

A PUBLIC HEARING AND REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:00 P.M.

Tuesday, February 21, 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.

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

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

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for February 21, 2023.

3. PUBLIC HEARING

3.1 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2099” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2100”

Subject Properties:

Bylaw No. 2099 will apply to all properties in the Town of Ladysmith where a caretaker dwelling or dwelling unit is permitted but has a minimum finished floor area restriction.

Bylaw No. 2100 will apply to all properties in the Town of Ladysmith where coach houses, accessory buildings, or secondary suites are permitted.

3.1.1 Outline of Public Hearing Process - Mayor Stone

- 3.1.2 Introduction of Bylaws and Statutory Requirements - Senior Planner, Development Services
- 3.1.3 Submissions
- 3.1.4 Call for Submissions to Council (Three Times) - Mayor Stone
- 3.1.5 Declaration that the Public Hearing for Bylaw Nos. 2099 and 2100 is Closed - Mayor Stone

4. BYLAWS - OFFICIAL COMMUNITY PLANNING AND ZONING (SUBJECT OF PUBLIC HEARING)

- 4.1 "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2099" 8

Recommendation

That, subject to any additional matters raised at the Public Hearing, Council give third reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2099".

- 4.2 "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2100" 10

Recommendation

That, subject to any additional matters raised at the Public Hearing, Council give third reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2100".

5. RISE AND REPORT- Items from Closed Session

Items from the Closed Meeting of Council held December 20, 2022

- **CE 2022-082**

That Council:

2. Confirm that the Artist Studio building project will proceed as presented to tender the construction of the project and direct staff to bring a detailed report to a future meeting of Council noting the increased costs and potential additional funding sources for the construction of the Artist Studio building and landscaping.

- **CE 2022-083**

That Council direct staff to investigate options to retain sufficient track to enable movement of rolling stock within the Ladysmith Arts and Heritage

Hub, while accommodating development of the “Live, Work and Learn” district of the Waterfront Area Plan.

- **CE 2022-084**

That Council rise and report at a future meeting of Council on the following:

- Resolution CE 2022-082, recommendation number 2; and
- Resolution CE 2022-083.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held February 7, 2023 14

Recommendation

That Council approve the minutes of the Regular Meeting of Council held February 7, 2023.

7. DELEGATIONS

7.1 Economic Development Cowichan - Update 17

Barry O’Riordan, Manager, Economic Development Cowichan

8. DEVELOPMENT APPLICATIONS

8.1 OCP and Zoning Amendment Application for 440 1st Avenue (Islander Hotel) 99

Recommendation

That Council:

1. Having considered section 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. the Stz’uminus First Nation and the School District 68 Board are the only entities that are appropriate to consult in connection with “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137”;
 - b. consultation should be early but need not be ongoing;
 - c. the consultation process described in the staff report to Council dated February 21, 2023, is sufficient in respect to the proposed Official Community Plan amendment; and
 - d. staff be directed to refer “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” to the Stz’uminus First Nation and the School District 68 Board as

set out in resolution 1 for consultation in the manner described in the February 21, 2023, staff report to Council;

2. Give first and second readings to “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137”;
3. Consider “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” in conjunction with the Town’s Financial Plan, the Town’s Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
4. Consider “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” in conjunction with the Town’s “Housing Needs Report” and the housing information on which the report is based, pursuant to section 473(2.1) of the *Local Government Act*;
5. Direct staff to refer “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” to School District 68 pursuant to section 476 of *the Local Government Act*;
6. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138”;
7. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138” to the Ministry of Transportation and Infrastructure, after third reading of the bylaw, pursuant to section 52 of the *Transportation Act*;
8. Require that, as a condition of approval of “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138” the applicant be required to:
 - a. enter a Heritage Revitalization Agreement, prepared by the Town’s lawyer at the applicant’s cost, to preserve and rehabilitate the Island Hotel’s (440 4th Ave.) heritage character; and
 - b. provide to the Town a \$10,000 community amenity contribution, to be deposited into the Town’s Community Amenity Fund.

following third reading and prior to adoption of the bylaws;
and

9. Direct staff to proceed with scheduling and notification of a public hearing for Bylaw No. 2137 and Bylaw No. 2138 pursuant to section 464(1) of the *Local Government Act*.

9. COMMITTEE MINUTES

9.1 Poverty Reduction Task Group - January 10, 2023 199

Recommendation

That Council receive the minutes of the Poverty Reduction Task Group meeting held January 10, 2023.

9.2 Public Art Task Group - February 7, 2023 203

Recommendation

That Council receive the minutes of the Public Art Task Group meeting held February 7, 2023.

10. REPORTS

10.1 Lot 108 Phase 1 Project Tender 205

Recommendation

That Council direct staff to:

1. Include in the 2023-2027 Financial Plan additional funds in the amount of \$180,000 for the Lot 108 Phase 1 project, with funds coming from prior year surplus and the COVID Safe-Restart reserve; and
2. Award Tender 2022-PRC-05 to Stone Pacific Contracting for the full tender amount of \$539,832.51.

10.2 Asset Disposal – 1997 Superior Ladder Truck 209

Recommendation

That Council:

1. Waive the Purchasing Policy and permit the sale of the 1997 Superior Ladder Truck (Ladder 1) to be granted to the Cowichan Valley Regional District for \$30,000 plus taxes; and
2. Direct staff to include a one-time principal payment of \$30,000 for the new Aerial Truck in the 2023-2027 Financial Plan, with the funds to come from the sale of Ladder 1.

11. BYLAWS

11.1 Bylaws for Introduction

- 11.1.1 “Noise Suppression Bylaw 2003, No. 1478, Amendment Bylaw 2023, No. 2136” 212**

At the January 24, 2023 Regular Meeting of Council the following resolution was passed:

CS 2023-019: That Council direct staff to prepare an amendment to “Noise Suppression Bylaw 2003, No. 1478”, Section 12 – Exempt Noise, as presented in the staff report dated January 17, 2023.

Recommendation

That Council give first, second and third readings to “Noise Suppression Bylaw 2003, No. 1478, Amendment Bylaw 2023, No. 2136”.

- 11.2 Bylaw Status Sheet 213**

12. NEW BUSINESS

- 12.1 Regional Approach to Emergency Management Grants 215**

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services 2023 grant funding up to \$150,000 on behalf of the Town of Ladysmith.

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to \$150,000 on behalf of the Town of Ladysmith.

Recommendation

That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Disaster Risk Reduction and Climate Adaptation grant funding up to \$300,000.

13. 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.

14. ADJOURNMENT

TOWN OF LADYSMITH

BYLAW NO. 2099

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

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

1. Replace subclause 6.6.a)iv) from Section 6.6. "Caretaker Dwelling Regulations" with the following:
 "iv) Shall not exceed a floor area of 90 square metres, and shall not exceed 40% of the total *Gross Floor Area* of the *Principal Building*."
2. Delete the minimum finished floor areas for dwelling units from all zones by deleting the following clauses and renumbering accordingly:

10.1.4.a)
10.2.4.a)
10.3.4.a)
10.6.4.a)
10.6.4.c)
10.6.10.a)
10.7.4.a)
10.7.4.d)
10.8.4.a)
10.8.4.c)
10.9.4.a)
10.9.4.d)
10.10.4.a)
10.11.4.a)
10.13.4.a)
11.2.4.a)
12.1.4.a)
14.1.4.a)
14.2.7.a)
17.3.9.a)
17.5.4.a)

Citation

3. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2099".

READ A FIRST TIME on the 24th day of January, 2023

READ A SECOND TIME on the 24th day of January, 2023

PUBLIC HEARING HELD on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

APPROVED BY MINISTRY OF TRANSPORTATION on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)

TOWN OF LADYSMITH

BYLAW NO. 2100

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

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to "Schedule A – Zoning Bylaw Text" of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860":

1. Amend clause 4.1.a) "Definitions" replacing the definition of Dwelling, Coach House with the following:

"DWELLING, COACH HOUSE: means a self-contained Accessory Dwelling Unit located within a detached Building."

2. Amend subsection 5.8 "Setback Exemptions" by:

- a. renaming the subsection "Setback and Parcel Coverage Exemptions"
- b. adding a new clause b) as follows

"b) For a Parcel containing a Coach House Dwelling that is not more than 5.0 metres in Height, any portion of a Building used for parking purposes shall be excluded from the calculation of Parcel Coverage, to a maximum exclusion of 45 square metres per Parcel."

3. Amend subsection 5.9 "Accessory Buildings, Structures and Uses" by:

- a. replacing clause b) with the following:

"b) Section 5.9 and its clauses do not apply to a Coach House Dwelling except that when a two Storey Coach House Dwelling contains a self-contained Accessory space on the First Storey, the Coach House Dwelling shall be counted as one Accessory Building for the purposes of calculating the number of Accessory Buildings on a Parcel in Section 5.9(a)"

- b. replacing clause c) with the following:

"c) An Accessory Building or Structure shall have a maximum Gross Floor Area of 60 square metres."

- c. replacing clause f) with the following:

"f) An Accessory Building or Structure shall not be used as a Dwelling Unit, except as otherwise provided for in this Bylaw."

- d. replacing clause i) with the following:

"i) No Accessory Building or Structure shall include Kitchen Facilities."

4. Amend subsection 5.14 "Floor Area and Exemptions" by:

- a. renaming the subsection “Floor Area Calculations and Exemptions”
 - b. adding a new clause d) as follows:

“d) For a *Coach House Dwelling*, the *Gross Floor Area* shall be measured to the exterior surface of the exterior walls, excluding:

 - i) interior staircases to a maximum exclusion of 9.0 square metres.
 - ii) self-contained *Accessory* space on the *First Storey* to a maximum exclusion of 60.0 square metres.
 - iii) exterior cladding and exterior solid wall systems up to a maximum thickness of 0.165 metres in an exterior insulation or weather protection system.
5. Replace subclause 6.4.a)ii) in Section 6.4 “Secondary Suite Regulations” with the following:
- “ii) Shall not exceed a floor area of 90 square metres, except in the following zones: R-2; R-2-A; and R-2-LW.”
6. Replace subsection 6.5. “Coach House Regulations”, in its entirety, with the following:
- “6.5 Coach House Regulations
- a) A *Coach House Dwelling*, where permitted in this Bylaw, is only permitted when the *Parcel* meets the following conditions:
 - i) When a *Parcel* is located on a *Lane*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 550 square metres or greater.
 - ii) When a *Parcel* is a *Corner Parcel* a *Coach House Dwelling* is permitted when the *Parcel Area* is 550 square metres or greater.
 - iii) For all other *Parcels*, a *Coach House Dwelling* is permitted when the *Parcel Area* is 668 square metres or greater.
 - b) A *Coach House Dwelling*, where permitted in this Bylaw, shall satisfy all of the following conditions:
 - i) Shall be limited to one such *Use* per *Parcel*.
 - ii) Shall be located on a *Parcel* where the *Principal Use* is a *Single Unit Dwelling* or a *Live/Work Unit*.
 - iii) Shall not exceed a *Gross Floor Area* of 60 square metres.
 - iv) Shall not exceed a *Height* of:

- 1) 6.6 metres for a two *Storey Coach House Dwelling*; or
- 2) 5.0 metres for a one *Storey Coach House Dwelling*.
- v) Shall be located in the *Rear Yard* or a *Side Yard*.
- vi) Notwithstanding any *Setback* provisions of this Bylaw, no *Coach House Dwelling*, with a *Height* as shown in the Table below, shall be located closer to the *Parcel Line* than the minimum *Setback* shown in the Table below:

PARCEL LINE	HEIGHT not more than 5.0 M	HEIGHT more than 5.0 M
<i>Front</i>	6.0 metres	6.0 metres
<i>Interior Side Parcel Line</i>	1.5 metres	2.0 metres
<i>Exterior Side Parcel Line</i>	1.5 metres	1.5 metres
<i>Rear Parcel Line</i>	1.5 metres	2.0 metres

- vii) Shall not be located closer than 6.0 metres to the *Single Unit Dwelling* on the *Parcel*, as measured between the foundations of each.
- viii) Shall be prohibited on a *Parcel* where a *Secondary Suite Use* or *Caretaker Dwelling* is located.
- ix) Shall accommodate any required parking on the *Parcel*.
- x) The maximum permitted size for upper level balconies and decks is 2.9 square metres.
- xi) Flat roofs shall not be used for deck areas.

Citation

- 7. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2100”.

READ A FIRST TIME on the 24th day of January, 2023

READ A SECOND TIME on the 24th day of January, 2023

PUBLIC HEARING HELD on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

APPROVED BY MINISTRY OF TRANSPORTATION on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, February 7, 2023
6:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Aaron Stone
Councillor Ray Gourlay
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

Matt O'Halloran
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:30 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2023-022

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and
- (k) 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.

Motion Carried

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

Mayor Stone called this 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 2023-023

That Council approve the agenda for this Regular Meeting of Council for February 7, 2023.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

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

6. MINUTES

6.1 Minutes of the Public Hearing and Regular Meeting of Council held January 24, 2023

CS 2023-024

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held January 24, 2023.

Motion Carried

7. COMMITTEE MINUTES

7.1 Parks, Recreation & Culture Advisory Committee - January 18, 2023

CS 2023-025

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held January 18, 2023.

Motion Carried

8. REPORTS

8.1 220 High Street Fire Monitoring System Replacement

CS 2023-026

That Council direct staff to include \$55,000 in the 2023-2027 Financial Plan for the Fire Monitoring System Replacement at 220 High Street with the funds to come from the Protective Services Reserve.

Motion Carried

9. BYLAWS

9.1 Bylaws for Adoption

9.1.1 “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw 2023, No. 2101”

CS 2023-027

That Council adopt “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw 2023, No. 2101”.

Motion Carried

9.2 Bylaw Status Sheet

10. QUESTION PERIOD

A member of the public enquired about the Civic Recognition Program and expressed a desire to see a historical component included in the program.

11. ADJOURNMENT

CS 2023-028

That this Regular Meeting of Council be adjourned at 7:08 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)

Economic Development Cowichan February 2023 Update

Presentation to Town of Ladysmith

Barry O’Riordan, Economic Development Cowichan

Update Topics

- Context
- State of the Cowichan Economy Report
- Initiative Update
 - Internet and Cellular Connectivity Strategy
 - Workforce Housing Strategy
 - Proposed - EDC Strategic Plan Update
 - Business Retention Expansion Attraction - Recovery and Resiliency
 - Sector Development
 - Supporting Communities

Context

- EDC Strategic Plan and Strategies
- CVRD Corporate Strategic Plan
- Grounded in data

By the Numbers:

State of the Cowichan Economy Report

- Some highlights:
 - Population Demographics
 - Household Income
 - Employment shifting sectors
 - Job vacancy rates elevated
 - Inward migration
 - Farm consolidation
 - Housing challenges



By the Numbers:

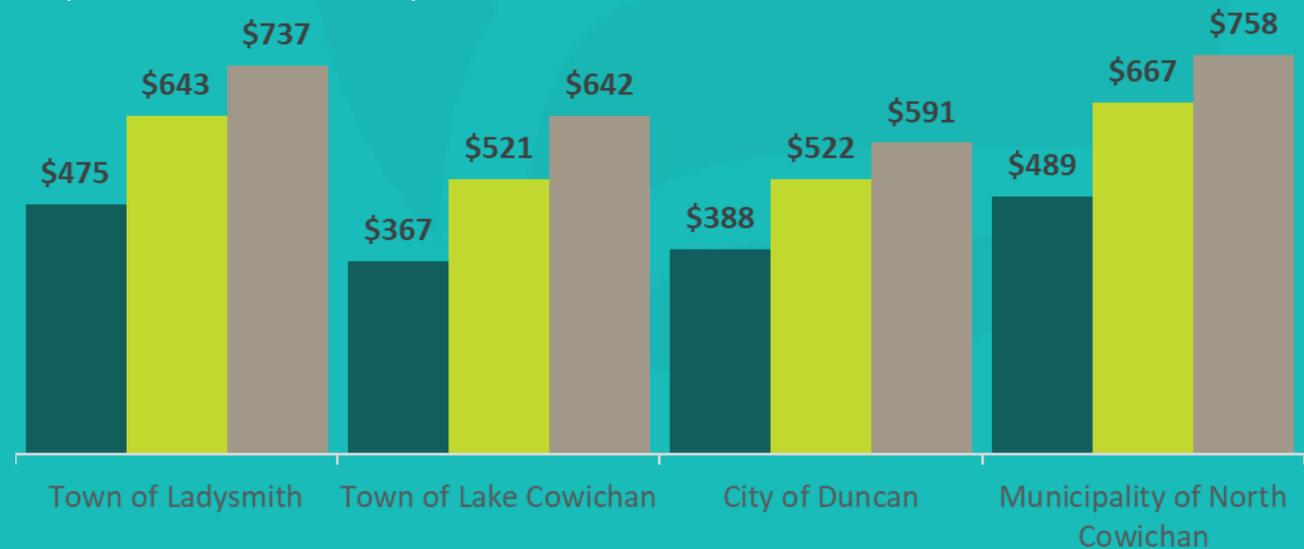
Housing

- Prices up 67% in 5 years
- Price stabilizing near 2021 levels
- Links to Labour Supply Concerns

Single-Family Home Sales

	Dec 2017	Dec 2021	May 2022	Dec 2022	5 Year Change
Benchmark Price	\$450,700	\$776,800	\$886,300	\$752,700	+ 67%
Active Listings	123	33	150	137	+ 11%

Typical Assessed Value of Single-Family Homes in 1,000s (BC Assessment)



Major Initiative Update:

Cowichan Internet and Cellular Connectivity Strategy

- Rationale
- Work completed
- Regional Connectivity Strategy (2023)
 - 4 Individual Community Plans



Major Initiative Update:

Cowichan Workforce Housing Strategy

- Workforce Housing Survey (2022)
- Workforce Housing Strategy (City Spaces)
 - Looking at the broader housing ecosystem
 - 3 Engagement Clusters:
 - #1: Establishing Our Framework and Vision
Six virtual workshops (Jan/Feb)
 - #2: Big Brainstorm of Ideas (Plus Evaluating, Prioritizing)
Four in-person workshops, one virtual (March 27)
 - #3: Knitting/Drafting the Strategy
Online survey (late May/early June)



Major Initiative Update:

EDC Strategic Plan Update

- Pending approval of CVRD 2023 Budget
- Timeline: Fall 2023/Winter 2024
- Regional Strategy - aligned with sub-regions



Photo Credit: HenHouse, 4VI

Strategic Focus: Business Retention,
Attraction, Expansion

Business Retention, Attraction and Expansion

- Investment Attraction
- VI Tech Attraction
 - TechIsland.io
- Circular Economy
 - Clean Tech Attraction
 - Accelerator Program
- Industrial Land – servicing!



Strategic Focus: Sector Development

Food Processing to Food Security

- Islands Ag Show
- Land Match program
- VI Crop Trials projects
- Cowichan Food HUB
- Regenerative Agriculture



Photo Credit: Cowichan Green Community

Strategic Focus: Sector Development

Tech

- Connectivity Strategy
- Tech Curriculum - Implementation
- Tech Attraction – Techisland.io



COWICHAN INTERNET & CELLULAR CONNECTIVITY

The Cowichan Valley Regional District is creating roadmaps to improved connectivity for four of Cowichan's most underserved communities.

Help us understand your community's digital aspirations and what's holding you back.

Register at
planyourcowichan.ca/connect



or call 250.746.7880

With support from the Province of British Columbia and Island Coastal Economic Trust.



COMMUNITY CONNECTIVITY CONVERSATIONS

SEP 13	Ditidaht First Nation Community Hall Virtual option available 5 - 7pm
SEP 14	Cowichan Lake Region Cowichan Lake Rec Centre 5 - 7pm
SEP 15	Cowichan Station The HUB at Cowichan Station 5 - 7pm
SEP 17	Thetis & Penelakut Islands Forbes Hall Community Centre, Thetis Island Virtual option available 2 - 4pm

Strategic Focus: Sector Development

Film

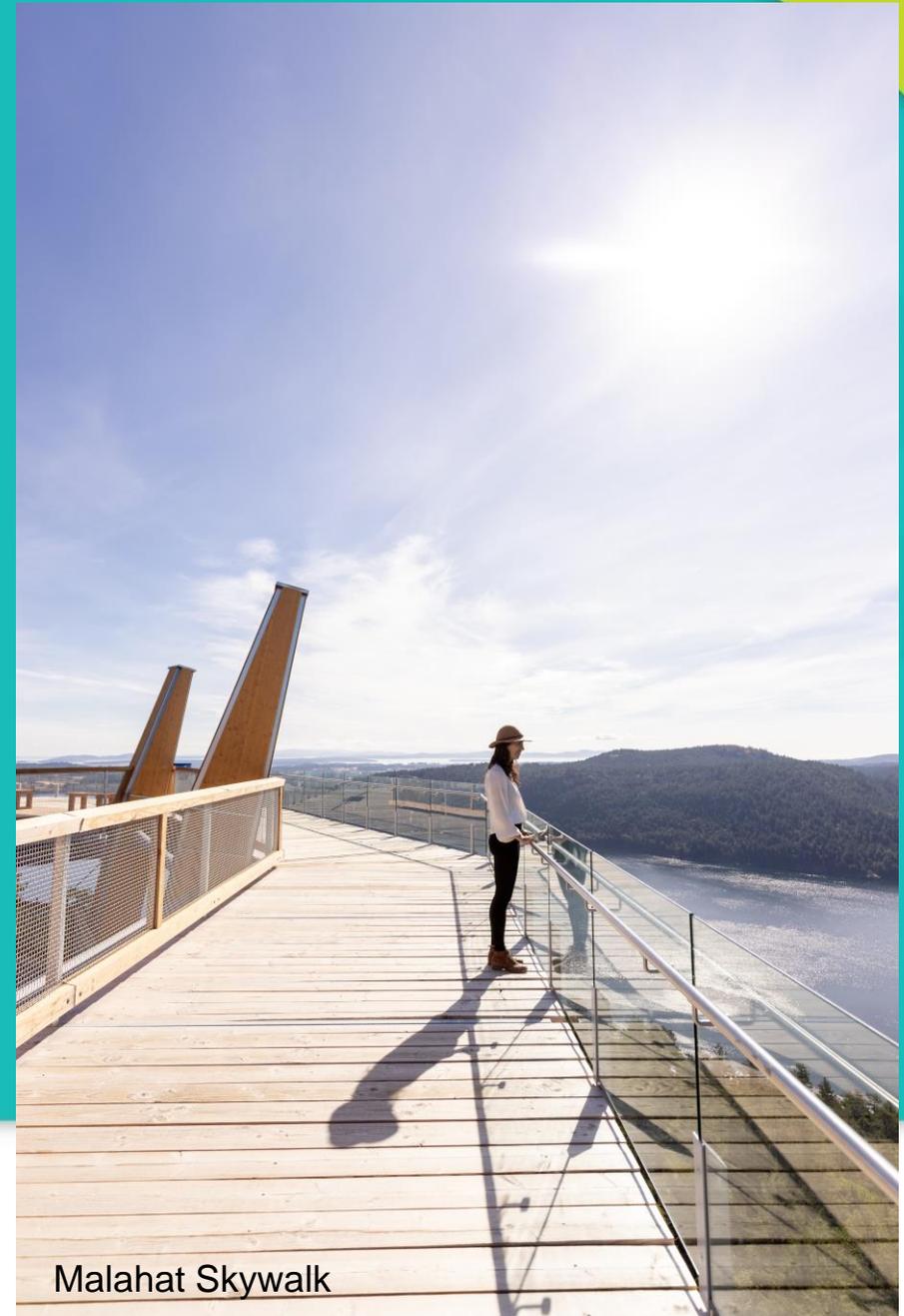
- Film Coordinator
- Continued interest in Cowichan
- Updated Image Bank



Strategic Focus: Sector Development

Tourism

- 4VI (formerly TVI) support Tourism Cowichan
- MRDT 5-Year Plan Renewed 2022
- Tourism Cowichan Contract 2023
- Sports Tourism and Rowing and Cycling



Strategic Focus: Strengthening Communities

Sub-Regional Support

- Sub-regional Economic Development Strategies
- Town/village cores key to regional vitality
- Community, non-profit-based initiatives
- Sub-regional Economic Development Analyst (2021/2022)
 - Sub-regional support (grant support, relationship building, business walks)
 - Not renewed in 2023 budget



Photo Credit: Coastal Bliss Adventures, Peter O'Hara, 4VI

Economic Development Cowichan

Thank you!

ecdevcowichan.com



State of the Cowichan Economy, Winter 2023

This report highlights the latest data and economic trends for the Cowichan Valley Regional District (CVRD), and is produced by staff at Economic Development Cowichan.

A Note on Census 2021

Statistics Canada has completed its major data releases from Census 2021. In our [Spring 2022 report](#), we provided a summary of population, age, and dwelling counts and types. In this report, we have Census data on income, education, labour, housing, migration, agriculture, and the region’s Indigenous population.

Indigenous Demographics

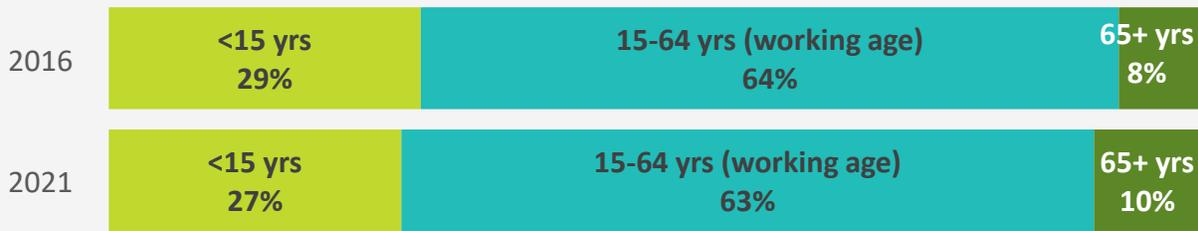
Population ([Statistics Canada, Census 2021](#))

	2016	2021	Population Growth
Indigenous	9,660	10,985	+ 13.7%
Cowichan Overall	83,739	89,013	+ 6.3%

Census 2021 data shows that the Indigenous population in the Cowichan region is growing at a much faster rate than Cowichan’s population overall. This trend is consistent across the country, with Canada seeing an overall 9.4% increase in the Indigenous population since the last census. Statistics Canada gives two reasons for this growth: natural growth (higher birth rates and increasing lifespans), and an increasing number of people who now self-identify as Indigenous.

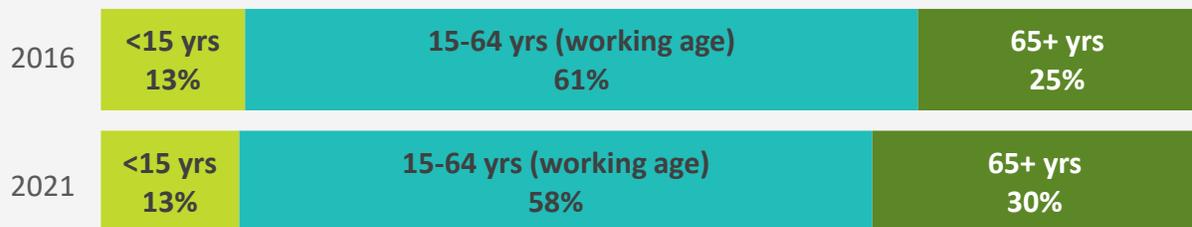
Age ([Statistics Canada, Census 2021](#))

Indigenous



Average Age in 2021 – **33.3**

Non-Indigenous



Average Age in 2021 – **48.6**

The region’s Indigenous population is also much younger on average than our non-Indigenous population. The Indigenous population has a higher proportion of children age 0 to 14 years, and a lower proportion of seniors age 65 and over when compared to Cowichan’s non-Indigenous age distribution. The proportion of Indigenous people of working age (15 to 54 years) is also higher than non-Indigenous. Given this age distribution, Statistics Canada predicts that “future census data may see the Indigenous population accounting for a larger share of the labour force.”¹ It will be important to work with the First Nations in the Cowichan region to ensure their members have access to the education and support they need to be successful in the workforce.

¹ “Indigenous population continues to grow and is much younger than the non-Indigenous population, although the pace of growth has slowed”, Statistics Canada, September 21 2022, <https://www150.statcan.gc.ca/n1/daily-quotidien/220921/dq220921a-eng.htm>

Education

Highest Level of Education ([Statistics Canada, Census 2021](#))

	2016	2021
No certificate, diploma or degree	12.4%	11.2%
High school diploma or equivalency certificate	28.9%	30.2%
Postsecondary certificate, diploma or degree	58.7%	58.6%
Apprenticeship or trades certificate or diploma	13.4%	11.8%
College, CEGEP or other non-university certificate or diploma	23.6%	22.4%
University certificate or diploma below bachelor level	4.4%	4.5%
Bachelor's degree or higher	17.2%	19.9%

From 2016 to 2021, there was a drop in the percentage of people in Cowichan aged 25 to 64 years who had no formal education. While the proportion of the population with a postsecondary education remained stable, there was a drop in the percentage of apprenticeship and trades graduates, and a rise in the percentage of people with a bachelor's degree or higher. Given the recent labour shortages in trades jobs, it will be important to support those seeking to enter the trades in the future.

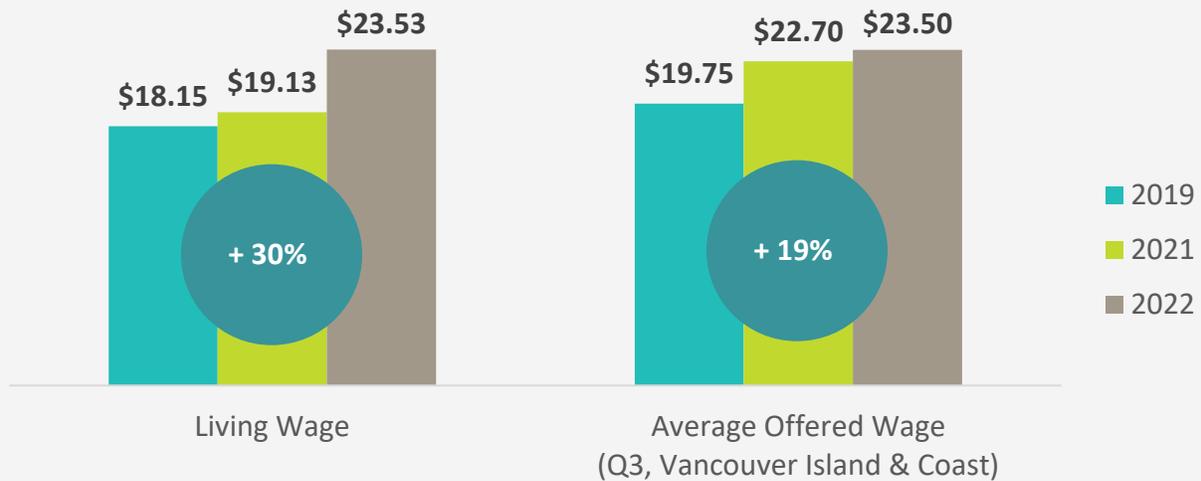
Labour Force

Median Household Income ([Statistics Canada, Census 2021](#))

	2015	2020	Percentage Change
Cowichan	\$65,191	\$79,500	22%
BC	\$69,995	\$85,000	21%

Cowichan's median household income increased at a rate just slightly higher than the province overall. Income varies widely by sub-region, with Area B residents earning a median income of \$99,000 while City of Duncan residents earn a median of \$53,200.

Hourly Wages ([Social Planning Cowichan](#), [Statistics Canada](#))



While Cowichan’s living wage is not directly comparable to the average offered wage in the Vancouver Island & Coast region, it is interesting to note that our living wage has grown at a faster pace over the past three years. This could signal that wages are not keeping up with what workers need to make ends meet.

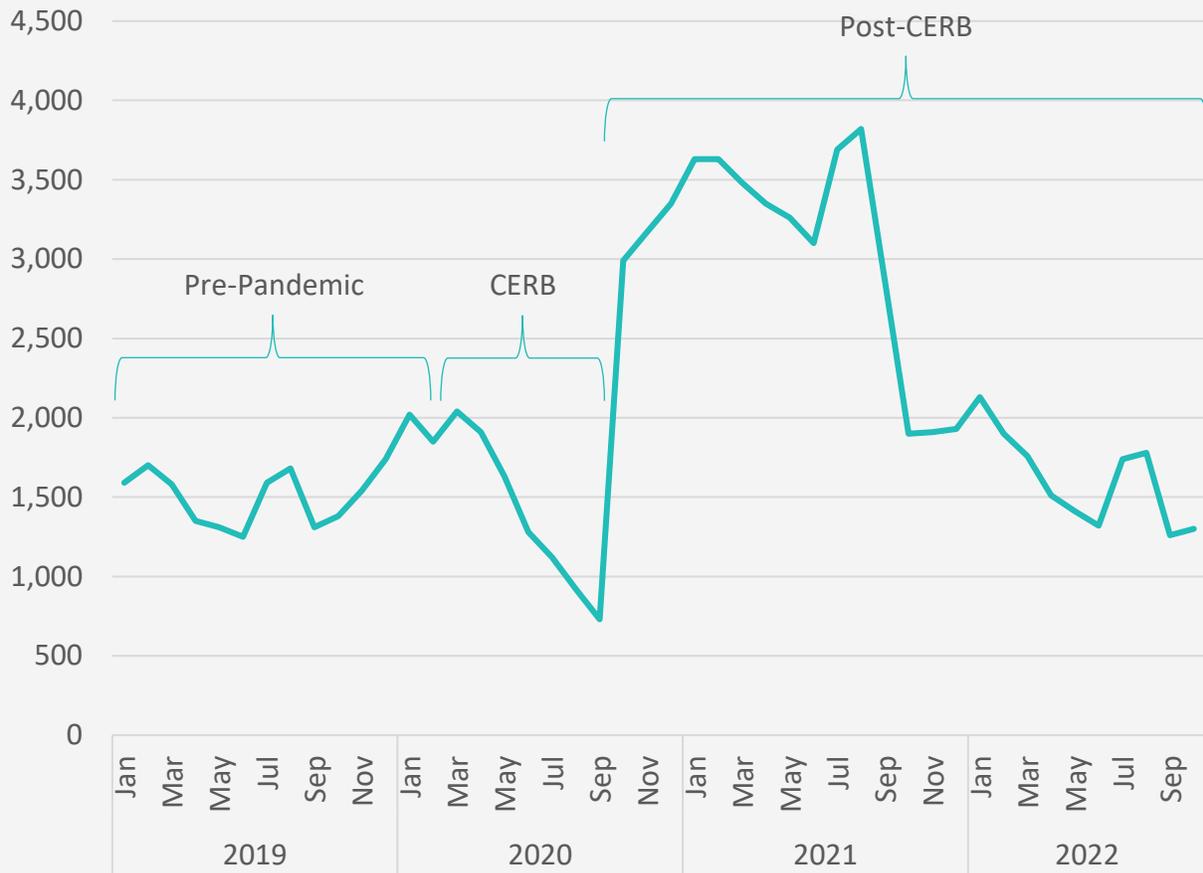
Labour Force Status ([Statistics Canada, Census 2021](#))

	2016	2021
Participation rate	57.4%	55.3%
Employment rate	53.1%	51.2%
Unemployment rate	7.4%	7.3%

As of May 2021, Cowichan’s labour force participation and employment rates had both dropped 2% since Census 2016. While unemployment rose sharply during the onset of the COVID-19 pandemic, it had returned to 2016 levels by Census 2021. At 7.3%, the unemployment rate in Cowichan was slightly lower than in the overall Vancouver Island and Coast region, which sat at 7.6%. Since May 2021, unemployment rates across the province have dropped significantly. As of December 2022, the unemployment rate in BC sits at 3.9% and in the Vancouver Island and Coast region at 2.7%.²

² “Labour Force Statistics Data Tables”, Statistics Canada, December 2022, https://www2.gov.bc.ca/assets/gov/data/statistics/employment-labour-market/lfs_data_tables.pdf

Employment Insurance Beneficiaries in Cowichan ([Statistics Canada](#))



During the first six months of the pandemic, the federal Canada Emergency Response Benefit (CERB) was implemented to support affected workers in place of the Employment Insurance (EI) program. When CERB was discontinued, those eligible for EI were transitioned over. Beneficiaries remained very high through September 2021, when many recipients reached the maximum of 50 weeks of regular benefits and became ineligible. Recently, the number of EI beneficiaries has decreased to levels similar to the same period in 2019.

