

**A SPECIAL MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
AGENDA
3:00 P.M.**

Monday, August 12, 2019
Council Chambers, City Hall

Pages

1. CALL TO ORDER

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Special Meeting of Council for August 12, 2019.

3. MINUTES

3.1 Minutes of the Special Meeting of Council held July 15, 2019

4

Recommendation

That Council approve the minutes for the Regular Meeting of Council held July 15, 2019.

4. REPORTS

4.1 Council Attendance at Conferences and Training

8

Recommendation

That Council determine which members of Council are attending the Vancouver Island Economic Alliance (VIEA) conference on October 23 and 24, 2019 in Nanaimo.

4.2 Childcare BC New Spaces Fund Application

11

Recommendation

That Council:

1. Direct staff to submit an application to the Ministry of Children and Family Development under the Childcare New Space Fund for up to \$1 million for additional child care space in the Town of

Ladysmith at the Boys and Girls Club of Central Vancouver Island (BCCCVI) building at 220 High Street;

2. Authorize the Town to enter into a 15 year commitment with the Province of BC to provide child care spaces in the community if the Town is successful in receiving the grant;
3. Authorize staff to draft a partnership agreement for Council consideration, which defines the Town's and BGCCVI responsibilities and commitments relating to child care services at 220 High Street.

4.3 Ladysmith Youth Task Group

40

Recommendation

That Council receive for information the update on the Ladysmith Youth Task Group.

4.4 Machine Shop Project Update - July

44

Recommendation

That Council receive for information the update on the Machine Shop Project as of July 31, 2019.

5. BYLAWS

5.1 Town of Ladysmith Development Cost Charges Bylaw 2019, No. 2008

52

The purpose of Bylaw 2008 is to levy development cost charges in the Town of Ladysmith. Statutory approval from the Deputy Inspector of Municipalities has been received. The Town can now proceed with adopting Bylaw 2008.

Recommendation

That Council adopt "Town of Ladysmith Development Cost Charges Bylaw 2019, No. 2008".

6. CLOSED SESSION

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

In accordance with section 90 of the Community Charter, this section of the meeting will be held *In Camera* to consider the following matters, for the reasons as noted:

- Potential Land Sale - section 90(1)(e) and 90(2)(b)
- A Third Party Business Matter - section 90(1)(j)

- Strategic Planning - section 90(1)(l)

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:

- Potential Land Sale - section 90(1)(e) and 90(2)(b)
- A Third Party Business Matter - section 90(1)(j)
- Strategic Planning - section 90(1)(l)

7. RISE AND REPORT- Items from Closed Session

8. ADJOURNMENT



MINUTES OF A SPECIAL MEETING OF COUNCIL

Monday, July 15, 2019

4:30 P.M.

Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone
Councillor Duck Paterson
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Guillermo Ferrero
Erin Anderson
Geoff Goodall

Lisa Brinkman
Mike Gregory

1. CALL TO ORDER (4:30 P.M.)

Mayor Stone called this Special Meeting of Council to order at 4:30 p.m., recognizing the traditional territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CS 2019-251

That Council approve the agenda for this Special Meeting of Council for July 15, 2019.

Motion Carried

3. MINUTES

3.1 Minutes of the Special Meeting of Council held July 8, 2019

CS 2019-252

That Council approve the minutes of the Special Meeting of Council held July 8, 2019.

Motion Carried

4. DEVELOPMENT APPLICATIONS

4.1 Development Variance Permit – 120 Kinsmen Place (John Schlitz)

The applicant, John Schlitz, addressed Council.

Staff responded to Council's questions.

CS 2019-253

That Council not support Development Variance Permit 3090-19-06.

Motion Carried

OPPOSED: Councillors Jacobson and Johnson

4.2 Development Variance Permit - 4142 Thicke Road (Town of Ladysmith)

CS 2019-254

That Council:

1. Issue Development Variance Permit 3090-19-05 for 4142 Thicke Road to:
 - a. Vary Zoning Bylaw No. 1860 by reducing the required front setback from 6m to 1.5m and the east side setback from 3.0m to 1.5m for buildings 12m or less in height.
 - b. Vary Subdivision and Development Servicing Bylaw No. 1834 by not requiring a connection to the Town sanitary sewer system at time of building permit, and that a connection is required within two years of it being available. In the interim an approved onsite septic system is required.
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-19-05.

Motion Carried

5. BYLAWS - OFFICIAL COMMUNITY PLANNING AND ZONING

5.1 Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 56) 2019, No.1989 and Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 23) 2019, No.1990

CS 2019-255

That Council:

1. Adopt "Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 56) 2019, No. 1989."
2. Adopt "Town of Ladysmith Zoning Bylaw, 2014, No. 1860, Amendment Bylaw (No. 23) 2019, No.1990".

Motion Carried

6. BYLAWS

6.1 Town of Ladysmith Building Fire Sprinkler System Repeal Bylaw 2015

CS 2019-256

That Council adopt Bylaw 2015, cited as "Town of Ladysmith Building Fire Sprinkler System Repeal Bylaw 2019, No. 2015."

Motion Carried

OPPOSED: Councillor Jacobson

7. QUESTION PERIOD

There were no questions from the public.

8. CLOSED SESSION

CS 2019-257

That this Special meeting of Council recess at 5:30 p.m., and that Council retire into closed session in order to consider items related to the following:

- Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report] - section 90(1)(l).

Motion Carried

9. RISE AND REPORT

Council rose from Closed Session at 7:29 p.m. without report.

9. ADJOURNMENT

CS 2019-258

That this Special Meeting of Council adjourn at 7:31 p.m.

Motion Carried

Mayor (A. Stone)

Deputy Corporate Officer (E. Anderson)

Subject to Adoption

INFORMATION REPORT TO COUNCIL

Report Prepared By: Director of Financial Services
 Date: June 18, 2019
 Report Reviewed By:
 Meeting Date: August 12, 2019
 File No:
 RE: COUNCIL ATTENDANCE AT CONFERENCES & TRAINING

RECOMMENDATION:

That Council:

Determine which members of Council are attending the Vancouver Island Economic Alliance (VIEA) conference on October 23-24, 2019 in Nanaimo.

PURPOSE

To provide information for Council to determine attendance at certain conferences or conventions.

PREVIOUS COUNCIL DIRECTION

CS 2019- 025	01/21/2019	That Council authorize Mayor Stone, Councillor McKay, Councillor Jacobson, Councillor Stevens and Councillor Paterson to attend the Association of Vancouver Island and Coastal Communities annual convention from April 11 to 13, 2019 in Powell River;
CS 2019- 027	01/21/2019	That Council authorize Mayor Stone, Councillor McKay, Councillor Jacobson, Councillor Stevens and Councillor Paterson to attend the Union of British Columbia Municipalities annual convention September 23-27, 2019, in Vancouver.
CS 2019- 181	05/06/2019	That Council authorize Councillor Johnson to attend the Heritage BC Annual Conference in Nanaimo, May 9 - 11, 2019 for a cost of \$380 plus expenses.
CS 2019- 231	06/17/2019	That Council refer to staff the issue of attendance at the Vancouver Island Economic Alliance Annual Conference, held October 23-24, 2019 to review in relation to both the Council Professional Development budget and the Travel Expenses Policy 5-1790-B, and return to Council with recommendations regarding the number of Councillors who could attend.

DISCUSSION:

The 2019 Council professional development budget was set at \$33,900. The budget for this year was slightly higher than previous years (2018 - \$27,300) in anticipation of increased training opportunities for the newly elected Council.

Spending to date is:

Conference/Training/Convention	Budget	Actuals to date (Jun 18)
UBCM	15,400	1,815 (deposit)
AVICC	5,900	5,046
FCM	4,500	219 (deposit)
LGLA	6,100	5,390
Miscellaneous	2,000	1,686
	33,900	14,156

The budget provides for up to \$2,000 of unallocated costs for Council to attend various conferences and training. So far, \$1,686 was spent as follows:

Professional Development	Council Member	Amount
CVRD - Decision Maker Training	Johnson, Stevens, Jacobson	611
Strategic Planning - travel	Paterson	44
Chamber of Commerce Dinner	Paterson	30
Small Business Award	Stone	475
Heritage Conference	Johnson	495
George cuff - travel	Paterson	31

Funds were allocated for the Mayor to attend the Federation of Canadian Municipalities (FCM) conference. As no one attended this conference, there is approximately \$4,300 available.

The current Travel Expense Policy (05 1790 B) states:

- 3.2** *Members of Council will be reimbursed for expenses for attending conventions or similar conferences, when attendance has been authorized by Council:*
- A. Attendance at Union of BC Municipalities annual convention – the Mayor and up to four Councillors are authorized to attend.*
 - B. Attendance at Association of Vancouver Island and Coastal Communities annual convention - the Mayor and up to four Councillors are authorized to attend.*
 - C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVICC are authorized to attend in addition to the number of delegates authorized above.*
 - D. The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.*

Please note that this policy was in-place prior to the removal of the Municipal Officer's Expense Allowance (January 1, 2019). There is no provision for an allowance. Council's remuneration was increased to reflect the income tax change change.

SUMMARY POINTS:

- There are funds available for members of Council to attend the VIEA conference
- Approval of the select conferences must be authorized by Council

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn, Community Services and Programs Supervisor
Shannon Wilson, Recreation and Culture Coordinator
Date: July 17, 2019
Report Reviewed By: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: August 12, 2019
File No:
RE: **CHILDCARE BC NEW SPACES FUND APPLICATION**

RECOMMENDATION:

That Council:

1. Direct staff to submit an application to the Ministry of Children and Family Development under the Childcare New Space Fund for up to \$1 million for additional child care space in the Town of Ladysmith at the Boys and Girls Club of Central Vancouver Island (BCCCVI) building at 220 High Street;
2. Authorize the Town to enter into a 15 year commitment with the Province of BC to provide child care spaces in the community if the Town is successful in receiving the grant;
3. Authorize staff to draft a partnership agreement for Council consideration, which defines the Town's and BGCCVI responsibilities and commitments relating to child care services at 220 High Street.

PURPOSE:

The purpose of this report is to seek direction from Council on whether to proceed with a grant application for child care space creation.

PREVIOUS COUNCIL DIRECTION

CS 2019-148

That Council direct staff to investigate with the Boys and Girls Clubs of Central Vancouver Island the opportunity to submit an application to the Ministry of Children and Family Development under the Child Care New Space Fund for up to \$1 million for additional child care space at the Boys and Girls Club building at 220 High Street, thereby increasing available child care spaces in the community.

INTRODUCTION/BACKGROUND:

At its meeting on October 15, 2018, Council provided direction in regards to staff working with

community partners to apply for the UBCM Community Child Care Planning Program, and for staff to investigate additional grants related to Child Care Space Creation Programs.

The Town and regional partners were successful in their submission for the Community Child Care Planning Program and were awarded \$125,000 to collect relevant data, engage with the community to identify current gaps and barriers, complete an inventory of existing child care and develop a community child care plan. The resulting plan will provide sustainable short, mid and long term action items with recommendations of the creation of new child care spaces. The regional project Request for Proposal is currently open and accepting proposals.

The Childcare BC New Spaces Fund: Single-Project Stream, offered through the Ministry of Children and Families, was updated on July 15, 2019 and now offers up to 100 per cent funding of up to \$3 million for the creation of new child care spaces. The 100 per cent funding means that the Town is not required to contribute any funds towards the grant project.

The funding program requires that the Town owns the building where the new spaces would be located. The only site the Town owns and is currently providing childcare is the building currently leased by the Boys and Girls Club. The funding program also requires a 15 year commitment for child care if the funding is received. The existing child care operator of the program, the Boys and Girls Club, would continue to operate the expanded service. It is anticipated that the space would create an additional 12 new infant/toddler spaces.

This location and the fact that there is a current provider in place would meet the requirements outlined in the grant criteria. It is recommended that future applications be based on the outcome of the regional child care planning project.

The Boys and Girls Clubs of Central Vancouver Island has indicated that they would be the lead on this project should the funding be successful. The Board of the Boys & Girls Club CVI will review the application and provide the Town with a commitment at an upcoming Board meeting. It is recommended that, should the grant application proceed, a partnering agreement be prepared outlining each organization's responsibilities and service commitments.

ALTERNATIVES:

Council can choose to not apply for the Child Care New Space Fund and direct staff to wait for the results of the regional assessment of Child Care space needs.

FINANCIAL IMPLICATIONS:

This grant program is 100% funded.

LEGAL IMPLICATIONS:

There are no legal implications identified that would limit this application. There will be a requirement that the Town enters into a servicing agreement with the Boys and Girls Club of Central Vancouver Island to operate the child care service.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

All community partner organizations who directly connect with families and childcare have indicated the need for additional child care space in the community. There currently is no report confirming this, however the information being received is consistent and it seems to be accurate relating to the need for more childcare spaces.

