



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JUNE 3, 2013
7:00 p.m.

A G E N D A

	<u>Page</u>
CALL TO ORDER 7:00 P.M.	
1. AGENDA APPROVAL	
2. MINUTES	
2.1. Minutes of the Regular Meeting of Council held May 21, 2013	5-8
3. DELEGATIONS	
3.1. Joy Emmanuel, Social Planning Cowichan Appearing at the invitation of Council to discuss homelessness in Ladysmith	9-12
4. PROCLAMATIONS	
4.1. Mayor Hutchins has proclaimed June 8, 2013 as "World Ocean Day" in the Town of Ladysmith to encourage residents of Ladysmith to actively conserve, preserve and protect our waterways, oceans and habitat.	
5. DEVELOPMENT APPLICATIONS	
5.1. Official Community Plan (OCP) Amendment and Rezoning Application – Portion of Lot A, District Lot 146, Oyster District, Plan VIP78848 Except Part in Plan VIP81319 (Cook Street)	13-16
5.2. Crown Land Referral 0228948 for Private Moorage – Water Lot DL462 (P. Anderson)	17-20
6. COUNCIL COMMITTEE REPORTS	
6.1. Mayor R. Hutchins Cowichan Valley Regional District; Ladysmith Chamber of Commerce	
6.2. Councillor B. Drysdale Heritage Revitalization Advisory Commission; Protective Services Committee; Trolley Committee	
6.3. Councillor J. Dashwood Trolley Committee; Ladysmith Early Years Partnership; Cowichan Valley Regional District Community Safety Advisory Commission; Social Planning Cowichan Affordable Housing Directorate	

	<u>Page</u>
6.4. Councillor G. Horth Government Services Committee; Advisory Planning Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association 6.4.1. Government Services Committee Recommendations, Meeting of May 21, 2013	21
6.5. Councillor D. Paterson Protective Services Committee; Parks, Recreation and Culture Commission; Festival of Lights	
6.6. Councillor G. Patterson Community Health Advisory Committee; Youth Advisory Committee; Liquid Waste Management Committee	
6.7. Councillor S. Arnett Advisory Design Panel; Parks, Recreation and Culture Commission; Vancouver Island Regional Library Board; Celebrations Committee	
7. STAFF REPORTS	
7.1. Amendments to Ladysmith Fees and Charges Bylaw 2008, No. 1644	22-24
7.2. BC Healthy Communities Local Government Capacity Building Grant	25-26
7.3. Special Occasion License Requests	27-28
8. BYLAWS	
8.1. Town of Ladysmith Audited Financial Statements Bylaw 2013, No. 1829 May be adopted The purpose of Bylaw 1829 is to approve the 2012 Audited Financial Statements as authorized expenditures for 2012.	29-63
8.2. Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826 May be given first three readings The purpose of Bylaw 1826 is to amend various fees and charges in accordance with recent budget deliberations.	64-65
9. CORRESPONDENCE	
9.1. C. Ficko-Blean Proposed Closure of Ecole Davis Road <u>Staff Recommendation</u> That the correspondence be received and referred to School District 68, and further that the letter writer be advised of the dates of the public consultation meetings.	66

10. NEW BUSINESS

11. UNFINISHED BUSINESS

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
TUESDAY, MAY 21, 2013 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett
Councillor Gord Horth

Councillor Jillian Dashwood
Councillor Duck Paterson

Councillor Bill Drysdale
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Mayor Rob Hutchins

STAFF PRESENT:

Ruth Malli
Joanna Winter

Erin Anderson

John Manson

CALL TO ORDER

Deputy Mayor Dashwood called this Regular Meeting of Council to order at 6:00 p.m., in order to retire immediately into Executive Session.

EXECUTIVE SESSION

CS 2013-183

It was moved, seconded and carried at 6:00 p.m. that Council retire into Executive (Closed) Session to consider the following items:

- Labour relations or other employee relations
- 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
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

RISE AND REPORT

Council arose from Executive Session at 6:33 p.m. with report on the following item:

- Council approved a lease with the Seniors Centre Society for the Town-owned space in the Community Services Building at 630 Second Avenue, and directed the Mayor and Corporate Officer to execute the lease.

AGENDA APPROVAL

Deputy Mayor Dashwood reconvened the Regular Session of Council at 7:00 p.m.

CS 2013-184

It was moved, seconded and carried that the agenda for the Regular Council Meeting of May 21, 2013 be approved as amended to include the following additions:

- 11.1 Drinking Water Week
-

- 12.1 Ladysmith Trolley Service

MINUTES

CS 2013-185 It was moved, seconded and carried that the minutes of the Regular Meeting of Council held May 6, 2013 be approved as circulated.

CS 2013-186 It was moved, seconded and carried that the minutes of the Special Meeting of Council held May 13, 2013 be approved as circulated.

DELEGATIONS

Good Neighbours Awards for 2012/2013

Deputy Mayor Dashwood presented the Good Neighbours Award to the following individuals who go above and beyond to help their neighbours throughout the year:

- Nick and Nadine Epp-Evans
- Don Gilson
- Stewart North

Deputy Mayor Dashwood congratulated the Good Neighbours Award winners and thanked the nominators for showing their appreciation to their neighbours.

PROCLAMATIONS

Mayor Hutchins proclaimed June 15 and 16, 2013 as “Be a Home Town Tourist Weekend” in the Town of Ladysmith, to encourage local residents to become acquainted with their community and in so doing become supporters of local businesses and attractions, and ambassadors for visitors to this area.

DEVELOPMENT APPLICATIONS

Temporary Use Permit Application – Tycor Holdings Ltd. (Lot 2, District Lot 24, Oyster District, Plan 45800 – 930 Ludlow Road)

It was moved, seconded and carried that staff be directed to proceed with statutory notice for a Temporary Use Permit application (3340-13-01) to permit a mobile food service use to be located at 930 Ludlow Road (Lot 2, District Lot 24, Oyster District, Plan 45800) for a two-year period.

STAFF REPORTS

Sale of Trolley and Trolley Rental Subsidization Policy

CS 2013-187 It was moved, second and carried that staff be directed to dispose of Trolley Unit 103 by offering the unit to another B.C. Municipality.

CS 2013-188 It was moved, seconded and carried that future subsidization of trolley rentals after September 1, 2013 be allocated from Grants-in-Aid.

BYLAWS

Town of Ladysmith Waste Water Treatment Plant Loan Authorization Bylaw 2012, No. 1792

CS 2013-189 It was moved, seconded and carried that Town of Ladysmith Waste Water Treatment Plant Loan Authorization Bylaw 2012, No. 1792 be

adopted.

Town of Ladysmith Audited Financial Statements Bylaw 2013, No. 1829

CS 2013-190

It was moved, seconded and carried that Town of Ladysmith Audited Financial Statements Bylaw 2013, No. 1829 be read a first, second and third time.

CORRESPONDENCE

Mayor Phil Kent, City of Duncan

Request for consideration of Region-wide No Smoking Regulations

CS 2013-191

It was moved, seconded and carried that the letter from Mayor Phil Kent, City of Duncan, dated May 8, 2013, in response to the Town of Ladysmith request for all Cowichan Region municipalities to implement region-wide no smoking regulations, be received.

Chief Tom Bremner, Salt Spring Island Fire Rescue

Appreciation for Ladysmith Fire Rescue Participation in Memorial Service

CS 2013-192

It was moved, seconded and carried that the letter of thanks from Chief Tom Bremner of Salt Spring Island Fire Rescue, dated May 1, 2013, be received.

Cyndi Beaulieu, Ladysmith Chamber of Commerce

Request for Town of Ladysmith sponsorship of a Hole at the Ladysmith Chamber of Commerce Golf Tournament

CS 2013-193

It was moved, seconded and carried that the Town of Ladysmith sponsor a hole in the Ladysmith Chamber of Commerce Golf Tournament for \$200.00.

Hon. Naomi Yamamoto, Minister of State for Small Business and Kevin Krueger, M.L.A.

2013 Open for Business Award

CS 2013-194

It was moved, seconded and carried that staff be directed to enter a submission for the 2013 Open for Business Award to recognize communities that are undertaking initiatives and partnerships to reduce the cost and complexity of doing business in British Columbia.

NEW BUSINESS

Drinking Water Week, May 20 to 26, 2013

Councillor Arnett reminded Council that May 20 to 26, 2013 is Drinking Water Week, in recognition of the importance of maintaining safe drinking water for citizens.

UNFINISHED BUSINESS

Ladysmith Trolley Service

MOTION DEFEATED

CS 2013-195

It was moved and seconded that trolley service changes take effect on Monday, June 3, 2013.

OPPOSED: Councillors Drysdale, Dashwood, D. Paterson and G. Patterson.

CS 2013-196 MOTION DEFEATED
It was moved and seconded that trolley service changes take effect on Monday, June 10, 2013.
OPPOSED: Councillors Drysdale, D. Paterson and G. Patterson

QUESTION PERIOD R. Johnson was advised that Council has not yet considered whether the provincial ombudsman will be invited to discuss best practices in closed meetings, and was reminded that in 2012, Council adopted a best practices code for closed meetings as recommended by the Union of British Columbia Municipalities.

R. Johnson enquired about references in the 2012 audited financial statements to the Town's wholly-owned subsidiary DL 2016 Holdings Corporation and contingent liabilities.

ADJOURNMENT

CS 2013-197 It was moved, seconded and carried that this Regular Meeting of Council be adjourned at 7:53 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



Affordable Housing Cowichan



Our vision is that everyone in the Cowichan has the opportunity to live in safe, affordable, culturally appropriate housing as a foundation for a healthy community.

Vision

Our vision is that everyone in the Cowichan has the opportunity to live in safe, affordable, culturally appropriate housing as a foundation for a healthy community.

Mission

The new Affordable Housing Association acts as an umbrella organization coordinating and providing a host of services, programs, and projects that are best provided through a central organization serving the entire region and ensuring the coordination, rather than duplication, of services. The association works to improve affordable housing at all levels of the housing continuum but homelessness and prevention of homelessness are a primary focus.