Place of Work ([Statistics Canada, Census 2021](#))

	2016	2021
Worked at home	10.6%	17.8%
Worked outside Canada	0.3%	0.2%
No fixed workplace address	16.2%	18%
Usual place of work	72.9%	64%

Not surprisingly, the percentage of people in Cowichan working from home rose significantly from 2016 to 2021, with many forced or choosing to stay out of the office. This change highlights the importance of having appropriate infrastructure to facilitate home-based work, such as connectivity infrastructure.

Commuting ([Statistics Canada, Census 2021](#))

	2016	2021
Destination		
Commute within municipality or electoral area of residence	28.9%	31.5%
Commute to a different municipality or electoral area within Cowichan	43.5%	43.1%
Commute outside of Cowichan, but within BC	26.3%	24.6%
Commute to a different province or territory	1.2%	0.8%
Mode		
Car, truck or van - as a driver	83.6%	84.5%
Car, truck or van - as a passenger	5.9%	5.7%
Public transit	1.9%	0.9%
Walked	5.4%	5.6%
Bicycle	1.1%	0.9%
Other method	2.1%	2.3%
Duration		
Less than 15 minutes	34.6%	37.5%
15 to 29 minutes	31.3%	31.5%
30 to 44 minutes	15.3%	15.5%
45 to 59 minutes	7.7%	7.4%
60 minutes and over	11.1%	8.2%

It is encouraging to see that Cowichan’s workforce is more likely to work close to home with a shorter commute than in 2016. This will contribute to reductions in greenhouse gas emission. However, commuting by private vehicle increased, while use of public transit and cycling to get to work decreased. This could reflect impacts of the COVID-19 pandemic, with more people choosing to ride solo for health and safety reasons. It will be interesting to see how these trends are impacted by ongoing CVRD policy development, such as the Modernized Official Community Plan and the Regional Active Transportation Plan.

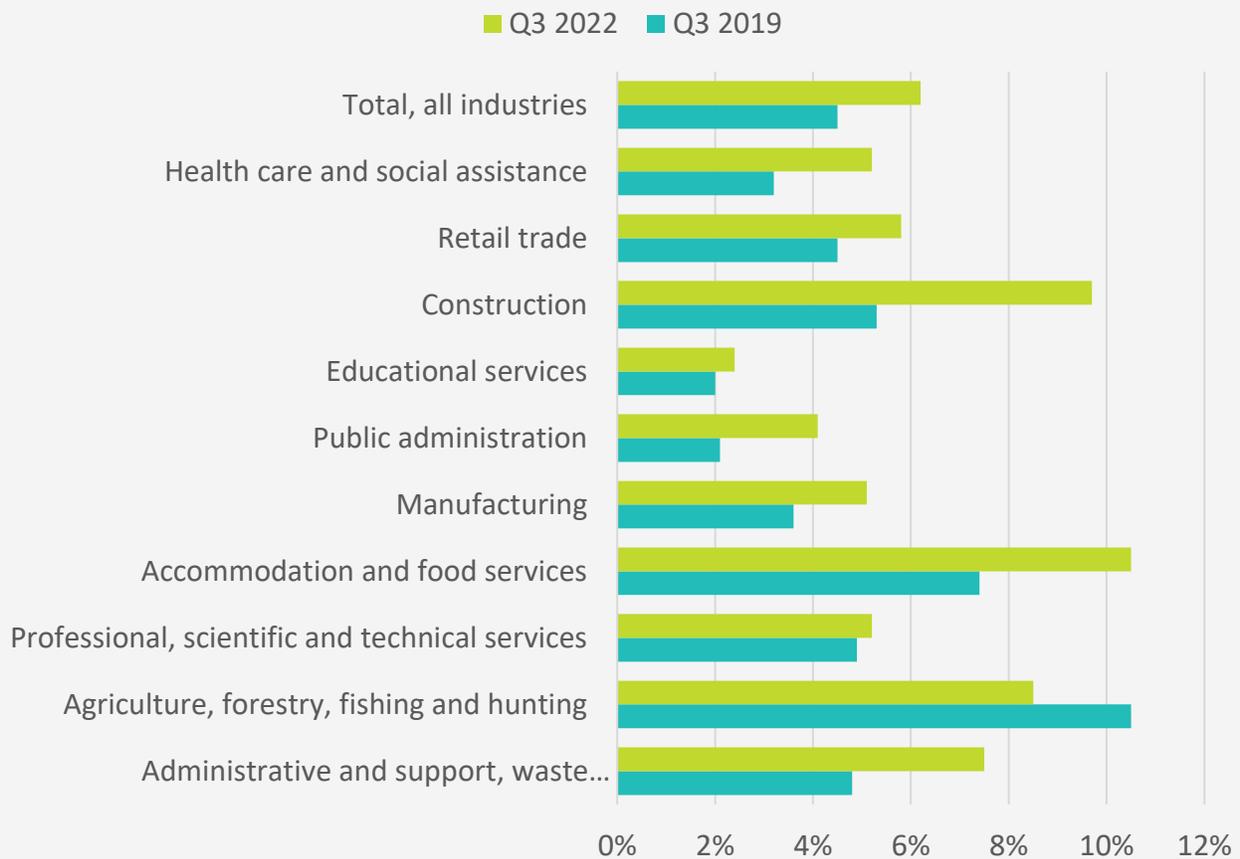
Labour Force by Industry – Top 10 ([Statistics Canada, Census 2021](#))

	2016	2021
Health care and social assistance	12.5%	13.3%
Retail trade	12.6%	11.9%
Construction	9.5%	11.3%
Educational services	6.9%	7.6%
Public administration	6.5%	7%
Manufacturing	7.3%	6.7%
Accommodation and food services	7.4%	6.5%
Professional, scientific and technical services	5.6%	6%
Agriculture, forestry, fishing and hunting	5%	4.7%
Administrative and support, waste management and remediation services	4.6%	4.7%

The distribution of labour amongst industries in Cowichan remained relatively stable from 2016 to 2021. The percentage of workers in health care and social assistance, construction, educational services, and public administration rose, while retail trade, manufacturing, and accommodation and food services saw declines. The effects of the COVID-19 pandemic can be seen here, particularly in the declines in retail, accommodation and food services, which were hard hit during periods of public health restrictions.

For a complete table of labour force by industry, see [Appendix A](#).

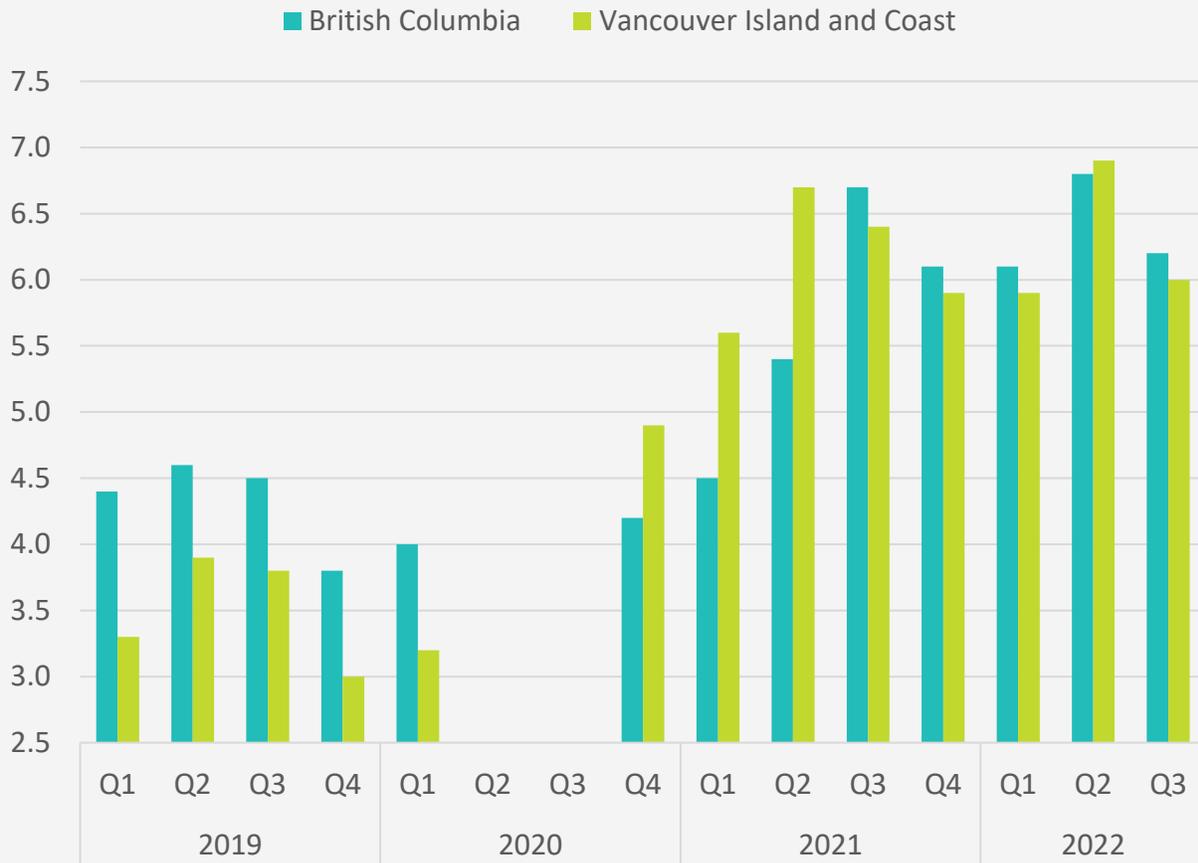
Provincial Job Vacancy Rates by Industry – Top 10 Industries by Employment ([Statistics Canada](#))



The labour shortage is a topic of much discussion right now. Our aging population, coupled with the impacts of the pandemic, mean that there simply are not enough workers to fill available positions. Since 2019, job vacancy rates in BC have risen in almost every industry, with the exception of agriculture, forestry, fishing and hunting. Some of the highest increases have been seen in the accommodation and food services, and construction industries. The construction industry has seen business boom since the COVID-19 pandemic, making it hard to keep up with the demand for labour. Accommodation and food services are a different story. Many workers left this industry for more stable and higher paying jobs in other sectors. There has also been a shift to less labour-intensive business practices in some cases, such as takeout only restaurants and accommodations that switched from short-term to long-term rentals.

For a complete table of provincial job vacancy rates by industry, see [Appendix A](#).

Regional Job Vacancy Rates ([Statistics Canada](#))



Note: data on job vacancy rates is unavailable for 2020 Q2 and Q3.

Job vacancy rates remain elevated in the Vancouver Island and Coast region, as well as provincially. The labour shortage is predicted to continue well into the foreseeable future. Economic Development Cowichan has published an [Employer Resource Guide](#) and blog series to help businesses adapt.

Migration

Mobility Status – 5 Years ([Statistics Canada, Census 2021](#))

Mobility status of Cowichan residents in last 5 years	2021	2016
Did not move	60%	62.5%
Moved residences between 2016 and 2021	40%	37.5%
- Moved within the same community	8.9%	15.3%
- Moved from a different community	31.2%	22.2%
* Moved from outside Canada	1.7%	1.5%
* Moved from a different community within Canada	29.4%	20.8%
^ Moved from another BC community	24%	16%
^ Moved from another Canadian province	5.4%	4.8%

The table above shows the mobility patterns of people who lived in Cowichan at Census 2021, showing the percentage of persons who moved within the last 5 years and where they moved from. From this data, we can see that people were much more likely to have moved into Cowichan from outside the region in the 5 years preceding Census 2021 as compared to Census 2016. The vast majority of those people came from within BC. This could reflect an increasing desire to live a more rural lifestyle and work from home, and/or a desire to leave increasingly unaffordable urban areas. One challenge of an influx of urban-dwellers into more rural areas is in setting the right expectations for infrastructure and servicing, which are often less developed than in cities.

Immigrant Status ([Statistics Canada, Census 2021](#))

	Cowichan	BC
Non-immigrants	87.6%	67.5%
Immigrants	11.9%	29%
Non-permanent residents	0.5%	3.5%

Residents of Cowichan are much more likely to be Canadian citizens by birth than the population of BC overall. 'Immigrants' includes persons who are or who have ever been landed immigrants or permanent residents, as well as those who have obtained Canadian citizenship by naturalization.

Age at Immigration ([Statistics Canada, Census 2021](#))

	Cowichan	BC
Under 5 years	13.4%	8.2%
5 to 14 years	20.5%	15.9%
15 to 24 years	21.3%	19.3%
25 to 44 years	37.2%	44.8%
45 years and over	7.6%	11.7%

A higher percentage of those who immigrate to Cowichan are under age 25 compared to BC overall. This is encouraging, as it helps to balance out our aging population and bolster our workforce.

Immigration Admission Category ([Statistics Canada, Census 2021](#))



More than half of immigrants to Cowichan came to Canada as Economic Immigrants, meaning that they have been selected for their ability to contribute to Canada's economy through their ability to meet labour market needs, to own and manage or to build a business, to make a substantial investment, to create their own employment or to meet specific provincial labour market needs. Of the remaining immigrants, most were sponsored by family and granted permanent resident status on the basis of their relationship (e.g., spouse, parent, child, etc).

Housing & Real Estate

Housing Indicators ([Statistics Canada, Census 2021](#))

	Unacceptable Housing	In Core Housing Need
Cowichan	25.7%	7.8%
BC	33.5%	13.4%

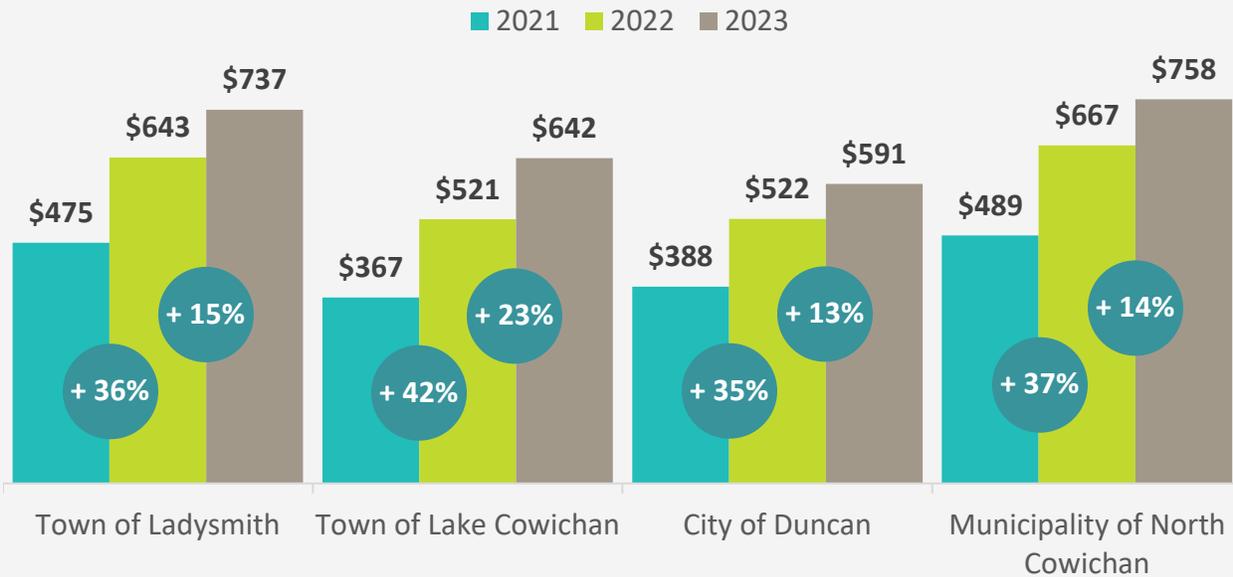
In Cowichan, 25.7% of occupied private dwellings are deemed unacceptable, meaning that occupants are spending 30% or more of their income on shelter costs, the housing has an unsuitable number of bedrooms for the size and composition of the household, and/or major repairs are needed. Also, 7.8% of private households are in core housing need, defined by Statistics Canada as living in unacceptable housing and unable to afford alternative local housing that is acceptable. Cowichan has a lower percentage of unacceptable housing and households in core need than BC overall.

Single-Family Home Sales ([Vancouver Island Real Estate Board](#), Multiple Listings Service)

	Dec 2017	Dec 2021	May 2022	Dec 2022	5 Year Change
Benchmark Price	\$450,700	\$776,800	\$886,300	\$752,700	+ 67%
Active Listings	123	33	150	137	+ 11%

In Cowichan, the number of active listings reached a low of 33 in December 2021, and the benchmark price of a single-family home reached a high of \$886,300 in May 2022. As noted earlier in this report, migration into Cowichan has been higher over the last 5 years than previously, resulting in population growth that has not been matched by growth in housing inventory. Since May 2022, rising inventory and interest rates are helping to cool the housing market. Prices are now 3% lower than the same month last year, and inventory has slightly surpassed that of 5 years ago.

Typical Assessed Value of Single-Family Homes in 1,000s ([BC Assessment](#))



Assessed values of homes on Vancouver Island have risen between 10% and 20%. While home prices in Cowichan are now lower than they were a year ago, assessment values are based on what homes could have sold for on July 1, 2022, when the market was performing higher. Of note, values in the Town of Lake Cowichan rose 23%, one of the highest increases on Vancouver Island, surpassed only by the Town of Port McNeil and the Village of Sayward.

A Note on Housing and the Labour Force

While the issues of housing affordability and availability may be well known, their link to the labour force is less so. When workers are unable to find or afford housing in Cowichan, they are more likely to leave the region, resulting in local businesses of all sizes and sectors struggling to attract and retain staff. This is a story that staff at Economic Development Cowichan (EDC) have heard over and over from businesses across the region. As a result, EDC has launched a Cowichan Workforce Housing Strategy project, which aims to develop actionable solutions to the housing crisis as it relates to employment. For more information on this project, visit planyourcowichan.ca/workforce-housing.

Business

Number of Businesses with Employees ([BC Stats](#))

2016	2021	Business Growth in Cowichan	Business Growth in BC
2,913	3,084	+ 5.9%	+ 5.8%

Growth in the number of businesses with employees in Cowichan has been steady over the last five years, with overall growth slightly higher than BC overall. It is also worth noting that the number of businesses in Cowichan continued to grow in 2020 and 2021, despite challenges presented by the pandemic.

Agriculture

Number of Farms ([Statistics Canada, Census of Agriculture 2021](#))

	2011	2016	2021	2021 vs 2016 Cowichan	2021 vs 2016 BC
Number of Farms	685	632	498	- 21.2%	- 9.6%
Total Farm Area (acres)	26,779	24,923	26,280	+ 5.4%	- 11.8%

The total number of farms in Cowichan decreased significantly between the 2016 and 2021 censuses, showing a much higher percentage decrease than BC overall. Decreases occurred in all farm types except poultry and egg production. While there was a decrease in the number of farms less than 760 acres, the data shows 5 farms of 760 acres or more which were not reported in 2016. Also, while the number of farms decreased, the total acres of land being used for farming in Cowichan increased. Statistics Canada reports that a trend of industry consolidation has been present for several censuses now and continues in 2021, which may explain the Cowichan data.

“Over time, farms have been evolving to become increasingly sophisticated businesses that harmonize automation, modernization and production operations. As a result, many farms have consolidated and become increasingly larger both in terms of sales and number of employees. Conversely, smaller and mid-sized farms are declining in Canada, thereby impacting the rural landscape and profile of Canadian regions.”³

³ “Canada's 2021 Census of Agriculture: A story about the transformation of the agriculture industry and adaptiveness of Canadian farmers”, Statistics Canada, May 11 2022, <https://www150.statcan.gc.ca/n1/daily-quotidien/220511/dq220511a-eng.htm?indid=22863-1&indgeo=0>

Vancouver Island Economic Alliance’s State of the Island Economic Report 2022 states that many farmers have sold or consolidated their land due to rising real estate prices and the aging agricultural workforce.⁴

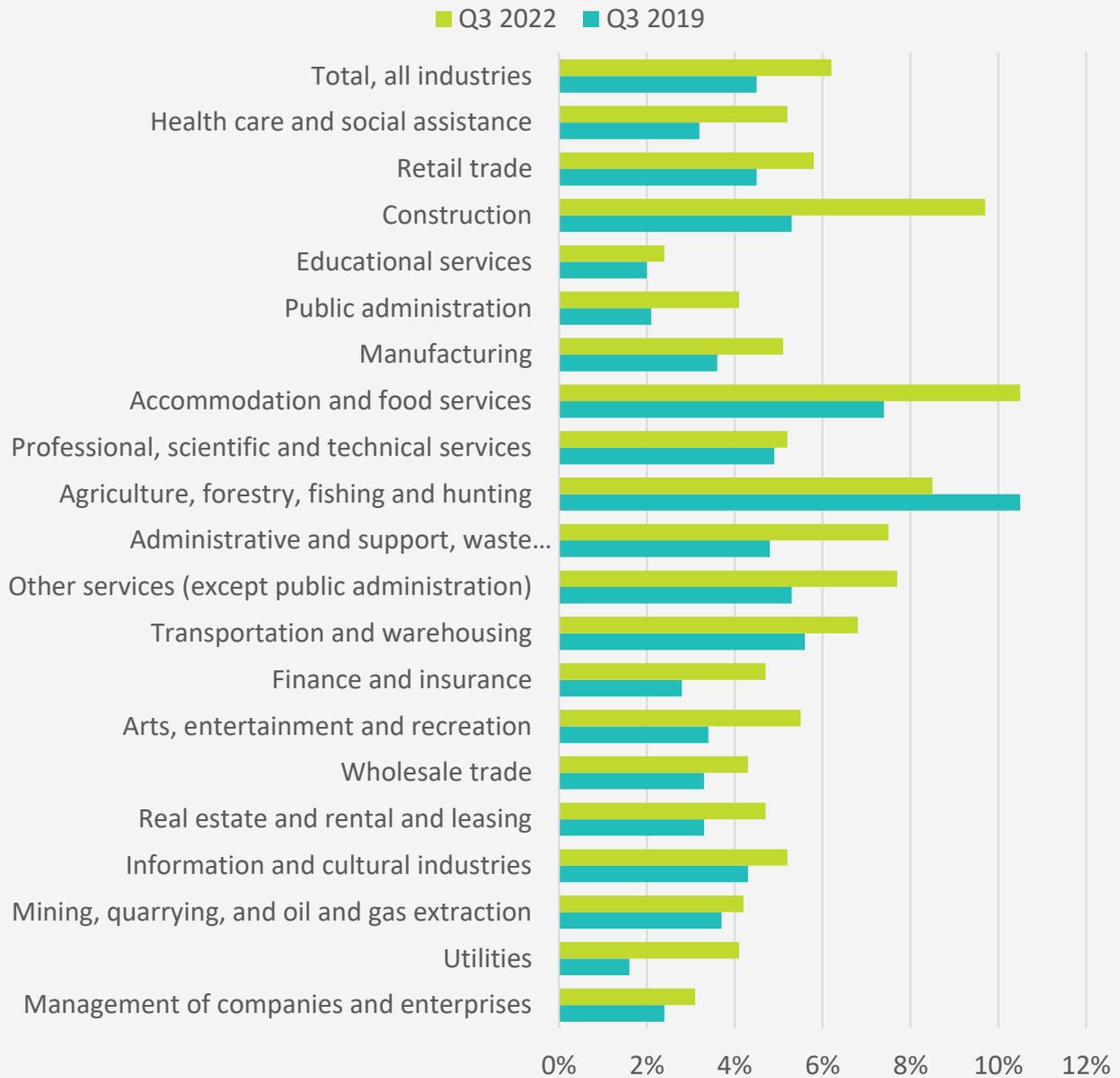
⁴ “State of the Island Economic Report 2022”, Vancouver Island Economic Alliance, October 2 2022, <https://viea.ca/economic-resources/state-of-the-island-report/>

Appendix A

Labour Force by Industry - Complete ([Statistics Canada, Census 2021](#))

	2016	2021
Health care and social assistance	12.5%	13.3%
Retail trade	12.6%	11.9%
Construction	9.5%	11.3%
Educational services	6.9%	7.6%
Public administration	6.5%	7%
Manufacturing	7.3%	6.7%
Accommodation and food services	7.4%	6.5%
Professional, scientific and technical services	5.6%	6%
Agriculture, forestry, fishing and hunting	5%	4.7%
Administrative and support, waste management and remediation services	4.6%	4.7%
Other services (except public administration)	4.8%	4.7%
Transportation and warehousing	3.6%	3.4%
Finance and insurance	2.8%	2.5%
Arts, entertainment and recreation	2.3%	2.2%
Wholesale trade	2.2%	1.7%
Real estate and rental and leasing	1.6%	1.5%
Information and cultural industries	1.2%	1.3%
Mining, quarrying, and oil and gas extraction	0.8%	0.6%
Utilities	0.5%	0.4%
Management of companies and enterprises	0.1%	0.1%

Provincial Job Vacancy Rates by Industry (Statistics Canada)





PUBLIC ENGAGEMENT PLAN

**Workforce Housing Strategy
Cowichan Valley Regional District**

CitySpaces Consulting | January, 2023

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Overview

Purpose

The Cowichan Valley Regional District (CVRD) has engaged CitySpaces to create a Workforce Housing Strategy. To inform the strategy, CitySpaces will implement an engagement initiative – guided by the Public Engagement Plan – to identify priorities, areas of concern, and solution-focused strategies. In addition, the plan will serve as an internal reference guide throughout the development of the strategy, mapping approaches to engagement including a sequence of interactive activities, timelines, and corresponding logistics.

To ensure the strategy captures community needs, the engagement process will follow a multi-sectoral approach, engaging with a broad scope of community stakeholders including service providers, businesses, residents, people with lived experience, government organizations, and other relevant institutions.

Objectives

The objectives of this engagement process are to:

- “Involve” the community with co-imagining new possible solutions with intention and action (prototyping, testing, and evaluating potential strategies);
- Structure engagement activities in a manner where each activity builds on previous steps, adapting based on input (iterative steps); and
- Build trust with people to enable conditions for personal, collective, and systemic transformation.

Activities At-A-Glance

- **Engagement cluster 1:** Six virtual workshops (week of January 30th to February 8th) and outreach to First Nations
- **Engagement cluster 2:** Four in-person workshops, one virtual workshop for stakeholders unable to attend in-person activities (week of March 27th to 31st)
- **Engagement cluster 3:** Online survey (late May/early June)



Target Audience

Identifying potential solutions to workforce housing will benefit from the creative ideation generated by a diversity of groups in the region:

Project Advisory Group

Perspective: Strategic Input, Grounding Process in Local Context, Ideas

- The project advisory group will comprise of diverse stakeholders including the Cowichan Housing Association, BC Housing, First Nations communities, Island Health, Tourism Cowichan, and various industry representatives. They will provide strategic input at key milestones of the process and will be invited to participate in various engagement activities with other groups in the region to help generate solution-focused ideas.
- The project advisory group will have access to an ongoing, live and interactive discussion forum through the CVRD’s online engagement platform (“Bang the Table”). The discussion forum will provide an opportunity to capture ideas and organically expand ideas, share insights, and quickly problem solve as and when needed.

Municipal and First Nations Planning - Technical Advisory Group

Perspective: Perspective: Technical Input, Local Lens, Local Alignment, Ideas

- Should the CVRD secure additional budget for this process, a Technical Advisory Group comprising of municipal and First Nations planning representatives (MFNP) could be convened to provide technical input for ensuring strategies are grounded in the local context (e.g. policy, land use, and regulatory).
- The collaborative nature of the MFNP Technical Advisory Group provides an opportunity for the strategy to be regionally integrated, and bolster the implementation component.
- The MFNP Technical Advisory Group could meet at the same frequency and timing as the Project Advisory Group,

CVRD Regional Board

Perspective: Strategic Input, Regional Lens, Local Alignment, Ideas

- The regional district has a Board of Directors composed of representatives from unincorporated electoral areas and municipalities. The Board will offer a regional lens with respect to contextual input, political considerations, and broader strategic alignment. They will also be invited to participate in various engagement activities with other groups in the region to help generate solution-focused ideas.

Regional Planning

Perspective: Technical Input, Local Lens, Local Alignment, Ideas

- The CVRD has four municipalities (City of Duncan, Town of Ladysmith, Town of Lake Cowichan, and the Municipality of North Cowichan). Interdepartmental municipal staff members will be invited to participate in the engagement process to provide technical input on solution-building concepts, including CAOs, planners, and engineers. This group will also include CVRD regional planners and First Nation planners/housing coordinators.

Employers

Perspective: Tactical Input, Ideas

- A cross-section of small businesses and major employers will be invited to participate including healthcare, non-profit organizations, education, emergency services (e.g., police, fire, ambulance), tourism, construction, retail, food and beverage, agriculture, forestry, manufacturing, arts/culture, film, and technology. Engagement with employers will focus on tactical input, keeping in mind the needs of employers (and their employees), and idea generation.

Employees and Workers with Lived Experience of Housing Insecurity

Perspective: Lived Expertise, Ideas

- The input of employees and workers who have experienced challenges with finding and affording housing can bring their lived expertise to the table. Participants can be from any industry in the Cowichan Valley, as well as students or prospective workers in industries (e.g., VIU Cowichan carpentry, welding, education, and nursing students). Special attention will be made to identify employees and workers with specific experiences that create barriers to accessing housing and employment such as newcomers, workers with disabilities, and other underrepresented groups. Engagement with participants with lived experience gives space to solutions that are centred around the needs of workers.
- Special outreach to identify these individuals will need to be carried out to connect this group with opportunities to participate (e.g. Cowichan Intercultural Society for newcomers, Clements Centre for workers with disabilities, and WorkBC).

Builders and Developers

Perspective: Technical Input, Tangible Concepts, Sector Capacity, Ideas

- Builders and representatives from the development industry will be invited to participate in engagement activities to help generate ideas on solution-building concepts. Local builders and developers will bring a critical perspective on technical challenges and opportunities to developing workforce housing, and can provide insight on strategies that will be feasible and realistic. Invitees will include local builders and developers with expertise in



variety of form and scale, builders from neighbouring regions with experience developing workforce housing, and the building and construction industry (e.g. UDI).

Service Providers

Perspective: Client Needs, Sector Capacity, Ideas

- Service providers have a unique perspective from supporting their clients through their programs and services. A cross-section of service providers will be invited to participate in engagement activities including non-profit housing providers; employment, life skills and training organizations (e.g. WorkBC); and youth services. Engagement with service providers will provide insight into strategies that can support workers with barriers to employment and housing. Recognizing the capacity constraints within the non-profit and community serving sector, invitations will target organizations that work with workforce clients.

Members of the Public

Perspective: Palatability, Ideas

- Members of the public will be invited to generate ideas to address workforce housing issues in the region. Their participation will also serve a sample of community buy-in for the Strategy.



Engagement Activities

Engagement activities are organized by three clusters. Each cluster is a point in time where multiple engagement activities will be timed together, aligning with project milestones.

Engagement Cluster 1: Establishing Our Framework and Vision

This cluster builds off previous work already undertaken by the CVRD, member municipalities, and First Nations by evolving our understanding of the issues towards our desired outcome. The objective of this engagement cluster is to gain multiple perspectives to define the problem statement, set the vision, and establish a framework to inform solution-seeking exercises in subsequent engagement activities. Overarching questions that will be presented to participants during these activities are:

- What is the problem? (Confirm issues and needs, define problem statement);
- Where do we want to be? (Visualize the future of workforce housing in the Cowichan Valley, focusing on desired outcomes); and,
- How do we want to get there? (Bridge the issues/needs with future vision to inform the framework for strategy development, and potentially initiate thinking around possible evaluation criteria).

There will be six virtual workshops within this engagement cluster: (1) with representatives from **regional planning**; (2) with **employers**; (3) with **service providers**; (4) with **builders and developers**; (5) with **employees and workers with lived experience of housing insecurity**; and (6) with the **public**. Details of each workshop are outlined on the following pages with respect to format, roles, preliminary discussion questions, and draft agenda.

In addition, CVRD staff will reach out to **First Nations** to introduce the project and learn how Nation representatives would like to participate in this process, and the support they need to meaningfully engage.



VIRTUAL WORKSHOP #1: REGIONAL PLANNING

Participants:

- Interdepartmental staff from member municipalities and the CVRD (e.g., CAOs, planners, engineers), planners/coordinators from First Nations, as well as housing planners from neighbouring regions (e.g. RDN, CRD)
- List will be developed separately

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for regional planning:

- **What is the problem?**
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From a local government perspective, what obstacles are you experiencing with creating a supportive and enabling environment for workforce housing development? Policy? Regulatory? Land use? Capacity? Systems/process? Political will?
- **Where do we want to be?**
 - ◆ What should workforce housing look like in your community? In the Cowichan Region?
 - ◆ What role should local government have? What role should First Nations have?
 - ◆ What do you need in place to fulfill your role?
- **How do we want to get there?** (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #1 (Regional Planning) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and tests audio/video and screen sharing capabilities)</i>	• All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	• All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	• Barry
10 minutes	Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, municipality, role) • Virtual housekeeping 	• Jada
20 minutes	Presentation <ul style="list-style-type: none"> • Overview/purpose/the why • Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) • Highlight our working understanding of workforce housing needs and issues (emphasize relevant findings to member municipalities) • Pause for questions 	• Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> • Part 1: What is the problem? (15 mins) • Part 2: Where do we want to be? (40 mins) • Part 3: How do we want to get there? (15 mins) • Summarize 	• Jada
10 minutes	Reflection <ul style="list-style-type: none"> • Round table on key takeaways/where they hope this process will lead • Pause for final questions • Outline next steps 	• Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	• Barry



Engagement Cluster #1, Workshop #1 (Regional Planning) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Invitations (including description of event)	Second week of January (Reminder third week of January)	CVRD
Monitor RSVPs	Second week to fifth week of January	CVRD
Detailed agenda	Third week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third and fourth week of January	CSC
Note-taking	During event	CVRD

VIRTUAL WORKSHOP #2: EMPLOYERS

Participants:

- Employers (CVRD Board of Directors and members of the Project Advisory Group will also be invited to this workshop)
- List will be developed separately

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for Employers:

- **What is the problem?**
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From an employer's perspective, what obstacles are you experiencing with supporting your workers with finding and accessing affordable housing? Network/contacts? Capacity? Limited financial means?
- **Where do we want to be?**
 - ◆ What should workforce housing look like in the Cowichan Region?
 - ◆ What role should employers have?
 - ◆ What do you need in place to fulfill your role?
- **How do we want to get there?** (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #2 (Employers) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and test audio/video and screen sharing capabilities)</i>	• All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	• All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	• Barry
10 minutes	Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, industry/company, role) • Virtual housekeeping 	• Jada
20 minutes	Presentation <ul style="list-style-type: none"> • Overview/purpose/the why • Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) • Highlight our working-understanding of workforce housing needs and issues (emphasize relevant findings to employers) • Pause for questions 	• Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> • Part 1: What is the problem? (15 mins) • Part 2: Where do we want to be? (40 mins) • Part 3: How do we want to get there? (15 mins) • Summarize 	• Jada
10 minutes	Reflection <ul style="list-style-type: none"> • Round table on key takeaways/where they hope this process will lead • Pause for final questions • Outline next steps 	• Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	• Barry



Engagement Cluster #1, Workshop #2 (Employers) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Invitations (including description of event)	Second week of January (Reminder third week of January)	CVRD
Monitor RSVPs	Second week to fifth week of January	CVRD
Detailed agenda	Third week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third and fourth week of January	CSC
Note-taking	During event	CVRD

VIRTUAL WORKSHOP #3: SERVICE PROVIDERS

Participants:

- A cross-section of service providers including non-profit housing providers; employment, life skills and training organizations (e.g. WorkBC); and youth services.

