# A REGULAR MEETING OF THE TOWN OF LADYSMITH COUNCIL AGENDA 7:00 P.M.

Tuesday, January 10, 2023 Ladysmith Seniors Centre 630 2nd Avenue

**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

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube: <a href="https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured">https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured</a>.

#### 2. AGENDA APPROVAL

#### Recommendation

That Council approve the agenda for this Regular Meeting of Council for January 10, 2023.

#### 3. RISE AND REPORT- Items from Closed Session

Item from the Closed Meeting of Council held December 6, 2022

#### CE 2022-078

#### That Council:

 Refuse the request by Rogers Communications Inc. to enter into a License Agreement for the purposes of installing and operating a communications tower on a portion of the Town of Ladysmith Public Works yard at 330 6<sup>th</sup> Avenue (That Part of District Lot 110, Oyster District, Shown outlined in Red on Plan 1424R, Except Part in Plan 26565; PID: 009-472-738); and

2.	Rise and report on Recommendation No. 1 once Rogers
	Communications Inc. has been notified.

#### 4. MINUTES

4.1 Minutes of the Regular Meeting of Council held December 20, 2022

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#### Recommendation

That Council approve the minutes of the Regular Meeting of Council held December 20, 2022.

#### 5. DEVELOPMENT APPLICATIONS

5.1 Rezoning Application 1132-1142 Rocky Creek Road

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#### Recommendation

That Council:

- 1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133";
- 2. Hold a public hearing for Zoning Amendment Bylaw No. 2133 in accordance with the *Local Government Act*;
- Direct staff to defer scheduling a public hearing and further consideration of Bylaw No. 2133 until:
  - a. the applicant has submitted a development permit application for the proposed development; and
  - b. the development permit application has been reviewed by the Community Planning Advisory Committee;
- 4. Require the subject properties to be consolidated as a condition of approval of Bylaw No. 2133; and
- 5. Direct that Bylaw No. 2133 be referred to the Ministry of Transportation and Infrastructure, following third reading, in accordance with section 52 of the *Transportation Act*.

#### 6. COMMITTEE MINUTES

6.1 Community Planning Advisory Committee - December 7, 2022

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#### Recommendation

That Council receive the minutes of the Community Planning Advisory Committee meeting held December 7, 2022.

#### 7. BYLAWS

#### 7.1 Bylaws for Adoption

#### 7.1.1 "Road Closure and Dedication Removal Bylaw 2022, No. 2120"

(to allow the closure of the lane separating 621 & 631 1st Avenue to vehicle traffic)

#### Recommendation

That Council adopt "Road Closure and Dedication Removal Bylaw 2022, No. 2120".

#### 7.2 Bylaw Status Sheet

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#### 8. CORRESPONDENCE

#### 8.1 Local Government Leadership Academy (LGLA)

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Elected Officials Seminars Series 2023

#### Recommendation

That Council determine which members will attend the LGLA Elected Officials Seminar Series, to be held February 15-17, 2023, with funding for registrations to be allocated from prior year surplus.

#### 9. NEW BUSINESS

#### 9.1 2023 Conference Attendance

Council Remuneration Policy 05-1920-A permits the Mayor to attend the following conventions/conferences. Council member attendance is by resolution.

#### 9.1.1 Association of Vancouver Island Coastal Communities

#### Recommendation

That Council appoint up to four councillors to join Mayor Stone at the Association of Vancouver Island and Coastal Communities annual convention to be held April 14-16, 2023 in Nanaimo.

#### 9.1.2 Union of British Columbia Municipalities

#### Recommendation

That Council appoint up to four councillors to join Mayor Stone at the Union of British Columbia Municipalities annual convention to be held September 18-22, 2023 in Vancouver.

#### 9.1.3 Federation of Canadian Municipalities

#### Recommendation

That Council appoint one councillor to join Mayor Stone at the Federation of Canadian Municipalities 2023 Convention to held May 25-28, 2023 in Toronto.

#### 9.1.4 Vancouver Island Economic Alliance

#### Recommendation

That Council appoint up to four councillors to join Mayor Stone at the Vancouver Island Economic Alliance to be held October 25-26, 2023.

#### 10. 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.
- 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.

#### 11. ADJOURNMENT



#### MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, December 20, 2022 6:00 P.M. Ladysmith Seniors Centre 630 2nd Avenue

#### **Council Members Present:**

Mayor Aaron Stone (via teleconference)
Councillor Ray Gourlay (via teleconference)
Councillor Amanda Jacobson (via

teleconference)

Councillor Tricia McKay (via teleconference)

Councillor Duck Paterson (via teleconference)
Councillor Marsh Stevens (via teleconference)
Councillor Jeff Virtanen (via teleconference)

#### **Staff Present:**

Allison McCarrick (via teleconference)
Erin Anderson (via teleconference)
Chris Barfoot (via teleconference)
Jake Belobaba (via teleconference)
Ryan Bouma (via teleconference)

Christina Hovey (via teleconference)
Julie Thompson (via teleconference)
Matt O'Halloran
Andrea Hainrich

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#### 1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:00 p.m. in order to retire immediately into Closed Session.

#### 2. CLOSED SESSION

#### CS 2022-305

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

• (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or between a provincial government and a third party.

Motion Carried

#### 3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

Mayor Stone called the Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the traditional, unceded territory of the Stz'uminus First Nation.

#### 4. AGENDA APPROVAL

#### CS 2022-306

That Council approve the agenda for this Regular Meeting of Council for December 20, 2022.

Motion Carried

#### 5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:56 p.m. without report.

The following item from the Closed Meeting of Council held December 6, 2022 was reported:

#### CE 2022-077

That Council:

- 1. Appoint Kathleen Darby to the Public Art Task Group for a term ending September 30, 2024; and
- 2. Rise and report on Recommendation No. 1 once the applicant has been notified.

#### 6. MINUTES

### 6.1 Minutes of the Regular Meeting of Council held December 6, 2022 CS 2022-307

That Council approve the minutes of the Regular Meeting of Council held December 6, 2022.

**Motion Carried** 

#### 7. DELEGATIONS

#### 7.1 Our Cowichan Communities Health Network and Island Health

Vanessa Daether of Our Cowichan Communities Health Network, and Shannon Waters of Island Health presented to Council on the upcoming "Our Health, Our Community" health and wellness survey that is coming forth in 2023 and explained how the Town of Ladysmith can be a part of the survey process.

Mayor Stone thanked Ms. Daether and Ms. Waters for their presentation and for the work that they do. He also expressed thanks to the front line healthcare workers for their work over the last couple of years.

#### CS 2022-308

That Council refer discussion of the "Our Health, Our Community" health and wellness survey to the January 17, 2023 Committee of the Whole Meeting.