The current enrollment at the Boys and Girls Club program is full for Infant and Toddler and Group Childcare. There is a waitlist of 17 children, and more calls are received each day about availability.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The project would require assistance from Financial Services, Development Services and Legislative Services throughout the project as it relates to leases, financial agreements and development applications.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

As part of the Province of BC's \$1.3-billion investment in child care, the Childcare BC New Spaces Fund is investing \$221 million to support the creation of up to 22,000 new licensed child care spaces over the next three years. The Childcare BC New Spaces Fund program prioritizes building sustainable child care spaces in the public sector as a foundation for universal child care in BC. The Town has an opportunity to receive 100 per cent funding for the creation of these spaces.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

New Childcare Space Creation Fund – Program guidelines
Concept Site Plan (BGCCVI Child Care Spare expansion)

MINISTRY OF CHILDREN AND
FAMILY DEVELOPMENT

Childcare BC
New Spaces Fund:
Single-Project Stream

Funding Guidelines
2019/20



July 15, 2019

These funding guidelines are effective July 15, 2019.



Contents

1. Introduction	1
2. Who Can Apply?	1
2.1 Eligible Organizations.....	1
2.2 Ineligible Organizations and Projects.....	1
3. Priority Areas.....	2
4. Funding.....	3
4.1 Applicants, Contribution Percentages, Maximum Provincial Funding Amount, and Funding Award Commitment	4
4.2 Requirements.....	5
5. Proponent Selection and Award Process.....	6
5.1 Evaluation Criteria.....	6
6. Eligible and Ineligible Project Costs	7
6.1 Eligible Project Costs	7
6.2 Ineligible Project Costs.....	8
7. How to Apply.....	9
Appendix A – Terms & Conditions	12
8.1 Terms and Conditions Non-Binding Process	12
8.2 Province Discretion to Waive Deficiencies	12
8.3 Proponent Representations & Warranties	12
8.4 Province Due Diligence	12
8.5 Proponent Responsibility	13
8.6 Proponents to Review All Documents	13
8.7 No Liability for Errors	13
8.8 No Incorporation by Reference.....	13
8.9 Working Language of the Province	13
8.10 Applications from a Single Entity	13
8.11 Changes to Application or Supporting Documentation	14
8.12 Rectification	14
8.13 Changes to Requirements.....	14
8.14 Additional Information.....	14

8.15 Information Provided	14
8.16 Conflict of Interest & Lobbying	14
8.17 Project Viability	15
8.18 Costs of Process	15
8.19 Communication with Media	15
8.20 Appeals or Complaints	15
Appendix B – Written Quotes	16
Appendix C – Definitions.....	17

1. Introduction

To better meet the child care needs of British Columbian families, the Province has set a target of funding the creation of 22,000 Licensed Child Care Spaces. To accomplish this, the Province will continue its Budget 2018 commitment to invest \$192.5 million, over three years through the Childcare BC New Spaces Fund. The Childcare BC New Spaces Fund's single project funding stream has undergone further changes from Fiscal 2018/2019. Most notably, higher funding maximums were introduced for Non-Profit Societies, public sector organizations, and Indigenous Governments.

2. Who Can Apply?

2.1 Eligible Organizations

- Public sector organizations including:
 - Local governments;
 - School boards;
 - Health Authorities; and
 - Public post-secondary institutions;
- Indigenous Governments;
- Non-Profit Societies and Indigenous Non-Profit Societies;
- Businesses and Incorporated Companies.

2.2 Ineligible Organizations and Projects

Ineligible organizations include those:

- That are not in good standing with the Ministry of Children and Family Development (i.e., owe a debt to the Ministry and have a repayment in arrears, and/or have a suspended or cancelled Early Childhood Educator/Early Childhood Educator Assistant Certificate);
- With a history of ongoing non-compliance (infractions/violations) under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation; or
- That are not willing to apply for the [Child Care Operating Funding](#) (CCOF) program and, where eligible, enroll in the [Child Care Fee Reduction Initiative](#) (CCFRI) once the spaces become operational.

Ineligible Projects include those:

- Intending to create unlicensed child care spaces;

- Intending to create child care spaces solely for Occasional child care and/or Child Minding;
- Seeking funding for a Project that is fully completed¹ prior to signing the Funding Agreement;
- Seeking funding to re-locate; or
- Projects that do not involve creating new Licensed Child Care Spaces.

3. Priority Areas

While the intent of this funding stream is to support the creation of all types of Licensed Child Care Spaces, the Ministry of Children and Family Development (the Ministry) will prioritize Proponents that are able to demonstrate any of the following in their Application:

- Creation of licensed Group Child Care spaces in the following care types:
 - 0-36 months;
 - 30 months to School Age; or
 - School-Age (Out of School Care) spaces;
- Creation of spaces by public sector organizations or Indigenous Governments through direct delivery or within a Public Sector Partnership (i.e., in partnership with a non-profit child care provider);
- Creation of spaces in Underserved Communities;
- Creation of spaces on school grounds (including K-12 and public post-secondary)²;
- Spaces serving vulnerable populations (e.g., low-income families);
- Spaces serving Children Requiring Extra Support (as defined in the Child Care Licensing Regulation);

¹ Fully completed projects are those that are licensed and ready to begin operation.

² For projects on school grounds or district owned land, the school district must apply.

- Spaces serving Indigenous children and families;
- Spaces serving newly landed immigrants and/or refugees;
- Spaces serving young parents (25 years and under); and/or
- Spaces offered outside of core business hours (i.e., before 6 a.m. and/or after 7 p.m., weekends, and/or overnight).

For more information on the priority areas, please refer to the [Program FAQs](#) and the [Application Resource](#).

4. Funding

The Ministry will provide a Maximum Provincial Funding Amount to the Project, based on the type of applicant approved for funding. The applicant's level of contribution depends on the type of organization (see Table 1). Organizations may contribute more than the minimum required organization contribution. *Contributions by applicants* may include funding from other sources, such as monetary gifts, credit sources, bank loans, and in-kind contributions, such as land.

Additional sources of funding from the Ministry's Childcare BC funding (e.g. Maintenance Fund, Start-Up Grants) will not be considered towards an applicant's contribution. Funding from the Union of BC Municipalities (UBCM) Community Child Care Space Creation Funding may be used alongside NS Fund Program funding, but must be for different spaces – meaning that the same spaces cannot be funded by both funding sources.

The Ministry's funding contribution (provincial funding amount) will be considered for the difference between the Proponent's total financial contribution and the total Project Costs, up to the maximum funding contribution available for the applicant type.

4.1 Applicants, Contribution Percentages, Maximum Provincial Funding Amount, and Funding Award Commitment

Table 1: *Contribution Percentages and Funding Award Commitment by Applicant Type*

Applicant Type	Required Organization Contribution	Provincial Contribution	Maximum Provincial Funding Amount ³	Funding Award Commitment
Public sector organizations and Indigenous Governments	0%	100%	Up to \$3,000,000	Up to 15 years
Indigenous Non-Profit Societies	0%	100%	Up to \$1,500,000	Up to 15 years
Non-Profit Societies (including Non-Profit Child Care Providers and Child Development Centres)	10%	90%	Up to \$1,500,000	Up to 15 years
Businesses and Incorporated Companies	25%	75%	Up to \$250,000	Up to 10 years

Recipients of funding are required to adhere to the following minimum award commitments:

- Projects under \$50,000, commit to continuing the Child Care Operation for a minimum period of 5 years;
- Projects between \$50,000 and \$500,000, commit to continuing the Child Care Operation for a minimum period of 10 years; and,
- Projects over \$500,000, commit to continuing the Child Care Operation for a minimum period of 15 years.

Projects \$50,000 and over, where the Recipient owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*. Under the HRFA, the Ministry has authority and responsibility to create and maintain a pool of resource facilities, as well as provide financial accountability and security of the taxpayer's investment. The Minister is able to place a notation on the title, which restricts the sale, transfer, mortgage, lease and other disposition of the facility without written consent of the Minister. If the human resources function ceases prior to the end of the Funding Agreement term, the Recipient may be required to repay some of the funding provided, as per the Funding Agreement.

The Ministry will approve the removal of the legal notation once Recipients of the Childcare BC New Spaces Fund:

1. Have met their service delivery obligations as per the Funding Agreement; or

³ The Maximum Provincial Funding Amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.

2. Have repaid the Ministry the portion of the depreciated funding still owing as per the Funding Agreement, in the event the Child Care Operation is closed prior to meeting the service delivery obligation.

4.2 Requirements

Organizations that receive funding through the Childcare BC New Spaces Fund are required to:

1. Offer and provide service to families receiving the [Affordable Child Care Benefit](#);
2. Ensure services are accessible to Children Requiring Extra Support, and establish policies to support inclusion;
3. Submit a Financial Reconciliation Package for the Project to the Ministry within 60 days of Project completion;
4. Apply to the [CCOF](#) program for a minimum of one CCOF term once the spaces become operational; and
5. Commit to enroll in the [CCFRI](#), where eligible, for a minimum of one CCOF term once the spaces become operational.

Childcare BC New Spaces Fund Recipients should allow for sufficient time to complete all the requirements listed in this section in order to receive the final installment of their funding.

Meeting these requirements may require:

- Working with their Regional Health Community Care Facility Licensing program to obtain or update their *Community Care and Assisted Living Act* facility licence; and
- Applying and being approved for both CCOF and the CCFRI.

If a Recipient does not enroll, becomes ineligible, or withdraws from CCOF and/or the CCFRI prior to one CCOF contract term, the Recipient will be required, under the terms of their New Spaces Funding Agreement, to repay their final installment of the New Spaces Fund grant to the Ministry. Additionally, the Recipient will be subject to any withdrawal penalties that apply under the terms of their CCOF funding agreement with the Ministry, including repaying any CCFRI payments provided after the facility became ineligible to receive CCFRI by double the amount overpaid.

Recipients of the Childcare BC New Spaces Fund are responsible for ensuring the sub-contracted provider operating the new spaces will be able to meet the eligibility requirements for CCOF and the CCFRI, and are also responsible for ensuring sub-contractors remain current on the [policy requirements for each program](#).

For more information regarding the CCOF and CCFRI requirements, please review the information available on the [Ministry's website](#).

5. Proponent Selection and Award Process

1. Proponents submit a completed Application form with mandatory supporting documentation (see details in Table 2).
2. The Ministry screens Applications for administrative deficiencies, and will provide Proponents with an opportunity to address those administrative deficiencies in accordance with Rectification (see Appendix A, 8.12).
3. The Ministry evaluates the Applications based on the evaluation criteria set out in Evaluation Criteria (see Section 5.1).
4. The Ministry selects the successful Proponents and invites them to enter into a Funding Agreement with the Ministry. Feedback for unsuccessful Proponents will be provided.
5. Under the terms of the Funding Agreement, Recipients of funding will receive their award in three installments. All Recipients of funding will receive the following payments:
 - a. first payment of 65% of the total funding award upon signing the Funding Agreement,
 - b. second payment of 25% of the total funding award at the Project's Lockup Stage, and
 - c. final payment of the remaining 10% of the total funding award when the Project is complete and operational, and meets requirements #3, #4, and #5 listed at the bottom of section 4.2.

5.1 Evaluation Criteria

Proponents will be evaluated on (but not limited to) the following criteria:

- A completed Application, including all mandatory supporting documentation;
- Proposed Child Care Facility location and community;
- Type of Licensed Child Care Spaces to be created (based on license type and capacity – see Child Care Licensing Regulation, Schedule E);
- Community need, as demonstrated by the Proponent's supporting documentation and as determined by the Ministry;
- Community demographics;
- Organizational experience, including:

- Years of operational experience;
- Capital Build experience;
- Support from and connection to the local community; and
- Parental involvement in the organization.
- Staffing considerations, including labour market conditions in the community, and known or proposed recruitment and retention strategies;
- Demonstrated consideration of principles of universal and accessible design, and commitment to accessibility;
- Compliance to licensing requirements;
- Financial considerations, including eligibility and reasonability of Project Costs, and estimated Provincial cost per space.

6. Eligible and Ineligible Project Costs

Funding will be considered for:

- Building a new Child Care Facility;
- The purchase, assembly and installation of a modular building;
- Purchase of equipment or other capital costs related to obtaining a licence;
- Site Development Costs; and/or
- Renovation of an existing building/space or classroom.

Ineligible Project Costs will not be funded. The Ministry has the sole discretion and reserves the right to determine items that may receive funding.

6.1 Eligible Project Costs

Eligible Project Costs include (but are not limited to) the following:

- Direct Costs related to the development and implementation of the Project/s;
- Consulting services, including:
 - Project management;
 - Design/engineering costs;
 - Business planning development;
 - Project-related Professional Fees (e.g., architectural, accountant), except legal costs; and,
 - Community engagement/consultation activities.
- Infrastructure costs (e.g., water, sewer, road, sidewalk, etc.);
- GST and PST;

- Training activities to support the Project/s (e.g., WHMIS, Food Safe, First Aid, etc., if applicable);
- Capital purchases that are essential to Project implementation, including:
 - Office equipment;
 - Major appliances (e.g., fridge, stove, dishwasher);
 - Furniture and large equipment (e.g., change tables, strollers, room dividers, etc.);
 - Transport for child care purposes (e.g., bus/van used solely for the transportation of children);
 - Fixtures and equipment required by fire regulations (e.g., fire alarms, exit signs, fire extinguishers, etc.);
 - Permanently installed equipment (e.g., whiteboards/bulletin boards, cubbies, lighting fixtures, washroom dividers, etc.);
 - Large educational materials (e.g., sand/water tables, art easels, etc.);
 - Dramatic play furniture (e.g., activity tables, Indigenous drums/drumming logs, child-sized sink/stove/fridge/work bench, etc.);
 - Permanent outdoor equipment (e.g., fencing, covered entrance, outdoor playground preparation, etc.);
 - Outdoor play equipment (e.g., nature-based landscaping, climbers, wheeled toys, etc.); and
 - Accessibility equipment (e.g., wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment, etc.).
- Additional equipment or other capital costs, if the equipment is required to:
 - Enable the facility/facilities to become licensed under *the Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
 - Enable the facility/facilities to become operational; or
 - Create the new spaces in an existing facility and ensure those new spaces are compliant with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation.