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for service providers:

- **What is the problem?**
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From a service provider perspective, what obstacles are you experiencing with supporting your clients with finding and accessing affordable housing? Network/contacts? Capacity? Limited financial means?
- **Where do we want to be?**
 - ◆ What should workforce housing look like in the Cowichan Region?
 - ◆ What role should service providers have?
 - ◆ What is the non-profit/service sector capacity to support clients with accessing workforce housing?
 - ◆ What do you need in place to fulfill your role?
- **How do we want to get there?** (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #3 (Service Providers) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and tests audio/video and screen sharing capabilities)</i>	• All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	• All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	• Barry
10 minutes	Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, organization, role) • Virtual housekeeping 	• Jada
20 minutes	Presentation <ul style="list-style-type: none"> • Overview/purpose/the why • Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) • Highlight our working understanding of workforce housing needs and issues (emphasize relevant findings to member municipalities) • Pause for questions 	• Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> • Part 1: What is the problem? (15 mins) • Part 2: Where do we want to be? (40 mins) • Part 3: How do we want to get there? (15 mins) • Summarize 	• Jada
10 minutes	Reflection <ul style="list-style-type: none"> • Round table on key takeaways/where they hope this process will lead • Pause for final questions • Outline next steps 	• Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	• Barry

Engagement Cluster #1, Workshop #3 (Service Providers) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Invitations (including description of event)	Second week of January (Reminder third week of January)	CVRD
Monitor RSVPs	Second week to fifth week of January	CVRD
Detailed agenda	Third week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third and fourth week of January	CSC
Note-taking	During event	CVRD

VIRTUAL WORKSHOP #4: BUILDERS AND DEVELOPERS

Participants:

- Local builders and developers with expertise in variety of form and scale, builders from neighbouring regions with experience developing workforce housing, and the building and construction industry.

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for builders and developers:

- **What is the problem?**
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From a builder/developer perspective, what obstacles are you experiencing with developing workforce housing projects? Policy? Regulatory? Land use? Partnerships? Skilled labour? Securing Land? Financing? Capacity?
- **Where do we want to be?**
 - ◆ What should workforce housing look like in the Cowichan Region?
 - ◆ What role should builders and developers have?
 - ◆ What is the local development sector's capacity to deliver workforce housing solutions / product?
 - ◆ What do you need in place to fulfill your role?
- **How do we want to get there?** (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #4 (Builders and Developers) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and tests audio/video and screen sharing capabilities)</i>	<ul style="list-style-type: none"> All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	<ul style="list-style-type: none"> All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	<ul style="list-style-type: none"> Barry
10 minutes	Introductions <ul style="list-style-type: none"> Introduce CVRD team members Introduce consultant team Round table introductions (name, company, role) Virtual housekeeping 	<ul style="list-style-type: none"> Jada
20 minutes	Presentation <ul style="list-style-type: none"> Overview/purpose/the why Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) Highlight our working understanding of workforce housing needs and issues (emphasize relevant findings to member municipalities) Pause for questions 	<ul style="list-style-type: none"> Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> Part 1: What is the problem? (15 mins) Part 2: Where do we want to be? (40 mins) Part 3: How do we want to get there? (15 mins) Summarize 	<ul style="list-style-type: none"> Jada
10 minutes	Reflection <ul style="list-style-type: none"> Round table on key takeaways/where they hope this process will lead Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	<ul style="list-style-type: none"> Barry

Engagement Cluster #1, Workshop #4 (Builders and Developers) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Invitations (including description of event)	Second week of January (Reminder third week of January)	CVRD
Monitor RSVPs	Second week to fifth week of January	CVRD
Detailed agenda	Third week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third and fourth week of January	CSC
Note-taking	During event	CVRD

VIRTUAL WORKSHOP #5: EMPLOYEES AND WORKERS WITH LIVED EXPERIENCE

Participants:

- Employees and workers with lived experience (Project Advisory Group will also be invited)
- Ask employers if they have employees/workers who may be interested in participating
- Issue a “call for participants” (advertisement required, e.g., Eventbrite)

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for Employees and Workers:

- What is the problem?
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From your perspective, what are the obstacles to finding a home that meets your needs? Affordability? Building/unit features? Location?
- Where do we want to be?
 - ◆ What should workforce housing look like in your community? In the Cowichan Region?
 - ◆ What responsibility should workers/employees have when it comes to finding and accessing affordable housing? Do you have suggestions on what support you need from your employers or community?
 - ◆ What do you need in place to fulfill your role?
- How do we want to get there? (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #5 (Employees and Workers) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and test audio/video and screen sharing capabilities)</i>	<ul style="list-style-type: none"> All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	<ul style="list-style-type: none"> All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	<ul style="list-style-type: none"> Barry
10 minutes	Introductions <ul style="list-style-type: none"> Introduce CVRD team members Introduce consultant team Round table introductions (name, industry they work in/occupation) Virtual housekeeping 	<ul style="list-style-type: none"> Jada
20 minutes	Presentation <ul style="list-style-type: none"> Overview/purpose/the why Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) Highlight our working-understanding of workforce housing needs and issues (emphasize relevant findings to employees and workers) Pause for questions 	<ul style="list-style-type: none"> Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> Part 1: What is the problem? (15 mins) Part 2: Where do we want to be? (40 mins) Part 3: How do we want to get there? (15 mins) Summarize 	<ul style="list-style-type: none"> Jada
10 minutes	Reflection <ul style="list-style-type: none"> Round table on key takeaways/where they hope this process will lead Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	<ul style="list-style-type: none"> Barry

Engagement Cluster #1, Workshop #5 (Employees and Workers) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Eventbrite (or equivalent?) (including description of event and the zoom registration link)	Second week of January (Reminder second week of January)	CVRD
Advertisement	Second week of January (Additional push third week of January)	CVRD
Connect with employers to see if they have employees or workers who may want to participate	Second and third week of January	CVRD
Monitor RSVPs	Second week to fifth week of January	CVRD
Detailed agenda	Third week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third and fourth week of January	CSC
Note-taking	During event	CVRD

VIRTUAL WORKSHOP #6: THE PUBLIC

Participants:

- The public (CVRD Board of Directors and the Project Advisory Group will also be invited)
- Issue a “call for participants” (advertisement required, e.g., Eventbrite)

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, lead presenter, moderator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Technical facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/ note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?

Preliminary Discussion Questions for the Public:

- **What is the problem?**
 - ◆ Does the workforce housing needs summary resonate with you? Is there anything missing?
 - ◆ From your perspective, what do you think are the key drivers to workforce housing issues in the Cowichan Valley?
- **Where do we want to be?**
 - ◆ What should workforce housing look like in your community? In the Cowichan Region?
 - ◆ Do you have suggestions on what different organizations in the community could support the development of workforce housing in your community?
- **How do we want to get there?** (Initial thoughts on framework/criteria?)



Engagement Cluster #1, Workshop #6 (The Public) – Draft Agenda

Target Workshop Date: January 30th to February 8th

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and test audio/video and screen sharing capabilities)</i>	• All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	• All
5 minutes	<i>(Start recording)</i> Welcome and Land Acknowledgements	• Barry
10 minutes	Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, the community they live in) • Virtual housekeeping 	• Jada
20 minutes	Presentation <ul style="list-style-type: none"> • Overview/purpose/the why • Summarize steps leading to this point (e.g., regional housing needs assessment, workforce housing survey) • Highlight our working-understanding of workforce housing needs and issues (emphasize relevant findings to the public) • Pause for questions 	• Jada
80 minutes	Discussion (Virtual Interactive Tool) <ul style="list-style-type: none"> • Part 1: What is the problem? (15 mins) • Part 2: Where do we want to be? (40 mins) • Part 3: How do we want to get there? (15 mins) • Summarize 	• Jada
10 minutes	Reflection <ul style="list-style-type: none"> • Round table on key takeaways/where they hope this process will lead • Pause for final questions • Outline next steps 	• Jada
5 minutes	Closing and Thank You <i>(End recording)</i>	• Barry



Engagement Cluster #1, Workshop #6 (The Public) – Resource List

Target Workshop Date: January 30th to February 8th

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	December	CSC
Send out save the dates (including description of the event)	December	CVRD
Eventbrite (or equivalent?) (including description of event and the zoom registration link)	Second week of January (Reminder second week of January)	CVRD
Advertisement	Second week of January (Additional push third week of January)	CVRD
Monitor RSVPs	Second and third week of January	CVRD
Detailed agenda	Second week to fifth week of January	CSC
PowerPoint	Third week of January	CSC
Interactive virtual/digital tool	Third week of January	CSC
Note-taking	Third and fourth week of January	CVRD

Engagement Cluster 2: Big Brainstorm (Plus Evaluating, Prioritizing)

Revisit proposed engagement activities after the first cluster is completed and work has evolved further. Consider slightly modifying to meet the needs of participants and the process.

This cluster builds off what we heard during the virtual workshops in engagement cluster 1. For engagement cluster 2, activities are about creating and making choices intentionally centred around being inclusive, open, curious, and strategically experimental. The desired outcome of this cluster is to develop as many preliminary strategies as possible, and to initially test these strategies against criteria to help narrow strategies that could have the greatest impact.

There will be four in-person workshops within this engagement cluster: (i) **Ladysmith**; (ii) **Lake Cowichan**; (iii) **South Cowichan**; and (iv) **Duncan**. Representatives from all target audiences will be invited to attend either one of these events, with the location and day/time convenient for them. In addition, one **virtual workshop** will be offered to participants who are unable to attend an in-person workshop. Details of each event are outlined on the following pages with respect to format, roles, preliminary discussion questions, and draft agenda.

Additional Engagement Activities:

Additional engagement activities in Engagement Cluster 2 include:

- Additional time for one-on-one interviews with stakeholders who are unable to attend the scheduled events.
- Conducting several one-on-one phone calls (or one focus group) with organizations who may be impacted (adversely or positively) with potential changes to the Municipal and Regional District Tax (MRDT).



WORKSHOP #1: LADYSMITH

Participants:

- Interdepartmental staff (CAOs, planners, engineers); employers; employees and workers with lived experience; CVRD Board of Directors; members of the Project Advisory Group; and the public (note: an alternative event can be planned for the public, subject to budget).

Format:

- **Time:** 3 hours (4 hours when including set-up/take-down)
- **In-person:** Venue large enough to accommodate 20 to 40 people (with space for 4 to 6 breakout tables)

Roles:

- **Jada (CitySpaces):** Lead facilitator, timekeeper, breakout group facilitator, moderator, lead presenter; answer questions related to the study, process, and subject matter related questions
- **Melissa (CitySpaces):** Breakout group facilitator
- **Arawa (CitySpaces):** Breakout group facilitator
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD; “floating” participant
- **Brittany (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?
- **Judy (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?



Engagement Cluster #2, Workshop #1 (Ladysmith) – Draft Agenda

Target Date: the week of March 27th to 31st (Thursday)

TIME	COMPONENT	LEAD
12:45 PM	<i>(Project team arrives at venue, rearranges tables/chairs as needed, setup computer/audio/video)</i>	• All
1:15 PM	<i>(Open doors and allow participants to connect, get settled)</i>	• All
1:30 PM	Group Plenary: Welcome and land acknowledgements	• Barry
1:35 PM	Group Plenary: Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, who they are with, one word/couple of words to describe why they are participating) • Housekeeping 	• Jada
1:45 PM	Group Plenary: Presentation <ul style="list-style-type: none"> • Overview/purpose • Summarize what we heard from engagement cluster 1 • Share starting point of Solutions Framework • Come up with criteria for impact, capacity, and implementation • Pause for questions 	• Jada
2:15 PM	Breakout Discussion Part 1 (Assigned groups, colour name tags) <ul style="list-style-type: none"> • Member municipality group • Employers group • Employees and workers group • Members of the public group (may be combined with employees/workers group) • Facilitation aids will be used to help generate as many ideas as possible 	• Jada
2:50 PM	Break <ul style="list-style-type: none"> • Washroom • Tea/coffee 	• All
3:00 PM	Breakout Discussion Part 2 <ul style="list-style-type: none"> • Rotate to next breakout group 	• Jada • Mellissa • Arawa

3:30 PM	<p>Group Plenary: Walk Through the Ideas</p> <ul style="list-style-type: none"> Summarize ideas generated from each breakout discussion (led by group facilitators) Pause for questions and comments 	<ul style="list-style-type: none"> Jada
3:45 PM	<p>Group Exercise: Priority Walk</p> <ul style="list-style-type: none"> Red dots = high priority Green dots = medium priority Blue dots = low priority Revisit the solutions framework, and criteria created by participants from earlier in the day Each participant given red dots, green dots, and blue dots and time to walk around the room and mark priorities 	<ul style="list-style-type: none"> Jada
4:05 PM	<p>Reflection</p> <ul style="list-style-type: none"> Round table on key takeaways Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
4:20 PM	<p>Closing and thank you</p>	<ul style="list-style-type: none"> Barry
4:30 PM to 5:00PM	<p>Clean-up</p> <ul style="list-style-type: none"> Clean-up/take-down/organize materials Informal conversation with participants 	<ul style="list-style-type: none"> All



Engagement Cluster #2, Workshop #1 (Ladysmith) – Resource List

Target Date: the week of March 27th to 31st (Thursday)

Engagement Activity	Date	Responsibility
Secure venue/schedule/equipment	Last week of February / first week of March	CVRD
Direct invitations to participants from previous engagement activities (including description of event)	Last week of February / first week of March (Reminder second and third week of March)	CVRD
Monitor RSVPs	First week to fourth week of March	CVRD
Arrange refreshments, lunch	Second or third week of March	CVRD
Detailed agenda	Third week of February	CSC
PowerPoint	Third week of February	CSC
Facilitation tools	Third week of February	CSC
Sticky dots	Third week of February	CVRD
Flip chart, paper, markers, easels	Third week of February	CVRD
Extra pens and notepads for participants	Third week of February	CVRD
Note-taking	During event	CVRD

WORKSHOP #2: LAKE COWICHAN

Participants:

- Interdepartmental staff (CAOs, planners, engineers); employers; employees, and workers with lived experience; CVRD Board of Directors; members of the Project Advisory Group; and the public (note: an alternative event can be planned for the public, subject to budget).

Format:

- **Time:** 3 hours (4 hours when including set-up/take-down)
- **In-person:** Venue large enough to accommodate 15 to 30 people (with space for 3 to 5 breakout tables)

Roles:

- **Jada (CitySpaces):** Lead facilitator, timekeeper, breakout group facilitator, moderator, lead presenter; answer questions related to the study, process, and subject matter related questions
- **Melissa (CitySpaces):** Breakout group facilitator
- **Arawa (CitySpaces):** Breakout group facilitator
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD; “floating” participant
- **Brittany (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?
- **Judy (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?



Engagement Cluster #2, Workshop #2 (Lake Cowichan) – Draft Agenda

Target Date: the week of March 27th to 31st (Friday)

TIME	COMPONENT	LEAD
8:15 AM	<i>(Project team arrives at venue, rearranges tables/chairs as needed, setup computer/audio/video)</i>	• All
8:45 AM	<i>(Open doors and allow participants to connect, get settled)</i>	• All
9:00 AM	Group Plenary: Welcome and land acknowledgements	• Barry
9:05AM	Group Plenary: Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, who they are with, one word/couple of words to describe why they are participating) • Housekeeping 	• Jada
9:15 AM	Group Plenary: Presentation <ul style="list-style-type: none"> • Overview/purpose • Summarize what we heard from engagement cluster 1 • Share starting point of Solutions Framework • Come up with criteria for impact, capacity, and implementation • Pause for questions 	• Jada
9:45 AM	Breakout Discussion Part 1 (Assigned groups, colour name tags) <ul style="list-style-type: none"> • Member municipality group • Employers group • Employees and workers group • Members of the public group (may be combined with employees/workers group) • Facilitation aids will be used to help generate as many ideas as possible 	• Jada
10:15 AM	Break <ul style="list-style-type: none"> • Washroom • Tea/coffee 	• All
10:25 AM	Breakout Discussion Part 2 <ul style="list-style-type: none"> • Rotate to next breakout group 	• Jada • Mellissa • Arawa



10:55 AM	<p>Group Plenary: Walk Through the Ideas</p> <ul style="list-style-type: none"> Summarize ideas generated from each breakout discussion (led by group facilitators) Pause for questions and comments 	<ul style="list-style-type: none"> Jada
11:05 AM	<p>Group Exercise: Priority Walk</p> <ul style="list-style-type: none"> Red dots = high priority Green dots = medium priority Blue dots = low priority Revisit the solutions framework, and criteria created by participants from earlier in the day Each participant given red dots, green dots, and blue dots and time to walk around the room and mark priorities 	<ul style="list-style-type: none"> Jada
11:15 AM	<p>Reflection</p> <ul style="list-style-type: none"> Round table on key takeaways Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
11:25AM	<p>Closing and thank you</p>	<ul style="list-style-type: none"> Barry
11:30 AM to 12:00PM	<p>Clean-up</p> <ul style="list-style-type: none"> Clean-up/take-down/organize materials Informal conversation with participants 	<ul style="list-style-type: none"> All



Engagement Cluster #2, Workshop #2 (Lake Cowichan) – Resource List

Target Date: the week of March 27th to 31st (Friday)

Engagement Activity	Date	Responsibility
Secure venue/schedule/equipment	Last week of February / first week of March	CVRD
Direct invitations to participants from previous engagement activities (including description of event)	Last week of February / first week of March (Reminder second and third week of March)	CVRD
Monitor RSVPs	First week to fourth week of March	CVRD
Arrange refreshments, lunch	Second or third week of March	CVRD
Detailed agenda	Third week of March	CSC
PowerPoint	Third week of March	CSC
Facilitation tools	Third week of March	CSC
Sticky dots	Third week of March	CVRD
Flip chart, paper, markers, easels	Third week of March	CVRD
Extra pens and notepads for participants	Third week of March	CVRD
Note-taking	During event	CVRD

WORKSHOP #3: SOUTH COWICHAN

Participants:

- Interdepartmental staff (CAOs, planners, engineers); employers; employees, and workers with lived experience; CVRD Board of Directors; members of the Project Advisory Group; and the public (note: an alternative event can be planned for the public, subject to budget).

Format:

- **Time:** 3 hours (4 hours when including set-up/take-down)
- **In-person:** Venue large enough to accommodate 20 to 40 people (with space for 4 to 6 breakout tables) – possibly Kerry Lake Recreation Centre

Roles:

- **Jada (CitySpaces):** Lead facilitator, timekeeper, breakout group facilitator, moderator, lead presenter; answer questions related to the study, process, and subject matter related questions
- **Melissa (CitySpaces):** Breakout group facilitator
- **Arawa (CitySpaces):** Breakout group facilitator
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD; “floating” participant
- **Brittany (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?
- **Judy (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?



Engagement Cluster #2, Workshop #3 (South Cowichan) – Draft Agenda

Target Date: the week of March 27th to 31st (Friday)

TIME	COMPONENT	LEAD
1:45 PM	<i>(Project team arrives at venue, rearranges tables/chairs as needed, setup computer/audio/video)</i>	• All
2:15 PM	<i>(Open doors and allow participants to connect, get settled)</i>	• All
2:30 PM	Group Plenary: Welcome and land acknowledgements	• Barry
2:35 PM	Group Plenary: Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, who they are with, one word/couple of words to describe why they are participating) • Housekeeping 	• Jada
2:45 PM	Group Plenary: Presentation <ul style="list-style-type: none"> • Overview/purpose • Summarize what we heard from engagement cluster 1 • Share starting point of Solutions Framework • Come up with criteria for impact, capacity, and implementation • Pause for questions 	• Jada
3:15 PM	Breakout Discussion Part 1 (Assigned groups, colour name tags) <ul style="list-style-type: none"> • Member municipality group • Employers group • Employees and workers group • Members of the public group (may be combined with employees/workers group) • Facilitation aids will be used to help generate as many ideas as possible 	• Jada
3:50 PM	Break <ul style="list-style-type: none"> • Washroom • Tea/coffee 	• All
4:00 PM	Breakout Discussion Part 2 <ul style="list-style-type: none"> • Rotate to next breakout group 	• Jada • Mellissa • Arawa

4:30 PM	<p>Group Plenary: Walk Through the Ideas</p> <ul style="list-style-type: none"> Summarize ideas generated from each breakout discussion (led by group facilitators) Pause for questions and comments 	<ul style="list-style-type: none"> Jada
4:45 PM	<p>Group Exercise: Priority Walk</p> <ul style="list-style-type: none"> Red dots = high priority Green dots = medium priority Blue dots = low priority Revisit the solutions framework, and criteria created by participants from earlier in the day Each participant given red dots, green dots, and blue dots and time to walk around the room and mark priorities 	<ul style="list-style-type: none"> Jada
5:05 PM	<p>Reflection</p> <ul style="list-style-type: none"> Round table on key takeaways Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
5:20 PM	<p>Closing and thank you</p>	<ul style="list-style-type: none"> Barry
5:30 PM to 6:00PM	<p>Clean-up</p> <ul style="list-style-type: none"> Clean-up/take-down/organize materials Informal conversation with participants 	<ul style="list-style-type: none"> All



Engagement Cluster #2, Workshop #3 (South Cowichan) – Resource List

Target Date: the week of March 27th to 31st (Friday)

Engagement Activity	Date	Responsibility
Secure venue/schedule/equipment	Last week of February / first week of March	CVRD
Direct invitations to participants from previous engagement activities (including description of event)	Last week of February / first week of March (Reminder second and third week of March)	CVRD
Monitor RSVPs	First week to fourth week of March	CVRD
Arrange refreshments, lunch	Second or third week of March	CVRD
Detailed agenda	Third week of March	CSC
PowerPoint	Third week of March	CSC
Facilitation tools	Third week of March	CSC
Sticky dots	Third week of March	CVRD
Flip chart, paper, markers, easels	Third week of March	CVRD
Extra pens and notepads for participants	Third week of March	CVRD
Note-taking	During event	CVRD

WORKSHOP #4: DUNCAN

Participants:

- Interdepartmental staff (CAOs, planners, engineers); employers; employees, and workers with lived experience; CVRD Board of Directors; members of the Project Advisory Group; and the public (note: an alternative event can be planned for the public, subject to budget).

Format:

- **Time:** 3 hours (4 hours when including set-up/take-down)
- **In-person:** Venue large enough to accommodate 20 to 40 people (with space for 4 to 6 breakout tables)

Roles:

- **Jada (CitySpaces):** Lead facilitator, timekeeper, breakout group facilitator, moderator, lead presenter; answer questions related to the study, process, and subject matter related questions
- **Mellissa (CitySpaces):** Breakout group facilitator
- **Arawa (CitySpaces):** Breakout group facilitator
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD; “floating” participant
- **Brittany (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?
- **Judy (CVRD):** RSVPs/monitor registration #s, venue booking, refreshments/lunch coordination, equipment and materials, note taker, “floating” participant?



Engagement Cluster #2, Workshop #4 (Duncan) – Draft Agenda

Target Date: the week of March 27th to 31st (Saturday)

TIME	COMPONENT	LEAD
9:15 AM	<i>(Project team arrives at venue, rearranges tables/chairs as needed, setup computer/audio/video)</i>	• All
9:45 AM	<i>(Open doors and allow participants to connect, get settled)</i>	• All
10:00 AM	Group Plenary: Welcome and land acknowledgements	• Barry
10:05 AM	Group Plenary: Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, who they are with, one word/couple of words to describe why they are participating) • Housekeeping 	• Jada
10:15 AM	Group Plenary: Presentation <ul style="list-style-type: none"> • Overview/purpose • Summarize what we heard from engagement cluster 1 • Share starting point of Solutions Framework • Come up with criteria for impact, capacity, and implementation • Pause for questions 	• Jada
10:45 AM	Breakout Discussion Part 1 (Assigned groups, colour name tags) <ul style="list-style-type: none"> • Member municipality group • Employers group • Employees and workers group • Members of the public group (may be combined with employees/workers group) • Facilitation aids will be used to help generate as many ideas as possible 	• Jada
11:20 AM	Break <ul style="list-style-type: none"> • Washroom • Tea/coffee 	• All
11:30 AM	Breakout Discussion Part 2 <ul style="list-style-type: none"> • Rotate to next breakout group 	• Jada • Mellissa • Arawa

12:00 PM	<p>Group Plenary: Walk Through the Ideas</p> <ul style="list-style-type: none"> Summarize ideas generated from each breakout discussion (led by group facilitators) Pause for questions and comments 	<ul style="list-style-type: none"> Jada
12:15 PM	<p>Group Exercise: Priority Walk</p> <ul style="list-style-type: none"> Red dots = high priority Green dots = medium priority Blue dots = low priority Revisit the solutions framework, and criteria created by participants from earlier in the day Each participant given red dots, green dots, and blue dots and time to walk around the room and mark priorities 	<ul style="list-style-type: none"> Jada
12:35 PM	<p>Reflection</p> <ul style="list-style-type: none"> Round table on key takeaways Pause for final questions Outline next steps 	<ul style="list-style-type: none"> Jada
12:50 PM	<p>Closing and thank you</p>	<ul style="list-style-type: none"> Barry
1:00 PM to 1:30PM	<p>Clean-up</p> <ul style="list-style-type: none"> Clean-up/take-down/organize materials Informal conversation with participants 	<ul style="list-style-type: none"> All



Engagement Cluster #2, Workshop #4 (Duncan) – Resource List

Target Date: the week of March 27th to 31st (Friday)

Engagement Activity	Date	Responsibility
Secure venue/schedule/equipment	Last week of February / first week of March	CVRD
Direct invitations to participants from previous engagement activities (including description of event)	Last week of February / first week of March (Reminder second and third week of March)	CVRD
Monitor RSVPs	First week to fourth week of March	CVRD
Arrange refreshments, lunch	Second or third week of March	CVRD
Detailed agenda	Third week of February	CSC
PowerPoint	Third week of February	CSC
Facilitation tools	Third week of February	CSC
Sticky dots	Third week of February	CVRD
Flip chart, paper, markers, easels	Third week of February	CVRD
Extra pens and notepads for participants	Third week of February	CVRD
Note-taking	During event	CVRD

VIRTUAL WORKSHOP

Participants:

- Interdepartmental staff (CAOs, planners, engineers); employers; employees, and workers with lived experience; CVRD Board of Directors; members of the Project Advisory Group; and the public (note: an alternative event can be planned for the public, subject to budget).

Format:

- **Time:** 2 hours
- **Platform:** Zoom

Roles:

- **Jada (CitySpaces):** Lead facilitator, moderator, lead presenter; breakout room facilitator; answer questions related to the study, process, and subject matter related questions
- **Arawa (CitySpaces):** Breakout room facilitator/support
- **Mellissa (CitySpaces):** Breakout room facilitator/support
- **Fray (CitySpaces):** Observer/technical support
- **Barry (CVRD):** Welcome; land acknowledgement; closing, thank you; answer questions directed to CVRD
- **Brittany (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?
- **Judy (CVRD):** Observer/note-taker/virtual support/RSVPs/monitor registration #s?



Engagement Cluster #2, Virtual Workshop (Multi-Sector Participation) – Draft Agenda

Target Date: the week of March 27th to 31st (or first week of April)

TIME	COMPONENT	LEAD
10 minutes	<i>(Project team joins virtual meeting room and test audio/video and screen sharing capabilities)</i>	• All
5 minutes	<i>(Open virtual doors and allow participants to get settled)</i>	• All
5 minutes	<i>(Start recording)</i> Group Plenary: Welcome and land acknowledgements	• Barry
10 minutes	Group Plenary: Introductions <ul style="list-style-type: none"> • Introduce CVRD team members • Introduce consultant team • Round table introductions (name, industry they work in/occupation) • Virtual housekeeping 	• Jada
30 minutes	Group Plenary: Presentation <ul style="list-style-type: none"> • Overview/purpose • Summarize what we heard from engagement cluster 1 • Share Solutions Framework, and working criteria for impact, capacity, and implementation (from the world café in-person activities) • Invite suggestions for additional criteria • Pause for questions 	• Jada
40 minutes	Breakout Room Discussion <ul style="list-style-type: none"> • Three virtual “breakout rooms” will be setup, with participants assigned to one room to generate as many ideas as possible 	•
15 minutes	Group Plenary: Walk Through the Ideas <ul style="list-style-type: none"> • Summarize ideas generated from each station (led by Station facilitators or participant volunteer) • Pause for questions and comments 	• Jada
20 minutes	Group Exercise: Identifying <ul style="list-style-type: none"> • Red dots = high priority • Green dots = medium priority • Blue dots = low priority • Revisit the solutions framework, and criteria created by participants from earlier in the day • Each participant given red dots, green dots, and blue dots and given time to virtually contribute to marking priority levels to ideas 	• Jada

10 minutes	<p>Reflection</p> <ul style="list-style-type: none"> • Round table on key takeaways/where they hope this process will lead • Pause for final questions • Outline next steps 	<ul style="list-style-type: none"> • Jada
5 minutes	<p>Closing and thank you <i>(End recording)</i></p>	<ul style="list-style-type: none"> • Barry



Engagement Cluster #2, Virtual Workshop (Multi-sector Participants) – Resource List

Target Date: the week of March 27th to 31st (or first week of April)

Engagement Activity	Date	Responsibility
Setup virtual platform/schedule with zoom registration link	First Week of March	CSC
Direct invitations to participants from previous engagement activities (including description of event)	Last week of February / first week of March (Reminder second and third week of March))	CVRD
Monitor RSVPs	First week to fourth week of March	CVRD
Detailed agenda	Third week of March	CSC
PowerPoint	Third week of March	CSC
Interactive virtual/digital tool	Third Week of March	CSC
Note-taking	During event	CVRD

Engagement Cluster 3: Knitting/Drafting the Strategy

Revisit proposed engagement activities after the first cluster is completed and work has evolved further. Consider slightly modifying to meet the needs of participants and the process.

Engagement cluster 3 is about testing the draft strategy with participants who have been involved throughout the entire process. We will reflect on how their input has evolved into draft strategies, linking to the shared vision created by participants. The goal is to keep participants focused on ensuring what is being proposed creates an enabling environment to address workforce housing issues in the Cowichan Valley.

There is one activity planned for this cluster: [online survey](#). This survey will be made available to everyone who participated in the process, as well as open to everyone who lives and works in the Cowichan Valley. Specific questions will be added to the survey to distinguish respondents from those who have participated in engagement activities specific to this process, and those who have not yet participated.

Additional Engagement Activities:

Additional engagement activities in Engagement Cluster 3 include:

- Facilitate one focus group with developers/builders to obtain feedback on strategies and their potential to be realistically implemented.
- Facilitating one multi-sector focus group to soundboard and discuss the draft Strategy, particularly on strategies that may be progressive, sensitive, or unfamiliar to the Cowichan region.

ONLINE SURVEY

Participants:

- All participants to date, and the public at-large

Format:

- **Instrument/survey questions:** to be developed closer to this task. Ideally, this instrument will outline the draft Strategies and ask respondents to indicate their level of support and possibly further evaluate and prioritize.
- **Platform:** Bang the Table

Roles:

- **Jada (CitySpaces):** Instrument development
- **Mellissa (CitySpaces):** Instrument development
- **Arawa (CitySpaces):** Instrument development, response analysis
- **Barry (CVRD):** Instrument review
- **Brittany (CVRD):** Instrument review, platform creation/launch, advertising, send directly to participants?
- **Judy (CVRD):** Instrument review, platform creation/launch, advertising, send directly to participants?



Engagement Cluster #3, Online Survey – Resource List

Target Launch and Window: Late-May to Early June

Engagement Activity	Date	Responsibility
Survey questions	Mid to Late-May	CitySpaces
Survey platform/launch	Late May / Early June	CVRD
Advertisement/promotion	Late May / Early June (reminder early June)	CVRD
Send link directly to engagement participants from previous activities	Late May	CVRD
Response analysis	Early to Mid-June	CitySpaces



585 – 1111 West Hastings Street Vancouver BC V6E 2J3 | 604-687-2281

302 – 821 Burdett Avenue Victoria BC V8W 1B3 | 250-383-0304

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STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Senior Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: February 21, 2023
File No: 3360-22-06
Re: OCP and Zoning Amendment Application for 440 1st Avenue (Islander Hotel)

RECOMMENDATION:

That Council:

1. Having considered section 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. the Stz'uminus First Nation and the School District 68 Board are the only entities that are appropriate to consult in connection with "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137";
 - b. consultation should be early but need not be ongoing;
 - c. the consultation process described in the staff report to Council dated February 21, 2023, is sufficient in respect to the proposed Official Community Plan amendment; and
 - d. staff be directed to refer "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137" to the Stz'uminus First Nation and the School District 68 Board as set out in resolution 1 for consultation in the manner described in the February 21, 2023, staff report to Council;
2. Give first and second readings to "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137";
3. Consider "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137" in conjunction with the Town's Financial Plan, the Town's Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
4. Consider "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137" in conjunction with the Town's "Housing Needs Report" and the housing information on which the report is based, pursuant to section 473(2.1) of the *Local Government Act*;
5. Direct staff to refer "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137" to School District 68 pursuant to section 476 of the *Local Government Act*;
6. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138";

7. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138” to the Ministry of Transportation and Infrastructure, after third reading of the bylaw, pursuant to section 52 of the *Transportation Act*;
8. Require that, as a condition of approval of “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138” the applicant be required to:
 - a. enter a Heritage Revitalization Agreement, prepared by the Town’s lawyer at the applicant’s cost, to preserve and rehabilitate the Island Hotel’s (440 4th Ave.) heritage character; and
 - b. provide to the Town a \$10,000 community amenity contribution, to be deposited into the Town’s Community Amenity Fund.following third reading and prior to adoption of the bylaws; and
9. Direct staff to proceed with scheduling and notification of a public hearing for Bylaw No. 2137 and Bylaw No. 2138 pursuant to section 464(1) of the *Local Government Act*.