Motion Carried

#### 7.2 Supported Housing Committee

Sheila McMillan and Belinda Harrison of the Ladysmith Supportive Housing Committee provided an update to Council on the tenancy prioritization for the Heart on the Hill building since their last presentation to Council in May of 2022.

Mayor Stone expressed thanks for their advocacy and good work, and for the work that they continue to do.

#### 8. DEVELOPMENT APPLICATIONS

### 8.1 Zoning Bylaw Amendment Application - Cannabis Cultivation & Processing at 1152 Rocky Creek Road

#### CS 2022-309

That Council:

- 1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 53) 2022, No. 2129";
- 2. Direct staff to proceed with scheduling and notification of a public hearing for Bylaw No. 2129 in accordance with section 466 of the *Local Government Act*; and

3. Direct staff to forward Bylaw No. 2129 to the Ministry of Transportation and Infrastructure for signature following third reading, pursuant to section 52 of the *Transportation Act.*Motion Carried

### 8.2 OCP and Zoning Amendment to add 10940 Westdowne Rd. to Town and Country Mobile Home Park

#### CS 2022-310

That Council:

- 1. Give first and second readings to "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 73) 2022, No. 2130";
- 2. Consider Bylaw No. 2130 in conjunction with the Financial Plan, Housing Needs Report, Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to sections 473(2.1) and 477(3) of the *Local Government Act*;
- 3. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131";
- 4. As a condition of approval of Bylaw Nos. 2130 and 2131, require that the applicant, at their cost:
  - a. Consolidate the subject property, 10940 Westdowne Road (Lot 1, District Lot 72, Oyster District, Plan 24076, PID: 002-976-978) with the neighbouring properties at 10980 Westdowne Road (Lot 13, District Lot 72, Oyster District, Plan 8793, Except Part Shown Coloured Red on Plan 895 RW and Except Part in Plan 43821 VIP8793 PID: 001-618-920 and Parcel A (DD 391231-i) of Lot 14, District Lot 72, Oyster District, Plan 8793 Except That Part in Plan 24076 PID: 001-618-881); and
  - Using the Town's lawyer, register on the title of the consolidated property, a covenant restricting the total number of dwelling units on the property to 92 units, until the property is connected to municipal sewer service;
- 5. Direct staff to proceed with scheduling and notification for a Public Hearing for Bylaw Nos. 2130 and 2131 pursuant to section 464 of the *Local Government Act*, to take place at least 30 days after the applicant has held a neighbourhood information meeting pursuant to section 7(a) of "Town of Ladysmith Development Procedures Bylaw 2008, No. 1667"; and

6. Refer Bylaw No. 2131 to the Ministry of Transportation and Infrastructure following third reading, pursuant to section 52 of the *Transportation Act*.

Motion Carried

### 8.3 Zoning Bylaw Amendment Application - Cannabis Cultivation & Processing at 1144 Rocky Creek Road

#### CS 2022-311

That Council:

- 1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 55) 2022, No. 2132";
- 2. Direct staff to proceed with scheduling and notification of a public hearing for Bylaw No. 2132 in accordance with section 466 of the *Local Government Act*; and
- 3. Direct staff to forward Bylaw No. 2132 to the Ministry of Transportation and Infrastructure for signature following third reading, pursuant to section 52 of the *Transportation Act*.

Motion Carried

### 9. 2023 - 2027 FINANCIAL PLAN DISCUSSIONS - EARLY BUDGET APPROVALS

#### 9.1 Public Input and Questions

A member of the public enquired about continuing the sidewalk from South Davis Road onto Farrell Rd and to Stirling,. and having a few streetlights installed.

Mayor Stone and staff confirmed that all sidewalks are looked after in conjunction with capital projects.

#### 9.2 2023 Capital Projects – Early Budget Approval

Council did not receive questions or input from members of the public.

#### CS 2022-312

- 1. That Council give early budget approval for the following projects:
  - FJCC Pool Condition Assessment \$50,000
  - FJCC Aquatic Wheelchair Replacement \$6,000
  - Sports Field Improvements (Aggie irrigation) \$125,000
  - Water Filtration Plant Deficiencies \$600,000
  - Water Main replacement 6th Ave & dead-ends \$385,000
  - Sewer Main connection for Artist Studio \$100,000
  - Swettenham Pumpstation pump \$35,000
  - UV Phase 2 Design \$100,000
  - WWTP Servers \$50,000, and;
- 2. That consideration of early budget approval for the following projects be deferred until after Council strategic planning sessions in January, 2023:
  - City Hall Meeting Room \$75,000
  - City Hall Roof \$150,000
  - City Hall Windows \$120,000

#### CS 2022-313

#### **AMENDMENT**

That the three City Hall projects be given early budget approval at this Council meeting along with the other nine projects under consideration. *Amendment Defeated* 

OPPOSED: Mayor Stone and Councillors Jacobson, McKay, Paterson and Stevens

#### CS 2022-314

#### AMENDMENT

That consideration of early budget approval for the following projects be deferred until a Council meeting in February, 2023:

- City Hall Meeting Room \$75,000
- City Hall Roof \$150,000
- City Hall Windows \$120,000

Amendment Carried

#### Resolution CS 2022-312, as amended reads:

- 1. That Council give early budget approval for the following projects:
  - FJCC Pool Condition Assessment \$50,000
  - FJCC Aquatic Wheelchair Replacement \$6,000
  - Sports Field Improvements (Aggie irrigation) \$125,000
  - Water Filtration Plant Deficiencies \$600,000
  - Water Main replacement 6th Ave & dead-ends \$385,000
  - Sewer Main connection for Artist Studio \$100,000
  - Swettenham Pumpstation pump \$35,000
  - UV Phase 2 Design \$100,000
  - WWTP Servers \$50,000, and;
- 2. That consideration of early budget approval for the following projects be deferred until a Council meeting in February, 2023:
  - City Hall Meeting Room \$75,000
  - City Hall Roof \$150,000
  - City Hall Windows \$120,000

Main Motion, as Amended, Carried

**OPPOSED:** Councillor Virtanen

#### 10. REPORTS

#### 10.1 Council Code of Conduct

#### CS 2022-315

That Council review and sign the Council Code of Conduct Policy 01-230-B.

Motion Carried

#### 11. BYLAWS

#### 11.1 Bylaws for Adoption

#### 11.1.1 "2023 Revenue Anticipation Borrowing Bylaw 2022, No. 2126"

#### CS 2022-316

That Council adopt "2023 Revenue Anticipation Borrowing Bylaw 2022, No. 2126".

**Motion Carried** 

### 11.1.2 "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2022, No. 2127"

#### CS 2022-317

That Council adopt "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2022, No. 2127".

Motion Carried

### 11.1.3 "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2022, No. 2128"

#### CS 2022-318

That Council adopt "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2022, No. 2128".