6.2 Ineligible Project Costs

Ineligible Project Costs include (but are not limited to) the following:

- Costs incurred prior to the signing of the Funding Agreement;
- Non-capital items, such as toys, consumables (e.g. food, art supplies), books, games, and small appliances;
- New or updated software/technology;
- Housewares (e.g., pots/pans, dishes, flatware, brooms, garbage cans, diaper disposal units, etc.);
- Legal costs;

- Project-related fees payable to the eligible applicant;
- Ongoing costs for existing staff salaries and benefits;
- Costs related to attending conferences and trade shows;
- Directly meeting and/or lobbying of any level of government;
- Coordinating/hosting conferences or events;
- Vehicles (other than vehicles used solely for the transportation of children);
- Remuneration and travel of elected officials;
- Meals and Project travel expenses;
- Academic research; and
- Financing costs and interest charges.

7. How to Apply

1. Review the Childcare BC New Spaces Fund Guidelines and [Frequently Asked Questions](#).
2. Review the [Child Care Licensing Regulation](#), the [Community Care and Assisted Living Act](#), and the [Rules for Operating a Licensed Child Care Facility](#).
3. Review the [Childcare BC New Spaces Fund Application Resource](#), as this will provide useful resources and information to support your Application.
4. Complete the [Application form](#), and ensure all sections are complete.
5. Each Application must include the mandatory supporting documentation, based on the applicant type (see Table 2).
6. All mandatory supporting documentation must be specific to the legal entity applying for the funding and may not be supplied by a parent company or subsidiary.
7. Submit the Application with the supporting documentation online by email at MCF.CCCF@gov.bc.ca. By submitting an Application, Proponents agree to the terms and conditions governing the Childcare BC New Spaces Fund (Appendix A), the service delivery commitments (Section 4.1) and the Program requirements (Section 4.2).

Table 2: *Mandatory Supporting Documentation Based on Applicant Type*

Applicant Type	Application and Mandatory Documentation Requirements
Public sector organizations and Indigenous Governments, through direct delivery or in partnership with a non-profit child care provider	○ Application form; ○ Project cost estimate (completed by facilities project manager); ○ Evidence of financial commitment to the Project if total Project Costs surpasses Maximum Provincial Funding Amount (for example: board resolution showing school board will support and fund the remaining amount); ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces; ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable); ○ Confirmation of partnership with a non-profit child care provider (if available at time of application); ○ If the Project is located on the grounds of, or in a school, the School District must provide the school capacity as well as the current and ten-year projected enrolment; and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.
Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies)	○ Application form; ○ Proof of ownership/lease agreement (only applicable for Indigenous Non-Profit Societies if facility is located off reserve); ○ Source and proof of all financial contributions to the Project including gifts-in-kind and other grants; ○ Detailed Project Budget with cost estimates as supported by quotes (referenced below); ○ Two detailed quotes for each Budget item provided by a third party at arm's reach from the Project (i.e., site development, equipment, and Building Costs); ○ Source and proof of financial commitment to the Project⁴; ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces; ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable);

⁴ Applicable to Indigenous Non-Profit Societies only when total Project Costs surpasses Maximum Provincial Funding Amount (for example: band council resolution showing support and funding for the remaining amount).

Applicant Type	Application and Mandatory Documentation Requirements
Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies) (cont'd)	○ Certificate of non-profit status including certificate of incorporation (if incorporated in BC), or certificate of registration (if incorporated outside BC); ○ Reference of community support (e.g., letter from Local Government, school district, etc.)⁵; ○ Documentation to support community need (optional); ○ Confirmation of child care operator (if applicable); and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.
Businesses and Incorporated Companies	○ Application form; ○ Detailed Project Budget as supported by quotes (referenced below); ○ Two detailed quotes for each Budget item provided by a third party at arm's reach from the Project (i.e., site development, equipment, and Building Costs); ○ Source and proof of all financial contributions to the Project (e.g., gift-in-kind, a grant – provide source and proof of grant); ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for each space; ○ Proof of ownership/lease agreement (if applicable); ○ Reference of community support (e.g., letter from Local Government, school district); ○ Documentation to support community need (optional); ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable); and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.

⁵ Non-profit Indigenous Societies are not required to submit reference of community support.

Appendix A – Terms & Conditions

The following terms and conditions apply to submissions by all Proponents of the Childcare BC New Spaces Fund. A Proponent's Application indicates acceptance of all the terms that follow.

8.1 Terms and Conditions Non-Binding Process

The Application process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the Application Process shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor the Province shall have the right to make any claims against the other with respect to the award of a contract, failure to award a contract or failure to honour an Application and/or submission or any other claims based on a breach of "Contract A" or other tendering law duties or obligations.

The Application process is intended to identify prospective suppliers for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between the Proponent and the Province by the Application or submission process until the successful negotiation and execution of a written agreement for the acquisition of such goods or services. While the pricing information provided in the Application will be non-binding prior to Project selection and execution of a written agreement, such information will be assessed during the evaluation of the Application. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, or contract award.

8.2 Province Discretion to Waive Deficiencies

The Province will be under no obligation to disqualify an Application or reject a submission that fails to comply with a stated rule or requirement and may allow the Proponent to rectify administrative deficiencies. This is the case even where the terms "must", "shall", "will" or "mandatory" are used in the Program guidelines.

8.3 Proponent Representations & Warranties

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Proponent's Application contains misrepresentations or any other inaccurate, misleading, or incomplete information.

8.4 Province Due Diligence

The Province may, in its sole discretion, verify the information provided in the Proponent's Application. If in the sole discretion of the Province, the Province determines that the Proponent's Application and/or submission contains misrepresentations or any other inaccurate,

misleading, or incomplete information, the Province may disqualify the Proponent from the Application process. The Province may consider the Proponent's past performance on previous contracts with the Province and other such reference checks as the Province deems appropriate.

8.5 Proponent Responsibility

It is the sole responsibility of the Proponent to ensure all the fields and documents comprising a complete Childcare BC New Spaces Fund Application are supplied and submitted at the time of Application and during Rectification. The Province is under no obligation to inform the Proponent of any missing documents after the initial notification of administrative deficiencies has been provided.

8.6 Proponents to Review All Documents

It is the Proponent's responsibility to examine all of the documents comprising the Childcare BC New Spaces Fund Program Application and report any errors, omissions, or ambiguities and seek additional information by contacting the Ministry.

8.7 No Liability for Errors

While the Province has used reasonable efforts to ensure the accurate representation of information in this funding program, such information is supplied solely for Proponents. The Province does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this Application process is intended to relieve Proponents from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the Application process.

8.8 No Incorporation by Reference

The entire content of a Proponent's submission should be contained within the Application. The content of websites or other external documents referred to in the Proponent's submission will not be considered to form part of its submission. The Province is under no obligation to seek out information not contained in a Proponent's Application or supporting documentation.

8.9 Working Language of the Province

All Applications should be submitted in English. The Province is under no obligation to translate any Application or any part thereof from any language into English; and the Province is under no obligation to review any Application or any part thereof, in a language other than English.

8.10 Applications from a Single Entity

The Province will only accept Applications from a single legal entity that will act as the main contact to the Province in respect to the Application process and for the purposes of performing any Agreement. However, a Proponent may provide an Application or supporting documentation naming subcontractors so long as the Proponent agrees to take sole responsibility for the Agreement. For greater certainty, Applications should not be submitted by joint ventures.

8.11 Changes to Application or Supporting Documentation

A Proponent is not bound by its Application and/or submission. By submission of a clear and detailed written notice to the Program, a Proponent may withdraw at any time throughout the duration of the Application process before entering into an Agreement.

8.12 Rectification

The Province may at its discretion offer a Rectification process to allow Proponents to correct administrative deficiencies in their Application, submission and/or supporting documentation. Proponents that are notified of administrative deficiencies will be provided an opportunity to address the deficiency. It is the sole responsibility of the Proponent to correct administrative deficiencies within the designated Rectification period. The Province is under no obligation to support Proponents during the Rectification period. Proponents failing to respond to the notification of deficiencies will be assessed on the initial Application or have their Application rejected in its entirety.

8.13 Changes to Requirements

The Province may change and/or update portions of the program guidelines that are relevant to a particular stage in the process at any time. Further, the Province may close the Application intake, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into an agreement under this Application process, and may subsequently obtain the Solution, including any goods or services, by any other means or do nothing.

8.14 Additional Information

All addenda for the Application process will be posted to the Program webpage according to where the original documents are made available to Proponents. It is the sole responsibility of the Proponent to check for addenda on the webpage.

8.15 Information Provided

Proponents will have the opportunity to request additional information and to request clarification of information provided. The Province, at any stage, may choose in its sole discretion not to respond, respond in whole or in part, or reformulate questions. The Province may in its sole discretion choose whether to post any such questions and responses to the Program webpage as appropriate.

8.16 Conflict of Interest & Lobbying

A Proponent may be precluded from participating in the Application process if the Proponent's current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual, potential or perceived conflict of interest in connection with the services described in the Program. This includes, but is not limited to, involvement by a Proponent in the preparation of the Application or a relationship with any employee, contractor or representative of the Province involved in preparation of the

Application, participating on the evaluation committee or in the administration of the Agreement and those involved in the development of this funding program. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Program prior to providing an Application. By providing an Application, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential, or perceived in respect to the Intake.

8.17 Project Viability

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Project's viability is unsubstantiated, as determined by the Province. A Project's viability may be in question for reasons such as, but not limited to, financial viability, long-term sustainability, non-compliance, unmitigated risks, and additional deficiencies that may limit the Project's ability to meet the Province's objective to create quality, accessible, and affordable Licensed Child Care Spaces.

8.18 Costs of Process

The Proponent and the Province will each bear their own costs associated with or incurred through the Application process, including any costs arising out of: (a) the preparation and issuance of the Program; (b) the preparation and issuance of an Application and/or submission; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations, or any other activities related to the Application process.

8.19 Communication with Media

The Proponent may not at any time directly or indirectly communicate with the media in relation to the Application process or any agreement negotiated pursuant to the Application without first obtaining a written permission of the Province prior to the Provincial public announcement.

8.20 Appeals or Complaints

If the Proponent has a concern about the service provided by the capital funding team, or about a funding decision, they may contact Child Care Capital and Community Services through email at MCF.CCCF@gov.bc.ca with the following subject: "Attention: Operations Supervisor", or by telephone at 1-888-338-6622 (option 5) and request to speak with a Child Care Capital Funding Operations Supervisor.

Appendix B – Written Quotes

Written quotes submitted with the Application should include the following components:

- a. Name of company or individual providing the service/items. Note: quotes must come from a third party at arm's reach⁶;
- b. Date and length of time quote is valid (if applicable);
- c. Description/scope of work involved (if applicable); and/or
- d. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: If your facility or organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

⁶ The Province reserves the right to verify all information with third party sources. Additional information may be requested during the Application process.

Appendix C – Definitions

Application: a complete Application form and mandatory supporting documentation.

Budget: a detailed estimate of the costs to complete the Project, determined where necessary by cost estimates by certified contractors, engineers, architects or other qualified parties, in accordance with the Plans and Specifications provided to the Province.

Businesses and Incorporated Companies: sole proprietorships, partnerships, and incorporations.

Building Costs: expenses incurred by the Proponent for labour and material.

Capital Build: the construction of new facilities and renovation/maintenance of existing facilities, or the development of public amenities.

Child Care Facility: the physical building, facility, or area of land on which these improvements sit and the Proponent occupies and uses, or proposes to occupy and use, for the purpose of its Child Care Operation.

Child Care Fee Reduction Initiative (CCFRI): additional CCOF provided to eligible licensed child care facilities for the purpose of reducing parent monthly fees.

Child Care Operating Funding Program (CCOF): operating funding provided by the Ministry to eligible licensed child care facilities to assist with the day-to-day costs of running a licensed child care facility.

Child Care Operation: the delivery of child care services in a licensed facility.

Child Care Space Creation: creating new Licensed Child Care Spaces that do not already exist.

Child Care Spaces: a space would be a full-time space or two part-time spaces (e.g., a morning preschool space and an afternoon preschool space would represent one full-time child care space).

Children Requiring Extra Support: children who, for physical, intellectual, emotional, communicative or behavioural reasons, require support or services that are additional to, or distinct from, those provided to other children.

Child Development Centre: an agency contracted by the Ministry of Children and Family Development to deliver therapy services to children with special needs (occupational therapy, physiotherapy, and speech language therapy). Some of these agencies are also contracted by the Ministry to deliver Infant Development and/or Support Child Development programs, including Aboriginal programs.

