VIEWS

ENCLOSED VERTICAL WHEELCHAIR PLATFORM LIFT

CUSTOMER: STAY AT HOME ELEVATING

PROJECT: ANGELA

ADDRESS: No. Street, City

OFFICE USE ONLY:

CONFIGURATION VERSION STAMP: 0.0

MODULE VERSION STAMP: P-S-8.8.5

DATE: 06-18-25

REVISION DATE: 07-18-25

COMPLETED BY: WORKS/AT HOME-ELEV

Part No. V-1504 ENCLOSURE

Variant No. 1193066

savaria.

JOB No. P00000

SHEET No. 4 OF 6

1 Elevations - Enclosure

A2.2 SCALE 1/4" = 1'-0"

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RCL 171 - HC Lift  
Addition

621 1st Avenue  
Ladysmith, BC V9G 1A2

Project number: AQ2420

Elevation - Enclosure

Scale

1/4" = 1'-0"

Date: [yy.mm.dd]

04/15/24

Drawn by

Author

Checked by

Checker

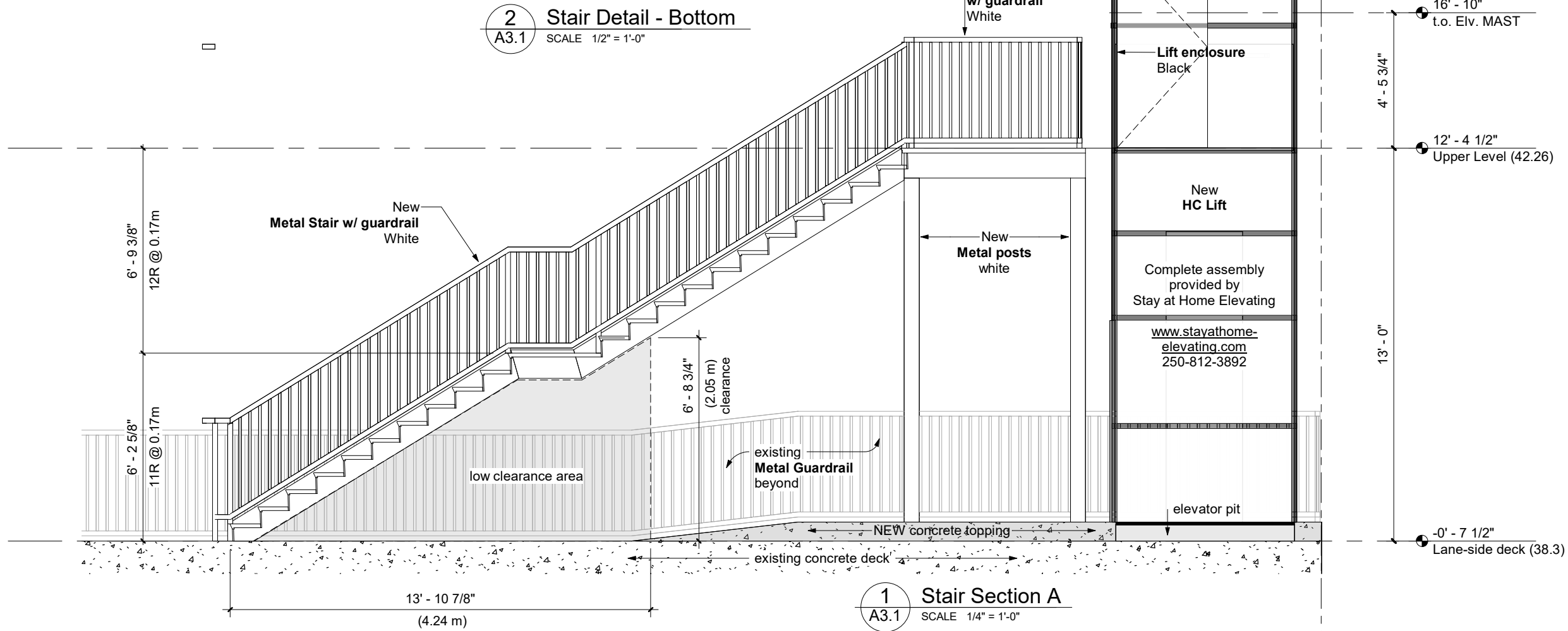
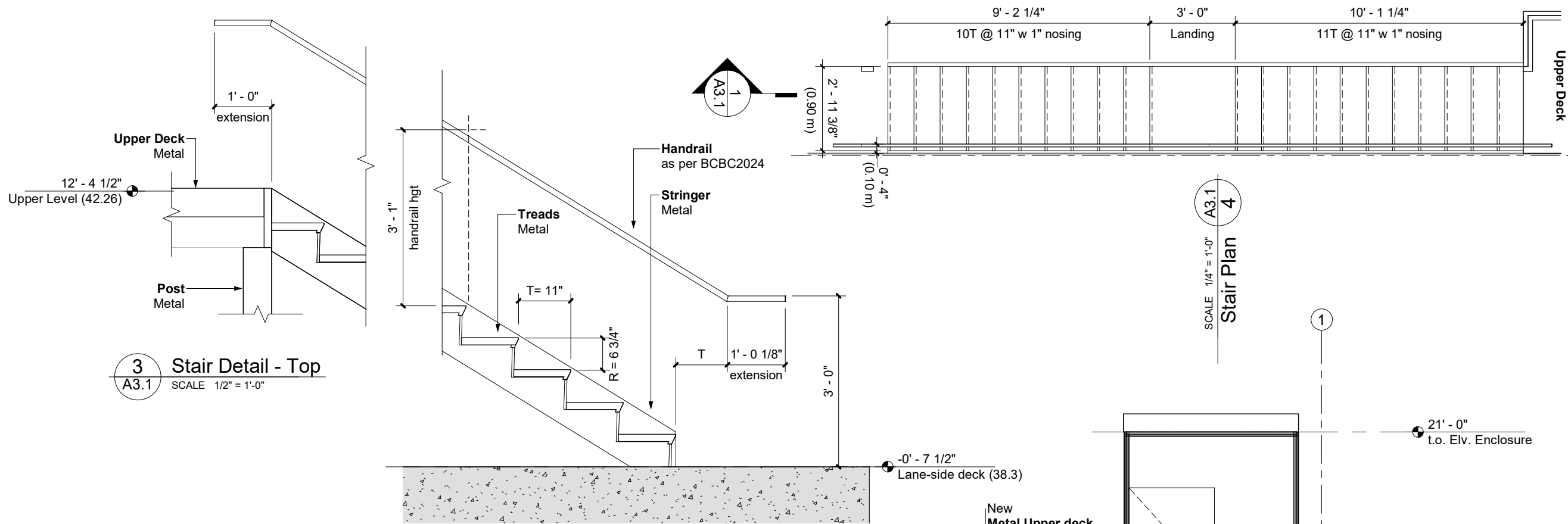
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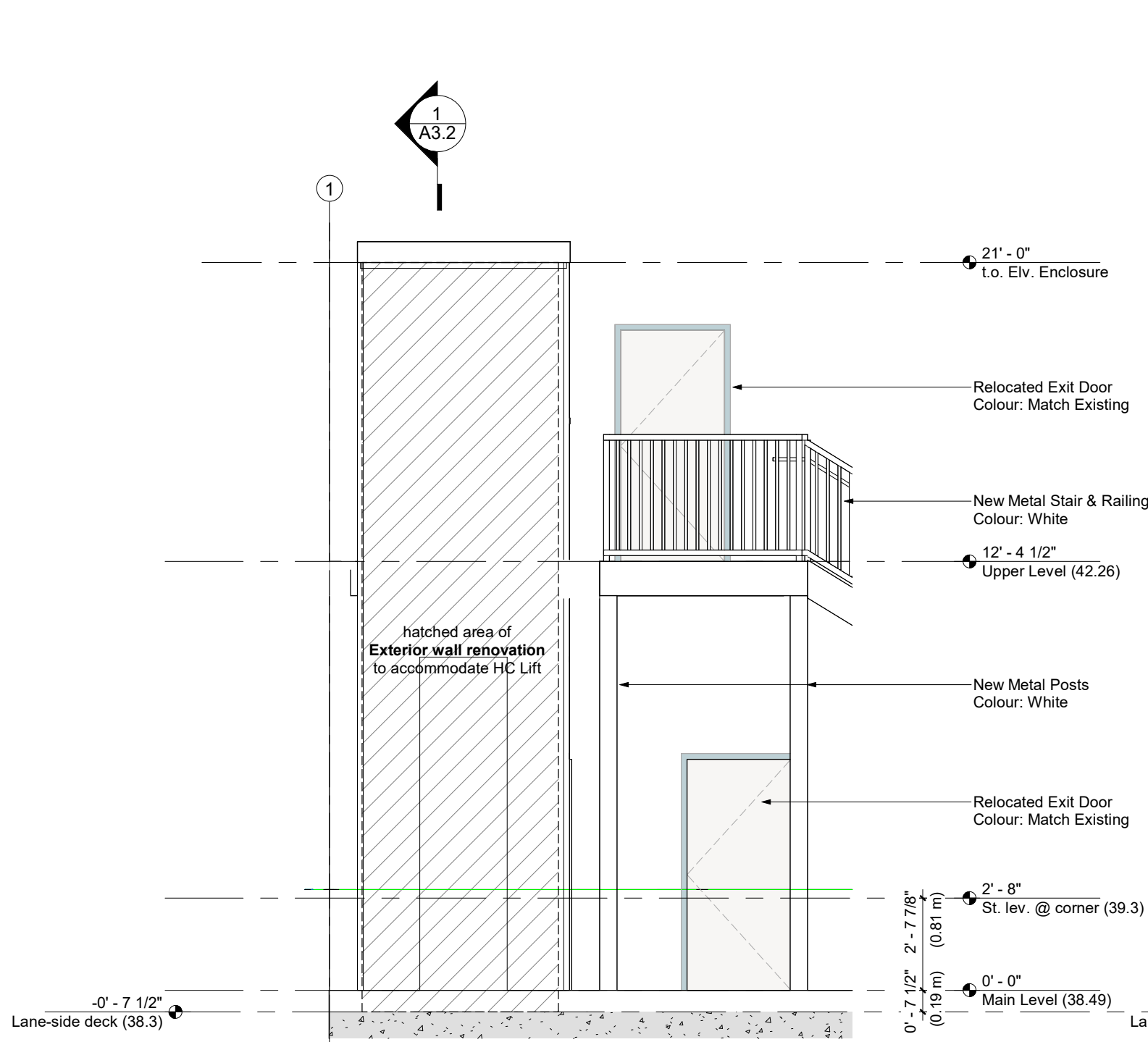
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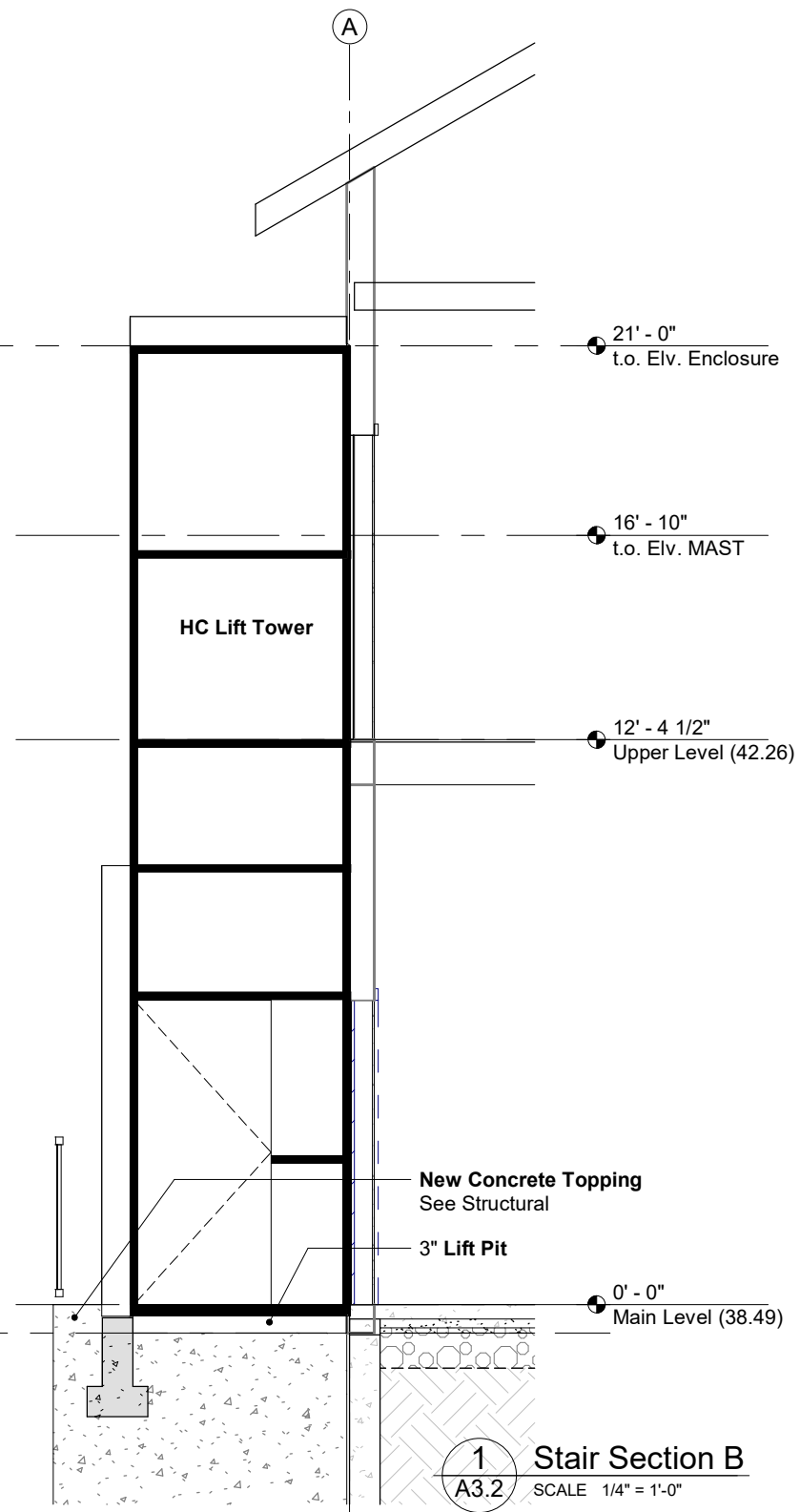