Motion Carried

#### 11.2 Bylaw Status Sheet

#### 12. QUESTION PERIOD

There were no questions from the public.

#### 13. ADJOURNMENT

Mayor Stone expressed his thanks to Town crews for their hard work at night and during the day removing snow from Town streets and expressed his gratitude to Town staff for accommodating the change of location for the meeting. He wished everyone a Happy Holiday.

#### CS 2022-319

That this Regular Meeting of Council be adjourned at 8:53 p.m. *Motion Carried* 

	CERTIFIED CORRECT
Mayor (A. Stone)	Corporate Officer (M. O'Halloran)

#### STAFF REPORT TO COUNCIL

**Report Prepared By:** Jake Belobaba, Director of Development Services

**Reviewed By:** Allison McCarrick, CAO **Meeting Date:** January 10, 2023

3360-22-02 File No:

Re: Rezoning Application 1132-1142 Rocky Creek Road

#### **RECOMMENDATION:**

That Council:

- 1. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133";
- 2. Hold a public hearing for Zoning Amendment Bylaw No. 2133 in accordance with the Local Government Act;
- 3. Direct staff to defer scheduling a public hearing and further consideration of Bylaw No. 2133 until:
  - a. the applicant has submitted a development permit application for the proposed development; and
  - b. the development permit application has been reviewed by the Community Planning Advisory Committee;
- 4. Require the subject properties to be consolidated as a condition of approval of Bylaw No. 2133; and
- 5. Direct that Bylaw No. 2133 be referred to the Ministry of Transportation and Infrastructure, following third reading, in accordance with section 52 of the Transportation Act.

#### **EXECUTIVE SUMMARY:**

This report presents Bylaw No. 2133 for Council consideration. Bylaw No. 2133 is a site-specific amendment to the I-1 zone that would allow a convenience store as a permitted accessory use in conjunction with a gas bar at 1132-1142 Rocky Creek Road. The applicant, Mid Island Co-op, is proposing to construct a cardlock service and convenience store on the site. The applicant intends to submit a development permit application for the proposed development following first and second readings of the bylaw.



#### PREVIOUS COUNCIL DIRECTION:

N/A

#### INTRODUCTION/BACKGROUND:

The subject property is located on Rocky Creek Road and consists of five vacant lots totaling approximately 8,000m<sup>2</sup> in size. The site is bounded on the southwest by the TransCanada Highway and on the northeast by Rocky Creek Road. Parcels to the northwest and southeast are vacant, however, the parcel to the southeast (between the subject properties and Ludlow Road) was recently approved for a large commercial development. The site slopes gently towards Rocky Creek Road and is overgrown with pioneer deciduous growth. The subject property

Figure 1: Subject Property



designated Industrial in the Official Community Plan (OCP) and zoned Light Industrial (I-1) in the Zoning Bylaw. The site is located within Development Permit Area 5—Industrial and the proposed development will require a development permit.

#### **PROPOSAL:**

The applicant is requesting a site-specific amendment to the Zoning Bylaw to allow convenience store as a permitted accessory use in conjunction with a proposed cardlock facility. 'Gas bar', defined as follows, is a permitted use in the I-1 zone:

GAS BAR: means one or more pump islands, each consisting of one or more pumps dispensing motor vehicle fuels such as gasoline, diesel, propane, or ethanol and may include an electric vehicle charging station.

The applicant's rationale is provided in Attachment A. No plans have been submitted with the application; however, the applicant intends to submit a development permit application (which will include designs for the proposed development) following first and second readings of Bylaw No. 2133 and prior to public hearing.

Mid Island Co-op operates two existing gas stations in Ladysmith, the nearby cardlock at 940 Ludlow Road and the gas station and convenience store facility in Coronation Mall. Mid Island Co-op has not indicated any intention to shut these existing facilities down when the proposed facility opens.

#### **ANALYSIS:**

#### Official Community Plan

Part 3.8.1 of the OCP notes that the industrial designation "is intended to accommodate industrial development and employment centres. It provides for the range of industrial and light industrial uses and limited commercial uses to support industrial parks." Staff note that the OCP does not formally designate any "industrial parks" and this policy could be interpreted as supporting accessory commercial uses on lands that are designated in the OCP for industrial.

#### Zoning Bylaw

As noted above, the subject properties are zoned I-1. The I-1 zone allows 'gas bar' but not convenience store. If the proposed rezoning is denied, the site can still be developed as a gas station. The definition of gas bar also includes electrical vehicle charging facilities, meaning gas bars can include, or be repurposed for, electric vehicle charging. However, staff have not investigated the feasibility or likelihood of such conversions.

#### **CPAC Review**

The application was referred to CPAC in accordance with the CPAC terms of reference. CPAC passed the following (draft) resolution:

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment 3360-22-02 (1131-1142 Rocky Creek Road) to allow a retail convenience store, and recommends that Council consider the following:

- A plan for remediation and reuse of the existing Co-op cardlock site.
- The views of the property from the highway and require landscape screening.
- Referring the Development Permit application for this proposal back to CPAC.

Each of the three considerations requested by CPAC is discussed below.

Remediation and reuse of the existing Co-op cardlock site

Staff note that the applicant has not indicated that this facility will be closed, nor can the Town compel a business to remain open or be redeveloped. However, the Town's zoning powers are discretionary, and the Town has the power to discourage the proliferation of vacant gas station sites by limiting new ones. Some local governments have considered this in light of the impacts of gas stations and emerging trends<sup>1</sup>. Subsequently, this alternative is examined below.

There are currently six operating gas stations in Ladysmith (only one of which is a cardlock facility) and two additional gas stations operating nearby in Oyster Bay. Ladysmith appears well

<sup>&</sup>lt;sup>1</sup> E.g. see <a href="https://www.cbc.ca/news/canada/british-columbia/comox-valley-regional-district-phase-out-gas-stations-1.6139542">https://www.cbc.ca/news/canada/british-columbia/comox-valley-regional-district-phase-out-gas-stations-1.6139542</a>

served by gas stations compared to municipalities of similar size on Vancouver Island. According to Google Maps, the Towns of Qualicum Beach and Lake Cowichan have three gas stations and the Villages of Cumberland, Ucluelet and Tofino each have two gas stations.

Under the *Environmental Management Act*, any gas station is considered a 'Schedule 2 Use'. Generally speaking, prior to redevelopment, former gas station sites must undergo contamination studies, then obtain an "instrument" from the Province. While environmental protection features for fuel distribution have vastly improved in recent years, the process for obtaining an instrument under the *Environmental Management Act* is the same regardless of when the gas station was built. A lengthy (sometimes decades long) process of assessments, monitoring, reporting, provincial reviews and in some cases remediation (e.g. removing contaminated soil, or in situ remediation) must occur. In straightforward terms, increasing the number of gas stations in a community increases the number of brownfields<sup>2</sup>. Currently the Town's six existing gas stations (as well as former gas stations sites yet to be remediated) are—or will be—prohibited from redeveloping until Provincial requirements are met.