Conceptual Drawings: a floor plan of the Child Care Facility that graphically communicates the details and design principles of the space, completed by a Project-related individual at arm's length from the Proponent. If submitting a Conceptual Drawing, ensure it is clear and legible, and provides a scale and major dimensions.

Direct Costs: expenses related to the development and implementation of the Project which may include (but are not limited to) equipment, building materials, and labour related directly to the Project.

Financial Reconciliation Package: includes (1) a detailed statement prepared by an independent, arm's length certified Chartered Professional Accountant listing all project costs including copies of invoices, receipts and/or proof of payment; (2) a copy of all current licenses; (3) a completed financial reconciliation form and financial expenditure form; (4) a copy of approval letters for Child Care Operating Funding (CCOF) and the Child Care Fee Reduction Initiative (CCFRI).

Funding Agreement: a contract between the Ministry and the Proponent to receive Childcare BC New Spaces Fund grants for the purpose of creating Licensed Child Care Spaces.

Human Resource Facility Act (HRFA): The HRFA allows the Ministry to place legal notations on funding Recipients' property titles – restriction the sale, mortgage, or transfer without prior approval of the Ministry.

Indigenous Non-Profit Society: means a "society" as defined in Section 1 of the *Societies Act*.

Licensed Child Care Spaces: the number of spaces as reported on a Community Care Facility Licence issued under the *Community Care and Assisted Living Act*.

Local Government: means a municipality or regional district.

Lockup Stage: for ground-up construction, it is the Project milestone when it is possible to effectively secure the building (e.g., all windows and exterior doors are installed); for renovations, it is the Project milestone when interior finishing is complete (e.g., all interior surfaces are installed); and for projects requiring equipment only, it is the Project milestone when furniture/equipment for the facility has been ordered.

Maximum Provincial Funding Amount: the maximum funding amount the Province will provide for the proposed/approved Project to create new Licensed Child Care Spaces.

Ministry: the Ministry of Children and Family Development.

Non-Profit Society: means a "society" as defined in Section 1 of the *Societies Act* or under the *Canada Not-For-Profit Corporations Act*.

Non-Profit Child Care Provider: means a child care provider that is incorporated as a Non-Profit Society.

Organization Contribution: the financial contribution required by the organization as set out in section 4.1: Contribution Percentages and Maximum Amounts. The Organization Contribution may include gift-in-kind, other grant funds, or loans from financial institutions. Volunteer labour will not be considered as part of the organization's contribution.

Plans and Specifications: all detailed plans, drawings, and specifications for the work required to carry out and complete the proposed Project and/or to acquire the assets for use in implementing the Project.

Program: the Childcare BC New Spaces Fund Program (formerly Major Capital Funding), Ministry of Children and Family Development.

Professional Fees: fees charged by individuals trained in specific fields such as architects.

Project: the Project as described by the Proponent in the Application, which involves the creation of Licensed Child Care Spaces.

Project Costs: all the amounts to be paid by the Proponent to any person, firm, or corporation dealing at arm's length with the Proponent, for construction of the Projects or acquisition of its components and which, in the opinion of the Province, have been necessarily and properly incurred.

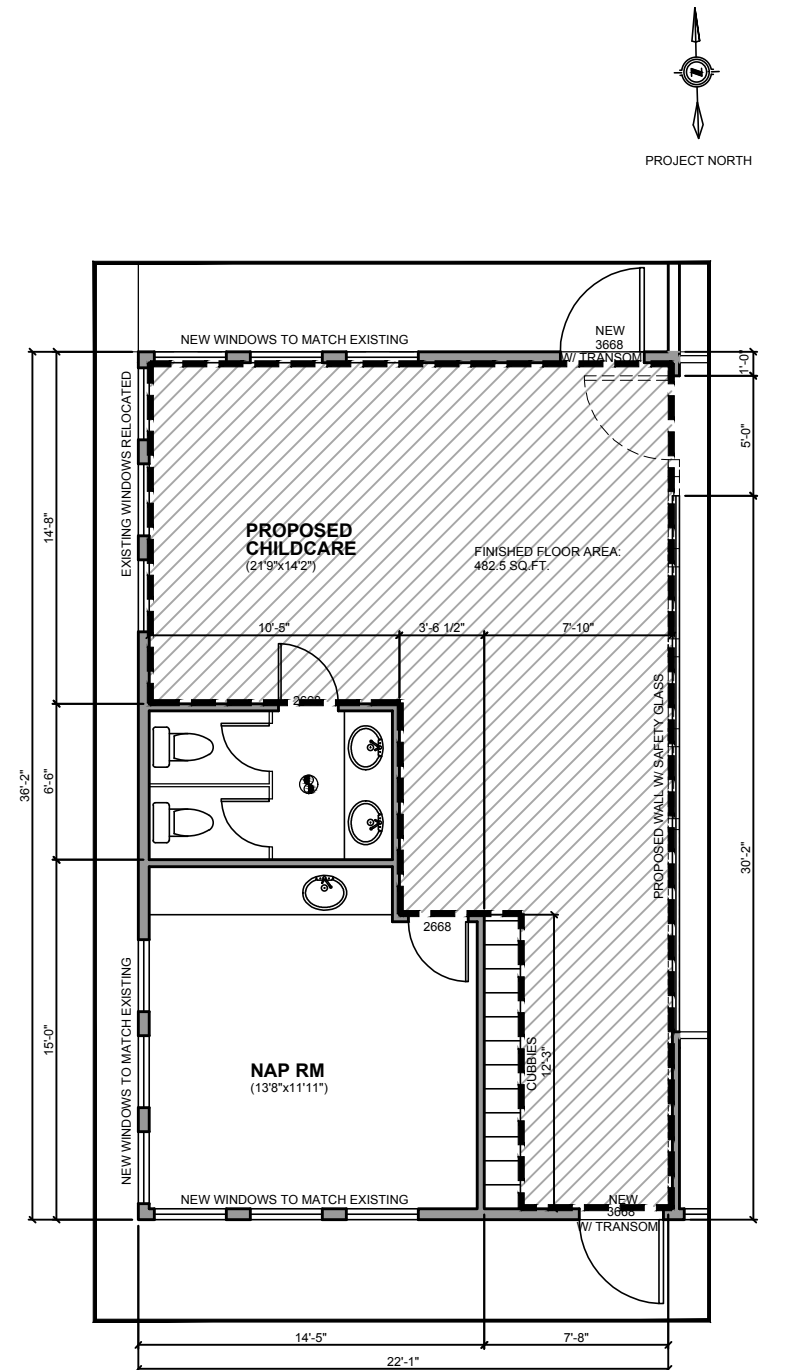
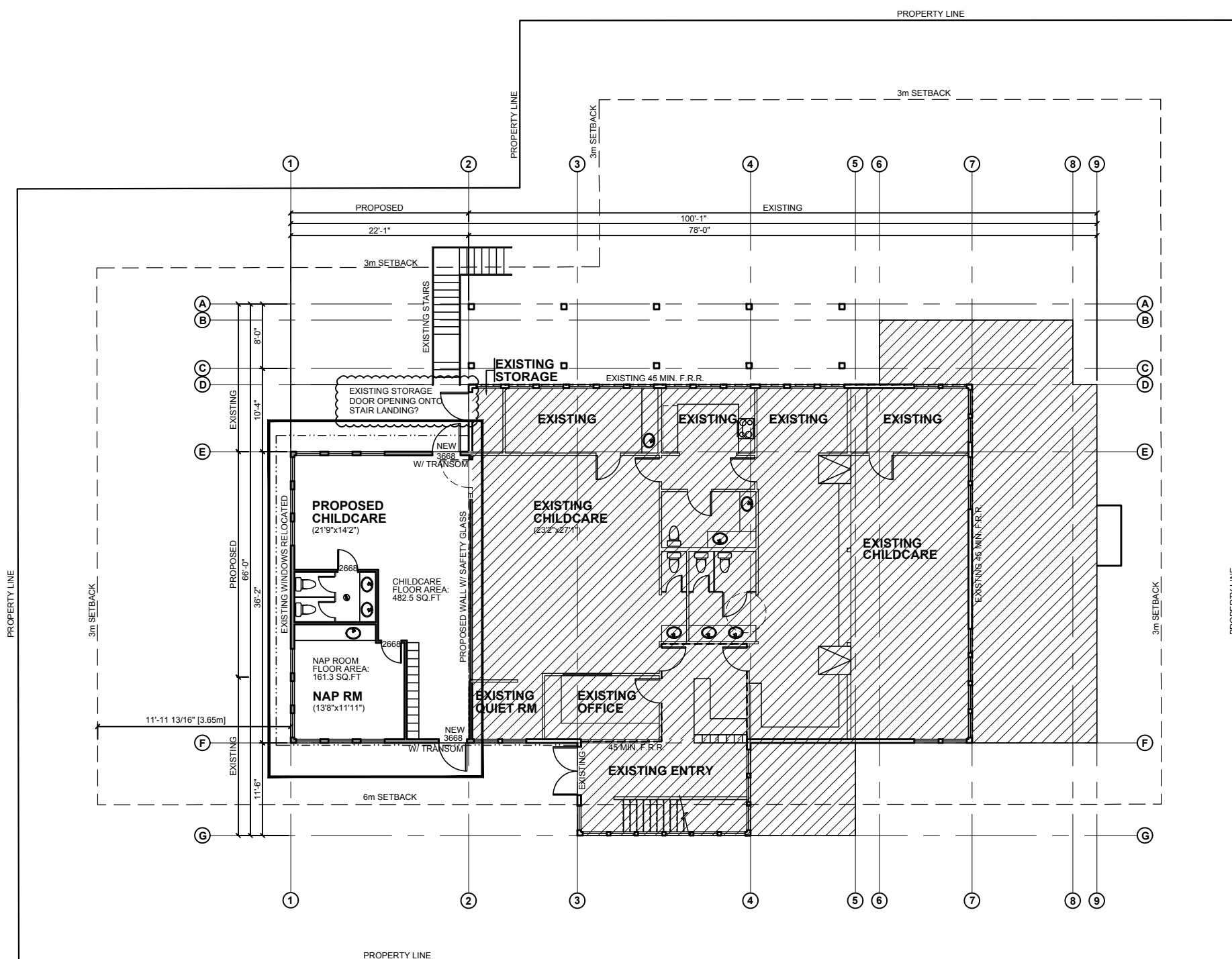
Proponent: an individual who puts forth an Application on behalf of an organization.

Public Sector Partnership: when a public sector organization is the main applicant, and applies in partnership, this partnership must be with a non-profit society that will deliver the child care services. The partnership arrangement can be formal or informal, and may include (but is not limited to) low/no cost rental fees, shared administration, service planning agreements or protocols, and/or space agreements.

Recipient: Proponents that receive funding through the Childcare BC New Spaces Fund to build new Licensed Child Care Spaces.

Site Development Costs: expenses incurred to prepare a plot of land for the construction of a Child Care Facility.

Underserved Communities: are communities/geographic areas and populations with a lack of access to child care.



UPPER FLOOR PLAN
PROPOSED ADDITION SCALE: 1/4"=1'-0"

UPPER FLOOR PLAN

PROPOSED FLOOR AREA: 804.71 SQ.FT. SCALE: 1/8"=1'-0"

DRAFT

WALL LEGEND

- EXISTING AREA
- EXISTING FRAMING
- PROPOSED FRAMING
- FRAMING REMOVED
- EXISTING 45 MIN. F.R.R.

