

**A SPECIAL MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
7:00 P.M.**

Tuesday, June 2, 2020

This meeting will be held electronically

	Pages
1. CALL TO ORDER	
Please go to https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured to view this meeting.	
2. AGENDA APPROVAL	
<u>Recommendation</u> That Council approve the agenda for this Special Meeting of Council for June 2, 2020.	
3. MINUTES	
3.1 Minutes of the Special Meeting of Council held May 19, 2020	4
3.2 Minutes of the Special Meeting of Council held May 21, 2020	9
4. PROCLAMATIONS	
4.1 BC Health and Fitness Day, June 6, 2020	11
Mayor Stone has proclaimed June 6, 2020 as BC Health and Fitness Day in the Town of Ladysmith. He encourages the citizens of Ladysmith to participate in physical activities and contribute to their own health and well-being.	
4.2 Access Awareness Day, June 6, 2020	12
Mayor Stone has proclaimed June 6, 2020 as Access Awareness Day in the Town of Ladysmith.	

5. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

5.1 Zoning Bylaw Amendment Application – 1148 Rocky Creek Road 13

Recommendation

That Council:

1. Proceed with first and second reading of Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No. 31) 2020, No. 2040; and
2. Direct staff to proceed with scheduling and notification of a public hearing for Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No. 31) 2020, No. 2040 as required under section 464(1) of the Local Government Act.

6. COMMITTEE MINUTES

6.1 Community Planning Advisory Committee Minutes 31

Recommendation

That Council receive for information the minutes from the April 1, 2020 meeting of the Community Planning Advisory Committee.

7. REPORTS

7.1 Replacement of Utility (Fire) Truck Unit #6 33

Recommendation

That Council:

1. Approve up to \$75,000 for the replacement of the Ladysmith Fire/Rescue "Unit 6"; and
2. Amend the 2020-2024 Financial Plan accordingly with funds to be taken from the Fire Vehicles Reserve.

7.2 Economic Recovery Update 45

Recommendation

That Council receive the staff report dated June 2, 2020 providing an update on economic recovery efforts for Ladysmith businesses.

8. CORRESPONDENCE

8.1 Association of Cannabis Retailers

53

Recommendation

That Council consider whether it wishes to endorse initiatives to allow regulated cannabis stores to accept product reservations online and over the phone, in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

9. NEW BUSINESS

10. QUESTION PERIOD

Residents can submit questions to Council via email at info@ladysmith.ca or on YouTube during the meeting.

- Persons wishing to address Council must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must include their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council

11. ADJOURNMENT



MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, May 19, 2020

7:00 P.M.

This meeting was held electronically

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:

Erin Anderson
Chris Barfoot
Jake Belobaba
Geoff Goodall

Donna Smith
Joanna Winter
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:31 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION CS 2020-148

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:

- Personal information about an identifiable individual - Section 90(1)(a)
- Negotiations regarding the provision of a municipal service - Section 90(1)(k)

Motion Carried

3. SPECIAL OPEN MEETING (7:00 p.m.)

Council and staff showed their appreciation for front line workers in Ladysmith by cheering and showing hearts.

Mayor Stone called this Special Meeting of Council to order at 7:00 p.m., recognizing that it was taking place in various locations throughout Coast Salish territory.

4. AGENDA APPROVAL

CS 2020-149

That Council approve the agenda for this Special Meeting of Council for May 19, 2020.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 5:46 p.m. with report on the following items:

- **CE 2020-072**

That Council direct staff to:

1. Construct the bio-solids soil storage facility within the existing steel building at the bio-solids facility...
2. Inform Ladysmith Search and Rescue and Disaster Aid Canada that the large vehicle bay area of the steel building located at the Town's bio-solids facility is unavailable for lease.

- **CE 2020-073**

That Council appoint Jake Belobaba, Director of Development Services, to replace Guillermo Ferrero on the Board of Directors of DL2016 Holdings Corporation, effective May 19, 2020.

6. MINUTES

6.1 Minutes of the Special Meeting of Council held May 5, 2020

CS 2020-150

That Council approve the minutes of the Special Meeting of Council held May 5, 2020.

Motion Carried

6.2 Minutes of the Special Meeting of Council held May 12, 2020

CS 2020-151

That Council approve the minutes of the Special Meeting of Council held May 12, 2020.

Motion Carried

7. PROCLAMATIONS

7.1 Local Government Awareness Week, May 17-23, 2020

Mayor Stone proclaimed May 17 to 23, 2020 as "Local Government Awareness Week" in the Town of Ladysmith.

7.2 Intergenerational Day Canada, June 1, 2020

Mayor Stone proclaimed June 1, 2020 as "Intergenerational Day Canada" in the Town of Ladysmith.

8. REPORTS

8.1 RDN Referral - Rezoning and OCP Amendment Nanaimo Airport Lands

CS 2020-152

That Council endorse the response to the referral from the Regional District of Nanaimo related to proposed OCP and Zoning Bylaw amendments for the Nanaimo Airport, attached as Appendix A to the report prepared by the Director of Development Services dated May 19, 2020.

Motion Carried

8.2 Waterfront Area Plan Implementation: Uplands Remediation Process

Staff responded to Council's questions.

CS 2020-153

That Council:

1. Receive the Regulatory Path to Closure and Stage 1 Preliminary Site Investigation prepared by Golder Associates provided in Appendix A of the staff report from the Director of Development Services dated May 19, 2020;
2. Direct Staff to amend the 2020-2024 Financial Plan to include up to \$400,000 from general surplus and development reserves to cover the cost of a detailed site investigation over the course of 2020-2021; and
3. Direct staff to:
 - a. submit an application on behalf of the Town to the Federation of Canadian Municipalities to obtain funding for a detailed site investigation of the uplands and to obtain the services of a consultant, if required, to prepare the grant application; and
 - b. seek the services of a qualified environmental engineering firm to complete a detailed site investigation of the uplands.

Motion Carried

9. DISCUSSION

9.1 COVID-19 Recovery

CS 2020-154

That Council direct staff to:

1. Liaise with the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association to review options for the Town to support economic recovery following the COVID-19 pandemic, including the following:
 - a) Parklets and sidewalk patios;
 - b) Street closure opportunities from Thursdays through Sundays, including the potential for street entertainment and music;
 - c) One-way traffic northbound on First Avenue;
 - d) A "local shopping loyalty passport" with incentives to participate;and
2. Report back to Council with the results of those discussions.

Motion Carried

10. NEW BUSINESS

10.1 Vancouver Island Rail Corridor

Council discussed the recent history of the Vancouver Island rail corridor and the potential for its renewal as they wait to receive more guidance from the Provincial government.

11. QUESTION PERIOD

A member of the public emailed questions regarding the status of the Ladysmith Railway building, whether the CVRD contributes to the Island Corridor Foundation through grants and donations, and the amount allocated by the Town of Ladysmith.

12. ADJOURNMENT

CS 2020-155

That this Special Meeting of Council adjourn at 8:59 p.m.
Motion Carried

Mayor (A. Stone)

Corporate Officer (D. Smith)



MINUTES OF A SPECIAL MEETING OF COUNCIL

Thursday, May 21, 2020

5:30 P.M.

This meeting was held electronically

Council Members Present:

Aaron Stone
Amanda Jacobson
Tricia McKay
Marsh Stevens

Duck Paterson
Jeff Virtanen
Rob Johnson

Staff Present:

Erin Anderson
Donna Smith

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1. CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:31 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2020-156

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:

- Labour relations - Section 90(1)(c)

Motion Carried

3. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:40 p.m. without report.

4. ADJOURNMENT

CS 2020-157

That this Special Meeting of Council adjourn at 6:41 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (D. Smith)

Subject to Adoption



TOWN OF LADYSMITH

PROCLAMATION

- WHEREAS:** *The Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;*
- AND WHEREAS:** *It is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;*
- AND WHEREAS:** *Many local governments in Canada have public facilities to promote the health and fitness of their citizens;*
- AND WHEREAS:** *The Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;*
- AND WHEREAS:** *Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;*
- AND WHEREAS:** *The Town of Ladysmith supports and encourages its citizens to participate in physical activities and contribute to their own health and well-being;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim June 6th, 2020 as "National Health and Fitness Day" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

May 30, 2020



TOWN OF LADYSMITH

PROCLAMATION

ACCESS AWARENESS DAY

- WHEREAS:** *Accessibility is essential for ensuring the true inclusion of all citizens; and*
- WHEREAS:** *Accessibility creates the opportunity for everyone to fully participate in all aspects of community life – economic, social, physical, cultural, and recreational; and*
- WHEREAS:** *We all play a role in ensuring that our communities are as accessible and inclusive as possible; and*
- WHEREAS:** *The Town strives to promote equitable opportunities for people of all abilities.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim June 6, 2020 as “Access Awareness Day” in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

May 13, 2020

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner
Meeting Date: June 2, 2020
File No: ZBL 20-01
RE: ZONING BYLAW AMENDMENT APPLICATION – 1148 ROCKY CREEK ROAD

RECOMMENDATION:

That Council:

1. Proceed with first and second reading of Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No. 31) 2020, No. 2040; and
2. Direct staff to proceed with scheduling and notification of a public hearing for Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No. 31) 2020, No. 2040 as required under section 464(1) of the Local Government Act.

EXECUTIVE SUMMARY:

An application has been submitted to rezone the property at 1148 Rocky Creek Road to allow cannabis processing and cannabis cultivation. Currently, only cannabis micro-cultivation, cannabis micro-processing, and cannabis research and development are permitted on the property. Council is being asked to consider first and second reading of Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 31) 2020, No. 2040.



Figure 1: Subject property, recently consolidated from two lots.

CANNABIS USE DEFINITIONS:

Various cannabis uses permitted by the Zoning Bylaw are discussed frequently throughout this report. The uses and their Zoning definitions are provided in Table 1 on the following page for clarity.

Table 1: Cannabis uses permitted under the Zoning Bylaw and their Zoning Bylaw definitions.

Zoning Bylaw Use	Zoning Bylaw Definition
Cannabis Micro-Cultivation	means the cultivation of <i>Cannabis</i> as authorized by a licence for micro-cultivation or a nursery under the <i>Cannabis Act</i> and its regulations contained entirely within a <i>Building</i> ".
Cannabis Micro-Processing	means the processing of <i>Cannabis</i> as authorized by a licence for micro-processing under the <i>Cannabis Act</i> and its regulations and is contained entirely within a <i>Building</i> .
Cannabis Research and Development	means the cultivation, processing, production and testing of Cannabis as authorized by a licence for research under the Cannabis Act and its regulations.
Cannabis Cultivation	means the cultivation of <i>Cannabis</i> as authorized by a licence for standard cultivation under the <i>Cannabis Act</i> and its regulations.
Cannabis Processing	means the processing of <i>Cannabis</i> as authorized by a licence for standard processing under the <i>Cannabis Act</i> and its regulations.

