

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:00 P.M.**

Tuesday, March 1, 2022

This meeting will be held electronically

Pages

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

1.1. INFORMATION ON HOW TO VIEW / ATTEND THE MEETING

Register to electronically attend the meeting:

https://zoom.us/webinar/register/WN_g830Z-WyR46qaCOja4U5sw

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

For those unable to participate by electronic means, the meeting will be broadcast in the City Hall Council Chambers at 410 Esplanade. Participation will be managed electronically via Zoom, operated from Council Chambers. Masks are mandatory and seating is limited.

View the livestream on

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

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for March 1, 2022.

3. MINUTES

3.1. Minutes of the Regular Meeting of Council held February 15, 2022 6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held February 15, 2022.

4. DELEGATIONS

4.1. Official Community Plan Review Update 12

Jennifer Fix and Lucas Onzols-Mongeau, ahne Studio, consultants for the OCP Review

5. PROCLAMATIONS

5.1. Epilepsy Awareness Purple Day - March 26, 2022 38

Mayor Stone has proclaimed Saturday, March 26, 2022 as Epilepsy Awareness Day in the Town of Ladysmith.

In support of Purple Day, the Town will also illuminate its available themed lighting locations with purple lights.

6. DEVELOPMENT APPLICATIONS

6.1. Development Variance Permit Application – 6-245 Oyster Cove Road 39

Recommendation

That Council:

1. Issue Development Variance Permit 3090-21-15 to reduce the minimum front parcel line setback from 6.0m to 1.9m and to reduce the minimum side parcel line setback from 1.5m to 0.6m for an attached garage at 6-245 Oyster Cove Road; and
2. Authorize the Mayor and Corporate Office to sign Development Variance Permit 3090-21-15.

6.2. Multi-Unit Residential Development Permit Application – 544 Cook Street 49

Recommendation

That Council issue Development Permit 3060-21-19 for the proposed multi-unit residential development at 544 Cook Street subject to the applicant providing a landscape bond in the amount of \$54,327.36.

7. COMMITTEE MINUTES

7.1. Community Planning Advisory Committee - February 2, 2022

65

Recommendation

That Council receive the minutes of the Community Planning Advisory Committee meeting held February 2, 2022.

8. REPORTS

8.1. Alternative Approval Process – Fire Aerial Device Truck

67

Recommendation

That Council:

1. Confirm its direction to staff to carry out an Alternative Approval Process to obtain elector approval for the purchase of a Fire/Rescue firefighting aerial platform apparatus (Ladder Truck) for up to \$2.1 million with funds to be borrowed from the Municipal Finance Authority Equipment Financing Program;
2. Establish the deadline for receiving elector responses as 4:00pm on Wednesday, April 20, 2022 (34 days);
3. Establish that the elector response form will be the single elector response form;
4. Determine that the total number of electors of the Town of Ladysmith to which the approval process applies is 7,170; and
5. Direct staff to report the results of the Alternative Approval Process to Council.

8.2. Dogwood Drive Bike Lanes

81

Recommendation

That Council direct staff to:

1. Include in the 2022-2026 Financial Plan the Dogwood Drive Bike Lanes Design Project at a cost of \$35,000;
2. Engage the services of a consultant to conduct a study and provide design for bicycle improvements on Dogwood Drive from Bayview Avenue to Methuen Street; and
3. Submit an application for full funding of the consulting fees through the Active Transportation Grant program.

8.3. Tire Stewardship BC Community Grant Program – Transfer Beach Spray Park

93

Recommendation

That Council direct staff to:

1. Include \$50,000 in the 2022-2026 Financial Plan for the Transfer Beach Spray Park resurfacing project, with the funding to come from grants and the Parks, Recreation & Culture Parks Reserve; and
2. Submit an application to the Tire Stewardship BC Community Grant Program for fifty-percent project funding.

9. BYLAWS

9.1. Bylaw No. 2104

97

(to amend the election bylaw to reflect legislated changes related to mail ballot voting criteria and other housekeeping amendments)

Recommendation

That Council adopt “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw 2022, No. 2104”.

9.2. Bylaw Status Sheet

98

10. NEW BUSINESS

11. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes. Alternately, questions can be submitted via email at info@ladysmith.ca during the meeting.
- 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.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.

- 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.

12. CLOSED SESSION

Recommendation

That, in accordance with section 90 of the *Community Charter*, Council retire into closed session order to consider items related to the following:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality - 90(1)(a);
- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity - 90(1)(b);
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality - 90(1)(e);
- litigation or potential litigation affecting the municipality - 90(1)(g);
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - 90(1)(i);
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public - 90(1)(k); and
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party - 90(2)(b).

13. RISE AND REPORT- Items from Closed Session

14. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, February 15, 2022

7:01 P.M.

This meeting was held electronically

Council Members Present:

Mayor Aaron Stone

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

Council Members Absent:

Councillor Amanda Jacobson

Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Jake Belobaba

Ryan Bouma

Donna Smith

Gerry Fukakusa

Mike Gregory

Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Stone called this Regular Meeting of Council to order at 7:01 p.m., recognizing with gratitude that it was taking place on the traditional unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CS 2022-034

That Council approve the agenda for this Regular Meeting of Council for February 15, 2022 as amended to include the following item, received after publication of the agenda:

- Item 7.3. "Bylaw No. 2085" - replace the bylaw in the agenda package with the updated bylaw which includes Ministry of Transportation & Infrastructure approval.

Motion Carried

3. MINUTES

3.1 Minutes of the Regular Meeting of Council held February 1, 2022

CS 2022-035

That Council approve the minutes of the Regular Meeting of Council held February 1, 2022.

Motion Carried

4. DEVELOPMENT APPLICATIONS

4.1 Liquor Lounge Endorsement – Oyster Bay Café (611 Oyster Bay Drive)

CS 2022-036

That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a patio endorsement application in conjunction with a food primary license for the Oyster Bay Café at 611 Oyster Bay Drive, opt out of the local government comment process and direct staff to notify the Province that the Town does not wish to comment on the application.

Motion Carried

5. COMMITTEE MINUTES

5.1 Official Community Plan Steering Committee - January 31, 2022

CS 2022-037

That Council receive the minutes of the Official Community Plan Steering Committee meeting held January 31, 2022.

Motion Carried

6. REPORTS

Councillor Paterson declared a conflict of interest related to Agenda Item 6.1, stating that he is on the executive of the Show and Shine Society, and vacated the meeting at 7:07 p.m.

6.1 Request for Service Provider Agreement – Ladysmith Show and Shine Society

CS 2022-038

That Council:

1. Authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith Show and Shine Society for the provision of promotional services for Ladysmith, with the date as set out in the Service Provider Agreement; and
2. Confirm that the Ladysmith Show and Shine Society is required to pay the \$250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC.

Motion Carried

Councillor Paterson returned to the meeting at 7:08 p.m.

6.2 Short Term Disability Insurance

CS 2022-039

That Council direct staff to include in the 2022-2026 Financial Plan funding for exempt staff short term disability insurance and amend the Exempt Staff Compensation Policy accordingly.

Motion Carried

6.3 Investing in Canada Infrastructure Grant – Water Projects

CS 2022-040

That Council:

1. Direct staff to submit an application for grant funding through the *Investing in Canada Infrastructure Program - Environmental Quality* for the Water Supply Infrastructure Projects as outlined in the staff report dated February 15, 2022; and
2. Confirm its support for the project and commit to its share (\$7,200,000) of the project as well as cost overruns.

Motion Carried

7. BYLAWS

7.1 Amendments to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”

CS 2022-041

That Council give first, second and third readings to “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw 2022, No. 2104”.

Motion Carried

7.2 Bylaw No. 2076

CS 2022-042

That Council adopt “Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 38) 2021, No. 2076”.

Motion Carried

7.3 Bylaw No. 2085

Mayor Stone stated that, pursuant to section 40(3) of the *Community Charter*, the public would have the opportunity to provide their comments to Council regarding Bylaw No 2085, a bylaw to permanently close and remove its dedication as a highway, a 626.7m² portion of Baden-Powell Street. He reminded the public that the meeting was being recorded and livestreamed and therefore names, addresses and content of submissions would be made public and form a part of the public record.

Mayor Stone called for submissions to Council.

Hearing no submissions, Mayor Stone asked the Corporate Officer, D. Smith, if any submissions had been received via email. She advised that no submissions had been received via email and that no members of the public were present at Council Chambers.

Mayor Stone called for submissions to Council a second time.

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

Having received no input or submissions regarding Bylaw No. 2085, Mayor Stone advised that no further input would be received by Council, and that Council would now consider the bylaw.

CS 2022-043

That Council adopt "Removal of Road Dedication Bylaw 2022, No. 2085".
Motion Carried

7.4 Bylaw No. 2090

CS 2022-044

That Council adopt "Bylaw Revision Bylaw 2022, No. 2090".
Motion Carried

7.5 Bylaw Status Sheet

8. NEW BUSINESS

8.1 Cowichan Valley Regional District Application for UBCM Emergency Operations Centre Grant

CS 2022-045

That Council support the Cowichan Valley Regional District proposal to apply for, receive and manage the UBCM Community Emergency Preparedness Fund grant for an Emergency Operations Centre on behalf of the Town of Ladysmith.
Motion Carried

8.2 Official Community Plan Steering Committee Resignation

CS 2022-046

That Council:

1. Accept with regret Mark Drysdale's resignation as the Chamber of Commerce representative on the Official Community Plan Steering Committee, and that the Mayor send a letter of appreciation for his service; and
2. Appoint Millie Stirling, as nominated by the Chamber of Commerce, to replace Mr. Drysdale on the Committee.

Motion Carried

9. UNFINISHED BUSINESS

9.1 Councillor Johnson - Motion regarding Community Traffic Study

CS 2022-047

That staff be directed to prepare a report providing options including costs for conducting a traffic study which would:

1. Determine community needs based on existing traffic flow for the whole of Ladysmith.
2. Project traffic requirements in conjunction with the Official Community Plan review; and
3. Consider known development projects under construction and projected to begin in the next 15 years.

Motion Carried

10. QUESTION PERIOD

No questions were submitted by the public.

11. ADJOURNMENT

CS 2022-048

That this Regular Meeting of Council adjourn at 7:35 p.m.

Motion Carried

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (D. Smith)

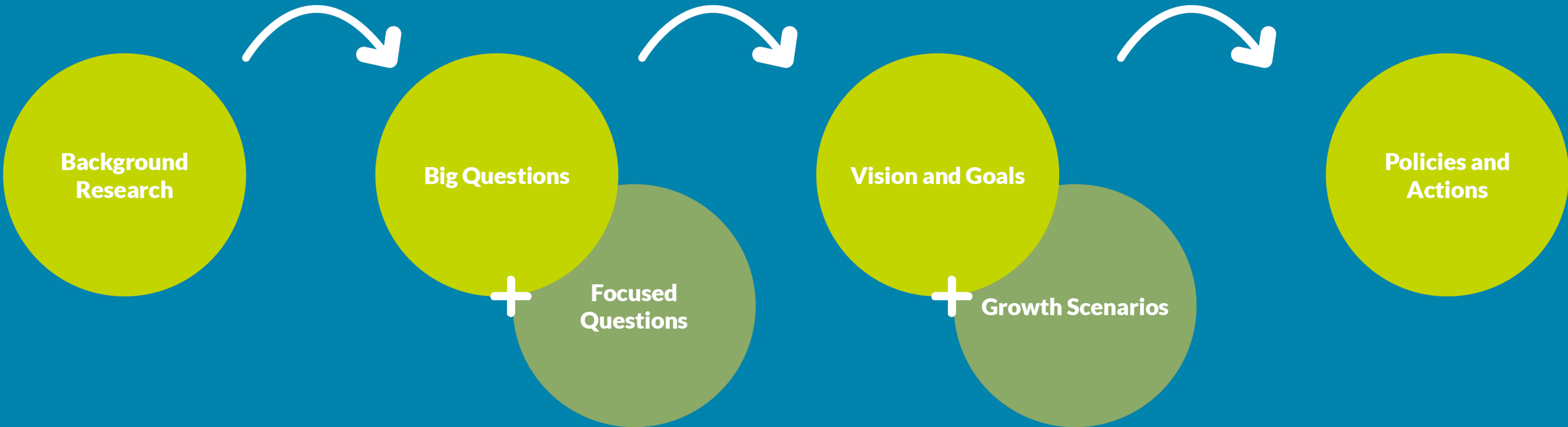
Ladysmith Council Presentation

OCP Process Update

March 01, 2022



A refresher...



Emerging Themes

The waterfront and surrounding natural areas are incredibly important.

Ladysmith's small town character and historic downtown are central to the Town's identity.

Walking and cycling infrastructure and connections must be improved.

Better connections and transportation choices between Ladysmith and neighbouring municipalities are needed.

Ladysmith is caring and has a strong sense of community.

People want to see climate action taken seriously.

Housing affordability must be addressed immediately.

More supports are needed for people facing barriers.

Managing growth and development will help address many needs and community goals.

Relationships between Ladysmith and Stz'uminus First Nation should continue to be strengthened.

Ladysmith has many cherished places and destinations.

There is a desire for more things to do.

The arts, culture, and heritage sector is valued and strong.



Emerging Vision

Ladysmith is located in the traditional territory of the Stz'uminus First Nation, who have been stewards of the land since Time Immemorial.

Ladysmith is unparalleled in its charm, big heartedness, and leadership in climate action. Ladysmith is known for its charismatic waterfront and energetic downtown, surrounded by cherished habitat areas that offer recreation, natural beauty, critical ecological services, and economic prosperity. Everyone is welcome here.



Emerging Goals

Over the life of this Official Community Plan, Ladysmith will...



1.

Reduce community greenhouse gas emissions by X% and be on track to reduce emissions by X% by 2040 and reach net zero emissions by 2049.



2.

Adapt to the impacts of climate change.



3.

Walk the path of reconciliation.



4.

Be a place where people from all walks of life call home, with access to affordable housing and services that reduce barriers, including by those who face systemic discrimination.



5.

Prioritize green, safe, and convenient choices for getting around, including walking, cycling, and transit.



6.

Have grown in population to over 10,100 people, but not in its physical footprint.



7.

Be home to thriving ecosystems that are protected and, where needed, regenerated for habitat, recreation, intrinsic value, and vital services that range from climate regulation to cleaning water and air.



8.

Celebrate its unique and vibrant downtown – the heart of the community – where new development complements historic charm and sets it apart from other places across Vancouver Island.



9.

Revitalize the waterfront to create community prosperity, more public spaces, and restored habitat while honouring past, present, and future generations.



10.

Be known for its lively arts and culture scene.



Summary

Over the life of this Official Community Plan, Ladysmith will...

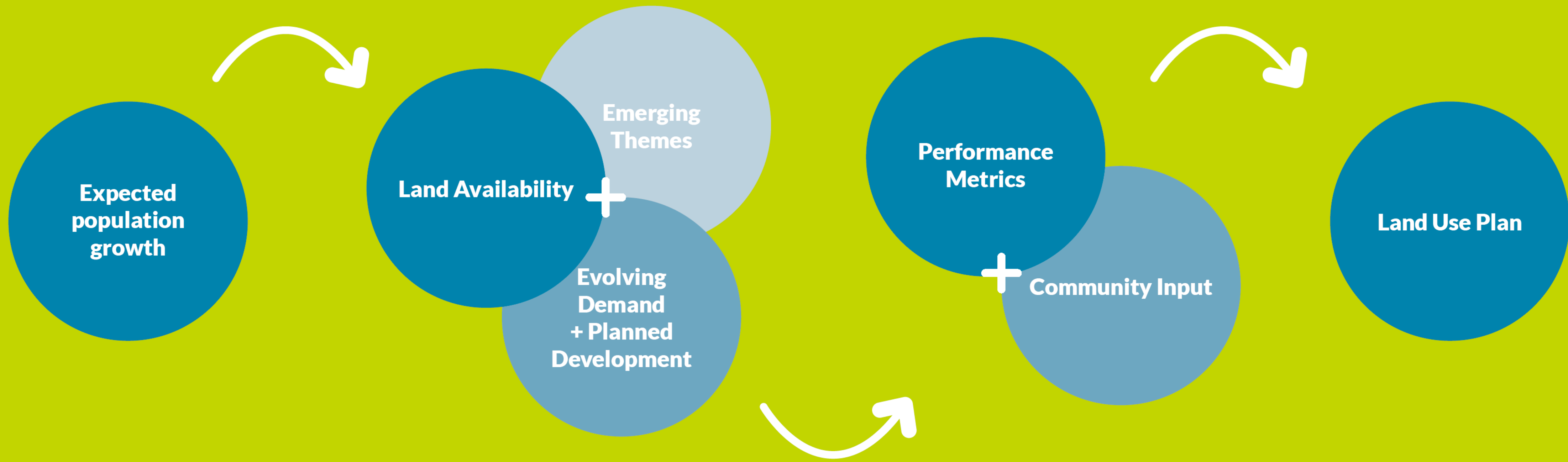
1. Reduce community greenhouse gas emissions by X% and be on track to reduce emissions by X% by 2040 and reach net zero emissions by 2049.
2. Adapt to the impacts of climate change.
3. Walk the path of reconciliation.
4. Be a place where people from all walks of life call home, with access to affordable housing and services that reduce barriers, including by those who face systemic discrimination.
5. Prioritize green, safe, and convenient choices for getting around, including walking, cycling, and transit.
6. Have grown in population to over 10,100 people, but not in its physical footprint.
7. Be home to thriving ecosystems that are protected and, where needed, regenerated for habitat, recreation, intrinsic value, and vital services that range from climate regulation to cleaning water and air.
8. Celebrate its unique and vibrant downtown – the heart of the community – where new development complements historic charm and sets it apart from other places across Vancouver Island.
9. Revitalize the waterfront to create community prosperity, more public spaces, and restored habitat while honouring past, present, and future generations.
10. Be known for its lively arts and culture scene.



Growth Scenarios



A primer...



