

**A PUBLIC HEARING AND REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
5:00 P.M.**

Tuesday, July 6, 2021

This meeting will be held electronically as per Ministerial Order No. M192

Pages

1. CALL TO ORDER

Call to Order 5:00 p.m. in Open Session, in order to retire immediately into Closed Session.

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

2. CLOSED SESSION

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:

- personal information about an identifiable individual who is being considered for a municipal award or honour - section 90(1)(b);
- litigation or potential litigation affecting the municipality - section 90(1)(g); and
- negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k).

3. OPEN MEETING AND ACKNOWLEDGEMENT (6:00 P.M.)

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

Residents are encouraged to "virtually" attend the meeting by registering here:

https://zoom.us/webinar/register/WN_y-WfoxRKSRIU9-5iVcauqq

Instructions on how to join the meeting will be sent immediately after you register.

View the livestream on YouTube:

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

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for July 6, 2021.

5. PUBLIC HEARING

5.1. "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 40) 2021, No. 2078"

Subject Properties:

All properties zoned Downtown Commercial (C-2), Tourist Service Commercial (C-4) and Medium Density Residential (R-3) (Pre-existing single detached dwellings)

5.1.1. Outline of Public Hearing Process - Mayor Stone

5.1.2. Introduction of Bylaw and Statutory Requirements - Director, Development Services

5.1.3. Submissions

5.1.4. Call for Submissions to Council (Three Times) - Mayor Stone

5.1.5. Declaration that the Public Hearing for Bylaw No. 2078 is Closed - Mayor Stone

6.	BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING (SUBJECT OF PUBLIC HEARING)	
6.1.	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 40) 2021, No. 2078"	9
	<u>Recommendation</u> That, subject to any additional matters raised at the Public Hearing, Council:	
	1. Proceed with third reading of "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 40) 2021, No. 2078"; and	
	2. Direct staff to refer Bylaw No. 2078 to the Ministry of Transportation and Infrastructure pursuant to section 41(3) of the <i>Community Charter</i> .	
7.	RISE AND REPORT- Items from Closed Session	
8.	MINUTES	
8.1.	Minutes of the Public Hearing and Regular Meeting of Council held June 15, 2021	10
	<u>Recommendation</u> That Council approve the minutes of the Public Hearing and Regular Meeting of Council held June 15, 2021.	
8.2.	Minutes of the Special Meeting of Council held June 29, 2021	23
	<u>Recommendation</u> That Council approve the minutes of the Special Meeting of Council held June 29, 2021.	
9.	DELEGATIONS	
9.1.	Barry Riordan, Economic Development, Division, Cowichan Valley Regional District	25

10. DEVELOPMENT APPLICATIONS

10.1. Development Permit Application – 340 2nd Avenue 39

Recommendation

That Council issue Development Permit 3060-21-05 to allow for construction of a five unit townhouse at 340 2nd Avenue (Lot B, District Lot 56, Oyster District Plan, VIP65505), subject to the provision of an \$18,065.00 security bond for landscaping.

10.2. Coach House Development Permit Application - 509 Kitchener Street 66

Recommendation

That Council issue Development Permit 3060-21-09 for a two-storey coach house at 509 Kitchener Street (Lot 5 Block 126 District Lot 56 Oyster District Plan 703A).

10.3. Zoning Amendment Application for Multi-Dwelling Residential at 940 Esplanade Avenue 76

Recommendation

That Council:

1. Give first and second reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 41) 2021, No. 2079” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 42) 2021, No. 2080”;
2. Direct staff to proceed with scheduling and notification for a Public Hearing for Bylaw Nos. 2079 and 2080;
3. Direct staff to refer Bylaw Nos. 2079 and 2080 to the Ministry of Transportation and Infrastructure, following third reading of the bylaws, pursuant to section 52 of the *Transportation Act*;
4. Direct the property owner at 940 Esplanade Avenue to submit a Development Permit and a Building Permit application within 60 days of third reading of Bylaw No. 2079; and
5. Authorize the discharge of Covenant CA4868914 from 934 and 940 Esplanade Ave. (legally described as Lot A and Lot B, District Lot 24, Oyster District, Plan EPP66976) subject to adoption of Bylaw No. 2080.

11. COMMITTEE MINUTES

11.1. Public Art Task Group - June 3, 2021 98

Recommendation

That Council receive for information the minutes of the June 3, 2021 meeting of the Public Art Task Group.

11.2. Parks, Recreation and Culture Advisory Committee - June 16, 2021 100

Recommendation

That Council receive for information the minutes of the June 16, 2021 meeting of the Parks, Recreation and Culture Advisory Committee.

11.3. Official Community Plan Steering Committee - June 22, 2021 103

Recommendation

That Council receive for information the minutes of the June 22, 2021 meeting of the Official Community Plan Steering Committee.

12. REPORTS

12.1. Financial Plan Amendment: FJCC Pool Chlorine Conversion 104

Recommendation

That Council direct staff to amend the 2021-2025 Financial Plan to include \$35,000 for a chlorine conversion for the pool at Frank Jameson Community Centre with the funds to come from the Parks & Recreation Appropriated Equity Reserve.

12.2. Adjustment to Water Billing Account 107

Recommendation

That Council waive the 45-day requirement to make necessary repairs and provide a water leak adjustment for \$3,193.98 for billing account #001 1376000.

12.3. CCRF Funding Application for Downtown Refresh 111

Recommendation

That Council direct staff to submit a grant application for the Canada Community Revitalization Fund (CCRF) requesting grant funding for the Downtown Revitalization Project and confirm that the Town's portion will be funded from the General Government Reserves and the Real Property Reserve.

12.4.	Single Axle Gravel Truck	114
	<u>Recommendation</u> That Council award the purchase of a single axle gravel truck to P+R Truck Center for \$253,084.16, including GST.	
12.5.	2020 Annual Municipal Report	116
	As per section 99 of the <i>Community Charter</i> , members of the public are invited to make submissions or ask questions.	
	<u>Recommendation</u> That Council approve the Town of Ladysmith 2020 Annual Municipal Report.	
13.	BYLAWS	
13.1.	Bylaw Status Sheet	196
14.	CORRESPONDENCE	
14.1.	Correspondence dated April 30, 2021 from the Ladysmith Minor Softball Association	197
	Request for storage and scorekeeper box at Aggie Sports Field.	
	<u>Recommendation</u> That Council direct staff to work with the Ladysmith Minor Softball Association to investigate the feasibility of constructing a small two storey building at the Aggie Sports Field closest to Symonds Street for the purpose of storage and scorekeeping, with a clubhouse above and improvements to the existing hillside spectator viewing area, as proposed in the correspondence dated April 30, 2021 from the Ladysmith Minor Softball Association.	
14.2.	Correspondence dated June 24, 2021 from Rotary Club of Ladysmith re: Lot 108	198
	Request for confirmation of Council's approval of the Lot 108 Plan, to be included with the Club's grant application.	
	<u>Recommendation</u> That Council confirm its previous approval of the Lot 108 Plan and provide a letter for the Rotary Club of Ladysmith's Capital Projects Grant application, confirming support for the following items identified in the Plan:	

- construction of a universally accessible walkway around the site perimeter trail of the Lot 108 Community Park;
- installation of outdoor exercise stations; and
- that the Town will manage and control, in perpetuity, from completion of construction and installation of the walkway and the outdoor exercise stations at the expense of the Town.

15. NEW BUSINESS

16. UNFINISHED BUSINESS

16.1. Lounge Area Endorsement - Bayview Brewing Company at 202-204 Dogwood Drive

199

Recommendation

That Council recommend issuance of a Lounge Area Endorsement by the BC Liquor and Cannabis Regulation Branch to Bayview Brewing Company to be located at 202-204 Dogwood Drive for the following reasons:

- the property is zoned for neighbourhood pub and microbrewery use;
- the hours of operation are proposed to be between 11am and 9pm on Sundays, Mondays, Tuesdays, Wednesdays and Thursdays, and 11am and 11pm on Fridays and Saturdays;
- the limited 30 person indoor capacity and 24 person patio capacity of the lounge;
- the impact of noise on the community in the immediate vicinity of the proposed lounge area is expected to be minimal; and
- the general impact on the community is expected to be minimal.

17. QUESTION PERIOD

Residents are encouraged to "virtually" attend the meeting and ask their questions live by registering here:

https://zoom.us/webinar/register/WN_y-WfoxRKSRIU9-5iVcauqq

Instructions on how to join the meeting will be sent immediately after you register.

Alternately, questions can be submitted via email at info@ladysmith.ca 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.

18. ADJOURNMENT

TOWN OF LADYSMITH

BYLAW NO. 2078

**To amend “Town of Ladysmith Zoning Bylaw 2014, No. 1860”
to permit existing single detached dwellings in the C-2, C-4 and R-3 zones**

The Council of the Town of Ladysmith in open meeting assembled enacts that “Town of Ladysmith Zoning Bylaw 2014, No. 1860” is amended as follows:

1. By adding as subsection 11.2 (1) (aa) of the Downtown Commercial (C-2) zone: “single unit dwelling, lawfully constructed prior to June 15, 2021”;
2. By adding as subsection 10.10 (1) (c) of the Medium Density Residential (R-3) zone: “single unit dwelling, lawfully constructed prior to June 15, 2021”; and
3. By adding as subsection 11.4(1)(g) of the Tourist Service Commercial (C-4) zone: “single unit dwelling, lawfully constructed prior to June 15, 2021”.

Citation

4. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.40) 2021, No. 2078”.

READ A FIRST TIME on the 15th day of June, 2021

READ A SECOND TIME on the 15th day of June, 2021

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

on the day of ,

READ A THIRD TIME on the day of ,

APPROVED by the Ministry of Transportation and Infrastructure on the

day of ,

ADOPTED on the day of ,

Mayor (A. Stone)

Corporate Officer (D. Smith)



MINUTES OF A PUBLIC HEARING AND REGULAR MEETING OF COUNCIL

Tuesday, June 15, 2021

6:00 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Geoff Goodall
Donna Smith

Gerry Fukakusa
Julie Thompson
Christina Hovey
Ryan Bouma
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 5:06 p.m., in order to retire immediately into Closed Session.

2. APPOINTMENT OF DEPUTY MAYOR

Mayor Stone, at the request of Councillor Johnson who currently holds the title, has appointed Councillor Jeff Virtanen as Deputy Mayor for the term June 15, 2021 to October 31, 2021.

3. CLOSED SESSION

CS 2021-187

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:

- the acquisition, disposition or expropriation of land - section 90(1)(e);
- the receipt of advice that is subject to solicitor-client privilege - section 90(1)(i); and
- negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k).

Motion Carried

4. OPEN MEETING AND ACKNOWLEDGEMENT (6:00 P.M.)

Mayor Stone called the Public Hearing and Regular Meeting of Council to order at 6:00 p.m., recognizing with gratitude that it was taking place on the traditional unceded territory of the Stz'uminus People.

5. AGENDA APPROVAL

CS 2021-188

That Council approve the agenda for this Public Hearing and Regular Meeting of Council as amended to include the following:

- an additional Public Hearing submission under item 6.1.3; and
- add new Item 10 “Delegations”, with a request from Richard Finnegan to speak about the Development Variance Permit Application for 350 Chemainus Road as item 10.1 and renumber the agenda accordingly.

Motion Carried

6. PUBLIC HEARING

- 6.1 “Road Closure and Dedication Removal Bylaw 2021, No. 2067”;
“Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069”

Members of the public present: 5

6.1.1 Outline of Public Hearing Process - Mayor Stone

Mayor Stone outlined the Public Hearing process and stated that the public would have the opportunity to provide their comments to

Council about Bylaw Nos. 2067, 2068 and 2069, which address:

- removing the road dedication along Ludlow and Rocky Creek Road in order to make the boulevard narrower adjacent to the subject property, 1130 Rocky Creek Road; and
- changing the zoning of 1130 Rocky Creek Road to C-5 'Shopping Centre Commercial' so that a retail plaza and drive-through coffee shop can be constructed.

He advised that staff would introduce the proposed bylaw amendments, followed by public submissions. He reminded the public that the content of submissions would be made public and form a part of the public record for the Hearing, and that the function of Council at a Public Hearing is to listen rather than to debate the merits of the proposed Bylaws, although they may ask clarifying questions. He advised that once everyone had an opportunity to be heard, the Public Hearing would be closed and no further submissions or comments could be accepted by members of Council.

6.1.2 Introduction of Bylaw and Statutory Requirements - Senior Planner, Development Services

Christina Hovey, Senior Planner, introduced the following bylaws as the subjects of the Public Hearing:

1. "Road Closure and Dedication Removal Bylaw 2021, No. 2067" (hereafter referred to as Bylaw No. 2067);
2. "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068" (hereafter referred to as Bylaw No.2068); and
3. "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069" (hereafter referred to as Bylaw No. 2069).

Ms. Hovey advised Council that Bylaw No. 2067 would close and remove the road dedication on thin strips of land along Ludlow and Rocky Creek Road adjacent to 1130 Rocky Creek Road in order to make the boulevard narrower along these two sections of road. She advised that Bylaw No. 2068 would amend the Official Community Plan to change the subject property from "Industrial" to "General

Commercial”, and that Bylaw No. 2069 would amend the Zoning Bylaw to change the subject property from CD-1 “Tourist Service” to C-5 “Shopping Centre Commercial” with site-specific provisions, in order to permit a retail plaza and drive-through coffee shop.

Ms. Hovey also confirmed the Public Hearing notification and engagement process. Notice of this Public Hearing was published in the Ladysmith-Chemainus Chronicle on June 3 & 10, 2021, and was posted on the Town’s website as well as various community notice boards. A copy of the Notice, the proposed bylaws, and background information was made available at the front counter of City Hall and Development Services, and on the Town’s website for the Notice period. Staff in the Development Services office were available to respond to questions prior to the Public Hearing. The Town received two written submissions relating to Bylaw Nos. 2067, 2068 and 2069.

6.1.3 Submissions

6.1.4 Call for Submissions to Council (Three Times) - Mayor Stone

Mayor Stone invited the applicants to make a submission to Council, but they declined.

Mayor Stone called for submissions to Council.

Mayor Stone called for submissions to Council a second time.

Mayor Stone called for submissions to Council a third and final time.

Mayor Stone asked the Corporate Officer, D. Smith, if any submissions had been received via email. The Corporate Officer advised that no submissions had been received.

6.1.5 Declaration that the Public Hearing for Bylaw Nos. 2067, 2068 and 2069 is Closed - Mayor Stone

Hearing no comments and receiving no submissions, Mayor Stone called the Public Hearing for Bylaws Nos. 2067, 2068 and 2069 closed and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

7. BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING (SUBJECT OF PUBLIC HEARING)

7.1 “Road Closure and Dedication Removal Bylaw 2021, No. 2067”

CS 2021-189

That Council:

1. Proceed with third reading of "Road Closure and Dedication Removal Bylaw 2021, No. 2067"; and
2. Direct staff to refer Bylaw No. 2067 to the Ministry of Transportation and Infrastructure pursuant to section 41(3) of the *Community Charter*.

Motion Carried

OPPOSED: Councillors Johnson and Stevens

7.2 “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068”

CS 2021-190

That, subject to any additional matters raised at the Public Hearing, Council proceed with third reading of “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068”.

Motion Carried

OPPOSED: Councillors Johnson and Stevens

7.3 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069”

CS 2021-191

That, subject to any additional matters raised at the Public Hearing, Council:

1. Proceed with third reading of “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069”; and
2. Direct staff to refer Bylaw No. 2069 to the Ministry of Transportation and Infrastructure pursuant to section 52 of the *Transportation Act*.

Motion Carried

OPPOSED: Councillors Johnson and Stevens

8. RISE AND REPORT- Items from Closed Session

The following items from the Closed Meeting of Council held May 4, 2021 were reported:

CE 2021-075

That Council:

1. Direct the Mayor and Corporate Officer to execute the License of Occupation and Use Agreement with the Ladysmith Community Gardens Society for use of the Ladysmith Community Garden located on a portion of High Street Park for a 5-year period from June 1, 2021 until May 31, 2026;
2. Direct staff to give notice of the Town's intent to grant a License of Occupation and Use Agreement to Ladysmith Community Gardens in accordance with the *Community Charter*, and
3. Rise and report on this item once public notice has been provided and the agreement is signed by both parties.

CE 2021-076

That Council:

1. Appoint Shirley Louie as the Stz'uminus First Nation representative to the Public Art Task Group for a term ending September 2022; and
2. Rise and report on this item once the representative has been notified.

The following items from the Closed Meeting of Council held June 1, 2021 were reported:

Community Planning Advisory Committee appointments for terms ending June 30, 2023 (Resolution CE 2021-083)

- Jason Robertson;
- Abbas Farahbakhsh;
- Brian Childs;
- Jennifer Sibbald;
- Stephen (Steve) Frankel;
- Tamara Hutchinson; and
- Jason Harrison.

Parks, Recreation & Culture Advisory Committee appointments for terms ending June 30, 2023 (Resolution CE 2021-084)

- Bruce Mason;
- Lucy Partington (youth);
- Geoff Dean; and
- Lynda Baker.

CE 2021-085

That Council direct staff to re-advertise for applications to the Parks, Recreation and Culture Advisory Committee in order to fill one remaining position.

Council rose from Closed Session held June 15, 2021 at 5:50 p.m. with report on the following:

CE 2021-092

That Council:

1. Direct staff to prepare and bring forward for Council consideration in an open meeting, a rezoning proposal, road reserve covenant, housing agreement and park dedication plan for 1260 Churchill Place to:
 - a) Dedicate as park the eastern, low-lying portion of the property;
 - b) Establish a future road allowance connecting Churchill Place and McKinley Road;
 - c) Secure a future affordable housing unit to be sold in perpetuity at less than market rates to qualifying purchasers;
 - d) Rezone the western portion of the property to R-1-C;
 - e) Rezone the eastern plateau of the property to R-3;
 - f) Add the property to the Multi-Unit Residential Development Permit Area; and
2. Rise and report on Recommendation No. 1 immediately.

9. MINUTES

9.1 Minutes of the Public Hearing and Regular Meeting of Council held June 1, 2021

CS 2021-192

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held June 1, 2021.

Motion Carried

10. DELEGATION

10.1 Richard Finnegan, House Designer: Development Variance Permit Application, 350 Chemainus Road

Mr. Finnegan, house designer for the applicant of Development Variance Permit 3090-20-06 (350 Chemainus Road, the subject property of Item 11.3.) provided Council with a drawing of the proposed access to the property and spoke briefly about the extent of the encroaching retaining wall, owned by the Town.

11. DEVELOPMENT APPLICATIONS

11.1 Development Variance Permit Application – 614 Brown Drive

CS 2021-193

That Council:

1. Issue Development Variance Permit 3090-21-05 to vary the front parcel line setback from 6.0m to 3.3m for an unenclosed balcony attached to an existing dwelling at Lot 45, District Lot 96, Oyster District, Plan 28585 (614 Brown Drive); and
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-21-05.

Motion Carried

11.2 Development Variance Permit and Development Permit Applications – 6-245 Oyster Cove Road

CS 2021-194

That Council:

1. Issue Development Variance Permit 3090-21-06 to allow two 2-storey accessory buildings in a front yard, and to increase the permitted height of the accessory buildings from 3.5m to 5.2m and 4.1m respectively, at Strata Lot 6, District Lot 56, Oyster District, Strata Plan 2009 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1 (6-245 Oyster Cove Road);
2. Issue Development Permit 3060-21-01 to allow the construction of a dwelling, two accessory buildings, and retaining walls at 6-245 Oyster Cove Road; and

3. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-21-06.

Motion Carried

11.3 Development Variance Permit Application – 350 Chemainus Road

CS 2021-195

That Council deny Development Variance Permit Application 3090-20-06 for 350 Chemainus Road.

Motion Carried

OPPOSED: Councillor Johnson

12. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

12.1 Zoning Amendment to Permit Existing Single Unit Dwellings in the C-2, C4 and R-3 Zones.

CS 2021-196

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 40) 2021, No. 2078”;
2. Direct staff to proceed with scheduling and notification of a Public Hearing for Bylaw No. 2078 pursuant to the *Local Government Act*; and
3. Direct staff to refer Bylaw No. 2078 to the Ministry of Transportation & Infrastructure following third reading of the bylaw pursuant to the *Transportation Act*.

Motion Carried

13. COMMITTEE MINUTES

13.1 Arts and Heritage Hub Steering Committee - March 30, 2021

CS 2021-197

That Council receive for information the minutes of the March 30, 2021 meeting of the Arts and Heritage Hub Steering Committee.

Motion Carried

13.2 Parks, Recreation and Culture Advisory Committee - May 19, 2021

CS 2021-198

That Council receive for information the minutes of the May 19, 2021 meeting of the Parks, Recreation and Culture Advisory Committee.

Motion Carried

13.3 Official Community Plan Steering Committee - May 20, 2021

CS 2021-199

That Council receive for information the minutes of the May 20, 2021 meeting of the Official Community Plan Steering Committee.

Motion Carried

13.4 Community Planning Advisory Committee - June 2, 2021

CS 2021-200

That Council receive for information the minutes of the June 2, 2021 meeting of the Community Planning Advisory Committee.

Motion Carried

14. REPORTS

14.1 Town of Ladysmith 2020 Statement of Financial Information

CS 2021-201

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2020.

Motion Carried

14.2 Subdivision Land Agreement – Drakensburg Development Corporation – Thetis Drive Subdivision

CS 2021-202

That Council authorize the Mayor and the Corporate Officer to sign the Land Transfer Agreement between the Town and Drakensburg Development Corporation for the transfer of lands associated with the 11 lot subdivision on Thetis Drive.

Motion Carried

14.3 Forward Road Watermain Replacement

CS 2021-203

That Council:

1. Direct staff to facilitate the replacement of 48m of watermain on Forward Road for an estimated cost of \$58,000, with funds to come from the Water Utility Reserve, and amend the 2021 - 2025 Financial Plan accordingly; and
2. Authorize the developer's contractor, Graf Concrete & Iron Inc., to complete the works while they construct the developer's portion of the Forward Road watermain as part of the development of the former Dalby's site.

Motion Carried

14.4 Retaining Wall – Ladysmith Community Marina Parking Lot

CS 2021-204

That Council direct staff to proceed with remediation of the Ladysmith Community Marina retaining wall as outlined in Option A of the staff report dated June 15, 2021.

Motion Carried

15. CORRESPONDENCE

15.1 Referral from Ministry of Forests, Lands, Natural Resource Operations & Rural Development dated June 3, 2021

CS 2021-205

That Council recommend that the Ministry of Forests, Lands, Natural Resource Operations & Rural Development approve Crown Land Tenure Application 100305736 for private moorage at 303 Chemainus Road, provided that adequate measures are put in place to protect fisheries and aquaculture in the area.

Motion Carried

OPPOSED: Councillor Paterson

16. NEW BUSINESS

16.1 Incentive to Property Owners for Graffiti Removal

CS 2021-206

That Council allocate up to \$2,500 from the Grant in Aid budget to provide an incentive to property owners to remove graffiti in a timely manner by offering a one-time \$50 rebate to property owners from June 16 to July 15, 2021 and that staff be directed to facilitate the rebate program.

CS 2021-207

AMENDMENT

That Council amend Resolution CS 2021-206 by extending the graffiti removal incentive timeframe to end on September 30, 2021.

Amendment Carried.

Resolution CS 2021-206, as amended, reads:

That Council allocate up to \$2,500 from the Grant in Aid budget to provide an incentive to property owners to remove graffiti in a timely manner by offering a one-time \$50 rebate to property owners from June 16 to September 30, 2021 and that staff be directed to facilitate the rebate program.

Main Motion, as Amended, Carried

CS 2021-208

That Council offer a reward of \$1,000 for information leading to the apprehension of people who use graffiti to vandalize property within the Town of Ladysmith.

CS 2021-209

That Council refer resolution CS 2021-208, regarding a potential reward offered for information leading to the apprehension of people who use graffiti to vandalize property within the Town, to a future Committee of the Whole meeting and request that staff prepare a report advising whether the Town is able to provide such a reward as well as funding options.

Motion Carried

17. QUESTION PERIOD

There were no questions submitted by the public.

18. ADJOURNMENT

CS 2021-210

That this Regular Meeting of Council adjourn at 7:20 p.m.

Motion Carried

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (D. Smith)



MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, June 29, 2021

5:00 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba

Geoff Goodall
Donna Smith
Mike Gregory
Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Stone called this Special Meeting of Council to order at 5:03 p.m., recognizing with gratitude that it was taking place on the traditional unceded territory of the Stz'uminus People.

2. AGENDA APPROVAL

CS 2021-211

That Council approve the agenda for this Special Meeting of Council for June 29, 2021.

Motion Carried

3. CLOSED SESSION

CS 2021-212

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:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i).

Motion Carried

4. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:14 p.m. without report.

5. ADJOURNMENT

CS 2021-213

By unanimous consent, Council agreed to adjourn this Special Meeting of Council at 6:15 p.m.

Motion Carried

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (D. Smith)

Economic Development Cowichan July 6, 2021 Update Town of Ladysmith

Barry O’Riordan, Economic Development Cowichan

Update Topics

- Context
- By the numbers
- Initiative Update
 - Business Retention Expansion Attraction - Recovery and Resiliency
 - Sector Development
 - Supporting Communities

Context

- EDC Strategic Plan and Strategies
- CVRD Corporate Strategic Plan
- Embedding reconciliation, and climate action
- Grounded in data

By the Numbers:

Stylized Facts

- Well positioned for trade
- Constrained industrial capacity
- Major infrastructure pending
- COVID business uncertainty
- Trends: remote work, densification, tech, circular and regenerative economy



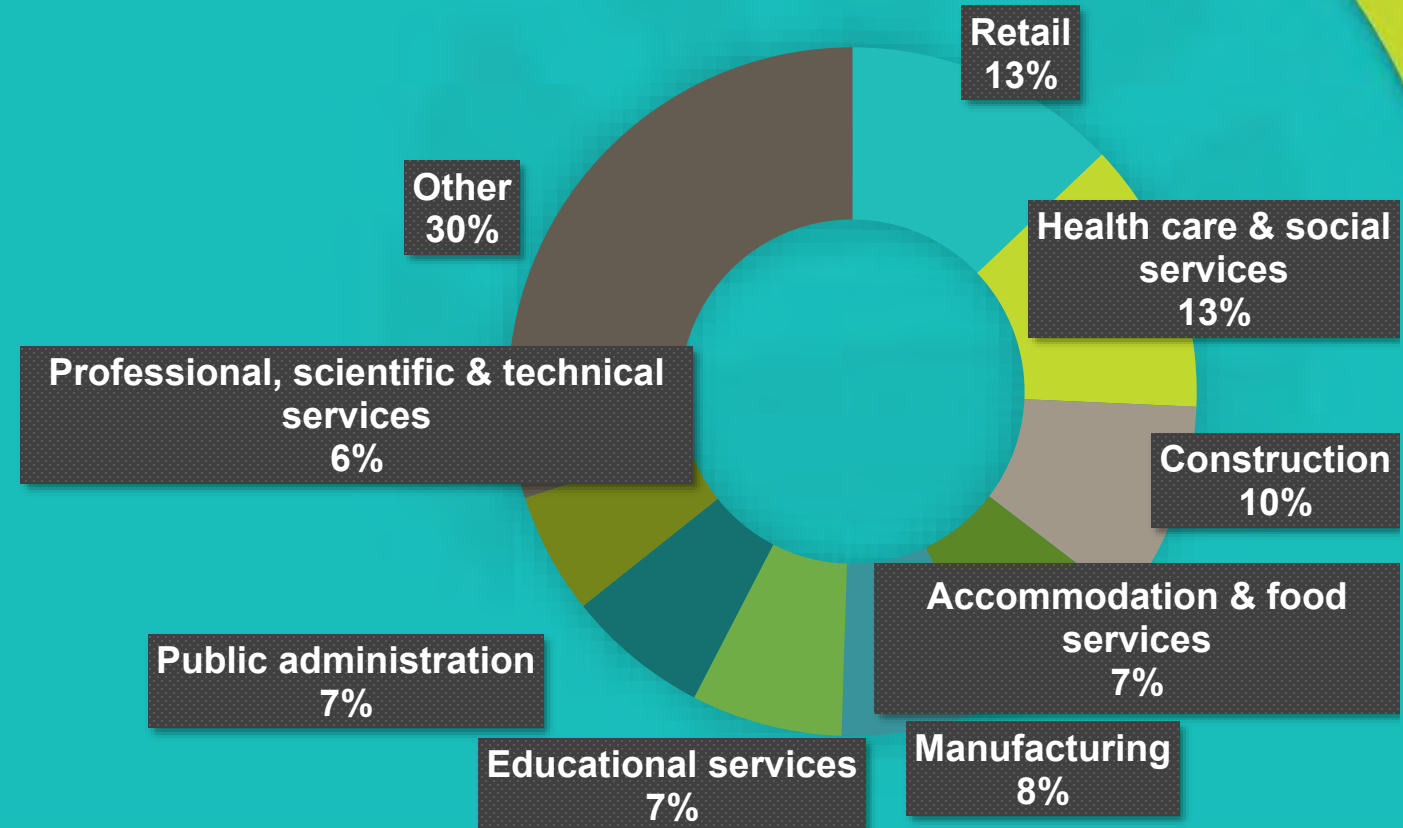
By the Numbers:

Businesses by Industry

Dec 2019 – Dec 2020

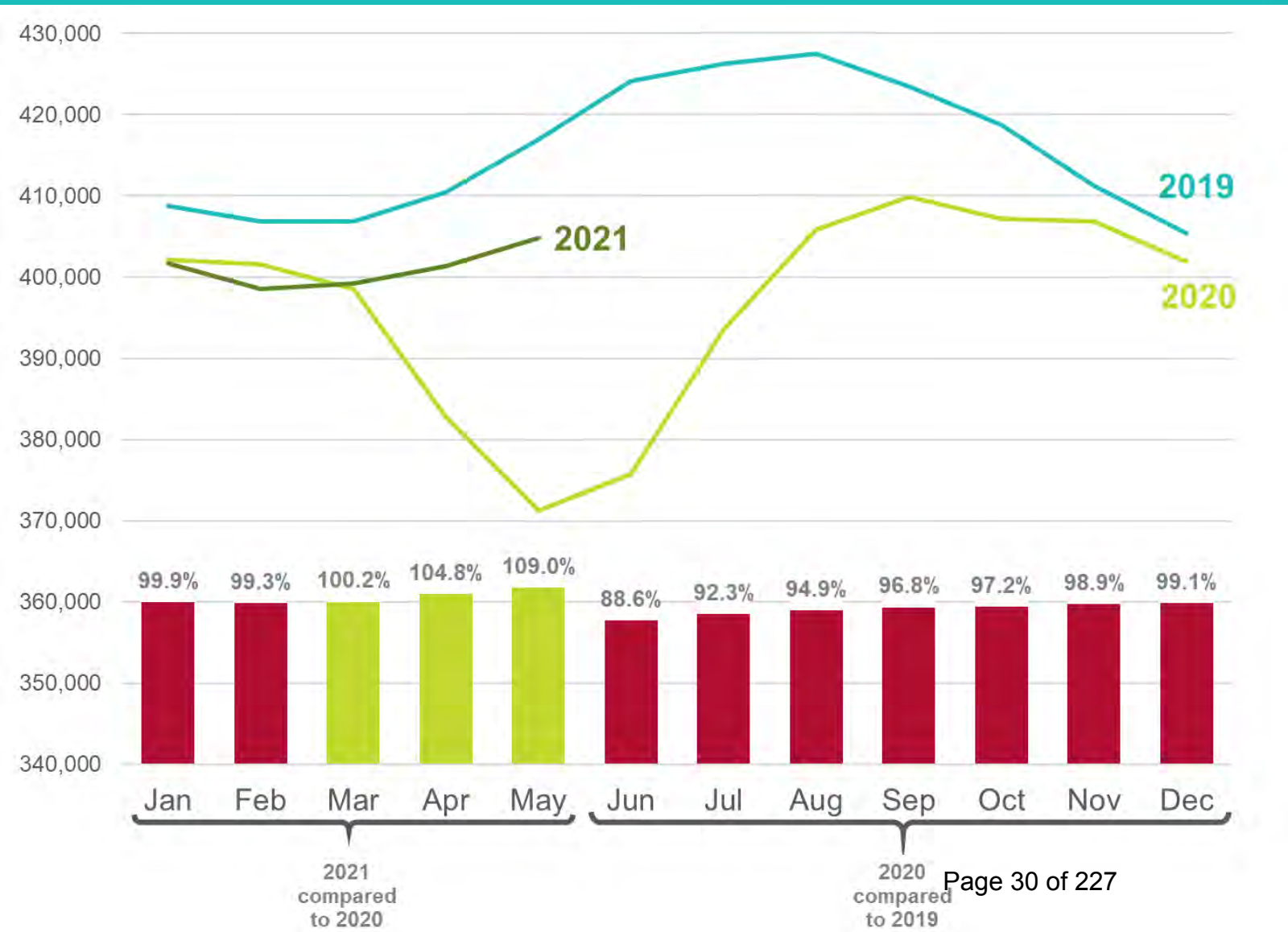
- All industries 100 %
- Construction +4%
- Tech +6%
- Accommodation and Food Services - 3%
- Manufacturing - 6%
- Arts Entertainment and Rec - 14%

Employment by Industry

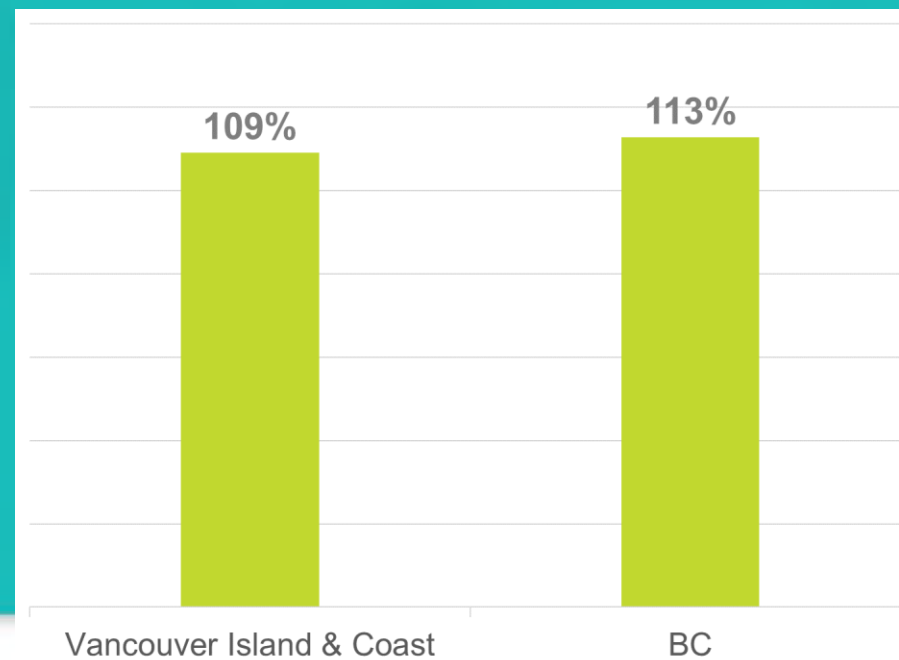


Source: Statistics Canada Census, 2016

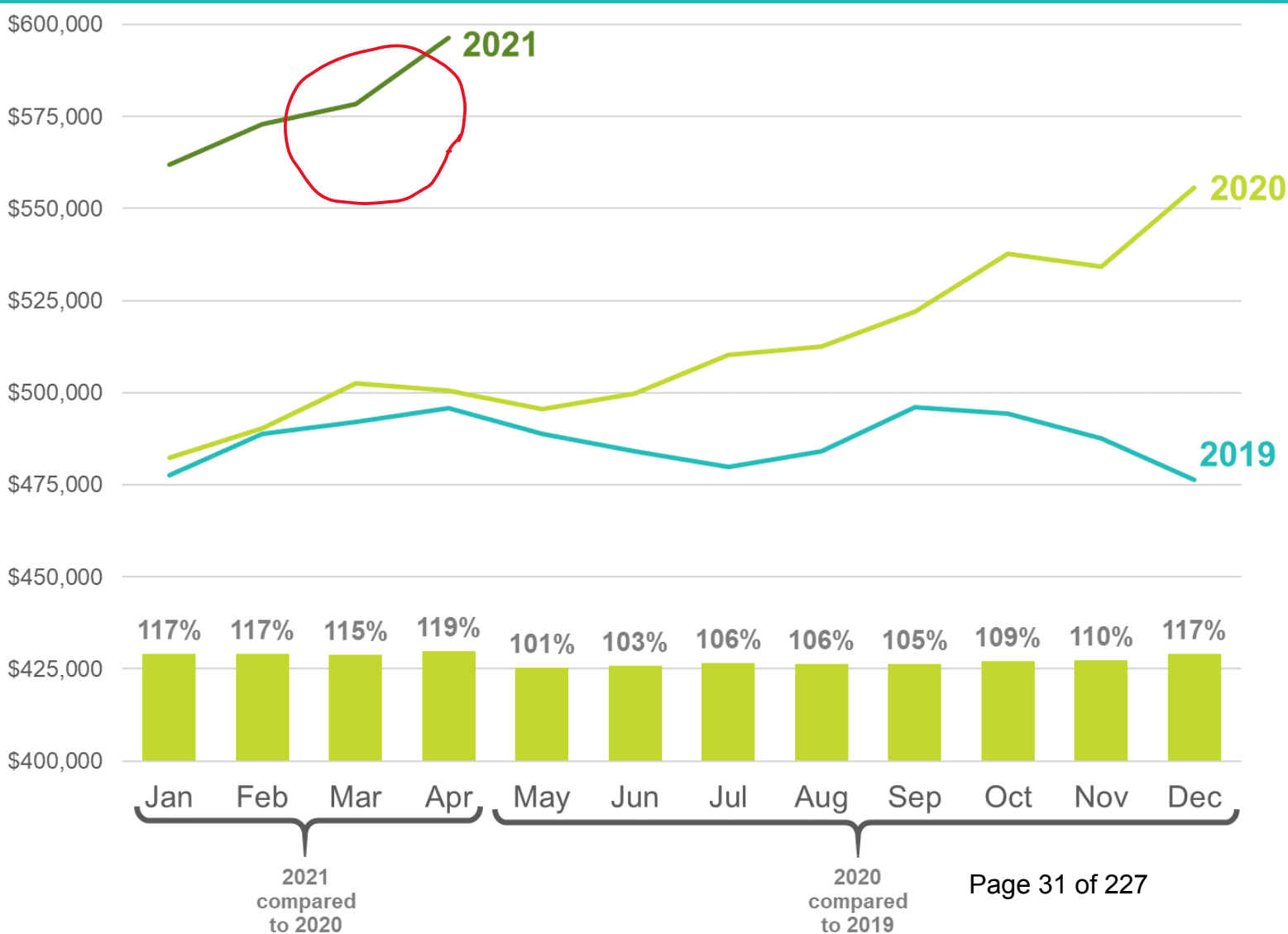
Vancouver Island Employment



VI vs. BC May 2021 vs. May 2020



Cowichan Housing



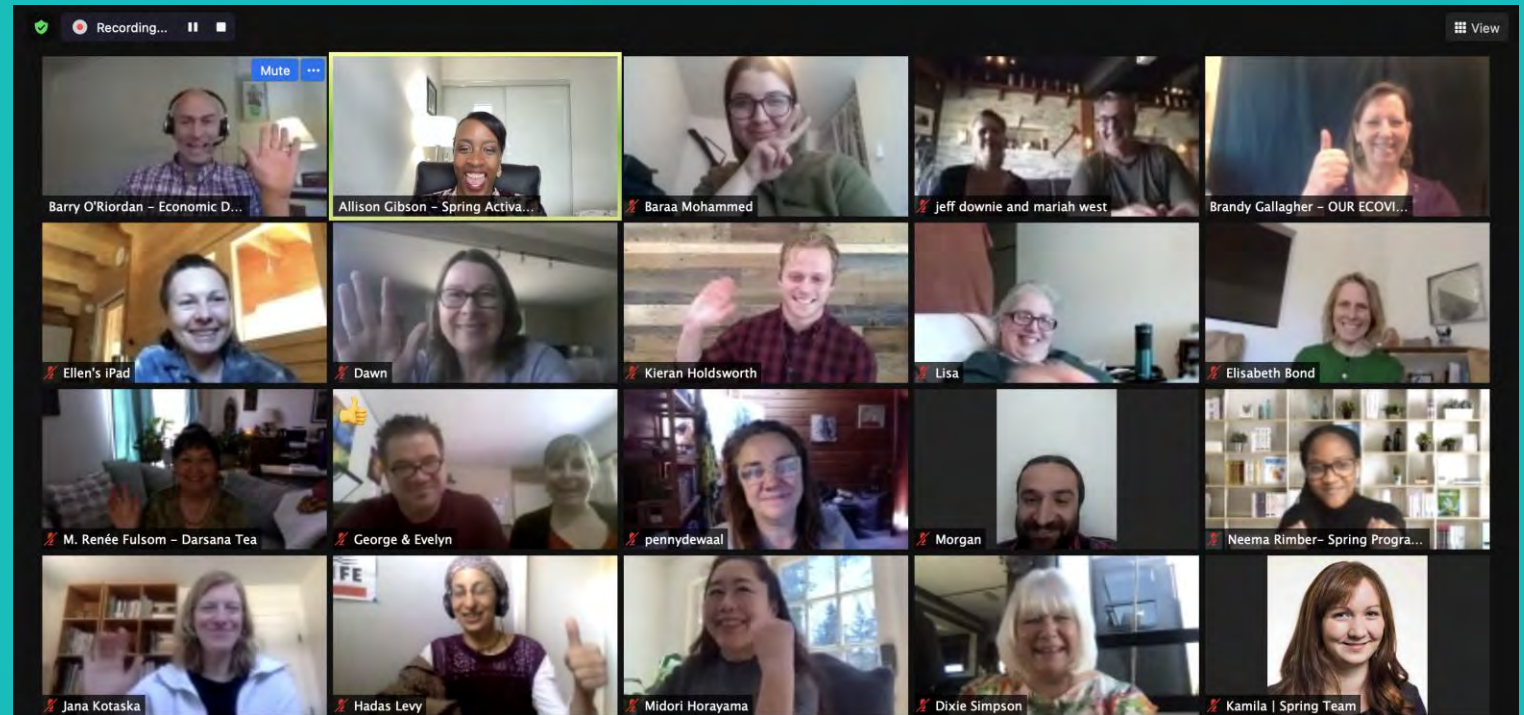
Single-family home benchmark price
Source: Vancouver Island Real Estate Board

May 2019	May 2020	May 2021
\$495,800	\$500,600	\$596,300

Strategic Focus: Business Retention, Attraction, Expansion

Response, Recovery and Resilience

- Buy Local Cowichan
- Food Innovation Program
- Island Good
- Industrial Land
- Circular Economy
- Trade and Investment tour



Strategic Focus: Sector Development

Food Processing to Food Security

- Cowichan Food HUB
- Food Innovation Program
- Land Match program
- Crop Trials projects
- Islands Ag Show
- Understanding Cannabis
- Food Security Strategy



Photo Credit: Cowichan Green Community

Strategic Focus: Sector Development

Tech

- DER-3
- Tech Networking
- Curriculum Development
- Tech Attraction – Techisland.io
- Connectivity Strategy
- Supporting Tech Innovation

A promotional poster for the 'Cowichan Talks Tech!' event. The background is a collage of images showing people working together at a table, with a focus on a woman in a yellow shirt. The text is overlaid on the images.

COWICHAN TALKS TECH!

HOW TO THRIVE IN A WORLD DISRUPTED?

November 26 & 27, 2020 | VIRTUAL

in partnership with...

cowichan
Economic Development Cowichan

INNOVATION ISLAND
Technology happens here

Strategic Focus: Sector Development

Film

- Film Coordinator
- Continued interest in Cowichan
- Updated Image Bank
- Malahat Film Studios Complex



Alan Tudyk stars in the TV series Resident Alien, filmed in Ladysmith (Photo by: James Dittinger/SYFY)

Strategic Focus: Sector Development

Tourism

- Tourism Vancouver Island support
- MRDT 5-Year Plan Renewal
- Sports Tourism – Biking and Rowing



Photo Credit: Tourism Cowichan

Strategic Focus: Strengthening Communities

Sub-Regional Support

- Town/village cores key to regional vitality
- New sub-regional Economic Development Analyst – 1 Year
- Community, non-profit, Heritage and Arts based initiatives



Photo Credit: Tourism Cowichan

Economic Development Cowichan

Thank you!

ecdevcowichan.com

STAFF REPORT TO COUNCIL

Report Prepared By: Christina Hovey, Senior Planner
Reviewed By: Jake Belobaba, Director of Development Services
Meeting Date: July 6, 2021
File No: 3060-21-05
Re: Development Permit Application – 340 2nd Avenue

RECOMMENDATION:

That Council issue Development Permit 3060-21-05 to allow for construction of a five unit townhouse at 340 2nd Avenue (Lot B, District Lot 56, Oyster District Plan, VIP65505), subject to the provision of an \$18,065.00 security bond for landscaping.

EXECUTIVE SUMMARY:

Staff recommend that DP 3060-21-05 be issued for a five unit townhouse at 340 2nd Avenue (Attachment A). The proposed development has been designed in accordance with a covenant on the property, and is generally consistent with guidelines for DPA 4 – Multi-Unit Residential.

Figure 1: 340 2nd Ave, Rendering of Front Elevation



PREVIOUS COUNCIL DIRECTION:

Resolution #/ Date	Resolution
CS 2014-003 Jan. 6, 2014	It was moved, seconded and carried that Town of Ladysmith Official Community Plan Bylaw 2003, No 1488, Amendment Bylaw (No. 40) 2013, No. 1816 be adopted.
CS 2014-004 Jan 6, 2014	It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 91) 2013, No. 1817 be adopted.

Bylaw Nos. 1816 and 1817 changed the property to allow for multi-dwelling residential with site specific provisions to allow for higher density, increasing the permitted number of townhouses allowed from four (the base zoning) to five.

INTRODUCTION/BACKGROUND:

The subject property is a 726m² vacant parcel at the corner of Roberts and 2nd Avenue. The applicant is proposing to construct a 5-unit townhouse development at 340 2nd Avenue. The townhouses will be facing 2nd Avenue.

The adjacent properties are residential with a mixed use commercial/residential property on the opposite corner. The property slopes down towards 2nd Avenue.

Figure 2: 340 2nd Avenue Location



DISCUSSION/ANALYSIS:

The subject property is designated Multi-Family Residential in Official Community Plan Bylaw No 1488 (OCP) and the proposal is consistent with this designation. The subject property is within DPA 4 – Multi-Unit Residential (DPA 4), therefore a Development Permit is required for the proposed development.

DPA 4 – Multi-Unit Residential:

The purpose of DPA 4 is to establish objectives and provide guidelines for the general character of multi-unit residential development and to promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.

The proposed development is generally consistent with the DPA 4 guidelines. Table 1 provides a summary of the guidelines and staff comments. Note that the design of the townhouses is also based on a covenant registered on the property in 2013 (Attachment B).

Figure 3: 340 2nd Avenue, Rendering of Northwest Elevation



Table 1: Summary of Proposal's Consistency with DPA 4 Guidelines

Guideline	Staff Observations
Building Design	<ul style="list-style-type: none">• The scale of the building complements the form, scale, and massing of residential buildings within the neighbourhood.• The building is designed in a neo-traditional aesthetic but incorporates current construction technology and design aesthetics.
Building Siting, Massing & Height	<ul style="list-style-type: none">• The height of the building is limited to 10.4m based on the site-specific zoning provisions for the property.• Large dormers on each townhome provide modulation and variations in building height.• The required setback along 2nd Avenue is proposed to be reduced in

Guideline	Staff Observations
	accordance with the massing proposed in 2013.
Building Frontage	<ul style="list-style-type: none"> The townhouse design clearly articulates each unit and provides vertical and horizontal modulation for visual interest. The building is oriented to face 2nd Avenue. Dormers, windows and articulation on the Roberts Street frontage provide an attractive side frontage for a building that will be visible for people entering and exiting the downtown. Garage doors on the front elevation are discouraged by the guidelines. However, the garages are as shown in the approved 2013 Covenant. The cantilevered front decks and entrance staircases extend beyond the garage doors to deemphasize the garage doors.
Roof Form	<ul style="list-style-type: none"> Peaked roof and dormers reinforce the residential character of the street.
Windows & Doors	<ul style="list-style-type: none"> Concrete steps leading to recessed doors for each unit clearly define entrances and express strong unit identity. Windows are framed and compatible with building style and materials. Upper storey balconies provide recessing for upper storey windows.
Signs, Canopies & Lighting	<ul style="list-style-type: none"> Decorative exterior light fixtures, designed to direct light downward are a condition of draft DP 3060-21-05.
Livability	<ul style="list-style-type: none"> Each unit has a front sundeck, second storey balcony, and private backyard patio.
Materials & Colours	<ul style="list-style-type: none"> Exterior building materials are durable and high quality (cedar shingles, fibre board siding, stacked slate planters, etc.). The colour scheme is cohesive and muted (grey siding, with white framing and blue front doors).
Mechanical, Electrical & Security Equipment	<ul style="list-style-type: none"> Apartment building provisions are not applicable to townhouse development.
Accessibility & Connectivity	<ul style="list-style-type: none"> Entrances are not accessible (stairs), however this guideline is more applicable to apartment buildings. Street frontage upgrades will be built in accordance with the Town's engineering standards which take accessibility into account. The combined driveway/pathway to each unit will be wide enough to provide pedestrian access from the sidewalk to the front entrance including when a vehicle is parked in the driveway.
Vehicle & Bicycle Parking	<ul style="list-style-type: none"> Each unit has a garage which provides for vehicle parking and bicycle parking. There is also space to park a vehicle in each driveway, however since part of the driveway is within the Town owned Boulevard, these spaces are not considered "off-street" parking spaces. The guidelines encourage parking along the laneway or behind the building. In this case, the grade of the property slopes towards 2nd Avenue so moving parking onto the laneway or behind the buildings would require significant redesign of the buildings and significant changes from the designs contemplated in 2013. The off-street parking requirements are proposed to be reduced in accordance with the site plan approved in 2013 and as described in the zoning section of this report.

Guideline	Staff Observations
Landscape	<ul style="list-style-type: none"> The parcel has previously been cleared so there are no exiting trees to retain. An irrigation system is a condition of draft DP 3060-21-05. A landscape security bond of \$18,065.00 is required.
Energy Conservation, Rain Water Management & Water Conservation	<ul style="list-style-type: none"> The building will be constructed to meet or exceed the “Energuide80 Energy Standard” per zoning density bonus requirements. The driveways, pathways and back patios will be surfaced with permeable concrete pavers and patio tiles. Permeable landscaping is proposed for all areas of yards not used for resident and vehicle access.
Recycling, Organics & Solid Waste Management	<ul style="list-style-type: none"> Bins can be stored in individual garages for curbside pickup for each unit.
Crime Prevention	<ul style="list-style-type: none"> Site design includes clear delineation of private space. Lighting will be provided.

Zoning Bylaw No. 1860:

The subject property is within the Medium Density Residential (R-3) zone in Zoning Bylaw No. 1860, and is subject to site specific and density bonus provisions. The R-3 Zone allows for townhouse dwellings and would allow for up to 4 units. The density bonus allows for an extra unit for a total of 5 units. The site specific provisions for 340 2nd Avenue are shown in Table 2.