EXECUTIVE SUMMARY:

A Zoning Bylaw and Official Community Plan (OCP) amendment application has been received to allow for redevelopment of the existing heritage building located at 440 1st Avenue. Staff recommend that Council give first and second readings to Bylaw No. 2137 and Bylaw No. 2138 and direct that a public hearing be held.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Subject Property:

The subject property, 440 1st Avenue, is 465m² in size and prominently located at the intersection of 1st Avenue and Gatacre Street. The property is currently designated Downtown Core in “Official Community Plan Bylaw 2003, No. 1488” (OCP), zoned Downtown Commercial (C-2) in “Town of Ladysmith Zoning Bylaw 2014, No. 1860” and is within the DPA 2 – Downtown and DPA 4 – Multi-Unit Residential Development Permit Areas.

The subject property currently contains a three-storey heritage building with 13 residential units (a mix of studio, one-bedroom, and two-bedroom units) on the upper storeys, and two commercial units on the ground storey (one unit is vacant and the other is an antique store). The surrounding properties are a similar mix of commercial and mixed commercial/residential uses.

The subject property is located approximately 600m from a transit stop with regional service connections to Chemainus, Duncan, and Nanaimo. A transit stop with local service connections

is located on 1st Avenue, directly in front of the subject property. A map of the subject property is provided in Attachment C.

PROPOSAL:

The applicant is proposing to redevelop the existing heritage building known as the Island Hotel or the “Islander”. The proposed redevelopment includes:

- Rehabilitating the existing front façade and preserving its heritage character.
- Rebuilding the existing wood-framed structure behind the brick façade.
- Adding two stepped-back stories above the third storey to create space for 20-22 residential units above the first storey, and two commercial units on the first storey.
- A mix of studio and one-bedroom residential units.
- Four on-site parking spaces with access from the laneway.
- A \$10,000 community amenity contribution and one Class-A bicycle parking space per dwelling unit in lieu of providing the required number of parking spaces.

To support the application, the applicant has provided the following information:

- Applicant rezoning submission including rationale, conceptual designs, a view corridor analysis, etc. (Attachment D)
- Neighbourhood information meeting (NIM) summary report (Attachment E)
- Heritage conservation plan (Attachment F)

A summary of the proposed development compared to current zoning regulations is provided in Table 1. A more detailed summary of the proposed regulations is provided in Table 2.

Table 1: Proposed development summary

Zoning Regulation	Required	Proposed Building at 440 1st Avenue
Dwelling Units	75 units per hectare (uph) max.	475 uph (22 units) maximum
Floor Space Ratio	1.0 max.	3.1
Parcel Coverage	75% max.	98%
Height	12.0 metres max.	17.7 metres (5 storeys)
Parking	Approx. 26	4 spaces total. 1 Class A bike parking space per dwelling unit

To facilitate the proposed development, an OCP amendment and Zoning Bylaw amendment are required. If approved, a Development Permit (DP) will also be required.

ANALYSIS:

Official Community Plan (OCP):

The subject property is in the Downtown Core designation in the OCP (Bylaw No. 1488). The Downtown Core is intended as the Town's primary business and public activity centre, providing for a range of commercial and residential uses. The maximum density permitted is 1.0 floor space ratio (FSR) for commercial uses and up to 40 units per hectare for residential uses. There is policy that "a higher FSR may be supported for the restoration of buildings on the Community Heritage Register." The proposed density for 440 1st Avenue is for an FSR of 3.1 and a maximum residential density of 475 units per hectare (22 units total). The proposal exceeds the maximum permitted density in the OCP and therefore an OCP amendment is required.

Policies in the OCP that are relevant to the proposal include the guiding principles which include "Preserve heritage and cultural resources" and "Support downtown revitalization". Policies related to the downtown encourage mixed-use developments and encourage new residential development in and near the downtown.

Table 2 (see 'Bylaw No. 2137 & Bylaw No. 2138 Summary') summarizes the proposed OCP policy compared to existing policy.

New Draft OCP:

The Town is in the process of adopting a new OCP which has been given first and second readings. In the draft OCP, the subject property is located within a "Priority Growth Area" and is designated as "Downtown Heart". The draft Downtown Heart designation specifies that on 1st Avenue development should:

- Have non-residential uses on the ground floor.
- Allow for up to five storeys, provided the building respects the existing street wall¹ with stepped-back upper storeys.
- Have a maximum FSR of 3.0.
- Consider compatibility with neighbouring buildings and consider view protection from public open spaces and sidewalks.

The above OCP policies were developed independently of this development proposal in response to public feedback and contemporary planning principles with the intent of revitalizing and concentrating growth in the Downtown.

The proposed development is consistent with these new policies. Assuming the draft OCP is adopted as currently written (or without changes to the above policies), an OCP amendment will not be required to accommodate the proposed development once the proposed OCP is adopted.

Development Permit Areas (DPAs):

The subject property is within Development Permit Area 2 – Downtown (DPA 2) and Development Permit Area 4 – Multi-Unit Residential (DPA 4). A DP will be required prior to

¹ A street wall is formed when the front facades of buildings are built on or close to the street boundary, defining the public realm.

construction. The DP application process will address the details of building and site design within the parameters of the proposed zoning and in accordance with the DPA guidelines.

Zoning Bylaw No. 1860:

The subject property is in the Downtown Commercial (C-2) zone. The C-2 zone permits a range of commercial uses and permits dwelling units in conjunction with commercial uses.

Other than the proposed residential and commercial uses, the development does not meet the other provisions of the C-2 zone, including the dwelling unit density, FSR, parcel coverage, height, rear setback, and the required parking. Table 2 (see 'Bylaw No. 2137 & Bylaw No. 2138 Summary') outlines the proposed bylaw regulations to accommodate the proposed development, compared with the existing regulations in the C-2 zone.

An amendment to the general zoning regulations is also proposed under Bylaw No. 2138 to provide clarity around gross floor area exemptions and to fix a typo. The Bylaw currently exempts certain parts of "Multi-Unit Dwelling" buildings (e.g., common corridors, stairwells, elevator shafts, storage rooms, etc.) from the gross floor area calculation of the building. Bylaw No. 2138 proposes to replace the term "Multi-Unit Dwelling" with "Multiple-Unit Dwelling" as this is a typo. Additionally, Bylaw No. 2138 proposes to clarify that the gross floor exemptions also apply to the residential portions of mixed-use buildings since the regulation is unclear as currently written; residential uses in mixed-use buildings are not always referred to as "Multiple-Unit Dwellings" in their respective zones (e.g., the C-2 zone).

Parking:

The minimum parking space requirement for the residential portion of the development is approximately 26 spaces based on the proposed maximum of 22 units. The number of commercial parking spaces required under the Zoning Bylaw is approximately 8 spaces. However, the Zoning Bylaw allows cash-in-lieu of commercial parking in the Downtown and the draft OCP has a policy to eliminate the commercial off-street parking requirement in the Downtown Heart.

Due to the small parcel area and the established building form (e.g., zero lot line setbacks, maximum parcel coverage, dedication of space to commercial and residential uses, etc.) it would be physically impossible to provide the required number of parking spaces on the subject property without dedicating much of the interior space to an internal parking garage. The applicant explored the option of providing underground parking (which could only fit a maximum of eight spaces), but this was deemed unfeasible as site dimensions limited the ability for efficient and functional parking layouts (see Attachment D).

The applicant is proposing four on-site, laneway accessed parking spaces and a separate residential pedestrian access at the rear of the building. Other options to offset the limited parking were discussed with the applicant, including a car-share program, cash-in-lieu for

parking, a housing agreement that reduces the likelihood of car-owning tenants or owners², and off-site transportation or parking improvements. The applicant has offered a \$10,000 Community Amenity Contribution (CAC) as well as one Class A (indoor, secure) bicycle parking space per residential unit, to be located within a bicycle room on the ground floor. Should Council see this as insufficient to mitigate the impacts of reduced on-site parking, Council can impose additional conditions requiring further mitigation measures (See Alternatives 2 and 3). It is noted that no on-site parking spaces currently exist at the subject property. The reduced parking is supported by staff since the property is close to local amenities given its location within the downtown; it is in the vicinity of two transit stops serving the local and regional community; the applicant is providing additional secure bicycle parking in a convenient location for residents; reduced parking is necessary to ensure the site can be redeveloped without removing the character-defining elements of the existing heritage building; and there is public parking available in close proximity.

Bylaw No. 2137 & Bylaw No. 2138 Summary:

Table 2: Summary of proposed bylaw regulations.

	Current/Required	Proposed
Official Community Plan Designation	Downtown Core. Density policies support floor space ratios greater than 1.0 for the restoration of buildings on the Community Heritage Register but residential uses have a cap of 40 units per hectare.	Downtown Core with policy change to support higher densities in general (both floor space ratio and units per hectare) for the restoration of buildings on the Community Heritage Register.
Development Permit Area	DPA 2 and DPA 4	DPA 2 and DPA 4
Zone	Downtown Commercial	Downtown Commercial with site specific provisions (see below)
Density (max)	Floor space ratio: 1.0 Maximum 75 dwelling units per hectare	Floor space ratio: 3.1 Maximum of 22 dwelling units total (approx. 475 units per hectare)
Parcel Coverage (max)	75%	100%
Height (max)	12.0m	18.0m (5 storeys)
Principle building setbacks (max)	Front: 0m Exterior/interior Side: 0m Rear: 3m	Front: 0m for first three storeys 2.7m for the fourth storey 5.4m for the fifth storey Exterior/interior Side: 0m Rear: 0m
Landscaping and Screening	No landscape buffer 1 shade tree for proposed parking area	No change

² E.g., restricting ownership or occupancy to seniors, persons with low income, or persons with disabilities.

Parking (min)	Vehicle: 26 (approx.) for residential uses Bicycle: approx. 5 Class A (bike room/locker) Approx. 7 Class B (bike rack)	Vehicle: 4 Bicycle: 1 Class A per residential unit in an indoor bike room Approx. 7 Class B
Loading (mon)	None	None
General Zoning Regulations – Gross Floor Area (GFA) Calculation	GFA calculation for “Multi-Unit Dwellings” exempts common areas (stairwells, lobbies, elevator shafts, corridors, etc.) and other spaces.	Change term “Multi-Unit Dwellings” to “Multiple-Unit Dwellings”. Clarify that the existing GFA exemptions also apply to residential portions of mix-use buildings.

Island Hotel Heritage Elements:

The Island Hotel is listed as a heritage building in the Town of Ladysmith’s Community Heritage Register (Attachment G). The Island Hotel has played an important role in Ladysmith’s history and continues to serve as a prominent commercial and residential building on Ladysmith’s heritage 1st Avenue.

The Island Hotel was originally constructed in 1900 as a wooden two-storey building with a second-floor balcony. Due to changes in liquor licensing, additional hotel rooms were required. The hotel was modified in 1913 with the addition of a full third storey, alteration from a hipped roof to a flat roof, and the construction of an Edwardian brick façade.

The Island Hotel primarily accommodated the many single, often transient men associated with a resource-based community. The upper floors of the hotel provided accommodation, while the main floor provided a saloon and restaurant, serving as an important social environment for the occupants. The building continued to serve as both commercial and accommodation for many years, gradually evolving from short-term to long-term rentals. The hotel’s ability to change – the significant addition to meet licensing requirements, and the later evolution from hotel to housing - demonstrates a history of adaptation as needed.

The Community Heritage Register notes the prominent location of the Island Hotel at the top of the hill on Gatacre Street. This road served as the main entrance to the town from the railway, the primary mode of transportation at the time. The building is located within an uninterrupted row of heritage buildings on the west side of 1st Avenue, stretching from High Street to Roberts Street. Constructed with high quality materials, and as one of Ladysmith’s tallest heritage buildings, the Island Hotel was, and continues to be, a highly visible building in Ladysmith’s downtown.

The Island Hotel was added to the Community Heritage Register in 2006, and to the Canadian Register of Historic Places in 2010. The building’s Statement of Significance lists many character-defining elements, including:

- The building’s continuous commercial use.
- All the elements of a modest Edwardian commercial building including:
 - the simple form and massing,

- symmetrical façade,
 - brick facing,
 - flat roof,
 - simple one-over-one wood-framed windows,
 - cornice, and
 - arrangements of doors and windows at the street level.
- The building's location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street.

To preserve the Islander's heritage character, staff are recommending a Heritage Revitalization Agreement (HRA) as a condition of the proposed OCP and zoning amendments. The applicant has submitted a Heritage Conservation Plan (Attachment F) which will form the basis of the HRA. The Heritage Conservation Plan proposes to retain the Islander's historical value primarily through the restoration of the existing brick Edwardian front façade, any repairs to which will utilize matching materials and detailing. The main storey will be lowered to ground level—which was the building's original configuration—to provide a greater commercial relationship with the sidewalk, and new storefronts will be installed between the retained brick columns. The original wood frame structure is in poor condition and will be replaced with a new structure. Additionally, two stepped-back storeys, distinguishable from the historic brick façade will be added that will retain the flat roof expression as seen from the street level. More detail is provided in Attachment F. Staff recommend that the HRA be entered into with the Town as a condition of final approval of Bylaw Nos. 2137 and 2138.

Community Amenity Contribution (CAC) Policy:

The Town's CAC Policy encourages proponents to offer CACs for Zoning Bylaw and OCP amendment proposals to ensure that the proposed development will not have an undue economic, social, environmental, or infrastructural burden on the community, and to ensure that the benefits of the project outweigh the impacts on the community through the provision of community amenities. The proposed Heritage Revitalization Agreement for the protection and revitalization of the Islander's heritage character, and the \$10,000 cash contribution proposed by the applicant can be considered CACs for the purpose of the CAC policy.

The provision of one Class A bicycle parking space per residential unit is not considered a CAC under the CAC policy as the bicycle parking spaces will not be available to the general public and are considered essential to the proposed development given the proposed reduction in parking. The Class A bike parking is captured by Bylaw No. 2138.

Housing Needs Report:

The Town's Housing Needs Report estimates that, given the Town's projected population growth and household size, there is a need for 510 units of new housing in Ladysmith by 2025 with a particular need for one-bedroom units. The Islander currently contains 13 dwelling units and is proposed to contain 20-22 dwelling units, an increase of 7-9 units. Further, the applicant is proposing a mix of studio and one-bedroom units as well as rehabilitation of an existing

building that is currently in poor condition, both of which are supported by the Housing Needs Report.

Analysis Summary:

Staff recommend that Bylaw No. 2137 and Bylaw No. 2138 be given first and second readings and proceed to the public hearing stage since the proposal will have a net positive impact on the community through:

- Provision of additional housing units to, and further densification of, the Downtown. This is supported by policies within the current and the draft new OCP, as well as the Town's Housing Needs Report.
- Restoration of a prominent heritage building in Ladysmith's Downtown, while allowing for adaptation and reuse of the building by bringing it into the modern era.

While the on-site parking will be limited, the location of the building in the Downtown, the close proximity to transit-stops and public parking, and additional secure bicycle parking, is expected to offset the need for private vehicle use by residents living in the proposed development.

ALTERNATIVES:

Council can choose to:

1. Amend Bylaw No. 2137 and/or Bylaw No. 2138 and give readings to the amended bylaws.
2. Give Bylaw No. 2137 and/or Bylaw No. 2138 first and second readings subject to additional conditions of the approval, as specified by Council.
3. Refer the file back to staff or the applicant for further review as specified by Council.
4. Refer the file back to the Community Planning Advisory Committee.
5. Defer consideration of the application until the new OCP is adopted.
6. Deny application No. 3360-22-06 for 440 1st Avenue.

FINANCIAL IMPLICATIONS:

The proposed development may qualify for revitalization tax incentives.

LEGAL IMPLICATIONS:

Standard requirements for Council consideration and referrals established under provincial legislation have been accounted for in staff's review of the application and in the recommendations of this report.

To implement the recommended Heritage Revitalization Agreement (HRA), Council will be required to adopt a bylaw under section 610 of the *Local Government Act*. Staff have been advised that the HRA and associated bylaw will require legal review, which will occur prior to the public hearing process. The HRA and bylaw are therefore expected to be available for public

and Council review during the public hearing consultation process, and will to be forwarded to Council for first, second and third readings when Bylaw Nos. 2137 and 2138 proceed back to Council for third reading following the public hearing.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Section 475 of the *Local Government Act* requires Council, when considering an amendment to the OCP, to provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected. To meet this obligation, Council must specifically consider whether consultation should be “early and ongoing”, and specifically consider whether consultation is required with:

1. The Board of the Cowichan Valley Regional District.
2. The Board of the Regional District of Nanaimo.
3. The Council of the District of North Cowichan.
4. First Nations, including the Stz’uminus First Nation, Hul’qumi’num Treaty Group and the Snuneymuxw First Nation.
5. The Board of School District 68.
6. The Provincial and Federal Governments and their agencies.

The Naut’sa Mawt Community Accord and Memorandum of Understanding between the Town and Stz’uminus First Nation require the Town to refer all OCP amendments to the Stz’uminus First Nation for comment. Similarly, section 476 of the *Local Government Act* requires the Town to refer the proposed OCP amendment to School District 68 for comments related to the impact on school facilities.

Staff are not recommending consultation with any outside agency except the Stz’uminus First Nation and School District 68. The subject property boundary is not adjacent to any other local government jurisdiction (e.g., the CVRD), so it is not expected that their interests will be affected by this application. Likewise, a courtesy referral was sent to the Provincial Heritage Branch and a response was not received, therefore their interests seem to be unaffected by this application. The Provincial Ministry of Transportation must approve zoning amendment Bylaw No. 2138 (but not the OCP amendment bylaw) under section 52 of the *Transportation Act*.

A neighbourhood information meeting was held by the applicant on November 21, 2022. The applicant’s summary report of this meeting is attached to this report as Attachment E. The NIM summary report identifies that most people at the meeting were supportive of the proposed development with no explicit concerns regarding the proposed rezoning. No letters have been received by the Town with respect to the application so far.

If Council endorses the proposed bylaw amendments a public hearing is required pursuant to section 464(1) of the *Local Government Act* and newspaper and mail notification must be carried out pursuant to section 466(1) of the *Local Government Act*.

INTERGOVERNMENTAL REFERRALS:

The application must be referred to the Stz’uminus First Nation, School District 68, and the Ministry of Transportation and Infrastructure as required under applicable legislation and as noted above, staff are recommending that formal referrals be sent to these agencies. Additionally, preliminary/courtesy referrals were sent to BC Transit, Cowichan Housing Association, BC Housing and the Provincial Heritage Branch. The Town only received a response from BC Transit, who are supportive of the proposed increase in density and the proposed reduction in required on-site parking, since the subject property is already within an area that is served by transit.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was circulated to Town departments for review and comment. Their comments are summarized below:

Table 3: Interdepartmental referral summary

Referred (Yes/No)	Department	Comments
Yes	Infrastructure Services	No concerns.
Yes	Building Inspection	No concerns.
No	Parks Recreation and Culture	N/A
Yes	Financial Services	No concerns.
Yes	Legislative Services/Corporate Services	Bylaws were reviewed by Corporate Services.
Yes	Fire/Protective Services	The Fire Chief provided a summary report from Mid-Island Fire Equipment Ltd. respecting the fire safety of the building. Some deficiencies noted for smoke alarms and emergency lighting were addressed. Staff note that the renovated building will require a building permit and must meet the BC Building Code.

COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW:

The application was reviewed by CPAC on November 2, 2022, and the committee passed the following motion:

“It was moved, seconded, and carried that the Community Planning Advisory Committee recommend that Council approve OCP and Zoning Bylaw Amendment application 3360-22-06 with the request that Council give special consideration to the following:

- Provide support and assistance for the relocation of existing tenants; and
- Provision of innovative parking solutions.”

The Town’s “Business Regulations and Licensing (Rental Units) Bylaw 2021, No. 2093” (Rental Units Bylaw) contains restrictions on tenant eviction where a building requires renovations, and

it applies to the property with respect to tenant eviction unless the applicant can show that an exemption applies (e.g., building is deemed unsafe to occupy, Council has approved an application for exemption, etc.). At this time, the applicant does not intend to apply for an exemption under the Rental Units Bylaw.

Different solutions to the reduced parking were explored and discussed with the applicant (see 'Analysis' for more details on parking).

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Bylaw No. 2137
- B. Bylaw No. 2138
- C. Map of subject property
- D. Applicant submission (rationale, design renderings, view corridor analysis, etc.)
- E. NIM summary report
- F. Heritage Conservation Plan
- G. Community Heritage Register Excerpt
- H. CPAC Meeting Minutes

TOWN OF LADYSMITH

BYLAW NO. 2137

A Bylaw to Amend “Official Community Plan Bylaw 2003, No. 1488”

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to “Official Community Plan Bylaw 2003, No. 1488”:

1. Schedule A – Official Community Plan Text of “Official Community Plan Bylaw 2003, No. 1488” is hereby amended as follows:
 - a. Section 3.8.1 – “Land Use Designation - Downtown Core”
 Replace the sentence, “A higher FSR may be supported for the restoration of buildings on the Community Heritage Register” of the Downtown Core paragraph with the following:

 “Higher densities may be supported for the restoration of buildings on the Community Heritage Register.”
 - b. Table 8 “Density Summary”
 - i. Replace the text of Note 6 with the following:
 “Higher density potential for restoration of buildings on the Community Heritage Register.”
 - ii. Add Note 6 to the “Floor Space Ratio (FSR)” column of the “Downtown Core – Commercial” row.
 - iii. Add Note 6 to the “Units per Hectare (uph)” column of the “Downtown Core – Residential” row.

Citation

2. This Bylaw may be cited for all purposes as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137”.

READ A FIRST TIME on the _____ day of _____, 2023
READ A SECOND TIME on the _____ day of _____, 2023
PUBLIC HEARING HELD on the _____ day of _____, 2023
READ A THIRD TIME on the _____ day of _____, 2023
ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (M. O’Halloran)

TOWN OF LADYSMITH

BYLAW NO. 2138

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

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

1. Schedule A – Section 5.14 “Floor Area and Exemptions” subsection (b): Replace “For all *Multi-Unit Dwellings*, the *Gross Floor Area* shall be measured to the exterior surface of the exterior wall, excluding:” with the following:

“For all *Multiple-Unit Dwellings* and portions of mixed-use *Buildings* used for *Residential* use, the *Gross Floor Area* shall be measured to the exterior surface of the exterior wall, excluding:”.

2. Schedule A – Section 11.2 “Downtown Commercial(C-2)”: Add a new subsection in section 10 “Site Specific Regulations” after existing subsections and alphabetized accordingly, as follows:

“h) For the *Parcel* legally described as Lot 6, Block 27, District Lot 56, Oyster District, Plan 703 (440 1st Avenue) the following site-specific regulations apply:

- i. Despite Section 11.2.4.(b) the number of *Dwelling Units* on this *Parcel* shall not exceed 22.
- ii. Despite Section 11.2.4.(c) the *Floor Space Ratio* shall not exceed 3.1.
- iii. Despite Section 11.2.4.(d) no *Buildings* or *Structures* shall exceed a *Parcel Coverage* of 100.0 percent.
- iv. Despite Section 11.2.5.(a) no *Buildings* or *Structures* shall exceed a *Height* of 18.0 metres.
- v. Despite Section 11.2.5.(c):
 - a. the fourth *Storey* shall be *Setback* at least 2.7 metres from the *Front Parcel Line*.
 - b. The fifth *Storey* shall be *Setback* at least 5.4 metres from the *Front Parcel Line*.
 - c. The *Setback* from the *Rear Parcel Line* shall be at least 0.0 metres.
- vi. Despite section 11.2.7(b):
 - a. a total of 4 off-street parking spaces shall be provided.
 - b. a minimum of 1.0 Class A secure bicycle parking spaces shall be provided per dwelling unit.”

Citation

3. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, 2023, No. 2138”.

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

PUBLIC HEARING HELD on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

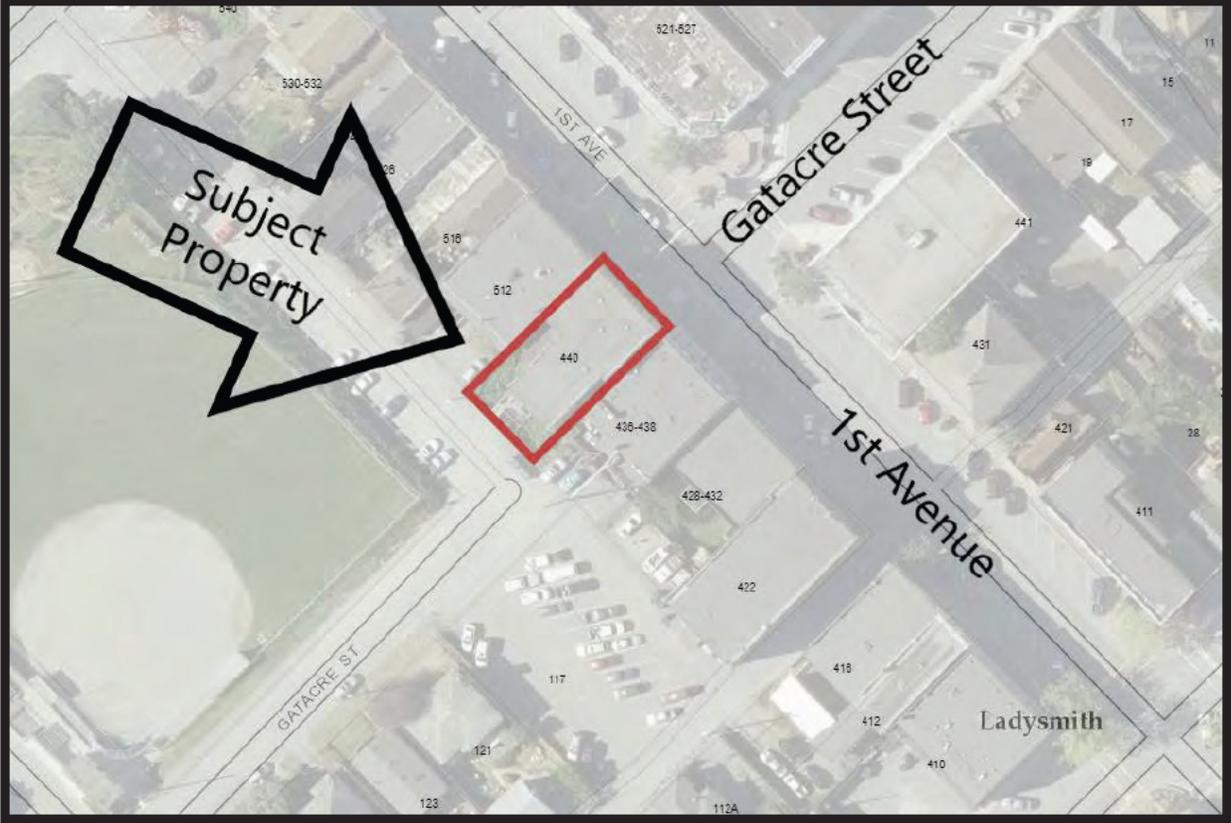
APPROVED BY MINISTRY OF TRANSPORTATION

on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)





the **Island Hotel** A Renovation & Re-build

440 First Avenue, Ladysmith, BC

Rezoning Visioning Statements

First Street Freeholders Ltd. May 14, 2022

The Island Hotel A Renovation & Re-build

The Island Hotel, known locally as "the Islander", has been part of Ladysmith's downtown for over a hundred and twenty years. Though it has provided the community with housing and various commercial enterprises, it has not experienced much care for its maintenance and is now in poor condition. In addition, the present frontage does not meet today's requirement for handicap accessibility from the street.

With new Owners who are fully committed to heritage and the community, as demonstrated by their building at 20 Gatacre Street, the Islander will be rejuvenated.

Its Edwardian brick façade will be retained and renovated to give commercial activity street level accessibility. The Owners are requesting zoning to entirely rebuild the brick façade to five storeys, with the two levels above the façade stepping back to ensure that the Islander's historic character will remain featured on First Avenue. In addition, with a commitment to rental, the increase in height will result in a greater number of residential units, increasing Ladysmith's rental stock.

As the Islander's central location promotes walking & bicycling to the many services and establishments in and around the downtown, reliance on vehicles for residents will be reduced. To support alternate modes of travel, bicycle storage and charging stations will be provided to accommodate these activities. Presently, there is no parking on site. A limited number of on-site parking will be provided, accessed from the laneway.

New construction will incorporate sustainable systems & practices with landscaped roof areas and solar panels.

The Island Hotel Renovation & Re-build looks to the future in its commitment to Ladysmith's downtown livability and economic growth.

the Island Hotel
HERITAGE VALUE
(Text from Ladysmith & District Historical Society)

The Island Hotel is a very good example of an Edwardian commercial façade.
Originally built in 1900 as the Europe Hotel, the building underwent substantial renovations in 1913.



The hotel was raised, a floor was added and a brick façade was applied.



These changes were the result of new laws that required hotels to have certain numbers of rooms in order to hold liquor licenses. The restrained, symmetrical style reflects a shift from the more eclectic and elaborate styles of the Victorian era that preceded it.

Although some later alterations were made to the building to accommodate changing street grades, the Island Hotel is substantially intact.



"The Island Hotel is a tangible reminder of the social and economic importance of hotels in Ladysmith's history. Like most mining communities, early Ladysmith had a large population of single, often transient, men. As affordable housing alternatives, hotels functioned as living quarters and, in the saloons and restaurants located on the ground floor, as social centres. The hotel contributes significantly to the understanding of working-class male history."

~ Ladysmith & District Historical Society

Character-Defining Elements

~ Ladysmith & District Historical Society

The character-defining elements of the Island Hotel include:

- the building's continuous commercial use
- all the elements of a modest Edwardian commercial building including the simple form and massing,
- symmetrical façade, brick facing, flat roof, simple one-over-one wood-framed windows, cornice and arrangements of doors and windows at the street level
- the building's location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street.

Sustainability Strategy #7
A Healthy Community
 Arts - Continuing to support the arts, artists and artisans in the community;
 Public realm - Continuing to enhance the quality of the public realm.



The Island Hotel Renovation & New-build

The goal of this rezoning application is to ensure economic viability of the Island Hotel Project to provide ongoing safe, healthy accommodations and commercial activity for the community.

The existing building consists of a historic brick façade and an attached wood frame structure consisting of a main level commercial and two upper levels of residential. No on-site parking is present.

The façade is in good condition and will be rehabilitated. In contrast, the lack of maintenance over the years has resulted in the wood frame structure and services being in very poor condition. In addition, the main level is 3.0ft from street making the building non-accessible

In consideration to the Islander's Heritage importance and sustained housing viability, the Project proposes to retain-renoate the Edwardian brick façade and re-build the entire wood frame structure and services behind it, incorporating provisions for accessibility.

To achieve this goal:

- FSR will increase from 1.0 to 3.0, and the
- building height to five storeys.

Sustainability Strategy #1
Complete Community Land Use
 Housing : increased density of affordable housing.

Commitment to Business Regulations and Licensing (Rental Units) Bylaw 2021, No. 2093”.

With sensitivity for the existing housing situation and Ladysmith’s Renovation bylaw, the Owner is committed to assist existing tenants in their transition to alternate accommodations.

..... There is an acute shortage of rental housing.

..... Engagement results indicated a *desire for smaller and more affordable housing units* to answer concerns around unaffordability and mobility challenges.

..... Engagement results identified a need for more rental options, including more purpose-built rentals to meet housing challenges in the CVRD, especially for young families, youth, Indigenous people, those with mental health challenges, singles and seniors.

~ CVRD Housing Needs Assessment, January 2021

Ladysmith’s Rental Stock

The project will maintain residential rental accommodations. The number of units will increase from thirteen to twenty-two rentals, allowing the Project the ability to offer economical rentals within a range appropriate to Ladysmith and its surrounding areas.

Editorial:
Housing situation grim in Ladysmith, but efforts are being made to fix it. Many people in town are working hard to make the community more affordable and sustainable.

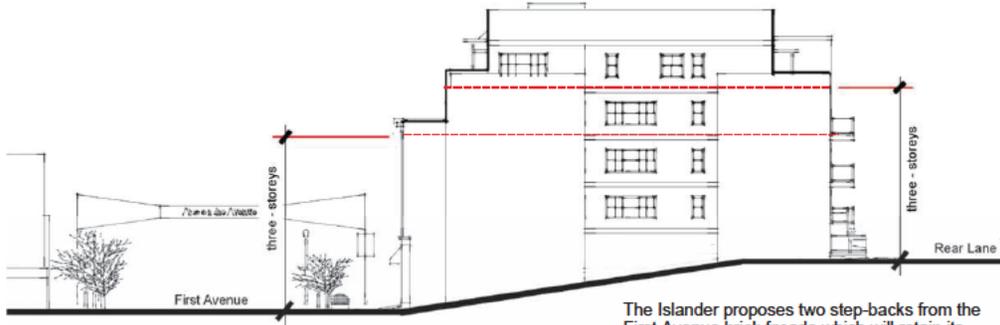
~ Tyler Hay Dec. 10, 2021

Household Income	30% of income	50% of income	North Cowichan	Ladysmith	Duncan	Esquimalt in CVRD
\$20,000	\$6,000	\$10,000	\$10,641	\$10,300	\$8,791	\$12,776
\$40,000	\$12,000	\$20,000	\$12,580	\$11,877	\$11,622	\$13,855
\$60,000	\$18,000	\$30,000	\$14,652	\$13,991	\$13,014	\$15,441
\$80,000	\$24,000	\$40,000	\$16,496	\$15,934	\$13,872	\$17,214
\$100,000	\$30,000	\$50,000	\$17,934	\$17,418	\$14,382	\$18,853
\$120,000	\$36,000	\$60,000	\$18,940	\$18,503	\$14,657	\$20,166
\$140,000	\$42,000	\$70,000	\$19,574	\$19,245	\$14,803	\$21,117
\$160,000	\$48,000	\$80,000	\$19,998	\$19,736	\$14,902	\$21,803
\$180,000	\$54,000	\$90,000	\$20,254	\$20,022	\$14,964	\$22,267
\$200,000	\$60,000	\$100,000	\$20,401	\$20,175	\$14,999	\$22,571
\$220,000	\$66,000	\$110,000	\$20,486	\$20,258	\$15,019	\$22,779
\$240,000	\$72,000	\$120,000	\$20,533	\$20,289	\$15,031	\$22,924
\$260,000	\$78,000	\$130,000	\$20,557	\$20,317	\$15,037	\$23,025
\$280,000	\$84,000	\$140,000	\$20,565	\$20,320	\$15,039	\$23,079
\$300,000	\$90,000	\$150,000	\$20,566	\$20,320	\$15,040	\$23,109

Table 4: Estimated housing costs versus household income for renter households. Incomes spending more than 30% of their income on housing costs are highlighted in teal. Incomes spending more than 50% of their income on housing costs are in bold teal.



**Sustainability Strategy #1
Complete Community Land Use**
Density increase in neighbourhoods to support transit & local businesses ; Pedestrian-oriented siting ; Affordable housing ; Self-reliance with diversity of jobs



The Islander proposes two step-backs from the First Avenue brick façade which will retain its three-storey frontage. At the rear, a single step-back also results in a three-storey elevation.