Next Steps

- Winter 2021-2022 – Finalize growth scenarios
- Winter 2022 – Seeking community input on the draft vision, goals, and growth scenarios
- Winter-Spring 2022 – Drafting the OCP
- Early Summer – Seeking community input on the draft OCP



Ladysmith Energy & Emissions Modelling

Business as Planned Modelling Outputs

January 2022



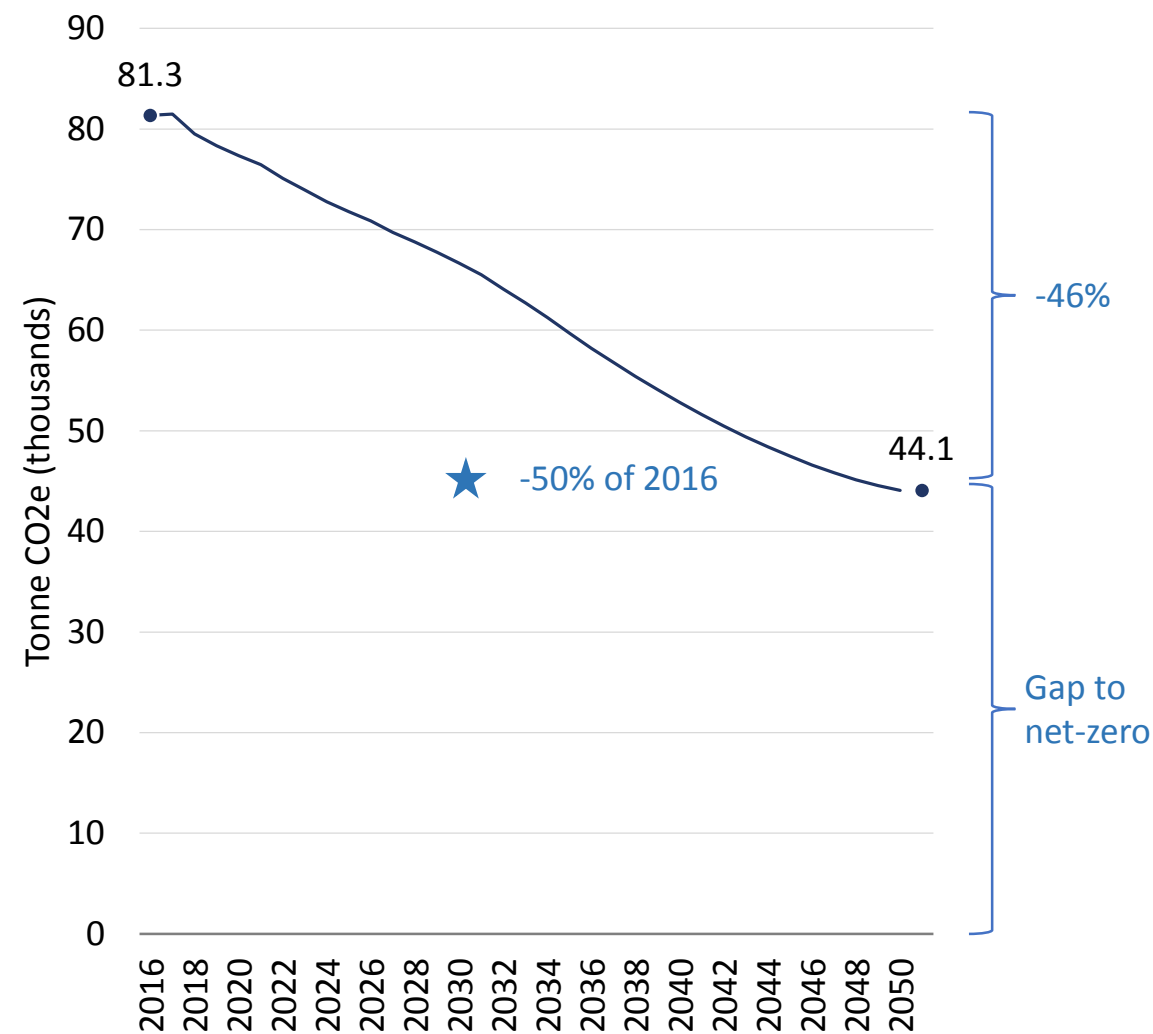
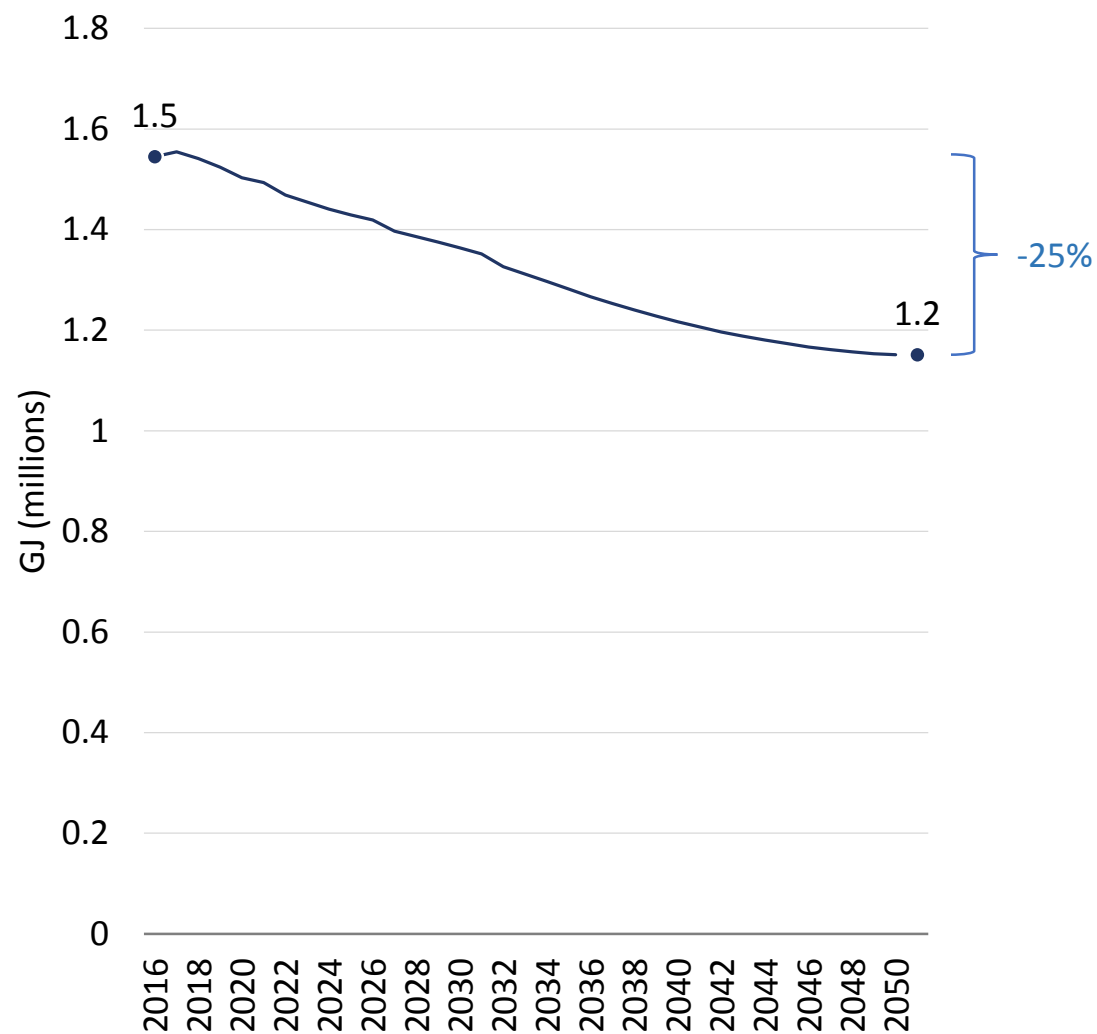
BAU Assumptions

	By 2050	Comments
Population	12,712	More people = more homes, vehicles, energy use, more waste
Employment	6,015 labour force (not all in Ladysmith) 3,000 in Ladysmith	More jobs = more commuting, more energy use, more waste
Climate	Increased CDD, decreased HDD	Building cooling demand increases, heating demand decreases
New homes	+1,600	
New buildings energy efficiency	Follows Step Code	New buildings are increasingly energy efficient
Existing buildings energy efficiency	Unchanged	Retrofit rates are negligible
Energy generation	Unchanged	
Transit	Follows BC Transit plans	
Active transportation	Unchanged modal split	

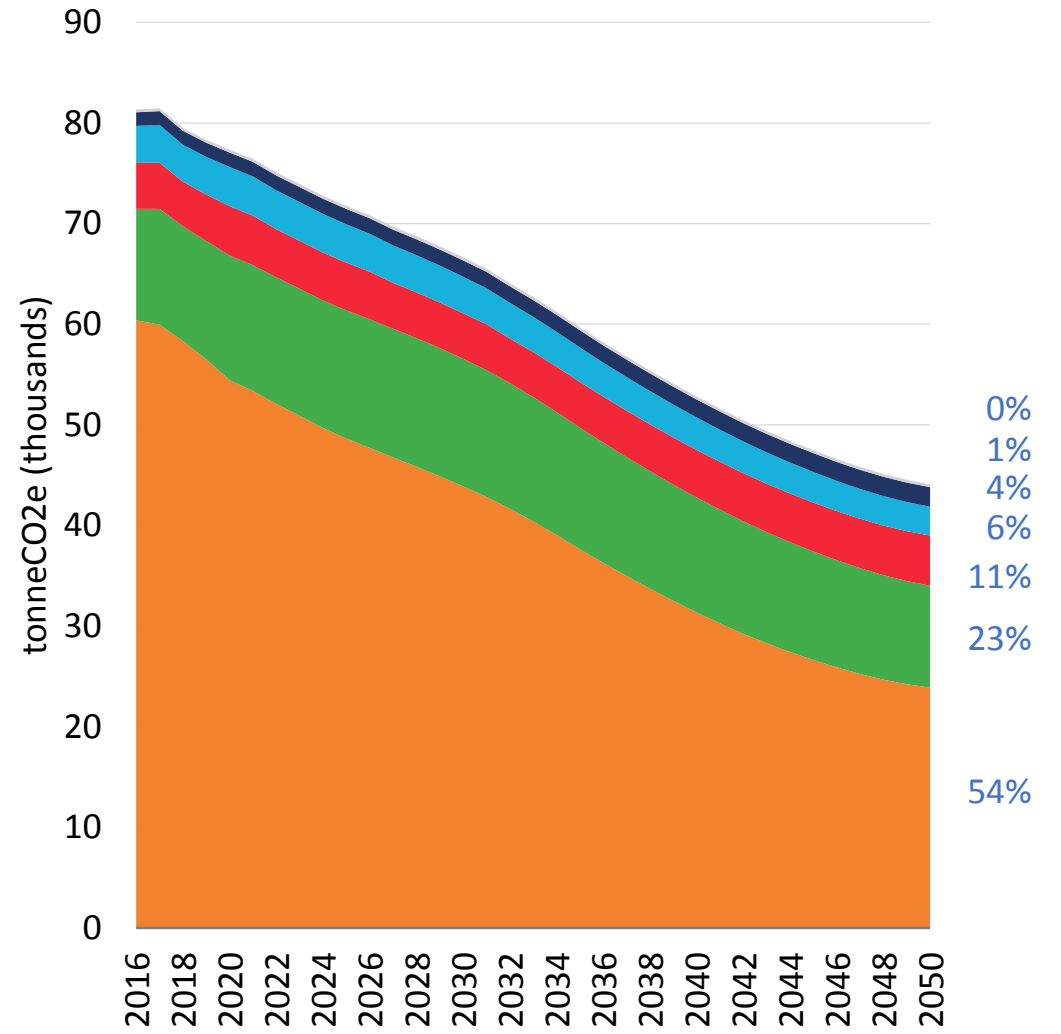
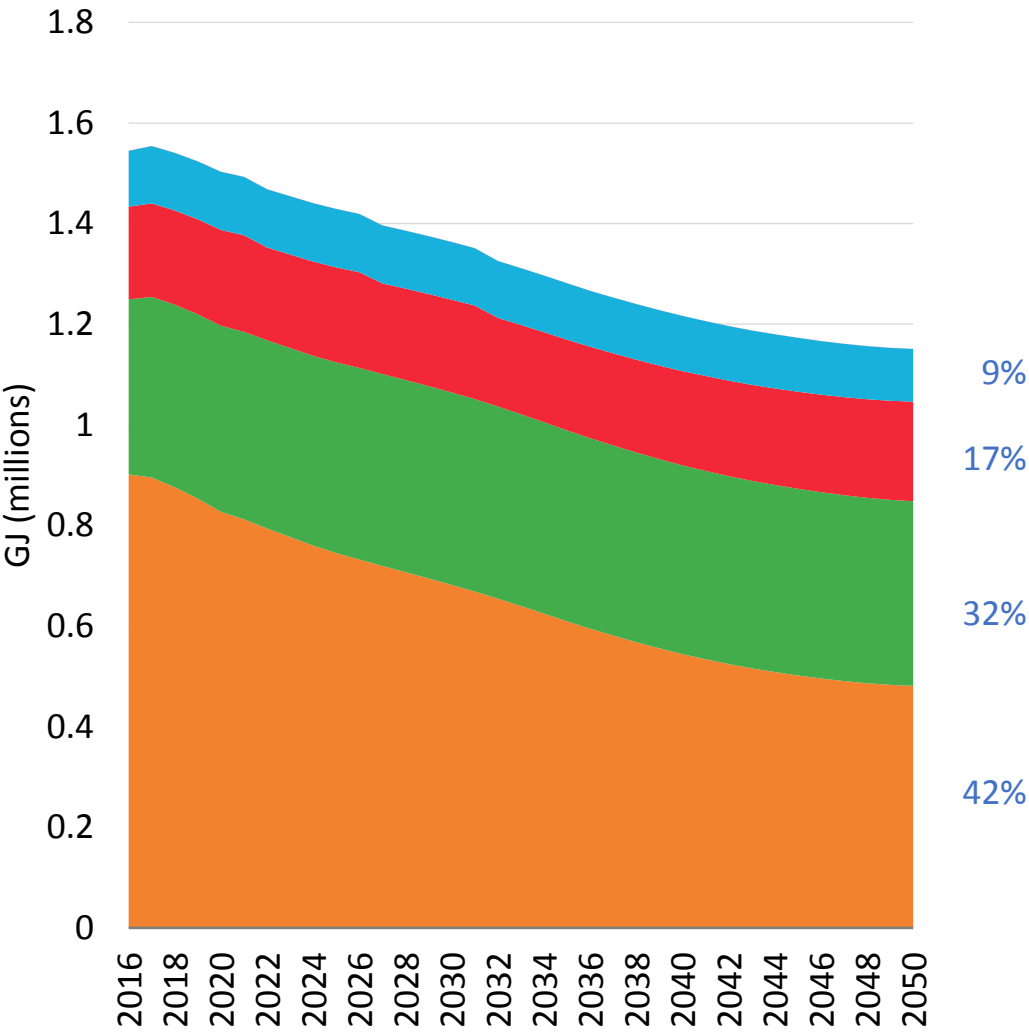
BAU Assumptions

	By 2050	Comments
Electrify municipal fleet	No further electrification expected.	
Electrify personal vehicles	10% current, 30% by 2030, 100% by 2035	CleanBC Roadmap
Electrify commercial vehicles	16% LNG by 2030 10% EV by 2030	CleanBC Roadmap
Vehicle kilometers travelled	VKT is expected to increase toward 2050	
Vehicle fuel efficiencies	Follows U.S. Corporate Average Fuel Economy (CAFE) Fuel Standard	
Waste generation	Unchanged	Increases with population
Waste diversion	Increased organics diversion	CleanBC Roadmap
Wastewater treatment type	Unchanged	Volumes increase with population