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RCL 171 - HC Lift Addition 621 1st Avenue Ladysmith, BC V9G 1A2	
Project number - AQ2420	
Section A & Details	
Scale As indicated	A3.1
Date [yy.mm.dd] 25.02.19	
Drawn by AYPQ	
Checked by AYPQ	
Print Date 2025-08-20 3:03:00 PM	Drawing no.





2 Exterior Wall Renovation  
A3.2 SCALE 1/4" = 1'-0"



1 Stair Section B  
A3.2 SCALE 1/4" = 1'-0"

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RCL 171 - HC Lift Addition 621 1st Avenue Ladysmith, BC V9G 1A2		
Project number: AQ2420		
Section B & Details		
Scale 1/4" = 1'-0"		
Date [yy.mm.dd] 07/18/25		
Drawn by Author		
Checked by Checker		
Print Date 2025-08-20 3:03:01 PM	Drawing no. <b>A3.2</b>	



**Supply all labour, materials, tools and equipment necessary for complete installation.**

- Underslab & Concrete block walls: Owen Corning Foamular 250 Rigid Foam Insulation ASTM C578 Type IV, 25psi, 1.55pcf density, or equal

Conforming to CAN/ULC-S702-97 and S102, locations as indicated in drawings:

Owens Corning Next Gen PINK Fibreglass Batt insulation, or equal.

- Flat roof : R-40 to fill entire cavity:
- Walls: R-22

- Walls & ceiling: 0.15mm (6mil) thick polyethylene film
- Under-slab: 0.254mm (10mil) thick polyethylene film

Installation weather-tight, plumb, level and true, allow for expansion, attach securely.

- 16ga Pre-finish factory painted. Colour : to match surface.

3" diameter Downspouts: continuous lengths; volume 274 cu.in/ft or similar; .032" aluminum baked enamel finish; 0.24 ga pre-painted steel. Colour to match walls.

CAN4-S115M F-rating 1hr

Firestopping: TREMstop IA+ or equal

Through penetrations & fire-rated joints: TREMstop Silicone or equal

Backer Rods: ASTM D5249

Elastomeric Joint Sealants: ASTM C920

Supply all labour, materials, tools, equipment & all necessary accessories for complete installation.

Exterior door for unheated/heated interior transition:

Insulated door pre-hung in exterior frame complete with weatherstripping, aluminum sill and hardware as per current edition of the B.C. Building Code. Style and model as determined by Owner.

Supply all labour, materials, tools and equipment necessary for complete installation. Owner to determine interior finishes, unless noted on drawings.

Material and installation in accordance with Association of Wall and Ceiling Contractors of BC Specifications Standard Manual & applicable regulations and recommendations of the Workers Compensation Board of BC.

- **Corner and Casing Beads:** Minimum 28ga galvanized sheet steel with perforated flanges. Use extended leg bed at external corners at double wallboard applications.

To be determined by Owner.

Flame spread max. 25.

Application shall be in accordance with Master Painters and Decorators Association MDPA Architectural Specification Manual.