Table 2: Site Specific Zoning Provisions for 340 2nd Avenue

Provision	R-3 Zone	Site Specific Provisions for 340 2 nd Ave
Height (max)	12.0m	10.4m
Setback from Front Parcel Line (2 nd Ave)(min)	6.0m	4.0m*
Setback from Rear Parcel Line (min)	4.5m	1.5m
*Proposed development requires a variance to the front setback provision to 0.61m		

The density bonus provisions in the Zoning Bylaw for 340 2nd Avenue require that the building be constructed to a minimum standard of the “EnerGuide 80 Energy Standard” (approximately equivalent to Step 2 of the BC Energy Smart Code). Table 3 summarizes the density bonus provisions that apply to 340 2nd Avenue subject to meeting the energy efficiency requirement.

Table 3: Density Bonus Provisions for 340 2nd Avenue

Provision	R-3 Zone	Density Bonus Provisions for 340 2 nd Ave with EnerGuide80 Energy Standard
Dwelling Units Per Hectare (max)	60 (4 units)	69 (5 units permitted)
Parcel Coverage (max)	50%	59%
Setback from Exterior Side Parcel Line (Roberts Street)	4.5m	3.0m
Setback from Other Side Parcel Line (lane)	4.5m	1.5m

The applicant has retained a Certified Energy Advisor to assist them with meeting the energy efficiency requirements and receive the density bonus. Accordingly the proposed development is for 5 units.

Draft DP 3060-21-05 proposes to vary three provisions of the Zoning Bylaw, the front setback requirement, the minimum number of off-street parking spaces, and the requirement for Class B – Bicycle Parking.

Setback Variance:

Although the proposed site plan matches the site plan that was considered in 2013, the site specific setbacks are not consistent with the Zoning Bylaw. The zoning bylaw requires a setback of 4.0m from 2nd Avenue. The 2013 site plan and the current proposal provides for a 0.61m setback from 2nd Avenue. DPA 4 guideline 2.f) and g) allow for a DP to reduce or alter the building setbacks from the Zoning Bylaw with consideration for the character of the surrounding neighbourhood and proposed street frontage/boulevard improvements.

Vehicle Parking Variance:

The Zoning Bylaw requires a total of 11 vehicle parking spaces (2 per unit plus 0.2 per unit of visitor parking) for the proposed development.¹ Five off-street parking spaces are proposed, located in the garages. When the proposal was considered in 2013, the driveways were considered parking spaces, however since a large portion of each driveway is within the Town owned boulevard, they cannot be considered “off-street parking”. DPA 4, guideline 11.g) and i) allow for a DP to reduce or alter the off-street parking requirements from the Zoning Bylaw with consideration for the character of the surrounding neighbourhood and proposed street frontage/boulevard improvements.

Bicycle Parking Variance:

The Zoning Bylaw requires that 1 Class A (secured) and 1 Class B (short-term) bicycle parking space be provided for the proposed development. 5 Class A spaces are provided (located in the garages). 0 Class B spaces are provided, but each unit has access to a garage where bicycles can be parked.

Staff support allowing these variances since they are required to permit the 5 unit townhouse development shown in the 2013 Covenant (attachment B) and improve the form and character of the development. The street frontage upgrades that are proposed through this development include landscaping in the boulevard, construction of a sidewalk on 2nd Avenue and construction of new on-street parallel parking spaces on Roberts Street.

¹ When the townhouse development was proposed in 2013 only 8 parking spaces would have been required (1.5 per unit and 0.2 visitor spaces per unit). The Zoning Bylaw was replaced in 2014.

Existing Covenant:

Covenant CA3495185 (attachment B) was placed on the subject property as part of the 2013 zoning amendment application that was approved in January 2014. The Covenant requires:

- A \$5,000 contribution to the amenity fund (to be paid prior to issuance of the building permit);
- That the building be designed to conform with the agreed on building concept plan (as shown in draft DP 3060-21-05);
- Improvements to the road frontage, including provision of on-street parking stalls on Roberts Street (as shown on the Site Plan in Attachment A); and
- Review of front (east) elevation to reduce the starting grade of the building (as shown in draft DP 3060-21-05).

Figure 4: Building Concept Plan from Existing Covenant CA3495185



Staff recommend that DP 3060-21-05 be issued since the proposed development is generally consistent with guidelines for DPA 4 – Multi-Unit Residential.

ALTERNATIVES:

Council can

1. Deny Development Permit 3060-21-05 provided Council gives reasons based on DPA 4 guidelines.
2. Refer the application back to staff for further review as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

If the DP is refused, reasons must be given based on the DPA 4 guidelines.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application for 340 2nd Avenue has been referred to the Engineering, Building and Fire Departments. Their comments have been incorporated into the draft permit or can be addressed at the building permit stage.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input checked="" 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 type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Draft DP 3060-21-05
- B. Covenant CA3495185



**TOWN OF LADYSMITH
DEVELOPMENT PERMIT**

(Section 489 Local Government Act)

FILE NO: 3060- 21-05

DATE: July 6, 2021

Name of Owner(s) of Land (Permittee): Colin Birch Professional Corporation, Inc. No. 209084409

Applicant: M & A Professional Services Inc. (Daniel Maloney)

Subject Property (Civic Address): 340 2nd Avenue

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

Lot B, District Lot 56, Oyster District Plan VIP65504 (PID 023-803-941)
(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a five-unit townhouse dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit.

Subject to the conditions, requirements and standards imposed and agreed to in section 6 of this Permit.

4. With respect to the Land, Town of Ladysmith Zoning Bylaw 2014, No. 1860 is varied as follows:
 - (a) Section 10.10.5.f)i) is varied to reduce the minimum setback from the front parcel line (2nd Avenue) from 4.0m to 0.61m as shown in Schedule A and B (attached); and
 - (b) Section 8.2, Table 8.1: Required Off-Street Parking Spaces is varied to reduce the required parking from 2 spaces per Dwelling Unit with 2 or more bedrooms plus 1 visitor parking space per 5 Dwelling Units (11

ATTACHMENT A

- spaces total) to 1 per Dwelling Unit with 2 or more bedrooms (5 spaces total).
- (c) Section 8.2, Table 8.5 is varied to reduce the number of Class B short-term bicycle parking spaces from 0.2 per unit to 0.0 per unit.
5. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
6. The Permittee, as a condition of the issuance of this Permit, agrees:
- (a) to develop the Land in accordance with:
 - Schedule A – Site Plan**
 - Schedule B – Elevation Plans & Conceptual Design Renderings**
 - Schedule C – Exterior Building Materials & Colours**
 - Schedule – Landscape Plan**
 - (b) that all exterior lighting on the site shall be decorative and shall be cast downwards.
 - (c) that all planting beds shall be provided with an automatic drip irrigation system.
7. This Permit is issued on the condition that the Permittee has provided to the Town of Ladysmith security in the form of an irrevocable Letter of Credit to guarantee the performance of the conditions in section 6 of this Permit respecting landscaping. The Letter of Credit shall be for a period of two years, shall be automatically extended, and shall be in the amount of \$18,065.00.
8. Should the Permittee fail to satisfy the conditions referred to in section 6 and 7 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping condition(s) at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee.
9. Should there be no default as herein provided, or where a Permit lapses, the Town of Ladysmith shall return any security provided to the Permittee.
10. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
11. The plans and specifications attached to this Permit are an integral part of this Permit.
12. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **(3060-21-05)** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

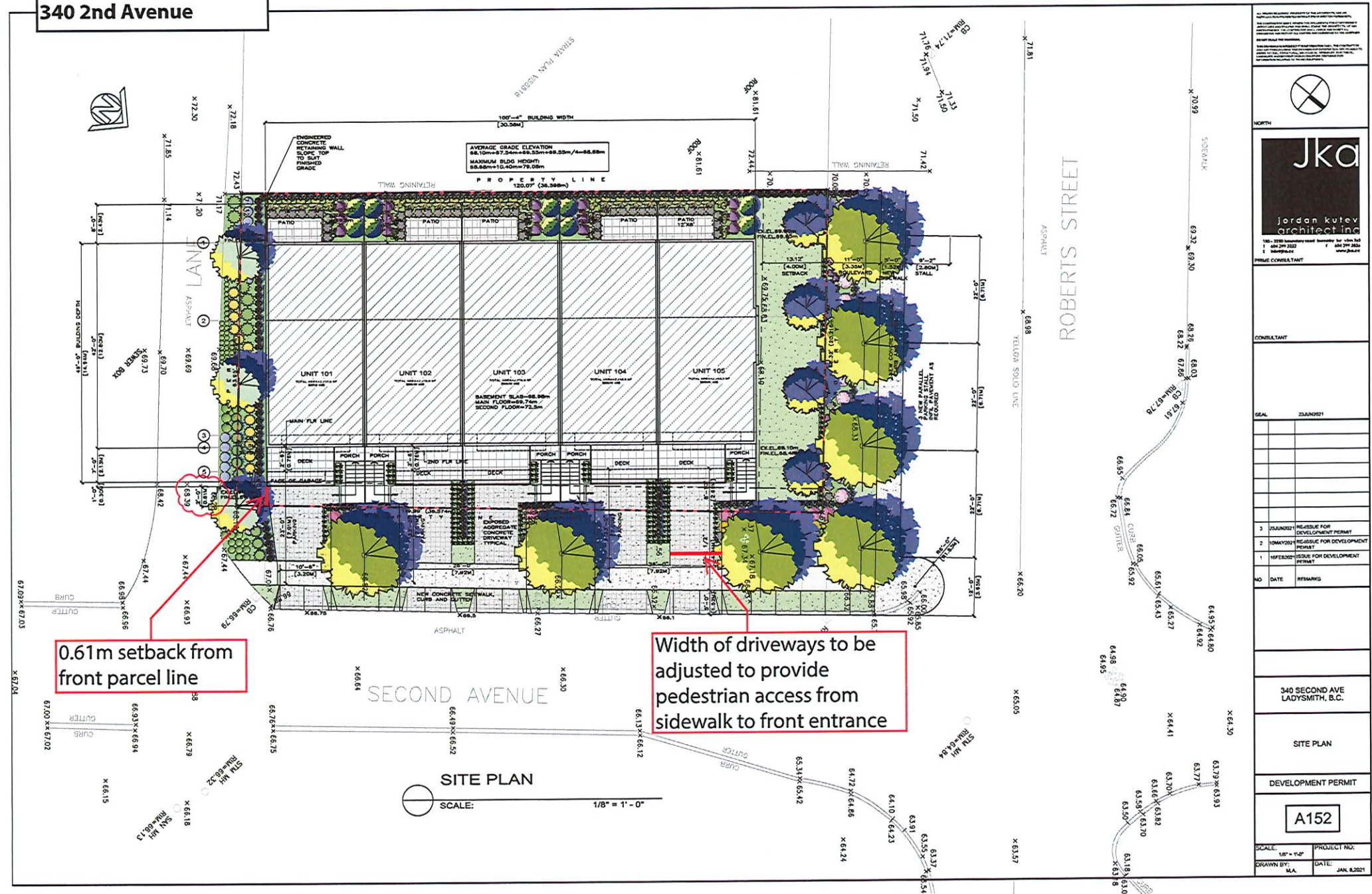
ATTACHMENT A

13. This Permit prevails over the provisions of the Bylaw in the event of conflict.
14. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE
TOWN OF LADYSMITH ON THE ____ DAY OF _____ 2021.

Schedule A - Site Plan
DP 3060-21-05
340 2nd Avenue

ATTACHMENT A



**Schedule B - Elevation Plans &
Conceptual Design Renderings**
DP 3060-21-05
340 2nd Avenue

ATTACHMENT A

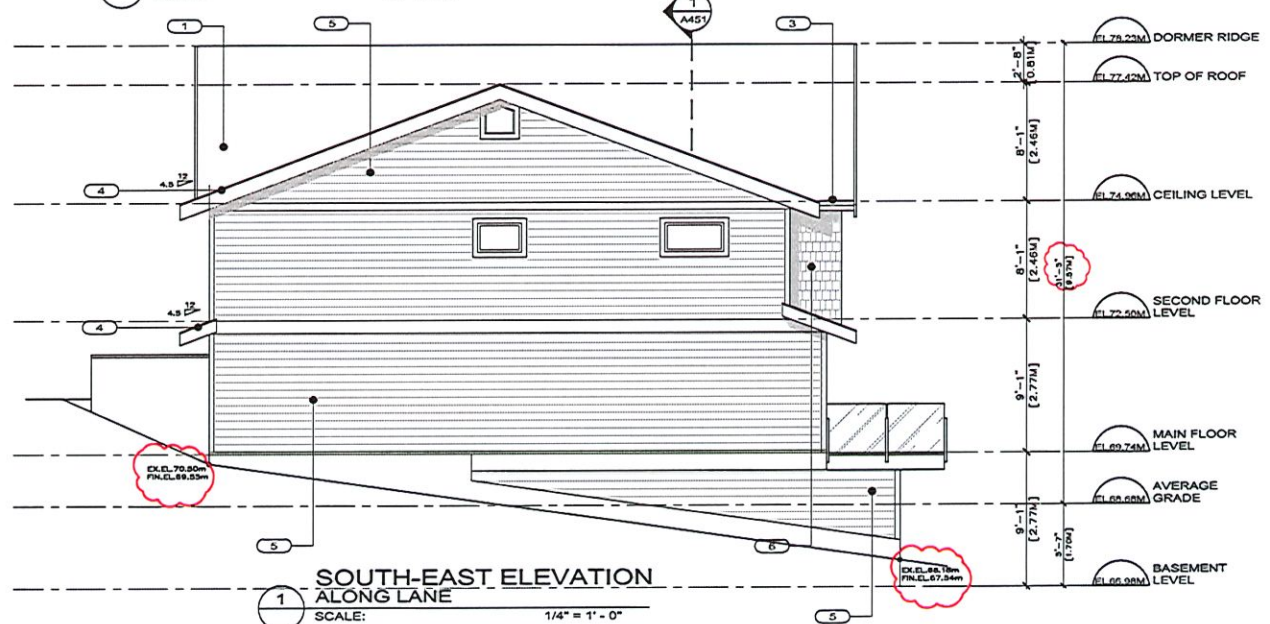
Arches above
balconies



EXTERIOR FINISH LEGEND

- 1 ROOFING
-30 YEAR WARRANTED LAMINATED
FIBER SHINGLE ROOFING
-SUPPLY AND INSTALL ALL RELATED
HARDWARE, FLASHING, PLUMBING AND
MECHANICAL WITHIN 24" OF HINGING RIDGE
CAP AND DRIP EDGES
- 2 WINDOWS, WALLS AND SHEDDERS
-HEAVY DUTY VINYL DECK COVERING
W/FLASHING, GANT STRIP AND
DRAIN EDGE
-WOOD DECK AT PORCH AND W/ APPROVED
DECK JOIST AT THE BUILDING WALL
-DECK RAIL TO BE FASCIA MOUNTED,
ALUMINUM W/TEMPERED GLASS VISION
PANELS, BLACK POWDER COATED FINISH,
W/TOPRAIL
- 3 EAVES
-CONTINUOUS 5" ALUMINUM GUTTERS FIXED TO 2X8 PAINTED FASCIA BOARD
-PERFORATED BEADED VINYL SOFFITS
- 4 BARGE BOARDS—COLOR STONINGTON GRAY #HC-170
-1X6 PAINTED TRIM ON 2X8 PAINTED BARGE BOARD
-PERFORATED BEADED VINYL SOFFITS
- 5 EXTERIOR WALL FINISHES
A—HORIZONTAL SIDING—STONINGTON GRAY #HC-170
-PREPAINTED, HORIZONTAL LAPPED, CEMENT COMPOSITE SIDING
-6" MAXIMUM EXPOSURE TO WEATHERING
-WINDOW, CORNER AND EDGE TRIMS TO BE PAINTED 1X6
-SELF SANDING TRIMS PAINTED 2010 WITH BEVELED TOP
- 6 B—CEDAR SHINGLE SIDING—STONINGTON GRAY #HC-170
-PREMIUM CEDAR WALL SHINGLES, 6" MAXIMUM EXPOSURE TO WEATHER
-TRIMS ON CORNERS, TREAT WITH CLEAR STAIN SEALER
- 7 CONCRETE STAIRS AND LANDINGS
-4" THICK REINFORCED CONCRETE STAIRS AND LANDINGS
-REINFORCED CONCRETE STAIRS, 9" EQUAL RISERS
-10" TREADS WITH TAPERED EDGE, NON-SLIP FINISH
-36" HIGH RAILINGS SURFACE MOUNTED, ALUMINUM WITH 5/8"x3/8" PICKETS @ 4" O.C.
-BLACK POWDER COATED FINISH TO RAILING
- 8 CONCRETE PATIOS
-4" THICK CONCRETE SLOPED 1/8" PER FOOT DOWN AWAY FROM BUILDING
-NON-SLIP BROOM FINISH TO ALL WALKING SURFACES
-6" HIGH PREFABRICATED CEDAR FENCE PANEL, PRIVACY SCREEN FIXED TO BUILDING
AND 6X6 PIERCE, TREATED POST SET IN CONCRETE
- 9 PLANTER BOX
-STACKED SLATE STONE FINISH
- 10 ALL FASCIA, WINDOW TRIMS AND CORNER TRIMS—DISTANT GRAY #GC-69

NOTE: ALL THE GLASS HANDRAILS WILL BE FROSTED



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www.jka.ca

PRIME CONSULTANT

CONSULTANT

340 SECOND AVE
LADYSMITH, B.C.

NORTH-EAST ELEVATION
SOUTH-EAST ELEVATION

DEVELOPMENT PERMIT

A401

SCALE: 1/4" = 1'-0" PROJECT NO:
DRAWN BY: M.A. DATE: JAN. 4, 2021

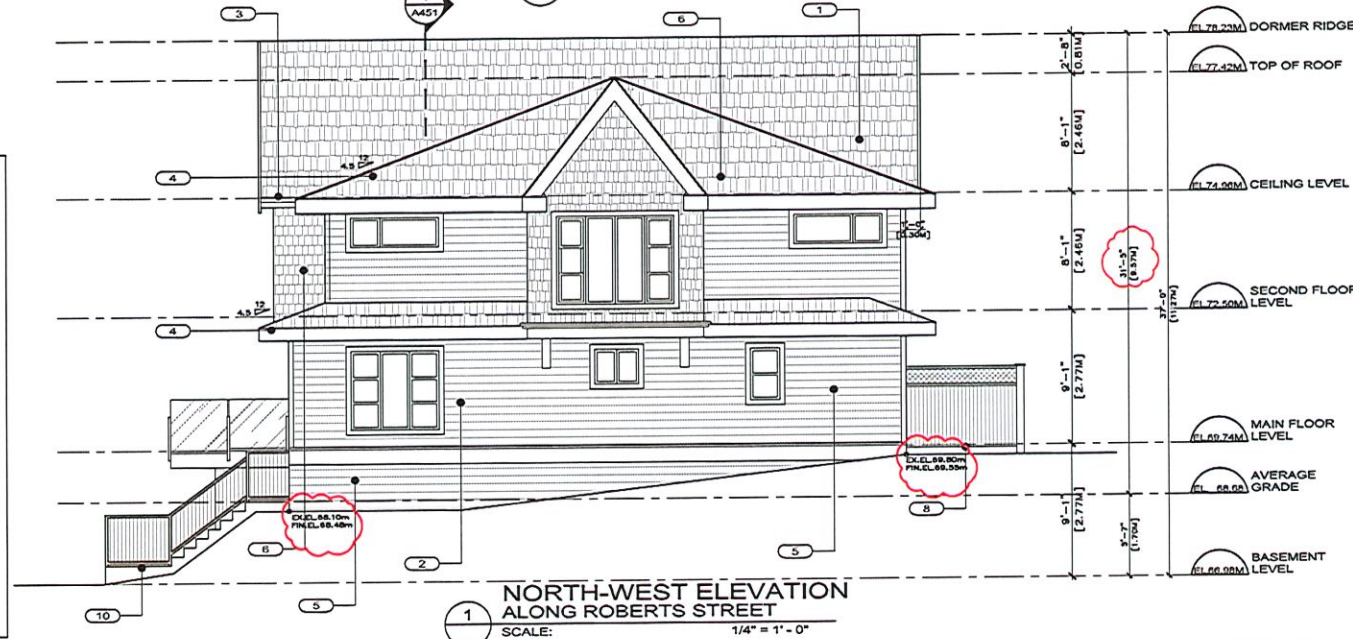
NO	DATE	REMARKS
3	25/JUN/2021	RELEASE FOR DEVELOPMENT PERMIT
2	10/MAY/2021	RELEASE FOR DEVELOPMENT PERMIT
1	11/FEB/2021	ISSUE FOR DEVELOPMENT PERMIT

ATTACHMENT A



**SOUTH-WEST ELEVATION
ALONG ADJACENT PROPERTY**
SCALE: 1/4" = 1' - 0"

- EXTERIOR FINISH LEGEND**
- 1 ROOFING
-30 YEAR WARRANTED LAMINATED
FIBER SHINGLE ROOFING
-SUPPLY AND INSTALL ALL RELATED
HARDWARE, FLASHING, PLUMBING AND
MECHANICAL, VENTS, SCALD-YORKING RIDGECAP
AND DRIP EDGES
 - 2 WINDOWS WALK AND SUNDECKS
-HEAVY DUTY VINYL DECK COVERING
W/FLASHING, CANT STRIP AND
DRAIN EDGE
-VENT DECK AT GUTTER AND W/ APPROVED
DECK VENT AT THE BUILDING WALL
-ALUMINUM W/TEMPERED GLASS VISION
PANELS, BLACK POWDER COATED FINISH,
W/ TYPICAL
 - 3 EAVES
-CONTINUOUS 8" ALUMINUM GUTTERS FIXED TO 2X8 PAINTED FASCE BOARD
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 - 5 EXTERIOR WALL FINISHES
A-HORIZONTAL SIDING-STONINGTON GRAY #HC-170
-PREPARED, HORIZONTAL LAPPED, CEMENT COMPOSITE SIDING
-8" MAXIMUM COVERAGE TO WEATHER
-WINDOW, CORNER AND EDGE TRIMS TO BE PAINTED 128
-BELL SAND TRIMS PAINTED 2X10 WITH BOULEY TOP
B-CEDAR SHINGLE SIDING-STONINGTON GRAY #HC-170
-PREMIUM CEDAR WALL SHINGLES, 8" MAXIMUM EXPOSURE TO WEATHER
MITRE ON CORNERS, TREAT WITH CLEAR STAIN SEALER
 - 7 CONCRETE STAIRS AND LANDINGS
-4" THICK REINFORCED CONCRETE STOOP AND LANDING
-REINFORCED CONCRETE STAIRS, 8" EQUAL RISERS
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-BLACK POWDER COATED FINISH TO RAILING
 - 8 CONCRETE PATIOS
-4" THICK CONCRETE SLOPED 1/8" PER FOOT DOWN AWAY FROM BUILDING
-NON-SLIP BROOM FINISH TO ALL WALKING SURFACES
-8" HIGH PREFABRICATED CEDAR FENCE PANEL, PRIVACY SCREEN FIXED TO BUILDING
AND 8X8 PRESSURE TREATED POST SET IN CONCRETE
 - 9 PLANTER BOX
-STACKED SLATE STONE FINISH
 - 10 ALL FASCE, WINDOW TRIMS AND CORNER TRIMS-DISTANT GRAY #DC-88



**NORTH-WEST ELEVATION
ALONG ROBERTS STREET**
SCALE: 1/4" = 1' - 0"

Any drawings or specifications prepared by the architect, and any other documents or information, shall be the property of the architect and shall not be used for any other project without the written consent of the architect.

Jka
Jordan Kutev
architect inc
100-1000 University Road, Suite 100, Burnaby, BC V5A 4E6
1 604 291 3325 F 604 291 3426
www.jkarc.com

PRINCIPAL CONSULTANT

CONSULTANT

SEAL 2024-06-24

NO	DATE	REMARKS
3	27/JUN/2021	RE-ISSUE FOR DEVELOPMENT PERMIT
2	10/MAY/2021	RE-ISSUE FOR DEVELOPMENT PERMIT
1	16/FEB/2021	ISSUE FOR DEVELOPMENT PERMIT

340 SECOND AVE
LADYSMITH, B.C.

SOUTH-WEST ELEVATION
NORTH-WEST ELEVATION

DEVELOPMENT PERMIT

A402

SCALE: 1/4" = 1'-0" PROJECT NO:
DRAWN BY: M.A. DATE: JAN 6, 2021

ATTACHMENT A



NORTH-WEST VIEW

1

SCALE:

NTS



SOUTH-WEST VIEW

1

SCALE:

NTS

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Jka
jordan kutev
architectural
100 - 2000 Broadway Road, Suite 100, Vancouver, BC V6M 2K2
1 604 274 3333 7 604 274 3333
www.jka.ca

PRINCIPAL CONSULTANT

CONSULTANT

SEAL

2021-06-24

NO.	DATE	REMARKS
3	27JUN2021	RE-ASSUE FOR DEVELOPMENT PERMIT
2	10MAY2021	RE-ASSUE FOR DEVELOPMENT PERMIT
1	16FEB2021	ISSUE FOR DEVELOPMENT PERMIT

340 SECOND AVE
LADYSMITH, B.C.

3D VIEWS

DEVELOPMENT PERMIT

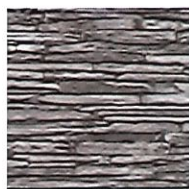
A801

SCALE:	PROJECT NO.:
NTS	
DRAWN BY:	DATE:
ML	JAN 19, 2021

**Schedule C - Exterior Building
Materials & Colours**
DP 3060-21-05
340 2nd Avenue



■ GARAGE DOOR - 8



■ STACKED SLATE - 7



■ FRONT DOOR - 6

☀ **3D FRONT VIEW**



ATTACHMENT A



■ EXTERIOR FINISH - 1



■ EXTERIOR FINISH - 2



■ GLASS RAILINGS - 4



■ DOUBLE PATIO DOORS
& SIDE LIGHTS - 5



■ ROOFING PRODUCT - SILVER-WOOD SG - 3



■ EXTERIOR LIGHTS

NOTES:

1. Remove arch frame and insert Cedar Shingles on front to match gable and colour to be - Stonington Grey #HC-170 as per image - EXTERIOR FINISH.
2. Remove arch above door header and replace front door to match image - FRONT DOOR including the colour - Benjamin Moore "Blue Nose #1678. Single door with 2 side lights.
3. Replace handrails on both balconies to match the image - GLASS RAILINGS - rimless glass.
4. Garage doors to match image - GARAGE DOOR including colour to be Stonington Grey #HC-170 with wide timber trims and colour to be Distant Grey #OC-68.
5. Replace stone finish with horizontal Hardie Board with colour to be Stonington Grey #HC-170.
6. Planter box to be finished as per image - STACKED SLATE and colour to match.
7. All Hardie Board siding to be - Stonington Grey #HC-170 in colour including board trims.
8. To be finished with Cedar Shingles and to be - Stonington Grey #HC-170 to match - EXTERIOR FINISH.
9. All fascia's, window timings and corner trims to match image - EXTERIOR FINISH with "Distant Grey #OC-68.
10. Replace sliding doors with French Style double patio doors with 2 sidelights as per image - DOUBLE PATIO DOORS & SIDE LIGHTS.
11. Please note that all window and door frames are to be ALUMINUM with White Finish.

Project:

PROPOSED NEW 5 TOWNHOUSE DEVELOPMENT FOR COLIN BIRCH PROFESSIONAL CORP.

Project No. A/2020-033

Date Edited: 12/05/2021

Scale: NS

Sheet Name: Presentation - 3D Model - Exterior Finishes

Sheet No. PS 1

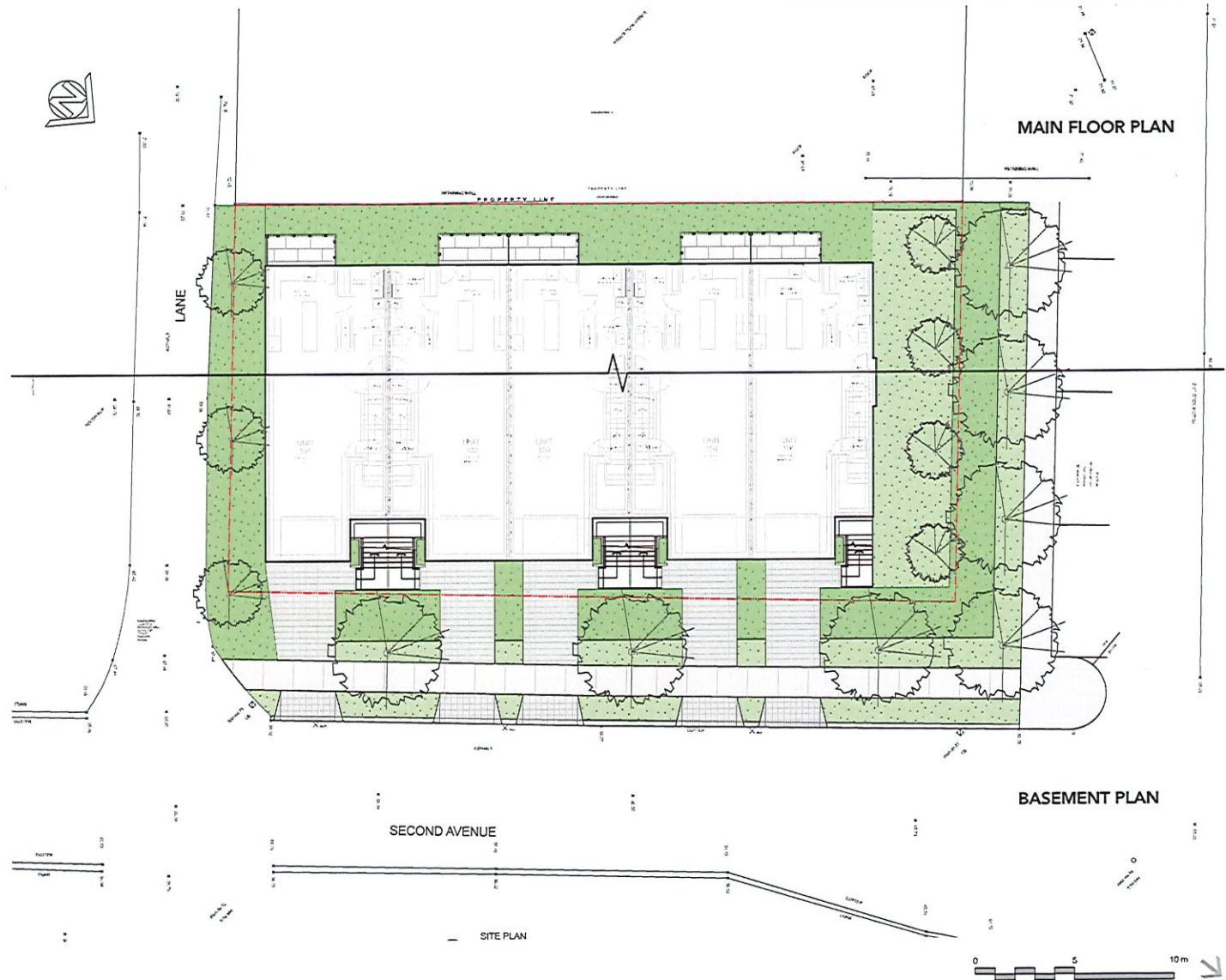
Page 54 of 227

GENERAL LAYOUT + MATERIALS NOTES:

1. ALL DIMENSIONS ARE METRIC UNLESS OTHERWISE NOTED. VERIFY ALL DIMENSIONS WITH FIELD CONDITIONS. REPORT ANY DISCREPANCIES TO LANDSCAPE ARCHITECT FOR REVIEW AND RESPONSE.
2. ALL UTILITIES TO BE STAKED OUT BY CONTRACTOR AND PROTECTED FOR DURATION OF CONSTRUCTION PERIOD.
3. UNLESS OTHERWISE NOTED, PROVIDE A MINIMUM 2% SLOPE ON ALL HARD AND SOFT LANDSCAPE AREAS TO ENSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS OR TO DRAINAGE STRUCTURES. MAXIMUM 3:1 SLOPE IN SOFT LANDSCAPE AREAS.
4. THE LAYOUT OF ALL HARDSCAPE ITEMS, SITE FURNISHINGS, BOULDERS, LANDSCAPE LIGHTING, PLANTING BEDS AND OTHER MATERIALS IS TO BE STAKED OUT BY THE CONTRACTOR AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
5. ALL SUBSTITUTIONS OF SPECIFIED MATERIALS TO BE APPROVED BY LANDSCAPE ARCHITECT.

MATERIALS LEGEND

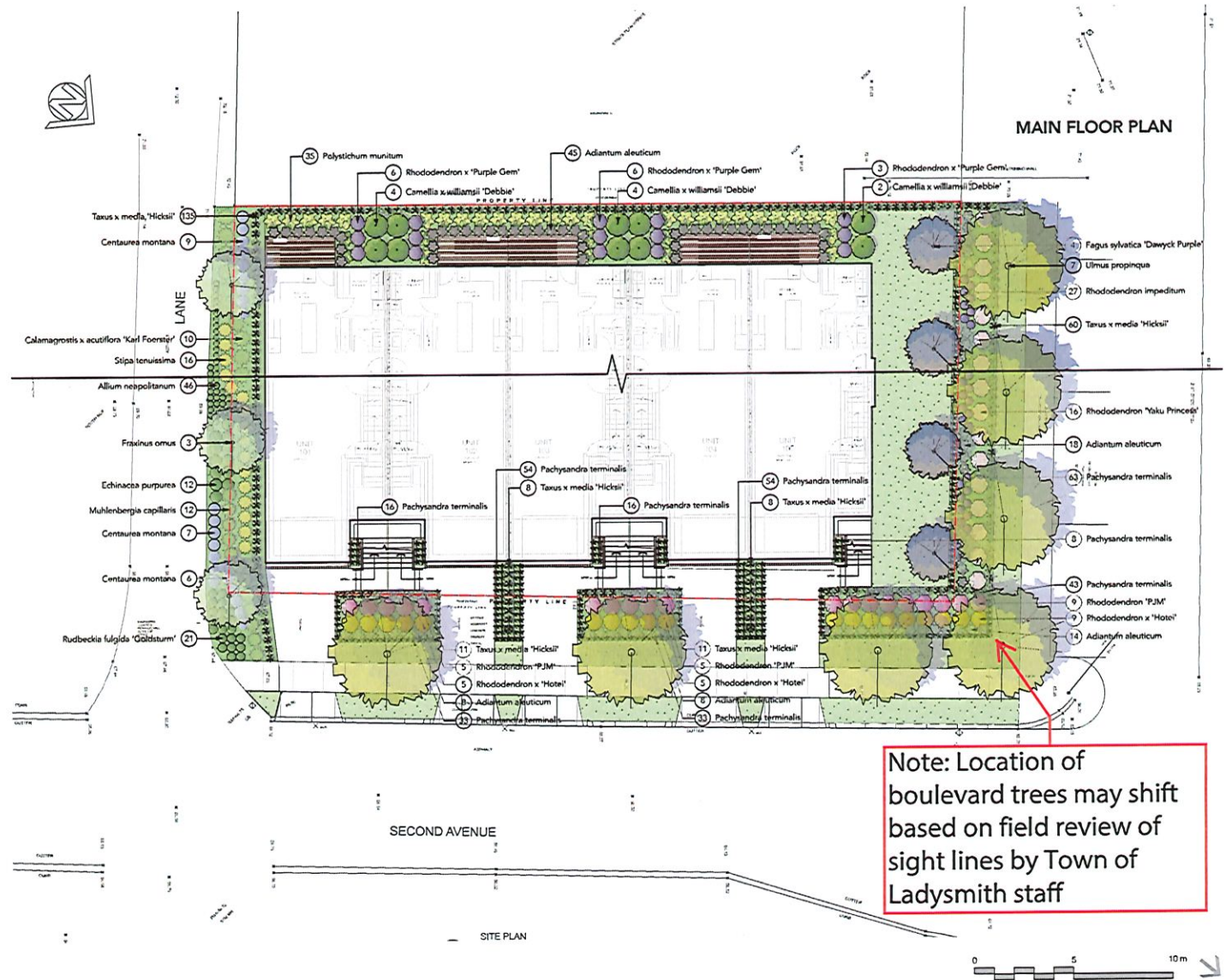
SYMBOL	QTY	DESCRIPTION
		PROPERTY LINE
		PAVING TYPE 1 Del Conca Porcelain Tiles Bend 2'x4', Chamonix
		PAVING TYPE 2 6'x9" Concrete Unit Pavers 30% Gray, 40% Charcoal, 30% Beige
		PAVING TYPE 3 Min 4" wide CIP Concrete Sidewalk to Municipal Standards
		PAVING TYPE 4 CIP Concrete Ramp / Let Down
		CURB CIP Concrete
		PRIVACY SCREEN 6' High, Pressure-Treated Black
		FENCE 6' High, Pressure-Treated Black
		PLANTING TYPE 1 Lawn Area, Min. 6" Depth
		PLANTING TYPE 2 Shrub Planting, Min. 24" Depth



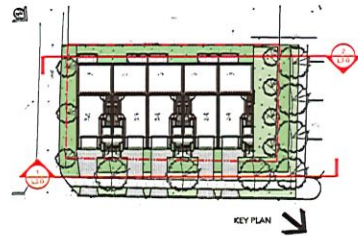
ATTACHMENT A

GENERAL PLANTING NOTES:

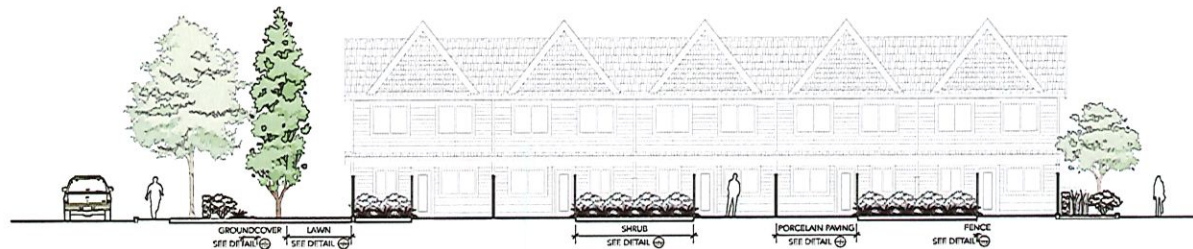
1. ALL PLANTING SHALL BE IN ACCORDANCE WITH BC LANDSCAPE STANDARD, LATEST EDITION
2. ALL TREE AND SHRUB AREAS TO BE MULCHED WITH 50MM (2") OF MEDIUM FINE MULCH, LESS THAN 50MM (2") DIAMETER.
3. ROOTZONE TO REST ON TAMPED PLANTING SOIL.
4. SHRUBS: PREPARE PLANTING HOLES AS SPECIFIED, PLANT AT THE SAME GRADE AS NURSERY. WATER AND FERTILIZE AS SPECIFIED. ENSURE POSITIVE DRAINAGE THROUGHOUT PLANTING BED.
5. TREE SIZE AND SPACING TO BE AS PER QTY OF VANCOUVER ARBORIST
6. TREES: PREPARE PLANTING HOLES AS SPECIFIED. INSTALL TOP OF ROOTZONE 1" ABOVE FINISHED GRADE OF GROWING MEDIUM, WATER AND FERTILIZE AS SPECIFIED BY NURSERY.
7. FINAL SOFTSCAPE AND GRADING LAYOUTS AS WELL AS LOCATION SPACING TO BE APPROVED BY LANDSCAPE ARCHITECTS IN THE FIELD PRIOR TO INSTALLATION
8. IN CASE OF A DISCREPANCY BETWEEN PLANT INFORMATION ON THE LIST AND ON THE PLAN, THE LATTER SHALL PREVAIL
9. ALL PLANT MATERIAL TO BE MANUALLY WATERED FROM START OF INSTALLATION THROUGH THE END OF THE WARRANTY PERIOD
10. INSTALL TREE PROTECTION FENCING AROUND ALL EXISTING TREES TO CITY OF VANCOUVER STANDARDS. INSTALL TREE PROTECTION FENCING ON NEW PLANTING IF PHASED INSTALLATION IS REQUIRED.
11. FINAL PLANT SPACING, QUANTITY AND TREE PLACEMENT HAS BEEN REVIEWED TO THE SATISFACTION OF GENERAL MANAGER OF ENGINEERING SERVICES
12. ALL PLANTING BEDS TO RECEIVE AUTOMATIC DRIP IRRIGATION



ATTACHMENT A

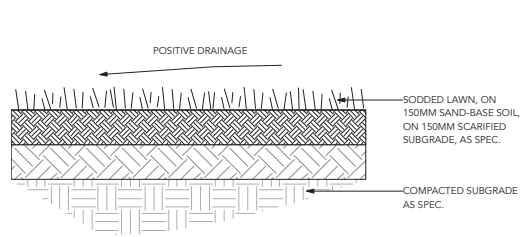


1 North-East Section
Scale: 1:100

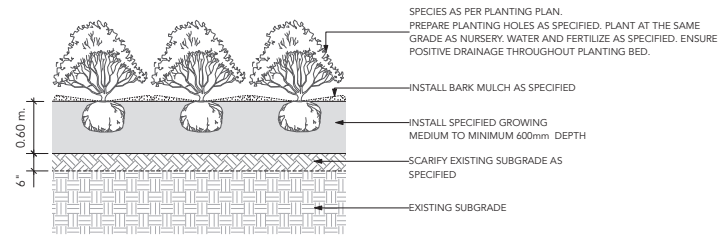


2 South-West Section
Scale: 1:100

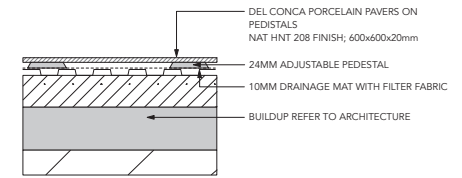
ATTACHMENT A



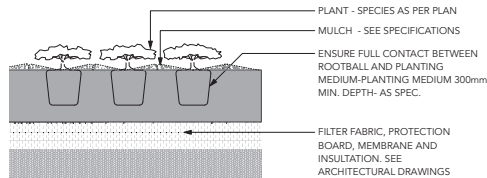
1 SODDED LAWN DETAIL
Scale: 1:10



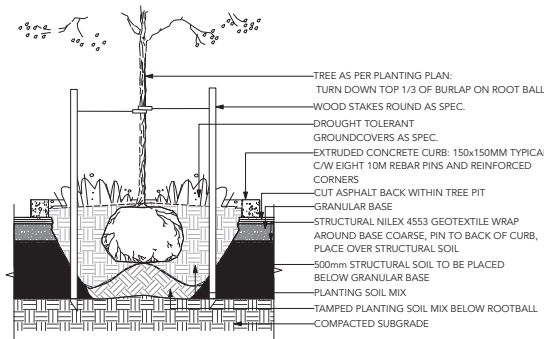
2 SHRUB PLANTING TYP. DETAIL
Scale: 1:20



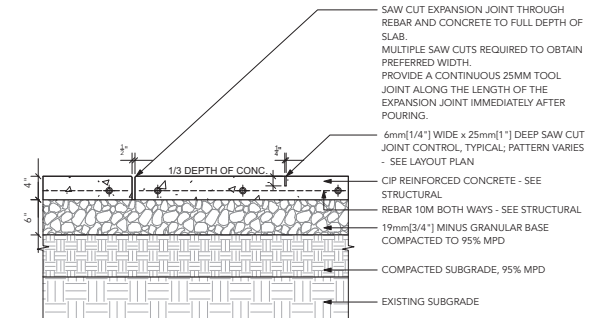
3 PORCELAIN PAVERS - ON SLAB
Scale: 1:10



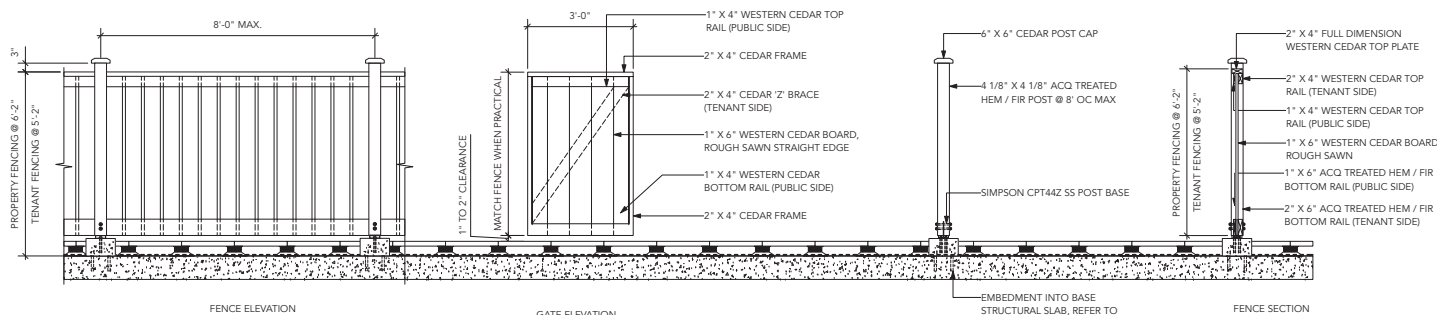
4 GROUNDCOVER PLANTING DETAIL
Scale: 1:20



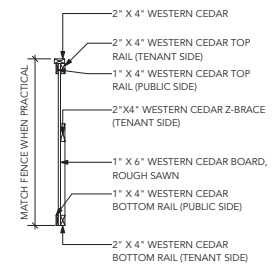
5 TREE ON GRADE TYP. DETAIL
Scale: 1:20



6 CIP CONCRETE PAVING - AT GRADE
Scale: 1:10



7 FENCE DETAIL
Scale: 1:20



FENCE SECTION

VICTORIA LAND TITLE OFFICE

Dec-05-2013 16:29:20.001

CA3495185 CA3495186

LAND TITLE ACT
FORM C (Section 233) CHARGE

GENERAL INSTRUMENT - PART 1 Province of British Columbia

PAGE 1 OF 7 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Michael Holwill
Genge 3CFFUU

Digitally signed by Michael Holwill
Genge 3CFFUU
DN: c=CA, ou=Michael Holwill Genge
3CFFUU, o=Lawyer, ou=Verify ID at
www.juricert.com/LKUP.cfm?
id=3CFFUU
Date: 2013.12.05 16:27:28 -0800

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Johns Southward Glazier Walton & Margetts

151 Fourth Street

File no. 135263

Duncan, BC V9L 5J8

Tel: 250-746-8779

Document Fees: \$147.00

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

023-803-941

LOT B, DISTRICT LOT 56, OYSTER DISTRICT, PLAN VIP65504

STC? YES ☐

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

Priority Agreement

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No.

(b) ☒ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

SEE SCHEDULE

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

TOWN OF LADYSMITH

410 ESPLANADE, P.O. BOX 220

LADYSMITH

BRITISH COLUMBIA

V9G 1A2

CANADA

7. ADDITIONAL OR MODIFIED TERMS:

N/A

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

MICHAEL H. GENGE

Barrister & Solicitor

151 Fourth Street

Duncan, BC V9L 5J8

Tel: 250-746-8779

Execution Date

Y	M	D
13	11	20

Transferor(s) Signature(s)

DAWNLEE HOLDINGS LTD., by its
authorized signatory:

Name: JOHAN LOUIS KOLK

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**LAND TITLE ACT
FORM D**

EXECUTIONS CONTINUED

PAGE 2 of 7 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

JOHN W. DE LEEUW

Commissioner for Taking Affidavits in BC

330 1st Avenue
Ladysmith, BC V9G 1A3

Y	M	D
13	10	29

THE LADYSMITH & DISTRICT
CREDIT UNION, by its authorized
signatory(ies):

Name: Roberto Qualizza, Lending
Services

Name: David Jamieson, Commercial
Accounts Manager

JOANNA WINTER

Commissioner for Taking Affidavits in BC

410 Esplanade
P.O. Box 220
Ladysmith, BC
V9G 1A2

13	11	29
----	----	----

THE TOWN OF LADYSMITH, by its
authorized signatory(ies):

Name: Robert Hutchins, Mayor

Name: Sandy Bowden, Director of
Corporate Services

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**LAND TITLE ACT
FORM E**

SCHEDULE

PAGE 3 OF 7 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

DAWNLEE HOLDINGS LTD. (INC. NO. BC0713755)

AND

LADYSMITH & DISTRICT CREDIT UNION (AS TO PRIORITY ONLY)

Attachment B

TERMS OF INSTRUMENT - PART 2**W H E R E A S:**

- A. The Grantor is the registered owner in fee simple of:
- PID 023-803-941
Lot B, District Lot 56, Oyster District, Plan VIP65504
- (the "**Lands**");
- B. The Grantee is the Town of Ladysmith;
- C. The Grantor has made application to rezone the Lands so as to permit the development of a 5 unit townhouse development on the Lands (the "**Development**");
- D. The Council of the Town of Ladysmith is considering the adoption of proposed Amendment Bylaws No. 1816 and 1817 concerning the Lands and, acknowledging that certain development requirements which the Owners have freely offered be secured by agreement, the Owners wish to grant and have agreed to enter into this Covenant and to register it against the title to the Lands as a covenant and indemnity under Section 219 of the Land Title Act.

NOW THEREFORE, in consideration of the payment of the sum of \$10.00 by the Grantee to the Grantor and the premises and the covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree with the other as follows:

1. The Grantor covenants and agrees that it shall not:
- (a) subdivide the Lands;
 - (b) construct any building or structures upon the Land, including but not limited to the development of the Lands; or
 - (c) take any proceedings to compel the Grantee to issue a building permit for any such construction;
- unless it has first paid to the credit of the Grantee's Community Amenity Fund, the sum of **FIVE THOUSAND (\$5,000.00) DOLLARS**.
2. The Grantor covenants and agrees that it shall, in developing the Lands and constructing residences thereon:
- a. conform with the building concept plan set out in the "Project Perspective" attached hereto as Schedule "A";
 - b. construct the road frontage and boulevard improvements, adjacent to the Development, at the time of development, in accordance with Schedule E – Engineering Standards and Specifications from Town of Ladysmith Bylaw No. 1115;

- c. review the front (east) elevation of the Development with the purpose of reducing the starting elevation of the Development;
3. If the Grantee does not adopt Town of Ladysmith Bylaw no. 1816 and Town of Ladysmith Bylaw no. 1817 by July 1, 2014, then this Covenant shall become of no force and effect and the Grantee shall provide a land title office registerable release of this Covenant to the Grantor. The cost of preparing and registering the release shall be borne by the Grantor.
4. The Grantor and the Grantee agree that the enforcement of this Agreement shall be entirely within the discretion of the Grantee and that the execution and registration of this covenant against the title to the Lands shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Agreement.
5. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Grantee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Grantor.
6. The Grantor hereby releases and forever discharges the Grantee, its officers, employees and agents, of and from any claim, cause of action, suit, demand, expenses, costs and expenses, and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury, including economic loss or deprivation, that the Grantor may sustain or suffer arising out of this Agreement, or the limitations on the use of the Lands resulting from this Agreement.
7. The Grantor covenants and agrees to indemnify and save harmless the Grantee, its officers, employees and agents, from any and all claims, causes of action, suits, demands, expenses, costs and expenses, and legal fees whatsoever that anyone might have as owner, occupier or user of the Lands, or by a person who has an interest in or comes onto the Lands, or by anyone who suffers loss or injury, including economic loss, or loss or damage to his person or property, that arises out of this Agreement, or the limitations on the use of the Lands resulting from this Agreement.
8. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Grantor other than those contained in this Agreement.
9. This Agreement shall be registered as a charge against the Lands and the Grantor agrees to execute and deliver all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
10. The Grantor shall pay the legal fees of the Grantee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.
11. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants

only during the period of its respective ownership of any interest in the Lands.

12. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Lands Title Office pursuant to section 219 of the *Lands Title Act* as covenants in favour of the Grantee as a charge against the Lands.
13. This Agreement shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
14. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.
15. The Grantor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
16. Time is of the essence of this Agreement.
17. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.

CONSENT AND PRIORITY

18. Ladysmith & District Credit Union, the registered holder of charges by way of a Mortgage (the "**Charge**") against title to the Lands which charges are registered in the Lands Title Office at Victoria, British Columbia, under number CA584764, for and in consideration of the sum of One (\$1.00) Dollar paid by the Grantee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Grantee, its successors and assigns, that the within section 219 Covenant shall be an encumbrance upon the within described property in priority to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.

SCHEDULE "A"



STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Meeting Date: July 6, 2021
File No: 3060-21-09
RE: Coach House Development Permit: 509 Kitchener Street

RECOMMENDATION:

That Council issue Development Permit 3060-21-09 for a two-storey coach house at 509 Kitchener Street (Lot 5 Block 126 District Lot 56 Oyster District Plan 703A).

EXECUTIVE SUMMARY:

An application has been received for a coach house on the laneway at 509 Kitchener Street. Staff recommend that Council issue Development Permit No. 3060-21-09 (Attachment A) because the proposal complies with the zoning requirements for coach houses and is generally consistent with the guidelines for Development Permit Area 10 – Coach House Intensive Residential (DPA 10).

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The applicant is proposing a 60m², two-storey coach house along the laneway at 509 Kitchener Street. There is an existing single unit dwelling on the property as well as two accessory buildings. The accessory buildings will be removed prior to construction of the coach house. The lower floor of the coach house will have a separate garage, office and washroom. The living space above can only be accessed through a separate entrance and staircase. This configuration complies with the zoning definition of 'Coach House Dwelling' which requires that the dwelling unit be located in "the second Storey of a two Storey Accessory Building".

Figure 1: Subject Property



The 669 square meter subject property is located between Kitchener Street and the lane to the south and surrounded by other residential properties. Two coach houses on the 500 block of Kitchener Street have recently received building and development permits, one of which has received occupancy. A third coach house in the 400 block of Buller Street also received building and development permits but has not yet received occupancy.

ANALYSIS:

The subject property is designated Single Family Residential in the OCP, and is zoned Old Town Residential Zone (R-2). The proposal is consistent with the OCP designation and the zoning regulations. The proposed development has been reviewed for consistency with DPA 10 guidelines and is consistent with the guidelines. Table 1 provides a more detailed breakdown of staff analysis in this regard.

Table 1: DP Guideline Analysis

Guidelines	Observations
Building Character & Design	<ul style="list-style-type: none"> • The coach house is two storeys with the shorter sides of the coach house (which have no windows) facing neighboring properties. Only a small balcony is proposed on the west side, which is approximately 5.5 meters from the western property line. There is minimal overlook from the balcony to the neighboring house because there is no direct line of sight to the adjacent dwelling. The balcony overlooks the neighboring accessory building and a trellis is proposed on the balcony that will screen views to/from the balcony. Additional proposed plantings and existing trees further screen the two properties. • The coach house is designed with a 4:12 roof pitch and has a windowless dormer, fiber cement siding and an awning separating the first and second floors to add visual interest. • Large windows face north towards the interior of the subject property and south towards the lane. • The building will use a “Moon River” color palette consisting of “Boothbay Blue” cladding and “Navajo Beige” Trim (see Attachment B).
Accessibility & Livability	<ul style="list-style-type: none"> • A continuous pathway made of permeable pavers leads from Kitchener Street to the entrance of the coach house. A signpost with the street address for the coach house will be located at the entrance to the path on Kitchener Street. • The Coach house is visible from Kitchener Street. • To create a connection between the laneway and the coach house: <ul style="list-style-type: none"> ○ The entry door to access the interior stairway leading to the coach house is facing the lane. ○ Windows, a bay door and an awning along the rear elevation provide visual interest and outlook to the lane from the coach house. ○ Soffit and wall lighting are provided along the elevation fronting the lane.

Guidelines	Observations
Landscaping	<ul style="list-style-type: none"> • A screened garbage and recycling storage area will be provided along the side of the coach house. • 50m² of amenity space is proposed adjacent to the coach house, separated from the neighboring property by a 1.2m high picket fence and screened with hedging. • An existing mature cherry tree will be preserved and an existing cedar hedge which provides screening for neighboring properties will be added. • Landscaping, consisting of Hardy Beach Pea, California Poppies, Purple Salvia and Creeping Thyme is proposed for the area between the lane and the coach house. This area will also incorporate hanging baskets and planters.
Energy Conservation, Rainwater Management, & Water Conservation	<ul style="list-style-type: none"> • The parking pad will utilize existing asphalt, and the pathway and amenity area are proposed to be permeable surfaces. • Two rain barrels are proposed to capture rainwater from the roof of the coach house. • The applicant may wire the house to accommodate future solar panel installation.

ALTERNATIVES:

Council can choose not to issue Development Permit 3060-21-09, where the refusal is based upon determination that the application does not meet the DPA 10 – Coach House Intensive Residential guidelines.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The subject property is within DPA 10, therefore a DP is required prior to issuance of a Building Permit. If the DP is refused, reasons must be given based on the DPA 10 guidelines.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Engineering Department and the Building Inspector. Their comments have been incorporated into the draft Development Permit or will be addressed at the building permit stage.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" 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 type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Draft Development Permit 3060-21-09
- B. Color Scheme



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 *Local Government Act*)

FILE NO: 3060-21-09

DATE: July 6, 2021

Name of Owners of Land (Permittee): Christina Hovey and Michael Lait.

Applicant: Michael Lait.

Subject Property (Civic Address): 509 Kitchener Street

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:
Lot 5 Block 126 District Lot 56 Oyster District Plan 703A
PID: 008-557-764
(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a coach house dwelling on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
 - (a) Develop the land as shown in **Schedule A** to construct a coach house and associated site improvements.
 - (b) Construct a coach house dwelling with:
 - i. a maximum gross floor area of 60m²; and

ATTACHMENT A

- ii. a separate entrance and staircase to the coach house and no internal access from the coach house to the lower floor of the accessory building.
6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3060-21-09) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH
ON THE ____ DAY OF _____ 2021.**

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with Christina Hovey and Michael Lait other than those contained in this permit.

Signed

Witness

Title

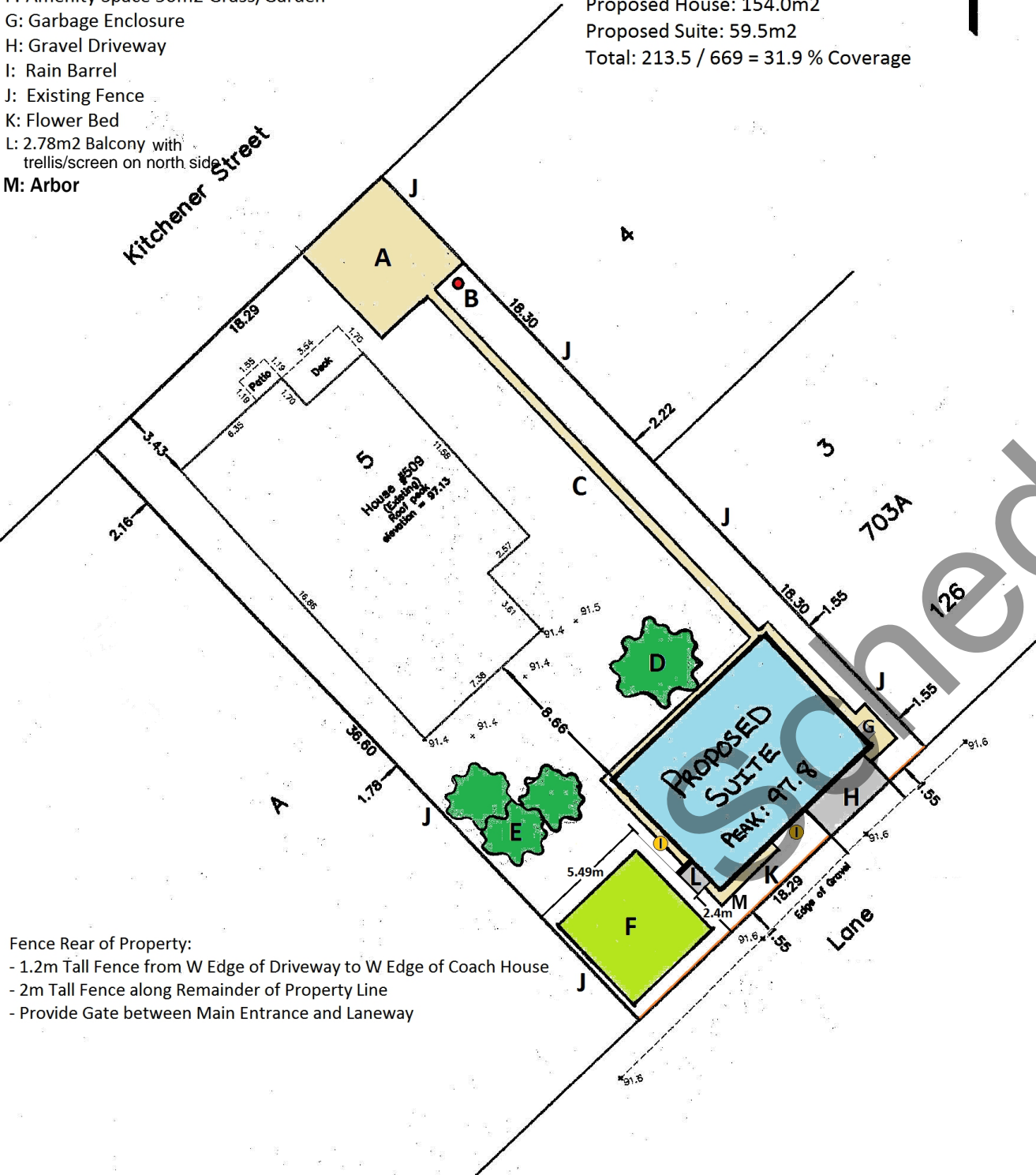
Occupation

Date

Date

- A: Shared Parking (Existing Asphalt)
- B: Address Sign Post
- C: Permeable Paving Stone Pathway (90cm wide)
- D: Preserve Existing Cherry Tree
- E: Extend Existing Cedar Hedge (Privacy screen for amenity space)
- F: Amenity Space 50m2 Grass/Garden
- G: Garbage Enclosure
- H: Gravel Driveway
- I: Rain Barrel
- J: Existing Fence
- K: Flower Bed
- L: 2.78m2 Balcony with trellis/screen on north side
- M: Arbor

Lot Size: 669m2
Existing House: 201.9m2
Demo Attached Garage: - 47.9m2
Demo Detached Shop: - 59.7m2
Demo Detached Carport: -33.5m2
Proposed House: 154.0m2
Proposed Suite: 59.5m2
Total: 213.5 / 669 = 31.9 % Coverage



Fence Rear of Property:
- 1.2m Tall Fence from W Edge of Driveway to W Edge of Coach House
- 2m Tall Fence along Remainder of Property Line
- Provide Gate between Main Entrance and Laneway

Proposed Carriage House
509 Kitchen Street, Ladysmith, B.C.

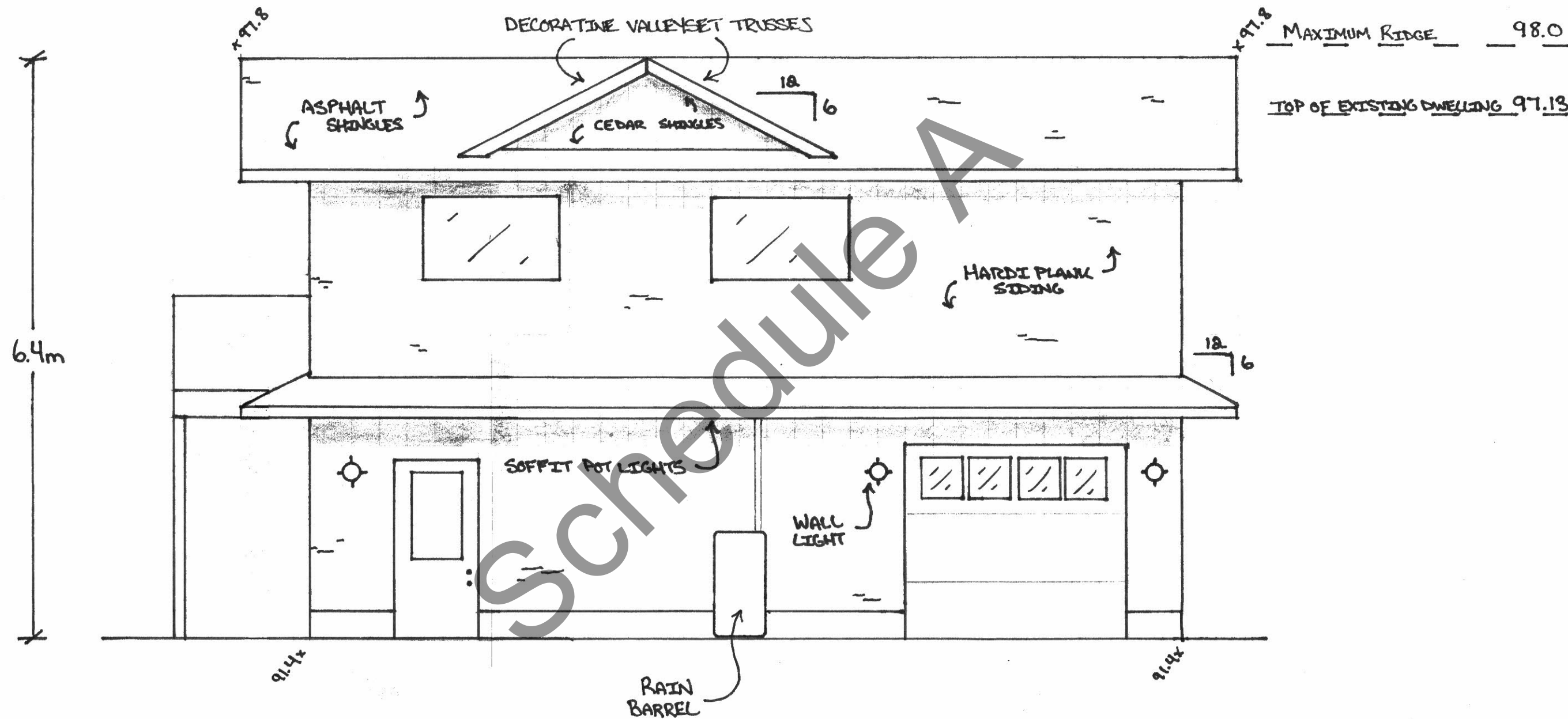
Lot 5 Block 126 Plan VIP703A
District Lot 56 Land District 43
PID: 008-557-764

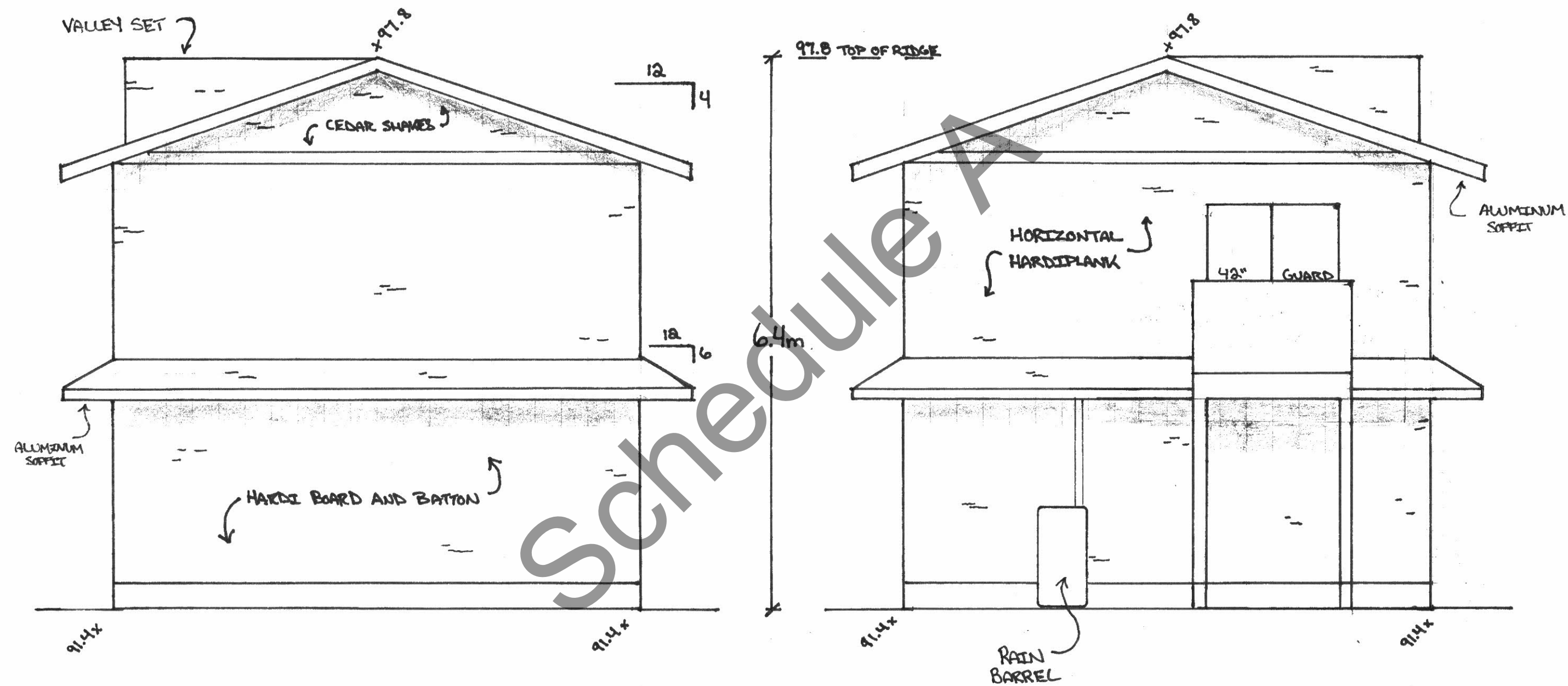
Michael Lait & Christina Hovey
michaelvothnlait@gmail.com
christinahovey@gmail.com

- Page 1: Site Plan & Data Sheet
- Page 2: Foundation Plan & Cross Section
- Page 3: Main Floor Plan & Lower Floor Plan
- Page 4: Cross Section
- Page 5: North Elevation
- Page 6: South Elevation
- Page 7: East & West Elevation

Scale: 1/4" Per Foot Unless Otherwise Noted
Contractor to Confirm Exact Dimensions on Site.

Zone:	R-2 Old Town Residential
Parcel Size:	669m2
Parcel Coverage:	31.9% (33% Max)
Proposed Building Height:	6.4m
Maximum Building Height:	6.6m
Average Natural Grade:	91.4m
Average Finished Grade:	91.4m
Suite Gross Floor Area:	59.5m2
Attached Garage Area:	37m2
Private Office Area:	14.8m2
Upper Level Balcony Area:	2.78m2
Front Yard Setback:	6m
Interior Side Setback:	1.5m
Rear Yard Setback:	1.5m







Color Palette

MOON RIVER

Cool Boothbay Blue and warm Navajo Beige combine for a soothing palette. Enliven the cool colors with a neutral Navajo Beige trim.



BOOTHBAY BLUE
Main Color



NAVAJO BEIGE
Trim Color

STAFF REPORT TO COUNCIL

Report Prepared By: Christina Hovey, RPP, MCIP, Senior Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: July 6, 2021
File No: 3360-21-02
Re: Zoning Amendment Application for Multi-Dwelling Residential at 940 Esplanade Avenue

RECOMMENDATION:

That Council:

1. Give first and second reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 41) 2021, No. 2079” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 42) 2021, No. 2080”;
2. Direct staff to proceed with scheduling and notification for a Public Hearing for Bylaw Nos. 2079 and 2080;
3. Direct staff to refer Bylaw Nos. 2079 and 2080 to the Ministry of Transportation and Infrastructure, following third reading of the bylaws, pursuant to section 52 of the *Transportation Act*;
4. Direct the property owner at 940 Esplanade Avenue to submit a Development Permit and a Building Permit application within 60 days of third reading of Bylaw No. 2079; and
5. Authorize the discharge of Covenant CA4868914 from 934 and 940 Esplanade Avenue (legally described as Lot A and Lot B, District Lot 24, Oyster District, Plan EPP66976) subject to adoption of Bylaw No. 2080.

EXECUTIVE SUMMARY:

The applicant is requesting a site specific zoning amendment for 940 Esplanade Avenue (formerly “Buckingham’s Browsersium”). The zoning amendment would allow for residential dwellings to be located on the main storey of a building in the Downtown Commercial (C-2) Zone. The two residential units have already been added to the main storey without permits.

Subject to the outcomes of the Public Hearing, staff are recommending approval of the application. The proposal is consistent with the OCP designation for the property and would add two residential rental units to the downtown. Staff also recommend deleting the site specific zoning provision that allows motor vehicle sales on the property.

PREVIOUS COUNCIL DIRECTION:

Resolution #	Date	Resolution
CS 2015-431	Dec. 21, 2015	That Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No 3), 2015, No. 1897 be adopted.

INTRODUCTION/BACKGROUND:

The property at 940 Esplanade Avenue is approximately 1,010m² in size and contains a two storey building with a residential appearance as well as a large shed. According to the Ladysmith Historical Society, the 940 Esplanade building was constructed in 1907. The property is not listed on the Ladysmith Community Heritage Register.

Figure 1: 940 Esplanade Avenue



The applicant is requesting a rezoning to allow the subject property to be used for a 3-unit residential rental development.¹ The units consist of a three-bedroom unit on the upper storey, and two two-bedroom units on the main storey. The building has already been converted. If this rezoning application is denied, the property will need to return to a commercial use.

The property is on a corner, with frontage on the Trans-Canada Highway and Warren Street. There is no direct access to the Highway. There is access via Warren Street and also via a laneway that runs parallel to the Highway. Opposite the property, across Warren Street is the Rotary Memorial Peace Park and Cenotaph. The property beside 940 Esplanade is vacant. The other properties in the surrounding area contain single family residential homes.

¹ Note that the building could not be converted to a strata without approval from the Town.

Figure 2: Aerial Image, 940 Esplanade Avenue



The subject property is zoned Downtown Commercial (C-2) and the surrounding properties are zoned a mix of C-2 and Live/Work Residential (R-2-LW). The existing and proposed designations/zoning for the subject property are shown in Table 1.

Figure 3: Zoning of subject property and surroundings

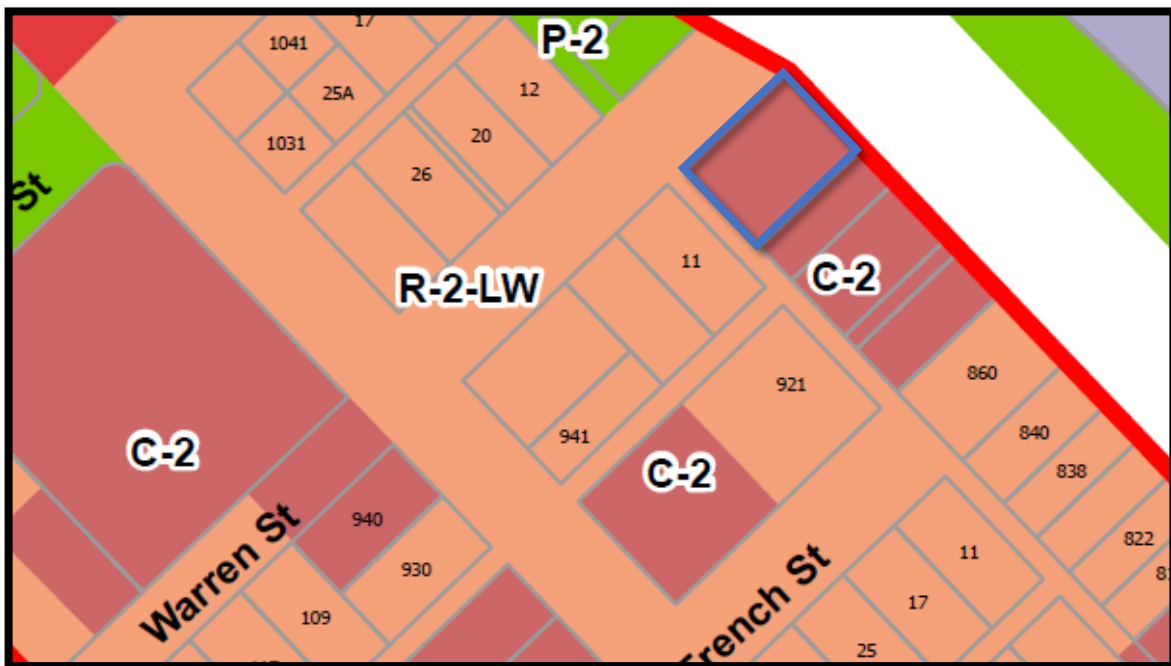


Table 1: Existing and proposed OCP designation and zoning for 940 Esplanade

	Existing	Proposed
Official Community Plan Designation	Downtown Mixed Use	No change
Development Permit Area(s)	DPA 2 – Downtown, DPA 4 – Multi-Unit Residential	No change
Zone	Downtown Commercial (C-2)	Downtown Commercial (C-2) with site specific provision to allow for main floor residential

DISCUSSION/ANALYSIS (ZONING BYLAW APPLICATION):

Official Community Plan (Bylaw No. 1488):

940 Esplanade is designated Downtown Mixed Use in the Official Community Plan. The Downtown Mixed Use designation

“is intended to encourage multi-family residential uses as either an alternative to, or in combination with, commercial uses.”

The proposed zoning amendment is consistent with the Official Community Plan.

Development Permit Areas:

The subject property is within Development Permit Area 2 – Downtown (DPA 2) and Development Permit Area 4 – Multi-Unit Residential (DPA 4). A Development Permit is required for the conversion to residential due to the changes to the landscaping.

Although the unpermitted interior renovations are exempt from the requirement to obtain a Development Permit (they were limited to minor exterior alterations and interior renovations), as part of the conversion, a large portion of the property was converted to a gravel parking lot. This change to the landscaping does trigger a Development Permit. A Development Permit to review the landscaping will likely be required even if the property returns to commercial use.

Proposed Zoning Bylaw Amendments:

Amendment to allow residential units on the main storey

The subject property is zoned Downtown Commercial (C-2) which provides for a wide range of commercial uses, including office, personal services, retail, and restaurant.

The C-2 Zone does permit dwelling units, however they are only permitted in combination with a commercial use (i.e. on upper storeys or behind a commercial use). The proposed zoning amendment would allow for a residential building on the subject property with no commercial use. The proposed zoning amendment would be a site-specific amendment to the C-2 zone, meaning that the building could be converted back to a commercial use in the future.

The zoning requirements for residential uses in the C-2 zone and the proposed amendments are summarized in Table 2.

Table 2: Summary of Zoning Requirements

Provision	Current Zoning	Compliance/Proposed Zoning Amendment
Permitted Use	Dwelling unit as an accessory to a commercial use.	Does not comply. Proposal to allow Multiple-Unit Dwelling as a principal permitted use.
Location of Dwelling Units	Dwelling units to be located above or behind a commercial use.	Does not comply. Proposal for a site specific exemption to this provision.
Density (units per hectare)	75 units per hectare	Complies (proposal is approximately 30 units per hectare)
Finished Floor Area	Minimum size for a two bedroom dwelling unit is 50.0m ²	Complies. According to the applicant, the smaller units are approximately 83m ² each.
Parking	2 spaces per unit plus one space for visitor parking.	Complies. However, the materials and surrounding landscaping must be reviewed through the DP/BP application.
Landscaping	A landscape buffer is required, and a shade tree may be required for the parking area.	Landscaping upgrades are required and will be evaluated through the DP/BP application.

Amendment to remove site-specific provision for motor vehicle sales

In 2015, Council adopted an amendment to the zoning bylaw to allow for “motor vehicle sales and rentals” at 934 and 940 Esplanade.

Staff recommends removing the site-specific provision that allows motor vehicle sales and rentals. In 2015, the property owner intended to use the property as a small-scale showroom for electric vehicles. This plan has not been implemented. Although the zoning provisions on the property would keep a car lot to a small scale, even a small scale car lot does not align well with the vision for the downtown or a residential use on the site.

The applicant has stated that they do not object to removing this site specific provision, since it does not reflect their current plans for the property. The amendment to remove motor vehicle sales has been drafted in a separate bylaw, allowing Council to consider the request for residential use (Bylaw 2079) and staff’s recommendation to remove motor vehicle sales (Bylaw 2080) separately.

Proposed Bylaw No. 2080 would amend the zoning bylaw by deleting the site-specific provision which permits “motor vehicle sales and rentals”. If Bylaw No. 2080 is adopted, the Town can discharge Covenant CA4868914 (Attachment C). This covenant requires that a minimum of 20% of the vehicles displayed on the property be low emission vehicles.

There are other lands within the Town that permit motor vehicle sales and rentals. Staff are not concerned that the adoption of Bylaw No. 2080 will limit future opportunities for motor vehicle sales and rentals. Motor vehicle sales and rentals are permitted in the following zones:

- Highway Service Commercial (C-3) (as an accessory to a service station)

- Light Industrial (I-1)
- Industrial (I-2)

Community Amenity Contribution

The applicant has not offered an amenity contribution as part of their zoning amendment application. It is typical for minor bylaw amendments, such as this one, not to include an amenity contribution.

Impact Analysis:

In the future, the main storey could be converted back to a commercial use without requiring a rezoning. In addition, the current zoning would allow for a commercial use within the existing shed located on the property.

The Town's Housing Needs Assessment² (2021) found that there is an "acute shortage of rental housing" available in the region. The sub-regional report for Ladysmith suggested that 510 new units need to be added to Ladysmith by 2025, of those, 72 need to be two bedroom units.³ Adding residential dwelling units to the downtown is a way to support the economic vitality of the downtown by providing housing for local business owners and employees and expanding the customer base located within walking distance of downtown businesses.

The zoning regulation to allow for motor vehicle sales on the property was approved in 2015 and has not been implemented. In the opinion of staff, this use is not consistent with the proposed or adjacent residential uses. In the opinion of staff, it is unlikely that another proponent will choose this location to use for a motor vehicle sales business. Motor vehicle sales are permitted in other zones.

Based on this analysis, staff recommend that Bylaw Nos. 2079 and 2080 be supported to proceed to Public Hearing.

Staff's recommendation to approve the zoning bylaw amendment application (Bylaw No. 2079) is based on the long term benefits of the proposed change to the Downtown. Details of the related bylaw enforcement file are provided below.

As part of the conversion to residential use, a large portion of the property was converted to a gravel parking area, this will need to be evaluated through a Development Permit Application. In addition, a landscape buffer is required along the eastern property line.

²Regional Housing Needs Assessment Report: <https://www.cvr.ca/3291/Housing-Needs-Assessment>
 Sub-regional Housing Needs Assessment Reports: <https://www.cvr.ca/3348/Sub-regional-Housing-Needs-Assessment-Re>

³ The report projects a need for 510 new residential units by 2025: 384 one-bedroom units, 72 two-bedroom units and 53 three+ bedroom units.

DISCUSSION/ANALYSIS (BYLAW ENFORCEMENT FILE):

A Bylaw Enforcement file for 940 Esplanade was opened in late 2018 after it was discovered that the property owner had converted the main storey into two residential units, contrary to the zoning bylaw and without first obtaining a Building Permit. A summary of the timeline of the Bylaw Enforcement file is provided in Table 3.

Table 3: Summary of 940 Esplanade Avenue Bylaw Enforcement File Timeline

Date	File activity
Unknown	Conversion of main storey to two residential dwelling units
Dec. 11, 2018	Bylaw Enforcement File opened: <ul style="list-style-type: none">• Construction without a Building Permit• Main storey dwelling units not permitted by zoning
January 2019 – February 2020	Town staff conduct site inspections and correspond with property owner regarding how to remedy bylaw infractions
February 2020	Town staff visit the property to confirm that minor upgrades were made to the residential units to address immediate life safety concerns (e.g. adding fire alarms and egress windows for bedrooms)
March 2, 2020	Correspondence received from owner of plans to evict residential tenants to return property to commercial use
March 2020	Provincial moratorium on residential evictions leads to pause on enforcement action
June 2020	Property listed for sale (as commercial property)
January 2021	Town staff resume correspondence with property owner
April 8, 2021	Property owner submits application to amend zoning bylaw to permit residential units

As shown in the timeline, enforcement action was delayed in March 2020 when the Provincial Government prohibited evictions in response to the COVID-19 pandemic.

There are two options to bring the subject property into compliance with the Town's Bylaws:

Option 1 – Amend the Zoning Bylaw and Require the Owner to Obtain a Building Permit for the New Residential Units:

If approved, the current zoning application would allow the two residential units on the main storey at 940 Esplanade to remain permanently, provided the building can be brought into compliance with the BC Building Code.

There are still a number of required building upgrades resulting from the change of use (for example upgrades for seismic safety). The property owner will need to submit a Building Permit application so that these upgrades and the previous work done to the building can be reviewed by the Town's Building Inspector for compliance with the BC Building Code. As part of their building permit application, the property owner will need to provide a building code analysis completed by qualified professionals (architect and structural engineer). A new home warranty from BC Housing is also required for the new units.

The Building Inspector cannot issue a Building Permit for a use that is not permitted by the Zoning Bylaw. So, issuance of a Building Permit cannot occur until Bylaw No. 2079 is approved. A Development Permit will also be required to review the parking and landscaping.

Option 2 – Obtain a Building Permit to Return the Property to Commercial Use:

The property owner could choose to revert the building to a commercial use at any time. A Building Permit would be required for the construction. A Development Permit would likely also be required.

If the current rezoning application is denied, the property owner will need to return the property to commercial use.

Next Steps for Bylaw Enforcement:

If the property owner fails to submit the required building and development permit applications, or fails to complete works required under those permits, the Bylaw Enforcement Officer can issue tickets for the Bylaw Infractions on a daily basis. The Town can also seek a court action to bring the building into compliance.

The building inspector also intends to bring forward a report to Council recommending that the Town file a notice on the title of the subject property under section 57 of the *Community Charter*. The purpose of the notice is to alert prospective purchasers of potential building code contraventions. Filing the section 57 notice is not connected to the rezoning process and can occur at any time. The notice will be removed once required safety upgrades are complete.

ALTERNATIVES:

Council can choose to:

1. Not give readings to Bylaw No. 2079 or Bylaw No. 2080.
2. Give first and second readings to Bylaw No. 2079 but give no readings to Bylaw No. 2080.
3. Give first and second readings to Bylaw Nos. 2079 and 2080, but delay scheduling the Public Hearing until the applicant submits an application for a development permit.
4. Defer consideration of first and second reading until the applicant submits an application for a development permit.
5. Amend Bylaw No. 2079 or Bylaw No. 2080 and give the bylaw(s) first and second reading as amended.
6. Refer the application back to staff for further review as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

A public hearing is required pursuant to section 464 of the *Local Government Act*. The current application is consistent with the OCP, so the requirement for a public hearing can be waived in accordance with section 464.2 of the *Local Government Act*.

In accordance with the Transportation Act, Bylaw Nos. 2079 and 2080 must be approved by the Ministry of Transportation and Infrastructure (MoTI) prior to adoption. This is because the subject property is within 800m of the Trans-Canada Highway.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**Community Planning Advisory Committee (CPAC):**

CPAC reviewed application 3360-21-02 for 940 Esplanade Avenue on May 5, 2021 and passed the following resolution (Attachment D):

It was moved, seconded and carried that CPAC recommend that Council support the proposed site-specific zoning amendment for 940 Esplanade.

It was moved, seconded and carried that CPAC recommend that Council investigate the history of the bylaw infractions at 940 Esplanade and investigate options for remedies available to the Town, and that the developer be required to provide restitution to the Town for the infractions.

In staff's opinion, the actions outlined in the bylaw enforcement section of this report are adequate to address the concerns expressed by CPAC.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been circulated to the Building Inspector, Bylaw Enforcement Officer, Engineering Department and Parks Department. Their comments have been incorporated into this report.

If the proposed zoning amendment is approved, the Building Inspector and Bylaw Enforcement Officer will work with the property owner to ensure the building is brought into compliance with the BC Building Code. If the proposed zoning amendment is denied, the Bylaw Enforcement Officer will work with the property owner to vacate the residences on the main storey of the building to allow for a return to commercial use.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" 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 type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Infrastructure

☐ Community

☐ Waterfront

☐ Economy

☒ Not Applicable

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

A. Bylaw No. 2079

B. Bylaw No. 2080

C. Covenant CA4868914

D. CPAC Minutes, May 5, 2021

TOWN OF LADYSMITH

BYLAW NO. 2079

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

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendment to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”:

1. “Schedule A – Zoning Bylaw Text”:
 - a. Add a new subsection to section “11.2 Downtown Commercial” “10. Site Specific Regulations” as follows:
 - g) For the *Parcel* legally described as Lot A, District Lot 24, Oyster District, Plan EPP66976 (940 Esplanade Avenue):
 - i) *Multiple-Unit Dwelling* is a permitted use.
 - ii) Section 11.2.8 does not apply.

Citation

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 41) 2021, No. 2079”.

READ A FIRST TIME on the day of , 2021
READ A SECOND TIME on the day of , 2021
PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*
on the day of , 2021
READ A THIRD TIME on the day of , 2021
APPROVED by the Ministry of Transportation & Infrastructure
on the day of , 2021
ADOPTED on the day of , 2021

Mayor (A. Stone)

Corporate Officer (D. Smith)

TOWN OF LADYSMITH

BYLAW NO. 2080

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

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendment to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”:

1. “Schedule A – Zoning Bylaw Text”:
 - a. Delete subsection d) of section “11.2 Downtown Commercial” “10. Site Specific Regulations”, applicable to 934 and 940 Esplanade Avenue, and renumber accordingly.

Citation

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 42) 2021, No. 2080”.

READ A FIRST TIME on the day of , 2021
READ A SECOND TIME on the day of , 2021
PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*
on the day of , 2021
READ A THIRD TIME on the day of , 2021
APPROVED by the Ministry of Transportation & Infrastructure
on the day of , 2021
ADOPTED on the day of , 2021

Mayor (A. Stone)

Corporate Officer (D. Smith)

Status: Registered
FORM_C_V21 (Charge)

Doc #: CA4868914

RCVD: 2015-12-10 RQST: 2021-03-31 12.11.35

VICTORIA LAND TITLE OFFICE

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Dec-10-2015 14:26:15.001

CA4868914

PAGE 1 OF 7 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Michael John
Hargraves
JYFBMN

c=CA, cn=Michael John
Hargraves JYFBMN,
o=Lawyer, ou=Verify ID at
www.juricert.com/
LKUP.cfm?id=JYFBMN

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

STEWART McDANNOLD STUART
BARRISTERS & SOLICITORS
2nd FLOOR - 837 BURDETT AVENUE
VICTORIA BC V8W 1B3

Tel.: 250 380-7744 Fax.: 250 380-3008
File No.: 173 154 CS/slw
Covenant

Document Fees: \$71.58

Deduct L/TSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

SEE SCHEDULE

STC? YES ☐

- | 3. NATURE OF INTEREST | CHARGE NO. | ADDITIONAL INFORMATION |
|-----------------------|------------|------------------------|
| Covenant | | Entire document |

4. TERMS: Part 2 of this instrument consists of (select one only)
(a) ☐ Filed Standard Charge Terms D.F. No. (b) ☒ Express Charge Terms Annexed as Part 2
A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):
BUCKINGHAM'S BROWSORIUM LTD. (INC. NO. BC0420814)

6. TRANSFEREE(S): (including postal address(es) and postal code(s))
TOWN OF LADYSMITH

BOX 220, 132C ROBERTS STREET
LADYSMITH BRITISH COLUMBIA
V9G 1A2 CANADA

7. ADDITIONAL OR MODIFIED TERMS:
n/a

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

T. TRENT FALLDIEN
Barrister & Solicitor
201 - 144 ELM STREET
SUDBURY, ON P3C 1T7

Execution Date		
Y	M	D
15	11	25

Transferor(s) Signature(s)

BUCKINGHAM'S BROWSORIUM
LTD., by its authorized signatory:

Name: ROBERT STANKIE

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM D

EXECUTIONS CONTINUED

PAGE 2 of 7 PAGES

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

JOANNA WINTER

Commissioner for Taking Affidavits in British Columbia

(as to both signatures)

410 ESPLANADE

LADYSMITH, BC V9G 1A2

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15	12	09

TOWN OF LADYSMITH, by its
authorized signatory(ies):

Name: AARON STONE, MAYOR

Name: SANDY BOWDEN, Director of
Corporate Services

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM E

SCHEDULE

PAGE 3 OF 7 PAGES

-
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

000-035-173 LOT 5, BLOCK 5, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703-A

STC? YES ☐

-
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

000-035-181 LOT 6, BLOCK 5, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703-A

STC? YES ☐

-
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

STC? YES ☐

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Transferor is the registered owner in fee-simple of those lands and premises located within the Town of Ladysmith, in the Province of British Columbia, more particularly described as :

PID 000-035-173

Lot 5, Block 5, District Lot 24, Oyster District, Plan 703-A

PID 000-035-181

Lot 6, Block 5, District Lot 24, Oyster District, Plan 703-A

(hereinafter collectively referred to as the said "**Lands**")

- B. The Transferee is the Town of Ladysmith;
- C. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee;
- D. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of:
- the use of land or the use of a building on or to be erected on land;
 - that land is to be built on in accordance with the covenant;
 - that land is not to be built on or subdivided except in accordance with the covenant;
 - that land is not to be used, built on or subdivided;
- may be granted in favour of the municipality and may be registered as a charge against the title to that land.

NOW THEREFORE THIS AGREEMENT WITNESSES that under Section 219 of the *Land Title Act*, and in consideration of the premises and the mutual covenants and agreements contained herein, and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada now paid to the Transferor by the Transferee (the receipt and sufficiency of which is hereby acknowledged), and for other good and valuable consideration the parties covenant and agree each with the other as follows:

1. In this Agreement the following words have the following meanings:

"low emission technology" includes electric vehicles, electric hybrid vehicles, hydrogen and fuel cell vehicles, compressed air vehicles, neat ethanol vehicles, natural gas vehicles or other similar technology that result in materially lower carbon emissions to the atmosphere than average internal combustion engines for that class or general type of vehicle.
2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, construct any

173 154 / Covenant TERMS / Nov 9'15 / CS-slw

building on the Lands or subdivide the Lands except in strict accordance with this Agreement.

3. The Transferor covenants and agrees that if the Lands are used for the purpose of motor vehicle sales or rentals, in any calendar month at least twenty percent (20%) of the motor vehicles displayed for sale or lease on the Lands must be motor vehicles making use of low emission technology engines.
4. The Transferor shall indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:
 - (a) the breach of any covenant in this Agreement;
 - (b) the use of the Lands contemplated under this Agreement; and
 - (c) restrictions or requirements under this Agreement.
5. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:
 - (a) the breach of any covenant in this Agreement;
 - (b) the use of the Lands contemplated under this Agreement; and
 - (c) restrictions or requirements under this Agreement.
6. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.
7. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
8. Time is of the essence of this Agreement.
9. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.

10. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
11. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.
12. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
13. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
14. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
15. The enforcement of this Agreement shall be entirely within the discretion of the Transferee and the execution and registration of the Agreement against title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision of the breach of any provision of this Agreement.
16. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.
17. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
18. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
19. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
20. The Transferee agrees that if the Council of the Town of Ladysmith does not adopt Town of Ladysmith Zoning Bylaw (No. 3), 2015, No. 1897 on or before February 29, 2016, the Transferee shall, at the request and cost of the Transferor, cause this covenant to be discharged from title to the Lands.
21. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original.

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All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.

The Transferor and Transferee acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D (pages 1 and 2) attached hereto.



MINUTES

Community Planning Advisory Committee

Wednesday, May 5, 2021 at 7:00 p.m.
via Zoom

PRESENT: Chair – Jason Harrison; Members – Jennifer Sibbald, Tony Beckett, Abbas Farahbakhsh, Brian Childs, Steve Frankel, Tamara Hutchinson; Council Liaison – Tricia McKay; Director of Development Services – Jake Belobaba; Senior Planner & Recorder – Christina Hovey;

ABSENT: None

GUESTS: Applicants – Phillip Oldridge (File No. 3360-21-02)

The meeting was called to order at 7:01 p.m., the Chair acknowledged with gratitude that he was chairing the meeting from the traditional territories of the Snuneymuxw First Nation and that many participants were on the traditional territories of the Stz'uminus People.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of May 5, 2021 be approved.

2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of March 3, 2021 be approved.

3. COUNCIL REFERRALS

- a. **Zoning Bylaw Amendment application - 3360-21-02 – 940 Esplanade**
Senior Planner Christina Hovey provided a brief introduction to the file.
Phillip Oldridge provided background on the recent history of the property including the recent renovations to the property.

CPAC asked Mr. Oldridge several questions about the property.

- Mr. Oldridge stated that they have considered consolidating the property with the neighbouring parcels, but the local road configuration combined with parking requirements would make a larger scale commercial development challenging. He also stated that he has been unable to attract commercial tenants to occupy the building.
- In answer to a question about his ultimate plan for the property, Mr. Oldridge stated that the property is currently providing rental income.

- Mr. Oldridge stated that he originally completed the renovations to the building with the intent that the lower storey units would be for commercial use and that the units are “commercial ready.”

CPAC had a lengthy discussion about the proposal:

- Consensus from the Committee that the property should not have been renovated without permits and that there should be serious consequences from the Town, possibly including an amenity contribution.
- Discussion about the overall amount of commercial space in the downtown relative to the residential space in the downtown (e.g. a benefit to having more people living in the downtown) and relative to the size of the community.
- History of the property, as an older, attractive building, formerly an Antique Store. The property was not added to the Community Heritage Registry due to the number of other properties that needed to be prioritized and a proposal at the time to demolish the property. The recent renovations to the property seem to have preserved the heritage character of the building.
- Staff noted that following the zoning application, the property owner will have to secure building permits and make upgrades to the building in accordance with the BC Building Code.
- Staff noted that tax rates are based on the actual use of the property rather than the zoning, so the taxes would likely not be impacted by the outcome of the zoning application.
- Other options for the proposal:
 - Keep the C-2 zoning and possibly allow the residential use through a Temporary Use Permit;
 - Change to a multi-family residential zone to prevent a future change back to commercial use.
 - Change to the Live-Work Residential Zone that covers most of the neighbourhood.

The following motion was moved, seconded and defeated:

That CPAC recommend to Council to keep the zoning at 940 Esplanade as C-2 and allow a Temporary Use Permit for residential use with the condition that the property be brought into compliance with the Building Code. (Five Opposed)

It was moved, seconded and carried that CPAC recommend that Council support the proposed site-specific zoning amendment for 940 Esplanade. (Two Opposed)

It was moved, seconded and carried that CPAC recommend that Council investigate the history of the bylaw infractions at 940 Esplanade and investigate options for remedies available to the Town, and that the developer be required to provide restitution to the Town for the infractions.

4. NEW BUSINESS

a. Building Schemes and Building Design Guidelines

Item to be referred to the Next Meeting.

b. CPAC Membership – Term renewal

Members have until May 14th to submit their applications to renew their membership on CPAC. The current term ends on June 30th. Members are invited to forward the application to others who may be interested in joining the Committee.

5. MONTHLY BRIEFING

File Updates:

The following files that CPAC previously reviewed have been to Council since the last meeting:

- Lot 20 Trans-Canada Highway and 670 Farrell Road (File No. 3360-19-02);
- 630 Farrell Road (File No. 3360-20-05);
- 201/203 Dogwood Drive (File No. 3360-20-04); and
- 336 Belaire Street (File No. 3360-20-09)

CPAC members can review the Council Agendas and Minutes or call Staff for further details.

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 9:09 p.m.

Chair (J. Harrison)

RECEIVED:

Corporate Officer (D. Smith)

Minutes of the Public Art Task Group (PATG)
Thursday, June 3rd, 2021 at 4:15pm

COMMITTEE MEMBERS PRESENT:

Lynda Baker
Councillor Tricia McKay
Ora Steyn
Lesley Lorenz

STAFF PRESENT:

Shannon Wilson

REGRETS:

Julia Noon
Kathy Holmes
Shirley Louie

**WELCOME &
ACKNOWLEDGEMENT**

L. Baker welcomed group and opened the meeting at 4:20 pm.

AGENDA

Moved and seconded: O. Steyn / L. Lorenz

2021-13: That PATG members approve the agenda for the meeting as presented.

Motion carried.

MINUTES

Moved and seconded: L. Lorenz / O. Steyn

2021-14: That PATG members approved Minutes of May 6th, 2021 as circulated.

Motion carried.

OLD BUSINESS

A. Guidelines for Acquisition of Public Art (DRAFT)

Staff shared the draft of Toolkit#1 –Guidelines for Acquisition of Public Art.

The Committee members reviewed and made further edits to the draft.

L. Lorenz left the meeting at 5:02 p.m.

B. List of Proposed Projects - Ongoing

No report

NEW BUSINESS

PRC DEPARTMENT UPDATE

None

- 1) Banners
The Town's Banners are being installed and the PATG will discuss the Community Public Art Banners for 2022 at our next meeting.
- 2) Canada Day – Staff are working with Community Partners to create a 'Celebrate Natural Canada' activity kit for release on July 1st.
- 3) Staff are working on plans for a phased approach to beginning the mural project at FJCC.
- 4) The Public Art donation was accepted by Council and staff will add to the Public Art Collection Inventory.

Moved and seconded: O. Steyn / L. Baker

2021-15: That the PATG meeting is adjourned at 5:06 p.m.

Motion carried

Next meeting will be held at 4:15 pm, August 26th, 2021 via Zoom.

Chair (L. Baker)

RECEIVED:

Corporate Office (D. Smith)



Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, June 16, 2021 at 7:00pm

COMMITTEE MEMBERS PRESENT:

Tim Richards, Chair	Kelly Daniels
Councillor Rob Johnson	Geoff Dean
Ava Smith	Emily Weeks
Bryn Dovey	

STAFF PRESENT:

Chris Barfoot
Pam Zwicker

REGRETS:

Councillor Duck Paterson
Lynda Baker
Lesley Lorenz

AGENDA

Moved and seconded:

2021-13: That Parks, Recreation and Culture Advisory Committee approve the agenda for the meeting as presented.

Motion carried.

MINUTES

Moved and seconded:

2021-14: That Parks, Recreation and Culture Advisory Committee approve the minutes of the April, 2021 meeting as presented.

Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Departing, Returning and New Members- Ava Smith and Bryn Dovey will not be renewing their terms with the PRCAC as they are heading off to University this fall. We thank both Ava and Bryn for their service and wish them all the best in their education!

Returning members for an additional 2 year term include Geoff Dean and Lynda Baker.

New members are Lucy Partington (Youth) and Bruce Mason.

Fall Meeting Schedule- The PRCAC will take a two month hiatus and return to its regular schedule in September, meeting the 3rd Wednesday of the month at 7pm. PRC Staff will keep the committee informed of any changes to meeting protocols which may permit a return to in person meetings by September.

Input from committee members on the format/delivery of these meetings are that while it can be more convenient and accessible to attend meetings virtually, meeting in person is preferable, or a hybrid model.

UPDATES

PROGRAM AREA SUMMARY:

The Parks, Recreation & Culture Program Team continue to modify program plans, classes and sessions, while following the most recent health orders and guidelines for the safety of patrons, staff and the community.