PREVIOUS COUNCIL DIRECTION/HISTORY:

Table 2: Previous Council Direction

Resolution # & Meeting Date	Resolution Details
CS 2018-295 Aug. 20, 2018	<p>That Council:</p> <ol style="list-style-type: none"> 1. Issue Development Permit 3060-18-07 to permit an industrial development at 1148 and 1150 Rocky Creek Road. 2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-18-07. 3. Authorize the Mayor and Corporate Officer to sign the release of EP96966 (DP00-08), FB178787 (DP 07-03) and FB21999 (DP 08-18) from the certificate of titles of Lots A and B, District Lot 38, Oyster District, Plan EPP36585. <p><i>Motion Carried</i></p>
CS 2019-480 Dec. 3, 2018	<p>That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.20) 2018, No. 1978".</p> <p><i>Motion Carried</i> (To permit Licensed Cannabis Cultivation, Processing and Research)</p>
CS 2013-229	<p>It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 95) 2013, No. 1832 be adopted.</p> <p>(Under Zoning Bylaw No. 1160, to allow medical marihuana growing and production within the Heavy Industrial (I-2) zone in certain areas of south Ladysmith)</p>

Council approved Development Permit (DP) 18-07 on August 20, 2018 allowing the development of two industrial buildings on the subject property. The DP has since had minor amendments to the building facades, landscaping, and parking area, approved by the Director of Development Services. DP 20-06, the most recent amendment to DP 18-07, was issued by the Director of Development Services on May 22, 2020. The applicant is planning to utilize the buildings approved under DP 20-06 for the proposed cannabis uses.

Cannabis Zoning History

Council adopted Zoning Amendment Bylaw 1978 on December 3, 2018 to permit licensed cannabis processing, cannabis cultivation, cannabis micro-processing, cannabis micro-cultivation (includes cannabis nursery), and cannabis research and development within industrial zones. Micro cannabis uses (holding a micro licence from Health Canada) are permitted within the Light Industrial (I-1) zone and the Heavy Industrial (I-2) zone. Standard cannabis uses (holding a standard licence from Health Canada) are only permitted in certain areas within the I-2 zone in south Ladysmith where medical marihuana was previously permitted. Cannabis production is considered a farm use within the Agricultural Land Reserve (ALR) and thus is permitted, subject to ALR regulations, on properties located within the ALR.

In 2013, under Zoning Amendment Bylaw No. 1832, a definition of “medical marihuana growing and production” was added to Zoning Bylaw No. 1160 to permit the use within certain areas of South Ladysmith within the I-2 zone. The original staff report to Council describes recommending this approach based on a similar one taken by the City of Nanaimo.



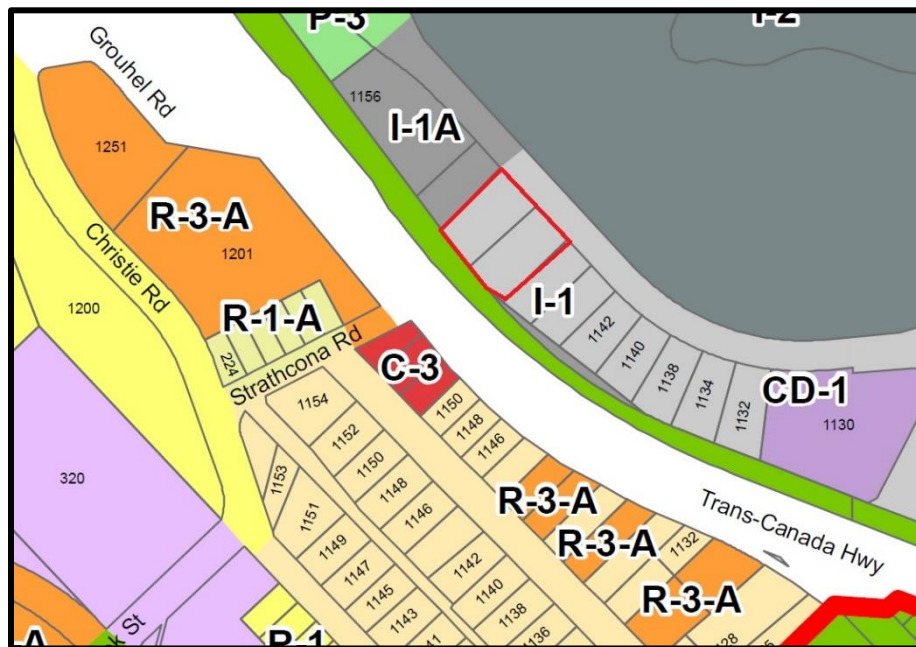


Figure 3: Zoning surrounding the subject property. The downtown core is located in the southeast corner of the figure, outlined in a thick red line.

The subject property is currently vacant. The applicant is proposing to operate a cannabis cultivation and processing facility under a cannabis standard cultivation licence and a standard processing licence from Health Canada under the Federal Cannabis Act and its regulations. Cannabis uses requiring the standard cultivation or processing licenses from Health Canada are not currently permitted within the I-1 zone, thus a Zoning Bylaw amendment is required.

The applicant is also proposing a cannabis nursery as well as cannabis research and development, both of which are currently permitted within the I-1 zone. These uses do not require a Zoning Bylaw amendment.

DISCUSSION:

The applicant had previously proposed to stratify the buildings to create multiple units from which multiple cannabis micro-cultivation and cannabis micro-processing uses could operate. This would have been permitted, since the current zoning does not limit the number of micro-cannabis uses that are permitted on a parcel. However, this proposal would have required a separate licence from Health Canada for each individual micro-cultivation and micro-processing operation. The applicant has now applied to rezone the property to allow cannabis cultivation and cannabis processing in order to obtain one cannabis standard cultivation and one standard processing licence from Health Canada. The internal layout of the buildings under the proposed standard cannabis licences will differ from the multi-unit buildings that were originally proposed under the micro-cannabis licences. However, the overall size and density of buildings and structures is not proposed to increase from the current I-1 zoning regulations. The applicant has submitted a rationale letter, which is attached to this report.

Official Community Plan:

The subject property is currently within the Industrial designation under the Official Community Plan (OCP):

“The Industrial designation is intended to accommodate industrial development and employment centres. It provides for the range of [heavy]¹ industrial and light industrial uses, and limited commercial uses to support industrial parks. The maximum density is 0.3 FSR² for [heavy] industrial and 0.7 FSR for light industrial developments.”

The proposal is for the property to remain an industrial use, which is consistent with the OCP designation. The OCP states that heavy industrial uses should be lower density than light industrial uses. The proposed development is within a light industrial zone (I-1) and the density of the proposed development will be higher than 0.3 FSR, which the OCP identifies as the maximum for heavy industrial uses. Therefore, it is necessary to consider whether the proposed use is a heavy industrial or light industrial use. If the proposed cannabis use is considered a heavy industrial use, then the proposed development would exceed the maximum density identified in the OCP and would not be consistent with the OCP. If the use is considered a light industrial use, then the proposal is consistent with the OCP.

The OCP predates the cannabis legislation and does not contain any references to cannabis uses nor does it include guidance about which uses are to be considered light industrial or heavy industrial uses. As such, the proposed cannabis cultivation/processing use was compared to other uses currently permitted under the I-1 (light industrial) and the I-2 (heavy industrial) zones. Most uses in the I-1 zone are generally permitted only within buildings, such as commercial indoor storage, manufacturing, and cannabis micro-cultivation and micro-processing. The I-2 zone allows uses that are permitted by the I-1 zone, as well as other more heavy industrial uses that are permitted outside of buildings, such as storage yard, motor vehicle salvage and wrecking yard, and outdoor cannabis cultivation/processing.

The cannabis cultivation/processing use is proposed to be contained within enclosed buildings which is consistent with other light industrial uses in the I-1 zone. Based on this analysis, staff conclude that the proposed development can be considered a light industrial use and therefore is consistent with the OCP. An OCP amendment is not required.

Development Permit Area:

The subject property is currently located within the Industrial Development Permit Area (DPA 5) under the OCP. DP 18-07 was approved by Council for a two-building industrial development on the site in 2018. DP 20-06 was issued on May 22, 2020 to amend DP 18-07. The applicant plans

¹ Words in [] added for clarity.

² Floor Space Ratio (FSR) is defined in the Zoning Bylaw as “the ratio of the *Gross Floor Area*, to the area of the *Parcel*”.

to utilize DP 20-06 to establish the cannabis cultivation/processing uses within the two buildings. In accordance with DP 20-06, the site will be developed in two phases:

- Phase 1: Construction of Building B (single storey, 696.75m² gross floor area (GFA)), Building B parking area with shade trees, and most of the landscaping.
- Phase 2: Construction of Building A (two storey, 1393.55m² GFA), Building A parking area with shade trees, and a small amount of remaining landscaping.

The applicant is proposing to construct barbed wire, chain link fencing around the site to provide a physical security barrier, in accordance with the required physical security measures under the Cannabis Act and its regulations. Barbed wire and chain link fencing are permitted in industrial zones; however, the fence must be rendered opaque. Cedar hedging will be planted along the fence on the northwest and northeast parcel boundaries in order to render the fence opaque. Fencing at the rear and southeast side of the property will contain black vinyl slats. In addition to cedar hedging, landscaping is proposed at the front of the site along Rocky Creek Road which will provide additional screening of the fence and the site from the public realm. See the attached site plan and landscape plan for details.

It is noted that the applicant is proposing to begin construction of Building B pending approval of a building permit. The applicant intends to operate a single cannabis micro-cultivation/processing facility out of this building pending the outcome of the proposed Zoning Bylaw amendment. If the proposed Zoning Bylaw amendment is not successful, the building could continue to be used for cannabis micro-cultivation/processing or be repurposed for a different use that is permitted within the I-1 zone.

Zoning:

The subject property is currently located within the Light Industrial (I-1) zone. The I-1 zone permits cannabis micro-cultivation, cannabis micro-processing, and cannabis research and development. The applicant is proposing to establish cannabis cultivation, cannabis processing, cannabis research and development, and cannabis nursery uses. Cannabis cultivation and cannabis processing are not permitted within the I-1 zone, therefore a zoning bylaw amendment is required. Health Canada provides a Cannabis Licensing Application Guide for potential licence applicants. Appendix B of the guide describes the various cannabis uses and their required licenses; it is attached to this report as a reference.