HALF SCALE SHOWN FOR 11"x17" FORMAT

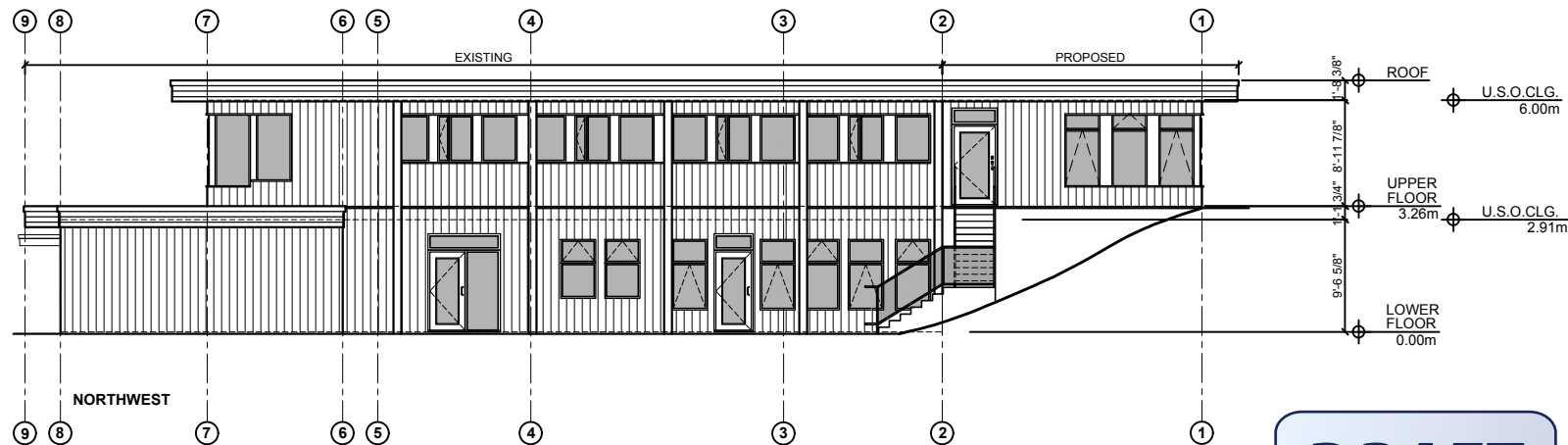
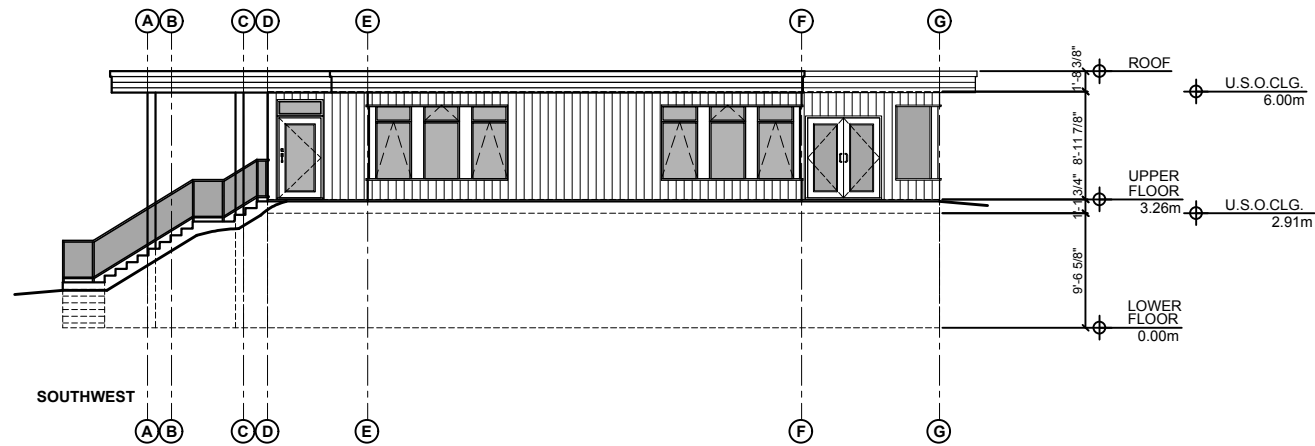
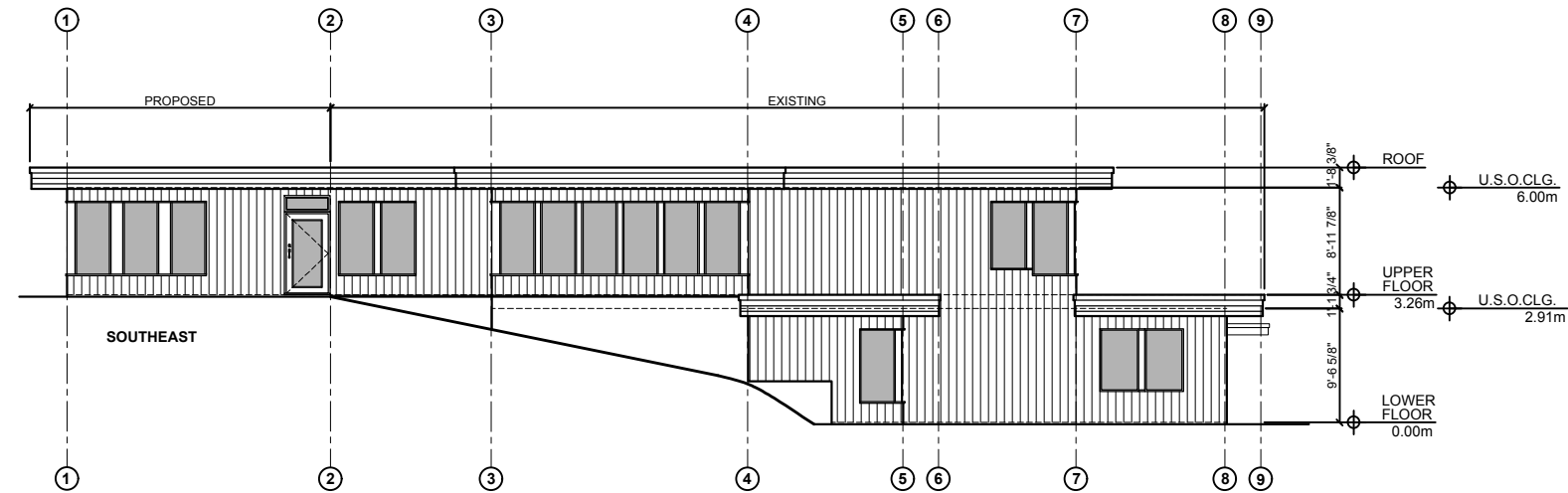
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REGISTERED ASSOCIATE MEMBER
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MEMBER # 34546
B.L. # 4711

**Boys & Girls Club
Child Care Centre - Addition**
220 High Street, Ladysmith, B.C., V9G 1A2

DATE:		PLANS CHECKED BY:
02/27/2019	ISSUED FOR REVIEW	W.H., S.I.

Project Name: CHILDCARE ADDITION		A1/2
Created By: EJC		
Job No.: EJC0023		



ELEVATIONS

SCALE: 1/8"=1'-0"

DRAFT

HALF SCALE SHOWN FOR 11"x17" FORMAT

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EMAIL: eowyn@cadprints.net
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CERTIFIED DRAFTING TECHNICIAN
REGISTERED ASSOCIATE MEMBER
ASTTBC - APPLIED SCIENCE OF
TECHNOLOGISTS & TECHNICIANS
MEMBER # 34546
B.L. # 4711

Boys & Girls Club Child Care Centre - Addition

220 High Street, Ladysmith, B.C., V9G 1A2

DATE:		PLANS CHECKED BY:
02/27/2019	ISSUED FOR REVIEW	W.H., S.I.

Project Name:	CHILDCARE ADDITION	
Created By:	EJC	A2/2
Job No.:	EJC0023	

INFORMATION REPORT TO COUNCIL

Report Prepared By: Shannon Wilson, Recreation and Culture Coordinator
Date: July 15, 2019
Report Reviewed By: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: August 12, 2019
File No:
RE: LADYSMITH YOUTH TASK GROUP

RECOMMENDATION:

That Council receive for information the update on the Ladysmith Youth Task Group.

PURPOSE:

The purpose of this report is to provide an update on the implementation of the Youth Strategy.

PREVIOUS COUNCIL DIRECTION:

CS 2019-006

That Council:

- 1) Appoint the existing Ladysmith Youth Strategy Core+ Community Partners as the Ladysmith Youth Task Group to commence implementation of Youth Strategy;
- 2) Direct staff to work with the Ladysmith Youth Task Group toward the implementation of the Youth Strategy recommendations.

DISCUSSION:

In May, Council received a report on activities of the Ladysmith Youth Task Group including: meeting updates, summary of Youth Week activities, and the appointment of the 2 youth representatives on the PRCAC.

The Ladysmith Youth Task Group continues to move forward, having identified a list of action items from the 9 Strategic Priorities recommended in the Youth Plan. (Notes attached)

The Town of Ladysmith has recently applied for a New Horizons small community grant (\$5000) to support an intergenerational Mentorship Program and communication hub that were identified in the Strategic Priorities. The intent is to create mentorship opportunities between local Seniors Groups and Service Clubs matched with local youth. One example is a new cooking class called "Cooking with Tradition" which will begin in January 2020, led by Gail Lawrence.

The two Youth Representatives on the PRCAC are actively engaged in their new appointments

and recently participated and gave feedback during a community forum on the proposed Lot 108 project.

Members of the Ladysmith Youth Task Group attended the Queer/Straight Alliance meeting at lunch to inquire about “safe spaces” for youth in Ladysmith. It was during preparations for PRIDE week so the time was spent building relationship with the youth.

There will be a meeting with the Ladysmith Youth Task Group youth members and PRC staff in August to discuss:

- The launch of the youth activities in the new academic year at Ladysmith Secondary School (LSS).
- Planning for the launch and call-out for the Youth Advisory Committee

Parks, Recreation & Culture staff are meeting with staff from Stz’uminus in August to affirm the Committee’s desire to include Stz’uminus’ participation in all Ladysmith Youth initiatives.

SUMMARY POINTS:

- The Ladysmith Youth Task Group continues to move forward, having identified a list of action items from the 9 Strategic Priorities recommended in the Youth Plan.
- The Town of Ladysmith has recently applied for a New Horizons small community grant (\$5000) to support an intergenerational Mentorship Program and communication hub that were identified in the Strategic Priorities.
- Ladysmith Youth Task Group youth members and PRC staff are meeting in August.
- Parks, Recreation & Culture Staff are meeting with Stz’uminus staff in August.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Ladysmith Youth Task Group - ACTION ITEMS from STRATEGIC PRIORITIES

Ladysmith Youth Task Group Meeting

May 15, 2019

Attendance: Christy, Shannon, Bryn, Sampson, Jenn T, Sue

Regrets: Laura, Nathan, Alexis, Steven, Ava

ACTION ITEMS from STRATEGIC PRIORITIES

ACTION	TIMELINE	NOTES	Completed
Create youth council including Stz'uminus youth	Spring 2019 – June Youth bringing format ideas Summer 2019 – Seek funding Fall 2019 – formation of YC (to be named)	*Sampson and Bryn talking to youth and bringing format ideas to June meeting *Include budget line	
Involve youth in Town projects including Stz'uminus youth	Ongoing	*Currently: PRCAC and Community Solutions (skate park hang out) *Suggestion for Protective Services	
Promote informal and formal gatherings bringing together Ladysmith and Stz'uminus youth	Ongoing	*PRC starting an Ultimate drop-in	
Creating new youth spaces/programs at no/low costs	June 2019 Ongoing	*Pizza Party *Youth are bringing list of program ideas to meeting in June	
Increase connection with mental health services and awareness	Connected to communications	*Promote services at Discovery, LRCA, VIHA, Schools, PRC, Stz'uminus etc	
Explore collaborative approach with service clubs including funding, sports, recreation and culture events, and volunteer opportunities	Connected to communications		
Increase training for mental health resources	Ongoing Fall 2019	*Opioid Training at LSS (May 2019)	
Create meaningful, community support work experience/volunteer opportunity and mentorship	Create inventory of Summer 2019 Connected to communications	*Consistent Promo Boards at LSS, PRC & LRCA	
LSS Forum on effects of screen	Fall 2019	*organized by Youth	

time			
Create a central communications HUB with timely information on EVERYTHING youth	June 2019 – connection with students and follow-up to discuss next steps, etc.	*Need identified to re-share the LYP to the students at LSS. Will host a pizza lunch in June *Bryn talking to LSS Council about joint/cross promotion	
Expand opportunities for positive use of technology	Fall 2019	*part of the LSS Youth screen time	
Explore viability of small bus/van service	Winter 2020	*look into CVRD revamped service	
Create LGBTQ friendly space	June 2019 – LSS	*SW to check in with Mrs. Sharpe *LYTG to check in with current group about what they need to create “safe”	

Current Successes:

- Creation of the Ladysmith Youth Task Group; regular meetings
- Communication
 - Info Boards at PRC; new Boards coming to LSS and LRCA
 - Regular posts to @ladysmithyouth
- Appointment of 2 Youth Reps on PRCAC
- Increased sharing between partner groups

OTHER To Do:

- See above for ACTION ITEMS for Priorities Timeline
- SW to send template to partner groups for letter of support
- SW check with Laura if there is funding for MHFA for Youth in FA19

Mental Health Training

- Stigma in Mental Health – Stacy Middlemuss / CMHA
- LRCA Workshop – Trauma Informed Practice
- Mental Health First Aid – certificate

INFORMATION REPORT TO COUNCIL

Report Prepared By: Clayton Postings, Director Parks, Recreation and Culture
Date: July 31, 2019
Report Reviewed By:
Meeting Date: August 12, 2019
File No:
RE: MACHINE SHOP PROJECT UPDATE - July

RECOMMENDATION:

That Council receive for information the update on the Machine Shop Project as of July 31, 2019.

PURPOSE:

The purpose of this report is to provide Council with an update on the Machine Shop restoration project as of July 31, 2019.

PREVIOUS COUNCIL DIRECTION:

No specific resolution. Report provides an update on the Machine Shop project.

DISCUSSION:**Project Status**

The Town has commenced pre-construction activities at the Machine Shop. A building permit application was submitted on July 24, 2019. Some onsite preparations which are not aspects of the building permit have commenced, including geotechnical drilling and exterior/interior excavation.

Tenants

Staff have developed an onsite resource and communications with all tenants regarding construction and any impacts during this period. The challenge relating to this project is that construction will impact all aspects of the building and each tenant will be required to relocate for periods of time. Staff are working with all tenants to find suitable relocation during construction. Staff have arranged onsite storage containers, along with fencing to secure tenants contents and to allow storage during construction.