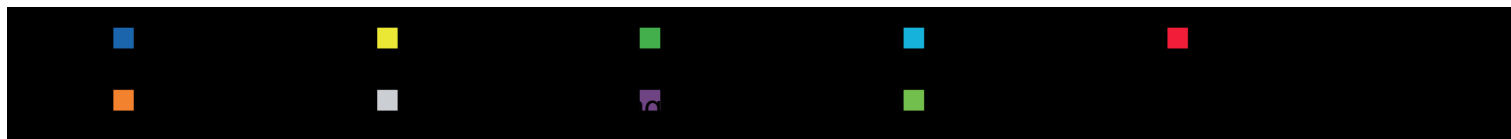
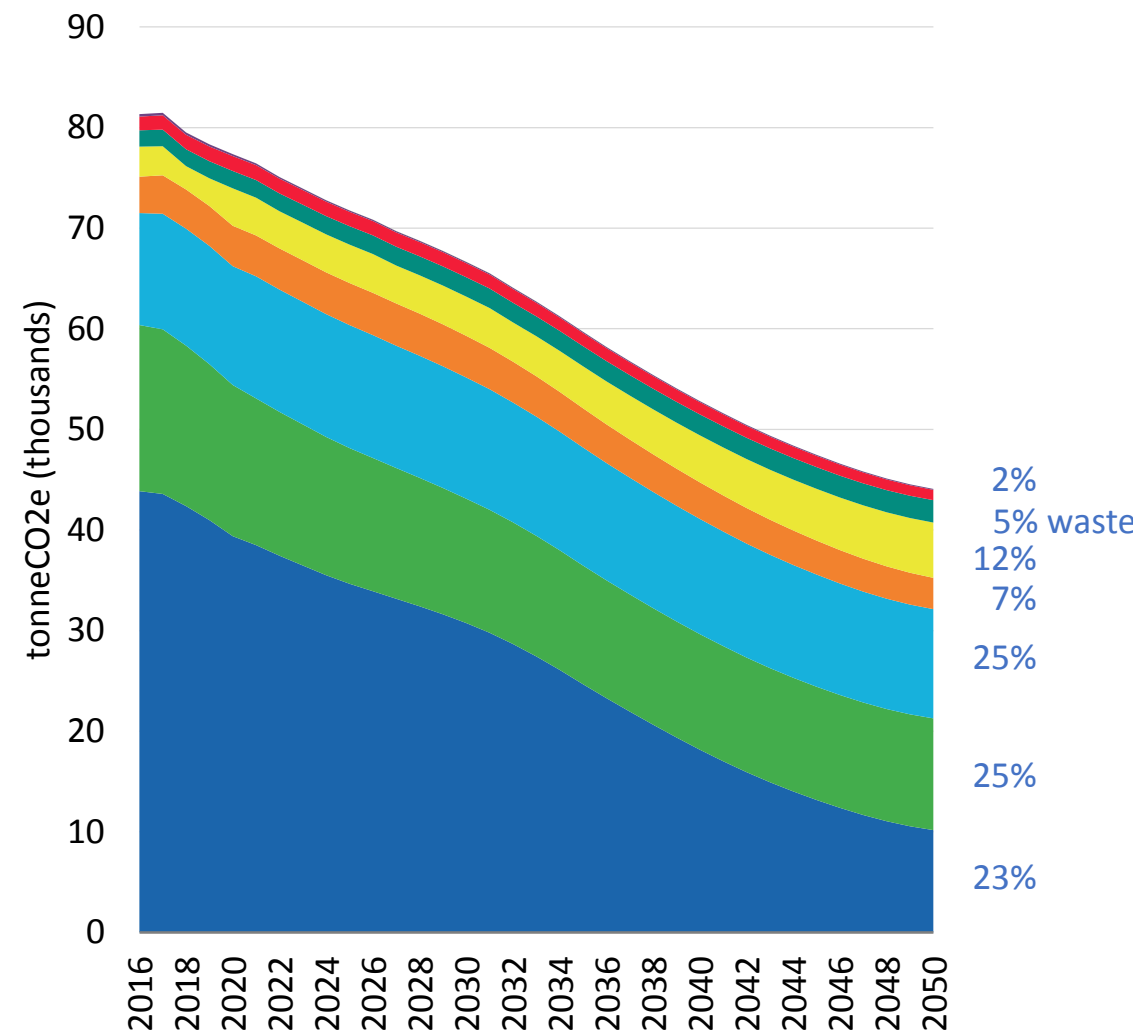
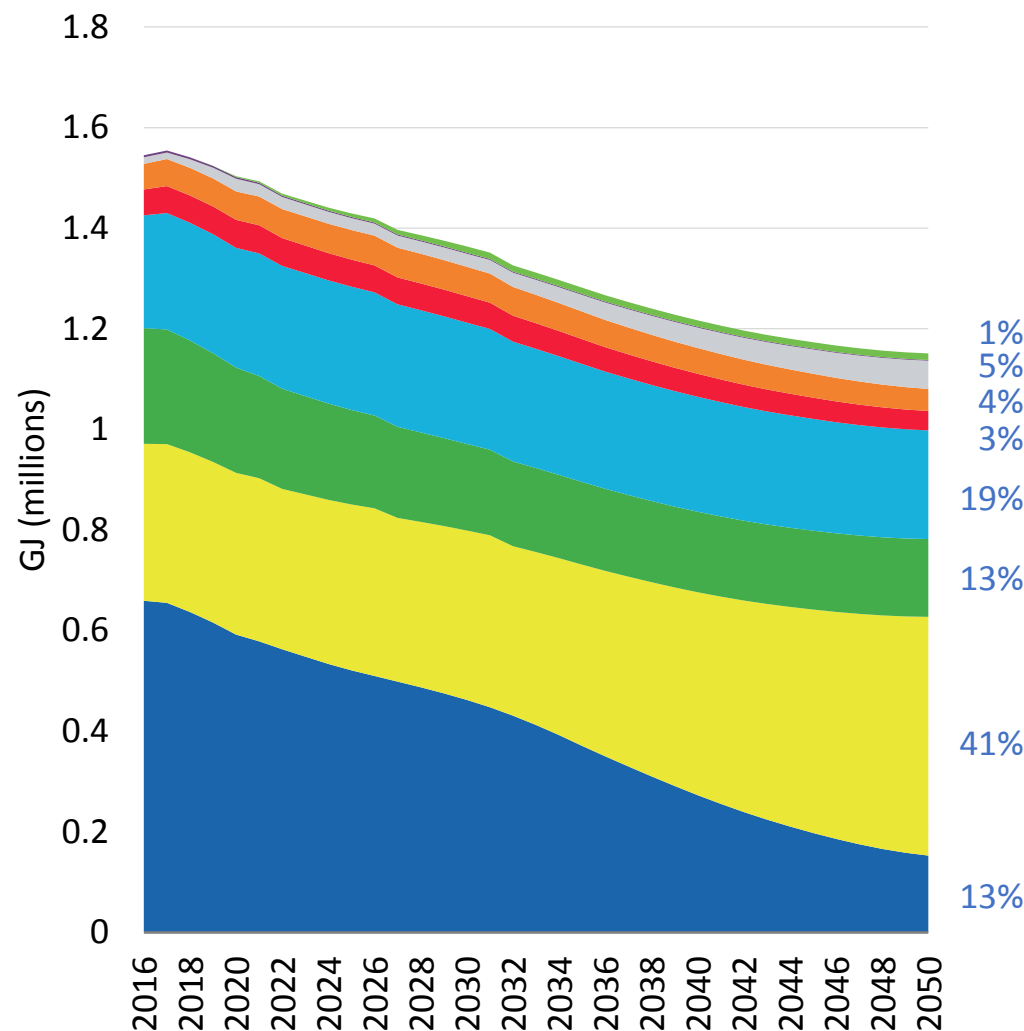
Total Energy and Emissions



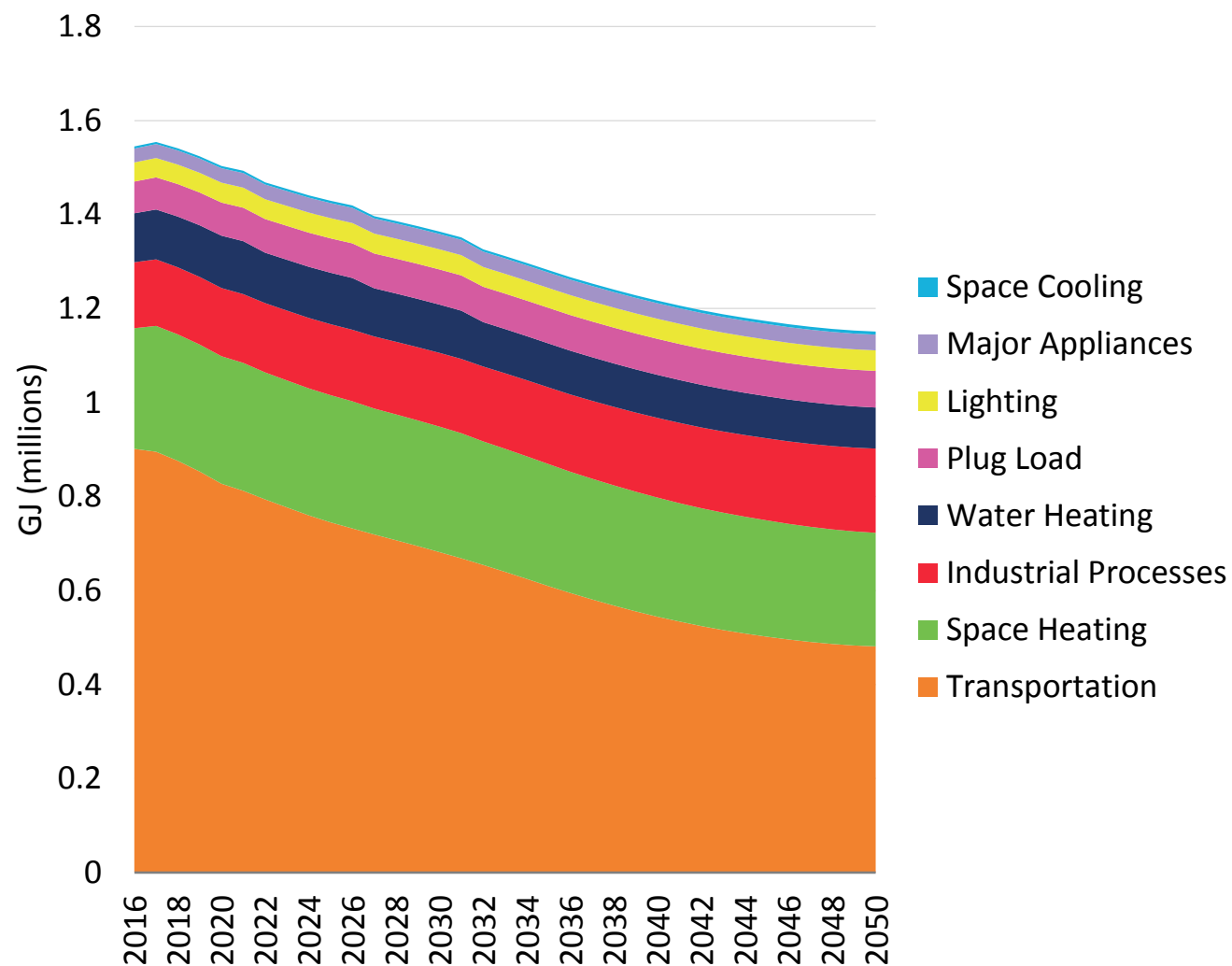
Energy & Emissions by Sector



Energy & Emissions by Fuel Type



Energy by End Use





TOWN OF LADYSMITH

PROCLAMATION

EPILEPSY AWARENESS "PURPLE DAY"

- WHEREAS** *Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the public's knowledge and understanding of epilepsy and improve the quality of life of British Columbians living with epilepsy; and*
- WHEREAS** *Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy to know that they were not alone; and*
- WHEREAS** *People in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness on Purple Day; and*
- WHEREAS** *There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 million people worldwide living with epilepsy; and*
- WHEREAS** *The onset of epilepsy can occur at any age and stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation; and*
- WHEREAS** *Purple Day is a health promotion effort to raise awareness of epilepsy and to create a society that embraces the beauty of difference.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim Saturday March 26th, 2022 as "PURPLE DAY" in the Town of Ladysmith.*

February 10, 2022

Mayor A. Stone

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: March 1, 2022
File No: DVP 3090-21-15
Re: **Development Variance Permit Application – 6-245 Oyster Cove Road**

RECOMMENDATION:

That Council:

1. Issue Development Variance Permit 3090-21-15 to reduce the minimum front parcel line setback from 6.0m to 1.9m and to reduce the minimum side parcel line setback from 1.5m to 0.6m for an attached garage at 6-245 Oyster Cove Road; and
2. Authorize the Mayor and Corporate Office to sign Development Variance Permit 3090-21-15.

EXECUTIVE SUMMARY:

The applicant is developing the property at 6-245 Oyster Cove Road. A proposed attached garage is sited within the minimum front and side setbacks and requires a variance. Staff recommend approval of Development Variance Permit (DVP) 3090-21-15 (Attachment A) based on the analysis provided in the report.



Figure 1: Subject property.

PREVIOUS COUNCIL DIRECTION:

Council Resolution #/Date	Council Resolution
CS 2021-194 June 15, 2021	<p>That Council:</p> <ol style="list-style-type: none"> 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. <p><i>Motion Carried</i></p>

INTRODUCTION/BACKGROUND:

On June 15, 2021 Council issued DP 21-01 and DVP 21-06 for the subject property, 6-245 Oyster Cove Road, to allow construction of a single unit dwelling, two 2-storey detached garages, and retaining walls. The proposed garages required variances to increase the permitted height, to allow them to be two storeys, and to allow them in the front yard. According to the applicant's letter of rationale (Attachment B), a manhole belonging to BC Hydro was found to be located underneath where the proposed north garage is sited. As such, the applicant is proposing to move the north garage back such that it will be attached to the proposed dwelling (see Figure 2).

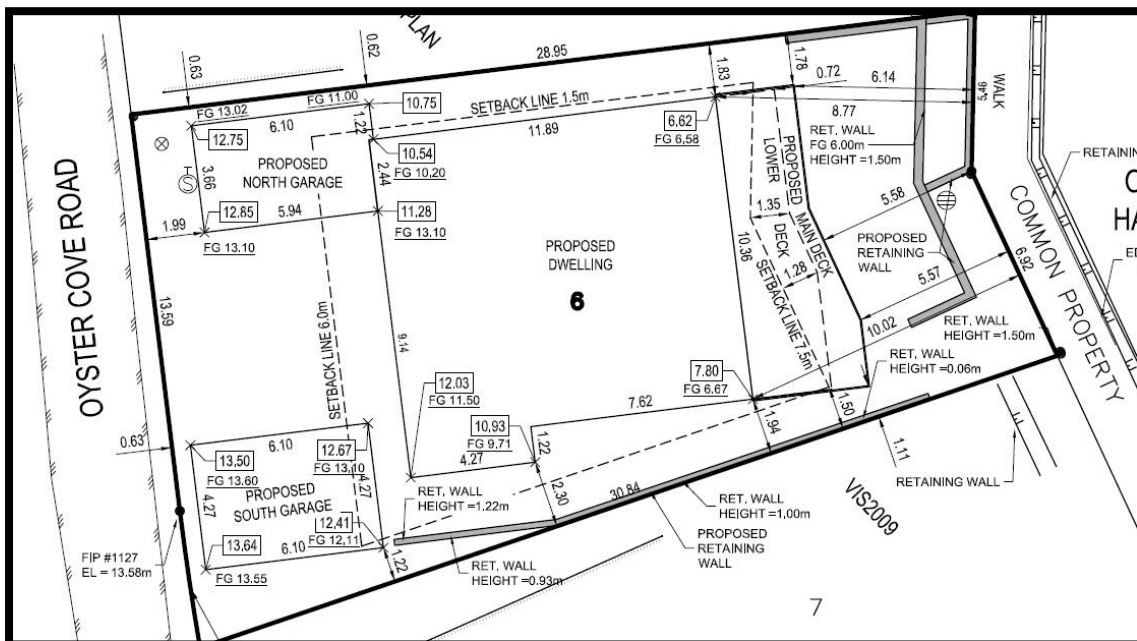


Figure 2: Proposed site plan at 6-245 Oyster Cove Road.

In accordance with “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, an attached garage is required to meet the setbacks for principal buildings (e.g. a single unit dwelling) which are larger than the setbacks required for accessory buildings (e.g. detached garages). The applicant has therefore applied for a new DVP application to reduce the front and side setbacks so that the north garage can be located attached to the proposed dwelling on the subject property. DVP 21-06 still applies to the variances to the south garage shown in Figure 2.

DISCUSSION:

The subject property is designated Single Family Residential in “Official Community Plan Bylaw 2003, No. 1488” (OCP) and is zoned Oyster Cove Residential (R-2-B) in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The proposal is consistent with the OCP and permitted uses in the R-2-B zone. The subject property is also located within Development Permit Area 7 – Hazard Lands (DPA 7) in the OCP, for which DP 21-01 was issued. The applicant has applied for a DP amendment to authorize the proposed siting of the north garage. Issuance of hazard lands DPs are delegated to the Director of Development Services and the DP amendment will be considered by the Director if DVP 21-15 is issued.

Zoning Bylaw & Proposed Variances:

The R-2-B zone contains different setbacks for accessory buildings and single unit dwellings. The required setbacks for each are provided in Table 1, below.

Table 1: Summary of R-2-B Setbacks for Accessory Buildings & Single Unit Dwellings

Parcel Line	Minimum Setback for Accessory Buildings	Minimum Setback for a Single Unit Dwelling (Principal Building)
Front	0.6m	6.0m
Interior or Exterior Side	0.6m	1.5m
Rear	1.5m	7.5m
Natural Boundary of the Sea	8.0m	8.0m

The north garage approved under DVP 21-06 was sited 0.6m from the front parcel line and 0.6m from the side parcel line, in accordance with the setbacks for accessory buildings in the R-2-B zone. Because the north garage is now proposed to be attached to the dwelling, it must meet the single unit dwelling setbacks. The proposed variances to the setbacks are summarized in Table 2, below.

Table 2: Summary of Proposed Variances for north garage

Zoning Regulation	Minimum Required Setback	Proposed Setback
Front Setback	6.0m	1.9m
Interior Side Setback	1.5m	0.6m

Analysis:

The difference between the development approved under DVP 21-06 and the current proposal is that the proposed north garage will now be set back further from the front parcel line and attached to the proposed dwelling. The siting difference is minimal and the design of the garage as seen from Oyster Cove Road will be the same (see figure 4). For these reasons staff recommend that DVP 21-15 be approved.

ALTERNATIVES:

Council can choose to refuse issuance of DVP 3090-21-15.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The *Local Government Act* allows Council to vary zoning bylaw regulations excluding regulations of use, density and rental tenure through issuance of a DVP. Council may permit exceptions to building siting as proposed in this application.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notice of the proposed variance was issued on February 18, 2022 in accordance with the requirements of the *Local Government Act* and “Town of Ladysmith Development Approval Procedures Bylaw 2008, No. 1667”. The notice was sent to the property owners and residences within 60m of the subject property, and was sent to BC Hydro. At the time of writing, the Town has not received any submissions from the public or a response from BC Hydro. Any submissions received after the publication of this staff report will be distributed to Council as a late agenda item.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Engineering and Building Inspection Departments. No concerns were noted from either department.

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 |

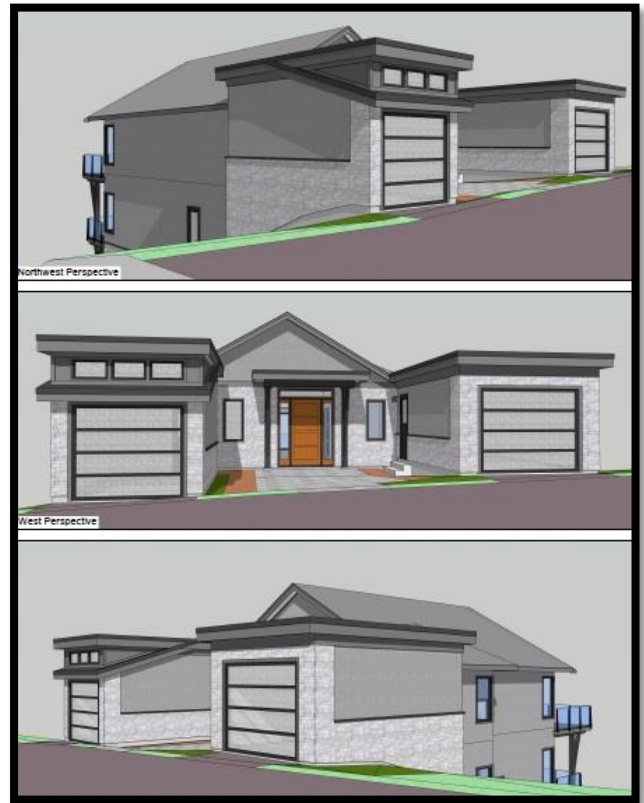


Figure 3: 3D perspectives of the proposed development as seen from Oyster Cove Road. 3D perspectives submitted with original DVP 21-06 application.

☒ Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Infrastructure

☐ Economy

☐ Community

☒ Not Applicable

☐ Waterfront

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

A. Draft DVP 3090-21-15

B. Applicant Rationale Letter



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-21-15

DATE: March 1, 2022

Name of Owner(s) of Land (Permittee): Barlow Rose & Company Ltd.

Applicant: Colin Amey (CA Coastal Construction Ltd.)

Subject Property (Civic Address): 6-245 Oyster Cove Road

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance 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:

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 – PID: 016-664-370 (6-245 Oyster Cove Road)

3. Section 10.8.5.c) “Siting, Size and Dimensions of Uses, Buildings and Structures” in the “Oyster Cove Residential Zone (R-2-B)” of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, as amended, is varied for the subject property by reducing the Single Unit *Front Parcel Line Setback* from 6.0 metres to 1.9 metres and reducing the Single Unit *Interior Side Parcel Line Setback* from 1.5 metres to 0.6 metres for an attached garage as shown on **Schedule A – Site Plan**.
4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. The following plans and specifications are attached:
 - a) **Schedule A – Site Plan**
6. Issuance of this Permit does not exempt the proposed development from meeting all other applicable laws and regulations.