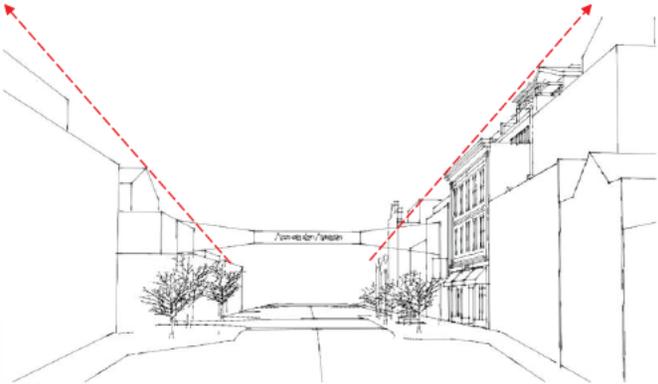
Town Vision – Value & Themes
A Small Town Feel

New buildings – need to visibly respect and fit with the existing heritage rhythm, massing and forms

As Ladysmith grows, First Avenue will experience vertical densification as an appropriate direction to address the need for housing within Ladysmith’s downtown core.

Height & Density

Building step-backs is a design option that will respect the historic character of First Avenue, maintaining historic frontages and the existing rhythm and character of the street, as well as the amplitude of the sky view.



Town Vision – Value & Themes
People

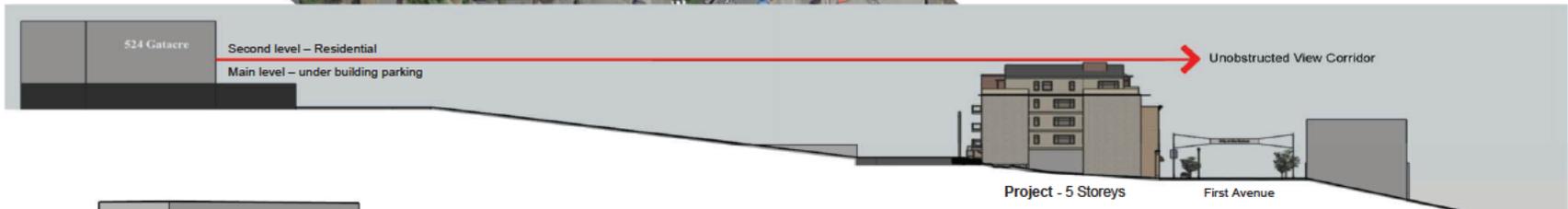
Public Spaces – Creating great spaces to be; Sidewalks into places of animation, conservation and colour; Parks for all ages; Great Streets that offer pedestrian experiences; Housing diversity that support residents at all stages of their lives to preserve friendships and relationships over the years.





View corridors

The Islander is flanked front & back by Gatacre Street and a sports field at the back. The closest residential neighbour is an apartment building with an extensive parking area, resides on the other side of the sports field and aligns with the Islanders NW property line. Its grade level has been surveyed at 53ft above First Avenue, making the second level window at approximately 66ft above First Avenue. The maximum height of the Islander's gable roof peak will be 64ft (19.5m) from First Avenue.



Height

"A four storey (12.7m) commercial and residential building type forming part of a street wall is the preferred model when integrating mix use."

~ Visioning Public Preference Handbook

BEFORE & AFTER Views looking over the Islander towards Ladysmith Harbour, from the Parking level below the residential level at 524 Gatacre Street.



Residents live one level higher than photographed and thus have a higher overlook which will experience low impact from the Islander's renovation/re-build.



"Roads form part of the transportation network. As part of a walkable community, vehicles share the road with other pedestrian activities, and form part of a vibrant community. Street calming techniques should be explored through the use of traffic islands, landscaped medians, curb extensions, raised street sections and textured pavement visual signals and messages."

~ Ladysmith's Vision Public Preference Handbook

"Cluster parking encouraged: 6-8 spaces with landscape buffering. If more than 10, provide landscape bays for division. Auto to pedestrian paths should include transitional elements, such as plantings, land forms, screens, and structures."

~ Ladysmith's Visioning Public Preference

34 Ladysmith/Chemainus Bus Route



TOWN OF LADYSMITH

PARKING IN DOWNTOWN LADYSMITH



Sustainability Strategy #2 Low Impact Transportation

Pursing innovative parking design strategies and exploring new street standards to make streets more environmentally & socially more friendly.

LEGEND

24 Hour Parking	RV/Bus Parking
2 Hour Parking	EV Charging
15 Minute Parking	Building
Handicap Parking	Road

CONTACT US 250.245.6400 / info@ladysmith.ca
410 Esplanade MAIL PO Box 220, Ladysmith, BC, V9G 1A2

www.ladysmith.ca
GET CONNECTED



Downtown Walkability and Parking

The Islander is located centrally in Ladysmith's downtown and along a level portion of First Avenue. Walkability to many services will lessen the use of cars but does not eliminate car ownership.

Understanding Ladysmith's downtown layout, makes it clear that historically, individual properties have not needed to address the car. Lot sizes, proportions and zero lot line relationships do not provide for efficient on-site parking layouts.

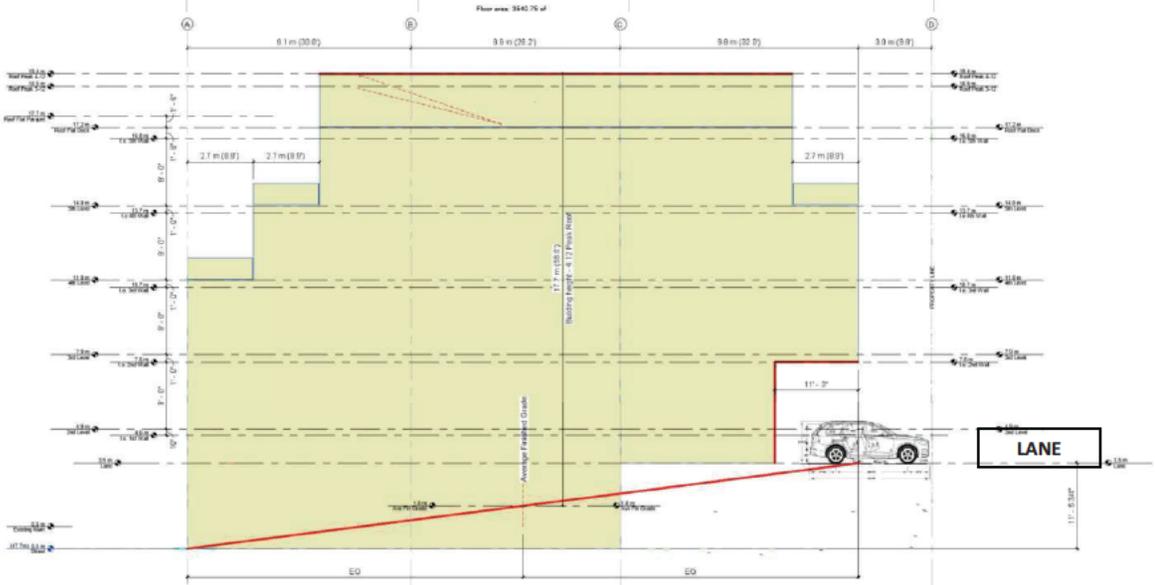
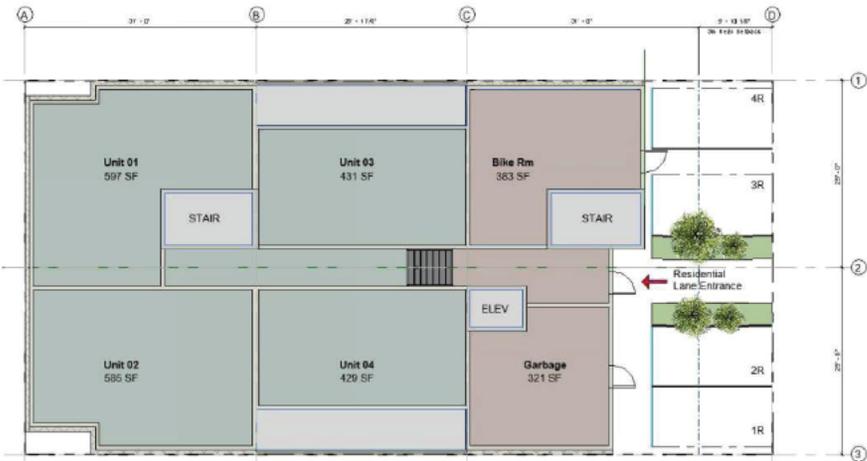
Densification of the downtown will require big-picture solutions for parking.

For instance, the sports field behind the Islander could be developed into surface parking with an elevated field. This would provide a large number of parking spaces that could service full-time downtown residents as well as provide day parking for visitors walking to First Avenue, and still have a community sports field.

An example of this idea

the Sallie Tiernan Field House in Claremont California





On-site Parking

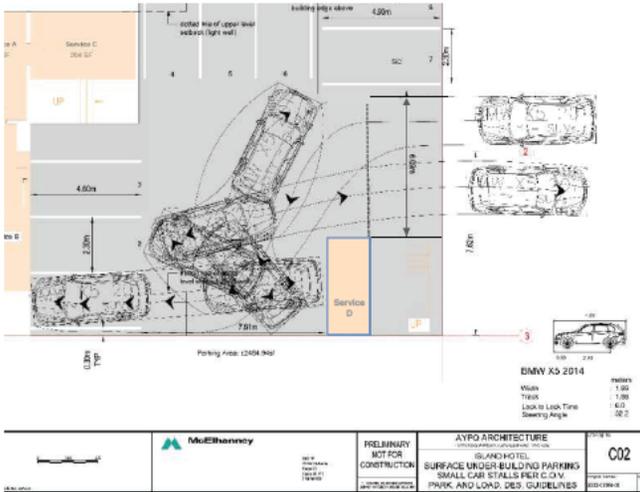
At present, there is no on-site parking. Evaluating on-site parking options for the Project, both Ladysmith's parking stall sizes and the City of Vancouver small car parking size, were tested for the possibility of **under-building** parking. The results demonstrated that site dimensions limited the ability for efficient parking designs which made functional, practical parking layouts unattainable.

However, **surface laneway parking** offers four (4) standard parking spaces. In addition, it allows for the opportunity to develop a residential entrance which will invite vehicular activity into the laneway instead of First Avenue and where public parking is available.

Under building parking with City of Vancouver small car parking spaces

Movement tests demonstrated high level of difficulty to access parking and tight side by side clearances making getting in and out of the cars extremely difficult, resulting in

→ Poor ongoing useability



Proposed Zoning Amendments to
C2 DOWNTOWN COMMERCIAL



Proposed Schematic Project Data

Site Coverage:	98%
Setbacks:	F.0 - S.0 - S.0 - R.3m
Density:	20units / 5003sf (0.047ha) = 425.53 units/ha (max. 475u/ha)
FSR:	2.72 (max. 3.0)
Height (Principal):	17.7m (max. 18.0 m)

11.2. DOWNTOWN COMMERCIAL (C-2)

The purpose of the Downtown Commercial Zone is to accommodate a broad range of commercial and community Uses in the historic Downtown.

1. Principal Uses

- a) Retail Sales.
- b) Convenience Store.
- c) Cultural Facility.
- d) Library.
- e) Restaurant.
- f) Coffee Shop.
- g) Bakery.
- h) Office.
- i) Assembly.
- j) Personal Service Establishment.
- k) Indoor Recreation Facility.
- l) Neighbourhood Pub.
- m) Liquor Retail Sales.
- n) Tourist Accommodation.
- o) Visitor Centre.
- p) Artist Studio.
- q) Commercial School.
- r) Media Production Studio.
- s) Garden Centre.
- t) Funeral Parlor.
- u) Veterinary Clinic
- v) Animal Grooming.
- w) Personal Repair Service.
- x) Print Shop.
- y) Cottage Industry.
- z) Public Parking.

2. Accessory Uses

- a) Dwelling Unit, subject to Section 11.2(8).
- b) Home Based Business, subject to Part 6, Section 6.8.

3. Sizing and Dimension of Parcels

- a) No Parcel shall be created which has a Parcel Area less than 334 square metres.
- b) No Parcel shall be created which has a Frontage less than 9.15 metres.

4. Size and Density of the Use of Land, Buildings and Structures

- a) The minimum Finished Floor Area for each different type of permitted Dwelling Unit shall as shown in the Table below:

DWELLING UNIT TYPE	MINIMUM FINISHED FLOOR AREA
Studio Dwelling Unit	32.0 square metres
One Bedroom Dwelling Unit	50.0 square metres
Two Bedroom Dwelling Unit	50.0 square metres
Three Bedroom Dwelling Unit	50.0 square metres
Live/Work Unit	70.0 square metres

- b) The maximum number of Dwelling Units in this Zone is ~~75 units per hectare~~ **475 units per hectare** of Land.
- c) The Floor Space Ratio shall not exceed ~~4.0~~ **3.0**.
- ~~d) No Buildings and Structures shall exceed a Parcel Coverage of 75.0 percent.~~

5. Siting, Sizing and Dimension of Uses, Buildings and Structures

- a) No Principal Building or Structure shall exceed a Height of ~~13.0 metres~~ **18.0 m**.
- b) No Accessory Building or Structure shall exceed a Height of 7.5 metres.
- c) No Principal Building or Structure shall be located closer to the Parcel Line than the minimum Setback shown in the Table below:

PARCEL LINE	MINIMUM SETBACK
Front Parcel Line	0.0 metres
Interior or Exterior Side Parcel Line	0.0 metres
Rear Parcel Line	3.0 metres

- d) No Accessory Building or Structure, with a Finished Floor Area (m²) as shown in the Table below, shall be located closer to the Parcel Line than the minimum Setback shown in the Table below:

PARCEL LINE	MINIMUM SETBACK ≤ 10.0 M ²	MINIMUM SETBACK >10.0 M ²
Front Parcel Line	6.0 metres	6.0 metres
Interior or Exterior Side Parcel Line	1.0 metres	1.5 metres
Rear Parcel Line	1.0 metres	1.5 metres

6. Landscaping and Screening

- a) Landscaping and screening shall be provided in accordance with Part 7: Landscaping and Screening Regulations.

7. Parking and Loading

- a) Off street parking is prohibited between the Front Parcel Line and the front face of the Principal Building or Structure.
- ~~b) Off street parking and off street loading shall be provided in accordance with Part 8: Parking and Loading Regulations.~~

8. Mixed Commercial and Residential Regulations

- a) Where Commercial and Residential Uses are combined on the same Parcel, unless otherwise expressly provided for in this Bylaw, the Residential Use shall satisfy all of the following conditions:
 - The Dwelling Units shall be contained in the same Building as the Commercial Use.
 - The Dwelling Units shall be located over the Commercial Use and provide a separate outside entrance occupying no more than 25 percent of the First Storey commercial Frontage.
 - The Storey on which any Dwelling Units are located shall be used exclusively for Residential purposes within all levels above the First Storey.
- b) Despite Section 11.2(8)(a), up to 25 percent of the Dwelling Unit may be located at-Grade provided that such Dwelling Units do not front onto the Front Parcel Line, but are instead located behind the commercial Frontage.

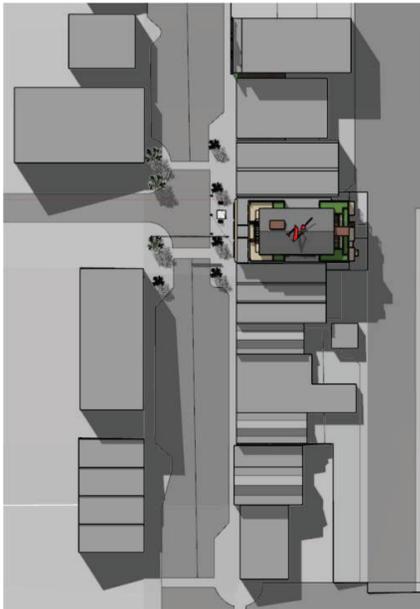
9. Other Regulations

- a) Outdoor storage areas shall not exceed 9.3 square metres.

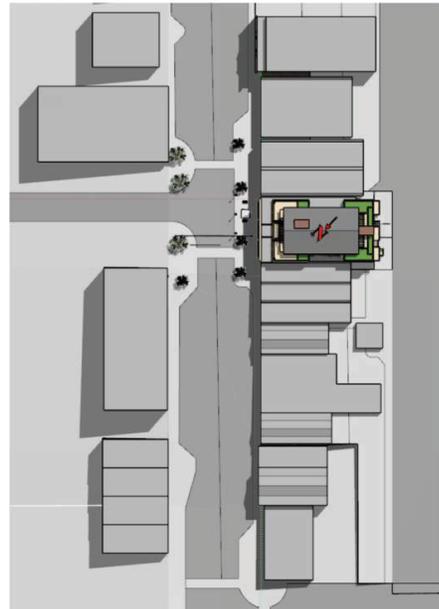
10. Site Specific Regulations

- a) For the properties legally described as Lot 4, Block 29, Plan 703A (840 First Avenue), Service Station is a permitted Principal Use.
- b) For the properties legally described as Lot 1, Block 29, Plan 703A (810 First Avenue), automotive and machinery valve repair service is a permitted Principal Use.
- c) For the Parcel legally described as Lot 2, District Lot 56, Plan 20434, Oyster Land District (510 Esplanade Avenue), a Dwelling Unit may be located within a First Storey.

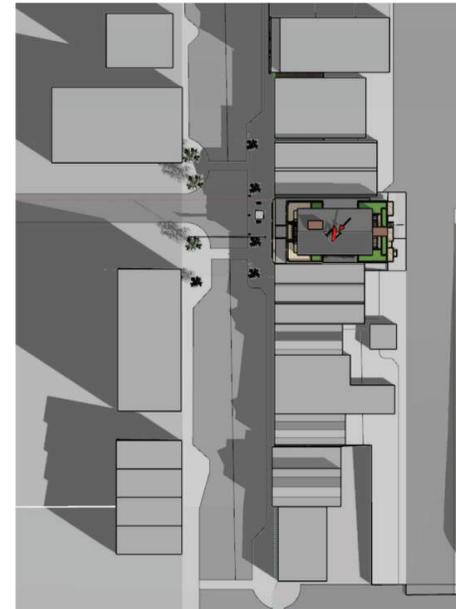
Shadowing of First Avenue
SUMMER



SUMMER @ 9 00 am
Shadow at rear lane

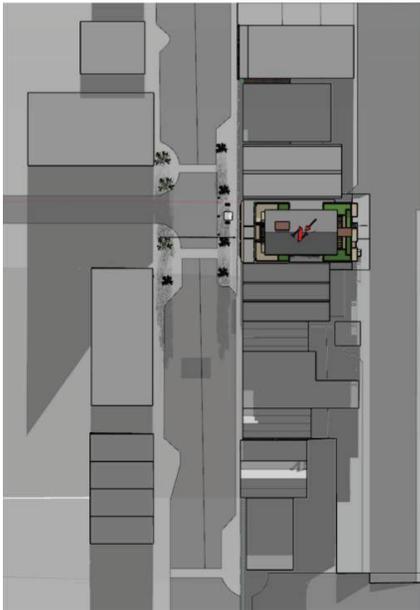


SUMMER @ 12 00 noon
Shadow at edge of First Avenue sidewalk

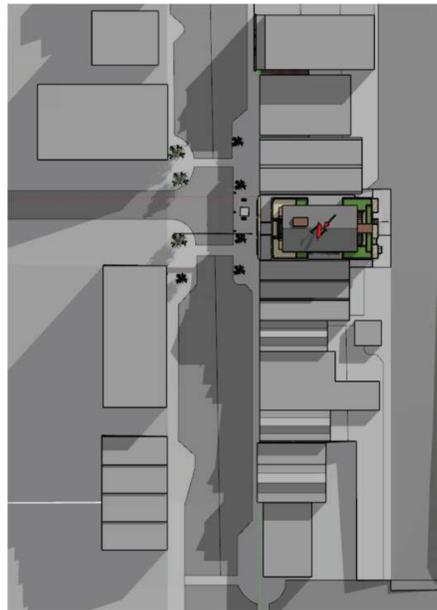


SUMMER @ 4 00 pm
Shadow over First Avenue

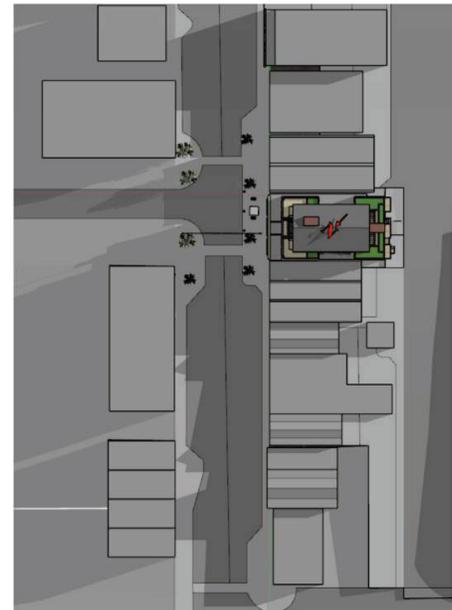
Shadowing of First Avenue
WINTER



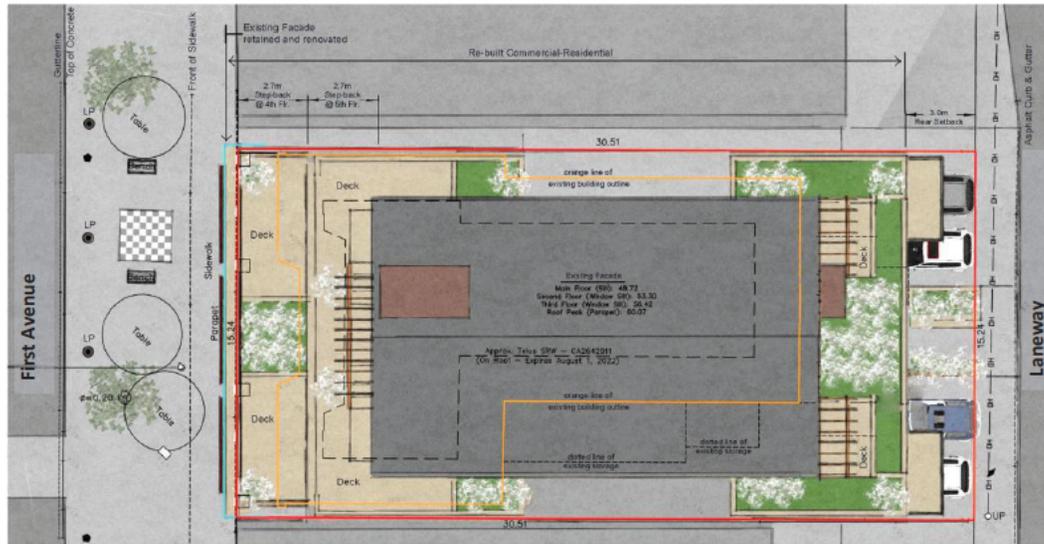
WINTER @ 9 00 am
Shadow at rear lane



WINTER @ 12 00 noon
Shadow over Sidewalk

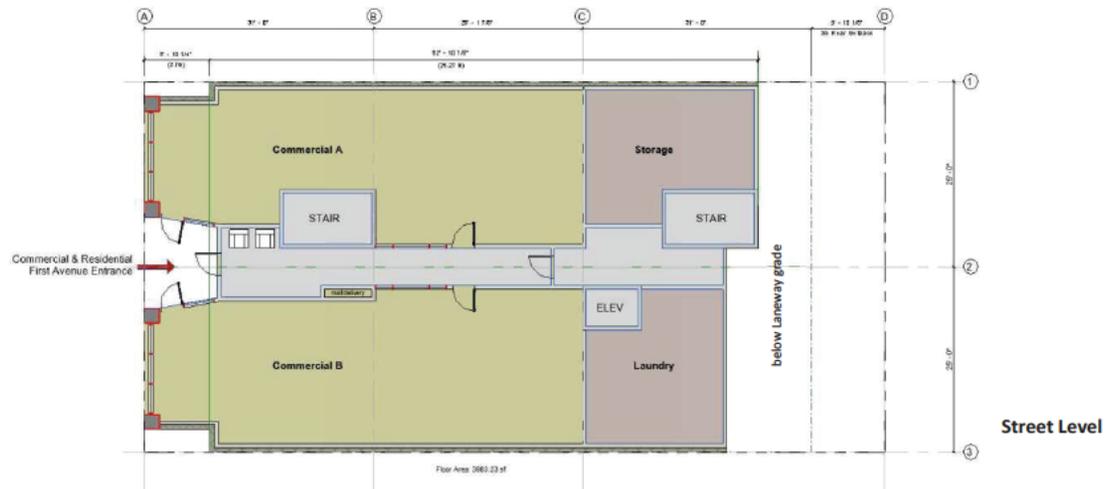


WINTER @ 4 00 pm
Shadow over First Avenue



Layouts (Preliminary Schematics)

Site & Roof Level



Street Level

Layouts (Preliminary Schematics)



First Avenue Streetscapes & Aerials



Aerial view - Setbacks



First Avenue – NW View



First Avenue - SE View



Gatacre Street – NE View

Laneway Streetscapes & Aerials





the Island Hotel



Looking up from across First Avenue RBC Corner

Island Hotel Renovation-Rebuild Neighbourhood Information Meeting Summary Report

Prepared for First Avenue Freeholders

By AYPQ Architecture

13270 Doole Road, Ladysmith, BC V9G 1G6

info@aypqarchitecture.com

On Friday, November 21, 2022, from 6:00pm to 8:00pm, a Neighbourhood Information Meeting (NIM) was hosted by First Avenue Freeholders represented by Randy Repass and Sally-Christine Rodgers, regarding the Island Hotel Renovation & Rebuild. It was attended by Ladysmith and area residents.

The meeting included a presentation by AYPQ Architecture followed by a question-and-answer (Q&A) period with First Avenue Freeholders & AYPQ Architecture.

A Vision Survey was also offered to attendees to complete and return during the meeting.

Outreach (Appendix A)

In the week prior to the meeting, one hundred paper invitations were hand delivered to addresses within the vicinity of the Island Hotel, 440 First Avenue, as provided by the Town of Ladysmith. Invitations as well as posters were left with various businesses and community meeting areas, such as the Frank Jameson Community Centre, the 49th Parallel Grocery, and the Ladysmith Health Food Store, among others.

An Event Advertisement was published in the Ladysmith Chronicle one week prior to the meeting. A Facebook event was created to help raise awareness and provide a comment platform for those unable to attend the meeting.

NIM Meeting (Appendix B)

Date and time: Monday, November 21, 2022 from 6:00-8:00 pm

Location: Eagle’s Hall, 921 1st Ave, Ladysmith

Weather conditions: Nine degrees Celsius, no precipitation

Present: First Avenue Freeholders (Randy Repass & Sally-Christine Rodgers), AYPQ Architecture (Angela Quek); between 20 and 30 members of the public, as well as three council members, were present for the presentation.
Approximately, 8 attendees did not sign-in.

The meeting was held at the Eagle’s Hall on First Avenue, Ladysmith. Angela Quek from AYPQ Architecture, provided a 20-minute presentation reviewing the overall design concept as well as Ladysmith’s Rental Bylaw.

After the presentation, the Q&A period was lively with a general positive tone. There was general excitement for the retention of the brick façade and the rebuild of the wood frame building that is presently in poor condition.

Questions were also asked regarding tenant compensation. Mr. Repass explained that Ladysmith’s Rental Bylaw exempts the Project from providing compensation for “renovictions”, however with sensitivity for the residents and in light of our current housing situation, compensation as outlined in the Bylaw will be provided for tenants to assist in their transition to other accommodations. This generosity was acknowledged, and tenants present expressed acceptance for this offer with one tenant stating that he would vacate his unit immediately upon given compensation.

An attendee presented a general comment on the ongoing need to address the housing situation in the local area.

Many stayed after the Q&A, to talk with Randy, Sally-Christine and Angela.

Post-NIM Comments

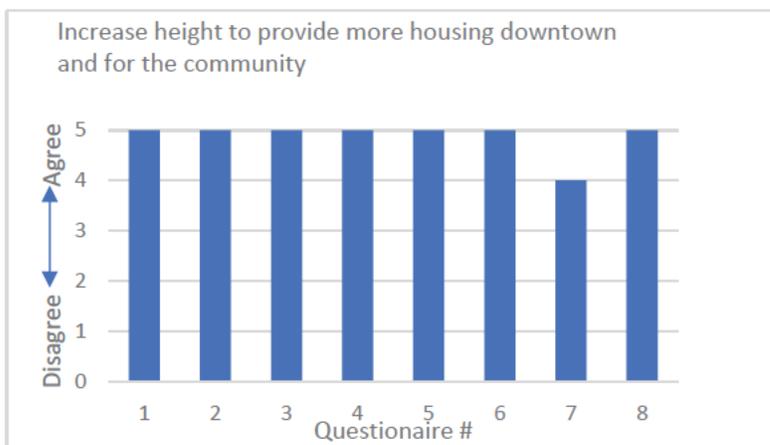
Vision Survey Summary:

Eight (8) Vision Surveys (questionnaires) were returned during the meeting. Key elements of the project design were asked to be ranked by level of agreement.

The results provide quantifiable preferences for the project's key elements.

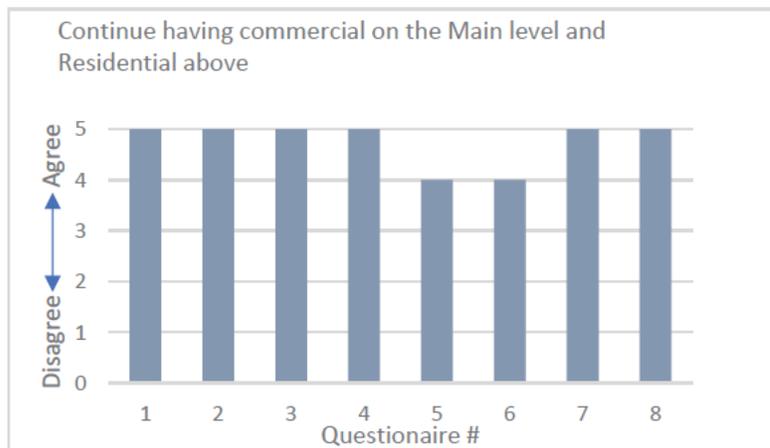
1. Height :

Majority supported five storeys.



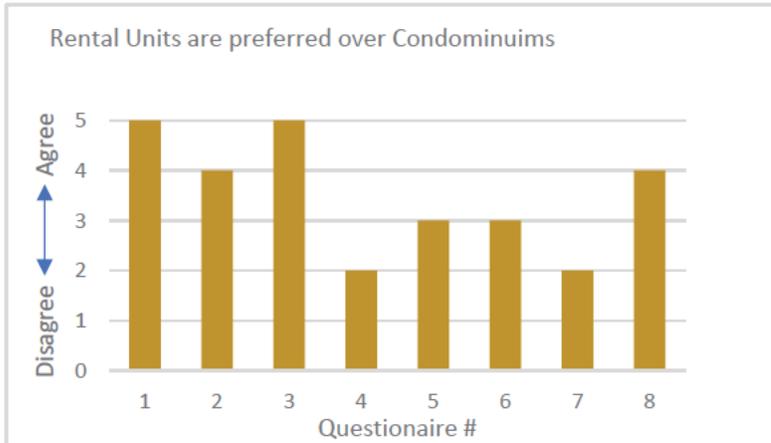
2. Mixed-Use :

Majority supported commercial-residential use.



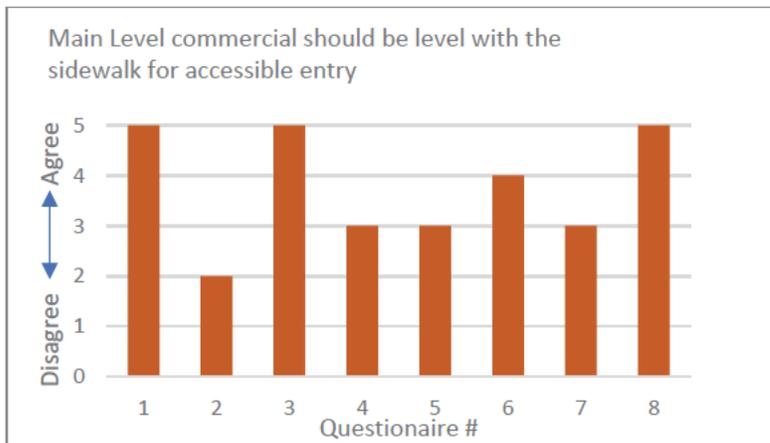
3. Rental :

Slightly above average preferred Rentals over Condominiums.



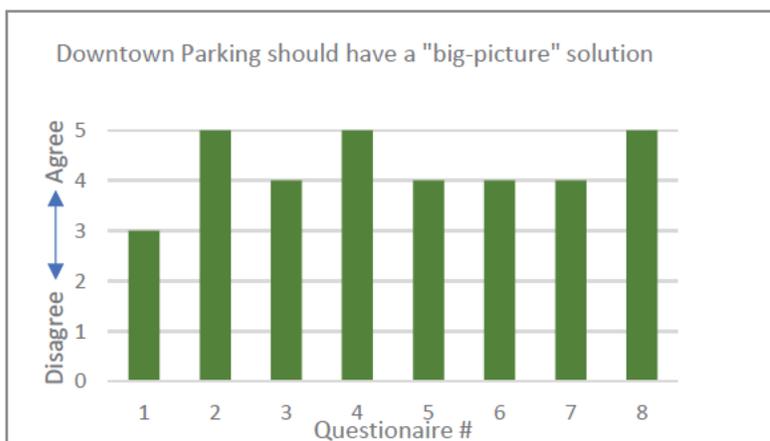
4. Accessibility :

Greater than average felt that level accessible entry was important.



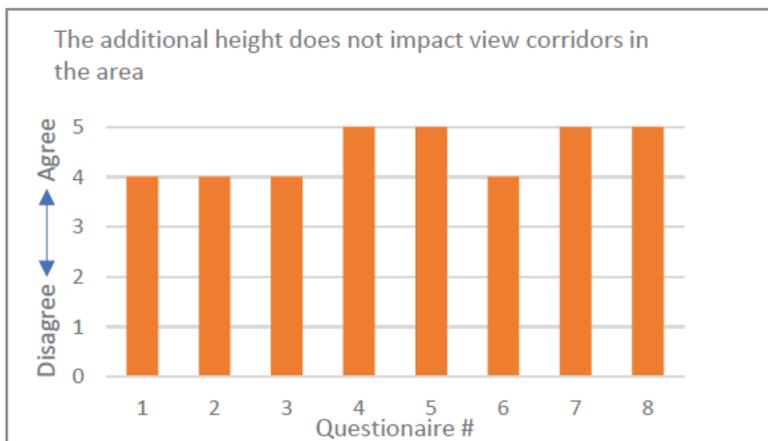
5. Public Parking :

Majority agreed that downtown parking cannot be solved by individual properties.



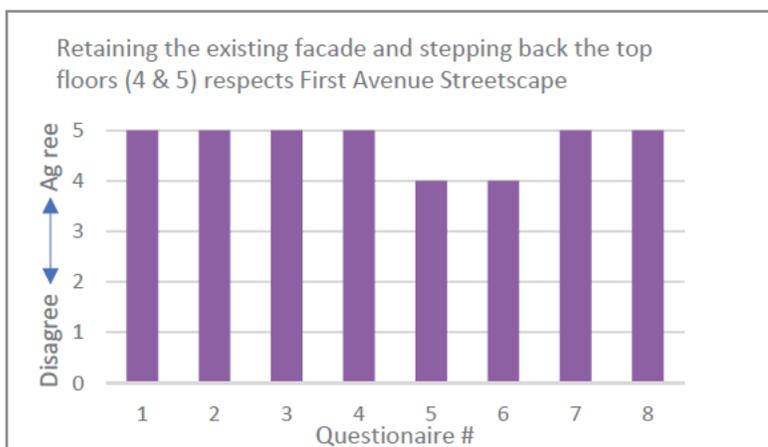
6. View Corridor :

Majority agreed that adjacent property views will be maintained.