HEALTH & WELLNESS

The 2021 Summer Activity Guide was released May 12th and registration opened at 8:00am on Friday, May 14th. The summer guide includes programs and registered drop-in activities that are scheduled for the months of July and August.

There were over 250 registrations and payments processed on Friday alone, with an additional 40 program registrations utilizing previously purchased punch cards. 63% of registrations on Friday, May 14th took place online through www.reccowichan.ca and 37% of registrations were completed by staff via telephone.

Move for Health Day was Monday, May 10th. LPRC celebrated in a different way this year with a social media campaign highlighting community members and what inspires them to move for their health.

As part of BC's Restart announcement on May 25, we were given the green light to be able to offer low-intensity fitness classes in the gymnasium again. Many indoor fitness programs have been modified to accommodate the current Provincial Health Order. Spin programs are returning this month and will be hosted outside in the parking lot at the FJCC.

Spring GoByBike ran from May 31 to June 6th. A Bike Safety session is planned for June 2nd for ages 10-16yrs. To help celebrate, Ladysmith Community Champions were shared on PRC social media sites during the week.

AQUATICS

In May we had 108 children registered in Red Cross Swimming lessons with more than half of these being parented lessons.

We offered 2 Aquatic fitness classes per day Monday to Friday. All classes were full at 100% capacity with our PD requirements.

Before the end of May Bronze Medallion and Bronze Cross are 100% full and both Junior Lifeguard camps are full. Both of these courses are for youth and are pre training to head towards a job in aquatics.

RECREATION

Program and class offerings under Recreation include Preschool, Children, Youth, and General Recreation.

PRESCHOOL/CHILDREN/YOUTH

YOUTH Week is marked annually across British Columbia during the first week of May. It's an opportunity to strengthen the connection between youth and their communities and intended to highlight their interests, accomplishments and diversity.

From May 3 - 7th, LPRC offered 5 activities for YOUTH to get active. The 5 workshop activities included mountain biking, golfing, swim at FJCC, yoga and an introduction to slacklining.

Parks, Recreation & Culture continues to be a community connector, sharing resources and information with over 50 community partners about youth week events, and throughout the whole year.

Adventure Zone Daycamps are back this summer for 7 exciting weeks starting July 5th. Camps at Transfer Beach and FJCC are filled with waitlists. Camps were at 80% capacity within 4 hours of registration opening!

COMMUNITY PROJECTS

Ladysmith Area Family and Friends (LaFF) was the successful recipient of the Canada Healthy Communities Initiative Grant. The grant will be used to construct a picnic shelter at Aggie Hall playground. LaFF will coordinate project with the Town.

Soil was delivered by the Park Operations team to the Community Gardens in preparation of the 2021 growing season.

FACILITY MAINTENANCE PROJECTS (Repairs or capital project updates):

The annual maintenance shutdown at the FJCC will be from August 14th to September 6th.

During this time, the pool will be closed and there will be reduced hours in reception and the fitness centre with a facility closure scheduled over the September long-weekend.

Staff are currently coordinating work on some much needed renovations to the Ladysmith Museum building. This work will be a collaborative effort between the Town and a funding grant that the Historical Society received this year. Downtown washrooms are nearing completion and should be ready later this month.

NEXT MEETING Next meeting will be held at 7:00pm, September 15, 2021 via ZOOM.

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



Notes from the Official Community Plan Steering Committee Meeting Held on June 22, 2021 at 4pm by Zoom

Attendees:

Cyndi Beaulieu	Allison McCarrick	Ray Gauthier	Quentin Goodbody	Geoff Dean
Duck Paterson	Isabel Anderson	David Grimstead	Mark Drysdale	Brian Childs
Tamara Hutchinson	Jake Belobaba	Abbas Farabakhsh	Jennifer Fix (consultant)	
Julie Tierney (recorder)				

Regrets:

Chief Harris	Mayor Stone	Tara Pollock	Jennifer Sibbald	Martin Byrne
Emily Weeks	Jason Harrison			

Acknowledgement

J. Belobaba gratefully acknowledged with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

Committee Chair

J. Belobaba conveyed the need to elect a chair and co-chair for this committee. Committee members have been asked to email staff if they are interested in one of these positions. Once the positions have been filled, a short session will take place with the chair and co-chair to explain roles and responsibilities.

Group Discussion

Where Ladysmith stands today and how it should evolve into the future?

Committee members shared their thoughts on the subject, which included:

- developing the waterfront;
- revitalizing the downtown core;
- accommodating and fostering a greater range of diverse and affordable housing options, both market and non-market;
- ensuring multi-use zoning throughout the town to establish a balance of commercial and residential developments;
- improving walkability, connectivity, and public transit;
- ensuring future employment opportunities and growth;
- expanding upon fresh water (watershed) management and urban forest management; and
- celebrating and sustaining cultural diversity and cultural heritage.

RECEIVED:

Corporate Officer (D. Smith)

STAFF REPORT TO COUNCIL

Report Prepared By: Richard Frost, Manager of Facility Operations
Reviewed By: Chris Barfoot, Director of Parks Recreation & Culture
Meeting Date: July 6, 2021
File No:
Re: Financial Plan Amendment: FJCC Pool Chlorine Conversion

RECOMMENDATION:

That Council direct staff to amend the 2021-2025 Financial Plan to include \$35,000 for a chlorine conversion for the pool at Frank Jameson Community Centre with the funds to come from the Parks & Recreation Appropriated Equity Reserve.

EXECUTIVE SUMMARY:

The chlorinating system at Frank Jameson Community Centre (FJCC) is operational, but vulnerable due to the availability of parts necessary to maintain the system. Staff are proposing to convert from chlorine pucks to a liquid chlorine system. The conversion can be completed during the facility shutdown at FJCC scheduled for August 14 – September 6 and utilizes many of the existing chemical controllers, resulting in minimal changes required to the existing infrastructure.

PREVIOUS COUNCIL DIRECTION:

CS 2015-342	10/13/2015	That Council 1. Direct staff to proceed with removing and replacing the gas chlorine disinfection system at the Frank Jameson Community Centre swimming pool with an alternative to gas chlorine. 2. Approve the allocation of \$75,000 to the replacement of the gas chlorine disinfection system at the Frank Jameson Community Centre.
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INTRODUCTION/BACKGROUND:

In 2016, the gas chlorine system at FJCC was removed and replaced with a safer alternative chlorination system. The conversion was necessary at this time due to a chlorine leak on October 10th, 2015, that led to the temporary closure of the facility, including the evacuation of people in nearby homes as a safety precaution.

Although the current system is functioning, replacement parts are no longer available for the current model of Pulsar pumps it relies on, which puts the pool operations at risk should the current system break down or require replacement parts.

The new model of Pulsar pumps are much larger than those currently being used, which makes replacing them expensive as modifications to the mechanical area to accommodate the pumps would be required.

A conversion to liquid chlorine is not complex and utilizes a pump system that is commonly used in the industry and readily available. It also can work within the existing space with only minor modifications. These pump systems are interchangeable with other various brand pumps available on the market, making repairs and replacement less complicated. Many of the public swimming pools in the region have successfully converted to liquid chlorine systems.

Council may recall that a similar conversion was recently approved for the Water Filtration Plant. Though the systems and treatments are different, the technology and type of liquid chlorine are similar, making supply and transportation of the liquid chlorine more efficient.

ALTERNATIVES:

Council can choose to:

1. Direct staff to include the chlorine system replacement in the 2022 financial plan, with early budget approval. This may result in the need to close the pool should the chlorination system fail within 2021.

FINANCIAL IMPLICATIONS:

The chlorination conversion was not identified in the 2021–2025 Financial Plan. It wasn't until a recent repair that staff learned parts for the existing system are no longer available.

As there are no funds budgeted for this project in 2021, staff are recommending using funds from the Parks & Recreation Appropriated Equity Reserve. This reserve fund currently has approximately \$150,000 and is earmarked to fund a generator at FJCC (\$100k), as well as a photocopier (\$10k) over the next five years. The remaining \$40,000 of this reserve would fund the chlorine conversion project.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If approved, this conversion upgrade will take place during the 3-week annual shutdown that will occur between August 14 and September 6, minimizing disruptions to patrons and user groups.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

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 checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input 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).

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Meeting Date: July 6, 2021
File No: 1820-01
RE: **Adjustment to Water Billing Account**

RECOMMENDATION:

That Council waive the 45-day requirement to make necessary repairs and provide a water leak adjustment for \$3,193.98 for billing account #001 1376000.

EXECUTIVE SUMMARY:

The purpose of this staff report is to present to Council a multi-family property with high water consumption due to water leaks. The property owners were unable to complete the repair within the 45-day bylaw leak repair limit for consideration of a billing adjustment. Staff request an exemption to the 45-day bylaw leak repair limit and request authorization to adjust the water billing account.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Adjustment to water billings due to water breaks or leaks is permitted under the Waterworks Regulation Bylaw. Property owners are required to fix the leak within 45 days of receiving notification of high consumption. The adjustments are calculated using the consumption during the same period in the previous year as the baseline consumption.

The 45-day repair timeframe was put in place to encourage property owners to make the necessary repairs within a timely manner, thereby reducing the amount of treated water wasted.

The owners of billing account #001 1376000 were notified March 18, 2021 by Town staff as the result of a higher than usual meter reading for the first quarter of 2021. After several attempts by the owners to have the repair completed within the 45-day timeframe, a plumbing company was hired to repair the leak under the paved parking lot. The repair was completed May 25, 2021, 68 days after notification, and therefore not within the required 45 day limit.

Without any adjustment, the property owners' water bill would be \$3,699.04. The property owners are requesting that the Town waive the 45 days to repair requirement and provide an adjustment in the amount of \$3,193.98.

ALTERNATIVES:

Council could choose to:

1. Deny any adjustment.
2. Approve a pro-rated adjustment, allowing a 45-day adjustment reduction, but charge the full amount for the remaining 23 days. This would reduce the bill by \$1,570.23 to \$2,098.81. This adjustment still allows for the full Q1 bill to be reduced to regular consumption as well as the reduction for 45 days from notification of a leak.

FINANCIAL IMPLICATIONS:

Adjustments to water billing accounts affect the water revenues.

LEGAL IMPLICATIONS:

There are no legal implications to providing an adjustment to the water billing account.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens are encouraged to quickly repair any water leak when it is discovered. The incentive of a potential adjustment supports repairs made in a timely manner.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Utilities Department in the Public Works Department is involved in reading the meters, notifying property owners of high consumption and monitoring consumption until it returns to a normal range. Finance calculates the billing and any subsequent adjustments.

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:

☐ Infrastructure

☐ Economy

☐ Community

☒ Not Applicable

☐ Waterfront

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

A. Details of Account #001 1376000

ATTACHMENT A

Details of Account #001 1376000

	m3	\$
<i>Current bill</i>		
Q1 consumption	1,858	1,649.02
Q2 consumption	2,284	2,020.02
Water Bill with no adjustment	4,142	3,669.04

Waive 45-day repair requirement

Reduction for Q1	(1,639)	(1,427.41)
Reduction for Q2	(1,994)	(1,736.57)
	(3,633)	(3,163.98)

Water Bill with full adjustment	\$ 505.06
--	------------------

Only 45-days adjusted after notification

Reduction for Q1	(1,639)	(1,427.41)
Reduction for Q2	(164)	(142.82)
	(1,803)	(1,570.23)

Water Bill with adjustment for 45 days	\$ 2,098.81
---	--------------------

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Meeting Date: July 6, 2021
File No: 1855-20
Re: CCRF Funding Application for Downtown Refresh

RECOMMENDATION:

That Council direct staff to submit a grant application for the Canada Community Revitalization Fund requesting grant funding for the Downtown Revitalization Project and confirm that the Town's portion will be funded from the General Government Reserves and the Real Property Reserve.

EXECUTIVE SUMMARY:

A new grant opportunity is available. Due to the tight timeline to submit the application, (July 23, 2021), staff recommend that the previously denied project – Downtown Refresh – be modified slightly and resubmitted.

PREVIOUS COUNCIL DIRECTION:

CS 2020- 304	10/20/2020	... That Council direct staff to submit an application for grant funding to support refurbishment of Town assets on 1st Avenue and wayfinding signs through the Community Economic Recovery Infrastructure Program and amend the 2020-2024 Financial Plan accordingly. ...
--------------------	------------	--

INTRODUCTION/BACKGROUND:

The Federal Government has announced a funding opportunity using their [Canada Community Revitalization Fund \(CCRF\)](#). The intent of the Fund is to improve community infrastructure to rebound from the effects of the COVID-19 pandemic. Eligible projects must be shovel ready and able to be complete by March 31, 2023. Funding is available for up to 75% of the project, to a maximum contribution of \$750,000. The Town is responsible for at least 25% of the costs. The funding application is due July 23, 2021.

Staff recommend resubmitting the Downtown Refresh Project, which was previously denied for Provincial COVID funding. The original project included:

- Refurbish benches and bike racks.
- Replace the interlocking brick with stamped concrete in the sections of Roberts to High Street; High Street to Buller; and Buller to Kitchener. There are additional areas that



need replacing, but the additional amounts would exceed the total funding available, therefore staff recommend continuing with the previously identified areas.

- Replace the tops of six decorative streetlights. It is staff's recommendation to include in this grant request the funding for replacing the electrical conduit for the street lights and street trees which was not in the original application.
- Update directional & wayfinding, and heritage & culture signage. Though included in the previous grant application, staff do not recommend including the Welcome signs as they do not fit within the maximum cost, nor are they an objective of this grant program.

The funder included a list of priority projects.

1. Revitalize main streets or downtown cores.
2. Improve or reinvent outdoor spaces.
3. Reduce environmental impacts, including greenhouse gas emissions.
4. Increase accessibility to public spaces for everyone to enjoy, inclusive of people with disabilities.

The above projects meet priorities 1, 2 and 4.

ALTERNATIVES:

Council can choose to:

1. Not submit an application for the CCRF.
2. Submit an application for another project as directed by Council. Another project must be shovel ready with costs. A Council resolution would also be required before the July 23rd deadline.

FINANCIAL IMPLICATIONS:

The projects listed are not in the Capital Plan for 2021, though the projects are scattered throughout the long-term capital plan, subject to funding. Receiving grant funding for the items would reduce the financial burden on taxpayers. Staff will prepare a budget amendment bylaw if the grant is successful.

The Town is still required to pay at least 25% of the project costs as well as any amounts exceeding \$1 million dollars. Staff are looking at options to leverage other projects as well as accessing funding from General Government Reserves and the Real Property Reserve.

LEGAL IMPLICATIONS:

If successful, a signed funding agreement would be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If the funding is successful, there would be impact to the businesses along 1st Avenue during any construction phase.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works, Finance and Administration staff will collaborate to complete the funding application.

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 checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Len Thew, Manager of Operations
Reviewed By: Geoff Goodall, Director of Infrastructure Services
Meeting Date: July 6, 2021
File No:
Re: Single Axle Gravel Truck

RECOMMENDATION:

That Council award the purchase of a single axle gravel truck to P+R Truck Center for \$253,084.16, including GST.

EXECUTIVE SUMMARY:

Staff have tendered the specifications for a single axle dump truck and four bids were received. The lowest bid was from P+R Truck Center in the amount of \$253,084.16, including GST.

PREVIOUS COUNCIL DIRECTION:

This purchase is an approved capital item.

qryFindResolutionS		
Resolution	MeetingDate	ResolutionDetails
CS 2021-094	03/16/2021	That Council approve the changes to the 2021-2025 Financial Plan as presented by the Director of Financial Services on March 16, 2021, including: · Single Axle Dump Truck for \$230,000 with funds from prior year surplus;...

INTRODUCTION/BACKGROUND:

The 2020 Capital Plan included \$50,895 for brine, salt/sand application units; this money was from previous years' surplus. In 2021, Council approved the purchase of an additional single axle gravel truck for \$230,000 to be funded from prior years' surplus.

Since the brine, salt/sand application units are outfitted to be used in conjunction with the single axle truck, staff tendered them all together as a package. The intention of this approach was to realize potential cost savings and to ensure compatibility of all components.

Four Tenders were received as follows:

Tenderer	Total Tender (inc. GST)
P+R Truck Center Ltd, Falcon Equipment	\$253,084.16
Harbour International Trucks	\$257,766.88
P+R Truck Center, Drive Products	\$283,932.32
P+R Truck Center, Commercial Equipment	\$293,426.56

FINANCIAL IMPLICATIONS:

The combined budgets for the single axle dump truck (\$230,000) and the brine, salt/sand application units (\$50,895) is \$280,895. The lowest bid meets this budget.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer



TOWN OF LADYSMITH

2020

ANNUAL REPORT

Fiscal year ending December 31, 2020

 **OPEN for
BUSINESS**
2019 Award Finalist



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ABOUT OUR COMMUNITY

Nestled on the eastern shores of spectacular Vancouver Island, Ladysmith features all the warmth and charm of a small town, yet offers its residents a full range of services, amenities and world class municipal infrastructure typically found in larger urban centres. Ladysmith is a growing community (population 8,949 in 2017, BC Stats) located just 88 km (55 miles) north of Victoria and 23 km (14 miles) south of Nanaimo.

Ladysmith residents place a very high value on preserving the storied chronicle of this community, actively celebrating the Town's intriguing heritage while respectfully acknowledging the more than 5,000 years of history of the first residents of this land, the Stz'uminus First Nation.

The Town's strong sense of pride for its past is also evident in its well-maintained architecture and colourful streetscapes. 1st Avenue, a major thoroughfare, was nationally recognized in 2017 as Canada's Great Street by the Canadian Institute of Planners.

As a progressive municipal leader, the Town of Ladysmith places a strong emphasis on the importance of bringing the past to life while simultaneously forging ahead on new initiatives. These values are reflected in the way the Ladysmith Heritage Walks link the vibrant history of its buildings and artifacts with the burgeoning waterfront area and Transfer Beach Park.

Whether the Town is focused on restoring an old building or planning a new development, Council and staff always do so in a thoughtful, balanced and sustainable manner.



THE MAYOR'S MESSAGE

On behalf of Council, it's my honour to provide this message for the Town of Ladysmith's 2020 Annual Report as we reflect on our accomplishments from this past year.

The COVID-19 pandemic demonstrated the strength of our community in so many ways. Our shared commitment and mutual respect for another proved we could persevere during this difficult time.

In the early days of the pandemic, I drew inspiration and hope from the hearts we placed in our windows, and the nightly cheers for our first responders.

As a community leader, the past year is something I never imagined having to work through.

The pandemic has reminded us what is truly important in life: family, community and being kind to others.

As a Council, we have tried to keep our focus in the present and how we could make each day better than the last for the residents and local businesses who are struggling.

We have continued to meet virtually since last March and make progress in our strategic planning process around Infrastructure, Community, Waterfront and Economy.

Thank staff for presenting a revised budget that balances the need for fiscal responsibility with necessary investments to lay the foundation for a stable economic recovery.

Also recognizing the hardships imposed on many last year, Council extended the penalty deadline for property taxes until September.

We also continue to explore grant opportunities from senior levels of government to help fund future projects aligning with our strategic goals, while easing the financial burden.

As a result of Island Coast Economic Trust

funding, generous donations received from the community, and unused Grants-in-Aid funding, 18 patio tables were installed along First Avenue and at Transfer Beach.

The new seating, complemented by the Edison lights donated by Microtel Inn and Suites Oyster Bay, animate our street and support the long-term economic recovery.

A major highlight of 2020 is the commissioning of the Water Filtration Plant, as we continue to offering the best quality water possible, and ensuring that Ladysmith offers up-to-date, reliable infrastructure to serve current and future generations of residents.

Council also continues to be motivated by the ongoing work to implement shared vision for the Waterfront Area Plan.

Last year, the Town received a \$3.3-million

to break ground on the Arts & Heritage Hub - a fundamental cornerstone of the WAP. We are thankful for the opportunity to create a space that not only showcases our industrial heritage and flourishing arts community, but is an opportunity to embrace and bring Stz'uminus culture back to this side of the harbour as we build cultural connections so important to reconciliation.

In partnership with the BGC Vancouver Island we will be creating 12 new infant/toddler spaces at the Town-owned building on High Street. This project is the result of UBCM funding and reflect Council's core values of inclusivity and affordability.

We celebrate these achievements and the progress highlighted within the 2020 Annual Report with our staff, partners, volunteers and residents.

Aaron Stone, Mayor





Thank you for your interest in the Town of Ladysmith's 2020 Annual Report, a review of our accomplishments from the past year on Council's 2020-2023 Strategic Plan objectives.

Our organization and the entire Ladysmith community will be forever changed by the COVID-19 global health pandemic.

In 2020, we faced unforeseen challenges requiring every one of us to act with kindness and patience for the health and safety of our neighbours, and the first responders on the frontlines of this ongoing crisis.

We could always see the light at the end of the tunnel and now it continues to get brighter each day as people register for vaccines and cases begin to taper off.

I want to thank the entire staff team for your dedication and willingness to face adversity over the past 12 months and especially Guillermo and Erin for the leadership and the stability you provided to Council and the organization.

Over the course of 2020, we adapted our operations to reflect the current guidelines issued by the Provincial Health Officer Dr. Bonnie Henry while also providing the same high level of service residents have come to expect.

We supported Council in a successful transition to virtual meetings and presented a revised annual budget in the spring that reflected the revenue shortfalls brought on by the pandemic.

THE CAO'S MESSAGE

Our administrative offices remained 'open for business' and COVID-19 relief funds provided by the Province helped the Town make the required building modifications to better serve patrons safely while ensuring physical distancing.

We improved our e-government services across all departments and launched a new mobile-friendly website.

A special thank you to the increasing number of property owners who claimed Home Owner Grants online and paid property taxes using electronic banking, reducing line-ups at Town Hall.

Staff found innovative ways to achieve Council's vision for supporting the local economic recovery from COVID-19 through a patio project that allowed people to gather safely outdoors.

The patio tables that dot First Avenue and Transfer Beach Park are a reminder of Ladysmith's positive community spirit during a difficult year.

Staff processed a near record number of building permits at an estimated construction value of \$17,939,224 and brought forward several major development applications for Council's consideration.

A particularly proud accomplishment for the organization was providing any staff whose roles were impacted by COVID-19 restrictions with alternative work assignments.

Several team members stepped up to assist in maintaining our parks and streetscapes, while oth-

ers put their best foot forward and found space on the kitchen table for a temporary home office.

As residents self-isolated at home, Parks, Recreation and Culture also created a successful series of free daily virtual fitness and programming classes to keep everyone active and engaged.

In closing, I would like to thank Ladysmith Mayor and Council for entrusting me to lead our hard-working staff team and look forward to accomplishing great things together.

I'd also like to extend my gratitude and appreciation to Town staff and the Ladysmith community for the warm welcome.

I am grateful to be working on the unceded traditional territory of the Stz'uminus First Nation and am amazed everyday by the breathtaking natural beauty of our area.

While Ladysmith has grown and changed over the years, the spirit of its residents and the everlasting charm that makes this community so unique on Vancouver Island hasn't waived.

I invite you to explore the 2020 Annual Report and reflect on Council's accomplishments and the road ahead.

Allison McCarrick, CAO



LADYSMITH COUNCIL

The Mayor and Council of the Town of Ladysmith were each elected for a four-year term in the municipal election held in October 2018. Each member is appointed to standing portfolios, Town and regional committees.

In 2019, Council adopted the 2020-2023 Strategic Plan. The major projects undertaken over the coming years will all help to accomplish the larger plan. The Town's budgets and ongoing work plans are guided by these key priorities.

Council recognizes that a significant portion of the Town's resources must be allocated to the core services that keep our community running - roads, sidewalks, water supply, sewage treatment, solid waste, parks and trails, fire/rescue, policing, and recreation programs.

Our Strategic Plan is Council's vision for how best to invest the remaining resources to build the kind of community we envision for our citizens and future generations.

» **Vision:**

Ladysmith is a diverse and well-managed municipality that reflects the quality of its people, where we work together as stewards of our assets, environment and economy.



Tricia McKay
Councillor



Duck Paterson
Councillor



Marsh Stevens
Councillor

» **Mission:**

A safe, caring and vibrant economy.



Jeff Virtanen
Councillor



Amanda Jacobson
Councillor



Rob Johnson
Councillor

35
Council
meetings

538
Resolutions
adopted

44+
Hours in
open Council
session

Town of Ladysmith COVID-19 Timeline



March 4
Town focuses its efforts on increasing good public health practices in all facilities.



March 17
Public access to City Hall, FJCC and all town facilities closed to help "flatten the curve" while maintaining services remotely.

March 13
Town participates with CVRD to create a regional preparation and response.



March 31
Council begins holding "virtual" Council meetings as authorized by Ministerial Order M083.

April 16
Development Services reminds public that they are open, and accepting electronic submissions.



April 22
The Town looks at feasibility of providing a downtown site to support the community's homeless in self-isolation.



April 23
Council extends the penalty date for property tax payments from July 2 to October 1.

May
Parks, Recreation & Culture Staff "QuaranTeam" begin offering complimentary online daily programs for all ages.



May 14
Town-owned property on Buller Street selecting as small scale tenting site to support community's homeless.

May 15
Transfer Beach washrooms reopened, as well as washrooms at Holland Creek trailhead.

May 19
Council requests that Town Staff meet with Ladysmith Chamber of Commerce to discuss economic recovery efforts.

May 27
Town Staff, Ladysmith Chamber of Commerce and Ladysmith Downtown business association meet to discuss economic recovery.

January -
March 2020

April 2020

May 2020



June 1
City Hall reopens to assist residents during tax time with protocols in place to protect staff and the public



June 1
Parks, Recreation and Culture staff restart registered programs to begin offering live "virtual" courses and small outdoor in-person classes.



June 16
Council supports initiatives to support downtown recovery: eliminating fees for sidewalk patios, a 3-year pilot project for parklets & patio spaces, downtown patio seating, and a portable wash-room.

June 19
Community partners show their well-known Ladysmith spirit by donating to the downtown recovery initiative with new lighting to hang above 1st Avenue

July 2
The Town receives \$13,500 in grant funding from Island Coastal Economic Trust in support of time-sensitive initiatives during the economic restart period



July 24
BC enters Phase 3 of its restart plan, allowing non-essential travel through the province.



September 18
First patio table installed at Aggie Hall

November 2
FJCC pool reopens after renovating and enhancing the pool deck and change rooms during the closure



November 19
Town Parks, Recreation & Culture staff cancel or suspend programming in compliance with Public Health orders

December 2
Council continues holding "virtual" Council meetings as authorized by Ministerial Order M192, which restricts the public from attending meeting in person despite Council's best efforts.

June 2020

July -
October 2020

November-
December 2020

LADYSMITH COMMITTEES

Council appoints citizens to serve on local advisory commissions and committees. Their role is to review matters referred by Council, and to make recommendations to help Council conduct its business.

Council Committee of the Whole

Responsible for advising and making recommendations to Council on a broad spectrum of issues related to departmental matters.

Coun. Jeff Virtanen Chair

Coun. Tricia McKay Chair

All members of Council

Community Planning Advisory Committee

Lacey MacRae Williams, Chair

Tony Beckett Member

Brian Childs Member

Steve Frankel Member

Jason Harrison Member

Tamara Hutchinson Member

Jennifer Sibbald Member

Julie Thompson Staff Liaison

Jake Belobaba Mgmt Liaison

Tricia McKay Council Liaison

Amanda Jacobson Alt. Council Liaison

Parks, Recreation & Culture Advisory Committee

Gord Horth Member

Tara Pollock Member

Tim Richards Chair

Lynda Baker Member

Geoff Dean Member

Lesley Lorenz Member

Emily Weeks Member

Bryn Dovey Youth Rep

Ava Smith Youth Rep

Vacant Area H Rep

Mike Brocklebank Area G Rep

Vacant Stz'uminus First Nation

Chris Barfoot Mgmt Liaison

Robyn McAdam Staff Liaison

Duck Paterson Council Liaison

Rob Johnson Alt. Council Liaison

Board of Variance

Jan Christensen Member

Tim Horner Member

Terry Doherty Member

DL2016 Holdings Corporation

Jake Belobaba TOL Appointee

Guillermo Ferrero TOL Appointee

Alan Newell LMS Appointee

Richard Wiefelspuett LMS Appointee

Rob Hutchins Member

Bruce Laxdal Member

Jan Christenson Member

Protective Services Committee

Coun. Duck Paterson Chair

April Diver CVRD

Jason DeJong CVRD

Alana Newton COPS

Jim Hall COPS

Harold Cowie COPS

Faye Hjort S & R

Allen McDermid S & R

Bill Drysdale S & R (alt)

S/Sgt. Ken Brissard RCMP

Steve VanderMinne Ambulance

Vacant Youth Coordinator

Krista Perrault Stz'uminus First Nation

John Oakes (Primary) RCM SAR

John Davis (Alt) RCM SAR

Guillermo Ferrero Mgmt Liaison

Allison McCarrick Mgmt Liaison

Geoff Goodall Mgmt Liaison

Marsh Stevens Alt. Council Liaison

Chris Geiger Fire Chief

Andrea Hainrich Recording Secretary

Naut'sa Mawt Steering Committee

Aaron Stone	Council Liaison
Guillermo Ferrero	Staff Liaison
Allison McCarrick	Staff Liaison
Jake Belobaba	Staff Liaison
Chief John Elliott	Stz'uminus First Nation
Chief Roxanne Harris	Stz'uminus First Nation
Maureen Tommy	Stz'uminus First Nation
Ray Gauthier	Stz'uminus First Nation
Donna Smith	Recording Secretary
Julie Tierney	Recording Secretary

Stocking Lake Advisory Committee

Aaron Stone	Council Liaison
Rob Johnson	Council Liaison

Waterfront Implementation Committee

Aaron Stone	Council Liaison
Marsh Stevens	Council Liaison
Tricia McKay	Council Liaison
Chief John Elliott	Stz'uminus First Nation
Coun. Anne Jack	Stz'uminus First Nation
Coun. Peter Seymour	Stz'uminus First Nation
Guillermo Ferrero	Staff Liaison
Allison McCarrick	Staff Liaison
Jake Belobaba	Staff Liaison
Donna Smith	Recording Secretary
Julie Tierney	Recording Secretary



LADYSMITH BY THE NUMBERS

Households

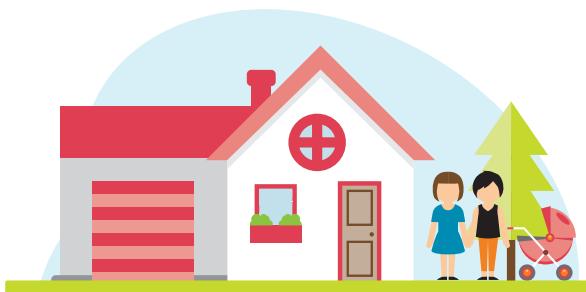
Ladysmith has

2,540 SINGLE DETACHED HOUSES,
945 ATTACHED DWELLINGS, and
225 MOBILE DWELLINGS



Ladysmith has
an average of

2.3 people
PER HOUSEHOLD



Location

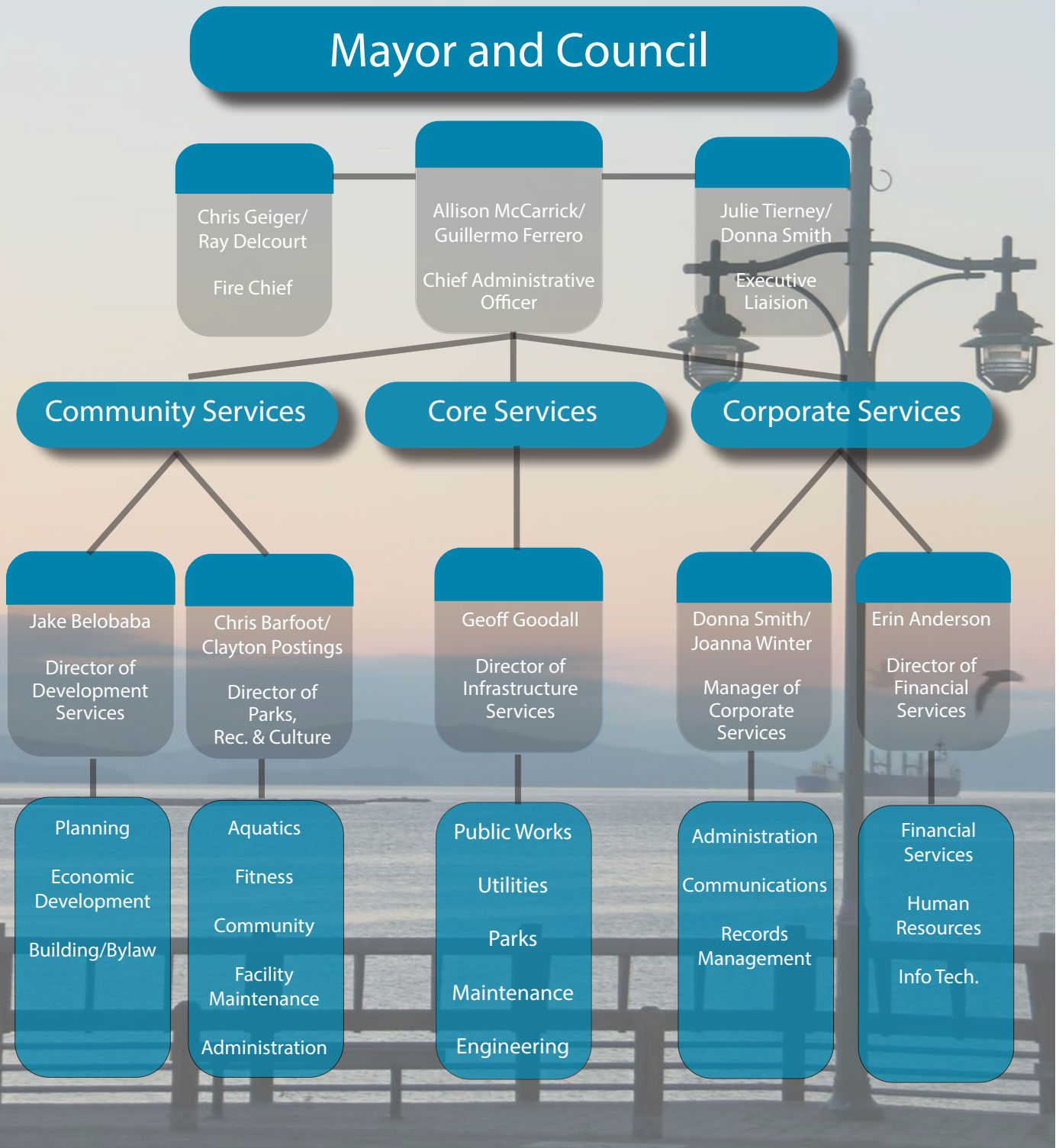
Ladysmith is
**CONVENIENTLY
LOCATED**

88 km
to Victoria and
23 km
to Nanaimo



Sources: BC Stats (2019), Statistics Canada (2016)

ORGANIZATIONAL STRUCTURE





LADYSMITH FIRE/RESCUE

Ladysmith Fire/Rescue (LFR) is a paid on-call volunteer fire department, providing fire protection to the Town of Ladysmith, parts of Saltair and the Diamond Improvement District.

In 2020, Ladysmith Fire/Rescue members played a vital role in suppressing an industrial fire north of Ladysmith. Ladder 1 was staffed for 32 consecutive hours, with some members leaving work and others coming back from holidays to assist.

During the early days of the pandemic, Ladysmith Fire/Rescue brought the community together for the nightly cheers for healthcare workers by sounding its siren at 7 pm.

In September, members raised \$1,978 over one weekend for Muscular Dystrophy Canada. Unfortunately, the popular LFR Santa Claus parade and Christmas Tree Chipping were both cancelled last year due to COVID--19.

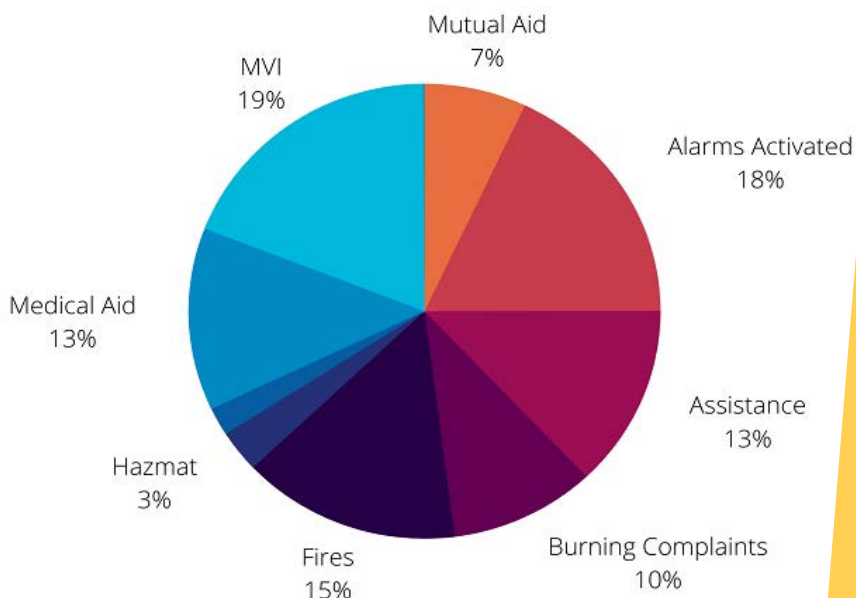
In October, LFR supported Fire Prevention Week and provided important information to the community about keeping safe while in the kitchen.

Members also continue to keep their skills current, completing specialized training last year in conjunction with the Office of the Fire Commissioner and BC Wildfire Service on how to protect structures in case of a urban interface wildfire event.





Ladysmith Fire/Rescue Year to Date totals



Highlights of 2020:

- ▶ 19 Paid On-Call Members
- ▶ 7 Officers
- ▶ 181 Calls
- ▶ 193 Practices
- ▶ 14 Mutual Aid calls - Mutual aid provided by Ladysmith to outside areas
- ▶ 6 Mutual Aid requests - Requested by Ladysmith from outside areas



STRATEGIC PRIORITIES

In its 2020-2023 Strategic Plan, Ladysmith Council has set a vision and path to guide the organization and community over the coming years.

The four strategic priorities identified by Council include: Infrastructure, Community, Waterfront and Economy.

The Strategic Plan strikes a balanced approach to fiscal management, advancing projects that are sustainable and manage future growth, while also preserving our community's character and protecting our natural assets.

Mitigating the impacts of climate change is also an important theme represented in current and future projects.

We invite you to explore the progress Council has made in achieving its strategic priorities as part of the 2020 Annual Report.

Celebrate Our Present.
Embrace Our Future.
Honour Our Past.



Infrastructure

Community

Waterfront

Economy



INFRASTRUCTURE

Council continues to advance projects that address climate change, renew our infrastructure, protect natural and built assets and accommodate future growth.

In 2020, the Town finished commissioning the Water Filtration Plant (WFP) and received our operating permit from Island Health to deliver water from the facility to the distribution system.

The completion of the facility was a significant project for the Town, involving testing and staff training to ensure a smooth transition.

The WFP provides safe and reliable delivery of water to local residents and businesses, while offering up-to-date, reliable infrastructure to serve current and future generations of residents. This in turn will lay a solid framework for a well-managed community and economic growth.

The roof over the bio-filter at the Bio-Solids facility was completed. The roof prevents rainwater from over saturating the filter and leachate collection system, reducing maintenance and increasing the

effectiveness of the filter.

The Town completed the relocation of over 400 metres of water main to the upper Holland Creek Trail with tie-ins at Colonia Drive and Mackie Road. Later in the year, we tendered and started on Phase 2 of the project - extending the new water main to Malone Road.

The water main project was part of the Town's long-term work plan but became a high priority following the 2018 windstorm.

The Town completed an Alternative Approval Process to allow for the borrowing of funds for three major water projects, subject to funding from senior levels of government.

Following engagement with downtown businesses and property owners, the second phase of the bollards were installed at the corner of First Avenue and High Street.

Crosswalks in Ladysmith also became a little bit safer as part of a project funded in large part through the



Installed over 500 crosswalk reflective strips



Insurance Corporation of British Columbia (ICBC).

Over 500 reflective strips were installed helping to ensure motorists are alerted to areas where pedestrians may be crossing the road.

The Town continued implementing recommendations from our Liquid Waste Management Plan and moved forward with a UV pilot project at the Wastewater Treatment Plant. Vancouver Island University participated in the pilot. The project involves testing UV disinfection rather than the chlorine system that is currently used.

The Town received a Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning grant for engineering work associated with the remediation or replacement of the Stocking Lake Dam.

The next phase involves a review of the dam conditions and recommendations on replacement or remediation of the structure given its present state. The report will also be presented to the Cowichan Valley Regional District board.

Looking ahead to 2021, and beyond:

- ▶ Ongoing renewal of infrastructure to mitigate the impacts of climate change
- ▶ Continue Phase 2 of Holland Creek Trail water main replacement
- ▶ Install a UV light air filter at the Wastewater Treatment Plant to purify the air and reduce odours
- ▶ Full replacement of the water main along French Street
- ▶ Upgrade 4th Avenue by repaving surfaces, replacing infrastructure and improving safety to support active transportation



COMMUNITY

At the core of the Ladysmith community are partnerships and meaningful collaboration, both of which contributed to our collective success in 2020.

Council has committed to strategies and actions that maintain a diverse, vibrant, inclusive and affordable place to live for all.

The Town of Ladysmith was awarded \$875,110 for the 2019 Community Child Care Space Creation grant program through the Union of BC Municipalities (UBCM).

The provincial funding provides direct support for local young families by creating 12 infant/toddler spaces in our community while also implementing recommendations contained within the Cowichan Region Child Care Plan.

The project is being completed in partnership with BGC Vancouver Island, formerly the Boys and Girls Club of Central Vancouver Island, and will include additions to the existing facility as well as new accessible playground facilities.

The Town initiated recruitment for the Official Community Plan (OCP) Steering Committee. The Steering Committee will consist of community members representing the diversity of the town and assist with the facilitation of the OCP Review.

Working with the Cowichan Trails Stewardship Society - Ladysmith Chapter, Council supported the creation of Ladysmith's first sanctioned mountain bike trails in the forested area behind Brown Drive Park.

The space creates safe opportunities for youth to test their mountain bike skills while learning the basics of trail building and maintenance.

The Town, in partnership with Social Planning Cowichan, received a \$25,000 grant from Union of British Columbia Municipalities (UBCM) to complete a Poverty Reduction Plan. Creation of the plan will involve public engagement and lead to the creation of a strategy on steps to reducing the effects of poverty in Ladysmith and Stz'uminus communities.

In Spring 2020, the Town was awarded a \$25,000



\$875K
grant to create
new infant/
toddler spaces

grant from UBCM's Community Emergency Preparedness Fund (CEPF) to support local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment.

New starting blocks were installed at Frank Jameson Community Centre as a result of Cowichan 2018 BC Summer Games Legacy Funding.

The Town of Ladysmith and the Arts Council of Ladysmith and District partnered to implement the new art banner program, beautifying the downtown and supporting the Public Art Strategy.

Community groups also came together to widen the existing concrete sidewalk around the turf field at Forrest Field, improving the overall accessibility as the Town moves forward with the Lot 108 Park Plan.

Looking ahead to 2021, and beyond:

- ▶ Complete a Housing Needs Assessment to facilitate development of affordable housing
- ▶ Continue implementing recommendations from the Ladysmith Youth Plan
- ▶ Begin public engagement for Official Community Plan Review to set the vision and roadmap for thoughtfully managed growth
- ▶ Continue ongoing collaboration and reconciliation initiatives with Stz'uminus First Nation



WATERFRONT

In 2020, Council continued progress on the implementation of our award-winning Waterfront Area Plan (WAP).

The Town received \$3,307,500 through the Canada Infrastructure Program (ICIP) – Rural and Northern Communities (RNC) Program for the Arts & Heritage Hub – the ‘public heart’ of the Waterfront Area Plan (WAP).

Centred around the historic Machine Shop, the Hub is identified as a key priority by both the Town and Stz’uminus First Nation in our shared vision for the waterfront.

As a result of the funding, the Town hired a qualified architecture firm to assist with the first phase of the Hub plan.

A significant part of this federal and provincial investment will help build a 4,500 sq ft studio for local artists, and include opportunities to honour over 5,000

years of Indigenous cultural history in the area.

A grant application was submitted to the Federation of Canadian Municipalities Green Municipal Fund to help fund the completion of a detailed site investigation and remediation plan for the waterfront uplands.

The grant allows the Town to be reimbursed for up to \$168,400 of the costs of the work. Initial excavation and drilling started in September and continues into 2021.

Site investigations are underway to move forward with an application for a provincially approved remediation process.

During the past year significant progress was also achieved in the restoration of the Machine Shop. The Town received \$1.75-million in federal Gas Tax Funding in 2018 to make code, seismic and other structural improvements to this community asset.

The final foundation grid line at the front of the building



\$3.3M
grant for Arts
& Heritage
Hub projects

was completed as well as the interior structural beams that support the roof beams, adding to the overall aesthetic of the building.

Preliminary work was also completed on the basic floorplan to accommodate the needs of user groups. New staircases were also installed to align with the reconfigured entryway.

In 2020, Council directed that staff ensure two large rolling doors are installed as part of the final design to accommodate rolling stock and materials necessary for artists.

We appreciate the cooperation of community groups who have been relocated during the construction.

The Town continues to explore grant opportunities to help fund the completion of this project.

Looking ahead to 2021, and beyond

- ▶ Continue exploring funding opportunities to complete Machine Shop upgrades
- ▶ Replacement of Rotary public boat launch
- ▶ Upgrade the sewer main on Rocky Creek Road
- ▶ Improvements to public amenities at Transfer Beach Park
- ▶ Work with Stz'uminus First Nation to secure funding to complete foreshore remediation



ECONOMY

Ladysmith Council supports small businesses as the backbone of our local economy and continue to promote policies facilitating economic development and job creation.

In 2020, the local economy was significantly impacted due to the COVID-19 pandemic, which resulted in new measures affecting the flow of business, and tourism to our town.

Ladysmith Council is grateful to the community organizations and Island Coastal Economic Trust grant funding that allowed for the installation of new concrete patio tables along 1st Avenue and at Transfer Beach Park.

The long-term capital assets immediately added to the vibrancy of our downtown as we continue to promote a business-friendly environment to attract residents and visitors to explore, shop and dine locally.

In addition, the Town received a donation for Edison

lights along 1st Avenue that add to our historic downtown's sense of place and create a unique evening shopping and dining experience.

A new patio program adopted by Council to support economic resiliency now allows local restaurants to convert parking stalls in front of their business into additional dining seating.

Early in the year, Ladysmith featured prominently as Green Hills, Montana as the *Sonic the Hedgehog* movie premiered on the silver screen. The entire town was enamoured by the 'blue blur' and its star-studded cast during filming in 2019.

Ladysmith was also pleased to welcome *Resident Alien* for several days of filming for its new series and look forward to its airing in 2021.

Ladysmith continues to attract interest from the broader film community and we are actively improving our policies to facilitate new opportunities, as film



18 patio tables

Supporting safe outdoor spaces during COVID-19

becomes an important economic driver for the BC economy.

The Partnership for a Vibrant Local Economy launched a set of online investment tools – new Tourism, Investment, and Heritage walking tour websites and app -- which highlight the many advantages of a business-friendly community like Ladysmith and the surrounding area.

The local economic development tools achieve key recommendations contained within the Ladysmith Economic Development Strategy.

Council approved entering into a new service agreement with the Ladysmith Chamber of Commerce to provide tourism services and promotion. The Chamber operates the Visitor Centre and will manage the new online investment tools.

Looking ahead to 2021, and beyond

- ▶ Refresh Town assets in the downtown core
- ▶ Install a Welcome Sign
- ▶ Continue developing and implementing a strategy to enhance and promote Ladysmith's trails for hiking and cycling
- ▶ Prepare the Town's Churchill Place property for future opportunities
- ▶ Add more gathering places downtown

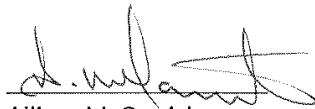
FINANCIAL STATEMENTS
for
FISCAL YEAR ENDING
December 31, 2020

STATEMENT OF MANAGEMENT'S RESPONSIBILITY

The accompanying Consolidated Financial Statements are the responsibility of the management of the Town of Ladysmith and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting standards.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



Allison McCarrick
Chief Administration Officer

To the Mayor and Council of the Town of Ladysmith:

Opinion

We have audited the consolidated financial statements of the Town of Ladysmith (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 20, 2021



Chartered Professional Accountants

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

		<u>2020</u>	<u>2019</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 32,457,247	\$ 24,653,055
Accounts receivable	(Note 4)	<u>2,584,490</u>	<u>5,653,020</u>
		<u>35,041,737</u>	<u>30,306,075</u>
Liabilities			
Accounts payable and accrued liabilities	(Note 5)	4,461,984	3,560,551
Post-employment benefits	(Note 6)	319,100	262,400
Deferred revenue	(Note 7)	1,494,902	611,478
Refundable deposits and other	(Note 8)	1,366,204	819,767
Restricted reserves	(Note 9)	485,631	474,480
Development cost charge reserve	(Note 10)	4,472,558	3,714,388
Federal gas tax reserve	(Note 11)	1,607,008	1,474,035
Equipment financing	(Note 12)	857,420	915,645
Short-term financing	(Note 13)	952,700	952,700
Debenture debt	(Note 14)	<u>16,156,313</u>	<u>16,962,428</u>
		<u>32,173,820</u>	<u>29,747,871</u>
Net Financial Assets		<u>2,867,917</u>	<u>558,203</u>
Non-Financial Assets			
Tangible Capital Assets	(Schedule II)	113,991,578	110,605,787
Prepays		103,210	95,485
Inventory		<u>62,792</u>	<u>64,550</u>
		<u>114,157,580</u>	<u>110,765,823</u>
Accumulated Surplus	(Note 19)	<u>\$ 117,025,497</u>	<u>\$ 111,324,025</u>

Commitments and Contingencies (Note 15)

Significant Events (Note 28)


 Director of Financial Services

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2020

		2020	Budget 2020 (Note 20)	2019
Revenue				
Taxation	(Note 22)	\$ 11,962,782	\$ 11,944,314	\$ 11,600,354
Sale of Services	(Note 23)	4,014,713	4,049,866	3,976,114
Investment Income		279,681	266,600	528,984
Licence, Permits, Rentals & Penalties	(Note 24)	910,582	797,701	1,018,152
Grants	(Note 25)	4,401,211	23,622,116	6,842,495
Donations & contributed tangible capital assets		2,588,706	2,259,044	2,114,949
Loss on foreign exchange		(2,531)	-	(15,931)
Loss on disposal of tangible capital assets		(38,647)	-	(104,904)
Development fees		78,447	939,850	77,000
Gas tax funds utilized	(Note 11)	303,100	1,418,286	893,245
		<u>24,498,044</u>	<u>45,297,777</u>	<u>26,930,458</u>
Expenses				
General government services		2,439,412	2,970,327	2,780,011
Protective services		1,935,494	2,134,294	1,443,022
Transportation services		2,383,547	2,609,187	2,250,325
Garbage services		429,609	527,487	527,606
Cemetery services		25,910	33,665	29,068
Development services		614,932	1,140,809	573,622
Recreation and cultural services		2,903,436	7,587,491	2,897,536
Parks operation services		958,428	1,403,061	1,093,968
Sewer		4,042,452	3,538,037	2,854,002
Water		3,063,352	5,579,704	1,778,406
		<u>18,796,572</u>	<u>27,524,062</u>	<u>16,227,567</u>
Annual Surplus		5,701,472	17,773,715	10,702,891
Accumulated Surplus, beginning of year		<u>111,324,025</u>	<u>111,324,025</u>	<u>100,621,134</u>
Accumulated Surplus - end of year		<u>\$ 117,025,497</u>	<u>\$ 129,097,740</u>	<u>\$ 111,324,025</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Operating Transactions		
Annual Surplus	\$ 5,701,472	\$ 10,702,891
Less non-cash items included in surplus:		
Amortization	3,872,923	3,489,917
Loss on disposal of tangible capital assets	38,647	104,904
Actuarial adjustments on debenture debt	(51,502)	(46,059)
Contributed tangible capital assets	(2,328,281)	(1,949,543)
	<u>7,233,260</u>	<u>12,302,110</u>
Change in		
Accounts receivable	3,068,530	(1,217,407)
Prepaid expenses	(7,725)	(6,098)
Inventory	1,758	9,682
Accounts payable and accrued liabilities	901,433	188,407
Post employment benefits	56,700	30,000
Deferred revenues	883,424	48,279
Refundable deposits and other	546,437	(58,264)
Restricted reserves	11,151	32,290
Development cost charge reserve	758,170	550,717
Gas tax reserve	132,973	(32,734)
Cash provided by operating transactions	<u>13,586,110</u>	<u>11,846,983</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	16,845	50,552
Cash used to acquire tangible capital assets	(4,985,924)	(14,609,476)
Cash used by capital transactions	<u>(4,969,079)</u>	<u>(14,558,924)</u>
Repayment of long-term debt and equipment financing		
Proceeds of long-term financing	-	6,000,000
Repayment of debt	(812,838)	(660,706)
Net increase (decrease) in cash from financing	<u>(812,838)</u>	<u>5,339,294</u>
Increase in Cash and Short-Term Deposits	7,804,193	2,627,353
Cash and Short-Term Deposits - Beginning of Year	24,653,055	22,025,702
Cash and Short-Term Deposits - End of Year	<u>\$ 32,457,247</u>	<u>\$ 24,653,055</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2020

	<u>2020</u>	<u>Budget 2020 (Note 20)</u>	<u>2019</u>
Annual Surplus	\$ 5,701,472	\$ 17,773,715	\$ 10,702,891
Acquisition of tangible capital assets	(7,314,206)	(33,262,196)	(16,559,019)
Amortization of tangible capital assets	3,872,923	3,436,284	3,489,917
Loss on sale of tangible capital assets	38,647	-	104,904
Proceeds from sale of tangible capital assets	16,845	-	50,552
Decrease in inventories	1,758	-	9,682
Increase in prepaids	(7,725)	-	(6,098)
Change in Net Financial Assets	<u>2,309,714</u>	<u>(12,052,197)</u>	<u>(2,207,171)</u>
Net Financial Assets, beginning of year	<u>558,203</u>		<u>2,765,374</u>
Net Financial Assets, end of year	<u><u>\$ 2,867,917</u></u>		<u><u>\$ 558,203</u></u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

The Town of Ladysmith (the Town) was incorporated in 1904 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the Town, as governed by the *Community Charter* and the *Local Government Act*.