The various cannabis uses found in Zoning Bylaw No. 1860 are summarized in Table 3, on the following page.

Table 3: Summary of cannabis uses permitted in Ladysmith under the Zoning Bylaw, and licenses required by Health Canada.

Use	Zone Permitted In	Type of Licence(s) Required by Health Canada	Size regulated by Health Canada	Number of licenses/uses permitted per parcel by Zoning
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Cannabis Micro-Cultivation	I-1 I-2 *Must be located within a building	Micro-cultivation Nursery	≤200m ² , plant surface area	No limit
Cannabis Micro-Processing	I-1 I-2 *Must be located within a building	Micro-processing	≤600kg of dried cannabis per year	No limit
Cannabis nursery	I-1 I-2 *permitted under Micro-Cultivation use	Nursery	Produce plants and seeds in area up to 50m ²	No limit
Cannabis Research & Development	I-1 I-2	Research	N/A	No limit
Cannabis Cultivation	I-2 *areas of south Ladysmith only	Standard cultivation	No size restriction	No limit
Cannabis Processing	I-2 *areas of south Ladysmith only	Standard processing	No size restriction	No limit

The Zoning Bylaw does not restrict the number of cannabis uses or licences that may be established per parcel. As cannabis uses in the I-1 zone must be located within a building, the density or scale of such uses is therefore restricted by building regulations such as floor space ratio and parcel coverage. In contrast, the Zoning Bylaw does not require cannabis cultivation and cannabis processing uses (under a standard licence) in the I-2 zone to be located within a building.

Proposed Bylaw:

The proposed bylaw amendment would amend the I-1 zone on a site specific basis to allow cannabis cultivation and cannabis processing within an enclosed building on the subject property. Requiring that the use only be allowed within an enclosed building is recommended to retain consistency with light industrial uses in the I-1 zone and the OCP. The density of the proposed uses will be limited to the existing density regulations for buildings and structures in the I-1 zone. The proposed Zoning Amendment Bylaw 2040 is attached to this report.

It is not recommended to change the zone of the property to I-2. The I-2 zone allows a greater variety of heavy industrial uses, uses that may be permitted outdoors, and uses that may not be compatible with land uses adjacent to the subject property. Further, density restrictions in the I-2 zone would not accommodate the proposed development.

Business Licence Bylaw & Odour Abatement:

The Town's Business License Bylaw No. 1513, 2003 contains existing measures to mitigate potential impacts caused by the release of odours associated with cannabis production. The Bylaw states that cannabis processing, cannabis micro-processing, cannabis cultivation, cannabis micro-cultivation and cannabis research and development businesses that fall within

500m of a zone that permits residential use are required to have an odour abatement plan³ and that the required air filtration/ventilation system is operational as verified by a mechanical engineer. The subject property is located within 500m of a zone that permits residential use. The business owner must provide the Town with a record from a qualified person demonstrating the performance of the odour abatement plan before a business licence will be renewed each year.

The proposed cannabis business may not operate without issuance of a business licence from the Town. To ensure compliance with the Zoning Bylaw, the applicant will be required to provide proof that they have obtained the appropriate licence(s) for the cannabis uses issued by Health Canada under the Cannabis Act and its regulations before a business licence is issued.

Health Canada also requires that licence applicants provide ventilation and filtration measures in order to prevent the escape of odours associated with cannabis plant material to the outdoors.

Community Amenity Contribution Policy:

Through the Town's Community Amenity Contribution (CAC) policy, Council encourages rezoning applicants to consider proposing CACs towards needed infrastructure and amenities as a way of ensuring that the proposed development is seen as making a positive contribution to the neighbourhood and the community at large. Staff are not recommending a CAC for the proposed development. The changes proposed to the I-1 zone for the subject property are minor (density is not proposed to change) and CACs are not always collected through minor rezoning applications. It is noted that any applicable development cost charges (DCCs) will be calculated at the time of building permit in accordance with the DCC bylaw. DCCs provide funds to assist in paying the capital costs to Town infrastructure.

REFERRALS:

External Agencies:

The application was referred to the following external agencies for comments:

- The Ministry of Transportation and Infrastructure – no concerns.
- The local RCMP detachment – no response.
- The Provincial Liquor and Cannabis Licensing Branch – no response.

Staff also reached out to Health Canada for contact information to refer the application. No response was received.

Community Planning Advisory Committee:

³ In accordance with the Bylaw, odour abatement plan means an outdoor impact assessment and odour control plan identifying odour control measures and equipment, such as an air filtration/ventilation system, to prevent the escape of odours from the permitted use of building or structures on the land.

The application was reviewed by the Community Planning Advisory Committee (CPAC) on Wednesday, May 6th, 2020. The CPAC recommends that Council approve the Zoning Bylaw amendment application 3360-20-01 (1148 Rocky Creek Road).

Internal Departments:

The application was referred to the Building Inspection and Engineering Departments for comments. Should the application proceed, Building and Engineering requirements will be addressed at the time of building permit.

ALTERNATIVES:

Council can choose to:

1. Defeat Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No. 31) 2020, No. 2040.
2. Require the applicant to hold a neighbourhood information meeting to gather the views of residents before proceeding to first and second readings of Bylaw No. 2040.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Pursuant to section 52 of the Transportation Act, the application must be referred to the Ministry of Transportation and Infrastructure for signature following third reading of the zoning amendment bylaw as the subject property is located within 800m of a controlled access highway.

If the application proceeds a public hearing will be required in accordance with the Local Government Act. Council may choose to waive the requirement for a public hearing since the bylaw amendment is consistent with the OCP.

Under Ministerial Order M139 (May 1, 2020) under the Emergency Program Act, local governments are authorized to hold public hearings electronically while the Provincial State of Emergency is in effect.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A neighbourhood information meeting is not required by the Procedures Bylaw as an OCP amendment is not required. However, Council can pass a resolution to require that the applicant hold a neighbourhood information meeting to gather the views of residents before proceeding to the next stage of the application.

The views of residents will be gathered through the public hearing process. If the public hearing is held electronically, Staff are investigating options as to how the public can participate. Some of the options being considered include:

- Provide written submissions prior to the public hearing;
- Participate in the public hearing via Zoom by video or telephone; and/or,

- Provide statements via YouTube or e-mail during the public hearing.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

See Internal Departments in the Referrals section on previous page.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENT(S):

- Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 31) 2020, No. 2040
- DP 20-06 Schedule B (i): Phase 2 Site Plan
- DP 20-06 Schedule A (v): Phase 1 Landscape Plan
- Appendix B: Cannabis Licence Classes and Subclasses (from Health Canada's Cannabis Licensing Application Guide)

TOWN OF LADYSMITH

BYLAW NO. 2040

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) Schedule A – Zoning Bylaw Text of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is hereby amended as follows:

LIGHT INDUSTRIAL (I-1)

- (a) Section 12.2 (9) is hereby amended as follows:

- i. Add a new subsection (d) to Site Specific Regulations as follows::

“d) For the *Parcel* legally described as Parcel E (being a consolidation of Lots A and B, see CA7024627) District Lot 38 Oyster District PLN EPP36585 (1148 Rocky Creek Road), *Cannabis Cultivation* and *Cannabis Processing* are permitted principal uses, subject to being contained entirely within an enclosed *Building*.

CITATION

- (3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.31) 2020, No. 2040”