7. 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 or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE TOWN
OF LADYSMITH ON THE ____ DAY OF _____ 202__.

Mayor (A. Stone)

Corporate Officer (D. Smith)



12/02/2021

Re: Strata Lot 6, District 56, Oyster District, Strata Plan 2009 – Development Variance Permit Application

Hello council members,

Thank you for reviewing our request for a variance to attach a garage to the main house where we have run into an unexpected problem during the course of construction of a new home.

Currently at Lot 6 – 245 Oyster Cove road we are constructing a single family dwelling for which a building permit was issued in August of this year. As construction is underway, we have discovered a manhole belonging to BC Hydro is within the footprint of the planned North garage. The manhole was not indicated on the original survey that was conducted during the design process and now poses a problem for us. The manhole is not easy for BC Hydro to move as there is limited space with other services close by.

A solution that has come up is to move the garage back 4' from the road, pushing it towards the house which would ensure the manhole would not be in the footprint of the building and the garage could be constructed without moving the manhole and hydro connections. With the garage moving back 4' towards the house it is now proposed to be "attached" to the house which would require a variance in this situation.

We thank you for your consideration on this application and look forward to hearing back from you.

Yours truly,

Colin Amey

CA Coastal Construction Ltd.

[REDACTED]

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: March 1, 2022
File No: DP 3060-21-19
Re: **Multi-Unit Residential Development Permit Application – 544 Cook Street**

RECOMMENDATION:

That Council issue Development Permit 3060-21-19 for the proposed multi-unit residential development at 544 Cook Street subject to the applicant providing a landscape bond in the amount of \$54,327.36.

EXECUTIVE SUMMARY:

An application has been received for the construction of a four-unit residential development at 544 Cook Street. Staff recommend that Council issue Development Permit (DP) 3060-21-19 as the proposal is generally consistent with the Development Permit Area 4 – Multi-Unit Residential guidelines and complies with Zoning Bylaw regulations.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The subject property, 544 Cook Street, is 1265.7m² (0.3 acres) in size and is currently vacant. The applicant has applied for a DP to construct a 4-unit townhouse development (4-plex) on the property. The development includes the following features:

- Four 3-bedroom residential units consisting of three storeys with walk-out basements.



Figure 1: Subject property.

- Each unit has a separate exterior entrance, garage, outdoor parking space, and amenity spaces. Amenity spaces include an outdoor patio and two upper level balconies per unit.
- Attractive landscaping including a privacy fence at the rear yard, landscape buffers along the west and south property boundaries, and trees along the east property boundary.
- A bioswale for stormwater capture along the west property boundary.
- An outdoor bike rack.

The proposed exterior building plans, landscaping, and site plan are attached to DP 21-19 as schedules (see Attachment A) and a 3D rendering is shown in Figure 2.



Figure 2: 3D rendering of front facade of proposed development.

ANALYSIS:

The subject property is designated Multi-Family Residential in “Official Community Plan Bylaw 2003, No. 1488” (OCP) and is within the Low Density Residential (R-3-A) zone in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The proposal is consistent with the OCP designation and Zoning Bylaw regulations. The property is also located within Development Permit Area 4 – Multi-Unit Residential (DPA 4), thus a DP is required to allow the proposed development.

Development Permit Area:

The objectives of DPA 4 are to achieve a high level of design for multi-unit development, to enhance the Town’s neighbourhoods, and to ensure that development is complementary to the existing character of Ladysmith.

The proposed development has been reviewed for consistency with the DPA 4 guidelines. The DPA 4 guidelines and staff observations have been summarized in Table 1.

Table 1: Summary of DPA 4 guidelines and staff comments.

Guidelines Summary	Staff Observations
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Guidelines Summary	Staff Observations
<p><u>Building Design</u> Complementary to neighbourhood buildings; neo-traditional, Pacific Northwest or eco-responsive building themes; resemblance to single unit dwellings; address sunlight penetration, passive solar heating and cooling, natural ventilation, protection from prevailing winds, public views; building design not to be repeated on same street.</p>	<ul style="list-style-type: none"> • The building design complements the form, massing, scale and character of residential buildings in the neighbourhood. • The building has a neo-traditional design character. • The building is not designed to imitate a single family residence. • Amenity spaces and main living areas are located at the rear of the building, which is south facing. Windows on the rear elevation are generous in size, allowing light penetration. • The specific building design is unique to the property.
<p><u>Building Siting & Massing</u> Height respects neighbourhood; variations in building height and massing; terracing above 3rd storey; roofline modulation; stepping with natural topography; large cuts and fills not supported.</p>	<ul style="list-style-type: none"> • The building is two storeys on the front elevation and 3 storeys on the rear elevation. The height and massing is in character with multi-family residential buildings in the neighbourhood. • Roofline modulation is provided on all four elevations. • The property slopes down from east to west across the site. The building site has a grade change of about 8.5m along the front elevation. Moderate cuts and fills are proposed to even out the grade change. • Retaining walls are proposed at the side elevations, with a maximum height of approximately 1.9m, to be screened with landscaping.
<p><u>Building Frontage</u> Articulation, vertical and/or horizontal modulation; facades should not be dominated by garage doors; unimproved blank walls adjacent to public spaces are discouraged.</p>	<ul style="list-style-type: none"> • The building frontage is articulated with design elements including use of different cladding type, colour variation, recessing and roofline modulation. • Garage doors are recessed from the front elevation. • The sides and rear of the building do not face public spaces, but do provide some visual interest including roofline modulation, windows, and a “belly-band” between each storey.
<p><u>Roof Form</u> Sloping roofs encouraged; roofline modulation should be provided.</p>	<ul style="list-style-type: none"> • The roofline is modulated with a variety of roof ridges, accent gables and dormers.
<p><u>Windows & Doors</u> Separate, street oriented entrances; architecturally compatible windows; recessed window surfaces or prominent window trim; clearly defined entrances; recessed doorways.</p>	<ul style="list-style-type: none"> • A separate, street-oriented entrance is provided for each unit. • Window surfaces are recessed from the building face and the windows are trimmed. • Entrances are clearly defined through the use of contrasting colour, canopies, and a different surface material (permeable pavers) for pathways leading from the street to the entrances.
<p><u>Signs, Canopies & Lighting</u> Canopies should provide weather protection at building entrances; lighting required to illuminate sidewalks adjacent to buildings;</p>	<ul style="list-style-type: none"> • Decorative lighting is provided at each building entrance and each garage. • Exterior lighting will follow dark sky principles and be directed downward.

Guidelines Summary	Staff Observations
light fixtures should be concealed or decorative; exterior lighting to follow dark sky principles.	
<u>Livability</u> Visual privacy of interior living spaces; noise impacts from roadways mitigated through site design; private outdoor living spaces to be provided.	<ul style="list-style-type: none"> • Main living areas face the rear yard, away from Cook Street. • Outdoor amenity areas (balconies, patios) are located in the rear yard, away from Cook Street. • Outdoor amenity spaces are screened from each other with obscured glass and fencing.
<u>Materials & Colours</u> Building materials should be durable and consistent with neighbourhood; colour palettes sensitive to neighbourhood; intense colours to be used for accent.	<ul style="list-style-type: none"> • Exterior cladding style will be horizontal clapboard, vertical board & batten, and shingle, all in vinyl. Accent trim will be wood. Roofing will be asphalt shingle with aluminum soffit. Railings will be metal with obscured glass. • Exterior colour palette is a monochromatic greyscale, using lighter and darker greys for some contrast. Doors to be painted more vibrantly in yellow, green, red and blue.
<u>Mechanical, Electrical & Security Equipment</u> Rooftop and grade level equipment should be screened or strategically located away from adjacent residential buildings and pedestrian amenities.	<ul style="list-style-type: none"> • Fire suppression system is located inside the building.
<u>Accessibility & Connectivity</u> Buildings and sites should be accessible; walkways should provide functional pedestrian network.	<ul style="list-style-type: none"> • The units are not wheelchair friendly as they contain internal staircases to access lower and upper storeys. • The unit entries are street-facing, and each unit has its own pedestrian walkway that connects the entrance to the sidewalk.
<u>Vehicle & Bicycle Parking</u> Vehicle parking should be located at rear, lane or side street where possible; parking areas to delineate parking vs. pedestrian areas; street fronting parking is discouraged; parking areas should be landscaped/screened; bike parking required.	<ul style="list-style-type: none"> • There are no side streets or laneways, therefore parking is located at the front along Cook Street. • Two parking spaces can be accommodated per driveway and one space per garage for a total of eight parking spaces on site. • The front yard and parking area will be attractively landscaped with a variety of shrubs and trees. • A bike rack is provided in the front yard, between the driveways.
<u>Landscape</u> Preservation of natural features and existing vegetation; organic clustering of plantings; landscaping in front yard; terraced or stepped retaining walls with planting incorporated into design; textured retaining walls; fence and retaining wall design to complement neighbourhood; screened parking areas; community gardens or multi-	<ul style="list-style-type: none"> • The applicant has indicated that there is no existing vegetation to be preserved. • Landscaping is largely planted in rows along the property boundaries and along retaining walls and footpaths. Landscape buffer regulations in the Zoning Bylaw require row-type plantings. A variety of different plants are proposed. • Retaining walls will be screened with landscaping (overhanging plants and shrubs planted in front of

Guidelines Summary	Staff Observations
<p>purpose landscapes encouraged; green roofs encouraged; groundcover plants to be used instead of mulch or gravel; pesticides/herbicides discouraged; landscape buffers required in accordance with the Zoning Bylaw; irrigation to be provided; security to be provided; landscaping to conform to BC Landscape Standard; monitoring of landscape installation should be done by landscape professional, report may be required to release landscape security bond.</p>	<p>walls), and will consist of textured concrete.</p> <ul style="list-style-type: none"> • The building has a sloped roof; no green roofs are proposed. • Groundcover plants are proposed, in addition to mulch to retain moisture. • A landscape buffer along the west and south property boundaries is proposed and complies with the Zoning Bylaw landscape buffer regulations. • A landscape security bond will be required in the amount of \$54,327.36. The bond will be released upon submission of a report from a landscape professional that the landscaping conditions in DP 21-19 have been met. • Landscaping will conform to the BC Landscape Standard.
<p><u>Energy Conservation</u> Energy efficient buildings encouraged; buildings should be designed to EnerGuide 80 standard; electric bike and vehicle charging stations encouraged.</p>	<ul style="list-style-type: none"> • The building is proposed to be constructed to Step Code 1. • Electric bike and vehicle charging stations are not proposed.
<p><u>Rain Water Management</u> Integrated rain water management including bioswales, absorbent landscaping, etc.; rainwater catchment is encouraged; permeable or pervious surface treatment to be used.</p>	<ul style="list-style-type: none"> • A bioswale is proposed between the west property boundary and the proposed building. The bioswale forms part of the west side landscape buffer. • The proposed landscaping is absorbent. • The pedestrian pathways in each of the driveways and the outdoor patios at the rear of the building consist of permeable pavers.
<p><u>Water Conservation</u> High-efficiency, automatic and water-saving irrigation systems encouraged; greywater capture encouraged.</p>	<ul style="list-style-type: none"> • The proposed landscaping will be irrigated using automatic high-efficiency (drip) irrigation.
<p><u>Recycling, Organic & Solid Waste Management</u> Waste facilities should be inside buildings or screened/enclosed; enclosures should include a permeable roof.</p>	<ul style="list-style-type: none"> • Recycling and waste management facilities (i.e. waste/recycling bins) will be located in each unit.
<p><u>Crime Prevention</u> Crime Prevention Through Environmental Design (CPTED) best practices should be incorporated into building design.</p>	<ul style="list-style-type: none"> • Spaces on the site are clearly defined as private areas through landscaping and fencing. • Windows are placed on all building elevations, providing visual access to all areas of the site.

The proposed development is generally consistent with the DPA 4 guidelines. Based on this analysis, it is recommended that Council issue DP 3060-21-19.

ALTERNATIVES:

Council can choose to not issue DP 3060-21-19 where refusal is based upon determination that the application does not meet the DPA 4 guidelines.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The subject property is within DPA 4, therefore a DP is required prior to issuance of building permit. If the DP is refused, reasons must be given based on the DPA 4 guidelines as the issuance of a DP is not a completely discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Engineering and Building Inspection departments. Building and Engineering requirements will be addressed at time of building permit.

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 checked="" 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.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Draft DP 3060-21-19



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 *Local Government Act*)

FILE NO: 3060-21-19

DATE: March 1, 2022

Name of Owner(s) of Land (Permittee): Seacam Holdings Inc., Inc. No. BC1293911

Applicant: Austin Werner (Datum Point Studios Inc.)

Subject Property (Civic Address): 544 Cook 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 13 District Lot 146 Oyster District Plan EPP97779
PID: 031-341-390
(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a multi-unit residential building on the Land and alteration of land in accordance with the plans and specifications attached to this Permit, subject to all applicable laws except as varied by this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 and 6 of 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 develop the Land in accordance with **Schedule A – Site Plan, Schedule B – Building Design, Schedule C – Materials & Finishes and Schedule D – Landscape Plan.**
6. 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 5 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 \$54,327.36.

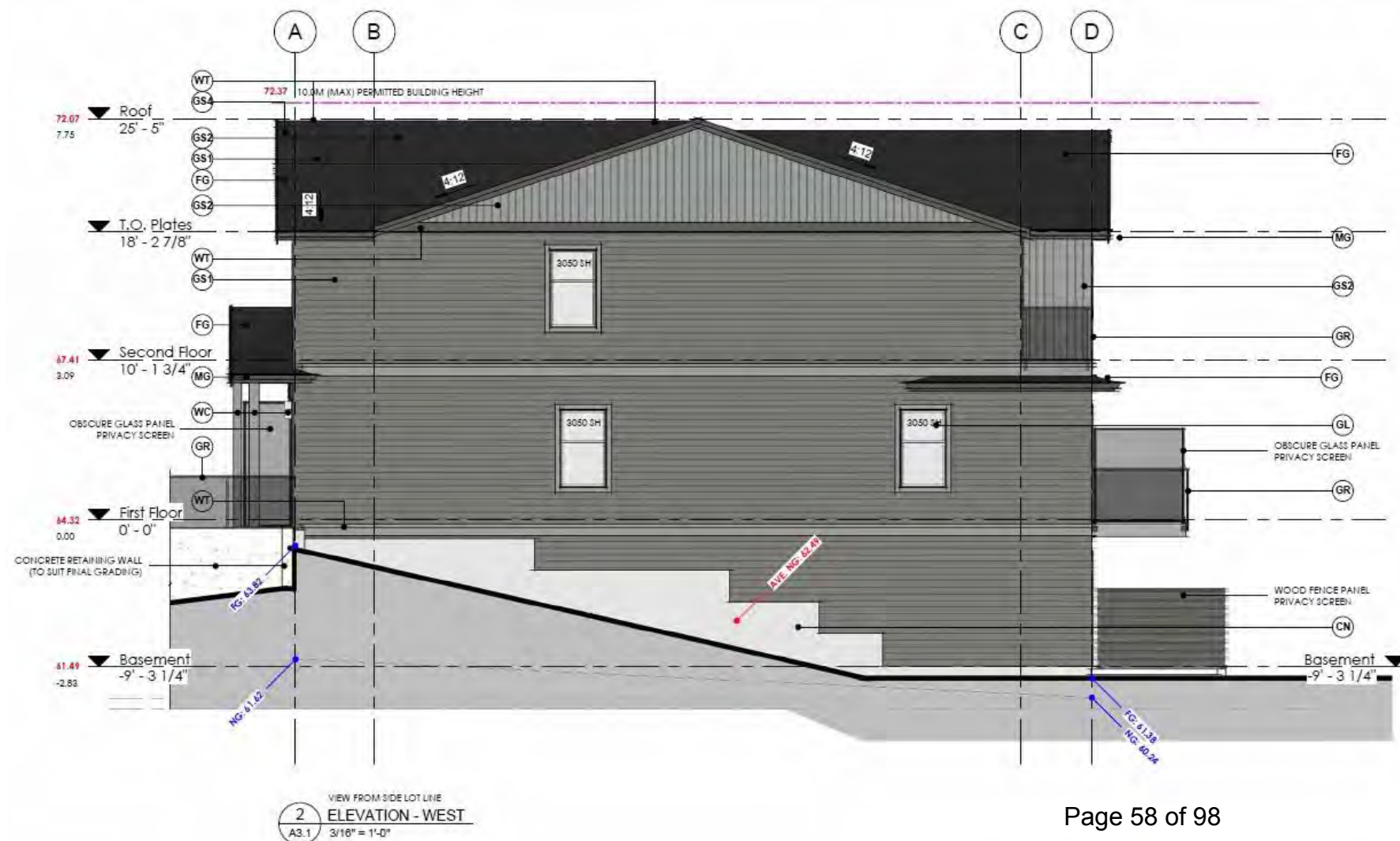
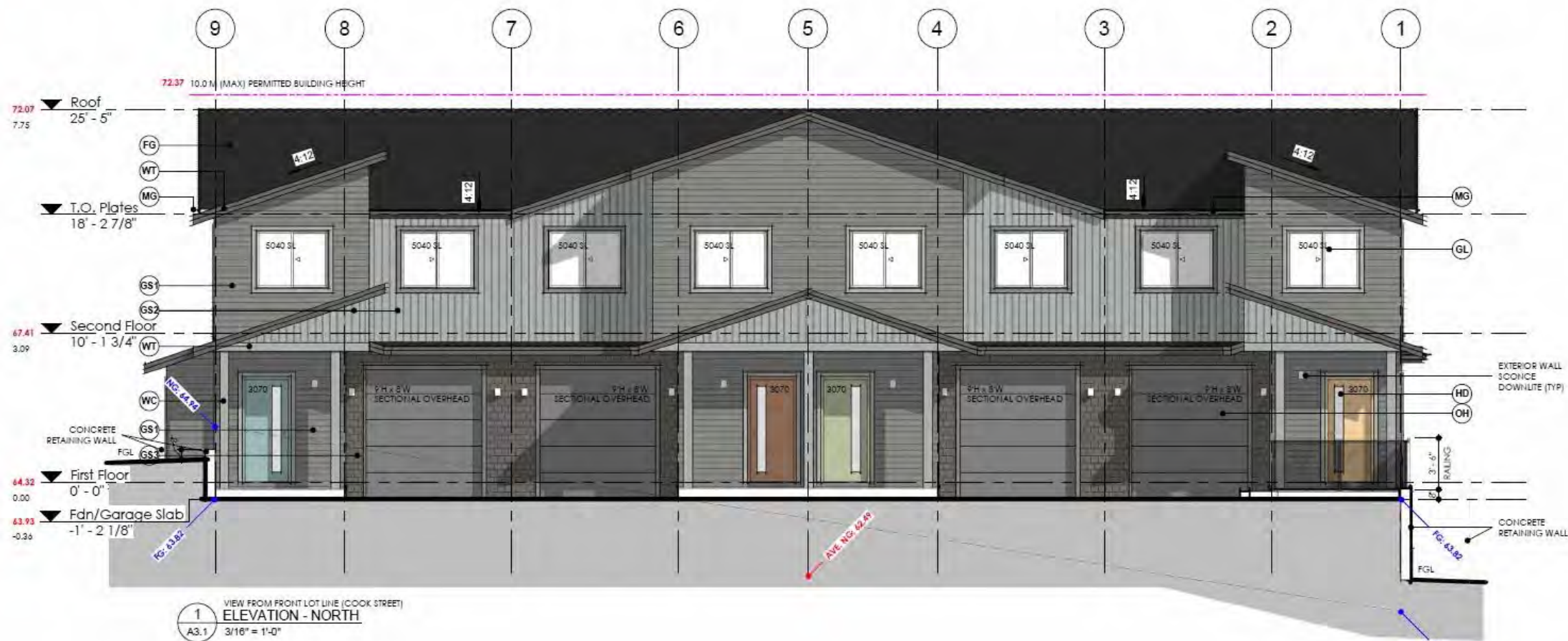
7. Should the Permittee fail to satisfy the conditions referred to in section 6 and 7 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping condition(s) at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee. Requests for the release of the security shall be accompanied by a report from a landscape professional confirming that the landscaping conditions in section 6 of this permit have been met.
8. 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.
9. If the Permittee does not substantially start construction permitted by this Permit within **two years** of the authorizing resolution date, this Permit shall lapse.
10. The plans and specifications attached to this Permit are an integral part of this Permit.
11. 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 or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
12. This Permit prevails over the provisions of the Bylaw in the event of conflict.
13. 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 _____ 2022.