7. Streetscape :

Majority agreed that First Avenue streetscape will be respected.



Comments via phone & email:

AYPQ Architecture received two post-meeting requests for meeting update. One by phone from a neighbour expressing concern for the rat infestation that may spread at the onset of construction but expressed positive comments regarding the renovation and rebuild. The other request was by email. It was mentioned to the Sender that a Meeting Report would be available through the Town of Ladysmith.

Media

Take 5 December 2022 Issue - DRAFT

Historic Hotel Getting Renovated

Honouring the past while preparing for the future.

That's what Sally-Christine Rodgers and Randy Repass are doing with their plans for the Island Hotel in Ladysmith.

Purchasing the property in January of 2022, Rodgers and Repass have spent the past year looking into how to best preserve the historical building while expanding its occupancy and bringing the century-old building up to code.

Their goal?

"To add badly needed rental inventory, and contribute to the economic vitality and sense of community of the downtown", says Repass.

The Hotel is currently a 3-storey structure that hasn't seen many changes since it was remodeled in 1913: it houses 13 small apartments and 2 commercial spaces. Currently there are 11 tenants.

Repass and Rodgers plan to preserve the elegant facade of the building in keeping with the heritage heart of the town.

Behind that façade, however, they will rebuild the Hotel as a 5-storey structure housing up to 20 apartments. The top two floors will be 'stepped back' to maintain the streetscape - the fourth floor would be set back 2.7 metres and the fifth floor would be set back another 2.7 metres.

The two commercial spaces on the ground floor will be retained.

The town's draft official community plan allows for an increase to five storeys in the downtown core for residential buildings.

And what of the current residents of the Hotel?

Repass and Rodgers are going above and beyond to help them out.

Within Ladysmith's rental bylaws there are provisions that outline compensation for renters affected by "reno-victions". Repass points out that the circumstances of the Island Hotel renovation-rebuild provides an exemption to these provisions.

However, with sensitivity for the Island Hotel's residents, and in light of the current housing situation, the owners will be providing compensation - as outlined in the bylaw - to provide assistance to tenants in their transition to other accommodations. "It's the right thing to do", says Repass.

Due to the complexity of the project, and the current state of economy, the timing and final expenditure is uncertain.

Repass and Rodgers applied to the Town for re-zoning this past spring and remain in discussion with staff. They are, however, hopeful the application will go before council early in the new year with construction starting as soon as the end of next year.

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 Lawyers Martin Sanderson & Paul Nettleton

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Island Hotel rebuild plan intended to maintain building's character

STAFF WRITER
 THE CHRONICLE

A landmark building in downtown Ladysmith is being scoped out for a major facelift. Actually, it's not quite a facelift, as the new owners of the Island Hotel want to keep the front of the century-old building intact and put up a new building behind the brick facade.

Sally-Christine Rodgers and Randy Repass hosted a public information meeting on Monday, Nov. 21, at the Eagles Hall, to present their plans for the 'Islander' located at 440 First Ave. The pair bought the property a year ago and have spent months looking into how the historical structure can not only be saved, but also add vibrancy to the downtown core.

Continued on A3



NEWS

Five-storey mixed-use building proposed at Islander

Continued from A1
 Angela Quek of AYPQ Architecture made a presentation to approximately 50 people and also provided a video and 'virtual tour' of the plans for the revised building and how it would fit into Ladysmith's downtown streetscape.

The existing three-storey structure would be increased to five storeys with the top two floors being stepped back – the fourth floor would be set back 2.7 metres and the fifth floor would be set back another 2.7m. In the town's draft official community plan, an increase to five storeys would be allowed in the downtown core for residential buildings.

Quek explained that the ground floor would be commercial with the balance of the building being apartments, totalling 20 units. At present, the Island Hotel has 13 units with 11 of them being rented.

"The owners have agreed to abide by all provincial regulations as well as the Town of Ladysmith's renovation bylaw for proper notification as well as the compensation required,"



An artist's rendering of what a reconstructed Island Hotel, with the existing facade preserved, might look like on Ladysmith's First Avenue. (AYPQ Architecture image)

Quek said when asked about existing tenants.

The back of the proposed Island Hotel building would have entrances for the residential units as well as balconies.

"With this concept, and the balconies, it is hoped that this will help improve the alley, in the back, [into] more of a people place," Quek said.

The proposal features a public passageway through the first floor from First Avenue to the laneway in the back. The passageway would also allow for access to the four proposed commercial units on the ground floor.

The architect's computer modelling showed that shadowing appeared not to infringe on First Avenue with the top two floors set back. The images also demonstrated that the proposed height would have no effect on residents in the back, as a little league ball field is situated directly behind, and the residents of the nearby Villa Apartments would still be looking over the top of the building.

The owners are planning on only four parking spots but have space set aside for bike storage and also plan

on installing electric vehicle charging stations. The existing entrance, from First Avenue, will be excavated down to street level to make access easier.

The owners applied for re-zoning, as required by the town, this past spring, and remain in discussion with staff. Quek said "there is still work to do with the town," but the owners hope the re-zoning application will go before council early in the new year with construction starting as soon as the end of next year.

Rob Johnson, former Ladysmith councillor, attended

the meeting and commented that he liked the proposal and what it would mean for the downtown. As a downtown property owner, he has concerns about the existing Ladysmith Hotel building and its susceptibility to fire, whereas if the project proceeds, it would be required to meet modern building standards.

The owners said they have built a project similar to the proposed new Island Hotel in the past. They said there is no intention to stratify the improved building.

editor@ladysmithchronicle.com

LIGHT UP
 Festival of Lights vice-spearheaded some of it around downtown for t switch on the lights at

List of Appendices

Appendix A: Outreach

- Ladysmith Chronical advertisements published in the November 17, 2022 edition
- Town of Ladysmith distribution information
- NIM Invitation and Poster
- NIM Invitation & Poster distribution data

Appendix B: NIM Meeting

- NIM Sign-in-sheets
- Presentation Boards
- PowerPoint presentation

Appendix C: Post-NIM Comments

- Vision Surveys (completed)
- Requests for post meeting info

Appendi A
utreach



A driver suffered minor injuries after a crash involving a car and a transport truck on the Trans-Canada Highway at Grouhel Road on Nov. 9. (Duck Paterson photo)



Three vehicles were involved in crash Nov. 8 at the intersection of the Trans-Canada Highway and Roberts Street. (Duck Paterson photo)

Chairperson says board well-equipped to handle challenges facing region

Continued from A1

"We do have a lot of challenges ahead, but I wouldn't want to face these challenges with anyone else than the group around this table and the alternate directors," Stone said. "I believe fundamentally that this is a business about people. We serve people, we work together as human beings and we have to respect that and embrace the diversity of ideas we bring to the table. But we must always remember to remain cordial and respectful to each other so we can be truly collaborative and find success by working together."

Stone said he has seen two terms at the CVRD that he felt were quite different from one another, with one being collaborative and constructive. He said that term, despite major differences and severe disagreements at meetings, directors always came back to the table the next day with the same dedication, friendship and camaraderie toward each other as they had before their arguments.

Stone said that the board lost that somewhere and it's not a criticism of anyone who served at the time.

"We were in a crisis, and sometimes a multitude of crises, including the COVID-19 pandemic, fires and floods," he said. "But having gone through all that, I know we have a talented staff and there is talented staff in our municipalities as well. We also have collaborative and supportive people in our communities and I think we can show leadership done the right way and truly find success in our communities by working together."

Drivers OK after pair of highway crashes

DUCK PATERSON FOR THE CHRONICLE

A motorist suffered only minor injuries after a crash involving a car and a transport truck on the highway in Ladysmith last week.

On Nov. 9, at approximately 6:30 p.m., Ladysmith RCMP, Ladysmith Fire Rescue and B.C. Ambulance Service were called to a crash

at the intersection of Grouhel Road and the highway.

A truck towing a trailer of pallets was making a left turn when it collided with a southbound vehicle. The driver of the southbound vehicle sustained minor injuries.

According to the RCMP, the driver of the vehicle attempting the left-hand turn was

issued a violation ticket for failing to yield.

The day before, emergency services were called to a highway crash at the Roberts Street intersection.

The three-vehicle crash happened at about 4 p.m. on Nov. 8. RCMP say their investigation determined that a southbound vehicle travelling through a yellow light collided with a north-

bound vehicle that was making a left turn from the highway onto Roberts. The crash caused one of the involved vehicles to then collide with an RCMP vehicle that was stopped at the light. Southbound traffic on the highway was limited to one lane for more than an hour.

RCMP said it appeared that speed and failing to obey a traffic

control device were factors in the incident, and the driver of the southbound vehicle was issued a violation ticket.

RCMP said there have been 10 crashes at the Trans-Canada Highway-Roberts Street intersection over the past two years and "most of the collisions involve either speed or failing to yield the right of way."

Light Up night one week away

Ladysmith's signature event of the season is a week away.

The Ladysmith Festival of Lights' Light Up night takes place Thursday, Nov. 24, and organizers are promising fun and entertainment for the whole family.

The activities begin at 3 p.m. with a Christmas craft and artisan fair at Aggie Hall, and at 4 p.m. street entertainment will start up and food concessions will open. Entertainment on two stages - one downtown and at one at Aggie Hall - will go from

4-6:15 p.m. Santa Claus himself will be in Ladysmith to turn on the lights at 6:30 p.m. and the Light Up parade begins at 6:45 p.m. Following the end of the parade, there will be a light up of Bob Stuart Park and the Chuck Perrin memorial tree, as well as fireworks sponsored by the Ladysmith and District Credit Union.

For much more on the Festival of Lights, see a special publication inside today's issue of the Chronicle.

editor@ladysmithchronicle.com

NOTICE OF NEIGHBOURHOOD INFORMATION MEETING

Members of the public are invited to attend an information & interactive meeting that will focus on the future of:

Island Hotel
440 First Avenue, Ladysmith BC

Meeting will be held on November 21, 2022 @ 6pm
Eagle's Hall, 921 1st Ave, Ladysmith, BC

Further information or inquiries may be directed to:
AYPQ Architecture (250) 245 7555



MOONLIGHT MADNESS

FRIDAY, NOVEMBER 25 | 4PM - 8 PM

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NOVEMBER 16 - DECEMBER 21



Get your card at participating retailers. Spend \$10+ at a participating business to get a stamp. Fill four stamps to WIN!




INVITATION

Please join us for an interactive evening that will focus on the future of the

Island Hotel

*November 21, 2022 @ 6pm
Eagle's Hall, 921 1st Ave, Ladysmith, BC*

RSVP Appreciated : info@aypqarchitecture.com - or - (250) 245 7555



AN INFORMATION MEETING

*Please join us for an interactive evening that will
focus on the future of the:*

Island Hotel

*November 21, 2022 starting at 6pm
Eagle's Hall, 921 1st Ave, Ladysmith, BC*

RSVP Appreciated

info@aypqarchitecture.com - or - (250) 245 7555



Distribution of printed invitations & posters

<i>Buisness</i>	<i>Notes</i>	<i>Address</i>	<i>In Person</i>	<i>Drop off</i>	<i>Invitations</i>	<i>Posters</i>	
Purple Pigeon	<i>Island Hotel</i>		x		1		
Wigwam			x		1		
Westcoast fasion			x		1	1	
Canvas Plus			x		1	1	
Travelers				x		1	
For Pet's Sake			x		5	1	
Bouma's					4	1	
Uforic					1		
Royal LePage					3	1	
LDCU					3		
Nexk of the Woods					1	1	
Ladysmith Visitor's Center					3		
Brian Childs					1		
Bakery	<i>Hung up in WC x 2</i>		x			2	
Pemberton Homes			x		3	1	
Worldly Gormet			x		4	1	
E&S Heating					2	1	
Zack's					1	1	
Bon Appett					3		
CIBC					2		
Nancy's					1		
Four one one					1	1	
Top Drawer					1	2	
Bayview Framing					1		
White Space					4		
Plantitude					1		
Ladysmith Health Food					4	1	
Beantime					1	1	
Spice Hut						1	
49th Parallel						1	
Frank Jameson					1		
People on the street above Pantitude		431 1st			2		
		11 Gaticre			1		
		15 Gaticre			1		
		19 Gaticre			2		
		25 Gaticre			1		
		20 Gaticre			3		
		121 Gaticre		x	1		
		123 Gaticre	x		1		
		125 Gaticre	x		1		
		133 Gaticre	x		1		
		112A Roberts		x	1		
		120 Roberts	x		1		
		412 1st		x	1		
		416 1st		x	1		
		430 1st		x	1		
		432 1st		x	1		
		436 1st	x		1		
		437 1st		x	1		
		438 1st		x	1		
Island Hotel	<i>Talked with Ronnie gave him 4 invitation left one invitation on the table outside - no access inside</i>	440 1st	x	x	5		
		520 1st		x	1		
		524 1st			x	1	
		526 1st	x			1	
<i>Total</i>					90	20	

Invitations Posters

Appendix B
Neighbourhood Information Meeting NIM

ISLAND HOTEL Reno-Rebuild

Neighbourhood Interactive Meeting -- November 21st, 2022 @ 6pm

	Name	Address	How did you hear about this meeting?		
			Chronicle	Invite	Friends
1	Val Olynik	13800 Long Lake Rd. Ladysmith, BC V9G 1G4			✓
2	Chin Jena	1800 Thatcher RD NANAIMO			✓
3	Ken Kristofferson	205-524 2nd ave Ladysmith			✓
4	D. Sandul's	440 1ST.			✓
5	B. Charlton	440 1ST		✓	
6	Sandra Beck	1709 Westholme rd		✓	
7	Vickie Radford	247 4 th Ave Ext	✓		
8	Tricia McKay	414 Hartley Pl.			✓
9	Cheri MacTier	653 Delcourt Ave		✓	
10	Ken HIFBERT	428 2 nd Ave	✓		
11	R. Jones	526 1 st Ave	✓	✓	✓
12	Brianne MacTier	325 Gateacre St		✓	✓
13	Colo Battie	290 Bayview Ave		✓	
14	CALVIN KARBUNK	500 RUSSELL ROAD	✓		

ISLAND HOTEL Reno-Rebuild

Neighbourhood Interactive Meeting -- November 21st, 2022 @ 6pm

	Name	Address	How did you hear about this meeting?		
			Chronicle	Invite	Friends
1	Tracy Paterson	1125-13 Welken Rd	✓		
2	Duick Paterson	" " "	✓		
3	Ray Goulay	1155 Christie Rd, Ladysmith	poster		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					



the **Island Hotel** a Renovation & Rebuild

“the Islander”

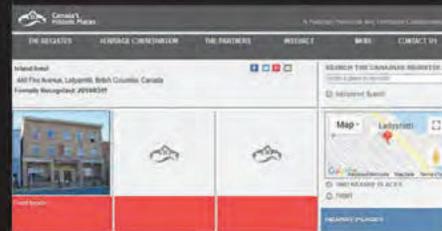
The Island Hotel, known locally as “the Islander”, has been part of Ladysmith’s downtown for over a hundred and twenty years.

Originally built in 1900 as the Europe Hotel.

The building underwent substantial renovations in 1913. The hotel was raised, a floor added, and a brick façade applied.

Although over the years since 1913, alterations were made to the building to accommodate changing street grades, the Island Hotel is substantially as it was.

The Heritage value is the brick façade.



Reno & Rebuild



Character-Defining Elements Ladysmith & District Historical Society

The character-defining elements of the Island Hotel include:

- the building’s continuous commercial use
- all the elements of a modest Edwardian commercial building including the simple form and massing,
- symmetrical façade, brick facing, flat roof,
- simple one-over-one wood-framed windows,
- cornice and arrangements of doors and windows at the street level
- the building’s location within a group of similarly proportioned, historic commercial buildings on the town’s main commercial street.

The brick facade will be retained and renovated



Existing conditions 2022

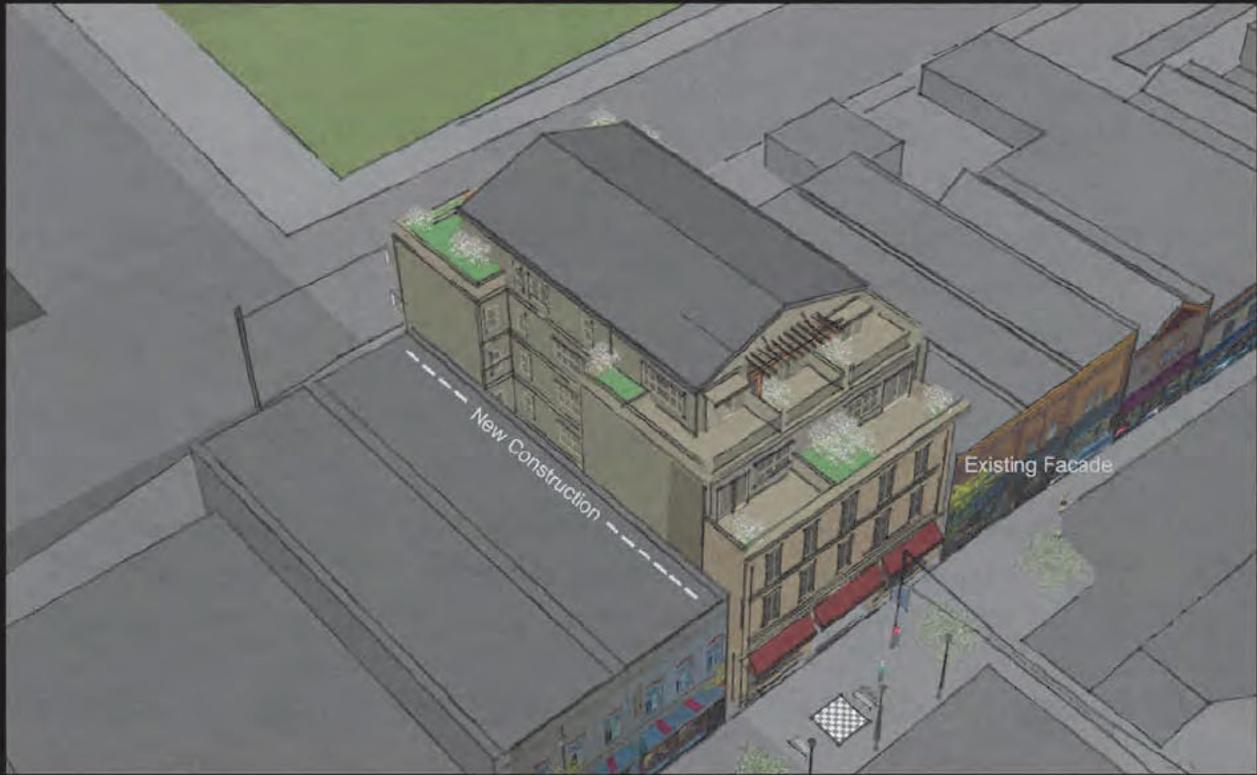
The wood-frame constructed portion behind the brick facade is in poor condition and needing major upgrades to bring it up to today’s building standards.

For example:

- compromised building envelope
- electrical - mechanical - plumbing requiring major upgrades

The wood-frame building will be demolished and rebuilt.

Reno & Rebuild



Height



The Street level commercial will be renovated to provide accessible connection to First Avenue

The additional levels will provide 54% more units and economic viability.

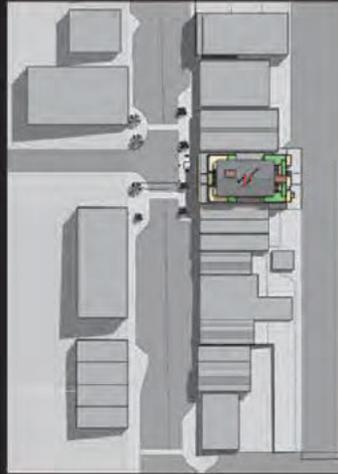
"The proposed development is consistent with the draft new OCP. As currently written, an OCP amendment would not be required to the new OCP to accommodate the proposed development."

Have non-residential uses on the ground floor;
 Allow for up to 5 storeys provided the building respects the existing streetwall and stepsback upper storeys.
 Have a maximum FSR of 3.0.
 Consider compatibility with neighbouring buildings and consider view protection from public open spaces and sidewalks.

Shading



SUMMER @ 9:00 am
Shadow at rear lane



SUMMER @ 12:00 noon
Shadow at edge of First Avenue sidewalk

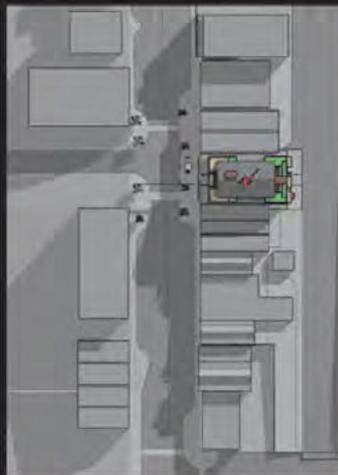


SUMMER @ 4:00 pm
Shadow over First Avenue

Shading



WINTER @ 12:00 noon
Shadow over Sidewalk



WINTER @ 9:00 am
Shadow at rear lane



WINTER @ 4:00 pm
Shadow over First Avenue

Rental

The Island Hotel will continue offering rental units, expanding its inventory up to 20 units, an increase of 54%.

Housing situation grim in Ladysmith, but efforts are being made to fix it.

There is an acute shortage of rental housing.

*Editorial by Tyler Hay
Dec. 10, 2021*

*CVRD Housing Needs Assessment
January 2021*

Resulting in

- More support for local businesses
- Heightening activity and community on First Avenue
- Providing live-work opportunities



View Corridor



Parking

Historically, downtown planning did not need to address "the Car". Buildings took up a big portion of properties, front-to-back and side-to-side. Today, with more cars than horses, properties do not have the space to provide functional, practical on-site parking to accommodate a growing town.

Parking for Ladysmith's downtown cannot be solved by individual properties alone. It needs "Big-picture" ideas that focuses on what the town should become, incorporating both sustainable and community interests.

"Big-picture" ideas that offer creative ways to promote walking, alternative ways to get around, taking transit which in turn will.....

..... give parking areas back to people.

The Islander, located centrally in Ladysmith's downtown and along a level portion of First Avenue, has many services within a short walk as well as public transit running past its front door.....

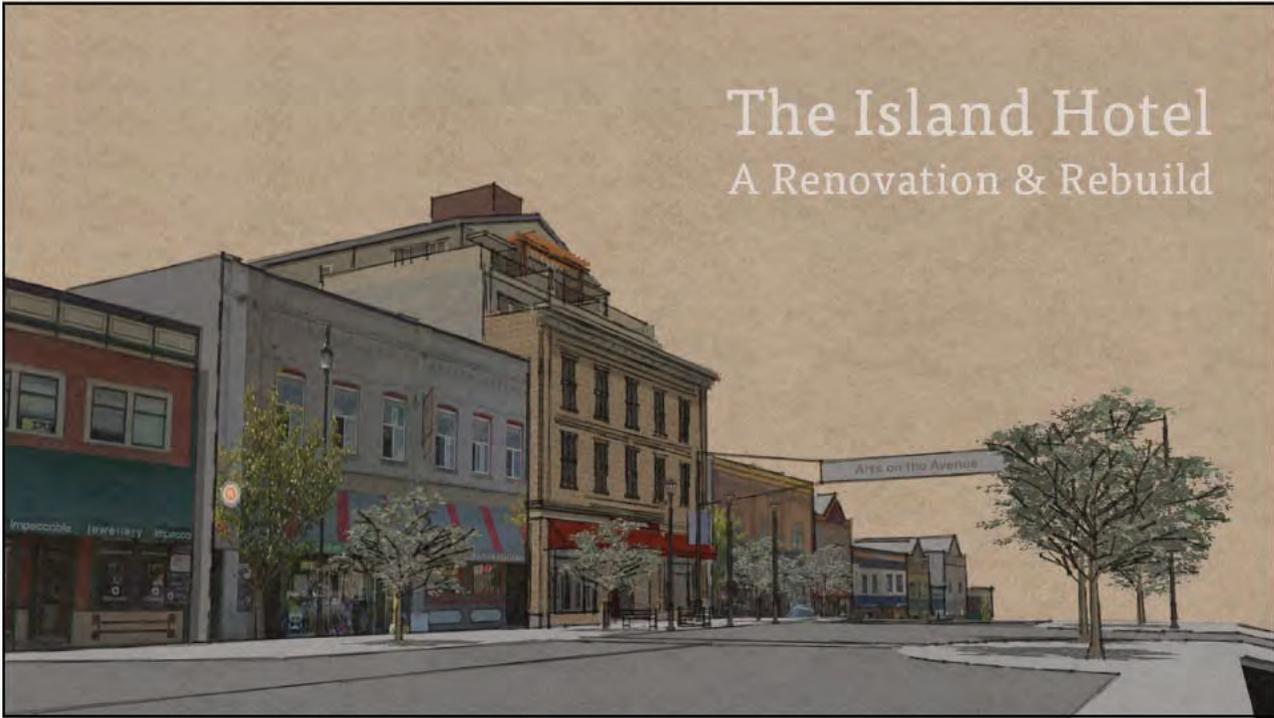
..... Lessening the need for a vehicle.

In this regard, the Owner's of the Islander are committed to supporting residents with

- Car and bike share opportunities
- On-site secure bike storage, with eBike charging stations, and
- Four on-site visitor parking spaces

34 Ladysmith/Chemaluis Bus Route





1

Introduction

Owner's Team	First Avenue Freeholders Randy Repass Sally-Christine Rodgers
WYRD Architecture	Angela Quak, AIBC Architect

2

“the Islander”

The Island Hotel, known locally as the Islander”, has been part of Ladysmith s downtown for over a hundred and twenty years.

Originally built in 1900 as the Europe Hotel.



3

“the Islander”

The building underwent substantial renovations in 1913. The hotel was raised, a floor added, and a brick façade applied.



4

“the Islander”

Although over the years since 1913, alterations were made to the building to accommodate changing street grades, the Island Hotel is substantially as it was.

The Heritage value is the brick façade.

Character-Defining Elements
Ladysmith & District Historical Society

The character-defining elements include:

- elements of a modest Edwardian commercial building including the simple form and massing,
- symmetrical façade, brick facing, flat roof, simple one-over-one wood-framed windows, cornice and arrangements of doors and windows at the street level

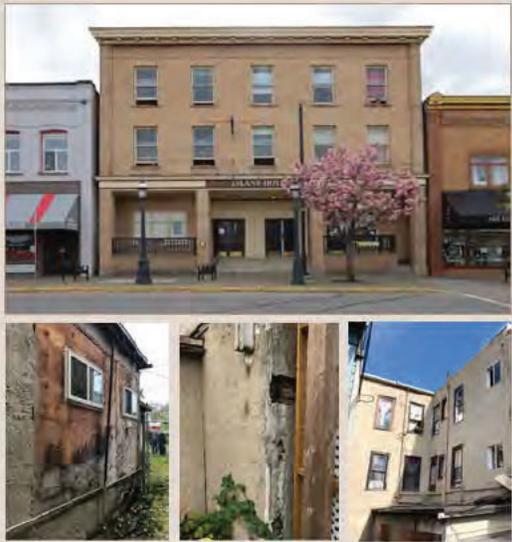


5

“the Islander”

The brick façade is in fairly good condition and will be retained and renovated.

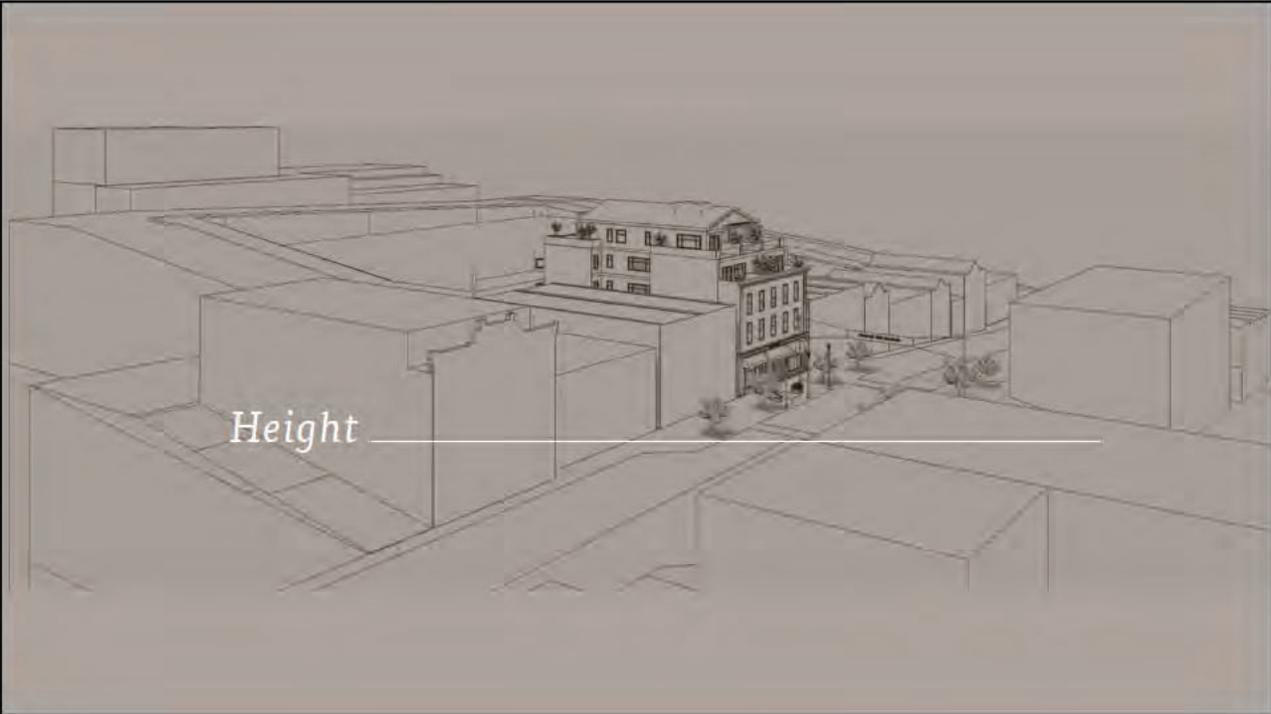
However, the wood building structure behind it as well as building services have seen better days and will be rebuilt.



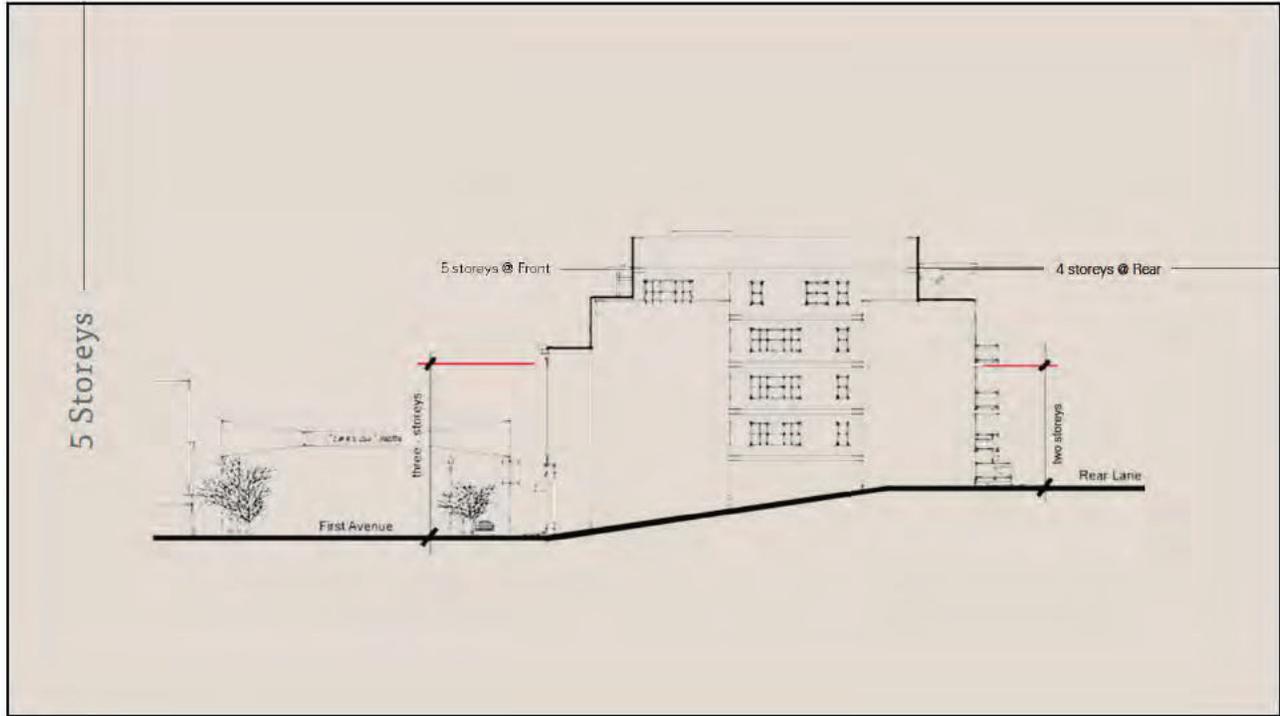
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7



8



9

5 Storeys

The additional levels will increase the number of units and give greater economic viability.

The Street level facade will be renovated to provide accessible commercial connection with First Avenue.

New Draft Official Community Plan (OCP):

The new draft OCP has been given 1st reading. In this draft, the Island Hotel is located within a Priority Growth Area and designated Downtown Heart. This designation comes with siting requirements along First Avenue and the Island Hotel does does comply with these requirements:

- the ground floor has non-residential uses, ie. commercial
- has a maximum height of 5 storeys, with the upper storeys stepping back,
- has a maximum Floor Space Ratio (FSR) of 3.0, and
- with the retention of the brick façade, the street wall is unchanged, maintaining both compatibility with neighbouring buildings and views from public open spaces and sidewalks.

Essentially The Island Hotel is consistent with the new OCP, Ladysmith's vision for the future.

10

Streetscape



The 4th & 5th floor step-backs retains the prominence of the existing brick façade thus maintaining the First Avenue Streetscape scale and context.