READ A FIRST TIME on the day of , 2020

READ A SECOND TIME on the day of , 2020

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the day of , 2020

READ A THIRD TIME on the day of , 2020

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*

on the day of , 2020

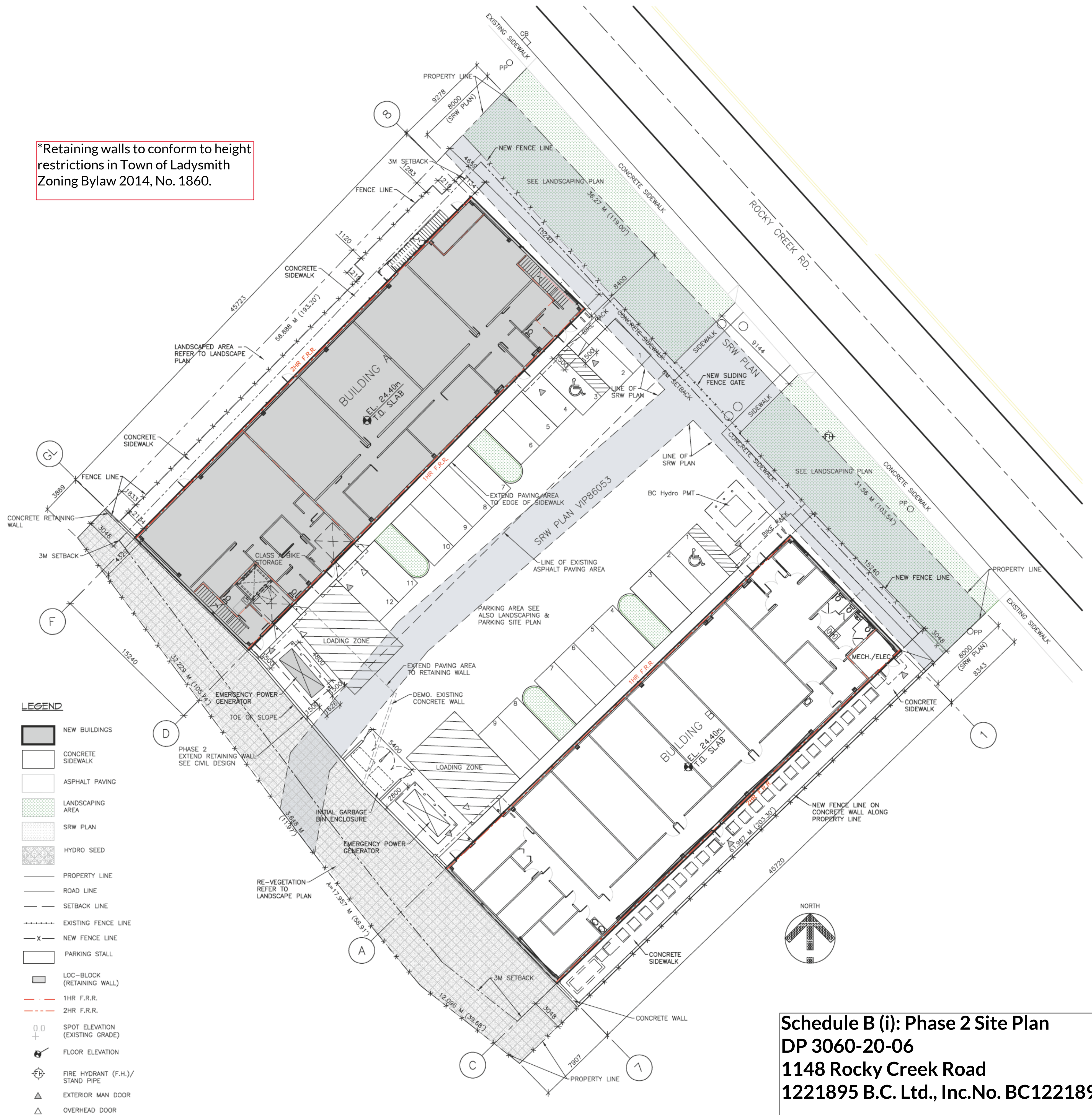
ADOPTED

on the day of , 2020

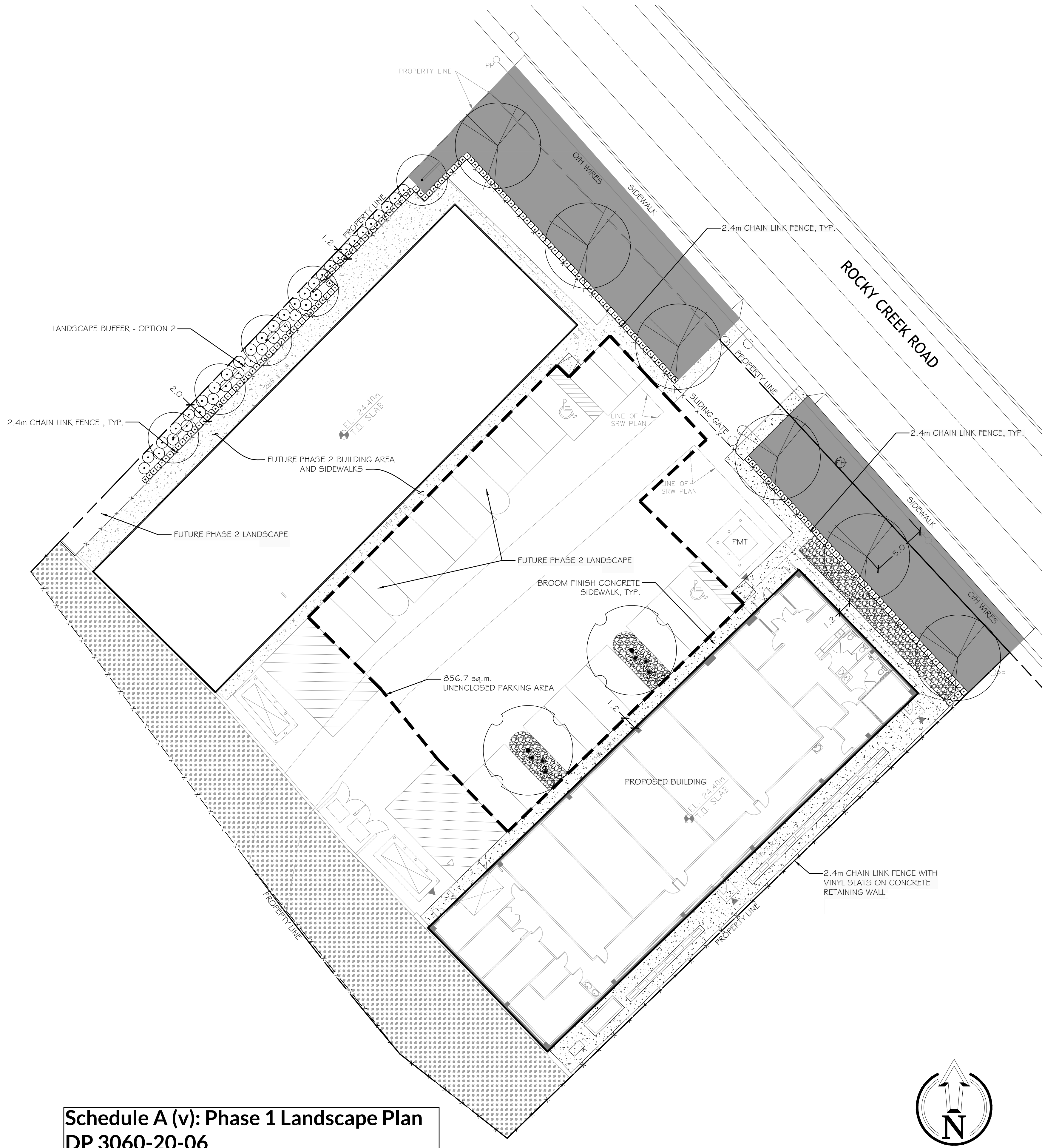
Mayor (A. Stone)

Corporate Officer (D. Smith)

*Retaining walls to conform to height restrictions in Town of Ladysmith Zoning Bylaw 2014, No. 1860.



Schedule B (i): Phase 2 Site Plan
DP 3060-20-06
1148 Rocky Creek Road
1221895 B.C. Ltd., Inc.No. BC1221895



Schedule A (v): Phase 1 Landscape Plan
DP 3060-20-06
1148 Rocky Creek Road
1221895 B.C. Ltd., Inc.No. BC1221895

PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	ACER FREEMANII 'ARMSTRONG' ARMSTRONG RED MAPLE	8cm CAL.	6.0m O.C.	5	BUFFER TREE, DROUGHT TOLERANT
	NYSSA SYLVATICA 'WILDFIRE' WILDFIRE BLACKGUM	6cm CAL.	SEE PLAN	2	SHADE TREE, DROUGHT TOLERANT
	PYRUS CALLERYANA 'REDSPIRE' REDSPIRE FLOWERING PEAR	4cm CAL.	1.2m O.C.	6	STREET TREE, DROUGHT TOLERANT
SHRUBS					
	PHILADELPHUS LEWISII WILD MOCK ORANGE	#2 POT	1.0m O.C.	41	BUFFER SHRUB NATIVE SPECIES
	THUJA PLUCATA 'EXCELSA' EXCELSA WESTERN RED CEDAR	1.0m	0.5m O.C.	191	HEDGEROW, NATIVE CULTIVA
PERENNIALS & GROUNDCOVERS					
	MISCANTHUS SINENSIS 'FLAMINGO' MAIDEN GRASS	#2 POT	1.0m O.C.	6	DROUGHT TOLERANT
	LAWN CANADA NO. 2 GRADE	SOD		455 sq.m.	
	HYDROSEED RE-VEGETATION MIX 31% CREEPING RED FESCUE 11% PERENNIAL RYEGRASS 12% ANNUAL RYEGRASS 7% ORCHARDGRASS 6% RED TOP 5% TALL FESCUE 1.4% TIMOTHY 3% WHITE CLOVER 8% ALSIKE CLOVER 3% SINGLE CUT RED CLOVER	SEED	0.56Kg/100m2 (50lb/acre)	460 sq.m.	STEEP SLOPE NON-IRRIGATED
STONESCAPE					
	150mm DEPTH OF 75mm MINUS ROUND, WASHED RIVER COBBLE OVER LANDSCAPE FABRIC				

Unenclosed parking area = 856.7 Sq.m.

PLANTING NOTES

- REFER TO PLANS PREPARED BY HEROLD ENGINEERING LIMITED FOR ALL SITE PLANNING AND LAYOUT, DISPOSAL ENCLOSURES AND RETAINING WALL INFORMATION.
- ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- GROWING MEDIUM SHALL MEET OR EXCEED THE PROPERTIES OUTLINED THE CANADIAN LANDSCAPE STANDARD PER SECTION 6 GROWING MEDIUM, TABLE T-6.3.5.2. PROPERTIES FOR GROWING MEDIA:
LEVEL 6 "SERVICE & INDUSTRIAL" - 3L.

GROWING MEDIUM DEPTHS: SHRUBS - 450mm
TREES - (6) CUBIC METRES PER TREE
LAWN - 150mm
- MULCH SHALL BE COMPOST PER SECTION 10 MULCHING OF THE CANADIAN LANDSCAPE STANDARD. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL SHRUB PLANTING AREAS AND THE PLANTING PITS OF ALL PLANT MATERIAL INSTALLED IN STONESCAPE.
- PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA STANDARDS FOR NURSERY STOCK.
- ALL PLANTING AREAS SHALL BE WATERED VIA AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM. IRRIGATION EMISSION DEVICES SHALL BE HIGH EFFICIENCY LOW VOLUME ROTARY NOZZLES OR DRIP IRRIGATION EQUIPMENT.
- PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
- ALL PLANT AND STONESCAPE MATERIAL SHALL MATCH TYPE AND SPECIES AS INDICATED ON THE PLANTING LEGEND. CONTACT THE LANDSCAPE ARCHITECT FOR APPROVAL OF ANY SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE LANDSCAPE ARCHITECT.
- CHECK FOR LOCATIONS OF WATER LINES AND OTHER UNDERGROUND SERVICES PRIOR TO DIGGING TREE PITS. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
- NO PLANTS REQUIRING PRUNING OF MAJOR BRANCHES DUE TO DISEASE, DAMAGE OR POOR FORM WILL BE ACCEPTED.
- ALL CALIPRE-STOCK TREES SHALL BE B * B IN WIRE BASKETS.

Appendix B: Cannabis Licence Classes and Subclasses

This table provides a summary of the cannabis licence classes and subclasses, and examples of activities that can be authorized under the *Cannabis Regulations*. The *Cannabis Regulations* should be referred to for additional detail. In order to conduct any of the activities, they must be authorized by the licence.