Values: Innovation – Inclusion - Transparency – Sustainability – Accountability

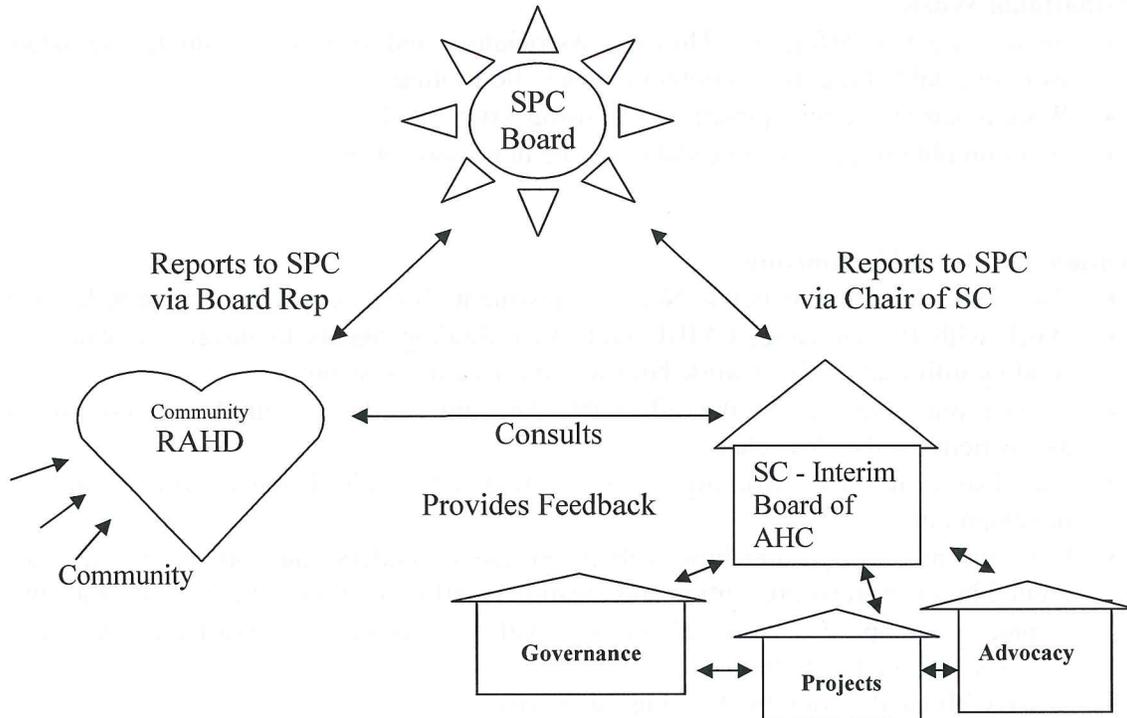
- We commit to being an innovative, creative, dynamic, and effective organization.
- We commit to using clear, simple language in our communication.
- We believe that having a right to stable secure accessible affordable housing is foundational to healthy individuals, families and communities.
- We commit to achieving the four pillars of sustainability¹ through accountability, transparency, integrity, and inclusivity.
- We support the construction of responsible, sustainable housing.
- We value community engagement in the creation of affordable housing.

Mandate:

1. Be a coordinating body for affordable housing resources and services in the Cowichan Region.
2. Establish and administer the Affordable Housing Trust Fund.
3. Support existing efforts to provide affordable housing services plus implement and coordinate additional services as need arises and resources are available.
4. Facilitate the creation of affordable housing units with community partners.
5. Raise awareness and advocate on behalf of affordable housing residents to landlords, governments, agencies, and the public and provide education around affordable housing issues.
6. Partner with other affordable housing agents (local govt, developers, community agencies, First Nations, etc.) to effectively support and implement projects.

¹ We acknowledge the four pillars of sustainability as social equity, economic health, cultural vitality, and environmental responsibility. We recognize that community building calls for a “whole systems” perspective that builds on the resources and skills of the community as the foundation for our work and creates greater resiliency for meeting our needs now and in the future.

Current Organizational Relationship Chart
 Social Planning Cowichan Board (SPC) – Directorate (RAHD) and - Steering Committee (SC)
 of the Affordable Housing Cowichan (AHC)



Steering Committee – Interim Board of AHC

Purpose: Act as an interim board of Affordable Housing Cowichan.

Governance – Sub-Committee

Purpose: To support development of organizational and governance structures, and provide support with financial planning and Trust Fund for CRAHA. Research – Recommend – Support

Awareness and Advocacy Sub-Committee

Purpose: To inform ourselves and the community about Affordable Housing issues, learn from those with lived experience. and form community-wide partnerships as a voice for affordable housing in the Cowichan. Raise Awareness – Partner - Advocate

Projects Sub-Committee

Purpose: To identify, facilitate and implement suitable projects and programs for affordable housing on behalf of the Association. Identify – Initiate – Support – Implement - Facilitate

Continuing and Anticipated Activities 2013:

Foundational Work:

- Incorporate the Affordable Housing Association and continue to do the foundational work of establishing the Association on a solid footing.
- Work toward the development of a Housing Trust Fund.
- Work on obtaining charitable status for the new association.

Creation of Affordable Housing:

- Partnership Model: Financing, Needs Assessment, Zoning concerns, Partners, & Land
- Work with BC Housing, CMHC and other funding agents to develop a data base of funding information, host workshops and information sessions.
- Update our research on the affordable housing needs to complete a current needs assessment for the Cowichan.
- Establish a regional working group around affordable housing zoning and policy development.
- Continue to build partnerships with government, funders and community stakeholders around homelessness prevention and creation of affordable housing in the Cowichan.
- Explore developing a work relationship with Cowichan Land Trust and explore other avenues of land acquisition.
- Work with local affordable housing initiatives.
- Position ourselves to be able to develop affordable housing units.

Programs and Services:

- Continue to offer Ready to Rent classes.
- Have two people from the Cowichan trained to facilitate Ready to Rent classes.
- Continue to meet with landlords and develop a supportive working relationship.
- Host more sessions with Tenants Resource and Advisory Centre (TRAC).
- Set up Rental Assistance and/or Supportive Housing program.
- Continue to host a variety of community events to raise awareness of homelessness and participate in Homelessness Action week.
- If successful with our grant applications, we will conduct a homeless count in the Cowichan, host a “Day of Direct Services” for homeless people, provide more Ready to Rent classes, and hire a First Nation’s Affordable Housing field worker.
- Continue to engage community stakeholders through: the Regional Housing Directorate, hosting community consultations as appropriate, and carrying out partnering and outreach activities.
- Host and affordable housing fair, develop an affordable housing directory listing affordable units, develop a Street Survival Guide.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: May 29, 2013
File No: 3360-13-02

Re: Official Community Plan (OCP) Amendment and Rezoning Application – Cook St.
Subject Property: A portion of Lot A, District Lot 146, Oyster District, Plan VIP78848,
Except Part in Plan VIP81319

RECOMMENDATION(S):

1. That Council has considered s. 879 of the Local Government Act (consultation during OCP development) and determines that for Official Community Plan amendment application 3360-12-02 (1030 Oyster Bay Drive) the following consultation is to be undertaken:
 - Staff referral to the Advisory Planning Commission for review and comment once technical reports have been received;
 - Referral to the Stz'uminus First Nation;
 - Applicant to host a neighbourhood information meeting as required by the Development Procedures Bylaw.

PURPOSE:

The purpose of this staff report is to introduce an application to amend the OCP and Zoning Bylaw to permit an area of land, 1107 m² (11, 916 ft²) in size, which is currently designated and zoned for park use to be designated and zoned to permit two single family homes. The subject area is shown in Figure 1.

INTRODUCTION/BACKGROUND:

The purpose of the OCP amendment and rezoning application is to amend the park designation and zoning to permit two single family parcels. The rezoning application has been submitted concurrently with a subdivision application for the subject property. The proposed subdivision layout is shown in Figure 2.

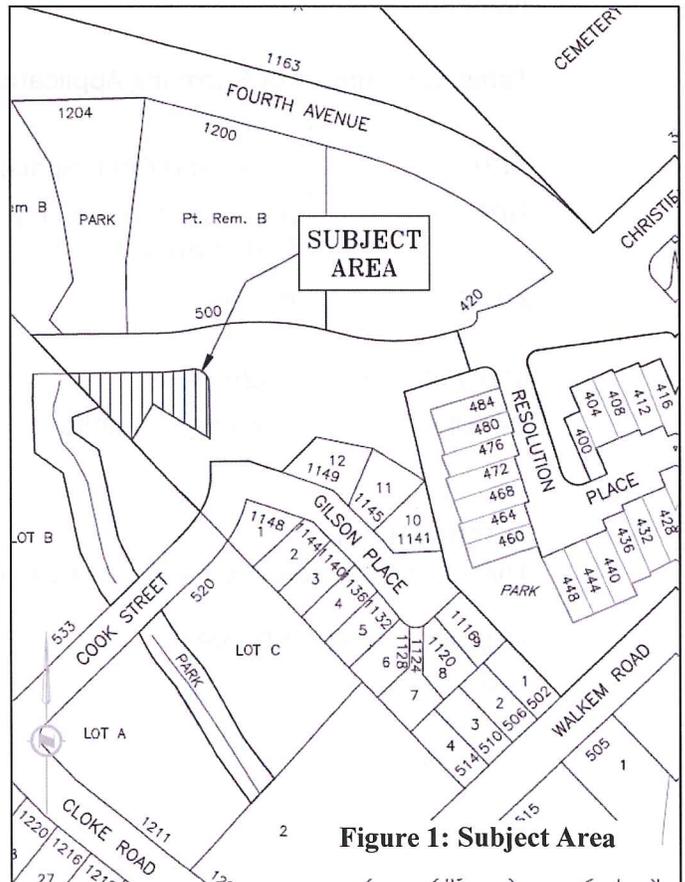


Figure 1: Subject Area

The property is within a Riparian Assessment Area.

SCOPE OF WORK:

The 'subject area' is currently designated as 'Parks and Open Spaces' in the OCP. The 'Rocky Creek Land Use and Transportation Review' (1997) identifies the 'subject area' as a potential small central park; but also identifies the need for a linear park (along the riparian corridor) to bisect the area creating a pedestrian connection between Cook Street and Fourth Avenue. At the time of the creation of the land use plan the subject area was part of a larger parcel that was under crown ownership. The 'Rocky Creek Land Use and Transportation Review' states:

“The linear park recognizes the value of a natural watercourse feature as an amenity to this neighbourhood, and also provides a pedestrian/bicycle link to the north and south of the area. The location of a park in the centre of the neighbourhood provides a passive recreation focus for residents.”

The OCP also applies Development Permit Area 6 – Riparian Development Permit Area (DPA6) to the land. The purpose of DPA 6 is to protect streams and other sources of water and their riparian areas. The DPA 6 guidelines require that the applicant retain a qualified environmental professional (QEP) for the purpose of preparing a riparian assessment report. A terms of reference will be created for the riparian assessment report.

The area is zoned 'Parks' (P-2). The applicant is proposing that the area be rezoned to 'Medium Density Urban Residential Zone' (R-1-A). The minimum lot size in the R-1-A zone is 460m², thus the applicant would have the potential for two residential parcels.

Table 1: Summary of Rezoning Application 3360-13-02

	<i>Current</i>	<i>Proposed</i>
<i>OCP</i>	Parks and Open Spaces	Residential
<i>DPA</i>	Riparian Development Permit Area	Riparian Development Permit Area
<i>Zoning</i>	Parks	Medium Density Urban Residential Zone (R-1-A)
<i>Min. Lot Size</i>	892m ²	460m ²
<i>Density</i>	0 residential units	2 residential units

ALTERNATIVES:

That Council not proceed with Zoning Bylaw Amendment application 3360-13-02.

