

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
5:30 P.M.**

**Tuesday, November 5, 2024  
Ladysmith Seniors Centre  
630 2nd Avenue**

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**Pages**

**1. CALL TO ORDER**

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

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

**2. CLOSED SESSION**

Recommendation

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

(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.

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

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the 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>.

**4. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Regular Meeting of Council for November 5, 2024.

**5. MINUTES**

**5.1 Minutes of the Regular Meeting of Council held October 15, 2024**

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Recommendation

That Council approve the minutes of the Regular Meeting of Council held October 15, 2024.

**6. PRESENTATION**

**6.1 Achievement Award for the Ladysmith Chargers U17B- Kennedy Softball Team**

Presentation of the Town of Ladysmith Achievement Award by Acting Mayor McKay.

**7. ANNUAL APPOINTMENTS**

**7.1 Deputy Mayor**

(appointed by Acting Mayor McKay)

**7.2 Parcel Tax Review Panel**

Recommendation

That Council appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the 2025 Parcel Tax Review Panel.

**7.3 Cowichan Valley Regional District Director**

Recommendation

That Council appoint \_\_\_\_\_ as the Town of Ladysmith Director on the Cowichan Valley Regional District Board for the 2024/25 term.

**7.4 Cowichan Valley Regional District Alternate Director**

Recommendation

That Council appoint \_\_\_\_\_ as the Town of Ladysmith Alternate Director on the Cowichan Valley Regional District Board for the 2024/25 term.

## **7.5 Vancouver Island Regional Library Board Director**

### Recommendation

That Council appoint \_\_\_\_\_ as Director to the Vancouver Island Regional Library Board for the 2025 term.

## **7.6 Vancouver Island Regional Library Board Alternate**

### Recommendation

That Council appoint \_\_\_\_\_ as the Alternate Director to the Vancouver Island Regional Library Board for the 2025 term.

## **7.7 Standing and Community Committee Representatives**

(appointed by Acting Mayor McKay)

- Committee of the Whole
- Waterfront Implementation Committee
- Cowichan North Recreation Commission
- Community Planning Advisory Committee
- Parks, Recreation & Culture Advisory Committee
- Accessibility Advisory Committee
- Arts & Heritage Hub Design Steering Committee
- Liquid Waste Management Plan
- Public Art Committee
- Stocking Lake Advisory Committee
- Celebrations Committee (Ladysmith Days)
- Festival of Lights Committee
- Chamber of Commerce
- Ladysmith Downtown Business Association
- Social Planning Cowichan
- Board of Education of School District 68 Long Range Facilities Planning Advisory Committee
- Our Cowichan Community Health Network

## 8. PROCLAMATIONS

### 8.1 Adoption Awareness Month - November 2024 14

Acting Mayor McKay has proclaimed November 2024 as "Adoption Awareness Month" in the Town of Ladysmith.

### 8.2 Louis Riel Day - November 16, 2024 15

Acting Mayor McKay has proclaimed November 16, 2024 as "Louis Riel Day" in the Town of Ladysmith.

## 9. DEVELOPMENT APPLICATIONS

### 9.1 Development Variance Permit 3090-23-07 and Development Permit 3060-23-21 – 440 1st Avenue 16

#### Recommendation

That Council:

1. Issue Development Variance Permit Number 3090-23-07 for 440 1<sup>st</sup> Avenue (Lot 6, Block 27, District Lot 56, Oyster District, Plan 703) to vary sections 11.2.5.(d) and 11.2.10.(e)(iv), (v) and (vi) of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to:
  - a. reduce the minimum interior side parcel line setback for the electrical kiosk from 1.0 to 0.1 metres;
  - b. increase the permitted height for canopies on the roof top amenity space from 18.0 metres to 19.2 metres;
  - c. reduce the front parcel line setbacks for:
    - i. The cornice of the fourth storey of a mixed-use building from 2.7 to 1.9 metres;
    - ii. The exterior wall cladding of the fourth storey of a mixed-use building from 2.7 to 2.2 metres;
    - iii. The cornice of the fifth storey of a mixed-use building from 5.4 to 4.1 metres;
    - iv. The exterior wall cladding of the fifth storey of a mixed-use building from 5.4 to 4.4 metres; and
  - d. allow a total of four off-street small-car parking spaces;
2. Issue Development Permit Number 3060-23-21 for 440 1<sup>st</sup> Avenue to authorize the redevelopment of an existing heritage building with ground-level commercial and twenty-two residential dwelling units; and
3. Require as a condition of the issuance of Development Permit 3060-23-21 that the applicant provide landscape security for the

amount stated in the Development Permit (3060-23-21).

**10. COMMITTEE MINUTES**

**10.1 Parks, Recreation & Culture Advisory Committee - October 16, 2024 150**

Recommendation

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held October 16, 2024.

**11. 2025-2029 FINANCIAL PLAN DISCUSSIONS - WATER & SEWER - OPERATING & CAPITAL**

**11.1 Presentation and Council Discussion**

**11.2 Public Input & Questions**

**11.3 Water and Sewer Budgets 2025 151**

Recommendation

That Council:

1. Direct staff to amend the “Sewer Rates Bylaw 1966, No. 422, Amendment Bylaw 1999, No.1360” to include a 3% increase to the rates;
2. Direct staff to prepare the 2025 Sewer Parcel Tax bylaw for \$362 per parcel;
3. Direct staff to amend the “Waterworks Regulation Bylaw 1999, No.1298” to include a 5% increase to the rates; and
4. Direct staff to prepare the 2025 Water Parcel Tax bylaw for \$459 per parcel.

**12. REPORTS**

**12.1 Adjustment to Water Billing Account – 2024, Q3 160**

Recommendation

That Council provide a bill adjustment in the amount of \$3,195.82 to billing Account No. 000-1411400-000 due to a water leak.

**13. BYLAWS**

**13.1 Bylaw Status Sheet 162**

## 14. CORRESPONDENCE

### 14.1 CVRD Regional Growth Strategy Committee

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#### Recommendation

That Council appoint Jake Belobaba to the CVRD Regional Growth Strategy Steering Committee.

## 15. NEW BUSINESS

## 16. 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 related to items on the agenda.
- 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.

## 17. ADJOURNMENT



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, October 15, 2024  
6:01 P.M.  
Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Deputy Mayor Ray Gourlay  
Councillor Amanda Jacobson

Councillor Duck Paterson (*via Zoom*)  
Councillor Jeff Virtanen

### Council Members Absent:

Acting Mayor Tricia McKay

Councillor Marsh Stevens

### Staff Present:

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Chris Geiger

Tim Tanton  
Sue Bouma  
Nick Pescod  
Hayley Young  
Vidhi Kyada

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### 1. CALL TO ORDER

Deputy Mayor Gourlay called this Regular Meeting of Council to order at 6:01 p.m., in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2024-233

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:

(c) labour relations or other employee relations.

*Motion Carried*

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

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

#### **4. AGENDA APPROVAL**

##### **CS 2024-234**

That Council approve the agenda for this Regular Meeting of Council for October 15, 2024 as amended to include the following item received after publication of the agenda:

- Item 12.3. "CVRD Letter of Support for the Cowichan Tech and Innovation Ecosystem Project."

*Motion Carried*

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

Council rose from Closed Session at 6:11 p.m. without report.

#### **6. MINUTES**

##### **6.1 Minutes of the Regular Meeting of Council held October 1, 2024**

##### **CS 2024-235**

That Council approve the minutes of the Regular Meeting of Council held October 1, 2024.

*Motion Carried*

#### **7. PROCLAMATIONS**

##### **7.1 Medical Radiation Technologist Week - November 3-9, 2024**

Deputy Mayor Gourlay advised that Acting Mayor McKay has proclaimed November 3-9, 2024 as "Medical Radiation Technologist Week" in the Town of Ladysmith.

##### **7.2 Color The World Orange Day for Complex Regional Pain Syndrome (CRPS)/Reflex Sympathetic Dystrophy (RSD) Awareness - November 4, 2024**

Deputy Mayor Gourlay advised that Acting Mayor McKay has proclaimed November 4, 2024 as "Color The World Orange Day for Complex Regional Pain Syndrome (CRPS)/Reflex Sympathetic Dystrophy (RSD) Awareness Day" in the Town of Ladysmith.



## **8. DEVELOPMENT APPLICATIONS**

### **8.1 Development Permit Application – 901 Gladden Road**

#### **CS 2024-236**

That Council issue Development Permit 3060-24-07 to allow the following:

- a. construction of a pedestrian walkway along the Ladysmith Marina waterfront;
- b. grading the marina parking lot with temporary gravel; and
- c. installation of one temporary portable office building on 901 Gladden Road (Lot B, District Lots 86, 87 And 98, Oyster District, District Lot 2054, Cowichan District, Plan EPP87265, PID: 030-801-478).

*Motion Carried*

## **9. COMMITTEE MINUTES**

### **9.1 Parks, Recreation & Culture Advisory Committee - September 18, 2024**

#### **CS 2024-237**

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held September 18, 2024.

*Motion Carried*

### **9.2 Accessibility Advisory Committee - September 25, 2024**

#### **CS 2024-238**

That Council receive the minutes of the Accessibility Advisory Committee meeting held September 25, 2024.

*Motion Carried*

## **10. REPORTS**

### **10.1 2nd Avenue Geotechnical Findings**

#### **CS 2024-239**

That Council direct staff to monitor the slope on 2<sup>nd</sup> Avenue between Symonds Street and French Street, and document findings until an opportunity arises to combine the required remediation work with utility upgrades and/or development in the area.

*Motion Carried*

**10.2 UBCM – Community Emergency Preparedness Fund Grant Application**

**CS 2024-240**

That Council:

1. Support the Town’s application to the UBCM Community Emergency Preparedness Fund, Volunteer and Composite Fire Department Equipment & Training Grant in the amount of \$35,000 for a turnout gear decontamination washer and dryer cabinet;
2. Direct staff to include the above funding amount and source in the 2025-2029 Financial Plan; and
3. Confirm its willingness to provide overall grant management subject to receipt of grant funding.

*Motion Carried*

**10.3 Rural Economic Diversification and Infrastructure Program (REDIP)**

**CS 2024-241**

That Council direct staff to include in the 2025-2029 Financial Plan \$131,250 for the planning of a mountain bike trail network with the funds to come from the Rural Economic Diversification and Infrastructure Program for \$100,000 and the remainder to come from prior year surplus.

*Motion Carried*

**11. BYLAWS**

**11.1 Bylaws for Adoption**

**11.1.1 "Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625 Amendment Bylaw 2024, No. 2181"**

**CS 2024-242**

That Council adopt "Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625 Amendment Bylaw 2024, No. 2181".

*Motion Carried*

**11.1.2 "2025 Permissive Tax Exemptions Bylaw 2024, No. 2189"**

**CS 2024-243**

That Council adopt "2025 Permissive Tax Exemptions Bylaw 2024, No. 2189".

*Motion Carried*

**11.1.3 “Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116, Amendment Bylaw 2024, No. 2193”.**

**CS 2024-244**

That Council adopt “Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116, Amendment Bylaw 2024, No. 2193”.

*Motion Carried*

OPPOSED: Councillor Virtanen.

**11.1.4 “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw 2024, No. 2194”**

**CS 2024-245**

That Council:

1. Give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw 2024, No. 2194”; and
2. Adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw 2024, No. 2194” pursuant to Section 785(1)(b) of the Local Government Act.

*Motion Carried*

**11.1.5 “Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw 2024, No. 2195”**

**CS 2024-246**

That Council adopt “Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw 2024, No. 2195”.

*Motion Carried*

**11.2 Bylaw Status Sheet**

**12. NEW BUSINESS**

**12.1 Emergency Management Cowichan 2025 Emergency Management Grants**

**CS 2024-247**

1. That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services 2025 grant funding up to \$200,000 on behalf of the Town of Ladysmith.

*Motion Carried*

**CS 2024-248**

2. That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2025 grant funding up to \$200,000 on behalf of the Town of Ladysmith.

*Motion Carried*

**CS 2024-249**

3. That Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the 2025 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to \$200,000 on behalf of the Town of Ladysmith.

*Motion Carried*

**12.2 Ladysmith Dragon Boat Society - 2024 Year in Review**

**CS 2024-250**

That Council receive the Ladysmith Dragon Boat Society 2024 year end report.

*Motion Carried*

**12.3 CVRD Letter of Support for the Cowichan Tech and Innovation Ecosystem Project**

**CS 2024-251**

That Council provide a letter of support to the Cowichan Valley Regional District for the Cowichan Tech and Innovation Ecosystem project.

*Motion Carried*

**13. QUESTION PERIOD**

There were no questions from the public.

**14. ADJOURNMENT**

**CS 2024-252**

That this Regular Meeting of Council be adjourned at 7:19 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)



TOWN OF LADYSMITH

## PROCLAMATION

### Adoption Awareness Month

**WHEREAS:** *adoptive families in British Columbia provide children with the love and support of a permanent family; and*

**WHEREAS:** *the Town of Ladysmith wishes to recognize the care, compassion and unselfish commitment of British Columbia adoptive families; and*

**WHEREAS:** *there continues to be a need for adoptive families to nurture the growth and development of children, especially those with special needs because of physical, mental or emotional disabilities; and*

**WHEREAS:** *there is a need to remind citizens during this time that there are many children and sibling groups in the province who are available for adoption.*

**THEREFORE,** *I, Tricia McKay, Acting Mayor of the Town of Ladysmith, do hereby proclaim November 2024 as Adoption Awareness Month in the Town of Ladysmith, British Columbia.*

Acting Mayor T. McKay

October 31, 2024



TOWN OF LADYSMITH

## PROCLAMATION

### Louis Riel Day

- WHEREAS:** *The Metis people are recognized as one of Canada’s aboriginal peoples; and*
- WHEREAS:** *the Metis culture, rich in spiritual beliefs and colourful traditions, is an integral part of British Columbia’s multicultural character; and*
- WHEREAS:** *throughout history, Metis citizens have made significant contributions to the development and success of our province; and*
- WHEREAS:** *Louis Riel has made an enormous contribution towards the development of this country; and*
- WHEREAS:** *British Columbia recognizes “Louis Riel Day”, November 16<sup>th</sup> as a national Metis holiday in commemoration of the 138<sup>th</sup> anniversary of the death of Louis Riel.*
- THEREFORE,** *I, Tricia McKay, Acting Mayor of the Town of Ladysmith, do hereby proclaim November 16, 2024 as “Louis Riel Day” in the Town of Ladysmith, British Columbia.*

Acting Mayor T. McKay

October 29, 2024

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Julia Tippett, Planner  
**Reviewed By:** Jake Belobaba RPP, MCIP, Director of Development Services  
**Meeting Date:** November 5, 2024  
**File No:** DVP 3090-23-07 and DP 3060-23-21  
**RE:** **Development Variance Permit 3090-23-07 and Development Permit 3060-23-21 – 440 1st Avenue**

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**RECOMMENDATION:**

That Council:

1. Issue Development Variance Permit Number 3090-23-07 for 440 1<sup>st</sup> Avenue (Lot 6, Block 27, District Lot 56, Oyster District, Plan 703) to vary sections 11.2.5.(d) and 11.2.10.(e)(iv), (v) and (vi) of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” to:
  - a. reduce the minimum interior side parcel line setback for the electrical kiosk from 1.0 to 0.1 metres;
  - b. increase the permitted height for canopies on the roof top amenity space from 18.0 metres to 19.2 metres;
  - c. reduce the front parcel line setbacks for:
    - i. The cornice of the fourth storey of a mixed-use building from 2.7 to 1.9 metres;
    - ii. The exterior wall cladding of the fourth storey of a mixed-use building from 2.7 to 2.2 metres;
    - iii. The cornice of the fifth storey of a mixed-use building from 5.4 to 4.1 metres;
    - iv. The exterior wall cladding of the fifth storey of a mixed-use building from 5.4 to 4.4 metres; and
  - d. allow a total of four off-street small-car parking spaces;
2. Issue Development Permit Number 3060-23-21 for 440 1<sup>st</sup> Avenue to authorize the redevelopment of an existing heritage building with ground-level commercial and twenty-two residential dwelling units; and
3. Require as a condition of the issuance of Development Permit 3060-23-21 that the applicant provide landscape security for the amount stated in the Development Permit (3060-23-21).



**EXECUTIVE SUMMARY:**

The purpose of this report is to introduce a proposal for the redevelopment of an existing heritage building (the Island Hotel) at 440 1<sup>st</sup> Avenue for Council consideration. The proposed redevelopment includes a retained and restored heritage façade, fronting a new 5-storey building with 1-2 commercial units and twenty-two residential rental dwelling units (a mix of studio, one-bedroom units and two-bedroom units). The proposed development requires a Development Variance Permit (see Attachment A) and Development Permit (see Attachment B).

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2023-035	February 21, 2023	<p>That Council:</p> <ol style="list-style-type: none"><li>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:<ol style="list-style-type: none"><li>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”;</li><li>b. consultation should be early but need not be ongoing;</li><li>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</li><li>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;</li></ol></li><li>2. Give first and second readings to “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137”;</li><li>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;</li><li>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;</li><li>5. Direct staff to refer “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137” to School</li></ol>

Resolution	Meeting Date	Resolution Details
		<p>District 68 pursuant to section 476 of the Local Government Act;</p> <ol style="list-style-type: none"> <li>6. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2138”;</li> <li>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;</li> <li>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: <ol style="list-style-type: none"> <li>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 1st Ave.) heritage character; and</li> <li>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</li> </ol> </li> <li>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.</li> </ol> <p>Motion Carried.</p>
CS 2023-122	May 16, 2023	<p>That Council proceed with third reading and adoption of “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137”.</p> <p>Motion Carried.</p>
CS 2023-123	May 16, 2023	<p>That Council give third reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, 2023, No. 2138”. Motion Carried.</p>
CS 2023-140	May 16, 2023	<p>That Council give first three readings to “Town of Ladysmith Heritage Revitalization Agreement Bylaw 2023, No. 2139”.</p> <p>Motion Carried.</p>
CS 2023-149	June 6, 2023	<p>That Council adopt “Town of Ladysmith Heritage Revitalization Agreement Bylaw 2023, No. 2139”.</p> <p>Motion Carried.</p>
CS 2023-165	June 20, 2023	<p>That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw, 2023, No. 2138”.</p> <p>Motion Carried.</p>

**INTRODUCTION/BACKGROUND:**

The subject property is a 465 square metre parcel located at 440 1<sup>st</sup> Avenue. The property is currently designated Downtown Heart under the “Town of Ladysmith Official Community Plan

2022, No. 2200”, zoned C-2 under the “Town of Ladysmith Zoning Bylaw 2014, No. 1860” and falls within the Downtown (DPA 2) and Multi-Unit Residential (DPA 4) Development Permit Areas. The property is currently occupied by a 3-storey heritage building containing two commercial units on the ground floor and 13 residential units (a mix of studio, one-bedroom, and two-bedroom units) on the upper storeys. Adjacent land uses consist largely of other commercial and commercial/residential buildings and the High Street Ball Park and Ladysmith Community Gardens to the west of the property.

The subject property is located approximately 475 metres (as the crow flies) from the Ladysmith Intermediate School and 750 metres from the Nanaimo Cowichan Express transit stop which provides links to key destinations in Nanaimo and Duncan<sup>1</sup>. There is also a local service transit stop at 1<sup>st</sup> Avenue immediately in front of 440 1<sup>st</sup> Avenue. Due to its central location, there are numerous amenities within walking distance of the subject property.

The existing building was originally constructed in 1900 and was substantially renovated in 1913 to comply with liquor sales laws. The building has retained its Edwardian style and has largely remained unchanged since the 1913 renovation.

A map of the subject property is provided in Attachment C.

## **PROPOSAL**

The proposal is for the redevelopment of an existing 3-storey heritage commercial and residential building into a 5-storey mixed commercial and residential building, providing just under 1,500 square metres of ground level commercial space and twenty-two residential rental units. The proposed development will include the following:

- Lowering the first storey to match the existing grade of the street (which was the original building configuration).
- Retaining and restoring prominent heritage building elements, including the brick façade, mid-level and upper cornices and façade symmetry.
- Replacing existing one-over-one windows with aluminum framed one-over-one windows.
- 7 studio, 13 one-bedroom and 2 two-bedroom residential units on the upper storeys of the building.
- Juliet and cantilevered balconies on the rear building elevation and walk-out decks for the fourth- and fifth-storey units along the front building elevation.
- Indoor secure bicycle storage.
- Indoor waste disposal storage.
- At least one on-site electrical vehicle charging station.
- A landscape planter at the rear of the building.
- 4 small-car vehicle parking spaces.
- One shade tree to the south of the vehicle parking spaces.

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<sup>1</sup> The Nanaimo-Cowichan Express transit route stops at the Nanaimo Airport, Downtown Nanaimo Transit Exchange and the Duncan Train Station.

- Silva cell and Marino cell stormwater management system<sup>2</sup>.
- Rooftop amenity space for building residents, accessible by stairs and elevator with:
  - outdoor seating;
  - barbecuing area;
  - shared garden boxes and a rain barrel;
  - storage space for gardening and other miscellaneous equipment; and
  - a tree and minor landscaping.

Attachment D includes the Application Package and Plans.

A breakdown of the features of the proposed development is provided in table 1.

Table 1: Application Summary

	Current/Required	Proposed
<b>Official Community Plan Designation</b>	Downtown Heart	No Change
<b>Development Permit Area</b>	Downtown (DPA 2) and Multi-Unit Residential (DPA 4)	No Change
<b>Zoning</b>	Downtown Commercial (C-2) and site-specific zoning	<p>Proposed variances:</p> <ul style="list-style-type: none"> <li>• Reduce the minimum front parcel line setbacks for:               <ol style="list-style-type: none"> <li>1) Cornice of fourth storey from 2.7m to 1.9m.</li> <li>2) Exterior wall cladding of fourth storey from 2.7m to 2.2m.</li> <li>3) Cornice of fifth storey from 5.4m to 4.1m.</li> <li>4) Exterior wall cladding of fifth storey from 5.4m to 4.4m.</li> </ol> </li> <li>• Increase maximum permitted height of rooftop canopies from 18.0m to 19.2m</li> <li>• Reduce number of off-street short-term bicycle parking from 6 to 0.</li> <li>• Allow 4 off-street small-car vehicle parking spaces.</li> </ul>

<sup>2</sup> Silva Cells are modular pavement supports that prevent soil compaction around tree roots, which help treat water on site and grow larger, healthier trees. Marino cells are shallow, stackable stormwater storage chambers placed in the ground and can be customized to suit site-specific water detention and infiltration needs.

<b>Density</b>	Maximum Floor Space Ratio – 3.1	Floor Space Ratio – 2.6
<b>Parcel Coverage</b>	100%	78.0%
<b>Height</b>	18.0m (5 storeys) on 1 <sup>st</sup> Avenue	<ul style="list-style-type: none"> <li>• 17.8m to the top of the rooftop railing guard; 5 storeys</li> <li>• 19.1m to rooftop canopies (not exempt – variance proposed)</li> <li>• 19.6m to top of stair tower enclosure (exempt up to 27.0m)</li> <li>• 21.3m to top of elevator machinery enclosure (exempt up to 27.0m)</li> </ul>
<b>Principle building setbacks</b>	<p>Front and Exterior Side:</p> <ul style="list-style-type: none"> <li>- 0.0m for the first 3 storeys;</li> <li>- 2.7m for fourth storey; and</li> <li>- 5.4m for fifth storey</li> </ul> <p>Interior Side:</p> <ul style="list-style-type: none"> <li>- 0.0m</li> </ul> <p>Rear:</p> <ul style="list-style-type: none"> <li>- 0.0m</li> </ul>	<p>Front and Exterior Side:</p> <ul style="list-style-type: none"> <li>- First 3 storeys: 0.0m</li> <li>- Fourth storey: 2.04m (cornice and 2.35m (exterior wall cladding) – variances required</li> <li>- Fifth storey: 4.27m (cornice) and 4.57m (exterior wall cladding) – variances required</li> </ul> <p>Interior Side:</p> <ul style="list-style-type: none"> <li>- 0.0m</li> </ul> <p>Rear:</p> <ul style="list-style-type: none"> <li>- 5.94m</li> </ul>
<b>Accessory structure setback</b>	<p>Front: 6.0m</p> <p>Interior or Exterior Side:</p> <ul style="list-style-type: none"> <li>- 1.0m (structures less than or equal to 10m<sup>2</sup> in size);</li> <li>- 1.5m (structures more than 10m<sup>2</sup> in size)</li> </ul> <p>Rear:</p> <ul style="list-style-type: none"> <li>- 1.0m(structures less than or equal to 10m<sup>2</sup> in size); and</li> <li>- 1.5m (structure more than 10m<sup>2</sup> in size)</li> </ul>	<p>Front:</p> <ul style="list-style-type: none"> <li>- &gt;6.0m</li> </ul> <p>Interior Side:</p> <ul style="list-style-type: none"> <li>- 0.2m – variance required (for electrical kiosk/structure less than 10m<sup>2</sup> in size)</li> </ul> <p>Rear:</p> <ul style="list-style-type: none"> <li>- 1.4m (for electrical kiosk/structure less than 10m<sup>2</sup> in size)</li> </ul>
<b>Landscape Buffers</b>	Not required for C-2 zoned properties.	N/A
<b>Parking</b>	<p>Vehicle: four total off-street parking spaces. Max of 25% small car spaces.</p> <p>Bicycle: 22 long-term spaces for residential use (2 oversized; 11 within 1.5m of 110V electrical outlet), 1 long-term for commercial use (must be securable)</p>	<p>Vehicle: 4 small car off-street parking spaces (proposed variance)</p> <p>Bicycle: 22 long-term spaces proposed indoors for residential use (including 3 oversized, 11 within 1.5m of 110V electrical outlet), 1 long-term bike locker space proposed in commercial space.</p>

	6 short-term spaces (1 space within 1.5m of 110V electrical outlet)	6 on-street short-term bicycle parking spaces to be permitted within the road right of way, at the applicant's cost and to the satisfaction of the Town, through a DP supplement.
<b>Loading</b>	No loading spaces required per site-specific zoning.	N/A

To facilitate the proposed development, a Development Variance Permit (DVP) is required to vary the following sections of the Zoning Bylaw:

- Section 11.2.5.(d) for the minimum required interior side parcel line setback to reduce the setback for an electrical kiosk from 1.0m to 0.1m.
- Section 11.2.10.(e)(iv) to increase the permitted height for structures to increase the permitted height for the rooftop canopies from 18.0m to 19.4m.
- Section 11.2.10.(e)(v) to reduce the required front parcel line setback, as follows:
  - The cornice of the building's fourth storey from 2.7m to 1.7m;
  - the exterior wall cladding of the building's fourth storey from 2.7m to 2.0m;
  - the cornice of the building's fifth storey from 5.4m to 4.0m; and
  - the exterior wall cladding of the building's fifth storey from 5.4m to 4.2m.
- Section 11.2.10.(e)(vi) for the total required off-street vehicle parking spaces from four off-street vehicle parking spaces to four off-street small car parking spaces.

Two supplemental clauses are proposed through the DP<sup>3</sup>:

- Section 5.13(a)(i), for clarity, to allow elevator machinery enclosures and stair tower enclosures to exceed 18.0 metres in height, up to a maximum of 27.0 metres, measured from grade to roof peak.
- Section 8.3.1(a) to allow on-street short-term bicycle parking spaces within the road right of way, at the cost of the applicant and to the satisfaction of the Town.

A DP is required as the property is within the Downtown (DPA 2) and Multi-Unit Residential (DPA 4) Development Permit Areas.

**ANALYSIS:**

For the reasons outlined below, staff are recommending approval of the proposal.

Official Community Plan

The subject property falls within the Downtown Heart land use designation and the Priority Growth Area in the Official Community Plan (OCP). This land use designation promotes a range of commercial uses and recognizes the downtown area as a part of a growing neighbourhood where an increasing number of people are living in residential homes above commercial uses in multi-family buildings. This proposal aligns with the objectives of the Downtown Heart land use

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<sup>3</sup> Section 490(1)(a) of the *Local Government Act* allows local governments to vary or supplement land use regulation bylaws through a development permit, but only as it relates to the applicable guidelines specified in the Development Permit Areas or Zoning Bylaw.

designation by providing more opportunities for activation of commercial space at the ground level and additional housing above the commercial units.

Other OCP policies that support this proposal include:

- 2.4(c) – “Support mixed-use development in areas that are well served by transit, good pedestrian infrastructure and trails.”
- 2.4(d) – “Strongly encourage all commercial uses to have residential uses above the ground floor. Encourage the densification of existing areas with this development form, along with provision of amenities and infrastructure.”
- 2.4(m) – “Give priority to multi-family housing near parks, schools and other public facilities, shops and services, and transit.”
- 2.4(af) – “The historic, small-scale retail character of 1<sup>st</sup> Avenue and in other locations in the Downtown Heart should be protected.”
- 5.23 – Look for opportunities for rainwater capture and reuse.

Concentrating growth in “Priority Growth Areas” (which includes the Downtown) is a top priority of the OCP. The proposed development aligns with the DP guidelines and the proposed variances are reasonable and necessary to ensure redevelopment responds to site constraints and preserves the historic building façade.

#### Zoning Bylaw

The subject property is zoned Downtown Commercial (C-2) and has site specific zoning to allow a total of 4 off-street parking spaces and a maximum Floor Space Ratio (FSR) of 3.1. The proposed building’s FSR is well below the maximum permitted under its Zoning at 2.6.

The building includes proposed air ventilation equipment on the roof structure that exceeds the maximum height of 18.0 metres. However, mechanical and ventilation equipment and screening for equipment may exceed the maximum height requirements up to a maximum allowance of 27.0 metres (1.5 times the permitted building height). Therefore, this ventilation equipment and its screening meet the Zoning Bylaw requirements.

The proposed development is consistent with the Zoning Bylaw, except for the proposed variances, which will be discussed later in this analysis section.

#### Electrical Kiosk Setback

Heating, venting or other similar equipment, such as electrical kiosks, are exempt from setback requirements in the Zoning Bylaw up to a maximum exemption of a 0.5-metre projection into the interior side parcel line setback (1.0m). The 0.4-metre variance would be required to allow the proposed siting of the electrical kiosk. The proposed setback distance of the electrical kiosk is 0.2 metres from the side property line, but the proposed variance to a 0.1-metre setback accounts for possible changes at the time of construction. Due to the size of the parcel and the provision of four off-street parking spaces, pedestrian access from the rear lane to the building, and in-building waste storage (which includes an overhead door for the transfer of waste and recycling

material from the building to curbside), the possible siting of the electrical unit for the development is limited.

Additionally, the proposal locates the electrical kiosk at the rear lane side of the property where there is less pedestrian traffic than 1<sup>st</sup> Avenue. The DP requires that all mechanical and electrical equipment be screened, based on the DPA guidelines. Staff consider that a visual wrap or paint approved by the Ladysmith Downtown Business Association would adequately address the requirement to screen the electrical kiosk. The electrical kiosk will also contribute to the feasibility of supplying electric vehicle charging to on-site parking, as supported by the OCP.

Because the electrical kiosk location is not anticipated to have significant impact on the downtown/neighbourhood character, staff support the reduction in the interior side parcel line for the provision of the electrical kiosk.

#### Rooftop Canopy Height

The proposed variance for the height of rooftop canopies would allow the structures to exceed the maximum height of 18.0 metres. The architectural drawings indicate the actual height of the canopies is 19.1 metres, but an additional 0.3 metres is added to account for construction variations. These canopies are necessary for providing weather protection at the entrances and exits to the rooftop amenity space, as well as to protect potential rooftop cooking amenities, as encouraged in the DPA guidelines (i.e., provide weather protection at all primary building entrances). The addition of these over-height canopies is not anticipated to adversely affect the surrounding neighbourhood or the downtown area and staff recommend approval for this requested variance.

#### Upper-Storey Setbacks

The front parcel line setback variances for the fourth and fifth storeys are proposed due to site constraints resulting from required safety clearances from BC Hydro transformers leading to adjustments in the building design. To construct the 22 residential units, as the property's zoning allows, the applicants adjusted the building plans requiring setback variances for the upper fourth and fifth storeys of the building while ensuring safe distances from the electrical transformers. The proposed front parcel line setbacks are 2.04m (cornice) and 2.35m (exterior wall cladding) for the fourth storey and 4.27m (cornice) and 4.57m (exterior wall cladding) for the fifth storey. However, additional variances are requested to ensure that the upper-storey setbacks, once constructed, do not exceed what has been permitted by the DVP.

The proposed cornices add visual interest to the roofline architecture, which is encouraged through the DPA guidelines.

The rooftop elevator and stair access enclosures add to the overall height of the building and will impact upland views to the harbour. However, the elevator and stair tower enclosures have been sited centrally in the roof layout to mitigate impacts on view lines both from 1<sup>st</sup> Avenue and from the upland side of the property and have been integrated into the roof and building design, which aligns with DPA 2 and 4 guidelines. These structures provide access to outdoor amenity space for



residents in accordance with the DPA guidelines. The proposal includes additional screening for rooftop mechanical and ventilation equipment from raised parapets along the roofline to conceal small conditioning units and paneling to conceal a hood vent between the elevator and stair tower structures. The screening of the roof top equipment and machinery reflects CPAC's recommendations and the DPA guidelines for screening equipment.

The impacts on views from public open space are considered to be reasonably addressed and the net benefits of the 5-storey building with roof top amenity space access, including additional residential units and enhanced livability for building residents, are anticipated to offset impacts on views. It is staff's opinion that the 4<sup>th</sup> and 5<sup>th</sup> storey setback variances still serve the intent established in the OCP to "respect the existing streetwall" along 1<sup>st</sup> Avenue, and staff recommend approval of the requested setback variances.

Attachment E shows renderings of the proposed building and includes a perspective from the upland side of the property.

#### Small-Car Parking

At time of rezoning, the applicants included drawings of vehicle parking spaces the size of small car vehicle parking space, but it was not specified in the site-specific zoning that four off-street small-car parking spaces are permitted on the property. As such, this variance proposes to alter the site-specific vehicle parking regulation such that a total of four off-street small-car parking spaces are provided. The property is in close proximity to additional public parking spaces downtown, and a change from four standard-sized parking spaces to four small-car parking spaces is not anticipated to have adverse impacts for the site or surrounding neighbourhood.

The OCP supports parking variances when transportation facilities have been provided that would reduce the amount of off-street vehicle parking required, including bicycle parking facilities (22 residential parking stalls and one commercial parking stall are provided indoors). Transit stops are also available close by to offset the need for vehicle parking, including parking for standard-sized vehicles. For these reasons, staff recommend approval of the variance to allow four small-car vehicle parking spaces.

#### Short-Term Bike Parking

One Zoning Bylaw regulation is proposed to be supplemented through the DP, authorized by DPA 2 guideline 11(e) and DPA 4 guideline 11(h) where strict compliance with the regulations would undermine the character of the Downtown area or residential neighbourhoods.

The provision of on-site short-term bicycle parking is limited due to parcel size constraints. A rear portion of the property would be occupied by the off-street vehicle parking, pedestrian pathway access from the rear lane to the back building entrance and access to and from the indoor waste facilities storage. The applicants originally proposed short-term bicycle parking spaces to the front of the property on the road right of way, but staff determined that locating the stalls directly outside 440 1<sup>st</sup> Avenue may obstruct the sidewalk.

The DP clause requiring the applicant to provide six on-street short-term bicycle parking spaces on the road right of way near the property at their cost and to the satisfaction of the Town allows Town staff to site and install the bicycle parking stalls in suitable locations without obstructing the sidewalk. This ensures that some short-term bike parking will be provided as part of the development despite the site constraints.

Staff recommend that the supplement be approved as a part of the DP since they generally align with OCP policies to support infill and sustainable transportation, preserve the intent of the Zoning Bylaw for the provision of short-term bicycle parking and no negative impacts are expected.

#### *Elevator Machinery and Stair Tower Enclosures*

Height exemptions from the Zoning Bylaw apply to elevator machinery, stair towers and ventilation and mechanical equipment and equipment screening if these structures do not exceed 1.5 times the permitted height for principal buildings (18.0 metres) and do not cover more than 10 percent of the roof area. The Zoning Bylaw dictates the maximum height (measured from the ground) for these structures is 27.0 metres.

The proposed building includes an elevator machinery enclosure and stair tower enclosure providing access to the rooftop amenity space. These structures exceed the permitted height for principal buildings for the property but may be considered exempt under the Zoning Bylaw. For clarity and assurance, the DP includes a supplement clause, in accordance with section 490(1) of the *Local Government Act*, stating that the structures concealing the elevator machinery and stair tower may exceed a height of 18.0 metres, provided that the height does not exceed that permitted under the height exemption regulations (27.0 metres). The heights of these structures (21.3 metres for the elevator enclosure and 19.6m for the stair tower enclosure) do not exceed the maximum height allowance and do not exceed 10 percent of the total roof area (covers approximately 7.5 percent of the roof area). In short, the proposed supplement simply ensures the screening features are included in an existing height exemption, and do not result in taller structures than would otherwise be permitted.

This supplement clause is supported by the Development Permit Area guidelines (DPA 2 and DPA 4), as both DPAs contain guidelines (3(a) and 4(d), respectively) that state “elevator penthouses should be strategically located to reduce their visibility and be integrated with the roof design and building materials and colours.” The structures concealing both the elevator machinery and the stair tower help reduce the visibility of these features while blending the structures into the overall roof design through the use of similar building materials and colours.

CPAC provided a recommendation to screen rooftop machinery and equipment, including the elevator overrun, and the proposed enclosures are consistent with this recommendation and the DPA guidelines.

#### *Encroachments*

One or more encroachment agreements between the property owner and the Town of Ladysmith will need to be formalized, approved and maintained for several features along the front building façade, including the awnings, cornice element, and lighting features. These types of encroachment agreements are common in downtown areas as buildings are usually located at the front property line. The encroachment agreements will be completed prior to the issuance of a Building Permit. A ‘Work on or within Town Streets, Right-of-Way and Property’ Permit will likely be required for the proposed development.

### Heritage Considerations

The building at 440 1<sup>st</sup> Avenue is on the Community Heritage Register and the following elements are noted as character-defining characteristics of the heritage building:

- The building’s continuous commercial use.
- All 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 proposal is consistent with the heritage priorities described in the Community Heritage Register. The proposed building will maintain its simple form and massing, symmetry, brick facing, flat roof, cornices, and commercially oriented arrangements of doors and windows at the ground level. The windows are proposed to be replaced, but will retain the one-over-one panels and follow the same form and character of the original frames. Although the proportioning of the group of commercial buildings surrounding the subject property will change with the additional storeys, the streetscape wall will be maintained through use of the upper storey setbacks.

A heritage alteration permit is required in accordance with “Heritage Revitalization Agreement Bylaw 2023, No. 2139” adopted by Council on June 6, 2023, prior to the rehabilitation and alteration of the historic building and its features. This Heritage Revitalization Agreement (HRA) Bylaw was established through the subject property’s previous rezoning process. Under Bylaw No. 2139, the heritage alteration permit is reviewed and issued by the Director of Development Services. This heritage alteration permit will ensure the development maintains the heritage values recognized, prioritized, and protected within the HRA Bylaw and the Heritage Conservation Plan that forms a schedule to the bylaw.

A heritage consultant has been retained for the heritage conservation, restoration and rehabilitation of the building façade, canopies and other heritage features regulated under the Heritage Revitalization Agreement Bylaw.

### Development Permit Guidelines

The proposal is subject to the requirements of DPA 2 – Downtown and DPA 4 – Multi-Unit Residential. The purpose of DPA 2 is to strengthen the historic Downtown as the Town’s primary commercial area. Developments in DPA 2 should contribute to and enhance the historic, cultural, and architectural value of the area and should promote and protect the character-defining elements of heritage buildings.

The purpose of DPA 4 is to achieve a high level of design for multi-unit development, to enhance the Town’s neighbourhoods, and to ensure that development is complementary to the existing character of Ladysmith. These guidelines intend to ensure multi-unit residential developments are integrated within existing residential neighbourhoods and enhance the vibrancy, livability, and sustainability of Ladysmith, while promoting sustainable design and housing choices.

Attachment F provides a detailed review of the proposal in the context of the DPA 2 and DPA 4 guidelines. Highlights of the proposal include:

- Retention of heritage features, including:
  - The brick façade;
  - metal cornices;
  - continuous commercial use;
  - flat roofs;
  - Simple form and massing;
  - one-over-one panel windows; and
  - symmetrical and repetitive façade elements.
- Lowering the storefronts and ground floor to the existing grade for improved accessibility and continuity along 1<sup>st</sup> Avenue.
- Continuous cornices along the front face of the building between the ground level and upper storeys and along the rooflines of the third, fourth and fifth storeys and the elevator and stair tower enclosure parapets.
- Rooftop amenity space for building residents, accessible by elevator and stairs, which includes outdoor seating, shared garden space, a rooftop evergreen tree, rain barrel, and cooking facilities.
- 22 long-term indoor bicycle parking spaces for residents in a secured room with access to electrical charging facilities, and at least one electric vehicle charging station.
- Silva cell tree planting stormwater management system for on-site water retention.

Staff recommend that the Development Permit be issued since the proposal is generally consistent with the DPA 2 and DPA 4 guidelines. The permit contains a requirement for security to ensure that landscaping requirements are met.

### Analysis Summary:

Staff recommend that the proposed Development Variance Permit (3090-23-07) and Development Permit (3060-23-21) applications be approved since the proposal is generally

consistent with the Downtown and Multi-Unit Residential Development Permit Area guidelines and will provide value to the community by providing additional density with new residential units in the Downtown and restoring the historic Island Hotel that remains an important part of Ladysmith's Downtown heritage and vivacity.

**ALTERNATIVES:**

Council can choose to:

1. Not issue DVP 3090-23-07 and refer DP 3060-23-21 back to staff and the applicant for revisions that comply with zoning.
2. Not issue DP 3060-23-21 and specify the reasons for refusal citing specific Development Permit Area guidelines.
3. Defer consideration of the application and refer the proposal to a subsequent meeting of Council.
4. Amend the conditions of the proposed permits and approve the issuance of the permits as amended.
5. Refer the application back to staff for further review, as specified by Council.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

The *Local Government Act* allows Council to vary Zoning Bylaw regulations (excluding regulations for use, density and rental tenure) through issuance of a DVP. Development Variance Permits are discretionary decisions of Council, and Council has no obligation to approve the proposed variance. If the proposed variance is denied the proposed Development Permit must either be approved as amended (see Alternative 4) or denied. If only the Development Permit is refused, reasons must be given based on the DPA 2 and DPA 4 guidelines as the issuance of a DP is not a completely discretionary decision of Council.

Pursuant to section 490(1) of the *Local Government Act*, a Development Permit may vary a Part 14 bylaw if the proposed variance is in accordance with the applicable DPA guidelines from the OCP and/or Zoning Bylaw. This differs from variances requested through a Development Variance Permit, as a DVP variance need not be in alignment with the DPA guidelines.

The *Local Government Act* also permits supplementing the Zoning Bylaw under section 490(1). A Development Permit application may supplement zoning regulations in accordance with development permit guidelines. A supplement differs from a variance under section 490(1) in that it can add specifications that were otherwise not included in the existing zoning regulations such as including a different type of structure in a height exemption or allowing parking to be located in a location other than that specified in the Zoning Bylaw.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Mail notification for the proposed Development Variance Permit pursuant to section 499 of the *Local Government Act*, was carried out on October 25, 2024. No written submissions were received prior to the time of writing.

**INTERGOVERNMENTAL REFERRALS:**

The application was referred BC Hydro to seek comments on the proposal regarding the proximity to hydro poles and transformers located to the rear of the property. Table 3 summarizes the responses received from BC Hydro and staff's comments.

*Table 2: Intergovernmental Referral Comments*

<b>Referred (Yes/No)</b>	<b>Agency</b>	<b>Applicable Legislation</b>	<b>Agency/Staff Comments</b>
Yes	BC Hydro	N/A	BC Hydro is satisfied with the proposal and crane plans at this time and has informed Town staff they have no concerns with the development applications proceeding. BC Hydro has also approved the rotation of transformers away from the subject property to provide additional distance from the potential blast radius of the transformers. BC Hydro had concerns about the operation of construction cranes over high-power lines, but the applicants and BC Hydro have been in discussion and concerns have been addressed.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application was circulated amongst Town departments for review. Their comments are summarized below:

*Table 4: Department Comments*

<b>Referred (Yes/No)</b>	<b>Department</b>	<b>Comments</b>
Yes	Engineering	<ul style="list-style-type: none"> <li>• Driveway width of ~10.0m is approved by the Director of Infrastructure Services (the engineering specifications are for 6.0m wide driveways).</li> <li>• The applicant must coordinate with the Town to address impacts to</li> </ul>

		<p>pedestrian movement and maintain passage along 1<sup>st</sup> Avenue while construction is ongoing.</p> <ul style="list-style-type: none"> <li>• Some servicing will need to be upgraded at the building permit stage, including water and sanitary services.</li> <li>• An erosion and sediment control plan will be required at building permit stage.</li> <li>• The sanitary main must be confirmed to be able to support the increased flow at time of the building permit.</li> </ul>
Yes	Manager of Operations	<ul style="list-style-type: none"> <li>• Concerns with the originally proposed location of bike racks on Town property outside of 440 1<sup>st</sup> Ave already being congested.</li> <li>• Additional bike racks in this location would congest area further and impede movement for the public.</li> <li>• Supportive of applicant providing equivalent number of bike racks to the Town.</li> </ul>
Yes	Building Inspection	<ul style="list-style-type: none"> <li>• A Work on Town Streets Permit will be required, and the public will need to be protected during construction.</li> <li>• The building will need to conform to the applicable Energy Step Code and Zero Carbon Step Code.</li> <li>• An Alternative Solutions package may be required at Building Permit stage for the Silva Cell system to be used as a pollutant remover under the parking area.</li> <li>• The new Building Bylaw's section for non "Tower Cranes" rules will apply.</li> <li>• An Engineer must confirm sewer and water connections at the time of Building Permit application.</li> <li>• An engineer must be retained for the entirety of the development, including for the demolition/retention of the heritage façade and the likely use of 1<sup>st</sup> Avenue.</li> </ul>
No	Parks Recreation and Culture	N/A
No	Financial Services	N/A
No	Legislative Services/Corporate Services	N/A

Yes	Fire/Protective Services	No concerns with Fire Department access and connections. The size of water main could reasonably manage the anticipated flows of the proposed development. The Fire Department intends to test the flow at this location to confirm it is satisfactory.
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**COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW:**

The application was reviewed by CPAC on August 7, 2024, and the committee passed the following motion:

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Development Permit application 3060-23-21 for 440 1st Avenue with consideration for the following:

- Screening of the elevator overrun and mechanical/HVAC units on the roof of the building.
- Implementing EV ready charging conduits for all four residential parking stalls.

CPAC discussed the inclusion of electric bicycle charging infrastructure and were informed by staff that the Zoning Bylaw has regulations (section 8.3.1(a)) that require at least 50 percent of long-term bicycle parking spaces and 20 percent of short-term bicycle parking spaces must be within 1.5 metres of a 110V electrical outlet for charging e-bikes.

The Downtown Development Permit Area guidelines include a guideline that electric vehicle charging stations should be provided in strategic locations for both employees and visitors. The Zoning Bylaw does not currently regulate electric vehicle charging for parking areas. The OCP contains a medium-term action item for the implementation of electric vehicle charging requirements in the Zoning Bylaw for new multi-family developments. These amendments have yet to be implemented.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- Core Infrastructure
  Economy
- Official Community Plan Implementation
  Leadership
- Waterfront Area Plan
  Not Applicable

***I approve the report and recommendation(s).***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

- A. Development Variance Permit 3090-23-07



- B. Development Permit 3060-23-21
- C. Subject Property Map
- D. Application Package and Plans
- E. Perspective Renderings
- F. Downtown and Multi-Unit Residential Development Permit Area Guidelines Analysis
- G. Heritage Revitalization Agreement Bylaw 2023, No. 2139

# Attachment A



## TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT (Section 498 Local Government Act)

FILE NO: 3090-23-07

DATE: November 5, 2024

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Name of Owner(s) of Land (Permittee): First Avenue Freeholders Ltd., Inc. No. BC1339861

Applicant: Joel Smith (WA Architects)

Subject Property (Civic Address): 440 1<sup>st</sup> Avenue

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1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:  
  
Lot 6, Block 27, District Lot 56, Oyster District, Plan 703  
PID: 008-550-981 (440 1<sup>st</sup> Avenue)  
(referred to as the "Land")
3. Section 11.2.5.(d) "Siting, Sizing and Dimension of Uses, Buildings and Structures" of the "Downtown Commercial (C-2)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is hereby varied for the Land by reducing the minimum *Interior Side Parcel Line Setback* for an electrical kiosk from 1.0 metres to 0.1 metres, as shown in Schedule A – Site Plan.
4. Section 11.2.10.(e)(iv) "Site Specific Regulations" of the "Downtown Commercial (C-2)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is hereby varied for the Land by increasing the permitted *Height* for canopies on the roof top amenity space from 18.0 metres to 19.4 metres, as shown in Schedule B – Elevation Plans.
5. Section 11.2.10.(e)(v) "Specific Regulations" of the "Downtown Commercial (C-2)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the Land as shown in Schedule A – Site Plan by reducing the *Front Parcel Line Setback* for the following:
  - i. The cornice of the fourth *Storey* of a mixed-use building from 2.7 metres to 1.7 metres.
  - ii. The exterior wall cladding of the fourth *Storey* of a mixed-use building from 2.7 metres to 2.0 metres.

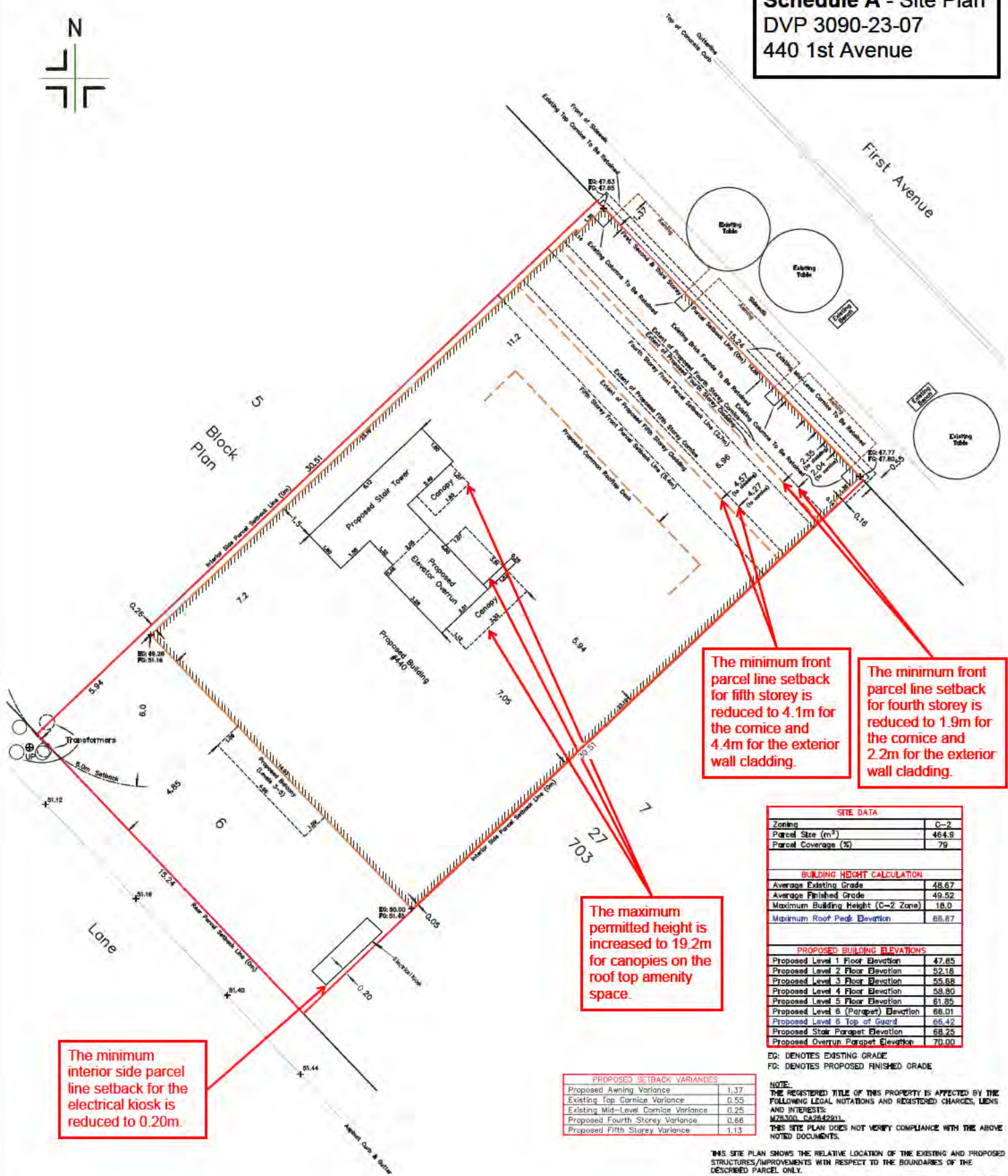
- iii. The cornice of the fifth Storey of a mixed-use building from 5.4 metres to 4.0 metres.
  - iv. The exterior wall cladding of the fifth Storey of a mixed-use building from 5.4 metres to 4.2 metres.
6. Section 11.2.10.(e)(vi) "Site Specific Regulations" of the "Downtown Commercial (C-2)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the Land from a total of four off-street parking spaces to a total of four (4) off-street small-car parking spaces, as shown in Schedule C – Landscape Plan.
  7. Pursuant to section 502(2) of the *Local Government Act*, the land described herein shall be developed strictly in accordance with terms, conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
  8. The following plans and specifications are attached:
    - a) Schedule A – Site Plan
    - b) Schedule B – Elevation Plans
    - c) Schedule C – Landscape Plan
  9. Pursuant to section 504(1) of the *Local Government Act*, if the Permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
  10. This Permit is issued on the condition that the Permittee will obtain and maintain an encroachment agreement(s) to the satisfaction of the Town of Ladysmith for any architectural features, signage, awnings, or other structures that project across the parcel line(s) on the Land.
  11. Notice of this Permit shall be filed in the Land Title Office at Victoria under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
  12. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZED BY RESOLUTION NO. \_\_\_\_\_ PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE 5<sup>TH</sup> DAY OF NOVEMBER 2024.

\_\_\_\_\_  
Acting Mayor (T. McKay)

\_\_\_\_\_  
Corporate Officer (S. Bouma)

**Schedule A - Site Plan**  
**DVP 3090-23-07**  
**440 1st Avenue**



The minimum front parcel line setback for fifth storey is reduced to 4.1m for the cornice and 4.4m for the exterior wall cladding.

The minimum front parcel line setback for fourth storey is reduced to 1.9m for the cornice and 2.2m for the exterior wall cladding.

The maximum permitted height is increased to 19.2m for canopies on the roof top amenity space.

The minimum interior side parcel line setback for the electrical kiosk is reduced to 0.20m.

SITE DATA	
Zoning	C-2
Parcel Size (m <sup>2</sup> )	464.9
Parcel Coverage (%)	79
BUILDING HEIGHT CALCULATION	
Average Existing Grade	48.67
Average Finished Grade	49.52
Maximum Building Height (C-2 Zone)	18.0
Maximum Roof Peak Elevation	66.87
PROPOSED BUILDING ELEVATIONS	
Proposed Level 1 Floor Elevation	47.85
Proposed Level 2 Floor Elevation	52.18
Proposed Level 3 Floor Elevation	55.88
Proposed Level 4 Floor Elevation	59.80
Proposed Level 5 Floor Elevation	61.85
Proposed Level 6 (Parquet) Elevation	66.01
Proposed Level 6 Top of Guard	65.42
Proposed Stair Parquet Elevation	68.25
Proposed Overrun Parquet Elevation	70.00

PROPOSED SETBACK VARIANCES	
Proposed Awning Variance	1.37
Existing Top Cornice Variance	0.55
Existing Mid-Level Cornice Variance	0.25
Proposed Fourth Storey Variance	0.66
Proposed Fifth Storey Variance	1.13

ES: DENOTES EXISTING GRADE  
 FG: DENOTES PROPOSED FINISHED GRADE

NOTE:  
 THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:  
 W78300, CA2842911.  
 THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.  
 THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.  
 THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

SITE PLAN SHOWING PROPOSED BUILDING LOCATION ON:  
 LOT 6, BLOCK 27, DISTRICT LOT 56,  
 OYSTER DISTRICT, PLAN 703

CLIENT: FIRST AVENUE FREEHOLDERS      CIVIC ADDRESS: 440 1st AVENUE, LADYSMITH

FILE: 16-279-0      SCALE: 0:100      DRAWN BY: DRW      PROPERTY ZONING: C-2

SCALE 1:100  
 DISTANCES AND ELEVATIONS ARE IN METRES.

GEODETIC CONTROL MONUMENT: 14N13790 (CONVEYANCE DATE: 1977)

CERTIFIED CORRECT THIS 2nd DAY OF OCTOBER, 2024.  
 Digitally signed by Matthew Schruoch FXMA33  
 Date: 2024.10.07 13:01:31 -0700

(THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.)

**Turner & Associates**  
 ✦ land surveying

250.753.9778  
 435 TERMINAL AVENUE NORTH  
 NANAIMO, BC V8S 4J8  
 www.turnersurveyors.ca

**Schedule B - Elevation Plans**  
 DVP 3090-23-07  
 440 1st Avenue  
 2 Pages

**AVERAGE FINISHED GRADING CALCULATION**

ELEVATIONS AT EACH CORNER BASED ON SURVEY POINTS:  
 SW 157.85'  
 SE 158.80'  
 NE 155.82'  
 NW 155.15'

$157.85 + 158.80 + 155.82 + 155.15 = 649.62 / 4 = 162.41'$   
 162.41' OR 49.50m IS THE AVERAGE FINISHED GRADE

5.13 OF BYLAW FOR BUILDING HEIGHT EXCLUDES ELEVATOR MACHINERY AND STAIR TOWERS.

LOWER PARAPET IS PROPOSED 225.17' OR 68.53m  
 STAIR PARAPET IS PROPOSED 225.67' OR 69.09m  
 LOWER PARAPET BUILDING HEIGHT: 68.53m - 49.38m = 19.25m OR 63.16'  
 STAIR PARAPET BUILDING HEIGHT: 69.09m - 49.38m = 19.71m OR 64.67'

**MATERIAL LEGEND**

1	EXISTING BRICK	
2	NEW BRICK	BEIGE
3	STUCCO RAINGREEN CLADDING	OFF-WHITE
4	STUCCO RAINGREEN CLADDING	BEIGE
5	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
6	CLEAR GLAZING WITH ALUMINUM FRAME	CHARCOAL FRAME
7	FABRIC AWNING	GREEN
8	EXISTING CORNICE	REPAINTED GREEN
9	NEW CORNICE / FRIEZE	GREEN
10	LOUVERS	CHARCOAL
11	PICKET GUARDRAIL	CHARCOAL
12	PAINTED SIGN AS HISTORIC REFERENCE	
13	CONCRETE PLANTER, ARCHITECTURAL FINISH	SEALED
14	DOOR AND FRAMING	CHARCOAL
15	WINDOW HEADER TRIM	GREY

COPYRIGHT RESERVED. ALL PARTS OF THIS DRAWING ARE THE EXCLUSIVE PROPERTY OF IWA ARCHITECTS LTD. AND SHALL NOT BE USED WITHOUT THE ARCHITECT'S PERMISSION. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR BEFORE COMMENCING WORK.

NORTH ARROW:

OWNER/CLIENT:

FIRST AVENUE FREEHOLDERS INC.