Licence Class ⁴	Subclass	Restrictions	Authorized Activities (if authorized by licence) ⁵	Notes
Cultivation	Standard Cultivation		<ul style="list-style-type: none"> • Possess cannabis • Obtain dried or fresh cannabis, cannabis plants or cannabis plant seeds by propagating, cultivating, harvesting • For the purpose of testing, alter the chemical or physical properties of the cannabis 	<ul style="list-style-type: none"> • An applicant may apply for a standard cultivation licence, even with a proposed plant surface area of less than 200m² but standard cultivation requirements will apply in this case • Cultivation may be conducted indoors or outdoors
Cultivation	Micro-Cultivation	<ul style="list-style-type: none"> • Plant surface area cannot exceed 200m² (includes multiple surfaces such as surfaces vertically arranged) 	<ul style="list-style-type: none"> • Sell and distribute dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds to other licence holders (cultivators, processors, analytical testers, researchers, cannabis drug licence holders), with the exception that dried cannabis or fresh cannabis cannot be sold to the holder of a nursery licence • Sell and distribute cannabis plants or cannabis plant seeds to a licensed nursery • Sell and distribute cannabis products that 	<ul style="list-style-type: none"> • Cultivation may be conducted indoors or outdoors but the cannabis plant surface area includes any indoor/outdoor areas at any single time

⁴ Should the user select 'Cannabis' as a licence class in the CTLS, they will then need to specify the cannabis licence class or subclass (as specified by the *Cannabis Regulations*) for which they intend to apply

⁵ Licence holders can conduct research and development activities within their authorized licenced activities. If the licence holder wishes to conduct research and development activities outside of their authorized licence activities, they must apply for a separate research licence

Licence Class ⁴	Subclass	Restrictions	Authorized Activities (if authorized by licence) ⁵	Notes
			<p>are cannabis plants or cannabis plant seeds to a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act</p> <ul style="list-style-type: none"> • Send and deliver cannabis products that are cannabis plants or cannabis plant seeds to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or of a person authorized to sell cannabis under a provincial or territorial Act • Conduct ancillary activities (e.g., drying, trimming, milling, etc.) 	
Cultivation	Nursery	<ul style="list-style-type: none"> • For seed production, total surface area of no more than 50m² must contain all the parts of budding or flowering plants • Maximum of 5kg of flowering heads harvested from plants with the exception of cannabis plant seeds • Must destroy the flowering heads (with the exception of the cannabis plant seeds), leaves and branches of the plants within 30 days of harvesting them 	<ul style="list-style-type: none"> • Possess cannabis • Obtain cannabis plants or cannabis plant seeds by propagating, cultivating, harvesting • For the purpose of testing, alter the chemical or physical properties of the cannabis • Sell and distribute cannabis plants or cannabis plant seeds to other licence holders (cultivators, processors, analytical testers, researchers, cannabis drug licence holders) • Sell and distribute cannabis products that are cannabis plants or cannabis plant seeds to a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act • Send and deliver cannabis products that 	<ul style="list-style-type: none"> • Cultivation may be conducted indoors or outdoors

Licence Class ⁴	Subclass	Restrictions	Authorized Activities (if authorized by licence) ⁵	Notes
			<p>are cannabis plants or cannabis plant seeds to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or of a person authorized to sell cannabis under a provincial or territorial Act</p> <ul style="list-style-type: none"> • Conduct ancillary activities (e.g., drying) 	
Processing	Standard Processing		<ul style="list-style-type: none"> • Possess cannabis • Produce cannabis, other than obtaining it by propagating, cultivating, or harvesting • For micro-processing, the cannabis cannot be obtained by synthesis. • Sell and distribute cannabis to other licence holders (processors, analytical testers, researchers, cannabis drug licence holders) • Sell and distribute to licensed micro-cultivators or standard cultivators: <ul style="list-style-type: none"> ○ dried cannabis, fresh cannabis, cannabis plants, or cannabis plant seeds ○ cannabis produced for the purposes of testing that is necessary to determine the chemical characterization of cannabis, such as a reference standard • Sell and distribute to licensed nursery: <ul style="list-style-type: none"> ○ cannabis plants or cannabis plant seeds ○ cannabis produced for the purposes of testing that is necessary to determine the chemical characterization of cannabis, such as a reference standard • Send and deliver cannabis products to a 	
Processing	Micro-processing	<ul style="list-style-type: none"> • Maximum of 600kg of dried cannabis (or equivalent) in 1 calendar year as per section 21 of the <i>Cannabis Regulations</i>. • Cannabis cannot be obtained by synthesis. <p>Note: If licence holder also holds a micro-cultivation licence for the same site and the cannabis comes exclusively from that site, this maximum quantity does not apply.</p>		<ul style="list-style-type: none"> • Cannabis must be produced, packaged, labelled, stored, sampled and tested indoors.

Licence Class ⁴	Subclass	Restrictions	Authorized Activities (if authorized by licence) ⁵	Notes
			<p>licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act</p> <ul style="list-style-type: none"> Send and deliver cannabis products to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or of a person authorized to sell cannabis under a provincial or territorial Act 	
Sale	Sale for Medical Purposes	<ul style="list-style-type: none"> Must sell cannabis products in the packaging in which they were sold or distributed to them 	<ul style="list-style-type: none"> Possess cannabis products Sell or distribute cannabis products to a client Sell or distribute cannabis products to a licence holder (with the exception of a cultivator) Sell or distribute cannabis products that are dried, fresh, plants or cannabis seeds to micro-cultivator or standard cultivator Sell or distribute cannabis products that are plants or plant seeds to a licensed nursery Sell or distribute cannabis products other than plants or seeds to a hospital employee for the purpose of, and in connection with, their duties 	<ul style="list-style-type: none"> Requirements for the application for a sale for medical purposes licence with possession of cannabis differ from those not applying for authorization to possess. Refer to Section 6 of this guide for more information



MINUTES
Community Planning Advisory Committee (CPAC)
Wednesday, April 1, 2020 at 7:00 p.m.
via Zoom

PRESENT: Chair - Lacey McRae Williams; Members - Tony Beckett, Steve Frankel, Jason Harrison, Tamara Hutchinson, Jennifer Sibbald; Council Liaison - Tricia McKay; Director of Development Services - Jake Belobaba; Senior Planner & Recorder - Christina Hovey

ABSENT: Member - Brian Childs

The meeting was called to order at 7:03 p.m. recognizing the traditional territory of the Stz'uminus People.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of April 1, 2020 be approved.

2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of February 5, 2020 be approved.

3. COUNCIL REFERRALS

- a. Façade Improvement Developments Permit applications
3060-20-03 (341 First Avenue) and 3060-20-04 (422 First Avenue)

Planner C. Hovey provided a brief overview of the applications. CPAC asked questions and discussed the proposal.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends support for the Façade Improvement Development Permit applications 3060-20-03 (341 First Avenue) and 3060-20-04 (422 First Avenue).

4. NEW BUSINESS
None.

5. MONTHLY BRIEFING

Planner C. Hovey advised the Committee that the Town offices remain closed to the public but that staff are available via telephone and e-mail. The next CPAC meeting will likely be held virtually via Zoom.

6. NEXT MEETING
TBD.

7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 7:25 p.m.

Jason Harrison

Jason Harrison (May 12, 2020)

Chair (L. McRae Williams)

Jason Harrison (Acting Chair)

RECEIVED:

Dana Smith

Corporate Officer (D. Smith)

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Geiger, Fire Chief
Meeting Date: June 2, 2020
File No:
RE: **Utility (Fire) Truck Replacement of Unit #6**

RECOMMENDATION:

That Council:

1. Approve up to \$75,000 for the replacement of the Ladysmith Fire/Rescue "Unit 6"; and
2. Amend the 2020-2024 Financial Plan accordingly with funds to be taken from the Fire Vehicles Reserve.

EXECUTIVE SUMMARY:

The utility pickup "Unit 6" at Ladysmith Fire/Rescue needs to be replaced with a vehicle that will serve the needs of Fire/Rescue for years to come. As staff began sourcing a vehicle, they found that the model required to meet their needs would be higher than the approved \$50,000.

PREVIOUS COUNCIL DIRECTION

This was included in the 2020-2024 Financial Plan bylaw approved May 5, 2020 in the amount of \$50,000 with funds to come from the Fire Vehicles Reserve.

INTRODUCTION/BACKGROUND:

The previous fire administration had a model that this vehicle would only be sparingly used for cleanup of hose and equipment after an incident. Moving forward, Unit 6 will be used much more often and will form an essential piece of our operational readiness, officer succession program, mutual aid capabilities, and wildland firefighting.

Initially, the request for \$50,000 was based on a light pickup, but the assessment of the role this vehicle will need to play has shown that it will need to be at least a ¾ ton crew cab with the capability to tow at least 10,000 pounds. The added cost will come from the added capabilities, and includes all accessories such as canopy, bed slide, lights, siren, paint, striping, and decals.

This vehicle will be used primarily for incident response by company officers on their duty weekends and for fire prevention activities around town. It could also be used to tow the CVRD Type II Structural Protection trailer or the Fire Safety House. It will be a crew cab to facilitate travelling to training courses or mutual aid calls, and will be essential for moving equipment and manpower in case of wildland fire or other emergencies that may not fit the criteria of a

more traditional fire apparatus.

ALTERNATIVES:

Council can choose to:

1. Not approve an additional \$25,000 (to a total of \$75,000) for the replacement of the utility pickup known to the Ladysmith Fire/Rescue at "Unit 6".

FINANCIAL IMPLICATIONS:

There is currently \$105k in the Fire Vehicles Reserve. If Council approves the increase, there will be 30k remaining at year end.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The truck is essential for moving equipment and manpower in case of wildland fire or other emergencies that may not fit the criteria of a more traditional fire apparatus.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Infrastructure Services staff has been instrumental in gathering information for these estimates, and will continue to be involved as pricing is obtained.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Erin Anderson, A/Chief Administrative Officer

ATTACHMENT(S):

- Fire Capital Budget
- 2020 Ford Crew Cab specs and budget

- Quotation for accessories

2020 - 2024 Financial Plan - Proposed Capital List

NEW YEAR

Department Protective Services Area Fire YEAR 2020

Project Name Utility Truck (Fire) Replace 1995 Chevy

Description

Purpose To replace 1995 Utility Truck; Hauls cargo after fire

Asset Mgmt	New Asset	Amount	\$50,000	<input type="checkbox"/> DCC Project
Taxation	0	DCC	0	Grant - TBD 0
Water Utility	0	Reserve	50,000	Borrow 0
Sewer Utility	0	Gas Tax	0	Donation/Other 0
C/F	0	Grant-confirme	0	

		ANNUAL TOTAL	\$50,000	
Taxation	0	DCC	0	Grant - TBD 0
Water Utility	0	Reserve	50,000	Borrow 0
Sewer Utility	0	Gas Tax	0	Donation/Other 0
C/F	0	Grant-confirme	0	

Prepared for: Kevin Goldfuss, Town of Ladysmith

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25



Client Proposal

Prepared by:

Ken Zutz

Office: 604-464-0271

Quote ID: TLSFD0424

Date: 04/24/2020



Metro Motors Ltd | 2505 Lougheed Hwy, Port Coquitlam, British Columbia, V3B1B2

Office: 604-464-0271 | Fax: 604-941-8254

Prepared for: Kevin Goldfuss

Town of Ladysmith

Prepared by: Ken Zutz

04/24/2020

Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2



2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (W2B)

Packages

Order Code 603A

Includes:

- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel (E85)
- Transmission: TorqShift-G 6-Speed Auto w/OD (6R100). Includes SelectShift and tow/haul mode.
- Electronic-Locking w/3.73 Axle Ratio
- GVWR: 4,490 kgs (9,900 lbs) Downgrade Package
- Wheels: 18" Sparkle Silver Painted Cast Aluminum
Includes bright hub covers/centre ornaments.
- Cloth 40/20/40 Split Bench Seat w/Recline
Includes fold-down centre armrest with 2 cupholders, lift up centre-seat with locking storage and driver's side manual lumbar.
- Radio: AM/FM MP3 Player w/Digital Clock
Includes 7 speakers and SiriusXM satellite radio with 6 month prepaid subscription.
- SYNC 3 Communications & Entertainment System
Includes enhanced voice recognition, 8" LCD capacitive touchscreen in centre stack with swipe capability, pinch-to-zoom capability included with available voice-activated touchscreen navigation system, AppLink, 911 Assist, Apple CarPlay and Android Auto, clock display and 2 smart charging USB-C ports.