With some projections suggesting electric vehicles will reach price parity with conventional vehicles as early as 2025, mandates requiring all new vehicles to be electric by 2035, lengthy remediation timelines and what appears to be an abundance of fuel stations in and near Ladysmith, there is a strong argument that the Town should not allow additional gas stations in the community or should impose conditions requiring remediation and redevelopment prior to allowing any new gas stations to be built. However, the proposed rezoning is not to authorize a gas station (as it is already a permitted use), and the applicant could, under existing rules, develop a gas station without rezoning. This means simply denying the proposed rezoning application would not necessarily prevent the introduction of a new gas station or the closure of any existing stations. Similarly, imposing conditions to that effect is impractical. It is likely more economical to develop without the convenience store than meet conditions of approval, and conditions requiring another facility to be redeveloped, remediated or remain open are logistically problematic and unlikely to be enforceable.

Council could however pass a resolution directing that zoning amendments be prepared to "spot zone" existing gas station sites and remove gas bar as a permitted use from the C-3 and I-1 zones. Under such rules, existing gas stations would operate with no new restrictions but proposals for new gas stations would require a rezoning application. Should Council wish to consider this course of action this option is provided as Alternative 3. Staff note that there is no explicit land use policy in the existing OCP or draft OCP explicitly calling for this course of action (hence staff's recommendation to approve the proposal). However, such amendments would also not be contrary to either OCP and, as noted above, zoning powers are discretionary, meaning Council can easily adopt such a bylaw.

Views of the property from the highway and landscape screening.

<sup>&</sup>lt;sup>2</sup> The term "brownfield" is typically defined as a site that is, or could be, contaminated.

DPA 5 guideline 11(d) calls for a continuous buffer between industrial development and the highway to reduce visual impacts. There are also other applicable development permit guidelines that address the visibility and appearance of buildings and signs from the highway. Subsequently, buffering and conditions that manage the views of the gas station from the highway can be requirements of a development permit. Additionally, CPAC will have the opportunity to review the buffer design if Council approves staff's recommendation to refer the development permit application back to CPAC, discussed below.

Refer the Development Permit application for this proposal back to CPAC

Under the CPAC terms of reference, a development permit for this site would not automatically be forwarded to CPAC. However, the terms of reference allow Council to refer any development permit application to CPAC. Recognizing that the rezoning application does not include conceptual drawings at this time, staff are recommending that CPAC's request to have the Development Permit application referred to the committee be granted, as it will provide the committee with the opportunity to consider the form and character of the proposed development.

#### **SUMMARY:**

Under the Town's current land use framework, gas stations are a permitted principle use in both the C-3 and I-1 zones. Convenience stores are commonly found in conjunction with this use (and are already permitted in the C-3 zone) and OCP policies support limited commercial uses in industrial zones. Cardlock facilities tend to cater more to commercial and industrial users (e.g. truck drivers) and a convenience store provides valuable services to these users, such as the ability to purchase needed convenience items while refueling. In this regard the proposal can be seen as supporting industrial activity within the community. For these reasons, staff are recommending approving the rezoning application as proposed.

#### **ALTERNATIVES:**

Council can choose to:

- 1. Deny the rezoning application.
- 2. Elect not to hold a public hearing in accordance with section 464(2) of the *Local Government Act* and direct that staff publish notice of the application in accordance with section 467 of the *Local Government Act*.
- 3. Deny the application and direct staff to bring forward a zoning amendment bylaw to limit areas zoned for gas stations to existing sites within the Town.

#### FINANCIAL IMPLICATIONS:

N/A

#### **LEGAL IMPLICATIONS:**

Council can elect not to have a public hearing under 464(2) of the *Local Government Act* because an OCP amendment is not required to approve the proposed rezoning. However, staff

recommend holding a public hearing as policies supporting convenience stores in conjunction with gas stations in the OCP are not explicit and due to notification requirements, there are no time savings achieved by not holding a hearing.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

<b>ALIGNMENT WITH SUSTAINABILITY VISIONING</b>	<u> REPORT:</u>
☐Complete Community Land Use	☐ Low Impact Transportation
☐Green Buildings	
□Innovative Infrastructure	☐ Local Food Systems
☐Healthy Community	☐ Local, Diverse Economy
☐ Not Applicable	
ALIGNMENT WITH STRATEGIC PRIORITIES:	
□Infrastructure	☐ Economy
□Community □	☑ Not Applicable
□Waterfront	
I approve the report and recommendations.	
Allison McCarrick, Chief Administrative Office	r

#### **ATTACHMENT:**

- A. Applicant Rationale
- B. Draft Bylaw No. 2133

## Lots 1 to 5, District Lot 38 VIP84189

Zoning Amendment Application: Planning Framework Report



macdonald gray

MACDONALD GRAY CONSULTANTS INC.

814 SHOREWOOD DRIVE,

PARKSVILLE, BC V9P 1S1 CANADA

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January 11, 2022

Jake Belobaba, Director of Development Services
Town of Ladysmith
132 Roberts Street, Unit C
Ladysmith, BC V9G 1A2
ibelobaba@ladysmith.ca

Attention: Jake Belobaba, Director of Development Services

Re: Zoning Amendment Application – 1142, 1140, 1138, 1134, 1132 Rocky Creek Road

MacDonald Gray Consultants Inc. has been retained by Mid Island Consumer Services Co-Operative (CO-OP) of Nanaimo, British Columbia to provide land use planning services in support of this Zoning Amendment Application for 'the lands' described as Lots 1 to 5, District Lot 38 (VIP84189), Ladysmith, British Columbia.

The intent of this application is to amend the current Light Industrial (I-1) Zoning District applied to the properties in order to facilitate future development that is aligned with the vision of the Town's Official Community Plan (OCP). The Industrial land use designation has been applied to the properties within the OCP.

Mid Island CO-OP is proposing to develop the properties to include a commercial card lock, retail gas bar, propane filling station, electric vehicle charging station and a convenience retail store.

We are proposing to include/add retail commercial (convenience store) as a site specific land use that is customarily ancillary to other land uses currently permitted within the I-1 Zone. The proposed development approach and land uses including an accessory convenience retail commercial component are clearly supported within current OCP policies.

Mid Island CO-OP supports the community vision for this growing area of Ladysmith. This initial rezoning application is limited to a high level land use discussion until such time as Town Council has provided surely by approving 2nd Reading of the Bylaw Amendment. Should the Town approve 2nd Reading of the Bylaw Amendment, then Mid Island CO-OP will proceed with a detailed design submission in support of a concurrent Development Permit Application.