GENERAL NOTES:


1	SEALERS FOR DEVELOPMENT PERMIT RESPONSE	HAWK
1	SEALERS FOR DEVELOPMENT PERMIT	HAWK
2	SEALERS FOR DEVELOPMENT PERMIT	HAWK
1	SEALERS FOR DEVELOPMENT PERMIT	SPYR
NO.	ISSUE	YMD



CONSULTANT:



199 950 - 1600 W. Georgia Street Vancouver, V6G 2Z6  
 212 104 - 3212 Jackson Road Victoria, V8B 0J2  
 604 602-1229 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL REDEVELOPMENT**

PROJECT ADDRESS:  
 440 1ST AVE, LADYSMITH, BC

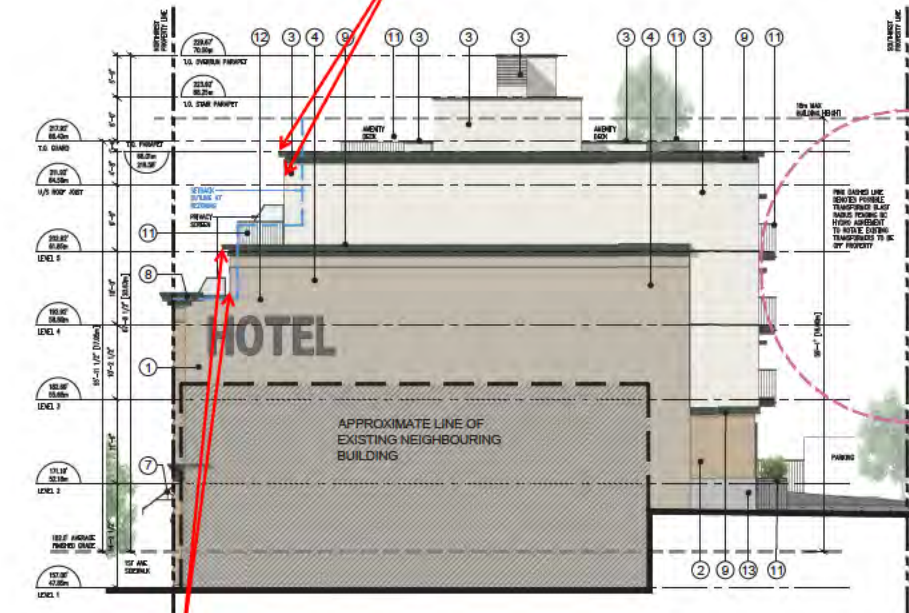
DRAWING TITLE:  
**BUILDING ELEVATIONS NW & NE**

PROJECT NO. 23047 DRAWN BY: AH  
 SCALE: 1/8"=1'-0" REVIEW BY: JMS

DWG NO: A300

The minimum front parcel line setback for the fifth storey is reduced to 1.9m for the cornice and 2.2m for the exterior wall cladding.

The maximum permitted height is increased to 19.2m for the canopies on the roof top amenity space.



1 NORTHWEST ELEVATION  
NW'-E'



2 NORTHEAST (STREET) ELEVATION  
NE'-E'

The minimum front parcel line setback for the fourth storey is reduced to 1.9m for the cornice and 2.2m for the exterior wall cladding.

COPYRIGHT RESERVED. ALL PARTS OF THIS DRAWING ARE THE EXCLUSIVE PROPERTY OF IWA ARCHITECTS LTD. AND SHALL NOT BE USED WITHOUT THE ARCHITECTS PERMISSION. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR BEFORE COMMENCING WORK.

NORTH ARROW:

OWNER/CLIENT:

FREEHOLDERS INC.

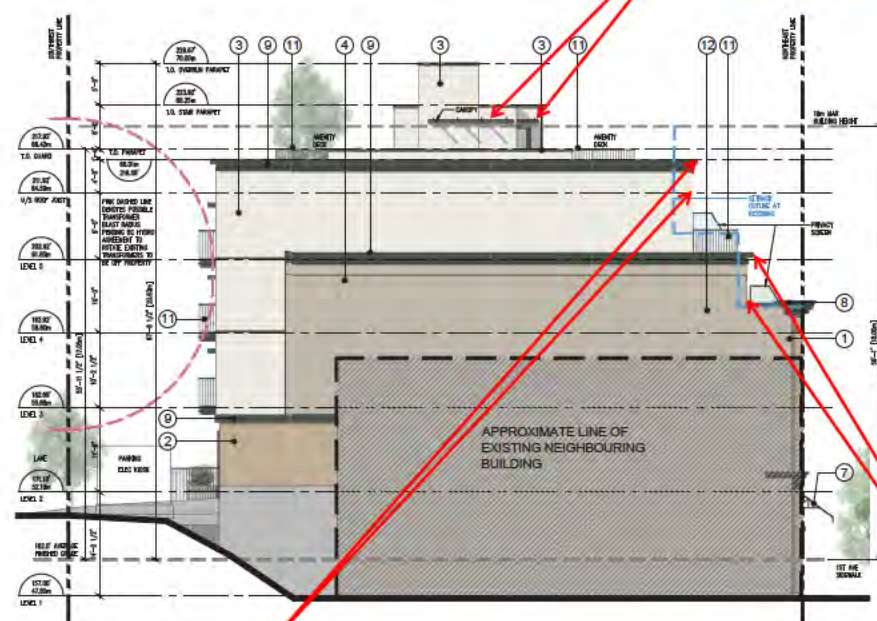
GENERAL NOTES:

1	SEAL	
2	SEAL	
3	SEAL	
4	SEAL	
5	SEAL	
6	SEAL	
7	SEAL	
8	SEAL	
9	SEAL	
10	SEAL	
11	SEAL	
12	SEAL	
13	SEAL	
14	SEAL	
15	SEAL	

MATERIAL LEGEND

1	EXISTING BRICK	
2	NEW BRICK	BEIGE
3	STUCCO RAINGREEN CLADDING	OFF-WHITE
4	STUCCO RAINGREEN CLADDING	BEIGE
5	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
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7	FABRIC AWNING	GREEN
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12	PAINTED SIGN AS HISTORIC REFERENCE	
13	CONCRETE PLANTER ARCHITECTURAL FINISH	SEALED
14	DOOR AND FRAMING	CHARCOAL
15	WINDOW HEADER TRIM	GREY

The maximum permitted height is increased to 19.2m for the canopies on the roof top amenity space.



The minimum front parcel line setback for the fifth storey is reduced to 1.9m for the cornice and 2.2m for the exterior wall cladding.

1 SOUTHEAST ELEVATION  
1/4"=1'-0"

The minimum front parcel line setback for the fourth storey is reduced to 1.9m for the cornice and 2.2m for the exterior wall cladding.

2 SOUTHWEST (LANE) ELEVATION  
1/4"=1'-0"

The minimum interior side parcel line setback is reduced to 0.1m for the electrical kiosk.

CONSULTANT:



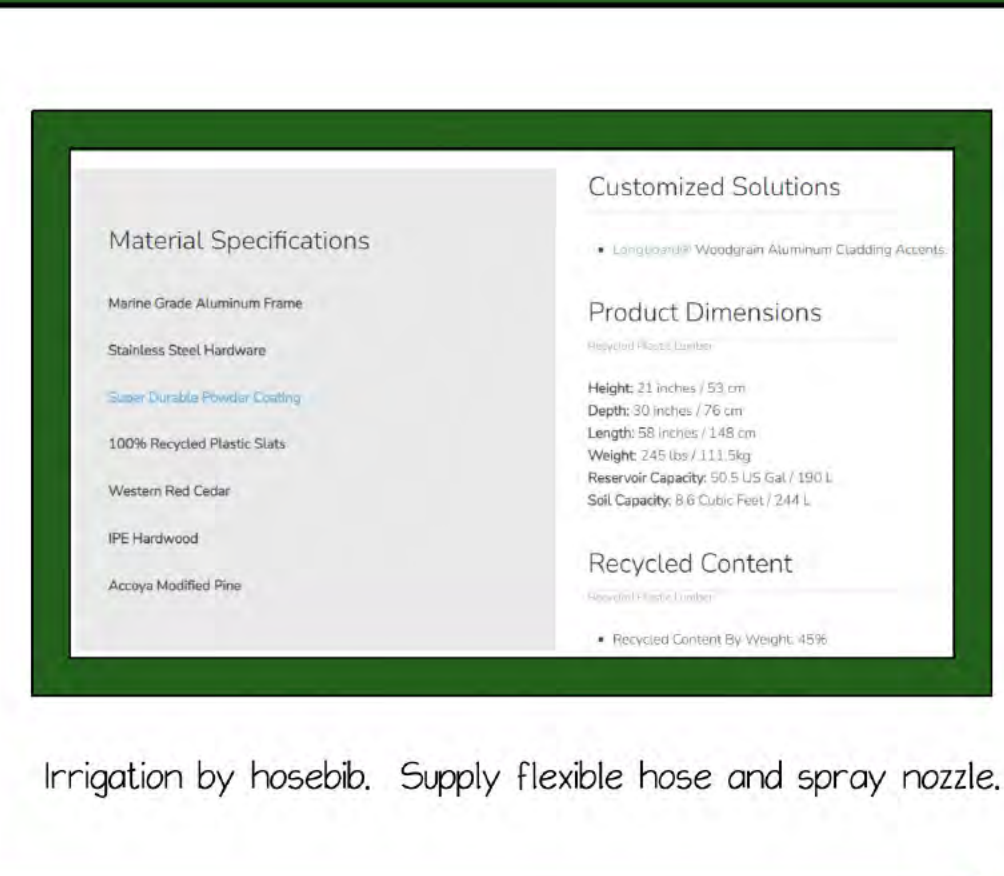
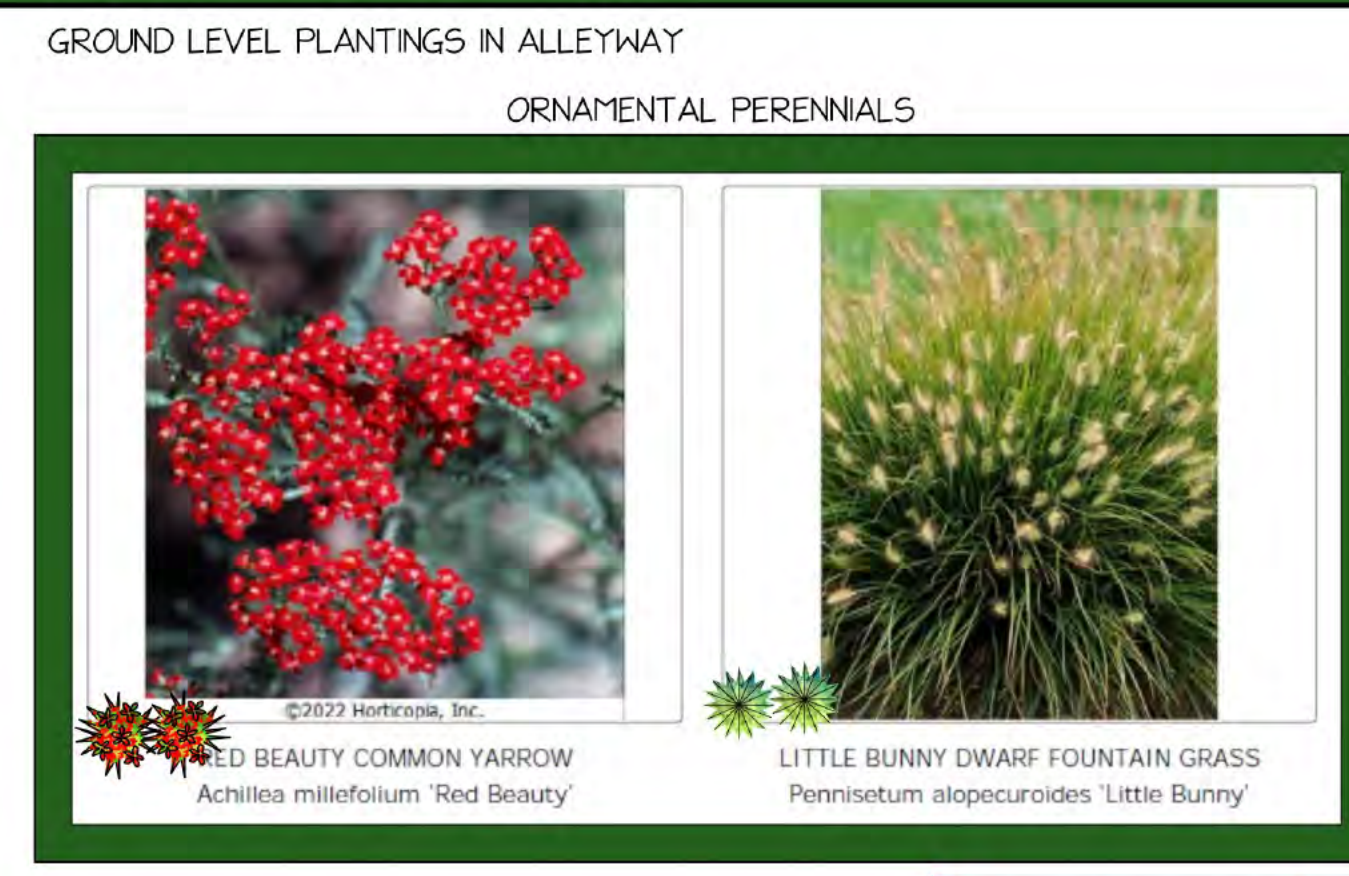
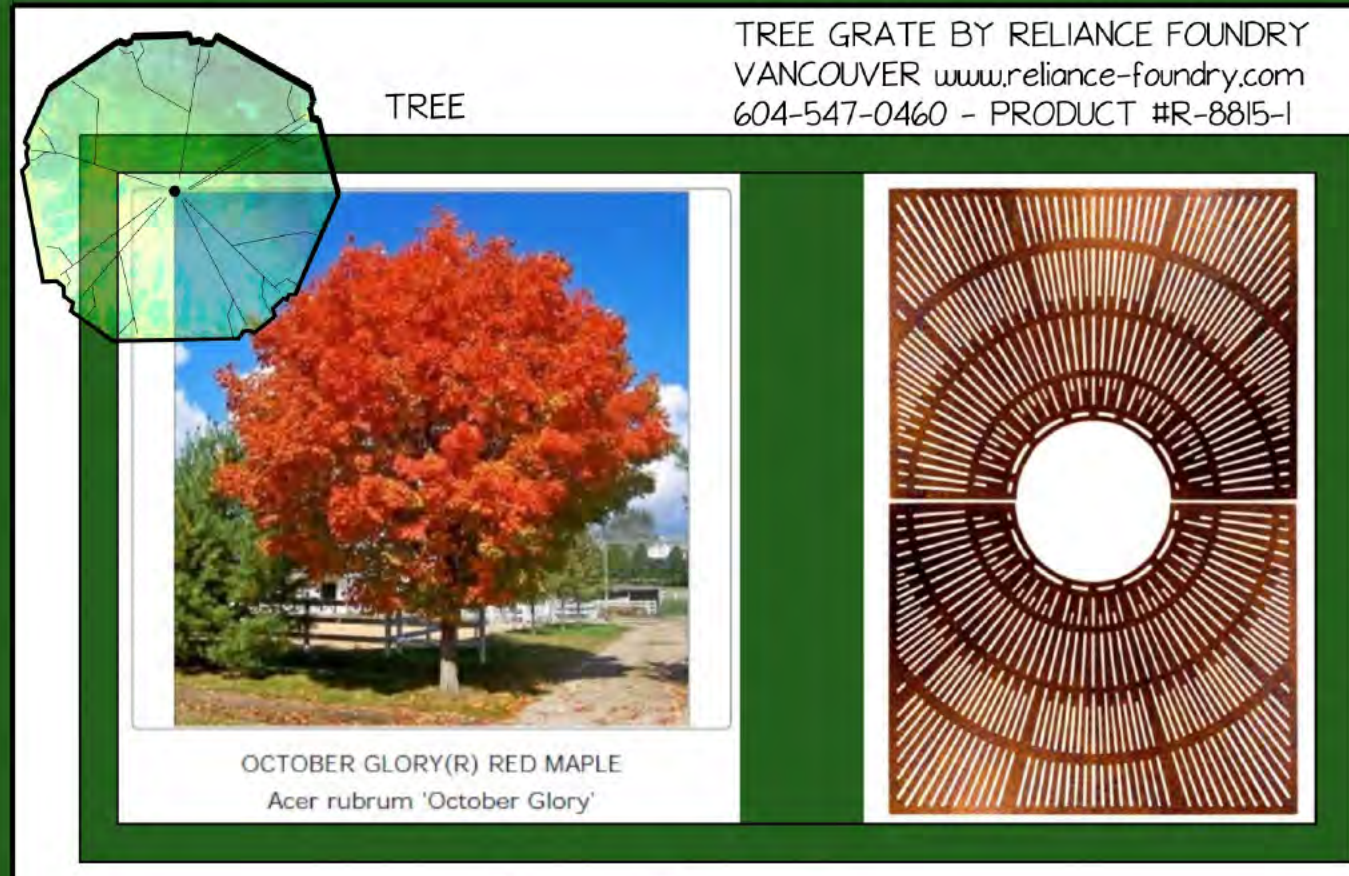
1114 950 - 1000 W. Georgia Street Vancouver, V6G 2Z6  
1111 104 - 3212 Jackson Road Victoria, V8B 0J2  
604 682 1029 | office@iwa-arch.com | www.iwa-arch.com

PROJECT NAME:  
**ISLAND HOTEL REDEVELOPMENT**

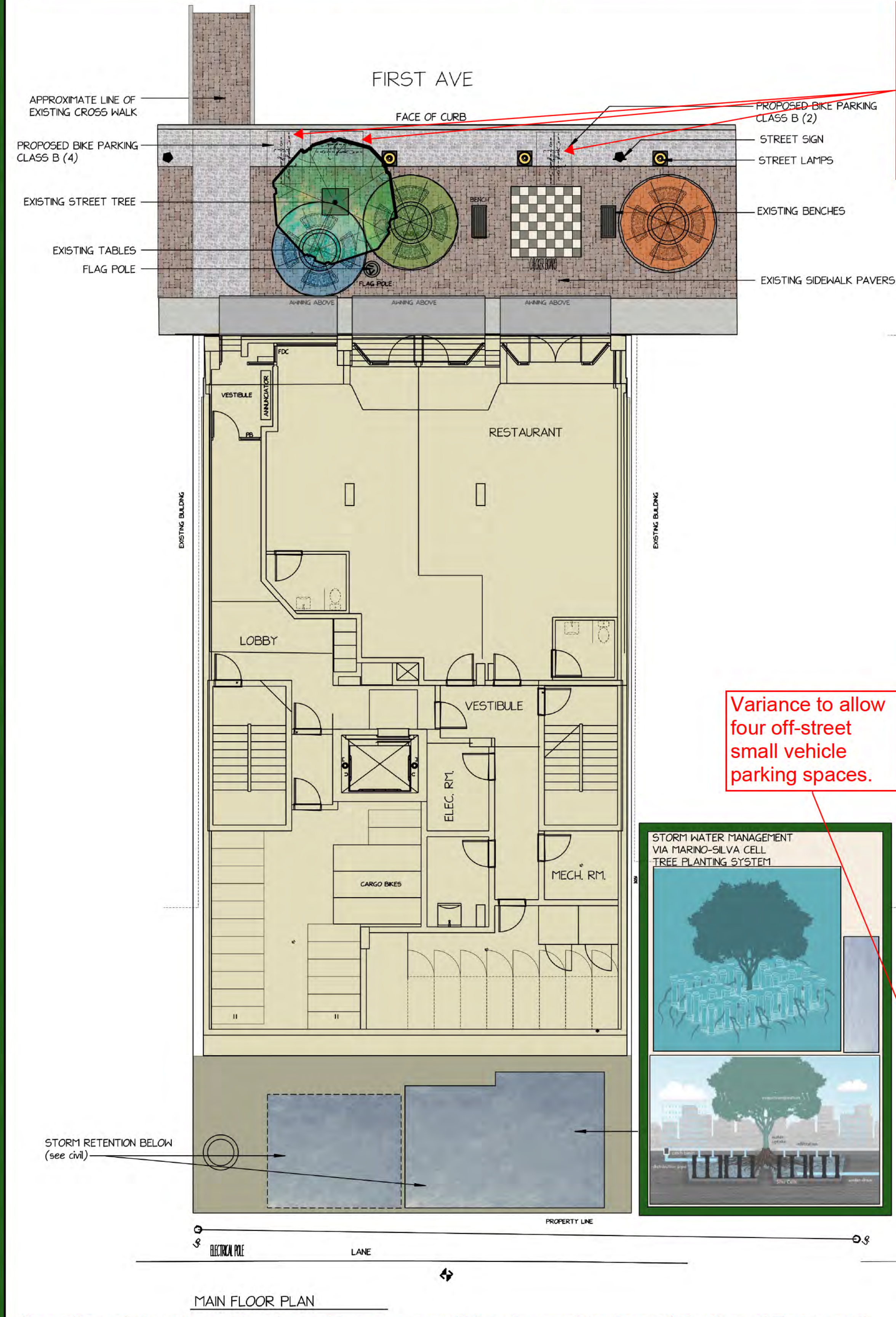
PROJECT ADDRESS:  
440 1ST AVE. LADYSMITH, BC

DRAWING TITLE:  
**BUILDING ELEVATIONS SE & SW**

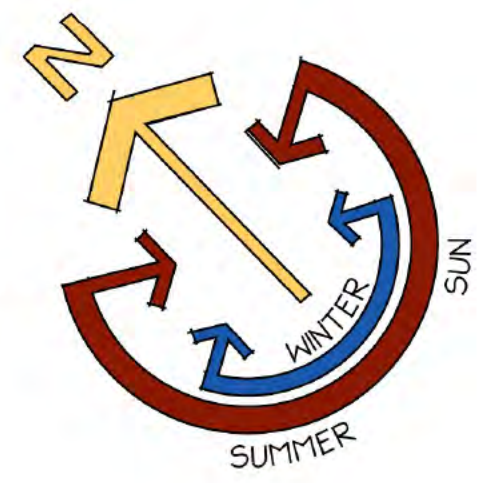
PROJECT NO. 23047 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: MS  
DWG NO. A301



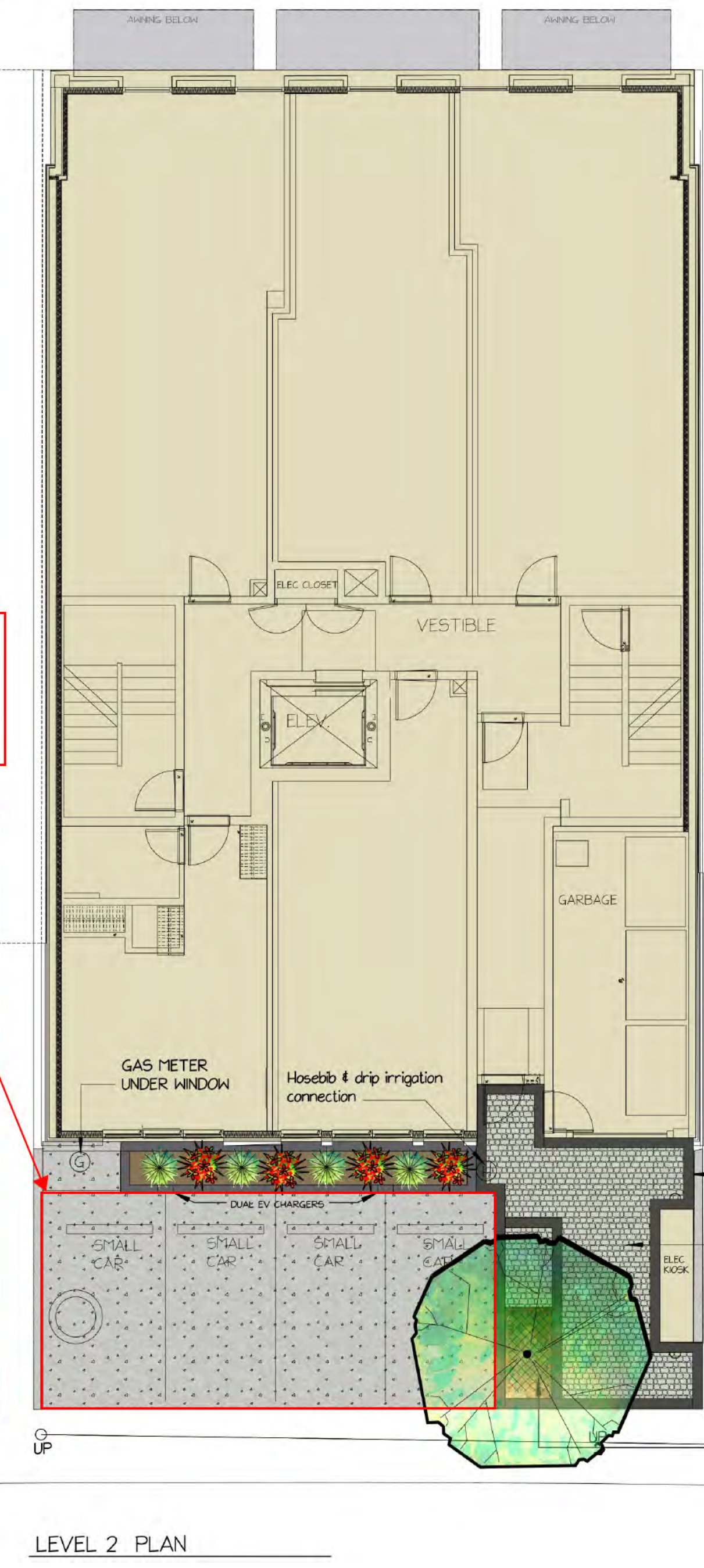
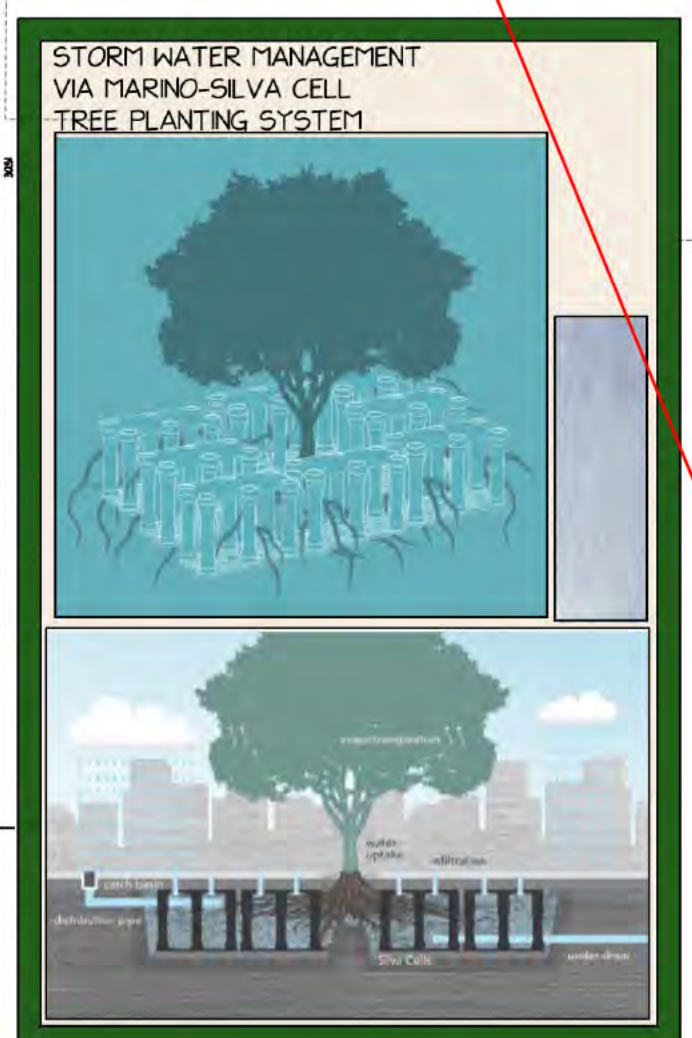
**BC LANDSCAPE STANDARDS**  
 All construction to meet the requirements as set out in the BC Landscape Standards, current edition, prepared by the B.C. Society of Landscape Architects and the B.C. Landscape and Nursery Association jointly. Copies of the BC Landscape Standards are available through the BCLNA office at 1-604-574-7772.  
 Contractor to consult with designer regarding any discrepancies.  
 Contractor to consult with designer if plant substitutions are required due to availability.  
 Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.  
 Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.  
 Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.



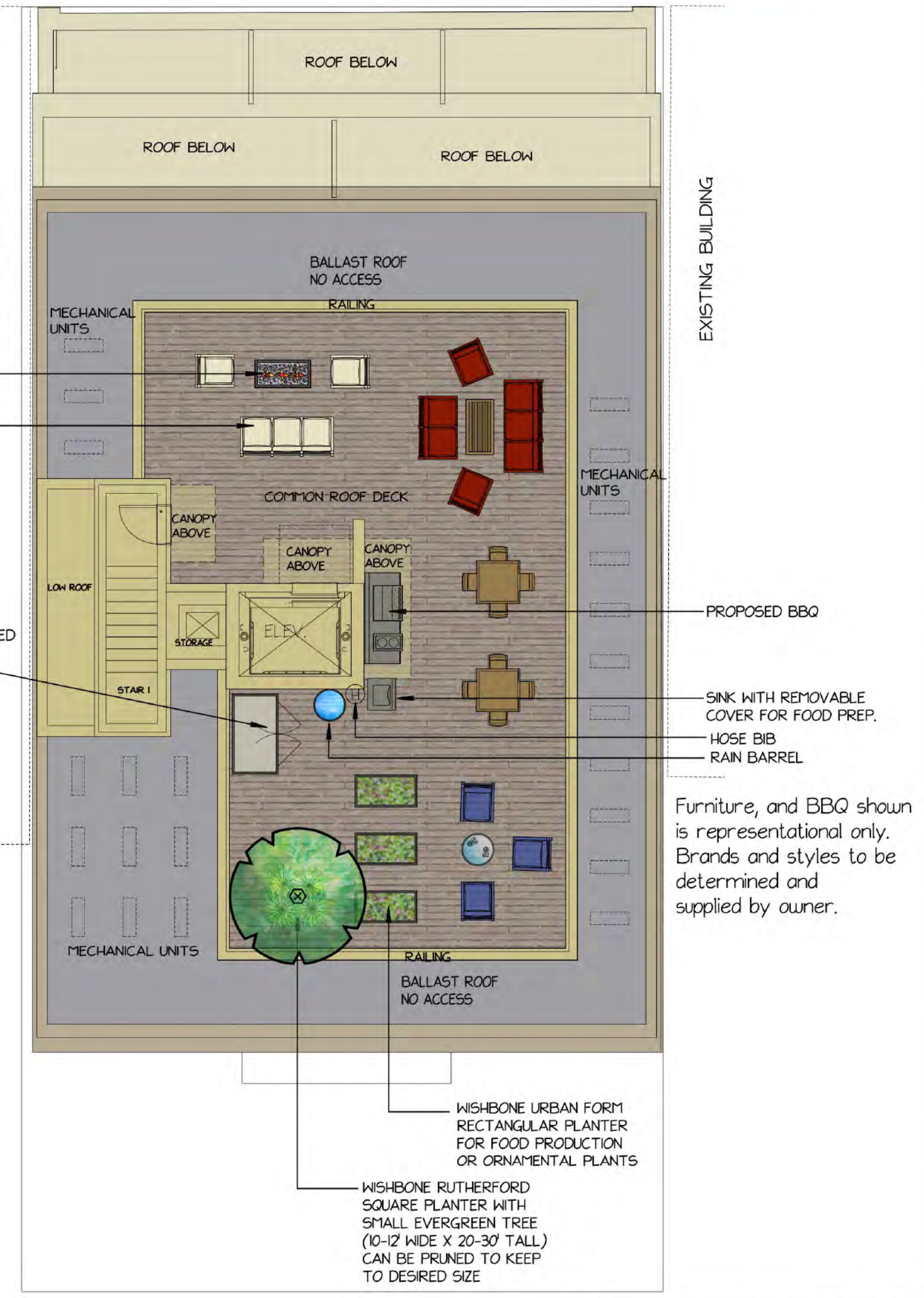
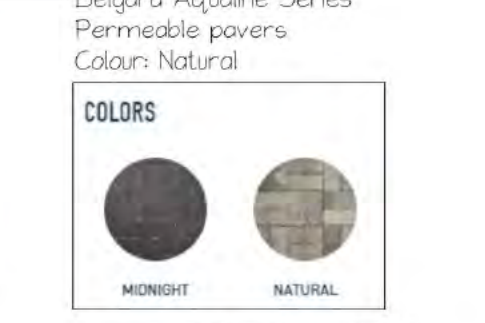
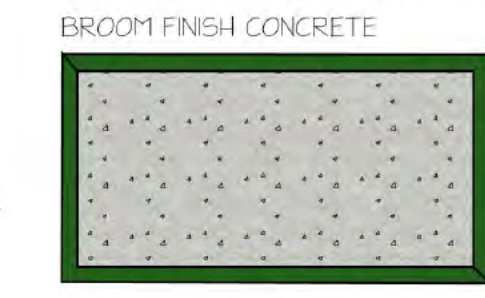
**\*Requirement for off-street short-term bicycle parking altered through the Development Permit.**



**Variance to allow four off-street small vehicle parking spaces.**



PATIO SURFACETO BE COMPOSITE (WOOD LOOK) BRAND TO BE DETERMINED FOR BP DRAWINGS



**Schedule C - Landscape Plan**  
 3090-23-07  
 440 1st Avenue  
 3 Pages

PROJECT:  
 ISLAND HOTEL REDEVELOPMENT LADYSMITH, BC.

CLIENT:  
 FIRST AVENUE FREEHOLDERS INC.

ARCHITECT:  
 WA ARCHITECTS

LANDSCAPE DESIGNER:  
 MYSTIC WOODS LANDSCAPE DESIGN  
 phone: 250-286-1327  
 design@mysticwoods.ca



DRAWN BY:  
 Corinne Matheson CLD, GP  
 Certified Landscape Designer  
 Qualified Plantsman

Member of the BCLNA / CLNA  
 SCALE: 1 : 100 SCALE IN METERS  
 0 1 2 3 4 5

DATE:	October 20, 2023
Issued:	October 24, 2023 For review
Issued:	October 30, 2023 For review
Issued:	November 1, 2023 For Development Permit
Issued:	May 13, 2024 For review
Issued:	May 13, 2024 For review
Issued:	May 30, 2024 For Development Permit
Issued:	July 10, 2024 For Development Permit
Issued:	Sept. 18, 2024 For Coordination
Issued:	Sept. 27, 2024 For Development Permit

DRAWING:  
 LANDSCAPE MASTER PLAN  
 DRAWING #  
 LI of 3

\*Location of short-term bicycle parking spaces will be changed to the satisfaction of Town staff.

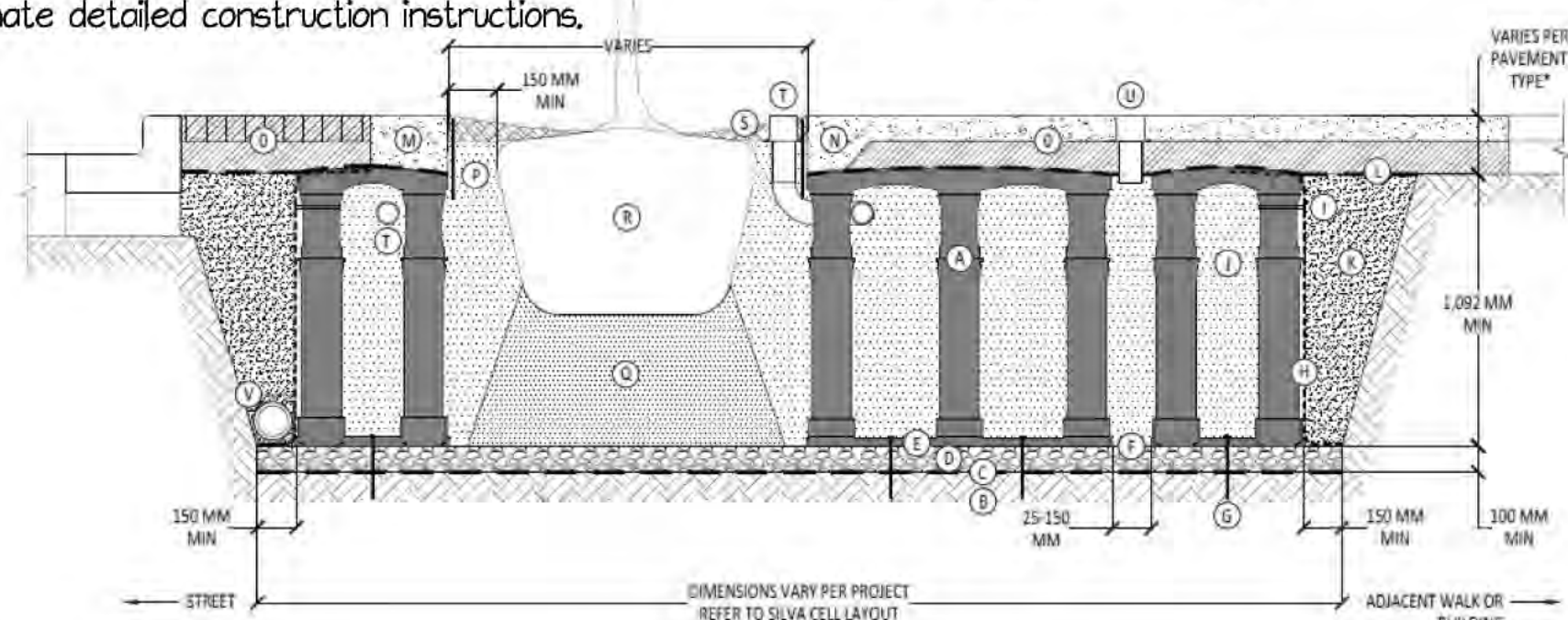
TREE PLANTING

GENERIC SILVA CELL SYSTEM 1m DEPTH DIAGRAM

contact Mike James at Deep Root  
m.james@deeproot.com  
604-220-9521  
to coordinate detailed construction instructions.

www.deeproot.com

Silva cells must be installed prior to all concrete and paver surfacing.



**SILVA CELL SYSTEM 3X**  
NOT TO SCALE

**KEY PLAN**

- (A) SILVA CELL SYSTEM (DECK, BASE, AND POSTS)
- (B) SUBGRADE, COMPACTED
- (C) GEOTEXTILE FABRIC, PLACED ABOVE SUBGRADE
- (D) 100 MM MIN AGGREGATE SUB-BASE, COMPACTED TO 95% PROCTOR
- (E) SILVA CELL BASE SLOPE, 10% MAX
- (F) 25 TO 150 MM SPACING BETWEEN SILVA CELLS AT BASE
- (G) ANCHORING SPIKES - CONTACT DEEPROOT FOR ALTERNATIVE
- (H) GEOTEXTILE FABRIC TO EDGE OF EXCAVATION
- (I) RIBBON CURB AT TREE OPENING (TO BE USED WITH PAVERS OR ASPHALT)
- (J) THICK PAVEMENT EDGE AT TREE OPENING (TO BE USED WITH CONCRETE)
- (K) PAVEMENT AND AGGREGATE BASE PER PROJECT \*

**PLANTING SOIL, PER PROJECT SPECIFICATIONS, PLACED IN LIFTS AND WALK-IN COMPACTED TO 75-85% PROCTOR**

**DEEPROOT ROOT BARRIER, 300 OR 450 MM, DEPTH DETERMINED BY THICKNESS OF PAVEMENT SECTION, INSTALL DIRECTLY ADJACENT TO CONCRETE EDGE RESTRAINT**

**PLANTING SOIL BELOW ROOT BALL, COMPACTED WELL TO PREVENT SETTLING**

**ROOT BALL**

**TREE OPENING TREATMENT, PER PROJECT SPECIFICATIONS**

**DEEPROOT WATER AND AIR VENT-ROOTBALL, WHEN REQUIRED**

**DEEPROOT WATER AND AIR VENT, WHEN REQUIRED**

**UNDERDRAIN SYSTEM, WHEN REQUIRED (LOCATION AND DETAILS BY OTHERS)**

**NOTES:**

- EXCAVATION SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE HEALTH AND SAFETY REGULATIONS
- INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS
- PROVIDE SUPPLEMENTAL IRRIGATION
- DO NOT SCALE DRAWINGS

**\*MINIMUM PAVEMENT PROFILE OPTIONS TO MEET CSA-S8, 87 SAN PAVEMENT**

AGGREGATE BASE COURSE	100 MM CONCRETE
75 MM PAVEMENT	+ 300 MM AGGREGATE
100 MM ASPHALT	+ 300 MM AGGREGATE
65 MM PAVEMENT	+ 125 MM CONCRETE

SCOPE OF WORK

Work includes supply of all related items and performing all operations necessary to complete the work in accordance with the landscape drawings and specifications and generally consists of the following:

GROUND LEVEL

Site Preparation  
Finish grading and landscape drainage, installation of drip irrigation system in ground level planters and trees.

Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Preparation of planting beds, supply of plant materials and planting.  
Supply and placement of fine composted mulch on plant beds.  
Establishment Maintenance for one year.  
Other work required to complete landscape.  
Leave site completely clean and tidy.

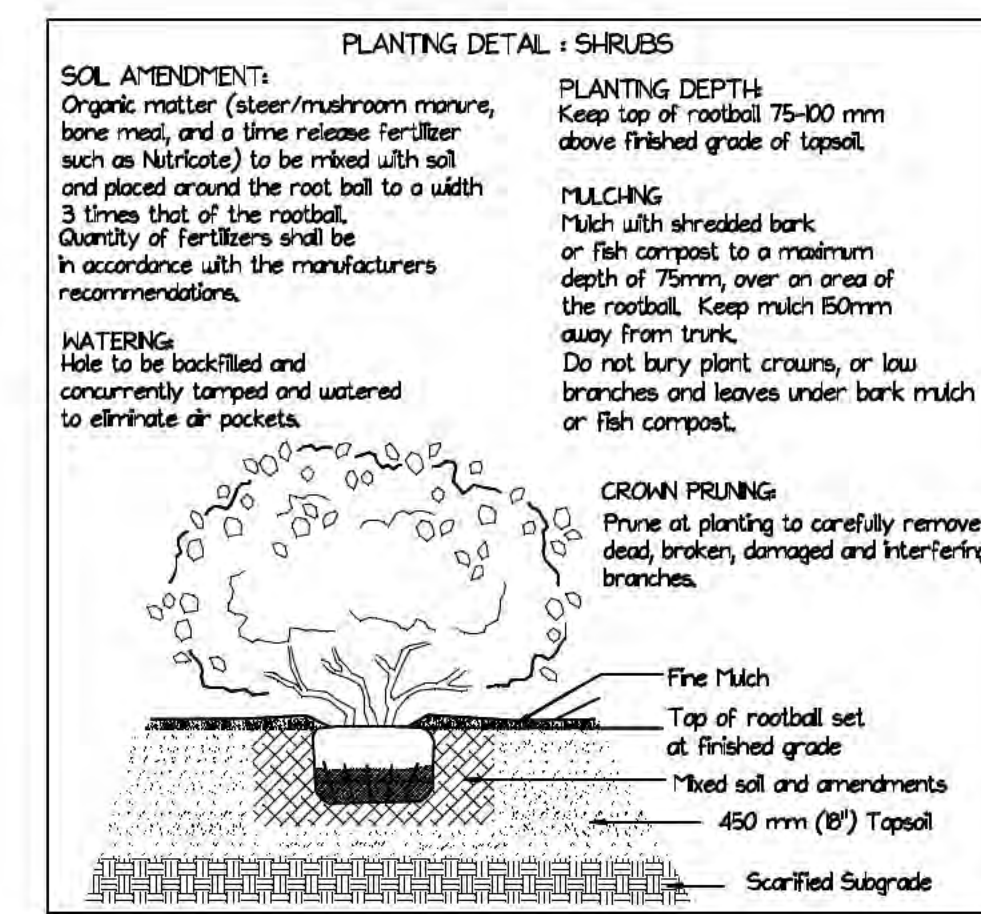
Supply and installation of Silva cells, Marino cells and deeproot barriers, by general contractor.  
Supply and installation of all concrete work and permeable pavers, by general contractor.

AMENITY DECK

Supply and installation of Weirbone Planters.  
Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Other work required to complete landscape.  
Leave site completely clean and tidy.

All furniture, BBQ, Shed and Fire Feature to be determined and supplied by Owners.  
Supply of planter box soil, installation of planters, and supply of plant materials and planting.



**BC LANDSCAPE STANDARDS**  
All construction to meet the requirements as set out in the BC Landscape Standards, current edition, prepared by the B.C. Society of Landscape Architects and the B.C. Landscape and Nursery Association jointly. Copies of the BC Landscape Standards are available through the BCLNA office at 1-604-574-7772.  
Contractor to consult with designer regarding any discrepancies.  
Contractor to consult with designer if plant substitutions are required due to availability.  
Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.  
Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.  
Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.

**TOP SOIL REQUIREMENTS:**  
Minimum depth for Trees 10m (40')  
Trees as per details.  
Minimum depth for shrub beds: 450mm (18")  
Minimum depth for mulch 75mm (3")

GROUND LEVEL PLANTS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
1	<i>Acer rubrum</i> October Glory	OCTOBER GLORY(R) RED MAPLE	5 cm cal
<b>Ornamental Grasses</b>			
4	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot
<b>Perennials</b>			
4	<i>Hemerocallis</i> x 'Red	RED DAYLILY	# 1 pot

ROOFTOP PLANTERS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
Standard	Evergreen Shrub in Tree form		
1	<i>Prunus laetifica</i> Standard	STANDARD PORTUGUESE LAUREL	# 7 pot
<b>Ornamental Grasses</b>			
8	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot

DECIDUOUS TREE PLANTING DETAIL

DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED; HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

SET TOP OF ROOT BALL AT LEAST 25-50 MM (1-2 IN.) ABOVE GRADE (OR HIGHER IN SLOWLY DRAINING SOILS)

EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL.

50 MM (2 IN.) MULCH, DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK. MAINTAIN THE MULCH WEED-FREE FOR A MINIMUM OF THREE YEARS AFTER PLANTING.

IF PLANT IS SHIPPED WITH A WIRE BASKET AROUND THE ROOT BALL, CUT THE WIRE BASKET IN FOUR PLACES AND FOLD DOWN 200 MM (8 IN.) INTO PLANTING HOLE. REMOVE ALL TWINE, ROPE AND WIRE, AND BURLAP FROM TOP HALF OF ROOT BALL.

TIE USING BIODEGRADABLE MATERIAL SUCH AS BURLAP OR OTHER TREE TIE TAPE.

1800 x 40 MM (7 1/2" x 1 1/2") HARDWOOD STAKES OR OTHER APPROVED STAKE MATERIAL. ALL STAKES SHALL BE DRIVEN OUTSIDE THE EDGE OF THE ROOT BALL.

DO NOT COVER THE TOP OF THE ROOT BALL WITH SOIL.

100 MM (4 IN.) HIGH EARTH SAUCER BEYOND EDGE OF ROOT BALL.

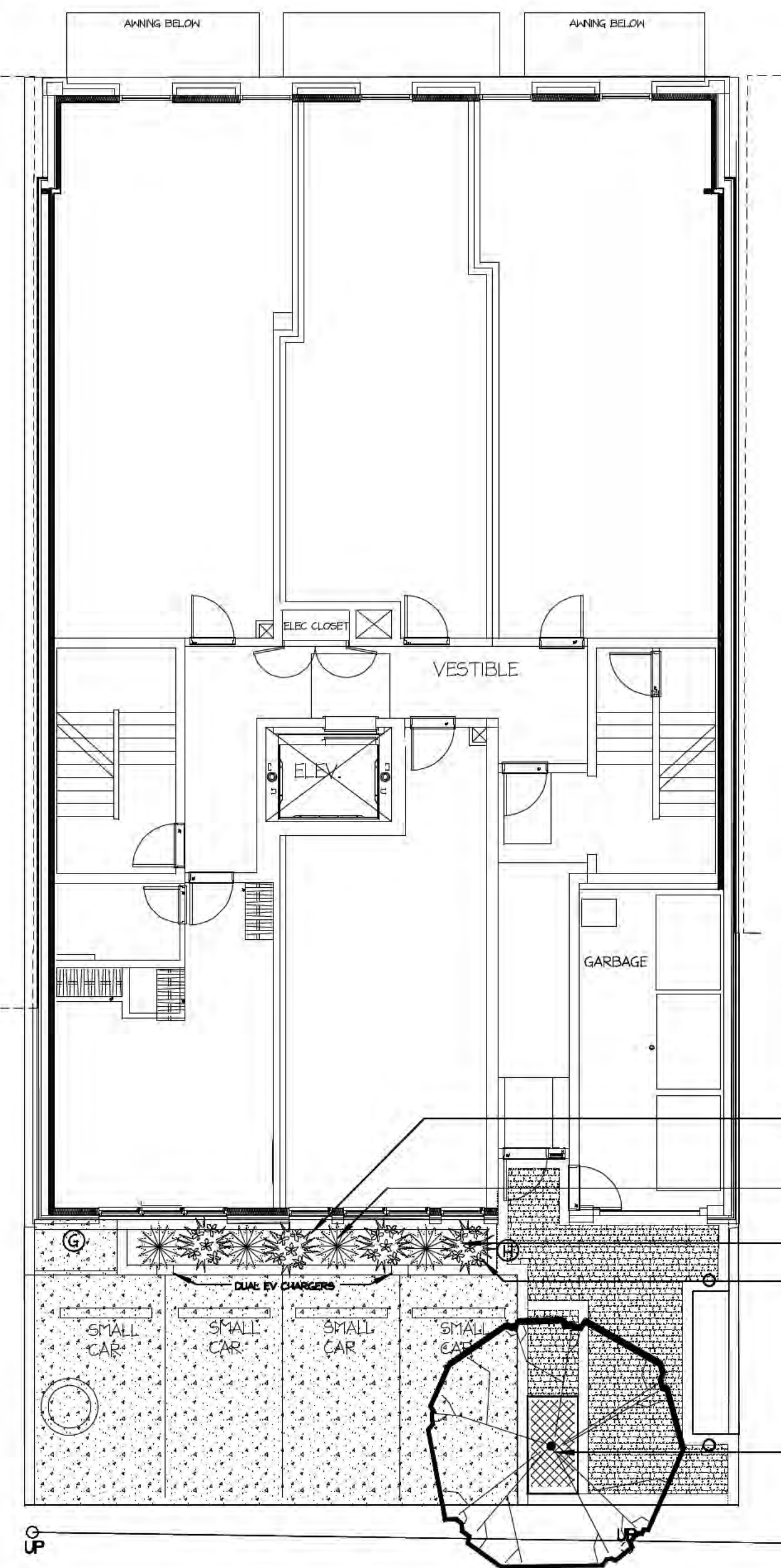
TAMP SOIL AROUND ROOT BALL BASE FIRMLY WITH FOOT PRESSURE.

PLACE ROOT BALL ON COMPACTED NEW SOIL.

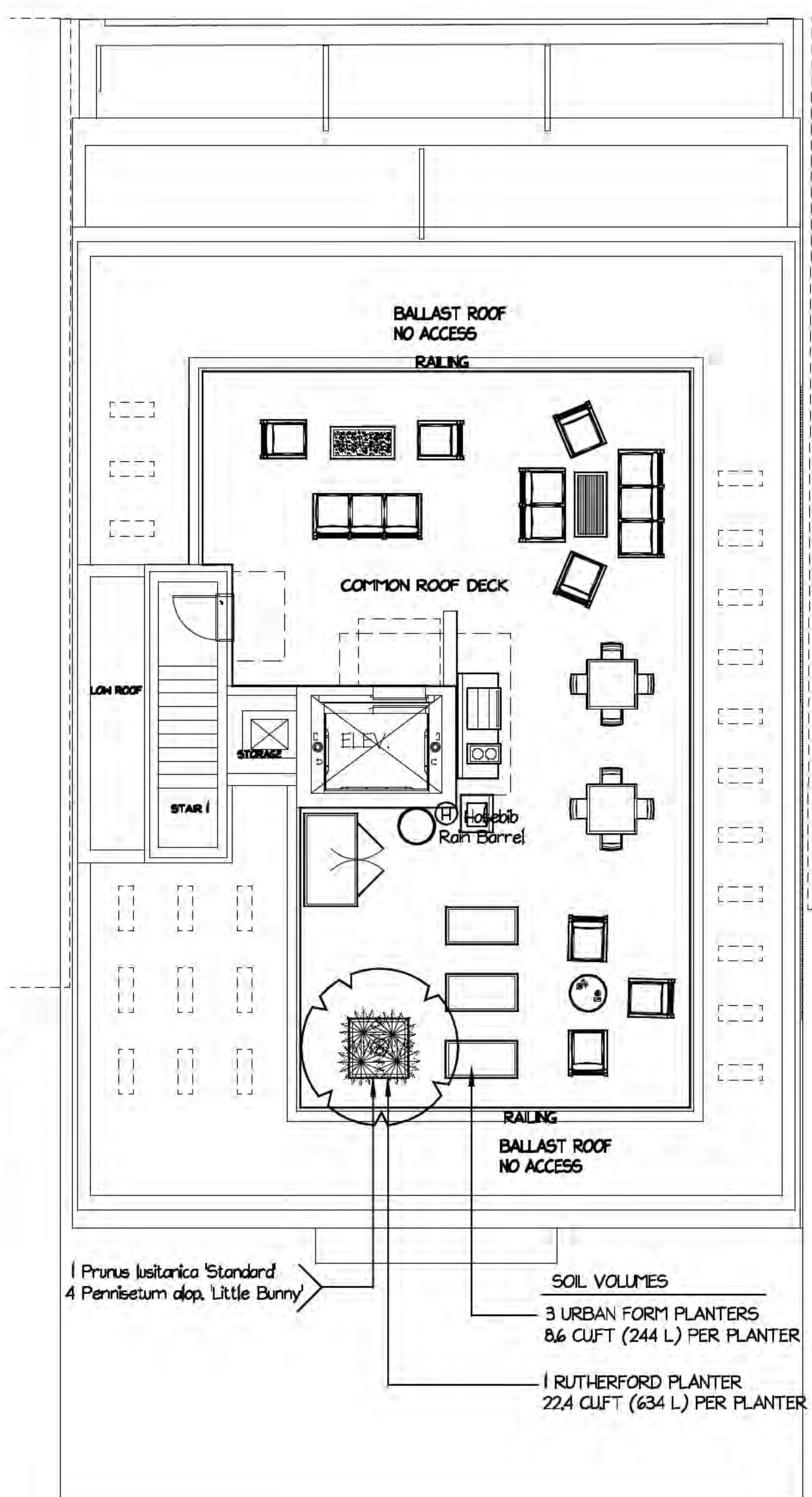
TREE PIT TO BE DETERMINED BY SILVACELL DESIGN NEEDED TO PERFORM STORM WATER MANAGEMENT AS PER CIVIL.

FILL DEPTH OF EXCAVATED AREAS WITH TREE SOIL AND COMPACT UP TO THE DEPTH OF THE BOTTOM OF ROOT BALL. BACK FILL SIDES OF ROOT BALL WITH SOIL MIXTURE AS PER CHART FOR TREE SOIL.

SOIL VOLUME FOR TREE SHALL BE A MINIMUM 40 CUBIC METERS FILLING IN ALL SILVA CELLS.



LEVEL 2 PLAN



LEVEL 5 PLAN

**PROJECT:**  
ISLAND HOTEL REDEVELOPMENT LADYSMITH, BC.

**CLIENT:**  
FIRST AVENUE FREEHOLDERS INC.

**ARCHITECT:**  
WA ARCHITECTS

**LANDSCAPE DESIGNER:**  
MYSTIC WOODS LANDSCAPE DESIGN  
phone: 250-286-1327  
design@mysticwoods.ca  
**DRAWN BY:**  
Carinne Matheson CLD, QP  
Certified Landscape Designer  
Qualified Plantman

Member of the BCLNA / CLNA

**SCALE:** 1:100  
SCALE IN METERS

**DATE:** October 20, 2023

**Issued:** October 24, 2023 For review

**Issued:** October 30, 2023 For review

**Issued:** November 1, 2023 For Development Permit

**Issued:** May 13, 2024 For review

**Issued:** May 13, 2024 For review

**Issued:** May 30, 2024 For Development Permit

**Issued:** July 10, 2024 For Development Permit

**Issued:** Sept. 13, 2024 For Coordination

**Issued:** Sept. 27, 2024 For Development Permit

**DRAWING:**  
LANDSCAPE PLANTING PLAN

**DRAWING #:**  
L2





# Attachment B



## TOWN OF LADYSMITH DEVELOPMENT PERMIT (Section 489 Local Government Act)

FILE NO: 3060-23-21

DATE: November 5, 2024

---

Name of Owner(s) of Land (Permittee): First Avenue Freeholders Ltd., Inc. No. BC1339861

Applicant: Joel Smith (WA Architects)

Subject Property (Civic Address): 440 1<sup>st</sup> Avenue

---

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:  
  
**Lot 6, Block 27, District Lot 56, Oyster District, Plan 703**  
**PID: 008-550-981**  
(referred to as the "Land")
3. This Permit has the effect of authorizing the restoration, rehabilitation and preservation of a heritage building façade and other historic building elements, the development of a 5-storey mixed-use residential building and associated structures, on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit.
4. With respect to the Land, and for clarity, section 5.13(a)(i) "Height Exemptions" of the "General Regulations" in the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is hereby supplemented, in accordance with section 490(1) of the *Local Government Act*, such that the structures concealing the elevator machinery and the stair tower may exceed a *Height* of 18.0 metres, measured from the average natural grade to the highest point of the roof, but shall not exceed 27.0 metres, as indicated in section 5.13(b) in the Zoning Bylaw.

5. With respect to the Land, section 8.3.1.(a) of “Calculation and Design of Off-Street Bicycle Parking Spaces” of “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, as amended, is hereby supplemented in accordance with section 490(1) of the *Local Government Act*, such that the 6 required on-street short-term bicycle parking spaces may be located within the road right of way near the building, at the cost of the Permittee, to the satisfaction of the Town.
6. This Permit does not have the effect of varying the use or density of the Land specified in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.
7. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - (a) Develop the Land in accordance with:
    - Schedule A – Site Plan**
    - Schedule B – Building Elevations and Materials**
    - Schedule C – Landscape and Silva Cell Tree Planting Plan**
    - Schedule D – Lighting Plan**
    - Schedule E – Construction Waste Management Plan**
    - Schedule F – Servicing Memo and Stormwater Management Drawings**
  - (b) Provide at least one an electric vehicle charging station.
  - (c) Provide high efficiency/water saving irrigation to landscaped areas.
  - (d) Screen all visible rooftop and exterior mechanical and electrical equipment.
  - (e) Integrate the structures concealing the elevator mechanical equipment and the stair tower with the overall roof design, building materials and colours, and strategically locate the structures concealing the elevator mechanical equipment and stair tower to reduce their visibility.
  - (f) Follow dark sky principles for all exterior lighting and ensure lighting levels are appropriate and do not produce glare or darkened spaces in other areas or contribute to light pollution.
  - (g) Incorporate plant material into the design of any retaining walls exceeding 1.2 metres in height to soften their appearance and perceived height.
  - (h) Provide a rooftop amenity area which will include outdoor seating, shared garden planters, one rain barrel, and a landscape planter containing one tree to reduce visibility of the structures concealing the elevator machinery and stair tower.
  - (i) Provide secure indoor bicycle parking facilities to accommodate a total of twenty-two residential long-term bicycle parking spaces, where at

least three of the twenty-two spaces shall be oversized spaces, and at least eleven of the twenty-two spaces shall be within 1.5 metres of a 110V electrical outlet. One secure indoor long-term bicycle parking space shall also be provided.

8. This Permit is issued on the condition that the Permittee has provided to the Town of Ladysmith security in accordance with section 502 of the Local Government Act. to guarantee the performance of the conditions in section 7 of this Permit respecting landscaping. The security shall be for a period of two years, shall be automatically extended, and shall be payable upon application of a Demolition Permit or Building Permit in the amount of **\$5,408.00**.
9. Should the Permittee fail to satisfy the conditions referred to in section 7 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping condition(s) at the cost of the Permittee and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee. Requests for the release of the security shall be accompanied by a report from a landscape architect or QEP as applicable confirming that the landscaping conditions in section 7 of this permit have been met.
10. Should there be no default as herein provided the Town of Ladysmith shall return any security provided to the Permittee.
11. Pursuant to section 504(1) of the *Local Government Act*, if the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
12. The plans and specifications attached to this Permit are an integral part of this Permit.
13. This Permit is issued on the condition that the Permittee will obtain and maintain an encroachment agreement(s) to the satisfaction of the Town of Ladysmith for any architectural features, signage, awnings, or other structures that project across the parcel line(s) on the Land.
14. Pursuant to section 502(2) of the *Local Government Act*, the Land described herein shall be developed strictly in accordance with terms, conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
15. Pursuant to section 503 of the *Local Government Act*, notice of this Permit shall be filed in the Land Title Office. Upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

16. This Permit prevails over the provisions of the Bylaw in the event of conflict.
17. Despite issuance of this Permit, construction may not start without a Heritage Alteration Permit, Building Permit or other necessary permits.