Powertrain

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel (E85)

Transmission: TorqShift-G 6-Speed Auto w/OD

(6R100). Includes SelectShift and tow/haul mode.

Electronic-Locking w/3.73 Axle Ratio

GVWR: 4,490 kgs (9,900 lbs) Downgrade Package

Wheels & Tires

Tires: LT275/70Rx18E BSW A/T (4)

Spare may not be the same as road tire.

Wheels: 18" Sparkle Silver Painted Cast Aluminum

Includes bright hub covers/centre ornaments.

Seats & Seat Trim

Cloth 40/20/40 Split Bench Seat w/Recline

Includes fold-down centre armrest with 2 cupholders, lift up centre-seat with locking storage and driver's side manual lumbar.

Other Options

160" Wheelbase

Prepared for: Kevin Goldfuss

Town of Ladysmith

Prepared by: Ken Zutz

04/24/2020

Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2



2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

As Configured Vehicle (cont'd)

Description

Dual 78 AH 750 CCA Medium Duty Batteries

Transfer Case & Fuel Tank Skid Plates

LED Box Lighting

Halogen Centre High-Mounted Stop Lamp (CHMSL) becomes LED.

240 Amp Alternator

Black Platform Running Boards

Front Splash Guards

Rear Splash Guards

Tough Bed Spray-In Bedliner

Includes tailgate-guard, black box tie-down hooks and black bed attachment bolts.

Halogen Fog Lamps

Monotone Paint Application

LED Roof Clearance Lights

Reverse Sensing System

Upfitter Switches (6)

Located in overhead console.

Radio: AM/FM MP3 Player w/Digital Clock

Includes 7 speakers and SiriusXM satellite radio with 6 month prepaid subscription.

Includes:

- SYNC 3 Communications & Entertainment System

Includes enhanced voice recognition, 8" LCD capacitive touchscreen in centre stack with swipe capability, pinch-to-zoom capability included with available voice-activated touchscreen navigation system, AppLink, 911 Assist, Apple CarPlay and Android Auto, clock display and 2 smart charging USB-C ports.

Carpet Delete (LPO)

Replaced with black flooring.

Snow Plow Prep & Camper Package

Includes heavy service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment) and computer selected springs for snowplow application. Note: Restrictions apply; see super duty supplemental reference manual or body builders layout book for details. Upgraded front springs will result in stiffer ride when a snow plow is not installed. Increased capacity springs will result in a stiffer ride when the vehicle is not used with a slide-in camper.

Includes:

- Rear Stabilizer Bar

Interior Colors

Medium Earth Grey

Prepared for: Kevin Goldfuss

Town of Ladysmith
Prepared by: Ken Zutz
04/24/2020



Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

As Configured Vehicle (cont'd)

Description

Primary Colors

Race Red

Prepared for: Kevin Goldfuss

Town of Ladysmith
Prepared by: Ken Zutz
04/24/2020



Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	\$62,504.00
Pre-Tax Adjustments	
Description	
Air Excise Tax	\$100.00
Comercial Fleet Discount	-\$13,304.00
Total	\$49,300.00

Customer Signature

Acceptance Date

Prepared for: Kevin Goldfuss

Town of Ladysmith
Prepared by: Ken Zutz
04/24/2020



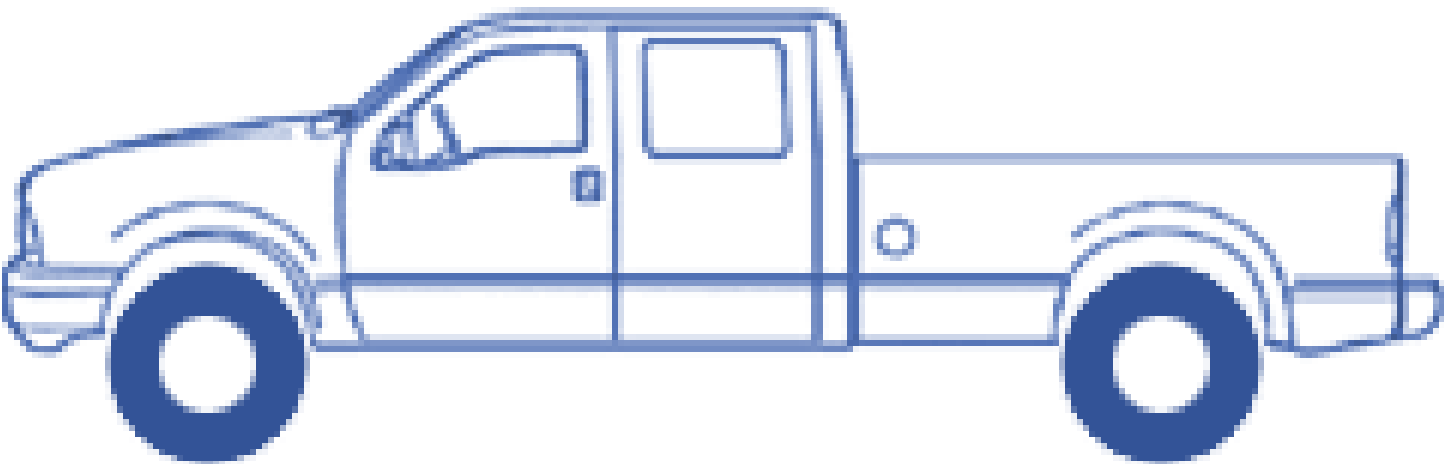
Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

Vehicle Dimension and Performance Summary

Performance predictions in this report represent an estimate of vehicle performance based on standard operating conditions. Variations in customer equipment, load configuration, ambient conditions, and/or operator driving techniques can cause significant variations in vehicle performance. These values are not representative of results that may be shown in actual dynamometer tests. This report should therefore be used as a guide for comparative vehicle performance.



Prepared for: Kevin Goldfuss

Town of Ladysmith
Prepared by: Ken Zutz
04/24/2020



Metro Motors Ltd | 2505 Lougheed Hwy Port Coquitlam British Columbia | V3B1B2

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB XLT (W2B)

Price Level: 25 | Quote ID: TLSFD0424

Vehicle Dimension and Performance Summary (cont'd)

Light Duty

GVW	Totals
1 Payload - (Payload)	0 kgs
Occupants Weight	408 kgs
Curb Weight (as configured)	3,007 kgs
TOTAL	3,415 kgs
GVWR	4,491 kgs

GCW	Totals
Adjusted Truck GVW	3,415 kgs
Weight of trailer	0 kgs
Weight of trailer cargo	0 kgs
Total Weight of trailer	0 kgs
TOTAL	3,415 kgs
GCWR	8,845 kgs

Highway use only. Ford Motor Company recommends that a separate, functional brake system be used on any towed vehicle or trailer.



Quotation

7116 67 Street NW
Edmonton, AB T6B 3A6

Phone: (800) 700-7937 Fax: (780) 435-7606
Tax ID: 136768629RT0001

Date 5/5/2020
Estimate # 20-2845

Expires 5/8/2020
Exp. Close 5/5/2020
Project
Order Contact Kevin Goldfuss
Promised Delivery Da...

Bill To

Ladysmith Fire & Rescue
330 6Th Avenue
Ladysmith BC V9G 1S4
Canada

Qty.	Item	Description	Options	Rate	Amount
1	WHE-CB2SP3R	CENATOR LIN6 DUAL 54" DUO + TA RED/WHITE		1,859.64	1,859.64
1	WHE-CMKAJ94	CENATOR ADJ MOUNT KIT 94 - Ford F-150 / 2015-2019 and F-250/F-350/F-450/F-550 Super Duty / 2017-2019 ** ONLY WORKS FOR 60" LIGHT BARS **		0.00	0.00
1	WHE-295SLSA6	295SLSA6 SIREN/CONTROL CENTER		660.49	660.49
1	WHE-SA315P	SA315P SPEAKER, BLACK PLASTIC		275.00	275.00
1	WHE-SAK1	SA-315 MOUNT KIT UNIVERSAL		0.00	0.00
1	WHE-UHF2150A	UHF2150A HEADLIGHT FLASHER		69.78	69.78
4	WHE-VTX609R	Vertex Super LED Light Red		91.73	366.92
		2 TO BE MOUNTED IN THE HEAD LIGHTS 2 TO BE MOUNTED IN THE TAIL LIGHTS			
4	WHE-TLIR	ION T-SERIES LINEAR LT RED		120.40	481.60
		2 TO BE MOUNTED IN THE GRILL 2 TO BE MOUNTED ON THE FRONT FENDERS			
1	WHE-DTAW8-RR	8-LT DOMINATOR T/A W/END WARN R/R TO BE MOUNTED IN THE CANOPY WINDOW		740.41	740.41
1	HAV-C-VS-3000-F150-1-H	Vehicle Specific Console for 2017-2018 Ford F-250, 350, 450 XL and XLT Super Duty pickup, F-450 and 550 cab chassis, 2015-2018 Ford F-150 XL and XLT pickup 30" Long 12.5" Wide Style Console - HOUSING ONLY ***VEHICLE MUST NOT HAVE MANUAL 4x4 SHIFTER ON FLOOR***		915.67	915.67
1	HAV-C-EB40-WS2-1P	Equip Brkt-whelen 295 SERIES, 1 piece		38.33	38.33
1	HAV-C-EB25-MXP-1P	Equipment Bracket 1pce 2.5" FOR RADIO		34.61	34.61
1	HAV-C-CUP2-I-A06	Dual Internal 6° Angled Cup Holders		51.92	51.92
3	HAV-C-FP-6	6" BLANK FILLER PLATE		16.06	48.18
1	HAV-C-FP-05	1/2" Filler Plate		13.61	13.61
1	HAV-C-ARM-102	Side Mount Armrest		85.28	85.28
1	HAV-C-HDM-214	8.5" Heavy Duty Telescoping Pole, Side Mount		147.10	147.10
1	HAV-C-MD-114	11" Slide Out Locking Swing Arm		295.28	295.28
1	HAV-C-UMM-101	Universal Monitor Mount Assembly		85.28	85.28
1	HAV-PKG-TAB-APP1	Docking Station (Charge Only) and Tablet Case for Apple iPad 10.5-inch Pro (Gen I) And iPad Air (Gen 3)		365.68	365.68
		PLEASE CONFIRM MAKE AND MODEL OF TABLET BEFORE ORDERING			
				Subtotal	6,534.78
				Tax	326.74
				PST	457.43
				Total	\$7,318.95

Invoicing Policy - Mega-Tech will invoice all major components on receipt to our location. Installation and miscellaneous items to be billed upon completion. All payments are due Net 30 days. A monthly charge of 1% interest will be applied on all overdue accounts. Estimates are only valid for 7 days from date of issue.