11

Streetscape

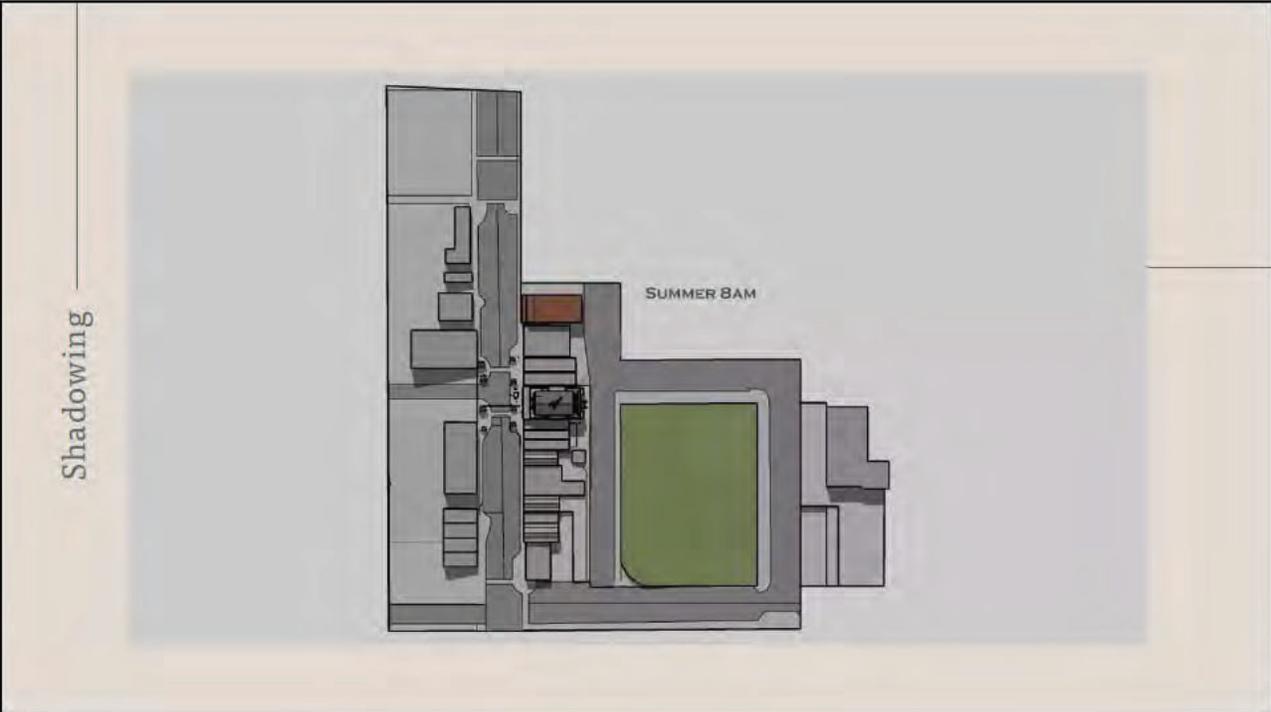


The Islander's rear residential entry contributes to create a streetscape vs an access lane.

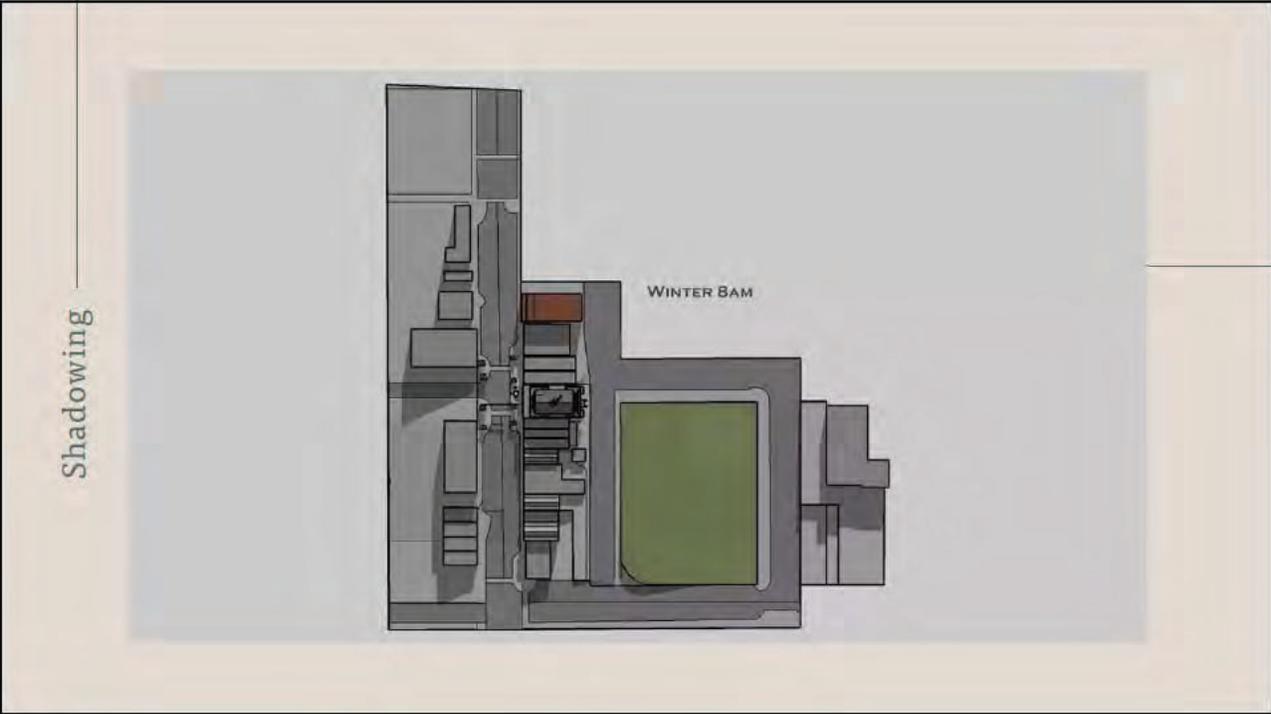
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13



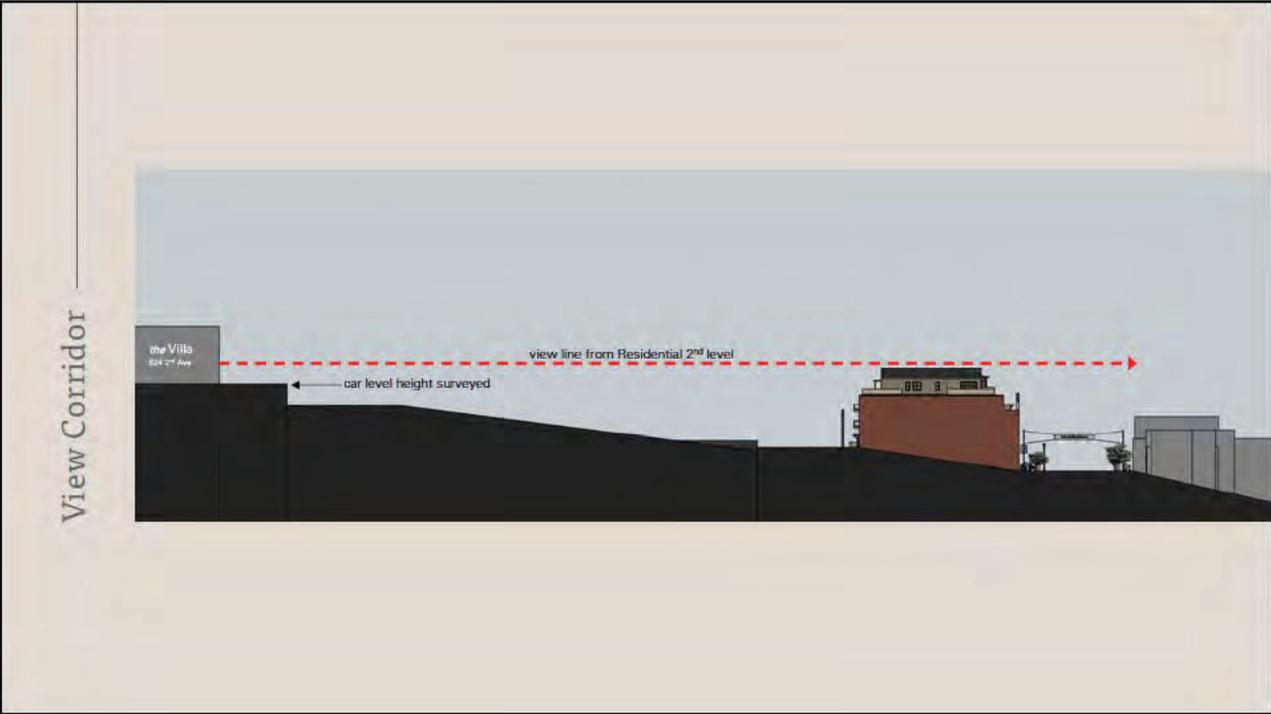
14



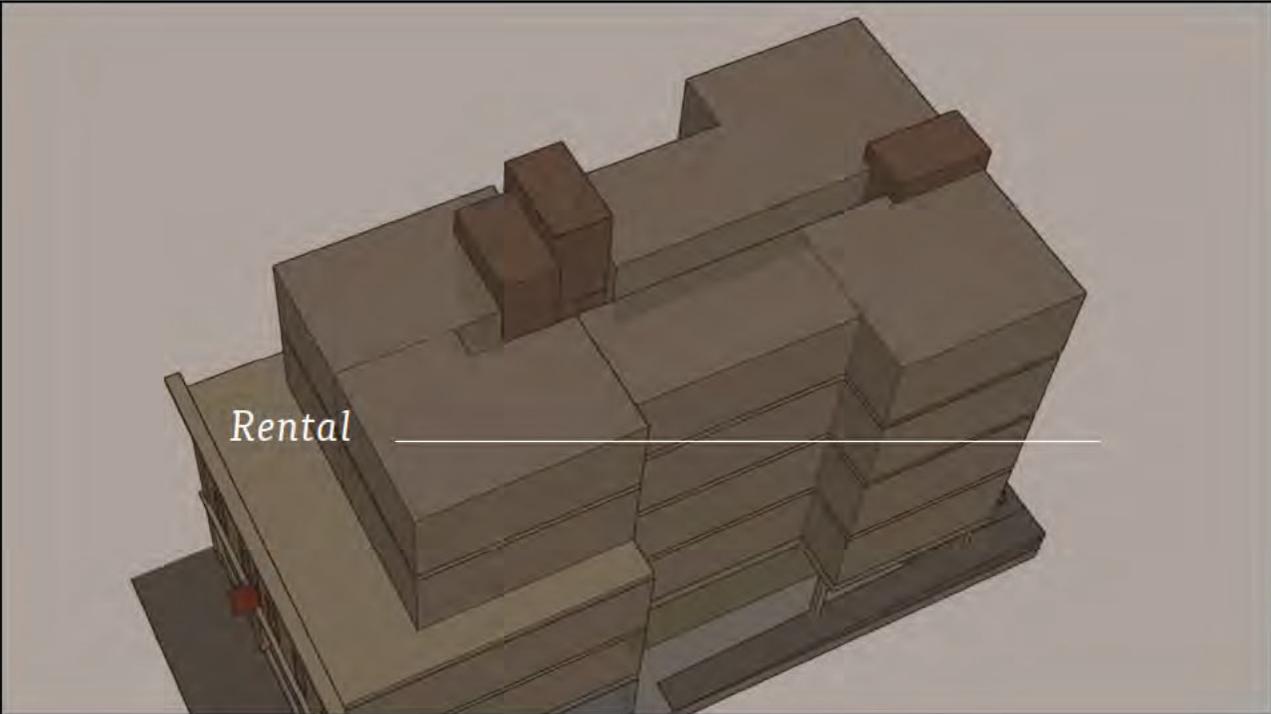
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16



17



18

Rental Stock

The Island Hotel will continue offering rental units, expanding its inventory up to 20 units, an increase of 54%.

Resulting in

- ❖ More support for local businesses
- ❖ Heightening activity and community on First Avenue
- ❖ Providing live-work opportunities

Ladysmith's Rental Bylaw

Within Ladysmith's Rental Bylaw there are provisions that outline compensation for renters affected by renovations". The circumstances of the Island Hotel Renovation-Rebuild provides the Owners an exemption from these provisions.

HOWEVER

With sensitivity for the Island Hotel's residents and in light of our current housing situation, the Owners will be providing compensation as outlined in the Bylaw, to provide assistance to tenants in their transition to other accommodations.

Housing situation grim in Ladysmith, but efforts are being made to fix it.

Submitted by Tyler Peay
Dec. 10, 2021

...There is an acute shortage of rental housing.

CWRD Home Age Needs Assessment
January 2021



19



20

Parking

Historically, Ladysmith's town planning did not need to address the "Car". Buildings took up a large portion of the site, front-to-back and side-to-side, leaving little or no room for on-site parking.

This is the situation with the Island Hotel. It has no on-site parking.

However, options were still explored. Civil engineering was brought in to test possible scenarios.

This result:

Four parking spaces accessed from the rear lane and

- ❖ Car share opportunities, with
- ❖ A dedicated car-share stall and
- ❖ On-site secure bike storage, with
- ❖ eBike charging stations



21

Parking

The Islander centrally located in Ladysmith's downtown and along a level portion of First Avenue, has many shops and services within a short walk, as well as public transit running past its front door.

This gained it a high Walk Score (72/100), Lowering the need for a car.

Walk Score Professional

440 1st Avenue
Very Walkable

Walk Score **72**

Bike Score **40**

34 Ladysmith/Chemainus Bus Route





22



23



24

Appendix C
Post NIM Comments

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

Let us know your comments!

Please return this survey before you leave this presentation
- or - return it to Ladysmith Chamber of Commerce

How do you feel these fall within a scale of 1 to 5?

		Disagree ←				→ Agree	
1	Height	Increase height to provide more housing downtown and for the community	1	2	3	4	(5)
2	Mixed-Use	Continue having commercial on the Main level with Residential above	1	2	3	4	(5)
3	Rental	Rental units are preferred over Condominiums	1	(2)	3	4	5
4	Accessibility	Main level commercial should be level with the sidewalk for accessible entry	1	2	3	4	(5)
5	Public Parking	Downtown Parking should have a " big-picture " solution	1	2	(3)	4	5
6	View Corridor	The additional height does not impact view corridors in the area	1	2	3	(4)	5
7	Streetscape	Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	(5)

Additional Comments: _____

Age (be as specific as you like): 32 Gender: M

How long have you lived in Ladysmith? 32 yrs

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

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Disagree ←————→ Agree

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7	Streetscape	Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	5

Additional Comments: _____

Age (be as specific as you like): 65 Gender: F
 How long have you lived in Ladysmith? 36 yrs

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

Let us know your comments!

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How do you feel these fall within a scale of 1 to 5?

Disagree ← → Agree

1	Height	Increase height to provide more housing downtown and for the community	1	2	3	4	5
							(5)
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6	View Corridor	The additional height does not impact view corridors in the area	1	2	3	4	(4)
7	Streetscape	Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	(5)

Additional Comments: _____

Age (be as specific as you like): 65 Gender: F

How long have you lived in Ladysmith? 22 years

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

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Disagree ←————→ Agree

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Additional Comments: I would like to see the top floors
residential condos that could be purchased
and owner occupied

Age (be as specific as you like): 63 Gender: F

How long have you lived in Ladysmith? 27 yrs.

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

Let us know your comments!

Please return this survey before you leave this presentation
- or - return it to Ladysmith Chamber of Commerce

How do you feel these fall within a scale of 1 to 5?

Disagree ←————→ Agree

		1	2	3	4	5
1	Height Increase height to provide more housing downtown and for the community					(5)
2	Mixed-Use Continue having commercial on the Main level with Residential above				(4)	
3	Rental Rental units are preferred over Condominiums			(3)		
4	Accessibility Main level commercial should be level with the sidewalk for accessible entry			(3)		
5	Public Parking Downtown Parking should have a " big-picture " solution				(4)	
6	View Corridor The additional height does not impact view corridors in the area					(5)
7	Streetscape Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape				(4)	

Additional Comments: I WOULD NOT BE OPPOSED TO A RE-DESIGN
OF THE FRONT. SUPPORTIVE OF THE RENO & REBUILD.

Age (be as specific as you like): 61 Gender: M

How long have you lived in Ladysmith? 4 YEARS

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

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7	Streetscape	Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	5

Additional Comments: _____

Age (be as specific as you like): 77 Gender: M

How long have you lived in Ladysmith? Since 2007

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

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How do you feel these fall within a scale of 1 to 5?

Disagree ← ----- → Agree

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7	Streetscape Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	5

Additional Comments: I fully support this!

Age (be as specific as you like): 33 Gender: F

How long have you lived in Ladysmith? _____

Thank you!

the Island Hotel's Reno & Rebuild a Vision Survey

440 First Avenue, Ladysmith BC

Looking to the Future -- Building community -- Respecting Heritage

Let us know your comments!

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How do you feel these fall within a scale of 1 to 5?

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7	Streetscape	Retaining the existing façade and stepping back the top floors (4 & 5) respects First Avenue Streetscape	1	2	3	4	5

Additional Comments: Sounds like an exciting project with possibility for economic growth, rebirth of a heritage building, and impetus for other projects.

Age (be as specific as you like): young Senior Gender: F

How long have you lived in Ladysmith? 44 years

Thank you!

- AYPQ Architecture received one post-meeting phone call and one email requesting post meeting update.

Phoned Inquiry:

Bruce Cameron - November 22, 2022:

A Neighbour conveying concern for rat infestation and their spread when the building is being demolished. He is pleased with the renovation-rebuild.

Email Inquiry:

angela@aypqarchitecture.com

To: Rob Munroe
Subject: RE: RSVP

Hi Rob,
I hope you are feeling better.
Regarding the meeting. There was a good discussion and overall the project was well received.
I don't have minutes. However, a summary report will be prepared for the Town of Ladysmith and I am sure they would provide you with some information. Please check with the Town early next week.
Best Regards,
Angela

AYPQ Architecture

 Please consider the environment before printing this e-mail or its attachment(s)

This email is CONFIDENTIAL. If you are not the intended recipient, please notify me at the telephone number shown above or by return email and delete this communication and any copy immediately. Thank you.

From: Rob Munroe
Sent: November 23, 2022 3:03 PM
To: angela@aypqarchitecture.com
Subject: Re: RSVP

Hi there, due to illness I was unable to attend the meeting, could you send me a copy of the minutes for the meeting please?

Thanks in advance:
Rob

On Thu., Nov. 17, 2022, 10:13 , <angela@aypqarchitecture.com> wrote:

Thank you. See you Monday.

Angela

AYPQ Architecture

 Please consider the environment before printing this e-mail or its attachment(s)

This email is CONFIDENTIAL. If you are not the intended recipient, please notify me at the telephone number shown above or by return email and delete this communication and any copy immediately. Thank you.

From: Rob Munroe
Sent: November 17, 2022 7:46 AM
To: info@aypqarchitecture.com
Subject: RSVP

Hello, this is an rsvp for monday November 21st for the discussion on the island hotel

Thanks:
Rob Munroe

A Heritage Conservation Plan

The Island Hotel
A Renovation & Rebuild
440 First Avenue, Ladysmith BC



January 30, 2023

AYPQ ARCHITECTURE

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The ISLAND HOTEL

PROPERTY ADDRESS	440 First Avenue Ladysmith, British Columbia
ORIGINAL CONSTRUCTION:	1900 Two and a half storey wood frame building Peak roof with dormers
SIGNIFICANT RENOVATON:	1913 Three-storey wood frame building Brick façade and additional floor added
OWNER Original:	Unknown
Present:	First Avenue Freeholders
ARCHITECT/BUILDER Original:	Unknown
LEGAL DESCRIPTION:	Lot 6, Block 27, District Lot 56, Oyster District, Plan 703
HISTORIC REGISTRATION:	City of Ladysmith Community Heritage Register, 2006 Canadian Historic Places Register, 2010

The Island Hotel is a commercial wood frame building with an applied Edwardian era brick façade and flat roof. As a three-storey structure, it stands high within a line of predominantly two-storey historic buildings along First Avenue, the main street of the Town of Ladysmith's downtown core.

The original building built in 1900, was a two-storey wood frame building more in the Victorian style with a peak roof, dormers and a full width porch/deck. In 1913, it underwent significant renovations, raising the building to add another floor, new flat roof and a new brick façade. The use of brick, symmetrical expression, strong roof and mid-level metal cornices as well as single horizontal brick course detailing, limited to the upper portion of the façade and window head/sill, make the Island Hotel's brick façade a good example of modest Edwardian commercial architecture. It has since remained substantially unaltered.

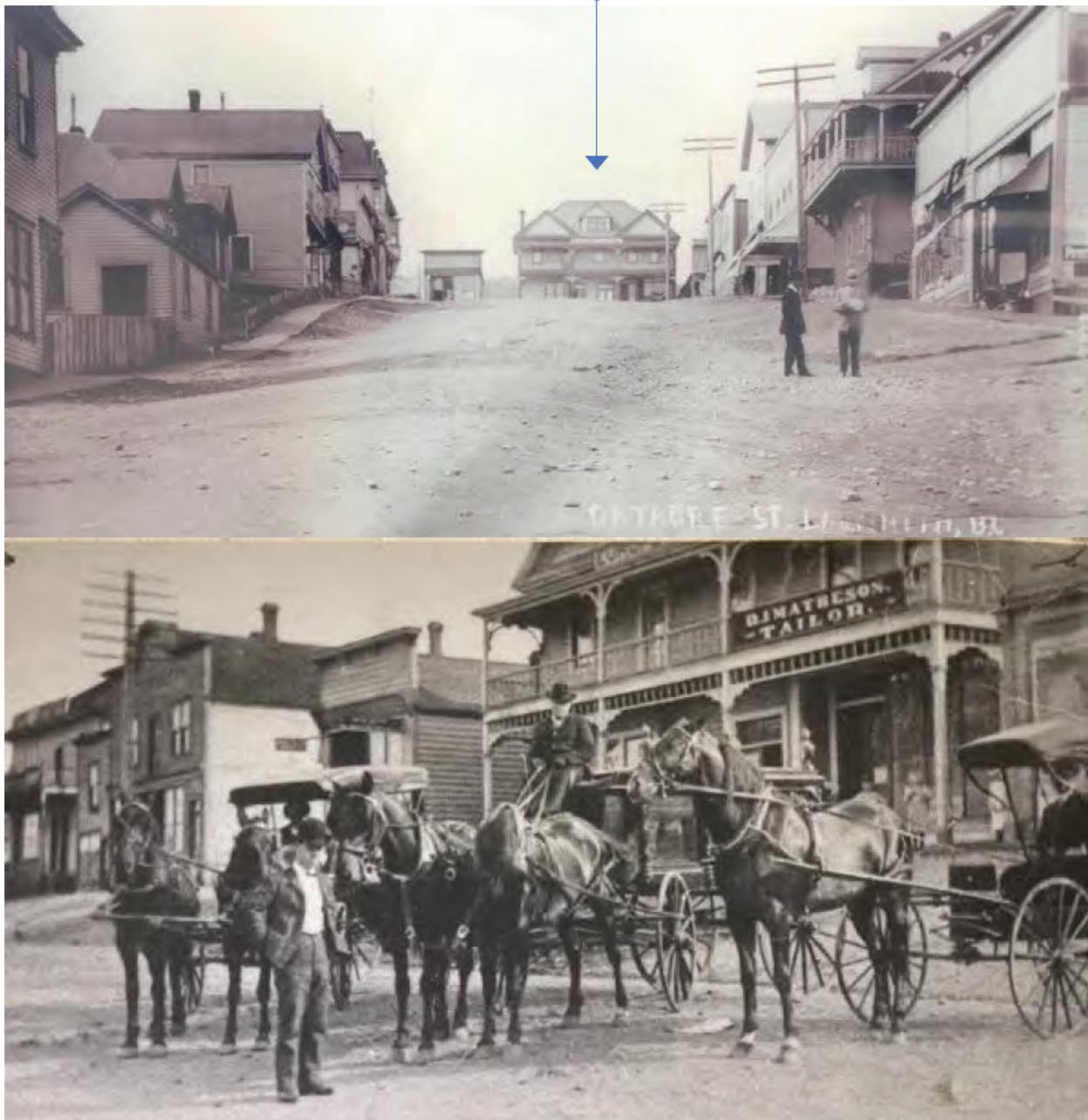
The Island Hotel stands as a reminder of community's resilience and the economic benefits of commercial and residential uses demonstrated by its continuous accommodation of these uses throughout the war, economic collapse-recovery to the present.

STATEMENT OF SIGNIFICANCE

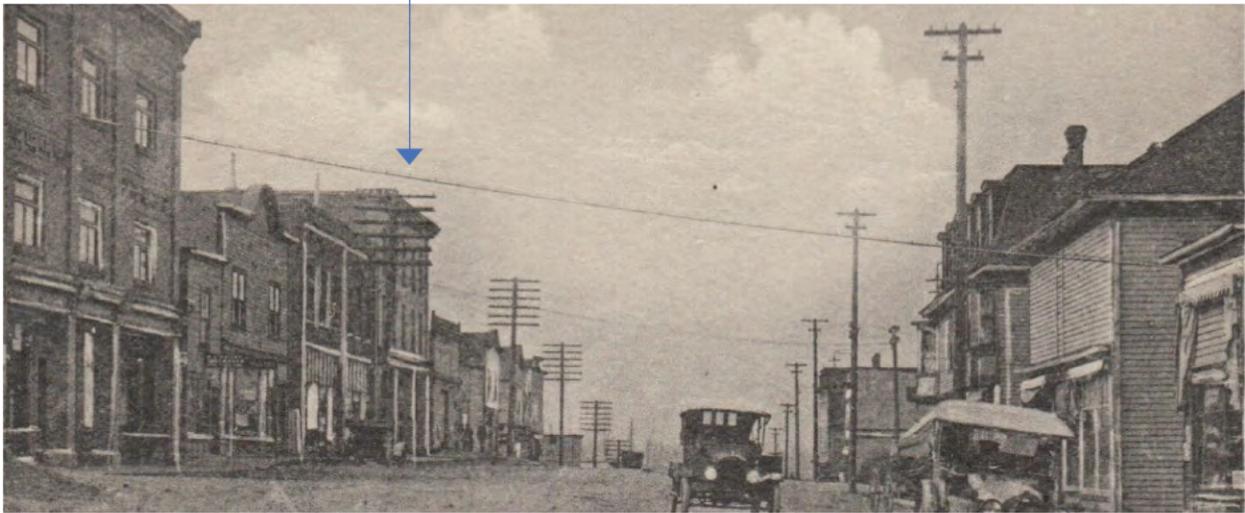
Understanding Historic Place

In 1900, the Island Hotel was built as the Europe Hotel in the newly founded town of Ladysmith, supporting an economically important coal mining industry and its families.

The original two and a half storey wood building had a full width porch/deck, peaked roofs and dormers with street level commercial and residential above.



In 1913, the hotel underwent substantial renovations to comply to new liquor license laws which required a hotel to have a specific number of rooms. A floor with additional rooms was added, and with an emerging shift from the more eclectic and elaborate styles of the Victorian era, a brick façade was applied over the wood structure, of a more restrained style popular in the British Empire during the Edwardian era (1901–1910). A lighter colour brick was used, indicative of a historically lessening need to disguise soot buildup on walls from gas and later electric light on walls as compared to Victorian era architecture.



During Ladysmith's early years, Vancouver Island mines were among the most dangerous in the industrialized world, experiencing labour unrest and shutdowns. The 1909 Extension colliery explosion which killed 32 men and the Great strike of 1912-1914, began an economic decline well into the 1929-1933 Great Depression. In 1935, with an industry shift to logging, Ladysmith's began an economic recovery, and the Island Hotel played an important social and economic role in supporting its growing community.

Although some later alterations were made to accommodate changing street grades, the brick facade has remained substantially unchanged.



HV Heritage Value

Today, Ladysmith has since diversified, but as it has throughout its history, the Island Hotel continues to support its community with street level commercial and residential accommodations above. The brick façade has stood the test of time while the wood building component behind has not and in poor condition.

Overall, the brick facade stands as a good example of modest Edwardian Commercial Architecture, located mid-block of an important and cohesive historic street frontage along First Avenue, the main street of Ladysmith's downtown core.





CDE Character-Defining Elements of the Island Hotel

A Modest Edwardian Commercial Building

Ladysmith Community Heritage Register

<https://www.ladysmith.ca/discover-ladysmith/history-heritage/community-heritage-register-heritage-inventory>

Canada's Historic Places

<https://www.historicplaces.ca/en/rep-req/place-lieu.aspx?id=16588>

1. All the elements of a modest Edwardian commercial building including:
 - simple form and massing,
 - symmetrical façade,
 - brick facing,
 - flat roof,
 - simple one-over-one wood-framed windows,
 - cornices at roof line as well as between the first and second storeys, and
 - arrangements of doors and windows at the street level,
2. Location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street, and
3. Continuous commercial use.

CONSERVATION STRATEGY

In accordance with Ladysmith's Development Guidelines for the Preservation, Rehabilitation and Restoration of Heritage Buildings, the *Standards & Guidelines for the Conservation of Historic Places in Canada* will guide the Conservation Strategy for the Island Hotel.

It will be flexible to allow for discoveries and for an increased understanding along the way, such as information gained from investigations or impact assessments. It will maintain a firm sense of the larger picture over the long term and will not emphasize a particular character-defining elements at the expense of others.

The Conservation Strategy goal is to retain the Island Hotel's Historical Value.

The yellow/beige brick Edwardian era façade will be restored, re-built and rehabilitated. It will be given a greater commercial relationship with the sidewalk with the main floor lowered to street level and new storefronts installed between the retained brick columns. Repairs, if found to be necessary, will utilize matching materials and detailing.

The original wood frame structure, which is in poor condition, will be replaced with new construction that will be distinguishable from the historic brick façade using set-backs at levels above the façade thus retaining its flat roof expression at the street as well as be subordinate and distinct.

The Island Hotel's commercial use will continue, and its street location and relationship will remain unchanged.

INTERVENTIONS

Interventions to the Island Hotel may include aspects of:

- Preservation actions that are part of the ongoing maintenance of an historic place;
- Rehabilitation activities related to a new use or code upgrades;
- Restoration activities associated with the depiction of an historic place at a specific period in its history.

Overall Massing

HV & CDE: *Simple form and massing; flat roof; location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street.*

Existing Condition

The combined massing of the brick façade and L-shape wood structure is viewed from the street as a single simple rectangular flat roof building.

Conservation Strategy

The brick façade will retain its original frontage proportions and relationship on the street. The existing wood building behind the façade will be replaced with a five-storey structure with a square footprint and two 2.7m each step-backs, one at the fourth & the other at fifth level. The existing *simple form & massing* and its *flat roof* expression is retained as part of the *group of similarly proportioned, historic commercial buildings on the town's main commercial street.*



The Brick Façade

HV & CDE: *symmetrical façade, brick facing.*

Existing Condition

The existing brick facade is original. Its colour shows some decolouration due to years of exposure to a waterfront environment. Masonry construction is in good condition with limited areas of surface moisture as seen by organic growth. However, the façade is not supported as required by the B.C. Building code.

There are minor blemishes, but no significant damage was observed.

Conservation Strategy

The Brick Façade will be evaluated for its structural integrity and condition. It will be restored and/or re-built, retaining its original *symmetrical character and brick detailing.*

Restoration will include careful cleaning of the brick surfaces and reconditioning of minor blemishes. Repair and construction options will also be investigated to ensure appropriate and efficient use of materials, structural detailing, and methodology.

If re-building of any portion of the façade is necessary, the original brick will be deconstructed, re-used and any needed replacement brick will be matched as close as possible.



Window brick detailing: Soldier course at head & sill



Column expression full height at both corners;
two horizontal single brick raised bands;



Bottom of corner
Column expression



Street level Column with
concrete base



Façade Cornices

HV & CDE: *cornices at roof line and between the first and second storeys.*

Existing Condition

The original pressed metal cornices have experienced wear and tear over the years, with visible bent/warped edges, peeling paint and rusting.

Images of roof level cornice & examples of wear and tear



Island Hotel, 1940's



Images of mid-level cornice & examples of wear and tear:



Existing Signage to be restored :



Lighting between the roof cornice dentals is intact. It is difficult to ascertain when they were originally installed.

Overall, roof and mid-level cornices are in fair condition.

Conservation Strategy

Pressed metal cornices will be carefully inspected. Areas that can be restored will be cleaned, repaired and re-painted. Sections that may require replacement, will be fabricated to match the profile of existing *cornices at roof line and between the first and second storeys.*

Lighting will be upgraded to meet requirements of the current B.C. Building Code.



Upper Windows

HV & CDE: *simple one-over-one wood-framed windows*

Existing Condition

The existing windows are single paned, painted wood framed one-over-one double hung windows and are in poor condition.

Conservation Strategy

The overall window expression will be rehabilitated with new units that will meet the current B.C. Building Code requirements as well as consistent with the Edwardian style and appearance.



Street level Doors & Windows

HV & CDE: *arrangements of doors and windows at the street level; symmetrical façade; continuous commercial use*

Existing Condition

Historic photographs and documentation indicate that the raised floor and decks above street level were not part of the original configuration. However, the door and window arrangement does follow Edwardian symmetry.

Island Hotel – Historic photos



Island Hotel – present



Conservation Strategy

As the street level masonry walls and decks were not part of the original construction, they will be deconstructed such that, if possible and needed, the bricks maybe re-used for repairs to the façade. The columns will remain in place and restored.

The street level rehabilitation will following Edwardian *symmetrical arrangement* and upgraded to the current building code. New *commercial* storefront glazing and doors will be installed between end columns with a centre recessed entry for both commercial and residential uses, which will also maintain the alignment of Ladysmith’s First Avenue *commercial* streetscape.

Front Elevation Renovation - Concept



A Heritage Conservation Plan: Island Hotel, 440 First Avenue, Ladysmith BC
Prepared for First Avenue Freeholders
AYPQ Architecture | January 2023

REFERENCES

Standards & Guidelines for the Conservation of Historic Places in Canada

<https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Canada's Historic Places

<https://www.historicplaces.ca/en/results-resultats.aspx?m=2&Keyword=island%20hotel>

Town of Ladysmith – Heritage History

<https://www.ladysmith.ca/discover-ladysmith/history-heritage>

Town of Ladysmith – Heritage Buildings

<https://www.ladysmith.ca/business-development/building-information-and-permits/heritage-buildings>

Ladysmith & District Historical Society – the Island Hotel

<https://www.ladysmithhistoricalsociety.ca/histories/buildings/440-1st-avenue-ladysmith-british-columbia/>

Images of Prairie Towns

<http://www.prairie-towns.com/ladysmith-images.html>

Edmonton Historical Board: Edwardian Architecture

<https://www.edmontonsarchitecturalheritage.ca/index.cfm/architectural-styles/edwardian/>

Ontario Architecture

<http://www.ontarioarchitecture.com/Edwardian.htm>



ISLAND HOTEL 440 FIRST AVENUE

Other Name(s): Europe Hotel

Added to Register: 2006

Description of the Historic Place

The Island Hotel is a three-storey, brick-faced Edwardian commercial building located on the west side of Ladysmith's main commercial corridor. The historic place is confined to the building footprint.

Heritage Value

The Island Hotel is a very good example of an Edwardian commercial façade. Originally built in 1900 as the Europe Hotel, the building underwent substantial renovations in 1913. The hotel was raised, a floor was added and a brick façade was applied. These changes were the result of new

laws that required hotels to have certain numbers of rooms in order to hold liquor licenses. The restrained, symmetrical style reflects a shift from the more eclectic and elaborate styles of the Victorian era that preceded it. Although some later alterations were made to the building to accommodate changing street grades, the Island Hotel is substantially intact.

The Island Hotel is a tangible reminder of the social and economic importance of hotels in Ladysmith's history. Like most mining communities, early Ladysmith had a large population of single, often transient, men. As affordable housing alternatives, hotels functioned as living quarters and, in the saloons and restaurants located on the ground floor, as social centres. The hotel contributes significantly to the understanding of working-class male history.

The Island Hotel is part of a grouping of largely intact historic buildings in Ladysmith's commercial core. Situated mid-block, the building is part of an almost continuous city block of similarly scaled, historic buildings that collectively create a cohesive streetscape.

Associated with Ladysmith's earliest commercial development, the Island Hotel has operated continuously in Ladysmith since 1900 and is a significant contributor to the heritage character of the area.