Note 1 - Significant Accounting Policies

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

(a) Basis of Presentation

It is the Town's policy to follow Canadian public sector accounting standards for local governments and to apply such principles consistently. The financial resources and operations of the Town have been consolidated for financial statement purposes and include the accounts of all of the funds of the Town.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

The consolidated financial statements reflect the assets, liabilities, revenues and expenses and changes in fund balances and financial position of the Town. These consolidated financial statements consolidate the following operations:

General Revenue Fund	General Capital Fund
Water Revenue Fund	Water Capital Fund
Sewer Revenue Fund	Sewer Capital Fund
Reserve Fund	

(b) Reporting Entity

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 1 - Significant Accounting Policies - (b) Reporting Entity (continued)

expected benefits or risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include DL 2016 Holdings Corporation, a wholly owned subsidiary of the Town.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information is not available have been recorded at current fair market values discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The Town does not capitalize interest charges as part of the cost of its tangible capital assets.

Tangible capital assets are amortized over their estimated useful life on the straight-line method at the following annual rates:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	15 to 75 years
Buildings	25 to 40 years
Equipment, Furniture and Vehicles	5 to 60 years

Engineering Structures

Roads and Sidewalks	20 to 75 years
Storm and Sewer	25 to 75 years
Water	20 to 80 years

Constructions in progress contain capital projects underway but not yet complete or put into use. Once put into use, the asset will be amortized based on the above annual rates for the applicable category of work performed.

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 1 - Significant Accounting Policies – (c) Tangible Capital Assets (continued)

because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.

(d) Cash and Short-Term Deposits

Cash and short-term deposits have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

(e) Restricted Reserves and Deferred Revenues

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition policy 1(g). These revenues are comprised of the amounts shown in Note 9, 10, and 11.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

(f) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 1 - Significant Accounting Policies (continued)

(g) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when the services are rendered. Investment income is accrued as earned. Gain (loss) on foreign exchange has been recognized in the Statement of Operations using the exchange rate in effect on December 31, 2020.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

(h) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Inventory

Inventory is valued at the lower of cost and net realizable value, determined on an average cost basis.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 1 - Significant Accounting Policies (continued)

(j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2020.

Included in tangible capital assets are specific properties that have been determined to be contaminated in excess of Provincial environmental standards and that require remediation activities. As the Town has not accepted responsibility for the contamination, no liability has been recorded for the estimated remediation costs. Future events may confirm the Town's responsibility, at which point a liability would be recorded. Any remediation activities that occur prior to the determination of responsibility will be expensed as incurred.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 2 - Cash and Short-Term Deposits

Cash and short-term deposits were comprised as follows:

	<u>2020</u>	<u>2019</u>
Cash	\$ 31,642,537	\$ 23,845,187
Short-term deposits	<u>814,710</u>	<u>807,868</u>
	<u>\$ 32,457,247</u>	<u>\$ 24,653,055</u>

Included in Cash is a deposit of \$180,168 (the equivalent of \$141,903 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2020). Short-term deposits consist of short-term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

Included in cash and short-term deposits are the following restricted amounts that are expended in accordance with the terms of the restricted reserves.

	<u>2020</u>	<u>2019</u>
Restricted reserves	\$ 485,631	\$ 474,480
Federal gas tax reserve	1,607,008	1,474,035
Development cost charges reserve	<u>4,472,558</u>	<u>3,714,388</u>
Total restricted cash	<u>\$ 6,565,197</u>	<u>\$ 5,662,903</u>

Note 3 - Financial Instruments

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account. Unless otherwise noted in Note 2, the fair value of these financial instruments approximates their carrying values.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 4 - Accounts Receivable

	<u>2020</u>	<u>2019</u>
Property taxes	\$ 926,947	\$ 852,318
Other government	611,262	3,807,963
User fees and other	1,033,536	981,267
Developer receivables	5,139	5,139
Employee receivables	<u>7,606</u>	<u>6,333</u>
	<u><u>\$ 2,584,490</u></u>	<u><u>\$ 5,653,020</u></u>

Note 5 - Accounts Payable and Accrued Liabilities

	<u>2020</u>	<u>2019</u>
General	\$ 1,784,974	\$ 1,462,671
Other governments	469,554	204,763
Salaries and wages	147,687	273,802
Contractor holdbacks	1,952,085	1,507,649
Accrued interest	<u>107,684</u>	<u>111,666</u>
	<u><u>\$ 4,461,984</u></u>	<u><u>\$ 3,560,551</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 6 - Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at August 31, 2017 and has been extrapolated to December 31, 2020. The change in the liability in the financial statements in respect of obligations under the plan amounts to \$56,100 (\$30,000 - 2019).

The accrued post-employment benefits are as follows:

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 262,400	\$ 232,400
Current service costs	31,300	29,600
Benefits paid	(48,700)	(17,600)
Actuarial loss	74,100	18,000
Past service credit	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 319,100</u>	<u>\$ 262,400</u>

The significant actuarial assumptions adopted in measuring the Town's post-employment benefits are as follows:

	<u>2020</u>	<u>2019</u>
Discount Rate	2.00%	2.70%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 7 - Deferred Revenue

	<u>2020</u>	<u>2019</u>
Licence fees & charges	\$ 20,053	\$ 21,401
Rental payments	12,441	12,441
Property tax prepayments	570,269	441,645
Subdivisions prepayments	107,215	80,515
Recreation prepayments	30,070	30,169
Utilities prepayments	22,175	14,125
Government grant prepayments	731,332	-
Other	1,347	11,182
	<u>\$ 1,494,902</u>	<u>\$ 611,478</u>

Note 8 - Refundable Deposits and Other

	<u>2020</u>	<u>2019</u>
Developer performance deposits	\$ 841,422	\$ 373,978
Damage deposits	299,500	279,000
Other	225,282	166,789
	<u>\$ 1,366,204</u>	<u>\$ 819,767</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 9 - Restricted Reserves

There are two reserves, LRC Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street.

Description	Balance Dec. 31, 2019	Interest	Contributions	Expenditures	Balance Dec. 31, 2020
Parking	\$ 107,230	\$ 1,418	\$ -	\$ -	\$ 108,648
Green Streets	1,518	20	-	-	1,538
Amphitheatre	9,862	132	500	-	10,494
B&G - Capital	50,173	692	5,064	-	55,929
LRCA/Seniors - Capital	305,697	846	2,480	-	309,022
TOTAL	\$ 474,480	\$ 3,108	\$ 8,044	\$ -	\$ 485,631

Note 10 - Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development.

Description	Balance Dec. 31, 2019	Interest	Contributions	Expenditures	Balance Dec. 31, 2020
DCC - Water	\$ 840,809	\$ 11,034	\$ 140,558	\$ (78,447)	\$ 913,954
DCC - Parks	861,816	12,054	148,871	-	1,022,740
DCC - Roads	850,116	12,199	204,955	-	1,067,270
DCC - Sewer	755,882	11,430	274,672	-	1,041,983
DCC - Storm	405,765	5,454	15,392	-	426,611
TOTAL	\$ 3,714,388	\$ 52,170	\$ 784,447	\$ (78,447)	\$ 4,472,558

Developers may be entitled to DCC credits in certain circumstances. There was \$41,867 provided in DCC-Water credits, \$1,358 in DCC-Parks credits, \$15,398 in DCC-Roads credits, \$2,018 in DCC-Sewer credits and \$1,450 in DCC-Storm credits (\$0 - 2019).

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 11 - Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. A one-time payment of \$405,121 was received in 2019 (\$0 - 2020). The funds are recorded on the consolidated financial statements as a restricted reserve.

	<u>2020</u>	<u>2019</u>
Opening balance of unspent funds	\$ 1,474,035	\$ 1,506,769
Add: Amounts received during the year	414,804	819,763
Interest earned	21,269	40,747
Less: Gas tax funds utilized	(303,100)	(893,245)
Closing balance of unspent funds	<u>\$ 1,607,008</u>	<u>\$ 1,474,035</u>

Note 12 - Obligations under Equipment Financing

The total equipment financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2020 was \$857,420 (\$915,645 - 2019).

The Town has entered into equipment loans for the following purchases:

- 1) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced May 2017 for the purchase of a 2012 Spartan fire truck. This was formerly a capital lease. The remaining obligation will be repaid with monthly loan payments in the amount of \$3,291 including interest at a monthly varying rate (December, 2020 was 1.2%). The balance of the loan at December 31, 2020, which is included in equipment financing, is \$219,594 (\$254,960 - 2019). Loan to expire May 2022.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 12 - Obligations under Equipment Financing (continued)

- 2) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced September 2018 for the purchase of a 2018 Spartan fire truck. The remaining obligation will be repaid with monthly loan payments in the amount of \$2,835 including interest at a monthly varying rate (December, 2020 was 1.2%). The balance of the loan at December 31, 2020, which is included in equipment financing, is \$637,825 (\$660,685 - 2019). Loan to expire September 2023.

There are two equipment loans payable to the Municipal Finance Authority. The future minimum loan payments under the equipment loan obligation are as follows:

2021	\$ 65,652
2022	44,112
2023	187,703
2024	559,953

Interest in the consolidated statement of operations is calculated as \$15,285 (\$23,829 - 2019).

The total equipment financing issued and outstanding with the MFA as at December 31, 2020 was \$857,420 (\$915,645 as at December 31, 2019). This balance is made up of:

	Balance Dec. 31, 2019	Principal Payments	Balance Dec. 31, 2020	Interest
Spartan Fire Truck	\$ 254,960	\$ 35,366	\$ 219,594	\$ 4,130
Pumper Truck	660,685	22,860	637,826	11,155
	<u>\$ 915,645</u>	<u>\$ 58,226</u>	<u>\$ 857,420</u>	<u>\$ 15,285</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 13 – Short-term Financing

The total short-term financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2020 was \$952,700 (\$952,700 – 2019). The Town entered into a short-term financing agreement which commenced September 2018 to borrow up to \$1,000,000 to purchase 1260 Churchill Place. As of December 31, 2020 \$952,700 in short-term financing was executed. Interest is charged at a daily varying rate (December 31, 2020 was 1.21). The full amount borrowed must be repaid by 2023.

Short-term interest in the consolidated statement of operations is calculated at \$15,627 (\$23,824 – 2019).

Note 14 - Debenture Debt

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFA). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2020, the cash balance of the Town's debt reserve funds was \$228,114 (\$223,515 – 2019). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with the MFA as at December 31, 2020 was \$16,156,313 (\$16,962,428 as at December 31, 2019). This balance is made up of:

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 14 - Debenture Debt (continued)

	Original Amount	Balance Dec 31, 2019	Principal Payments	Balance Dec 31, 2020	Interest	Actuarial Adjustment	Interest Rate
General Capital Fund							
RCMP Building Issue #97 Term 2006-2031	\$ 2,750,000	\$ 1,652,082	\$ 109,950	\$ 1,542,132	\$ 48,125	\$ (43,916)	1.75%
Water Capital Fund							
Water Improvements Issue #118 Term 2012-2037	1,000,000	810,346	31,598	778,748	34,000	(7,586)	3.40%
Water Filtration Plant Issue #147 Term 2019-2044	6,000,000	6,000,000	164,567	5,835,433	159,600	-	2.66%
Sewer Capital Fund							
Sewer Treatment Plant Issue #138 Term 2016-2036	10,000,000	8,500,000	500,000	8,000,000	164,455	-	1.88%
	<u>\$ 19,750,000</u>	<u>\$ 16,962,428</u>	<u>\$ 806,115</u>	<u>\$ 16,156,313</u>	<u>\$ 406,180</u>	<u>\$ (51,502)</u>	

The following principal payments are payable over the next five years:

	General		Water		Sewer		Total
	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Net
2021	\$ 66,033	48,315	\$ 188,579	13,787	\$ 500,000	-	\$ 816,714
2022	66,033	52,889	188,579	20,187	500,000	-	827,687
2023	66,033	57,645	188,579	26,791	500,000	-	839,049
2024	66,033	62,593	188,579	33,608	500,000	-	850,813
2025	66,033	67,738	188,579	40,643	500,000	-	862,993
Thereafter	396,197	526,590	3,414,921	2,121,348	5,500,000	-	11,959,057

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at \$354,678 (\$339,425 – 2019).

On February 18, 2020, the electors approved an additional \$6 million dollars in long-term debt to increase the Town's water supply. This new debt has not been executed.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 15 - Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) There were various claims made against the Town as at December 31, 2020 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 15 - Commitments and Contingencies – (b) Pension Liability (continued)

The most recent valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid \$499,569 (2019 - \$483,383) for employer contributions to the Plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(c) Reciprocal Insurance Exchange Agreement

The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 15 - Commitments and Contingencies (continued)**(d) Service Agreements & Rental Payments**

Rental payments under operating leases are expensed as incurred.

Service Agreements

	<u>2020</u>	<u>2019</u>
Ladysmith & District Historical Society	\$ 28,038	\$ 42,550
Ladysmith Resources Centre Association	42,978	42,137
Ladysmith Chamber of Commerce & Visitor Centre	<u>60,400</u>	<u>43,400</u>
	<u>\$ 131,416</u>	<u>\$ 128,087</u>

In 2017, the Town entered into a 5-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and archives. The Town provided a one-time additional payment of \$18,100 in 2019 (\$0 - 2020). The future payments are expected to be \$28,537 - 2021, and \$29,046 - 2022.

Also in 2017, the Town entered into a 5-year Service Agreement with the Ladysmith Resources Centre Association (LRCA). The future payment is expected to be \$43,838 - 2021.

The Town provides the Ladysmith Chamber of Commerce & Visitor Centre annual funding to operate the visitor centre and provide support services for local businesses. The agreement is year-to-year. In July of 2020, the Town entered into 2-year pilot project with the Ladysmith Chamber of Commerce to promote economic development and tourism services. The annual payments are \$17,000 in 2020 and \$17,000 in 2021.

	<u>2020</u>	<u>2019</u>
132c Roberts Street - office space	\$ 28,598	\$ 27,998
17 & 25 Roberts Street - parking lot	<u>8,700</u>	<u>8,400</u>
	<u>\$ 37,298</u>	<u>\$ 36,398</u>

The Town entered into a 3-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street. The future monthly payments are \$2,506 for 2021 and 2022.

In 2017, the Town entered into a 3-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot. The future monthly payment is \$775 for 2021, \$800 for 2022, and \$825 for 2023.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 16 - Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 11.91% (12.88% - 2019) of the total property tax revenue which includes Western Forest Products at approximately 6.50% (6.72% - 2019) of the total property tax revenue.

Note 17 - Funds Held in Trust

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries; in particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation, trust funds are not included in the Town's Financial Statements. A summary of trust fund activities by the Town is as follows:

	<u>2020</u>	<u>2019</u>
Assets		
Cash and short term investment	<u>\$ 164,942</u>	<u>\$ 161,557</u>
Equity		
Opening balance	\$ 161,557	\$ 159,737
Interest	2,153	4,065
Transfer interest to fund cemetery costs	(2,153)	(4,065)
Contributions	3,385	1,820
Refunds	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 164,942</u>	<u>\$ 161,557</u>

Note 18 - Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 19 - Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	<u>2020</u>	<u>2019</u>
Appropriated Equity <i>(Note 26)</i>		
Continuing projects	\$ 3,482,640	\$ 4,098,375
General fund	5,545,769	5,096,526
Water fund	2,665,835	3,022,446
Sewer fund	943,580	934,395
	<u>12,637,824</u>	<u>13,151,741</u>
Unappropriated Equity		
General fund	1,753,516	1,619,889
Water fund	616,151	616,151
Sewer fund	1,412,450	1,874,945
General capital fund	254,812	233,910
Sewer capital fund	14,943	14,942
Water capital fund	446,073	446,073
	<u>4,497,945</u>	<u>4,805,911</u>
Reserve Funds		
Reserve funds <i>(Note 26)</i>	<u>3,864,577</u>	<u>1,591,351</u>
Equity in Tangible Capital Assets	<u>96,025,150</u>	<u>91,775,023</u>
Total Accumulated Surplus	<u>\$ 117,025,497</u>	<u>\$ 111,324,025</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 20 - Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 5th, 2020.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(3,436,284)
Proceeds from new debt	(7,430,000)
Transfers to/from own funds	(5,609,964)
Less:	
Principal payments on debt	987,767
Capital expenditures per budget	42,391,743
Capital Expenditures expensed according to Tangible Capital Asset Policy	<u>(9,129,547)</u>
Adjusted Annual Surplus	<u>\$ 17,773,715</u>

Note 21 - DL 2016 Holdings Corporation ("DL 2016")

The Town of Ladysmith has an investment in DL 2016 Holdings Corporation, a wholly owned subsidiary company of the Town.

The Town of Ladysmith leases portions of its waterfront from the Province of British Columbia parts of which are subleased to DL 2016 for use as a marina.

DL 2016 has entered into operation and maintenance agreement and a license agreement with the Ladysmith Maritime Society (LMS) for the operation and management of the lease area. A portion of the moorage revenues from LMS are owed to DL 2016.

Pursuant to these agreements DL 2016 could provide security for debt financing in order for LMS to implement capital improvements to the lease area.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 22 – Taxation

Taxation revenue comprises the following amounts less transfer to other governments:

	Actuals 2020	Actuals 2019
Taxes Collected:		
General municipal purposes	\$ 8,720,390	\$ 8,450,342
Grants in lieu and 1% utility tax	173,002	172,097
Water and sewer parcel tax	3,069,391	2,977,916
School district	3,070,875	3,130,367
Regional hospital district	1,056,358	971,645
Regional district	1,583,873	1,480,883
BCAA and MFA	93,350	81,817
Library	429,596	414,149
	<u>\$ 18,196,835</u>	<u>\$ 17,679,217</u>
Less transfer to other governments		
Province of BC (school taxes)	3,070,875	3,130,367
Cowichan Valley Regional Hospital District	1,056,358	971,645
Cowichan Valley Regional District	1,583,873	1,480,883
BC Assessment & Municipal Finance Authority	93,350	81,817
Vancouver Island Regional Library	429,596	414,149
	<u>6,234,052</u>	<u>6,078,861</u>
Net taxation for municipal purposes	<u>\$ 11,962,782</u>	<u>\$ 11,600,354</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 23 - Sale of Services

	Actuals 2020	Actuals 2019
Administration recoveries	\$ 42,616	\$ 75,809
Cemetery services	22,705	21,580
Fire service agreements	85,475	88,504
Public Works recoveries	5,969	24,947
Recreation services	200,245	565,681
Sewer utility fees	1,615,628	1,466,705
Solid waste fees	674,628	664,979
Water utility fees	1,367,447	1,067,908
	<u>\$ 4,014,713</u>	<u>\$ 3,976,114</u>

Note 24 – Licences, Permits, Rentals & Penalties

	Actuals 2020	Actuals 2019
Facility Rentals & Leases	\$ 280,352	\$ 470,925
Fines	2,440	3,990
Licences	86,825	89,586
Penalties and interest	129,142	124,404
Permits, Licences & Fees	411,823	329,247
	<u>\$ 910,582</u>	<u>\$ 1,018,152</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 25 – Grants

	<u>Actuals 2020</u>	<u>Budget 2020</u>	<u>Actuals 2019</u>
Operating Grants			
Traffic Fines Revenue	\$ 60,081	\$ 55,613	\$ 55,613
Small Communities	459,947	463,119	463,119
CVRD Recreation	165,361	166,145	150,818
COVID Restart Plan	2,343,000	-	-
Other	48,857	16,900	34,882
	<u>3,077,246</u>	<u>701,777</u>	<u>704,432</u>
Capital Grants			
Arts & Heritage Hub (Phase I)	\$ -	\$ 3,834,370	\$ -
Childcare Space Creation	-	875,110	-
Downtown Patio	13,490	-	-
Downtown Public Washroom	-	109,500	-
Emergency Support Service Program	17,437	-	-
Golf Course Trail & Net	3,516	-	3,386
ICBC Sign Reflectors	18,350	18,350	-
Machine Shop	974,534	978,209	742,051
Poverty Reduction	17,075	-	-
Stocking Lake Dam Repair	-	175,000	-
Tree Replacements	2,700	4,800	4,000
UV Pilot Study	147,766	10,000	-
Water Filtration Plant	-	-	5,388,626
Water Supply Infrastructure	-	16,910,000	-
Waterfront Stage 1 Remediation	129,097	-	-
Youth Communication Plan	-	5,000	-
	<u>1,323,965</u>	<u>22,920,339</u>	<u>6,138,063</u>
Total Grants	<u><u>\$ 4,401,211</u></u>	<u><u>\$ 23,622,116</u></u>	<u><u>\$ 6,842,495</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 26 – Reserves & Appropriated Equity

	Balance Dec. 31, 2019	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2020
RESERVES					
Amenity Funds	\$ 99,470	\$ 1,381	\$ 16,000	\$ -	\$ 116,852
Covid Safe Restart	-	-	2,343,000	116,524	2,226,476
Municipal Office reserve	415,000	-	60,000	-	475,000
Perpetual Safety Fund	13,552	181	-	-	13,733
Sale Real Property	1,036,094	13,524	-	44,699	1,004,919
Tax Sale	27,234	364	-	-	27,598
TOTAL RESERVES	\$ 1,591,351	\$ 15,449	\$ 2,419,000	\$ 161,223	\$ 3,864,577
APPROPRIATED EQUITY					
General Operating Fund					
Continuing Projects	1,268,089	-	2,081,879	1,268,089	2,081,879
Future Projects	3,056,176	-	553,224	424,477	3,184,922
Equipment	869,665	-	271,935	306,219	835,382
Land & Building	218,284	-	214,139	1,935	430,487
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	50,000	-	-	-	50,000
Infrastructure Deficit	411,890	-	236,525	236,266	412,150
Solid Waste	482,525	-	142,316	-	624,841
	<u>6,364,614</u>	<u>-</u>	<u>3,500,018</u>	<u>2,236,985</u>	<u>7,627,646</u>
Water Operating Fund					
Continuing Projects	2,533,515	-	1,058,070	2,533,515	1,058,070
Future Projects	2,498,371	-	339,428	696,039	2,141,760
MFA Surplus Refunds	524,076	-	-	-	524,076
Water Operating Fund Total	<u>5,555,961</u>	<u>-</u>	<u>1,397,498</u>	<u>3,229,554</u>	<u>3,723,906</u>
Sewer Operating Fund					
Continuing Projects	296,771	-	342,691	296,771	342,691
Future Projects	934,395	-	74,186	65,000	943,581
Sewer Operating Fund	<u>1,231,166</u>	<u>-</u>	<u>416,877</u>	<u>361,771</u>	<u>1,286,272</u>
TOTAL APPROPRIATED EQUITY	\$ 13,151,741	\$ -	\$ 5,314,393	\$ 5,828,310	\$ 12,637,824
TOTAL RESERVES & APPROPRIATED EQUITY	\$ 14,743,092	\$ 15,449	\$ 7,733,393	\$ 5,989,533	\$ 16,502,401

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 27 - Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services

The City Manager is the liaison between Council and the Town departments and staff. The Corporate Services Department supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and Town activities. Also included in General Government Services is the Finance Department, Information Technology, Human Resources, and Waterfront Area Plan Implementation.

Protective Services

Protection is comprised of fire protection, policing, and bylaw enforcement:

- Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.
- Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.
- Policing is provided under contract with the RCMP operating from a detachment building located in and owned by the Town of Ladysmith.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 27 - Segmented Information (continued)

Transportation, Solid Waste and Cemetery

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants.

Solid Waste (Public Works) is responsible for the garbage collection, kitchen organics and recycling programs operating in the Town of Ladysmith. Solid waste collection is performed by a contractor.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

Development

The Development Services Department provides short-term and long-term land use planning services. Long-term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighbourhood Plans, the Trail Plan and the review of relevant bylaws. Short term Planning includes the processing of development applications.

The Town of Ladysmith's Development Services and Public Works Departments work together to regulate all construction within the Town. This is achieved through the use of the Town of Ladysmith's Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the Town of Ladysmith.

Recreation and Culture

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre is the location where the majority of the programs are offered.

Parks

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

Note 27 - Segmented Information (continued)

Water

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town as well as ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,

Sewer

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) and bio-solids composting throughout the Town as well as maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it.

Note 28 – Significant events

- (a) In March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Ladysmith as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures and disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2020

SCHEDULE I

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2020	2019	2020	2019	2020	2019	2020	2019
REVENUE								
Tax	\$ 8,893,392	\$ 8,622,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	42,617	75,809	86,150	93,554	699,326	685,985	-	-
Investment income & MFA Refunds	279,681	528,984	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	89,199	88,413	163,206	186,137	159,479	129,362	312,732	259,422
Grants	2,802,947	463,119	60,081	55,613	31,840	2,630	129,097	-
Donations & contributed property	16,000	-	7,035	200	1,576,383	1,476,165	-	-
Loss on foreign exchange	(2,531)	(15,931)	-	-	-	-	-	-
Gain (loss) on disposal	(27,727)	(47,138)	-	-	16,845	50,552	-	-
Development fees	-	-	-	-	-	67,000	-	-
Gas tax fund utilized	-	-	-	-	46,035	870,028	-	-
Total revenue	12,093,578	9,715,695	316,472	335,504	2,529,909	3,281,723	441,829	259,422
EXPENSES								
Contracted Services	368,567	507,875	1,264,658	747,895	644,247	682,000	67,035	62,575
Service Agreements/Grants In Aid	172,972	185,263	-	-	-	-	-	-
Insurance	62,286	56,798	19,487	25,302	-	-	-	-
Interest	15,627	23,824	19,547	32,185	-	-	-	-
Materials & Supplies	60,876	51,052	99,255	83,522	137,107	95,310	11,671	7,349
Utilities & Telephone	15,180	14,451	6,173	26,797	148,947	153,689	4,846	4,608
Wages & Benefits	1,705,469	1,735,904	304,106	302,391	930,328	916,015	515,810	475,630
Other	(205,483)	(33,525)	41,384	44,048	56,762	92,599	11,442	19,332
Amortization	243,919	238,370	180,884	180,881	921,674	867,385	4,128	4,128
Total expenses	2,439,412	2,780,011	1,935,494	1,443,022	2,839,066	2,806,999	614,932	573,622
Surplus (Deficit)	\$ 9,654,166	\$ 6,935,683	\$ (1,619,021)	\$ (1,107,518)	\$ (309,157)	\$ 474,724	\$ (173,103)	\$ (314,199)

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2020

SCHEDULE I – CONTINUED

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
\$ -	\$ -	\$ -	\$ -	\$ 1,291,500	\$ 1,219,735	\$ 1,777,891	\$ 1,758,181	\$ 11,962,782	\$ 11,600,354
200,245	565,681	3,300	20,057	1,615,628	1,466,705	1,367,447	1,068,323	4,014,713	3,976,114
-	-	-	-	-	-	-	-	279,681	528,984
145,963	319,430	-	-	21,469	20,534	18,535	14,854	910,582	1,018,152
1,215,088	921,240	14,392	11,267	147,766	-	-	5,388,626	4,401,211	6,842,495
12,400	137,000	2,336	50	331,892	357,191	642,660	144,343	2,588,706	2,114,949
-	-	-	-	-	-	-	-	(2,531)	(15,931)
-	-	-	-	(2,276)	(105,889)	(25,489)	(2,429)	(38,647)	(104,904)
-	-	-	10,000	-	-	78,447	-	78,447	77,000
-	6,085	-	2,902	257,065	14,229	-	-	303,100	893,245
1,573,696	1,949,436	20,028	44,276	3,663,044	2,972,504	3,859,490	8,371,898	24,498,044	26,930,458
512,660	365,151	33,627	182,667	1,187,875	226,401	702,925	235,867	4,781,593	3,010,431
-	-	-	-	-	-	-	-	172,972	185,263
55,811	46,852	4,580	4,304	40,911	39,425	16,902	11,220	199,977	183,901
-	28	-	-	164,455	173,823	186,257	143,780	385,884	373,639
136,299	132,637	108,225	120,573	325,106	175,014	294,131	139,235	1,172,671	804,693
186,034	206,542	10,323	7,612	167,284	153,428	72,965	14,755	611,751	581,882
1,734,056	1,869,742	444,552	459,391	620,944	540,003	862,922	618,386	7,118,186	6,917,463
39,788	41,547	106,515	83,809	189,709	217,479	240,497	215,089	480,614	680,377
238,788	235,038	250,607	235,611	1,346,169	1,328,429	686,754	400,075	3,872,923	3,489,917
2,903,436	2,897,536	958,428	1,093,968	4,042,452	2,854,002	3,063,352	1,778,406	18,796,572	16,227,567
\$ (1,329,740)	\$ (948,101)	\$ (938,400)	\$ (1,049,691)	\$ (379,409)	\$ 118,502	\$ 796,138	\$ 6,593,492	\$ 5,701,472	\$ 10,702,891

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020

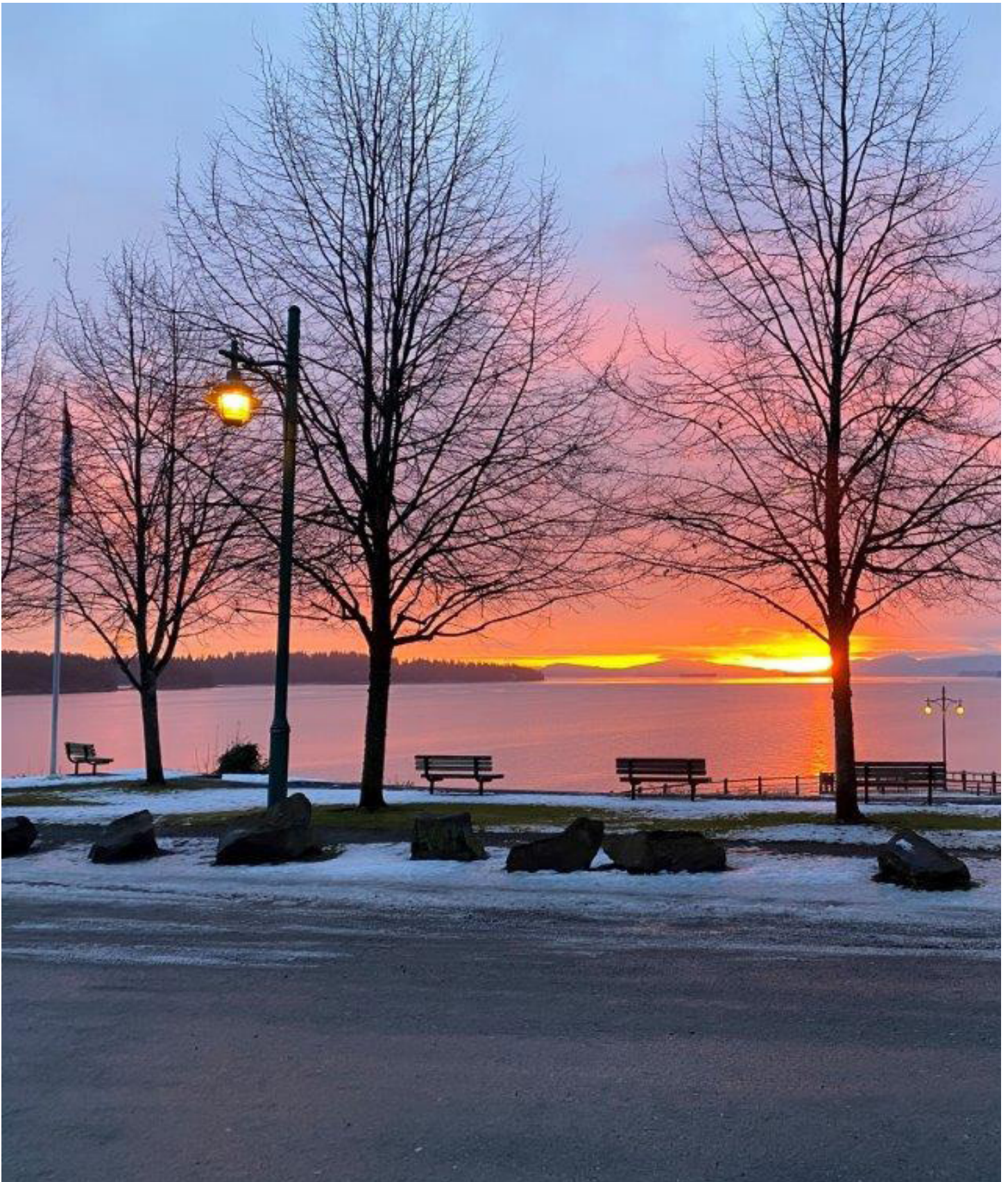
SCHEDULE II

	<u>Land</u>		<u>Land Improvements</u>		<u>Buildings</u>		<u>Vehicle Furniture & Equipment</u>		<u>Transportation</u>
	2020	2019	2020	2019	2020	2019	2020	2019	2020
COST									
Opening Balance	\$ 10,492,216	\$ 9,911,216	\$ 9,259,385	\$ 8,957,453	\$ 23,714,208	\$ 23,673,513	\$ 8,931,746	\$ 9,117,960	\$ 29,247,225
Add: Additions	26,365	581,000	299,683	316,082	2,054,162	148,941	791,818	195,898	1,066,059
Less: Disposals	-	-	26,000	14,150	27,290	108,246	385,912	382,112	-
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>10,518,581</u>	<u>10,492,216</u>	<u>9,533,068</u>	<u>9,259,385</u>	<u>25,741,080</u>	<u>23,714,208</u>	<u>9,337,652</u>	<u>8,931,746</u>	<u>30,313,284</u>
 ACCUMULATED AMORTIZATION									
Opening Balance	-	-	3,708,963	3,467,017	7,387,229	6,722,614	4,679,079	4,503,637	16,591,401
Add: Amortization	-	-	263,537	253,398	695,912	667,338	538,593	513,123	653,211
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	4,511	11,452	12,301	2,723	369,174	337,681	-
Closing Balance	<u>-</u>	<u>-</u>	<u>3,967,989</u>	<u>3,708,963</u>	<u>8,070,840</u>	<u>7,387,229</u>	<u>4,848,498</u>	<u>4,679,079</u>	<u>17,244,612</u>
 Net Book Value	<u>\$ 10,518,581</u>	<u>\$ 10,492,216</u>	<u>\$ 5,565,079</u>	<u>\$ 5,550,422</u>	<u>\$ 17,670,240</u>	<u>\$ 16,326,979</u>	<u>\$ 4,489,154</u>	<u>\$ 4,252,667</u>	<u>\$ 13,068,672</u>

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020

SCHEDULE II (CONTINUED)

Linear Infrastructure										
Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
\$ 27,091,211	\$ 36,292,304	\$ 35,946,824	\$ 9,262,196	\$ 8,708,158	\$ 17,835,367	\$ 16,937,080	\$ 16,116,516	\$ 4,786,319	\$ 161,151,162	\$ 145,129,734
2,175,360	1,344,687	347,413	743,208	554,482	16,060,473	909,647	948,447	11,735,065	23,334,902	16,963,887
19,346	213,885	1,933	-	444	142,297	11,360	16,020,696	404,868	16,816,080	942,459
-	-	-	-	-	-	-	-	-	-	-
29,247,225	37,423,106	36,292,304	10,005,404	9,262,196	33,753,543	17,835,367	1,044,267	16,116,516	167,669,984	161,151,162
15,984,274	9,801,838	8,811,591	2,553,569	2,430,628	5,823,296	5,517,832	-	-	50,545,375	47,437,593
626,464	1,000,640	991,814	134,346	123,385	586,684	314,395	-	-	3,872,923	3,489,917
-	-	-	-	-	-	-	-	-	-	-
19,337	211,609	1,567	-	444	142,297	8,931	-	-	739,892	382,135
16,591,401	10,590,869	9,801,838	2,687,915	2,553,569	6,267,683	5,823,296	-	-	53,678,406	50,545,375
\$ 12,655,824	\$ 26,832,237	\$ 26,490,466	\$ 7,317,489	\$ 6,708,627	\$ 27,485,860	\$ 12,012,071	\$ 1,044,267	\$ 16,116,516	\$ 113,991,578	\$ 110,605,787



STATISTICAL INFORMATION
for
FISCAL YEAR ENDING
December 31, 2020

unaudited

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

DEBENTURE DEBT & LEASES

	2016	2017	2018	2019	2020
PROTECTIVE SERVICES	\$ 1,957,202	\$ 1,859,457	\$ 1,757,803	\$ 1,652,082	\$ 1,542,132
WATER	898,034	869,943	840,729	6,810,346	6,614,181
SEWER	10,000,000	9,500,000	9,000,000	8,500,000	8,000,000
SHORT TERM DEBT	670,000	-	952,700	952,700	952,700
CAPITAL LEASES	418,569	359,437	986,306	915,465	857,420
	<u>\$ 13,943,805</u>	<u>\$ 12,588,838</u>	<u>\$ 13,537,538</u>	<u>\$ 18,830,593</u>	<u>\$ 17,966,433</u>

LIABILITY SERVICING

	2016	2017	2018	2019	2020
Liability Servicing Limit	3,375,160	3,588,988	3,865,936	4,218,062	4,221,605
Total Liability Servicing Cost	<u>678,068</u>	<u>2,148,940</u>	<u>1,472,136</u>	<u>1,074,034</u>	<u>1,717,239</u>
Liability Servicing Capacity Available	<u>2,697,092</u>	<u>1,440,048</u>	<u>2,393,800</u>	<u>3,144,028</u>	<u>2,504,366</u>

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

GENERAL TAXABLE ASSESSMENTS

	2016	2017	2018	2019	2020
Residential	\$ 1,055,322,301	\$ 1,190,734,401	\$ 1,414,078,301	\$ 1,604,732,001	\$ 1,683,946,701
Utilities	890,900	891,700	893,500	1,557,500	1,653,100
Supportive Housing	-	-	-	-	-
Major Industry	9,263,700	9,379,800	9,491,500	10,161,500	10,727,800
Light Industry	3,463,300	3,490,700	3,151,600	3,264,500	4,456,200
Business and Other	77,660,600	82,062,700	88,476,550	93,104,100	106,926,600
Managed Forest Land	4,900	5,500	6,300	6,700	7,100
Recreation/Non-profit	6,674,000	7,687,400	7,747,000	9,249,000	10,036,000
Farmland	27,778	27,778	27,778	24,480	24,480
Total	\$ 1,153,307,479	\$ 1,294,279,979	\$ 1,523,872,529	\$ 1,722,099,781	\$ 1,817,777,981

Source: Ladysmith Financial Services & BC Assessment

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

PROPERTY TAX LEVIED AND COLLECTED

	2016	2017	2018	2019	2020
Municipal Taxes	\$ 6,533,576	\$ 6,549,961	\$ 6,718,989	\$ 7,129,762	\$ 7,404,636
Police Taxes	1,149,835	1,171,288	1,234,742	1,320,581	1,315,754
Library Taxes	353,236	364,616	386,677	414,149	429,596
Parcel Taxes	1,801,092	2,260,367	2,570,196	2,977,916	3,069,391
Grants in Lieu	163,974	165,294	167,917	172,097	173,002
School Taxes	2,959,379	2,880,030	2,999,577	3,130,367	3,070,875
CVRD Hospital Taxes	770,827	788,355	891,070	971,645	1,056,358
CVRD Taxes	1,140,438	1,237,926	1,332,669	1,480,883	1,583,873
BC Assessment Taxes	78,804	72,043	77,142	81,433	92,941
MFA Taxes	266	296	344	384	408
	<u>\$ 14,951,426</u>	<u>\$ 15,490,176</u>	<u>\$ 16,379,323</u>	<u>\$ 17,679,217</u>	<u>\$ 18,196,834</u>
Total Current Taxes Levied	\$ 14,951,426	\$ 15,490,176	\$ 16,379,323	\$ 17,679,217	\$ 18,196,834
Total Current Taxes Collected	14,315,975	14,894,289	15,830,430	17,159,440	17,662,074
Outstanding	<u>\$ 635,452</u>	<u>\$ 595,887</u>	<u>\$ 548,893</u>	<u>\$ 514,017</u>	<u>\$ 534,760</u>
Percentage Collected	95.7%	96.2%	96.6%	97.1%	97.1%

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

PROPERTY TAXATION BY CLASS

	2016	2017	2018	2019	2020
Residential	\$ 5,793,491	\$ 5,864,299	\$ 6,096,037	\$ 6,456,643	\$ 6,666,826
Utilities	32,900	30,861	28,922	50,538	48,843
Supportive Housing	-	-	-	-	-
Major Industry	970,952	967,391	988,214	1,064,529	1,083,420
Light Industry	64,322	63,099	64,386	59,479	65,251
Business and Other	1,153,492	1,149,600	1,146,248	1,208,432	1,263,724
Managed Forest Land	195	195	203	194	207
Recreation/Non-profit	22,662	22,579	23,003	23,823	22,765
Farmland	926	923	942	854	871
Total	8,038,940	8,098,947	8,347,955	8,864,492	9,151,907

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

EXPENSES BY FUNCTION

	2016	2017	2018	2019	2020
General government services	\$ 2,305,352	\$ 2,329,962	\$ 2,698,993	\$ 2,780,011	\$ 2,439,412
Protective services	1,739,803	1,802,436	1,742,911	1,443,022	1,935,494
Transportation services	2,000,766	2,145,021	2,338,580	2,250,325	2,383,547
Garbage services	474,893	488,715	511,805	527,606	429,609
Cemetery services	37,374	36,876	28,609	29,068	25,910
Development services	612,929	771,490	578,671	573,622	614,932
Recreation and cultural services	2,581,754	2,743,912	2,887,980	2,897,536	2,903,436
Parks operation services	910,233	912,806	930,872	1,093,968	958,428
Sewer	2,072,169	2,890,663	2,787,753	2,854,002	4,042,452
Water	1,241,378	1,289,564	1,360,108	1,778,406	3,063,352
	<u>\$ 13,976,652</u>	<u>\$ 15,411,445</u>	<u>\$ 15,866,282</u>	<u>\$ 16,227,566</u>	<u>\$ 18,796,572</u>

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2016-2020

CAPITAL EXPENDITURE BY SOURCES OF FINANCING

	2016	2017	2018	2019	2020
Operating Funds	\$ 415,970	\$ 676,703	\$ 508,927	\$ 1,043,321	\$ 1,081,088
Reserve Funds	1,760,629	3,563,633	1,582,774	2,190,064	3,500,883
Debt	2,766,314	-	2,222,748	4,671,213	-
Grants	1,055,296	1,246,391	2,982,094	6,138,063	1,323,965
Gas Tax	145,234	230,053	398,071	893,244	303,100
Other	956,701	3,009,988	327,419	2,477,563	2,711,118
	<u>\$ 7,100,144</u>	<u>\$ 8,726,768</u>	<u>\$ 8,022,033</u>	<u>\$ 17,413,468</u>	<u>\$ 8,920,154</u>

Source: Ladysmith Financial Services

PERMISSIVE TAX EXEMPTIONS

2020 Permissive Property Tax Exemptions

<u>Organization/ Property Owner</u>	<u>Address</u>	<u>2020 Municipal Tax Exemption</u>	
Arts Council of Ladysmith	Units J, K & L - 610 Oyster Bay Rd	\$	2,559
Boys & Girls Club	220 High St	\$	7,804
Canadian Legion Branch #171	621 1st Ave	\$	237
Eco-Tourism Building	Transfer Beach	\$	258
Island Corridor Foundation		\$	18,682
Ladysmith & District Historical Society	1115A - 1st Ave	\$	3,673
Ladysmith & District Historical Society - Roundhouse	612 & 614 Oyster Bay Dr	\$	19,329
Ladysmith & District Historical Society - Museum	721 1st Ave	\$	5,170
Ladysmith Fellowship Baptist Church	381 Davis Rd	\$	1,306
Ladysmith Festival of Lights	1163 4th Ave	\$	7,794
Ladysmith Golf Club Society	380 Davis Rd	\$	3,074
Ladysmith Health Care Auxiliary	910 1st Ave	\$	10,796
Ladysmith Maritime Society	616 Oyster Bay Dr	\$	2,679
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	\$	2,393
Ladysmith Maritime Society	Visitors Information Centre	\$	8,202
Ladysmith Resource Centre Association	630 2nd Ave	\$	12,442
Ladysmith Resource Centre Association	314 Buller	\$	5,926
Ladysmith Seniors Centre Society	630 2nd Ave	\$	12,442
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	\$	6,268
Ladysmith Senior Citizens Housing Society	101 1st Ave	\$	6,767
Municipal Parking lot	17 Roberts St	\$	2,605
Municipal Parking lot	25 Roberts St	\$	1,935
Pentecostal Assemblies	1149 4th Ave	\$	2,451
St John's Masonic Temple	26 Gatacre St	\$	2,338
St. Mary's Catholic Church	1135 4th Ave	\$	7,884
United Church of Canada	232 High Street	\$	1,313
	Total	\$	156,329
 <u>Revitalization Exemptions</u>			
Mees, Adine and Van Seters, David	341 1st Ave		469
Antique Addict - Joy/Goldie	12 Roberts St		528
	Total	\$	997
	Total Exemptions	\$	157,326

2020 GRANTS-IN-AID AWARDED

Ladysmith Festival of Lights Society	\$ 10,000
Ladysmith Fire Rescue Santa Parade	1,200
Ladysmith Downtown Business Association - Old Time Christmas	1,500
Ladysmith Downtown Business Association - Hot August Nights	3,000
Ladysmith Maritime Society	1,500
Total Celebrations	17,200
Ladysmith & District Historical Society	7,500
Arts Council of Ladysmith & District - Arts on the Avenue	1,000
Ladysmith Community Gardens Society	1,000
Ladysmith Little Theatre	2,000
Ladysmith Golf Club Society	3,500
Total Other	15,000
Cowichan Family Caregivers Support Society	750
Ladysmith Family and Friends (LaFF)	2,500
Ladysmith Family and Friends (LaFF) - 12 Days of Holiday Cheer	1,500
St Philips Anglican Church - Open Table	500
Total Social Services	5,250
Ladysmith Ambassador Program	1,500
Cowichan Trail Stewardship Society - Ladysmith Chapter	1,000
Ladysmith Sec School - Frank Jameson Bursary	1,500
Total Youth, Education & Sport	4,000
Waiving of Fees	2,500
TOTAL	\$ 43,950





THANK YOU LADYSMITH

We Value Your Feedback

Successful civic engagement ensures that our citizens' and stakeholders' views, values, needs and concerns are identified before and during decision making.

Being part of this two-way process gives residents the opportunity to contribute and connect with the Town. We encourage our citizens to engage their family, friends and colleagues in discussions and actions that improve our community.

We want to hear what you have to say. Connect with us in the following ways:



Send an E-mail to info@ladysmith.ca



Send a letter to Town of Ladysmith City Hall, Box 220, Ladysmith, B.C. V9G 1A2



Follow us on Facebook www.facebook.com/LadysmithBC



Follow us on Twitter [@TownOfLadysmith](https://twitter.com/TownOfLadysmith)



Call us 250.245.6400



BYLAW STATUS SHEET

July 6, 2021

		Status
2045	Film Bylaw 2021, No. 2045	First, second and third reading, May 4, 2021.
2046	Noise Suppression Bylaw 2003, No. 1478, Amendment Bylaw 2021, No. 2046 (Filming in Ladysmith)	First, second and third reading, May 4, 2021.
2047	Official Community Plan Bylaw 2003, No.1488, Amendment Bylaw (No.62) 2021, No. 2047 (Filming in Ladysmith)	First and second reading, May 4, 2021. Referred to Stz'uminus First Nation and School District 68. Public Hearing and third reading June 1, 2021.
2048	Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2021, No. 2048 (Filming in Ladysmith)	First, second and third reading, May 4, 2021.
2049	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.31) 2021, No. 2049 (Filming in Ladysmith)	First and second reading, May 4, 2021. Public Hearing and third reading June 1, 2021. MOTI approval required prior to adoption.
2050	Town of Ladysmith Fees and Charges Bylaw 2008, No.1644, Amendment Bylaw 2021, No. 2050 (Filming in Ladysmith)	First, second and third reading, May 4, 2021.
2060	Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 63) 2021, No. 2060 (670 Farrell Road)	First and second reading, March 16, 2021. Public Hearing, and third reading April 6, 2021.
2061	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 33) 2021, No. 2061 (670 Farrell Road)	First and second reading, March 16, 2021. Public Hearing and third reading April 6, 2021. MOTI approval received May 3, 2021.
2064	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 35) 2021, No. 2064 (630 Farrell Rd)	First and second reading, April 20, 2021. Public Hearing and third reading May 18, 2021. MOTI received June 8, 2021.
2067	Road Closure and Dedication Removal Bylaw 2021, No.2067. (1130 Rocky Creek Rd)	First and second reading, June 1, 2021. Notice provided and published in Chronicle on June 3 and 10, 2021. Public Hearing and third reading June 15, 2021. MOTI approval required prior to adoption.
2068	Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068 (1130 Rocky Creek Rd)	First and second reading, June 1, 2021. Public Hearing and third reading June 15, 2021. Conditions to be met prior to adoption
2069	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069 (1130 Rocky Creek Rd)	First and second reading, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval required. Conditions to be met prior to adoption
2071	Filming Reserve Bylaw 2021, No. 2071	First, second and third reading May 4, 2021.
2078	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 40) 2021, No. 2078 (pre-existing single detached dwellings)	First and second reading June 15. Public Hearing scheduled July 6, 2021. MOTI approval required prior to adoption.