STAFF REPORT TO COUNCIL

Report Prepared By: Staff
Meeting Date: June 2, 2020
File No: COVID-19
RE: ECONOMIC RECOVERY UPDATE

RECOMMENDATION:

That Council receive the staff report dated June 2, 2020 providing an update on economic recovery efforts for Ladysmith businesses.

EXECUTIVE SUMMARY:

This report provides an update for Council based on previous direction to work with the Ladysmith Chamber of Commerce and Downtown Business Association to support economic recovery in Ladysmith.

PREVIOUS COUNCIL DIRECTION

Resolution	Resolution Date	Resolution Details
CS 2020-154	May 21, 2020	<p>That Council direct staff to:</p> <ol style="list-style-type: none"> 1. Liaise with the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association to review options for the Town to support economic recovery following the COVID-19 pandemic, including the following: <ol style="list-style-type: none"> a. Parklets and sidewalk patios b. Street closure opportunities from Thursdays through Sundays, including the potential for street entertainment and music; c. One-way traffic northbound on First Avenue d. A "local shopping loyalty passport" with incentives to participate; and 2. Report back to Council with the results of those discussions.

INTRODUCTION/BACKGROUND:

Ladysmith has not been immune to the economic impacts of COVID-19. Many businesses have had to temporarily shut down, downsize or bear the cost of implementing safety measures in order to continue operating. On May 21, Council directed staff to begin discussions with the Chamber of Commerce and the Ladysmith Downtown Business Association (LDBA) on local economic recovery efforts, with specific direction to jointly investigate measures contained in the resolution above.

Meeting with Chamber of Commerce and LDBA

Staff met with representatives of the Chamber and LDBA on May 22. There was general support for investigating the ideas expressed by Council, in addition to other initiatives and opportunities. The agenda and notes from the meeting are attached for information.

It was agreed at the meeting that a critical step is to survey local businesses about their needs and preferences is an important step. The survey has been developed by all three parties with a return date of Friday, June 5. The survey is seeking direct input from local businesses on existing opportunities and other options for supporting economic recovery and notifying members about opportunities (e.g. sidewalk patios) that already exist. While the survey is underway, staff are reviewing the initiatives and some of the proposed options from functional, safety and engineering perspectives.

Other next steps arising from the May 22 meeting include:

- Chamber and LDBA will write to Council requesting grant-in-aid funds to support a Shop Local Loyalty program
- LDBA and Chamber will share contact information for Development Services regarding the permit applications for use of sidewalks
- Chamber representatives will request help from the Festival of Lights to light up trees downtown
- Town will investigate potential location for parklets (to be confirmed based on demand expressed in survey results)
- Town staff will explore options for road configurations
- Town will look at signage and parking

POTENTIAL INITIATIVES: INITIAL FINDINGS

Various initiatives that have been identified (either by Council, staff, the LDBA or the Chamber) are provided below. Staff have conducted an initial review and status of each initiative based on research and discussions to date.

Sidewalk Patios and Parklets

The Town's streets and traffic bylaw already allows "Sidewalk Patios" and "Retail Displays". For \$25, a business can apply to use space in the road allowance fronting their business for outdoor eating areas, merchandise displays or even a "lounge" or waiting space to accommodate new occupancy regulations. The space can be used from March 1 to October 31 for a fee of \$5/m². A business using 10m² of sidewalk space for a clothing rack or seating area would pay \$50 for the whole season. The permit can be issued by staff in a matter of days. However, a permit application must include drawings and other information and the business must provide any required improvements to cordon off the space and make it safe. The LDBA has already notified its membership that they may be eligible for these permits and has encouraged them to contact the Town for more information.

Staff note that a 1.5 meter pedestrian thoroughfare must be maintained for any sidewalk patio or retail display. Most sidewalks in the downtown do not exceed 1.7 meters, meaning businesses would need to expand into parking areas or similar spaces to establish functional outdoor space. "Parklets" essentially function like a sidewalk patio or retail space by using adjacent parking spaces or other space within a road allowance instead of, or in addition to, sidewalk space. For safety reasons, such a configuration may require more substantial improvements, such as sturdy vehicle barriers, signage, or decking or ramps (to address the grade change between the parking spaces and the sidewalk). Because the Town controls the road allowance and can reconfigure this area as it sees fit, it is likely that "parklets" are already permitted under the sidewalk patio and retail display regulations¹. However, "housekeeping" changes to rules would make this process clearer. Seeking easy, low-cost options, many businesses may (or already have) opt to simply place 1-2 small dining sets, displays or racks directly adjacent to their businesses, leaving the required 1.5 meters of pedestrian thoroughfare. This still requires a permit under the bylaw, but it could be allowed without a permit, provided businesses follow defined rules.

Additional options:

Council may wish to direct staff to initiate the following changes to bylaws that regulate sidewalk patios, retail displays and parklets:

- Reducing or eliminating the application fee or "rent" for sidewalk patios, retail displays and parklets.
- Adding explicit rules allowing the use of parking spaces for sidewalk patios and retail displays.
- Allowing 1-2 dining sets, racks or displays without a permit, provided they're placed in accordance with bylaw regulations.

¹ The Town can likely reclassify and reconfigure any area within a road allowance as "sidewalk" and then issue a permit to a business to use the newly created sidewalk space pursuant to the rules in the bylaw.

Street Closures

Various street closure opportunities were discussed by Council and are being further reviewed by staff, the Chamber and the LDBA, such as closing one or more blocks from Thursdays through Sundays to allow retail, dining and street entertainment.

The Town has the authority to temporarily or permanently close a road to all or some types of traffic and reconfigure traffic patterns (e.g. close a street to vehicles but not pedestrians). Downtown businesses are being asked, through the above-noted survey, what (if any) road closures they would like to see. If the survey reveals a strong interest in road closures, Council can initiate the appropriate road closure orders and Public Works can take the necessary steps to close the roads to traffic.

One-Way Traffic Northbound on 1st Avenue

Initial discussions with the Chamber and LDBA revealed interest in investigating this option further. As with road closures, the Town has the power to permanently or temporarily reconfigure traffic flow and if the survey results reveal a strong interest in this initiative, Council can direct staff to implement it. If there is strong support for this option through the survey results, staff report back with options and considerations to move traffic and pedestrians safely.

Local Shopping “Passport”

The Chamber and LDBA are investigating a shop local passport program; as the notes from the May 22 joint meeting show, the two business agencies have indicated that they could administer such an initiative. Staff are investigating using Grants In Aid to support the program and the two organizations intend to seek Council’s support through Grant In Aid funding.

ALTERNATIVES:

Council can choose to:

1. Receive this report and provide further direction to staff
2. Receive this report and provide no further direction to staff
3. Receive this report and direct staff to discontinue work on economic recovery initiatives.

FINANCIAL IMPLICATIONS:

There may be costs to implement some of the initiatives noted in this report. Staff will advise Council of cost implications as these initiatives are pursued further. There are likely legal costs (see below) associated with implementing some of these initiatives which have not been budgeted for.

LEGAL IMPLICATIONS:

There are statutory requirements for road closures that may apply to some of the proposed initiatives occurring in a road right of way. Additionally, allowing businesses to place items in a public road right of way generates liability issues that must be managed with indemnification and insurance agreements. Relevant bylaw and other legal considerations will be incorporated in developing initiatives.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff are working directly with the Chamber and LDBA and these agencies are communicating with their members.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All Town departments are actively involved in economic recovery efforts.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENT(S):

Minutes from May 22, 2020 meeting between Staff, LDBA and the Chamber

ECONOMIC RECOVERY MEETING

Town of Ladysmith, Chamber of Commerce, Ladysmith Downtown Business Association

Friday, May 22, 2020

10:00 a.m.

Present:

Erin Anderson, Donna Smith, Jake Belobaba, Joanna Winter – Town of Ladysmith

Tammy Leslie, Mark Drysdale -- Ladysmith Chamber of Commerce

Andrea Rosato-Taylor -- Ladysmith Downtown Business Association

1. Introductions

E. Anderson introduced the purpose of the meeting – Council wants to determine how best the Town can support local businesses in economic recovery.

2. Review: Existing Town Resources to Support Business Recovery

J. Belobaba provided highlights of current Town resources:

Sidewalk Patios -- \$25 application fee and \$5/sq m for sidewalk patios for any businesses who may be interested. Contact Jake at 250.616.3755 to apply.

Sidewalk Displays for Retail – similar permit application. For example, these could be used to create outdoor waiting room for service businesses, as well as retail displays. The Town would like to apply reasonably liberal interpretation of the bylaw to permit businesses to use their sidewalk frontage in a way that will support reopening.

The Town is also looking at the possibility of using parking spaces to expand business frontage

Possible Road Closures – the Town can process these on request, and further research will be done to determine whether road closures would be effective to support downtown economic recovery.

3. Review: Chamber and LDBA Member Requirements

Chamber – not necessarily taking a coordinated approach yet. The Chamber is planning to reach out to businesses to discuss ideas and options and share the Town's services as discussed.

One of the issues for businesses is cash flow. Council has extended the penalty application date on unpaid taxes to close of business on September 30 as a measure to support business cash flow.

LDBA – individual businesses have modified their operations with regards to WorkSafe BC requirements and are open. LDBA is running a Shop Local/Open for Business campaign to encourage business support. Any relaxation of bylaws and support for using sidewalks will be helpful. Highway signage, relaxation of rules for sandwich boards would also help businesses.

Evening lighting downtown would make the downtown look more cheerful. It was agreed that Tammy Leslie will request support from the Festival of Lights for this approach. The Town offered that additional lights could also be strung across 1st Avenue.