FINANCIAL IMPLICATIONS:

N/A



LEGAL IMPLICATIONS:

As this application proposes to amend the OCP, Council must:

1. Consider whether consultation on the OCP amendment should be early and on-going, and
2. Specifically consider whether consultation is required with:
 - (i) the boards of the CVRD and the RDN
 - (ii) the council of a municipality adjacent to Ladysmith
 - (iii) First Nations
 - (iv) the school district, great boards or improvement district boards, and
 - (v) the provincial or federal government and their agencies.

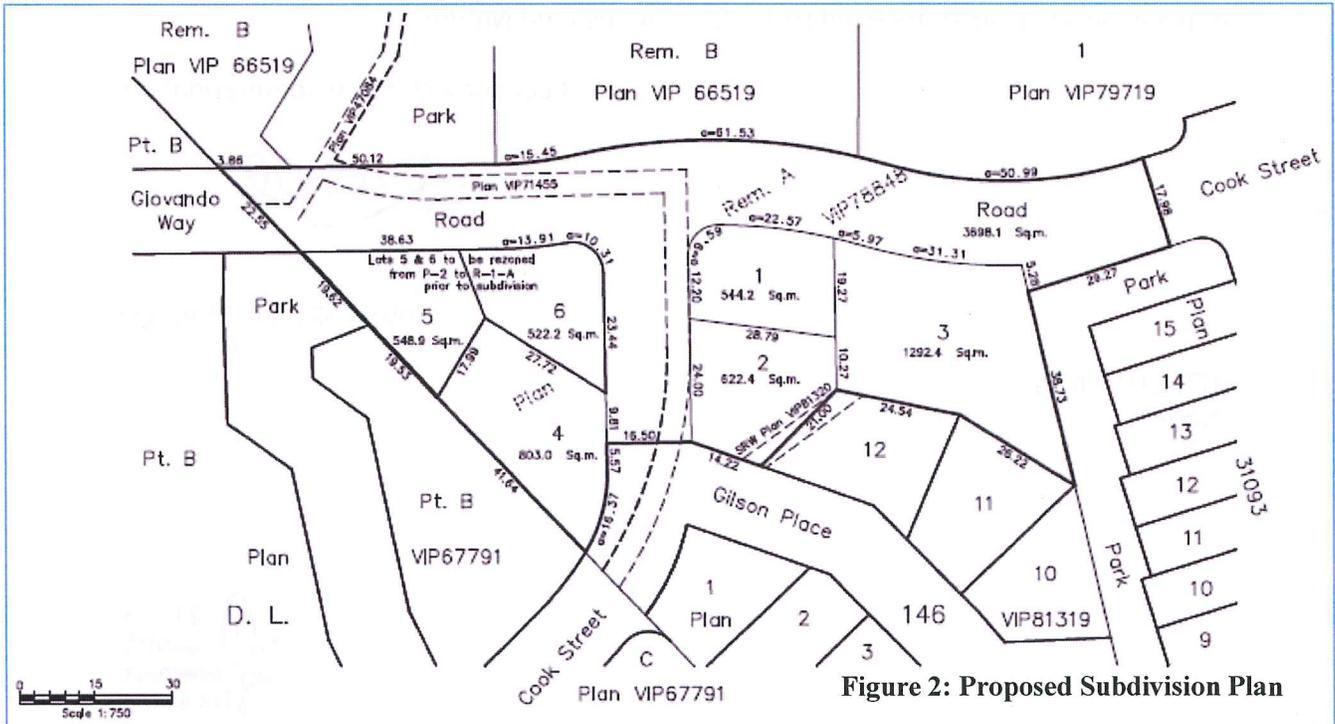
It is recommended to refer the application to the Stz'uminus First Nation consistent with the signed MOU. In addition, the applicant shall host a neighbourhood information meeting as required by the Development Procedures Bylaw. The application will also be referred to the Advisory Planning Commission. A public hearing will also be required to be held.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is recommended to refer the application to the Advisory Planning Commission following receipt and review of technical reports.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Director of Infrastructure Services and to the Director of Parks, Recreation and Culture for their consideration. A joint site visit was conducted to identify pathway opportunities to connect Cook Street and Fourth Avenue. It was also identified that due to the potential that fill has been placed on the 'subject area' the applicant will be required to provide a geotechnical report to ensure the safety of the potential building sites.



RESOURCE IMPLICATIONS:

Processing rezoning applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The applicant completed a Sustainable Development Checklist and indicates that the proposal is consistent with the Visioning Report in the following ways:

- The development increases density in an existing residential neighbourhood.
- The development is within the Town's urban containment boundary.

Staff will work with the applicant to satisfy the following objectives from the Sustainable Development Checklist:

- Giovando Way can allow public transit to move efficiently through the neighbourhood.
- There is the potential to create a pedestrian and bicycle path connecting Giovando Way and Fourth Avenue.
- There is the potential for strong connections to adjacent natural features and parks.
- Riparian areas can be protected.
- Wildlife habitat adjacent to or on the site could be enhanced.
- The adjacent publicly owned parkland may be enhanced.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

The applicant will be required to provide a riparian assessment report and geotechnical report. Once these reports are received and reviewed it is recommended to refer the application to the Advisory Planning Commission. The application will also be referred to the Stz'uminus First Nation.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

'None'





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: May 28, 2013
File No: 3020-20

Re: **CROWN LAND REFERRAL 0228948 FOR PRIVATE MOORAGE – WATER LOT DL462 (P. ANDERSON)**

RECOMMENDATION(S):

1. That Council direct staff to provide the following comments to the Province regarding the proposal for private moorage within DL462:
 - There has not been a dock structure within DL462 for many years and in 2008, as part of an upland development proposal for 303 Chemainus Road (the Lands), the Owner agreed that the Lands shall not be used for a marina or any marina connected to the Lands. In addition, the Owner agreed to not redevelop the Lands until the existing building located on the beach portion of the Lands was removed.
 - It is important that Crown tenure decisions protect the existing shellfish harvesting areas in Holland Bank which is an important local economic and business sector.
 - The Town is currently reviewing its regulation of private moorage.

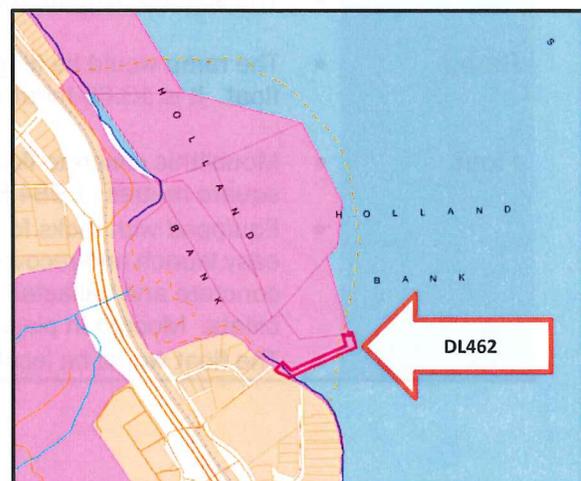
2. That Council direct staff to develop regulations for private moorage and shellfish culture use as part of the Zoning Bylaw project.

PURPOSE:

The purpose of this report is to advise Council of a Crown Land referral for private moorage within DL 462 and to seek Council's comments. As well, staff are requesting direction from Council regarding the review of private moorage and shellfish culture use regulations.

INTRODUCTION/BACKGROUND:

The purpose of the Crown land applications is for a "Commercial A" land use. The commercial use of the proposed moorage is unclear. The application describes the



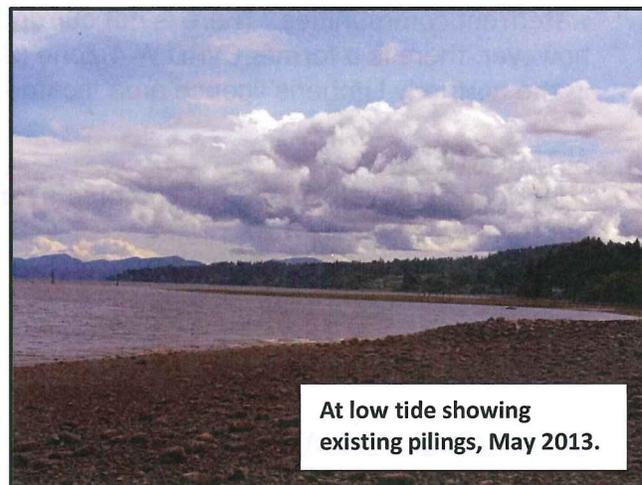
proposal as the construction of a dock to provide moorage for light watercraft described as kayaks, lasers and other light watercraft for the exclusive use and benefit of the upland development where nine strata units are proposed to be established in the future. An application for development of the upland has not been received by the Town. The existing piles would be removed.

The water lot DL 462 is located near the Holland Bank shellfish tenures held by Limberis Seafood. Limberis Seafood has noted that the construction of a new dock would negatively impact the water flow in the area and reduce its harvesting area due to DFO regulations requiring 125 metres separation between a dock and shellfish area.

Proposal	
File #	0228948
Legal Description	DL462 (water lot)
Purpose	To develop a walkway, ramp and float for moorage for light watercraft associated with upland development. No watercraft shall be capable of any discharge of effluent, hydrocarbon or other into the surrounding water.
Lot Size:	0.21 ha (DL462 is 172.3 metres in length)
Tenure	30 years lease
Walkway	<ul style="list-style-type: none"> • The proposed walkway is 135.8 metres (445.5 feet) in length measured seaward from the natural boundary of the sea. The walkway would connect to the existing building that straddles the foreshore. It would be founded on ten steel piles into the seabed every 12.1 metres. • The walkway would be 2.5 metres clear above the high water mark. • The seabed beneath the walkway dries at 0.67m low tide.
Ramp	<ul style="list-style-type: none"> • The ramp would be hinged perpendicular to the walkway and rest on the float. It is 13.68 metres in length.
Float	<ul style="list-style-type: none"> • Monolithic concrete float with dimensions of 12.19m x 15.24 m. (184.4 square metres (1,984.86 square feet)). • Equipped with racks for light watercraft and designed with swales for easy launch and recovery. The float would be constructed with pre-cast concrete and ballasted by using poly encapsulated foam filled floatation billets. Moored in place with 4 – four steel pile dolphins. • The float would be located beyond the area that dries at low tide.



In 2008, at the time of the proposed multiple family residential development of the upland parcel, commitments were made by the Owner including: that a marina would not be constructed in the waterfront area adjacent to the subject property. Environmental reports were also required with regard to mitigating and eliminating the deposit of deleterious substances to the ocean and slope stability during and after construction. This agreement was never executed and the permits for the development were never issued.



SCOPE OF WORK:

The response to the Referral Request is due June 14, 2013.