Distances and elevations are in metres.
Parcel size: 1265.7m²

Schedule A - Site Plan
DP 3060-21-19
544 Cook Street



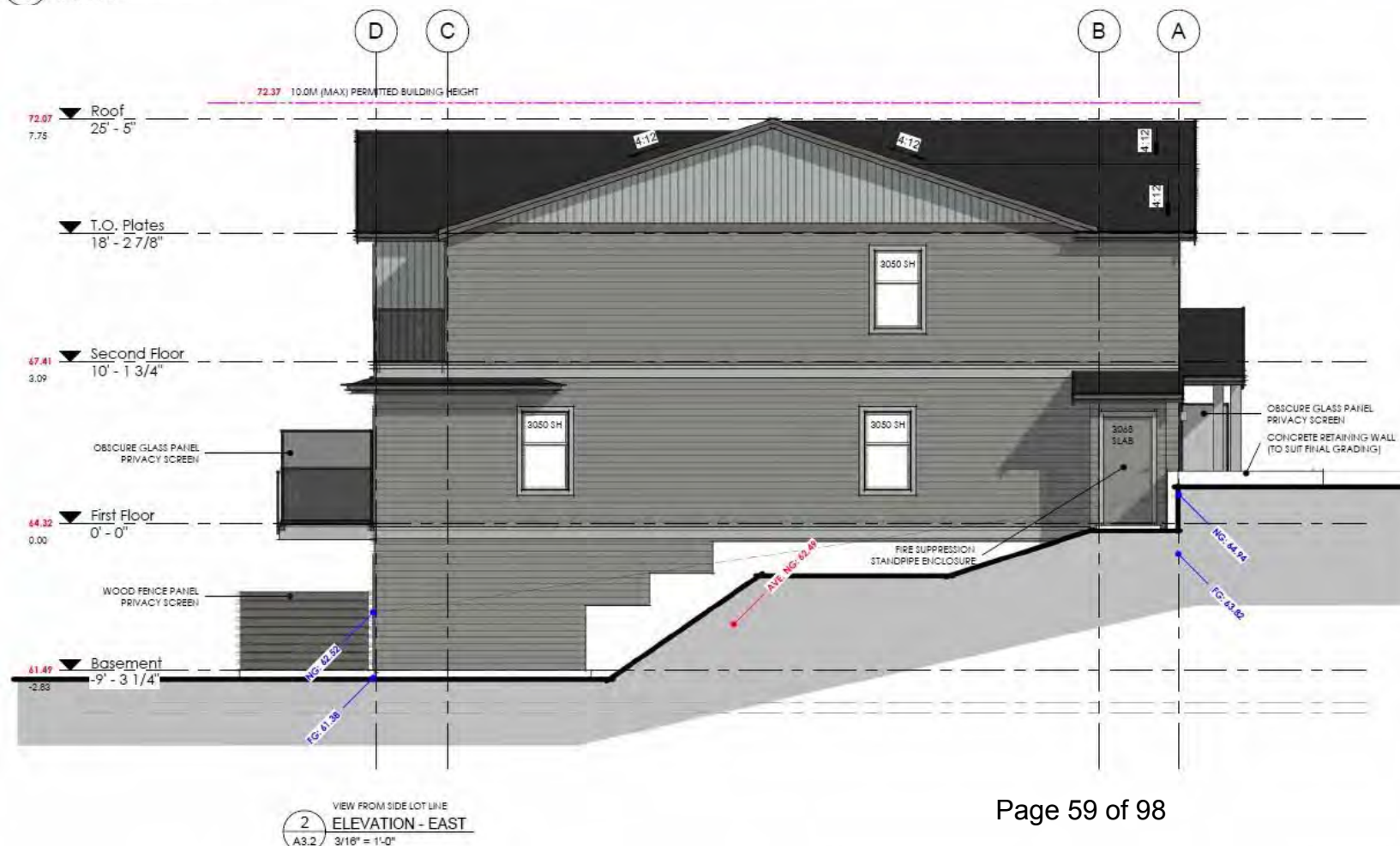
EXTERIOR FINISH LEGEND

- (CN) EXPOSED CONCRETE
- (MF) PREFINISHED METAL FLASHING
- (MG) PREFINISHED METAL GUTTER
- (FG) FIBRE REINFORCED ASPHALT SHINGLES
- (RV) ROOF VENT (CONTINUOUS RIDGE)
- (WC) TIMBER COLUMNS - SOLID STAIN FINISH
- (WB) TIMBER BEAMS - SOLID STAIN FINISH
- (GR) GLASS RAILING - POWDER-COATED ALUM. FRAMES
- (WT) WOOD TRIM - PAINT FINISH
- (GS1) GENTEK VINYL SIDING (HORIZONTAL 5\" CLAPBOARD)
COLOUR: GENTEK #872 - CHESAPEAKE GRAY
- (GS2) GENTEK VINYL SIDING (VERTICAL 7\" BOARD & BATTEN)
COLOUR: GENTEK #127 - DOVER GRAY
- (GS3) GENTEK VINYL SIDING (PERFECTION SHINGLE)
COLOUR: GENTEK #451 - AGED GREY
- (GS4) GENTEK VINYL SOFFIT (FULL VENTED 12\" T-4)
COLOUR: BLACK
- (HD) EXTERIOR DOOR - CRAFTSMAN (FIBREGLOSS)*
- (SD1) EXTERIOR DOOR - PATIO SLIDER (VINYL)*
- (FD) EXTERIOR DOOR - FULL-LITE FRENCH (FIBREGLOSS)*
- (OH) EXTERIOR SECTIONAL OVERHEAD DOOR
- (GL) EXTERIOR GLAZING UNIT (VINYL)*

NOTES:

* DENOTES WHITE VINYL FRAMES. J-TRIM AROUND ALL GLAZING & DOOR UNITS TO MATCH GENTEK SIDING PROFILE COLOUR.

Schedule B - Building Design (1 of 3)
DP 3060-21-19
544 Cook Street



CN	EXPOSED CONCRETE
MF	PREFINISHED METAL FLASHING
MG	PREFINISHED METAL GUTTER
FG	FIBRE REINFORCED ASPHALT SHINGLES
RV	ROOF VENT (CONTINUOUS RIDGE)
WC	TIMBER COLUMNS - SOLID STAIN FINISH
WB	TIMBER BEAMS - SOLID STAIN FINISH
GR	GLASS RAILING - POWDER-COATED ALUM FRAMES
WT	WOOD TRIM - PAINT FINISH
GS1	GENTEK VINYL SIDING (HORIZONTAL 5" CLAPBOARD) COLOUR: GENTEK #872 - CHESAPEAKE GRAY
GS2	GENTEK VINYL SIDING (VERTICAL 7" BOARD & BATTEN) COLOUR: GENTEK #127 - DOVER GRAY
GS3	GENTEK VINYL SIDING (PERFECTION SHINGLE) COLOUR: GENTEK #451 - AGED GREY
GS4	GENTEK VINYL SOFFIT (FULL VENTED 12" T-4) COLOUR: BLACK
HD	EXTERIOR DOOR - CRAFTSMAN (FIBREGLOSS)*
SD1	EXTERIOR DOOR - PATIO SLIDER (VINYL)*
FD	EXTERIOR DOOR - FULL-LITE FRENCH (FIBREGLOSS)*
OH	EXTERIOR SECTIONAL OVERHEAD DOOR
GL	EXTERIOR GLAZING UNIT (VINYL)*

NOTES:

* DENOTES WHITE VINYL FRAMES. J-TRIM AROUND ALL GLAZING & DOOR UNITS TO MATCH GENTEK SIDING PROFILE COLOUR.

Schedule B - Building Design (2 of 3)
DP 3060-21-19
544 Cook Street



VIEW FROM 1/4 CORNER
 5 L2 - PERSPECTIVE - 1
 A3.4



VIEW FROM 1/4 CORNER
 1 L2 - PERSPECTIVE - 2
 A3.4



VIEW FROM 1/4 CORNER
 2 L2 - PERSPECTIVE - 3
 A3.4



VIEW FROM 1/4 CORNER
 3 L2 - PERSPECTIVE - 4
 A3.4

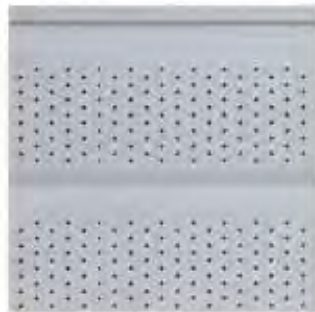
Schedule B - Building Design (3 of 3)
 DP 3060-21-19
 544 Cook Street



ROOFING - 01
PROFILE: ASPHALT SHINGLE
PRODUCT SUPPLIER: IKO - CAMBRIDGE

COLOUR: CHARCOAL GREY

01



ROOFING - 02
PROFILE: T-4 FULLY VENTED ALUMINUM
PRODUCT SUPPLIER: GENTEK

COLOUR: GENTEK #523 - SLATE

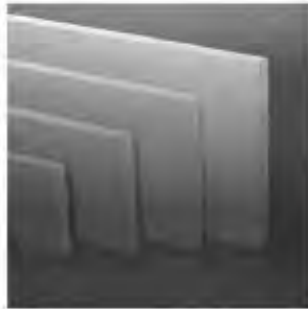
08



ROOFING - 03
PROFILE: 6" PRE-FINISHED METAL GUTTERS & DOWNPIPES
PRODUCT SUPPLIER: PER GENERAL CONTRACTOR

COLOUR: MATCH TO GENTEK #523 - SLATE

12



PRIMED SPRUCE TRIM BOARD/ BELLY BAND
PROFILE: STANDARD DIMENSIONAL LUMBER

COLOUR: GENTEK #127 - DOVER GRAY

02



RAILING - 01
PROFILE: STAND-OFF / FASCIA MOUNT
PRODUCT SUPPLIER: PER GENERAL CONTRACTOR

COLOUR: TEMPERED CLEAR GLASS PANEL
COLOUR: POWDER COAT - BLACK FRAMES

09



GLAZING UNITS - 01
PRODUCT SUPPLIER: JELD-WEN or APPROVED EQUAL
COLOUR: WHITE VINYL FRAMES

TRIM BOARDS
COLOUR: MATCH TO GENTEK #127 - DOVER GRAY

13



VINYL SIDING
PROFILE: HORIZONTAL CLAPBOARD
PRODUCT SUPPLIER: GENTEK

COLOUR: #872 CHESAPEAKE GRAY

03



RAILING - 02
PROFILE: SURFACE MOUNT - PRIVACY SCREEN
PRODUCT SUPPLIER: PER GENERAL CONTRACTOR

COLOUR: TEMPERED OBSCURED GLASS PANEL
COLOUR: POWDER COAT - BLACK FRAMES

10



TRIM BOARDS
COLOUR: #872 CHESAPEAKE GRAY

14



VINYL SIDING
PROFILE: VERTICAL BOARD & BATTEN
PRODUCT SUPPLIER: GENTEK

COLOUR: #127 DOVER GRAY

04



DECKING - 01
PROFILE: VINYL SHEET
PRODUCT SUPPLIER: DURADEK

COLOUR: ULTRA CORK GRAPHITE

11

DOORS, GROUP - 01
PROFILE: FLUSH PANEL SECTIONAL OVERHEAD GARAGE
PRODUCT SUPPLIER: STANLEY or APPROVED EQUAL

COLOUR: GRAY

See legend on next page for materials placement.



DOORS, GROUP - 02
 PROFILE: 2-PANEL SLIDING PATIO
 PRODUCT SUPPLIER: JELD-WEN or APPROVED EQUAL

 COLOUR: WHITE VINYL FRAME / CLEAR GLASS PANELS

15



DOORS, GROUP - 03
 PROFILE: MAIN ENTRANCE
 PRODUCT SUPPLIER: MASONITE BELLEVILLE - 7" VERT SIDE LITE - MODERN

 COLOUR: SHERWIN WILLIAMS
 UNIT #1 SW 2857
 UNIT #2 SW 7747
 UNIT #3 SW 0039
 UNIT #4 SW 0019

 SIDE LITE: OBSCURED GLASS PANEL



VINYL SIDING
 PROFILE: SHAKE
 PRODUCT SUPPLIER: GENTEK

 COLOUR: #451 AGED GREY

05



EXTERIOR CONCRETE
 STANDARD NATURAL, PARGED + SEALED
 PRODUCT SUPPLIER: PER GENERAL CONTRACTOR

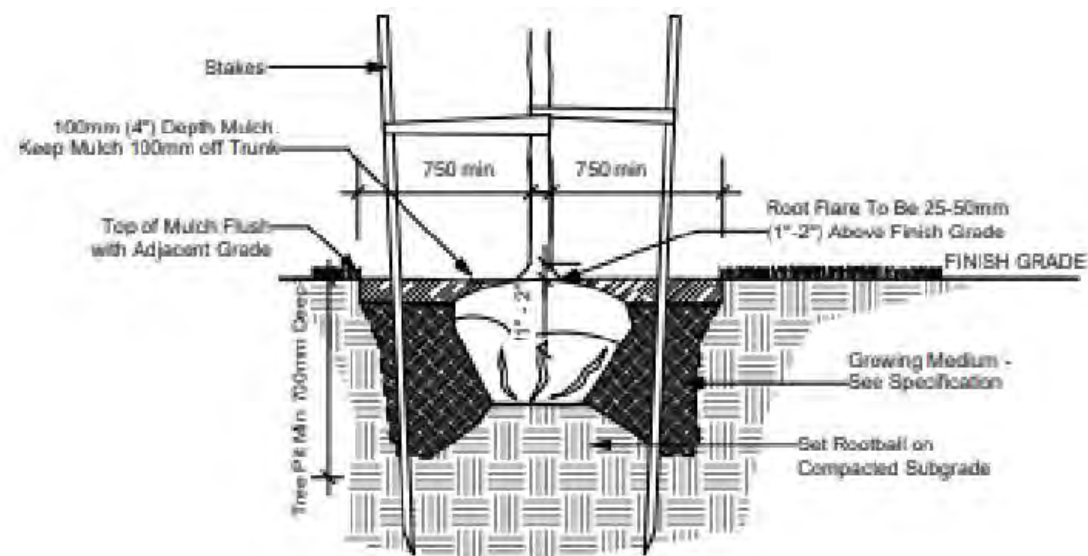
06



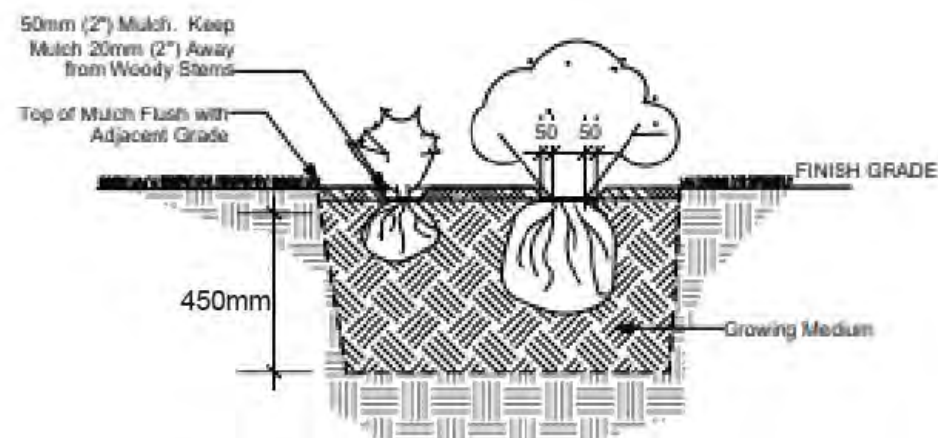
EXTERIOR WOOD PORCH POSTS
 DIMENSIONAL LUMBER 6x6
 PRODUCT SUPPLIER: PER GENERAL CONTRACTOR
 COLOUR: MATCH TO GENTEK #127 - DOVER GRAY

07





Tree Planting & Staking - Typical Detail



Shrub Planting - Typical Detail



Bio-Swale

- Bioswale sub-base to be filter fabric with a 2" later of 1-1/2" drain rock
- River rock to be 2"-6" (washed), with 3/4" drain rock, and pea gravel mix
- Planting to meet all growing medium requirements

Landscape Plan Details:

- All landscaping is to be irrigated with an automatic high-efficiency (drip) irrigation system.
- Trees to have 6 cubic metres of growing medium.
- Shrubs to have 450mm depth of growing medium.
- Groundcover to have 300mm depth of growing medium.
- Landscaping to conform to the BC Landscape Standard by the BC Society of Landscape Architects.



MINUTES

Community Planning Advisory Committee

Wednesday, February 2, 2022 at 7:00 p.m.
Via Zoom

PRESENT: Chair – Jason Harrison; Members – Abbas Farahbakhsh, Brian Childs, Jason Robertson, Steve Frankel, Tamara Hutchinson; Council Liaison – Marsh Stevens; Director of Development Services, Jake Belobaba; Senior Planner & Recorder – Christina Hovey

ABSENT: Member – Jennifer Sibbald

GUESTS: Applicant – Theo Finseth, Gerry Lamont, Scott Lamont, Roy Moore, Randy Sieben (3360-21-08)

The meeting was called to order at 7:05pm, acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus First Nation.