- Drywall (Premium Grade)  
One coat primer sealer, two coats latex eggshell finish;  
Interior Colours to be determined by Owner
- Concrete Slab floor Interior: Two coats Behr Premium or equal.  
Prepare and clean surfaces as recommended by manufacturer.  
Colour & model to be selected by Owner.

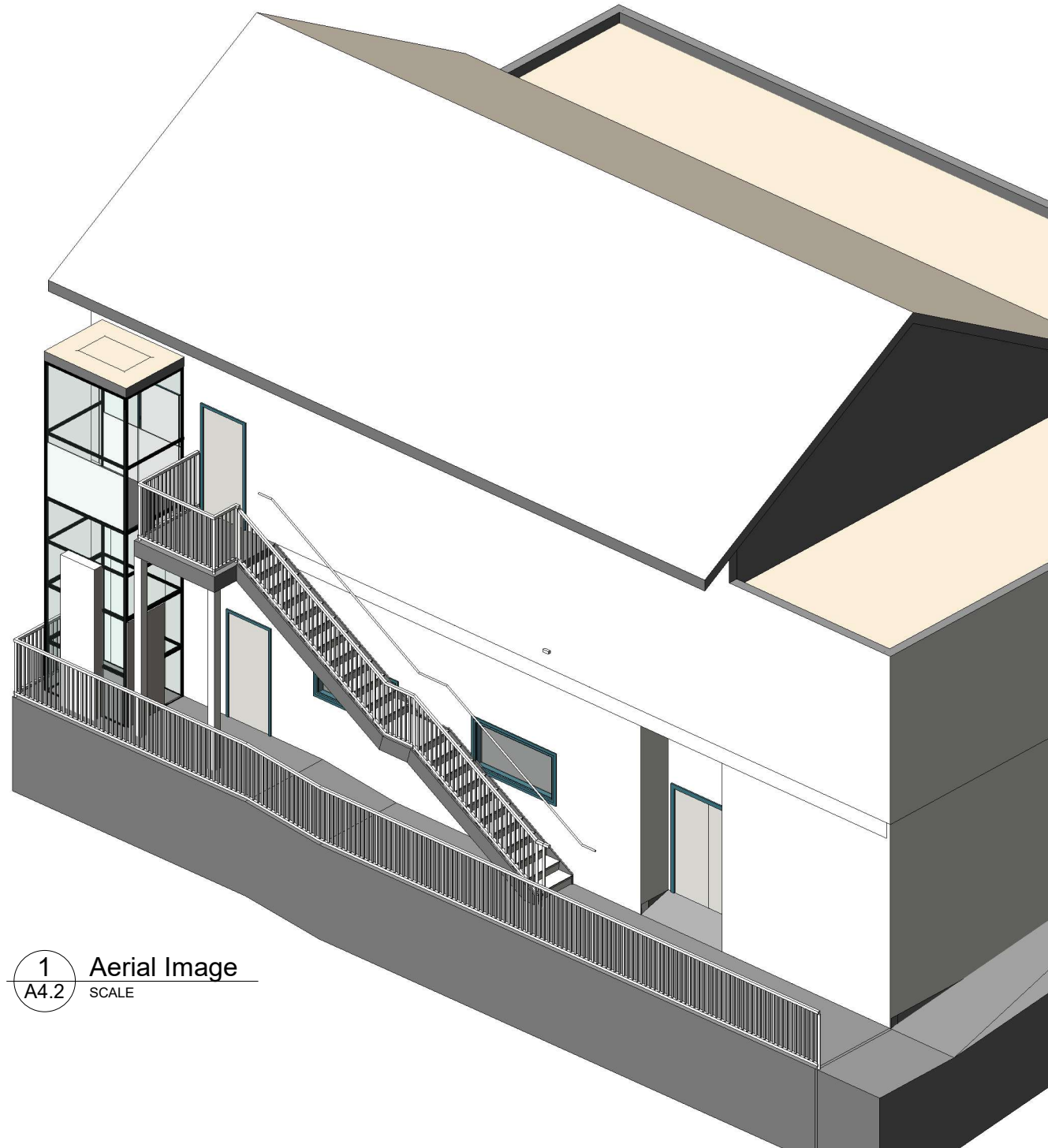
Supply all labour, materials, tools and equipment necessary for complete installation.

**Supply all labour, materials, tools and equipment necessary for complete installation.**

V-1504 Enclosure - Vertical Platform Lift as supplied by

Stay at Home Elevating, Nanaimo, BC T.250-812-3892

- 



1 Aerial Image  
A4.2 SCALE

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Scale		
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