The Crown is requesting information about the impact of the proposal on the Town's legislated responsibilities including its land use authority and other interests.

Staff will be providing technical comments, including:

- Commercial use is not permitted within the current zoning on DL462. The area is zoned Water Public/Private Zone (W-P) which permits private and public wharf use, dock or float (not commercial marina).
- The upland is zoned Multi-Family Residential Zone (R-3) which permits multiple family residential use and is not used currently for that purpose.
- The proposed float size appears to be greater than required for the proposed use.
- The subject property is within the Waterfront Development Permit Area and the issuance of a development permit is a requirement prior to alteration or development of the land.
- If development was to proceed review by a Professional Engineer would be required to ensure that the construction would not negatively impact the Town's existing sewer line located in this area.
- As a part of any development proposal the existing pilings within DL 462 should be reviewed to determine if they could be reused as opposed to further disturbance of the foreshore.
- The building that straddles the foreshore is not permitted in this location and was to be removed as part of the 2008 development proposal.

Zoning Bylaw Project:

If Council provides direction for the regulation of private moorage, it is proposed that the regulations contain maximum sizes for floats and docks as is common in other



waterfront communities. There is not currently any Town zones for aquaculture use however, there is a former CVRD W-4 Zone (Shellfish) which permits shellfish culture in the northerly Limberis licence area located within the boundary of the Town.

ALTERNATIVES:

That Council provide additional comments for the consideration of the Province in its approval process.

FINANCIAL IMPLICATIONS: None

LEGAL IMPLICATIONS: None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens may provide input to the Province as part of its decision-making process. The proposal was advertised in the local newspaper.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The comments of the Director of Infrastructure Services are to ensure that the construction would not negatively impact the existing sewer line. The construction may require review by a Professional Engineer.

RESOURCE IMPLICATIONS:

The Province administers approvals for the tenure or disposition of Crown land. Staff provides technical comments on applications referred to the Town.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

A Local Diverse Economy is one of the eight pillars in the Sustainability Strategy.

ALIGNMENT WITH STRATEGIC PRIORITIES: n/a

SUMMARY:

The Province has referred a Crown land application to the Town for comment. The proposal is adjacent to an established shellfish harvesting area. Recommended comments are provided for Council's consideration.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".





Town of Ladysmith

COMMITTEE REPORT

To: Mayor and Council
From: Government Services Committee
Date: May 29, 2013
File No:

Re: GOVERNMENT SERVICES COMMITTEE RECOMMENDATIONS – May 21, 2013

At its May 21, 2013 meeting, the Government Services Committee recommended to Council the following:

1. That the correspondence dated May 8, 2013 from Mrs. Joy Bernard regarding a possible roundabout on Davis Road be referred to staff for response.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
 From: Erin Anderson, Director of Financial Services
 Date: May 30, 2013
 File No:

Re: Amendment to the Ladysmith Fees and Charges Bylaw 2008, No. 1644

RECOMMENDATION(S):

That Council approve the proposed amendments to Ladysmith Fees and Charges Bylaw 2012, No.1826 and proceed with first three readings of the amendment bylaw.

PURPOSE:

To update the Town's Fees and Charges Bylaw in accordance with recent budget discussions.

INTRODUCTION/BACKGROUND:

During the 2013-2017 Financial Plan deliberations, Council instructed Staff to review the fees levied for certain services. Staff were to ensure that the fees levied for certain services covered the operating expenses to deliver specific services or to ensure that the Town's fees are current with neighbouring jurisdictions.

One fee discussed was the cost associated with providing a Tax Certificate. A Tax Certificate, or a Certificate of Outstanding Taxes, is a listing of all the charges associated with a particular property at a given point in time. It is most often used during a conveyance or refinancing.

The current fee for this service is \$15.00. It is proposed that this fee increase to \$20.00.

The bylaw also includes updates to other miscellaneous fees, such as:

NSF cheques, returned items and stop payment	\$25.00 per occurrence
Refunds of current year property taxes prior to tax due date	10% of refunded amount, up to a maximum of \$25.00
Mortgage listing of property taxes owing	\$3.00 per folio
Annual Property Tax Levies (for Real Estate Board)	\$450.00
Copy of original Property Tax Notice	\$10.00 per folio

NSF Cheques, Returned Items and Stop Payment



Financial institutions charge the Town when a payment is returned due to non-sufficient funds or stop payment. The Town has passed along this charge to the property owner. Including this fee in the Fees and Charges Bylaw allows the Town to levy a set fee and include a small charge for the administration costs involved in processing a returned payment.

Refunds of Current Year Property Taxes Prior to Tax Due Date

Currently, refunds of current year property taxes are not charged an administration fee to process the refund. There would be no charge on overpayment of taxes; just a charge if someone requests a refund prior to the property tax due date.

Mortgage listing of Property Taxes Owing

Mortgage companies that pay the property taxes on behalf of the property owner request an updated list of all the folios each year. Most municipalities charge a small fee anywhere from \$2.00 to \$5.00 per folio to cover the administration costs associated with providing this information.

Annual Property Tax Levies (for the Real Estate Board)

The Vancouver Island Real Estate Board requests up-to-date information of all the property taxes each year in Ladysmith. Many municipalities charge a fee for providing this information.

Copy of Original Property Tax Notice

The Town maintains up-to-date property tax information on the individual folios. Requesting original (not up-to-date) information is a labour intensive process as the most current information must be backed off to get to a specific point in time. Charging a processing fee to recoup this cost is reasonable.

SCOPE OF WORK:

Once the bylaw is adopted, notification of the fee changes will be forwarded to the appropriate local offices.

ALTERNATIVES:

Council could consider not increasing the fees. There would be a financial impact as the increased fees have been included in the 2013-2017 Financial Plan.

FINANCIAL IMPLICATIONS:

The fee increases have been included in the 2013-2017 Financial Plan.

LEGAL IMPLICATIONS:

Not applicable.

RESOURCE IMPLICATIONS:

Staff will adjust the fee structure within the computer programs to ensure the updated rates are charged.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A - Wise Financial Management.



SUMMARY:

On tonight's agenda is an amendment to the Ladysmith Fees and Charges Bylaw 2012, No. 1826. It is recommended that Council give first three readings to this Bylaw to incorporate the specific changes in fees charged as discussed during the 2013-2017 Financial Plan deliberations.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: May 29, 2013
File No:

Re: **BC Healthy Communities Local Government Capacity Building Grant Application**

RECOMMENDATION(S):

That Council direct Staff to submit an application for a BC Healthy Communities Local Government Capacity Building Grant in the amount of \$5,000.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith is a member of the Ladysmith Early Years Partnership (LEYP), as are the Ladysmith Resources Centre Association (LRCA) and Ladysmith Association of Family and Friends (LaFF). The Parks, Recreation and Culture Department (LPRC) will partner with these two organizations and other interested LEYP members to hold two community forums on National Child Day (November 20, 2013) and BC Family Day (February 11, 2014), designed to more fully engage the community in identifying barriers to active living in the early years, and responses to address these barriers as appropriate, within the mandate of the LPRC and its community partners.

Prior to these forums, a member of the LPRC staff will attend a workshop on community-based collaboration between recreation and health services, and share the learning from this session with other staff members and other community agency partners. This three-part initiative will enhance the collaboration among community partners in the delivery of programs and services to Ladysmith children aged zero to six years and their families, with a focus on promotion of partnerships for active living.

ALTERNATIVES:

Council could direct Staff not to submit a grant application.

FINANCIAL IMPLICATIONS:

The work currently being done to support LEYP through the LPRC Department will be subsidized by this grant if the application is successful.

LEGAL IMPLICATIONS:

n/a



CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This initiative is a strategic approach to engaging with citizens and the general public, as well as with local organizations serving young children and their families. It will provide opportunities for better coordinated services based on the voice of citizens and the public connected with these groups.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Financial Services support will be required to receive the grant and disburse as appropriate.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This initiative would engage the public in a variety of events that will use established environmental responsibility standards.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative is aligned with the following Strategic Directions:

- A: Wise Financial Management,
- E: Responsible Stewardship of the Environment,
- F: A Safe and Healthy Community, and
- G: Supportive Corporate Governance.

SUMMARY:

Current research on the importance of the early years, and recent provincial and national report cards on the health of young children, especially regarding active living and other healthy behaviours, indicates the need for community-based collaboration through initiatives such as those proposed in this report. The municipal role in recreation and community development is key to enhancing such collaboration and to positive outcomes for the health of our youngest citizens. This grant will facilitate a more meaningful municipal role in this regard.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

none





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: May 29, 2013
File No:

Re: Special Occasion Licence Requests

RECOMMENDATION(S):

The Parks, Recreation and Culture Commission recommends that Council consider approving the following requests for Special Occasion Licences:

- Fraternal Order of Eagles - August 11, 2013
- Royal Canadian Legion - September 8, 2013
- Ladysmith Horseshoe Club - June 28 to July 2, 2013 and August 2 to 6, 2013.

PURPOSE:

To seek Council's approval of Special Occasion Licences for upcoming events.

INTRODUCTION/BACKGROUND:

At the Parks, Recreation and Culture Commission meeting held on May 15, 2013 the following applications for Special Occasion Licences were considered:

1. Fraternal Order of Eagles Annual Picnic – to be held at Transfer Beach Horseshoe Pitch on August 11, 2013 from 12:00-5:00pm.
2. Royal Canadian Legion Picnic – to be held at Transfer Beach Horseshoe Pitch on September 8, 2013 from 12:00pm to 5:00pm.
3. Ladysmith Horseshoe Club – to be held at Transfer Beach Horseshoe Pitch on June 28-July 2, 2012 and August 2-6, 2013 from 11:00am-10:00pm

Each group has completed the required application and has confirmed they will ensure the area will be fenced off, that the entrances and exits will be controlled by security, parking attendants will be on site, food will be served, and that tables and chairs will be provided. Sergeant Tim DeSaulniers of the RCMP supports the Parks, Recreation and Culture Commission recommendation.

SCOPE OF WORK:

There is no work required.

ALTERNATIVES:

Council can choose to not approve some or all of these events.



FINANCIAL IMPLICATIONS:

There are no financial implications.

LEGAL IMPLICATIONS:

Special Occasion Licenses are required for public events at which alcohol is sold.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

These approvals support the fundraising efforts of the various clubs and associations.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There are no interdepartmental implications.

RESOURCE IMPLICATIONS:

There are no resource implications.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This does not align with Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This does not align with any strategic priorities.

SUMMARY:

The Fraternal Order of Eagles, Royal Canadian Legion, and the Ladysmith Horseshoe Club have submitted Special Occasion License application for various events scheduled over the next few months. The RCMP supports the recommended approval of the applications. The Parks, Recreation and Culture Commission recommends that Council consider approving the requests for Special Occasion Licences.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS

No attachments.