The Chair welcomed Councillor Marsh Stevens who is the Council Liaison to CPAC for this year.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of February 2, 2022 be approved.

2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of December 1, 2021 be approved.

3. COUNCIL REFERRALS

a. OCP & Zoning Bylaw Amendment application 3360-21-08 Holland Heights/Arbutus Hump

Theo Finseth provided a presentation on the proposed development on behalf of the applicant. Staff provided an introduction to the application and clarified the differences between the applicant's proposal and the existing Local Area Plan and zoning bylaw.

The applicant answered questions from the committee and provided the following comments/clarifications:

- A traffic study was not provided since the overall proposed density for the property is not higher than the existing permitted density.
- There is a potential route for an emergency access adjacent to the Town's water reservoir.
- The applicant is willing to enter into a covenant to secure tree preservation.
- The applicant stated that "there needs to be an economic argument for providing commercial space".

The Committee strongly emphasized the importance of the Holland Creek Trail and Arbutus Hump to the community. The Committee was generally supportive of the proposal to allow townhouses as well as detached homes on the property. The Committee expressed concerns that the south part of Ladysmith is underserved by commercial and other services/amenities. To promote a walkable lifestyle you need

to provide something to walk to. One committee member noted that all the trees were removed from the southern part of the Holland Creek Local Area Plan (outside of the park areas).

It was moved, seconded and carried that the Community Planning Advisory Committee supports OCP and Zoning Amendment Application 3360-21-08 (Holland Heights) to allow for a mix of residential uses in principle.

It was moved, seconded and carried that the Community Planning Advisory Committee strongly recommends that Council consider the following regarding 3360-21-08 (Holland Heights):

- Requiring a secondary emergency access for the multifamily (strata) area;
- Requiring a parking area for trail and park users;
- Requiring tree preservation;
- Requiring that local commercial space be provided;
- Requiring traffic analysis for the site; and
- Ensuring connectivity to neighbouring properties.

4. NEW BUSINESS

None.

5. MONTHLY BRIEFING

File Updates:

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

- 431 1st Avenue (3360-21-10)
- 631 1st Avenue (3360-21-11)
- 1301 & 1391 Rocky Creek Road (3360-20-08)

CPAC members can review the Council Agendas and Minutes or call staff for further information.

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 8:45pm.

Chair (J. Harrison)

RECEIVED:

Corporate Officer (D. Smith)

STAFF REPORT TO COUNCIL

Report Prepared By: Donna Smith, Manager of Corporate Services
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: March 1, 2022
File No:
Re: **Alternative Approval Process – Fire Aerial Device Truck**

RECOMMENDATION:

That Council:

1. Confirm its direction to staff to carry out an Alternative Approval Process to obtain elector approval for the purchase of a Fire/Rescue firefighting aerial platform apparatus (Ladder Truck) for up to \$2.1 million with funds to be borrowed from the Municipal Finance Authority Equipment Financing Program;
2. Establish the deadline for receiving elector responses as 4:00pm on Wednesday, April 20, 2022 (34 days);
3. Establish that the elector response form will be the single elector response form;
4. Determine that the total number of electors of the Town of Ladysmith to which the approval process applies is 7,170; and
5. Direct staff to report the results of the Alternative Approval Process to Council.

EXECUTIVE SUMMARY:

At its meeting held January 25, 2022, Council approved proceeding with an Alternative Approval Process (AAP) for the purchase of a new Fire/Rescue firefighting aerial platform apparatus (previous Council report included as Attachment A). Council's approval was subject to the successful completion of an AAP. The purchase would require borrowing up to \$2.1 million from the Municipal Finance Authority Equipment Financing Program.

Staff have now prepared the necessary material to proceed with the AAP and the required resolutions for Council consideration. Section 86(3) of the *Community Charter* requires that prior to proceeding with an AAP, Council must: establish a deadline for receiving elector responses; whether the response form will be "single elector" or "multiple elector"; and make a fair determination of the total number of electors.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2022-019	01/25/2022	That Council: 1. Increase the proposed 2022-2026 Financial Plan budgeted amount for the Fire Department Aerial Device Truck (Ladder Truck) to \$2.1 million dollars with the additional funds to be borrowed;

Resolution	Meeting Date	Resolution Details
CS 2022-019 (cont.)		2. Direct staff to proceed with the required process for an Alternative Approval Process; 3. Provide early budget approval in order to facilitate an Alternative Approval Process; and 4. Upon successful completion of an Alternative Approval Process authorize staff to waive the Town's Purchasing Policy and direct award the bid to Fort Garry Fire Trucks in the amount of \$1,899,775 plus applicable taxes.

INTRODUCTION/BACKGROUND:

The opportunity to purchase a Sutphen demonstration vehicle (firefighting aerial platform apparatus) from Fort Garry Fire Trucks in the amount of up to \$2.1 million in 2022 was approved by Council, subject to the success of an AAP. Staff plan to obtain financing through the Municipal Finance Authority (MFA) Equipment Financing Program, the same program utilized in 2017 for the purchase of a new pumper truck. This type of borrowing requires the approval of electors, however it does not require a borrowing bylaw when the local government borrows through an agreement such as the one from MFA.

Section 86(3) of the *Community Charter* requires Council to:

Establish a deadline for receiving elector responses.	A minimum of 30 days is required and the timeline proposed by staff is a total of 34 days for electors to respond. Start March 18, 2022 and end April 20, 2022 (see timeline below).
Determine the format of the response form: "single elector" or "multiple elector".	<p>Either form is acceptable under the Charter, however the "single elector" form is the most commonly used and the one recommended by staff (Attachment B). This simply means that each person who wishes to respond will fill out their own form. This protects the privacy of individual electors.</p> <p>The "multiple elector" response form is similar in appearance to a petition where electors would sign their name one above the other on the same form. This limits the privacy of those signing.</p>
Determine the total number of electors.	Staff obtained a copy of the most recent Provincial Voters List for that determination and the required report is contained in Attachment C.

The Corporate Officer is responsible for administration of an AAP. The steps and timeline are proposed as follows, and in accordance with the *Community Charter*:

March 1, 2022	Report to Council requesting authorization to proceed; voter numbers; whether or not to use individual or petition-style response forms; and the recommended length of the process.
----------------------	---

March/April 2022	Information provided to voters regarding the AAP – website, at City Hall.
March 10 & 17, 2022	Statutory notices placed in the Ladysmith Chronicle and on the Town’s website.
By March 18, 2022	Elector response forms available at City Hall and on the Town’s website.
April 20, 2022	End of elector response period (34 days – minimum 30 days required) and authentication thereafter.
May 3, 2022	Report to Council with the results.

As per Council’s previous direction, if less than 10% of elector response forms are received the Town will proceed with the purchase of the Sutphen firefighting aerial platform apparatus from Fort Garry Fire Trucks. The estimated number of eligible electors has been determined to be 7,170. If more than 10% (717) respond, Council must either decide to abandon the project or, if Council wishes to proceed an Assent Vote must be held no later than 80 days from the close of the AAP.

ALTERNATIVES:

Council can choose to:

1. Establish a different deadline for receiving elector responses.
2. Use the “multiple elector” form for responses to the AAP.

FINANCIAL IMPLICATIONS:

If the AAP is successful, the Town would apply for financing through the MFA New Equipment Financing Program. The amount to be borrowed is up to \$2.1 million. The estimated yearly payment is \$95,429 and the term of the loan will be up to 25 years.

LEGAL IMPLICATIONS:

The AAP must be conducted in accordance with Provincial legislation.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

AAPs are an opportunity for citizens to indicate whether or not they approve of the proposed borrowing. Statutory notices will be placed in the Ladysmith Chronicle newspaper for two consecutive weeks as well as the notice board at City Hall, and the Town’s website. The website will also include background information about the proposed purchase so that the public has all information available to them.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services will conduct the AAP and Financial Services will manage the borrowing process and support Ladysmith Fire/Rescue in the purchase of the new truck.

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 recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. January 25, 2022 staff report
- B. Proposed Elector Response Form and information sheet
- C. Determination of eligible electors

ATTACHMENT A

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Geiger, Fire Chief
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: January 25, 2022
File No:
Re: Fire Department Aerial Device

RECOMMENDATION:

That Council:

1. Increase the proposed 2022-2026 Financial Plan budgeted amount for the Fire Department Aerial Device Truck (Ladder Truck) to \$2.1 million dollars with the additional funds to be borrowed;
2. Direct staff to proceed with the required process for an Alternative Approval Process;
3. Provide early budget approval in order to facilitate an Alternative Approval Process; and
4. Upon successful completion of an Alternative Approval Process authorize staff to waive the Town's Purchasing Policy and direct award the bid to Fort Garry Fire Trucks in the amount of \$1,899,775 plus applicable taxes.

EXECUTIVE SUMMARY:

The Town of Ladysmith has been offered an opportunity to purchase a Sutphen demonstration aerial device at a reduced cost which could be delivered this year, as opposed to an 18-22 months build time for a new device.

This aerial device is being held for Ladysmith in a very competitive market, therefore staff recommends proceeding with an Alternative Approval Process to authorize borrowing because of its relatively shortened timeline.

Staff requests waiving the Town Purchasing Policy to direct award the bid because Fort Garry is the exclusive dealer for Sutphen in Canada.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Ladysmith Fire/Rescue is in the process of replacing its aged out aerial device truck (known as Ladder 1). During the time that the LFR New Truck committee, comprised of FC Geiger, DC Johnston, Cpt Giles, Lt Smith, A/Lt King, FF Moore, and FF VanZandwyk,

was writing the specifications for a future ladder truck, a vendor asked if there would be interest in purchasing a Sutphen demonstration apparatus. This apparatus is in production now, would be completed in March, and be available for delivery in September or October.

ALTERNATIVES:

Council can choose to:

1. Not approve the recommendations and direct the Fire Department to continue the original process to replace Ladder 1.

FINANCIAL IMPLICATIONS:

Included in the 2022-2026 draft Financial Plan is a ladder truck for \$1.7million. This cost is based on preliminary estimates of similar trucks in 2020. Like most of the Town's fire vehicles, this large purchase is funded using borrowing, and the debt payments would start in 2023.

The Sutphen demonstration vehicle is being offered for \$1,899,775.00 CAD + applicable taxes. Currently this vehicle would sell for \$2,100,000, and will reach approximately \$2,250,000 by the end of 2022.

If Council approves the increased budget, the debt payment could start as early as September. Assuming a principal amount of \$2.1 million amortized over 25 years at 0.97% the payment amount would be \$31,545 for 2022, September to December and annually at \$94,630 for at least 5 years. After 5 years, the debt will be re-amortized and a new annual payment will be calculated. The debt payment for 2022 of \$31,545 was not included in the financial plan presented to Council in November of 2021. This would be an increase of approximately 0.42% to municipal taxation.

LEGAL IMPLICATIONS:

Electoral approval is required prior to executing any borrowing. Staff recommend utilizing the Alternative Approval Process (AAP) which is consistent with all other fire vehicle purchases over the last 15 years.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There is general support in the Town of Ladysmith when it comes to updating fire apparatus. This purchase could send the message that the Town is investing in public safety in respect to fire suppression and rescue capabilities.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Fire Department will lead the discussions with the vendor; Legislative Services will lead the AAP and Financial Services will prepare a borrowing bylaw and liaise with the Municipal Finance Authority.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

☐ Complete Community Land Use

☐ Low Impact Transportation

- ☐ Green Buildings
- ☒ Innovative Infrastructure
- ☒ Healthy Community
- ☐ Not Applicable

- ☐ Multi-Use Landscapes
- ☐ Local Food Systems
- ☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☒ Infrastructure
- ☐ Community
- ☐ Waterfront
- ☐ Economy
- ☐ Not Applicable

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Sutphen SPH100 brochure
- B. Sutphen SPH100 Supplement



ATTACHMENT A

FAMILY OWNED
SINCE 1890

SPH 100 Mid-Mount Aerial Platform



Shown with Optional Equipment

The SPH 100 Aerial Platform is the most demanded mid-mount aerial platform on the market. Once you drive and operate it, you'll understand why. The shorter wheelbase and overall length results in a more maneuverable apparatus. The industry's fastest set up time will have you in the air for rescue or attack in less than a minute.



APPARATUS BODY

CONSTRUCTION:	Heavy duty, corrosion resistant, #304 Stainless Steel body, Huck-bolted to the frame
DOORS:	Roll up doors painted or satin finish, hinged doors optional
HOSEBED:	Capacity for up to 900' of 5" LDH
LADDERS:	Can accommodate NFPA pumper or Quint, or Aerial compliment of ladders
TANK:	300 gallons
AIR BOTTLE STORAGE:	Capacity for up to (8) air bottles stored in the fender wells
COMPARTMENT SPACE:	Up to 300 cubic feet of usable compartment space

PUMP FEATURES

Hale or Waterous pumps available
1500-2000 gpm mid-ship mounted pump.

STANDARD DISCHARGES: (2) 2.5" left, (1) 2.5" right,
(1) 3" right, (1) 2.5" crosslay,
(2) 2" crosslay

PLATFORM EQUIPMENT: Twin monitors mounted outboard, up high; allow the front of the platform to remain open allowing better access to the face of the platform for rescue or ventilation. Manual or remote monitors are available.

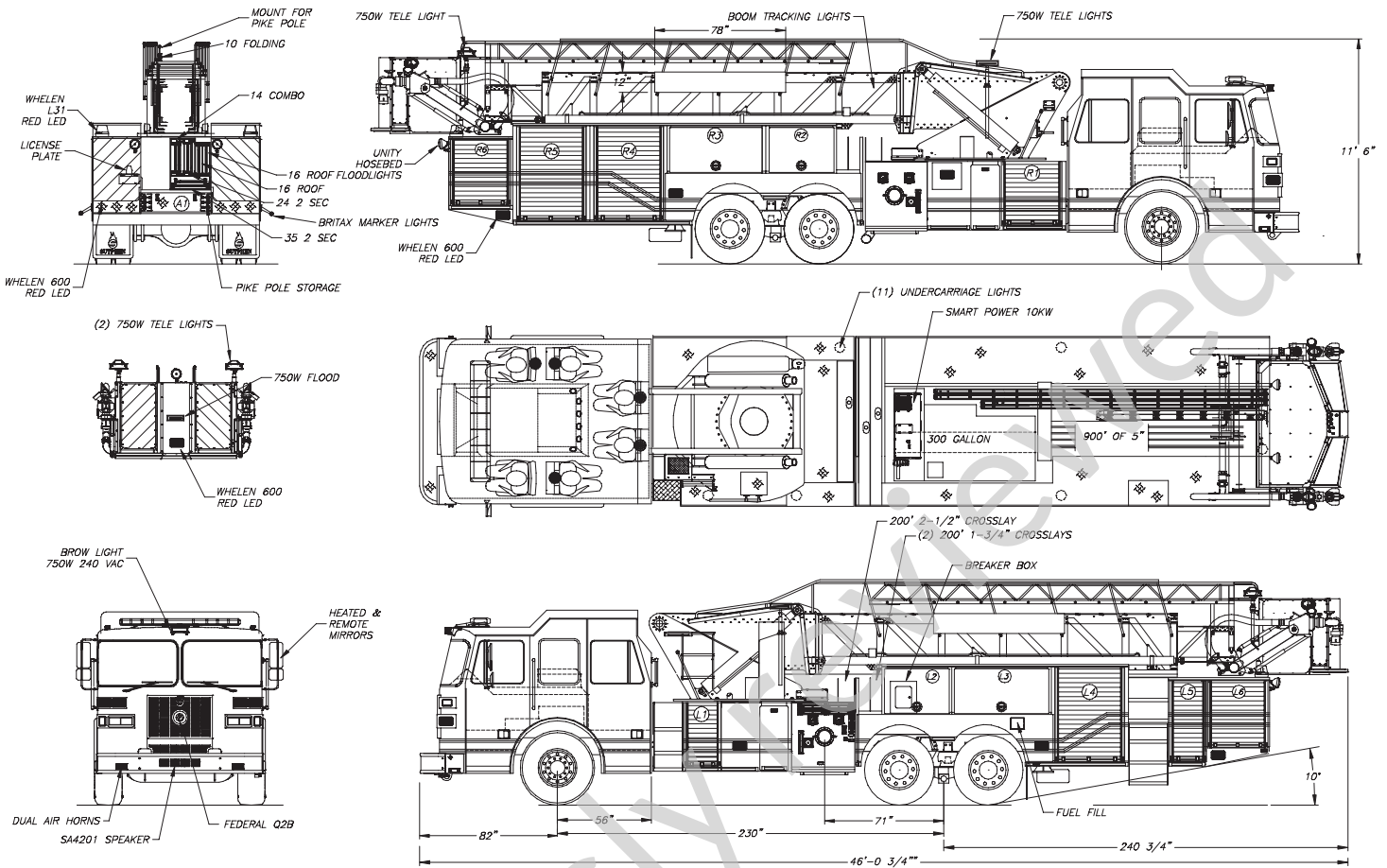
APPARATUS / PLATFORM FEATURES

- Mid-mount design allows for a lower center of gravity, resulting in a more stable and better handling apparatus.
- Huck-bolted, 4-sided box design boom provides superior strength and rigidity, and results in a 3:1 safety factor.
- The Sutphen waterway, electrical cables, and breathing air hoses are completely enclosed inside the box boom, providing excellent protection for those systems.
- Low, open hose bed for easy deployment and loading of hose.
- The Sutphen aerial tower may be rested against a roof cornice or building, if necessary, without causing costly repairs to the waterway unlike most other designs.

- Aerial is constructed of #6061-T6 aluminum that will withstand extreme climate and intense heat situations. The aerial is left unpainted for ease of maintenance and lower repair cost.
- The Sutphen SPH 100 is rated for 35 MPH winds; a direct testament to the box boom's strength.
- The aerial device is rated with a 1000# tip load when dry, and 500# while flowing water.
- Fastest set-up time in the industry. Only one out and down jack each side. All control stations are located within 12 feet of each other. After setting the parking brake at the scene, the Sutphen platform can be deployed in 40 seconds or less.
- Sutphen aerials have full capability for over the cab operation.
- Large bucket with room for equipment and personnel. 73" wide x 40" deep, 19.5 sq. ft.
- Enclosed rear ladder storage, and up to 228' of ground ladders (Truck Company configuration).
- Sutphen SPH100 stabilizers are out and down "H-style" with a total set up width of 18'.