Ladysmith Minor Softball Association
610 1st Ave. Ladysmith
PO Box 2407, V9G 1B8

April 30, 2021

Town of Ladysmith
PO Box 220, 410 Esplanade
Ladysmith, BC V9G 1A2

Mayor and Council,

Subject: Aggie Field Upgrades – Addition of Storage/Scorekeeper box with clubhouse and Spectator viewing areas

Ladysmith Minor Softball association would like to request that our association and the town work together to improve the softball facilities at Aggie Field. We feel this is the town's optimum softball field. With its close connection to town it has been used for many years for the youth of Ladysmith to play softball as well host other town outdoor events. We would like to expand the facility by adding a new storage area and scorekeepers box with small club house above. This proposal would also include an improved viewing area all built behind home plate at Aggie Field #1.

Tournaments are hosted at this site bringing many out-of-town players with their families to our community. Improvements would bring Ladysmith's field up to the standards seen by many in surrounding towns. Currently equipment is transported by coaches and families to and from the field for practices and home games. This area could include a covered batting cage which could be used for year around training.

During games the bleachers are often insufficient spaces for viewing spectators. Many families bring lawn chairs to add more seats however the backstop fencing does not extend far enough to protect spectators from out of bound balls. More seating areas are needed and retainment of the severe slope behind the backstop would extend to be an ideal place for families to picnic, catch a ball game while their young children play in the park. These areas of seating could also be used during community events that expand the town's offering to the community.

We appreciate that that Town has always supported our youth and are always looking for ways to improve their recreational opportunities. We feel this will elevate softball in our community and increase what our Town has to offer to this sport. Preserving the heritage and feel of our lovely Aggie Hall, we believe this will become the crowning jewel of an already beautiful downtown core. When games and tournaments are underway the town buzzes with more shoppers, people dining and accommodations full. Ladysmith is an ideal location to host tournaments as it bridges communities from other areas such as Victoria, Duncan, Parksville and Port Alberni.

We as an association are prepared to work to have design and construction covered by volunteers and will work with the town to apply for grants and secure project partners. We have had several offerings from local companies to donate time or equipment to make this happen. We look forward to this this opportunity of building and improving on what we see as a legacy project to be enjoyed by our community for years to come.

Thank-you,

Ladysmith Minor Softball Association Executive

Town Council

Town of Ladysmith

24 June 2021

To Whom it May Concern

Re: Lot 108 – Forest Field – Perimeter Trail and Exercise Equipment

The stakeholder group is in need of additional Town Council documentation in order for the Rotary Club to make a Capital Projects Grant application to the Provincial Gaming Commission. You have supplied us in the past with Support letters for all the elements that have been proposed, including the full Perimeter Trail, Wheelchair Accessible Trail (Phase one completed last year) and the proposed outdoor exercise equipment. The stakeholder group has worked in conjunction with the Town to develop the budget and receive quotes and estimates of expenses that will be required to complete the entire project. A necessary part of the application is to have a copy of the council resolution authorizing the project. A suggested wording for a letter could follow the following or similar format:

“Legal Description of the Property

Council has approved, by the attached resolution, the following:

- **Construction of a universally accessible Walkway around the site perimeter of the Lot 108 Community Park.**
- **Installation of Outdoor Exercise Stations - self propelled contiguous to the Walkway at of the Lot 108 Community Park.**
- **The Town will be in management and control, in perpetuity, from completion of construction and installation of the Walkway and the Outdoor Exercise Stations at the expense of the Town.**

Signed by the appropriate person(s) – IE – Mayor, council member or department head”

Please advise if you require anything further. Thank you in advance.

Ken Greig

Chairperson – Lot 108 Stakeholder Group

Ladysmith Rotary Club

Application for a Lounge Area Endorsement at 202-204 Dogwood Drive

The Town of Ladysmith has received a referral from the Province of BC's Liquor and Cannabis Regulation Branch for an application for a Lounge Area Endorsement.

What is the Application For?

The application is for a Lounge Area Endorsement which will operate in conjunction with a craft brewery.

Proposed Name: Bayview Brewing Company

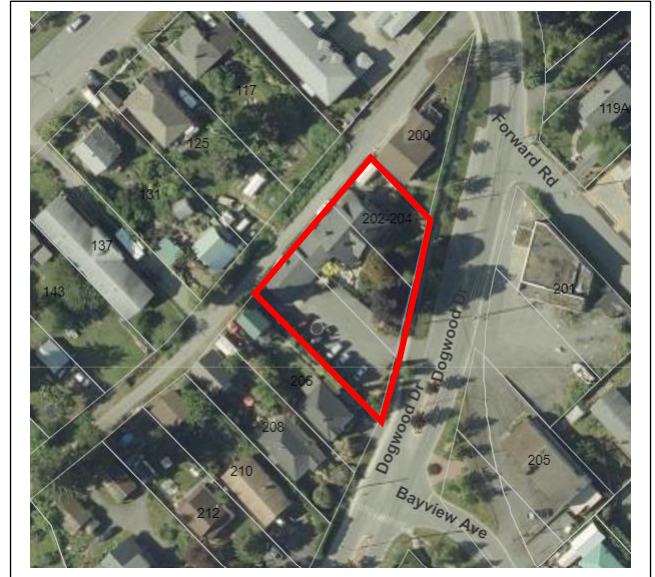
Proposed Location: 202-204 Dogwood Drive

Where Can I Get More Information?

A copy of the application and related information may be viewed at the Town of Ladysmith City Hall located at 410 Esplanade, Ladysmith, BC until July 6, 2021. Office hours are Monday to Friday 8:30am to 4:00pm, excluding statutory holidays. The application and related information are also available at www.ladysmith.ca/PublicHearingsandSpecialNotices.

How Do I Make a Written Submission?

The Town is inviting written comments on the application before Council decides whether to recommend that the licence be issued. Please provide your written submission by 3:00pm July 6, 2021. Written submissions should be sent to Town of Ladysmith, PO Box 220, Ladysmith, BC V9G 1A2 or by Fax to 250-245-6411 or by Email to info@ladysmith.ca, or hand delivered to 410 Esplanade. Please be advised that written submissions will be made public and form a part of the public record.

**QUESTIONS?**

Questions can be directed to staff in the
Town of Ladysmith Development Services Department
by calling 250-245-6415

www.ladysmith.ca

GET CONNECTED   



STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Meeting Date: June 1, 2021
File No: 4320-50
Re: **Liquor Lounge Endorsement – Bayview Brewing Company (202 Dogwood Drive)**

RECOMMENDATION:

That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a lounge endorsement application for the Bayview Brewing Company located at 202 Dogwood Drive, opt in to the local government comment process and direct staff to provide written notification to residents within 60 metres of the subject property inviting them to submit written comments about the application.

EXECUTIVE SUMMARY:

The Liquor and Cannabis Regulation Branch (LCRB) has referred a lounge endorsement application for 202 Dogwood Drive to operate a serving lounge in conjunction with a microbrewery (Attachment A). Under section 38 of the *Liquor Control and Licensing Act*, Council must receive the referral and either “opt in” or “opt out” of the local government comment process. If Council decides to opt in, the Town must gather resident views on the application. Guidance is provided under ‘Citizen/Public Relations Implications’.

PREVIOUS COUNCIL DIRECTION:

Resolution	Date	Resolution Details
CS 2020-182	06/16/2020	That Council: 1. Issue Development Permit 3060-20-10 for the proposed development at 204 Dogwood Drive. 2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-20-10.
CS 2020-102	03/31/2020	That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 30) 2019, No. 2029".
CS 2020-021	01/21/2020	That Council: 1. Proceed with third reading and adoption of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 60) 2019, No. 2027; 2. Proceed with third reading and adoption of Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 61) 2019, No. 2028; 3. Proceed with third reading of Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 30) 2019, No. 2029; and

Resolution	Date	Resolution Details
		4. Direct staff to refer Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 30) 2019, No. 2029 to the Ministry of Transportation and Infrastructure pursuant to section 52 of the Transportation Act.

INTRODUCTION/BACKGROUND:

The subject property was rezoned in March of 2020 to allow a neighbourhood pub and microbrewery. Council later issued a development permit for the facility in June of 2020. The applicant has since applied for a liquor manufacturing licence with a lounge endorsement. The lounge endorsement licence must be referred to the Town for comment¹. More information on the types of liquor licenses and required referral processes is provided in the Province's [Liquor Policy Manual](#).

The Town has no formal policies related to application referrals for lounge endorsements². For the most recent liquor license application, a liquor primary application for Zack's Lounge in 2016, Council opted in to the local government comment process. This is described in greater detail under 'Citizen/Public Relations Implications'.

ALTERNATIVES:

Council can choose to:

1. Opt out of the local government comment process.
2. Opt in to the local government comment process and specify a different method of gathering resident views.

FINANCIAL IMPLICATIONS:

Should Council opt in to the local government comment process, application and public notification costs will be covered by applicable fees. The fee is \$1,750 plus advertising costs.

LEGAL IMPLICATIONS:

Section 38 of the *Liquor Control and Licensing Act* requires the Town to decide whether to opt in or opt out of the local government comment process. If the Town decides to opt in, the Town must gather resident views. If the Town opts out, the Province will gather resident views.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If Council decides to opt in to the local government comment process, acceptable methods of gathering public views under section 38(3)(c) of the *Liquor Control and Licensing Act* are:

1. Receiving written comments in response to a public notice of the application.
2. Conducting a public hearing in respect of the application.
3. Holding a referendum.

¹ Aside from a zoning check, manufacturing licenses are not referred to local governments for comment.

² The Town's only liquor policies relate to special occasion licenses.

4. Using another method the local government considers appropriate.

The above options are similar to acceptable methods for cannabis retail applications. For previous liquor license applications and for cannabis applications, Council has typically chosen Option 1 with mail notification delivered to properties within 60 metres of the subject property. This method was used for the most recent liquor license application (Zack's Lounge). A notice was also placed in the business's window.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Should Council elect to opt in to the local government comment process, staff will refer the application to the Ladysmith RCMP and Ladysmith Fire Department for comment.

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).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- Attachment A: Lounge Endorsement Application



Liquor and Cannabis Licensing

[Dashboard](#)[Licences & Authorizations](#)[Security Screening](#)[Applications for Review](#)[Notices](#)

Provide Comment on Application

A lounge area endorsement permits the sale and service of liquor for on-site consumption.

The lounge can be an indoor area, with or without a patio attached to the interior lounge, or it may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

If you leave this page, the information you input will be saved. You can continue later from the dashboard.

BEFORE STARTING THE APPLICATION

The application fee of \$330 must be submitted with your application.

Please note: If your endorsement(s) application is approved, a first year licensing fee of \$330 (pro-rated to March 31) will be required for each endorsement before the LCRB will issue your endorsement.

Prior to payment, your application will be submitted to your local government/Indigenous Nation for their comment and assessment. Please ensure you have reviewed their policy to ensure your successful submission.

☒ If you have any questions about this application, call the Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209 2111.

ESTABLISHMENT DETAILS

Establishment Name

Bayview Brewing Company Inc.

LOCATION ADDRESS

The licensed establishment is currently located at the following address:

Address

City

Province

British Columbia

Postal Code

Parcel Identifier (PID)

LETTER OF INTENT

Provide a letter describing your proposed lounge and/or special event area. Your letter must include:

- Describe the type of food service your endorsement area(s) will offer. Manufacturers must provide, at a minimum, a variety of hot or cold snacks and non-alcoholic beverages during all hours of operation.
- Identify all types of entertainment that may be offered in your endorsement areas (e.g. films, darts, DJ booth, dance floor, gambling, karaoke, live music, pool)
- Describe the composition of the neighbourhood (e.g. commercial, residential, industrial).
- Describe the potential for noise and other types of disturbance.
- Describe the measures you will implement to ensure nearby residents are not disturbed by your establishment or patrons of your establishment.
- Include any other information that may be relevant to your application.

LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

Enter the local government (or Indigenous Nation) and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

Local Government/Indigenous Nation

Ladysmith

Selected Local Government/Indigenous Nation

Name: Ladysmith

Please ensure you have made yourself familiar with the application requirements for this local government (or Indigenous Nation) prior to submitting your application. You may need to contact them prior to submitting to ensure your successful submission.

Police Jurisdiction

Ladysmith RCMP

Selected Police Jurisdiction

Name: Ladysmith RCMP

Zoning

Please provide proof from your local government that the proposed location has been:

- appropriately zoned to operate a licence, or
- is in the process of being appropriately zoned

You are responsible for obtaining the appropriate zoning from your local government to operate a licence at your proposed location. Prior to issuing a licence at the new location, LCRB will require confirmation from your local government that the location is zoned appropriately to operate a licence.

[Zoning_1.pdf](#)606 kb [Delete](#)

Is your establishment located on the Agricultural Land Reserve (ALR)?

☒ **Yes** ☐ **No**

ESTABLISHMENT CONTACT DETAILS

The phone and email address used to contact your establishment:

Establishment Email

Establishment Phone

APPLICATION DETAILS

You confirm that the patio service area(s) bounding is sufficient:

- ☐ * For you to monitor and control patron entry and exit, and
- ☐ * To visually and physically define the service area.

In opening this patio area you confirm that:

- ☐ * You will take appropriate measures to maintain care and control over the service area and conduct.

Describe the location of the patio in relationship to the interior service area. *

What is the status of the patio area construction? *

If construction has not yet started or is in progress,

when do you expect it to be complete?

yyyy-mm-dd

☐ The patio is currently the subject of a Temporary Expanded Service Area (TESA) Authorization

Select the months you expect to operate the patio:

- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

Describe how patrons will access the patio (ie. from interior). *

Will servers have to carry liquor through any unlicensed areas to get to the patio?

☐ Liquor will be carried through any unlicensed area to get to the patio.

If yes, please explain. Only servers are permitted to carry liquor through unlicensed areas.

Liquor will primarily be served from: *

--	--	--

Floor Plan

Provide one 11" x 17" and one 8.5" x 11" floor plan. Your application will only be considered if your floor plans include occupant load.

Plans must show all service areas and the following details:

- Labels for each room
- Patio(s)
- Liquor service bars
- Dance floor
- Stage
- Sound or DJ booth
- Washrooms
- Stairs
- Entrances/exits

Plans must also show the physical separation (e.g., pony wall or full-height wall) between the proposed endorsement area(s) and unlicensed areas as well as any area licensed as Food Primary, Liquor Primary or

Licensee Retail Store.

All lounge areas, interior, and patio require occupant load. All occupant loads and person capacities will be considered by the local government and/or First Nation.

[Floor Plan_1.pdf](#)267 kb

SERVICE AREAS

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	Inside seating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30
2	patio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24
Total Requested Capacity:				54

Do you currently hold another manufacturer licence at the same site that is already endorsed for the same area?

Site Plan

Provide a site plan that shows the proposed location of all outdoor endorsement(s), the manufacturing building, all features of the property, any personal residences, parking and road access.

The site plan must also identify any other liquor licences and businesses operating at the same site.

[Site Plan_1.pdf](#)310 kb

[Site Plan_2.pdf](#)4226 kb

HOURS OF SALE

Indicate the proposed hours of sales below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11:00	11:00	11:00	11:00	11:00	11:00	11:00
Close	21:00	21:00	21:00	21:00	09:00	11:00	11:00

APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

First Name *

Donald

Last Name *

Alsop

Title/Position

Phone Number (main) *

Email *

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ * I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ * I understand and affirm that all of the information provided

for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION
CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

Ladysmith

Name of Official

Jake Belobaba

Title/Position

Director of Development Services

Phone

(250) 245-6405

Email

jbelobaba@ladysmith.ca

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Liquor and Cannabis Regulation Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, local governments/First Nations (LG/IN) can delegate staff with the authority to provide comment.

- If there are any major issues (e.g., zoning), LG/FN may hold off approving the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will approve the application. LG/IN will keep a copy of the approved application and all supporting documents.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.

- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The views of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application should be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.
- If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to a Senior Licensing Analyst.

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.
MAX FILE SIZE: 25MB.

Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If you will not provide the occupant load for the applicant, you must provide a letter confirming you do not issue occupant load. The Branch will accept an occupant load calculation from a professional architect or engineer.

A licence cannot be issued without final occupant load.

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.
MAX FILE SIZE: 25MB.

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TOWN OF LADYSMITH

BYLAW NO. 2029

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 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:
- (a) By adding a new subsection (b) to Section 9 Site Specific Regulations under Section 11.1 Local Commercial (C-1) Zone:
- “(b) For the subject *Parcel* shown in Schedule I, formed by consolidation of the three parcels legally described as Lot 2 Suburban Lot 9 Oyster District Plan 1009, Lot 3 Suburban Lot 9 Oyster District Plan 1009, and Lot 4 Suburban Lot 9 Oyster District Plan 1009 (202/204 Dogwood Drive), the following site specific regulations shall apply:
- i) A *Neighbourhood Pub* is permitted as a *Principal Use*.
- ii) Despite Section 11.1(4)(a), the maximum *Gross Floor Area* for a *Neighbourhood Pub* use is 200 square metres.”

CITATION

- (3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.30) 2019, No. 2029"

READ A FIRST TIME on the 16th day of December, 2019
READ A SECOND TIME on the 16th day of December, 2019

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*
on the 21st day of January, 2020

READ A THIRD TIME on the 21st day of January, 2020

APPROVED pursuant to s. 52(3)(a) of the *Transportation Act*
on the 11th day of February, 2020

ADOPTED on the 31st day of March, 2020

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 11th day of February 20, 20
Ministry of Transportation and Infrastructure



JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Labieux Road, Nanaimo BC V9T 6E9



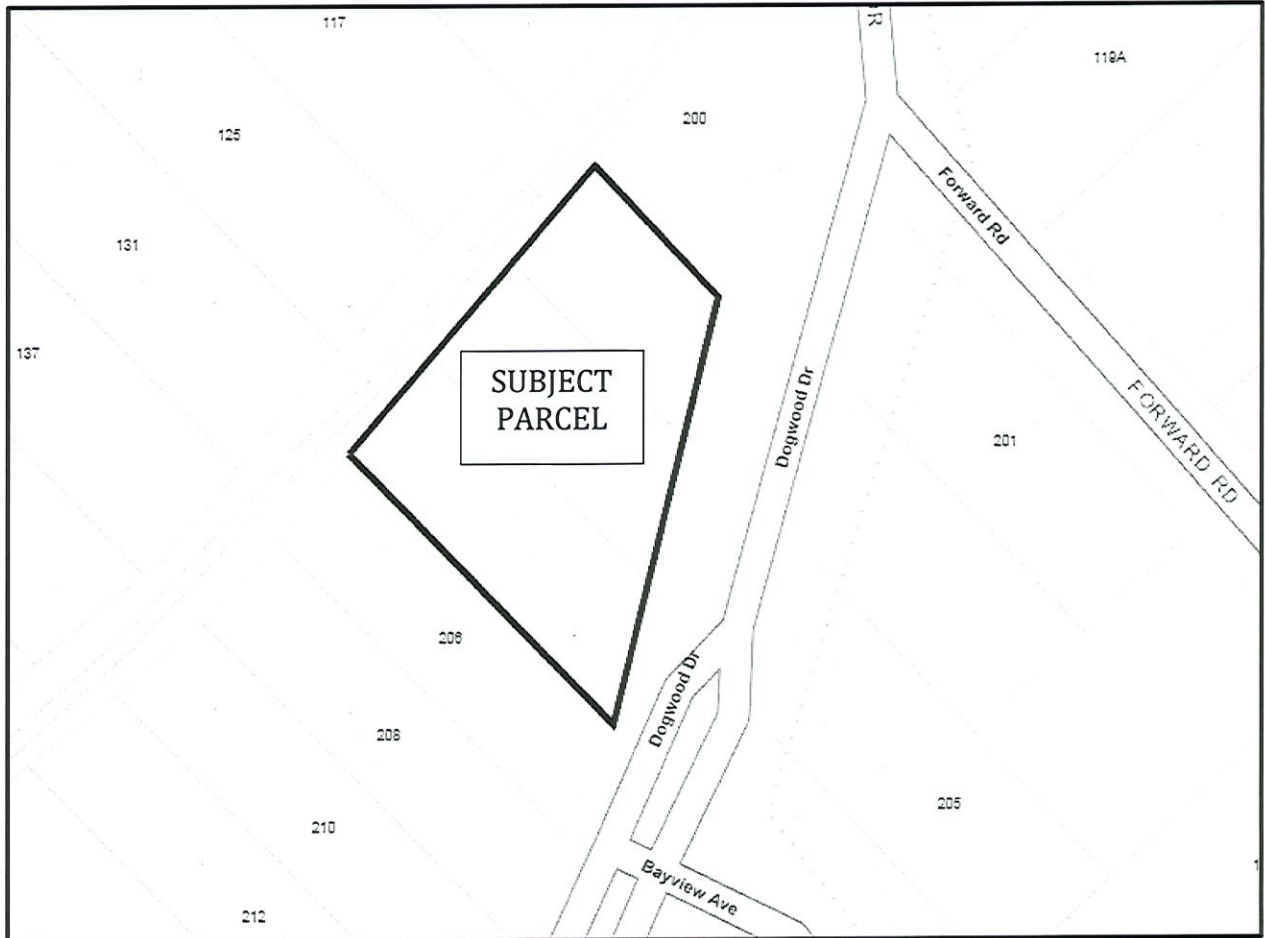
Mayor (A. Stone)



Corporate Officer (J. Winter)



Schedule I – Bylaw 2029



SHOOT THE MOON

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Level 1

scale: 1/4" = 1'-0"

2020.07.01

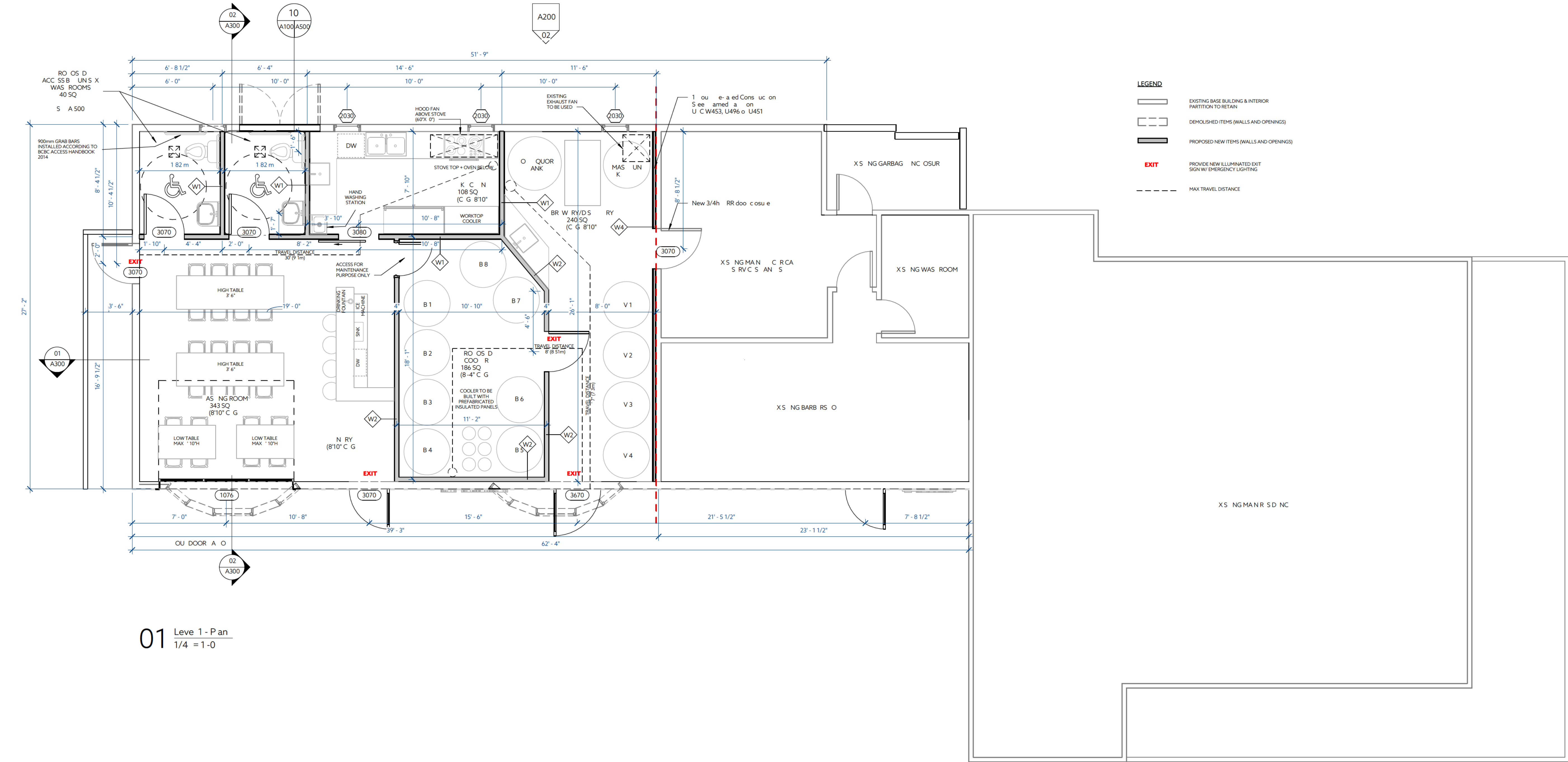
P. # 2005

A100

Drawings are to be read in conjunction with each other, any discrepancies found on any drawings are to be reported before commencing work.

Contractor is responsible to ensure that all work is executed in accordance with the approved drawings of the building Code.
© CO YRG 2020 A R G S R S RV D
10/09/2020 9:18:46 AM

CROSS ARCH EC URE NC

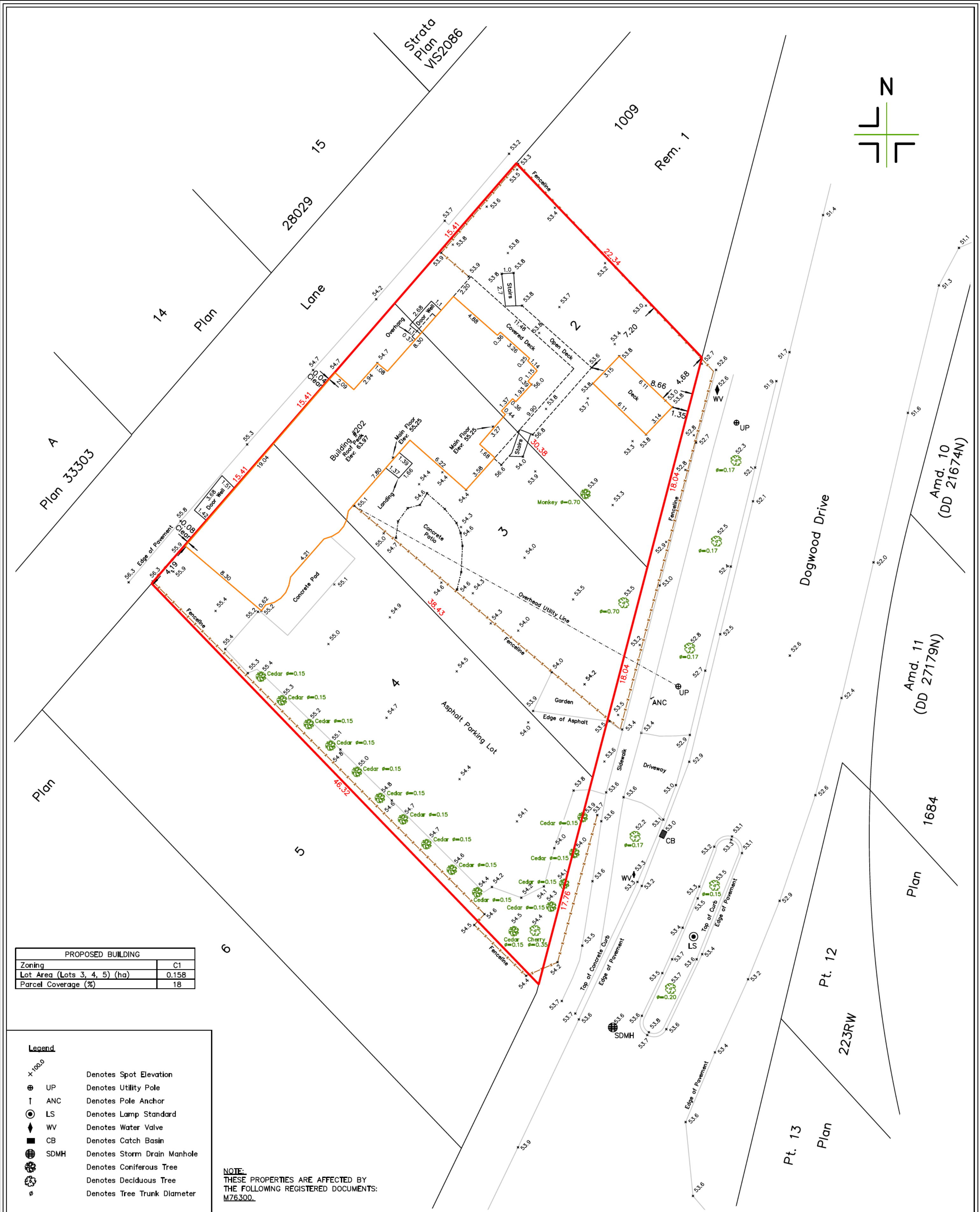


01 Leve 1 - Pan
1/4" = 1'-0"

Wa Schedule			
ype Ma	ype	Wa Summa y	e Ra ng
W1	ne o - 2x4	1/2" GY SUM WA BOARD 2X4 WOOD S UD	0
W2	ne o - M 4"	1/2" GY SUM WA BOARD NS D H A SKN OAM COR OU S D M A SKN	0
W3	xe o - 2x6 xs ng Wa	S UCCO C ADDNG NS	Un nown
W4	ne o - R th U C W453, U496 o U451	3/4" COR GY SUM AN 42mm S S UD 24" o c 3/4" COR GY SUM AN	1 ou

Window Schedule				
ype Ma	egh	W d h	Coun	ame n sh ame Ma e a
2030	3'-0"	2'-0"	1	Bac Vny
2030	3'-0"	2'-0"	1	Bac Vny
2030	3'-0"	2'-0"	1	Bac Vny

Door Schedule				
type	e gh	W d h	Coun	e Ra ng
2670	7'- 0"	2'- 6"	1	
2870	7'- 0"	2'- 8"	2	
3070	7'- 0"	3'- 0"	3	
3070	7'- 0"	3'- 0"	3	
3070 45 m n	7'- 0"	3'- 0"	1	45 M n
3080	8'- 0"	3'- 0"	1	
3080	7'- 0"	2'- 6"	1	
3670	7'- 0"	3'- 6"	1	
Ove head Doo	7'- 6"	10'- 0"	1	



PROPOSED BUILDING	
Zoning	C1
Lot Area (Lots 3, 4, 5) (ha)	0.158
Parcel Coverage (%)	18

Legend

- +100.0 Denotes Spot Elevation
- ⊕ UP Denotes Utility Pole
- † ANC Denotes Pole Anchor
- ⊙ LS Denotes Lamp Standard
- ◆ WV Denotes Water Valve
- CB Denotes Catch Basin
- ⊗ SDMH Denotes Storm Drain Manhole
- ⊗ Denotes Coniferous Tree
- ⊗ Denotes Deciduous Tree
- ⌀ Denotes Tree Trunk Diameter

NOTE:
THESE PROPERTIES ARE AFFECTED BY
THE FOLLOWING REGISTERED DOCUMENTS:
M76300.

SITE PLAN SHOWING:
LOTS 2, 3, & 4, SUBURBAN LOT 9,
OYSTER DISTRICT, PLAN 1009.

Client: ROD ALSOP
Civic Address: 202 DOGWOOD DRIVE, LADYSMITH
File: 19-082 Scale: 1:200 Drawn by: DRW Property Zoning: C1

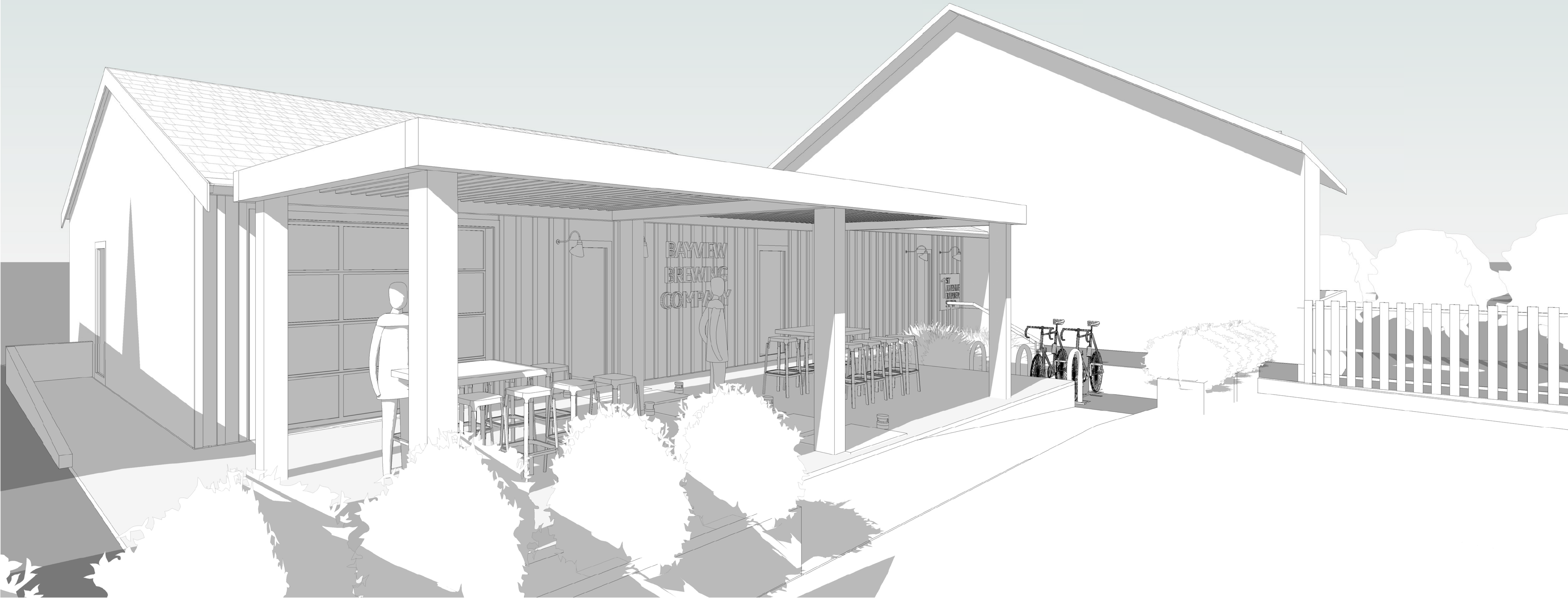
0 5 10 15
SCALE 1:200
DISTANCES AND ELEVATIONS ARE IN METRES.
GEODETIC ELEVATIONS ARE DERIVED FROM
CONTROL MONUMENT 87H3564 (CVD28BC DATUM).

Certified correct this 6th day of June, 2019.

B.C.L.S.
(This document is not valid unless originally signed and sealed.)

Turner & Associates
land surveying
250.753.9778
435 Terminal Avenue North
Nanaimo, BC V9R 3J4
www.turnersurveys.ca

DOGWOOD



BP Sheet List

Sheet Name	Sheet Number
Project Info & Site Plan	A001
Code Review	A002
Level 1	A100
Roof Level	A101
Elevations	A200
Sections	A300
Details	A500
Perspectives	A900
Patio Details	A901



Bayview Brewing Company

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Cover Page

scale:

2020.09.10

P. # 2005

A000

D awn g s a e o b e r e a d n c o n u n c o n w h
e a c h o h e , a n y d s c e p a n c e s f o u n d o n a n y
d a w n g s a e o b e e p o e d b e f o e
c o m m e n c n g w o

C o n a c o s a e r e s p o n s b e o e n s u e h a
a w o s e x e c u e d o h e e q u i m e n t s o f
h e a e s e d o n o f h e B C B u d n g C o d e
© C O Y R G 2 0 2 0 A R G S R S R V D
2 0 2 0 - 1 1 - 1 2 3 1 0 2 8 M

CROSS ARCH EC URE NC



Architect: S V N MORRIS CROSS, X ARCH C UR , 23230 B Y BROWN RD #11, ANG Y W , BC 604-308-8191, sc@xarch.com, vm@xarch.com

Registered Owner: S ARON C R S N A SO , DONA D RODN Y A SO , A S A M C A SO (AS JON NAN S

Legal Description of subject property: O S2,3 & 4, SUBURBAN O 9, OYS RDS RC , AN 1009

Address of subject property: 202 Dogwood Drive, adysm h, BC, V9G 1S8

P.I.D: 031-032-419

Current zoning: C-1- oca Comme ca

Development Permit Area: D A-3 Comme ca

Project Intent: Renova ons o cea ea as ng oom and b ewe y

Site Area = 1578.76 m²

Allowable Commercial Site Coverage = 40% Max (631.5 m²)

Site Coverage = Unchanged by hsp oec - 303.2 m²

Max Gross Floor Area for one commercial Use = 200 m² (pe Amendmen By aw no 2029)

Proposed Floor Area Micro-Brewery = 118.5 m²

Floor Area Barber Shop = Unchanged by hsp oec

Allowable FSR = 0.5 / 789.4 m²

Proposed FSR = 0.2

Storeys = Unchanged by hsp oec

Allowable Building Height = 9.0 m

Existing Building Height = Unchanged by hsp oec

Allowable Building Height of Accessory Buildings or Structures = 7.5 me es

Tenant Spaces = 2

SETBACKS:

	R QUR D	ROVD D
on ace ne	6.0m	Unchanged by hsp oec
ne o o x o s de ace ne	3.0m	Unchanged by hsp oec
O he ne o s de ace ne	1.5m	Unchanged by hsp oec
Rea ace ne	3.0m	Unchanged by hsp oec

OFF-STREET PARKING SUPPLY REQUIREMENTS & PROVISION - ZONING C1

AR 8 ARK NG AND OAD NG R GU A ONS - ZON NG BY AW 2014, NO 1860 SC DU A ZON NG BY AW X

LAND USE (AB 81	DENSITY	BYLAW RATE	BYLAW REQ.	PROVIDED	ACCESSIBLE	TRAFFIC FLOW
BR W UB	30 S A S	1 R S S A S	6	9	1	WO WAY
BARB R S O	32.9 m ²	1 pe 30 m ²	2	2		WO WAY
R S D NC		1 pe Dwe ng UN	1	3		WO WAY

MIN. DIMENSIONS (AB 84 M R S

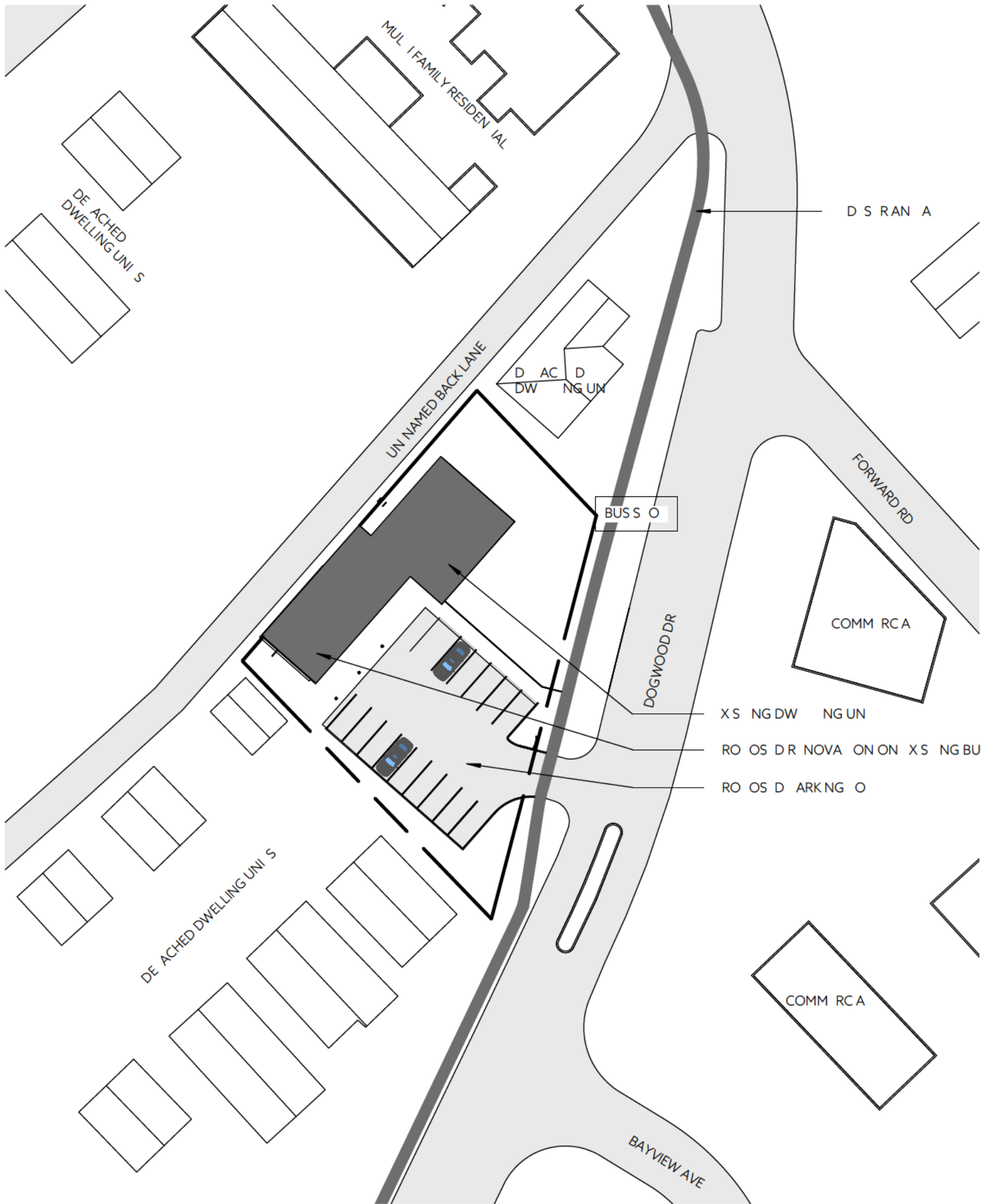
DR V A S	7.62 m
S A	5.8 x 2.4 m
ACC SSB S A	5.8 x 3.70 m

LOADING SPACES (AB 83

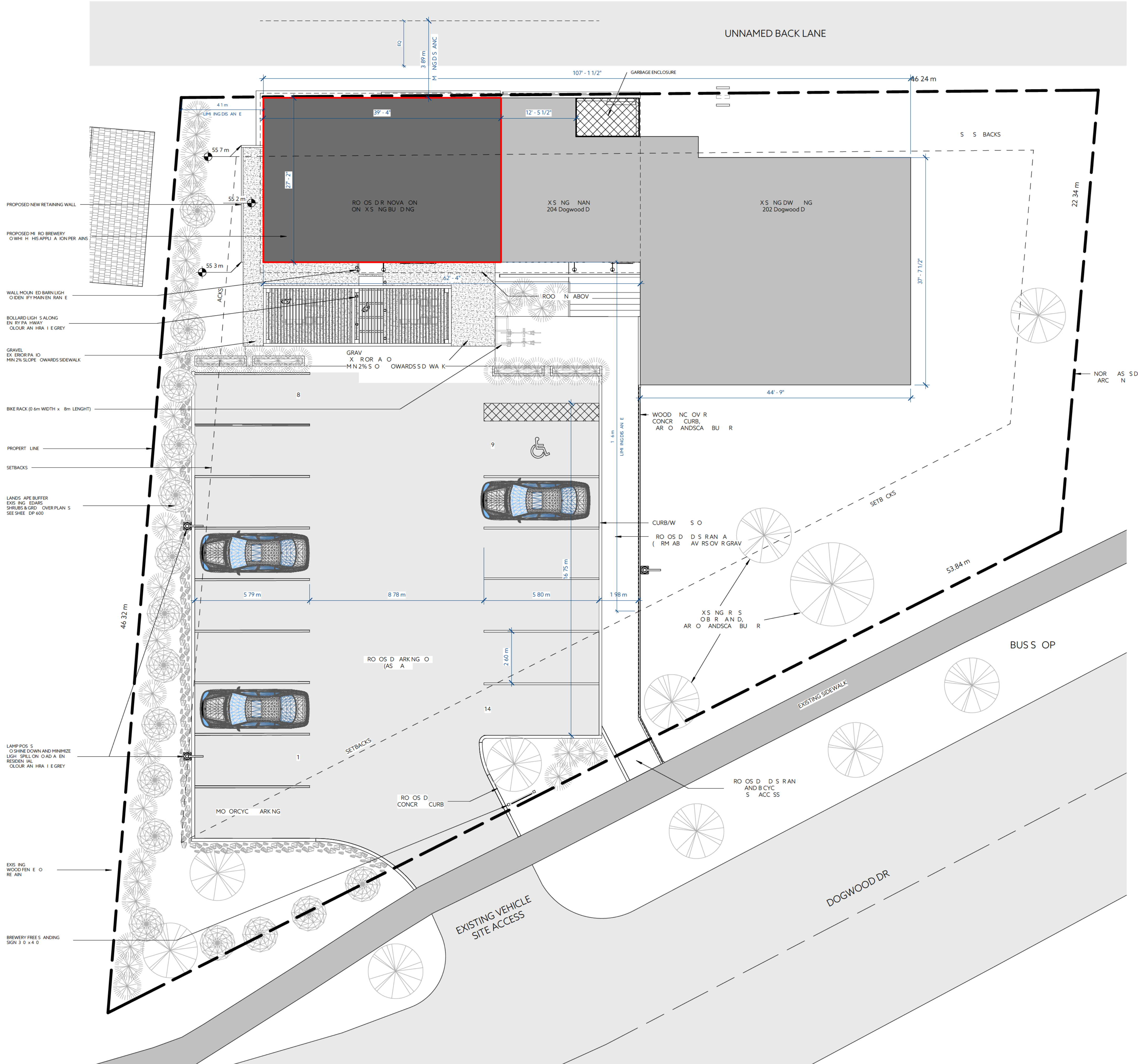
3.0m x 9.0m	1 R 300 O 500 m ² GROSS OOR AR A	NO R QUR D
-------------	---	------------

BICYCLE (AB 85

NON-R S D N A	10% O R QUR D V C ARK NG S AC S AS C ASS B S OR - RMB CYC S AC S = 1	1 B CYC RACK
---------------	--	--------------



01 Site Context BP
1 = 50'-0"



02 Site Plan
1:100

Bayview Brewing Company

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Project Info & Site
Plan
scale: As indicated

2020.09.10

P. # 2005
A001

D awngs a e o b e read n con unc on w h
each o he , any d sc apnc es found on any
d awngs a e o b e app ed befo e
commenc ng wo

Con ac o s a e respons b e o ensu e ha
a wo s execu ed o he equ emen s of
he a es ed on of he B C Bu d ng Code
© CO YRG 2020 A RG SR S RV D
2020-11-12 3 11 10 M

CROSS ARCH EC URE NC



CODE ANALYSIS

e BC Bu d ng Code (BCBC 2018

Occupancy Class f ca on

- G oup A D v s on 2 Assem y Occupancy
- G oup D Bus ness and e sora Se v ces
- (NO AR O R NOVA ON
- G oup C Res den a
- (NO AR O R NOVA ON

Bu d ng A ea 99m²
Use / Occupancy 2 (M no Occupancy & A-2 (Ma o Occupancy
oca on eve 1
Bu d ng e gh 4,6 m
S ee s aced 1
Sp n e ed No
Cons uc on A ce 3 2 2 78
Max Bu d ng A ea pe m ed 1000 m²
ype of Cons uc on Combust b e
oo Assem y RR (h 3/4
Mezzan ne RR (f any N/A
Bu d ng A ea 52 4m²
Use / Occupancy D (Connec ed Occupancy
oca on eve 1
Bu d ng e gh 4,2 m
S ee s aced 1
Sp n e ed No
Cons uc on A ce 3 2 2 62
Max Bu d ng A ea pe m ed 1000 m²
ype of Cons uc on Combust b e
oo Assem y RR (h N/A
Mezzan ne RR (f any N/A
Bu d ng A ea 150 7m²
Use / Occupancy C
oca on eve 2
Bu d ng e gh 6 5m
S ee s aced 1
Sp n e ed No
Cons uc on A ce 3 2 2 53
Max Bu d ng A ea pe m ed 2250 m²
ype of Cons uc on Combust b e
oo Assem y RR (h N/A
Mezzan ne RR (f any N/A

e Sepe a ons RR (h s

Major Occupancy Separations

D o A2/ 2 1

e o ac on Bu ngs

e Sepe a on (h Cosu es (h es ops (h
3/4 3/4
1 3/4
1 5 1 5
2 1 5 2

x / q ess Sys ems (3 4 x s

Max mum ex ave d s ance = 30 m, acco d ng o 3 4 2 5 (f

Max mum Occupan oad 50
ave d s ance o a su e eg ess doo 12m
Max mum Foo a ea (G oup A2 100m²

M RG NCY X

me gency gh ng Requ emen s o confo m o BCBC 3 2 7 3

Numbe of x s fom Foo a eas (BCBC 3 4 2 = 3 X X S

x S gn = GR N C OGRAM S GN, AS R BCBC 3 4 5 1 (2

e A a m Sys em (3 2 4

e A a m Annun a o ane N (3 2 4 8 5
e A a m Sys em Requ ed N (3 2 4 1 1
Con nu y of e A a m N (3 2 4 2

Occupan oad (BCBC ab e 3 1 17 1

eve	Cass f ca on	A ea (m	O (m /pe	Occupan oad
1	A2 as ng Room	45 m ²	1 20	38
1	A2 Manufac u ng Room o a	55 m ² 100 m ²	4 6 -	12 50