TOWN OF LADYSMITH

BYLAW NO. 1829

A bylaw of the Town of Ladysmith to approve the 2012 Audited Financial Statements as authorized expenditures for 2012.

WHEREAS the Council of the Town of Ladysmith deems it appropriate to approve the 2012 Audited Financial Statements.

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

- (1) The 2012 Audited Financial Statements for the Town of Ladysmith, attached hereto as Schedule A, are hereby considered to be authorized expenditures for 2012.
- (2) This bylaw may be cited for all purposes as "*Town of Ladysmith 2012 Audited Financial Statements Bylaw 2013, No. 1829.*"

READ A FIRST TIME on the 21st day of May, 2013

READ A SECOND TIME on the 21st day of May, 2013

READ A THIRD TIME on the 21st day of May, 2013

ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

Director of Corporate Services (S. Bowden)

TOWN OF LADYSMITH
CONSOLIDATED FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2012
Audited

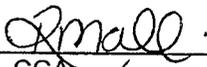
STATEMENT OF RESPONSIBILITY

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

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

The Council of the Town met with management and the external auditors to review the consolidated financial statements and to discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

Hayes Stewart Little & Company as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian generally accepted accounting principles.



Ruth Malli, CGA
Chief Administrative Officer

INDEX TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2012

<u>Auditors' Report</u>	4
<u>Consolidated Financial Statements</u>	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Cash Flows	7
Consolidated Statement of Changes in Net Financial Assets	8
Notes to the Consolidated Financial Statements	9-23
<u>Schedules</u>	
I Long term debt	24
II Tax revenues	25
III Schedule of fees and charges	26
IV Continuity schedule of reserves and appropriated equity	27
V Federal Gas Tax – schedule of receipts and disbursements	28
VI Statement of reserve fund activities	29
VII Schedule of Restricted Reserves, Reserves and Equity by fund	30
VIII Statement of Operations by Segment – 2012	31
IX Statement of Operations by Segment – 2011	32
X Consolidated Statement of Tangible Capital Assets – 2012	33
XI Consolidated Statement of Tangible Capital Assets – 2011	34

AUDITOR'S REPORT

To the Mayor and members of Council of the
THE TOWN OF LADYSMITH

Report on Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of The Town of Ladysmith, which comprise the consolidated statement of financial position as at December 31, 2012, and the consolidated statements of operations, change in net financial assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluation of the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Town of Ladysmith as at December 31, 2012 and its financial performance, changes in net financial assets and its cash flow for the year then ended in accordance with Canadian public sector accounting standards

Other Matter

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including Schedules 1 to XI, has been presented for purposes of additional analysis. The supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, this supplementary information is presented fairly, in all material respects, in relation to the consolidated financial statements taken as a whole.

Hayes Stewart Little & Co.

Chartered Accountants

Duncan, B.C.
May 13, 2013

DUNCAN
823 Canada Ave.
Duncan, BC V9L 1V2
Tel: 250.746.4406 | Fax: 250.746.1950

NANAIMO
30 Front St.
Nanaimo, BC V9R 5H7
Tel: 250.753.2544 | Fax: 250.754.1903

VICTORIA
1000-747 Fort St.
Victoria, BC V8W 3E9
Tel: 250.383.8994 | Fax: 250.383.8904

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2012

	2012	2011
Financial Assets		
Cash and short term deposits (Note 3)	\$ 11,439,569	\$ 9,934,536
Accounts receivable (Note 4)	<u>2,663,634</u>	<u>2,506,020</u>
	<u>14,103,203</u>	<u>12,440,556</u>
Liabilities		
Accounts payable (Note 5)	1,239,606	1,473,578
Post-employment benefits (Note 6)	247,200	253,000
Deferred revenue	212,738	756,318
Restricted reserves (Note 7 & 9)	2,629,144	2,113,537
Refundable deposits and other	416,637	434,439
Long term debt (Note 10 & Schedule I)	<u>3,867,422</u>	<u>3,006,628</u>
	<u>8,612,747</u>	<u>8,037,500</u>
Net Financial Assets	<u>5,490,456</u>	<u>4,403,056</u>
Non-Financial Assets		
Tangible Capital Assets (Schedule X & XI)	77,375,354	77,042,302
Prepays	98,834	38,234
Inventory	<u>83,642</u>	<u>91,496</u>
	<u>77,557,830</u>	<u>77,172,033</u>
Accumulated Surplus (Note 15)	<u>\$ 83,048,286</u>	<u>\$ 81,575,089</u>
Commitments and Contingencies (Note 11)		



Director of Financial Services

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

	Actual 2012	Budget 2012	Actual 2011
Revenue			
Taxes (Schedule II)	\$ 8,124,168	\$ 8,116,230	\$ 7,375,542
Fees and charges			
General (Schedule III)	1,684,808	1,699,113	1,721,581
Sewer (Schedule III)	680,043	657,854	635,101
Water (Schedule III)	694,452	651,614	646,117
Return on investments	112,183	60,000	96,744
Penalty and interest on tax	117,983	120,000	138,761
Grants	1,871,963	2,253,968	2,818,839
Donations, contributions and contributed property	168,506	1,000	263,185
Gain (loss) on disposal of tangible capital assets	14,309	-	23,547
Development fees	162,780	363,680	1,031,127
Local area improvements	8,922	8,920	8,922
	<u>13,640,117</u>	<u>13,932,379</u>	<u>14,759,466</u>
Expenditures			
General government services	1,989,616	2,213,094	1,945,291
Library	286,236	286,234	266,368
Protective services	1,387,523	1,516,235	1,402,639
Transportation services	1,486,597	1,146,300	1,403,003
Garbage services	465,798	446,230	449,013
Cemetery services	38,073	38,580	24,368
Development services	520,685	739,401	526,120
Recreation and cultural services	2,066,305	2,042,945	1,993,683
Parks operation services	618,464	659,630	601,204
Sewer	528,670	625,300	462,986
Water	525,863	1,392,970	457,257
Reallocation of internal equipment usage	(350,444)	-	(386,078)
Amortization	2,421,478	2,341,011	2,291,656
Interest, net of actuarial adjustment (Note 10)	182,056	451,065	172,866
	<u>12,166,920</u>	<u>13,898,995</u>	<u>11,610,376</u>
Annual Surplus	1,473,197	33,384	3,149,090
Accumulated Surplus beginning of year	<u>81,575,089</u>	<u>81,575,089</u>	<u>78,425,999</u>
Accumulated Surplus end of year	<u>\$ 83,048,286</u>	<u>\$ 81,608,473</u>	<u>\$ 81,575,089</u>

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012	2011
Operations		
Net operating revenue	\$ 1,473,197	\$ 3,149,090
Less noncash items:		
Amortization	2,421,478	2,291,656
Contribution by developers	(89,684)	(237,447)
Changes in noncash items:		
Accounts receivable	(157,614)	2,316,314
Accounts payable, accrued liabilities and postemployment benefits	(239,771)	(763,016)
Inventory and prepaid expenses	(52,746)	26,192
Deferred revenues	(543,580)	(698,584)
Restricted reserves	515,607	(128,808)
Refundable deposits and other	(17,802)	85,537
Net increase (decrease) in cash from operations	<u>3,294,776</u>	<u>6,017,387</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	37,309	27,000
Cash used to acquire tangible capital assets	(2,702,155)	(6,057,807)
	<u>(2,664,847)</u>	<u>(6,030,807)</u>
Financing		
Proceeds from new debt	1,000,000	-
Proceeds from capital lease	86,632	18,784
Repayment of long-term debt	(225,838)	(223,476)
Net (decrease) increase in cash from financing	<u>860,794</u>	<u>(204,692)</u>
Increase (decrease) in cash and short-term deposits	1,505,033	(194,565)
Cash and short-term deposits beginning of year	9,934,536	10,129,101
Cash and short-term deposits end of year	<u>\$ 11,439,569</u>	<u>\$ 9,934,536</u>

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012	2011
Annual Surplus	\$ 1,473,197	\$ 3,149,090
Acquisition of tangible capital assets	(2,777,530)	(6,271,707)
Amortization of tangible capital assets	2,421,478	2,291,656
Gain on sale of tangible capital assets	(14,309)	(23,548)
Proceeds from sale of tangible capital assets	37,310	27,000
Decrease (Increase) in inventories	7,854	17,913
Decrease (Increase) in prepaids	<u>(60,600)</u>	<u>8,279</u>
Change in Net Financial Assets	<u>1,087,400</u>	<u>(801,317)</u>
Net Financial Assets (Net Debt), beginning of year	<u>4,403,056</u>	<u>5,204,373</u>
Net Financial Assets (Net Debt), end of year	<u><u>\$ 5,490,456</u></u>	<u><u>\$ 4,403,056</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

1. General

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

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

2. Significant Accounting Policies

(a) Basis of Presentation

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

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

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

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

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

2. Significant Accounting Policies (continued)

(b) Reporting Entity

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the expected benefits or risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include DL 2016 Holdings Corporation, a wholly owned subsidiary of the Town.

(c) Tangible Capital Assets

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

Tangible capital assets are amortized over their estimated useful life, with a half-year's provision in the year of acquisition, on the straight-line method at the following annual rates:

General Tangible Capital Assets

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

Engineering Structures

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

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

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

2. Significant Accounting Policies (continued)

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash and short-term investments with maturities of three months or less from the date of acquisition.

(e) Investments

Short-term investments are recorded at cost which, at December 31, 2012, would approximate fair market value.

(f) Restricted Reserves and Deferred Revenues

Receipts which are restricted by legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenditures are incurred, restricted reserves are brought into revenue at equal amounts. These revenues are comprised of the amounts shown in note 7.

Revenues received in advance of expenditures which will be incurred in a later period are deferred until they are earned by being matched against those expenses.

(g) Subdivision Infrastructure

Subdivision streets, lighting, sidewalks, drainage, and other infrastructure are required to be provided by subdivision developers. Upon completion they are turned over to the Town. The Town is not involved in the construction and does not budget for or recognize either the contribution from the developer or the capital expenditure in its annual bylaw. In compliance with PSAB 3150, the contribution and asset purchase will be recorded and the assets will be amortized once they are put into use.

(h) Local Improvements

The Town records capital expenditures for capital assets funded by local improvement agreements as they are incurred. Revenues are recognized over the term of the local improvement agreements as they are collected.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

2. Significant Accounting Policies (continued)

(i) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, deferred charges, accrued liability, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining capital asset values. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

(j) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to the ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Rental payments under operating leases are expensed as incurred.

(k) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when the services are rendered. Return on investment income is accrued as earned. Other revenues are recognized when earned in accordance with the terms of the agreement and the amounts are measurable.

Government transfers, grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made.