MacDonald Gray Consultants Inc. continues to support the logical and pragmatic evolution of the Town with land use proposals that are clearly aligned with goals, objectives, and policies of the community. We are looking forward to continued collaboration with City Staff and Council to facilitate the proposed land use changes.

Sincerely,

Nigel Gray, MCIP, RPP, MBCSLA Principal Planner / Project Manager **MacDonald Gray Consultants Inc.** 



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#### 1.0 INTRODUCTION

Mid Island Consumer Services Co-Operative (CO-OP) of Nanaimo, British Columbia is proposing a land use change for the subject properties (the lands). The property owner wishes to make an application to the Town of Ladysmith (Town) for the purpose of accommodating an accessory convenience retail commercial component. This report and Zoning Amendment Application has been prepared based on a comprehensive review of the planning framework currently in place for the project site.

The following report is a high level analysis of the current and long range planning framework applicable to 'the lands' described as:

Lots 1 to 5, District Lot 38

**VIP84189** 

Civic Addresses: 1142, 1140, 1138, 1134, 1132 Rocky Creek Road

#### 2.0 SITE DESCRIPTION

#### 2.1 SITE AREA

1142 Rocky Creek Road:
1140 Rocky Creek Road:
1138 Rocky Creek Road:
1134 Rocky Creek Road:
1134 Rocky Creek Road:
1134 Rocky Creek Road:
1132 Rocky Creek Road:
1134 Rocky Creek Road:
1134 Rocky Creek Road:
1135 Rocky Creek Road:
1136 Rocky Creek Road:
1137 Rocky Creek Road:
1138 Rocky Creek Road:
1139 Rocky Creek Road:
1130 Rocky Creek Road

Combined Site Area: 7,838sq.m. (BC Assessment Data 2021)

#### 2.2 TOPOGRAPHY

A detailed survey has been completed that includes detailed topographic information. The site slopes downward toward the northeast with approximately 12metres of vertical drop.

#### 2.3 SERVICING

Detailed servicing information is pending and will be based on detailed design development in collaboration with the design team as the design progresses should the Zoning amendment be approved by Council.

#### 2.4 SUBSOIL DATA

A preliminary Geotechnical Assessment Report has been prepared including recommendations for development of the site. The report will be updated to review the geotechnical aspects of design development in collaboration with the consulting team as the design progresses should the Zoning amendment be approved by Council.



#### 2.5 SITE HISTORY

Based on air photo analysis, the property has been previously cleared and appears to dominated by pioneer deciduous Alder and Big Leaf Maple tree species that are not suitable for retention.

### 3.0 LOCATION IN RELATION TO COMMUNITY FACILITES

#### 3.1 FIRE PROTECTION

The Ladysmith Fire Department is located at 330 6th Avenue. The Fire Hall is 2.2kilometres or a 5-minute drive from the site.

#### 3.2 POLICE

The Royal Canadian Mounted Police detachment is also located on 6<sup>th</sup> Avenue. The Detachment is 2.35kilometres or a 5-minute drive from the site.

#### 3.3 HEALTH

The Ladysmith Community Health Centre is located at 1111 4th Avenue. The Centre is 1.2kilometres or a 3-minute drive from the site.

#### 3.4 TRANSPORTATION ROUTES

The site is located close to the intersection of Highway 19A at Ludlow Road and 1st Avenue. Island Highway 19A functions as a Provincial highway under the jurisdiction of the Ministry of Transportation and Infrastructure.

#### 3.5 PUBLIC TRANSPORTATION

BC Transit currently operates bus route 31 Alderwood in close proximity to the site. The closest bus stop is a 9minute walk from the lands.

The Transit Future Plan – Regional District of Nanaimo (February 2014), prepared by BC Transit, considers current population density and housing stock, and the effect of land uses proposed in Ladysmith Official Community Plan (OCP).

#### 3.6 COMMERCIAL SERVICES

The lands are located within a growing industrial and service commercial land use corridor. Expansion of this area for industrial and related commercial uses is supported in current civic policy documents.

#### 4.0 EXISTING LAND USE

The site is currently comprised of (5) undeveloped lots. The current land use framework is described in the following sections.



Figure 1 - Zoning Map Excerpt Schedule B. Properties Outlined in Red.

#### 4.1 TOWN OF LADYSMITH ZONING BYLAW NO. 1860

The Zoning District is:

#### Light Industrial (I-1)

"The purpose of the Light Industrial Zone is to accommodate light industrial uses and employment centres in an Industrial Park setting."

The Minimum Parcel Size for Subdivision is:

600sq.m. – 0.8ha (servicing dependent)

#### 5.0 ADJACENT LAND USE

Table 1 below, provides a brief overview of adjacent land uses and densities.

Table 1: Adjacent Zoning & Land Use Densities

Zoning Districts	Principal Permitted Land Uses	Dwelling Units	Minimum Parcel Size	Maximum Density
Comprehensive Development 1 – Tourist Service (CD-1)	Tourist Accommodation Neighbourhood Pub Liquor Retail Sales Micro-Brewery Office Personal Service Coffee Shop Non-Motorized Recreational Equipment Sales Farmer's Market Artist Studio	SI	600sq.m.	0.6 FAR 100 Seats 1,394sq.m. Max Commercial GFA
	Dwelling Unit	30		
Light Industrial (I-1)	Gas Bar Service Station Motor Vehicle Body Shop Motor Vehicle Sales or Rental Boat and Personal Watercraft Sales or Rental Machinery and Equipment Sales or Rental Building Supply Sales Re-Store Boat building and Repair Servicing and repair of machinery, equipment, and appliances. Restaurant	1 Caretaker	600sq.m. – 0.8ha Servicing Dep.	0.7 FAR 75% Parcel Coverage

				<del></del>
	Commercial Indoor Storage		×	
	Print Shop			
	Auction			
	Laboratory			
	Research and Development Facility			, *
	Media Production Studio			
	Refund Container Recycling Depot			
	Manufacturing, within an enclosed Building			
	Welding shop, machine shop and metal fabrication	X	X	* ,
	Home Improvement Service Industry			
	Trade Contractor Facilities			
	Commercial Plant Nursery			
	Garden Centre			
	Warehouse			
	Wholesale Sales	a		
	Cottage Industry			
	Brewery, Distillery, Bottling and Distribution			
	Tow-Truck Dispatch			
	Animal Day Care		100	
	Marine Sales and Service			
	Cannabis Micro- Cultivation			
	Cannabis Micro- Processing		£ .	
	Cannabis Research and Development	e c		
2	Cannabis Retail Sales			

#### 6.0 REGULATORY STATUS

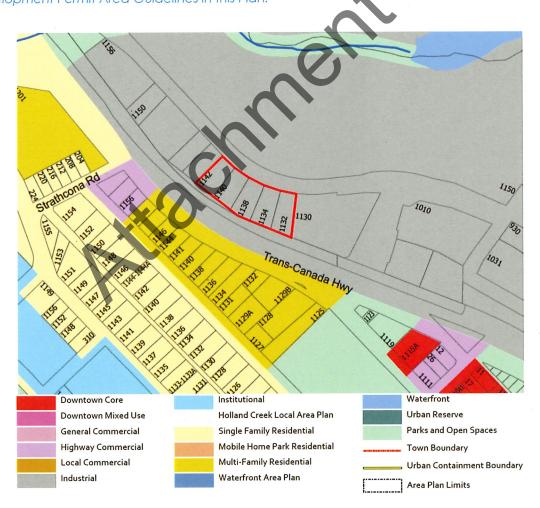
#### 6.1 OFFICIAL COMMUNITY PLAN (OCP) LAND USE

OCP <u>Map 1 – Land Use</u>, sets the specific land use designation for the property.