Character-Defining Elements

The character-defining elements of the Island Hotel include:

- the building's continuous commercial use
- all the elements of a modest Edwardian commercial building including the simple form and massing, symmetrical façade, brick facing, flat roof, simple one-over-one wood-framed windows, cornice and arrangements of doors and windows at the street level
- the building's location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street.



MINUTES

Community Planning Advisory Committee

Wednesday, November 2, 2022 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair – Jason Harrison; Members – Brian Childs, Jason Robertson, Steve Frankel, Abbas Farahbakhsh, Tamara Hutchinson; Council Liaison – Marsh Stevens; Senior Planner – Christina Hovey; Recorder – Cassandra Taylor

ABSENT: Member - Jennifer Sibbald

GUESTS: Applicants – Angela Quek, Sarah Raymoure, Randy Repass, and Sally-Christine Rogers (file No. 3360-22-06)

Jason Harrison called the meeting to order at 7:06 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 November 2, 2022 Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of October 5, 2022 Community Planning Advisory Committee meeting be approved.

3. COUNCIL REFERRALS

a. OCP & Zoning Bylaw Amendment 3360-22-06 - 440 1st Avenue

Senior Planner Christina Hovey provided a brief overview of the proposal. It was noted that an OCP amendment would not be required for the proposal if the draft new OCP is passed as currently written. A zoning bylaw amendment would still be required.

Applicant Angela Quek provided a five-minute presentation which included a three-minute video showing the exterior views of the proposed building from street level and above. The applicant and property owners were available to answer questions from the committee. It was noted by the applicant the commitment to the Ladysmith heritage by maintaining the facade, downtown livability by creating new rental spaces, and economic growth by retaining and enhancing the lower-level commercial space. Some of the mentioned upgrades to the building include adding a sprinkler system, an elevator, EV charging stations, indoor bike storage, and laundry.

Committee members made positive comments about the proposal, in particular the proposed design, the revitalization of the heritage building and proposed enhancement of the lane.

Committee members raised concerns regarding the displacement of the current tenants and the lack of parking in the downtown area. The owners stated that they are prepared to help the current tenants in accordance with the guidance in the Business Regulations and Licensing (Rental Units) Bylaw 2021, No. 2093 ("Renoviction Bylaw"). Based on the

advice of the Committee, Senior Planner C. Hovey committed to sending a referral to BC Housing regarding the displacement of the current tenants.

Committee members were concerned that the development only proposes a total of 4 parking spaces for the 22 residential units but recognized that the opportunities for parking on the property are limited. The Committee discussed parking in the downtown at length. Councillor M. Stevens noted that the new OCP proposes to lower the parking requirements in the downtown area. Senior Planner C. Hovey noted that the proposed OCP calls for regular occupancy studies for the downtown area. Other suggestions for parking included designating one or two parking spots for car share programs and considering residential parking permits.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommend that Council approve OCP & Zoning Bylaw Amendment application 3360-22-06 with the request that Council give special consideration to the following:

- Provide support and assistance for the relocation of existing tenants; and
- Provision of innovative parking solutions

4. NEW BUSINESS

a. Committee Structure and CPAC Terms of Reference

- Senior Planner Christina Hovey provided background on the rationale for the Town's committee restructuring and disbanding of previous committees in 2019.
- Development Services staff will now be adding an option for Council to refer files (back) to CPAC to the staff reports for all significant applications.
- Committee members stated that this change is positive however some committee members expressed the overall feeling of the committee being undervalued.

5. MONTHLY BRIEFING

- Councilor Marsh Stevens to remain as Council Liaison for the Community Planning Advisory Committee for 2023. Councilor Amanda Jacobson has been appointed as the alternate Council Liaison.
- The draft OCP has received first reading. A new survey for the draft OCP is currently online. The Town is hosting an OCP pancake breakfast on November 5, 2022, which is open to the public.

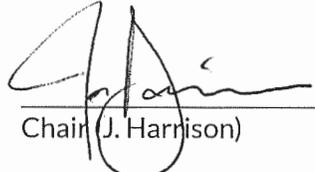
The following files, that the Committee previously reviewed, have been to Council since the last meeting:

- Lot B Russell Rd (3360-21-03)

6. NEXT MEETING - TBD

7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 8:36 PM.



Chair (J. Harrison)

RECEIVED:

Corporate Officer (M. O'Halloran)

Minutes of the Poverty Reduction Task Group
January 10, 2023, 10:00am
Zoom

COMMITTEE MEMBERS PRESENT:

Jessica Chomyn
Carmen Hildebrand
Cindy Lise
Sandra Thomson
Rosalie Sawrie

STAFF/COUNCIL PRESENT:

Sue Glenn
Councillor Tricia McKay
Mike Gregory

REGRETS:

Jacqueline Neligan
Gerry Busch
Millie Stirling
Allison Blank

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The facilitator acknowledged with gratitude that this meeting was taking place on the traditional, unceded territory of the Stz'uminus First Nation.

AGENDA

That the Poverty Reduction Task Group approve the agenda for the meeting as presented.
Motion carried.

MINUTES

That the Poverty Reduction Task Group approve the minutes from December 6, 2022 as presented.
Motion carried.

CURRENT BUSINESS

Welcome & Introductions

- Members of the PRTG each introduced themselves to the group.

Project Updates:

- Announcement – Shannon Wilson has moved on from her position with the Town of Ladysmith and Sue Glenn is replacing her on the PRTG.

Project recap and deadline discussion

- Working with ToL staff about requesting an extension from UBCM for food delivery from the LRCA food bank to Stz'uminus Health Centre and for the gleaning pilot project:

- Currently, the LRCA has been coordinating food delivery by either a staff member or a volunteer until a Stz'uminus member can be hired. This means that funds for this portion of the grant have not been spent to date. Some of the costs may be repurposed to food that has been purchased at the request of the Elders during the Elders lunch.
- As for the gleaning project pilot, SPC is working with LRCA staff to develop marketing materials and ensure planning for the project delivery will be completed by the project deadline for use in the summer of 2023 and beyond. During the harvesting season of 2022, coordination was arranged by two experienced volunteers who did not want payment. They arranged 3 harvests during the season which was challenged due to weather and limited coordination capacity. This means that funds granted for coordination of this pilot were not spent.

Food Equity Sub-Committee updates

- The Food Equity Sub-Committee has been meeting bi-weekly to discuss planning for the newly named "Neighbours Sharing Food Event" scheduled for Saturday, March 25th from 11:00am to 2:00pm at LSS in the multi-purpose room. The sub-committee is hoping to arrange two local chefs to cook a meal using food bank hamper ingredients and have guest presenters as well as invite local organizations, farmers, and others supplying food to local residents to host info booths, demonstrations, etc.
- The After School Healthy Nutritious Snack program begins this month with four organizations receiving a \$100 budget per week for 12 weeks to provide healthy snacks for youth programs. Organizations are: Boys and Girls Club, LRCA, Stz'uminus Recreation and Town of Ladysmith youth programs.

Stz'uminus delegation outcomes

- Rosalie Sawrie from Social Planning Cowichan and Cultural Connections Elder, Raymond Charlie met with Stz'uminus Chief and Council to provide an update on the project and request permission to host the Journey of Our Generation and follow up workshops on Stz'uminus territory and to invite any Stz'uminus Elders to participate. Permission was granted and dates have been selected for a full day on Thursday, March 9th with the half day, follow up session on Thursday, March 30,

2023 at the Stz'uminus Community Centre. These workshops will be open to all and aim to build awareness and understanding about the truth of our colonial history and the ongoing impacts on Indigenous neighbours. The follow up workshop will focus on reflections from the first workshop and discussion about where we are now in working together as one community and how everyone can take steps to eliminate racism and discrimination in every aspect of our lives, personally and professionally.

Understanding Poverty Film & Discussion night

- Films selected for the February 8, 2023 event are three short viewings including Four Feet Up, The Manitoba Story and a Ted Talk titled Poverty Isn't a Lack of Character, it's a Lack of Cash.
 - o These films were selected to create understanding of the systemic impacts of poverty, share a Canadian success story of a basic income pilot program from the 1970's and share ideas for working together in community to take action to reduce and ultimately eliminate poverty.
- A spaghetti dinner will be catered by the LSS cooking program and offered to participants for free prior to the film viewings.

Planning for March 1, 2023 food equity themed film night

- The event is booked at LSS in the multi-purpose room, however it was discussed that the Stz'uminus has a theatre that would work as well. This will be finalized after the first film night is complete to gauge participation. Transportation options are also being explored.

Wrap up & Next steps

- Summary of event dates:
 - o Understanding Poverty – Community Dinner, Films & Discussion: Wednesday, February 8, 2023, dinner 5:30pm with film viewings at 6:30pm, LSS multi-purpose room
 - o Understanding Local Food Equity - Community Dinner, Film & Discussion: Wednesday, March 1, 2023, dinner 5:30pm with film viewing(s) at 6:30pm – location to be confirmed
 - o Journey of our Generation Workshop (Part 1): Thursday, March 9, 2023 – 9:00am – 4:00pm, Stz'uminus Community Centre
 - o Neighbours Sharing Food Event: Saturday, March 25, 2023 – 11:00am to 2:00pm, LSS Multi-purpose room

- Journey of our Generation Follow Up Reflection & Discussion
Workshop: Thursday, March 30, 2023 – 10:00am – 2:00pm,
Stz'uminus Community Centre
- The Food Security Sub-committee will continue to meet to plan details
for Neighbours Sharing Food Event
- Continue to develop an evaluation framework for each action of the
grant.
- Confirm final details for all of the events scheduled
- Decide on which films to show for the Understanding Food Equity film
night at the next meeting
- Continue to work with Cowichan Cultural Connections Society on final
details for the Journey of Our Generation workshops.
- SPC to continue to work with the Town of Ladysmith staff on project
communications and promotion.

Meeting adjourned at 11:02am

Next Meeting scheduled for February 2, 2022 at 10:30am.

Facilitator (Rosalie Sawrie)

RECEIVED:

Corporate Officer (M. O'Halloran)

Minutes of the Public Art Task Group (PATG)
Tuesday, February 7, 2023 at 4:30pm
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Lynda Baker, Chair
 Gordon Filewych
 Kathy Holmes

Councillor Tricia McKay
 Ora Steyn

STAFF PRESENT:

Chris Barfoot, Lead
 Kim Cheang, Minute Taker

REGRETS:

Kathleen Darby
 Julia Noon

Shirley Louie

CALL TO ORDER AND ACKNOWLEDGEMENT

The meeting was called to order at 4:30pm.

The Chair acknowledged with gratitude that the meeting was taking place on the traditional, unceded territory of the Stz'uminus First Nation.

AGENDA

2023-01:

That the Public Art Task Group approve the agenda for the meeting as presented.
Motion Carried.

MINUTES

2023-02:

That the Public Art Task Group approve the minutes of the December 5, 2022 meeting as presented.
Motion Carried

NEW BUSINESS2023 Community Public Art Banner Selection

The Committee appointed the following five members to the 2023 Community Public Art Banner Selection Panel:

- Members of the PATG – Linda Baker, Kathy Holmes
- Community Representative – Inez Braz
- Member of the Design Community – Gordon Filewych
- Representative of the Artist Community – Brianne MacTier

Staff will schedule a meeting with the Selection Panel to review and score the entries and make recommendation to the PATG.

Staff will schedule a ZOOM meeting with the PATG to approve the Selection Panel's recommendation and adjudication.

The Committee suggested adding the artist's name on the banner and including an artist biography and design description in the kiosk.

Deaccession of Public Art

The jury members, composed of Kathy Holmes, Kathleen Darby and staff, will use the “Toolkit for Deaccession” to review the Public Art currently in the Town’s inventory and potentially recommend its deaccession.

Reconciliation

The Committee discussed the concept of a Truth and Reconciliation project to be located at the ‘Salish Wind’ canoe. There was discussion to include an acknowledgement of residential schools, such as a permanent small sculpture. One suggestion was to include a small sculpture of a pair of shoes. This project would spark conversations about reconciliation beyond Truth and Reconciliation Day. Once staff has packaged the concept they will issue a “Call for Artist” Request for Proposals.

OLD BUSINESS

Review Public Art Policy

Staff will email the Public Art Policy to the Committee for review. The Committee will provide feedback at the next meeting.

NEXT MEETING

To be determined by the Committee.

ADJOURNMENT

2023-03:

That the Public Art Task Group adjourn this meeting at 5:20pm.

Motion Carried

Chair (L. Baker)

Corporate Officer (M. O’Halloran)

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot, Director of Parks, Recreation & Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: February 21, 2023
File No:
Re: **Lot 108 Phase 1 Project Tender**

RECOMMENDATION:

That Council direct staff to:

1. Include in the 2023-2027 Financial Plan additional funds in the amount of \$180,000 for the Lot 108 Phase 1 project, with funds coming from prior year surplus and the COVID Safe-Restart reserve; and
2. Award Tender 2022-PRC-05 to Stone Pacific Contracting for the full tender amount of \$539,832.51.

EXECUTIVE SUMMARY:

The tender for the Lot 108 Phase 1 – Parking and Practice Pitch components of the Phase 1 plan has closed with five bids received. All bids were over the allotted budget of \$379,268, however, staff recommend using prior year surplus and reserve funds to make up the approximate shortfall and awarding the tender to Stone Pacific Contracting in the amount of \$539,832.51.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	ResolutionDetails
CS 2022-072	2022-03-15	That Council: 1. Increase the Lot 108 Park Plan Phase 1 budget by \$130,000 to include an outdoor fitness area and overall project management with \$30,000 to come from the Canada Community Building Fund (Gas Tax) and \$100,000 from COVID Safe Restart funds; and 2. Waive the Town of Ladysmith Purchasing Policy and direct award the design, tender and construction services to Cascara Engineering for a cost of \$29,650.
CS 2019-320	2019-10-07	That Council: 1. Receive the final report for Lot 108 Park Plan Update and direct staff to include the Lot 108 Park Plan recommendations in future capital plans; 2. Direct staff to work with the existing Lot 108 Service Group to construct the pathway based on the design and criteria identified within the Lot 108 Park Plan Update for a cost of \$20,000 with the funds to come from service group grants, donations and in-kind contributions; and 3. Amend the 2019-2023 Financial Plan accordingly.



INTRODUCTION/BACKGROUND:

Tender 2022-PRC-05 includes the parking lot improvements, accessible walkway preparation and the new practice pitch. The fitness equipment will be completed by the selected equipment manufacturer and the accessible walkway is being completed by local service clubs.

The gravel parking lot will be widened with the addition of a designated turnaround space on the western end of the parking lot. In addition, drainage and congestion issues will be addressed. The parking lot surface will remain gravel.

The Practice Pitch will provide additional playing space for teams to practice, making the site suitable for a full pony league game. The field will be fully fenced with a concrete path around the perimeter that links to the existing Forrest Field pathway.

The parking lot improvements and the practice pitch will instantly enhance the visitor and participant experience.

The tender attracted five bidders with prices and schedules shown below:

Submission	Base Price	Start Date	Duration (days)
Stone Pacific Contracting	\$539,833.51	April 1	90
Milestone Equipment Contracting Inc.	\$692,793.00	March 1	150
GPM Civil	\$1,313,389.00	March 23	55
Copcan Civil LP	\$594,615.00	March 13	120
IWC Excavation Ltd.	\$721,169.00	April 3	120

The Town’s consultant reviewed the bids for compliance and qualifications and recommended awarding the tender to Stone Pacific Contracting (Attachment A).

Although the project is above the budget, staff have determined that Stone Pacific’s price is competitive and reasonable in the current market. Prior to issuing the tender, staff adjusted the design to bring the cost estimates to within range of the existing budget. Staff do not believe any further revisions to the design would have resulted in additional significant cost savings.

ALTERNATIVES:

Council can choose to cancel Tender 2022-PRC-05 and reallocate the funds to another project.

FINANCIAL IMPLICATIONS:

Staff are recommending using \$90,000 from prior year surplus and \$90,000 from the COVID reserve to fund the budget increase. The surplus funds are from a greater return on investment due to increases in interest rates in 2022, and the COVID funds are part of the Safe-Restart reserve.

LEGAL IMPLICATIONS:

Tender 2022-PRC-05 is still active, therefore the Town must notify bidders of the cancellation or award by March 21st, 2023, which is sixty calendar days from the day following the closing date and time.

Selecting a contractor needs to follow specific criteria that conforms to legislation and the tender requirements. These include bid compliance, capability to complete the work, bonding, and others. Relying on undisclosed criterion would not be suitable when selecting the contractor. The lowest bidder meets the known criteria.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A complete closure to the 4th Ave parking lot to the south of Forrest Field and minor closure to parking to the north will occur until the project has been completed. Efforts will be made to mitigate the impacts and provide advance notice of the contractor’s activities.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

When the project proceeds, our communications team will actively update the community on activities, timelines and complete closures, and service interruptions.

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:

- | | |
|--|---|
| <input checked="" 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 recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Recommendation letter for the Lot 108 project

January 30th, 2023

1101-001

Town of Ladysmith
 810 Sixth Avenue, PO Box 220
 Ladysmith, BC V9G 1A2

Attn: Chris Barfoot

**Re: Lot 108 Expanded Parking and Practice Pitch
 Recommendation of Award**

Dear Town of Ladysmith:

Tenders received for the above-noted project were opened publicly on January 26, 2023 at 2:00 pm and forwarded to Cascara Consulting Engineers Limited on January 27, 2023. The tendered amounts, excluding GST, are summarized below:

1. Stone Pacific Contracting LTD.	\$539,833.51
2. Milestone Equipment Contracting Inc.	\$692,793.00
3. GPM Civil Contracting Incorporated	\$1,313,389.00
4. Copcan Civil LP	\$594,615.00
5. IWC Excavation Ltd.	\$721,169.00

Our assessment of the Tenders is as follows:

- All Contractors acknowledged receipt of Addendum 1 to Addendum 6.
- All bonding requirements were met in the Tender submissions.

We have reviewed the Tender submission and qualifications of the lowest, qualified bidder, Stone Pacific Contracting and have no reason to doubt their capability to complete this project satisfactorily. We therefore recommend that the project be awarded to Stone Pacific Contracting in the amount of \$539,833.51.

If you require any additional information regarding this recommendation, please call me.

Sincerely,

CASCARA CONSULTING ENGINEERS LIMITED

A handwritten signature in blue ink that reads 'Charles Ramos'.

Charles Ramos, P.Eng.

A handwritten signature in blue ink that reads 'Geoff Dean'.

Geoff Dean, EIT

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Geiger, Manager of Protective Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: February 21, 2023
File No:
Re: **Asset Disposal – 1997 Superior Ladder Truck**

RECOMMENDATION:

That Council:

- 1) Waive the Purchasing Policy and permit the sale of the 1997 Superior Ladder Truck (Ladder 1) to be granted to the Cowichan Valley Regional District for \$30,000 plus taxes; and
- 2) Direct staff to include a one-time principal payment of \$30,000 for the new Aerial Truck in the 2023-2027 Financial Plan, with the funds to come from the sale of Ladder 1.

EXECUTIVE SUMMARY:

Ladder 1 is now considered surplus. The CVRD expressed interest in obtaining the 1997 Superior Ladder truck to use as a back-up vehicle at the North Oyster Fire Department. As the Purchasing Policy requires surplus goods to be sold via public auction, staff request that Council waive the purchasing policy and allow for a direct sale with the CVRD. Once sold, the sale funds would be used to pay down the debt on the new Aerial Truck.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

With the new aerial truck now in operation, the old ladder truck is considered surplus. Disposal of Town assets is required to be handled either by trade-in or by placement in a public auction per the Purchasing Policy.

The CVRD has expressed interest in purchasing Ladder 1. Based on the vehicle age and other similar assets sold in the last 3 years, staff negotiated a sale price of \$30,000.

In the past, Council has waived the purchasing policy to allow for specific disposal of Fire assets. Most recently, the village of Port Alice purchased the 1990 Pumper Truck for \$10,000 and the 1986 Rescue vehicle was given to Ladysmith Search and Rescue. Other vehicles have been sold via auction, such as the 2007 Yukon Command truck which received \$9,800 less \$1,531.20 in commission through BC Auction.

ALTERNATIVES:

Council can choose to:

1. Continue with using BC Auction.
2. Not sell the vehicle and retain as back-up, though additional funds will be needed to maintain the vehicle as it is past its useful life for the Town.
3. The Town could solicit bids directly.

FINANCIAL IMPLICATIONS:

It is difficult to determine the price of this 25+ year old fire truck. BC Auction lists a similar truck with a sale price of \$25,000, though without a ladder. Brokers have also offered \$25,000 in the hopes of refurbishing it and reselling it. It is unknown what it would get on BC Auction, though a reserve price of \$25,000 could be added. A seller commission would also be deducted from the price if BC Auction or a broker is used.

Included in the financial plan were principal and interest payments on the new Aerial Truck. The Aerial Truck was funded through the Municipal Finance Authority with a variable interest rate. With the rise in interest rates, the principal amount on the new truck is not being reduced as anticipated. If Council waives the purchasing policy and Ladder 1 is sold to the CVRD, staff request making a one-time lump sum payment to the Municipal Finance Authority, in order to reduce the debt (principal).

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Fire Department will lead the sale with the assistance of Finance.

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

TOWN OF LADYSMITH

BYLAW NO. 2136

A Bylaw to amend "Noise Suppression Bylaw 2003, No. 1478"

The Council of the Town of Ladysmith in open meeting assembled enacts that "Noise Suppression Bylaw 2003, No. 1478" is amended as follows:

1. Section 12 (Exempt Noise) is amended by adding the following item:

"n) The making of noise which is usual to or inevitable in the permitted uses in a prescribed zone; and the making of noise, which is usual to or inevitable in the operation of a business in a zone which permits the operation of such business."

Citation

2. This Bylaw may be cited for all purposes as "Noise Suppression Bylaw 2003, No. 1478, Amendment Bylaw 2023, No. 2136".

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)

BYLAW STATUS SHEET February 21, 2023

Bylaw #	Description	Status
2099	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2099”. Removal of minimum sizes for dwelling units.	First and second readings, January 24, 2023. Public Hearing scheduled for February 21, 2023. MOTI approval required.
2100	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2100”. Incentivize one-storey coach houses and secondary suites and to reduce the impact of two-storey coach houses.	First and second readings, January 24, 2023. Public Hearing scheduled for February 21, 2023. MOTI approval required.
2106	“Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 71) 2022, No. 2106”. Amends 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”. Includes 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-zones 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.
2129	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 53) 2022, No. 2129”. Rezones 1152 Rocky Creek Rd from I-1A to I-1 and adds a site specific provision to permit Cannabis Cultivation and Processing.	First and second readings, December 20, 2022. Public Hearing and third reading, January 24, 2023. 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”. Rezones 1144 Rocky Creek Rd. to add a site specific provision to I-1 to permit Cannabis Cultivation and Processing.	First and second readings, December 20, 2022. Public Hearing and third reading, January 24, 2023. MOTI approval required.

BYLAW STATUS SHEET**February 21, 2023**

2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. 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.

Regional Approach to Emergency Management Grants

As we move to a regional emergency management model, emergency management grants will be used to support the growth and improvement of the full program benefiting all local authority and First Nation members. Under several grant programs, the regional emergency management program is eligible for the maximum funding available based on the number of eligible applicants included in the regional application. A larger funding base increases the options for projects and a regional approach ensures consistency and cost effectiveness in the Cowichan region.

Wherever practical, grants shall be applied for regionally (all four municipalities and the regional district). Projects will be determined based on need and, once finalized the regional Hazard Risk Vulnerability Assessment.

The regional emergency management program continues to build its partnerships with First Nations. Where First Nation partners choose to join in a regional application, this will be supported.

Expectations & Process for Regional Grants

Notwithstanding specific grant application requirements, the general process below will be used:

1. Grant projects will be presented to the advisory committee for review and recommendation. Project briefs will provide budget and expectations for all partners.
2. Grant application will be drafted by Emergency Management Cowichan staff for recommended projects.
3. Grant application will be provided to the CVRD Board and CFO for approval, and shared with all applicant partners.
4. Where required by the grant, each applicant partner will provide an agreement or resolution in support of the Cowichan Valley Regional District as the administrator of the grant.
5. Grant will be administered by Emergency Management Cowichan, Cowichan Valley Regional District staff including project administration and financial reporting.

UBCM Community Emergency Preparedness Fund
Emergency Operations Centre (EOC) Grant – Regional Grant 2023

The Current Cowichan EOC Layout

An Emergency Operations Centre (EOC) is a critical function (with teams, equipment, supplies and facilities) to coordinate response and recovery actions and resources, support emergency response personnel in the field, and coordinate all official communications regarding a significant emergency. As the Cowichan region moves to regionalize its emergency management functions, a continued investment into EOCs and the REOC is essential.

Intent of the UBCM EOC Funding

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies, including trailers, required to maintain or improve an EOC and to enhance EOC capacity.

Cowichan’s 2023 EOC Grant Proposal

To update and improve EOC and REOC capacity in the region, the following activities and equipment purchases are proposed for 2023:

- EOC Equipment:
 - Furniture, displays, planning tables, laptops and phones, small generators, storage and web/telephone conferencing equipment for Lake Cowichan and Town of Ladysmith EOC / REOC locations
 - Field Observation Unit (drone) for regional EOC
 - EOC Radio Communications Equipment (FM Transmitter Back-up and Email-Over-Radio Network integration) – to benefit full region
- Budget attached

FOR ACTION:

Each municipality to resolve:

For the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2023 grant funding up to \$150,000 on behalf of insert Municipality.

Your resolution should be sought by February 28, 2023 if possible.

**UBCM Community Emergency Preparedness Fund
Emergency Support Services (ESS) Grant – Regional Grant 2023**

What is ESS

Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing Emergency Support Services (ESS). ESS are services provided on a short-term basis (generally 72 hours) to preserve the emotional and physical well-being of evacuees in an emergency or disaster. ESS includes such services as food, lodging, clothing, reuniting families, emotional support and other specialized services as required. ESS may use reception centres and group lodging as needed in larger events where multiple families are evacuated.

The Current Cowichan ESS Program

The CVRD administers and operates the ESS program for all local authorities and several First Nations in the Cowichan Area. There are several primary reception and secondary centres in the Cowichan area. The capacity and resiliency of these centres vary widely.

Intent of the UBCM Funding

To support eligible applicants to build local capacity to provide emergency support services including the purchase of ESS equipment.

Cowichan’s 2023 ESS Grant Proposal

To update and improve EOC and REOC capacity in the region, the following activities and equipment purchases are proposed for 2023:

- ESS Equipment:
 - Mobile printers / photocopiers to support in-field use of digital provincial ESS registration system.
 - ESS Trailer upgrades (shelving, electrical)
 - Laptop storage carts to support storage of devices at primary reception centres and EOCs
 - Group lodging supplies
 - Secondary Reception Centre kits (to increase response capacity in smaller communities e.g. Crofton, and rural areas)
- Budget attached

FOR ACTION:

Each municipality to resolve:

For the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services 2023 grant funding up to \$150,000 on behalf of insert Municipality.

Your resolution should be sought by February 28, 2023 if possible.

UBCM Community Emergency Preparedness Fund

Public Notification & Evacuation Route Planning Grant – Regional Grant 2023

The Current Cowichan Emergency Plan

A regional emergency plan supports emergency management activities in the Cowichan. This plan provides the general framework and procedures for response. Community-specific plans should be developed based on priority hazards and highest risk, preferably as identified in the Hazard Risk and Vulnerability Assessment (HRVA). To date evacuation route plans have been drafted for Electoral Areas E, F and I.

Intent of the UBCM EOC Funding

The intent of this funding stream is to support the development of Evacuation Route Plans and/or Public Notification Plans that provide information for local governments, First Nations, and community members in the event of an emergency.

Cowichan's 2023 EOC Grant Proposal

To update and improve emergency planning in the Cowichan, the following route plans are proposed for development. While the regional HRVA is under development, these areas were selected based on known risk and event history:

- Evacuation Route Plans:
 - Lake Cowichan
 - Saltair & Chemainus
 - Town of Ladysmith and North Diamond
 - Maple Bay & Genoa Bay
 - Crofton, Westholme, Mt. Sicker
- Budget attached

FOR ACTION:

Each municipality to resolve:

For the Cowichan Valley Regional District to apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to \$150,000 on behalf of insert Municipality.

Your resolution should be sought by February 28, 2023 if possible.

UBCM Community Emergency Preparedness Fund

Disaster Risk Reduction and Climate Adaptation Grant – Regional Grant 2023

The Current Cowichan Approach

Risk reduction and mitigation initiatives have been locally and regionally planned and implemented. Structural projects require substantial effort to manage and coordinate, and for grant eligibility must often be shovel ready.

Intent of the UBCM DRRCA Funding

The intent of this new funding stream is to support risk reduction from future disasters due to natural hazards and climate-related risks. This is accomplished through the development and implementation of accurate foundational knowledge of natural hazards and the risks associated with BC's changing climate; and by developing effective strategies to prepare for, mitigate, and adapt to those risks.

Cowichan's 2023 DRRCA Grant Proposal

To understand risk and build on foundational knowledge, the following projects are proposed:

- Risk Mapping Visualization, using the HRVA once complete to provide an informative, graphical interactive web component for communities (the public)
- Risk reduction and climate adaptation Cowichan Alert integration with BC River Forecast Centre data
- A multi-jurisdictional flood monitoring dashboard and infrastructure integration to enable improved planning, local authority and First Nation response, evacuation triggers and alerts for the public
- Budget attached

FOR ACTION:

For municipal information only. No resolution needed by municipalities (funding is achievable with one applicant).

For the CVRD to resolve:

To apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Disaster Risk Reduction and Climate Adaptation grant funding up to \$300,000.

Resolution should be sought by February 24, 2023 if possible.

2023 CEPF EOC Grant Proposed Budget

Description	Quantity	Unit Cost	TOTAL	CEPF Portion
Small Generators - Services to EOC Lake Cowichan	2	\$7,500	\$15,000	\$15,000
Temporary Equipment Shelter/Shed - EOC Equipment storage	1	\$25,000	\$25,000	\$25,000
EOC Planning Table (touch screen mapping table for EOC briefings/meetings)	2	\$10,000	\$20,000	\$20,000
Laptops (6 for Lake Cowichan EOC/Alternate REOC, 6 for Ladysmith EOC/Alternate REOC)	12	\$1,500	\$18,000	\$18,000
VOIP Phones (6 for Lake Cowichan EOC/Alternate REOC, 6 for Ladysmith EOC/Alternate REOC)	12	\$400	\$4,800	\$4,800
EOC Smart TV / Display (1 for Lake Cowichan EOC/Alternate REOC, 1 for Ladysmith EOC/Alternate REOC)	2	\$1,500	\$3,000	\$3,000
Conferencing / Webcam set up for EOC (1 for Lake Cowichan EOC/Alternate REOC)	1	\$3,000	\$3,000	\$3,000
REOC Field Observation Equipment (DJI Mavic Enterprise Licensed)	1	\$7,100	\$7,100	\$7,100
EOC Furniture (Lake Cowichan EOC - 6 chairs for EOC positions)	6	\$500	\$3,000	\$3,000
FM Transmitter Back-Up (redundancy for FM station)	1	\$25,000	\$25,000	\$25,000
High Frequency Email-Over-Radio System Radio Network	1	\$15,000	\$15,000	\$15,000
Contingency	25%	\$11,100	\$11,100	\$11,100
TOTAL			\$150,000	\$150,000

2023 CEPF ESS Grant Proposed Budget

Description	Quantity	Unit Cost	TOTAL	CEPF Portion
Mobile Printers/Copiers for ESS vehicles and trailers	7	\$300	\$2,100	\$2,100
ESS Pullout Command Desk/workstation into Vehicle #2	1	\$8,000	\$8,000	\$8,000
Outfit 2nd ESS trailer with shelving, racks, lighting and electrical to operate as mobile ESS interview space	1	\$30,000	\$30,000	\$30,000
Reception Centre Kits for Secondary Reception Centres - vests, forms, office supplies, signs	15	\$800	\$12,000	\$12,000
Laptop Storage and Secure Storage Carts	4	\$3,000	\$12,000	\$12,000
Group Lodging Supplies - Cots (Ladysmith, Kerry Park, Lake Cowichan)	150	\$125	\$18,750	\$18,750
Group Lodging Supplies - Cot Covers/Sheets	120	\$20	\$2,400	\$2,400
Group Lodging Supplies - Sleeping bags	120	\$60	\$7,200	\$7,200
Contingency	25%	\$10,576.25	\$10,576	\$10,576
TOTAL			\$103,026	\$103,026

2023 CEPF Evac Route Grant Proposed Budget

Description	Quantity	Unit Cost	Estimated Total Cost	CEPF	CVRD In-Kind
A. Evacuation Route Plan Development for Lake Cowichan, Crofton, Chemainus/Saltair, Maple Bay/Genoa Bay, Area G/Ladysmith (*see next table for breakdown of this line item)	5	\$18,000.00	\$90,000	\$90,000	-
B. Maps, Spatial Data/Metadata	5	\$5,000.00	\$25,000	\$25,000	-
C. Document Review, Feedback & Finalization	5	\$2,500.00	\$12,500	\$10,000	\$2,500
D. Public Information Quick Guide Development, Production and Distribution	1	\$2,500.00	\$2,500	-	\$2,500
TOTAL			\$130,000.00	\$125,000.00	\$5,000.00

2023 CEPF DRRCAP Grant Proposed Budget			
Category & Project	Deliverable / Milestone	TOTAL	CEPF Portion
Category 1 - Risk Mapping Visualization (HRVA into graphical interactive web component for community)	Project Management	\$2,000	\$2,000
	Prepare hazard data and visualization guide	\$5,000	\$5,000
	Prepare exposure data and visualization guide	\$3,000	\$3,000
	Pilot of visualization (refinement for developer)	\$11,000	\$11,000
	Web Developer integration into web space for public consumption	\$30,000	\$30,000
	Online documentation / supporting guidance	\$10,000	\$10,000
	Contingency - 25%	\$15,250	\$15,250
TOTAL CATEGORY 1		\$76,250	\$76,250
Category 2 - Non-Structural Project - Risk Reduction and Climate Adaptation Alerting Integration Project (BC River Forecast Centre data into CVRD community awareness)	Project Management	\$2,000	\$2,000
	Requirement identification (analysis of existing process for alert draft and issue)	\$5,000	\$5,000
	Process Development	\$5,000	\$5,000
	System development (development of a CAP-CP feed and user interface)	\$25,000	\$25,000
	User Acceptance Testing	\$5,000	\$5,000
	Documentation and Program Launch	\$2,000	\$2,000
	Contingency - 25%	\$11,000	\$11,000
Category 2 - Non-Structural Project - multi-jurisdictional flood monitoring infrastructure into a workable system that includes actual operationally useful dashboards, and SOPs inc. public warning and communications based on identified thresholds.	Project Management	\$4,000	\$4,000
	Requirement identification (analysis of existing gauges/systems/firewalls/tools)	\$10,000	\$10,000
	Dashboard Development	\$25,000	\$25,000
	Integration of system data from SCADA, open source and other proprietary monitoring tools	\$40,000	\$40,000
	User Acceptance Testing	\$5,000	\$5,000
	Documentation and Program Launch	\$5,000	\$5,000
	Contingency - 25%	\$22,250	\$22,250
TOTAL CATEGORY 2		\$144,000	\$144,000
GRANT TOTAL		\$220,250	\$220,250