SUTPHEN

SPH 100 Mid-Mount Aerial Platform



LEFT SIDE

DOOR OPENINGS

COMP'T	HEIGHT	WIDTH
L1	31 1/2	13 1/2
L2	23	33 1/4
L3	23	50 1/4
L4	48 1/2	38 3/4
L5	40 1/2	15 1/2
L6	32 1/2	30 7/8

LEFT SIDE

COMP'T DIMENSIONS

HEIGHT	WIDTH	DEPTH
38 1/2	20 1/4	20 1/4
27 1/2	41 1/2	12 1/2
27 1/2	58	12 1/2
56 1/2	45 3/4	26 1/2
48 1/2	22	26 1/2
40 1/2	34 3/4	26 1/2

RIGHT SIDE

DOOR OPENINGS

COMP'T	HEIGHT	WIDTH
R1	31 1/2	33 1/2
R2	23	33 1/4
R3	23	50 1/4
R4	48 1/2	38 3/4
R5	48 1/2	38 3/4
R6	32 1/2	30 7/8

RIGHT SIDE

COMP'T DIMENSIONS

HEIGHT	WIDTH	DEPTH
38 1/2	40	26 1/2
27 1/2	21 1/2	26 1/2
27 1/2	58	26 1/2
56 1/2	45 3/4	26 1/2
56 1/2	45 3/4	26 1/2
40 1/2	34 3/4	26 1/2

REAR COMPARTMENT

DOOR OPENINGS

COMP'T	HEIGHT	WIDTH
A1	9 1/2	24 1/2

REAR COMPARTMENT

COMP'T DIMENSIONS

HEIGHT	WIDTH	DEPTH
9 1/2	26	88



SUTPHEN™

SUTPHEN CORPORATION 6450 Eiterman Rd., Dublin, OH 43016

Tel: 614.889.1005 • Toll Free: 800.848.5860 • Fax: 614.889.0874

Web: www.sutphen.com • E-mail: sutphen@sutphencorp.com



SPH 100 Mid-Mount Aerial Platform 2019

ATTACHMENT B

Example SPH100 with over cab operation while setup on steep grade. Full range operation within entire aerial envelope.



Example SPH100 with over cab operation while setup on steep grade. Full range operation within entire aerial envelope.



Town of Ladysmith Alternative Approval Process
Borrowing to Purchase New Ladysmith Fire/Rescue Vehicle

By completing this Elector Response Form, I **oppose** the Town of Ladysmith Council's intention to borrow up to \$2.1 million to be repaid over a period up to 25 years in order to finance a new Fire/Rescue firefighting aerial platform apparatus.

Elector's Full Name (print):
Residential Address (AND mailing address if different from residential address):
Choose One:
<input type="checkbox"/> I am a resident elector <input type="checkbox"/> I am a non-resident elector who lives in another community and owns property in the Town of Ladysmith located at: _____.
Signature of Elector:

Deadline:

Completed Elector Response Forms must be returned to the Town of Ladysmith **by 4:00 p.m., Wednesday, April 20, 2022**. Office hours are 8:30 a.m. to 4:00 p.m. Monday through Friday excluding statutory holidays.

How to submit the completed form:

In person: City Hall, 410 Esplanade, Ladysmith, BC V9G 1A2
By mail: PO Box 220, Ladysmith, BC V9G 1A2
Fax: 250.245.6411 *if sending by fax, please ensure the transaction was completed.*
Email vote@ladysmith.ca

Only those persons who live or own property within the Town of Ladysmith and meet the qualifications listed below are eligible to submit an Elector Response Form.

A person must not sign more than one Elector Response Form in relation to this Alternative Approval Process.

Additional information can be found on the reverse of this form regarding the subject of the Alternative Approval Process as well as the elector qualifications.

Section 86(6) of the *Community Charter* requires all electors to submit their response on the form established by the Town of Ladysmith or an accurate copy of that form. If this form is altered in any way, it must be rejected by the Town.



Purchase of a New Ladysmith Fire/Rescue Vehicle Information Sheet

Council intends to borrow funds through the Equipment Financing Program of the Municipal Finance Authority of British Columbia for a new 2022 Ladysmith Fire/Rescue Truck. The amount to be borrowed is up to \$2.1 million. The estimated yearly payment is \$95,429 and the term of the loan will be up to 25 years.

The vehicle is a 100 ft. Sutphen SPH100 mid-mount aerial platform apparatus to be purchased from Fort Garry Fire Trucks in Winnipeg, Manitoba. This vehicle will replace the 75 ft. Superior HP75 aerial ladder truck built in 1997.

A Public Information Package on this Fire/Rescue Vehicle borrowing is available at City Hall reception, 410 Esplanade, Ladysmith, BC and on the Town's website at www.ladysmith.ca.

Additional Information about Elector Eligibility

In order to sign an elector response form in relation to the Alternative Approval Process, a person must either be a *resident elector* or a *non-resident elector* as described below.

Resident Elector – You are entitled to submit an *Elector Response Form* as a *resident elector* if you are: a Canadian citizen; age 18 or older on the day of submission; have been a resident of BC for at least six months; have either lived or owned property in the Town of Ladysmith for at least the last 30 days; and, not be disqualified by law from voting in a local election.

Non-Resident Elector – You are entitled to submit an *Elector Response Form* as a *non-resident elector* if you are: a Canadian citizen; age 18 or older on the day of submission; have been a resident of BC for at least six months; have owned and held registered title to a property in the Town of Ladysmith for at least the last 30 days; not be disqualified by law from voting in a local election; and do not qualify as a *resident elector*.

Note: Only one *non-resident elector* may submit an *Elector Response Form* per property, regardless of how many people own the property; and that owner must have the written consent of a majority of the other property owner(s) to sign the *Elector Response Form* on their behalf. **Property owned in whole or in part by a corporation does not qualify under the non-resident elector provisions.**

By signing this form you are certifying that:

- ✓ I am a Canadian citizen; and
- ✓ I am 18 years of age or older; and
- ✓ I have been a resident of British Columbia for at least the last six months; and
- ✓ I have either lived or owned property in the Town of Ladysmith for at least the last 30 days; and
- ✓ I am not disqualified by law from voting in local elections;
- ✓ I may not sign an *Elector Response Form* more than once in relation to this matter.



ATTACHMENT C

INFORMATION REPORT

From: Donna Smith, Corporate Officer
 Date: February 17, 2022
 RE: **Determination of Estimated Eligible Electors
 Alternative Approval Process – Borrowing to Purchase New Ladysmith
 Fire/Rescue Vehicle**

PURPOSE:

The purpose of this report is to show the basis for determining the total number of electors in relation to the Alternative Approval Process (AAP) for approval of the borrowing of up to \$2.1 million in order to finance a new Fire/Rescue firefighting aerial platform apparatus.

DISCUSSION

Section 86(3)(c) of the *Community Charter* requires Council to make a fair determination of the total number of electors of the area to which the approval process applies (in this case, the Town of Ladysmith as defined by its municipal boundaries). In addition, Council must make available to the public, on request, a report on the approach used for making the determination.

The number of people eligible to be a resident elector or a non-resident elector is determined based on those individuals who, when signing an elector response form:

- 18 years of age;
- A Canadian citizen;
- Have lived in British Columbia for at least the last six months;
- Have lived or owned property in the Town of Ladysmith for at least the last 30 days;
- Live, or own property in the area defined for the AAP; and
- Are not disqualified by law from voting in local elections.

For the purposes of this AAP, the estimated number of eligible electors within the Town of Ladysmith is based on the following information:

Number of eligible voters on the Provincial voters list for the Town of Ladysmith on February 17, 2022	7,163
Plus the number of registered non-resident property electors (maintained by the Town)	7
Estimated total number of eligible electors in the area defined for the AAP (whole municipality)	7,170
10% of the total number of eligible electors is estimated to be:	717

STAFF REPORT TO COUNCIL

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: March 1, 2022
File No:
Re: **Dogwood Drive Bike Lanes**

RECOMMENDATION:

That Council direct staff to:

1. Include in the 2022-2026 Financial Plan the Dogwood Drive Bike Lanes Design Project at a cost of \$35,000;
2. Engage the services of a consultant to conduct a study and provide design for bicycle improvements on Dogwood Drive from Bayview Avenue to Methuen Street; and
3. Submit an application for full funding of the consulting fees through the Active Transportation Grant program.

EXECUTIVE SUMMARY:

The 2009 Ladysmith Bicycle Plan identified a potential bicycle connection from Davis Road and Highway 1 to Bayview Avenue, then Dogwood Drive, and finally Methuen Street. The Davis Road to Bayview Avenue section was completed circa 2011; however, the remaining section to Methuen Street remains to be completed. Staff recently reviewed the road and intersection configurations to make recommendations regarding next steps and suitable design configurations as well as to highlight some of the challenges along the route.

In general, Bayview Avenue has ample room and low traffic volumes to accommodate bicycles with or without dedicated bicycle facilities. The section of Dogwood Drive from Bayview Avenue to Methuen Street provides the greatest design challenge due to the cross slope of the boulevards, curve in the road, higher levels of traffic, and traffic speeds.

Staff recommend engaging a consultant to assess the route and provide design prior to implementing the planning level recommendations in the Ladysmith Bicycle Plan, and to also submit an application to the Active Transportation Grant program to fund the consulting costs.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2021-245	07/20/2021	That Council direct staff to provide a report for a future meeting of Council with design and costing for painted lines or, preferably, low-level physical barrier bike lanes (both sides) from Bayview to Methuen and key intersection treatment at 1st Avenue and Methuen Street to be included in the 2021-2022 budget. OPPOSED: Councillor Johnson

INTRODUCTION/BACKGROUND:

The 2009 Ladysmith Bicycle Plan identified the Davis Road to Methuen Street route as one of three priority routes for improvement. The plan indicates that intersection improvements are necessary on Dogwood Drive due to major street crossings. The plan does not identify what the improvements should be, and generally provides planning information rather than design. Staff reviewed the road dimensions and configuration along with nearby traffic volume and speed data in order to provide the information herein. Staff intend to deploy traffic counters on Bayview Avenue and Dogwood Drive in the coming weeks to provide updated relevant data.

Site Conditions – Dogwood Drive

In general, from west to east, the road consists of a sidewalk, boulevard, concrete curb and gutter, two drive lanes divided by a single yellow line, a concrete barrier, and steeply sloping boulevard. The pavement and concrete condition is generally good. A large sweeping curve occurs between Forward Road and Methuen Street; a lane intersects Dogwood Drive near the apex of the curve, which is a key safety concern.

Attachment A shows a cross section of the existing configuration of Dogwood Drive measured at several locations around the curve. The drive lanes are relatively wide (4.6m+) for the desired speeds and available road dedication. A 1.5m wide sidewalk along the west side accommodates pedestrian and scooter traffic and is well used. Given the pedestrian and scooter traffic and connectivity to downtown, this location is a potential candidate for a 2.0m sidewalk.

Site Conditions – Bayview Avenue

Bayview Avenue consists of a sidewalk along the west side of the road with a boulevard and two drive lanes. Pavement width is approximately 6.5m (3.25m drive lanes) and there are no curbs and gutters. Traffic volumes are expected to be relatively low and speeds moderate.

Staff did not identify a need for dedicated facilities to support bicycle use along Bayview Avenue. If Council wants to upgrade the road section to better accommodate bicycles, “share the road” signage and road marking would be a suitable solution. Dedicated bike lanes would require widening the paved surface at a high cost. The recommendations provided primarily focus on Dogwood Drive.

Bike Lanes

Staff considered the feasibility of bike lanes on Dogwood Drive. The existing drive lanes could benefit from being narrowed by implementing adjacent bike lanes. With a total 9.4m of road width there is slightly less width available than what is considered good practice. In general, a minimum of 3.25m drive lanes and 1.5m bike lanes is desirable. Considering the curve and intersections, 1.8m+ bike lanes and 3.4m drive lanes would be more suitable. Appendix B illustrates the potential layout of lanes using the existing pavement width.

An additional level of protection could be provided with breakaway markers as shown in the image below. These could help delineate the travel lanes of the respective users and possibly reduce speeds. Staff do not have direct experience with breakaway markers in this type of application and have concerns that a bicyclist could catch loose clothing on the marker while leaning to make the curve.



The Ladysmith Bicycle Plan extends this route up Methuen Street and indicates that key intersection improvements would be required. A clear method of safely directing bicyclists off Dogwood Drive onto Methuen Street in the northwest travel direction is not clear to staff. Painted turning lanes are a possibility, but are likely to wear quickly and lead to driver confusion.

Multi-Use Path

A multi-use path was considered. There are several foreseeable problems with using a multi-use path in this area as follows:

1. The sidewalk would be removed and replaced with a 3m multi-use path. There are portions of the alignment that cannot accommodate an additional 1.5m width due to the cross slope grades. Extensive curb replacement and grading would be required.
2. Bicyclists would be expected to cross Dogwood Drive to connect to Bayview Avenue and the path. This would create an additional hazard and confident bicyclists would likely avoid crossing and share the road as they do now.

3. Multi-use paths combine two incompatible uses and may create conflict between pedestrians and bicyclists. Vehicles and bicycles can be more compatible than pedestrians depending on the rider's level of skill and comfort.

Because of point 3 above, side-by-side dedicated paths, like the one shown below, are becoming more commonly used. This style of pathway comes with slightly more cost.



Costs and Implementation

Cost estimates are outside the scope of this high level review, but an order of magnitude of expected costs are provided below:

1.	Painted bike lanes on Dogwood Dr.	\$5,000
2.	Painted bike lanes and breakaway markers on Dogwood Dr.	\$25,000-\$50,000
3.	"Share the road" signs and paint markings on Bayview Ave.	\$5,000
4.	Multi-use path on Dogwood Dr.	\$100,000-\$200,000
5.	Methuen St. intersection improvements (unknown needs)	\$5,000-\$50,000

Due to the safety concerns highlighted above, an engineering consultant should be hired to provide detailed recommendations that are outside the scope of the Ladysmith Bicycle Plan. Based on similar proposals from previous work it is anticipated that approximately \$20,000 would be required to study the road and provide recommendations.

Active Transportation Fund Grant Opportunity

In late January, a grant opportunity through the Active Transportation Grant program was announced that staff feel is applicable to the findings of this report. Up to \$50,000 is available for planning projects. If approved, staff intend to apply for a grant that would fund a consultant to:

1. Review the Bayview Avenue to Methuen Street corridor and beyond by ~100m;
2. Review Bayview Avenue;
3. Review the intersections of Bayview Avenue, Forward Road, Methuen Street, and the lane;
4. Count traffic at key locations with separate bicycle and pedestrian counts;
5. Provide recommendations for bike use and safety;
6. Provide recommendations for crosswalks within this zone of Dogwood Drive; and
7. Provide preliminary design drawings.

The grant request would be for approximately \$35,000. Some staff time to prepare the grant application and a Request for Proposal will be required.

ALTERNATIVES:

Council can choose to:

1. Instruct staff to proceed with improvements to Bayview Avenue;
2. Not amend the 2022 Financial Plan to include the study if unsuccessful with the grant application.

FINANCIAL IMPLICATIONS:

This project was not included in the 2022 Capital Plan during budget deliberations. Staff are recommending the project be fully funded by the grant.

LEGAL IMPLICATIONS:

Depending on the consultant's findings, recommendations to change intersection configurations and traffic patterns may be provided that better align with best practices and Transportation Association of Canada recommendations.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Ladysmith Bicycle Plan was developed using public input from various workshops and surveys. Some time has passed since the plan was created, but the general concepts are likely still relevant.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Infrastructure Services will prepare the grant as well as oversee the project if funding is approved.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- ☐ Complete Community Land Use
- ☐ Green Buildings
- ☒ Innovative Infrastructure
- ☐ Healthy Community
- ☐ Not Applicable

- ☒ Low Impact Transportation
- ☒ Multi-Use Landscapes
- ☐ Local Food Systems
- ☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☒ Infrastructure
- ☒ Community
- ☐ Waterfront

- ☐ Economy
- ☐ Not Applicable

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Dogwood Drive Cross Section
- B. Dogwood Drive Proposed Cross Section
- C. Traffic Count Data
- D. Excerpt of Ladysmith Bicycle Plan