Under Section 3.8.1, The land use designation for the subject property is:

#### Industrial / Density Target: 0.7 Floor Space Ratio (FSR)

The Industrial designation is applied to industrial park areas and the industrial waterfront area and is intended to accommodate industrial development and employment centres. It provides for the range of industrial and light industrial uses, and limited commercial uses to support industrial parks. The maximum density is 0.3 FSR for industrial and 0.7 FSR for light industrial developments. Development within an Industrial designation is subject to the Section 3.8.5 Development Permit Area Guidelines in this Plan.



#### **COOP Ladysmith | Zoning Amendment Application: Planning Framework Report**

Appropriate Land Uses include:

- Industrial Development
- Employment Centres
- Limited Commercial Use

#### 6.2 RELEVANT OCP OBJECTIVES & POLICIES

#### 3.5.2 Economic Development Objectives

10. Direct new economic development activity to locations planned for industrial use (industrial and business parks) and commercial use (centers or nodes) and, where appropriate in scale, to neighbourhood settings for home-based business.

#### 3.5.2 Economic Development Policies

- 7. Industrial development is directed to the newly created industrial park areas in Ladysmith. Serviced industrial locations are currently designated in the Plan for the north waterfront in the northeast sector of the Town. A new industrial area in the south sector of Town is planned for a rural level of servicing in the interim, and is to be fully serviced in the long term.
- 11. General designations and policies for industrial and commercial land use are found in Section 3.8 Management of Development in this Plan. Detailed policies for industrial locations and use are contained within the Waterfront Area Plan and the South Ladysmith Area Plan, which are amendments to this Plan.

#### 6.3 DEVELOPMENT PERMIT AREA 5 (DPA5) - INDUSTRIAL

Development Permit Areas are designated on <u>OCP Map 2 – Development Permit Areas</u>. Special conditions, objectives and guidelines are provided in Schedule A.1 of the OCP. Development Permits may vary other Bylaw requirements as permitted by the Local Government Act and provided for in the Guidelines.

Development Permit approval is required for all industrial and commercial development covered within Section 3.8.5 Development Permit Guidelines of the OCP.

Development Permit Area 5 – Industrial, is designated under Section 919.1(1)(f), (h), (i), and (j) of the Local Government Act to establish guidelines for all new development and improvements on land designated as Development Permit Area 5 (DPA 5) on Official Community Plan Map 2. Prior to construction of buildings and structures an owner of property within DPA 5 shall apply to the Town for a development permit.

The purpose of DPA5 is to establish objectives and provide guidelines:

• For the general character of the development, including the siting, form and exterior design of buildings and other structures, landscaping, and specific features in the



- development, machinery, equipment and systems external to buildings and other structures; and
- To promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.

#### 7.0 PROPOSED LAND USE AMENDMENT

It is proposed that the properties be retained under the current I-1 Light Industrial Zoning District with the following site specific land use addition applicable to the subject properties.

#### 7.1 SITE SPECIFIC REGULATIONS

The following site specific regulations are required in order to facilitate the development proposal:

#### 7.1.1 SITE SPECIFIC LAND USE:

For the *Parcels* described a Lots 1 to 5, District Lot 38, Plan VIP84189 (1142, 1140, 1138, 1134, 1132 Rocky Creek Road), *retail* sales is permitted as an accessory land use.

#### 8.0 CONCLUSIONS

A Bylaw Amendment to include a convenience retail sales component would facilitate an accessory use that is customarily ancillary to the primary uses that are already included within the I-1 Zoning District. We are looking forward to continuing our collaboration with Town Staff and Council to create an example of appropriate development that is aligned with the community's vision for future development.

#### **TOWN OF LADYSMITH**

#### **BYLAW NO. 2133**

#### A Bylaw to Allow Convenience Store as a Permitted Use on 1132-1142 Rocky Creek Road

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

1. Schedule A – Zoning Bylaw Text is amended by adding a new subsection in section 9 "Site Specific Regulations" in section 12.2 "Light Industrial (I-1)" to follow existing subsections and alphabetized accordingly, as follows:

For the *Parcels* legally described as Lots 1,2,3,4 and 5, District Lot 38 Oyster District Plan VIP84189 (1132-1142 Rocky Creek Road), Convenience Store is a permitted accessory use in conjunction with a Gas Bar.

#### **Citation**

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56), 2023, No. 2133".

<b>READ A FIRST TIME</b> on	the	_ day of		_, 2023	
<b>READ A SECOND TIME</b>	on the	day of		, 2023	
<b>PUBLIC HEARING HELD</b>					
<b>READ A THIRD TIME</b> or				, 2023	
APPROVED BY MINISTI	RY OF TRANSPOR	RTATION			
on the	day of		, 2023		
ADOPTED on the					
					Mayor (A. Stone)
			Corp	orate Office	er (M. O'Halloran)



#### **MINUTES**

#### **Community Planning Advisory Committee**

Wednesday, December 7, 2022 at 7:00 p.m. City Hall Council Chambers, 410 Espanade

PRESENT: Chair - Jason Harrison; Members - Abbas Farahbakhsh, Tamara Hutchinson, Jason

Robertson; Council Liaison - Marsh Stevens; Director of Development Services - Jake

Belobaba; Planner – Andrew Wilson; Senior Planner/Recorder – Christina Hovey

ABSENT: Members – Brian Childs, Steve Frankel, Jennifer Sibbald

GUESTS: Applicants - Colin Blake and Andrea Blake (File No. 3060-22-05), Nigel Gray and Cara

MacDonald (File No. 3060-22-02)

Jason Harrison called the meeting to order at 7:04 PM, acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus First Nation.

#### 1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of December 7, 2022 Community Planning Advisory Committee meeting be approved.

#### 2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of November 2, 2022 Community Planning Advisory Committee meeting be approved.

#### 3. NEW BUSINESS

None.