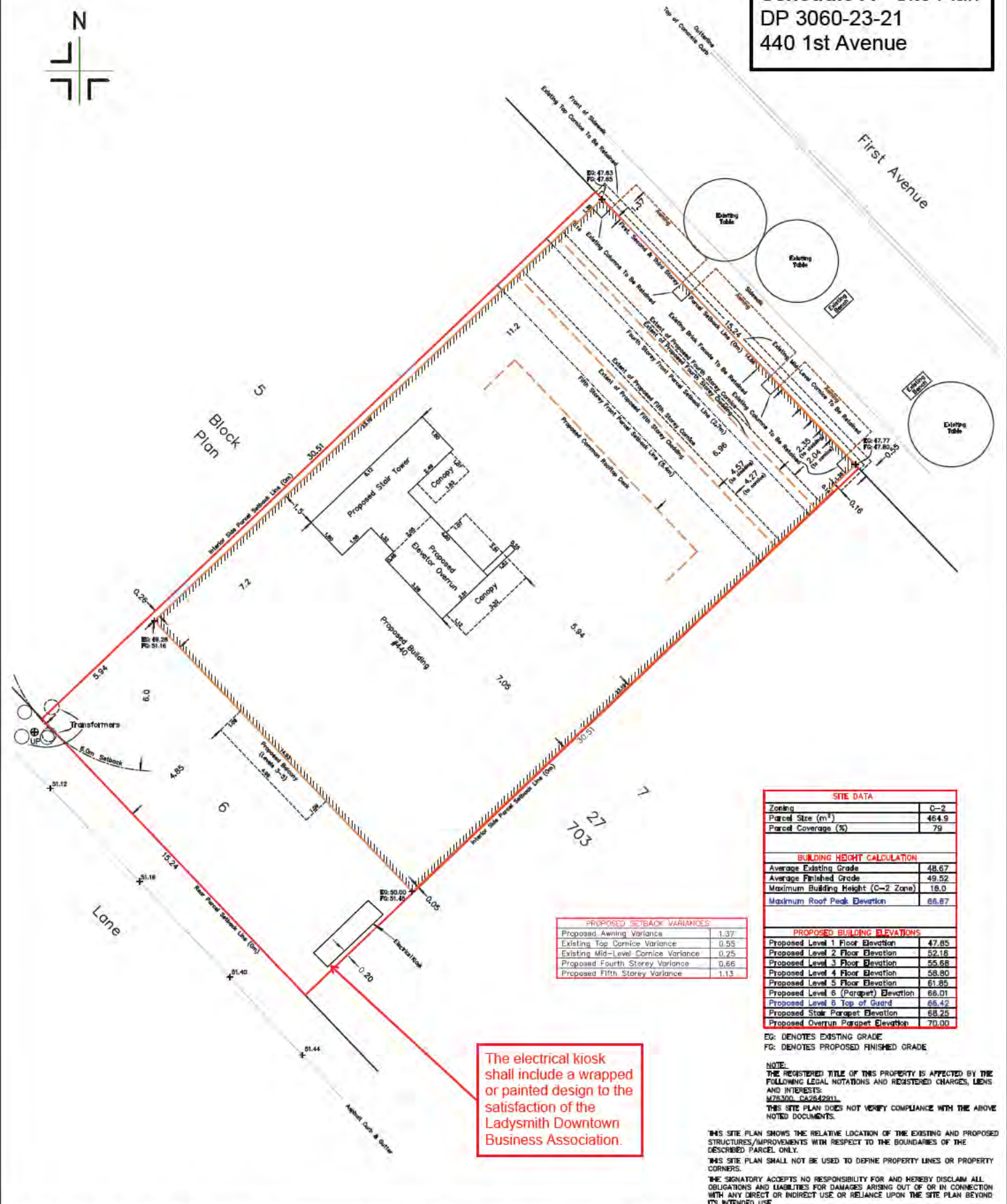
**AUTHORIZED BY RESOLUTION NO. \_\_\_\_\_ PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE 5<sup>TH</sup> DAY OF NOVEMBER 2024.**

\_\_\_\_\_  
Acting Mayor (T. McKay)

\_\_\_\_\_  
Corporate Officer (S. Bouma)

DRAFT

**Schedule A - Site Plan**  
**DP 3060-23-21**  
**440 1st Avenue**



SITE DATA	
Zoning	C-2
Parcel Size (m <sup>2</sup> )	464.9
Parcel Coverage (%)	79
BUILDING HEIGHT CALCULATION	
Average Existing Grade	48.67
Average Finished Grade	49.52
Maximum Building Height (C-2 Zone)	18.0
Maximum Roof Peak Elevation	66.87
PROPOSED BUILDING ELEVATIONS	
Proposed Level 1 Floor Elevation	47.85
Proposed Level 2 Floor Elevation	52.18
Proposed Level 3 Floor Elevation	55.88
Proposed Level 4 Floor Elevation	58.80
Proposed Level 5 Floor Elevation	61.85
Proposed Level 6 (Parapet) Elevation	66.01
Proposed Level 6 Top of Guard	65.42
Proposed Stair Parapet Elevation	68.25
Proposed Overrun Parapet Elevation	70.00

PROPOSED SETBACK VARIANCES	
Proposed Awning Variance	1.37
Existing Top Cornice Variance	0.55
Existing Mid-Level Cornice Variance	0.25
Proposed Fourth Storey Variance	0.66
Proposed Fifth Storey Variance	1.13

The electrical kiosk shall include a wrapped or painted design to the satisfaction of the Ladysmith Downtown Business Association.

EO: DENOTES EXISTING GRADE  
 FO: DENOTES PROPOSED FINISHED GRADE

NOTE:  
 THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:  
 M78300, CA2842911  
 THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.  
 THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.  
 THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

SITE PLAN SHOWING PROPOSED BUILDING LOCATION ON:  
 LOT 6, BLOCK 27, DISTRICT LOT 56,  
 OYSTER DISTRICT, PLAN 703

CLIENT: FIRST AVENUE FREEHOLDERS      CIVIC ADDRESS: 440 1st AVENUE, LADYSMITH

FILE: 16-279-6      SCALE: 1:100      DRAWN BY: DRW      PROPERTY ZONING: C-2

SCALE 1:100  
 DISTANCES AND ELEVATIONS ARE IN METRES.  
 GEODETIC CONTROL MONUMENT CAN/13780 (CONV. 2011 DATUM)

Page 46 of 177

CERTIFIED CORRECT THIS 2nd DAY OF OCTOBER, 2024.  
 Digitally signed by Matthew Schnurch FMA33  
 Date: 2024.10.07 13:01:31 -07'00'

(THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.)

**Turner & Associates**  
 land surveying  
 250.753.9778  
 435 TERMINAL AVENUE NORTH  
 NANAIMO, BC V8S 4J8  
 www.turnersurveyors.ca

**Schedule B - Building Elevations and Materials**  
 DP 3060-23-21  
 440 1st Avenue  
 2 Pages

**AVERAGE FINISHED GRADING CALCULATION**

ELEVATIONS AT EACH CORNER BASED ON SURVEY POINTS:  
 SW 157.85'  
 SE 158.87'  
 NE 155.82'  
 NW 155.15'

$157.85 + 158.80 + 155.82 + 155.15 = 649.62 / 4 = 162.41'$   
 162.41' OR 49.50m IS THE AVERAGE FINISHED GRADE

5.13 OF BYLAW FOR BUILDING HEIGHT EXCLUDES ELEVATOR MACHINERY AND STAIR TOWERS.

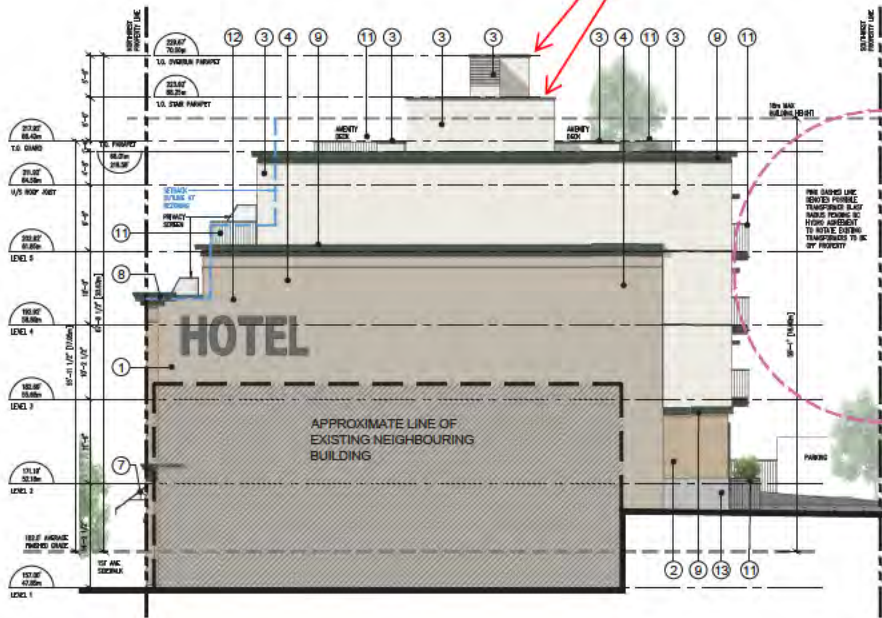
LOWER PARAPET IS PROPOSED 225.17' OR 68.63m  
 STAIR PARAPET IS PROPOSED 225.67' OR 69.09m

LOWER PARAPET BUILDING HEIGHT: 68.63m - 49.38m = 19.25m OR 63.16'  
 STAIR PARAPET BUILDING HEIGHT: 69.09m - 49.38m = 19.71m OR 64.67'

**MATERIAL LEGEND**

①	EXISTING BRICK	
②	NEW BRICK	BEIGE
③	STUCCO RAIN/GREEN CLADDING	OFF-WHITE
④	STUCCO RAIN/GREEN CLADDING	BEIGE
⑤	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
⑥	CLEAR GLAZING WITH ALUMINUM FRAME	CHARCOAL FRAME
⑦	FABRIC AWNING	GREEN
⑧	EXISTING CORNICE	REPAINTED GREEN
⑨	NEW CORNICE / FRIEZE	GREEN
⑩	LOUVERS	CHARCOAL
⑪	PICKET GUARDRAIL	CHARCOAL
⑫	PAINTED SIGN AS HISTORIC REFERENCE	
⑬	CONCRETE PLANTER, ARCHITECTURAL FINISH	SEALED
⑭	DOOR AND FRAMING	CHARCOAL
⑮	WINDOW HEADER TRIM	GREY

The Zoning Bylaw's height exemptions are, for clarity, supplemented to include structures concealing elevator machinery and stair towers.



① NORTHWEST ELEVATION  
 NW'-E'



② NORTHEAST (STREET) ELEVATION  
 NE'-E'

COPYRIGHT RESERVED. ALL PARTS OF THIS DRAWING ARE THE EXCLUSIVE PROPERTY OF IWA ARCHITECTS LTD. AND SHALL NOT BE USED WITHOUT THE ARCHITECT'S PERMISSION. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR BEFORE COMMENCING WORK.

NORTH ARROW:

OWNER/CLIENT:

**FIRST AVENUE FREEHOLDERS INC.**

GENERAL NOTES:

1	SEAL		
2	SEAL		
3	SEAL		
4	SEAL		
5	SEAL		
6	SEAL		
7	SEAL		
8	SEAL		
9	SEAL		
10	SEAL		
11	SEAL		
12	SEAL		
13	SEAL		
14	SEAL		
15	SEAL		

NO.	ISSUE	DATE	BY
1	ISSUED FOR DEVELOPMENT PERMIT SUBMISSION	2024 03 01	YMO
2	ISSUED FOR DEVELOPMENT PERMIT SUBMISSION		
3	ISSUED FOR DEVELOPMENT PERMIT SUBMISSION		
4	ISSUED FOR DEVELOPMENT PERMIT SUBMISSION		



CONSULTANT:



1148 950 - 1000 W. Georgia Street Vancouver, V6G 2Z6  
 1102 104 - 3212 Jackson Road Victoria, V8B 0J8  
 604 602 1029 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL REDEVELOPMENT**

PROJECT ADDRESS:  
 440 1ST AVE. LADYSMITH, BC

DRAWING TITLE:  
**BUILDING ELEVATIONS NW & NE**

PROJECT NO. 23047 DRAWN BY: AW  
 SCALE: 1/8"=1'-0" REVIEW BY: JMS  
 DWG NO. A300

COPYRIGHT RESERVED. ALL PARTS OF THIS DRAWING ARE THE EXCLUSIVE PROPERTY OF IWA ARCHITECTS LTD. AND SHALL NOT BE USED WITHOUT THE ARCHITECT'S PERMISSION. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR BEFORE COMMENCING WORK.

NORTH ARROW:

OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

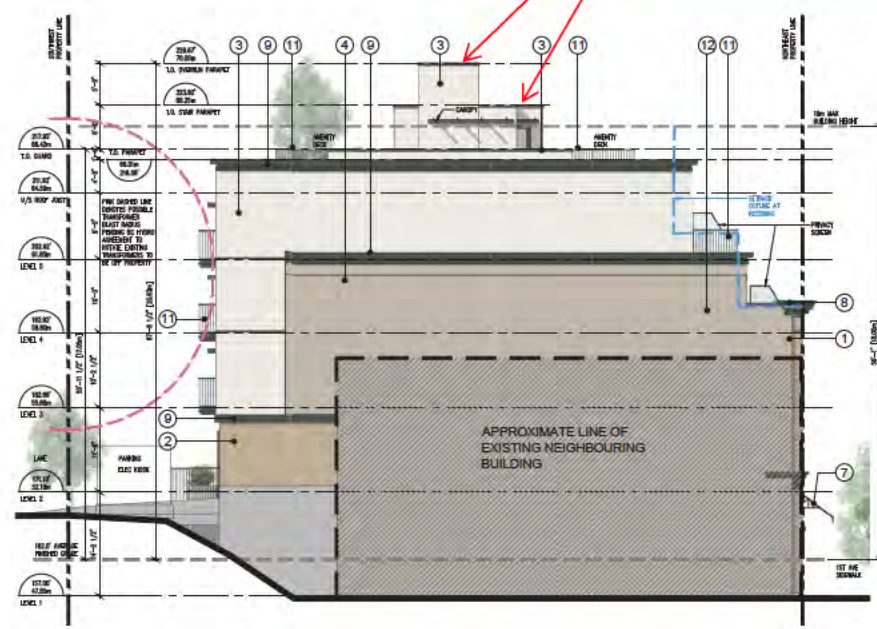
GENERAL NOTES:

1	SEALERS FOR DEVELOPMENT PERMIT SUBMISSION	16/07/21
2	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
3	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
4	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
5	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
6	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
7	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
8	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
9	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
10	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
11	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
12	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
13	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
14	SEALERS FOR DEVELOPMENT PERMIT	16/07/21
15	SEALERS FOR DEVELOPMENT PERMIT	16/07/21

MATERIAL LEGEND

①	EXISTING BRICK	
②	NEW BRICK	BEIGE
③	STUCCO RAINGREEN CLADDING	OFF-WHITE
④	STUCCO RAINGREEN CLADDING	BEIGE
⑤	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
⑥	CLEAR GLAZING WITH ALUMINUM FRAME	CHARCOAL FRAME
⑦	FABRIC AWNING	GREEN
⑧	EXISTING CORNICE	REPAINTED GREEN
⑨	NEW CORNICE / FRIEZE	GREEN
⑩	LOUVERS	CHARCOAL
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⑫	PAINTED SIGN AS HISTORIC REFERENCE	
⑬	CONCRETE PLANTER, ARCHITECTURAL FINISH	SEALED
⑭	DOOR AND FRAMING	CHARCOAL
⑮	WINDOW HEADER TRIM	GREY

The Zoning Bylaw's height exemptions are, for clarity, supplemented to include structures concealing elevator machinery and stair towers.



① SOUTHEAST ELEVATION  
1/8"=1'-0"



② SOUTHWEST (LANE) ELEVATION  
1/8"=1'-0"

CONSULTANT:



1114 950 - 1000 W. Georgia Street Vancouver, V6G 2Z6  
1112 104 - 3212 Jackson Road Victoria, V8B 0J2  
604 682 1222 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL  
REDEVELOPMENT**

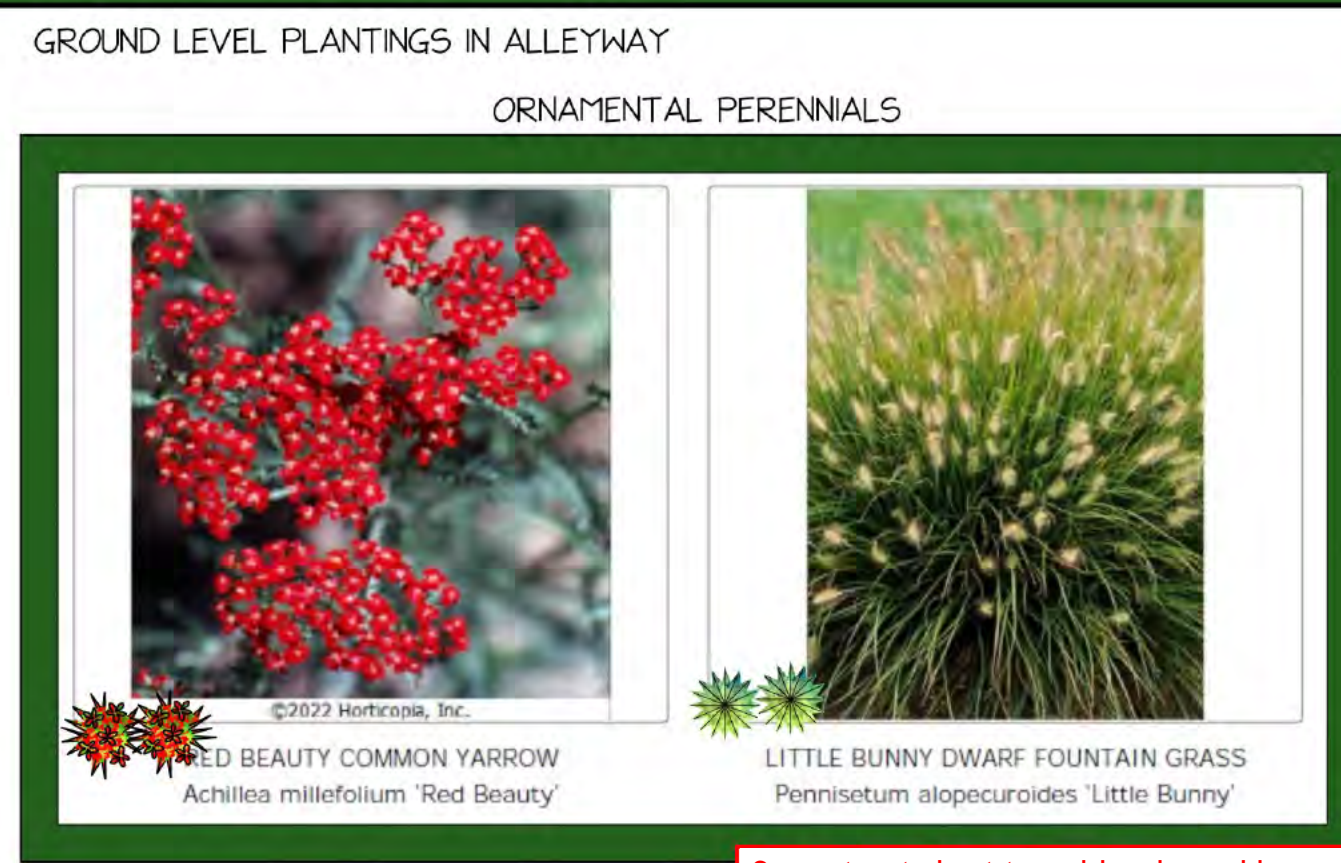
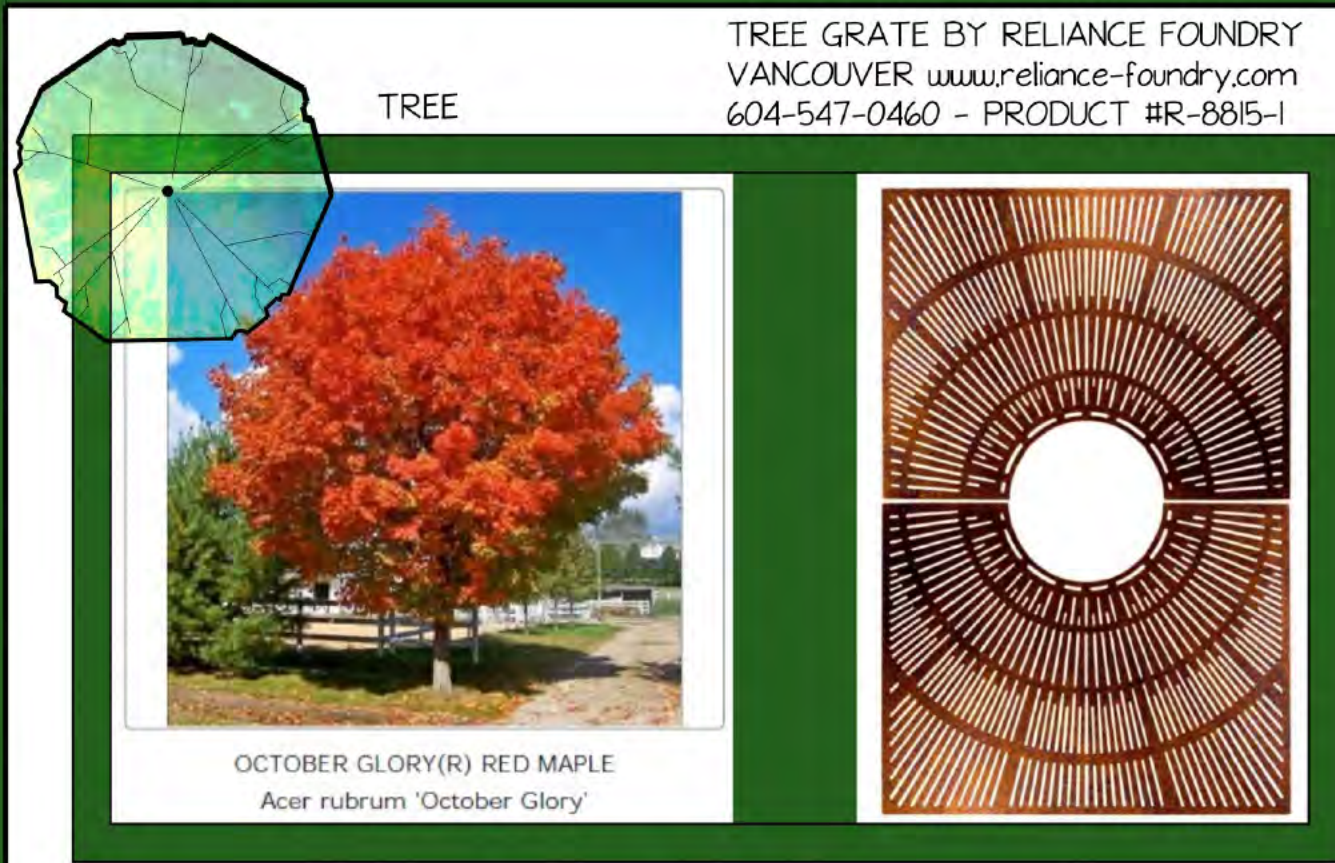
PROJECT ADDRESS:  
**440 1ST AVE. LADYSMITH, BC**

DRAWING TITLE:  
**BUILDING ELEVATIONS  
SE & SW**

PROJECT NO. 23047 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: JMS  
DATE: 2024.09.01

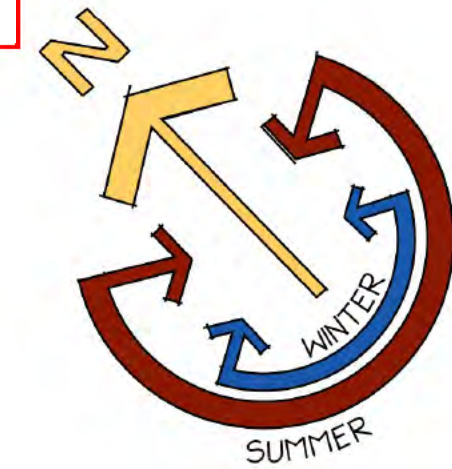
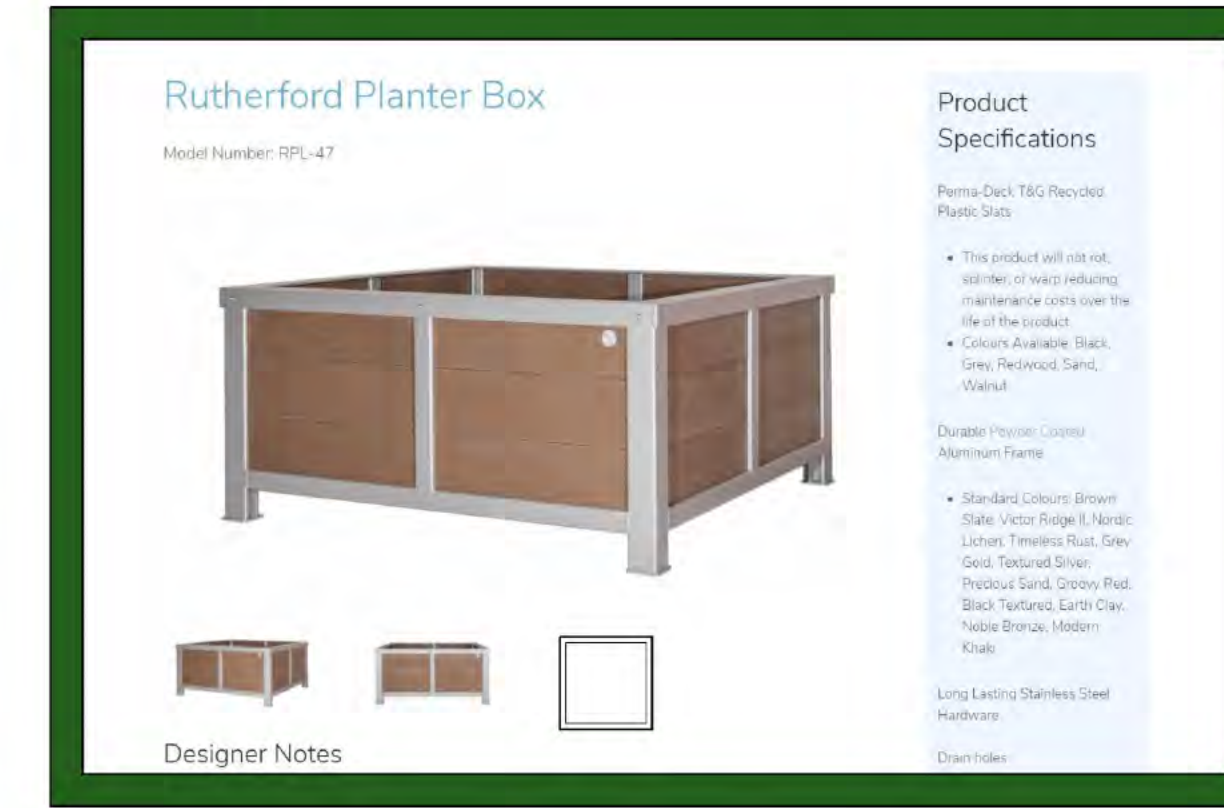
DWG NO. **A301**



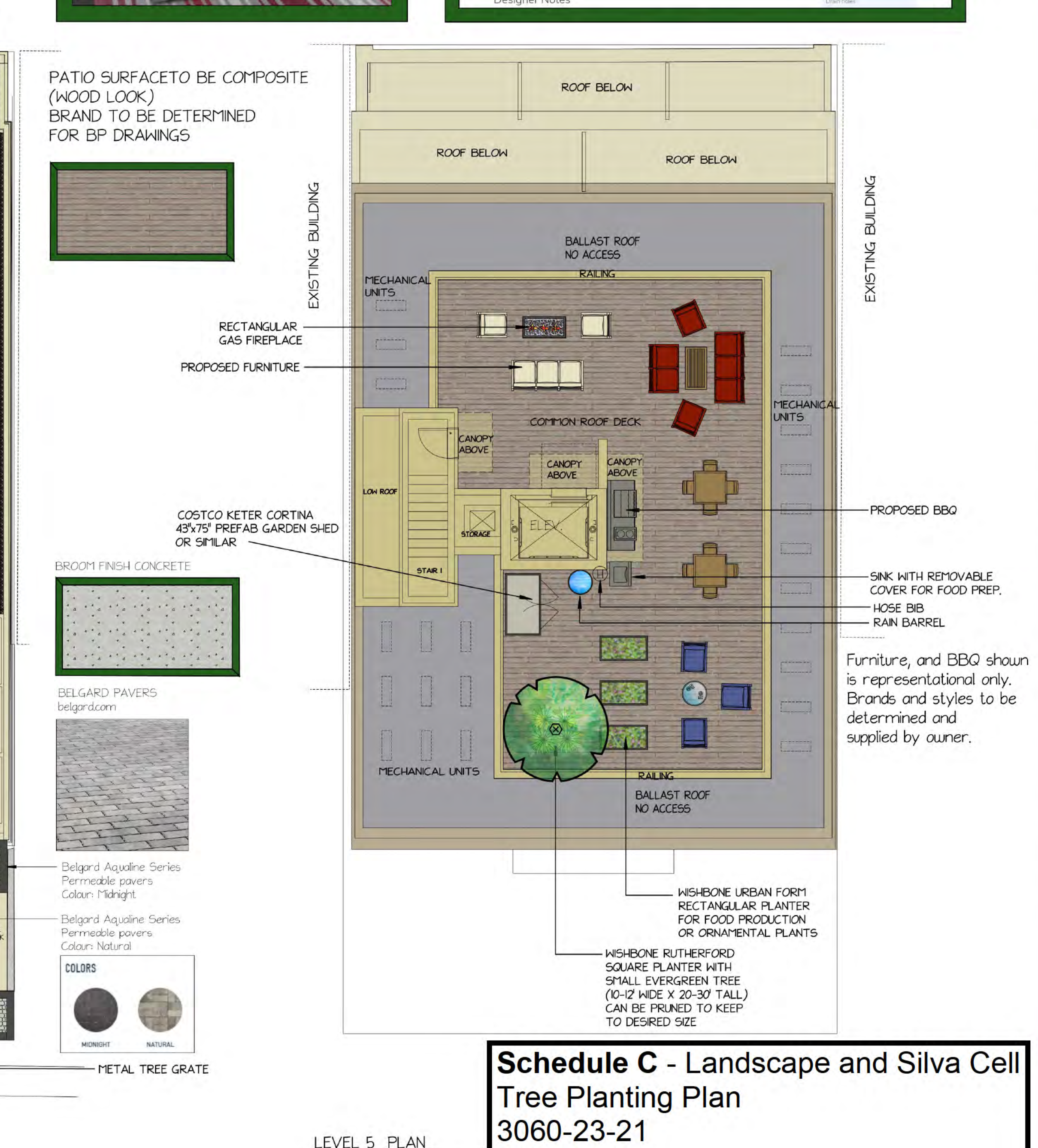
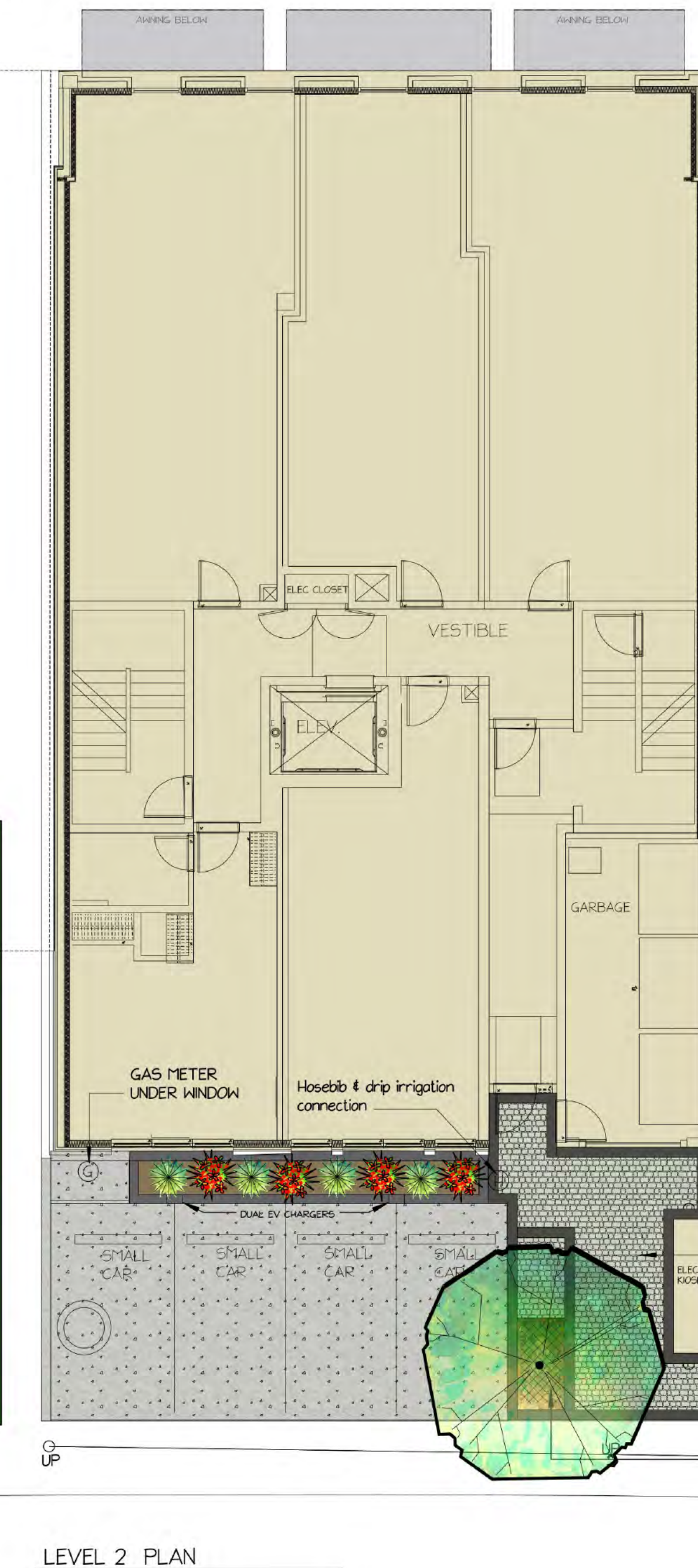
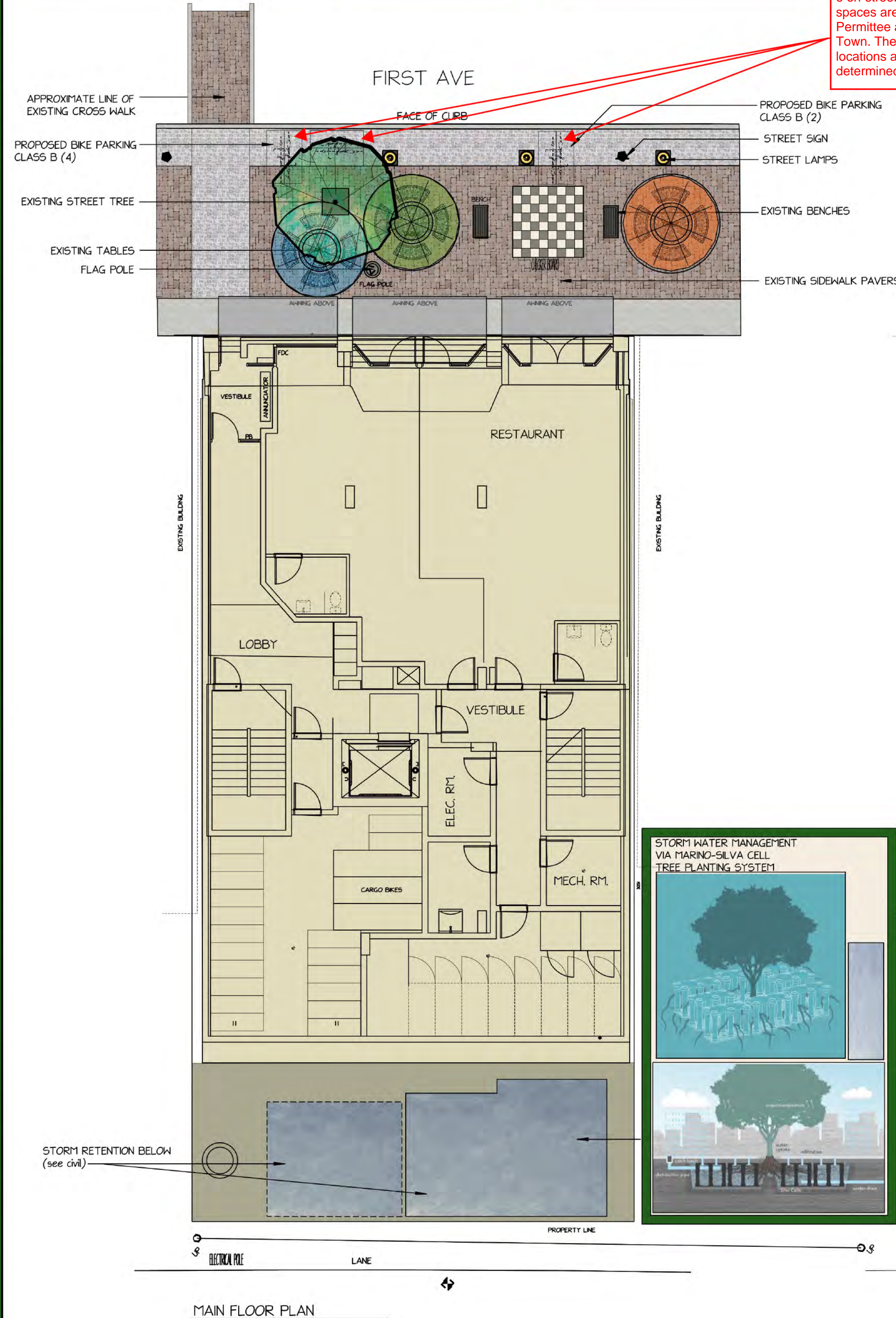


Customized Solutions	
<b>Material Specifications</b>	<ul style="list-style-type: none"> <li>Kemper® Woodgrain Aluminum Cladding Accents</li> </ul>
<b>Product Dimensions</b>	<ul style="list-style-type: none"> <li>Height: 22 inches / 55 cm</li> <li>Depth: 50 inches / 127 cm</li> <li>Length: 58 inches / 147 cm</li> <li>Weight: 195 lbs / 88 kg</li> <li>Reservoir Capacity: 55.3 US Gall / 208 L</li> <li>Soil Capacity: 60 Gall / 227 L</li> </ul>
<b>Recycled Content</b>	<ul style="list-style-type: none"> <li>Recycled Content by Volume: 45%</li> </ul>

Irrigation by hosebib. Supply flexible hose and spray nozzle.



6 on-street short-term bicycle parking spaces are to be provided at the cost of the Permittee and to the satisfaction of the Town. The bicycle parking spaces locations are subject to change, as determined by Town Staff.



**BC LANDSCAPE STANDARDS**

All construction to meet the requirements as set out in the BC Landscape Standards, current edition, prepared by the B.C. Society of Landscape Architects and the B.C. Landscape and Nursery Association jointly. Copies of the BC Landscape Standards are available through the BCLNA office at 1-604-574-7772.

Contractor to consult with designer regarding any discrepancies.

Contractor to consult with designer if plant substitutions are required due to availability.

Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.

Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.

Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.

---

**TOP SOIL REQUIREMENTS:**

- Minimum depth for Trees: 10m (40')
- Trees as per details.
- Minimum depth for shrub beds: 450mm (18')
- Minimum depth for mulch: 75mm (3')

---

**PROJECT:**  
ISLAND HOTEL REDEVELOPMENT LADYSMITH, BC.

**CLIENT:**  
FIRST AVENUE FREEHOLDERS INC.

**ARCHITECT:**  
WA ARCHITECTS

**LANDSCAPE DESIGNER:**  
MYSTIC WOODS LANDSCAPE DESIGN

phone: 250-286-1327  
design@mysticwoods.ca

**DRAWN BY:**  
Corinne Matheson CLD, GP Certified Landscape Designer Qualified Plantsman

Member of the BCLNA / CLNA

**SCALE:** 1:100 SCALE IN METERS

**DATE:** October 20, 2023

Issued: October 24, 2023 For review

Issued: October 30, 2023 For review

Issued: November 1, 2023 For Development Permit

Issued: May 13, 2024 For review

Issued: May 13, 2024 For review

Issued: May 30, 2024 For Development Permit

Issued: July 10, 2024 For Development Permit

Issued: Sept. 18, 2024 For Coordination

Issued: Sept. 27, 2024 For Development Permit

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**DRAWING:**  
LANDSCAPE MASTER PLAN

**DRAWING #**  
LI of 3

**Schedule C - Landscape and Silva Cell  
Tree Planting Plan**  
3060-23-21  
440 1st Avenue  
3 Pages

\*Location of short-term bicycle parking spaces will be changed to the satisfaction of Town staff.

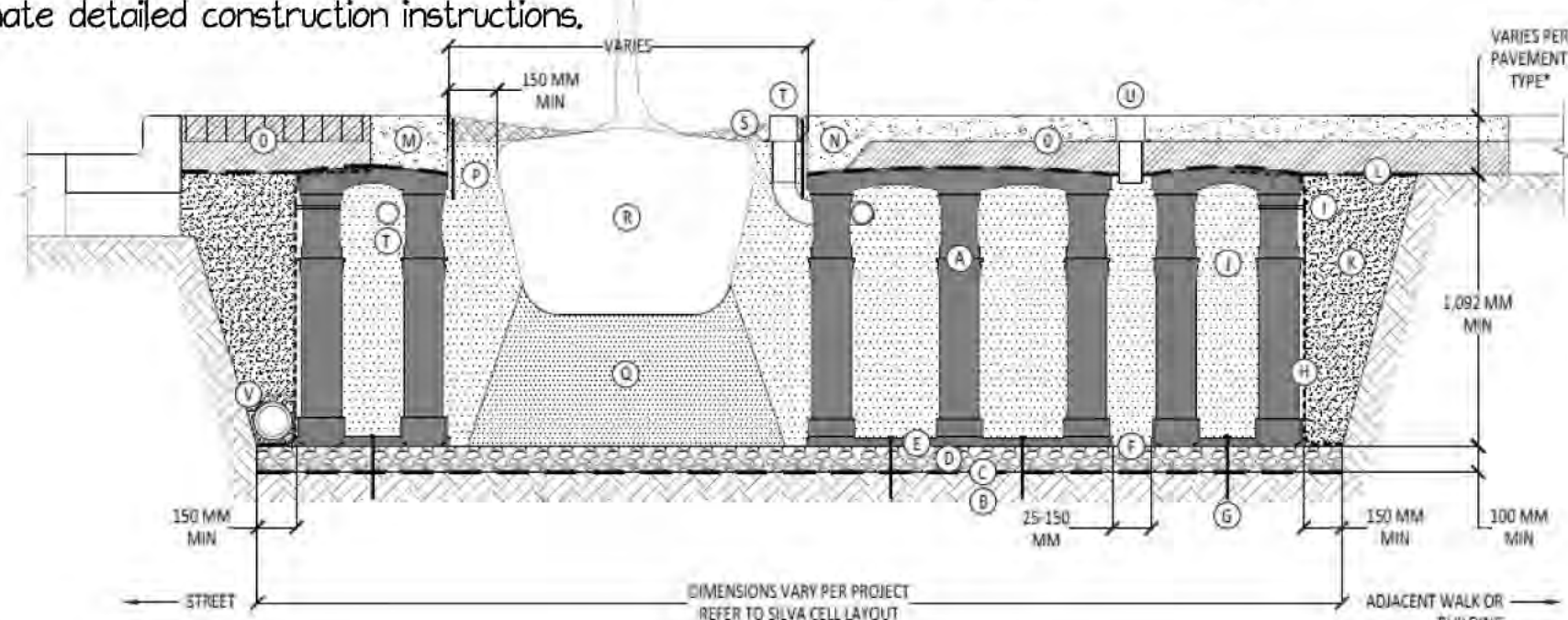
TREE PLANTING

GENERIC SILVA CELL SYSTEM 1m DEPTH DIAGRAM

contact Mike James at Deep Root  
m.james@deeproot.com  
604-220-9521  
to coordinate detailed construction instructions.

www.deeproot.com

Silva cells must be installed prior to all concrete and paver surfacing.



**SILVA CELL SYSTEM 3X**  
NOT TO SCALE

**KEY PLAN**

- (A) SILVA CELL SYSTEM (DECK, BASE, AND POSTS)
- (B) SUBGRADE, COMPACTED
- (C) GEOTEXTILE FABRIC, PLACED ABOVE SUBGRADE
- (D) 100 MM MIN AGGREGATE SUB-BASE, COMPACTED TO 95% PROCTOR
- (E) SILVA CELL BASE SLOPE, 10% MAX
- (F) 25 TO 150 MM SPACING BETWEEN SILVA CELLS AT BASE
- (G) ANCHORING SPIKES - CONTACT DEEPROOT FOR ALTERNATIVE
- (H) GEOTEXTILE FABRIC TO EDGE OF EXCAVATION
- (I) RIBBON CURB AT TREE OPENING (TO BE USED WITH PAVERS OR ASPHALT)
- (J) THICK PAVEMENT EDGE AT TREE OPENING (TO BE USED WITH CONCRETE)
- (K) PAVEMENT AND AGGREGATE BASE PER PROJECT\*

**PLANTING SOIL, PER PROJECT SPECIFICATIONS, PLACED IN LITS AND WALK-IN COMPACTED TO 75-85% PROCTOR**

**DEEPROOT ROOT BARRIER, 300 OR 450 MM, DEPTH DETERMINED BY THICKNESS OF PAVEMENT SECTION, INSTALL DIRECTLY ADJACENT TO CONCRETE EDGE RESTRAINT**

**PLANTING SOIL BELOW ROOT BALL, COMPACTED WELL TO PREVENT SETTLING**

**ROOT BALL**

**TREE OPENING TREATMENT, PER PROJECT SPECIFICATIONS**

**DEEPROOT WATER AND AIR VENT-ROOTBALL, WHEN REQUIRED**

**DEEPROOT WATER AND AIR VENT, WHEN REQUIRED**

**UNDERDRAIN SYSTEM, WHEN REQUIRED (LOCATION AND DETAILS BY OTHERS)**

**NOTES:**

- EXCAVATION SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE HEALTH AND SAFETY REGULATIONS
- INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS
- PROVIDE SUPPLEMENTAL IRRIGATION
- DO NOT SCALE DRAWINGS

**\*MINIMUM PAVEMENT PROFILE OPTIONS TO MEET CSA-S8, 87 SAN PAVEMENT**

AGGREGATE BASE COURSE	100 MM CONCRETE
75 MM PAVEMENT	+ 300 MM AGGREGATE
100 MM ASPHALT	+ 300 MM AGGREGATE
65 MM PAVEMENT	+ 125 MM CONCRETE

SCOPE OF WORK

Work includes supply of all related items and performing all operations necessary to complete the work in accordance with the landscape drawings and specifications and generally consists of the following:

GROUND LEVEL

Site Preparation  
Finish grading and landscape drainage, installation of drip irrigation system in ground level planters and trees.

Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Preparation of planting beds, supply of plant materials and planting.  
Supply and placement of fine composted mulch on plant beds.  
Establishment Maintenance for one year  
Other work required to complete landscape.  
Leave site completely clean and tidy.

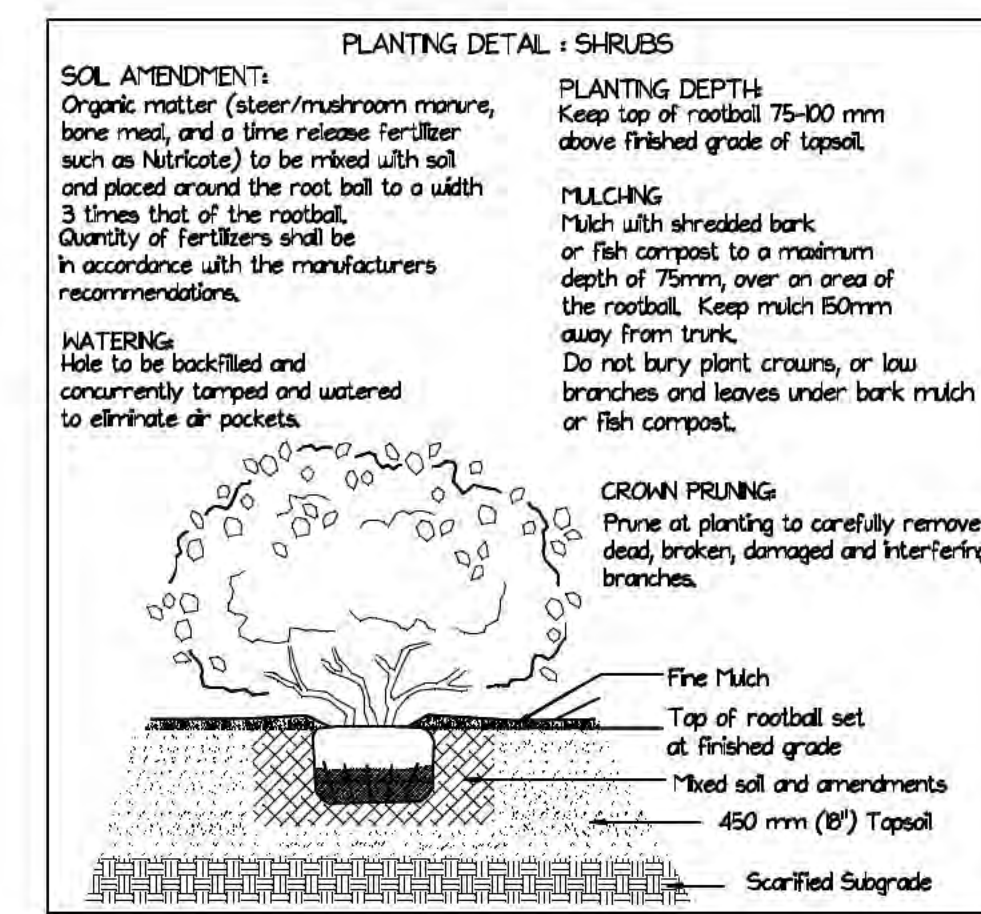
Supply and installation of Silva cells, Marino cells and deeproot barriers, by general contractor.  
Supply and installation of all concrete work and permeable pavers, by general contractor.

AMENITY DECK

Supply and installation of Weirbone Planters.  
Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Other work required to complete landscape.  
Leave site completely clean and tidy.

All furniture, BBQ, Shed and Fire Feature to be determined and supplied by Owners.  
Supply of planter box soil, installation of planters, and supply of plant materials and planting.



GROUND LEVEL PLANTS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
1	<i>Acer rubrum</i> October Glory	OCTOBER GLORY(R) RED MAPLE	5 cm cal
<b>Ornamental Grasses</b>			
4	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot
<b>Perennials</b>			
4	<i>Hemerocallis</i> x 'Red	RED DAYLILY	# 1 pot

ROOFTOP PLANTERS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
1	<i>Prunus laetifica</i> Standard	STANDARD PORTUGUESE LAUREL	# 7 pot
<b>Ornamental Grasses</b>			
8	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot

DECIDUOUS TREE PLANTING DETAIL

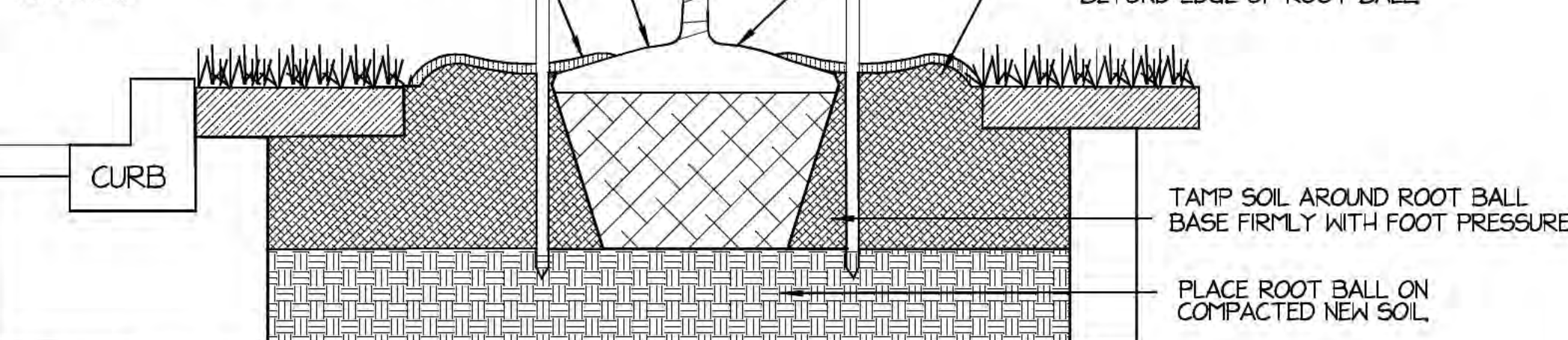
DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED; HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

IF PLANT IS SHIPPED WITH A WIRE BASKET AROUND THE ROOT BALL, CUT THE WIRE BASKET IN FOUR PLACES AND FOLD DOWN 200 MM (8 IN.) INTO PLANTING HOLE. REMOVE ALL TWINE, ROPE AND WIRE, AND BURLAP FROM TOP HALF OF ROOT BALL.

SET TOP OF ROOT BALL AT LEAST 25-50 MM (1-2 IN.) ABOVE GRADE (OR HIGHER IN SLOWLY DRAINING SOILS)

EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL.

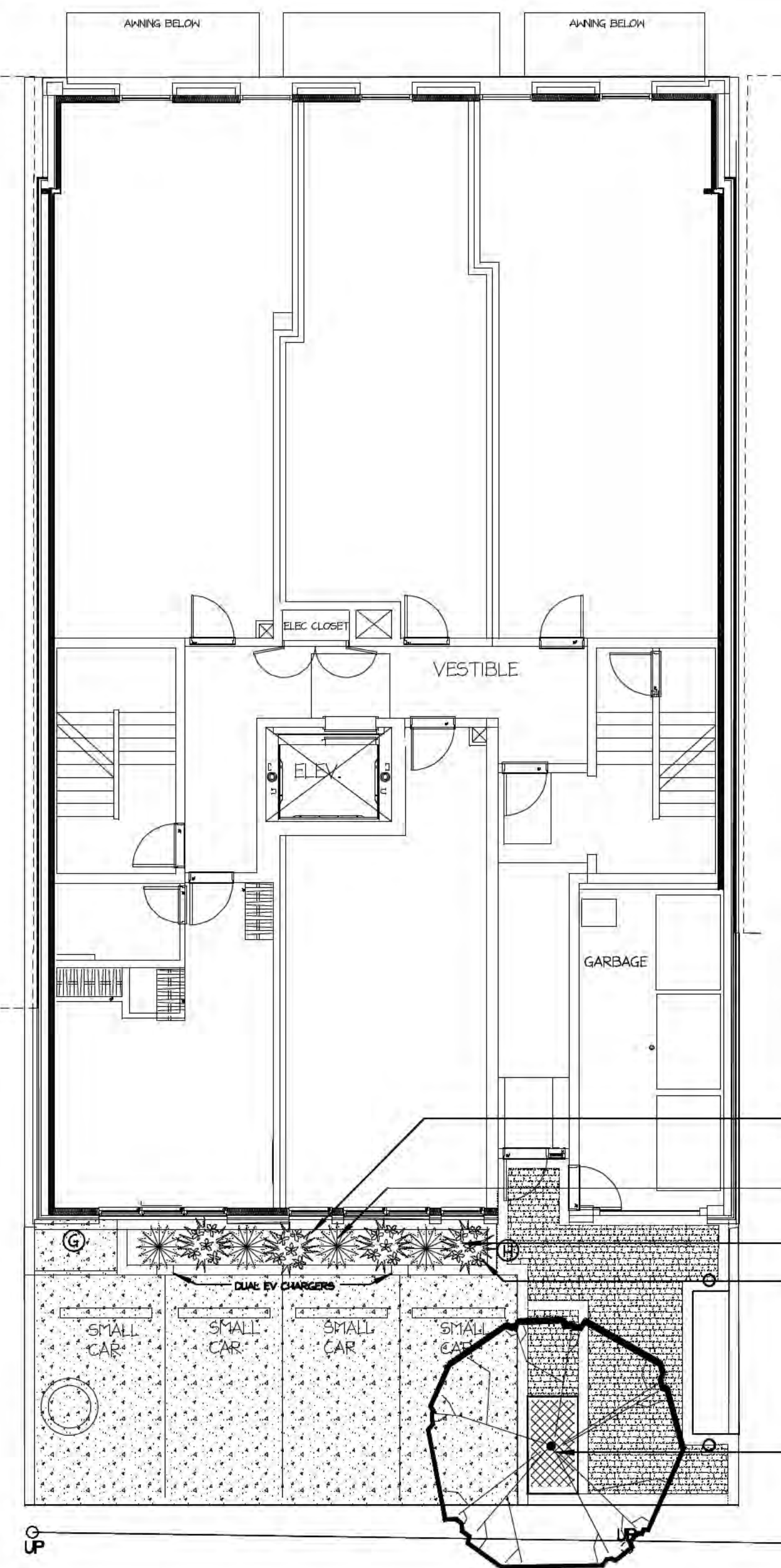
50 MM (2 IN.) MULCH, DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK. MAINTAIN THE MULCH WEED-FREE FOR A MINIMUM OF THREE YEARS AFTER PLANTING.



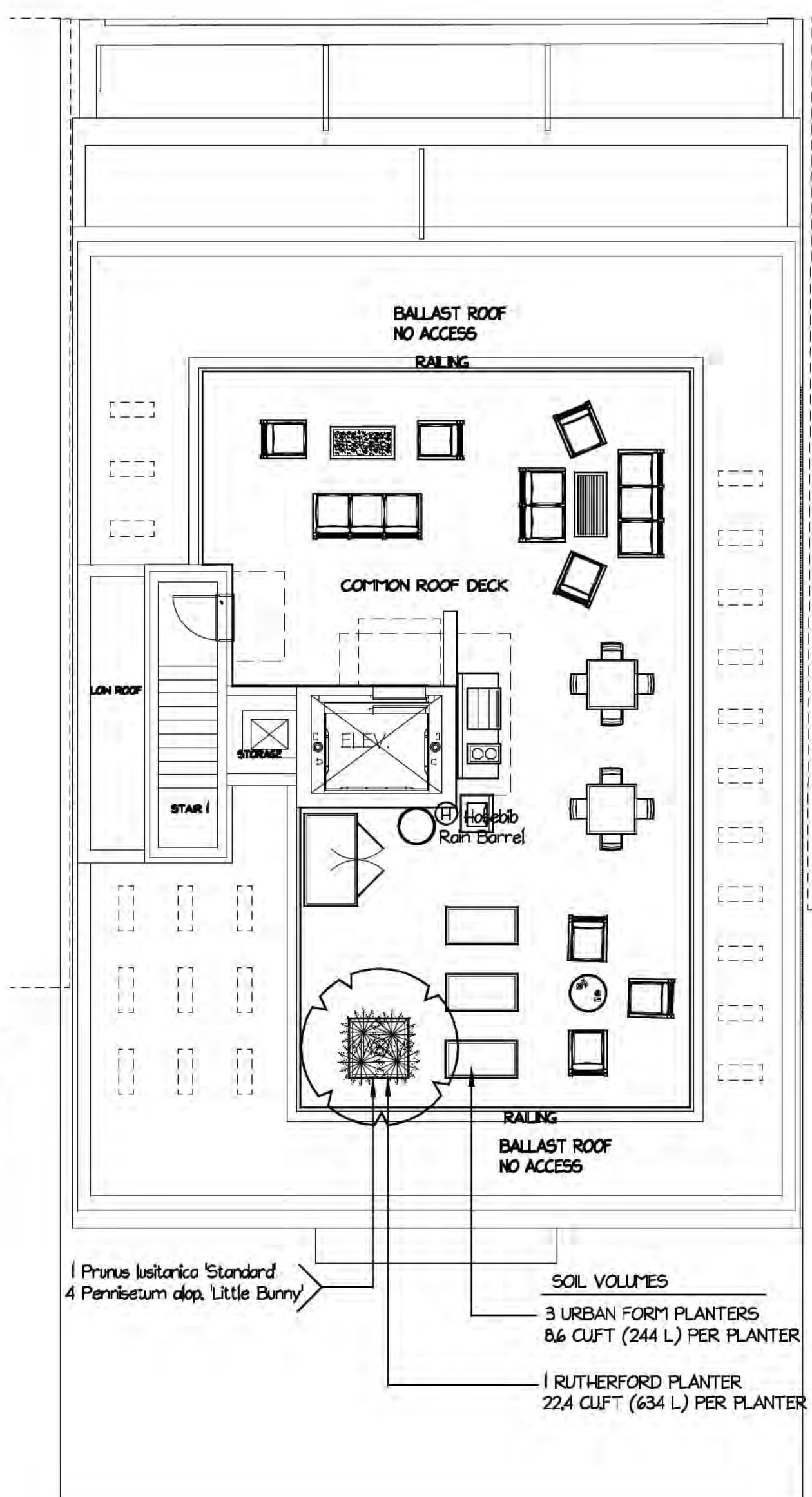
TREE PIT TO BE DETERMINED BY SILVACELL DESIGN NEEDED TO PERFORM STORM WATER MANAGEMENT AS PER CIVIL

FILL DEPTH OF EXCAVATED AREAS WITH TREE SOIL AND COMPACT UP TO THE DEPTH OF THE BOTTOM OF ROOT BALL. BACK FILL SIDES OF ROOT BALL WITH SOIL MIXTURE AS PER CHART FOR TREE SOIL.