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

(l) Non-financial Assets

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

(m) Inventory

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

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

3. Cash and Short Term Deposits

Cash and short term deposits were comprised as follows:

	<u>2012</u>	<u>2011</u>
Cash	\$ 10,695,810	\$ 8,590,621
Short term deposits	743,759	1,343,915
	<u>\$ 11,439,569</u>	<u>\$ 9,934,536</u>

Short term deposits consist of short term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

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

	<u>2012</u>	<u>2011</u>
Restricted Reserves	\$ 2,629,144	\$ 2,113,537
Less: DCC's Receivable	-	-
Total Restricted Cash	<u>\$ 2,629,144</u>	<u>\$ 2,113,537</u>

4. Accounts Receivable

	<u>2012</u>	<u>2011</u>
Property taxes	\$ 1,230,701	\$ 1,045,400
Other government	563,637	615,633
User fees and other	834,787	805,022
Developer receivables	29,071	29,071
Employee receivables	5,438	10,894
	<u>\$ 2,663,634</u>	<u>\$ 2,506,020</u>

Development cost charges (DCC's) are collected on the approval of subdivision or the issuance of a building permit. These funds assist the Town in constructing capital improvements directly or indirectly related to development. Development cost charges represent funds due from developers within two years and are secured by irrevocable standby letters of credit. No interest is charged on these outstanding installments.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

5. Accounts Payable and Accrued Liabilities

	<u>2012</u>	<u>2011</u>
General	\$ 933,929	\$ 1,047,940
Other Governments	181	94,541
Salaries and wages	129,634	106,736
Contractor holdbacks	142,727	190,984
Accrued Interest	33,135	33,377
	<hr/>	<hr/>
	\$ 1,239,606	\$ 1,473,578
	<hr/>	<hr/>

6. Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at October 31, 2011 and has been extrapolated to December 31, 2012. The total expenditure recorded in the financial statements in respect of obligations under the plan amounts to (\$5,800). (2011 - \$80,700).

The accrued postemployment benefits are as follows:

	<u>2012</u>	<u>2011</u>
Balance, Beginning of Year	\$ 253,000	\$ 172,300
Current service costs	28,500	26,600
Benefits paid	(63,000)	(8,700)
Actuarial (gain)/loss	28,700	62,800
Balance, End of Year	<hr/>	<hr/>
	\$ 247,200	\$ 253,000
	<hr/>	<hr/>

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

Significant Actuarial Assumptions:	<u>2012</u>	<u>2011</u>
Discount Rate	3.40%	3.40%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

7. Restricted Reserves

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development. There were two new reserves added in 2011: (1) LRCA – Capital; and (2) B&G Capital. The reserves are for the replacement of specific building components located at 630 2nd Avenue and 220 High Street.

Description	Balance Dec. 31, 2011	Interest	Contributions	Expenditures	Balance Dec. 31, 2012
DCC Water	\$ 131,277	\$ 3,968	\$ 82,955	\$ (44)	\$ 218,156
DCC Parks	157,619	2,845	78,141	-	238,605
DCC Roads	535,214	6,916	143,693	(108,075)	577,748
DCC Sewer	65,254	1,107	59,826	-	126,187
DCC Storm	314,059	4,033	11,147	-	329,239
Parking	57,216	916	16,000	-	74,132
Gas Tax	469,886	7,483	252,714	(54,705)	675,377
Green Streets	1,376	18	-	-	1,394
Amphitheatre	11,840	159	1,300	-	13,300
Trolley	-	23	8,364	(8,387)	-
LRC Capital	363,000	27	-	-	363,027
B&G Capital	6,796	119	5,064	-	11,979
TOTAL	\$ 2,113,537	\$ 27,614	\$ 659,204	\$ (171,211)	\$ 2,629,144

8. Financial Instruments

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

9. Federal Gas Tax Funds

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. The attached Schedule V – Schedule of Receipts and Disbursements of Federal Gas Tax outlines the receipts and disbursements for these funds. The funds are recorded on our financial statements as a restricted reserve as outlined in Note 7.

TOWN OF LADYSMITH

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2012

10. Long Term Debt

- a) In 2012, new long term debt was issued through the Municipal Finance Authority in the amount of one million dollars to fund waterworks projects. The total long term debt issued and outstanding as at December 31, 2012 was \$3,867,422 (\$3,006,628 as at December 31, 2011). The following principal amounts are payable over the next five years.

	2013	2014	2015	2016	2017 and beyond
Sewer Principal	\$ 7,768	\$ 8,117	\$ 8,483	\$ -	\$ -
Water Principal	24,012	24,012	24,012	24,012	903,952
General Principal	214,373	220,320	266,501	86,206	2,055,654
	<u>\$ 246,153</u>	<u>\$ 252,449</u>	<u>\$ 298,996</u>	<u>\$ 110,218</u>	<u>\$ 2,959,606</u>

Debt interest, less actuarial adjustments in the consolidated statement of financial activities, is determined as follows:

	Interest	Actuarial Adjustment	2012 Net	2011 Net
Sewer Interest	\$ 2,703	\$ 2,776	\$ (73)	\$ 489
Water Interest	17,000	-	17,000	-
General Interest	222,136	57,007	165,129	172,377
	<u>\$ 241,839</u>	<u>\$ 59,783</u>	<u>\$ 182,056</u>	<u>\$ 172,866</u>

- b) Capital Leases – The town has entered into capital leases for the following purchases.
- 1) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on September 28, 2010, for the purchase of a fire truck. Under the terms of the agreement the Town has prepaid \$97,000. The remaining obligation will be repaid with monthly lease payments in the amount of \$773 including interest at 1.75% per annum. The balance of the capital lease at December 31, 2012, which is included in long-term debt, is \$65,179. Lease to expire September 2015.
 - 2) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on August 2011 for the purchase of a Photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$329 including interest at 2.0% per annum. The balance of the capital lease at December 31, 2012, which is included in long-term debt, is \$13,502. Lease to expire July 2016.
 - 3) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 2012 for the purchase of a 4X4 fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$1,381 including interest at 2.0% per annum. The balance of the capital lease at December 31, 2012, which is included in long-term debt, is \$71,290. Lease to expire May 2017.
 - 4) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on June 2012 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$111 including interest at 2.0% per annum. The balance of the capital lease at December 31, 2012, which is included in long-term debt, is \$5,938. Lease to expire July 2017.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

11. Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) Various claims have been made against the Town as at December 31, 2012 for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multiemployer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a \$1,024 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The Town of Ladysmith paid \$347,369 (\$319,308 - 2011) for employer contributions to the Plan in fiscal 2012.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

11. Commitments and Contingencies (Continued)

(c) Reciprocal Insurance Exchange Agreement

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

(d) Debt Reserve Fund

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The Authority pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs the regional districts may be called upon to restore the fund.

Upon maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Town. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2012 the total of the Debt Reserve Fund was comprised of:

	Demand		
	Note	Cash	Reserve
General	\$ 134,456	\$ 59,486	\$ 193,942
Sewer	4,270	1,616	5,886
Water	19,006	10,226	29,232
Total MFA Reserve Fund	\$ 157,732	\$ 71,328	\$ 229,060

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

12. Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 22.05% (2011 – 23.2%) of the total property tax revenue which includes Western Forest Products at approximately 14.45% (2011 – 15.1%) of the total property tax revenue.

13. Funds Held in Trust

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

	2012	2011
Assets		
Cash and short-term investment	<u>\$ 139,697</u>	<u>\$ 137,592</u>
Equity		
Opening balance	\$ 137,592	\$ 135,157
Interest	1,725	1,728
Transfer interest to fund cemetery costs	(1,725)	(1,728)
Contributions	<u>2,105</u>	<u>2,435</u>
Balance, end of year	<u>\$ 139,697</u>	<u>\$ 137,592</u>

14. Comparative Figures

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

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

15. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2012	2011
Unappropriated equity	\$ 2,293,139	\$ 2,039,472
Appropriated equity (Schedule IV)	6,004,098	4,840,476
	8,297,237	6,879,948
Capital Funds		
General capital fund	4,653	-
Sewer capital fund	826	815
Water capital fund	1,130,618	543,382
	1,136,097	544,197
Reserve Funds		
Reserve funds (Schedule IV and VI)	107,020	115,570
	73,507,932	74,035,374
Equity in Tangible Capital Assets	73,507,932	74,035,374
	73,507,932	74,035,374
Total Accumulated Surplus	\$ 83,048,286	\$ 81,575,089

16. Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2012.

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

The following shows how these amounts were combined:

Financial Plan Bylaw surplus for the year	\$	919,764
Add back:		
Transfers from DCC's & Reserves		363,680
Less:		
Capital Expenditures expensed in accordance with the Tangible Capital Asset Policy		(1,250,060)
Adjusted Annual Surplus	\$	33,384

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

17. DL 2016 Holdings Corporation ("DL 2016")

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

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

DL 2016 has entered into operation and maintenance agreement and a license agreement with the Ladysmith Maritime Society (LMS) for the operation and management of the lease area.

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

18. Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services

The Corporate Services Department supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and Town activities. Also included is the Finance Department, Information Technology and Human Resources. The City Manager is the liaison between Council and the Town departments and staff.

Capital Funding

Reflects the monies required to fund capital projects during a fiscal year. Included are transfers from development fees, grants, donations, investment income and proceeds from sale of real property.

Protective Services

Protection is comprised of fire protection, policing, bylaw enforcement and building inspection.

- Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.
- Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

18. Segmented Information (Continued)

- Policing is provided under contract with the RCMP operating from a detachment building located in and owned by the Town of Ladysmith.
- The Town of Ladysmith's Development Services and Public Works Departments work together to regulate all construction within the Town. This is achieved through the use of the Town of Ladysmith's Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the Town of Ladysmith.

Library Services

A local library is funded by the Town through contributions to the Vancouver Island Regional Library which is responsible for library operations.

Transportation, Garbage and Cemetery

The Transportation (Public Works) Department is responsible for the infrastructure of the Town:

- Ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,
- Maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it,
- Providing and maintaining the Town's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants,
- Providing other key services including street cleaning and the operation of a local bus service.

Garbage Services (Public Works) is responsible for the garbage collection and compost and recycling programs operating in the Town of Ladysmith. Garbage and recycling collection is performed by a contractor.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

Transportation (Public Works) operates the Ladysmith Trolley.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

18. Segmented Information (Continued)

Development

The Development Services Department provides short-term and long-term land use planning services.

- Long-term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighbourhood Plans, the Trail Plan and the review of relevant bylaws.
- Short term Planning includes the processing of development applications.

Recreation and Culture

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre is the location where the majority of the programs are offered.

Parks

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

Water

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town.

Sewer

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) throughout the Town.

19. Subsequent Events

Subsequent to year end, the Town entered into a lease agreement with the Municipal Finance Authority of British Columbia for a new Spartan fire truck with a total cost of \$492,017.