#### 4. COUNCIL REFERRALS

#### a. Zoning Bylaw Amendment 3360-22-05 - 1141 Cloke Road

Planner Andrew Wilson provided an overview of the proposal for a coach house. Committee members asked about whether the neighbours were aware of the proposal. The applicant has spoken to the neighbours and doesn't believe the proposal will impact privacy due to the siting and existing vegetation. The applicant confirmed that the main storey would not be used as a second rental unit and that there is no creek on the property. Committee members noted that the proposal would add a new residential rental unit and that the neighbourhood is relatively low density.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment 3360-22-05 (1141 Cloke Road) as presented.

#### b. Zoning Bylaw Amendment 3360-22-02 - 1132-1142 Rocky Creek Road

The applicant provided a brief overview of the proposal to construct a gas station, cardlock and convenience store (Co-op). The applicant confirmed that the lots would be consolidated and that there could not be access from the highway due to the grade. The applicant did not know the plans for the existing Co-op cardlock on Ludlow Road and gas station at the Coronation Mall but will look into it before the file is presented to Council. The applicant

noted that members of the public (such as people who fish) can apply to use the cardlock which is open 24 hours a day.

Committee members noted that a convenience store would be useful for the new residential community planned for Rocky Creek Road. Committee members noted that the view from the highway is important for people entering and leaving Town and that trees have been removed as these properties have developed. The applicant noted that the existing trees on the property are not suitable for retention and slope retention is required. The applicant is planning to submit a Development Permit (DP) application following consideration by Council of 1<sup>st</sup> and 2<sup>nd</sup> reading for the requested bylaw amendment. The DP application will include site, building, and landscape designs.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment 3360-22-02 (1131-1142 Rocky Creek Road) to allow a retail convenience store, and recommends that Council consider the following:

- A plan for remediation and reuse of the existing Co-op cardlock site.
- The views of the property from the highway and require landscape screening.
- Referring the Development Permit application for this proposal back to CPAC.

#### 5. MONTHLY BRIEFING

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

• Lot B Russell Road (3360-21-03)

#### 6. NEXT MEETING – TBD

No meeting will be scheduled for January 4, 2023.

#### 7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 7:55 PM.

	Chair (J. Harrison)
RECEIVED:	
Corporate Officer (M. O'Halloran)	

#### TOWN OF LADYSMITH

#### **BYLAW NO. 2120**

#### A Bylaw to Close a Portion of a Highway to Vehicle Traffic

WHEREAS the purpose of this Bylaw is to close to vehicle traffic that part of land shown in heavy outline on Schedule A pursuant to section 40(1)(a) of the *Community Charter*.

AND WHEREAS in accordance with sections 40(3) and (4), and 94 of the *Community Charter*, the Town of Ladysmith has published notice of its intention to adopt this Bylaw, has delivered notice to the operators of utilities whose transmission or distribution facilities or works Council considers will be affected, and has provided an opportunity for persons who consider they are affected to make representations to Council.

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

- 1. That portion of road shown in red in Schedule A, is closed to vehicle traffic.
- 2. The Mayor and Corporate Officer are hereby authorized to execute all necessary documents as may be required to carry out the purpose of this bylaw.

#### Citation

3. This Bylaw may be cited as "Road Closure and Dedication Removal Bylaw 2022, No. 2120".

**READ A FIRST TIME** on the 6<sup>th</sup> day of September, 2022 **READ A SECOND TIME** on the 6<sup>th</sup> day of September, 2022 **READ A THIRD TIME** on the 6<sup>th</sup> day of September, 2022

**Notice of intention** to proceed with this bylaw was published on the 15<sup>th</sup> day of December, 2022 on the Town of Ladysmith website and on the 22<sup>nd</sup> day of December, in the Ladysmith Chronicle newspaper, circulating in the Town of Ladysmith, pursuant to section 94 of the *Community Charter*.

<b>APPROVED BY MINISTRY OF TRANSPORTATION &amp; INFRASTRUCTURE</b> on the 8 <sup>th</sup> day of December, 2022	
<b>ADOPTED</b> on the day of, 2022	
	Mayor (A. Stone)
<del></del>	Cornorate Officer (D. Smith)

### SCHEDULE"A" ROAD CLOSURE PLAN



### SCHEDULE"A" ROAD CLOSURE PLAN



Approved pursuant to section 52(3)(a) of the *Transportation Act* 

this By day of <u>December 20, 27</u>
Ministry of Transportation and Infrastructure

### **TOWN OF LADYSMITH**

### BYLAW STATUS SHEET January 10, 2023

Bylaw #	Description	Status
2106	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 71) 2022, No. 2106" (amend land use and Development Permit Areas at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing held August 2, 2022. Second reading rescinded, September 6, 2022. Second public hearing and third reading September 20, 2022. Conditions to be met prior to adoption.
2107	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.48) 2022, No. 2107" (include secondary suites, coach house dwellings and townhouse dwellings at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing held August 2, 2022. Second reading rescinded, September 6, 2022. Second public hearing and third reading September 20, 2022. Conditions to be met prior to adoption.
2113	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 49) 2022, No. 2113" (re-zone Lot B -891 Russell Road from R-1 single family to R-1-A single family small lot, for the purpose of a subdivision)	First, second and third readings, November 15, 2022. MOTI approval required.
2120	"Road Closure and Dedication Removal Bylaw 2022, No. 2120" (allow the closure of the lane separating 621 & 631 1st Avenue to vehicle traffic)	First, second and third readings, September 6, 2022. MOTI approval and public notice required.
2129	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 53) 2022, No. 2129" (1152 Rocky Creek Rd, rezone from I-1A to I-1 and add site specific provision to permit Cannabis Cultivation and Processing)	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2130	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 73) 2022, No. 2130" (10940 Westdowne Rd).	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd)	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2132	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.55) 2022, No. 2132" (1144 Rocky Creek Rd, to add site specific provision to I-1 to allow Cannabis Cultivation & Cannabis Processing	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2200	"Official Community Plan Bylaw 2022, No. 2200" (a new Official Community Plan for the Town)	First reading, September 20, 2022. Referring to various agencies as per resolution CS 2022-230.

 From:
 AVICC

 To:
 AVICC

 Cc:
 Gabi Vindisch

Subject: LGLA Elected Officials Seminar Series- February 15-17, 2023- AVICC Information

**Date:** December 14, 2022 11:28:21 AM

Attachments: <u>image001.png</u>

DRAFT Elected Officials Seminars 2023 Program.pdf

#### Please forward to elected officials, the CAO and Corporate Officer.

The Local Government Leadership Academy (LGLA) invites all newly-elected and returning elected officials and senior staff to the Elected Officials Seminar Series (EOS) 2023 for AVICC members. The EOS is held every four years, following each local government general election, and is a great opportunity to learn and connect with your peers.