SOIL VOLUME FOR TREE SHALL BE A MINIMUM 40 CUBIC METERS FILLING IN ALL SILVA CELLS.



LEVEL 2 PLAN



LEVEL 5 PLAN

BC LANDSCAPE STANDARDS

All construction to meet the requirements as set out in the BC Landscape Standards, current edition, prepared by the B.C. Society of Landscape Architects and the B.C. Landscape and Nursery Association jointly. Copies of the BC Landscape Standards are available through the BCLNA office at 1-604-574-7772

Contractor to consult with designer regarding any discrepancies.

Contractor to consult with designer if plant substitutions are required due to availability.

Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.

Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.

Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.

TOP SOIL REQUIREMENTS:

- Minimum depth for Trees 10m (40')
- Trees as per details.
- Minimum depth for shrub beds: 450mm (18')
- Minimum depth for mulch 75mm (3')

PROJECT:

ISLAND HOTEL REDEVELOPMENT LADYSMITH, BC.

CLIENT:

FIRST AVENUE FREEHOLDERS INC.

ARCHITECT:

WA ARCHITECTS

LANDSCAPE DESIGNER:

MYSTIC WOODS LANDSCAPE DESIGN

phone: 250-286-1327  
design@mysticwoods.ca

DRAWN BY:

Carinne Matheson CLD, QP  
Certified Landscape Designer  
Qualified Plantman

Member of the BCLNA / CLNA

SCALE: 1:100



SCALE IN METERS

0 1 2 3 4 5

DATE: October 20, 2023

Issued: October 24, 2023 For review

Issued: October 30, 2023 For review

Issued: November 1, 2023 For Development Permit

Issued: May 13, 2024 For review

Issued: May 13, 2024 For review

Issued: May 30, 2024 For Development Permit

Issued: July 10, 2024 For Development Permit

Issued: Sept. 13, 2024 For Coordination

Issued: Sept. 27, 2024 For Development Permit

DRAWING:

LANDSCAPE PLANTING PLAN

DRAWING #

L2





**AVERAGE FINISHED GRADING CALCULATION**

ELEVATIONS AT EACH CORNER BASED ON SURVEY POINTS:  
 SW 156.99  
 SE 167.97  
 NE 155.82  
 NW 156.16

$166.99 + 167.97 + 155.82 + 156.16 = 647.94 / 4 = 161.985'$

162.0' OR 49.38m IS THE AVERAGE FINISHED GRADE

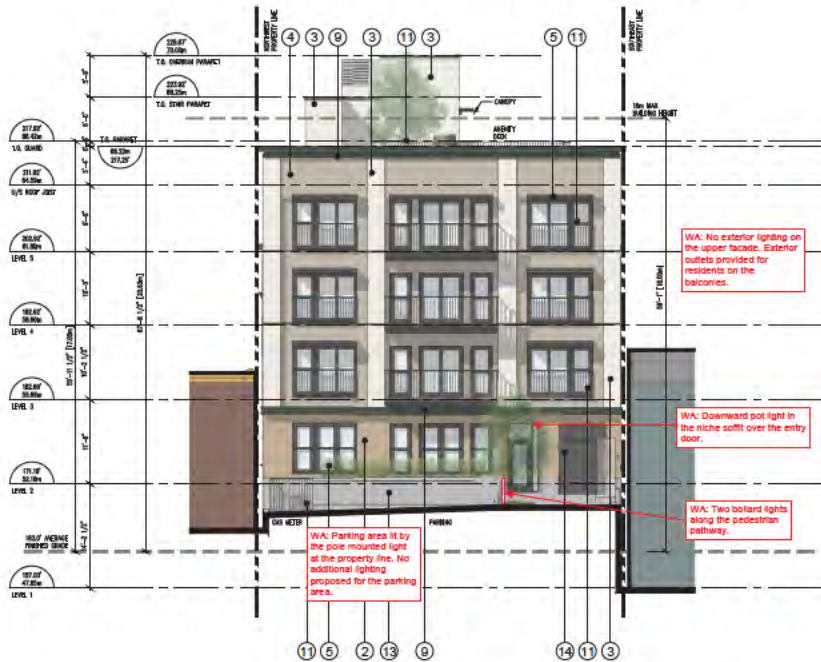
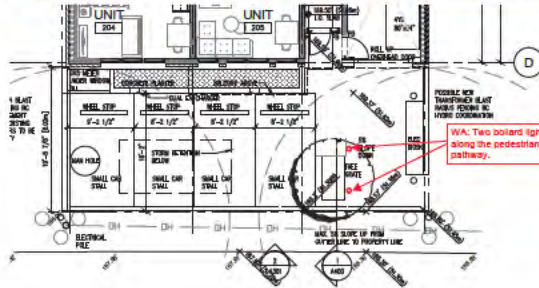
S.13 OF BYLAW FOR BUILDING HEIGHT EXCLUDES ELEVATOR MACHINERY AND STAIR TOWERS.

LOWER PARAPET IS PROPOSED 225.17' OR 68.63m  
 STAIR PARAPET IS PROPOSED 225.67' OR 69.09m

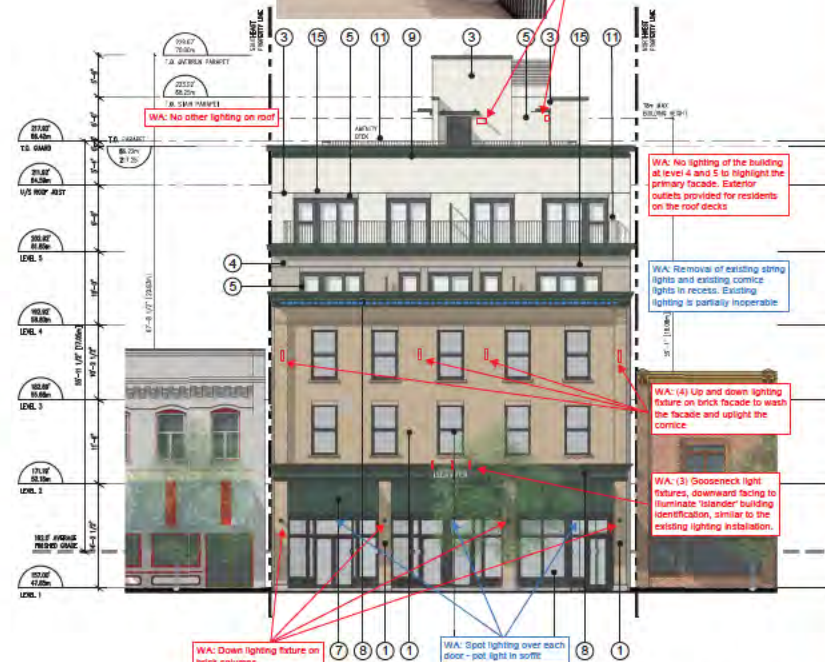
LOWER PARAPET BUILDING HEIGHT: 68.63m - 49.38m = 19.25m OR 63.16'  
 STAIR PARAPET BUILDING HEIGHT: 69.09m - 49.38m = 19.71m OR 64.67'

**MATERIAL LEGEND**

1	EXISTING BRICK	
2	NEW BRICK	BEIGE
3	STUCCO RAIN/GREEN CLADDING	OFF-WHITE
4	STUCCO RAIN/GREEN CLADDING	BEIGE
5	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
6	CLEAR GLAZING WITH ALUMINUM FRAME	CHARCOAL FRAME
7	FABRIC AWNING	GREEN
8	EXISTING CORNICE	REPAINTED GREEN
9	NEW CORNICE / FRIEZE	GREEN
10	LOUVERS	CHARCOAL
11	PICKET GUARDRAIL	CHARCOAL
12	PAINTED SIGN AS HISTORIC REFERENCE	
13	CONCRETE PLASTER, ARCHITECTURAL FINISH	SEALED
14	DOOR AND FRAMING	CHARCOAL
15	WINDOW HEADER TRIM	GREY



2 **SOUTHWEST (LANE) ELEVATION**



2 **NORTHEAST (STREET) ELEVATION**

**Schedule D - Lighting Plan**  
 DP 3060-23-21  
 440 1st Avenue

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NORTH ARROW:

OWNER/CLIENT:

**FIRST AVENUE FREEHOLDERS INC.**

GENERAL NOTES:

1	ISSUED FOR DEVELOPMENT PERMIT REVIEW	DATE
NO.	ISSUE	Y/M/D

SEAL:

CONSULTANT:

**IWA ARCHITECTS**

114 950 - 1000 W. Georgia Street Vancouver, V6G 2Z6  
 112 104 - 3212 Jackson Road Victoria, V8B 0J2  
 604 682-8229 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL REDEVELOPMENT**

PROJECT ADDRESS:  
 440 1ST AVE, LADYSMITH, BC

DRAWING TITLE:  
**BUILDING ELEVATIONS DP EXT. LIGHTING**

PROJECT NO. 23047 DRAWN BY: AW  
 SCALE: 1/8"=1'-0" REVIEW BY: JMS  
 DWG NO.: A300L



# CONSTRUCTION WASTE MANAGEMENT PLAN

**Project:**

**Date:**

**Address:**

**Site Superintendent:**

**Site Foreman:**

## Project Waste Management Objectives

This project shall generate the least amount of waste possible by:

- planning and ordering carefully to minimize poor quantity estimating and over packaging;
- following all proper storage and handling procedures to reduce broken and damaged materials, contamination of reusable/recyclable materials, inadequate protection of materials from moisture, dust and other damage;
- reusing materials wherever possible; and
- HEATHERBRAE will work with the project designers to ensure that specific construction details minimize waste by working to standard construction material dimensions.

Of the inevitable waste that is generated, as much of the waste materials as economically feasible shall be salvaged for reuse, or separated for recycling.

## Waste Management Procedures:

- All contractors will be provided with a copy of this Waste Management Plan upon award of tender, and will be expected to review this plan, and provide a description of how the plan will be implemented for their own construction activities. All contractors will appoint one person responsible for implementing the waste management plan.
- Waste prevention, reuse, and recycling activities and performance will be discussed at the beginning of each subtrade meeting. As each new contractor comes on-site, the designated person from HEATHERBRAE will provide a tour of the recycling areas and describe separation procedures.
- All contractors will be expected to make sure that their entire crew complies with the Waste Management Plan.
- All recycling containers will be clearly labelled and lists of acceptable or unacceptable materials will be posted throughout the site. Contractors are responsible for transporting their own recyclables to the designated area and carefully sorting them into the appropriate bins on a daily basis.
- All contractors will also provide adequate documentation verifying compliance with the requirements established herein.

- All contractors will be responsible for ensuring that materials are delivered to site in containers or packing that is reusable wherever possible. Contractors will be responsible for removing reusable packing from site and taking it back to the supplier – examples of this are glazing frames, block/brick pallets. Where packaging is not reusable it shall be recycled - cardboard will have its own recycling collection points. Wood crating, where not reusable, is to be placed in clear wood bin.
- The following chart identifies the waste materials that will be generated on this project, the reuse/recycling/disposal method for each material, and any handling procedures.
- In addition to these minimum requirements, HEATHERBRAE and all contractors will make every effort to reuse/recycle additional materials at local recycling/reuse facilities.

Waste Management Handling:
----------------------------

- On the following pages are tables indicating how different types of waste will be handled.
- Individual contractors will be responsible for source separating their own waste.

# Waste Management Handling Plan

## Clearing/Excavation Phase (Minimum Requirements)

Materials	Fate	Handling Procedure
Excavated Soils	<ol style="list-style-type: none"> <li>1. Reclaim on site for backfill</li> <li>2. Grade fill for future development</li> <li>3. Bioremediation</li> <li>4. Landfill</li> </ol>	Site Stockpile, ensuring wind/water erosion is prevented
Asphalt	<ol style="list-style-type: none"> <li>1. Reuse on site as temporary fill</li> <li>2. Reuse elsewhere for road fill</li> <li>3. Recycled</li> </ol>	Stockpiled, then crushed on- or offsite for fill. Stockpiled, then hauled to recycling facility
Concrete	Recycled	Stockpiled, the crushed

## New Construction Phase (Minimum Requirements)

Materials	Fate	Handling Procedure
All Metals: Aluminum framing, hot rolled steel, Cast iron, rebar, cold rolled	<ol style="list-style-type: none"> <li>1. Reuse or salvage by contractor.</li> <li>2. Recycle by Salvage Contractor.</li> </ol>	Deposit all metals in “metals” dumpster.
Clean Wood (incl. OSB, PT wood, form- ply, etc.)	Scraps reused for formwork, backing/blocking etc. Remainder recycled.	Separate “clean wood” in clean wood dumpster.
Impacted Wood (veneered, creosote treated, etc.)	<ol style="list-style-type: none"> <li>1. Reuse or salvage on site.</li> <li>2. Reuse by general public.</li> </ol>	Normal trade waste.
Concrete, Mortar, Masonry	Recycle at Asphalt Plant.	Break up any wastes or mistakes and put in “concrete” dumpster.
Glass	Recycling Plant	Glass bin
Paint	Return to paint depot. Opened cans to be turned over to Owner for maintenance materials.	Special containment for recycling.
Remaining Materials	Reduce, reuse and recycle where possible.	Normal trade waste.
Packaging	Cardboard recycle Clear plastics recycle	Cardboard recycle bin Plastics recycle
Electrical Equipment	Recycle where possible	Trade contractor removal. Ship to plant for recycle/disposal.

### Ongoing Recycling Requirements

Materials	Fate	Handling Procedure
Beverage Container	Recycle.	Drink container recycling
Cardboard	Reduce, reuse, and recycle.	Separate in cardboard collection
Mixed Office Paper	Reduce, reuse, and recycle.	Separate in paper

### Additional Recycling Efforts (Goals)

Materials	Fate	Handling Procedure
Forming Plywood	Reuse as many times as possible, then recycle.	Stack next to supply of new for boards for reuse.  Recycle clean unusable forms in "clean wood" dumpster.



# TECHNICAL MEMO

<b>To</b> Town of Ladysmith	<b>From</b> Lukas Brezina, P.Eng. Project Manager, McElhanney
<b>Re</b> Island Hotel - Sanitary Servicing Loads	<b>Date</b> September 18, 2024

This memo has been prepared by McElhanney (ML) on behalf of First Avenue Freeholders (the Client) to provide the projected sanitary sewage flows for the Island Hotel Revitalization Project located at 440 First Avenue in Ladysmith, BC (Project) for submission to the Town of Ladysmith (TOL) in support of a development permit (DP) and building permit (BP) applications.

Attached to this memo, in **Appendix A**, are the supporting calculations utilizing the MMCD 2022 Design Guidelines and Sewerage System Standard Practice Manual V3 (BC Ministry of Health, SSSPM V3) as well as the Site Civil Servicing Plan for reference in **Appendix B**. The results can be summarized below:

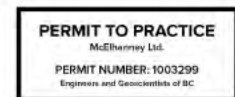
Methodology	Peak Wet Weather Flow (PWWF, L/s)
MMCD	0.58
SSSPM V3	0.92
<b>Recommended Value</b>	<b>0.92</b>

We recommend using the conservative value from the SSSPM V3 calculation for offsite impact assessments. The existing 150mm PVC-lined vitrified clay sanitary main flowing north along First Avenue can convey calculated sanitary loads. However, the extent of downstream upgrades combined with other contributing flows/developments is to be evaluated by TOL.

We trust this is sufficient information for the DP & BP application. Please don't hesitate to contact the undersigned with any questions or concerns.

Sincerely,

Lukas Brezina, P.Eng  
 Project Engineer / Project Manager  
[LBrezina@mcelhanney.com](mailto:LBrezina@mcelhanney.com) 778-841-0792



# APPENDIX A

**ISLAND HOTEL**  
440 - 1ST AVENUE, LADYSMITH

Project #: 2233-02123-00

## SANITARY FLOW CALCULATIONS

### MMCD 2022 DESIGN GUIDE - METHODOLOGY

Site Area	0.0465 ha		
Dwellings	22 Units		
	# Units	People/Unit	Capita
studio	7	2	14
1-bedroom units	15	2	30
Total	22		44
	(per SSSPM V3)		
Commercial	3.5 c		75 c/ha
Equivalent Population - total		47.5 c	
Equivalent Population (Rounded up to nearest person)		48 c	
ADWF	240 L/d/c		0.002778 L/s/c
Peaking Factor	4.32		Harmon formula
Infiltration Allowance	0.006 L/s		11200 L/ha/d
<b>PWWF</b>	<b>0.58 L/s</b>		

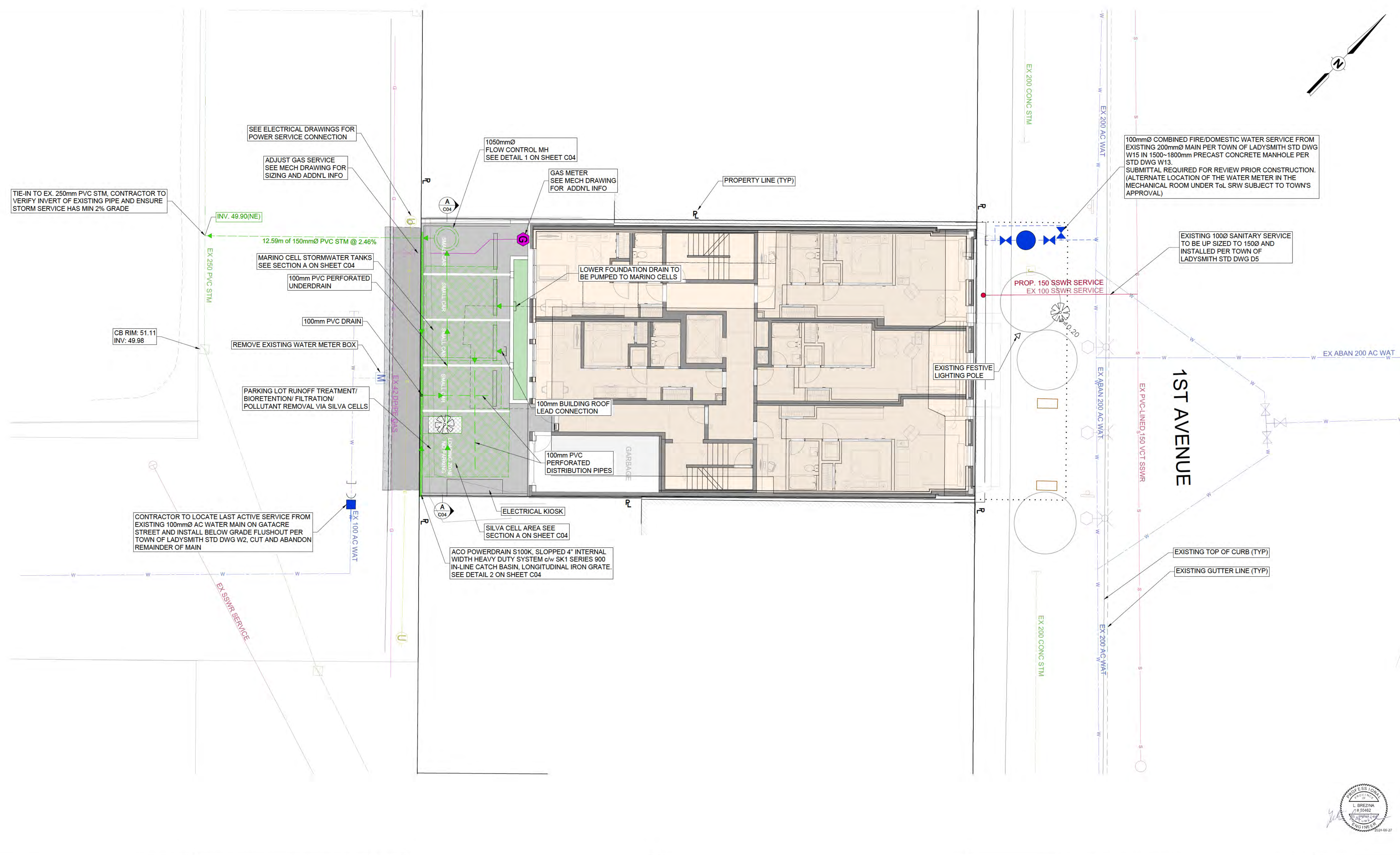
### SEWERAGE SYSTEM STANDARD PRACTICE MANUAL V3 - METHODOLOGY

Per Capita DDF		
Single Family Dwelling	350 L/d/c	
Bar/lounge/Pub	140 L/d/seat	
Equivalent Population		
Single Family	44 c	
Bar/lounge/Pub	20 seats	
Per person flow	350 L/d/c	0.004051 L/s/c
	140 L/d/seat	0.00162 L/s/seat
Peaking Factor	4.32	Harmon formula
Infiltration Allowance	0.006 L/s	11200 L/ha/d
<b>PWWF</b>	<b>0.92 L/s</b>	

Notes:

Circular Pipe Sections Flowing Full		
Required Diameter		
Flow (cms)	Pipe Roughness (Manning's 'n')	Slope (%)
0.00092	0.013	0.50
<b>Results</b>		
Min Diameter (m)	0.060	
Velocity (m/s)	0.33	

# APPENDIX B



Rev	Date	Description	Drawn	Design	App'd
PE	2024-09-27	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	VP	LB
PD	2024-05-17	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	MR	LB
PC	2023-12-05	RE-ISSUED FOR DEVELOPMENT PERMIT	MR	MR	LB
PB	2023-11-07	ISSUED FOR DEVELOPMENT PERMIT	MR	LB	LB
PA	2023-10-12	ISSUED FOR APPROVAL	MR	LB	LB

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0 1:100 5

McElhanney  
225 Canada Avenue  
Duncan BC  
Canada V8L 1T6  
T 250 748 3335

PERMIT TO PRACTICE  
McElhanney Ltd.  
PERMIT NUMBER: 1003299  
Engineers and Geoscientists of BC

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**FIRST AVENUE FREEHOLDERS**  
201-2377 BEVAN AVENUE, SIDNEY BC, V8L 4M9 [randy@r-rho.com](mailto:randy@r-rho.com)

**ISLAND HOTEL REVITALIZATION SITE SERVICING PLAN**

Drawing No. **C02**

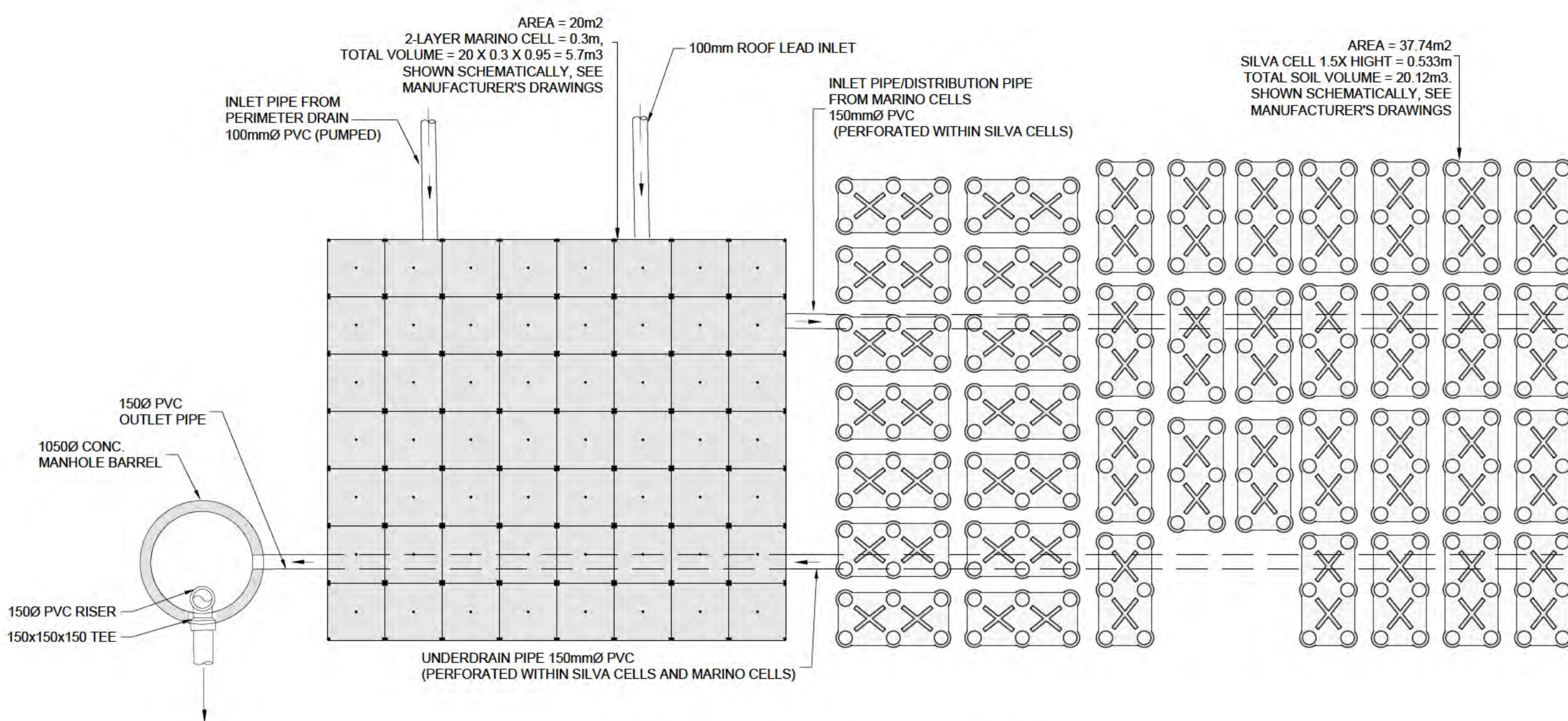
Project Number 2233-02123-00 Rev. PE

DATE: 2024-09-27, 14:43 FILE: T:\Projects\2233\02123-00 First Avenue Freeholders - Island Hotel\10.0 Drawings\1 - Action\10.1 Sheets\02123-00-C-DESIGN.dwg

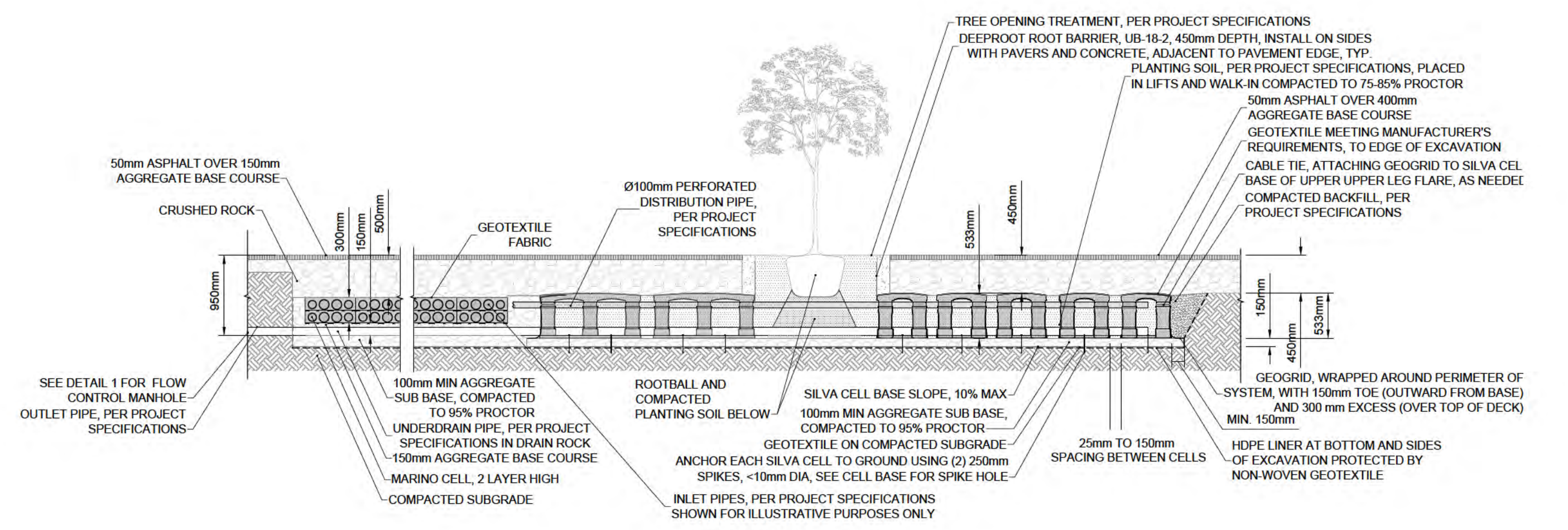
McElhanney ANS D - 2023-04-14

DESTROY ALL PRINTS BEARING PREVIOUS REVISION

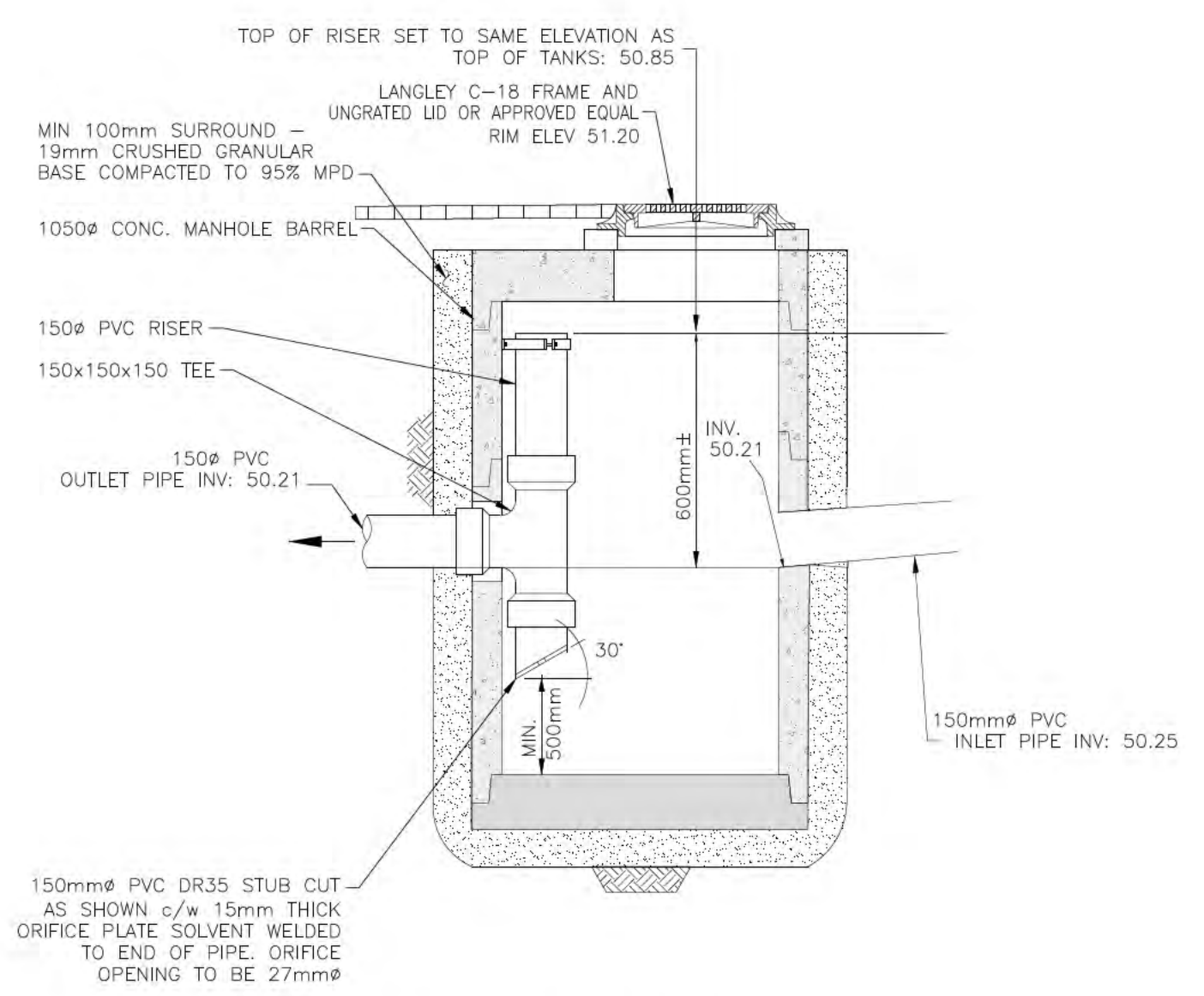
DATE: 2024-09-27, 14:13 FILE: T:\Projects\2233\02123-00 First Avenue Freeholders - Island Hotel\10.0 Drawings\1 - Active\10.11 Sheets\02123-00-C-DESIGN.dwg



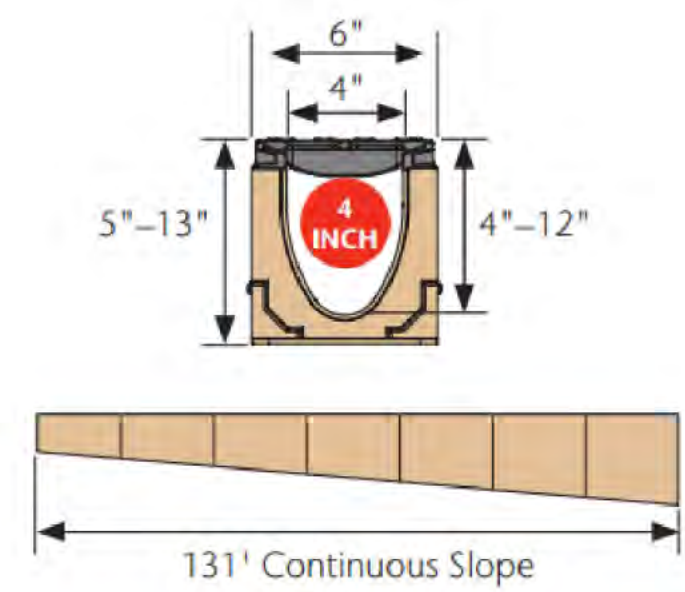
**STORM ARRANGEMENT - PLAN VIEW**  
SCALE: NTS



**STORM ARRANGEMENT**  
SCALE: NTS



**1 FLOW CONTROL MANHOLE**  
SCALE: 1:50

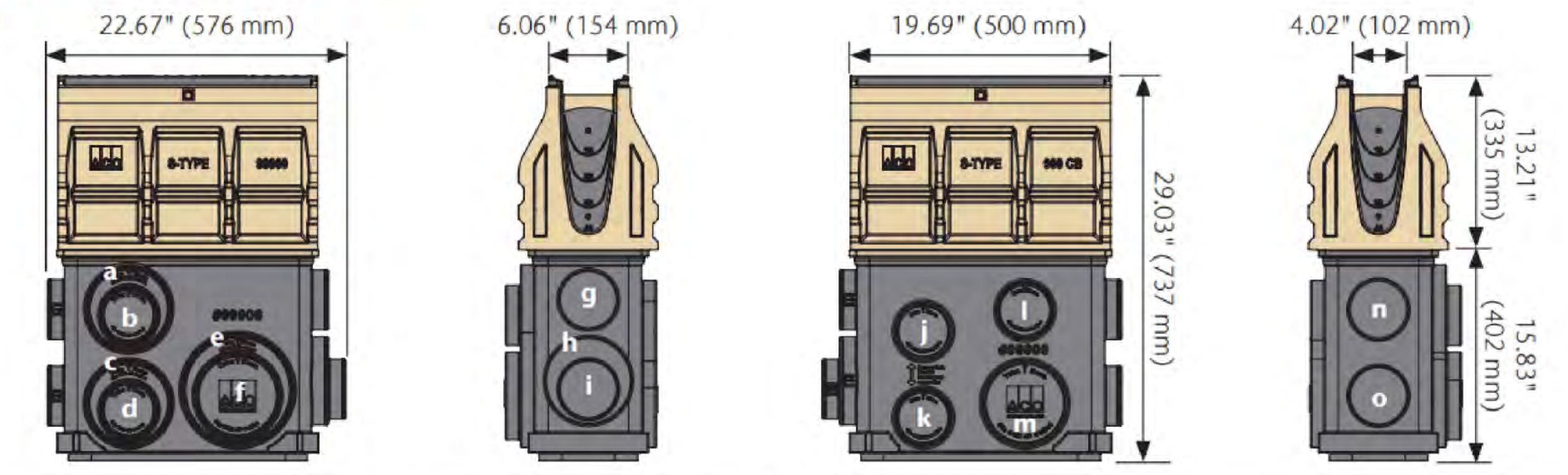


**S100K Grates - PowerLok®**

Part No.	Length (m)	Slot size (in)	Intake area (in²)	Weight (lbs)	Icons
<b>LOAD CLASS F (EN 1433) - 202,328 LBS - 6,962 PSI (HEAVY DUTY TRAFFIC)</b>					
<b>LONGITUDINAL IRON</b>					
Longitudinal Iron	96096	19.69 (0.5)	1.36 x 0.45	25.2	13.6 ✓ ✓ ✗ ✓
<b>SLOTTED IRON</b>					
Slotted Iron	96082	19.69 (0.5)	0.43 x 1.98 avg.	25.7	12.3 ✓ ✗ ✗ ✓

Note: Ductile iron to ASTM A536 Grade 80-55-06

**SK1-901D In-Line Catch Basin**



Catch Basin Outlet	Size (SCH 40)	Invert in	GPM	CFS
a	6"	19.99	505	1.12
b	4"	19.36	227	0.51
c	6"	27.30	604	1.35
d	4"	26.43	269	0.60
e	8"	27.30	1051	2.34
f	6"	26.43	593	1.32

Catch Basin Outlet	Size (SCH 40)	Invert in	GPM	CFS
g	4"	18.56	222	0.49
h	6"	25.85	586	1.30
i	4"	25.30	263	0.59

Catch Basin Outlet	Size (SCH 40)	Invert in	GPM	CFS
j	4"	20.68	235	0.52
k	4"	27.17	273	0.61
l	4"	18.99	224	0.50
m	6"	27.17	602	1.34

Catch Basin Outlet	Size (SCH 40)	Invert in	GPM	CFS
n	4"	19.30	226	0.50
o	4"	25.67	265	0.59

**2 TYPICAL DETAIL - ACO POWERDRAIN S100K, SLOPPED DEPTH 4" TRENCH DRAIN & SK1 SERIES 900 IN-LINE CATCHBASIN, IRON GRATES**  
SCALE: H NTS

Rev	Date	Description	Drawn	Design	App'd
PE	2024-09-27	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	VP	LB
PD	2024-05-17	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	MR	LB
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ORIGINAL DWG SIZE: ANSI D (22" x 34")

**McElhanney**

**PERMIT TO PRACTICE**  
McElhanney Ltd.  
PERMIT NUMBER: 1003299  
Engineers and Geoscientists of BC

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225 Canada Avenue  
Duncan BC  
Canada V8L 1T6  
T 250 748 3335

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CONSTRUCTION**

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201-2377 BEVAN AVENUE, SIDNEY BC, V8L 4M9  
randy@r-rho.com

**ISLAND HOTEL REVITALIZATION  
DETAILS**

Drawing No. **C04**

Project Number 2233-02123-00

Rev. PE

DESTROY ALL PRINTS BEARING PREVIOUS REVISION

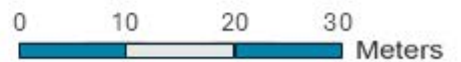
# SUBJECT PROPERTY MAP

Attachment C

440 1<sup>st</sup> Avenue



 Subject Property



# ISLAND HOTEL REDEVELOPMENT

## DEVELOPMENT PERMIT APPLICATION RESPONSE 2024/09/27

**PROJECT NUMBER:** 23047  
**CIVIC ADDRESS:** 440 FIRST AVE, LADYSMITH, B.C., V6A 0J7  
**LEGAL DESCRIPTION:** LOT 6, BLOCK 27, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 703

**PROJECT TEAM:**

<b>CLIENT</b> FIRST AVENUE FREEHOLDERS INC.	<b>ARCHITECT</b> WA ARCHITECTS LTD. 950 - 1500 W GEORGIA STREET, VANCOUVER, BC, V6G 2Z6 TEL: 604-685-3529	<b>CIVIL</b> McELHANNEY 107 - 225 CANADA AVENUE, DUNCAN, BC V9L 1T6 TEL: 250-748-3335
<b>DEVELOPMENT CONSULTANT</b> SALIENT GROUP 209 CARRALL STREET, UNIT 255 VANCOUVER, BC, V6B 2J2 TEL: 604-669-5536	<b>LANDSCAPE</b> MYSTIC WOODS LANDSCAPE DESIGN PO BOX 19 GALIANO ISLAND, BC, V0N 1P0 TEL: 250-286-1327	

**DRAWING LIST:**

<b>ARCHITECTURAL</b>	<b>LANDSCAPE</b>
A000 COVER SHEET	SEE LANDSCAPE COVER SHEET
A001 SURVEY	
A050 RENDERINGS	<b>CIVIL</b>
A100 SITE PLAN AND PROJECT DATA	SEE CIVIL COVER SHEET
A200 LEVEL 1 & 2 FLOOR PLANS	
A201 LEVEL 3 & 4 FLOOR PLANS	
A202 LEVEL 5 & 6 FLOOR PLANS	
A203 ROOF PLAN	
A300 BUILDING ELEVATIONS NORTHWEST AND NORTHEAST	
A300 BUILDING ELEVATIONS SOUTHEAST AND SOUTHWEST	
A400 BUILDING SECTIONS	



RENDERING



CONTEXT PLAN

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NORTH ARROW:

OWNER/CLIENT:

FIRST AVENUE  
FREEHOLDERS INC.

GENERAL NOTES:

4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/09/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/25
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/21
1	ISSUED FOR DEVELOPMENT PERMIT	23/07/19
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:



VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
 VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
 604.685.3529 | office@wa-arch.ca wa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:  
440 1ST AVE, LADYSMITH, BC

DRAWING TITLE:  
**COVER PAGE**

PROJECT NO: 23047 DRAWN BY: AW  
 SCALE: NTS REVIEW BY: JMS  
 DWG NO: A000





Jul 30, 2024

**Development Services Department**

132C Roberts St.  
Ladysmith, BC  
V9G1A2

**Attn: Julie Thompson**

**RE: Development Permit Application for 440 1<sup>st</sup> Ave - Design Rationale**

**Project Summary**

**WA Architects Ltd.**

**| PRINCIPALS**

Neil Banich  
DESIGN DIRECTOR

Joel Smith  
ARCHITECT AIBC, AAA, SAA, AIA

David Echaiz-McGrath  
ARCHITECT AIBC, AAA, SAA

Barry Weih  
PRINCIPAL (HONORARY)  
ARCHITECT AIBC, AAA,  
SAA, LEED® AP

**| STUDIOS**

**VAN**  
950 – 1500 W Georgia Street  
Vancouver, BC V6G 2Z6  
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**VIC**  
104 – 3212 Jacklin Road  
Victoria, BC V9B 0J5  
250.391.4933

[wa-arch.ca](http://wa-arch.ca)

The building at 440 1st Ave currently known as the Island Hotel or the Islander is an important and iconic historic landmark in downtown Ladysmith. Built in 1900 as a 2-storey traditional structure branded the “Europe Hotel”, the building was raised, refaced and added to in 1913, creating the current Edwardian form.

The 1913 modifications were in response to economic and legal demands of the time that required a certain number of rooms in order to obtain liquor licensing: a necessity for financial viability. In response to similar economic pressures, this proposal is the further evolution of the building from derelict, underutilized rooming house, to a carefully crafted integration of the precious 3-storey historic masonry edifice with a new concrete and wood structure comprising 22-newly constructed modern rental homes and almost 1500 sf of grade level commercial space.

The architectural design, height and massing of the current proposal is driven strongly by the retained original building façade. This evolution of the “Islander” building proposes a 2-storey addition, set back at both floors from the retained historic cornice and parapet. This 5 storey form fits within the OCP height limitations for developments on 1st Ave. The fenestration includes large openings to provide natural light to the dwellings, while maintaining the punctuation and simplicity of the existing windows of the original Edwardian façade. Modest, restrained cladding on the addition seeks to differentiate while complementing the original materiality of the building.

From the lane (west) side of the property the new structure is expressed as a 4-storey building, architecturally divided between a 1-storey base on which a 3-storey form extrudes. The level at grade is wrapped in a buff-coloured brick, referencing the materiality of the heritage elevation and providing a grounding expression at this secondary entrance. The floors above include a subtle columnar expression matching the rhythm of 1st Ave brick columns but in a contrasting rain screen stucco material.

Above the 5th floor is a common rooftop deck over-looking 1st Ave and the park to the west, which provides spectacular views to the Ladysmith waterfront and town for all residents of the building. An elevator provides wheelchair accessibility to this amenity with a vestibule for weather protection, and exiting is limited to one stair. These spaces fall within the bylaw exclusions for building height and do not exceed 10% of the building roof area as described on drawing A203. The cladding and colour of this massing is kept light and simplified to minimize the visual impact above the roof line. The common rooftop amenity deck includes seating, barbecues and planting beds, improving livability and social engagement opportunities for the building’s residents.

Four required parking stalls are provided on the west (lane) side of the building. In accordance with the heritage revitalization agreement, 22 class a bicycle parking stalls (1 stall / residential suite) are provided on level 1 in a secured indoor room. As the heritage façade does not allow for a setback from the 1st Ave, 7 class b bicycle parking stalls are proposed offsite via four racks on the public sidewalk in front of the



building. This location is intended to be most visible and practical for those frequenting the ground floor business and visiting the residences from the street.

### **Setbacks, Building Height, and Massing**

The window locations and the floor heights of the original “Island Hotel” determines the interior suite demising and the building height. The original ceiling heights of the Island Hotel were higher than current norms for residential buildings. At 11’-6” and 10’-2” respectively, level 2 and level 3 total almost 3’ higher than would typically be built today. In addition, the main floor of the original building was raised from the street by over 1m from 1st Ave, resulting in the upper floors being higher than usual. Another factor impacting the massing is the location of BC Hydro’s pole mounted electrical transformers on the lane. These limit the allowance of unprotected openings or vents to 6m or ~20’ away from the lane property line, leaving very little volume around the site that is feasible to develop.

Due to these site constraints, we are proposing a variance to reduce the level 4 northeast setback from 2.7m to 2.35m (measured to cladding), and the level 5 setback from 5.4m to 4.57m. This equals a reduction in setback of 0.35m and 0.83m on level 4 and 5 respectively. The proposed setbacks enable the creation of livable east-facing 1-bedroom suites with functional private roof decks, while maintaining a distinct physical separation from the retained heritage facade fronting levels 1, 2 and 3.

The proposal includes a flat roof, both to provide the residents with a common amenity space and to respect the architectural style of the existing character. The proposed building height to the rooftop guardrail, sits approximately 1m below the maximum building height per the zoning bylaw.

The height of the second floor is determined by the level that it must meet the retained heritage façade. Thus, the second floor is elevated above the rear lane grade, providing the suites with some privacy and a vantage over the parked vehicles. A raised planter is proposed to screen vehicles from the residential units. In accordance with town requirements an at-grade tree has been located adjacent to the new secondary entrance to provide shading for the parked cars. The level 2 building entrance provides residents with direct access to the elevator via a secured walkway and entry lobby treated with high quality finishes and lighting.

### **Form, Character, and Conservation**

The architectural design, height and massing of the current proposal is driven strongly by the retained building façade. The current proposal creates distinct architectural elements brought together in the building composition. A grounded brick base anchors both the street (existing) and lane (proposed) elevations. Above these sit a rainscreen stucco form, in lighter off-white and beige colours to distinguish but still relate to the heritage facade.

The design approach for the redevelopment of 440 1st Ave has been guided by the “Standards and Guidelines for the Conservation of Historic Places in Canada”. The historic façade of the Island Hotel building facing 1st Ave will be retained and restored with the guidance of a conservation consultant and careful site inspection. The new building will be physically and visually compatible with, subordinate to and distinguishable from the existing character, as advised by conservation guidelines.

While retaining the structure and height of the historic façade, the storefront and ground level will be lowered to better respond to the existing grade of 1st Avenue. New clear storefront glazing provides a visual connection between the commercial use and sidewalk, helping restore the historic activities of the street. The residential lobby is shifted to the north “bay” of the building, allowing flexibility in commercial



tenancy while maintaining the traditional configuration of commercial entrances in Ladysmith.

The existing window openings facing 1st Avenue will be reconstructed with new, thermally efficient double-glazed units in the “one over one” Edwardian proportions of the existing façade. The window frames are proposed with a “charcoal” finish, providing a single consistent colour for all new glazing across the project, ensuring that the new glazing remains distinguishable from the conserved façade. The existing mid-level and upper cornices are to be restored and will be painted with a deep green colour. New fabric awnings between the existing brick openings are proposed in the same tone, providing continuity of the current streetscape weather protection. Above the existing three storey massing of the historic “base”, levels 4 and 5 are set back from the retained façade.

The window design focuses on maintaining symmetry and repetition in the façade, as displayed in the Edwardian elevation below. Expansive glazing prioritises the livability of these urban suites, maximising natural light into the interior. Two simplified cornices are proposed to cap each setback. Up and down lighting is proposed on the existing brick piers at grade, to uniformly and softly light the building at night.

The upper-level cladding material is proposed as a rainscreen stucco assembly, providing a simple and subdued expression for the addition, and ensuring that the massing remains secondary and subordinate to the lower heritage façade. Employing a rainscreen provides a well-protected and easy to maintain envelope for the building. In squaring off the silhouette of the building with a flat roof, the historic, urban nature of the existing building is respected and remains subordinate to its Edwardian style.

The side walls against the neighbouring property lines require fire rated non-combustible masonry construction, and will be finished in a stucco rainscreen assembly. The stucco is proposed in buff/beige and off-white colours, providing colour continuity with the brick heritage façade while remaining distinguishable in surface texture. On the west elevation, three columnar forms are built up in stucco to reference the brick pier form on 1st Ave at grade. Private residential balconies are staged within the centre bay, with Juliette balconies proposed on the side units due to the restricted clearances from BC Hydro transformers. The green colour accent on 1st Avenue is subtly referenced on the modern cornices and the secondary entrance on the lane façade, cohesively tying the two frontages together.

We believe this project builds on the energy and significance of the original building and community, maintains a balance between the historic vernacular and modern architecture and provides new, highly liveable rental homes in the Ladysmith town centre while retaining an important element of the Ladysmith built heritage.

Please do not hesitate to contact us should you have any questions or comments.

Sincerely,  
WA ARCHITECTS LTD.

A handwritten signature in black ink, appearing to read 'Neil Banich'.

Neil Banich  
DESIGN DIRECTOR | PRINCIPAL

Joel Smith  
ARCHITECT AIBC, SAA, AAA, AIA | PRINCIPAL

NO.	ISSUE	Y/M/D
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/02/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/15
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/31
1	ISSUED FOR DEVELOPMENT PERMIT	23/12/10

SEAL:



CONSULTANT:



VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
604.685.3529 | office@wa-arch.ca wa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:

**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:

**SURVEY (FOR INFO  
ONLY)**

PROJECT NO: 23047

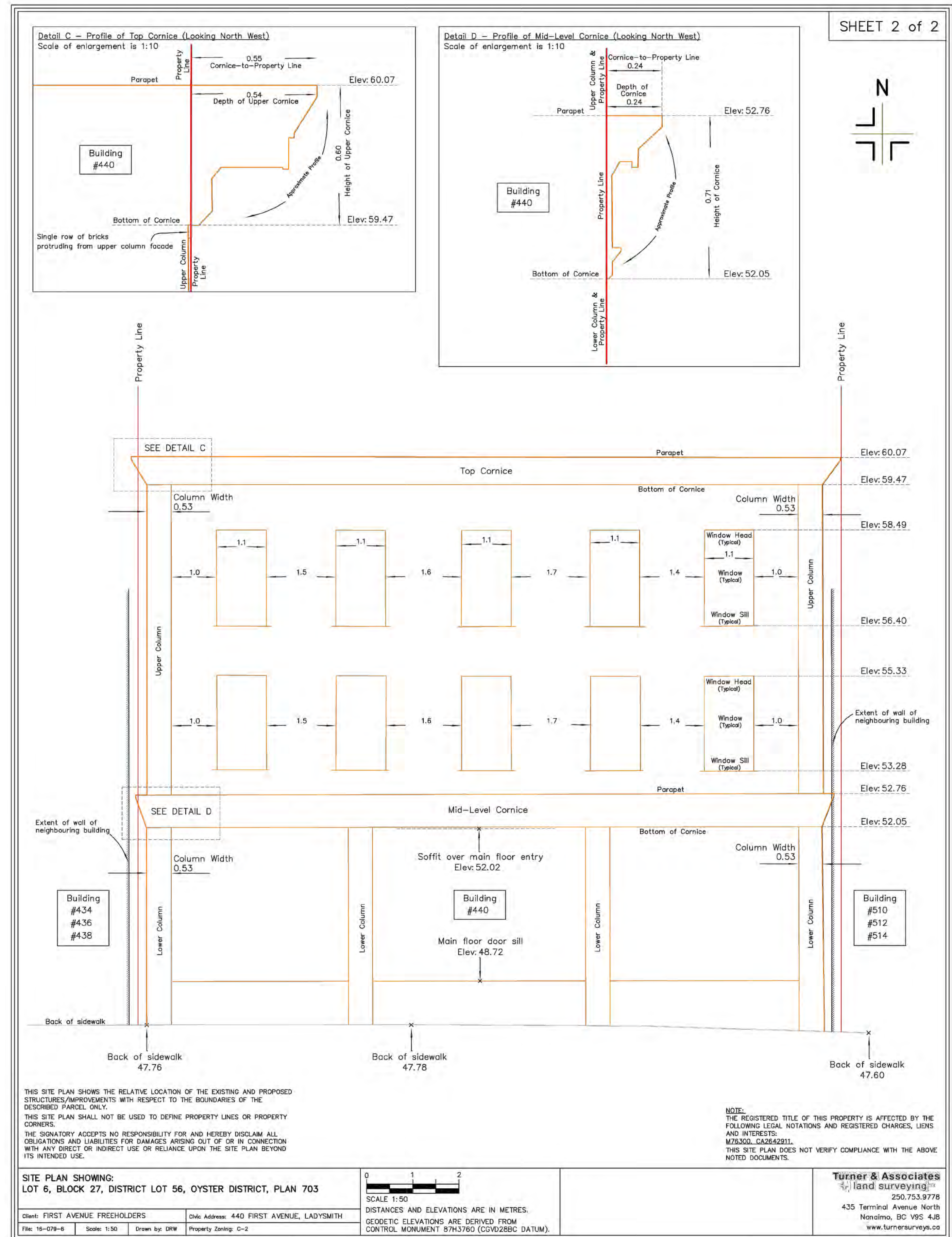
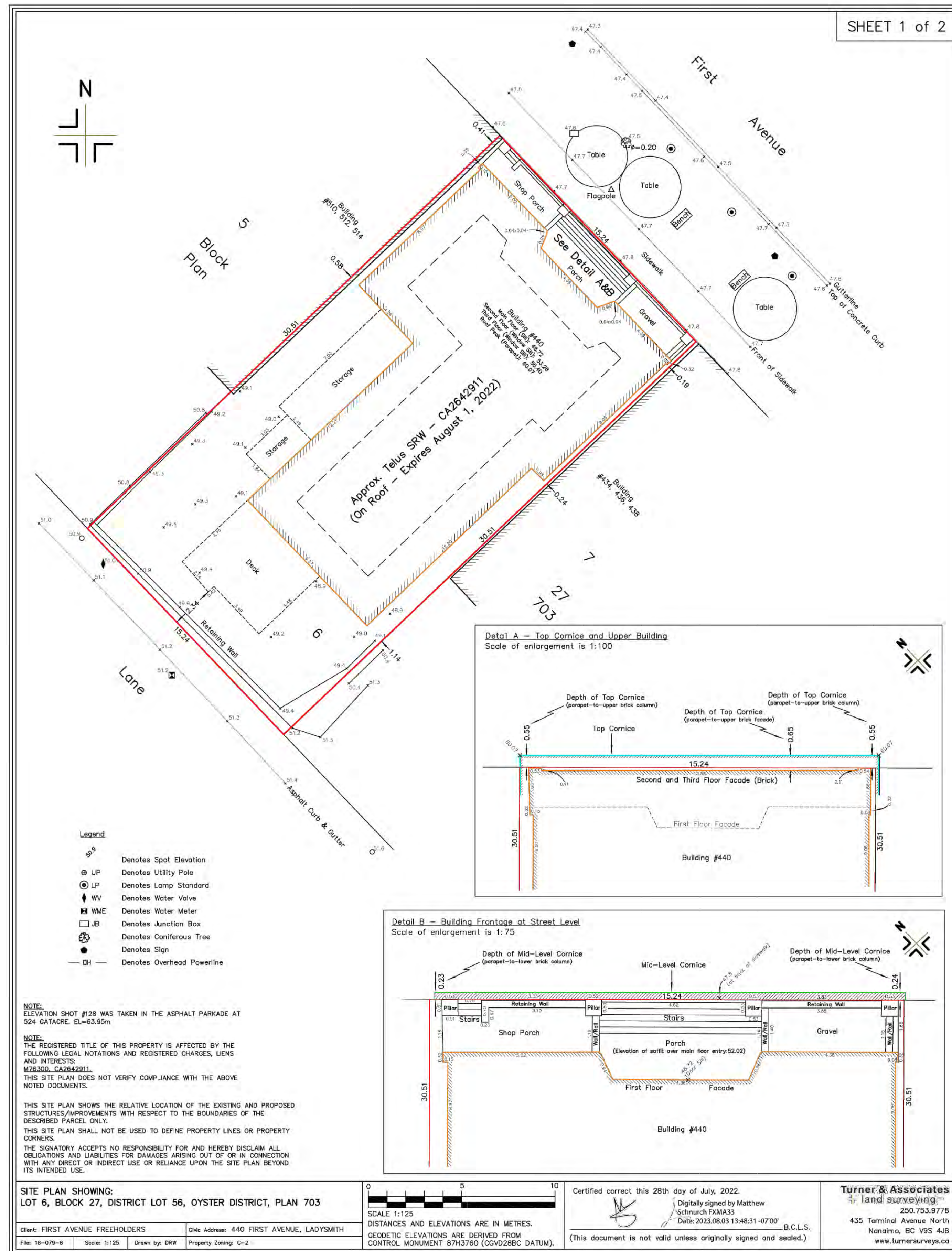
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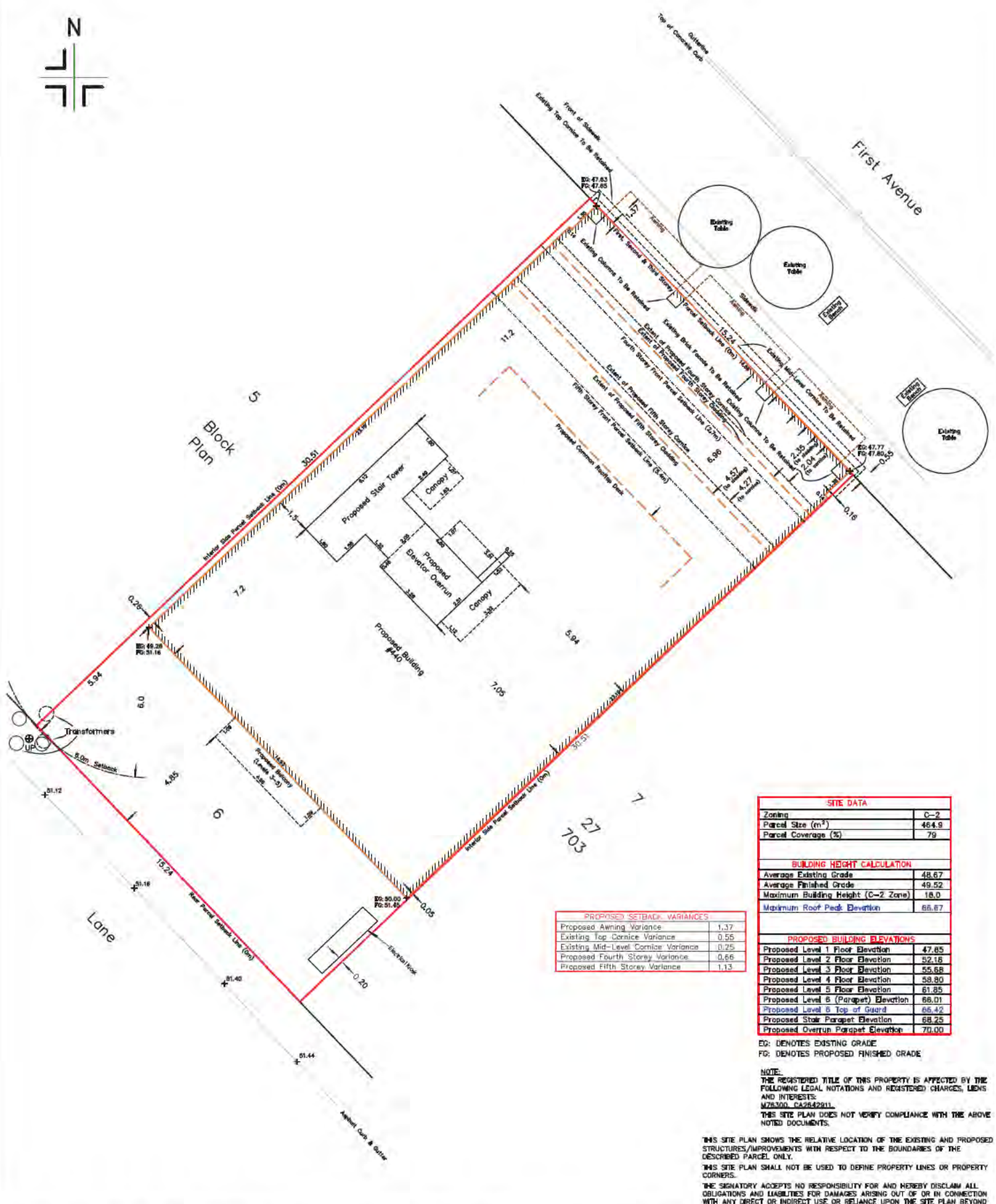
SCALE: NTS

REVIEW BY: JMS

DWG NO:

**A001**





**PROPOSED SETBACK VARIANCES**

Proposed Awning Variance	1.17
Existing Top Cornice Variance	0.56
Existing Mid-Level Cornice Variance	0.25
Proposed Fourth Storey Variance	0.66
Proposed Fifth Storey Variance	1.13

**SITE DATA**

Zoning	C-2
Parcel Size (m <sup>2</sup> )	464.9
Parcel Coverage (%)	79

**BUILDING HEIGHT CALCULATION**

Average Existing Grade	48.67
Average Finished Grade	49.52
Maximum Building Height (C-2 Zone)	18.0
Minimum Roof Peak Elevation	66.67

**PROPOSED BUILDING ELEVATIONS**

Proposed Level 1 Floor Elevation	47.85
Proposed Level 2 Floor Elevation	52.18
Proposed Level 3 Floor Elevation	55.88
Proposed Level 4 Floor Elevation	59.80
Proposed Level 5 Floor Elevation	61.85
Proposed Level 6 (Parapet) Elevation	66.01
Proposed Level 6 Top of Guard	65.42
Proposed Stair Parapet Elevation	68.25
Proposed Overrun Parapet Elevation	70.00

EO: DENOTES EXISTING GRADE  
FO: DENOTES PROPOSED FINISHED GRADE

**NOTE:**  
THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:  
#78300, #2882911.  
THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.

THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

**SITE PLAN SHOWING PROPOSED BUILDING LOCATION ON:**  
LOT 6, BLOCK 27, DISTRICT LOT 56,  
OYSTER DISTRICT, PLAN 703

CLIENT: FIRST AVENUE FREEHOLDERS      CIVIC ADDRESS: 440 1st AVENUE, LADYSMITH

FILE: 16-079-0      SCALE: 0:100      DRAWN BY: DRW      PROPERTY ZONING: C-2

SCALE 1:100  
DISTANCES AND ELEVATIONS ARE IN METRES.

GEODETIC CONTROL MONUMENT (M313701, C-197583C, DATUM)

Page 60 of 177

CERTIFIED CORRECT THIS 2nd DAY OF OCTOBER, 2024.  
Digitally signed by Matthew Schruoch FXMA33  
Date: 2024.10.07 13:01:31 -0700

(THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.)

**Turner & Associates**  
land surveying  
250.753.9778  
435 TERMINAL AVENUE NORTH  
NANAIMO, BC V8S 4J8  
www.turnersurveyors.ca

NORTH ARROW:

OWNER/CLIENT:

FIRST AVENUE  
FREEHOLDERS INC.

GENERAL NOTES:


4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	240927
3	RE-ISSUED FOR DEVELOPMENT PERMIT	240715
2	RE-ISSUED FOR DEVELOPMENT PERMIT	240531
1	ISSUED FOR DEVELOPMENT PERMIT	231219
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:



VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V8B 0J5  
604.685.3529 | office@wa-arch.ca wa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:  
**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:  
**RENDERINGS**

PROJECT NO: 23047    DRAWN BY: AW  
SCALE: NTS    REVIEW BY: JMS  
DWG NO:    **A050**



1 VIEW FROM 1ST AVE LOOKING SOUTHEAST



2 VIEW FROM GATACRE ST



3 VIEW FROM 1ST AVE LOOKING NORTHWEST



4 VIEW FROM LANE

**PROJECT STATS**  
**ISLAND HOTEL REDEVELOPMENT**  
 Project No. 23047

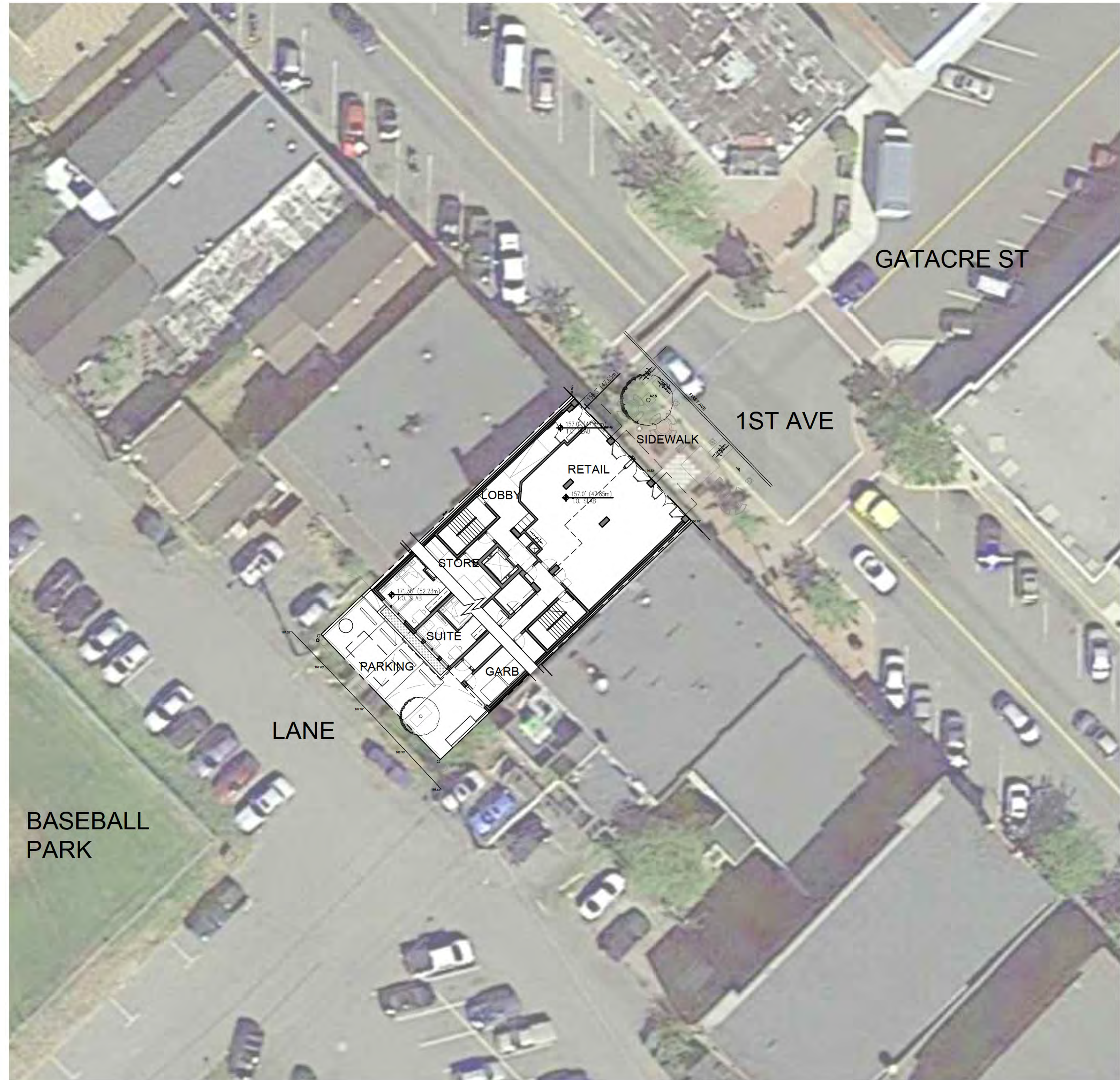
REVISION NO.				
SITE INFORMATION				
LEGAL DESCRIPTION	LOT 6, BLOCK 27, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 703			
CIVIC ADDRESS	440 FIRST AVE, LADYSMITH, B.C., V6A 0J7			
ZONING	DPA 2 and DPA 4			
SITE AREA (R <sup>2</sup> )	5,004.02 SF	464.9 sqm		
SITE DATA		PROPOSED		
FLOOR SPACE RATIO (FSR)		AREA TOTAL / SITE AREA	2.83	
SITE COVERAGE		TO TOP OF PARAPET	100%	
BUILDING HEIGHT*		FRONT	17.05m	
SETBACKS		REAR	0m	
		SOUTHEAST SIDE	0m	
		NORTHWEST SIDE	0m	
		FRONT LEVEL 4 (TO CLADDING)	2.35m	
		FRONT LEVEL 5 (TO CLADDING)	4.57m	
BUILDING DATA				
UNIT MIX			# OF UNITS	
STUDIO			7	
1 BED			15	
2 BED			0	
<b>TOTAL UNITS</b>			<b>22</b>	
AREA SUMMARY PER MUNICIPAL FSR		COMMERCIAL	RESIDENTIAL	
LEVEL 1	1,481.53 SF	137.6 sqm	-	
LEVEL 2		2,776.26 SF	257.9 sqm	
LEVEL 3		3,306.81 SF	307.2 sqm	
LEVEL 4		2,953.99 SF	274.4 sqm	
LEVEL 5		2,585.22 SF	240.2 sqm	
LEVEL 6 (AMENITY STORAGE)		36.83 SF	3.4 sqm	
<b>SUBTOTAL</b>	<b>1,481.53 SF</b>	<b>137.6 sqm</b>	<b>1,083.1 sqm</b>	
<b>TOTAL AREA PER MUNICIPAL FSR</b>		<b>13,140.24 SF</b>	<b>1,220.8 sqm</b>	
BUILDABLE AREA SUMMARY (NO EXCLUSIONS)		COMMERCIAL	RESIDENTIAL	
LEVEL 1	1,481.53 SF	137.6 sqm	212.6 sqm	
LEVEL 2		3,824.84 SF	355.3 sqm	
LEVEL 3		3,900.41 SF	362.4 sqm	
LEVEL 4		3,547.19 SF	329.5 sqm	
LEVEL 5		3,178.82 SF	295.3 sqm	
LEVEL 6		769.13 SF	71.5 sqm	
<b>SUBTOTAL</b>	<b>1,481.53 SF</b>	<b>137.6 sqm</b>	<b>1,626.6 sqm</b>	
<b>TOTAL BUILDABLE AREA (NO EXCLUSIONS)</b>		<b>18,989.89 SF</b>	<b>1,764.2 sqm</b>	
PARKING DATA				
PROPOSED PARKING	DESCRIPTION	QUANTITY		
	STANDARD STALL	1		
	SMALL STALL	3		
<b>TOTAL PROPOSED PARKING</b>		<b>4</b>		
REQUIRED BICYCLE PARKING	CLASS A	22	CLASS B	7
PROPOSED BICYCLE PARKING	CLASS A	22	CLASS B	7

\*Building height calculated from average finished grade to top of roof parapet excluding overruns as noted on A203.



VAN 950 - 1500 W. Georgia Street Vancouver, BC V6G 2Z8 | T: 604.685.3529  
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**Architecture.**  
**Made Personal.**



1 SITE PLAN  
 1/16"=1'-0"

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NORTH ARROW:



OWNER/CLIENT:

**FIRST AVENUE  
 FREEHOLDERS INC.**

GENERAL NOTES:


4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	240927
3	RE-ISSUED FOR DEVELOPMENT PERMIT	240715
2	RE-ISSUED FOR DEVELOPMENT PERMIT	240531
1	ISSUED FOR DEVELOPMENT PERMIT	231210
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:



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 VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
 604.685.3529 | office@wa-arch.ca wa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
 REDEVELOPMENT**

PROJECT ADDRESS:

440 1ST AVE, LADYSMITH, BC

DRAWING TITLE:

**SITE PLAN & PROJECT  
 DATA**

PROJECT NO: 23047 DRAWN BY: AW

SCALE: NTS REVIEW BY: JMS

DWG NO: A100

NORTH ARROW:



OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	240927
3	RE-ISSUED FOR DEVELOPMENT PERMIT	240715
2	RE-ISSUED FOR DEVELOPMENT PERMIT	240531
1	ISSUED FOR DEVELOPMENT PERMIT	231210
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:



VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
604.685.3529 | office@iwa-arch.ca | iwa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:

**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:

**FLOOR PLANS L1-L2**

PROJECT NO: 23047

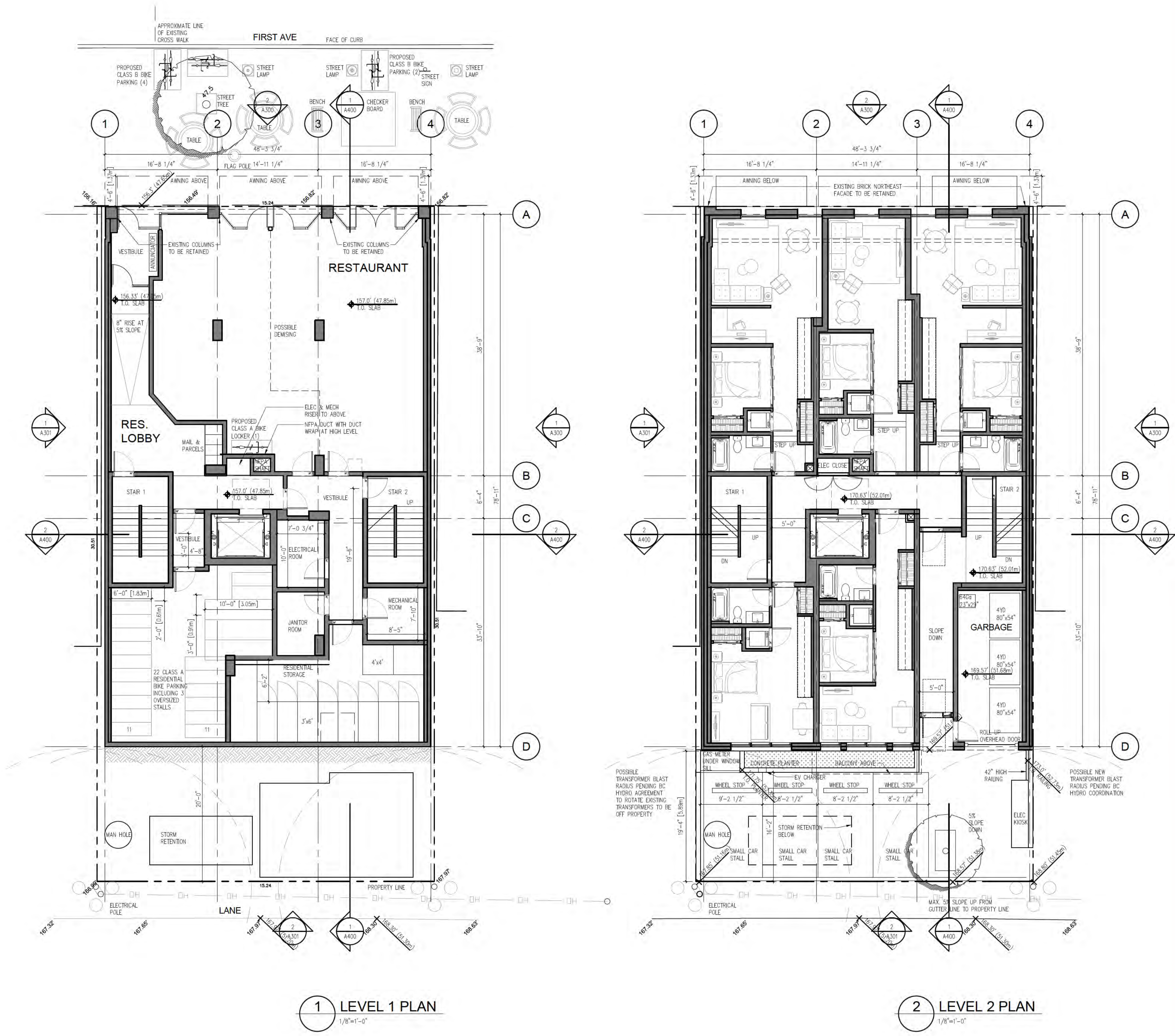
DRAWN BY: AW

SCALE: 1/8"=1'-0"

REVIEW BY: JMS

DWG NO:

**A200**



**1 LEVEL 1 PLAN**  
1/8"=1'-0"

**2 LEVEL 2 PLAN**  
1/8"=1'-0"



NORTH ARROW:



OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

NO.	ISSUE	Y/M/D
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/09/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/15
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/01
1	ISSUED FOR DEVELOPMENT PERMIT	23/12/10

SEAL:



CONSULTANT:



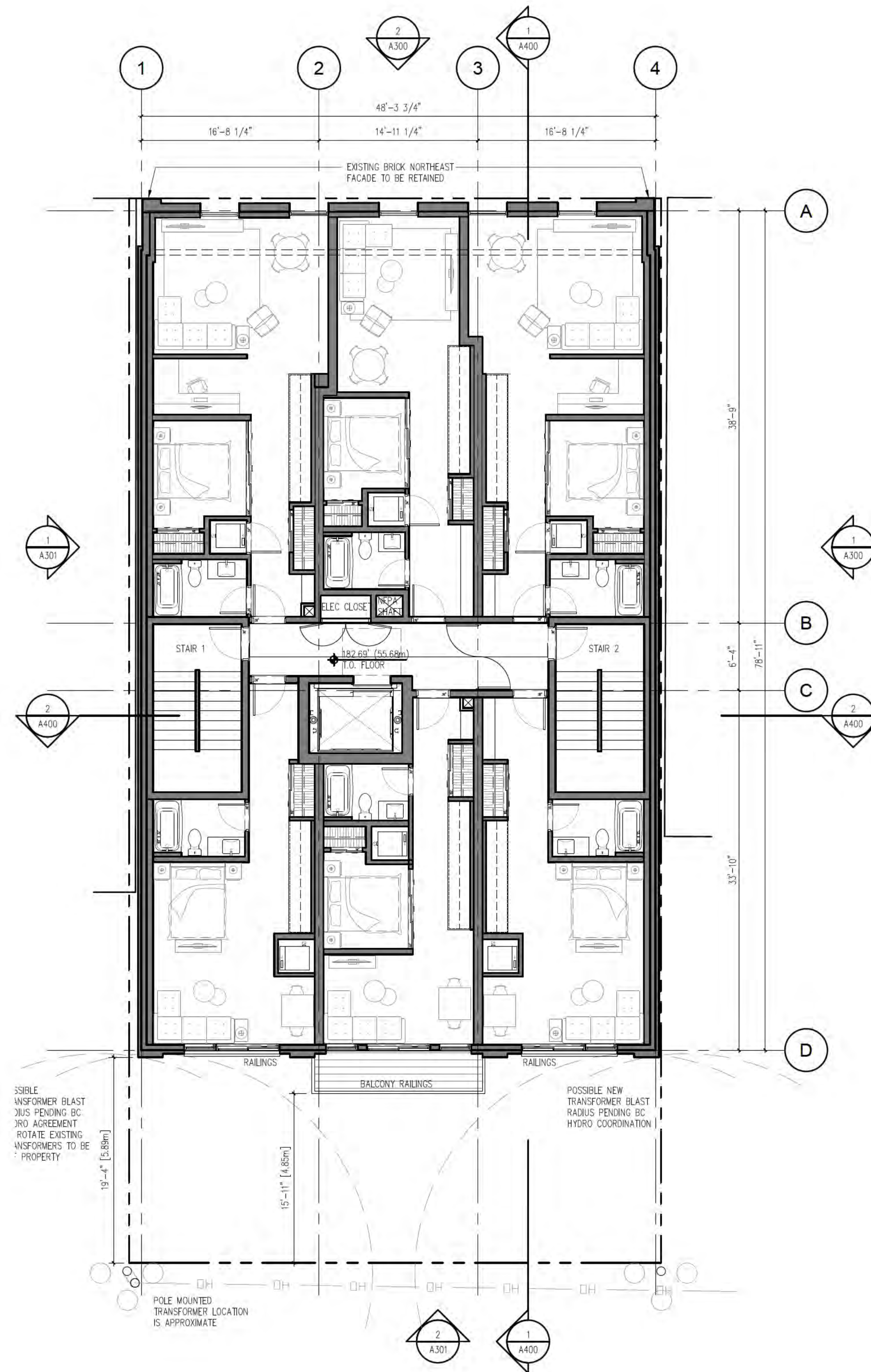
VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
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PROJECT NAME:  
**ISLAND HOTEL  
REDEVELOPMENT**

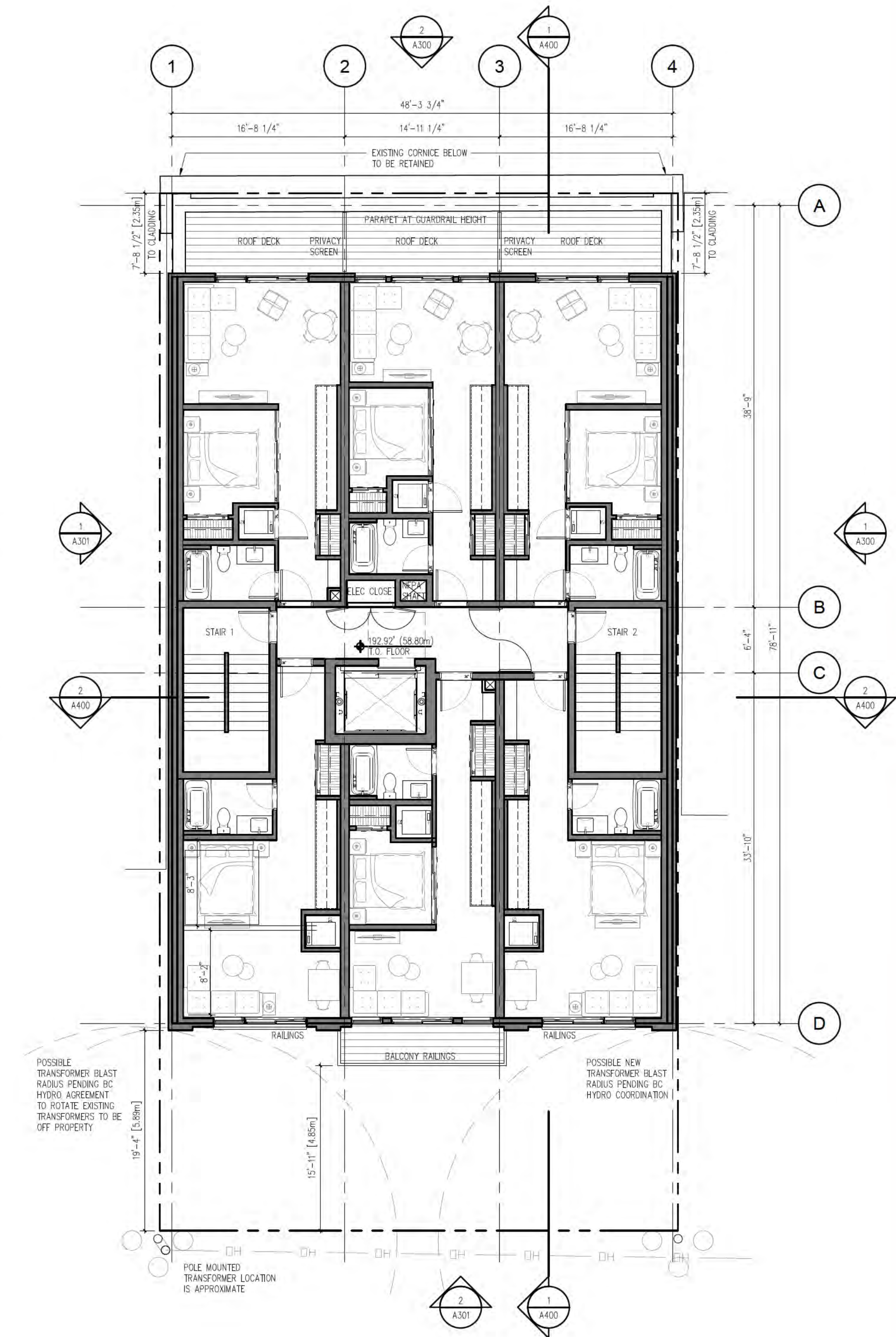
PROJECT ADDRESS:  
**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:  
**FLOOR PLANS L3-L4**

PROJECT NO: 23047 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: JMS  
DWG NO: A201



**1 LEVEL 3 PLAN**  
1/8"=1'-0"



**2 LEVEL 4 PLAN**  
1/8"=1'-0"

NORTH ARROW:



OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

NO.	ISSUE	YMD
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	240927
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2	RE-ISSUED FOR DEVELOPMENT PERMIT	240531
1	ISSUED FOR DEVELOPMENT PERMIT	231210

SEAL:



CONSULTANT:



VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
604.685.3529 | office@iwa-arch.ca | iwa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:

**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:

**FLOOR PLANS L5-L6**

PROJECT NO: 23047

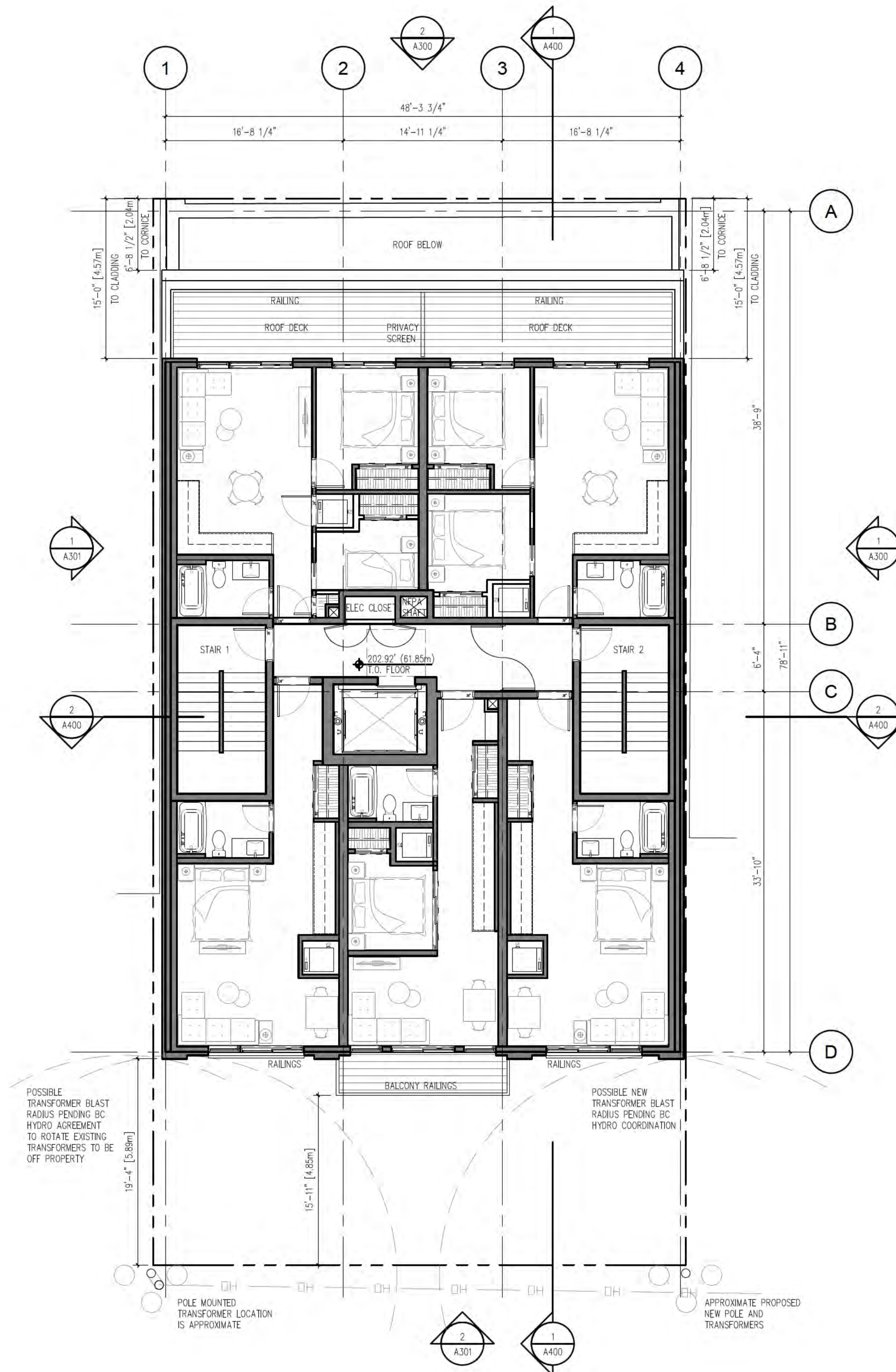
DRAWN BY: AW

SCALE: 1/8"=1'-0"

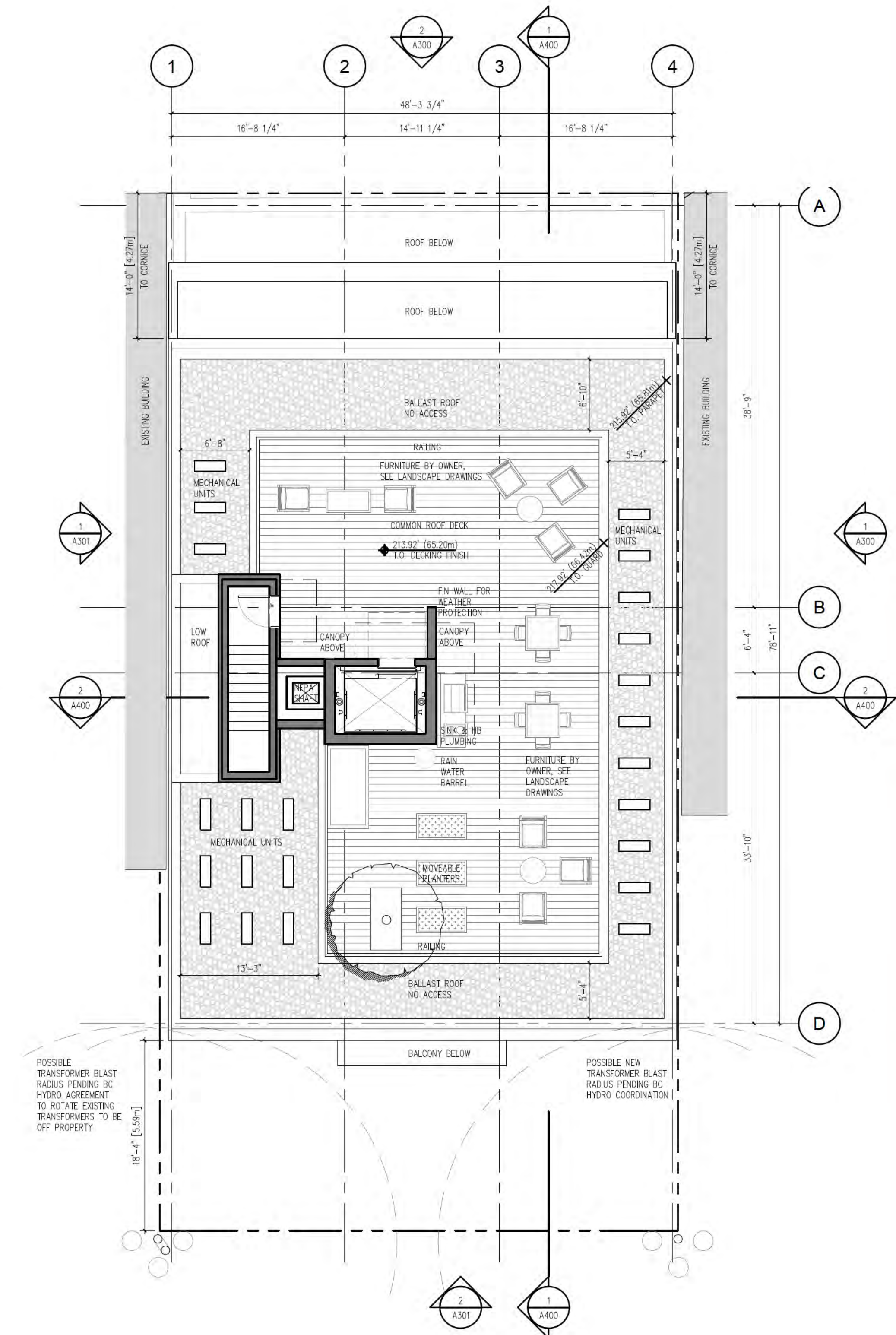
REVIEW BY: JMS

DWG NO:

**A202**



**1 LEVEL 5 PLAN**  
1/8"=1'-0"



**2 LEVEL 6 PLAN**  
1/8"=1'-0"

NORTH ARROW:



OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

NO.	ISSUE	Y/M/D
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/09/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/15
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/11
1	ISSUED FOR DEVELOPMENT PERMIT	23/12/19

SEAL:



CONSULTANT:

**IWA  
ARCHITECTS**

VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V8B 0J5  
604.685.3529 | office@wa-arch.ca wa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:

**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:

**ROOF PLAN**

PROJECT NO: 23047

DRAWN BY: AW

SCALE: 1/8"=1'-0"

REVIEW BY: JMS

DWG NO:

**A203**



VIEW LOOKING FROM HIGHER ELEVATION  
NORTHWARDS SHOWING THE SCREENING OF  
MECHANICAL AND ELEVATOR FEATURES

**BUILDING HEIGHT EXEMPTION**

The zoning bylaw under 5.13 Height Exemptions notes:  
a) Except as otherwise provided in each particular Zone, no Buildings and Structures may exceed the Height requirements of this Bylaw, except:  
i) Church spires, belfries, domes, monuments, fire and hose towers, observation towers, stadium bleachers, radio tower, television tower, satellite signal receiving apparatus, chimneys, flag poles, mast aerials, cooling towers, elevator and ventilating machinery, screening for mechanical equipment, stair towers, monuments, lighting poles, clothes line poles and Solar Energy Devices;  
b) The Height exceptions indicated in Section 5.13(a)(i) shall be limited to a Height of one and a half times the permitted Height for Principal Buildings in the applicable Zone and provided that such Buildings or Structures do not cover more than 20 percent of the Parcel Area or more than 10 percent of the roof area if located on a Building or Structure, except in the case of Solar Energy Devices which shall have no roof coverage limit.

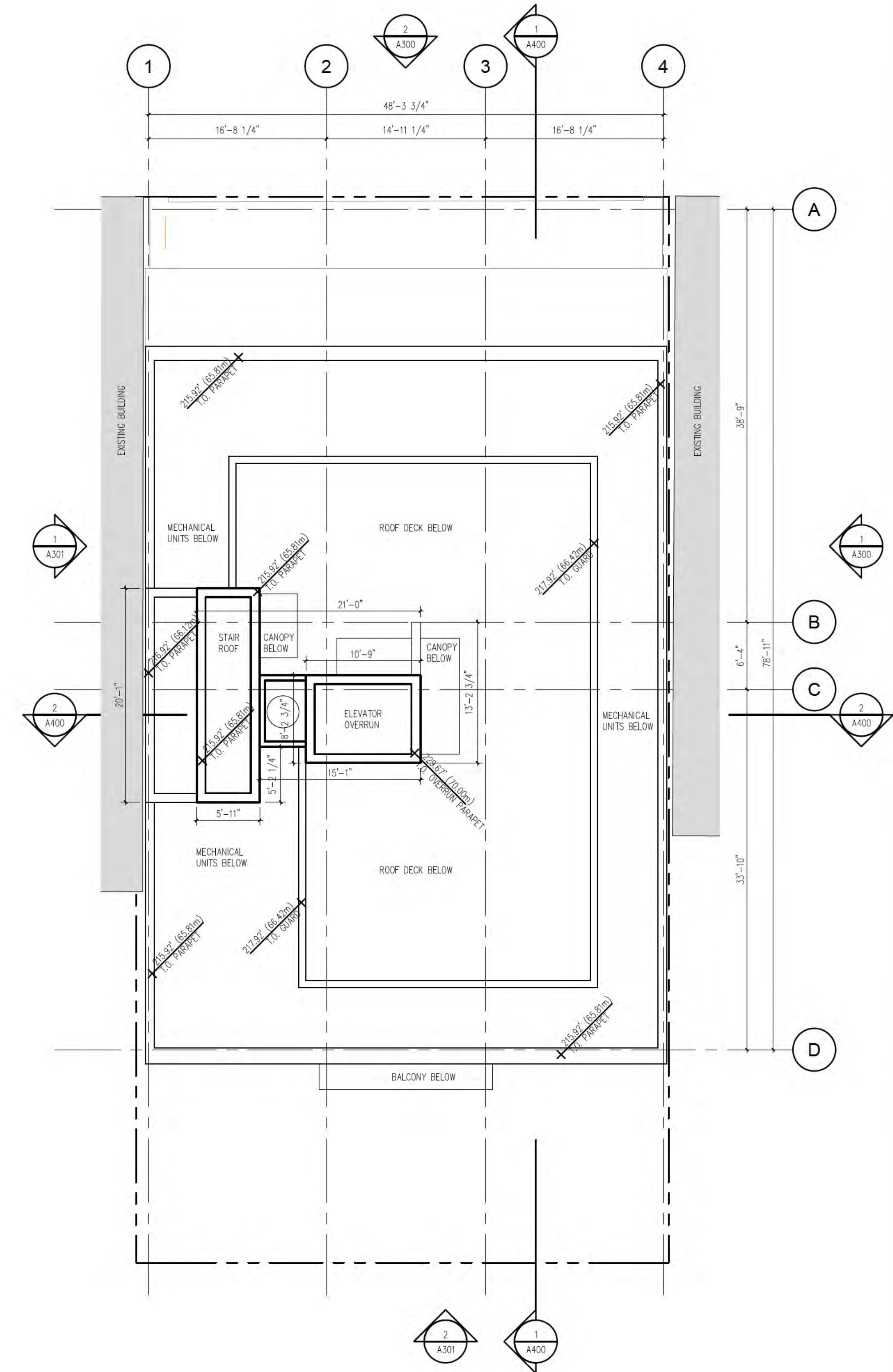
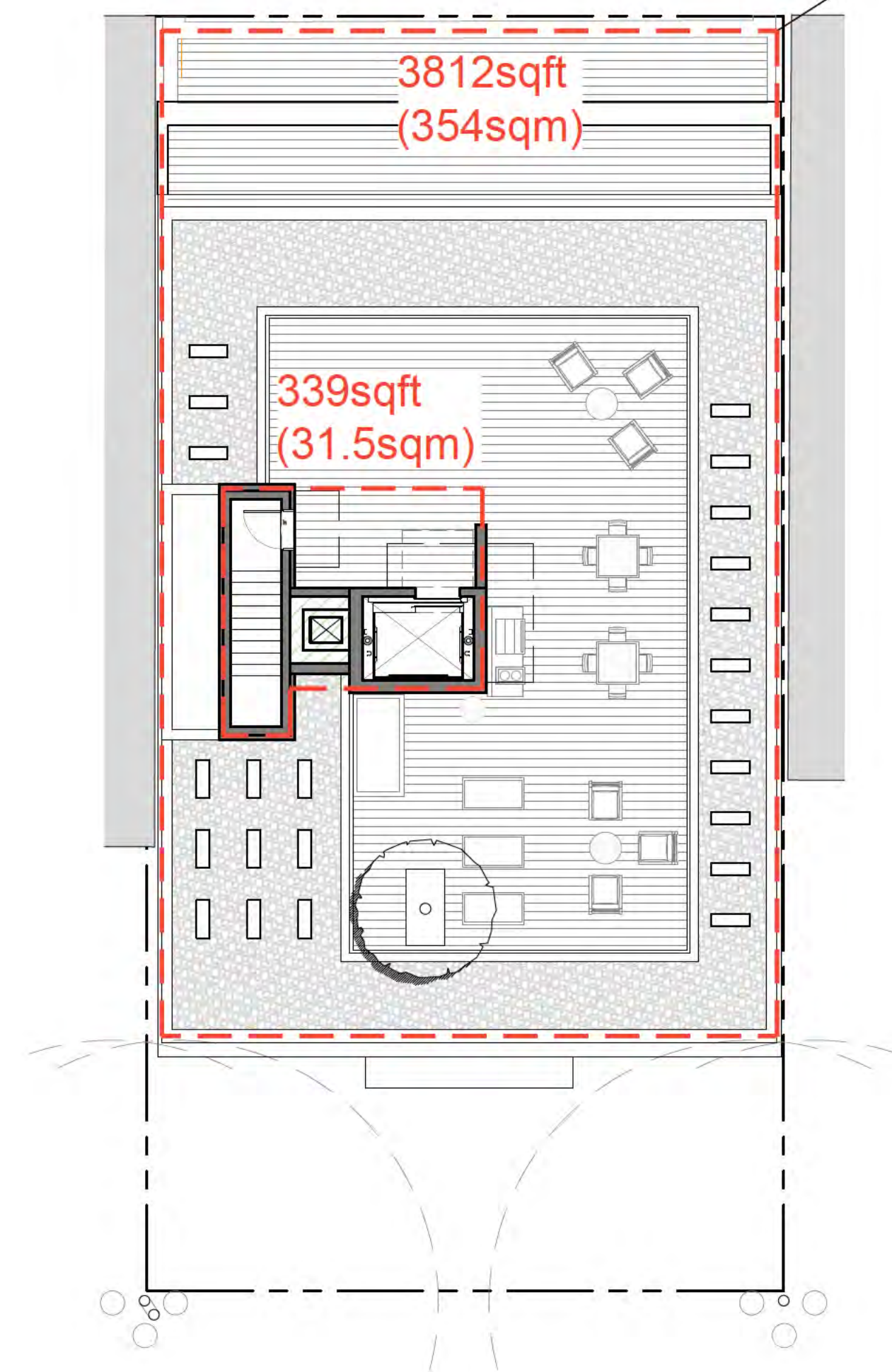
The building roof area equals 3,812sqft (354sqm)  
10% of 3,812sqft = 381sqft (35.4sqm)

The parcel area equals 5,004sqft (464.9sqm)  
20% of 5,004sqft = 1,000.8sqft (93.0sqm)

The proposed elevator and stair extension above the max building height measured to the exterior sheathing is 339sqft (31.5sqm).

The proposed elevator overrun height is 20.63m from average grade.

The elevator and stair extension is not more than 10% of the roof area, not more than 20% of the parcel area and not more than 1.5 times the permitted height of 18m.





NORTH ARROW:

OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

NO.	ISSUE	Y/M/D
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/09/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/15
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/31
1	ISSUED FOR DEVELOPMENT PERMIT	23/10/10

SEAL:



CONSULTANT:

**WA ARCHITECTS**

VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
604.685.3529 | office@wa-arch.ca | wa-arch.ca

PROJECT NAME:

**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:

**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:

**BUILDING ELEVATIONS  
SE & SW**

PROJECT NO: 23047

DRAWN BY: AW

SCALE: 1/8"=1'-0"

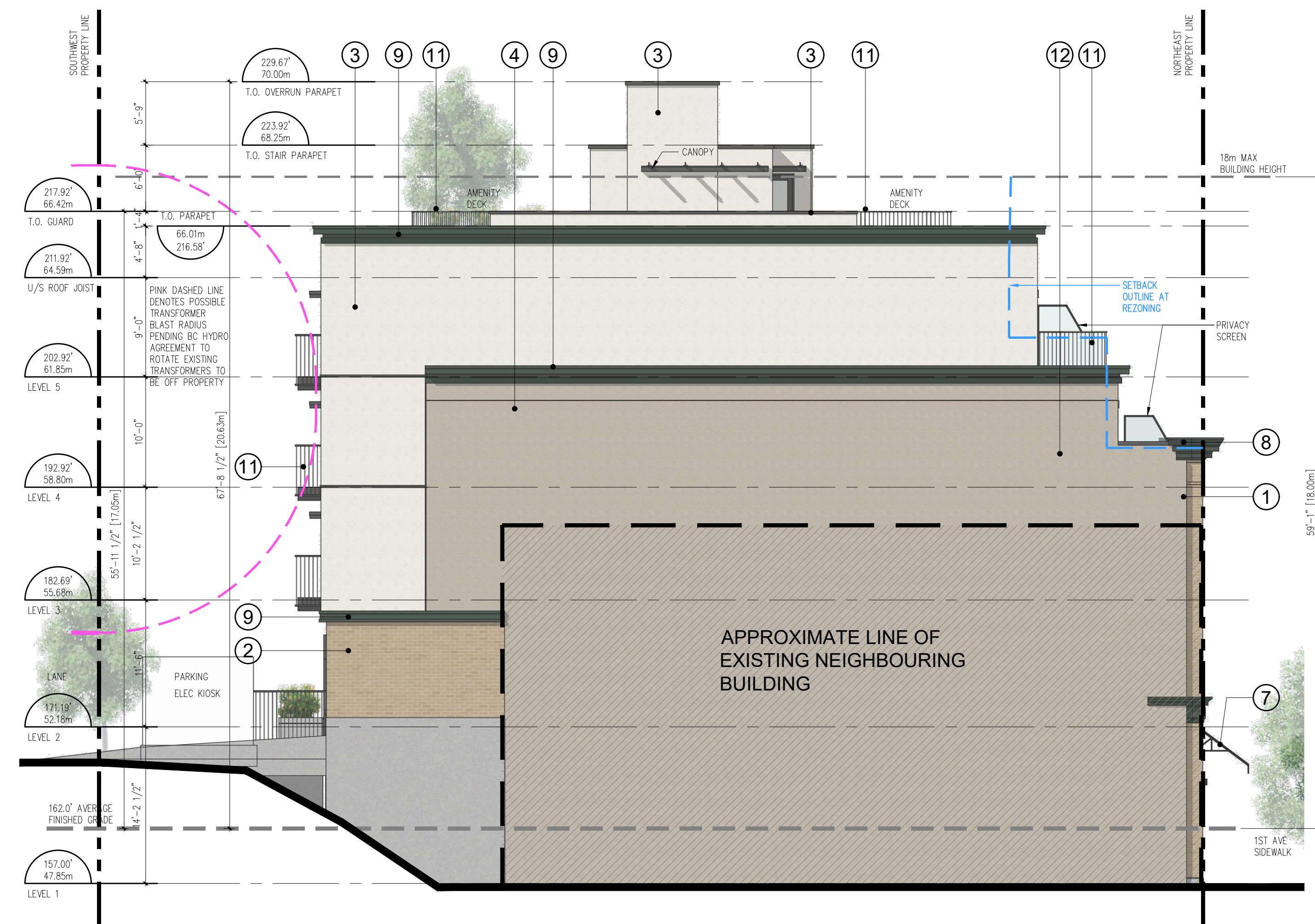
REVIEW BY: JMS

DWG NO:

**A301**

MATERIAL LEGEND

①	EXISTING BRICK	
②	NEW BRICK	BEIGE
③	STUCCO RAINSCREEN CLADDING	OFF-WHITE
④	STUCCO RAINSCREEN CLADDING	BEIGE
⑤	CLEAR GLAZING WITH VINYL FRAME	CHARCOAL FRAME
⑥	CLEAR GLAZING WITH ALUMINUM FRAME	CHARCOAL FRAME
⑦	FABRIC AWNING	GREEN
⑧	EXISTING CORNICE	REPAINTED GREEN
⑨	NEW CORNICE / FRIEZE	GREEN
⑩	LOUVERS	CHARCOAL
⑪	PICKET GUARDRAIL	CHARCOAL
⑫	PAINTED SIGN AS HISTORIC REFERENCE	
⑬	CONCRETE PLANTER, ARCHITECTURAL FINISH	SEALED
⑭	DOOR AND FRAMING	CHARCOAL
⑮	WINDOW HEADER TRIM	GREY



① **SOUTHEAST ELEVATION**  
1/8"=1'-0"



② **SOUTHWEST (LANE) ELEVATION**  
1/8"=1'-0"

NORTH ARROW:

OWNER/CLIENT:

**FIRST AVENUE  
FREEHOLDERS INC.**

GENERAL NOTES:

NO.	ISSUE	Y/M/D
4	RE-ISSUED FOR DEVELOPMENT PERMIT RESPONSE	24/09/27
3	RE-ISSUED FOR DEVELOPMENT PERMIT	24/07/15
2	RE-ISSUED FOR DEVELOPMENT PERMIT	24/05/31
1	ISSUED FOR DEVELOPMENT PERMIT	23/12/19

SEAL:



CONSULTANT:



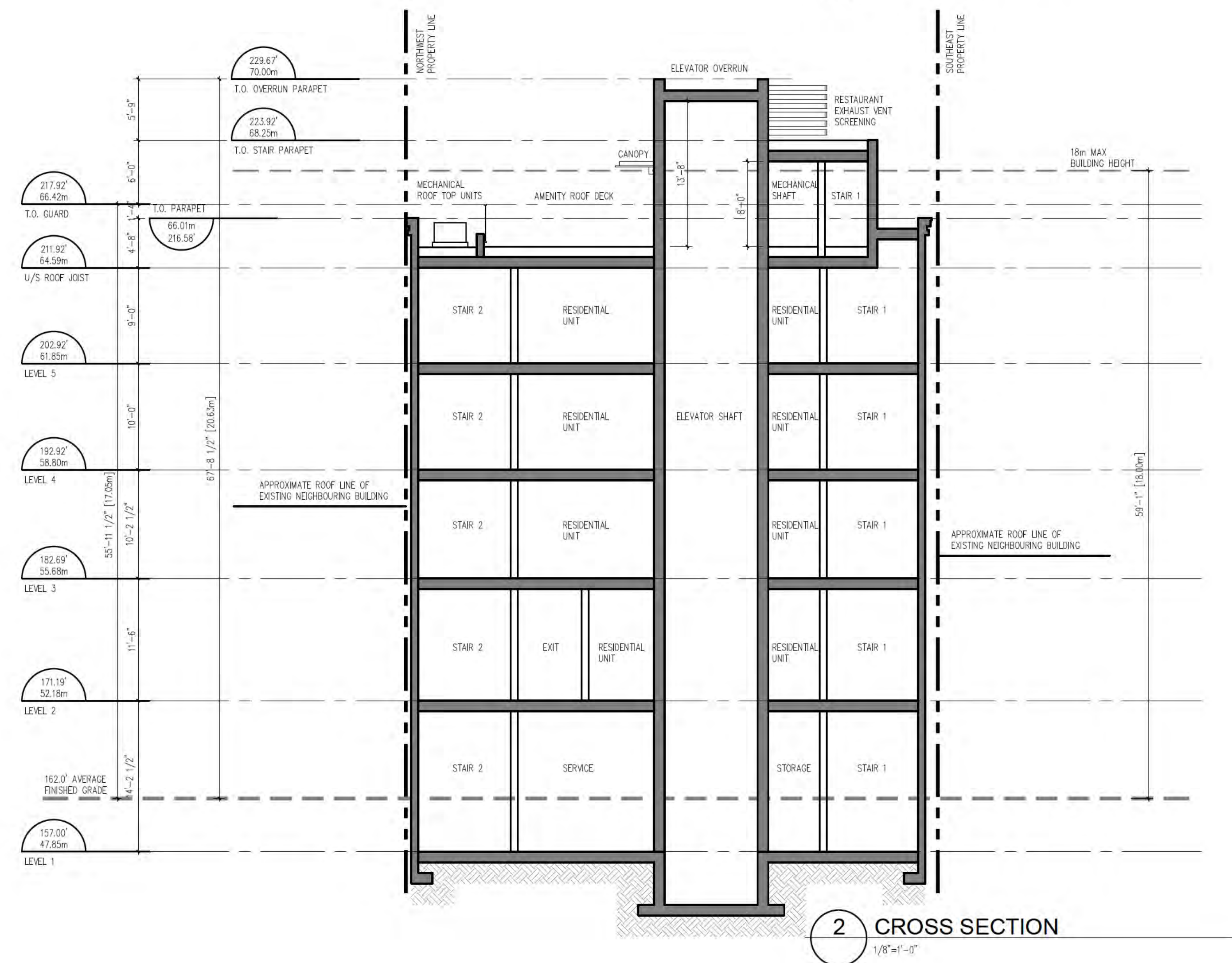
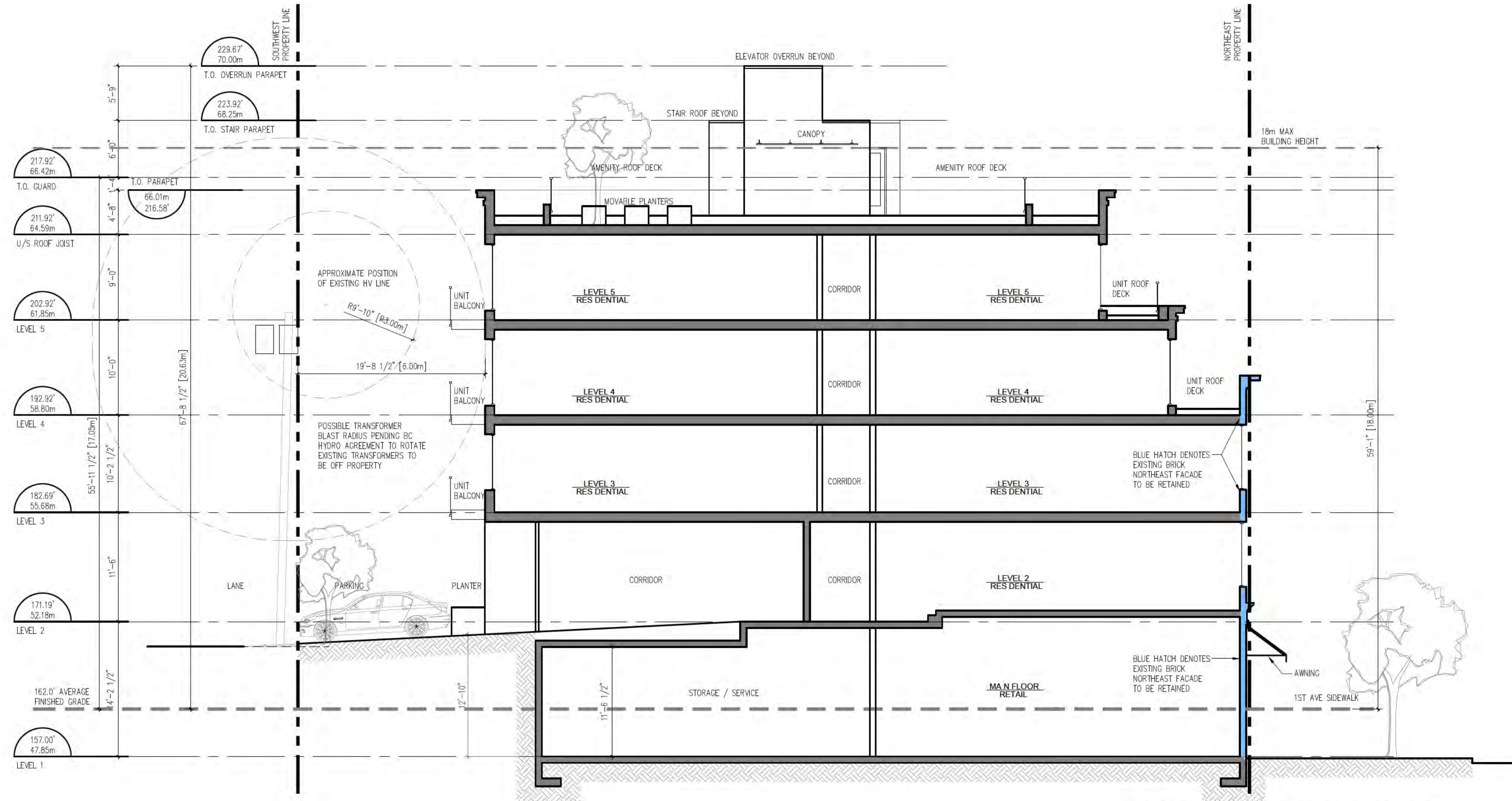
VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5  
604.685.3529 | office@iwa-arch.ca | iwa-arch.ca

PROJECT NAME:  
**ISLAND HOTEL  
REDEVELOPMENT**

PROJECT ADDRESS:  
**440 1ST AVE, LADYSMITH, BC**

DRAWING TITLE:  
**BUILDING SECTIONS**

PROJECT NO: 23047 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: JMS  
DWG NO: A400





# CONSTRUCTION WASTE MANAGEMENT PLAN

**Project:**

**Date:**

**Address:**

**Site Superintendent:**

**Site Foreman:**

## Project Waste Management Objectives

This project shall generate the least amount of waste possible by:

- planning and ordering carefully to minimize poor quantity estimating and over packaging;
- following all proper storage and handling procedures to reduce broken and damaged materials, contamination of reusable/recyclable materials, inadequate protection of materials from moisture, dust and other damage;
- reusing materials wherever possible; and
- HEATHERBRAE will work with the project designers to ensure that specific construction details minimize waste by working to standard construction material dimensions.

Of the inevitable waste that is generated, as much of the waste materials as economically feasible shall be salvaged for reuse, or separated for recycling.

## Waste Management Procedures:

- All contractors will be provided with a copy of this Waste Management Plan upon award of tender, and will be expected to review this plan, and provide a description of how the plan will be implemented for their own construction activities. All contractors will appoint one person responsible for implementing the waste management plan.
- Waste prevention, reuse, and recycling activities and performance will be discussed at the beginning of each subtrade meeting. As each new contractor comes on-site, the designated person from HEATHERBRAE will provide a tour of the recycling areas and describe separation procedures.
- All contractors will be expected to make sure that their entire crew complies with the Waste Management Plan.
- All recycling containers will be clearly labelled and lists of acceptable or unacceptable materials will be posted throughout the site. Contractors are responsible for transporting their own recyclables to the designated area and carefully sorting them into the appropriate bins on a daily basis.
- All contractors will also provide adequate documentation verifying compliance with the requirements established herein.

- All contractors will be responsible for ensuring that materials are delivered to site in containers or packing that is reusable wherever possible. Contractors will be responsible for removing reusable packing from site and taking it back to the supplier – examples of this are glazing frames, block/brick pallets. Where packaging is not reusable it shall be recycled - cardboard will have its own recycling collection points. Wood crating, where not reusable, is to be placed in clear wood bin.
- The following chart identifies the waste materials that will be generated on this project, the reuse/recycling/disposal method for each material, and any handling procedures.
- In addition to these minimum requirements, HEATHERBRAE and all contractors will make every effort to reuse/recycle additional materials at local recycling/reuse facilities.

Waste Management Handling:
----------------------------

- On the following pages are tables indicating how different types of waste will be handled.
- Individual contractors will be responsible for source separating their own waste.



# Waste Management Handling Plan

## Clearing/Excavation Phase (Minimum Requirements)

Materials	Fate	Handling Procedure
Excavated Soils	<ol style="list-style-type: none"> <li>1. Reclaim on site for backfill</li> <li>2. Grade fill for future development</li> <li>3. Bioremediation</li> <li>4. Landfill</li> </ol>	Site Stockpile, ensuring wind/water erosion is prevented
Asphalt	<ol style="list-style-type: none"> <li>1. Reuse on site as temporary fill</li> <li>2. Reuse elsewhere for road fill</li> <li>3. Recycled</li> </ol>	Stockpiled, then crushed on- or offsite for fill. Stockpiled, then hauled to recycling facility
Concrete	Recycled	Stockpiled, the crushed

## New Construction Phase (Minimum Requirements)

Materials	Fate	Handling Procedure
All Metals: Aluminum framing, hot rolled steel, Cast iron, rebar, cold rolled	<ol style="list-style-type: none"> <li>1. Reuse or salvage by contractor.</li> <li>2. Recycle by Salvage Contractor.</li> </ol>	Deposit all metals in “metals” dumpster.
Clean Wood (incl. OSB, PT wood, form- ply, etc.)	Scraps reused for formwork, backing/blocking etc. Remainder recycled.	Separate “clean wood” in clean wood dumpster.
Impacted Wood (veneered, creosote treated, etc.)	<ol style="list-style-type: none"> <li>1. Reuse or salvage on site.</li> <li>2. Reuse by general public.</li> </ol>	Normal trade waste.
Concrete, Mortar, Masonry	Recycle at Asphalt Plant.	Break up any wastes or mistakes and put in “concrete” dumpster.
Glass	Recycling Plant	Glass bin
Paint	Return to paint depot. Opened cans to be turned over to Owner for maintenance materials.	Special containment for recycling.
Remaining Materials	Reduce, reuse and recycle where possible.	Normal trade waste.
Packaging	Cardboard recycle Clear plastics recycle	Cardboard recycle bin Plastics recycle
Electrical Equipment	Recycle where possible	Trade contractor removal. Ship to plant for recycle/disposal.