OS D OCCU AN OAD = 50 RSONS MAX

Wa e C ose s (as pe BCBC 3 7 2 2

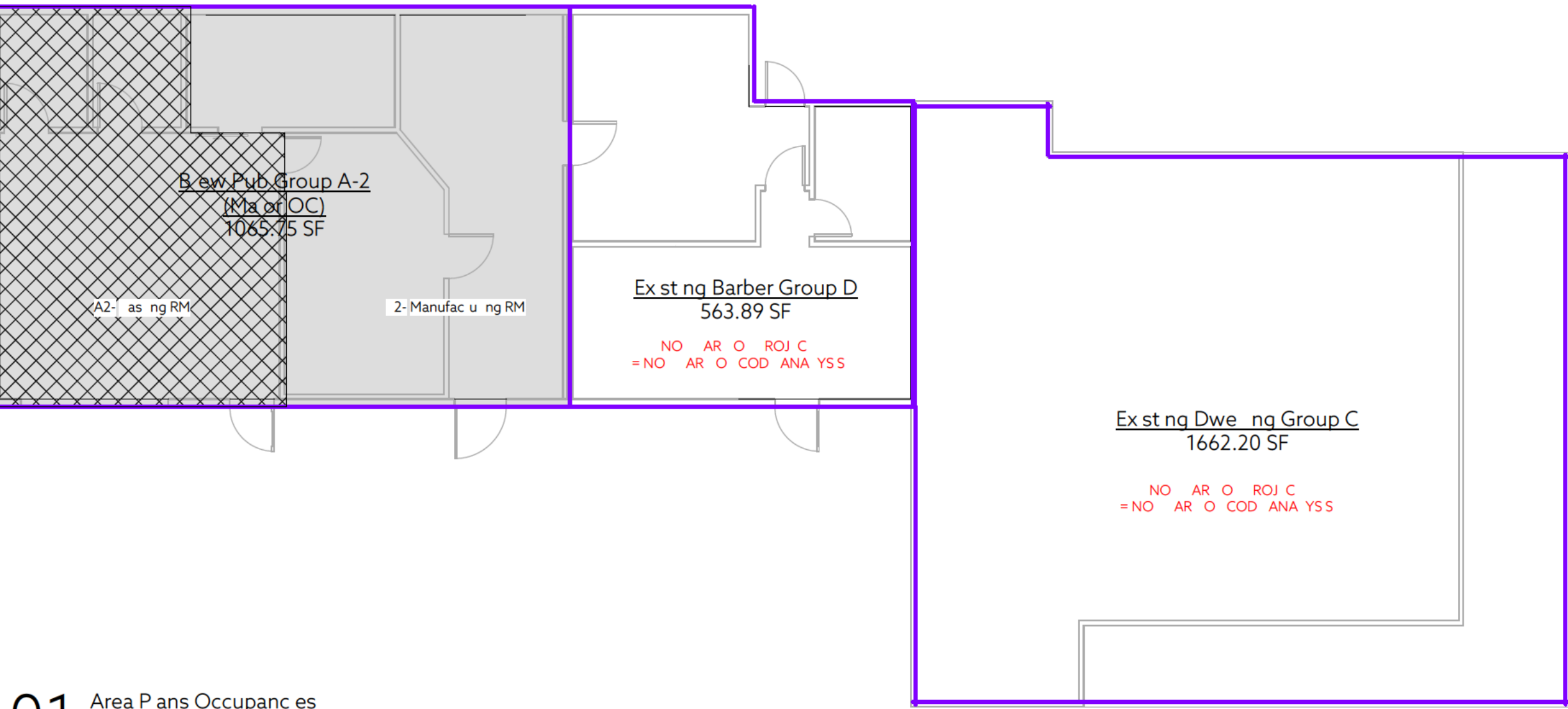
oca on	Occupan oad	WC Requ ed	M	1	M	WC oved ed
A-2 as ng Room	50	1	1	1	1	1 un ve sa

Spa a Sepe a on 3 2 3 1 (B C

ace	D(m	A ea(m ²	Open ngs (%)	e m ed Open ngs (m ²	oposed Open ngs (m
No h	4	28	20	5	1 7
as	-	-	100	46	13
Sou h	17 6	46	14	3 8	2
Wes	4	27			

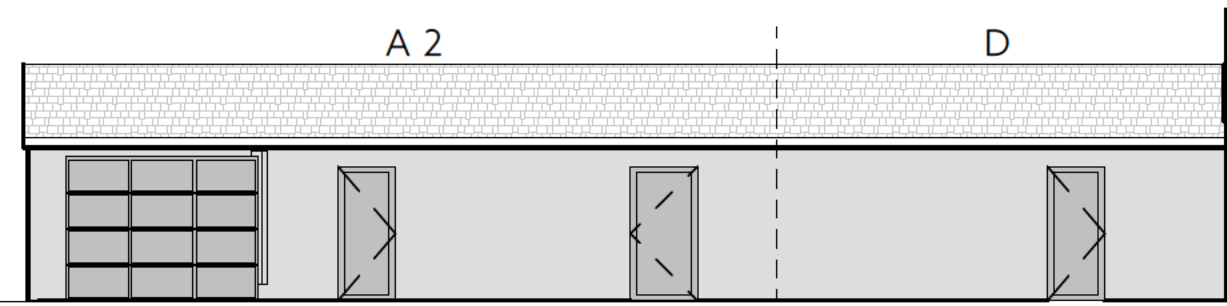
ABBREVIATIONS

AB AR BARR R
A ABOVE NS D OOR
AD AR ADRA N
A UM A UM NUM
ARC ARC C URA
BCBC BR S CO UMB A BU D NG COD
BR B DROOM
B M BO OM
B/U BU -U
CAN CAN V R D
C G C NG
C CAS N AC
C C OS
CONC CONCR
CONN CONN C ON
CON CON NUOUS
CORR CORRUGA D
C/W COM W
D D A
DA DAM R
DN DOWN
DW D S WAS R
DWG DRAWNG
C VA ON, GRAD
V C R CA
X X ROR
D OOR DRAN
N NS (D
RR R R S S ANC RA NG
GA V GA VAN Z D
GWB GY SUM WA BOARD
B OS BB
C AND CA D
CW O OW COR WOOD
M O OW M A
NSU NSU A ON
D N ROR D S GN
MA MA RA
MB MOS UR BARR R
M C M C ANCA
M M A
NO NUMB R
OC ON C N R
O/ AN
AN AN RY
M R S S D M A
Y YWOOD
O Y O Y Y N
R AB R ABR CA D
R N R N S D
D AN D
R SSUR RA D
R S RV D WOOD OUNDA ON
W R S R
RD ROO DRAN
R R ROR R R NC
R N R N ORC D
R R AN NG
RM ROOM
RW RAN WA R AD R
SAM S AD S V M MBRAN
SOG S AB ON GRAD
SM S M AR
S S
S OR S ORAG
S RUC S RUC URA
G H R D G ASS
G ONGU & GROOV
O O O
OC O O CONCR
OS O O S AB
OW O O WA
K CK
R ROO V N
Y Y CA
UNO UN SSNO DO RWS
US UNDRSD
W WD
WC WA R C OS
WD WOOD
W/D WAS R/DRY R
WG WR D G ASS
WC WA K N C OS
W WA R ROO NG
WS WA RS R NG
VR VA OURR ARD R



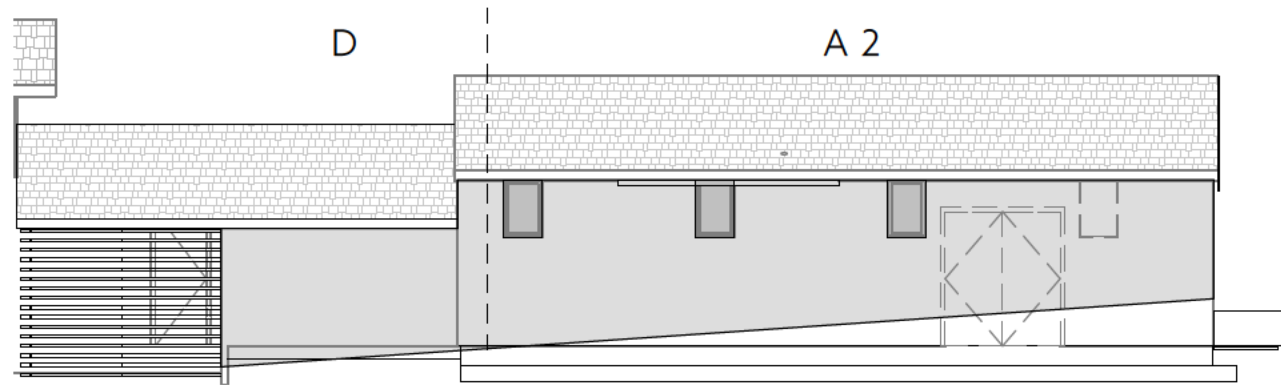
01 Area Plans Occupanc es
1: 100

Spatial Separation 3.2.3.1



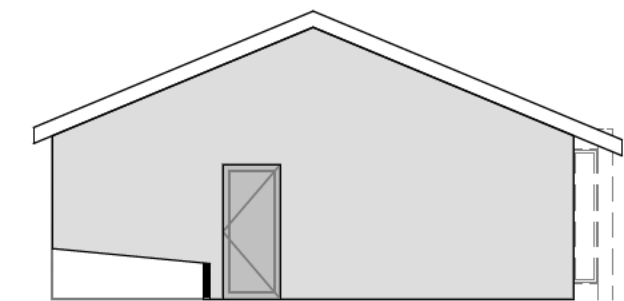
M NG D S ANC O 16 m
BCBC ab e 3 2 3 1 -B and C
X OS NG BU D NG AC 46 m²
MAX % O UN RO C D O NNGS ORA OCCU ANC S = 100 %
A OWAB AR AO UN RO C D O NNGS = 46 m²
AC UA AR AO UN RO C D O NNGS = 13 m²

02 LD - South E evat on
1 = 10 -0



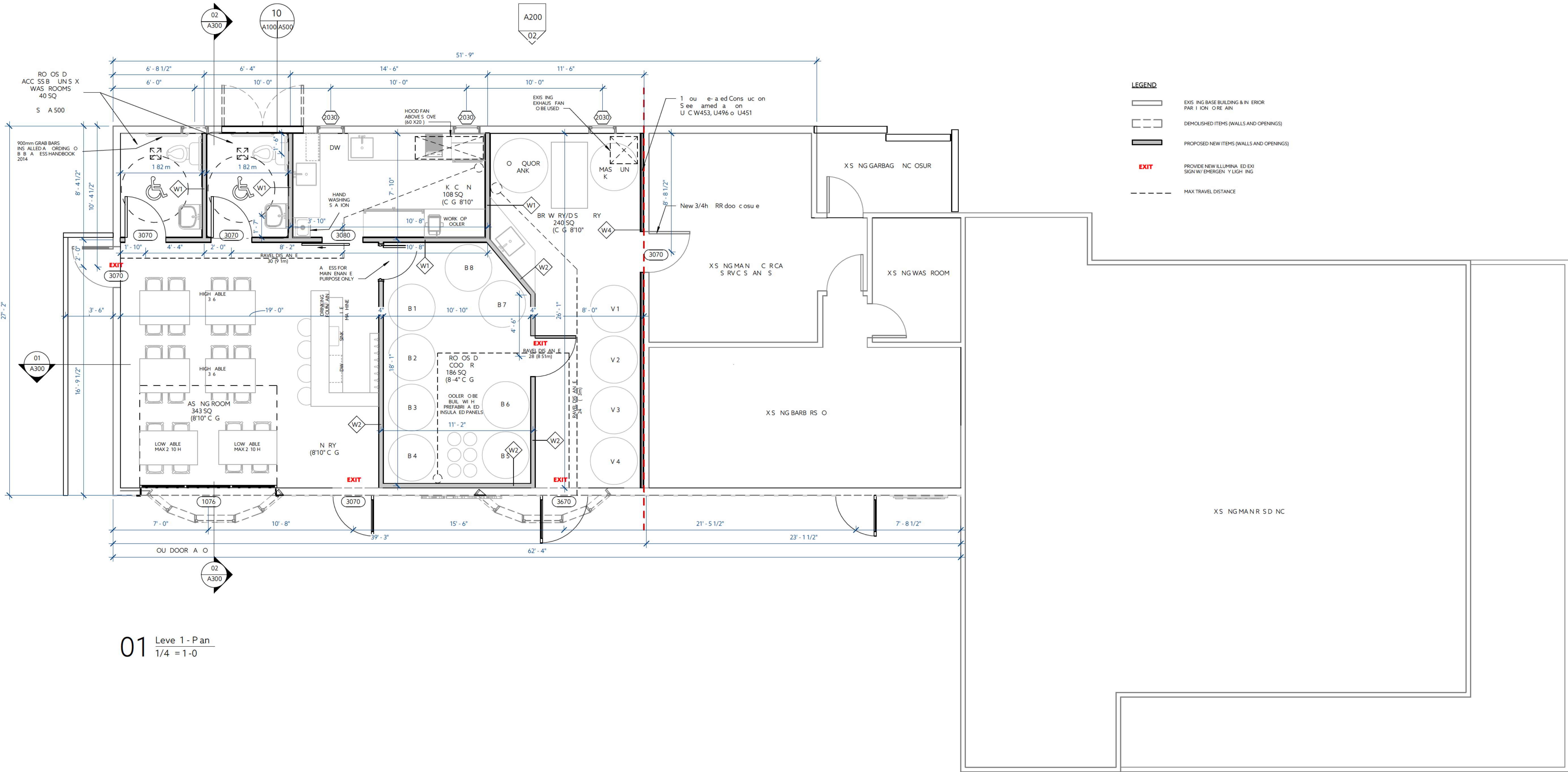
M NG D S ANC O ROAD S C N R N 3 89m (US 4m
BCBC ab e 3 2 3 1 -B
X OS NG BU D NG AC D 8 m²
MAX % O UN RO C D O NNGS A-2 and D = 96 %
AC UA AR AO UN RO C D O NNGS A-2 and D = 0% -NO O NNGS
BCBC ab e 3 2 3 1 -C
X OS NG BU D NG AC -2 28 m²
MAX % O UN RO C D O NNGS -2 = 20 %
A OWAB AR AO UN RO C D O NNGS -2 = (28m²*0 20 = 5 m²
AC UA AR AO UN RO C D O NNGS -2 = 1 7 m²

03 LD - North E evat on
1 = 10 -0

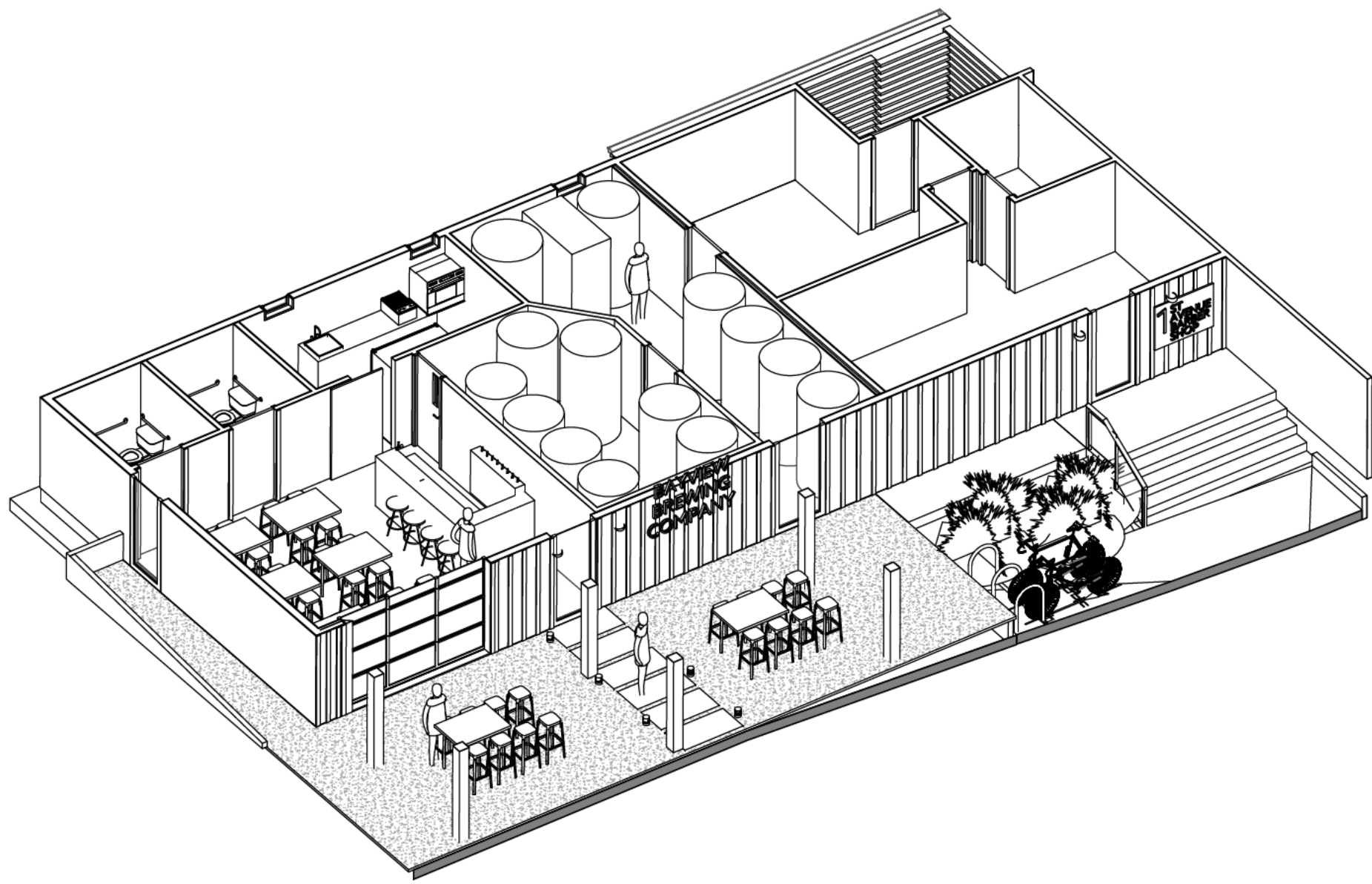


04 LD - West E evat on
1 = 10 -0





01 Leve 1 - Pan
1/4 = 1-0



Wa Schedu e			
ype Ma	ype	Wa Summa y	e Ra ng
W1	ne o - 2x4	1/2" GY SUM WA BOARD 2X4 WOOD S UD	0
W2	ne o - M 4"	1/2" GY SUM WA BOARD INS D TH A SKN OAM COR OU S D M A SKN	0
W3	xe o - 2x6 xs ng Wa	S UCCO C ADDNG NS	Un nown
W4	ne o - R th U C W453, U496 o U451	3/4" COR GY SUM AN 42mm S S UD 24" o c 3/4" COR GY SUM AN	1 ou

W ndow Schedu e				
ype Ma	egh	W d h	Coun	ame n sh ame Ma e a
2030	3'-0"	2'-0"	1	Bac Vny
2030	3'-0"	2'-0"	1	Bac Vny
2030	3'-0"	2'-0"	1	Bac Vny

Door Schedu e				
ype	egh	W d h	Coun	e Ra ng
2670	7'-0"	2'-6"	1	
2870	7'-0"	2'-8"	2	
3070	7'-0"	3'-0"	3	
3070	7'-0"	3'-0"	3	
3070 45 m n	7'-0"	3'-0"	1	45 M n
3080	8'-0"	3'-0"	1	
3080	7'-0"	2'-6"	1	
3670	7'-0"	3'-6"	1	
Ove head Doo	7'-6"	10'-0"	1	

Bayview Brewing Company

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Roof Level

scale: 1/4" = 1'-0"

2020.09.10

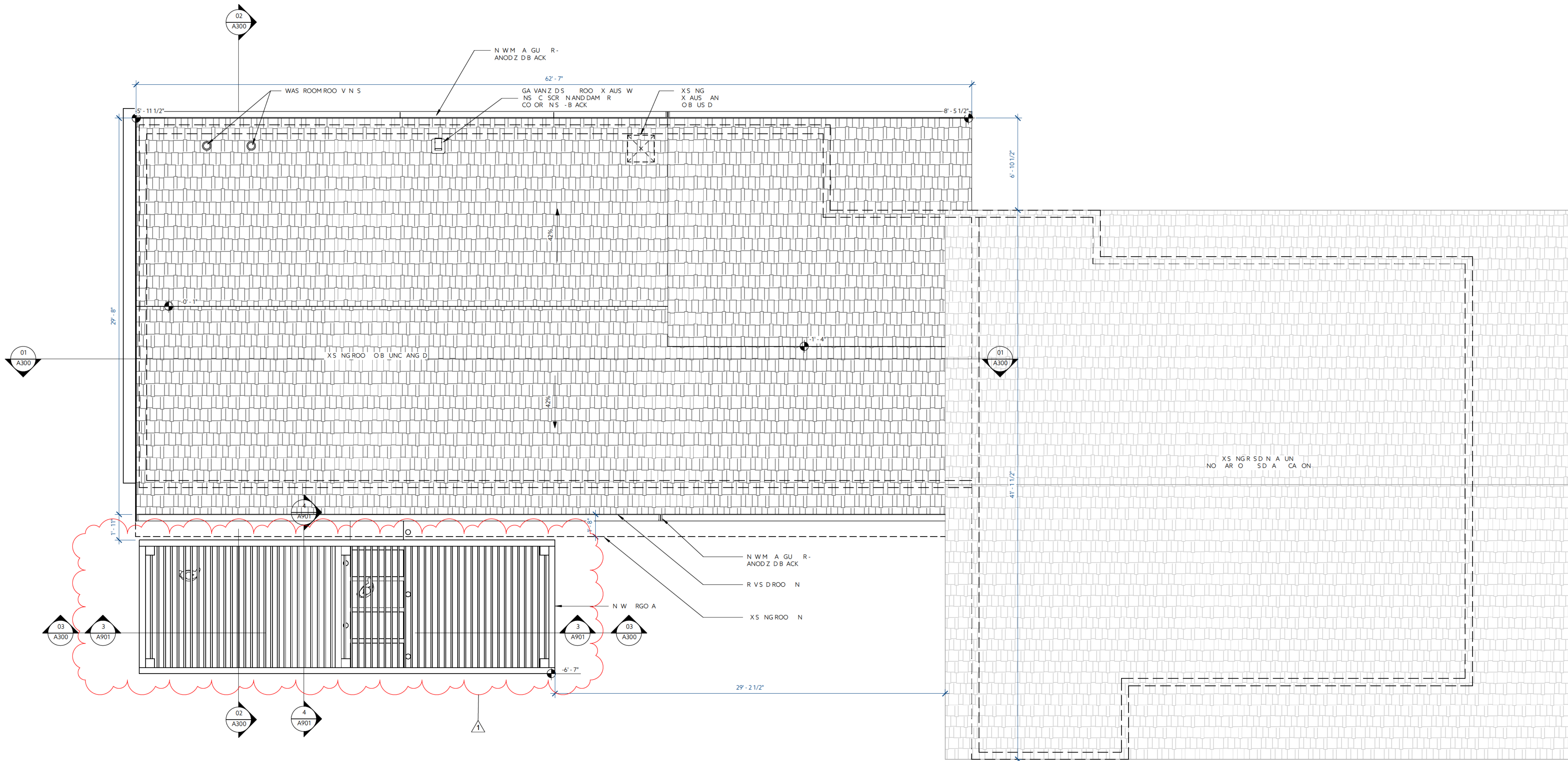
P. # 2005

A101

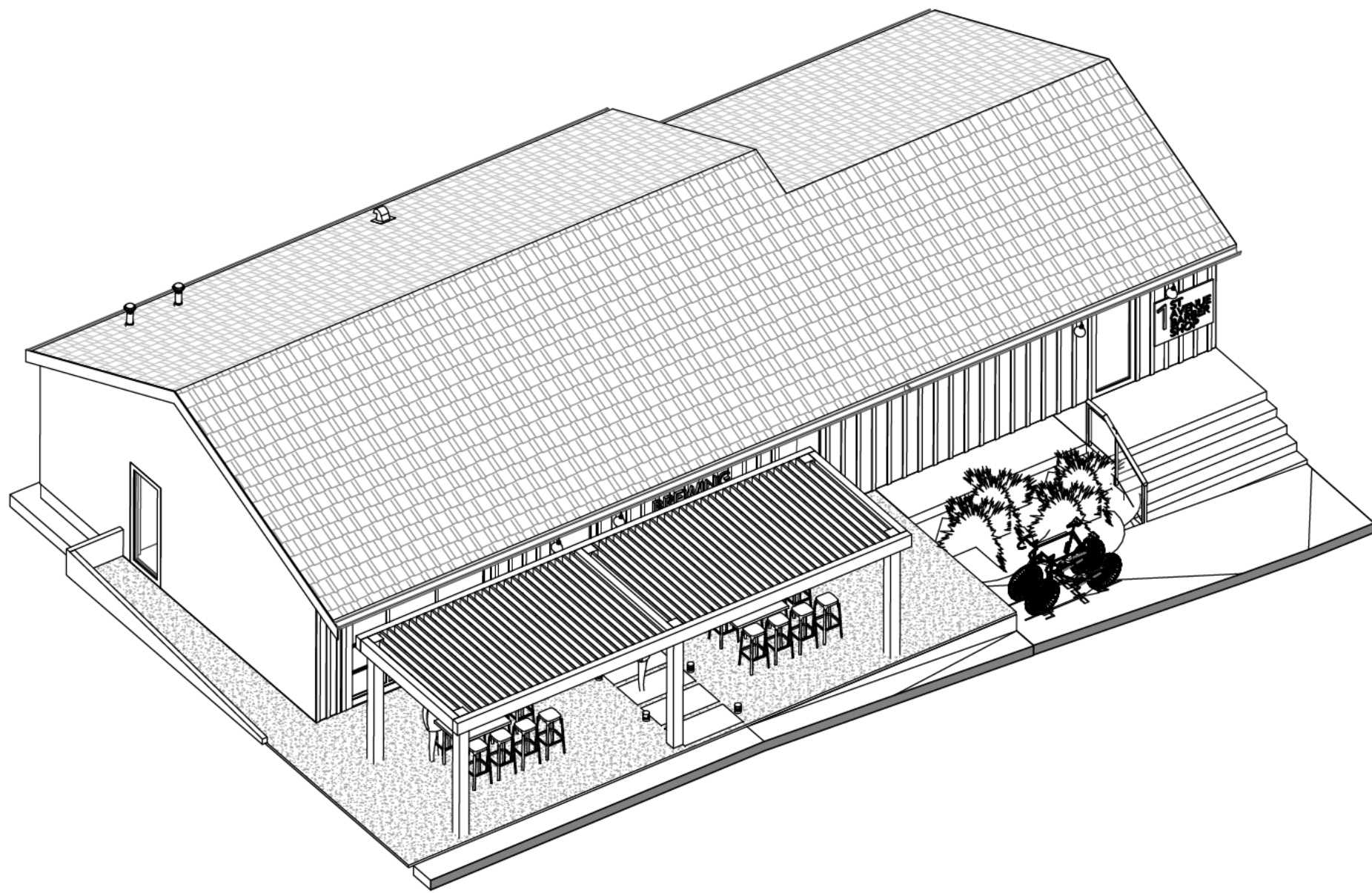
D aw ngs a e o b e read n conunc on w h
each o he , any d sc ep ancs found on any
d aw ngs a e o b e ep o ed befo e
commen ng wo

Con ac o s a e, respn s ble o ensu e ha
a wo s execu ed o he equ emen s of
he a es ed on of he B C Bu d ng Code
© CO YRG 2020 A RG SR S RV D
2020-11-12 3 11 23 M

CROSS ARCH EC URE NC



01 Roof Level - Pan
1/4" = 1'-0"



Bayview Brewing Company

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Elevations

scale: 1/4" = 1'-0"

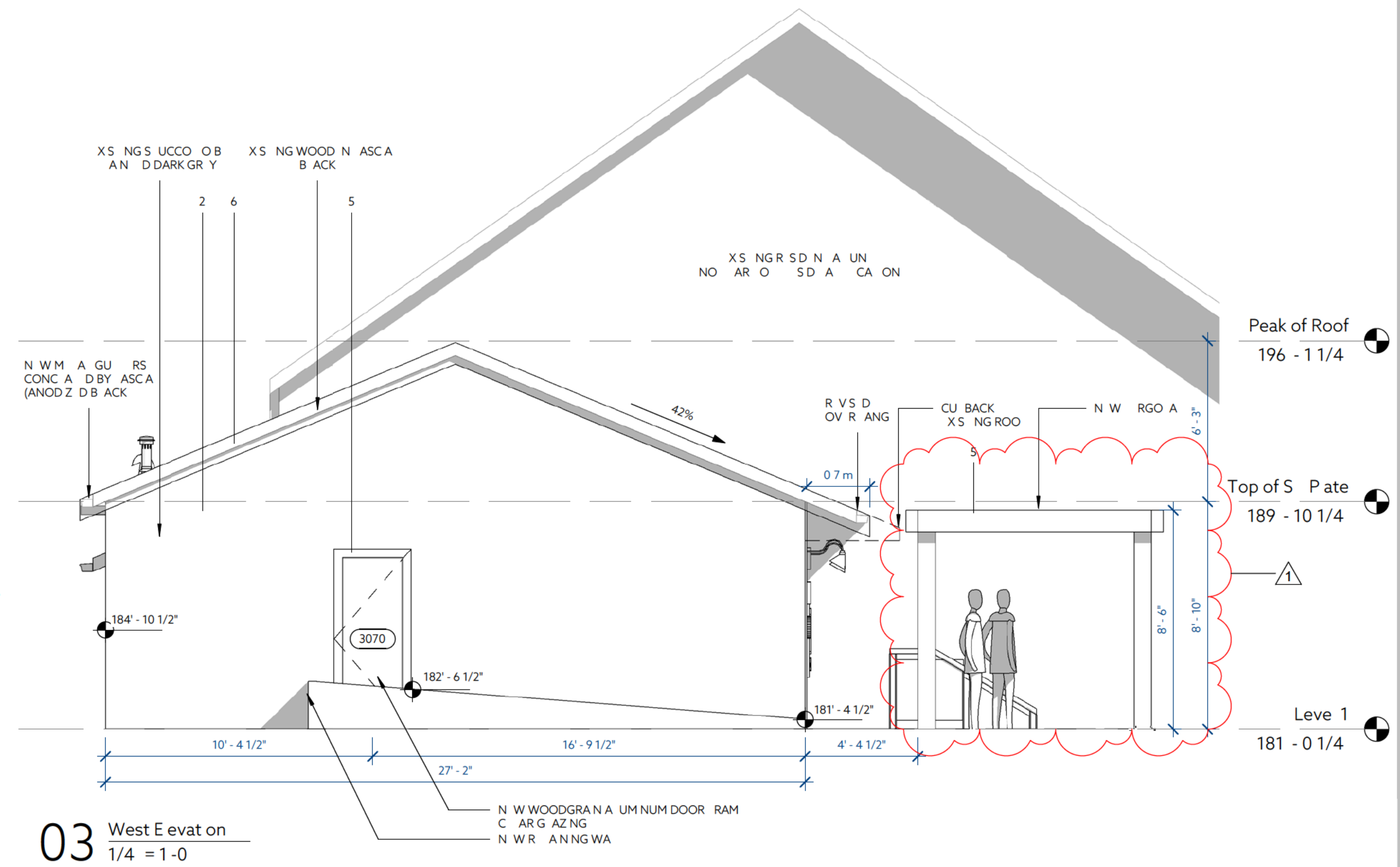
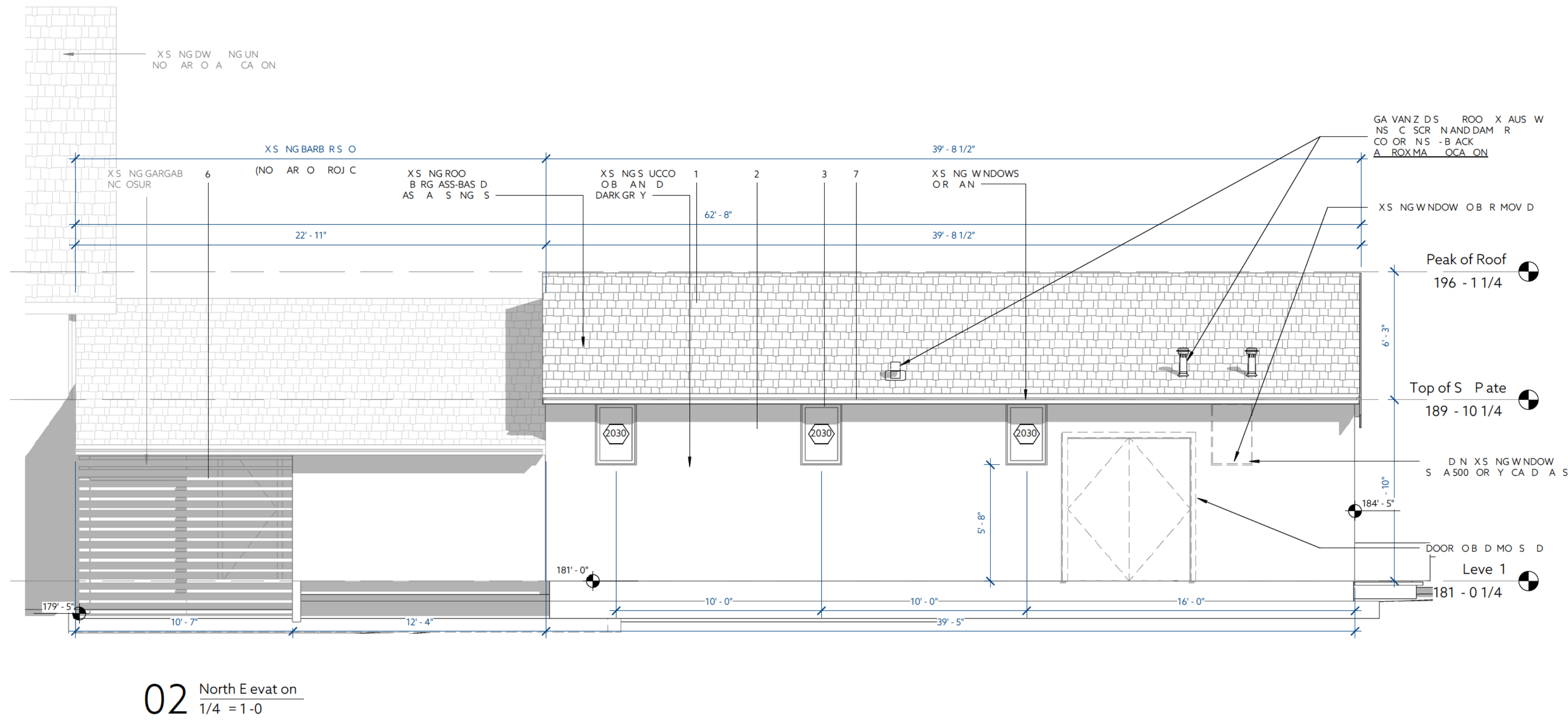
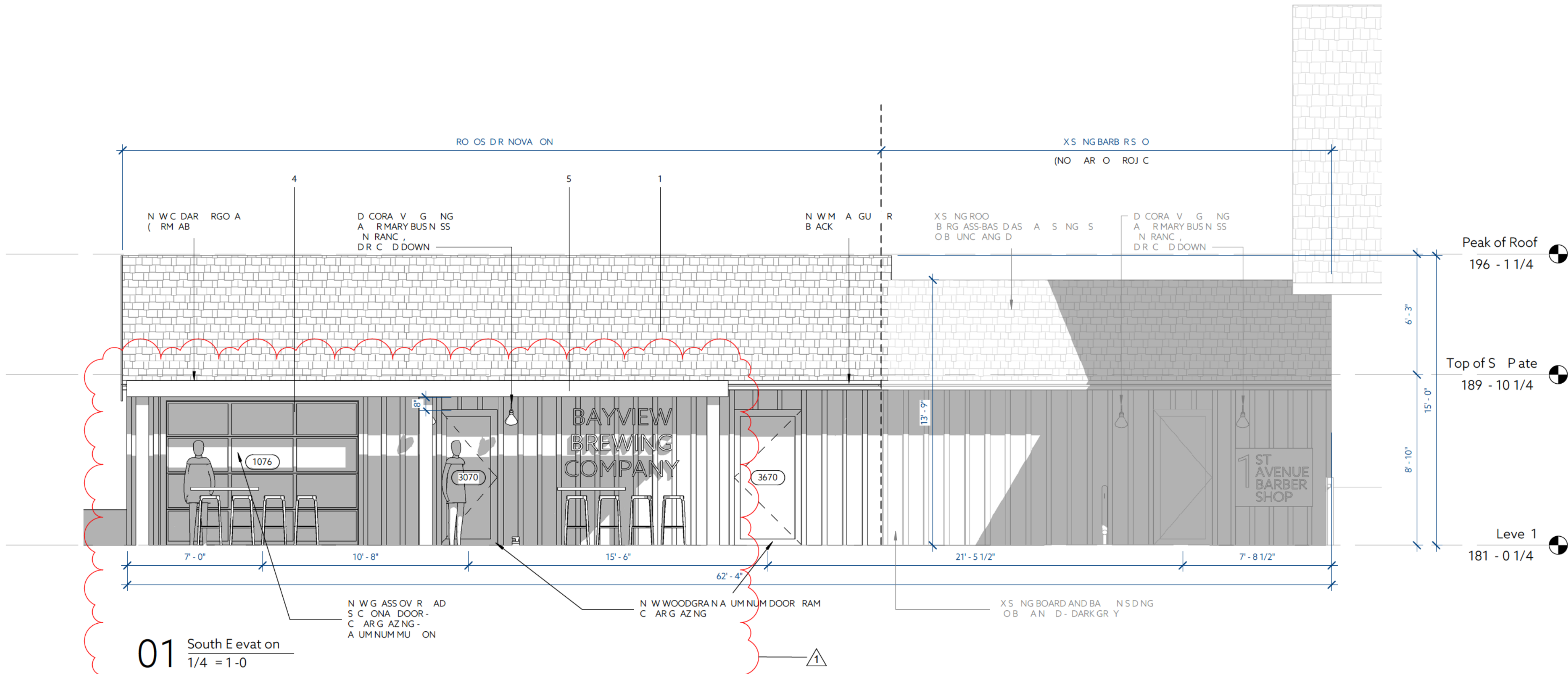
2020.09.10

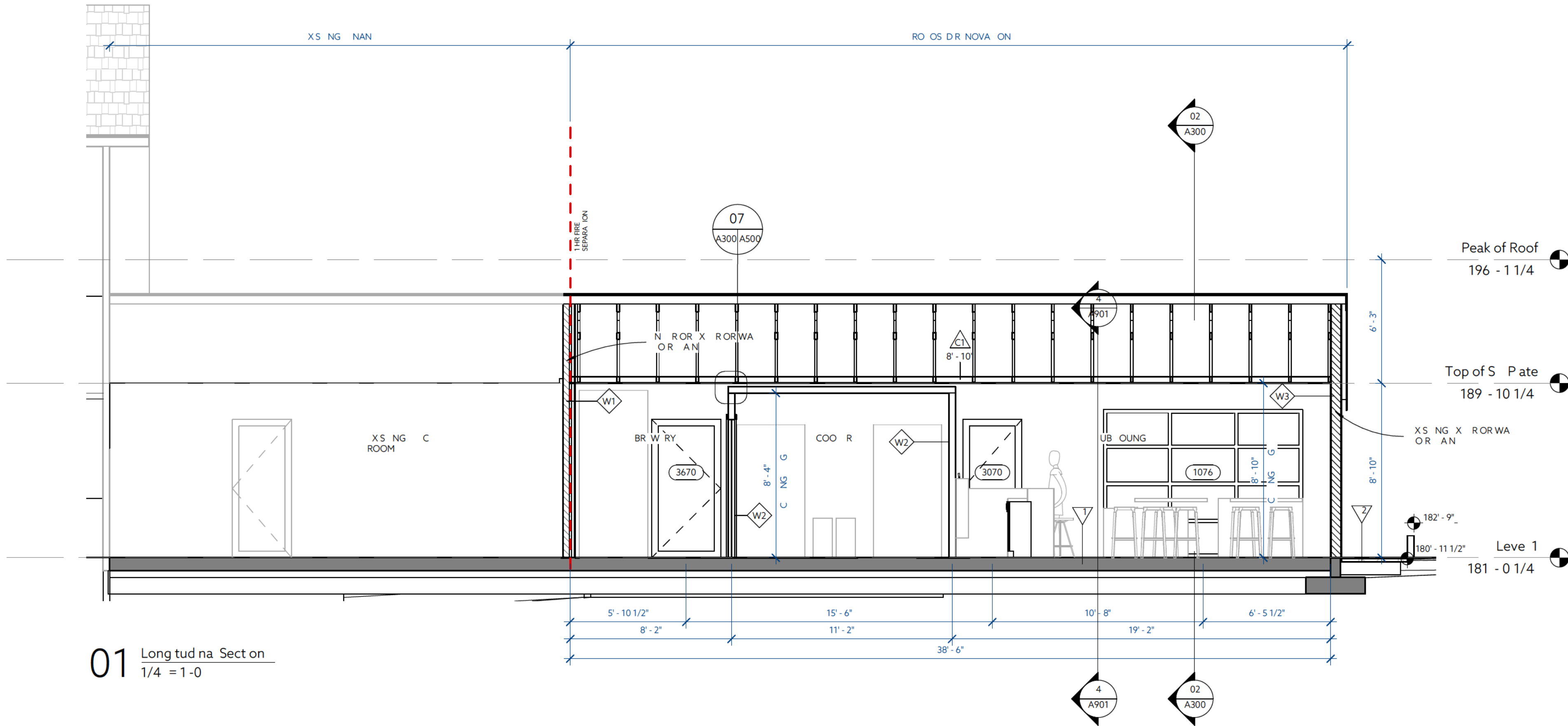
P. # 2005
A200

D awngs a e o be read n con unc on w h
each o he , any d sc epans es found on any
d awngs a e o be epo ed befo e
commenc ng wo

Con ac o s a e respons b e o ensu e ha
a wo s execu ed o he equ emen s of
he a es ed on of he B C Bu d ng Code
© CO YRG 2020 A RG SR S RV D
2020-11-12 3 11 28 M

CROSS ARCH EC URE NC





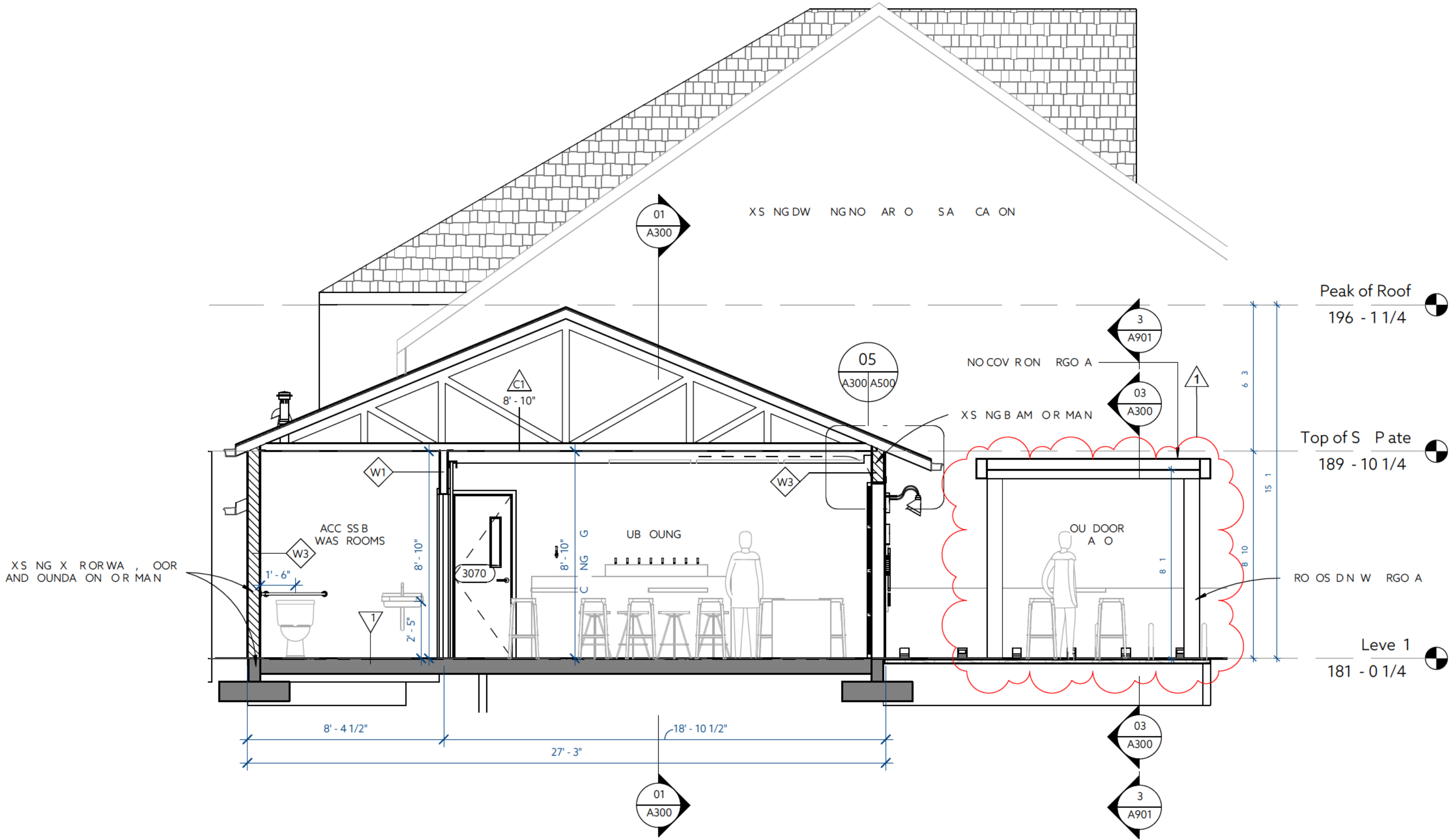
01 Longtud na Sect on
1/4 = 1-0

Wa Schedu e			
ype Ma	ype	Wa Summa y	e Ra ng
W1	n e o - 2x4	1/2" GY SUM WA BOARD 2X4 WOOD S UD	0
W2	n e o - M 4"	NS D M A SK N COAM COR OU SD M A SK N	0
W3	x e o - 2x6 x s ng Wa	S UCCO C ADD NG NS	Un nown
W4	n e o - R 1h U CW453, U496 o U451	3/4" COR GY SUM AN 42mm S S UD 3/4" o c 3/4" COR GY SUM AN	1 ou

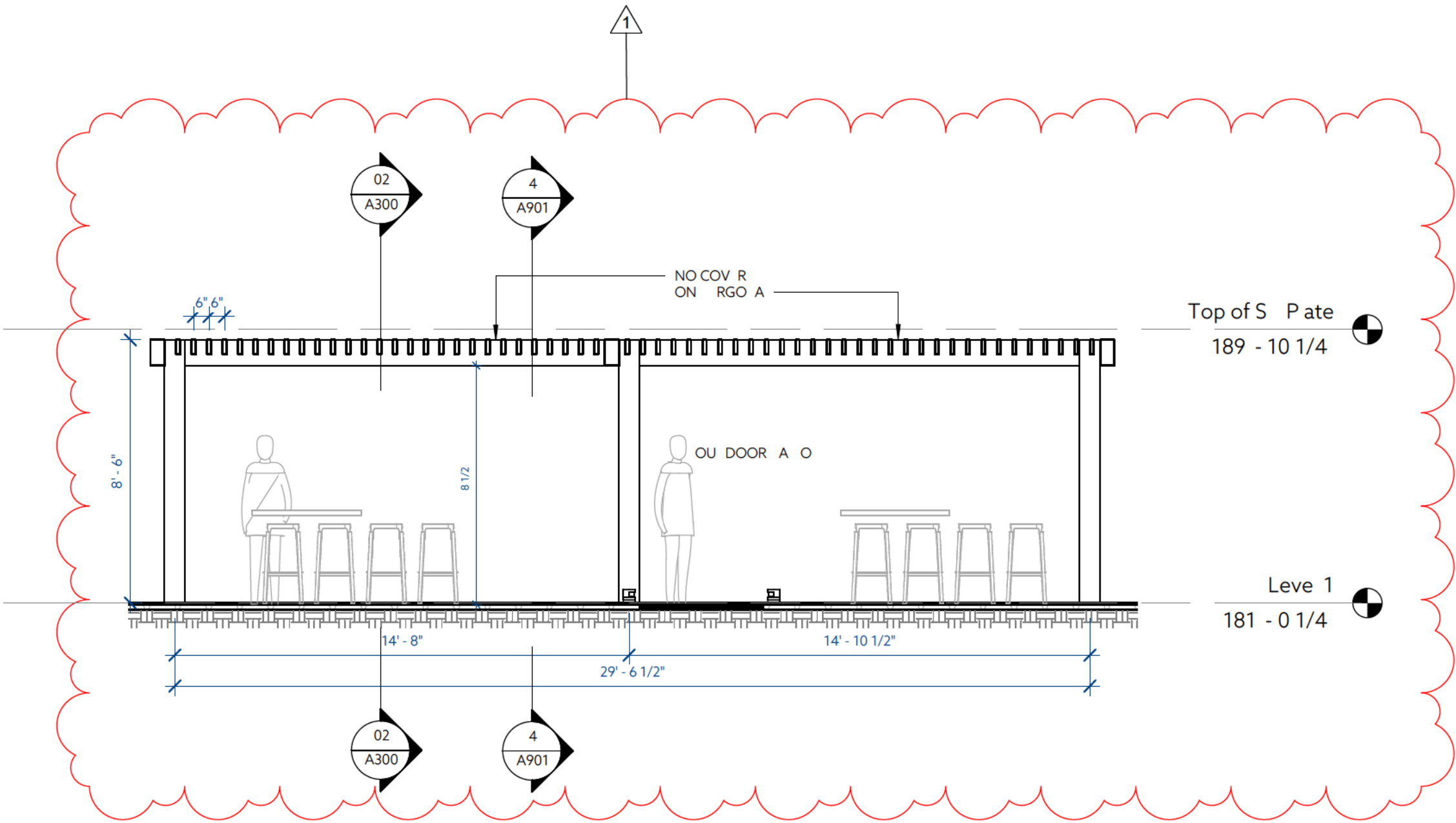
W ndow Schedu e					
ype Ma	egh	W d h	Coun	ame n sh	ame Ma e a
2030	3'-0"	2'-0"	1	Bac	V ny
2030	3'-0"	2'-0"	1	Bac	V ny
2030	3'-0"	2'-0"	1	Bac	V ny

Door Schedu e				
ype	egh	W d h	Coun	e Ra ng
3670	7'-0"	2'-6"	1	
2870	7'-0"	2'-8"	2	
3070	7'-0"	3'-0"	3	
3070	7'-0"	3'-0"	3	
3070 45 m n	7'-0"	3'-0"	1	45 M n
3080	8'-0"	3'-0"	1	
3080	7'-0"	2'-6"	1	
3670	7'-0"	3'-6"	1	
Ove head Doo	7'-6"	10'-0"	1	

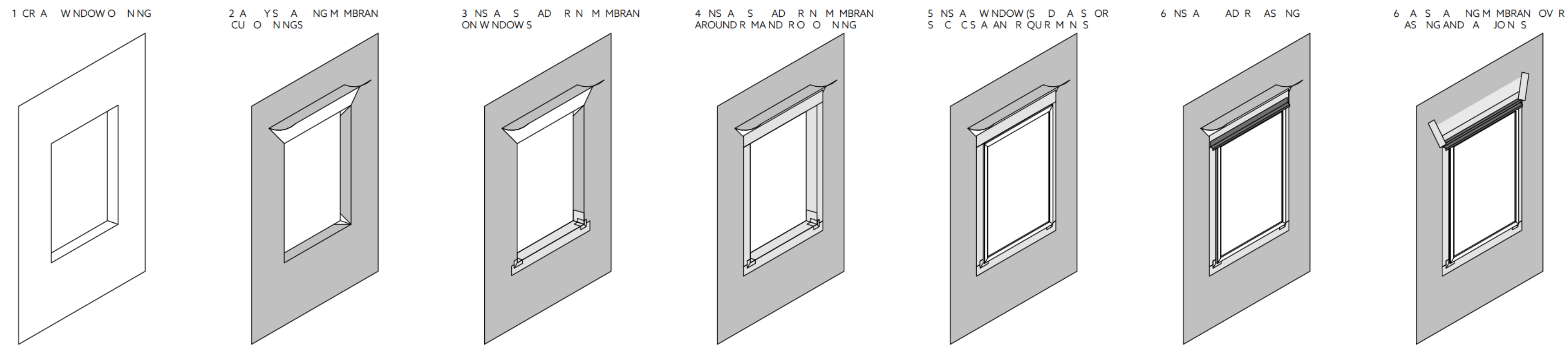
- LEGEND
- EXIS NG BASE BUILDING & IN EROR
PAR I ION O RE AN
 - DEMOLISHED ITEMS (WALLS AND OPENINGS)
 - PROPOSED NEW ITEMS (WALLS AND OPENINGS)
 - EXIT
 - PROVIDE NEW ILLUMINA ED EX
SIGN W/ EMERGEN Y LIGH NG
 - MAX TRAVEL DISTANCE