DATES: February 15-17, 2023 LOCATION: Vancouver Island Conference Centre, 101 Gordon St, Nanaimo

#### LGLA EOS- REGISTRATION LINK- AVICC

#### **HOTEL INFORMATION**

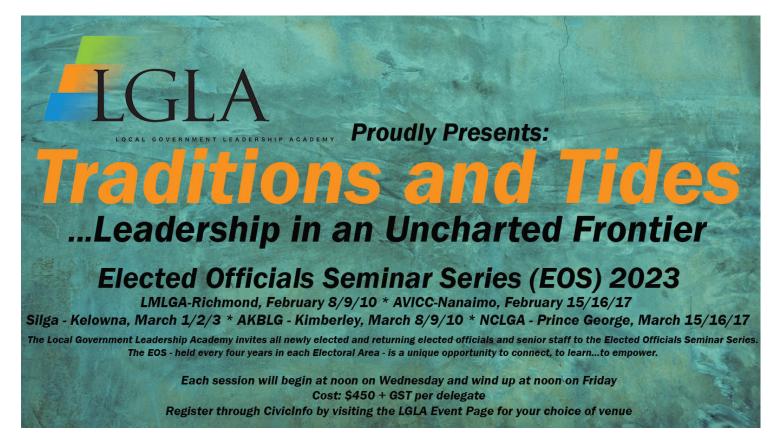
The draft program is attached, and will be updated closer to the date of the event. To learn more about the LGLA, please visit <u>lgla.ca.</u>

Association of Vancouver Island and Coastal Communities 604-270-8226 ext 221

avicc@ubcm.ca www.avicc.ca



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#### EOS 2023 - Standard Program-At-A-Glance

Day One: Wednesday

12:00-1:00 pm	Registration-Program begins at each venue with registration. Delegates receive a
	lanyard with their name, title and geographic location they represent. Delegates can
	also pick up any handouts at this point and place their names into a bucket for the
1:00-1:15 pm	grand prize draw at the end of their session.  Welcome – The LGLA session chair - LGLA President Laurey-Anne Roodenburg will
1.00-1.15 pili	be welcoming the delegates. Welcome will also be extended by the host mayor of the
	venue, as well as the President the Association whre the evetn is being held
1:15-1:45 pm	Intro – The Election is OverWhat Next! – UBCM Executive Director, Gary MacIsaac
	The workload is immense: returning delegates know from experience, and newly
	elected officials have come to discover, that the elections were just the tip of the
	iceberg. The Focus of this session is on moving beyond the campaign and into governance.
1:45-2:45 pm	Keynote
	LMLGA/SILGA/AKBLG/NCLGA Ian McCormack: "Who Is Driving the Grader"
	AVICC:
	Andrea Reimer
2:45-3:15 pm	Refreshment Break
3:15-4:15 pm	The Fine Art of Disagreeing
	Introduction of Codes of Conduct, responsible conduct principles, and examples to
	illustrate disagreeing in practice with finesse and decorum.
4:15-5:15 pm	Roles & Responsibilities
	The functioning Council/Board – CAO model, role clarity and decision making
	Dr Gordon MacIntosh – Richmond, Nanaimo
F.4F 6.20 mm	Dr Frank Leonard – Kelowna, Kimberley, Prince George
5:15-6:30 pm	Networking Reception
	~End of Day One~

<ul> <li>2:45-4:00 pm "More than Halfway, More than Half of the Time" - The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together. Councillor John Jack and Dianna Porter, MUNI, with various First Nations panelists – for local, relevant content.</li> <li>4:00-5:15 pm Local Government Planning – Beyond the Basics         <ul> <li>This session will touch on the basic concepts such as OCP's, Local Area Plans and Public Hearings, and also take a look at the challenges of Community Consultations, and interpreting their results.</li> </ul> </li> <li>5:15-5:45 pm Local Governments in the Decade of Climate Action - Maya Chorobik, Director of Climate Leadership, Community Energy Association         <ul> <li>Local government roles in climate action, levers and influences</li> <li>Connecting climate action to other community priorities such as the health and well-being of residents, economic development, improved air quality, biodiversity</li> </ul> </li> <li>5:45-6:45 pm Local Government Mentoring Panel</li> <li>6:45-7:45 pm Second Day Reception</li> </ul>	Day Two-Thurs	day
Local Government Financial Management 101 – Fundamentals of local government revenues and expenses, setting the financial plan, and financial controls and transparency.  8:30-9:30 pm B  Returning Elected Stream: Local Government Financial Management 102 – Fine-tuning with local area services, capital finance, development finance, and strategic procurement.  Newly Elected Stream: Meeting Procedures 101 – process, roles and rules of order to share perspectives, move discussion along, conclude debate, and make decisions together. LGMA – Local Government Management Association  9:30-10:15am B  Returning Elected Stream: Asset Management – Strategies for long term sustainable service delivery in your community. AMBC – Asset Management BC  Refreshment Break  10:45am-12:00  Returning Elected Stream: Local Government Law 101 - Overview of the legislative framework for local governments, authorities and obligations.  Lidstone and Company Law Corporation; Young Anderson Barristers and Solicitors; Stewart, McDannold Stuart  Returning Elected Stream: Setting Priorities: Dynamic Decision Making Tracey Lorenson – Paragon Strategic  10:45am-12:00 pm  Lunch Buffet  UBCM President Welcome – Jen Ford  Part 1: Municipalities and Regional Districts (RD) – Overview of RD structure, roles, relationships, and opportunities. MUNI  Part 2: Roles and Relationships in Practice: Emergency Responseso whose job is it? Local Presenters TBA  Refreshment Break  "More than Halfway, More than Half of the Time" - The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together. Councillor John Jack and Dianna Porter, MUNI, with various First Nations panellists – for local, relevant content.  4:00-5:15 pm  Local Government Planning – Beyond the Basics  This session will touch on the basic concepts such as OCP's, Local Area Plans and Public Hearings, and also take a look at the challenges of Community Consultations, and interpreting their results.  Local Governments in the Deca	7:30-8:30 am	Breakfast Buffet
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#### Day Three - Friday

7:00-8:30 am	Breakfast Buffet
8:00-9:00 am	CivicInfo Presents: Post-Election Assessment - Results, Turnout and Trends Tourism – Destination BC Presentation Transportation – BC Transit Presentation
9:00 am-9:30 am	Address by the President of LMLGA/AVICC/AKBLG/SILGA/NCLGA – depending on EOS location
9:30am-10:30 am	Communications: Beyond Dodging the Bullet.  The basic principles of local government communications. Strategies & timing to coordinate your personal message, while representing your team.
10:30-11:00 am	MIABC Presents: Risk Management Tips for Reducing Liability in Communications.
11:00-11:15 am	BC Assessment Intro – Trends and Reflections
11:15-11:30 am	Minister of Municipal Affairs
11:30-12:00 pm	Closing comments, grand prize draw and adjournment
	~End of Conference~