The Ladysmith Arts Council (LAC) remains the main tenant requiring space during construction. Currently both the Town and the LAC have looked at various sites within the community to accommodate the operations (office, classrooms, and gallery) of the LAC. The Nanaimo/Ladysmith School District have offered Davis Road School site as an option, this

option is being reviewed. If the Davis Road site is determined to be suitable Town Staff will report back to Council regarding any license agreements and costs associated with this use of the school, as currently there are no funds identified for relocation of tenants during the renovations.

Project Scope

The Town is focused on delivering on all aspects of this project including structural improvements, code updates and some limited facility improvements, including washrooms. Due to the age and very complex nature of the building the Town and its consultants are working through the process in a cautious manner, as the scope of the project is extensive and the budget is limited, requiring detailed project review. The objective continues to be to complete as much work as possible with the grant funding.

Initial foundation investigations have not been favorable, resulting in the engineer reviewing options on addressing the structural and seismic improvements. This review and any proposed changes are currently in progress.

There is a requirement that the West side of the site will require excavation to permit access to the building columns, resulting in the removal of the old rail spur line (which currently is mostly buried) and the exterior braces to the building. This work is required, however the reinstall of the spur line if required in the future will need to be addressed as part of future phases or when the Arts and Culture HUB funding is received. Town staff have communicated with the Historical Society for feedback regarding retaining the rail tracks and store onsite.

Construction Schedule

Final construction schedule is being developed with the construction manager, consultants and contractors and should be complete toward mid-August. It is anticipated that construction should commence in late August early September.

Future Vacant Space

Based on Council previous direction, Staff have been advising tenants and potential future tenants that have enquired that following the project a Request For Proposals (RFP) will be initiated where interested groups may submit expression of interest for any spaces vacant. This process continues to be recommended by staff. Staff will provide Council draft criteria for the RFP in the fall for consideration and direction.

Budget

Budget has not changed since the last report in June 2019. Construction management has begun receiving quotes on the various aspects of the project, while some final design details are still required relating to engineering. Once quotes are received the costs can then be assessed and compared to estimates and budget. It continues to be anticipated that the construction costs will be between \$1.3 million and \$1.4 million.

SUMMARY POINTS:

- Construction is expected to commence in late August early September 2019.
- Town staff continue to work with tenants to find suitable arrangements to reduce impact during construction periods.
- Staff and consultants, along with construction management, continue to be very aware of potential challenges and issues this project will be presenting and plan to take steps to ensure that the construction that occurs is managed.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Machine Shop Architecture Drawings- July 2019

HEITZMAN Architecture Inc.
215-25 West 5th Avenue
Vancouver, BC V5B 1M4
www.heitzman.ca
(604) 578-1946

REV	DESCRIPTION	DATE
1	BALANCE AT BEGINNING	JUL 11, 2016
2	EXCESS OF MARKET VALUE	JUL 18, 2016
3		
4		
5		
6		
7		
8		
9		
10		

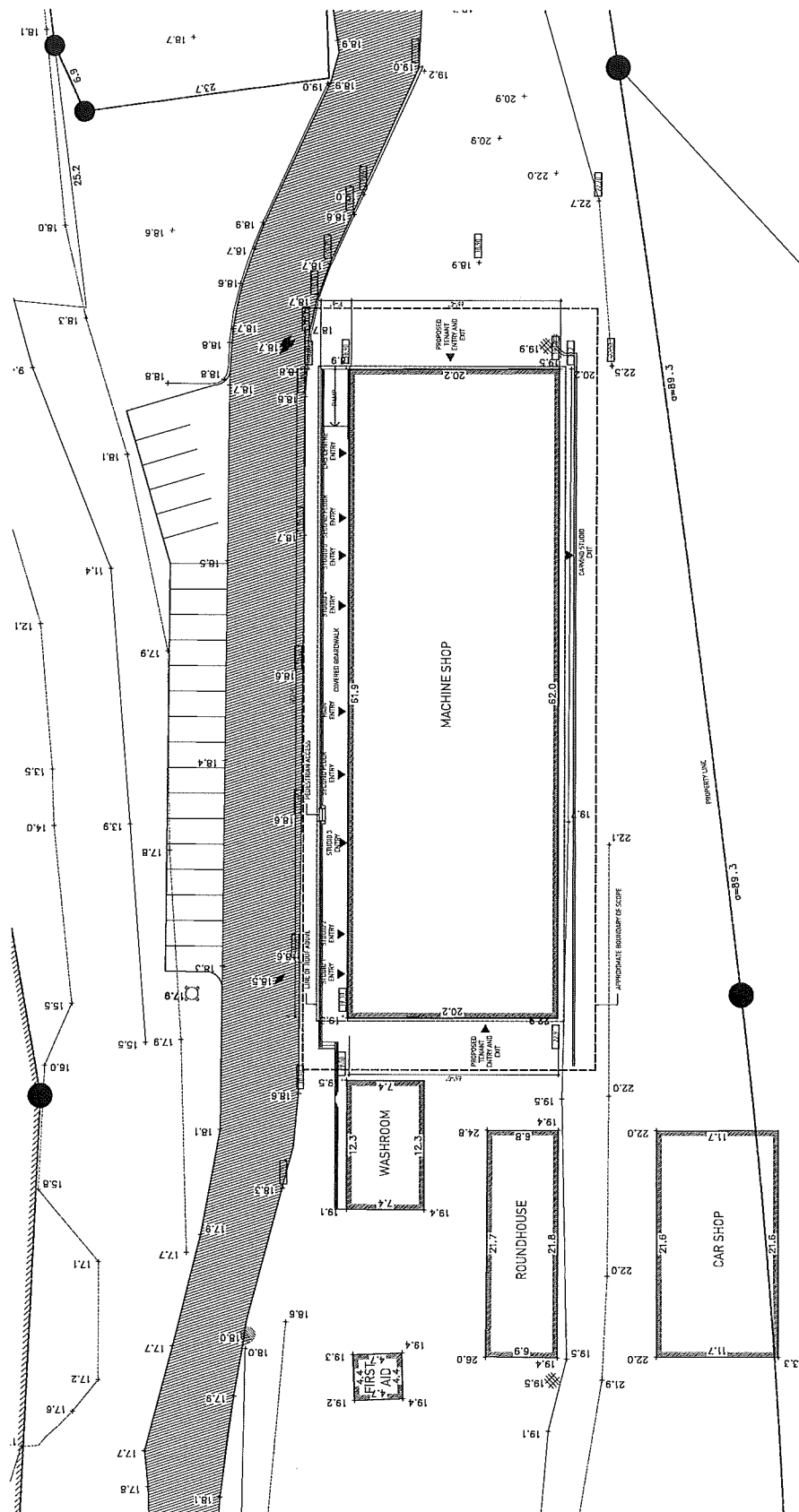
Ladysmith Machine Shop
610 Oyster Bay Drive
Ladysmith, BC

Client	Town of Ladysmith
Address	410 Explorade Avenue Ladysmith, NC

SITE PLAN

Project No. 1607
Scale $\frac{1}{2}'' = 1'-0''$
Date July 10, 2019

A001



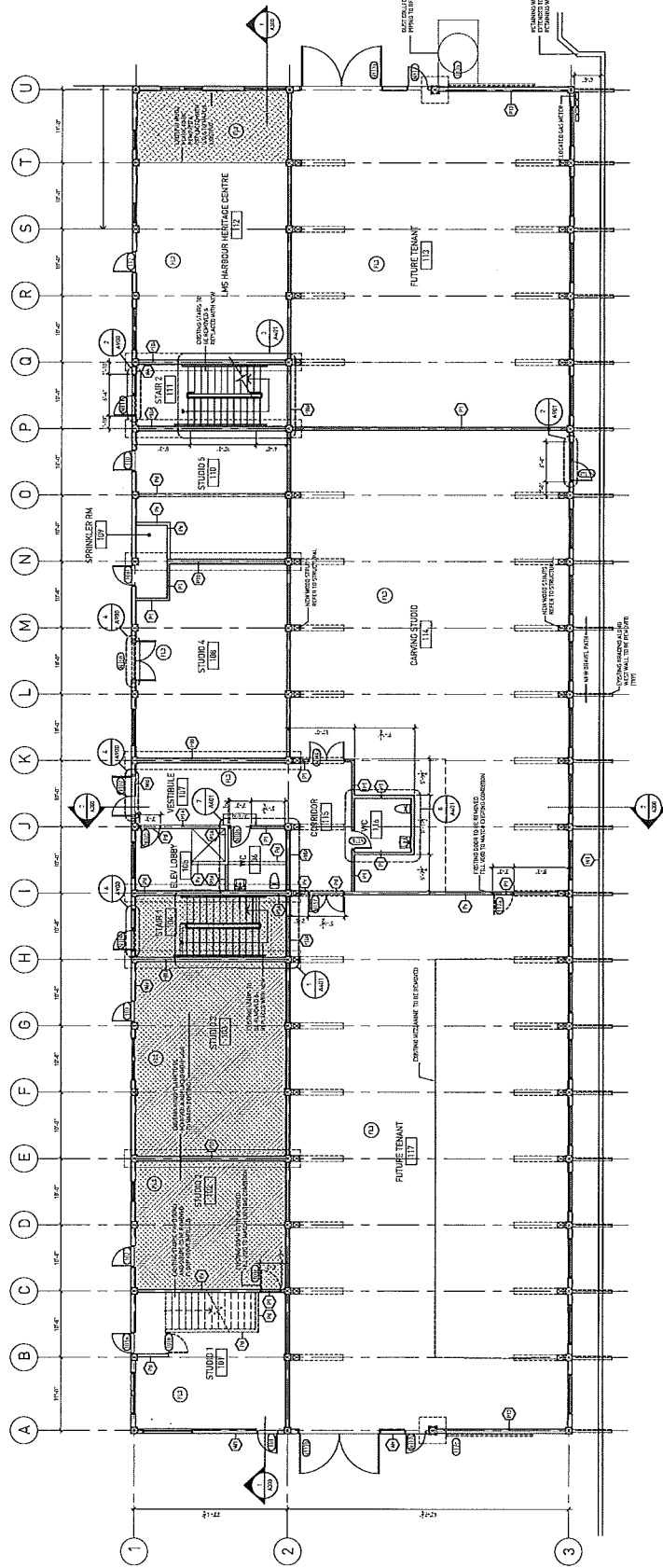
1 SITE PLAN
1/16" = 1'-0"

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HOTSON

4000 20th Avenue North
Suite 200
Lafayette, CA 94509
Tel: 925.285.1100
Fax: 925.285.1101
www.hotson.com

NO.	DESCRIPTION	DATE
1	REVISIONS	JAN 14, 2019
2	REVISIONS	JAN 14, 2019
3	REVISIONS	JAN 14, 2019
4	REVISIONS	JAN 14, 2019
5	REVISIONS	JAN 14, 2019
6	REVISIONS	JAN 14, 2019
7	REVISIONS	JAN 14, 2019
8	REVISIONS	JAN 14, 2019
9	REVISIONS	JAN 14, 2019
10	REVISIONS	JAN 14, 2019



1 GROUND FLOOR PLAN - PROPOSED
1/8" = 1'-0"

Ladysmith Machine Shop
610 Oyster Bay Drive
Ladysmith, BC

Client: Town of Ladysmith
Address: 610 Oyster Bay Drive
Ladysmith, BC

GROUND FLOOR
PLAN

Project No. 1007
Scale 1/8" = 1'-0"
Date July 11, 2019

A100

4017504 Architecture Inc.
115-29 Wood 51th Avenue
Manhasset, NY 11954
www.arch4017504.com
908 268 4946

REV. #	REV. DESCRIPTION	DATE
1	RECEIVED REVIEW	JULY 10, 2019
2	RECEIVED FOR PUBLICATION	AUG 14, 2019
3		
4		
5		
6		
7		



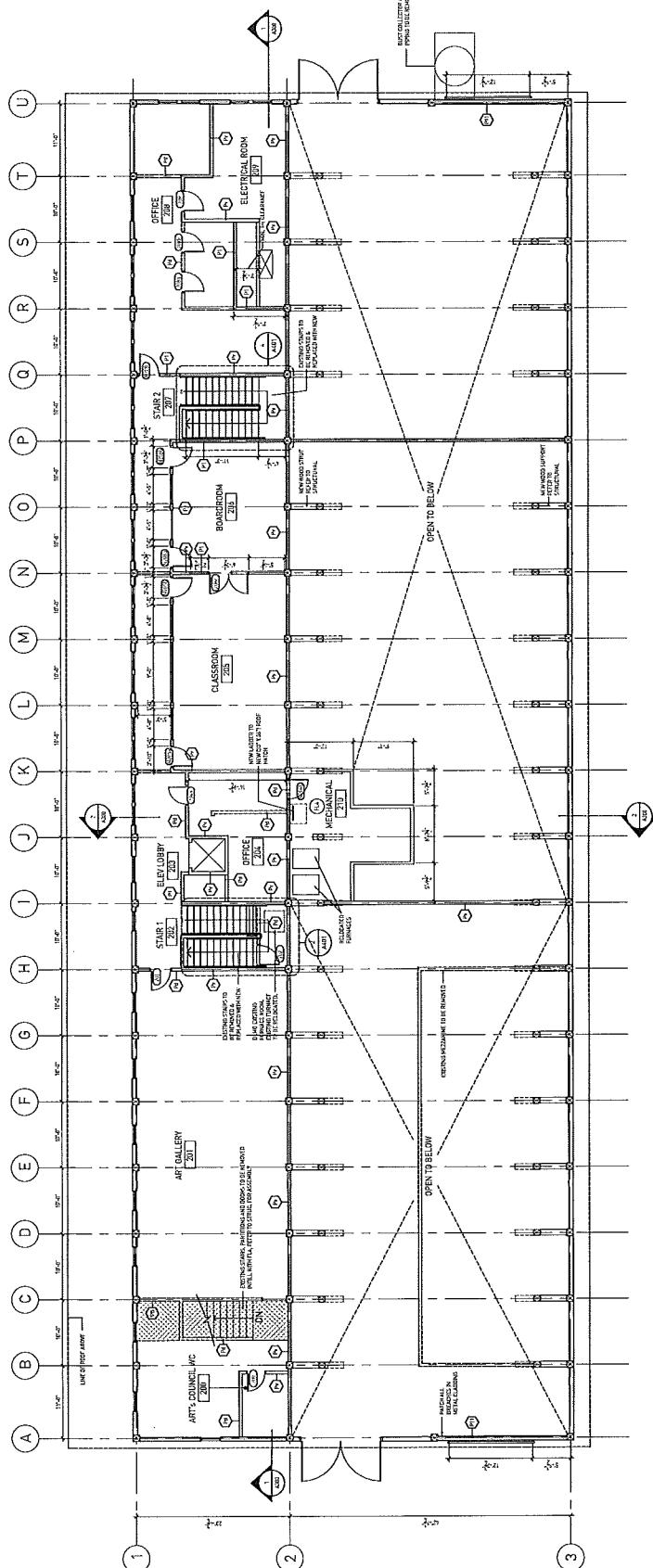
Ladysmith Machine Shop
610 Oyster Bay Drive
Ladysmith, BC