02 Cross Sect on
1/4 = 1-0

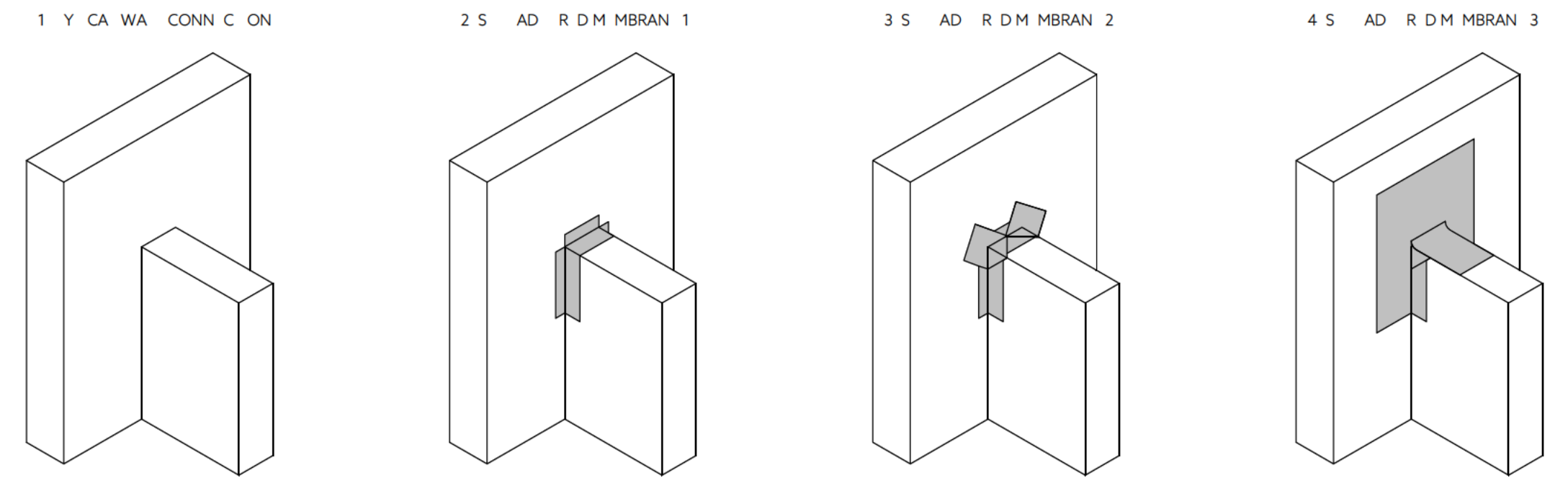


03 Outdoor Shad ng Pergo a Sect on
1/4 = 1-0

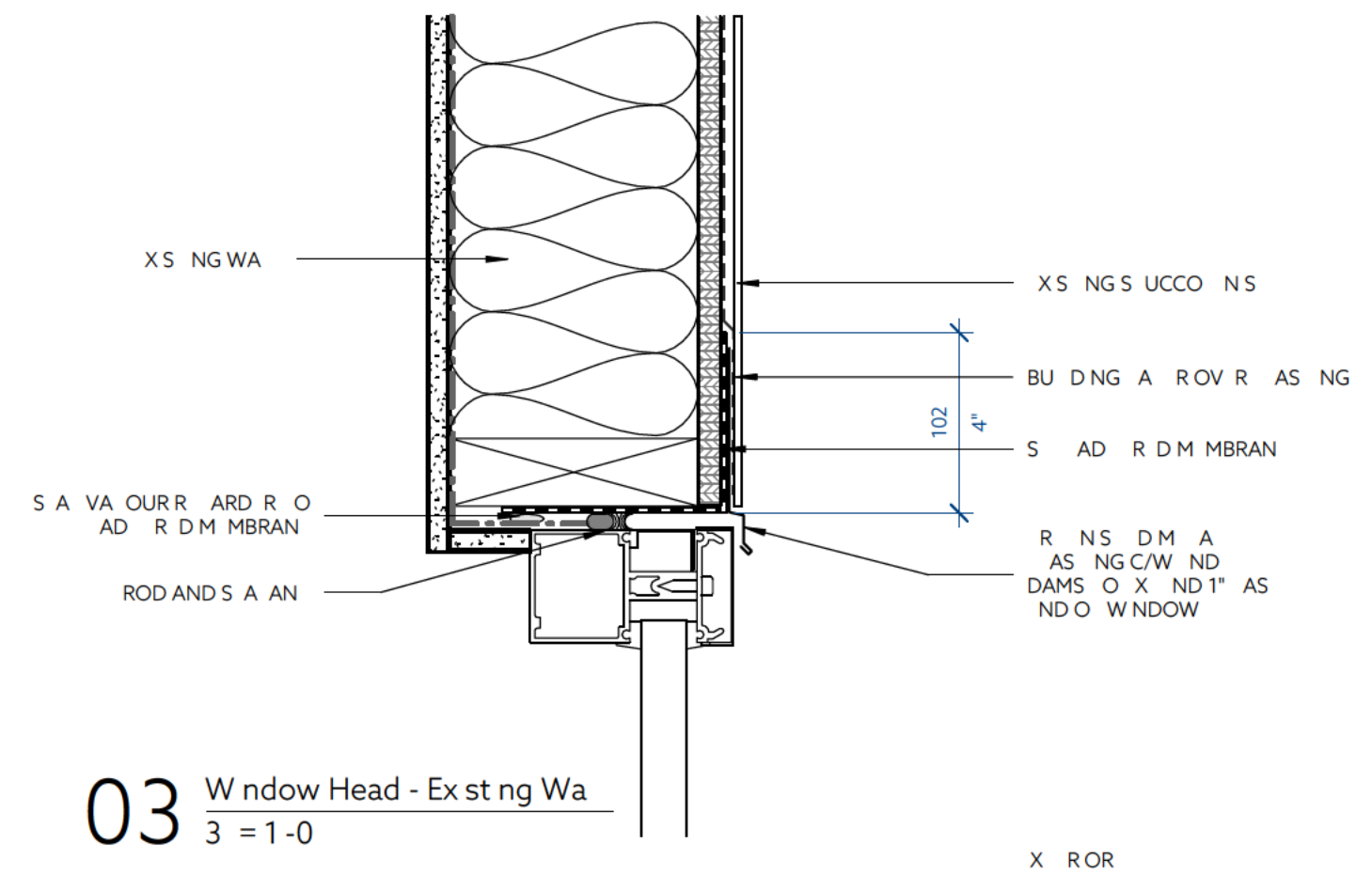


01 Membrane Data s

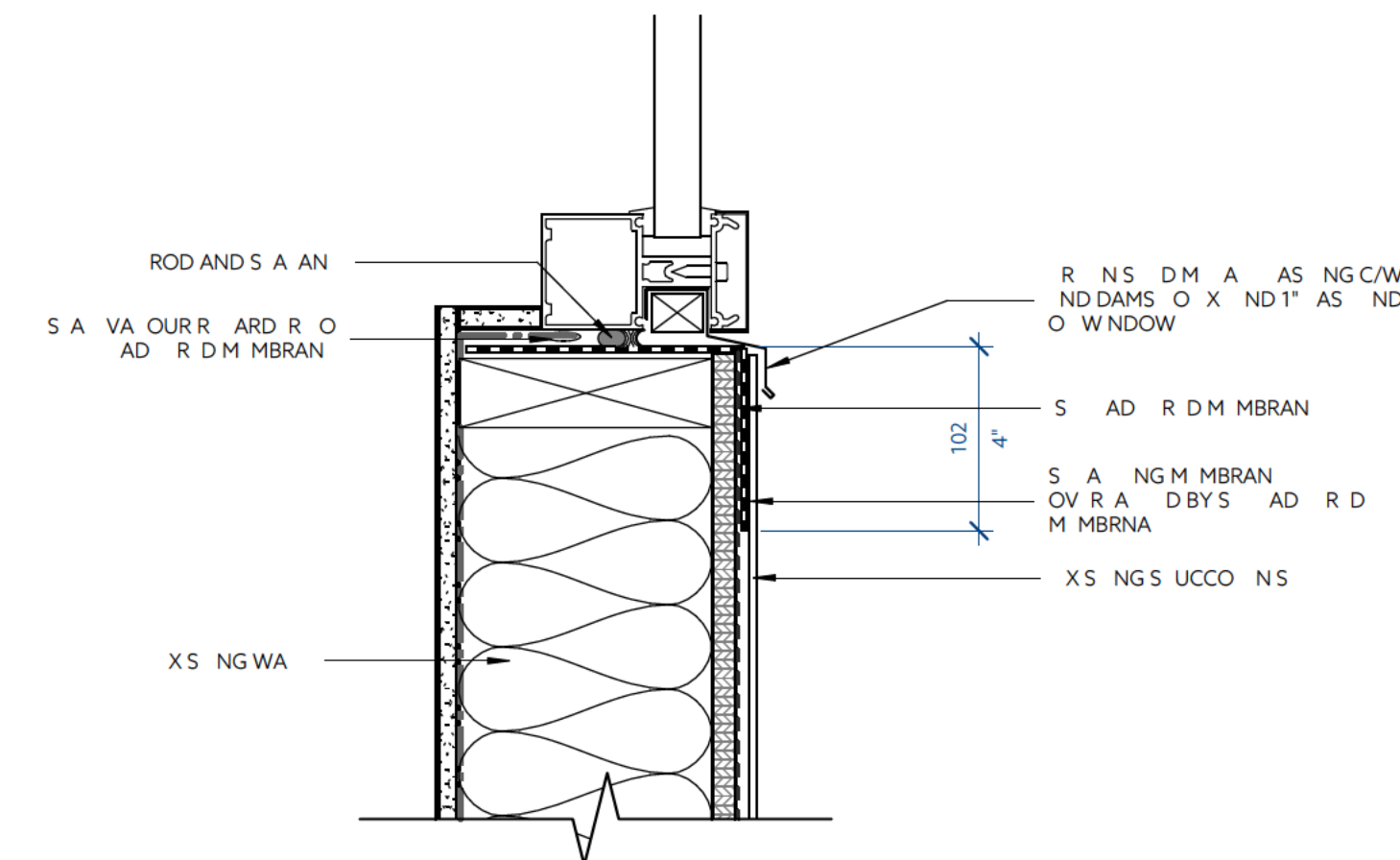
3 = 1-0



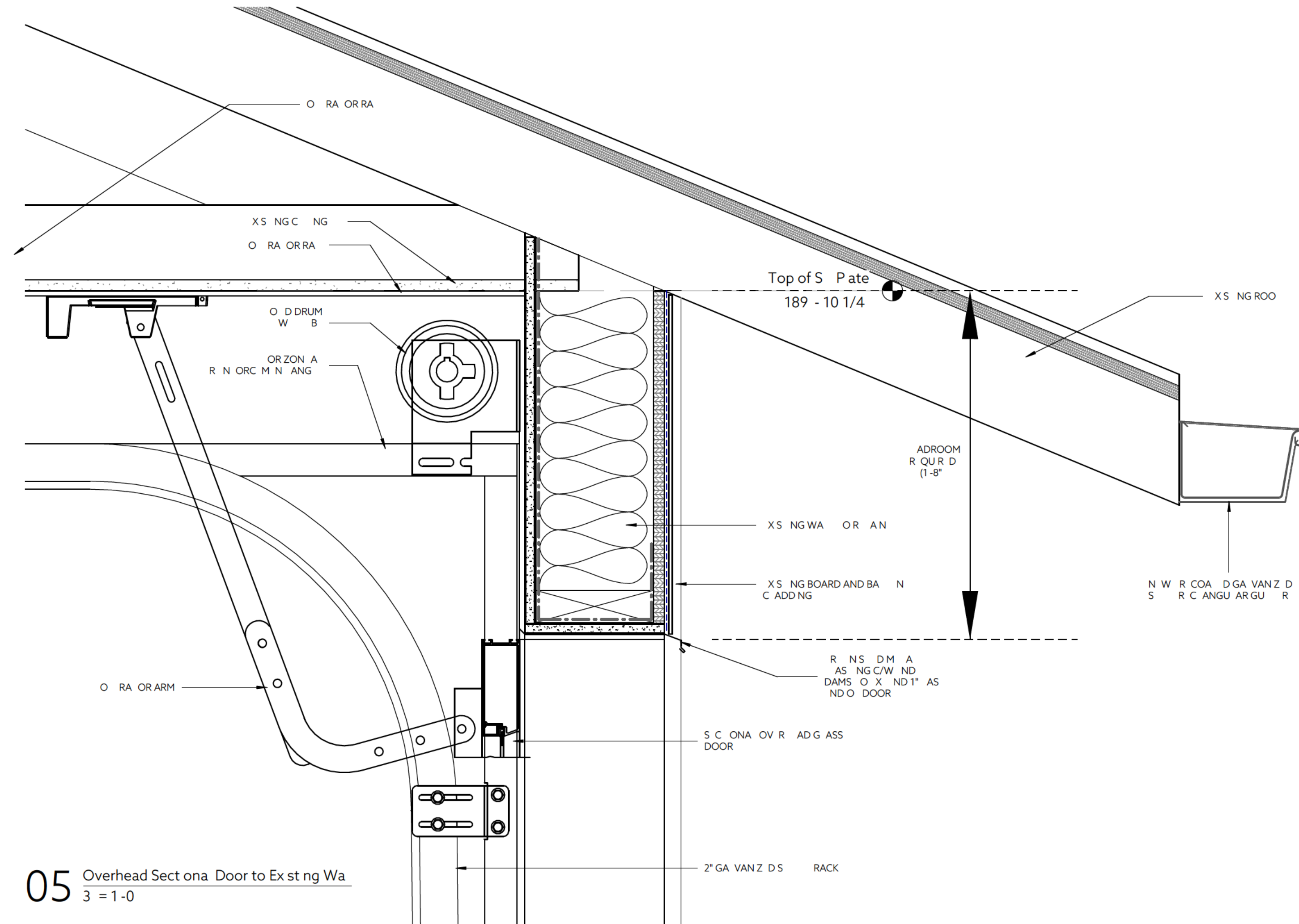
02 Membrane Sadd e Deta
3 = 1-0



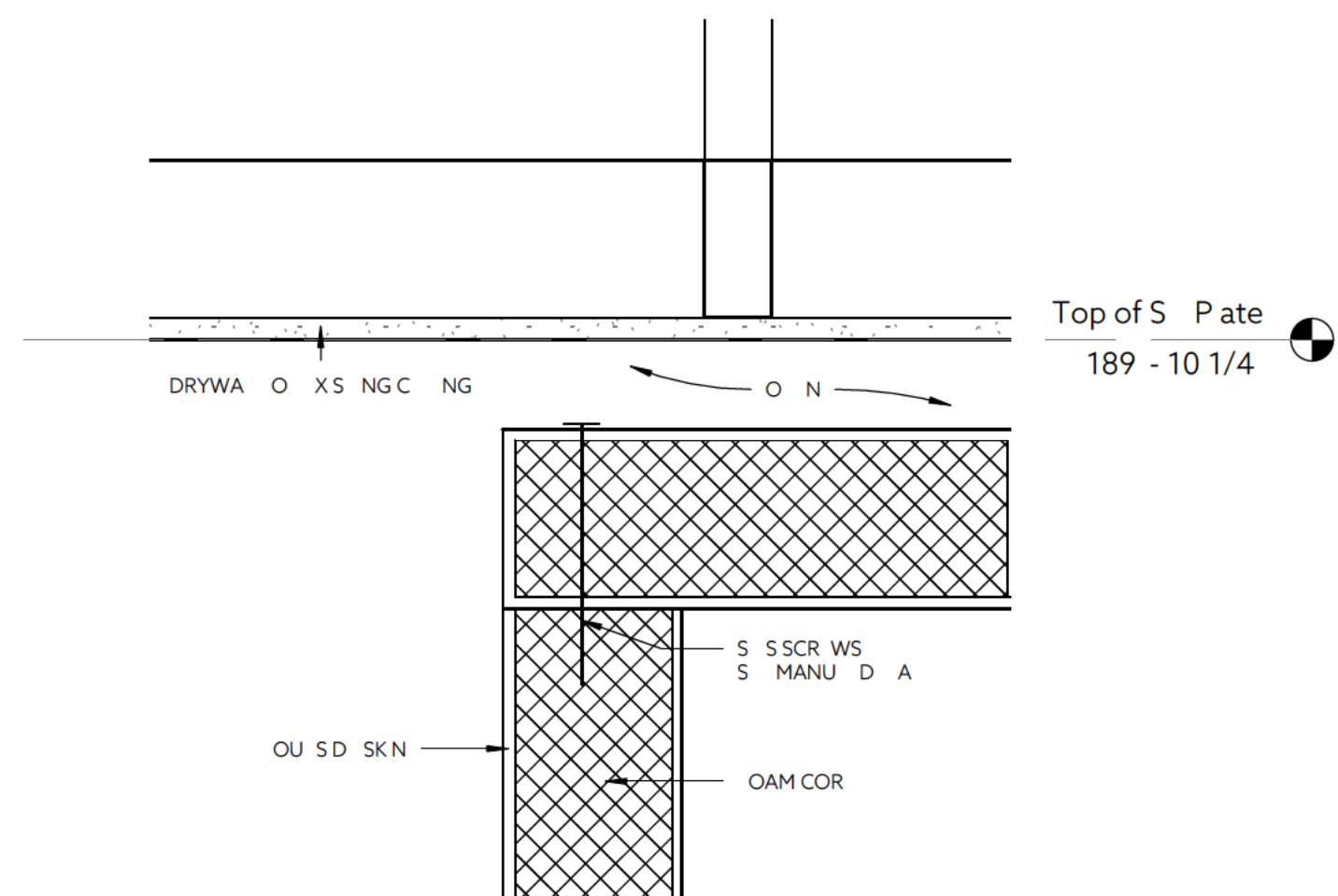
03 Window Head - Existing Wall
3 = 1-0



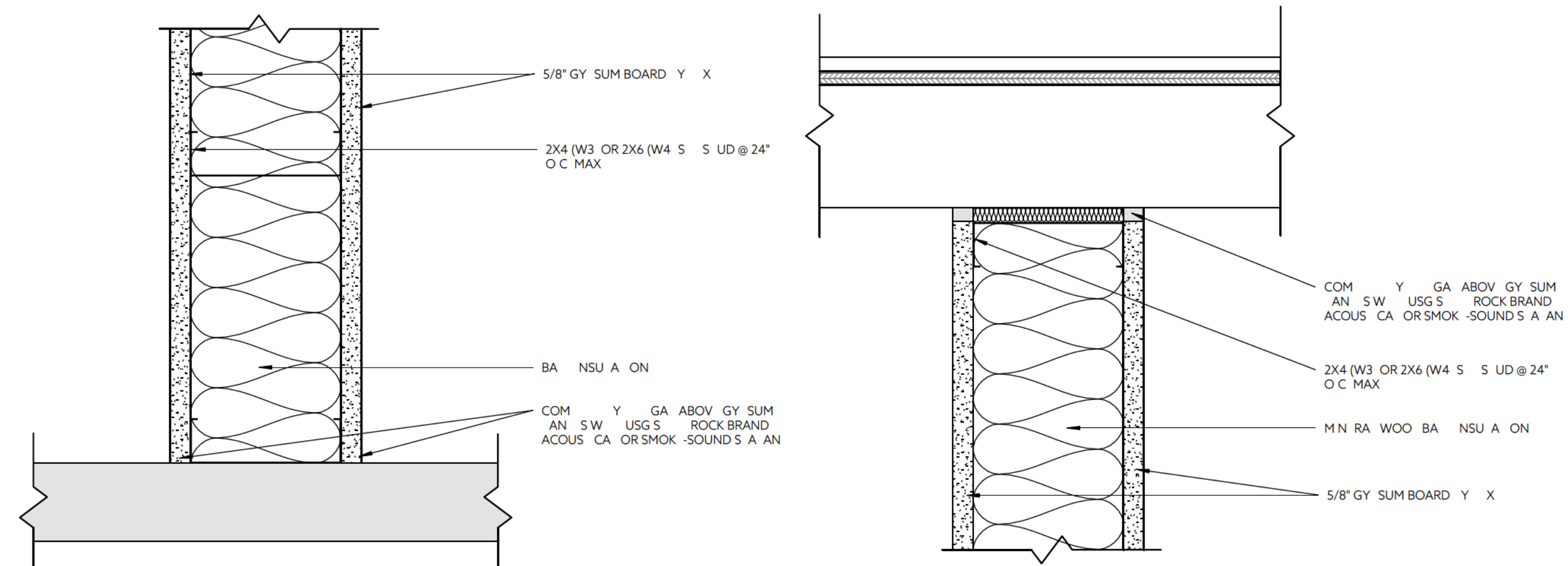
04 Window S - Ext Wa
3 = 1-0



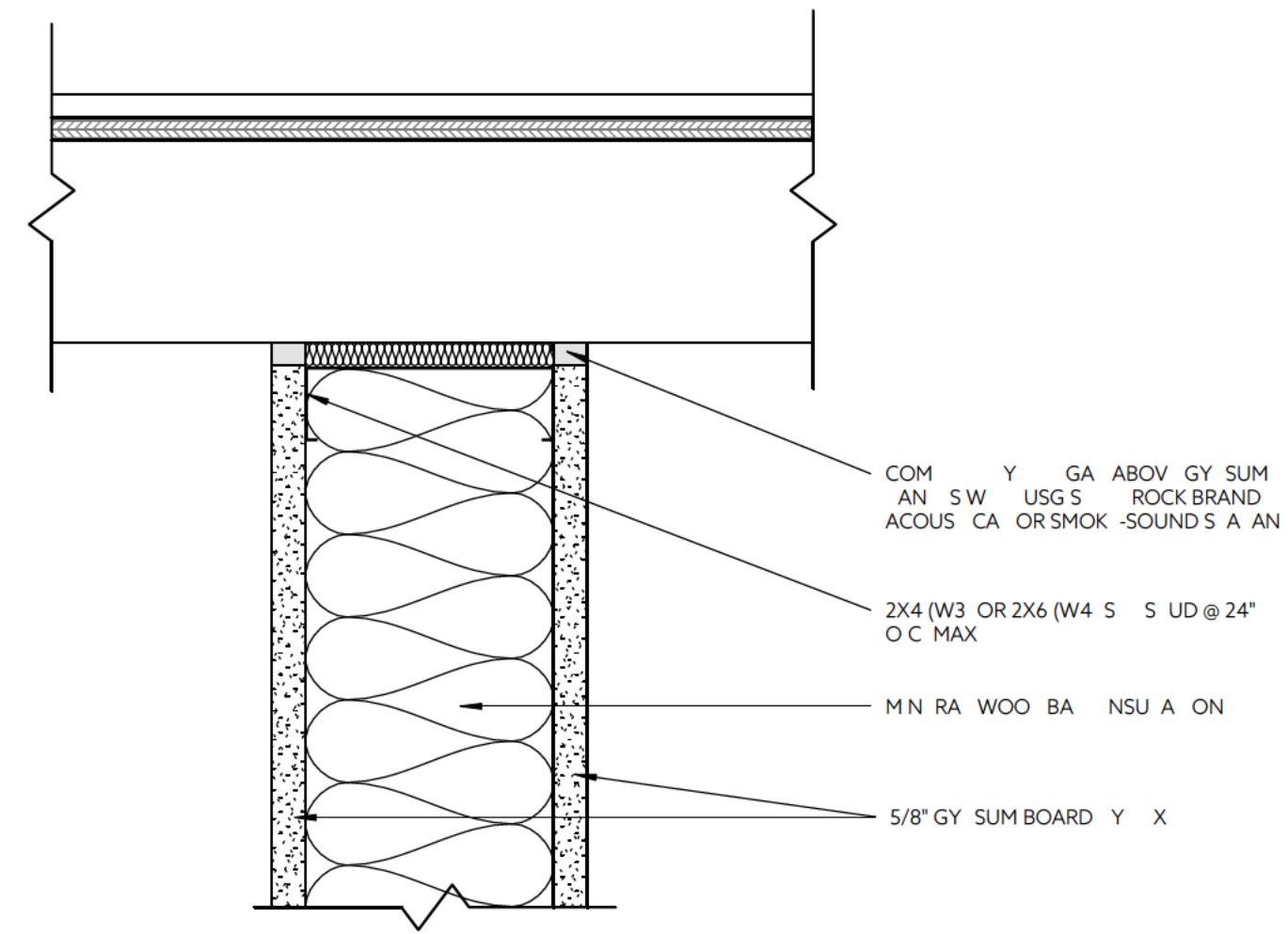
05 Overhead Sectiona Door to Existing Wa
3 = 1-0



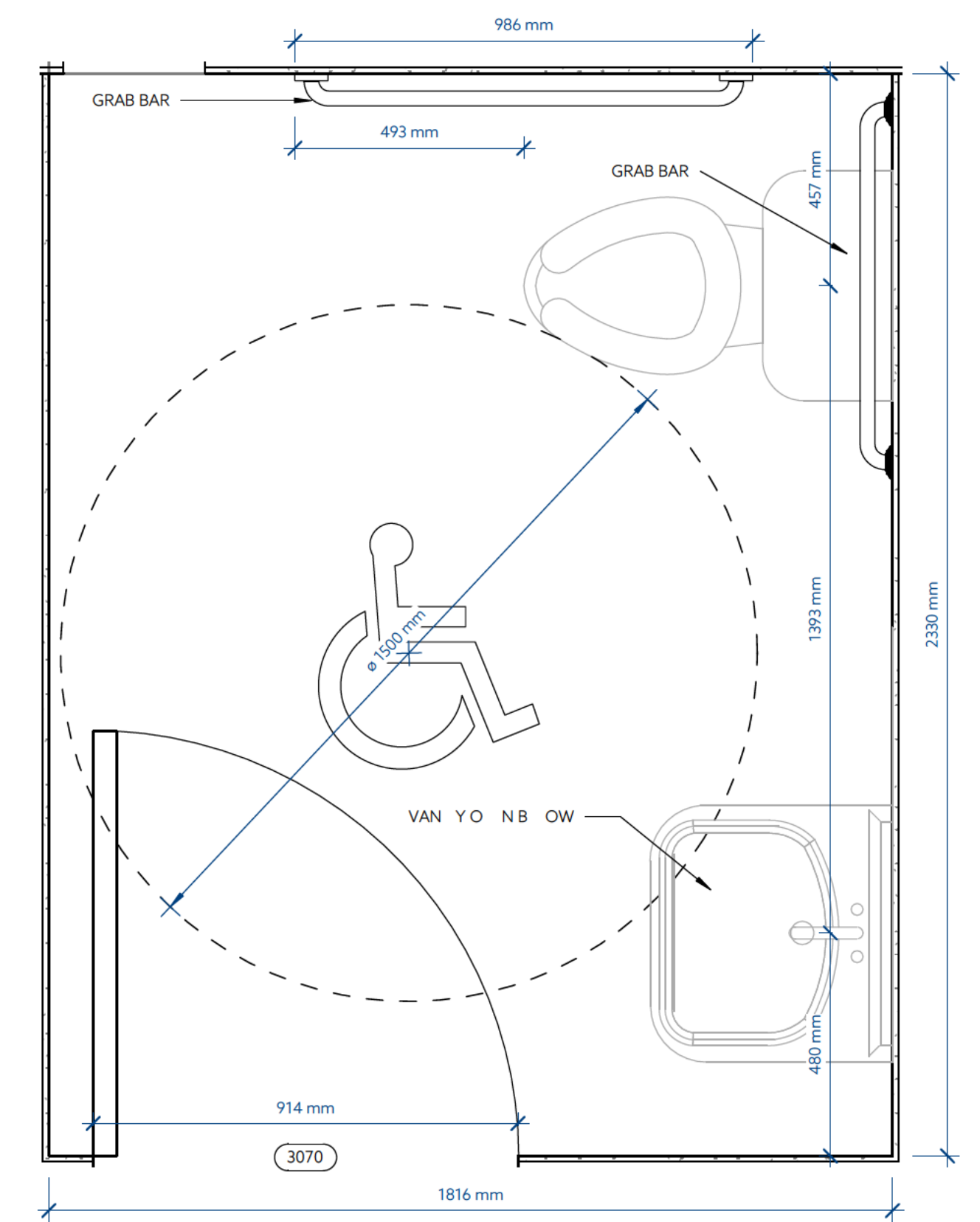
07 nsu ated Meta Pane s - Coo er and Ex st ng Ce ng
3 = 1-0



09 ULC 453 Fre Resistance Rating Bottom Connection
3 = 1-0



06 ULC 453 F re Res stance Rat ng Top Connect on
3 = 1-0



10 Access b e Washroom
1 = 1-0



Bayview Brewing Company

202 Dogwood drive
Ladysmith, BC,
V9G 1S8

Perspectives

scale:

2020.09.10

P. # 2005

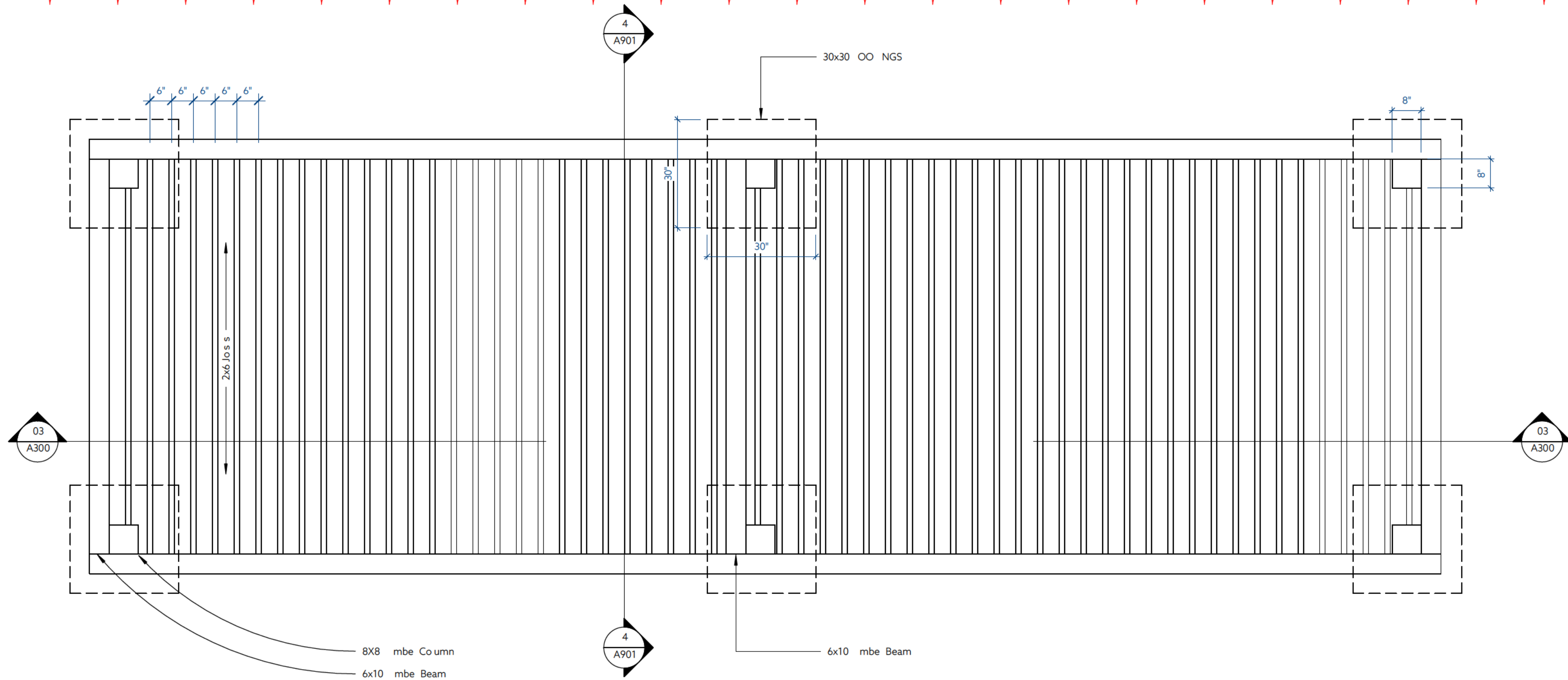
A900

D aw ngs a e o b e read n con unc on w h
each o he , any d sc epanc es found on any
d aw ngs a e o b e epo ed befo e
commen ng wo

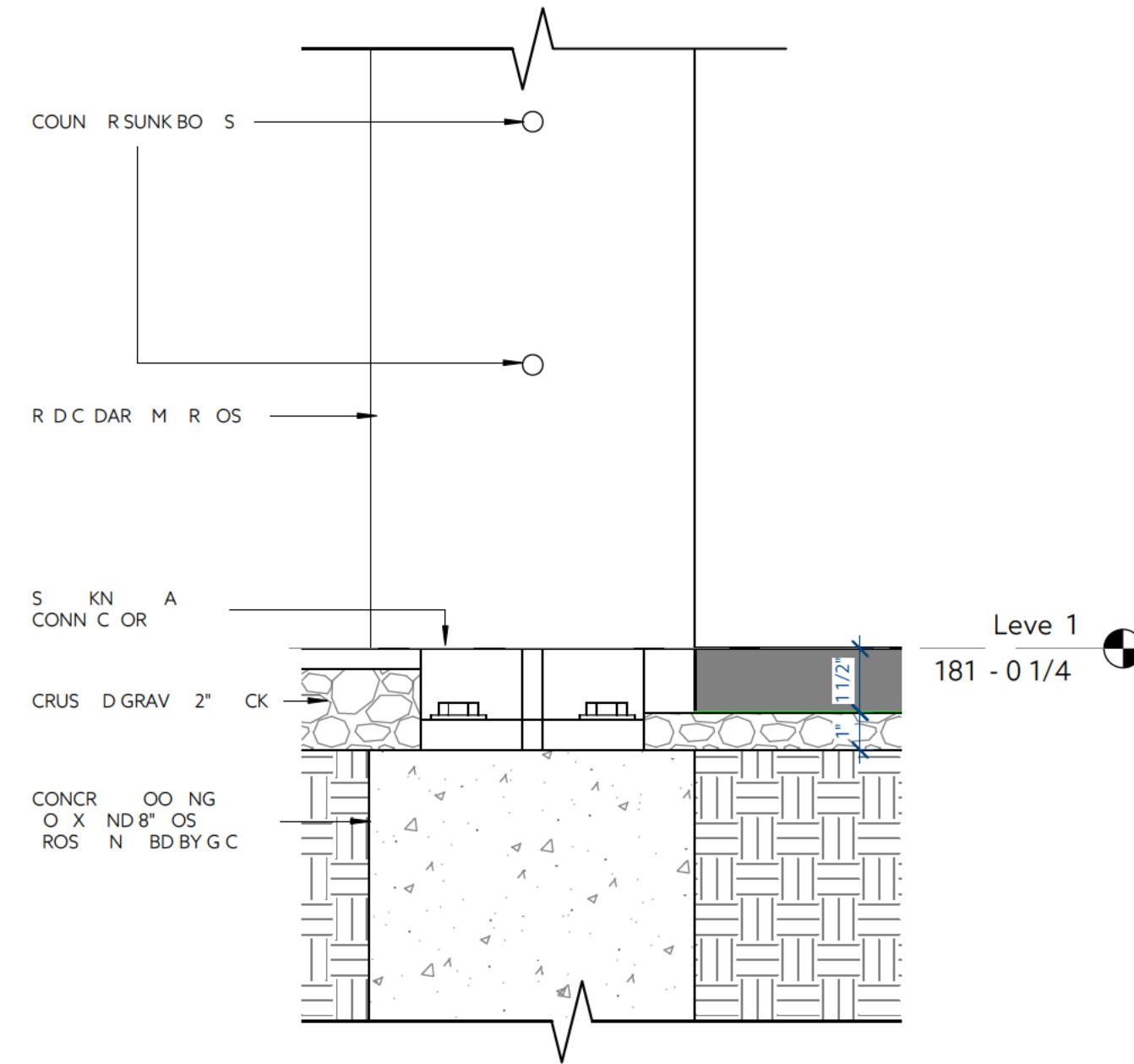
Con ac o s a e, esp on s b e o en su e ha
a wo s execu ed o he equ emen s of
he a es ed on of he B C Bu d ng Code
© CO YRG 2020 A RG SR S RV D
2020-11-12 3 11 36 M

CROSS ARCH EC URE NC

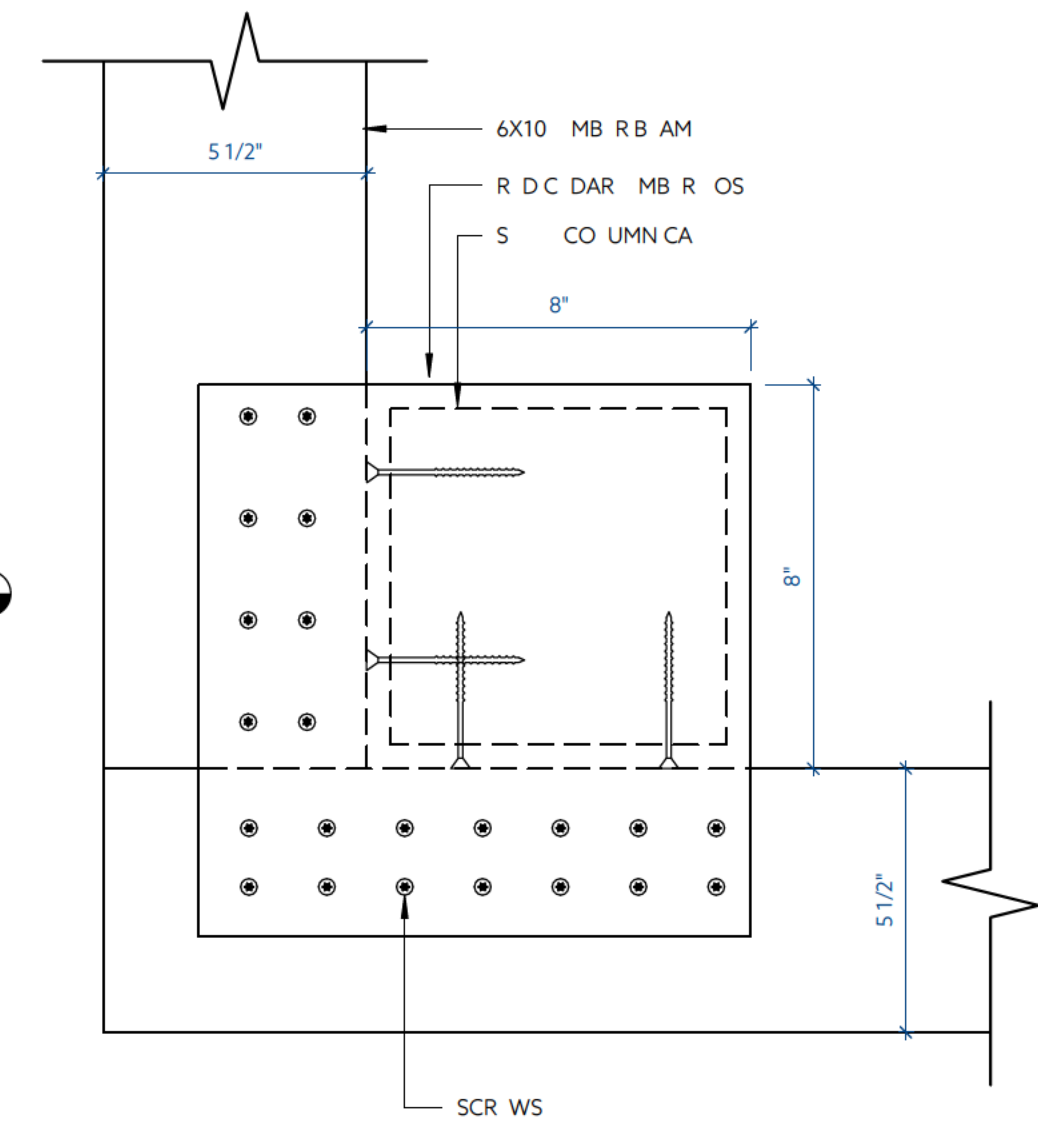




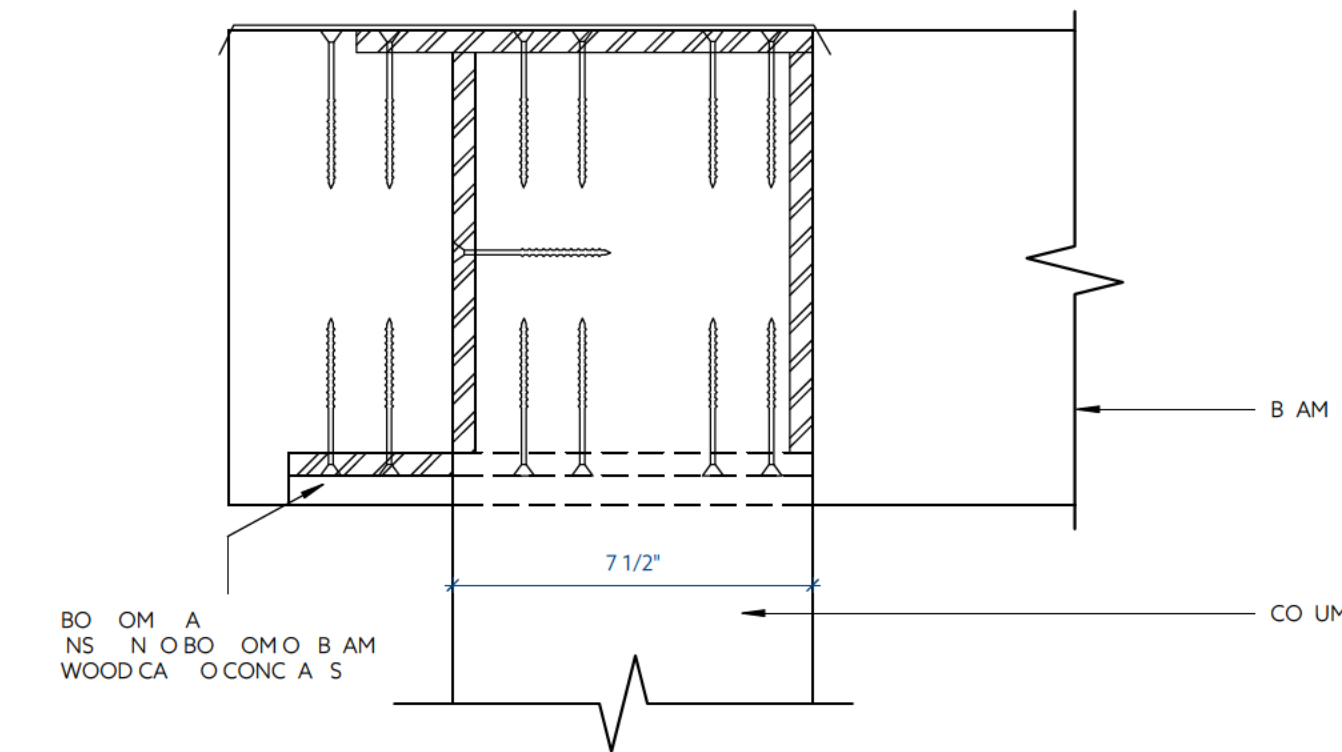
2 Top of Pergo Section Detail
1/2 = 1'-0"



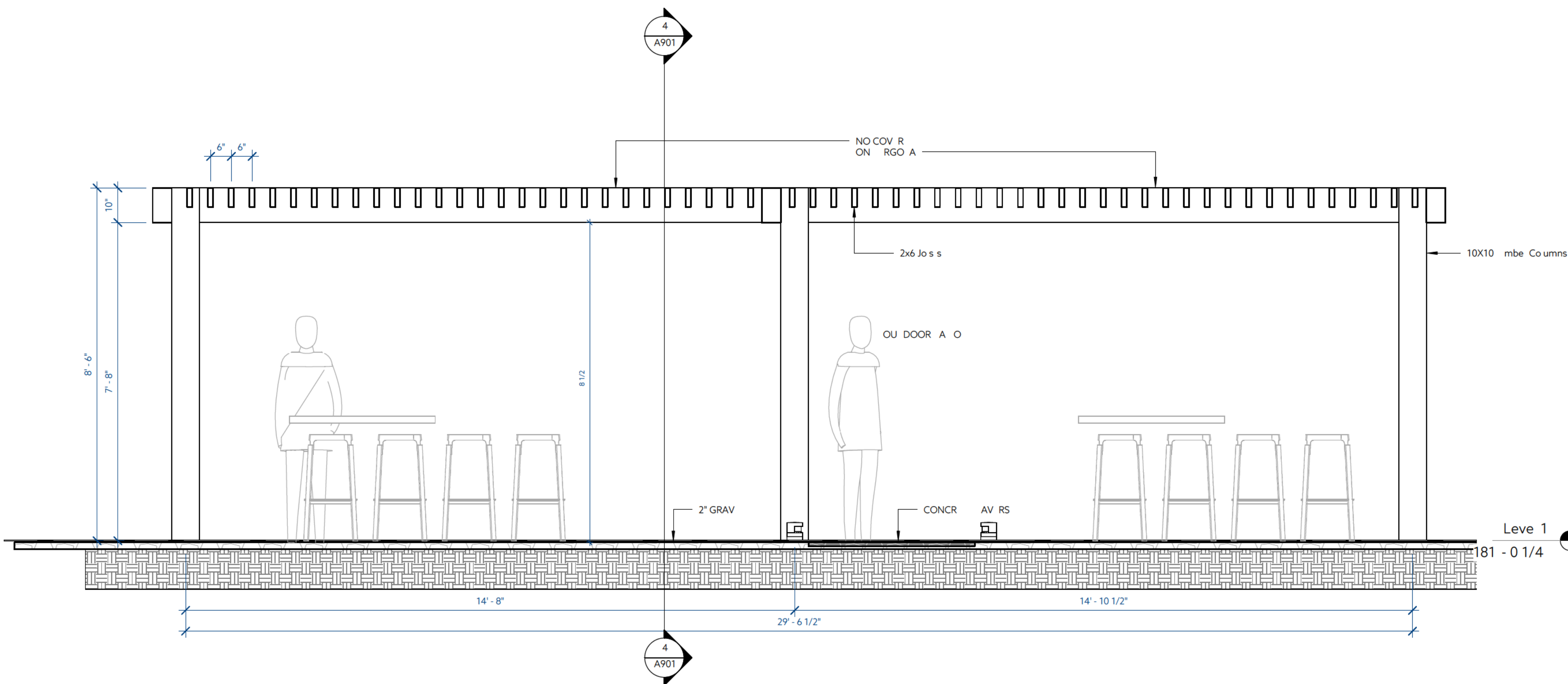
1 Pergo to Bottom Connection
3 = 1'-0"



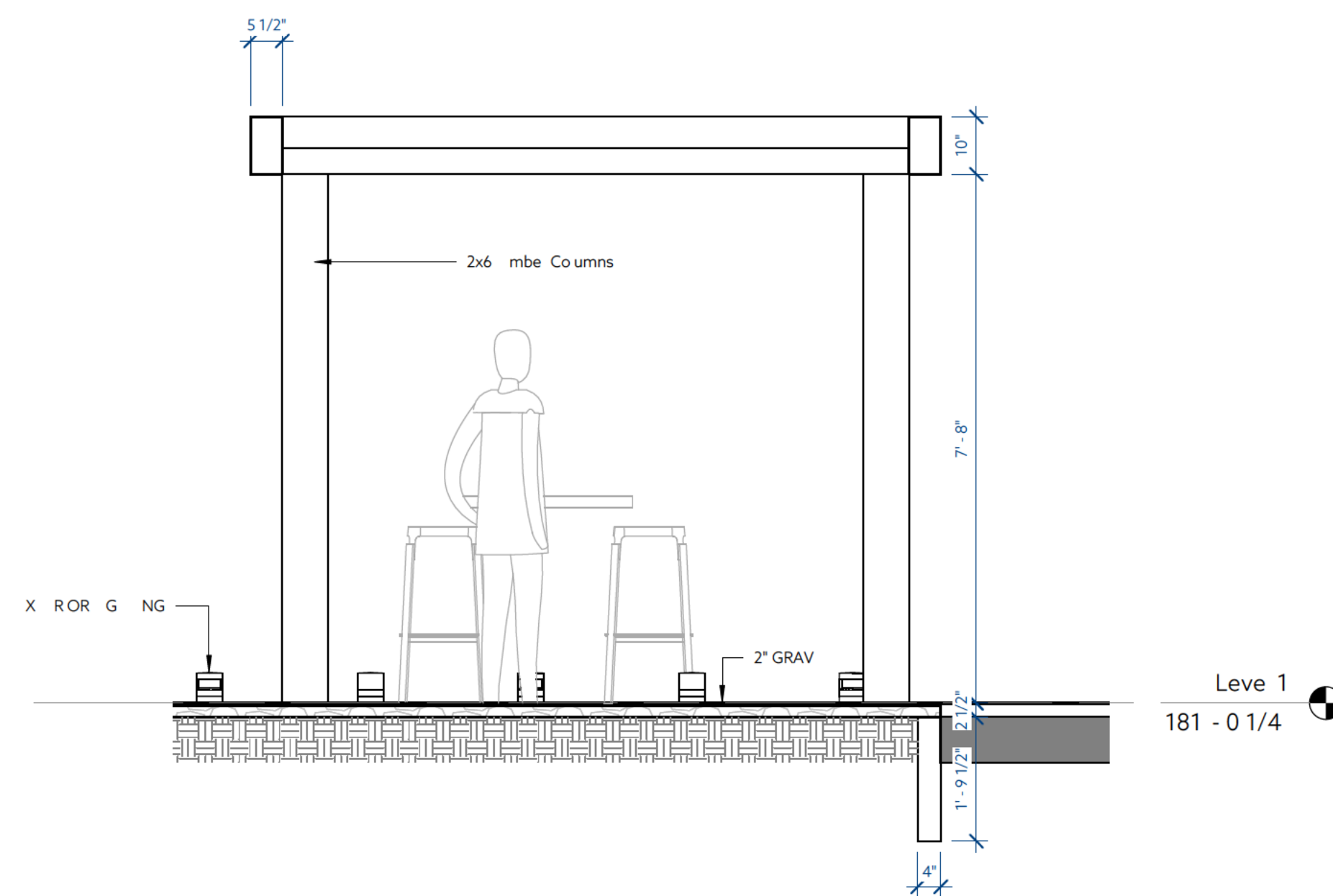
5 Pergo to Top Connection
3 = 1'-0"



6 Corner Connection Detail
3 = 1'-0"



3 Outdoor Shading Pergo Section Detail
1/2 = 1'-0"



4 Outdoor Shading Pergo Section Detail
1/2 = 1'-0"

ROOF
2X6 JOIST SA 6"OC(NA S RUC S S RUC DRAWNGS
6X10 BU -U B AMS(NA S RUC S S RUC DRAWNGS
COLUMNS
8X8 MB RCO UMNS(NA S RUC S S RUC DRAWNGS
MISC.
2 C A O A RS
NO AS R R O S RUC URA DRAWNGS