Mark Drysdale joined the meeting (10:18 am).

Businesses have been asking for advice on what they need to do to reopen and comply with WorkSafe rules. No specific support has been requested, mainly information on how to comply with orders, rules and guidelines.

4. How the Town Could Support Efforts

Parking

There was a request to consider extending the time limit on parking.

J. Belobaba enquired whether businesses that are not using on-site parking for staff, might be interested in using required parking spaces for other business activities to expand their productive business space. It was generally felt that this might be a good idea, although some caution was expressed about unintended consequences of changes.

Creating Parklets from Parking Spaces

There was general agreement that this could be a good short-term solution to support businesses in changing their space requirements and business models, and encouraging residents to enjoy downtown, eat take-out food and so on.

A.Rosato-Taylor suggested using the alley between the pet store and Travellers' for outdoor gathering spaces.

The Town is looking at options and other locations for this kind of gathering space and will test some different spaces for temporary parklets and closure of parking spaces to extend sidewalks. There was a suggestion that the proposed location for the public bathroom could be considered for this purpose.

Temporary Road Closures / Traffic Changes

Discussion ensued regarding options for traffic flow. For example, making 1st Avenue one way northbound. It was suggested that this might work better in the evening (for example 5 to 9) rather than during the business day. If this became popular, it could encourage retail businesses to be open in the evenings.

Other options discussed included closing off half of 1st Avenue at certain times, turning angle parking to parallel parking to provide addition space for patios and parklets.

Shop Local Loyalty Program

There was support for a shop local loyalty or passport program. The Town will share 10 % Shift program. The Chamber and LDBA agreed that they could run this type of program.

E. Anderson stated that Grants in Aid are a resource to support these kinds of initiatives – she suggested that the LDBA and Chamber write to Council requesting some funds to support the initiative. It was agreed that these kinds of initiatives should be driven by the business organizations with Town support. All businesses would be eligible, not just Chamber and LDBA members.

It was agreed that Coronation Mall and other Ladysmith businesses should be included in communications and initiatives.

5. Next Steps

- Survey of members (Town will create a draft survey)
- Chamber and LDBA will write to Council requesting grant-in-aid funds to support a Shop Local Loyalty program
- LDBA and Chamber will share contact information for Development Services regarding the permit applications for use of sidewalks
- Tammy will request help from the Festival of Lights to light up trees downtown
- Town will investigate potential locations for parklets (to be confirmed based on demand expressed in survey results)
- Town staff will explore options for road configurations
- Town will look at signage and parking

The meeting ended at 10:55 am.

Sent: April 30, 2020 2:15 PM

Dear Mayor and Council,

Stick & Stone Cannabis Co. is a wee Ma & Pa cannabis retail shop located in Fernie BC. Due to current stressors and frustrations, we have collaborated with ACCRES to outline two requests for change to the current regulations that will further the safety measures designed to protect our communities in BC during these trying times and we ask for your support presenting these recommendations to the province.

- 1) Online Sales
- 2) Direct Delivery

As owners of a licensed cannabis retail shop, we have been continuously evolving our operations to ensure the safety of the community as new information about COVID-19 becomes available. We have a wide range of customers many who are predominately middle-aged and elderly who purchase our products for both recreational and medical use.

With our recommended adjustments to the current regulations that were designed for a pre-pandemic world, we would be able to continue to safely provide much-needed products to our at-risk customers who are unable to leave the house, ensure a contactless experience for those who are able to visit the store for curbside pickup and keep our staff safe.

Here is an example of the challenges our current customers are facing because they are not able to pay for our products online during COVID-19:

We received a phone call asking if a curbside pick-up was available by a customer of ours who was elderly. They were in desperate need of a product and the delivery times to order from the BC Cannabis Store were too lengthy. We informed them that we carried the product and would do our best to provide a contactless interaction but they would have to tap our terminal and the wireless system may not register outside.

When the customer arrived their vulnerability was apparent. They were approximately 90 years old with a compromised immune system, so becoming infected would likely result in their death. In order to keep them safe while accepting their payment and providing their product we were forced through the following process:

1. We tried to use the tap feature by pressing the terminal against their car window. This did not work due to card issues.
2. We then bleached the terminal and passed it through a small gap in the window so that the customer could complete the transaction.
3. The product was then left on the hood of their car for them to collect when they felt safe to do so.

Even though the utmost precautions are being taken, it is extremely stressful to force customers to go through these processes that could easily be avoided if we were able to use available technology like online payment systems.

There are processes in place for the legal online purchase and delivery of alcohol in BC as well as cannabis in other provinces which have been effective at keeping their communities safe. We are asking for the same considerations.

I can not stress enough how vital allowing online payments and delivery to be available in BC is to our communities and retailers!! When you have someone's life in your hands, you want to have the safest measures in place.

PLEASE ENDORSE THIS LETTER OF SUPPORT

Thank you for your time,

--

Dennis Schafer

Stick & Stone Cannabis Co.

250.430.7848

stickandstone.ca

Stick & Stone Cannabis Co

stickandstone.ca



This is about love, community, and feeling inspired. Everyone is encouraged to living your best. So, what are you waiting for? Come on in!

To Honorable Mayor and Council,

Attached is a letter from the Association of Canadian Cannabis Retailers (ACCRES) membership to the Solicitor-General, Hon. Mike Farnworth, calling on the government of British Columbia to further modify cannabis retail regulations in support of physical distancing during the COVID-19 health emergency. ACCRES is seeking your endorsement in support of these measures, which we believe are in line with what other jurisdictions across Canada are adopting.

ACCRES is specifically calling on BC to follow the recent move by Ontario, which in response to COVID-19 has moved to allow private cannabis retailers to take online payment and make door-to-door delivery of cannabis products. Both Saskatchewan and now Ontario have allowed online payment and direct delivery with no significant complications or negative consequences, and we believe these regulatory changes are appropriate for BC as well.

We believe that many municipal governments in BC could stand to benefit from these changes, as they will hopefully reduce in-store traffic and lineups caused by physical distancing requirements for essential retailers like cannabis stores. This should further reduce the chances of spreading COVID-19, something we believe should be the ultimate priority of any regulated system right now.

Finally, we believe this measure is important in allowing licensed, regulated, and tax-compliant retailers a means of competing with unregulated retailers, who are currently quite openly selling cannabis on-line or offering in-person delivery options. With municipal resources currently very constrained and bylaw officers unable to enforce against these proliferating operators, we believe offering these options to regulated retailers could help compliant businesses to compete them out of the market instead.

ACCRES ask that you endorse these initiatives in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

Sincerely,

Jaclynn Pehota
Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
7787724343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors:

Geoff Dear
Andrew Gordon
Matthew Greenwood
Jeremy Jacob
Alfred Schaefer
Laurie Weitzel

ACCRES Advisory Board:

Hilary Black
Dr. Rielle Capler, MPA, PhD
Dr. Ivan Casselman PhD
Rosy Mondin, LL.B, B.A. (Criminology)
Adolfo Gonzales
Bert Hick
Andrew Livingston
Sophie Mas
Jonathan Page, Adjunct Professor UBC
Heather Tayler
Tina Zlati

To Minister Farnworth, Solicitor General,

In response to the ongoing COVID-19 public health emergency, the *Association of Canadian Cannabis Retailers* (ACCRES) recognizes the Government of British Columbia for evolving policy to allow for regulated cannabis stores to accept product reservations online and over the phone. This change in regulatory framework will reduce the amount of time consumers have to spend in stores amid the COVID-19 crisis. The status of cannabis retail as an essential service is a recognition of the contributions of these small businesses to the general public. We believe it is appropriate to equip provincial license holders with proactive tools that will allow for them to better protect public health, bolster the legal cannabis market and ensure that these small business remain economically viable for the duration of the crisis.

ACCRES membership would like to see further proactive measures enacted that would further protect both public health and essential workers through these trying times. In supplement to "click and collect"/over the phone ordering, we request that the government enact and support two further regulatory changes to cannabis retail regulations. These measures would be effective in supporting the social and physical distancing measures recommended by public health authorities:

- Online Payment
- Direct Delivery

Online Payment

In the interest of balancing public health, along with our customers' need to access legal cannabis, and the long-term economic health of our members, we propose that the Government of British Columbia allow retailers to sell their products online or by phone and collect payment in advance.

Allowing for payment in advance avoids the major point of contamination in a "click and collect" transaction: the requirement to accept cash or interact with the payment processing machine. Pre-payment would reduce contact in store to the absolute minimum, and would facilitate the best possible circumstances for social distancing. This measure would serve to better protect both staff and customers during in store transactions.

Direct Delivery

In further support of social distancing and to accommodate those that are unable to leave their homes due to being immunocompromised or in self isolation, we ask that delivery be allowed directly to customers from the regulated private retailer of their choice. ACCRES believes the best way to ensure continuity of service in these circumstances while minimizing exposure is to allow already trained and security screened staff of private retailers to deliver orders directly to customers. Direct delivery is currently available to the residents of Saskatchewan and Ontario via provincially licensed retailers. ACCRES proposes that these existing regulations be adapted for the BC sector. Contactless age verification is as simple as requiring the upload of photo ID at the time of purchase. The ID can then be matched to the individual receiving the delivery while maintaining a distance of two meters.

Providing greater access to regulated cannabis is vital to protecting public health and safety, and to destabilizing the illicit market - both key aims of the Cannabis Act and provincial regulations. Due to the convenience the illicit market operators continue to be able to offer through direct delivery, legal sales

in BC are tens of millions of dollars behind projected targets in BC. Direct delivery from licensed private cannabis stores conducted in compliance with all health and safety standards provides local communities with an essential and regulated touchpoint that can act as a resource for education and responsible use.

ACCRES believe that by allowing these measures, cannabis retailers will be best equipped to protect public health and safety, while also ensuring the continued operations of independent cannabis retailers that provide access to safe and regulated products. These measures will allow essential services to continue without unnecessarily endangering public health, and we believe these measures will strengthen BC's overall response to the COVID-19 pandemic and the legal cannabis industry in this province.

Sincerely,

Jaclynn Pehota Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
778.772.4343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors: Geoff Dear Andrew Gordon Matthew Greenwood Jeremy Jacob Alfred Schaefer Laurie Weitzel

ACCRES Advisory Board: Dr. Rielle Capler, MPA, PhDDr. Ivan Casselman PhD Rosy Mondin, LL.B, B.A. (Criminology) Adolfo Gonzales Bert Hick Andrew Livingston Sophie Mas Jonathan Page, Adjunct Professor UBC, CSO Aurora Cannabis Heather TaylerDr. Zachary Walsh, PhD Tina Zlati