TOWN OF LADYSMITH
LONG TERM DEBT
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE I

Date of Issue Purpose	Issue #	Term	Original Amount	Balance Dec 31, 2011	Principal Payments	Balance Dec 31, 2012	Interest (1)	Interest Rate
<u>Sewer Capital Fund</u>								
2000 Sewer Improvements	72	2000-2015	\$93,500	\$31,802	\$7,433	\$24,369	\$(73)	6.45%
<u>Water Capital Fund</u>								
2012 Water Improvements	118	2012-2037	\$1,000,000	\$ -	\$ -	\$1,000,000	\$17,000	3.40%
<u>General Fund</u>								
2000 First Avenue	73	2000-2015	\$1,438,000	\$489,098	\$114,323	\$374,774	\$48,612	6.35%
2005 Fire Truck	LS	2010-2015	311,189	73,226	8,048	65,178	1,371	4.02%
2006 RCMP Building	97	2006-2031	2,750,000	2,392,345	80,339	2,312,005	113,844	4.66%
2007 Command Responder Unit	LS	2007-2012	62,780	2,589	2,589	-	7	4.88%
2011 City Hall Photocopier	LS	2011-2016	19,113	17,570	3,702	13,868	313	2.00%
2012 Fire Bush Truck	LS	2012-2017	80,174	-	8,884	71,290	937	2.00%
2012 Public Works Photocopier	LS	2012-2017	6,458	-	520	5,938	45	2.00%
			4,667,714	2,974,828	218,405	2,843,053	165,129	
			\$5,761,214	\$3,006,630	\$225,838	\$3,867,422	\$182,056	

(1) Interest, net of actuarial and provincial sales tax adjustment.

TOWN OF LADYSMITH
TAX REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE II

	Actual 2012	Budget 2012	Actual 2011
General Taxes			
General municipal purposes	\$ 6,668,193	\$ 6,668,210	\$ 6,347,921
Grants in lieu and 1% utility tax	153,150	153,616	145,878
Water and sewer parcel tax	<u>1,301,280</u>	<u>1,294,404</u>	<u>880,986</u>
	<u>\$ 8,122,623</u>	<u>\$ 8,116,230</u>	<u>\$ 7,374,785</u>
Collections for other governments:			
School district	\$ 2,975,207	\$ 2,971,295	\$ 2,941,690
Regional hospital district	451,270	450,665	371,171
Regional district	729,711	728,771	681,593
BCAA and MFA	<u>84,122</u>	<u>84,013</u>	<u>86,640</u>
	<u>\$ 4,240,310</u>	<u>\$ 4,234,744</u>	<u>\$ 4,081,094</u>
Less:			
Transmission of taxes levied for other governments:			
School district	\$ 2,975,207	\$ 2,971,295	\$ 2,941,688
Regional hospital district	450,665	450,665	370,862
Regional district	728,771	728,771	681,104
BCAA and MFA	<u>84,122</u>	<u>84,013</u>	<u>86,683</u>
	<u>\$ 4,238,765</u>	<u>\$ 4,234,744</u>	<u>\$ 4,080,337</u>
Net Taxation	<u><u>\$ 8,124,168</u></u>	<u><u>\$ 8,116,230</u></u>	<u><u>\$ 7,375,542</u></u>

TOWN OF LADYSMITH
SCHEDULE OF FEES AND CHARGES
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE III

	Actual 2012	Budget 2012	Actual 2011
General Revenue Fund			
Fines and Licence Revenue	\$ 77,996	\$ 75,300	\$ 79,547
Garbage Collection Revenue	505,292	487,200	494,986
General Revenue Fund	18,154	1,850	26,459
Trolley Revenue	14,239	20,000	11,249
Cemetery Revenue	31,015	30,000	24,525
Miscellaneous Revenue	94,326	103,046	150,497
Parks, Recreation & Culture Revenue	584,349	647,850	574,870
Permits and Fees (Subdivisions)	116,192	104,700	110,364
Protective Services Revenue	243,245	229,167	249,084
	<u>\$ 1,684,808</u>	<u>\$ 1,699,113</u>	<u>\$ 1,721,581</u>
Sewer Utility Fund			
User Rates	<u>\$ 680,043</u>	<u>\$ 657,854</u>	<u>\$ 635,101</u>
Waterworks Utility Fund			
User Rates	<u>\$ 694,452</u>	<u>\$ 651,614</u>	<u>\$ 646,117</u>
Total Fees and Charges	<u><u>\$ 3,059,303</u></u>	<u><u>\$ 3,008,581</u></u>	<u><u>\$ 3,002,799</u></u>

TOWN OF LADYSMITH
CONTINUITY SCHEDULE OF RESERVES AND APPROPRIATED EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE IV

	Balance Dec. 31, 2011	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2012
RESERVES					
Tax Sale	\$ 24,554	\$ 309	\$ -	\$ -	\$ 24,863
Perpetual Safety Fund	12,219	154	-	-	12,373
Sale Real Property	-	-	-	-	-
Amenity Funds	78,797	987	-	10,000	69,784
TOTAL RESERVES	115,570	1,450	-	10,000	107,020
APPROPRIATED EQUITY OPERATIONS					
General Operating Fund					
Future Projects	261,420	236	1,062,025	627,371	696,310
Equipment	612,545	-	192,988	175,281	630,252
Land & Building	146,883	-	11,100	21,665	136,318
Tax Contingency	211,266	-	-	50,000	161,266
Total General Fund Appropriated Equity	1,232,114	236	1,266,113	874,317	1,624,146
Water Operating Fund					
Capital Expenditures	261,165	-	433,601	-	694,766
MFA Surplus Refunds	524,076	-	-	-	524,076
Total Water Operating Fund	785,241	-	433,601	-	1,218,842
Sewer Operating Fund					
Capital Expenditures	2,216,770	-	337,987	-	2,554,757
MFA Surplus Refunds	606,353	-	-	-	606,353
Total Sewer Operating Fund	2,823,123	-	337,987	-	3,161,110
TOTAL APPROPRIATED EQUITY	\$ 4,840,478	\$ 236	\$ 2,037,701	\$ 874,317	\$ 6,004,098
TOTAL RESERVES AND APPROPRIATED EQUITY	\$ 4,956,048	\$ 1,686	\$ 2,037,701	\$ 884,317	\$ 6,111,118

TOWN OF LADYSMITH
 FEDERAL GAS TAX – SCHEDULE OF RECEIPTS AND DISBURSEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE V

	2012	2011
Opening balance of unspent funds	\$ 469,885	\$ 541,268
Add: Amount received during the year	252,714	252,715
Interest earned	7,483	7,746
Less: Amount spent on projects	(54,705)	(331,844)
Closing balance of unspent funds	\$ 675,377	\$ 469,885

TOWN OF LADYSMITH
STATEMENT OF RESERVE FUND ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE VI

	2012	2011
Revenue		
Investment income	\$ 1,687	\$ 2,554
Sale of Real Property	-	21,000
Contributions from developers	-	25,000
	<hr/>	<hr/>
Net Revenues	1,687	48,554
Transfers from (to) operating fund	<hr/> (10,237)	<hr/> (151,818)
Changes in Reserve Fund Balances	(8,550)	(103,264)
Funding Surplus, Beginning of Year	<hr/> 115,570	<hr/> 218,834
Funding Surplus, End of Year	<hr/> <u>\$ 107,020</u>	<hr/> <u>\$ 115,570</u>

TOWN OF LADYSMITH

SCHEDULE OF RESTRICTED RESERVES, RESERVES AND EQUITY BY FUND

AS AT DECEMBER 31, 2012

SCHEDULE VII

	Restricted Reserves	Allocated Reserves	Appropriated Equity	Unappropriated Equity	Capital Funds Equity	Total
General operating fund	\$ -	\$ -	\$ 1,624,146	\$ 117,435	\$ -	\$ 1,741,581
Water operating fund	-	-	1,218,842	1,142,781	-	2,361,623
Sewer operating fund	-	-	3,161,110	1,032,923	-	4,194,033
Reserve fund	2,629,144	107,020	-	-	-	2,736,164
General capital fund	-	-	-	-	4,653	4,653
Water capital fund	-	-	-	-	1,130,618	1,130,618
Sewer capital fund	-	-	-	-	826	826
Total	\$ 2,629,144	\$ 107,020	\$ 6,004,098	\$ 2,293,139	\$ 1,136,097	\$ 12,169,498

TOWN OF LADYSMITH

Statement of Operations by Segment
AS AT DECEMBER 31, 2012

Schedule VIII

	General Government		Capital		Protective		Library		Transport Garbage & Cemetery		Development		Recreation & Culture		Parks		Water		Sewer		Total			
	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	
REVENUE																								
Tax	\$ 1,363,639	\$ 952,035	\$ 1,330,699	\$ 286,236	\$ 1,198,583	\$ 618,427	\$ 1,176,549	\$ 613,130	\$ 324,518	\$ 260,352	\$ 8,124,168													
Grants	636,644	1,008,916	64,536	-	10,163	16,998	134,706	-	-	-	1,871,963													
Fees & Charges	84,326	-	353,538	-	582,022	59,631	600,221	5,071	694,452	680,043	3,059,304													
Investment income	99,532	12,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DCC revenue & other funding	-	162,780	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	117,983	182,815	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	2,302,124	2,319,196	1,748,773	286,236	1,790,768	695,056	1,911,476	618,201	1,018,970	949,317	13,640,117													
EXPENSES																								
Contracted Services	431,384	-	863,309	-	522,974	162,640	49,475	34,975	95,900	101,287	2,261,944													
Grants In Aid	103,100	-	11,000	-	-	-	-	-	-	-	114,100													
Insurance	73,386	-	23,256	-	8,317	-	23,783	-	4,810	11,917	145,469													
Interest	313	-	116,159	-	48,658	-	-	-	17,000	(73)	182,057													
Library	-	-	-	286,236	-	-	-	-	-	-	286,236													
Materials & Supplies	29,539	-	73,148	-	81,206	5,269	111,432	127,452	48,333	38,763	515,142													
Utilities & Telephone	10,667	-	43,303	-	129,553	6,124	159,352	20,358	5,510	40,462	415,329													
Wages & Benefits	1,251,835	-	325,444	-	817,575	333,794	1,571,726	347,231	329,472	304,197	5,281,274													
Other	89,707	-	48,062	-	80,397	12,858	150,537	88,448	41,838	32,044	543,891													
Amortization	-	2,421,478	-	-	-	-	-	-	-	-	2,421,478													
Total expenses	1,989,931	2,421,478	1,503,681	286,236	1,688,680	520,685	2,066,305	618,464	542,863	528,597	12,166,920													
Surplus (Deficit)	\$ 312,193	\$ (102,282)	\$ 245,092	\$ -	\$ 102,088	\$ 174,371	\$ (154,829)	\$ (263)	\$ 476,107	\$ 420,720	\$ 1,473,197													