### Ongoing Recycling Requirements

Materials	Fate	Handling Procedure
Beverage Container	Recycle.	Drink container recycling
Cardboard	Reduce, reuse, and recycle.	Separate in cardboard collection
Mixed Office Paper	Reduce, reuse, and recycle.	Separate in paper

### Additional Recycling Efforts (Goals)

Materials	Fate	Handling Procedure
Forming Plywood	Reuse as many times as possible, then recycle.	Stack next to supply of new for boards for reuse.  Recycle clean unusable forms in "clean wood" dumpster.



# RECORD OF TRAINING

**Project:**

**Topic:** Waste Management Plan

**Date:**

#	Print Name	Signature	Company
1			
2			
3			
4			
5			
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20			

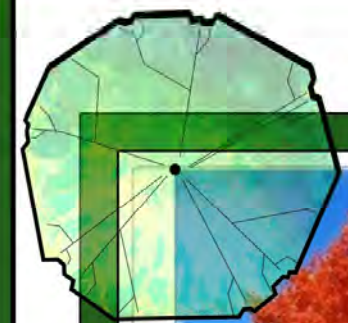

**Site Superintendent:**

**Site Superintendent's Signature:** \_\_\_\_\_

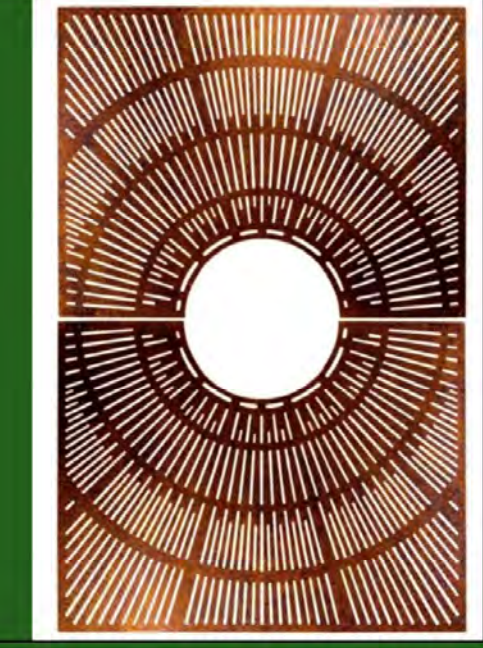
**Date:**

**TREE**

TREE GRATE BY RELIANCE FOUNDRY  
VANCOUVER www.reliance-foundry.com  
604-547-0460 - PRODUCT #R-8815-1

OCTOBER GLORY(R) RED MAPLE  
Acer rubrum 'October Glory'




GROUND LEVEL PLANTINGS IN ALLEYWAY

ORNAMENTAL PERENNIALS



RED BEAUTY COMMON YARROW  
Achillea millefolium 'Red Beauty'



LITTLE BUNNY DWARF FOUNTAIN GRASS  
Pennisetum alopecuroides 'Little Bunny'



GARDEN PLANTERS FOR RESIDENTIAL USE

Urban Form Self Watering Rectangular Planter

Model Number: UFSW-55R



Material Specifications

- Marine Grade Aluminum Frame
- Stainless Steel Hardware
- Super Durable Powder Coating
- 100% Recycled Plastic Slats
- Western Red Cedar
- WPE Hardware
- Acrylic Modified Poly

Product Dimensions

Overall Planter Length: 55 inches / 140 cm  
Overall Planter Depth: 18 inches / 46 cm  
Overall Planter Height: 21 inches / 53 cm  
Reservoir Capacity: 50.5 US Gal / 190 L  
Soil Capacity: 60 US Gal / 224 L

Recycled Content

- Recycled Content By Weight: 45%

Customized Solutions

Material Specifications

- Marine Grade Aluminum Frame
- Stainless Steel Hardware
- Super Durable Powder Coating
- 100% Recycled Plastic Slats
- Western Red Cedar
- WPE Hardware
- Acrylic Modified Poly

Product Dimensions

Overall Planter Length: 55 inches / 140 cm  
Overall Planter Depth: 18 inches / 46 cm  
Overall Planter Height: 21 inches / 53 cm  
Reservoir Capacity: 50.5 US Gal / 190 L  
Soil Capacity: 60 US Gal / 224 L

Recycled Content

- Recycled Content By Weight: 45%

Irrigation by hosebib. Supply flexible hose and spray nozzle.

**BC LANDSCAPE STANDARDS**

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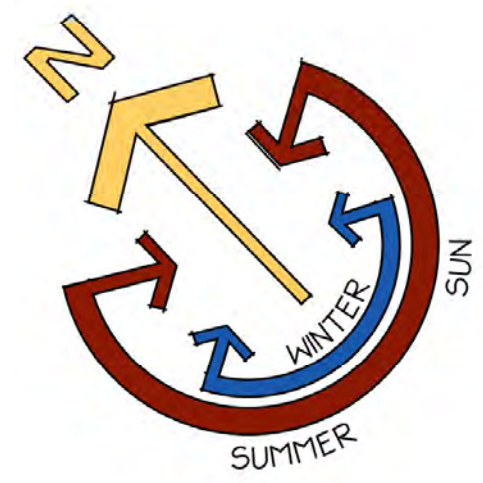
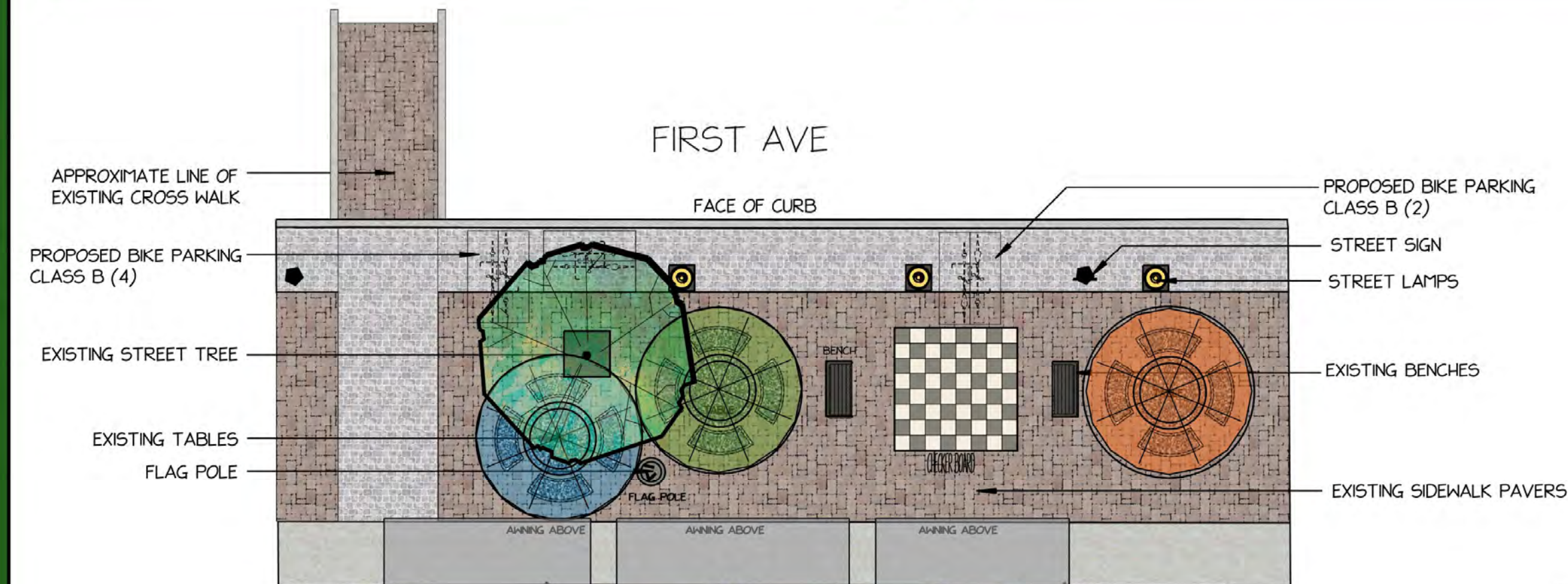
Contractor to consult with designer regarding any discrepancies.

Contractor to consult with designer if plant substitutions are required due to availability.

Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.

Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.

Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.




Gas or Propane Fire Feature  
(Brand and style to be determined)



Rutherford Planter Box

Model Number: RB-43



Product Specifications

- Patina Gray "TBC" Recycled Plastic Slats
- This product will not rot, splinter or warp reducing maintenance needs over the life of the product.
- Colors Available: Black, Slate, Redwood, Sand, Walnut
- Durable Powder Coated Aluminum Frame
- Standard Colors: Brown, Slate, Venetian Red, Rustic, Larch, Firestone, Rustic Green, Slate, Textured Silver, Pacific Blue, Silver Red, Black, Textured, Earth Clay, Noble Bronze, Modern, Khaki
- Long Lasting Stainless Steel Hardware
- Drain holes

Designer Notes

**TOP SOIL REQUIREMENTS:**

- Minimum depth for Trees: 10m (40')
- Trees as per details.
- Minimum depth for shrub beds: 450mm (18')
- Minimum depth for mulch: 75mm (3')

PROJECT:  
ISLAND HOTEL  
REDEVELOPMENT  
LADYSMITH, B.C.

CLIENT:  
FIRST AVENUE FREEHOLDERS INC.

ARCHITECT:  
WA ARCHITECTS

LANDSCAPE DESIGNER:  
MYSTIC WOODS  
LANDSCAPE DESIGN

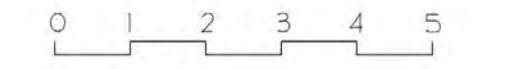
phone: 250-286-1327  
design@mysticwoods.ca

DRAWN BY:  
Corinne Matheson CLD, GP  
Certified Landscape Designer  
Qualified Plantman

Member of the  
BCLNA / CLNA

SCALE: 1 : 100

SCALE IN METERS



DATE: October 20, 2023

Issued: October 24, 2023 For review

Issued: October 30, 2023 For review

Issued: November 1, 2023 For Development Permit

Issued: May 13, 2024 For review

Issued: May 13, 2024 For review

Issued: May 30, 2024 For Development Permit

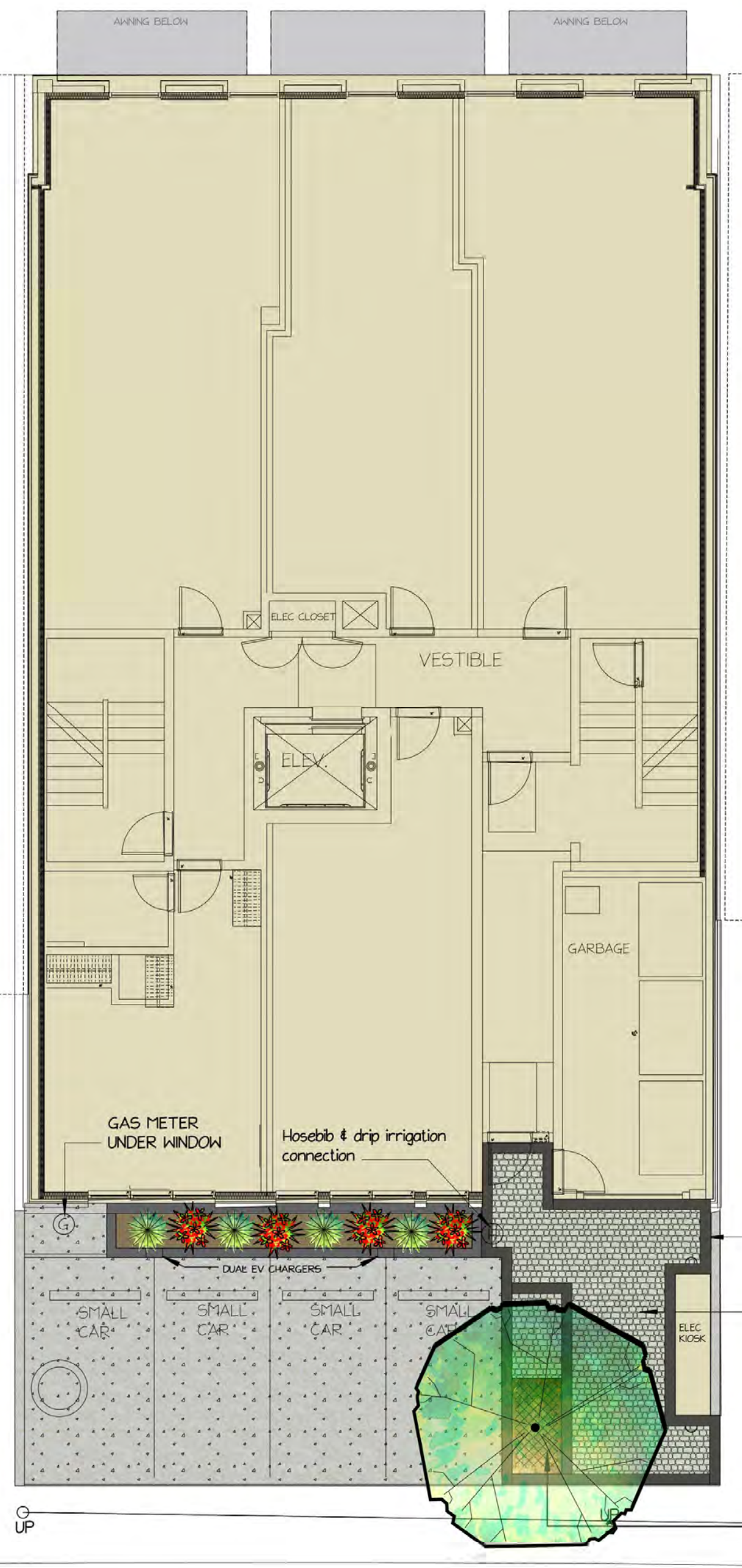
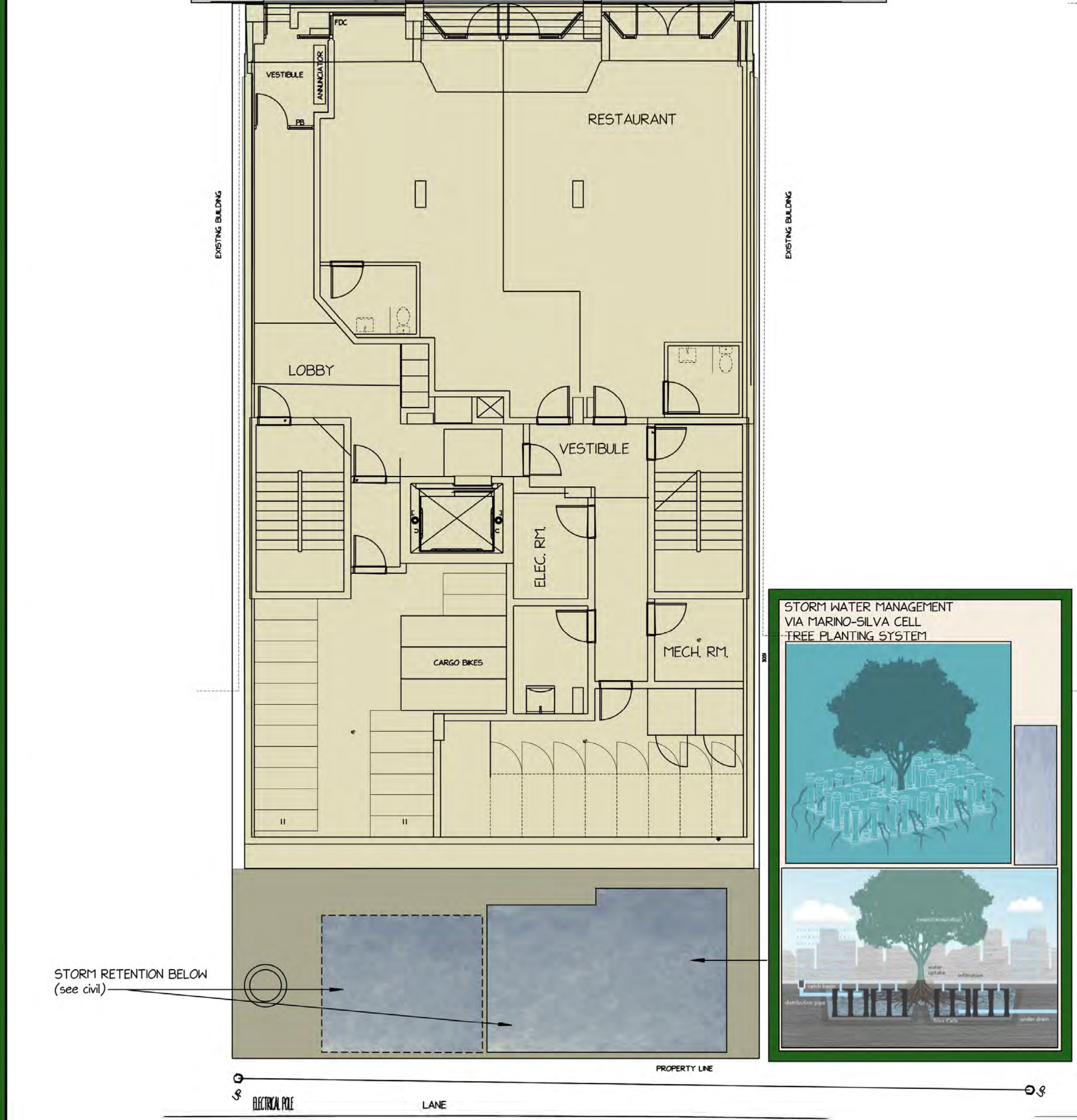
Issued: July 10, 2024 For Development Permit

Issued: Sept. 18, 2024 For Coordination


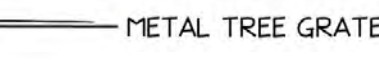
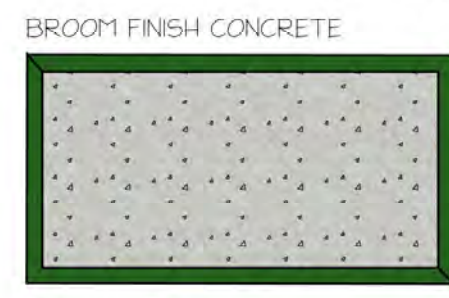
Issued: Sept. 27, 2024 For Development Permit

DRAWING:  
LANDSCAPE MASTER PLAN

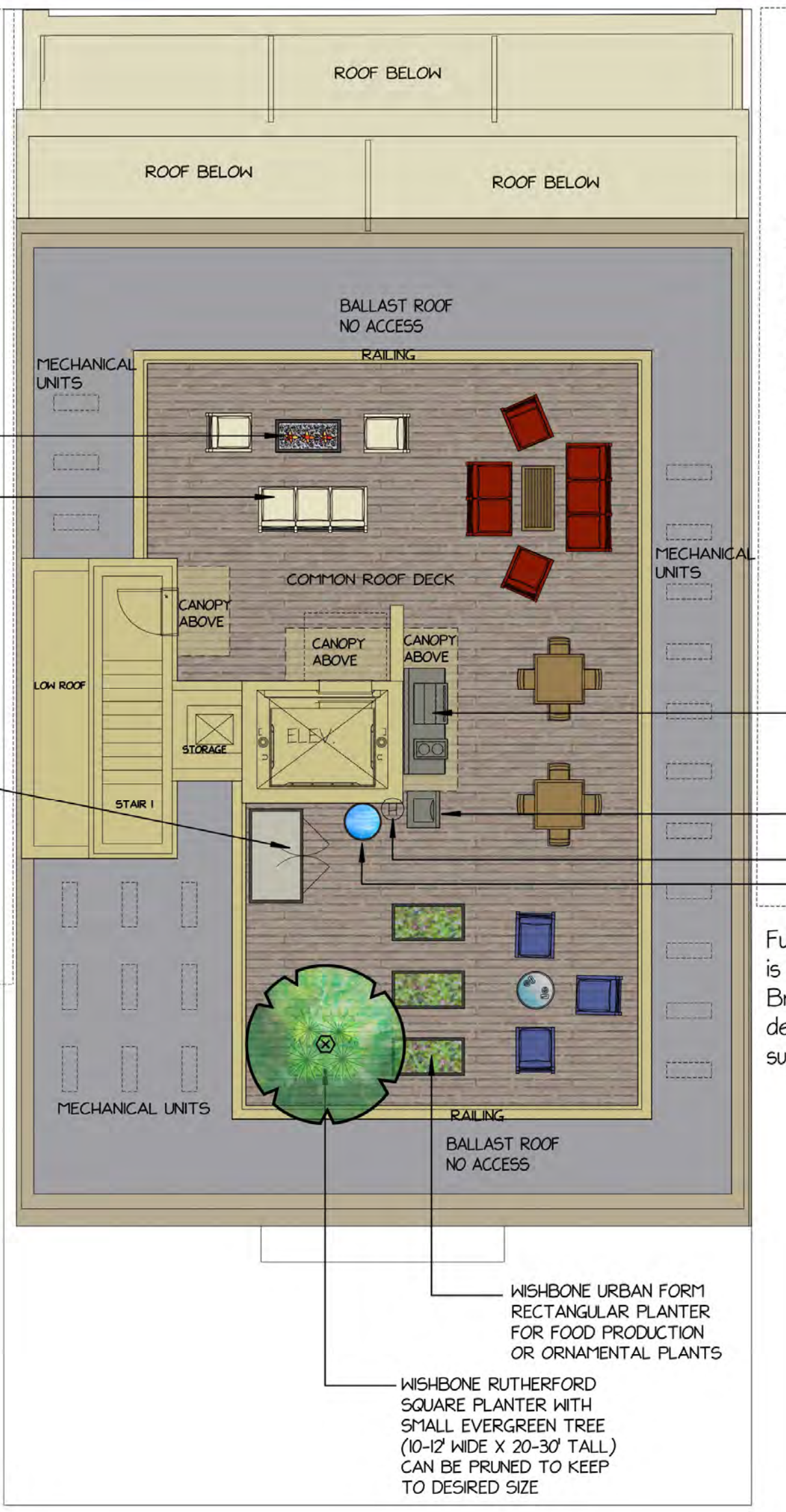
DRAWING #  
LI of 3



PATIO SURFACETO BE COMPOSITE  
(WOOD LOOK)  
BRAND TO BE DETERMINED  
FOR BP DRAWINGS

LEVEL 5 PLAN



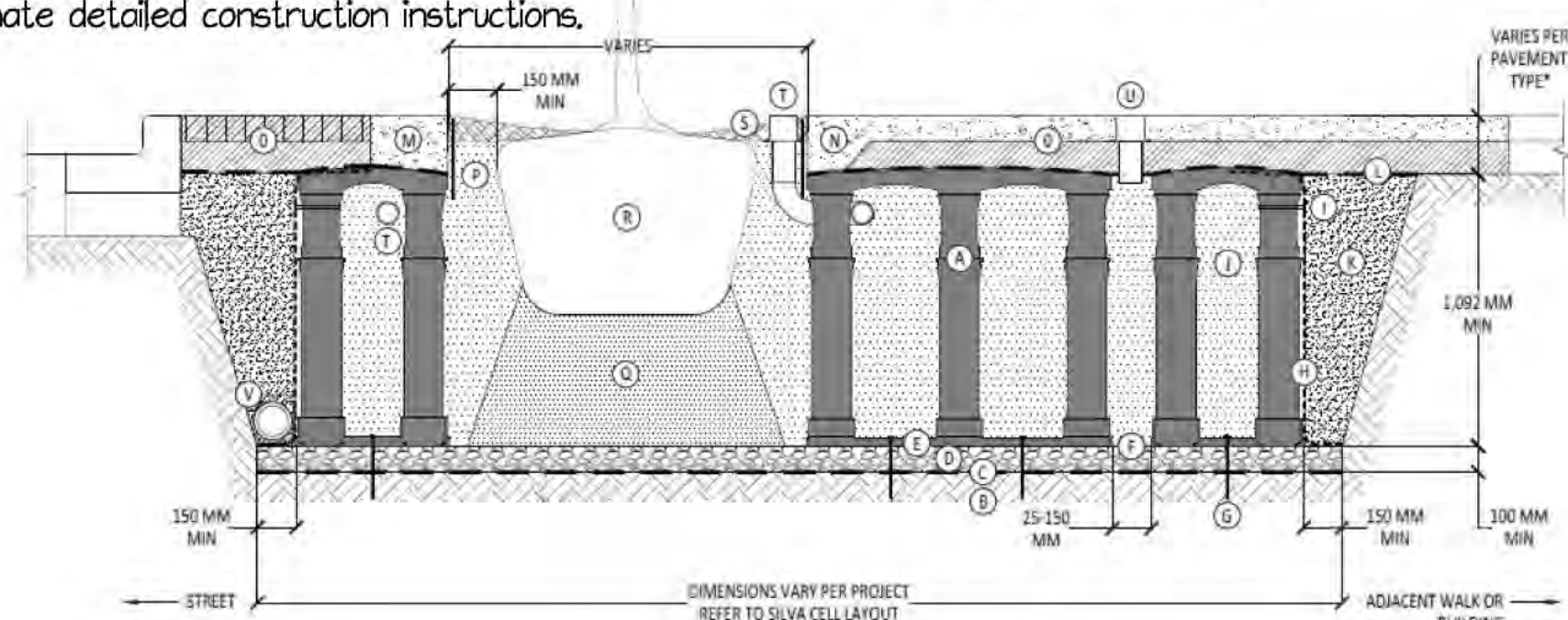
TREE PLANTING

GENERIC SILVA CELL SYSTEM 1m DEPTH DIAGRAM

contact Mike James at Deep Root  
m.james@deeproot.com  
604-220-9521  
to coordinate detailed construction instructions.

www.deeproot.com

Silva cells must be installed prior to all concrete and paver surfacing.



**SILVA CELL SYSTEM 3X**  
NOT TO SCALE

**KEY PLAN**

- (A) SILVA CELL SYSTEM (DECK, BASE, AND POSTS)
- (B) SUBGRADE, COMPACTED
- (C) GEOTEXTILE FABRIC, PLACED ABOVE SUBGRADE
- (D) 100 MM MIN AGGREGATE SUB-BASE, COMPACTED TO 95% PROCTOR
- (E) SILVA CELL BASE SLOPE, 10% MAX
- (F) 25 TO 150 MM SPACING BETWEEN SILVA CELLS AT BASE
- (G) ANCHORING SPIKES - CONTACT DEEPROOT FOR ALTERNATIVE
- (H) GEOTEXTILE FABRIC TO EDGE OF EXCAVATION
- (I) RIBBON CURB AT TREE OPENING (TO BE USED WITH PAVERS OR ASPHALT)
- (J) THICK PAVEMENT EDGE AT TREE OPENING (TO BE USED WITH CONCRETE)
- (K) PAVEMENT AND AGGREGATE BASE PER PROJECT \*

**PLANTING SOIL, PER PROJECT SPECIFICATIONS, PLACED IN LIFTS AND WALK-IN COMPACTED TO 75-85% PROCTOR**

**DEEPROOT ROOT BARRIER, 300 OR 450 MM, DEPTH DETERMINED BY THICKNESS OF PAVEMENT SECTION, INSTALL DIRECTLY ADJACENT TO CONCRETE EDGE RESTRAINT**

**PLANTING SOIL BELOW ROOT BALL, COMPACTED WELL TO PREVENT SETTLING**

**ROOT BALL**

**TREE OPENING TREATMENT, PER PROJECT SPECIFICATIONS**

**DEEPROOT WATER AND AIR VENT-ROOTBALL, WHEN REQUIRED**

**DEEPROOT WATER AND AIR VENT, WHEN REQUIRED**

**UNDERDRAIN SYSTEM, WHEN REQUIRED (LOCATION AND DETAILS BY OTHERS)**

**NOTES:**

- EXCAVATION SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE HEALTH AND SAFETY REGULATIONS
- INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS
- PROVIDE SUPPLEMENTAL IRRIGATION
- DO NOT SCALE DRAWINGS

**\*MINIMUM PAVEMENT PROFILE OPTIONS TO MEET CSA-S8, 87 SAN PAVEMENT**

AGGREGATE BASE COURSE	100 MM CONCRETE
75 MM PAVEMENT	+ 300 MM AGGREGATE
100 MM ASPHALT	+ 300 MM AGGREGATE
65 MM PAVEMENT	+ 125 MM CONCRETE

SCOPE OF WORK

Work includes supply of all related items and performing all operations necessary to complete the work in accordance with the landscape drawings and specifications and generally consists of the following:

GROUND LEVEL

Site Preparation  
Finish grading and landscape drainage, installation of drip irrigation system in ground level planters and trees.

Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Preparation of planting beds, supply of plant materials and planting.  
Supply and placement of fine composted mulch on plant beds.  
Establishment Maintenance for one year.  
Other work required to complete landscape.  
Leave site completely clean and tidy.

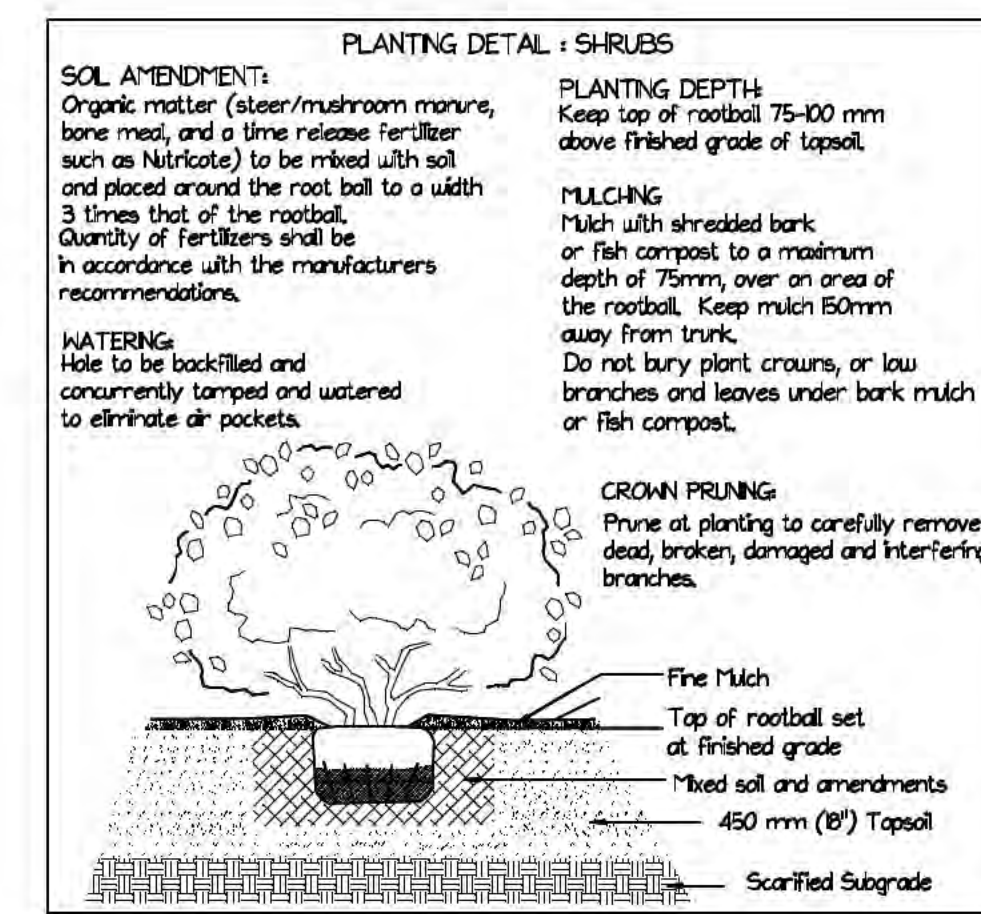
Supply and installation of Silva cells, Marino cells and deeproot barriers, by general contractor.  
Supply and installation of all concrete work and permeable pavers, by general contractor.

AMENITY DECK

Supply and installation of Weirbone Planters.  
Supply and placement of growing medium  
Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and BC Landscape Standards.

Other work required to complete landscape.  
Leave site completely clean and tidy.

All furniture, BBQ, Shed and Fire Feature to be determined and supplied by Owners.  
Supply of planter box soil, installation of planters, and supply of plant materials and planting.



**BC LANDSCAPE STANDARDS**  
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Contractor to consult with designer regarding any discrepancies.  
Contractor to consult with designer if plant substitutions are required due to availability.  
Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.  
Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.  
Refer to landscape specifications supplied with this plan at building permit level. If you did not receive the specifications, please contact the designer.

**TOP SOIL REQUIREMENTS:**  
Minimum depth for Trees 10m (40')  
Trees as per details.  
Minimum depth for shrub beds: 450mm (18")  
Minimum depth for mulch 75mm (3")

GROUND LEVEL PLANTS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
1	<i>Acer rubrum</i> October Glory	OCTOBER GLORY(R) RED MAPLE	5 cm cal
<b>Ornamental Grasses</b>			
4	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot
<b>Perennials</b>			
4	<i>Hemerocallis</i> x 'Red'	RED DAYLILY	# 1 pot

ROOFTOP PLANTERS

Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
Standard	Evergreen Shrub in Tree form		
1	<i>Prunus laetifica</i> Standard	STANDARD PORTUGUESE LAUREL	# 7 pot
<b>Ornamental Grasses</b>			
8	<i>Pennisetum alopecuroides</i> Little Bunny	LITTLE BUNNY DWARF FOUNTAIN GRASS	# 1 pot

DECIDUOUS TREE PLANTING DETAIL

DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED; HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

SET TOP OF ROOT BALL AT LEAST 25-50 MM (1-2 IN.) ABOVE GRADE (OR HIGHER IN SLOWLY DRAINING SOILS)

EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL.

50 MM (2 IN.) MULCH, DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK. MAINTAIN THE MULCH WEED-FREE FOR A MINIMUM OF THREE YEARS AFTER PLANTING.

IF PLANT IS SHIPPED WITH A WIRE BASKET AROUND THE ROOT BALL, CUT THE WIRE BASKET IN FOUR PLACES AND FOLD DOWN 200 MM (8 IN.) INTO PLANTING HOLE. REMOVE ALL TWINE, ROPE AND WIRE, AND BURLAP FROM TOP HALF OF ROOT BALL.

TIE USING BIODEGRADABLE MATERIAL SUCH AS BURLAP OR OTHER TREE TIE TAPE.

1800 x 40 MM (7 1/2" x 1 1/2") HARDWOOD STAKES OR OTHER APPROVED STAKE MATERIAL. ALL STAKES SHALL BE DRIVEN OUTSIDE THE EDGE OF THE ROOT BALL.

DO NOT COVER THE TOP OF THE ROOT BALL WITH SOIL.

100 MM (4 IN.) HIGH EARTH SAUCER BEYOND EDGE OF ROOT BALL.

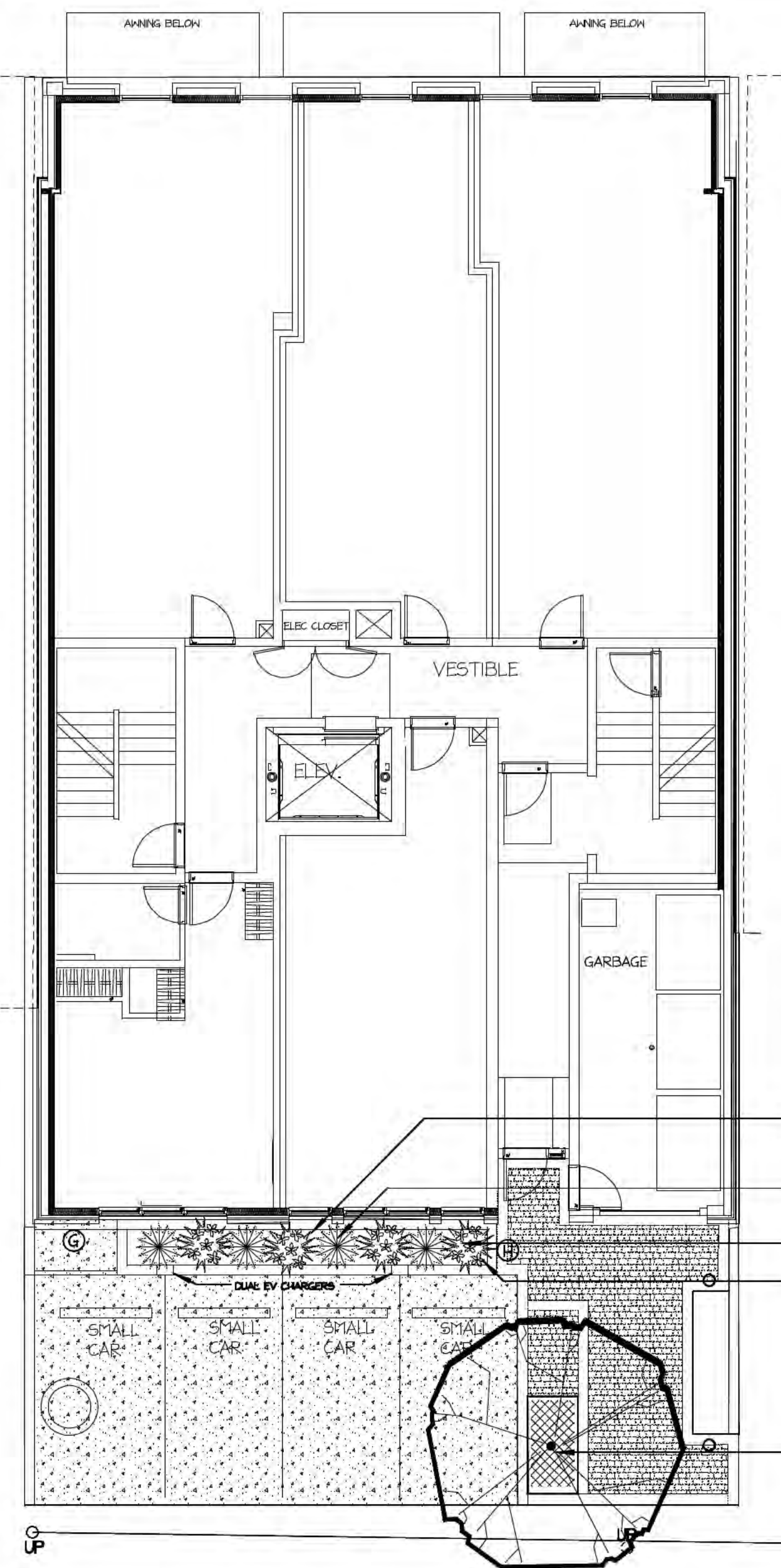
TAMP SOIL AROUND ROOT BALL BASE FIRMLY WITH FOOT PRESSURE.

PLACE ROOT BALL ON COMPACTED NEW SOIL.

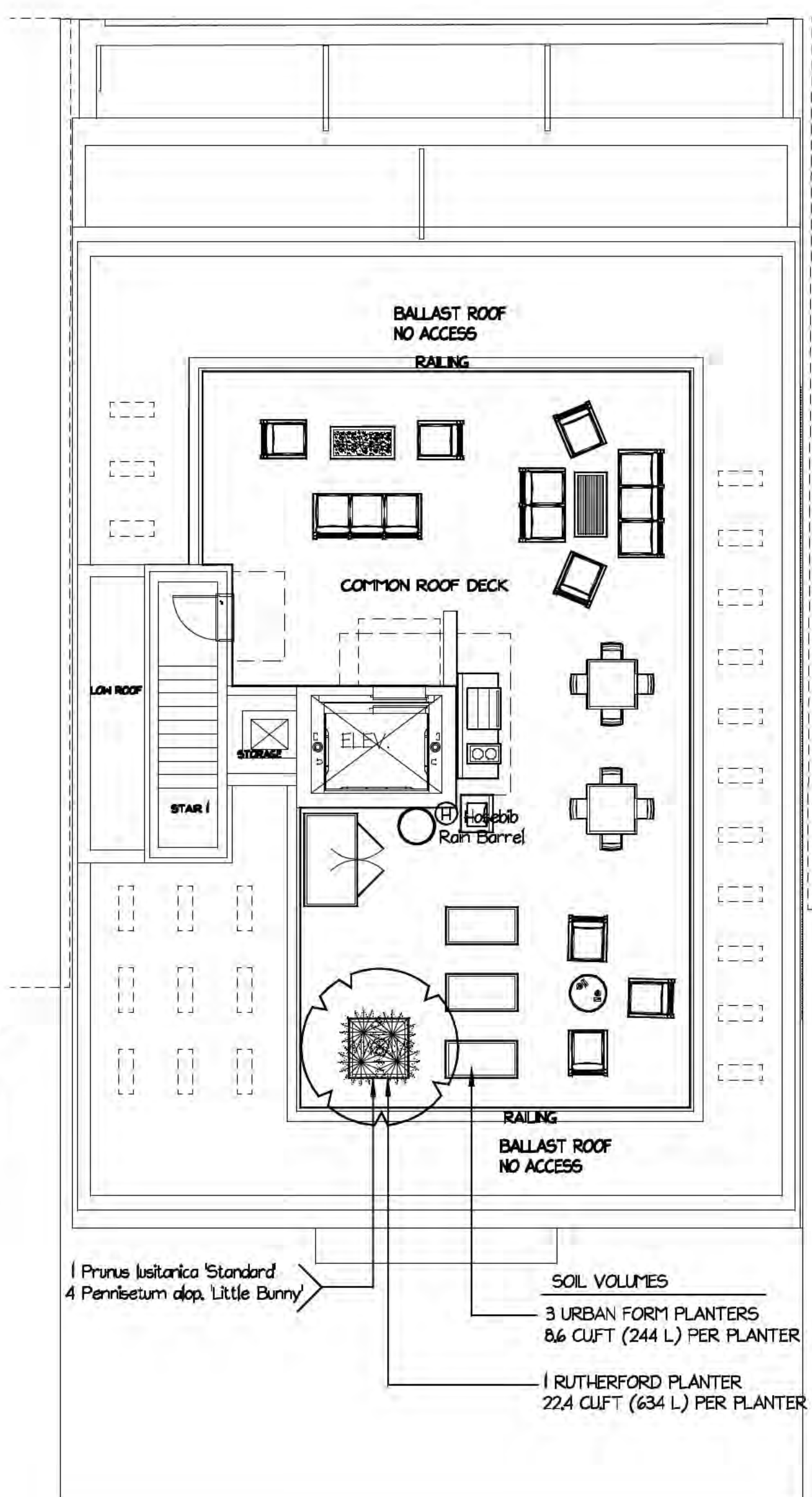
TREE PIT TO BE DETERMINED BY SILVACELL DESIGN NEEDED TO PERFORM STORM WATER MANAGEMENT AS PER CIVIL.

FILL DEPTH OF EXCAVATED AREAS WITH TREE SOIL AND COMPACT UP TO THE DEPTH OF THE BOTTOM OF ROOT BALL. BACK FILL SIDES OF ROOT BALL WITH SOIL MIXTURE AS PER CHART FOR TREE SOIL.

SOIL VOLUME FOR TREE SHALL BE A MINIMUM 40 CUBIC METERS FILLING IN ALL SILVA CELLS.



LEVEL 2 PLAN



LEVEL 5 PLAN

**PROJECT:**  
ISLAND HOTEL REDEVELOPMENT LADYSMITH, BC.

**CLIENT:**  
FIRST AVENUE FREEHOLDERS INC.

**ARCHITECT:**  
WA ARCHITECTS

**LANDSCAPE DESIGNER:**  
MYSTIC WOODS LANDSCAPE DESIGN  
phone: 250-286-1327  
design@mysticwoods.ca  
**DRAWN BY:**  
Carinne Matheson CLD, QP  
Certified Landscape Designer  
Qualified Plantman

**SCALE:** 1:100  
SCALE IN METERS

**DATE:** October 20, 2023  
**Issued:** October 24, 2023 For review  
**Issued:** October 30, 2023 For review  
**Issued:** November 1, 2023 For Development Permit  
**Issued:** May 13, 2024 For review  
**Issued:** May 13, 2024 For review  
**Issued:** May 30, 2024 For Development Permit  
**Issued:** July 10, 2024 For Development Permit  
**Issued:** Sept. 13, 2024 For Coordination  
**Issued:** Sept. 27, 2024 For Development Permit

**DRAWING:**  
LANDSCAPE PLANTING PLAN

**DRAWING #:**  
L2



# TECHNICAL MEMO

<b>To</b> Town of Ladysmith	<b>From</b> Lukas Brezina, P.Eng. Project Manager, McElhanney
<b>Re</b> Island Hotel - Sanitary Servicing Loads	<b>Date</b> September 18, 2024

This memo has been prepared by McElhanney (ML) on behalf of First Avenue Freeholders (the Client) to provide the projected sanitary sewage flows for the Island Hotel Revitalization Project located at 440 First Avenue in Ladysmith, BC (Project) for submission to the Town of Ladysmith (TOL) in support of a development permit (DP) and building permit (BP) applications.

Attached to this memo, in **Appendix A**, are the supporting calculations utilizing the MMCD 2022 Design Guidelines and Sewerage System Standard Practice Manual V3 (BC Ministry of Health, SSSPM V3) as well as the Site Civil Servicing Plan for reference in **Appendix B**. The results can be summarized below:

Methodology	Peak Wet Weather Flow (PWWF, L/s)
MMCD	0.58
SSSPM V3	0.92
<b>Recommended Value</b>	<b>0.92</b>

We recommend using the conservative value from the SSSPM V3 calculation for offsite impact assessments. The existing 150mm PVC-lined vitrified clay sanitary main flowing north along First Avenue can convey calculated sanitary loads. However, the extent of downstream upgrades combined with other contributing flows/developments is to be evaluated by TOL.

We trust this is sufficient information for the DP & BP application. Please don't hesitate to contact the undersigned with any questions or concerns.

Sincerely,

Lukas Brezina, P.Eng  
Project Engineer / Project Manager  
[LBrezina@mcelhanney.com](mailto:LBrezina@mcelhanney.com) 778-841-0792



# APPENDIX A



**ISLAND HOTEL**  
440 - 1ST AVENUE, LADYSMITH

Project #: 2233-02123-00

## SANITARY FLOW CALCULATIONS

### MMCD 2022 DESIGN GUIDE - METHODOLOGY

Site Area	0.0465 ha		
Dwellings	22 Units		
	# Units	People/Unit	Capita
studio	7	2	14
1-bedroom units	15	2	30
Total	22		44
	(per SSSPM V3)		
Commercial	3.5 c		75 c/ha
Equivalent Population - total		47.5 c	
Equivalent Population (Rounded up to nearest person)		48 c	
ADWF	240 L/d/c		0.002778 L/s/c
Peaking Factor	4.32		Harmon formula
Infiltration Allowance	0.006 L/s		11200 L/ha/d
<b>PWWF</b>	<b>0.58 L/s</b>		

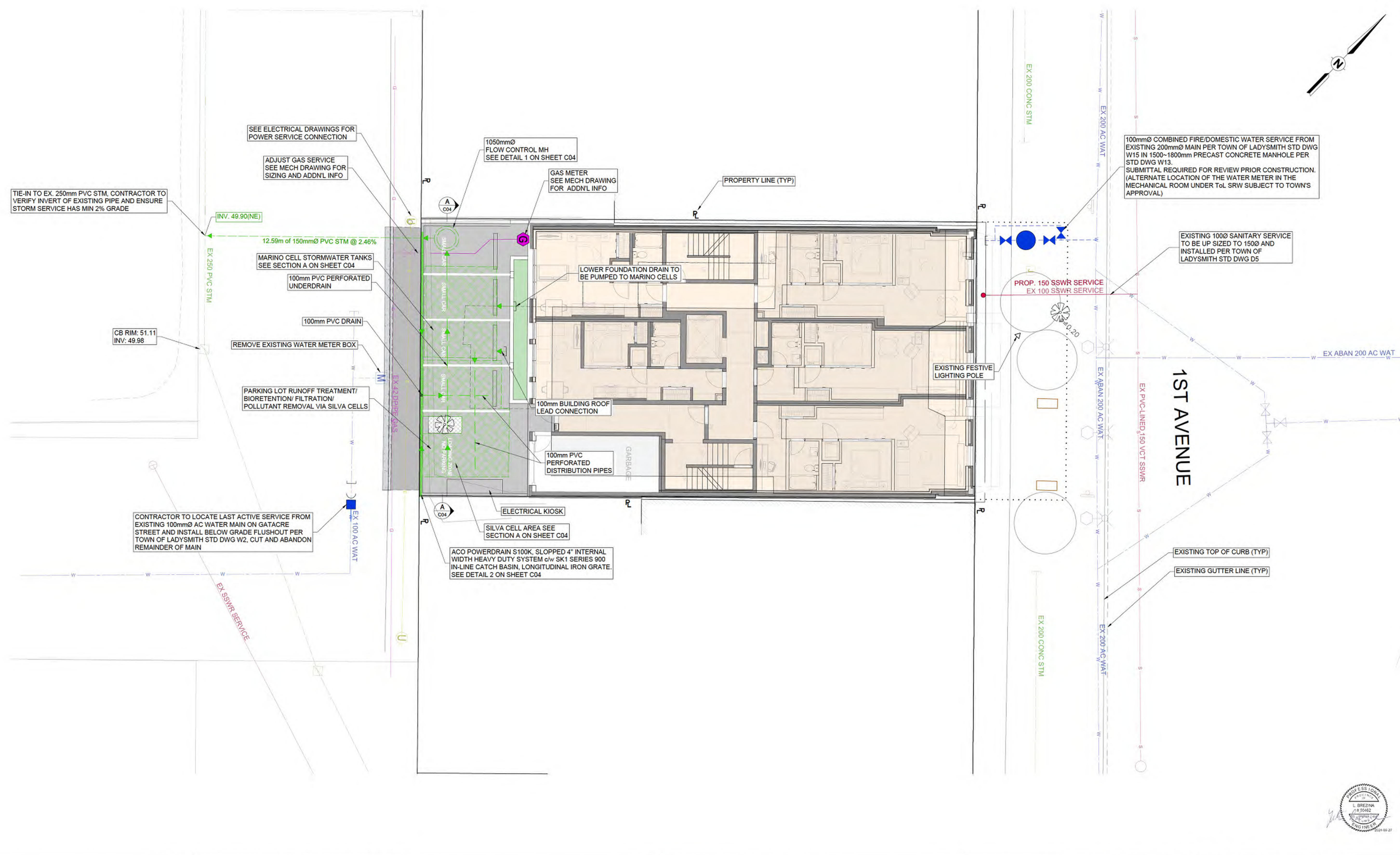
### SEWERAGE SYSTEM STANDARD PRACTICE MANUAL V3 - METHODOLOGY

Per Capita DDF		
Single Family Dwelling	350 L/d/c	
Bar/lounge/Pub	140 L/d/seat	
Equivalent Population		
Single Family	44 c	
Bar/lounge/Pub	20 seats	
Per person flow	350 L/d/c	0.004051 L/s/c
	140 L/d/seat	0.00162 L/s/seat
Peaking Factor	4.32	Harmon formula
Infiltration Allowance	0.006 L/s	11200 L/ha/d
<b>PWWF</b>	<b>0.92 L/s</b>	

Notes:

Circular Pipe Sections Flowing Full		
Required Diameter		
Flow (cms)	Pipe Roughness (Manning's 'n')	Slope (%)
0.00092	0.013	0.50
<b>Results</b>		
Min Diameter (m)	0.060	
Velocity (m/s)	0.33	

# APPENDIX B



Rev	Date	Description	Drawn	Design	App'd
PE	2024-09-27	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	VP	LB
PD	2024-05-17	RE-ISSUED FOR DEVELOPMENT PERMIT	VP	MR	LB
PC	2023-12-05	RE-ISSUED FOR DEVELOPMENT PERMIT	MR	MR	LB
PB	2023-11-07	ISSUED FOR DEVELOPMENT PERMIT	MR	LB	LB
PA	2023-10-12	ISSUED FOR APPROVAL	MR	LB	LB

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0 1:100 5

ORIGINAL DWG SIZE: ANSI D (22" x 34")

**McElhanney**

**PERMIT TO PRACTICE**  
McElhanney Ltd.  
PERMIT NUMBER: 1003299  
Engineers and Geoscientists of BC

Suite 107  
225 Canada Avenue  
Duncan BC  
Canada V9L 1T6  
T 250 748 3335

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

THIS DRAWING HAS NOT BEEN APPROVED AND MAY CONTAIN ERRORS AND OMISSIONS

**FIRST AVENUE FREEHOLDERS  
ISLAND HOTEL REVITALIZATION  
SITE SERVICING PLAN**

Drawing No. **C02**

Project Number 2233-02123-00 Rev. PE



# ATTACHMENT E - PERSPECTIVE RENDERINGS



VIEW FROM 1<sup>ST</sup> AVE LOOKING NORTHWEST



VIEW FROM 1<sup>ST</sup> AVE LOOKING SOUTHEAST



VIEW FROM GATACRE STREET



VIEW FROM LANE



VIEW FROM HIGHER ELEVATION NORTHWARDS

# Attachment F - Downtown and Multi-Unit Residential DPA Guideline Analysis

## REVIEW OF DEVELOPMENT PERMIT AREA GUIDELINES

### DPA 2 – Downtown

The following tables provide a summary of the consistency of the proposal for 440 1<sup>st</sup> Avenue with the Development Permit Area 2 – Downtown and Development Permit Area 4 – Multi-Unit Residential guidelines.

Table 1 summarizes the analysis of the applicant’s proposal against the DPA 2 guidelines.

*Table 1: Summary of DPA 2 – Downtown guidelines and staff comments.*

DPA 2 Guidelines	Staff Comments
<b>1. Building Design</b>	
Neo-traditional aesthetic complementary to heritage streetscape.	The redevelopment of the building, along with the additional two storeys, complements the form while respecting the design and form of other buildings along 1st Avenue. The upper storeys are stepped back so as not to impose on the adjacent buildings. The upper storeys include features such as parapets and cornices to reflect traditional design elements in the new construction.
Modern design complements existing buildings.	The proposed building design and additional two storeys complement the heritage façade. The redevelopment and exterior colours and materials of the building are harmonious with and do not imitate the heritage façade’s colours and materials, using lighter tones of beige and off-white stucco to not overpower the brown brick façade. The proposed design respects the traditional design typologies, materials and colours along 1st Avenue.
<b>2. Building Siting &amp; Massing</b>	
Respect character defining heights of neighbouring buildings.	The existing building is one storey taller than the immediately adjacent buildings. The proposed height of the redevelopment is three storeys higher than the immediately adjacent buildings. However, the two upper storeys are setback from the first three storeys (and the heritage façade) to mitigate the increase in height and massing. The proposed massing will pose a change in the massing along 1 <sup>st</sup> Avenue; however, the proposed design is not anticipated to overpower adjacent buildings along the 1 <sup>st</sup> Avenue streetscape, and the massing changes would not be substantially visible from the pedestrian scale along 1st Avenue.
Upper-storey setbacks to reduce massing impacts on street.	The upper two storeys are stepped back from the front property line and the storeys below to reduce the visual impact on adjacent buildings and the 1 <sup>st</sup> Avenue streetscape. The upper two storeys have proposed reduced setbacks of 2.0 metres (proposed reduction of 0.7m for the fourth

	<p>storey and 4.2 metres (proposed reduction of 1.2m) for the fifth storey. The cornices will extend a bit closer to the front parcel line at reduced setbacks of 2.04 metres along the fourth storey and 4.27 metres along the fifth storey. The proposed reduction in the required upper storey setbacks is considered minor and the setbacks are anticipated to still serve the purpose of reducing massing impacts on the street. These proposed setback variances exceed the proposed distances of the fourth and fifth storeys per the site survey, which are measured at:</p> <ul style="list-style-type: none"> <li>• 2.04m for the cornice of the fourth storey;</li> <li>• 2.35m for the exterior wall cladding of the fourth storey;</li> <li>• 4.27m for the cornice of the fifth storey; and</li> <li>• 4.57m for the exterior wall cladding of the fifth storey.</li> </ul> <p>The excess requested variance permits flexibility in case the setbacks at the time of construction differ from the distances specified in the survey plan. The upper storey setbacks start at the fourth storey and retain the 0.0 metre front parcel line setback for the 3-storey existing heritage façade.</p>
<p>Façades reflect historic width, massing, articulation patterns.</p>	<p>The proposed redevelopment will retain and restore the heritage façade and preserve the historic character-defining elements on the 1<sup>st</sup> Avenue side of the building. This rehabilitation and development includes the provision of similar retail and vestibule widths with recessed doors/entrances. Awnings are proposed at the ground level, providing additional articulation along the street facing façade. The additional two storeys respect the massing and articulations of the existing building.</p>
<p>Strongly defined, continuous street wall.</p>	<p>The redevelopment will retain a similar building width (0.0m side setback) along 1<sup>st</sup> Avenue which will preserve the strongly defined street wall.</p>
<p>Subtle variations in building height and massing and architectural transitions between buildings of varying heights.</p>	<p>The proposed addition marks a more significant change in height between 440 1<sup>st</sup> Ave and the adjacent existing buildings. However, the two upper storeys are stepped back to help maintain a consistent street wall, providing gentler variation in height from the front view of the building. The proposal includes green cornices along the roof and parapet walls historic façade and the additional 2 storeys which emphasize roofline transitions between buildings.</p>
<p>First floor commercial with higher ceiling heights.</p>	<p>The ground-level floor has higher ceiling heights than the upper storeys at approximately 4.3 metres compared to 3 to 3.5m ceiling heights in the upper storeys.</p>
<p>Building siting, height, roof forms, rooftop appearance</p>	<p>The building is oriented similarly to the adjacent buildings along 1<sup>st</sup> Avenue. Properties southwest of 440 1<sup>st</sup> Avenue</p>

respect/protect views from higher properties.	are higher in elevation than the proposed building which is anticipated to reduce impacts on views to a degree. Some rooftop structures are proposed to provide access to the rooftop amenity space. Screening and strategic placement and orientation of these structures helps reduce impacts on other properties' views.
Passive heating/cooling from landscaping.	There is limited space for additional landscaping while meeting parking requirements. One shade tree is located at rear of property which grow and cast shade towards some of the lower residential units as well as the rear parking area.
<b>3. Building Frontage</b>	
Building frontage articulation and visually distinctive units.	The building frontage is shown to have three distinctive units/entrances and each entrance provides some articulation via recessed doorways. The residential entrance is proposed at the northmost frontage and the commercial entrance(s) will be provided at the centre and eastmost frontage.
Buildings along 1st Ave constructed to front parcel line.	The first three storeys of the building (the heritage façade) are proposed to be built up to the front parcel line.
Active commercial space at rear lanes encouraged, rear building facades with high-level detail.	The rear of the property will be used for parking and secondary access to the building. No additional commercial uses are proposed on the lane side of the property. The rear building façade includes variations in colour and materials (such as stucco and brick) and minor decorative protrusions along the exterior face of the wall, providing visual interest. The middle rear residential units have balconies that add to the articulation of the rear building elevation. Cornices are also visible at the rear elevation, providing additional architectural detail. The proposed plans include a planter at the rear elevation to provide landscaping.
<b>4. Roof Form</b>	
Parapet walls and continuous cornice features on façade walls.	Continuous cornices are proposed at the front façade between the ground level and upper storeys and along the rooflines of the third, fourth and fifth storeys. Cornices also extend at the rear to the roofline of the fifth storey and between the brick and stucco façade. Parapet walls are proposed along the fifth storey roofline and the rooftop elevator and stair tower access.
Roofline modulation to add visual interest.	Cornices add architectural roofline embellishments and a degree of architectural modulation to enhance visual interest.
Reduce visibility and improve integration of elevator penthouses.	The elevator overrun and stair tower are located centrally to the maximum extent possible based on the floor arrangements. A rooftop tree is proposed to help screen the elevator and stair tower structures. The elevator machinery and stair tower enclosures are integrated into

	the building's design by using similar colours and materials to match the upper-storeys and roof features.
<b>5. Windows &amp; Doors</b>	
Physical and visual permeability of front of buildings.	Large windows and glass doors/primary entrances are proposed along the building's front facing façade to enhance visual and physical permeability.
Windows and doors proportional and distinct from the wall area.	Windows and doors are well proportioned in relation to the wall surfaces. Small lintels and sills are present at each window of the 2 <sup>nd</sup> and 3 <sup>rd</sup> storeys of the heritage façade. Grey window header trim is proposed for the 4 <sup>th</sup> and 5 <sup>th</sup> storey windows located on the front faces of the building. Architectural modulation, framing and colour variations are provided at the rear of the building to distinguish windows from wall surfaces .
Window compatibility with building style.	One-over-one window frames reflect and respect heritage façade and Edwardian architectural style. The charcoal window frame colour complements the other colours used in the building design.
Storefronts that animate the street.	The proposed retail spaces windows and entrances located at the building frontage is large and allows for high permeability into the respective units and enables these windows to active and commercial uses. No blackout panels or darkened window glazing is proposed.
Use of recessed windows or prominent window trim, sills or lintels.	The one-over-one windows on the heritage façade are slightly recessed into the brick facing of the building. These windows are also emphasized with red-brick sills and vertical brick lintels lining the top of the window frames on the second and third storeys. All window frames are proposed to be charcoal grey in colour, providing contrast with the building facades at the front and rear elevations. The windows along the front façade on the fourth and fifth storeys are also lined with grey window header trim along the top of the frames. The rear elevation windows are also recessed from the exterior wall cladding.
Repeated rhythm of storefronts compatible with entire façade.	The storefronts and principal entrance to the building provide a repeated rhythm and are consistently spaced along the front façade. These storefronts and entrances are integrated well into the façade design.
Transparent storefronts with base and canopies/sign bands.	The proposed storefronts and principal building entrances are the most transparent part of the façade. Large windows border the storefronts and the front façade includes green awnings for weather protection and to emphasize the storefronts and entrances. The plans also indicate a new sign band lining the top of the first storey front façade.
Storefront windows occupy height between base and canopy.	The storefront windows extend vertically from the façade's base to the awnings, with the exception of a low sill along portions of the window base to reference the historic condition and architectural style.