Client	Town of Ludysmith
Address	410 Explorade Avenue Ludysmith, PA

SECOND FLOOR
PLAN

Project No.	1807
Scale	$\frac{1}{2}''=1'-0''$
Date	July 18, 2019

A101



1
SECOND FLOOR PLAN
1/8" = 1'-0"

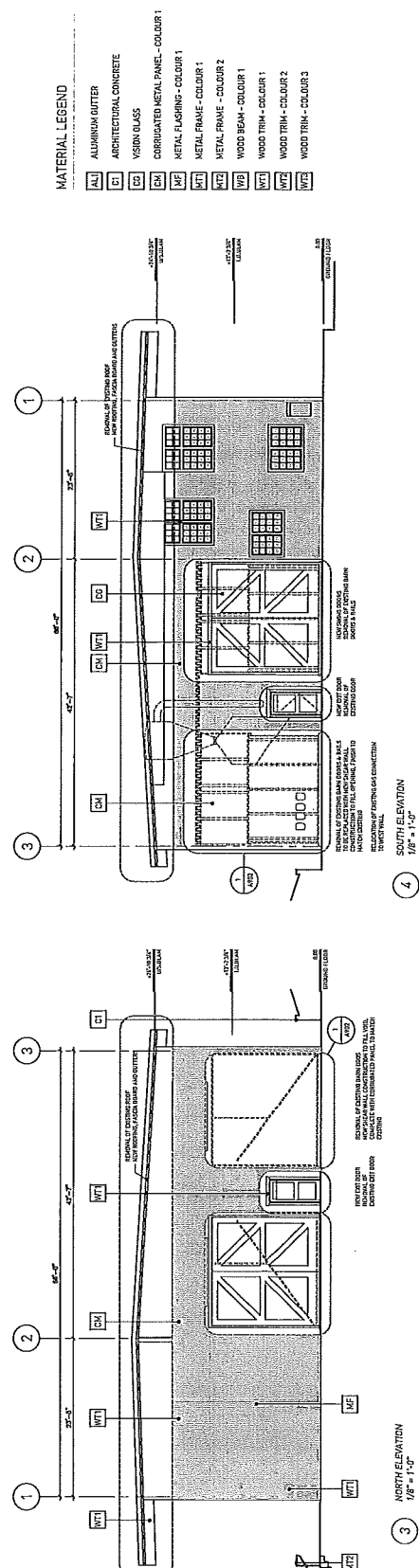
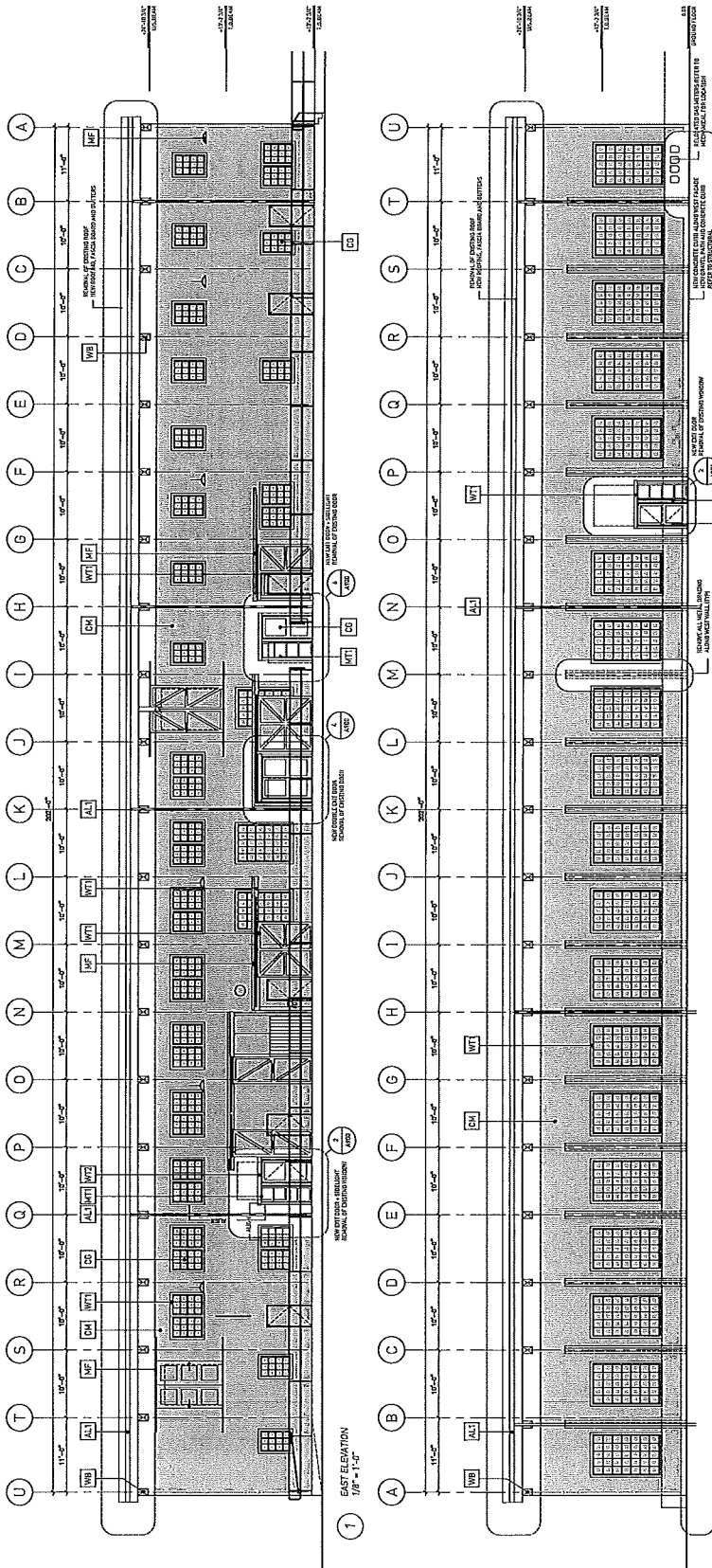
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For all construction of this project, the contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

HOTSON

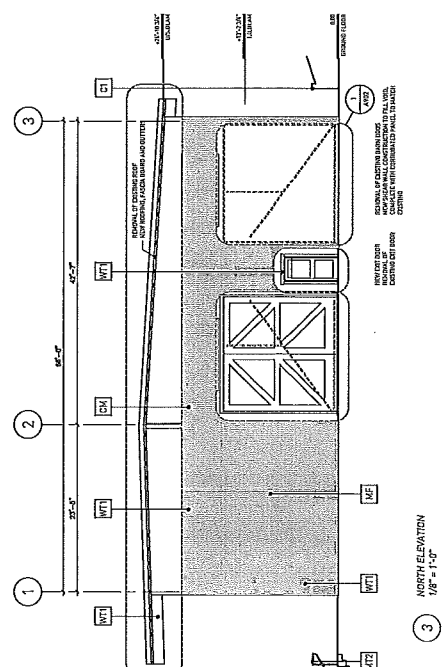
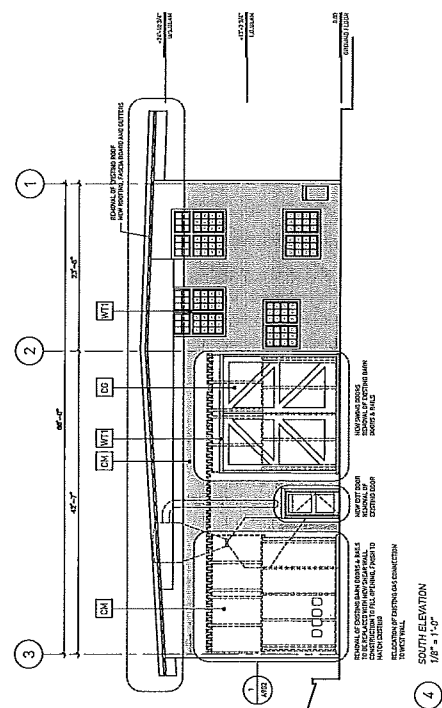
HOTSON ARCHITECTS, INC.
1700-25 Street, Suite 100
Vancouver, BC V6L 1Y4
Tel: 604.681.1111
Fax: 604.681.1112

NO.	DESCRIPTION	DATE
1	REVISIONS AND ISSUES:	
2	REVISIONS AND ISSUES:	
3	REVISIONS AND ISSUES:	
4	REVISIONS AND ISSUES:	
5	REVISIONS AND ISSUES:	
6	REVISIONS AND ISSUES:	
7	REVISIONS AND ISSUES:	
8	REVISIONS AND ISSUES:	
9	REVISIONS AND ISSUES:	
10	REVISIONS AND ISSUES:	



MATERIAL LEGEND

AL	ALUMINUM GUTTER
CT	ARCHITECTURAL CONCRETE
CG	VERM GLASS
CM	CORRUGATED METAL PANEL - COLOUR 1
MF	METAL FLASHING - COLOUR 1
MT	METAL FRAME - COLOUR 1
MT2	METAL FRAME - COLOUR 2
WB	WOOD BEAM - COLOUR 1
WT	WOOD TRIM - COLOUR 1
WT2	WOOD TRIM - COLOUR 2
WT3	WOOD TRIM - COLOUR 3



Ladysmith Machine Shop
610 Oyster Bay Drive
Ladysmith, BC

Client: Town of Ladysmith
Address: 610 Oyster Bay Drive
Ladysmith, BC

NORTH & EAST ELEVATIONS

Project No.: 1007
Scale: 1/8" = 1'-0"
Date: July 18, 2019

A200

TOWN OF LADYSMITH

BYLAW NO. 2008

A Bylaw to Levy Development Cost Charges in the Town of Ladysmith.

WHEREAS Council may, under Section 559 of the *Local Government Act*, impose development cost charges for the purpose of providing funds to assist in paying the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off street parking facilities, and providing and improving parkland, to service, directly or indirectly, the developments for which the charges are imposed;

AND WHEREAS Council, in establishing the development cost charges imposed by this bylaw, has considered future land use patterns and development, the phasing of works and services, the provision of park land described in the Town's official community plan and how development designed to result in a low environmental impact may affect the capital costs of infrastructure in the Town of Ladysmith;

AND WHEREAS Council has also considered and is of the opinion that the development cost charges imposed by this bylaw are not excessive in relation to the capital cost of prevailing standards of service, will not deter development, will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land and will not discourage development designed to result in a low environmental impact in the Town of Ladysmith;

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

TITLE

1. This bylaw may be cited as "Town of Ladysmith Development Cost Charges Bylaw 2019, No. 2008".

DEFINITIONS

2. In this bylaw:

'Building Permit' means a permit authorizing the construction, alteration or extension of a building or structure.

'Coach House Dwelling' means a self-contained accessory dwelling unit located within a detached accessory building.

'Commercial Use' means a building or structure that is or may be used for a retail, tourist accommodation, restaurant, personal or professional services, business office, financial institution, commercial entertainment or commercial recreational use, veterinary clinic or animal hospital and any other business which is not an **industrial use**, **institutional use**, **multi-family**, or **single family** residential use. Commercial use does not include home based business.

'Council' means the Council of the Town.

'Downtown Commercial Use' means a **commercial use** located within the lands shown within heavy outline on Schedule B, attached to and forming part of this Bylaw.