TOWN OF LADYSMITH

Statement of Operations by Segment
AS AT DECEMBER 31, 2011

Schedule IX

	General Government		Capital		Protective		Library		Transport Garbage & Cemetery		Development		Recreation & Culture		Parks		Water		Sewer		Total			
	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	Actual	2011	
REVENUE																								
Tax	\$ 1,373,243	\$ 253,159	\$1,099,833	\$ 266,368	\$	792,612	\$	624,643	\$	1,280,136	\$ 756,355	\$ 365,567	\$ 563,627	\$ 7,375,542										
Grants	638,953	1,952,587	69,439	-	9,522	16,303	-	132,035	-	2,818,839	-	-	-	2,818,839										
Fees & Charges	56,610	-	355,771	-	564,148	64,435	-	664,845	-	635,101	4,523	646,117	635,101	2,991,550										
Investment income	91,159	5,585	-	-	-	-	-	-	-	-	-	-	-	96,744										
DCC revenue & other funding of capital works	-	1,198,165	-	-	-	-	-	-	-	-	-	-	-	-										
Other revenue	143,402	-	-	-	119,324	6,978	-	-	-	-	-	-	-	8,922										
Total revenue	2,303,367	3,409,496	1,525,043	266,368	1,485,606	712,359	2,077,016	760,878	1,011,684	1,207,650	14,759,466													
EXPENSES																								
Contracted Services	299,935	-	877,834	-	520,648	168,757	-	38,144	-	81,823	96,255	2,114,678												
Grants In Aid	87,950	-	-	-	-	-	-	-	-	-	-	-	-	87,950										
Insurance	77,114	-	25,204	-	5,384	-	-	24,319	-	4,813	11,907	148,741												
Interest	153	-	118,658	-	53,535	-	31	-	-	-	489	172,866												
Library	-	-	-	266,368	-	-	-	-	-	-	-	-	-	-										
Materials & Supplies	44,240	-	65,833	-	58,174	8,398	-	123,688	-	43,693	26,384	487,076												
Utilities	10,785	-	-	-	39,704	5,981	-	141,791	-	3,039	36,335	257,732												
Wages & Benefits	1,298,082	-	331,685	-	747,579	335,228	-	1,532,995	-	287,658	260,729	5,131,853												
Other	127,184	-	102,083	-	118,812	7,758	-	132,749	-	36,232	31,376	651,456												
Amortization	-	2,291,656	-	-	-	-	-	-	-	-	-	-	-	-										
Total expenses	1,945,443	2,291,656	1,521,297	266,368	1,543,836	526,122	1,993,717	601,204	457,258	463,475	11,610,376													
Surplus (Deficit)	\$ 357,924	\$1,117,840	\$ 3,746	\$ -	\$(58,230)	\$ 186,237	\$ 83,298	\$ 159,674	\$ 554,427	\$ 744,175	\$ 3,149,090													

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2012

Schedule X

COST	Land		Land Improvements		Buildings		Vehicles Furniture & Equipment		Linear Infrastructure				Assets Under Construction		2012 Total
	Land	Improvements	Buildings	Equipment	Transportation	Sanitary Sewer	Storm Sewer	Water	Water	Storm Sewer	Sanitary Sewer	Storm Sewer	Water	Construction	
Opening Balance	\$8,552,571	\$7,571,586	\$17,627,130	\$5,197,725	\$25,480,203	\$14,211,653	\$7,844,102	\$14,032,374	\$5,535,993				\$106,053,337		
Add: Additions	13,512	144,529	18,325	299,304	44,898	5,727,251	94,624	1,671,315	106,600				8,120,358		
Less: Disposals	-	-	-	155,605	-	-	-	-	-	-	-	-	-	5,342,828	
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Closing Balance	8,566,083	7,716,115	17,645,455	5,341,424	25,525,101	19,938,904	7,938,726	15,703,689	299,765				108,675,262		

ACCUMULATED AMORTIZATION

Opening Balance	1,845,125	3,058,567	3,017,247	3,017,247	11,473,133	4,489,483	1,657,754	3,469,726	29,011,035						
Add: Amortization	226,698	456,278	276,733	276,733	721,812	363,747	105,494	270,716	2,421,478						
Less: Write-downs	-	-	-	-	-	-	-	-	-						
Less: Acc. Amortization on Disposals	-	-	-	132,605	-	-	-	-	-						
Closing Balance	2,071,823	3,514,845	3,161,375	3,161,375	12,194,945	4,853,230	1,763,248	3,740,442	31,299,908						

Net Book Value, year ended
December 31, 2012

\$8,566,083	\$5,644,292	\$14,130,610	\$2,180,049	\$13,330,156	\$15,085,674	\$6,175,478	\$11,963,247	\$299,765	\$77,375,354
-------------	-------------	--------------	-------------	--------------	--------------	-------------	--------------	-----------	--------------

(1) Included in the tangible capital assets are leased assets with a total cost of \$479,714 - (2011 - \$369,530) and accumulated amortization of \$114,760 - (2011 - \$90,548)

TOWN OF LADYSMITH
 CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
 For the Year Ended December 31, 2011

Schedule XI

COST	Land		Linear Infrastructure				Vehicles		Assets Under Construction	2011 Total
	Land	Improvements	Buildings	Equipment & Furniture	Transportation	Sanitary Sewer	Storm Sewer	Water		
Opening Balance	\$8,485,454	\$3,231,607	\$14,222,125	\$4,998,691	\$23,585,509	\$13,614,428	\$7,271,824	\$13,406,011	\$11,031,853	\$99,847,492
Add: Additions	67,117	4,344,888	3,405,005	259,544	1,894,694	597,225	572,278	626,363	2,316,264	14,093,378
Less: Disposals	-	4,909	-	60,500	-	-	-	-	7,812,124	7,877,533
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Closing Balance	8,552,571	7,571,586	17,627,130	5,197,725	25,480,203	14,211,653	7,844,102	14,032,374	5,535,993	106,053,337
Opening Balance	1,662,402	2,651,939	2,796,321	2,796,321	10,693,198	4,202,518	1,556,922	3,218,488	-	26,781,788
Add: Amortization	187,632	406,628	278,426	278,426	779,935	286,965	100,832	251,238	-	2,291,656
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Acc. Amortization on Disposals	4,909	-	-	57,500	-	-	-	-	-	-
Closing Balance	1,845,125	3,058,567	3,017,247	3,017,247	11,473,133	4,489,483	1,657,754	3,469,726	-	29,011,035
Net Book Value, Year ended	\$8,552,571	\$6,726,461	\$14,568,563	\$2,180,478	\$14,007,070	\$9,722,170	\$6,186,348	\$10,562,648	\$5,535,993	\$77,042,302

BYLAW NO. 1826

A bylaw to amend “Ladysmith Fees and Charges Bylaw 2008, No. 1644”

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

1. Delete Schedule “1” of “Ladysmith Fees and Charges Bylaw 2008, No. 1644” and replace it with the following Schedule “1”:

SCHEDULE “1”

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Item:	Fee
Miscellaneous Fees:	
Copies of Extracts of Minutes	\$0.25/page
Copies of Bylaws and Council Minutes	\$0.25/page
Certificate of Outstanding Taxes	\$20.00
Fence Line Fee	\$75.00
Topographic Maps	\$25.00
Waterfront Area Plan	\$20.00
Holland Creek Area Plan	\$20.00
South Ladysmith Area Plan	\$15.00
Official Community Plan	\$30.00
Engineering Specifications	\$30.00
Comfort Letter	\$100.00
Memorial Park Bench	\$2,500.00
Zoning Bylaw	\$10.00
Zoning Map	\$15.00
NSF cheques/Returned items/Stop payments	\$25.00
Refunds of overpayments for property taxes	10% of refund amount up to \$25
Mortgage listings of property taxes owing (per folio)	\$3.00
Annual Property tax levies – Vancouver Island Real Estate Board	\$450.00
Property tax notice – copy of current year original	\$10.00
Subdivision trees	\$750 per Tree
Application Fees:	
OCP/Zoning Amendment	\$1,500.00 + Advertising cost
Subdivision	\$300.00 + \$100.00 per lot
Development Permit- Multiple Family,	\$750.00

Development Permit- Downtown Specified Area Signage / Façade Improvement	\$100.00
Development Permit- Environmentally Sensitive Areas and Hazard Lands (DPA 6&7)	\$100.00
Development Permit- Amendment	\$100.00
Development Variance Permit	\$750.00
Board of Variance	\$750.00
Temporary Use Permit	\$1,000.00 + Advertising Costs
Application Fees (cont'd):	
Strata Conversion	\$200.00 per unit to a maximum of \$2,500.00
Revitalization Tax Exemption Application Fee	\$250.00
Sign Permit	\$100.00
Development Variance Permit - Signage	\$100.00
Real Estate Sign	\$20.00 per agency
Temporary Sign/Banner Deposit	\$10 + \$100 performance bond per sign/banner
Ladysmith Visioning Report	\$25.00
Note: All fees are subject to applicable taxes	

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2013, No. 1826”.

READ A FIRST TIME on the _____ day of _____

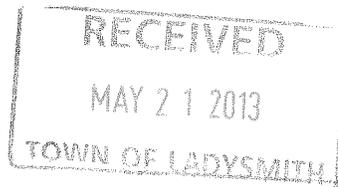
READ A SECOND TIME on the _____ day of _____

READ A THIRD TIME on the _____ day of _____

ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



May 13, 2013

Charlotte Ficko-Blean
406 Davis Rd
Ladysmith, BC V9G 1V3
cfickoblean@gmail.com

Rob Hutchins
PO Box 220, 410 Esplanade
Ladysmith, BC V9G 1A2

Dear Mr. Hutchins,

Two years ago my family moved to Ladysmith from the Lower Mainland in search of a simpler life and to reduce our environmental footprint. In choosing a home to purchase, we were torn between being closer to the amenities of Ladysmith's lovely heritage downtown, or being near the school where we hoped our children would be spending their first eight years of education. The choice became obvious when we realized that at that time, the smaller, older homes on the market in the centre of town were inappropriate for our growing family, and that we could be within walking distance of the much coveted École Davis Road if we were to purchase a family home in the south end of town: we were sold!

Our son will be starting the French immersion program at École Davis Road in the fall and our daughter will follow two years after. We were very disappointed to hear that the proposal to close École Davis Road had been accepted. What makes us even more disappointed, is the proposal to move the 6th and 7th grades to the high school, which creates a much too large age difference, and which opens itself to a host of problems.

We respect the need of the school board to cut the budget, but it should not be at the cost of centralizing an entire town and alienating half of the population by forcing people into vehicles, not when the most appropriate family housing is in the area that will have no schools within walking distance. We now potentially find ourselves in the wrong part of town and are very disappointed this very special, popular school could be on the chopping block. Please do your part to ensure that École Davis Road is not closed, our town will be better for it.

Thank you,

A handwritten signature in black ink, appearing to be "Charlotte Ficko-Blean". The signature is stylized with loops and a long horizontal stroke at the end.

Charlotte Ficko-Blean
Concerned Ladysmith Parent