Clearly defined building entrances.	The storefront entrances are defined by the overhead awnings. Pot lights are proposed above each building door to emphasize the entrance locations and enhance visibility. Existing columns from the heritage façade are proposed to be retained along the front face of the building, which will help delineate the storefront and building entrances.
Doorways recessed from building wall.	Doorways at the front façade are recessed from the building wall to enhance visual interest of the streetscape and to define the entrances. The rear elevation doorway is also recessed from the rear face of the building.
At-grade access to primary entrances of commercial buildings.	The primary entrances to the commercial areas of the building are proposed to be at ground-level to provide at-grade access from the public sidewalk. This improves accessibility in comparison to the existing building, as the first storey is currently elevated and is limited to stair access.
Entrances to upper floors at street frontage.	An entrance is proposed at the northwest side of the street frontage to provide access to the upper storeys of the building.
Building façades have minimum 50% transparency at ground level frontages and 30% transparency for upper-floor frontages with windows.	The building façade’s transparency at ground level is approximately 52% through use of window and door glazing. A low sill under the window glazing is proposed as a reference to the historic architectural style. The transparency of the upper storeys is estimated at 30%.
<b>6. Signs, Canopies &amp; Lightning</b>	
Signs primarily pedestrian-oriented/scaled.	A sign band is proposed along the top of the first storey of the front façade and a painted “HOTEL” sign at the upper side elevations of the building to reference the building’s history. The proposed sign band is at pedestrian scale and is of professional quality and design. The proposed painted letter sign at the upper side elevations would not be highly visible from the 1 <sup>st</sup> Avenue streetscape except from further distances or higher elevations and is of a larger scale. This painted sign references to the historic uses of the building and is not perceived to detract from the pedestrian orientated street. The existing building has a similar painted “HOTEL” sign at the side elevation. Additional signage for the commercial units would be subject to the “Sign and Canopy Bylaw 1995, No. 1176”.
Awnings, canopies, other projections provide weather protection for primary entrances and along frontages.	Awnings are proposed along primary entrances at the ground-level frontage to provide continuous weather protection for pedestrians. Canopies are proposed for the entrances and exits to the rooftop elevator and stair tower.
Awning/canopy design complements buildings and public realm.	Proposed awnings complement the building and public realm by emphasizing pedestrian-oriented street frontage. Awnings are shown to be dark green to match the cornice features on the proposed building.

Lighting to illuminate sidewalks near buildings.	Bollard lighting is proposed at the rear of the property to illuminate the pathway to the rear building entrance. The sidewalks along the frontage are lit by existing Town streetlamps. Downward pot lights are also proposed at the rear and front building entrances.
Concealed light fixtures unless decorative.	Pot light fixtures will be concealed by awning structures. Other proposed lighting, such as gooseneck lighting above the band sign and small lights at the brick façade columns will be of decorative quality.
Dark sky principles should be applied.	Pot lights will be sheltered/shielded by awnings . Other lighting features are to be cast downward, shielded only to where needed, and/or of a low level as to not contribute to light pollution.
<b>8. Materials &amp; Colours</b>	
Building materials should be durable and of high quality.	Building materials appear to be of high durability and quality.
Materials and colours should ensure consistency and harmony with the historic Downtown.	Materials and colours are harmonious and consistent with the historic downtown and neighbouring buildings.
Building colour palettes should be cohesive and sensitive to surrounding heritage buildings.	The building's colour palette is a neutral gradient of beige and off white. These colours are cohesive with the existing heritage façade and adjacent historic buildings and do not overpower the other buildings along the historic street.
Minimum of three colours or tones on building exterior.	The building consists of three colours: the existing brown/reddish brick, beige at the 4 <sup>th</sup> storey, and off-white at the fifth storey and elevator overrun/stair tower. Other colours accent the building, such as a dark green on the cornices and awnings and charcoal grey window and door framing.
<b>9. Mechanical, Electrical &amp; Security Equipment</b>	
Rooftop, grade level mechanical equipment is located away from public amenities and is screened from public view with high quality, durable materials complementing building design.	Rooftop mechanical equipment is screened via raised parapet walls. The applicants have provided proposed aluminum screening for the vent hood that fits the building design. The gas metre is now proposed to be located indoors and has been accepted by Engineering on condition that staff are able to access the metre at any given time. The elevator mechanical equipment and stair tower providing access to the rooftop amenity space are concealed by enclosed structures that form parts of the building. The proposed materials are durable and complement and match the overall building design.
<b>10. Accessibility &amp; Connectivity</b>	
Buildings/sites are designed to be accessible to all users.	Proposal will see the half storey of the heritage façade/building removed to provide for ground-level entry. Elevators provide access to all storeys of the building

	(including the rooftop amenity space). The proposed building entrances, interior hallways and doors are anticipated to be wide enough to accommodate accessibility needs.
Public walkways and private walkways provide seamless, functional, and interesting pedestrian network in the Downtown.	No additional public walkways are proposed. There is an existing public sidewalk/walkway along the front of the building on 1 <sup>st</sup> Avenue which provides pedestrian passage along the street. A private walkway is provided at the rear of the property to connect the lane and rear building entrance.
Laneway design should include use of inviting and interesting surface materials, walls, fences and landscape treatments.	Different pavers are proposed at the laneway elevation, including a dark and light permeable paver for the pedestrian access to the rear building entrance and broom finish concrete for the parking area. A planter is proposed along the rear wall face of the building, and one shade tree will be provided immediately adjacent to the parking area.
Lanes should be developed as secondary opportunities for commercial enterprises.	No laneway commercial use is proposed. The rear lane elevation is intended to be used as a parking area and access to the residential units from the laneway.
<b>11. Vehicle &amp; Bicycle Parking</b>	
Vehicle Parking located at rear or side of building, accessed from rear lane.	4 small-car parking spaces are proposed at rear of building, to be accessed from the rear lane.
Interior of surface parking areas should be visually enhanced with landscaping, shade trees, and screened appropriately with decorative fencing or landscaping.	The parking area design is enhanced with a shade tree a landscape planter along rear wall of building. No fencing is proposed, but the south rear side of the property will feature a small portion of picket guardrail matching the detailing along the rear balconies to protect from the grade change at that location.
Surface parking paving materials delineate parking and pedestrian areas.	The Landscape Plan indicates 3 different paving materials/colour will be used to differentiate parking areas from pedestrian areas. The parking area is shown as broom finished concrete whereas pedestrian spaces feature two shades of permeable pavers to distinguish their pedestrian use.
Shared use of parking areas with adjoining properties is encouraged.	No shared off-street parking is proposed.
Off-street parking requirements may be reduced/alterd through DP where compliance would undermine Downtown character.	The proposed variance for small car parking is included in the development variance permit. The requirement for off-street short-term bicycle parking is proposed to be altered through the development permit as there is limited space to provide the short-term parking facilities on site at the primary entrances (frontage) and the rear elevation, due to the parking area, pedestrian pathway to the rear entrance and the egress for the indoor waste storage. Short-term bicycle parking spaces were originally proposed to be placed on the 1 <sup>st</sup> Avenue sidewalk. However, Operations

	and planning staff believe mobility and access to and through this area could be adversely impacted by siting bicycle facilities immediately outside of 440 1 <sup>st</sup> Avenue. The short-term bicycle parking is proposed to be reduced through the DP from 6 to 0 spaces, and the DP will include a condition for the provision of 6 short-term bicycle parking stalls to the Town so staff can determine a suitable location on 1 <sup>st</sup> Avenue for the racks that would not impede movement or the public's experience along the Downtown's main street.
Bicycle parking facilities visible locations near principal building entrances. Strategically located electric bicycle and scooter recharging stations are encouraged.	The outdoor short-term bicycle parking requirements are proposed to be reduced through the DP. Bike parking facilities received from the applicant in place of the provision of off-street bike racks would be sited appropriately by Town staff near principal building entrances. Indoor long-term bicycle parking spaces will have access to electrical outlets capable of recharging e-bikes and e-scooters.
Adequate areas for snow storage and drainage – drainage areas incorporated into features such as lawns, rain gardens or landscaping with suitable plants.	Snow will be stored at the buffer space next to the pedestrian entrance on the rear, by the electrical kiosk.
<b>12. Loading Facilities</b>	
Street fronting loading areas should be avoided.	The site specific parking regulation does not require loading spaces for this property.
Loading spaces designed to accommodate truck maneuvering, out of public view.	N/A
<b>13. Landscape</b>	
At-grade landscaping should use native, drought tolerant plant species and provide seasonal colour, complement plantings in public realm.	The proposed shade tree - October Glory Red Maple – acer rubrum is local to eastern Canada but is not common in western Canada. The applicant provided rationale from the landscape architect stating native tree species would grow to be much larger than what is desired for the site. The shade tree also is incorporated into a stormwater management /retention system (silva cell system). October Glory provides vibrant seasonal colourations.. The grasses and plants proposed for the rear planter are drought tolerant and non-invasive.
Landscape groundcover plants should be used rather than mulch, gravel, or rocks.	Building covers majority of lot with parking and other hard surfacing at the rear of the property. No ground cover plants necessary.
Use native, drought tolerant plants.	Plants are not all native, but are non-invasive and drought tolerant. October Glory Red Maple is not native or drought tolerant, but high-efficiency irrigation systems will help maintain plant health.

Fence and retaining wall design should complement building design and neighbourhood character. All retaining walls may include textured concrete on the face of the retaining wall.	A short section of picket guardrail is located at the rear side property line to protect from a localized grade change. No fencing is proposed. Guard rails are also proposed for the rooftop amenity space. One small retaining wall is proposed to the southeast side property line adjacent to the electrical kiosk and is not anticipated to undermine the neighbourhood character.
Landscaped roofs, green roof systems and rooftop features, such as patio and gardening areas, urban agriculture, and multi-purpose landscapes are encouraged.	Garden boxes are proposed for the rooftop amenity space for the residents' use. The proposal also includes a rooftop tree feature to help reduce visual impact of the elevator and stair tower enclosures. The rooftop amenity space also includes outdoor seating and cooking facilities.
Integrated Pest Management (IPM) measures are encouraged for landscape maintenance.	The landscape features at ground level are in a raised planter inaccessible to some pests. No other pest management is planned for at this time.
Location of shade trees should consider orientation of parking areas.	The shade tree is situated to the south of the parking area to provide maximum protection from peak sun hours.
Landscaping that does not require permanent irrigation is encouraged.	Hosebib and drip irrigation will be available for the planter at the rear of the property at ground level. The rooftop landscaping includes self-watering garden planters with optional hosebib irrigation. A rain barrel is also proposed for the rooftop garden area. A drip-line will feed the tree and planters during the establishment period.
Monetary security may be required to ensure that the required landscaping will be completed/established.	Security will be required through the DP to guarantee completion of the landscaping.
Landscaping should conform to the most recent edition of the BC Landscape Standard (by BCSLA)	Landscape plan shall conform to the BCSLA Landscape Standard
Onsite monitoring by landscape professional during landscape installation; request for release of a landscape bond may require a report from the landscape professional.	As conditions of the Development Permit, a landscape professional will be required to monitor the landscape installation and a report from the landscape professional must be provided prior to the release of the landscape security bond.
<b>14. Energy Conservation and Greenhous Gas Emissions Reduction</b>	
Electric vehicle (EV) charging stations should be provided in strategic locations for both employees and visitors.	At least one EV charging station will be provided at the parking area. The applicant intends review the feasibility of installing EV chargers for all other spaces.
Passive design to maximize on site-specific climatic conditions wherever possible.	Building orientation is southwest to northeast, similar to adjacent buildings along 1 <sup>st</sup> Avenue. South facing units will receive some peak-hour summer sun. The centre units are

	<p>shaded to a degree by overhead cantilevered balconies. The ground level units will receive some shading from landscaping to the property's rear.</p> <p>Low-emissivity (UV ray/infrared light deflective) coatings will be specified for double-glazed windows and a solar heat gain coefficient of 0.27 has been targeted to mitigate unintended heat transfer. The building envelope includes insulating construction techniques to reduce thermal bridging between indoor and outdoor temperatures. Cooling units will be provided for all residential units.</p>
A construction waste management plan should be implemented.	A construction waste management plan will be implemented and followed throughout the project and forms a part of the DP.
<b>15. Rainwater Management</b>	
Integrated rainwater management should be used, including absorbent landscaping, infiltration facilities, rooftop storage, and stormwater capture and re-use systems.	A silva cell tree planting system provides storm water management facilities for water filtration, infiltration, and temporary storage. Silva cell tree planting systems can also help reduce overland flow. Marino cell stormwater tanks are provided for stormwater retention.
Permeable surface treatments, are encouraged and impervious concrete surfacing should be minimized.	Permeable pavers are proposed for the pedestrian area at the rear of the property. Broom-finished concrete is proposed for the vehicle parking area.
<b>16. Water Conservation</b>	
High-efficiency, water-saving, automatic irrigation systems are encouraged.	Drip irrigation systems are proposed for the garden planter and shade tree at the rear of the property. Self-watering planters are proposed for the rooftop garden boxes and irrigation will be available by hosebib connection.
Innovative wastewater management systems, such as greywater capture and reuse should be considered.	Self-watering planters and a rainwater collection barrel will be sited on the rooftop. The stormwater management system contains retention tanks, but the water collected is not for reuse.
<b>17. Recycling, Organics &amp; Solid Waste Management</b>	
Recycling, organic composting, and solid waste storage and service areas should be inside buildings.	Waste, recycling, and composting facilities are all indoors in a designated storage room accessible from the rear of the property.
<b>18. Safety</b>	
Building and site features should express ownership and boundaries, avoiding confined, dark, isolated spaces.	Bollard lighting and pot lighting will be used at the rear of the property to improve visibility and express ownership. No fencing is proposed that would add to isolation of the spaces at the rear elevation.
Visibility, light and openness to provide visual access to all areas of site.	Windows provide visibility to all areas of the site with the exception of the small rear entrance nook. With appropriate lighting, this entryway it is not anticipated to be a source of safety concerns.

Appropriate exterior lighting should be provided that doesn't create darkened spaces.	Lighting will be set to appropriate levels as to not create glare and darkened spaces in other areas. Street lights also line the lane to the rear of the property.
Encourage activities in public spaces by locating outdoor uses in complementary arrangements.	Proposal does not propose additional activities in public spaces; however, a rooftop amenity patio is proposed that includes many leisure and functional uses for residents of the building, including a barbecue area, lounge area and a gardening area.
<b>19. Public Realm</b>	
Improvements to the private and public interface.	The public street immediately along 440 1 <sup>st</sup> Avenue's frontage has outdoor seating, the large chessboard and decorative streetlamps. Bike racks were originally proposed for this location, but are intended to be provided to the Town for siting and installation to ensure the public space outside of the building is not oversaturated with structures that would inhibit free movement along the sidewalk. The heritage façade restoration will enhance the public streetscape.
Sequencing and timing of development may be specified in the DP to reduce impacts to the public realm and surrounding properties.	Specific sequencing of the development is not proposed. Strategies will be implemented to ensure that pedestrians have safe passage around the work site. This will be coordinated between the applicants and Town staff.
<b>20. Preservation, Rehabilitation &amp; Restoration of Heritage Buildings</b>	
Standards and Guidelines for the Conservation of Historic Places in Canada should be applied to renovations and alteration to buildings on the Heritage Inventory and Community Heritage Register.	The proposal is required to follow the Standards and Guidelines for Conservation of Historic Places in Canada. The proposal is consistent with these Standards and Guidelines. A heritage consultant has been retained for the heritage conservation, restoration and rehabilitation of the building façade, canopies and other heritage features required to be preserved through the Heritage Revitalization Agreement Bylaw.
Renovations and alterations to heritage buildings should ensure the character-defining elements of the building are improved and maintained.	Character defining elements of the Island Hotel are as follows: <ul style="list-style-type: none"> <li>• The building's continuous commercial use;</li> <li>• All 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, cornice and arrangements of doors and windows at the street level; and</li> <li>• The building's location within a group of similarly proportioned, historic commercial buildings on the town's main commercial street.</li> </ul>

	Windows of heritage façade are proposed to be vinyl framing, but the character-defining elements include one-over-one wood-frame windows. Other heritage elements, including the symmetrical façade, brick facing, cornices, and flat roof are to be preserved and maintained. The building’s first storey will be brought down to ground-level, which is consistent with character-defining elements of the Edwardian style and provides for improved accessibility to the building.
New additions should be physically and visually compatible with, subordinate to, and distinguishable from historic places.	The proposed upper-storey additions are compatible with the brick heritage façade to be preserved and rehabilitated. The materials proposed for the new construction are distinguishable from the heritage façade, and the cornices link the heritage façade and the addition without the new construction imitating the heritage building façade.
Repair rather than replace historic character defining elements where possible. Where character-defining elements are severely deteriorated to repair, they should be replaced with new elements that match the forms, materials and detailing of sound versions of the same elements.	The proposal prioritizes the repair of brick heritage façade. Existing cornices are to be reused where possible, but will be repainted and additional matching cornices are proposed for the upper-storey additions. The windows are proposed to be replaced with new one-over-one vinyl frame windows. These will meet BC Building code and provide for greater energy efficiency. The replacement windows must match the form and detailing of the heritage windows (one-over-one panes), but the proposed colour change and material changes are not anticipated to detract from the heritage façade so long as they have similar appearance to the wood frame windows they will be replacing.

*DPA 4 – Multi-Unit Residential*

Table 2 summarizes the analysis of the applicant’s proposal against the DPA 4 guidelines.

*Table 1: Summary of DPA 4 – Multi-Unit Residential guidelines and staff comments.*

DPA 4 Guidelines	Staff Comments
<b>1. Building Design</b>	
Buildings complement form, massing, and scale of residential buildings within the neighbourhood.	This portion of 1 <sup>st</sup> Avenue is primarily commercial or commercial/residential; there are some homes within 40 metres to the south of 440 1 <sup>st</sup> avenue, but it is not anticipated that these residential properties will be adversely impacted. The building design appears as 4 storeys from the rear due to the grade change on site. This would help mitigate massing and scale impacts to residential neighbourhood buildings. Further, these homes to the south of the property are also zoned C-2 – Downtown



	Commercial where this general massing and scale of buildings are permitted.
Buildings should incorporate current construction technology and design, complement but not imitate existing building design.	The proposed redevelopment includes new/modern design elements, materials and construction techniques and complements the existing building facade.
Multi-unit residential buildings should be designed as neo-traditional, Pacific Northwest, or eco-responsive.	The proposal applies some neo-traditional design features, such as awnings, parapets, and flat roofs.
Building designs should not be repeated on the same street.	N/A – The building design is not repeated elsewhere on the street.
<b>2. Building Siting &amp; Massing</b>	
The height of new buildings respects surrounding buildings.	The upper storeys providing additional height are stepped back to lessen the visual impact on adjacent buildings.
Subtle variations in building height and massing are encouraged to vary building form.	The stepped design helps provide degrees of massing and height within the proposed building. The setback upper storeys also help the resulting height differences between the proposed and adjacent buildings appear less dramatic.
Architectural transitions should be provided between buildings of different heights.	Roofline treatments are proposed through the incorporation of cornices along the upper storeys.
Multi-storey buildings are encouraged to be setback and /or terraced above the third level to reduce massing impacts on the street.	The fourth and fifth storeys are setback from the first three storeys to mitigate massing impacts on the street and adjacent buildings.
Requests for building and structure setback alterations or reduction should be augmented by improvements on adjacent Town land.	Short-term residential bike parking will be provided to compensate for off-street stalls that are proposed to be varied. These bike racks would be placed on Town property and can be sited where staff anticipate it is most needed and appropriate. The heritage façade restoration is a significant part of this redevelopment and will also enhance the heritage streetscape and ensure the existing building’s historic value is retained.
On-site landscaping should promote passive heating/cooling.	The shade tree will grow to cast some summer shade for the lower units as well as the rear parking area and would allow winter sun percolate through during the colder months.
<b>3. Building Frontage</b>	
Building frontages should be articulated and visually broken-up into smaller, distinctive units.	The commercial spaces and primary building entrances create visually distinctive units and create permeability into the site.
Building facades should be modulated vertically, and/or horizontally with design methods.	The front façade of the building proposes to have recessed doorways and slightly recessed windows, cornices, upper storey setbacks, a

	variety of building colours and materials to provide modulation.
Buildings should orient to the abutting street.	The building will retain its orientation to 1 <sup>st</sup> Avenue.
Unimproved blank walls adjacent to streets, lanes, walkways, parks, or other amenity spaces are discouraged and should be improved.	Unimproved blank walls are not proposed adjacent to lanes, walkways, parks or amenity spaces. The side elevations are largely not visible due to the continuous street wall and 0.0 metre setbacks. The proposed building's rear elevation features a landscaped planter, windows and subtle façade modulation to create a more visually interesting design.
<b>4. Roof Form</b>	
Flat roofs should provide roofline modulation with varied roof/parapet heights or roofline embellishments.	The proposal includes the restoration of existing historic cornices along the third story roofline, and additional cornices at the fourth and fifth storey rooflines to enhance visual interest of the flat roof design.
Reduce visibility and improve integration of elevator penthouses.	See comments in Table 1 – Summary of DPA 2 guidelines.
<b>5. Windows &amp; Doors</b>	
Clearly defined building entrances.	See comments in Table 1 – Summary of DPA 2 guidelines (section 5).
Doorways recessed from building wall.	See comments in Table 1 – Summary of DPA 2 guidelines (section 5).
Windows compatibility with building style.	See comments in Table 1 – Summary of DPA 2 guidelines (section 5).
No dark and/or reflective glass windows.	The windows proposed are clear glazed and allow for visual building permeability. No dark or reflective glass is proposed.
Use of recessed windows or prominent window trim, sills or lintels.	See comments in Table 1 – Summary of DPA 2 guidelines (section 5).
<b>6. Signs, Canopies &amp; Lighting</b>	
Signage compatibility with style, composition materials, colours, and decorative detail of building – no internal illumination.	Limited signage is proposed at this stage. A sign band with wording “Islander” is proposed to extend along the ceiling line of the first storey of the building. The colours and style reflect other features of the building design, including the awnings and cornices. The colour usage complement the materials, colours and detailing of the building façade. The large “ISLANDER” painted sign at the side elevations at the third/fourth storey is proposed in white block letter font that fits the neutral tones of the building's exterior walls. No internal illuminated signage is proposed.
Awnings, canopies, other projections provide weather protection for primary entrances and	Awnings provide continuous weather protection along the primary entrances. The

along frontages – extended weather protection features for pick-up/drop-off areas.	awning projection extends approximately 1.2 metres from the front façade. No designated pick-up/drop-off areas are proposed.
Lighting to illuminate sidewalks near buildings.	See comments in Table 1 – Summary of DPA 2 guidelines (section 6).
Concealed light fixtures unless decorative.	See comments in Table 1 – Summary of DPA 2 guidelines (section 6).
Exterior lighting follows dark sky principles.	See comments in Table 1 – Summary of DPA 2 guidelines (section 6).
<b>7. Liveability</b>	
Privacy of interior living spaces should be maintained through the orientation.	Residential units are not located on the first storey; however, two residential units are proposed at finished grade to the rear of the property which are sited adjacent to the parking area. A planter is proposed along the rear exterior wall immediately adjacent to the units which will provide some privacy for the residential units. The additional residential units are on upper levels of the building and will provide for private interior living areas.
Mitigation of noise impacts of highways/arterial roads through building and site design.	The adjacent roadway, 1 <sup>st</sup> Avenue has low traffic speeds and should not cause significant noise. It is not anticipated that noise impacts from the highway will be at unreasonable levels. The building design is to meet the current BC Building Code standards, including any applicable sound insulation standards.
Private outdoor living spaces for each dwelling unit.	Due to site constraints and the retention of the heritage façade, private outdoor spaces are not proposed for some of the residential units, such as 6 of the units at the front façade on the second and third floors of the building. The proposal includes Juliet-style balconies dwelling units at the rear outer sides of the building. Other dwelling units are proposed to have private balconies and decks. A rooftop outdoor amenity space is proposed to provide outdoor space for all residents of the building.
Sequencing and timing of development may be specified in the DP to reduce impacts to the public realm and surrounding properties.	See comments in Table 1 – Summary of DPA 2 guidelines (section 19).
<b>8. Materials &amp; Colours</b>	
Building materials are durable and of high quality.	See comments in Table 1 – Summary of DPA 2 guidelines (section 8).
Materials and colours should ensure consistency and harmony with character-defining materials and colours of neighbourhood buildings.	The proposed colours and materials provide consistency and harmony with other important Downtown buildings, including the historic buildings along 1 <sup>st</sup> Avenue. The brick

	façade will be restored and the proposed new building materials (beige and off-white stucco) complement the existing heritage façade and neighbouring buildings.
Building colour palettes should be cohesive and sensitive to surrounding buildings.	The building colour palette is primarily in shades of browns and beiges with dark green architectural embellishments and is sensitive the surrounding buildings on 1 <sup>st</sup> Avenue.
<b>9. Mechanical, Electrical &amp; Security Equipment</b>	
Rooftop, grade level mechanical equipment is screened from public view with high quality, durable materials.	See comments in Table 1 – Summary of DPA2 guidelines (section 9).
<b>10. Accessibility &amp; Connectivity</b>	
Buildings/sites are designed to be accessible to all users with smooth ground entrances and wide halls and doors.	See comments in Table 1 – Summary of DPA 2 guidelines (section 10).
Sidewalks, intersection curbs, parking areas should be designed to be universally accessible.	All pathways around and on the site shall be designed to be universally accessible. No accessible parking spaces are required per the Zoning Bylaw.
Public walkways and private walkways provide seamless, functional, and interesting pedestrian network.	See comments in Table 1 – Summary of DPA 2 guidelines (section 10).
Main building entrances connect to the parking area, sidewalk or street edge with safe, accessible, hard surface walkways separated from vehicle driveways and maneuvering areas.	The building entrance will be accessible with a permeable hard-surface pedestrian path to the rear lane, from which the vehicle parking may be accessed.
<b>11. Vehicle &amp; Bicycle Parking</b>	
Vehicle Parking located at rear or side of building, accessed from rear lane.	See comments in Table 1 – Summary of DPA 2 guidelines (section 11).
Surface parking areas should make use of materials, colours, and patterns to delineate driving, parking and pedestrian areas and should be considered pedestrian priority areas.	See comments in Table 1 – Summary of DPA 2 guidelines (section 11).
The interior surface of parking areas should be visually enhanced, and screened appropriately, with landscaping.	The interior surface of the parking area is accessed directly from the lane with no narrowed drive access. As such, landscaping cannot be placed along the lane-side view to screen the parking the parking area with the proposed parking configuration. No fencing is proposed.
Requests for alterations or reductions of parking requirements should be augmented by improvements on adjacent Town Land.	See comments in Table 1 – Summary of DPA 2 guidelines (section 11).

Adequate areas for snow storage and drainage – drainage areas incorporated into features such as lawns, rain gardens or landscaping with suitable plants.	See comments in Table 1 – Summary of DPA 2 guidelines (section 11).
<b>12. Landscape</b>	
Site planning and design guided by preservation of existing trees, shrubs, groundcover, and other natural features.	As this site is downtown, there is limited existing vegetation. Some shrubs and grass cover would be removed to develop the site and a moderately size shade tree will be sites at the rear of the parcel. There is limited space for additional landscaping due to necessary access to waste and recycling storage and the parking area. The permitted parcel coverage is 100%, and the limited in-ground vegetation is not of significant concern.
Disturbed natural areas restored to replicate the natural setting.	The area has historically been disturbed and there are no notable natural areas on the site.
Front yard spaces not used for resident access or vehicle access should be landscaped and properly maintained.	The building is to be constructed to the front parcel line and there is no proposed front yard.
Landscape designs featuring only lawn not supported.	No lawn is proposed.
Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impact.	No expansive retaining walls are proposed.
Retaining walls should incorporate plant material to soften appearance.	The retaining wall is not proposed to incorporate plant material and is not intended to be highly visible due to grade changes. However, the DP will require that any retaining walls exceeding 1.2 metres in height incorporate plant material into their design to soften their appearance.
Design and materials used in fences and retaining walls should complement the building design and neighbourhood character.	No fences are proposed. Aluminum charcoal-coloured picket guard rails are proposed along the roof for protection of amenity space users and is proposed at the rear ground level. A small concrete retaining wall is shown to the southeast near the indoor waste facilities access. These materials fit within the existing neighbourhood character.
Surface parking areas and storage areas located in close proximity to abutting properties should be screened from view.	No screening is proposed due to the small size of the parking area and the limited about of space at the rear of the property.
Urban agriculture/multi-purpose landscapes, preferably in the form of communal garden areas for the building residents, integrated into landscape design.	A rooftop garden is proposed for the building residents’ use. Planters will be available to grow plants, including vegetables, herbs, flowers or other vegetation as desired by the residents.

Landscaped roofs are encouraged.	Rooftop amenity space is proposed, which includes landscaping through gardening areas for residents to use. A rooftop evergreen tree is also shown on the landscape to provide screening for the elevator and stair tower structures.
Use of native, drought tolerant plants is encouraged.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Integrated Pest Management measures are encouraged for landscape maintenance.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Location of shade trees should consider orientation of parking area at peak sun hours and maximize shade to the parking spaces.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Landscaping that does not require permanent irrigation is encouraged; Irrigation shall be provided as needed during the establishment period.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Monetary security may be required to ensure that the required landscaping will be completed/established.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Landscaping should conform to the most recent edition of the BC Landscape Standard (by BCSLA).	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
Onsite monitoring should be undertaken by a landscape professional during landscape installation; request for release of a landscape bond may require a report from the landscape professional.	See comments in Table 1 – Summary of DPA 2 guidelines (section 13).
<b>13. Energy Conservation &amp; GHG Emission Reductions</b>	
Greater floor to ceiling heights to increase amount of day-lighting and vertical air ventilation to interior space.	Ceiling heights (approximately 2.8 to 3.0 metres) and window sizes allow for infiltration of natural light and for the vertical air ventilation to the interior space.
Passive design to maximize on site-specific climatic conditions wherever possible.	See comments in Table 1 – Summary of DPA 2 guidelines (section 14).
A construction waste management plan should be implemented.	See comments in Table 1 – Summary of DPA 2 guidelines (section 14).
<b>14. Rainwater Management</b>	
Integrated rainwater management should be used, including absorbent landscaping, infiltration facilities, rooftop storage, and stormwater capture and re-use systems.	See comments in Table 1 – Summary of DPA 2 guidelines (section 15).
New buildings are encouraged to include non-potable water harvesting (i.e., rainwater catchment or green roofs).	A rain barrel is proposed for garden use in the rooftop amenity space. The silva cell stormwater management system will serve as a rainwater catchment feature to mitigate excess stormwater runoff.

Permeable surface treatments should be used, and impervious concrete surfacing should be minimized.	See comments in Table 1 – Summary of DPA 2 guidelines (section 15).
<b>15. Water Conservation</b>	
High-efficiency, water-saving irrigation systems are encouraged.	See comments in Table 1 – Summary of DPA 2 guidelines (section 16).
Innovative wastewater management systems, such as greywater capture and reuse should be considered.	See comments in Table 1 – Summary of DPA 2 guidelines (section 16).
<b>16. Recycling, Organics &amp; Solid Waste Management</b>	
Recycling, organic composting, and solid waste storage and service areas should be inside buildings.	See comments in Table 1 – Summary of DPA 2 guidelines (section 17).
<b>17. Safety</b>	
Building entrances, parking areas, pathways, and other areas should be defined to express ownership and avoid creating isolated spaces.	See comments in Table 1 – Summary of DPA 2 guidelines (section 18).
Visibility, light and openness to provide visual access to all areas of site.	See comments in Table 1 – Summary of DPA 2 guidelines (section 18).
Appropriate exterior lighting should be provided and should not create darkened spaces in other areas.	See comments in Table 1 – Summary of DPA 2 guidelines (section 18).
Encourage activities in public spaces by locating outdoor uses in complementary arrangements.	See comments in Table 1 – Summary of DPA 2 guidelines (section 18).

# Attachment G - Heritage Revitalization Agreement Bylaw 2139

## TOWN OF LADYSMITH

### BYLAW NO. 2139

#### A Bylaw to Enter into a Heritage Revitalization Agreement for “the Island Hotel”

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


1. That the Town of Ladysmith is authorized to enter into the Heritage Revitalization Agreement for the building located at Lot 6, Block 27, District Lot 56, Oyster District, Plan 703 (PID: 008-550-981), 440 1<sup>st</sup> Avenue (the Island Hotel) substantially in the form attached to this Bylaw as Schedule 1.
2. The Mayor and Corporate Officer are authorized on behalf of the Town of Ladysmith to execute the Heritage Revitalization Agreement.

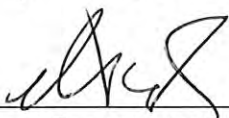
#### Citation

3. This Bylaw may be cited for all purposes as “Town of Ladysmith Heritage Revitalization Agreement Bylaw 2023, No. 2139”.

READ A FIRST TIME on the 16<sup>th</sup> day of May, 2023  
READ A SECOND TIME on the 16<sup>th</sup> day of May, 2023  
READ A THIRD TIME on the 16<sup>th</sup> day of May, 2023  
ADOPTED on the 6<sup>th</sup> day of June, 2023



  
\_\_\_\_\_  
Mayor (A. Stone)

  
\_\_\_\_\_  
Corporate Officer (M. O'Halloran)



**Schedule 1**

Heritage Revitalization Agreement

**HERITAGE REVITALIZATION AGREEMENT**  
(Pursuant to section 610 of the Local Government Act)

This Agreement made as of the 17<sup>th</sup> day of July, 2023.

BETWEEN:

**THE TOWN OF LADYSMITH**

410 Esplanade, PO Box 220  
Ladysmith, B.C. V9G 1A2  
Canada

(the "Town")

OF THE FIRST PART

AND:

**FIRST AVENUE FREEHOLDERS LTD., INC. NO. BC1339861**

(the "Owner")

OF THE SECOND PART

WHEREAS:

- A. The Owner is the registered owner of the lands and premises located in the Town of Ladysmith British Columbia, with a civic address of 440 1<sup>st</sup> Avenue and legally described as:
- LOT 6, BLOCK 27, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 703
- (the "Property")
- B. The Property contains a building which is listed in the Town's Heritage Register, that the Town and the Owner agree has significant heritage value (the "**Heritage Building**");
- C. The Owner wishes to redevelop the Property by replacing the wood-frame structure of the building and adding two stepped-back storeys above the third storey, and adding on-site parking, as described on the Development Concept Plans attached to this Agreement as Schedule "A" (the "**Development**"), and to conserve the exterior front façade of the Heritage Building in accordance with the Conservation Plan that is attached as Schedule "B" to this Agreement (the "**Conservation Plan**");

- D. The Owner has applied to rezone the Property to permit the Development, under the terms of "Town of Ladysmith Zoning Bylaw 2014, NO. 1860, Amendment Bylaw, 2023, No. 2138";
- E. The Owner and the Town wish to preserve the Heritage Building, and to provide for its preservation, rehabilitation, restoration and maintenance in accordance with the terms of this Agreement;
- F. Section 483 of the Local Government Act authorizes the Town, by bylaw, to enter into a Heritage Revitalization Agreement with the owner of heritage property;
- G. The Owner and the Town have agreed to enter into this Agreement setting out the terms and conditions under which the Heritage Building will be preserved, rehabilitated, restored and maintained.

**NOW THEREFORE** this Agreement witnesses that in consideration of the mutual promises exchanged in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which both parties acknowledge), the Owner and the Town each covenant with the other pursuant to section 610 of the Local Government Act, as follows:

#### **1.0 DEFINITIONS**

- 1.1 In this Agreement the words "preservation", "rehabilitation", "restoration" and "maintenance" have the meanings defined in the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (2010); and
- 1.2 In this Agreement the word "Owner" includes a person who acquires an interest in the Property and is thereby bound by this Agreement, as referred to in sections 14.1 and 17.1.

#### **2.0 REDEVELOPMENT OF THE PROPERTY**

- 2.1 The Owner covenants and agrees with the Town that it shall develop the Property strictly in accordance with the terms of this Agreement, and as required under the terms of any permits or approvals issued by the Town respecting the development of or construction upon the Property.

#### **3.0 OBLIGATION OF OWNER TO PRESERVE THE HERITAGE BUILDING**

- 3.1 The Owner covenants and agrees that it shall, as part of any development of the Property:

preserve, rehabilitate, restore and maintain the exterior of the Heritage Building by carrying out the restoration and rehabilitation work to the exterior of the Heritage Building in accordance with the Conservation Plan (the "Work").

- 3.2 Prior to commencement of any Work, the Owner shall obtain all necessary permits and licences from the Town to permit commencement and completion of the said Work, including, and without limitation, a heritage alteration permit, and shall:
- i) submit plans and specifications for the Work described in section 3.1 to the Town's Director of Development Services (the "Director") for review and approval.
- 3.3 The Owner acknowledges that the Conservation Plan contemplates that additional details and specifications of the conservation work to be undertaken are to be prepared in future, and accordingly, the Owner covenants and agrees that before commencing any Work, or other construction or demolition work on the Property, and as part of its submittals under section 3.2 of this Agreement, the Owner shall submit to the Director, for his or her review and approval, drawings, plans, details and specifications (as applicable) regarding:
- (a) the restoration and potential rebuilding of the brick façade of the Heritage Building;
  - (b) the restoration and potential replacement of the metal cornices of the Heritage Building;
  - (c) the rehabilitation of the existing upper level window expression of the Heritage Building; and
  - (d) the street level rehabilitation of the Heritage Building.
- 3.4 The drawings, plans, details and specifications referred to in section 3.2 must be:
- (a) prepared by qualified professionals, such as registered architects or professional engineers who are duly licensed to practice their profession in British Columbia, and who have experience in the conservation and rehabilitation of heritage buildings and structures; and
  - (b) submitted in a form acceptable to the Director, acting reasonably.
- 3.5 Following the Director's review of the drawings, plans, details and specifications referred to in section 3.4, the Director may:
- (a) require the submission of additional or revised drawings, plans, details and specifications if the Director determines, acting reasonably, that the drawings, plans, details and specifications submitted by the Owner are insufficient, lacking in details, or otherwise do not adequately provide for the conservation of the exterior of the building in accordance with the Conservation Plan and this Agreement;
  - (b) provide approval in writing to the drawings, plans, details and specifications submitted by the Owner, once the Director is satisfied that the drawings,

plans, details and specifications submitted by the Owner adequately provide for the conservation of the exterior of the Heritage Building in accordance with the Conservation Plan and this Agreement.

- 3.6 All Work shall be performed at the Owner's sole expense in accordance with the plans and specifications approved by the Director under this Agreement, the terms of the heritage alteration permit that is issued; in accordance with good engineering and heritage conservation practices; and in accordance with the Standards & Guidelines for the Conservation of Historic Places in Canada.
- 3.7 The Owner shall complete the heritage revitalization work referred to in section 3.1 prior to any use or occupation of the Heritage Building.
- 3.8 The Owners shall obtain the Town's approval for any changes to the Work, including any amended permits that may be required, including any amended Heritage Alteration Permits.
- 3.9 The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia, the Canadian Association of Heritage Professionals or the Association of Professional Engineers and Geoscientists of British Columbia (the "**Registered Professional**") to oversee the Work.
- 3.10 The Owner shall notify the Town within five (5) business days if the Registered Professional's engagement by the Owner is terminated for any reason.
- 3.11 Without limiting section 9 of this Agreement, the Owner shall cause the Registered Professional to:
  - i) prior to commencement of any Work, provide to the Town an executed and sealed standard Letter of Assurance in the form referred to in the BC Building Code as Schedule B: Assurance of Professional Design and Commitment for Field Review;
  - ii) throughout the course of the Work, effectively oversee the work of all contractors and tradespersons and inspect all materials leaving and arriving at the site to ensure that the Work is carried out in accordance with the Standards & Guidelines for the Conservation of Historic Places in Canada; and
  - iii) upon substantial completion of the Work, provide to the Town an executed and sealed standard Letter of Assurance in the form referred to in the BC Building Code as Schedule C-A: Assurance of Coordination of Professional Field Review.

#### **4.0 ONGOING MAINTENANCE**

4.1 The Owner shall maintain the Heritage Building in good repair in accordance with industry accepted maintenance standards.

4.2 Without limiting the maintenance requirements specified in section 4.1 of this Agreement, the Owner shall:

- i) maintain the exterior of the Heritage Building so as to prevent deterioration due to weather, rot or insects;
- ii) keep the exterior of the Heritage Building free from loose, rotted or broken materials and objects;
- iii) keep all siding, window frames, railings, decks, stairs and other wood or metal materials on the exterior of the Heritage Building neatly finished and effectively protected from the elements;
- iv) maintain all cornices, belt courses, corbels, trim wall facings, and similar architectural features of the Heritage Building in good repair and safe condition; and
- v) maintain all roofs, including fascia boards, soffits, cornices and flashings of the Heritage Building in a watertight condition.

#### **5.0 DAMAGE OR DESTRUCTION OF THE HERITAGE BUILDING**

5.1 If the Heritage Building is damaged or destroyed to the extent of less than or equal to 75% of its value above its foundations, as determined by the Director, the Owner shall obtain necessary permits and licenses and, in a timely manner and no later than one year from obtaining the necessary permits, shall restore and repair the damaged or destroyed Heritage Building to the same condition and appearance that existed before the damage occurred.

5.2 If, in the opinion of the Director, the Heritage Building is damaged or destroyed to the extent of more than 75% of its value above its foundations, and the Owner wishes to construct a replacement building on the Property, such replacement building must be constructed in compliance with the Zoning Bylaw, and in a style that is acceptable to the Town and substantially similar to that of the destroyed Heritage Building, after having obtained all necessary permits and licenses.

5.3 The Owner shall use its best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica or replacement building, with reasonable dispatch, and no later than one year from obtaining all necessary permits.

## **6.0 TIMING**

- 6.1 The Owner shall commence and complete all actions required for the completion of the Work, within five years following the adoption of the Bylaw authorizing this Agreement.

## **7.0 BREACH OF AGREEMENT**

- 7.1 The Owner covenants and agrees that the measure of the damages for any breach of the restrictions or requirements of this Agreement shall include, but shall not be limited to the actual cost and expense of all administration, labour, materials, equipment, services and work required for all remedial acts necessary to fully restore, rehabilitate, replace or maintain the building, structure, improvement on or feature of the Property having heritage value to be protected, conserved, preserved or kept in its natural state. The nature and extent of any breach of the said restrictions and requirements, and the nature and extent of any restoration, rehabilitation, replacement, maintenance or remedial work or action of any nature required to remedy such breach shall be determined by the Town.
- 7.2 Without limiting any provision of this Agreement, in the event that the Owner is in breach of any of its obligations under this Agreement and the Owner has been granted a variation to any bylaw, the Owner agrees that any variations to the bylaw shall be of no further effect, and the otherwise applicable provisions of the bylaws Bylaw respecting the use of the Property, or the provisions of any replacement bylaws, shall apply.

## **8.0 DISCRETION**

- 8.1 Wherever in this Agreement a heritage alteration permit is required, the discretion to approve, refuse or issue such permit is delegated to the Director and such exercise of discretion relating to the issuance of the heritage alteration permit shall be made by the Director, acting reasonably in accordance with sound municipal heritage and conservation practice.

## **9.0 HERITAGE DESIGNATION**

- 9.1 The owner irrevocably agrees to the designation of the Heritage Building as a municipal heritage site, in accordance with Section 611 of the Local Government Act, and releases the Town from any obligation to compensate the owner in any form for any reduction in the market value of the Property that may result from the designation.

## **10.0 NO LIABILITY FOR TOWN**

- 10.1 In no case shall the Town be liable or responsible in any way for:

- i) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that may be suffered or sustained by the Owner or by any other person who may be on the Property; or

any loss or damage of any nature whatsoever, howsoever caused to the Property or any improvements or personal property thereon belonging to the Owner or to any other person;

arising directly or indirectly from compliance with the restrictions and requirements herein, wrongful or negligent failure or omission to comply with restrictions and requirements herein, or refusal, omission or failure of the Town to enforce or require compliance by the Owner with the restrictions or requirements herein or with any other term, condition or provision of this Agreement.

## **11.0 INDEMNITY**

- 11.1 The Owner shall at all times release, indemnify and save harmless the Town of and from all loss and damage and all actions, claims, losses, including loss or reduction in the value of the Property, costs, demands, expenses, fines, liabilities and suits of any nature whatsoever by whomsoever brought for which the Town shall or may become liable, or may incur or suffer by reason of existence and effect, whether direct or indirect, of the restrictions or requirements under this Agreement or the breach or non-performance by the Owner of any covenant, term or provision hereof, or by reason of any work or action of the Owner in performance of its obligations hereunder, or by reason of any wrongful act or omission, default or negligence of the Owner.

## **12.0 NO DEROGATION FROM STATUTORY AUTHORITY**

- 12.1 Nothing in this Agreement shall limit, impair, fetter or derogate from the statutory powers of the Town all of which powers may be exercised by the Town from time to time and at any time to the fullest extent that the Town is enabled and no permissive bylaw enacted by the Town, or permit, licence or approval, granted, made or issued thereunder, or pursuant to statute, by the Town shall estop, limit or impair the Town from relying upon and enforcing this Agreement.

## **13.0 COMPLIANCE WITH LAWS**

- 13.1 The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Property, including any construction, restoration and repair of the Heritage Building, must comply with all applicable bylaws of the Town.
- 13.2 Despite any provision of this Agreement, the Owner shall comply with all laws, including bylaws of the Town, and to the extent only that such laws, regulations and orders are mandatory and necessarily require the breach of any restriction or positive obligation herein to be observed or performed by the Owner, or less than



strict compliance with the terms hereof, then the Owner, upon sixty (60) days' written notice to the Town shall be excused from complying with such restrictions or performing such obligation and such restriction or obligation shall be suspended but only to the extent and for the time that such mandatory law, regulation or order is inconsistent with compliance with the said restrictions or obligations.

#### **14.0 NOTICE TO BE REGISTERED IN LAND TITLE OFFICE**

- 14.1 Notice of this Agreement will be registered in the Land Title Office by the Town at the cost of the Owner in accordance with section 610 of the Local Government Act, and this Agreement is binding on the parties to this Agreement as well as all persons who acquire an interest in the Property after registration of this Notice.

#### **15.0 NOTICE**

- 15.1 Any notice required or permitted to be given by one party to another pursuant to this Agreement must be in writing and will be validly given if delivered, transmitted by email or mailed in British Columbia by a pre-paid registered post to the parties as follows:

##### **To the Town**

The Town of Ladysmith  
 410 Esplanade, PO Box 220  
 Ladysmith, B.C. V9G 1A2  
 Canada  
 Attn: Director of Development Services  
 Email: [ds@ladysmith.ca](mailto:ds@ladysmith.ca)

##### **To the Owner**

First Avenue Freeholders LTD., Inc. No. BC 1339861

Attn: Randy Repass

or to such other person or address as one party may advise the other in writing from time to time. Any notice given in accordance with this or any other provisions of this Agreement is deemed to be received on the next business day after delivery or transmission by email, or if mailed, on the third business day following posting thereof.

#### **16.0 TIME**

- 16.1 Time is to be the essence of this Agreement.

**17.0 BINDING EFFECT**

17.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees. Without limiting the foregoing, and pursuant to section 483(6) of the Local Government Act, upon the filing of a notice of this Agreement in the Land Title Office, this Agreement is binding on all persons who acquire an interest in the Property.

**18.0 WAIVER**

18.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

**19.0 HEADINGS**

19.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

**20.0 LANGUAGE**

20.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**21.0 CUMULATIVE REMEDIES**

21.1 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

**22.0 ENTIRE AGREEMENT**

22.1 This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date it is made.

**23.0 FURTHER ASSURANCES**

23.1 Each of the parties will do, execute, and deliver, or cause to be done, executed, and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

**24.0 LAW APPLICABLE**

24.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

**25.0 AMENDMENT**

25.1 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the Town and the Owner only if the amendments are in writing and executed by the parties hereto, and only if the amendments are authorized by bylaw of the Town.

**26.0 SEVERABILITY**

26.1 If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

**27.0 SCHEDULES**

27.1 All schedules to this Agreement are incorporated into and form part of this Agreement.

**28.0 INSPECTION**

28.1 Without limiting the Town's power of inspection conferred by statute and in addition to such powers, the Town shall be entitled at all reasonable times and from time to time to enter onto the Property for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

*[Signature page to follow on next page]*

IN WITNESS WHEREOF the Owner and the Town have executed this Agreement on the dates set out below.

THE TOWN OF LADYSMITH by its )  
authorized signatories: )

 )  
 )

Print Name: )

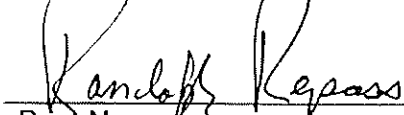
Aaron Stone, Mayor )  
Town of Ladysmith )

 )

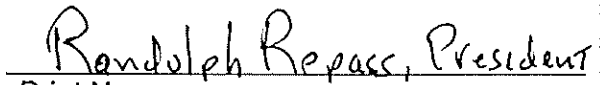
Print Name: )

Matt O'Halloran, Corporate Officer  
Town of Ladysmith

FIRST AVENUE FREEHOLDERS LTD., )  
INC.NO., BC1339861 by its authorized )  
signatories: )

 )  
 )

Print Name: )

 )

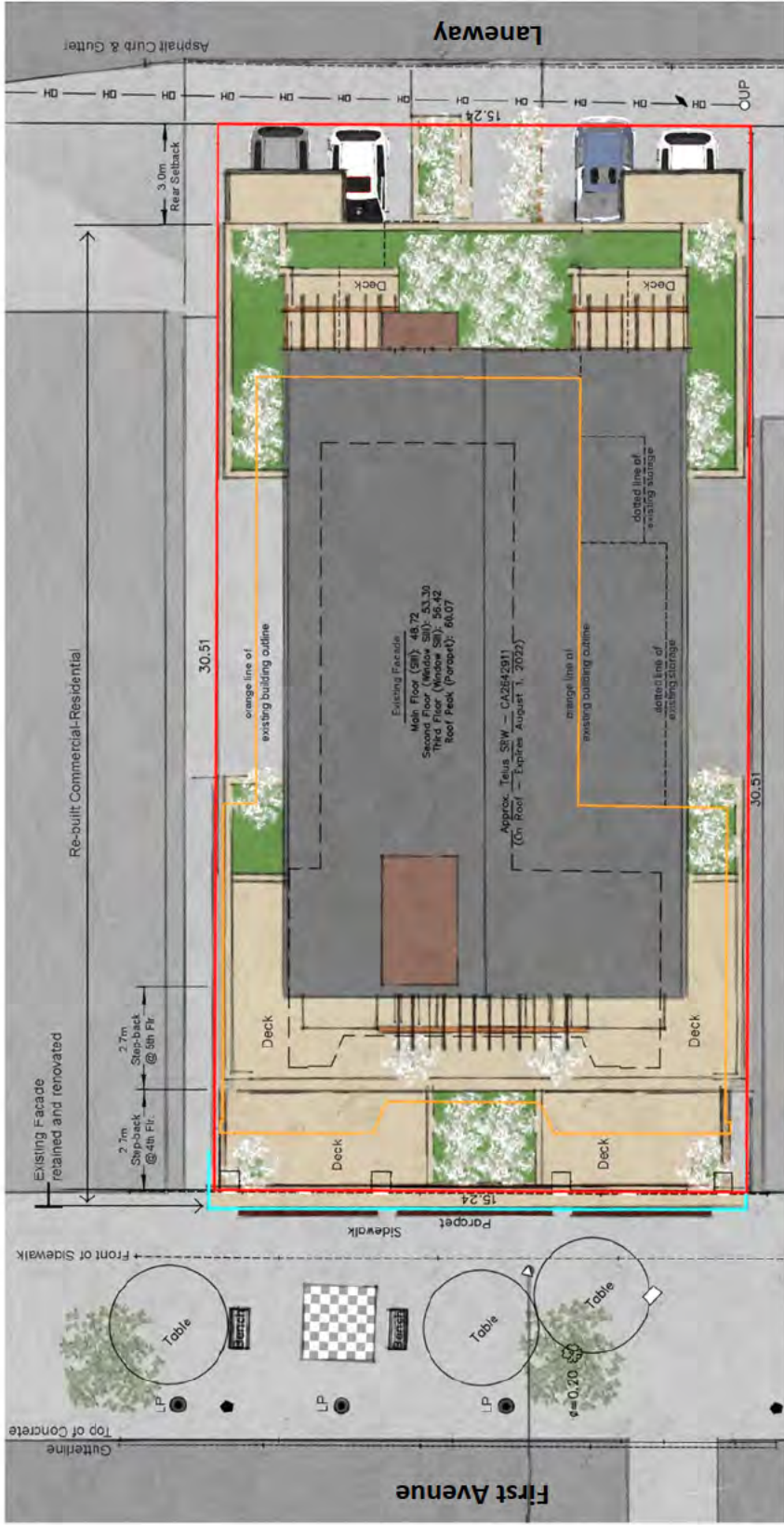
Print Name: )

**Schedule "A"**

Development Concept Plan

**Layouts (Preliminary Schematics)**

Floor plans are subject to change

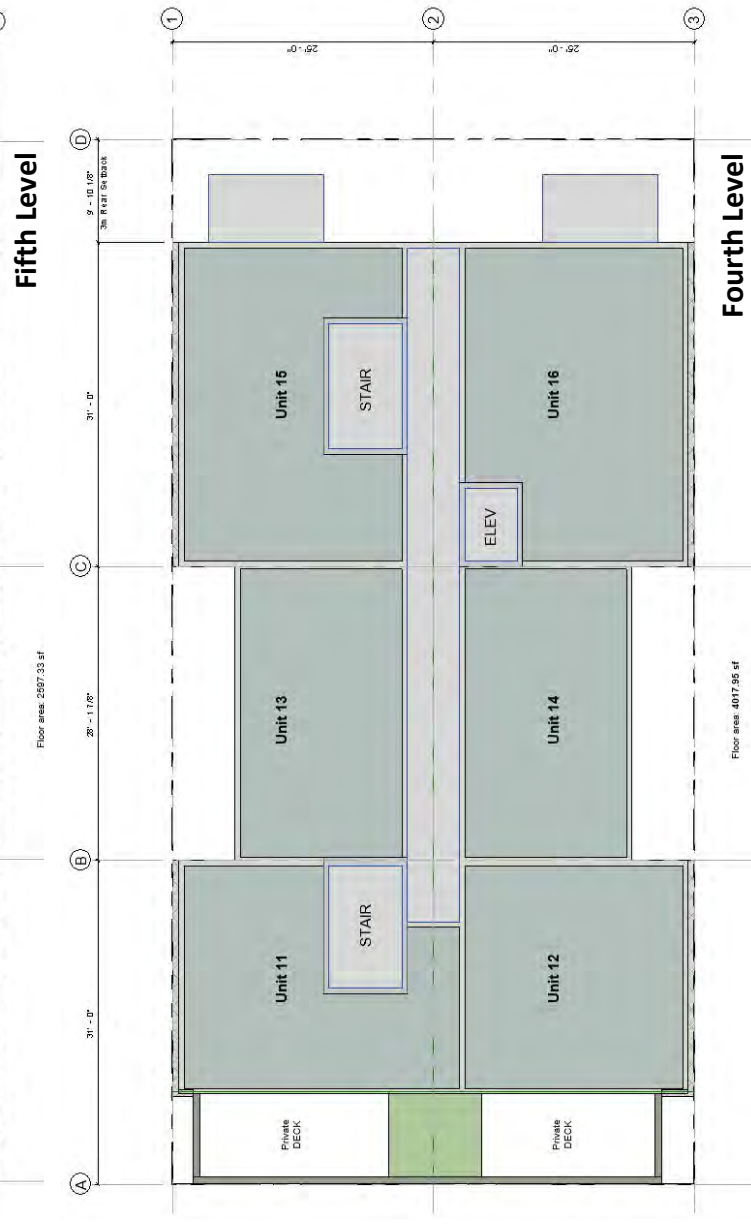
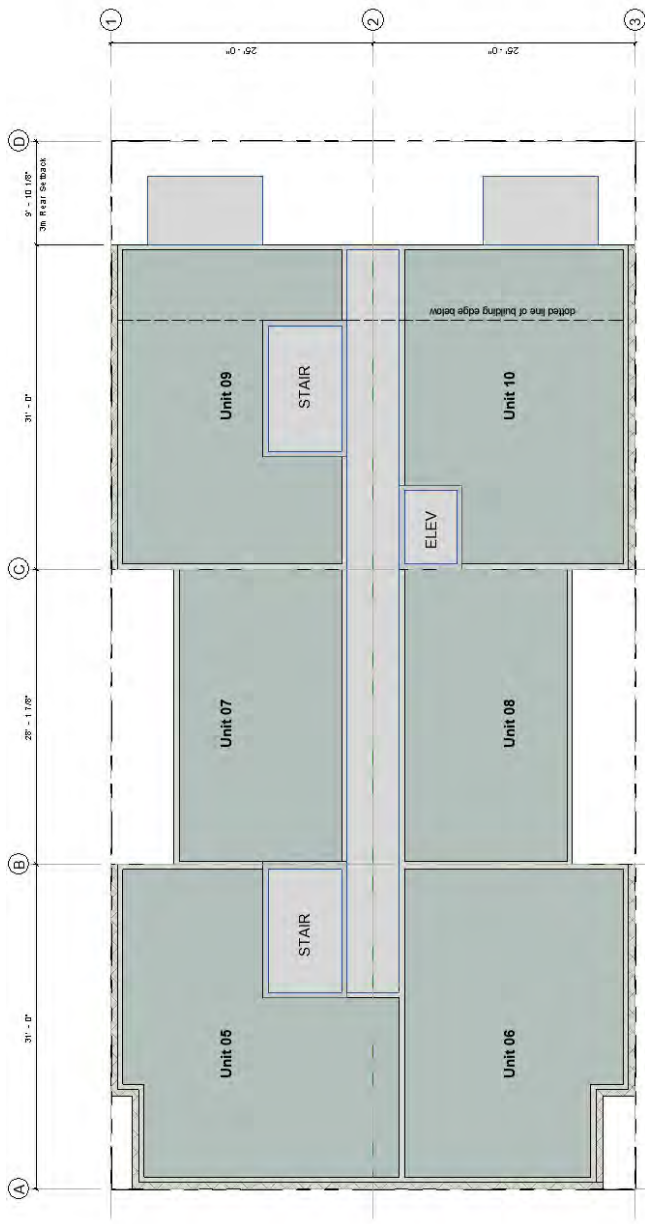


**Site & Roof Level**



**Street Level**

LAYOUTS (Preliminary Schematics)