ATTACHMENT A

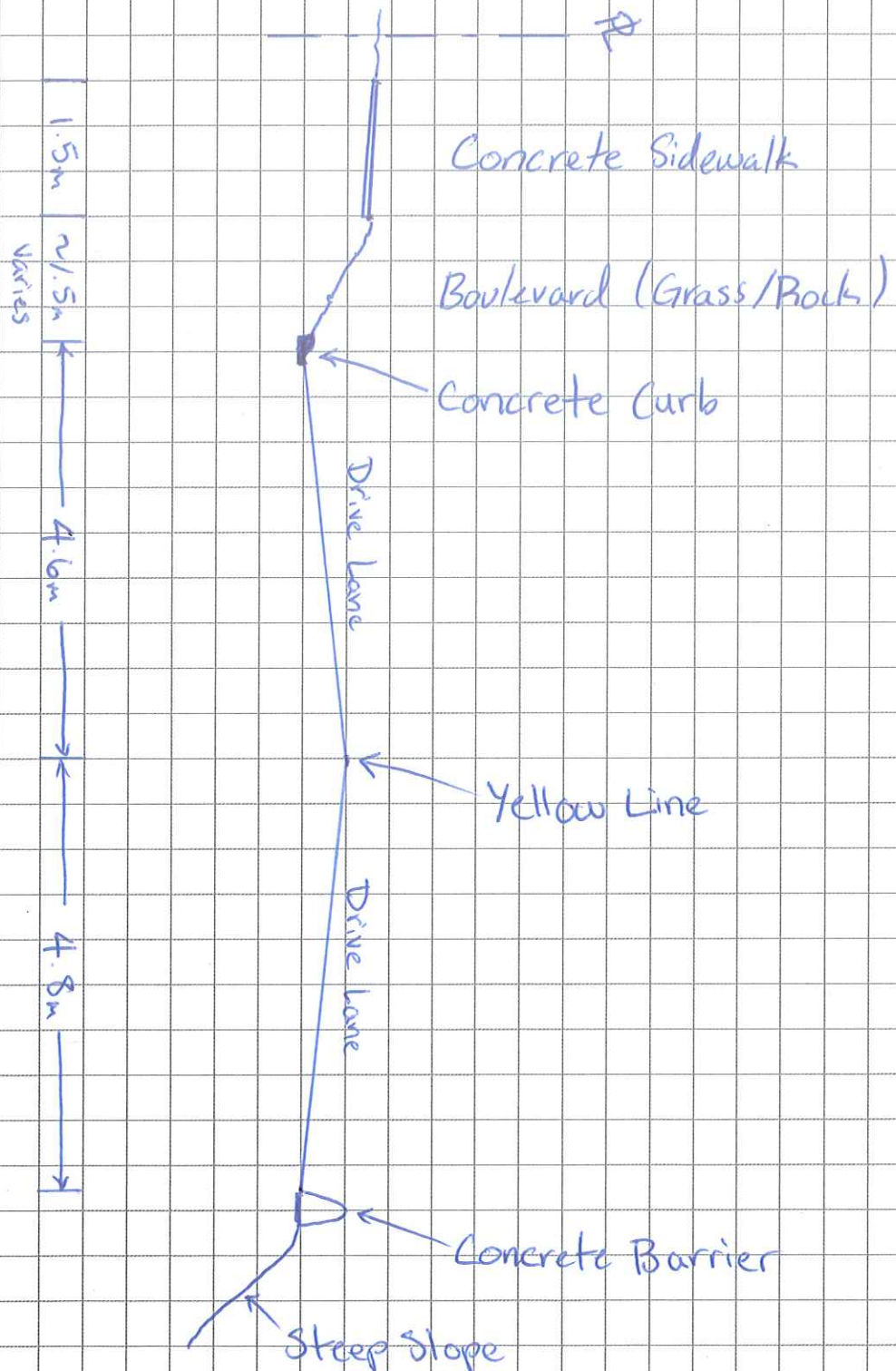


**TOWN OF
LADYSMITH**

**ENGINEERING &
PUBLIC WORKS DEPARTMENT**

SUBJECT Dogwood Drive Cross Section
Ladysmith Bicycle Plan

BY R. Bouma P.Eng. DATE 16 Feb 2022



ATTACHMENT B

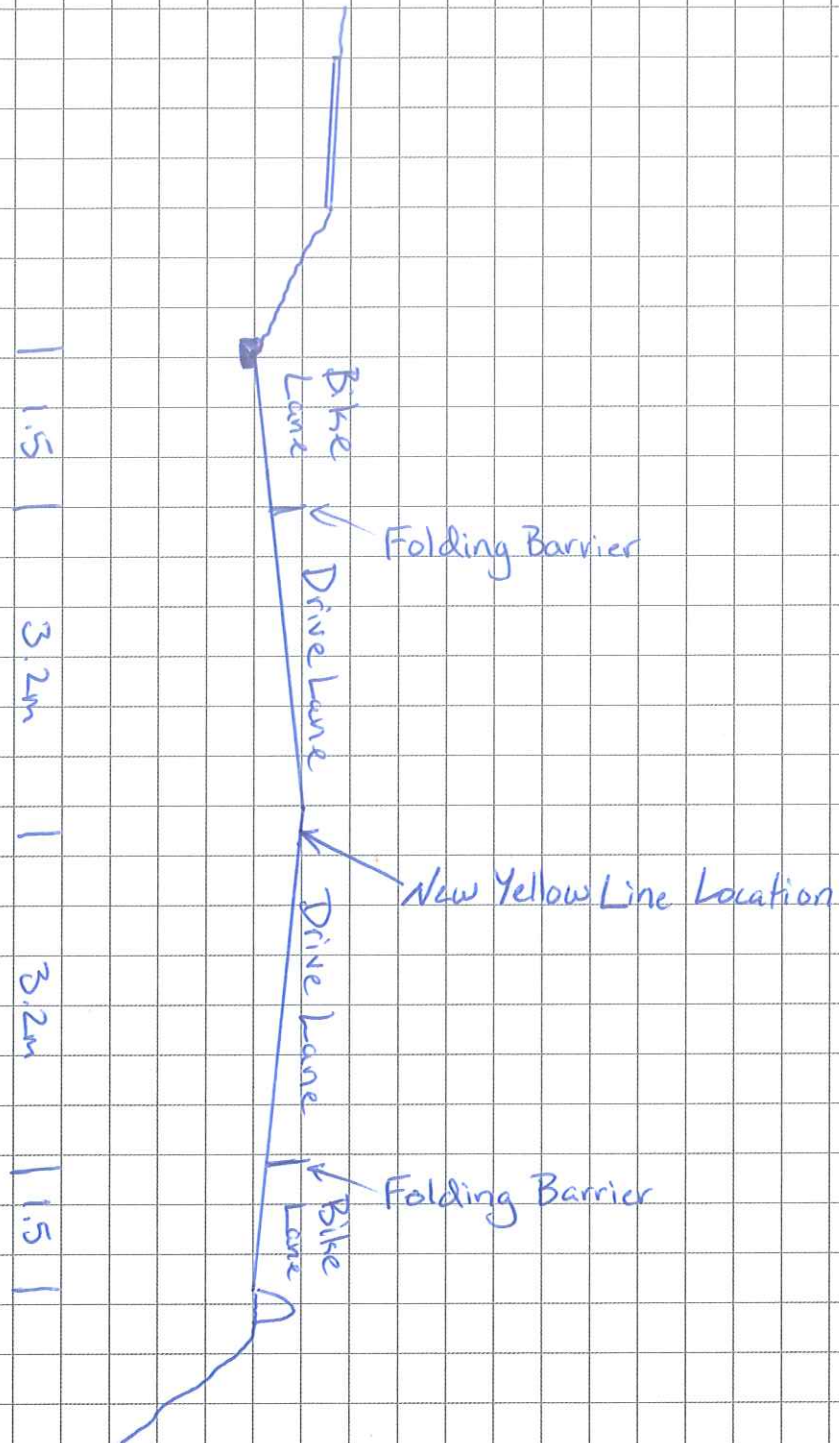


**TOWN OF
LADYSMITH**

**ENGINEERING &
PUBLIC WORKS DEPARTMENT**

SUBJECT Dogwood - Proposed X-section
Ladysmith Bicycle Plan

BY R. Bouma P. Eng. DATE 16 Feb 2022



MetroCount Traffic Executive Speed Statistics

SpeedStat-97 -- English (ENU)Datasets:

Site: [286 Dogwood Drive] Dogwood Drive Site specific traffic data is not available at this time.
Attribute:
Direction: 7 - North bound A>B, South bound B>A. Lane: 1
Survey Duration: 10:49 July 31, 2020 => 8:48 September 14, 2020,
Zone:
File: 286 Dogwood Drive 0 2020-09-14 0848.EC1 (Plus)
Identifier: QZ17AX7E MC5900-X13 (c)MetroCount 09Nov16
Algorithm: Factory default axle (v5.02)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 10:50 July 31, 2020 => 8:48 September 14, 2020 (44.9157)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (Scheme F3)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 101844 / 101904 (99.94%)

Speed Statistics

SpeedStat-97

Site: 286 Dogwood Drive.1.2NS
Description: Dogwood Drive ²
Filter time: 10:50 July 31, 2020 => 8:48 September 14, 2020
Scheme: Vehicle classification (Scheme F3)
Filter: Cls(1-13) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 101844

Posted speed limit = 50 km/h, Exceeding = 15036 (14.76%), Mean Exceeding = 53.50 km/h

Maximum = 110.9 km/h, Minimum = 10.1 km/h, Mean = 44.1 km/h

85% Speed = 49.95 km/h, 95% Speed = 53.82 km/h, Median = 44.19 km/h

19 km/h Pace = 35 - 54, Number in Pace = 90927 (89.28%)

Variance = 40.45, Standard Deviation = 6.36 km/h

Speed Bins (Partial days)

Speed	Bin	Below	Above	Energy	vMult	n * vMult
0 - 10	0 0.000%	0 0.000%	101844 100.0%	0.00	0.00	0.00
10 - 20	573 0.563%	573 0.563%	101271 99.44%	0.00	0.00	0.00
20 - 30	1603 1.574%	2176 2.137%	99668 97.86%	0.00	0.00	0.00
30 - 40	20052 19.69%	22228 21.83%	79616 78.17%	0.00	0.00	0.00
40 - 50	64580 63.41%	86808 85.24%	15036 14.76%	0.00	0.00	0.00
50 - 60	14272 14.01%	101080 99.25%	764 0.750%	0.00	0.00	0.00
60 - 70	709 0.696%	101789 99.95%	55 0.054%	0.00	0.00	0.00
70 - 80	45 0.044%	101834 99.99%	10 0.010%	0.00	0.00	0.00
80 - 90	6 0.006%	101840 100.00%	4 0.004%	0.00	0.00	0.00
90 - 100	0 0.000%	101840 100.00%	4 0.004%	0.00	0.00	0.00
100 - 110	3 0.003%	101843 100.00%	1 0.001%	0.00	0.00	0.00
110 - 120	1 0.001%	101844 100.0%	0 0.000%	0.00	0.00	0.00
120 - 130	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
130 - 140	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
140 - 150	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
150 - 160	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
160 - 170	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
170 - 180	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
180 - 190	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00
190 - 200	0 0.000%	101844 100.0%	0 0.000%	0.00	0.00	0.00

Total Speed Rating = 0.00




Total Moving Energy (Estimated) = 0.00




Speed limit fields (Partial days)

Limit	Below	Above
0 50 (PSL)	86808 85.2%	15036 14.8%

ATTACHMENT D

Table 1 - December 2009 "Priority" Bicycle Facility Improvements

Category	Item	Existing Condition	Photo	Recommendation
Primary routes	6 th Ave	<p>Moderate-traffic street with no bicycle route facilities.</p> <p>Connects to schools, rec centre and several other institutions.</p>		<p>Separated facility along 6th Ave from Dunsmuir Cr. to Methuen St.</p> <p>Key intersection treatments at Kitchener St., Buller St., High St., Gatacre St., and Malone Rd. to connect to recreation facility and schools.</p> <p>See Appendix 5.1 for facility design ideas.</p>
	Methuen St.	<p>Low-traffic street with least uphill slope. Connects to 1st Ave downtown, underpass to waterfront, and Dogwood Dr.</p> <p>Doesn't require as many direction changes and challenging intersection crossings as the alternate "Bayview to 4th Ave Ext" route.</p>		<p>Separated facility on Methuen St. from 1st Ave to 6th Ave.</p> <p>Key intersection treatment at 1st Ave and 4th Ave.</p> <p>See Appendix 5.1 for facility design ideas.</p>
	Bayview St. Connection	<p>Low-traffic street connected to pedestrian sidewalk on old street ROW, leading to sidewalk alongside highway.</p>		<p>Combination of shared road and separated facility on Bayview St. from Davis Rd. to Methuen St.</p> <p>Traffic calming measures (speed humps) may be required along Bayview if traffic speeds are a problem.</p> <p>Additional width to be added to the existing sidewalk (3 m total width) from the</p>

				<p>end of Bayview St. alongside highway to Coronation Mall.</p> <p>Key intersection treatments at Davis Rd. and at Dogwood Dr. due to major street crossings.</p> <p>See Appendix 5.1 for facility design ideas..</p>
**Alternate Routes	4 th Ave	<p>Moderate-traffic street with bicycle route signs.</p> <p>Poor pavement condition.</p> <p>Route doesn't connect to as many major destinations as the primary "6th Ave" route.</p>		<p>Separated facility along 4th Ave from Symonds St to Methuen St.</p> <p>Key intersection treatment at Kitchener St. to connect to the school.</p> <p>See Appendix 5.1 for facility design ideas.</p>
	Bayview to 4 th Ave Ext	<p>Moderate-traffic street with median in some sections.</p> <p>Several direction changes along this route with challenging intersections (uses three different roads).</p>		<p>Separated facility connecting Bayview to 4th Ave Extension, using Dogwood and Belaire.</p> <p>Key intersection treatment at Bayview and Dogwood due to major street crossing and route direction change.</p> <p>See Appendix 5.1 for facility design ideas.</p>

**Note: Alternate Routes are included as options for consideration should any road maintenance or utility upgrades occur on these routes. They are secondary (less ideal) alternatives.

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot, Director of Parks, Recreation & Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: March 1, 2022
File No:
Re: Tire Stewardship BC Community Grant Program – Transfer Beach Spray Park

RECOMMENDATION:

That Council direct staff to:

- 1) Include \$50,000 in the 2022-2026 Financial Plan for the Transfer Beach Spray Park resurfacing project, with the funding to come from grants and the Parks, Recreation & Culture Parks Reserve; and
- 2) Submit an application to the Tire Stewardship BC Community Grant Program for fifty-percent project funding.

EXECUTIVE SUMMARY:

There is an opportunity to access fifty-percent funding through the Tire Stewardship BC Community Grant Program (TSBC) to complete a full surface replacement of the Transfer Beach Spray Park as it nears its end of useful life. There have been issues with the rubber surfacing at the Spray Park for the past year.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2012-206	06/04/2012	It was moved, seconded and carried that Council accept the grant from Tire Stewardship B.C. in the amount of \$12,141 for upgrading the surface at the Transfer Beach Spray Park, and that the Mayor and Corporate Officer be authorized to sign the funding agreement.
CS 2012-066	03/05/2012	It was moved, seconded and carried that staff be authorized to make application for a Tire Stewardship BC Community Grant in the amount of \$15,000 as a 50 per cent contribution to the cost of upgrading the surface of the Transfer Beach Spray Park, and that an amount of \$15,000 be included in the 2012 Annual Budget as the Town's matching contribution to the grant, as required upon approval of the grant application.

INTRODUCTION/BACKGROUND:

Since the construction of the Spray Park in 2005, the surface has been repaired and treated with different products. In 2012, the Town received a grant from the TSBC to replace the rubber surfacing at the Transfer Beach Spray Park.

Transfer Beach has become a destination park and the spray park receives heavy use. The surface is showing signs of wear and is nearing the end of its useful life. The matching grant funds through the TSBC will support a full replacement of the surfacing, with the goal to keep the spray park operational for another 10 years. Using recycled materials aligns with Council's Strategic Priority of mitigating the impacts of climate change.

The Town has recently upgraded the mechanical infrastructure and completed some necessary patchwork of the rubber surfacing.

ALTERNATIVES:

Council can choose to:

1. Not apply for the grant.
2. Reallocate funding from another Parks & Recreation project to cover the full costs.
3. Plan for a full replacement of the spray park surface in a future year.

FINANCIAL IMPLICATIONS:

Grant funding is available from TSBC at a 50/50 cost share to a maximum of a \$30,000 contribution. Staff recommend using up to \$25,000 from the Parks Reserve to fund the Town's portion.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Transfer Beach has become a destination park and the spray park receives heavy use.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Parks, Recreation & Culture staff will oversee the grant application. If successful, the Parks operations crew will oversee the installation contractor and Finance staff will coordinate the grant reporting.

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 checked="" 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:

A. TSBC Community Grant Program Fact Sheet



COMMUNITY GRANT PROGRAM

Fact Sheet

Program Objective

To bring products manufactured from recycled BC scrap tires "full circle" back to BC communities.

BC has been recycling tires since 1991

Thanks to the people of British Columbia, the scrap tire recycling program in BC, now the responsibility of Tire Stewardship BC (TSBC), is one of the most successful in North America. Since the program was established in 1991, over 83 million tires have been recycled in BC.

Communities invest considerable resources to support recycling as a way to protect our environment and enhance the quality of life of BC's citizens. The TSBC Community Grant Program provides financial support to communities who have decided to use and benefit from a wide range of recycled tire products in their projects.

Features and benefits of using recycled rubber products in community recreational projects?

- Safe – designed to meet CSA fall height standards
- Fully wheelchair accessible
- Low maintenance
- All weather use
- Meets BC's green procurement policy

What is a "Community Grant"?

- **Community** means not-for-profit organizations within the province of BC including: municipalities; registered non-profit community groups or organizations; schools; and First Nations and Métis settlements.
- **Grants will be provided on a "matching funds" basis where the applicant must contribute an amount** equal to or exceeding the grant requested, to a maximum of \$30,000 including freight costs and installation. Funding for installation will only be given where the installer provides a written warranty.

Project Eligibility Conditions

- Only products (a) made in BC (b) from BC scrap tires (c) that come with a written warranty will be eligible for funding.
- The project site must be fully accessible by all members of the public.
- The site must also be wheelchair accessible.

Note: Applications will not be accepted for projects that are already completed.

Eligible projects will typically involve recreational facilities such as playgrounds, all weather sports fields, running tracks and arena flooring.

Please refer to the application form for detailed information on eligibility and approval requirements.

TOWN OF LADYSMITH

BYLAW NO. 2104

A Bylaw to amend

“Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964”

The Council of the Town of Ladysmith in open meeting assembled amends “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” as follows:

1. Section 7.1(a) is deleted in its entirety and replaced with the following:
 - (a) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail;
2. Section 7.1(b) is deleted in its entirety and the remaining sections and references to sections be renumbered accordingly;
3. Section 7.1(c)ii. by deleting “4:30 p.m.” and replacing it with “4:00 p.m.”; and
4. Section 7.1(h) is deleted in its entirety and replaced with the following:
 - (h) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall in accordance with the time limits established by the Chief Election Officer:
 - i. make available to the applicant, a mail ballot package as specified in Section 110(7) of the *Local Government Act*; and
 - ii. keep a sufficient record so that challenges of the elector’s right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*.

Citation

5. This Bylaw may be cited for all purposes as “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw (No. 1) 2022, No. 2104”.

READ A FIRST TIME on the	15 th	day of	February,	2022
READ A SECOND TIME on the	15 th	day of	February,	2022
READ A THIRD TIME on the	15 th	day of	February,	2022
ADOPTED on the		day of	,	2022

Mayor (A. Stone)

Corporate Officer (D. Smith)

BYLAW STATUS SHEET

March 1, 2022

Bylaw #	Description	Status
2068	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068" (to designate 1130 Rocky Creek Rd. as "General Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, 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" (to rezone 1130 Rocky Creek Rd. to "Shopping Centre Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval received July 27, 2021. Conditions to be met prior to adoption.
2083	"Park Dedication Bylaw 2022, No. 2083" (to dedicate eight previously undedicated properties as parkland and consolidate existing park dedication bylaws into a single bylaw)	First and second readings, January 11, 2022. Requires 2/3 majority approval.
2087	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 68) 2021, No. 2087" (to change the permitted land uses at 1260 Churchill Place from single-unit residential to a mix of multi-family residential, single family residential and park)	First and second readings, October 5, 2021. Public Hearing and third reading November 2, 2021.
2088	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 44) 2021, No. 2088" (to change the permitted land uses at 1260 Churchill Place from single-unit residential to a mix of multi-family residential, single family residential and park)	First and second readings, October 5, 2021. Public Hearing and third reading November 2, 2021. MOTI approval received November 29, 2021.
2089	"Housing Agreement Bylaw 2021, No. 2089" (to establish an agreement and covenant scheme related to the affordable housing unit identified for 1260 Churchill Place)	First, second and third readings, October 5, 2021.
2104	"Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964, Amendment Bylaw 2022, No. 2104" (amendments to election bylaw to ensure compliance with Provincial legislation)	First, second and third readings, February 15, 2022.