'Downtown Multi-Family Residential Use' means a **multi-family residential use** located within the lands shown within heavy outline on schedule B, attached to and forming part of this Bylaw.

'Dwelling Unit' means one or more habitable rooms constituting a self-contained unit with its own entrance, used or intended to be used as a residence for not more than one household

and containing a kitchen with a sink and kitchen facilities and a bathroom with a toilet, sink and a bath or shower, but does not include a **coach house dwelling**.

‘Gross Floor Area’ means the total floor area of all storeys in a building or structure measured between exterior walls and required firewalls including space occupied by interior walls and partitions, but not including exits.

‘Home Based Business’ means a commercial professional practice, service, occupation, craft or hobby permitted within a residential dwelling unit or accessory building.

‘Industrial Use’ means a building or structure that is used or may be used for the processing, fabrication, assembling, storage, warehousing, distribution, wholesaling, testing, servicing, repairing or maintenance of goods, property, material or articles and includes retail sale accessory to that use.

‘Institutional Use ‘A’ means a building or structure that is used or may be used as an Assisted Living Residence, as defined by the *Community Care and Assisted Living Act*; or a community care facility with three or more sleeping units that provides residential accommodation to adults, in addition to other services prescribed by the *Community Care and Assisted Living Regulation*; and includes, but is not limited to, assisted living facilities, long term care and nursing homes.

‘Institutional Use ‘B’ means a building or structure that is used or may be used for a civic use, school, hospital, public assembly use, or correctional or care facility, but excludes buildings or structures that are otherwise defined as **Institutional Use ‘A’**.

‘Mobile Home’ means a factory manufactured **dwelling unit** that carries a Canadian Standards Association Certificate (CSA Z240) and is transported on its own foundation, and does not include a recreation vehicle.

‘Manufactured Home Park’ means the use of land for the accommodation of two or more **mobile homes**.

‘Mixed Use’ means the use of land for more than one type of use in respect of which different development cost charges are payable under this Bylaw.

‘Multi-Family Residential Use’ means a parcel that is used for or may be used for more than one **dwelling unit**, or a building containing more than one **dwelling unit**, or one or more **dwelling units** contained within a mixed-use building. Multi-family residential use includes apartments, row houses, townhouses, cluster housing, two-family dwellings or duplexes, and **mobile home** or **manufactured home park**, but does not include secondary suites, coach use dwelling,s or an institutional use.

‘Residential Subdivision’ means a subdivision under the *Land Title Act* or the *Strata Property Act* that creates parcels that may be used for residential development, and includes a **manufactured home park** subdivision but does not include multi-family residential;

‘Single Family Residential Use’ means a parcel that is used or may be used for a single family, or a residential building containing no more than one **dwelling unit** on a single parcel.

‘Town’ means the Town of Ladysmith.

DEVELOPMENT COST CHARGES

3. Every person who obtains:
 - (a) approval of a **residential subdivision**; or
 - (b) a **building permit** authorizing the construction, alteration, or extension of a building or structure, including a building permit that authorizes the construction, alteration or extension of a building or part of a building that will, after construction, alteration or extension, contain one or more self-contained dwelling units

shall pay to the Town the applicable development cost charge in the amount set out in Schedule A, which is attached to and forms a part of this Bylaw.

EXCEPTIONS

4. A development cost charge is not payable under Section 3 where the imposition of a development cost charge is not payable under another enactment, including:
 - (a) if the development does not impose new capital cost burdens on the Town;
 - (b) if a development cost charge has been previously paid for the same development, unless, as a result of further development, new capital cost burdens will be imposed on the Town;
 - (c) a **building permit** authorizes the construction, alteration or extension of a building or part of a building that is, or will be, after the construction, alteration or extension, exempt from taxation under section 220 (1) (h) or 224 (2) (f) of the *Community Charter*;
 - (d) a **building permit** authorizes the construction, alteration or extension of a building where the value of the work authorized by the permit does not exceed \$50,000 or any other amount the Minister may prescribe; or,
 - (e) a **building permit** authorizes the construction, alteration or extension of self-contained **dwelling units** in which each unit is no larger in area than 29 square metres, and each **dwelling unit** is to be put to no other use other than residential use.

TIMING OF PAYMENT

5. **Development cost charges** shall be payable:
 - (a) After application for a **residential subdivision** has been made, but no later than at the time of the final approval of the subdivision;
 - (b) For all other cases, after a **building permit** application has been made, but no later than at the time of the approval the **building permit** has been issued;

unless paid by way of instalments in accordance with BC Regulation 166/84 as amended or replaced.

CALCULATION OF CHARGES

6. The amount of development cost charges payable shall be calculated using the applicable charges set out in Schedule A, the actual or probable use of the building, and the applicable number of development units or development area.
7. Where a building or structure is used or may be used for a Mixed Use, the amount of development cost charges shall be calculated separately for each portion of the development based on the separate development class or use types and the amount payable shall be the sum of the charges payable for each development class or use.
8. Where a type of development is not identified on Schedule A, or in the event of a vacant building where the actual or probable use is uncertain, the amount of development cost charges to be paid to the Town shall be equal to the development cost charges that would have been payable for the most comparable type of development.

EFFECTIVE DATE

9. This Bylaw shall come into full force and effect and be binding on all persons as and from the date of final adoption.

SCHEDULES

10. The following schedules attached to this Bylaw form part of this Bylaw:

Schedule A – Development Cost Charge Rates
Schedule B – Downtown Area

SEVERABILITY

11. If any part, paragraph or phrase in this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

REPEAL

12. “Town of Ladysmith Development Cost Charges Bylaw, 2011, No. 1762” is hereby repealed.

READ A FIRST TIME on the 1st day of April , 2019

READ A SECOND TIME on the 1st day of April , 2019

READ A THIRD TIME on the 1st day of April , 2019

APPROVED BY INSPECTOR OF MUNICIPALITIES on the 16th day of July , 2019

ADOPTED on the day of , 2019

Mayor (A. Stone)

Corporate Officer (J. Winter)

SCHEDULE A – DEVELOPMENT COST CHARGE RATES

1. Single Family Residential (DCC charge per single-family lot)

Roads	\$2,319.15
Storm Drainage	\$647.43
Sanitary Sewer	\$3,897.80
Water	\$9,347.12
Parkland	\$1,357.95
Total	\$17,569.45

2. Multi-Family Residential (DCC charge per multi-family residential unit)

Roads	\$1,420.08
Storm Drainage	\$175.35
Sanitary Sewer	\$2,490.26
Water	\$5,971.77
Parkland	\$1,086.36
Total	\$11,143.82

3. Downtown Multi-Family Residential (DCC charge per multi-family residential unit)

Roads	\$916.03
Storm Drainage	\$140.28
Sanitary Sewer	\$2,490.26
Water	\$5,971.77
Parkland	\$1,086.36
Total	\$10,604.70

4. Commercial (DCC charge per m² of gross floor area)

Roads	\$54.53
Storm Drainage	\$2.43
Sanitary Sewer	\$6.50
Water	\$15.58
Parkland	\$0.00
Total	\$79.04

5. Downtown Commercial (DCC charge per m² of gross floor area)

Roads	\$36.35
Storm Drainage	\$1.46
Sanitary Sewer	\$3.90
Water	\$9.35
Parkland	\$0.00
Total	\$51.06

6. Industrial (DCC charge per m² of gross floor area)

Roads	\$16.48
Storm Drainage	\$2.08
Sanitary Sewer	\$5.52
Water	\$13.24
Parkland	\$0.00
Total	\$37.32

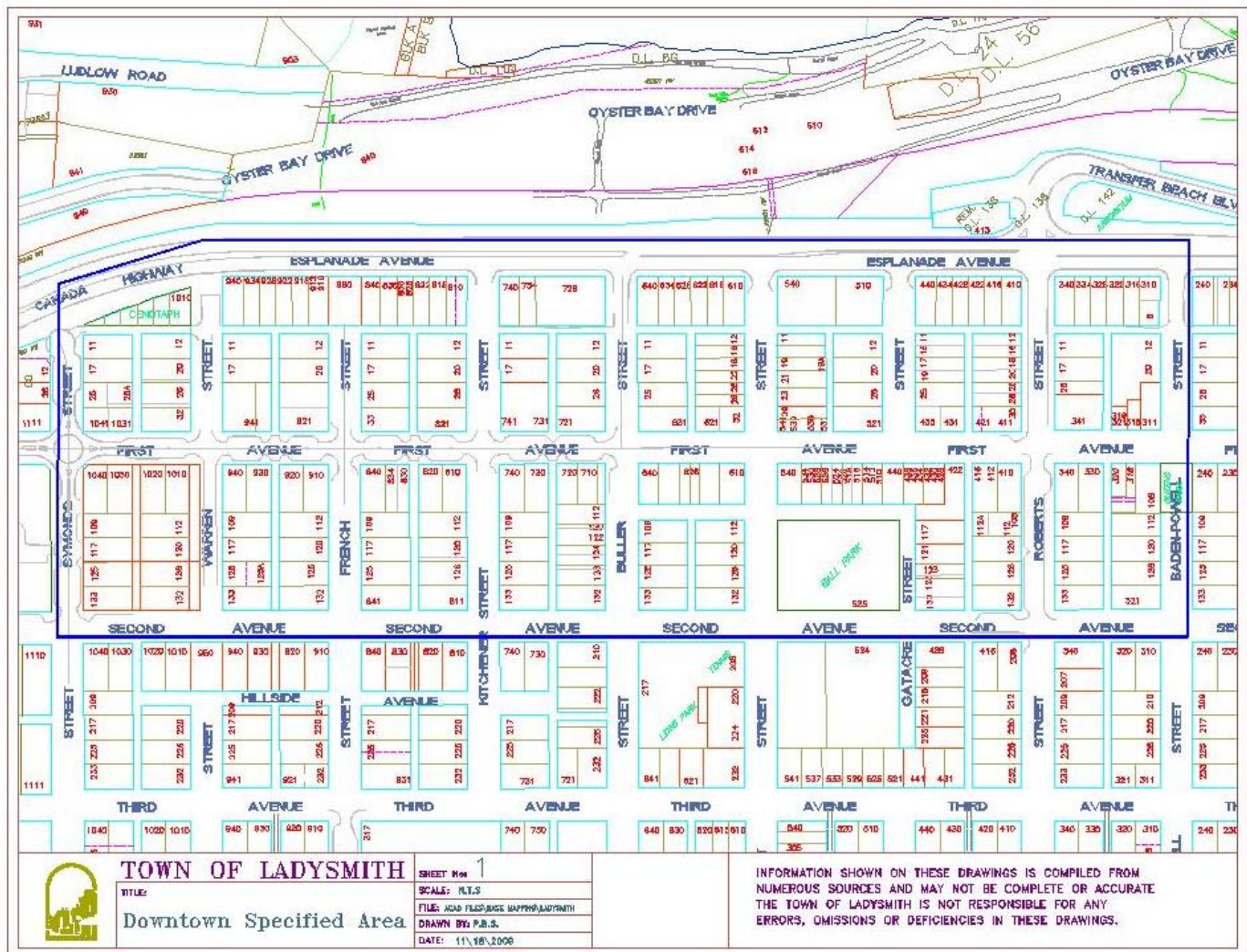
7. Institutional ‘A’ (DCC charge per bed)

Roads	\$644.61
Storm Drainage	\$86.32
Sanitary Sewer	\$1,353.40
Water	\$3,245.53
Parkland	\$678.97
Total	\$6,008.83

8. Institutional ‘B’ (DCC charge per m² of building gross floor area)

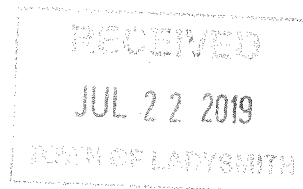
Roads	\$36.11
Storm Drainage	\$5.10
Sanitary Sewer	\$14.73
Water	\$35.31
Parkland	\$0.00
Total	\$91.25

SCHEDULE B – DOWNTOWN AREA





July 16, 2019



Erin Anderson
Director of Financial Services
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2

Dear Erin Anderson:

Re: Town of Ladysmith DCC Bylaw No. 2008

Please note the revised *Local Government Act* came into effect on January 1, 2016, and is now available online. A Table of Concordance which compares the revised section to the previous section is available at: www.cscd.gov.bc.ca/lgd/index.htm. It is important to note that changes to legislation were not part of the revision process. The revision was an editorial process intended to improve the readability of the legislation without changing its legal effect. The revision of the legislation does not affect local government bylaws that reference old section numbers.

Enclosed herewith is one copy of the above Bylaw approved under the provisions of section 560 of the *Local Government Act*. Council may now adopt the Bylaw.

Please forward one copy of the adopted Bylaw to the Local Government Infrastructure and Finance Branch for our records.

Yours truly,

Liam Edwards
Deputy Inspector of Municipalities

Enclosure



Statutory Approval

Under the provisions of sections _____ **560**

of the _____ **Local Government Act**

I hereby approve Bylaw No. _____ **2008**

of the _____ **Town of Ladysmith**

a copy of which is attached hereto.

Dated this **16** ***day***
of **July** ***, 2019***

Deputy Inspector of Municipalities