**First Avenue Streetscapes & Aerials (Conceptual)**



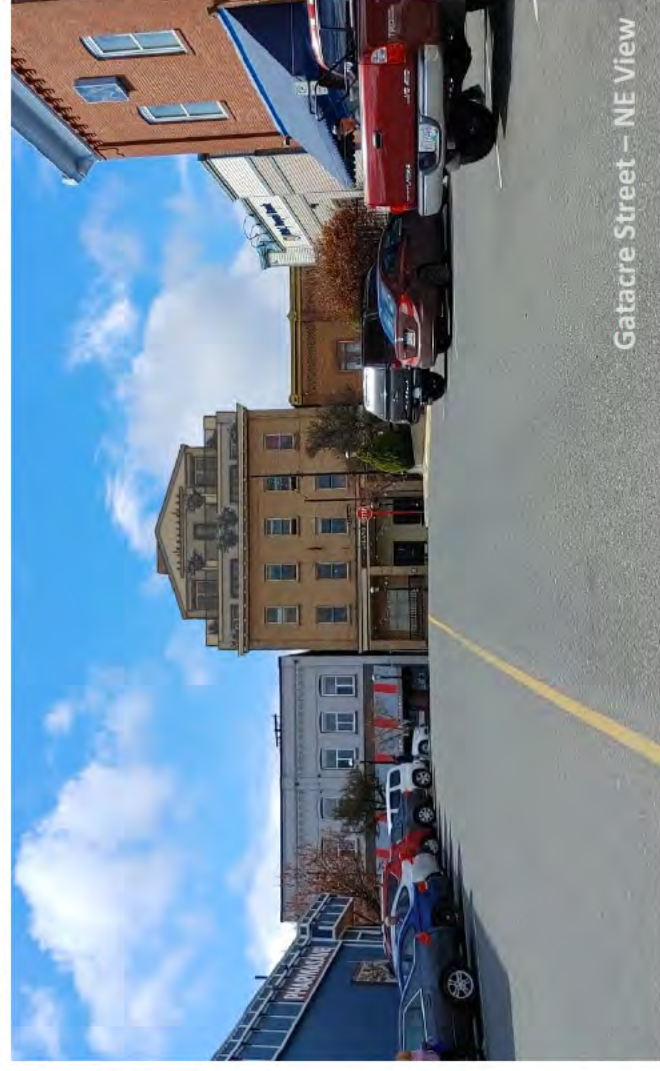
Aerial view - Setbacks



First Avenue - NW View



First Avenue - SE View

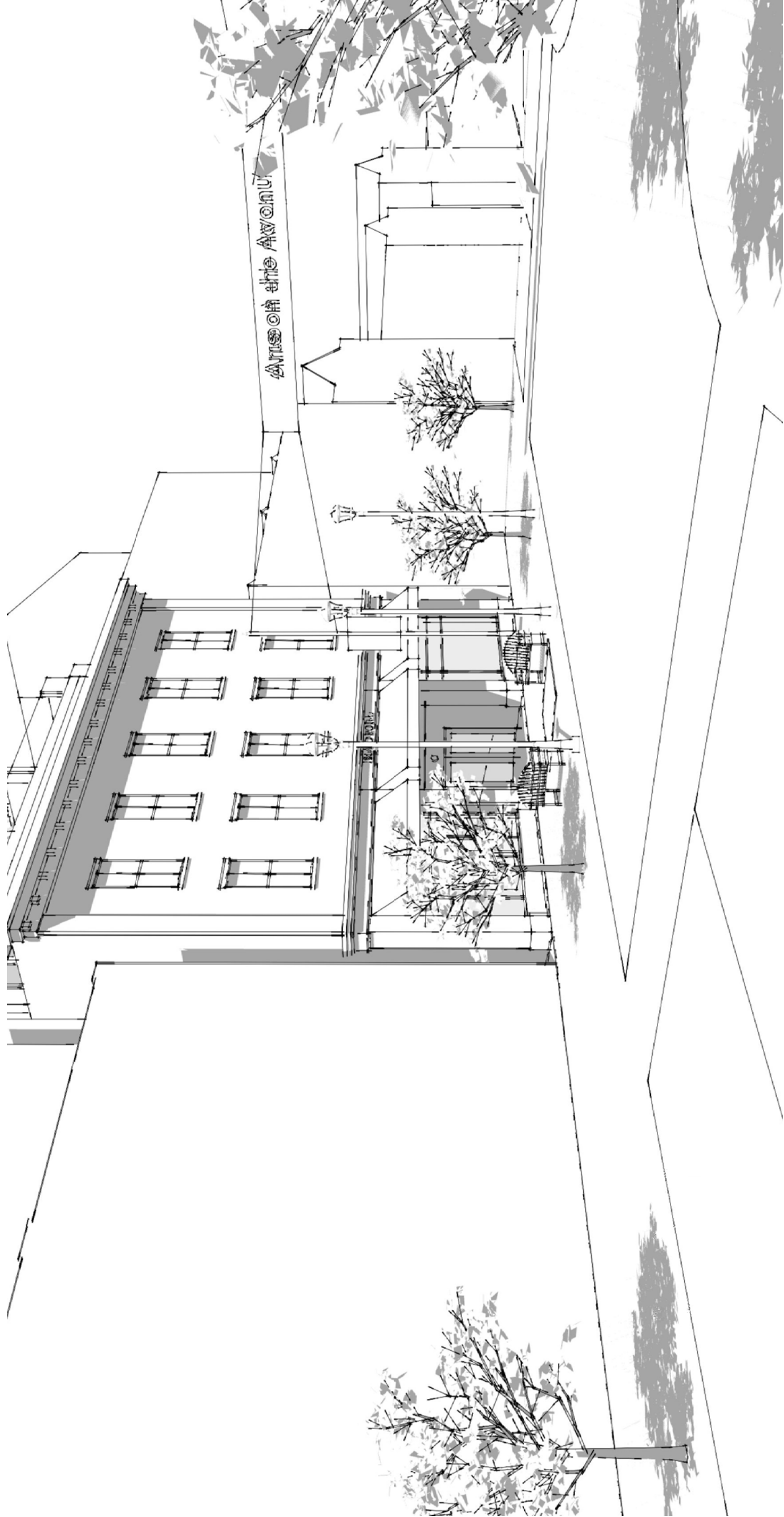


Gatacre Street - NE View



Laneway Streetscapes & Aerials (Conceptual)





**the Island Hotel**



Looking up from across First Avenue RBC Corner



left coast fashions

Little

WIGWAM RESTAURANT

HOTEL

**Schedule "B"**

Conservation Plan

# 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.

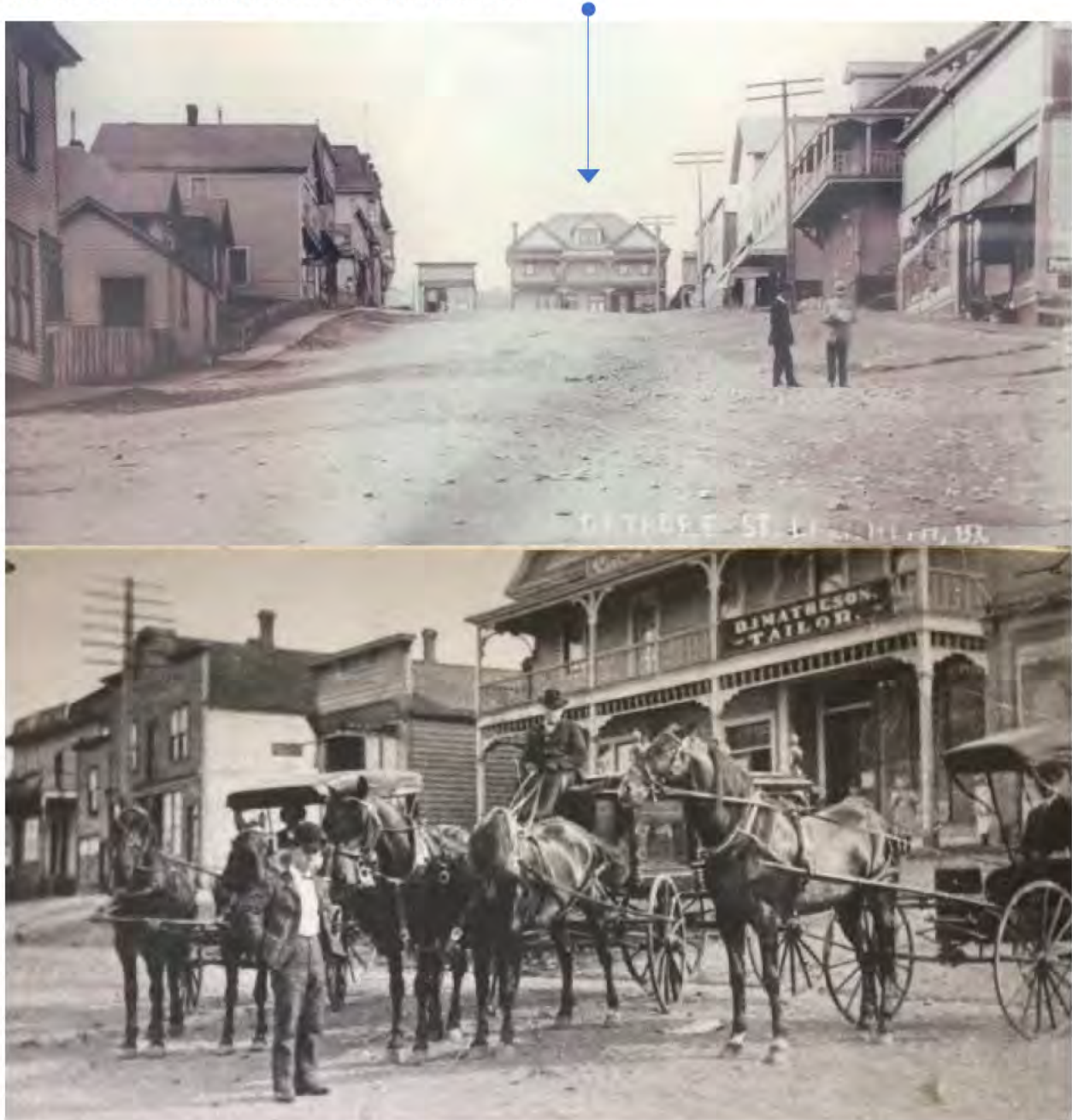


## STATEMENT OF SIGNIFICANCE

### 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-reg/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.

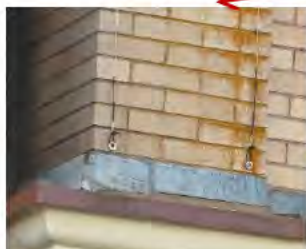
If re-building of any portion of the façade is necessary, the original brick will be deconstructed, re-used and any needed replacement brick will be matched as close as possible.



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**

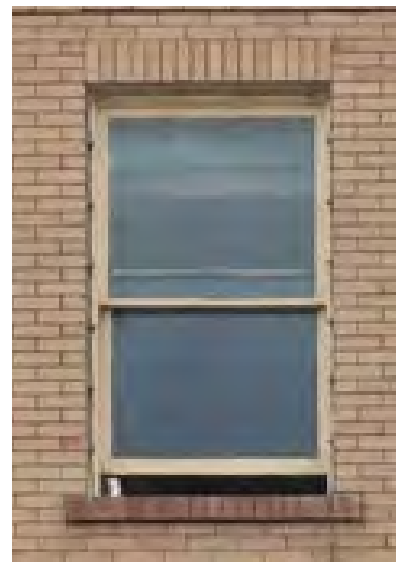
HV & CDE: *simple one-over-one wood-framed windows*

#### 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**

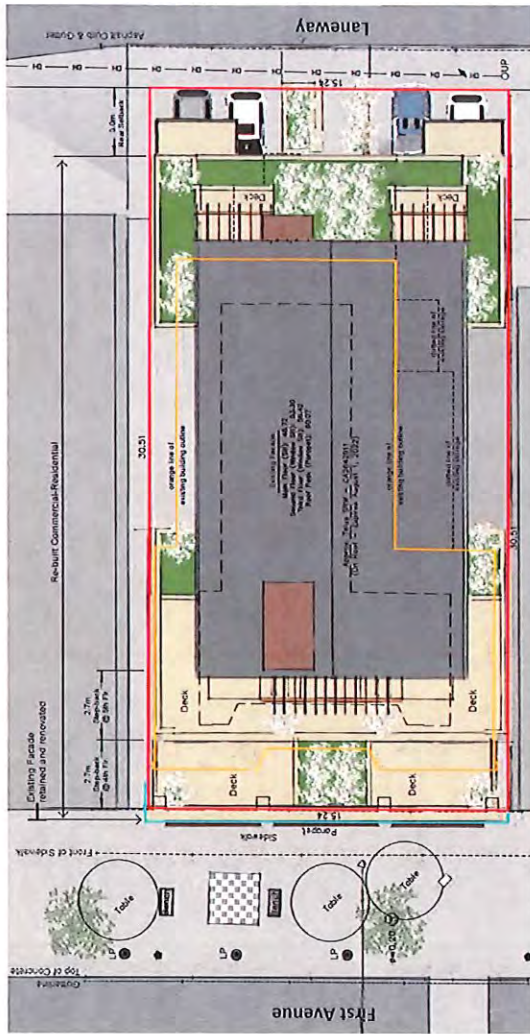
<https://www.edmontonsarchitecturalheritage.ca/index.cfm/architectural-styles/edwardian/>

### **Ontario Architecture**

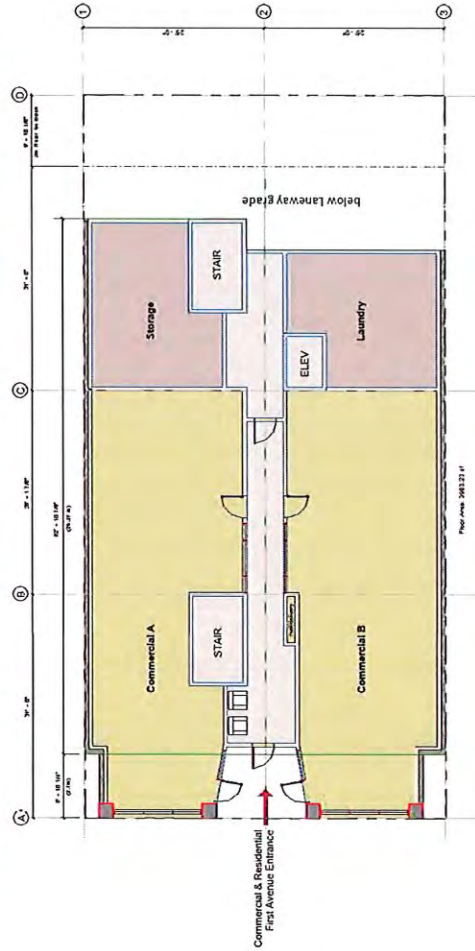
<http://www.ontarioarchitecture.com/Edwardian.htm>

**Layouts (Preliminary Schematics)**

Floor plans are subject to change



Site & Roof Level



Street Level

**Minutes of the Parks, Recreation & Culture Advisory Committee  
Wednesday, October 16, 2024 at 7:00pm  
Frank Jameson Community Centre**

**COMMITTEE MEMBERS PRESENT:**

Colleen Butcher  
Jacqueline Huard  
Mitchel Lowe  
Bruce Mason

Kim Nakahara  
Jane Nettleton  
Councillor Jeff Virtanen

**STAFF PRESENT:**

Chris Barfoot, Lead  
Kim Cheang, Minute Taker

**REGRETS:**

Gordon Filewych  
Terri Merritt-Worden

Pamela Walker  
Councillor Duck Paterson

**CALL TO ORDER AND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:03pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz’uminus First Nation.

**AGENDA**

2024-19:  
That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.  
*Motion Carried.*

**MINUTES**

2024-20:  
That the Parks, Recreation & Culture Advisory Committee approve the minutes of the September 18, 2024 meeting as presented.  
*Motion Carried*

**OLD BUSINESS**

Rutti Park Plan

- The Committee discussed and provided input on potential placement of the identified key park elements on the Rutti Park plotting map.
- Staff to provide Committee three options of the Rutti Park layout with key elements for review at a future meeting.

**NEXT MEETING**

7:00pm on Wednesday, November 20, 2024 at FJCC

**ADJOURNMENT**

2024-21:  
That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 7:51pm.  
*Motion Carried*

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 5, 2024  
**File No:** 1700-01  
**Re:** 2025 Budget Deliberations – Sewer and Water

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**RECOMMENDATION:**

That Council:

1. Direct staff to amend the “Sewer Rates Bylaw 1966, No. 422, Amendment Bylaw 1999, No.1360” to include a 3% increase to the rates;
2. Direct staff to prepare the 2025 Sewer Parcel Tax bylaw for \$362 per parcel;
3. Direct staff to amend the “Waterworks Regulation Bylaw 1999, No.1298” to include a 5% increase to the rates; and
4. Direct staff to prepare the 2025 Water Parcel Tax bylaw for \$459 per parcel.

**EXECUTIVE SUMMARY:**

The 2025 budgets for the Town’s sewer and water utilities are presented. Staff are proposing a 3% increase to the sewer rates, a 5% increase to the water rates, a \$2 increase from \$360 to \$362 for the sewer parcel tax, and no changes to the water parcel tax amounts.

**PREVIOUS COUNCIL DIRECTION:**

N/A

**INTRODUCTION/BACKGROUND:**

The sewer and water budgets are the second in a series of budget meetings discussing the 2025-2029 Financial Plan. Though the operations are funded from the fees charged in their respective utilities, there are some common costs associated with the two funds:

- There is a 3% (over 2024) CUPE wage increase factored into the operations.
- There are three operators in the Water Filtration Plant (WFP)/Watershed and three operators in the Waste Water Treatment Plant (WWTP).
- The Distribution and Collection operators continue to be split 60% to water and 40% to sewer.
- The allocation of General Government expenses is decreasing as it is a percentage based on actual usage and costs.

Sewer – Expenses

	<b>2025 Proposed Budget</b>	<b>2024 Amended Budget</b>
<b>Employment Costs</b>	937,455	837,295
<b>Debt Payment</b>	617,500	627,500
<b>Transfer to Sewer Capital</b>	556,500	530,000
<b>Materials &amp; Supplies</b>	335,785	335,215
<b>Reserve</b>	271,329	313,615
<b>Contract Services</b>	248,391	213,578
<b>Utilities</b>	180,956	177,057
<b>Other</b>	168,979	172,491
<b>Equipment Use</b>	58,915	58,161
<b>Insurance</b>	48,826	48,437
<b>Grand Total</b>	<b>3,424,636</b>	<b>3,313,349</b>

- The employment costs within the sewer utility are increasing by \$100,160. This includes the Collective Agreement increase of 3% plus benefits as well as the final phasing of the Treatment Operators cost from the Water Filtration Plant to the Waste Water Treatment Plant.
- The Waste Water Treatment Plant debt interest payment decreases \$10,000 per year. The debt is expected to end by 2036.
- Sewer Capital Funding is increasing by 5%. This, along with reserve funding, will fund the 8 projects listed in Attachment A.
- The Materials & Supplies budget remains relatively stable for 2025 as chemical costs are expected to be roughly the same year over year.
- Contracted Services is increasing \$34,813. The majority of this increase is at the bio-solids composting facility where the aging equipment requires additional repairs and maintenance. As equipment fails, the sludge from the Waste Water Treatment Plant cannot be processed, resulting in the Town transporting it to other facilities and paying the associated disposal fees.
- There is a reduction of funding to the Sewer Capital Reserve by nearly \$100k. This funding was shifted to the employment costs. There is still 30% (\$166,950) of the capital budget saved for future projects, such as for the future UV system or the upgrades to the sewer trunk main.
- The utilities, which consists of mostly hydro costs, are increasing roughly 2.2%.



- The administration charge between the sewer utility and the general fund is decreasing by approximately \$3,500.
- There is a minimal increase to the use of equipment and insurance costs.

Sewer Capital

There are eight sewer capital projects proposed for 2025 (see Attachment A). The funding for these projects, totaling \$897,900, is anticipated to be:

- Sewer Utility funding for \$556,500
- Switching funding from the I&I project for \$150,000
- Sewer Capital Reserve funding for \$191,400

Sewer Revenues

To fund the sewer function, it is proposed that the sewer rates increase by 3%, which is a \$0.96 monthly increase or a \$11.47 increase annually for a residential unit. With this increase, the total sewer revenue is anticipated to be \$1,922,243, with Residential properties paying 93%, businesses at 5% and the schools funding the remaining 2%.

The Sewer Parcel Tax is proposed to increase by \$2 to \$362. With 3,894 Town parcel taxes and 37 Stz’uminus First Nation equivalent parcel taxes, this tax is expected to generate \$1,423,022. This funding will be used to pay the debt on the Waste Water Treatment Plant of \$617,500, fund the capital projects of \$556,500 and set \$271,133 aside in the capital reserve for future sewer projects.

Water Expenses

	<b>2025 Proposed Budget</b>	<b>2024 Amended Budget</b>
<b>Employment Costs</b>	925,723	951,253
<b>Capital</b>	603,750	575,000
<b>Materials &amp; Supplies</b>	480,100	443,550
<b>Future Debt Payment</b>	432,956	432,956
<b>Debt Payment</b>	387,685	387,685
<b>Reserve</b>	237,240	175,302
<b>Contract Services</b>	192,116	209,058
<b>Other</b>	187,377	206,529
<b>Equipment Use</b>	71,258	64,197
<b>Utilities</b>	67,056	69,945
<b>Insurance</b>	36,515	35,456

- Employment costs increased by 3% in wages based on the Collective Agreement, though overall it decreased \$25k in the water area as this is the final year of shifting the personnel from water treatment to sewer treatment.

- The funding for water capital projects is increasing by 5%.
- The materials and supplies budget is increasing by \$36k as there is a greater emphasis on hydrant maintenance for 2025 being performed by Town crews as well as miscellaneous supplies needed during the treatment process.
- There is no change to the anticipated current and future debt payments at this time. The temporary borrowing bylaw (funding for the Holland Dam) was recently approved, though it is still to be executed.
- Contributions to the reserve for future capital projects is increasing by \$62k over last year's budget as there are several significant water projects in the future.
- There's a reduction in contracted services of approximately \$14k. Some of this decrease offsets the hydrant maintenance costs moving from being contracted to being performed in-house.
- There is a reduction in the general corporate services amount allocated to water.
- Use of equipment is increasing \$7k.
- Insurance and utility costs are similar year over year.

#### Water Capital

There are only two projects on the Water Capital Project list for 2025: the water distribution line from the Water Treatment Plant through to Colonia Ave and the construction of the Stocking Lake Dam, which will be shared with the CVRD.

#### Water Revenues

Staff are proposing a 5% increase to the base and each step of the water rates. It is expected that the total water rates will generate \$1,660,534 with Single Family Dwellings making up most of the water consumers and paying approximately 68% of the water levy.

The water parcel tax is anticipated to remain the same at \$459. There are 3,911 Town lots, plus the equivalent of 158 lots in the Diamond and 38 lots in the Stz'uminus First Nation that are supplied water and pay the water parcel tax. The parcel tax is used to fund the existing \$387,685 debt on the Water Treatment Plant, the proposed \$432,956 debt for Holland Dam, the \$603,750 water capital for 2025, and reserving \$167,178 for future capital projects. The parcel tax also funds some of the operations.

#### **ALTERNATIVES:**

Council can choose to direct staff to adjust the budgets, though service levels may be affected.

#### **FINANCIAL IMPLICATIONS:**

As discussed throughout the report. If approved, the bylaws for the sewer and water rates will be presented to Council in December, in order to be adopted prior to the start of the first quarter in 2025.

#### **LEGAL IMPLICATIONS:**

n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

If approved, the notification of the rate changes will be included in a utility billing newsletter as well as on the website. The Stz'uminus First Nation and Diamond Improvement District will also be notified.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Utilities area within Public Works performs much of the day-to-day operations for sewer and water utilities. If approved, Finance will prepare the necessary bylaws.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Core Infrastructure         | <input type="checkbox"/> Economy        |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership     |
| <input type="checkbox"/> Waterfront Area Plan                   | <input type="checkbox"/> Not Applicable |

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. Sewer and water Capital Project proposed for 2025.

**ATTACHMENT A**

Public Works			
Water			
<i>Project Name</i>	<b><u>Stocking Lake Dam Construction</u></b>		2025
<i>Description</i>	Replace the Stocking Lake Dam - cost share with CVRD	<b>Funding :</b>	<b>\$5,000,000</b>
		Taxation	0
		Water Utility	0
<i>Purpose</i>	To replace failing dam	Sewer Utility	0
		Reserve	2,500,000
			<i>COMBINATION</i>
		DCC	0
		Gas Tax	0
<i>Consequence of not funding</i>	Flooding	Carry-forward	0
		Borrow	0
		Donation/Other	2,500,000
		Grant-confirmed	0
<i>Priority</i>	Immediate	Grant - TBD	0
		<i>Early Budget approval</i>	<input type="checkbox"/>
<i>Project Name</i>	<b><u>Water Distribution main - WFP to Colonia</u></b>		2025
<i>Description</i>	To install 750m of HDPE for water from Water Treatment Plant to Colonia - securing additional water supply from Plant to Town	<b>Funding :</b>	<b>\$1,000,000</b>
		Taxation	0
		Water Utility	603,750
<i>Purpose</i>	Upsizing water distribution from WFP to Town via Lamont subdivision below Arbutus Hump	Sewer Utility	0
		Reserve	396,250
			<i>Water Capital</i>
		DCC	0
		Gas Tax	0
<i>Consequence of not funding</i>	Will eventually need to be done and will cost additional monies to replace new subdivision connections.	Carry-forward	0
		Borrow	0
		Donation/Other	0
		Grant-confirmed	0
<i>Priority</i>	Immediate	Grant - TBD	0
		<i>Early Budget approval</i>	<input type="checkbox"/>
Sewer/Compost			
<i>Project Name</i>	<b><u>Activated Carbon Odour Control</u></b>		2025
<i>Description</i>	Remove and replace carbon from, headwork's, MBBR, centrifuge filters	<b>Funding :</b>	<b>\$150,000</b>
		Taxation	0
		Water Utility	0
<i>Purpose</i>	To ensure that filter are being tested and changed every 4 - 5 years	Sewer Utility	150,000
		Reserve	0
		DCC	0
		Gas Tax	0
<i>Consequence of not funding</i>	Foul odours will be released into the air, Town residents will complain of strong odours coming from the WWTP	Carry-forward	0
		Borrow	0
		Donation/Other	0
		Grant-confirmed	0
<i>Priority</i>	Important but not critical	Grant - TBD	0
		<i>Early Budget approval</i>	<input type="checkbox"/>

**ATTACHMENT A**

<i>Project Name</i>	<b><u>Detailed Sewer Modelling</u></b>	2025
<i>Description</i>	Utilize consultants to perform specific areas for detailed sewer modelling to determine capacity and flows.	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;">\$150,000</span>
<i>Purpose</i>	To update the sewer modelling for the sewer trunk main along Hwy 1, 1st Ave & Hwy bridge	Taxation 0 Water Utility 0 Sewer Utility 0 Reserve 0 DCC 0 Gas Tax 0
<i>Consequence of not funding</i>	Planning for future growth is inaccurate without up to date data.	Carry-forward 150,000 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<i>Priority</i>	Immediate <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

<i>Project Name</i>	<b><u>Gill Rd Pump Stn Slope Stability Assessment</u></b>	2025
<i>Description</i>	The Gill Road Pump Station was constructed in 1965 and upgraded in 1982. Staff have observed movement in the bank behind the lift station where there is no retaining wall	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;">\$55,000</span>
<i>Purpose</i>	To asses the slope and existing retaining structures behind the pump station	Taxation 0 Water Utility 0 Sewer Utility 55,000 Reserve 0 DCC 0 Gas Tax 0
<i>Consequence of not funding</i>	Should the bank collapse on the lift station, the station will fail resulting in the release of untreated sewages into federal waters from ~120 sewer services plus expensive emergency repairs.	Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<i>Priority</i>	Immediate <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

<i>Project Name</i>	<b><u>Lift Station Kiosk Replacement- Transfer Beach</u></b>	2025
<i>Description</i>	The pump controls kiosk is corroded through, has insufficient space for maintenance	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;">\$25,500</span>
<i>Purpose</i>	To replace the pump control kiosk at TB	Taxation 0 Water Utility 0 Sewer Utility 25,500 Reserve 0 DCC 0 Gas Tax 0
<i>Consequence of not funding</i>	Damage or failure of critical components due to rodent damage and exposure to the elements. Release of untreated sewage into the environment.	Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<i>Priority</i>	Important but not critical <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

**ATTACHMENT A**

<b>Project Name</b>	<b><u>Lift Station Upgrades - Gill Road</u></b>	2025
<b>Description</b>	Pump power cables are routed from the wet well to pump controller in such a way that replacement of the cables is impossible, installation of EYS connections in a separate mechanically ventilated enclosure will comply with code and allow replacements	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;"><b>\$29,900</b></span>
<b>Purpose</b>	Installation of ventilated EYS connections	Taxation 0 Water Utility 0 Sewer Utility 0 Reserve 29,900 <i>Surplus</i> DCC 0 Gas Tax 0 Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<b>Consequence of not funding</b>	More costly repairs and eventual need to replace cables and EYS connections, cost of pump trucks while emergency repairs performed.	
<b>Priority</b>	Important but not critical <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

<b>Project Name</b>	<b><u>Sandy Beach Sanitary Main Improvements - Design</u></b>	2025
<b>Description</b>	The lift station and connected 1KM of asbestos concrete mains on the foreshore from Woodley to Roland have degraded over 50 years and are significant sources of infiltration which has resulted in costly repairs and is at risk of imminent failure	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;"><b>\$187,500</b></span>
<b>Purpose</b>	To assess and design replacement of sanitary mains and lift station at Sandy Beach.	Taxation 0 Water Utility 0 Sewer Utility 26,000 Reserve 161,500 <i>Sewer Capital</i> DCC 0 Gas Tax 0 Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<b>Consequence of not funding</b>	Failure of the lift station will result in the release of untreated sewage into federal waters, the potential loss of sewer services in a catchment of approx. 120 properties and expensive emergency repairs. Inflow of sea water impacts the WWTP.	
<b>Priority</b>	Immediate <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

<b>Project Name</b>	<b><u>Sewer Main Upgrade - 4th Ave Ext to Dogwood</u></b>	2025
<b>Description</b>	The sanitary line between 4th Ave Ext and Dogwood was identified as at capacity during the SSMUH assessment. There is a historical record of a sanitary backup.	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;"><b>\$250,000</b></span>
<b>Purpose</b>	To upgrade the sanitary main on 4th Ave Extension between 4th Ave Ext and Dogwood	Taxation 0 Water Utility 0 Sewer Utility 250,000 Reserve 0 DCC 0 Gas Tax 0 Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<b>Consequence of not funding</b>	There is a history of failure resulting in property damage. There is a risk that further back-ups occurring more often and at a higher volume as the Small Scale multi-Unit Housing come on-line.	
<b>Priority</b>	Immediate <span style="float: right;"><i>Early Budget approval</i> <input type="checkbox"/></span>	

**ATTACHMENT A**

<i>Project Name</i>	<b>Spirogester Cone Removal</b>	2025
<i>Description</i>	The spirogester is used as a holding tank in the event of peak high flow demand. Once removed, tank must be cleaned to remove debris and install a ladder.	<b>Funding :</b> <span style="border: 1px solid black; padding: 2px;">\$50,000</span>
<i>Purpose</i>	Removal of the cone will increase holding capacity	Taxation 0 Water Utility 0 Sewer Utility 50,000 Reserve 0 DCC 0 Gas Tax 0 Carry-forward 0 Borrow 0 Donation/Other 0 Grant-confirmed 0 Grant - TBD 0
<i>Consequence of not funding</i>	There will continue to be limited amount of storage for peak inflows	
<i>Priority</i>	Important but not critical	Early Budget approval <input type="checkbox"/>

	<b>ANNUAL TOTAL</b>	<b>\$6,897,900</b>		
Taxation	0	DCC	0	Grant - TBD
Water Utility	603,750	Reserve	3,087,650	Borrow
Sewer Utility	556,500	Gas Tax	0	Donation/Other
C/F	150,000	Grant-confirmed	0	2,500,000

STAFF REPORT TO COUNCIL

**Report Prepared By:** Kristine Hawkins, Revenue Accountant  
**Report Approved by:** Erin Anderson, Director of Financial Services  
**Meeting Date:** November 5, 2024  
**File No:** 1820-01  
**RE:** **Adjustment to Water Billing Account – 2024, Q3**

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**RECOMMENDATION:**

That Council provide a bill adjustment in the amount of \$3,195.82 to billing Account No. 000-1411400-000 due to a water leak.

**EXECUTIVE SUMMARY:**

The purpose of this staff report is to present to Council a request for a water bill adjustment due to a water leak over \$3,000. Property owners repaired the leak on their property within the required 45 days. As the dollar amount of the adjustment is greater than the \$3,000 authorized by the Director of Finance, further approval by Council is necessary to adjust the billing amount.

**PREVIOUS COUNCIL DIRECTION:**

In 2017, Council amended “Waterworks Regulation Bylaw 1999, No. 1298” as follows:

*39(3) Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.*

**INTRODUCTION/BACKGROUND:**

Water billing adjustments due to water breaks or leaks are permitted under “Waterworks Regulation Bylaw 1999, No. 1298”. The adjustments are calculated using the consumption during the same period in the previous year as the baseline consumption.

Property owners are to repair the leak on their property within 45 days of the high consumption notification. The notification could be in the form of a notice placed at the property during the meter reading, a letter sent from the Town or the utility bill. Property owners can apply for one leak adjustment within a ten-year period.

Account No. 000-1411400-000 was notified by Town staff on September 16, 2024 of a higher than usual meter reading. The water break has already been repaired.

**ALTERNATIVES:**



Council can choose to:

1. Not provide an adjustment to the water billing account.
2. Provide a partial adjustment for Account No. 000-1411400-000 for a different amount.
3. Increase the threshold amount delegated to staff.

**FINANCIAL IMPLICATIONS:**

Adjustments to water billing accounts affect the water revenues.

In 2024 to date, there were 27 adjustments due to service connection breaks, irrigation system leaks or unexplained consumption, ranging from \$91.03 to \$1,943.28 with the average adjustment amount \$1,008.69

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

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

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy        |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership     |
| <input type="checkbox"/> Waterfront Area Plan                   | <input type="checkbox"/> Not Applicable |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

## BYLAW STATUS SHEET November 5<sup>th</sup>, 2024

Bylaw #	Description	Status
2131	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131” (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. <b>Awaiting covenant.</b>
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. <b>Waiting on applicant to submit Development Permit per Council Resolution.</b>
2161	“Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161”. To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. <b>Awaiting covenant.</b>
2167	“Town of Ladysmith Animal Control Bylaw 2024, No. 2167”. To manage and regulate the keeping of animals in the Town.	First, second and third readings, May 21, 2024. Consequential amendments must be made to the Zoning Bylaw prior to approval. <b>Awaiting consequential amendments to the Zoning Bylaw.</b>
2170	“Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170”. To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024. <b>Awaiting covenant.</b>
2171	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”. To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024. <b>Awaiting covenant.</b>

October 22, 2024

Mayor and Council  
Town of Ladysmith  
410 Esplanade PO BOX 220  
**LADYSMITH BC V9G 1A2**

via email: [tmckay@ladysmith.ca](mailto:tmckay@ladysmith.ca)

Dear Mayor and Council:

**Re: Regional Growth Strategy Development**

The Cowichan Valley Regional District (CVRD) Board renewed its Corporate Strategic Plan in 2023 which includes objective #2 “*To serve, strengthen, and connect Cowichan communities through collaborative governance.*” Actions nested within this objective include recommitting to Cowichan 2050, learning more about Regional Growth Strategies and exploring options for re-establishment of a Regional Planning Function. The Board subsequently sought input from municipal councils on the potential to establish a regional planning service and participated in a workshop focused on regional growth strategies. The Board has since updated its Strategic Plan to include, “*Work collaboratively with member municipalities and First Nations towards the development of a Regional Growth Strategy*” and directed staff to develop terms of reference for a Regional Growth Strategy (RGS).

On October 9, 2024, a staff report was provided to Committee of the Whole, which included draft terms of reference for an RGS and RGS Steering Committee. The Board subsequently resolved:

*“That the Staff Report to Committee of the Whole of October 9, 2024, on the topic of Regional Growth Strategy be referred to the City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan and Electoral Area Services Committee Directors and that the municipalities be asked to:*

- a. Appoint a representative to the Regional Growth Strategy Steering Committee;*
- b. Consider potential additional matters in the development of a Regional Growth Strategy, including but not limited to:*
  - i. Potential municipal incorporation and boundary changes to accommodate future growth and servicing objectives;*
  - ii. The future of the Island Rail Corridor and its connectivity with adjacent regional districts; and*
  - iii. Cooperation with the Regional District of Nanaimo on future growth of lands in the vicinity of the Nanaimo Airport and Cassidy Aquifer.”*

The CVRD Board recognizes that development of an RGS will require meaningful engagement with municipalities, First Nations and members of the public, and seeks to undertake this process in the spirit of collaboration and with the intent to benefit all communities within the region.

\$500,000 funding has been allocated to support RGS development including \$250,000 from the CVRD Board (Growing Communities Fund) and \$250,000 from the Province of BC, and no tax requisition increase is anticipated in 2025.

At this time, the CVRD Board requests that each municipal council appoint a staff representative to the RGS Steering Committee and consider any potential additional matters that could be explored through the development of an RGS, including those matters identified in the foregoing resolution. The RGS Steering Committee should convene and consider RGS terms of reference (and any potential additional matters) to inform a further report to the CVRD Board, prior to the Board considering a formal resolution to initiate an RGS.

Further details about proposed RGS development are available in the Staff Report, attached for your reference. If you have any questions or concerns, or would like to arrange a meeting, please do not hesitate to contact Ann Kjerulf, General Manager, Land Use Services via email [ann.kjerulf@cvrd.bc.ca](mailto:ann.kjerulf@cvrd.bc.ca).

The CVRD respectfully requests responses before November 29, 2024.

Sincerely,



Kate Segall  
Vice Chair

#### Attachments

KS/AK/sb

pc: CVRD Board of Directors  
Danielle Myles Wilson, Chief Administrative Officer  
Ann Kjerulf, General Manager, Land Use Services Department



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** September 20, 2024  
**MEETING TYPE & DATE** Committee of the Whole of October 9, 2024  
**FROM:** General Manager  
Land Use Services Department  
**SUBJECT:** Regional Growth Strategy  
**FILE:** 3270-80 Regional Planning

## PURPOSE/INTRODUCTION

The Committee is asked to consider draft terms of reference for a Regional Growth Strategy and RGS Steering Committee, and budget for a Regional Growth Strategy and service feasibility study in 2025.

## RECOMMENDED RESOLUTION

That it be recommended to the Board on October 9, 2024:

1. That the Staff Report to Committee of Whole of October 9, 2024, on the topic of Regional Growth Strategy be referred to the City of Duncan, Municipality of North Cowichan, Town of Ladysmith, and Town of Lake Cowichan and that the municipalities be asked to:
  - a. Appoint a representative to the Regional Growth Strategy Steering Committee;
  - b. Consider potential additional matters in the development of a Regional Growth Strategy, including but not limited to:
    - i. Potential municipal incorporation and boundary changes to accommodate future growth and servicing objectives;
    - ii. The future of the Island Rail Corridor and its connectivity with adjacent regional districts; and
    - iii. Cooperation with the Regional District of Nanaimo on future growth of lands in the vicinity of the Nanaimo Airport and Cassidy Aquifer.
2. That staff resources for a Regional Growth Strategy project be funded by requisition through the Function 100 (General Government) budget, with equivalent reduction in the Function 325 (Electoral Area Planning) budget, beginning in 2025.
3. That the 2025 budget for Function 100 – General Government include \$50,000 to conduct a Regional Planning Service Feasibility Study, funded by requisition.

## BACKGROUND

Staff last reported to the Committee of the Whole on June 12, 2024. The Board on June 12, 2024, resolved:

1. *That staff develop a draft Request for Proposals for Consulting Services to develop a Regional Growth Strategy for the Cowichan Valley Regional District, through a partnering agreement, for Board consideration in Q3 2024;*
2. *That CVRD Communications staff prepare a news release acknowledging the receipt of Provincial funding to support the development of a Regional Growth Strategy, and develop content for publication on the PlanYourCowichan site;*
3. *That a letter be sent to all local First Nations Chiefs and Councils inviting input on the topic of regional planning and growth management;*
4. *That Action 2.1 of the CVRD Corporate Strategic Plan be revised to read: “Work collaboratively with member municipalities and First Nations towards the development of a Regional Growth Strategy; and*
5. *That a regional planning service feasibility study be undertaken to determine:*
  - a. *The purpose of the proposed service;*
  - b. *The scope of the service;*
  - c. *Funding mechanisms and arrangements;*
  - d. *Service delivery; and*
  - e. *Service governance*

*following discussion on the Regional Growth Strategy.*

The RGS would set a high-level policy framework for regional growth, and Official Community Plans would be amended to include a Regional Context Statement and for alignment with the RGS. The municipalities and CVRD would continue to deal with land use applications for their respective jurisdictions and would only engage the Regional Board if land use applications or other proposed OCP amendments would also require amendments to the RGS.

The Province of BC [“Regional Growth Strategies Explanatory Guide”](#) is a companion to the RGS legislation and provides details regarding the development of an RGS, regional context statements and implementation agreements.

## ANALYSIS

### Regional Growth Strategy (RGS) Initiation

The Board is required to follow specific steps to initiate an RGS, as outlined in Part 13 of the *Local Government Act (LGA)*:

- The preparation of a regional growth strategy must be initiated by resolution of the Board.
- If a regional growth strategy is to apply to less than the entire regional district or is to be prepared jointly with another regional district, this must be authorized by the minister.
- If, at the time of initiation, the Board proposes to deal with an additional regional matter under section 429 (3), the initiating resolution must identify the matter.
- The Board must give written notice of an initiation under this section to affected local governments and to the minister.

Unless requested by the Board, the RGS would apply to all electoral areas and municipalities. First Nations Reserves and lands within the Islands Trust Area would not be subject to the RGS as they are governed under other senior government legislation.

The RGS would apply to the specific matters noted in the *LGA* relating to housing, transportation, regional district services, parks and natural areas, economic development, and reduction of greenhouse gas emissions. Potential additional matters that have been identified through dialogue with CVRD and municipal staff include:

- Potential municipal incorporation and boundary changes to accommodate future growth and servicing objectives;
- The future of the Island Rail Corridor and its connectivity with adjacent regional districts;
- Interregional cooperation with the Regional District of Nanaimo on future growth of lands in the vicinity of the Nanaimo Airport and Cassidy Aquifer.

Member municipalities may wish to consider these and other additional matters, and may do so through Board referral of this report to municipal councils.

### **RGS Draft Terms of Reference**

Staff have prepared draft terms of reference for a Request for Proposals (RFP) for consulting services to undertake an RGS (Attachment A). The terms of reference address legislative requirements and acknowledge that considerable work has previously been completed by the CVRD and member municipalities in the development of local Official Community Plans (OCPs) and also through Cowichan 2050. The RGS should attempt to integrate the respective goals and objectives of the respective OCPs while developing a regional vision and strategy for growth, for the benefit of the region as a whole.

A critical component of the work would be to establish a regional strategy to efficiently service growth. This would require an analysis of existing infrastructure (roads, sewer, water, drainage, etc.), identification of gaps, development of a comprehensive servicing strategy and mechanisms to effectively finance the infrastructure needed to support desired growth. This work would be cross-jurisdictional, requiring cooperation with municipalities and provincial agencies (i.e. MOTI), and would also involve engaging local First Nations to understand their interests and opportunities for collaboration.

Draft terms of reference for the RGS are attached (Attachment A) for the purpose of eliciting proposals from qualified consulting teams. The terms of reference may be refined following input from member municipalities and through discussion of the RGS Steering Committee.

It has been determined that a partnering agreement for an RGS is not necessary, provided the CVRD Board confirms budget under Function 100 – General Government through its annual budget process, commencing in 2025. More details are provided under the ‘Financial Considerations’ section of this report.

### **Steering Committee & Intergovernmental Advisory Committee**

It is recommended that the project be guided by a Steering Committee of CVRD and municipal planning staff. The Steering Committee would be tasked with reviewing the RGS Terms of Reference and RFP processes, annual budget and workplan, and would work cooperatively to ensure success and accountability of the RGS project to the CVRD and member municipalities.

Representatives of the Steering Committee would be relied upon to liaise with the CVRD Board and municipal councils to ensure clear communication of respective interests, issues, opportunities, and RGS progress.

The Steering Committee should be formed at this early stage and should anticipate meeting at least bimonthly for the purpose of reviewing and refining Request for Proposals for contracted RGS work.

Upon initiation of an RGS, the Board is required to establish an Intergovernmental Advisory Committee (IAC) generally comprised of CVRD and municipal planning staff (which may be the same or different as members of the Steering Committee), and senior representatives of the Provincial government. While not a legislative requirement, it is recommended that local First Nations also be invited to participate in this committee. The Intergovernmental Advisory Committee serves a critical role providing a forum for technical staff to work together in partnership toward the development and implementation of the RGS.

The Steering Committee and Intergovernmental Advisory Committee may remain in place after the adoption of an RGS bylaw for the purpose of advising on RGS monitoring and reporting, annual RGS work program and budget development, and to guide RGS reviews (required at least every 5 years).

Draft Committee Terms of Reference are attached (see Attachment B).

### **Regional Planning Service**

The Board may direct staff to budget for consulting services to undertake a Regional Planning Service feasibility study in 2025, under (regional) Function 100 – General Government. This work should be considered separate and distinct from the development of an RGS; RGS is simply one aspect of regional planning. A broader regional planning function could engage in activities such as regional housing, regional agriculture, regional active transportation, etc. (under the framework of a service establishment bylaw). The service feasibility study could also look at existing regional services with the intent to avoid duplication of services and potentially to achieve greater efficiencies in service delivery.

### **FINANCIAL CONSIDERATIONS**

\$500,000 has been allocated to the RGS through grants, with \$250,000 from the Province of BC and \$250,000 from CVRD Board (Growing Communities Fund).

RGS development will require external consultants (planning, engineering, GIS) and internal staff resources are expected to include 1.0 FTE RGS Manager and 0.50 FTE Administrative Support. External consultants would be funded primarily through the \$500,000 (grants). Total expenses for the RGS project are expected to exceed \$500,000 over the three-year period primarily due to the considerable technical work required in relation to engineering consulting in relation to water, sewer and drainage infrastructure planning.



Anticipated expenses for a three-year project, excluding staffing, are as follows:

Expense	Year 1 – 2025	Year 2 – 2026	Year 3 - 2027	Total
RGS Staff Coordination				Included
Planning/Engineering	\$200,000	\$100,000	\$200,000	\$500,000
GIS	\$50,000	\$50,000	\$50,000	\$150,000
Communications	\$50,000	\$100,000	\$50,000	\$200,000
	\$300,000	\$250,000	\$300,000	\$850,000

Year 1 figures correspond to activities expected to be completed in Phases 1 and 2 (see Attachment A – RGS Terms of Reference). Phase 2 requires significant technical/engineering assessments in relation to water/sewer/road/drainage infrastructure, and early engagement with local First Nations to understand their development interests and needs; it is critical to complete this work prior to engaging with the public and exploring growth scenarios.

Year 2 figures correspond to Phase 3 and the first half of Phase 4, focused on public engagement development/exploration of growth scenarios, and the beginning of strategy development.

Year 3 figures correspond to the second half of Phase 4, focused on RGS development and statutory bylaw process.

As the work would benefit the region, internal staff resources would be paid for regionally – by electoral areas and municipalities. For simplicity, staff recommend reducing staff budget in Function 325 – Community Planning and adding the equivalent staff budget in Function 100 (to cover funding for electoral areas and municipalities).

Upon adoption of an RGS bylaw, the CVRD Board would be required to provide an annual budget for RGS implementation and monitoring (with recommendations coming from the steering committee) and budget every 5 years (at least) for a review of the RGS.

**COMMUNICATION CONSIDERATIONS**

Board direction has previously been given to issue a news release and develop content for PlanYourCowichan, and also to send letters to local First Nations Chiefs and Councils. Communications has indicated they will proceed with website and social media content delivery upon formal resolution of the Board to initiate an RGS.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Action 2.1 Work collaboratively with member municipalities and First Nations towards the development of a Regional Growth Strategy.

Action 2.2 Explore options for re-establishment of a Regional Planning function.

Referred to (upon completion):

- Community Services (Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit)
- Corporate Services (Finance, Human Resources, Information Technology, Legislative Services)
- Operations (Utilities, Parks & Trails, Recycling & Waste Management)
- Land Use Services (Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement)

- Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



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Ann Kjerulf, MCP, RPP, MCIP

General Manager, Land Use Services

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Corporate Officer

Financial Considerations:

Chief Financial Officer

**ATTACHMENTS:**

Attachment A – RGS Terms of Reference (Draft)

Attachment B – RGS Steering Committee Terms of Reference (Draft)

## CVRD REGIONAL GROWTH STRATEGY TERMS OF REFERENCE

### 1.0 INTRODUCTION & CONTEXT

The Cowichan Valley Regional District (CVRD), located in Southern Vancouver Island, encompasses almost 3,500 km<sup>2</sup> and includes four municipalities and nine electoral areas:

- CVRD Electoral Area A – Mill Bay/Malahat
- CVRD Electoral Area B – Shawnigan Lake
- CVRD Electoral Area C – Cobble Hill
- CVRD Electoral Area D – Cowichan Bay
- CVRD Electoral Area E – Cowichan Station/Sahtlam/Glenora
- CVRD Electoral Area F – Cowichan Lake South/Skutz Falls
- CVRD Electoral Area G – Saltair/Gulf Islands
- CVRD Electoral Area H – North Oyster/Diamond
- CVRD Electoral Area I – Youbou/Meade Creek
- City of Duncan
- Municipality of North Cowichan
- Town of Ladysmith
- Town of Lake Cowichan

The region faces significant growth pressures. Between 2016 and 2021, the region's population increased by 6.3% to just over 89,000. Today, the regional and its communities are transitioning from traditional resource-based economies, face housing and socio-economic issues, and are experiencing the impacts of climate change.

In 2018, the CVRD and municipalities worked in partnership to develop the Cowichan 2050 Regional Collaboration Framework – a pathway to address critical, region-wide issues such as population growth, climate change and governance. Building on this aspirational work, the CVRD Board is now seeking to develop a Regional Growth Strategy (RGS) to effectively guide infrastructure investments and population growth within the region.

The purpose of an RGS is to guide population growth and settlement patterns across the region that are socially, economically and environmentally healthy and make efficient use of public facilities and services, land and other resources. An RGS would work towards key goals such as:

- Identifying suitable lands for development, and avoiding urban sprawl;
- Facilitating adequate, affordable and appropriate housing;
- Encouraging active transportation through walking, bicycling and transit;
- Protecting the environment, ecosystems and water resources;
- Maintaining a productive resource base, and regional food security;
- Economic development that supports the unique character of communities;
- Preserving, creating and linking open space, parks and recreation areas;
- Promoting energy conservation; and
- Stewardship of culturally significant land, sites and structures.

## **2.0 REGIONAL GROWTH STRATEGY OBJECTIVES**

The RGS will build on the collaborative principles and goals established in Cowichan 2050, with a focus on sustainable growth, economic development, and community well-being.

The RGS will recognize Official Community Plans (OCPs) for CVRD member municipalities and electoral areas, and will endeavor to synthesize the guiding values, aspirations and policy directions of each OCP to develop a cohesive vision and growth management framework for the region.

The RGS will not replicate recent public engagement in regards to OCP development and community visioning but will focus engagement activities towards building a regional vision.

The RGS will seek to resolve the significant information gaps in regard to infrastructure and servicing, and environmental constraints, in order to direct the efficient growth of the region.

The RGS will seek to understand the interests and needs of local First Nations in relation to growth and servicing, and identify opportunities to collaboratively address these needs.

The RGS should work towards the goals noted in section 428 of the *Local Government Act*:

- Avoiding urban sprawl and ensuring that development takes place where adequate facilities exist or can be provided in a timely, economic and efficient manner;
- Settlement patterns that minimize the use of automobiles and encourage walking, bicycling and the efficient use of public transit;
- The efficient movement of goods and people while making effective use of transportation and utility corridors;
- Protecting environmentally sensitive areas;
- Maintaining the integrity of a secure and productive resource base, including the agricultural land reserve;
- Economic development that supports the unique character of communities;
- Reducing and preventing air, land and water pollution;
- Adequate, affordable and appropriate housing;
- Adequate inventories of suitable land and resources for future settlement;
- Protecting the quality and quantity of ground water and surface water;
- Settlement patterns that minimize the risks associated with natural hazards;
- Preserving, creating and linking urban and rural open space, including parks and recreation areas;
- Planning for energy supply and promoting efficient use, conservation and alternative forms of energy; and
- Good stewardship of land, sites and structures with cultural heritage value.

## **3.0 CONTENTS**

The RGS will cover a period of at least 20 years and include:

- A comprehensive statement on the future of the region, including the social, economic and environmental objectives of the board in relation to the regional district;
- Population and employment projections for the period covered by the regional growth strategy;

- To the extent that these are regional matters, actions proposed for the regional district to provide for the needs of the projected population in relation to:
  - Housing;
  - Transportation;
  - Regional district services;
  - Parks and natural areas; and
  - Economic development.
- To the extent that these are regional matters, targets for the reduction of greenhouse gas emissions in the regional district, and policies and actions proposed for the regional district with respect to achieving those targets.

Contents of the RGS, including those identified will be determined through discussion and evaluation of issues and opportunities following project initiation, under the guidance of an Intergovernmental Advisory Committee.

#### **4.0 ORGANIZATION**

The RGS project will be managed by a RGS Manager, employed by the CVRD and guided by an Intergovernmental Advisory Committee – an internal, technical committee comprised of CVRD and municipal staff representatives, and senior representatives of Provincial ministries and agencies.

The Intergovernmental Advisory Committee, through RGS annual workplan development, may establish ad-hoc sub-committees and invite participation from technical staff of the CVRD, municipalities and Province in regards to specific issues (e.g. infrastructure, transportation, housing, environment).

A Regional Advisory Planning Commission or Committee may be established for part or all of the RGS process to provide public representation and guidance on the develop of the RGS, such as development of regional vision and growth management policies.

#### **5.0 PROJECT TIMELINE & PHASING**

The RGS project should commence in early 2025 and be completed by end of 2027. The following phases are envisioned but may be modified or further refined through confirmation of consulting resources and guidance of the Intergovernmental Advisory Committee:

##### **Phase 1 – Initiation/Procurement (October 2025 – February 2026)**

This phase would be focused on administrative activities needed to commence the RGS project:

- Notice to member municipalities, Province;
- Development and publication of content on PlanYourCowichan;
- Invitation to local First Nations to participate and/or express wishes in regards to engagement;
- Confirmation of RGS Manager and Intergovernmental Advisory Committee members; and
- Service contracts/agreements with consultants.

## **Phase 2 – Regional Profile Development (March – December 2025)**

This phase would be focused on developing a complete understanding of the various characteristics of the region and completing baseline studies and technical reports, with mapping, including:

- Regional population and housing (based on recent HNRs);
- Review of existing OCPs and Growth Containment Boundaries (GCBs);
- Assessment of environmental conditions/constraints;
- Assessment of water and sewer servicing (existing and potential);
- Assessment of agricultural productivity;
- Parks/green space inventory;
- Groundwater profile;
- Regional transportation/active transportation networks;
- Assessment of economic development objectives in relation to potential growth and servicing;
- Identification of First Nations' development interests and objectives;
- Compilation of GIS data for CVRD and municipalities (cadastral fabric, land use, servicing, etc.); and
- Gap analysis/Identification of any further assessments needed to proceed to Phase 3.

## **Phase 3 – Regional Visioning, Growth Scenarios (January – September 2026)**

This phase would be focused on developing the regional vision and exploring future growth scenarios, based on the technical assessments completed in Phase 2. Engagement with the public and local First Nations would be integral to this phase.

## **Phase 4 – Regional Growth Strategy Development (October 2026 – March 2027)**

This phase would involve preparing a draft RGS based on the technical assessments and engagement outcomes. The draft RGS will identify regional goals, objectives and strategies including specific servicing strategies to support desired growth objectives, and provide guidance to other matters confirmed through Phase 3. The draft RGS would include mapping with GCBs.

## **Phase 5 – RGS Bylaw Process (April 2027 – December 2027)**

This phase would be focused on the statutory RGS bylaw process.

## **6.0 REFERENCES<sup>i</sup>**

### Cowichan 2050

- [Cowichan 2050 "Call to Action"](#)
- [Cowichan 2050 Regional Working Group Scope](#)
- [Cowichan 2050 Backgrounder](#)

### Official Community Plans

- [CVRD Official Community Plan for the Electoral Areas](#) (2021)
- [CVRD Modernized Official Community Plan](#) (draft)

- [City of Duncan Official Community Plan \(2024\)](#)
- [Municipality of North Cowichan Official Community Plan \(2022\)](#)
- [Town of Ladysmith Official Community Plan \(2023\)](#)
- [Town of Lake Cowichan Official Community Plan \(2024\)](#).

#### Housing Needs Reports

- [CVRD Interim Housing Needs Report \(2024\)](#)
- [Municipality of North Cowichan Interim Housing Needs Report \(2024\)](#)

#### Water/Sewer Infrastructure

- [CVRD Water & Sewer Systems](#)
- [Municipality of North Cowichan Water & Wastewater Systems](#)
- [Water & Wastewater Utilities Review and Assessment for the CVRD \(2017\)](#)

#### Climate Change

- [CVRD Climate Adaptation and Risk Management Strategy \(2021\)](#)
- [Cowichan Climate Change Adaptation Implementation Plan 2023-2026](#)
- [North Cowichan Climate Action and Energy Plan \(2022\)](#)
- [CVRD Natural Hazard Risk Assessments](#)

#### Transportation/Transit/Active Transportation

- [Cowichan Valley Transit Future Action Plan \(2023\)](#)
- [CVRD Regional Active Transportation Plan \(2023\)](#)
- North Cowichan 2024 Master Transportation Plan (MTP)

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<sup>i</sup> This list is not exhaustive and will be updated through dialogue with municipal partners.

**COWICHAN VALLEY REGIONAL DISTRICT REGIONAL GROWTH STRATEGY STEERING COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

The Cowichan Valley Regional District (CVRD) Regional Growth Strategy (RGS) Steering Committee is established:

- To advise the CVRD and its member municipalities on the development of the regional growth strategy (RGS), and future reviews, including preparation of associated technical reports, consultation and engagement, and coordination with Provincial agencies;
- To guide the development of a program to monitor the implementation of the RGS and progress towards its objectives and actions, and annual reporting;
- To serve as a forum for CVRD and municipal staff, and external agencies, to discuss matters of mutual interest in relation to the RGS;
- To make recommendations to the CVRD Board and municipal councils on RGS matters, proposed amendments, and matters of mutual interest; and
- To comprise the Intergovernmental Advisory Committee pursuant to s. 450 of the *Local Government Act*, when called upon, to advise applicable local governments on the development and implementation of the RGS, including RGS reviews, and to facilitate coordination of Provincial and local government actions, policies and programs as they relate to the development and implementation of the Regional Growth Strategy.

**Composition**

Membership of the Steering Committee will include:

- The CVRD General Manager, Land Use Services, or another official appointed by the CVRD Board, with the CVRD official to also serve as Chair;
- The CVRD Regional Growth Strategy Manager;
- The planning director, or another official, appointed by City of Duncan;
- The planning director, or another official, appointed by the Municipality of North Cowichan;
- The planning director, or another official, appointed by the Town of Ladysmith;
- The planning director, or another official, appointed by the Town of Lake Cowichan; and
- The Manager, Planning Advice and Approvals, Ministry of Municipal Affairs or another official appointed by the Province.

And the Intergovernmental Advisory Committee will include:

- All members of the Steering Committee;
- Senior representatives of the Provincial government, agencies and corporations and representatives of local First Nations by invitation of the Steering Committee or CVRD Board; and
- Representatives of government agencies, local First Nations and other authorities and organizations by invitation of the Steering Committee or CVRD Board.



## **Meeting Frequency**

Upon initiation of the RGS, it is expected that the Steering Committee will meet at least once monthly and as needed according to the RGS workplan for each year.

Upon initiation of the RGS, it is expected that the Intergovernmental Advisory Committee will meet at least once yearly and as needed according to the RGS workplan for each year.

## **Procedures**

As an advisory body, the Steering Committee conducts its business informally without reference to a quorum of the membership. Recommendations are based on consensus and if consensus is not reached differences are noted.

Representatives of other authorities and organizations may attend meetings by invitation of the Steering Committee or CVRD Board.

Administrative and secretarial support for the Steering Committee and Intergovernmental Advisory Committee will be provided by the CVRD.

Agendas and meeting notes will be prepared by CVRD staff responsible for the RGS program and circulated to Committee members at least one week prior to meetings.

Following adoption of the first RGS bylaw, the Steering Committee will meet to develop a monitoring program for implementation of the RGS, and reporting tools, including an annual report on implementation and progress towards RGS objectives and actions.

The Steering Committee will meet to develop an annual workplan and budget for the RGS program, for consideration of the CVRD Board as part of its annual budget process.

The Intergovernmental Advisory Committee may meet to facilitate the development of implementation or partnering agreements, consistent with section 451 of the *Local Government Act*, to coordinate activities relating to the implementation of an RGS.

CVRD and municipal committee members will serve in a liaison capacity to their respective board and councils, and report on Steering Committee, Intergovernmental Advisory Committee and RGS activities as needed, including the requirement and procedures for the CVRD and municipalities to adopt and maintain regional context statements, which are consistent with the RGS.